

Agenda

Cabinet

Date: **Thursday 22 May 2025**

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

WEBCASTING NOTICE

Please note that this meeting will be live streamed on the Council's YouTube channel and via the website (www.gedling.gov.uk). At the start of the meeting the Chair will confirm if all or part of the meeting is being broadcast.

You should be aware that the Council is a Data Controller under the Data Protection Act. Data collected during this webcast will be retained in accordance with the Council's published policy.

For more information about how your personal data is collected and used please view our privacy notice <https://www.gedling.gov.uk/elections-privacy/>

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

Page

- 1 Apologies for absence**
- 2 To approve, as a correct record, the minutes of the meeting held on 19/03/2025** 5 - 8
- 3 Declaration of Interests**
- 4 Forward Plan** 9 - 17
Report of the Democratic Services Manager
- 5 Murals Guidance** 19 - 45
Report of the Planning Policy Manager
- 6 Adoption of Revised Local Requirements List for Planning Applications** 47 - 115
Report of the Assistant Director for Development
- 7 Shopfront Supplementary Planning Document** 117 - 153
Report of the Planning Policy Manager
- 8 UKSPF Y4 Activity Update** 155 - 176
Report of the Assistant Director for Economic Growth and Regeneration
- 9 Annual Equality, Diversity and Inclusion Update** 177 - 263
Report of the Deputy Chief Executive and Monitoring Officer
- 10 Any other items the Chair considers urgent**

This page is intentionally left blank

MINUTES CABINET

Wednesday 19 March 2025

Councillor John Clarke (Chair)

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

Absent:

Officers in Attendance: M Hill, F Whyley, N Osei, M Avery, T Adams,
S Troman, E McGinlay, S Anderson, C Goodall and
Moore

172 APOLOGIES FOR ABSENCE

There were no apologies for absence.

173 TO APPROVE, AS A CORRECT RECORD, THE MINUTES OF THE MEETING HELD ON 13 FEBRUARY 2025

RESOLVED:

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

174 DECLARATION OF INTERESTS

None.

175 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.

176 UPDATE REPORT AND INTERIM RECOMMENDATIONS OF THE FUNDING REVIEW WORKING GROUP

The Democratic Services Manager introduced a report which had been circulated in advance of the meeting, presenting for Members approval

the updated report and interim recommendation of the funding review working group.

RESOLVED:

To approve the updated report and interim recommendation of the funding review working group to be paused to comply with Executive governance arrangements.

177 PROCUREMENT STRATEGY

The Deputy Chief Executive and Monitoring Officer introduced a report, which had been circulated in advance of the meeting, presenting for approval the Council's Procurement Strategy 2025-27 summarising:

- 1- To seek approval of the Council's Procurement Strategy 2025-27.
- 2- To seek delegation to the Council's s.151 Officer and Chief Finance Officer to make minor amendments to the Strategy to reflect changes to the Council's procurement function from 1st April 2025..

RESOLVED:

- 1- To approve the adoption of the Council's Procurement Strategy 2025-27 at Appendix 1.
- 2- To authorise the Chief Financial Officer to make minor amendments to the Strategy to reflect changes to the Council's procurement function from 1st April 2025 as detailed in the report.

178 FEES & CHARGES REPORT 2025/26

The Chief Financial Officer introduced a report, which had been circulated in advance of the meeting, summarising:

- 1- The new Corporate Charging Policy in Appendix 1.
- 2- To determine the level of fees and charges for the 25-26 financial year in accordance with the Corporate Charging Policy.

RESOLVED:

- 1- To approve and adopt the new Corporate Charging Policy.
- 2- To approve the individual fees and charges as set out in the Fees and Charges schedule 2025/26 appended to the report.
- 3- For the level of any new charges, concessions or discounts to be applied to any new or amended charges be delegated to the relevant Assistant Director in consultation with the Chief Finance Officer.

179 ESTABLISH A BUDGET FOR YEAR 4 OF THE UK SHARED PROSPERITY FUND

The Director of Place introduced a report, which had been circulated in advance of the meeting, to obtain approval to establish a revenue and capital budget for the new allocation of £1.172m from the EMCCA Mayor of the UK Shared Prosperity Fund in accordance with the brochure of key projects held in Appendix A.

RESOLVED:

- 1) To approve a revenue budget of £658,548 during 2025/26.
- 2) To approve a capital budget of £513,506 to enable expenditure of the £1.172m allocation during 2025/26.

180 PLAN FOR NEIGHBOURHOODS: GREATER CARLTON

The Director of Place introduced a report, which had been circulated in advance of the meeting, to seek approval as the accountable body to put in place arrangements for the creation of a Greater Carlton Neighbourhood Board and to ensure that appropriate processes are in place to ensure compliance with the Plan for Neighbourhoods £20 million funding award.

RESOLUTION:

- 1) To accept the £20 million Plan for Neighbourhoods funding over 10 years and the conditions of the funding.
- 2) Establish a Revenue Budget of £200,000 for the capacity funding expected in 2025/26.
- 3) Delegate the finalised membership of the Greater Carlton Neighbourhood Board and any proposals to alter the boundaries to the Chief Executive.
- 4) Delegate the establishment of governance arrangements for the Board to the Chief Executive working in partnership with the Independent Chair.
- 5) Authorise consultation and engagement to be undertaken to inform the development of a 10-year Greater Carlton Neighbourhood Plan and 4-year Investment Plan.

181 ANY OTHER ITEMS THE CHAIR CONSIDERS URGENT

None.

The meeting finished at 2.31 pm

Signed by Chair:
Date:



Report to Cabinet

Subject: Forward Plan

Date: 22 May 2025

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 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 six 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:

14/05/2025 (report content)

Approved by:

Monitoring Officer

Date:

14/05/2025 (report content)

This page is intentionally left blank

Gedling Borough Council

FORWARD PLAN FOR THE PERIOD 1 MAY 2025 TO 30 NOVEMBER 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 Jenny Hollingsworth – Deputy Leader and Portfolio Holder for Sustainable Growth and Economy

Councillor David Ellis – Portfolio Holder for Public Protection

Councillor Kathryn Fox – Portfolio Holder for Life Chances and Vulnerability

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?
Murals Guidance The purpose of this report is to seek Cabinet approval to publish informal guidance relating to the provision of murals.	22 May 2025 Cabinet	Jo Gray, Planning Policy Manager	Officer Report	Portfolio Holder for Sustainable Growth and Economy	Open No
UKSPF Y4 Activity Update To provide an update on activity and plans for projects associated with the extension of the UK Shared Prosperity Fund 2025/2026.	22 May 2025 Cabinet	Nathan Wall, Assistant Director - Economic Growth and Regeneration Manager	Officer Report	Portfolio Holder for Sustainable Growth and Economy	Open Yes
Adoption of Revised Local Requirements List for Planning Applications To seek approval for adoption of Revised Local Requirements List for Planning Applications.	22 May 2025 Cabinet	John Krawczyk, Assistant Director - Development	Officer Report	Portfolio Holder for Sustainable Growth and Economy	Open Yes
Shopfront Supplementary Planning Document To adopt the Shopfront Supplementary Planning Document.	22 May 2025 Cabinet	Jo Gray, Planning Policy Manager	Officer Report	Portfolio Holder for Sustainable Growth and Economy	Open Yes
Annual Equality, Diversity and Inclusion Update This report provides an update to Cabinet on work undertaken on the Equality, diversity and Inclusion actions for 2024/25.	22 May 2025 Cabinet	Francesca Whyley, Deputy Chief Executive & Monitoring Officer	Officer Report	Portfolio Holder for Life Chances and Vulnerability	Open No
Community Governance Review (CGR) for St Albans To agree recommendations for the CGR for St Albans on the best way forward for the parish	4 Jun 2025 Council	Emma McGinlay, Democratic Services Manager	Officer Report	Portfolio Holder for Communities and Place	Open No

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?
<p>Annual Treasury Activity Report 2024/25 To inform Members of the outturn in respect of the 2024/25 Prudential Code Indicators, and to advise Members of the outturn on Treasury activity, both as required by the Council's Treasury Management Strategy.</p>	<p>5 Jun 2025 Cabinet 16 Jul 2025 Council</p>	<p>James Goodall, Principal Finance Business Partner</p>	<p>Officer Report</p>	<p>Leader of the Council</p>	<p>Open Yes</p>
<p>Contract to carry out Environmental Enforcement To seek approval for the contract to carry out Environmental Enforcement.</p>	<p>5 Jun 2025 Cabinet</p>	<p>Kevin Nealon, Community Protection and Pollution Control Manager</p>	<p>Officer Report</p>	<p>Portfolio Holder for Public Protection</p>	<p>Open Yes</p>
<p>Modern Slavery and Human Trafficking To seek Cabinet approval of the Modern Slavery and Human Trafficking Statement 2024/25, including the associated commitments to practical action.</p>	<p>5 Jun 2025 Cabinet</p>	<p>Mike Hill, Chief Executive</p>	<p>Officer Report</p>	<p>Leader of the Council</p>	<p>Open No</p>
<p>Community Infrastructure Levy (CIL) Non- Parish Funding – Consultation Response and Funding Decision 24/25 That Cabinet: a) Note the representations and comments received in relation to the CIL Non-Parish Neighbourhood Public Consultation, and b) Approve the awarding of CIL Non-Parish Neighbourhood Funding and the retention of unsuccessful projects on the Local Infrastructure Schedule, in accordance with the Officer recommendations.</p>	<p>5 Jun 2025 Cabinet</p>	<p>Lewis Widdowson, Planning Officer</p>	<p>Officer Report</p>	<p>Portfolio Holder for Sustainable Growth and Economy</p>	<p>Open Yes</p>

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?
Gedling Village Conservation Area and Management Plan To seek approval from Cabinet to designate a new conservation area in Gedling Village and to publish the Gedling Conservation Area Appraisal and management Plan.	5 Jun 2025 Cabinet	Jo Gray, Planning Policy Manager	Officer Report	Portfolio Holder for Sustainable Growth and Economy	Open No
Burton and Station Road development options To assess the potential development of the Burton and Station Road sites	10 Jul 2025 Cabinet	Paul Whitworth, Assistant Director - Housing and Resettlement	Officer Report	Portfolio Holder for Sustainable Growth and Economy	Part exempt Paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972 Yes
Housing Strategy 2025-2030 The Housing Strategy set out Gedling Borough Councils vision and priorities for housing in the Borough over the next five year period.	10 Jul 2025 Cabinet	Paul Whitworth, Assistant Director - Housing and Resettlement	Officer Report	Portfolio Holder for Sustainable Growth and Economy	Open Yes
Community Infrastructure Levy Strategic Review – Consultation Response and Funding Decision That Cabinet: a) Note the representations and comments received in relation to the Community Infrastructure Levy Strategic Review Consultation, and b) Approve the updating of the Council's Infrastructure List in accordance with the Officer recommendations.	10 Jul 2025 Cabinet	Lewis Widdowson, Planning Officer	Officer Report	Portfolio Holder for Sustainable Growth and Economy	Open Yes

Page 2

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?
Ambition Arnold To seek approval of design work to regenerate land at Arnold Leisure Centre, with delivery subject to significant funding either from government, private investors or a combination of the two.	10 Jul 2025 Cabinet	Nathan Wall, Assistant Director - Economic Growth and Regeneration Manager	Officer Report	Portfolio Holder for Sustainable Growth and Economy	Open Yes
Temporary Maintenance Policy To seek approval of the Temporary Maintenance Policy	4 Sep 2025 Cabinet	Paul Whitworth, Assistant Director - Housing and Resettlement	Officer Report	Portfolio Holder for Communities and Place	Open Yes
Update on the work of the Policy Advisors To update Cabinet on the actions and activities that the Policy Advisors have undertaken since the last report to Cabinet in September 2024.	4 Sep 2025 Cabinet	Mike Hill, Chief Executive	Officer Report	Leader of the Council	Open No
Greater Carlton Long Term Plan for Neighbourhoods To seek approval of the Regeneration Plan and 4 Year Investment Plan	9 Oct 2025 Cabinet	Nathan Wall, Assistant Director - Economic Growth and Regeneration Manager	Officer Report	Leader of the Council	Open Yes
Adoption of Local Labour Agreement SPD To adopt Local Labour Agreement SPD	21 May 2026 Cabinet	Jo Gray, Planning Policy Manager	Officer Report	Portfolio Holder for Sustainable Growth and Economy	Open Yes

This page is intentionally left blank



Report to Cabinet

Subject: Murals Guidance

Date: 19th March 2025

Author: Planning Policy Manager

Wards Affected

All

Purpose

The purpose of this report is to seek Cabinet approval to publish informal guidance relating to the provision of murals.

Key Decision

This is not a Key Decision.

Recommendation(s)

THAT Cabinet:

- 1) Approves the Murals guidance appended to this report.

1 Background

- 1.1 In December 2024 the Council approved the Ambition Arnold Visionary Masterplan report, a strategic framework designed to revitalise Arnold town centre and address its long-term sustainability. The intention of the work is to serve as a framework for future projects and funding bids, supporting the regeneration and long-term prosperity of the town.
- 1.2 The Council is committed to enhancing the visual appeal of the Borough and promoting community engagement through public art and murals. To provide clarity and guidance on the implementation of murals, the Council has developed informal guidance in response to one of the key features of the masterplan, which is to enhance public spaces. The guidance attached at **Appendix A**, provides advice on the requirements for approvals,

- 1.3 outline best practice for commissioning artwork and set out guidance on themes for murals. In addition to Arnold Town Centre, the guidance may be applied throughout the Borough.
- 1.4 The design work has been funded through UK Shared Prosperity grant award.

2 Proposal

- 2.1 A mural is a large piece of artwork that is painted or applied directly onto a wall, ceiling, or other permanent surface, often as a form of public art. Murals can be found in both indoor and outdoor spaces, and they typically cover a wide area, transforming a plain wall into a vibrant artistic expression.
- 2.3 Appropriate and effective implementation murals can result in benefits to enhance the aesthetic quality of public spaces. Public art is about good design which is supported in local and national planning policy.
- 2.4 Public art and murals can be cost-effective ways to transform public spaces, reinforce a sense of place and encourage community engagement with the town centre. Good quality, attractive public spaces play a key role in urban regeneration and attracting residential and commercial occupiers.
- 2.5 The draft document aims to provide clear and accessible guidance for property owners, artists and developers on considerations related to murals. The guidance covers the following:
 - Definition and benefits of murals
 - Key requirements
 - Guidance on appropriate themes considering local history and context
 - Need for planning permission
 - Existing murals
 - Possible funding sources
 - Commissioning process, outlining best practices for engaging artists and communities

3 Alternative Options

- 3.1 An alternative option would be to approve the guidance as a Supplementary Planning Document. However, this is not considered appropriate as the content of the guidance goes beyond matters that can

be controlled by the planning system.

- 3.2 Another option would be to not prepare guidance on murals. However, no other guidance currently exists in relation to the provision of murals or the protection of existing murals and the preparation of the guidance is fully supported by the approved Ambition Arnold Visionary Masterplan.

4 Financial Implications

The cost of preparing the guidance has been met from grant funding received from the UK Shared Prosperity Fund (UKSPF)

5 Legal Implications

- 5.1 The document is being adopted as informal guidance and can be given weight in future decision-making.

6 Equalities Implications

- 6.1 None direct. However, the guidance will help to ensure that new murals achieve a positive result in enhancing the aesthetic quality of public spaces

7 Carbon Reduction/Environmental Sustainability Implications

- 7.1 The document will help to protect the environment by providing guidance on the provision of murals.

8 Appendices

Appendix A: Publication Draft Public Art and Murals Informal Planning Guidance (IPG)

Appendix B: Equalities Impact Assessment

Appendix C: Climate Impact Assessment

9 Background Papers

None

10 Reasons for Recommendations

10.1 To approve the Murals guidance.

Statutory Officer approval

Approved by:

Date:

On behalf of the Chief Financial Officer

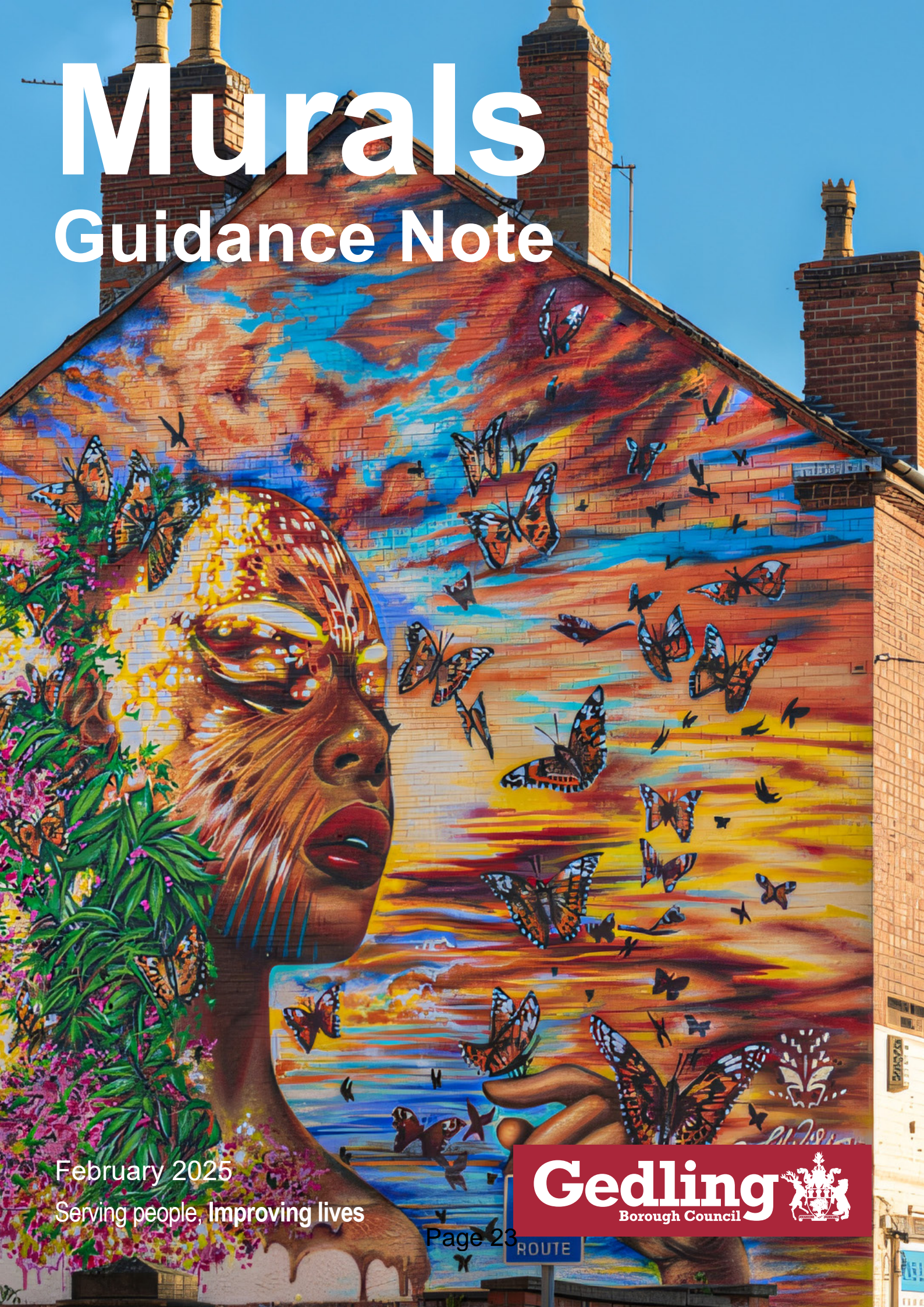
Approved by:

Date:

On behalf of the Monitoring Officer

Murals

Guidance Note



February 2025

Serving people, Improving lives

Gedling
Borough Council



Contents

Murals

Guidance Note

- 01 Introduction 03
- 02 Definition of a mural 04
- 03 Support for murals and their benefits 05
- 04 Key requirements for murals 06
- 05 Guidance on themes for murals 07
- 06 Need for planning permission 08
- 07 Existing murals 09
- 08 Possible funding sources 10
- 09 Commissioning process 11

Introduction

This document sets out guidance for the provision of murals within Gedling. It provides advice on the requirements for approvals, outlines best practice for commissioning artwork, the roles of different parties involved and potential locations for murals across the borough.

2 Definition of a mural

2.1 A mural is a large piece of artwork that is painted or applied directly onto a wall, ceiling, or other permanent surface, often as a form of public art. Murals can be found in both indoor and outdoor spaces, and they typically cover a wide area, transforming a plain wall into a vibrant artistic expression.

2.2 Murals can depict various subjects, including social or political themes, landscapes, abstract designs, or scenes from history (guidance on themes is provided later in this chapter). They have been used for centuries as a means of storytelling, beautifying urban spaces, and creating a connection between the community and the art. Techniques for creating murals range from traditional painting methods, such as using brushes and paint, to modern forms like graffiti and digital projections.

2.3 Gedling Borough Council aspires to be regarded as an excellent Council by enabling a safe, attractive, clean and culturally vibrant Borough and making a positive difference to people's lives. The Council's vision for public art and murals is to enhance the aesthetic quality of its public spaces, foster communities and their cohesion and cultivate local identity.



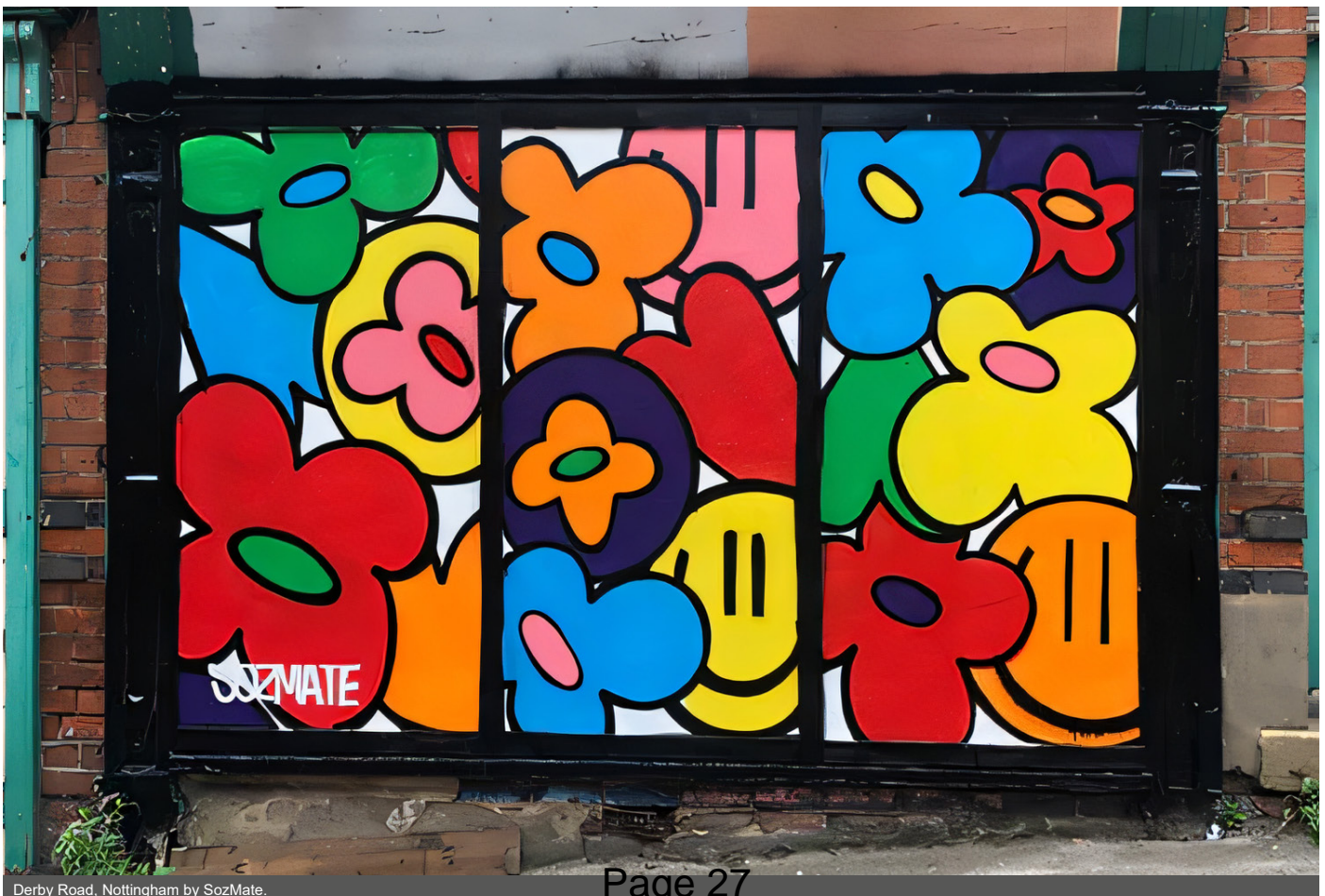
A disused shopfront hoarding on Derby Road, Nottingham.

3 Support for murals and their benefits

3.1 Appropriate and effective implementation of public art and murals can result in benefits by:

- » Attracting investment for both public and private sectors.
- » Making Gedling Borough a more appealing place for businesses to locate to.
- » Stimulating the local economy through creating employment and developing skills.
- » Encouraging tourism by giving Gedling Borough a competitive edge in relative to competing destinations.
- » Contributing to local distinctiveness by giving a voice to artists and designers and enabling them to utilise their creative skills and vision.
- » Helping to reduce levels of crime and vandalism by creating a sense of ownership.
- » Reclaiming spaces lost to deprivation or disuse.
- » Humanising environments, involving the community and creating a cultural legacy for the future.
- » Introducing innovation and experimentation into the process of how we develop spaces and places and create environments which meet the needs of the inhabitants and visitors.

3.2 Public art is about good design which is supported in local and national planning policy. Good quality attractive public spaces play a key role in urban regeneration and attracting residential and commercial occupiers. Implementing these principles does not necessarily mean more expense and public art and murals can be cost-effective ways to transform public spaces, reinforce a sense of place and encourage community engagement with the town centre.

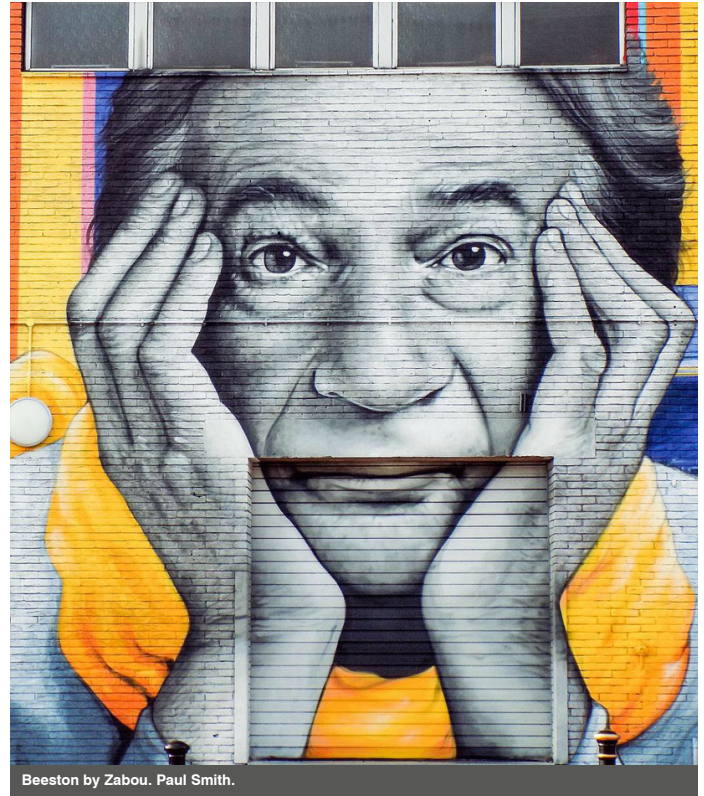


Derby Road, Nottingham by SozMate.

4 Key requirements for murals

4.1 All murals should:

- » Be developed in consultation with the community in which it is located;
- » Protect and enhance local character;
- » Ensure that it does not compromise the delivery of sustainability or inclusive design policy objectives;
- » Be site specific in terms of the design and concept (guidance provided in chapter 5);
- » Be visible and able to be enjoyed from a publicly accessible location; and
- » Require minimal maintenance and (where necessary) decommissioning works.



<https://zabou.me/2018/10/19/celebrating-beeston/>

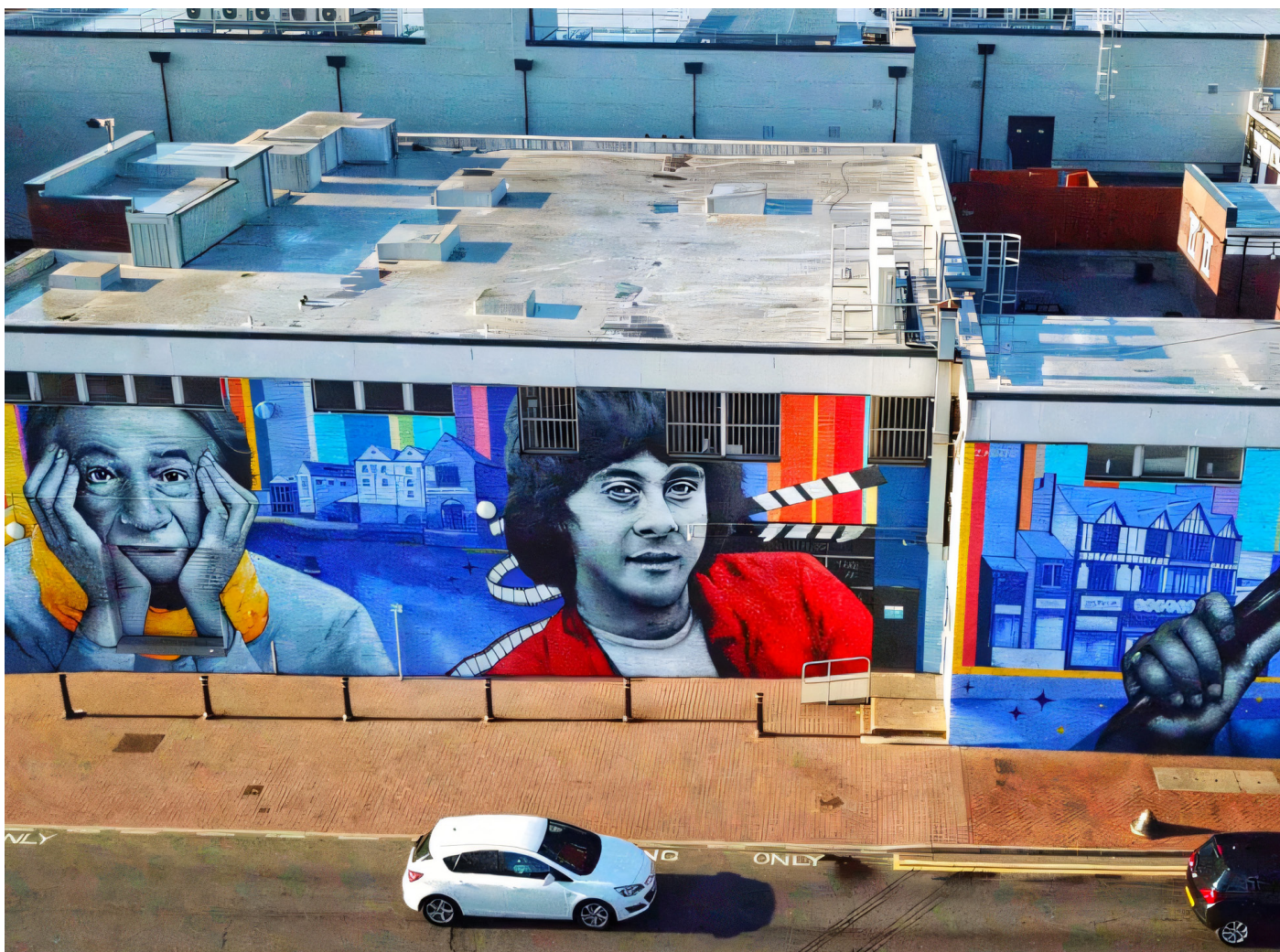
5 Guidance on themes for murals

5.1 Artworks will only be permitted where they are appropriate in terms of the history, context and purpose of a site. The history or context of a space may make siting of artworks inappropriate even when it may be acceptable for design or aesthetic considerations. The significance of heritage settings needs to be carefully understood and murals should work to preserve or enhance this significance.

5.2 Commissioning art may also provide an opportunity to enliven existing areas of public realm, help generate community ownership and become a source of local identity and pride. Residents and stakeholders should be involved in the development of designs.

5.3 When commissioning murals, they should:

- » Be original and not an off-the-shelf reproduction of an original artwork.
- » Be intrinsic to the location or place they are proposed to be installed.
- » Conserve locally and nationally important heritage assets and preserve or enhance their setting.



Beeston by Zabou. Commissioned by Broxtowe Council: Portraits of three local celebrities: Paul Smith, Richard J. Beckinsale and Edwin Starr, surrounded by sights from the canal and the old town.

6 Need for planning permission

6.1 A planning application will generally be needed for painting a mural if the site is prominent in the public realm, is in a conservation area or will change the character of the local area in accordance with the [Town and Country Planning Act 1990](#).

6.2 Murals will seldom be acceptable on a listed building and any proposal for a mural on a listed building should be discussed with the Planning Department.

6.3 Before making an application, you can seek [pre-application advice](#) from the Council.

6.4 When making a planning application, you will be required to serve notice on the site owner so the permission of the owner of any building or structure (and not just a tenant) must be sought.

6.5 The Council will not agree to any painting, writing, marking or other application method, on its property without its prior express permission being obtained. Where graffiti or any other form of marking is found on council-owned properties or street furniture, it will be removed and the Council may take legal action.

Advertisement Consent

6.6 If a mural contains reference to a business, commercial activity, logo etc. then it may be deemed to be an Advertisement, and an Advertisement application will be required instead of a planning application in accordance with the [Town and Country Planning \(Control of Advertisements\) \(England\) Regulations 2007](#). The criteria for determining these applications are broadly similar to planning applications but judged against different planning policies and legislation.



7 Existing murals

7.1 In some cases, existing murals or ghost signs (painted advertising signs on buildings that have been preserved for an extended period of time) may be protected because of Article 4 Directions in conservation areas or through being part of a listed building. This means that they may not be painted over or removed without express permission.



'Ghost sign', Lower Parliament Street, Nottingham.

8 Possible funding sources

8.1 The Arts Council [website](#) provides information on funding opportunities for the provision of public art.

8.2 A comprehensive list of alternative funding sources for public art can be found on the Public Art Online [website](#).



'Funky Bird' by SMALLKID for Arts Fest Nottingham on the side of a coffee shop in Fenton, Nottingham. Page 32

9 Commissioning process

9.1 Commissioning processes should be as open as possible regarding content to allow artists to use their creative ability and knowledge to inform the process, allowing the artist to 'lead' in their response to the brief. Further guidance is available from the Public Art Online [website](#).

9.2 Any public art commissioning should sit within a rationale and agreed criteria for commissioning. The aims of the commission should be clearly set out from the outset with a clear strategy or commissioning plan. It is recommended that professional advice is sought at the earliest stage such as involving a public art consultant, agency or lead artist. Specialist advice can help identify the conceptual framework for the commissioning plan, methods of selection, implementation and the budget required, as well as possible funding sources and project management functions. Key aspects of the commissioning process include:

- » Establishing the aims of the commission.
- » Consultation with all stakeholders.
- » Ownership of, and all permissions and restrictions of the site.
- » Appropriate scale and materials for the site.
- » Required preparation of the site.
- » The budget of the commission, including:
 - » Advertising and selections costs;
 - » Artist's design fees;
 - » Artist's commission fee;
 - » Costs including, but not limited to, insurance, installation, transport, security. Professional fees, consultation, publicity, maintenance and VAT if applicable; and
 - » A contingency.
- » The timescale and any key milestones.
- » The role of the artist.
- » The selection process to be used and eligibility criteria for competing artists.

9.3 In terms of advertising a commission, Arts Council England offer a service called [Arts Jobs](#): a free online service which details current vacancies and opportunities in the arts community. Other options include: [a-n magazine](#), [Axis](#) and local papers.

9.4 The use of studio networks, artist-run organisations and membership organisations is also supported.

9.5 Look at the opportunities to involve the community in consultation; what are the aims behind involving the community? Are they to:

- » Involve them directly in the concept and/or design and making of work;
- » Create educational workshops linked to the commission?;
- » Involve them in identifying the artist and/or sites, informing the brief through sourcing ideas for work?;
- » Give opinions on various designs and be involved in the final decision-making process?; and/or
- » Inform of them of the process and gain informal feedback?

9.6 Some form of consultation is always necessary. A commission should not exist as an isolated process, which then suddenly appears on site. The location itself will very much define the sort of consultation. Consultation can:

- » Result in wider sense of ownership and understanding of the project;
- » Create a sense of pride and raise awareness/appreciation of the locality;
- » Provide opportunities to develop and utilise local skills; and
- » Provide a means by which the community can have control over its environment.

9.7 More detailed information on consulting for the provision of public art in general can be found on the Public Art Online [website](#).

9.8 It is important to build in some sort of documentation and evaluation process. This not only ensures that a detailed record of the project is available for future reference, it also helps promote the project wider afield.

9.9 To celebrate the final product, it is also important to plan some form of 'unveiling' or inauguration. This recognises all the hard work which has gone into the project and celebrates what has been achieved. It also provides an opportunity to publicise the project and gain, through media publicity, some recognition and feedback on the scheme.



Girl with Sunglasses by Buber Nebz. The artwork on the walls of Roundhill Primary School in Beeston can be seen from Glebe Street / Foster Avenue or from the Lidl car park nearby.

This page is intentionally left blank

Equality Impact Assessment



Name of project, policy, function, service or proposal being assessed:		Proposal to seek Cabinet approval for the publication of Murals Informal Guidance.			
The main objective of the Consultation Draft Shopfront Supplementary Planning Document (SPD):		This document sets out guidance for the provision of murals within Gedling.			
What impact will this proposal have on the following groups? Please note that you should consider both external and internal impact: <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	Comments
<u>Gender</u>	External		Yes		Guidance on murals is inclusive of all protected groups.
	Internal		Yes		As above
<u>Gender Reassignment</u>	External		Yes		Guidance on murals is inclusive of all protected groups.
	Internal		Yes		As above
<u>Age</u>	External		Yes		Guidance on murals is inclusive of all protected

					groups. Murals can be very engaging for children, which could significantly enhance their appreciation of the built environment.
	Internal		Yes		As above

<u>Marriage and civil partnership</u>	External		Yes		Guidance on murals is inclusive of all protected groups.
	Internal		Yes		As above
<u>Disability</u>	External		Yes		Guidance on murals is inclusive of all protected groups.
	Internal		Yes		As above.
<u>Race & Ethnicity</u>	External		Yes		Guidance on murals is inclusive of all protected groups.
	Internal		Yes		As above
<u>Sexual Orientation</u>	External		Yes		Guidance on murals is inclusive of all protected groups.
	Internal		Yes		As above
<u>Religion or Belief (or no Belief)</u>	External		Yes		Guidance on murals is inclusive of all protected groups.
	Internal		Yes		As above
<u>Pregnancy & Maternity</u>	External		Yes		Guidance on murals is inclusive of all protected groups.

	Internal		Yes		As above
Other Groups (e.g. any other vulnerable groups, rural isolation, deprived areas, low income staff etc.) Please state the group/s:	External		Yes		Guidance on murals is inclusive of all protected groups.
	Internal		Yes		As above

Is there is any evidence of a high disproportionate adverse or positive impact on any groups?		No	Guidance on murals will result in benefits to enhance the aesthetic quality of public spaces for all protected groups.
Is there an opportunity to mitigate or alleviate any such impacts?		No	
Are there any gaps in information available (e.g. evidence) so that a complete assessment of different impacts is not possible?		No	
In response to the information provided above please provide a set of proposed actions including any consultation that is going to be carried out:			
Planned Actions	Timeframe	Success Measure	Responsible Officer
None			

Authorisation and Review

Completing Officer Authorising Service Manager	Alkin Korkmaz
	Alison Gibson / Joanna Gray

Date

23/01/2025

Review date (if applicable)

This page is intentionally left blank

Climate Impact Assessment



Name of project, policy, function, service or proposal being assessed:	Proposal to seek Cabinet approval for the publication of Murals Informal Guidance.			
The main objective of the Consultation Draft Shopfront Supplementary Planning Document (SPD):	This document sets out guidance for the provision of murals within Gedling.			
What impact will this Consultation Draft Gedling Design Codes: Supplementary Planning Document (SPD): have on the following:				
Category	Negative	Positive	No impact / Negligible change	Mitigation/ Comments
Behaviour & Culture Change		Positive impact		The Murals guidance will be used by applicants preparing proposals. It provides guidance on the provision of murals. It will be a useful tool for landowners, developers and artists facilitating a positive impact.
Built Environment		Positive impact		By using the guidance, mural proposals should be properly prepared, reflecting and contributing to the character of the locality. The document will help to enhance the aesthetic quality of public spaces within the Borough.

Transport			No impact	No impact unless significant action is required.
------------------	--	--	-----------	--

Energy, Natural Resources & Climate Change		Positive impact		The guidance will help to protect the environment by providing guidance on the provision of murals within the Borough.
Waste Reduction & Recycling			No impact	No impact unless significant action is required.
Blue-Green Infrastructure/Biodiversity			No impact	No impact unless significant action is required.
Procurement & Purchasing			No impact	No impact unless significant action is required.

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
None			

Authorisation and Review

Completing Officer	Alkin Korkmaz
Authorising Head of Service/Director	Alison Gibson / Joanna Gray
Date	23/01/2025
Review date (if applicable)	

This page is intentionally left blank



Report to Cabinet

Subject: Local Requirements List for planning related applications

Date: 22nd May 2025

Author: John Krawczyk – Assistant Director - Development

Wards Affected

All

Purpose

The purpose of this paper is to seek Cabinet approval to adopt the revised Local Requirements List.

Key Decision

Yes

Recommendation(s)

THAT:

- 1) The revised Local Requirements List for planning related applications be adopted;
- 2) Authorise the Assistant Director – Development to publish the document; and
- 3) Delegate Authority to John Krawczyk, Assistant Director – Development, to make any minor typographical, formatting or factual amendments to the Local Requirements List for planning related applications.

1 Background

- 1.1 Gedling Borough Council determine in the region of 700 planning and related applications a year. Following approval by Cabinet on 16th February 2023, the Council validate applications in accordance with the adopted Local Requirements List National requirements along with the

National Validation Requirements which are set out within Planning Practice Guidance and the Town and Country Planning Development Management Procedure (England) (Order) 2015.

- 1.2 Planning Practice Guidance recommends that Local Requirements Lists should be reviewed at least every two years. The document has been reviewed and updated to ensure that planning application validation requirements reflect the information required following recent changes in planning policy as detailed below.
- 1.3 From February 2024, the Government introduced a statutory requirement for development to deliver at least a 10% increase in biodiversity value relative to the pre-development biodiversity value of the site. The document has therefore been updated with detailed information regarding the Biodiversity Net Gain Information required to be submitted in support of a planning application. The requirement to provide an Ecology Survey has also been updated with further guidance being provided.
- 1.4 The Council adopted the Design Code Framework in November 2024 which sets the general requirements for high quality design for new residential development. The revised document sets out a requirement for applicants to submit a Design Code Checklist which sets out of how their application complies with the requirements of the design principles set out within the adopted Framework.

Consultation

- 2.1 Public consultation has been undertaken, following approval from the Portfolio Holder for Sustainable Growth and Economy on 4th February 2025. This involved a targeted consultation of statutory consultees, a number of agents who regularly submit planning applications to the Council, including those that attend the Developers Forum, along with the document being advertised on the Councils website. The consultation period ran for a period of 6 weeks between 17th February 2025 and 31st March 2025. The amended Local Requirements List, attached as Appendix 1, has been slightly revised in order to address comments received during the public consultation period.
- 2.2 A total of 7 comments have been received, as detailed in Appendix 2. In summary, 3 statutory consultees raised no objections or comments, 3 statutory consultees requested additional information / clarification be added and a local developer / landowner has commented that they don't wish for any delay to be added to be application process. These comments are addressed in more detail in Appendix 2.

Next Steps

- 2.3 The comments made during the consultation period have been carefully considered and minor amendments to the Local List have been made in respect of adding a requirement for a Coal Mining Risk Assessment in Development High Risk Areas, adding the Sport England Information Requirements to Open Space Assessments and providing further clarification to the requirement to submit Heritage Impact Assessments. In all other aspects, the document remains as originally proposed. The next step is for Cabinet to authorise the adoption of the Local Requirements List.

3 Alternative Options

- 3.1 To continue to rely upon the current Local Requirements List for the validation of planning applications. It is however considered that revised documents will ensure higher quality planning applications are submitted for consideration, more timely decisions to be made as it is less likely further information will be required during the application process and greater consistency for both applicants and their agents.

4 Financial Implications

- 4.1 None. The revised Local Requirements List has been drafted by the Council's own staff within an agreed budget.

5 Legal Implications

- 5.1 Paragraph 45 of the National Planning Policy Framework (2024) supports the creation of a local list for applications for planning permission, which should be reviewed every two years.

6 Equalities Implications

- 6.1 None.

7 Carbon Reduction/Environmental Sustainability Implications

- 7.1 The document will be electronically available to discourage the use of paper copies as well as encourage planning applications to be submitted electronically rather than by paper.

8 Appendices

- 8.1 Appendix 1: Revised Local Requirements List

Appendix 2 : Consultation Responses

9 Background Papers

- 9.1 None.

10 Reasons for Recommendations

10.1 To authorise the adoption of the Revised Local Requirements List amended, to aid Planning Officers in the validation of planning applications.

Statutory Officer approval

Approved by:

Date:

On behalf of the Chief Financial Officer

Approved by:

Date:

On behalf of the Monitoring Officer

Local Requirements List

April 2025

Contents Page

Introduction	4
List of Gedling Borough Council's Local Requirements	6
Lists of Local Requirements by Application Type	7
1a. Householder application for planning permission for works or extension to a dwelling.....	7
1b. Prior Notification - Enlargement, improvement or other alteration of a dwellinghouse	9
2. Application for Full Planning Permission.....	10
Residential New Build	10
Residential Conversions	11
Commercial, industrial and non-residential	12
Change of use.....	14
Agricultural Development (e.g. new buildings, engineering works etc.)	15
3. Application for Outline Planning Permission with some / all matters reserved..	17
4. Application for Approval of Reserved Matters following outline approval.....	19
5. Listed Building consent for alterations, extension or demolition of a listed building	20
6. Application for Advertisement consent.....	21
7. Application for a Lawful Development Certificate for an existing use or operation or activity including those in breach of a planning condition	22
8. Application for a Lawful Development Certificate for a proposed use or development	23
9. Prior notifications	24
Agricultural buildings to dwellinghouses.....	24
Agricultural buildings to state-funded school or registered nursery	24
Agricultural buildings to a flexible commercial use	24
Agricultural development on units of 5 hectares or more and forestry development	24
Retail or betting office or pay day loan shop to assembly and leisure	25
Retail, takeaway, betting office, pay day loan shop, and launderette uses to offices.....	25
Business, hotels etc. to state-funded schools or registered nursery	25
Installation or alteration etc. of stand-alone wind turbine on domestic premises	25
Renewable Energy.....	25
Specified sui generis uses to dwellinghouses	25

Retail, takeaways and specified sui generis uses to dwellinghouses.....	25
Offices to dwellinghouses	25
Premises in light industrial use to dwellinghouses	25
Temporary use of buildings or land for film making purposes	25
Storage or distribution centre to dwellinghouses.....	26
Provision of a temporary state-funded school on previously vacant commercial land	26
Communications	26
New dwellinghouses on detached blocks of flats	26
New dwellinghouses on detached buildings in commercial or mixed use	26
New dwellinghouses on terrace buildings in commercial or mixed use.....	26
New dwellinghouses on terrace buildings in use as dwellinghouses.....	26
New dwellinghouses on detached buildings in use as dwellinghouses	26
Demolition of building(s).....	27
10. Planning Permission for Relevant Demolition in Conservation Area.....	28
11. Application for Hedgerow Removal Notice	29
12. Application for removal or variation of a condition following grant of planning permission (Section 73 of the Town and Country Planning Act 1990).....	30
13. Application for Approval of Details Reserved by Condition	31
14. Application for Tree Works: Works to Trees Subject to a Tree Preservation Order (TPO).....	32
15. Notification of Proposed Works to Trees in a Conservation Areas	33
16. Non-material amendment	34
17. Permission in Principle	35
Information required for each Local Requirement	36
Appendix 1 – Transport Statement Thresholds.....	60

Introduction

This Local Requirements List was adopted by Gedling Borough Council on XXX following public consultation.

What is a Local Requirements List?

When making a planning application it is vital that it is supported by adequate and accurate information to enable the council, members of the public and other statutory bodies to understand the proposals, and allow a proper assessment of the potential impact of the development. This List identifies which documents (in addition to the statutory national requirements) it is considered are reasonable for the Council to request in order to fully assess a planning application.

Planning applications which are not submitted with the correct information as stated within these pages may be treated as invalid and will not be processed until such time as the required information has been submitted. This makes it clear at the start of the application process what information is required to support different types of planning applications.

What's included in the Gedling Local Requirements List?

This document begins with a list of all of Gedling Borough Council's Local Requirements.

This document then continues with a list of National and Local Requirements by application type. When making a planning application, simply click on the application type that you want to know more about.

The documents then provides further details as to what information is required for each Local Requirement.

Useful web links

This document makes reference to planning policy documents. Please click on the web links below for further information regarding these policy documents.

National Planning Policy Framework (NPPF)

<https://www.gov.uk/government/publications/national-planning-policy-framework--2>

Aligned Core Strategy (ACS)

<https://www.gedling.gov.uk/acs/>

Local Planning Document (LPD)

<https://www.gedling.gov.uk/lpd/>

Supplementary Planning Documents (SPDs) and Guidance

<https://www.gedling.gov.uk/resident/planningandbuildingcontrol/planningpolicy/adopt-edlocalplanandpolicydocuments/supplementaryplanningdocumentsandguidance/>

List of Gedling Borough Council's Local Requirements

- Agricultural justification
- Ecology survey and report
- Biodiversity Net Gain information (statement, metric and report)
- Community Infrastructure Levy (CIL) forms
- Coal Mining Risk Assessment
- Daylight/Sunlight assessment
- Design Code compliance checklist
- Drainage - Foul sewage and utilities assessment
- Drainage – Surface water drainage (including SuDS)
- Environmental statement (including contamination)
- Flood risk assessment
- Green Belt calculations
- Heritage Statement (including Historical, archaeological features and Scheduled Ancient Monuments)
- Joinery Details
- Landscaping details
- Lighting assessment
- Low Carbon Planning Guidance – statement of compliance
- Noise assessment
- Open Space Assessment
- Parking Provision
- Planning Obligations – Draft Head(s) of Terms
- Planning Statement
- Retail Impact Assessment
- Site Waste Management Plan
- Statement of Community Involvement
- Structural Survey
- Transport assessment
- Travel Plan
- Tree survey/Arboricultural implications
- Ventilation/Extraction statement
- Viability statement

Lists of Local Requirements by Application Type

1a. Householder application for planning permission for works or extension to a dwelling

National Requirements:

The National Requirements for a Householder Planning Application are:-

- Application form.
- Certificates (at end of application forms).
- Site location plan:-
 - The application site must outlined in red (this is usually the boundaries to the site) and any land adjoining or close by owned by the applicant should be outlined in blue.
 - The plan must be to an identified scale (this is usually 1:1250) and show a north arrow.
 - The location plan should include adjacent road names.
- Site layout plan / block plan. The site plan should be at a standard scale e.g. 1:200 or 1:500. The site plan shall include the following:-
 - The direction north.
 - The proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions including those to the boundaries.
- Detailed existing and proposed elevation and floorplan drawings at a standard scale e.g. 1:100 or 1:50. These need to be accurate and it is advised to employ a professional architect or plan drawer.
- Design and access statement (where the property is within a Conservation Area and floor area proposed is 100m² or more. See LPD Policy 28.)
- Application fee.

Local Requirements (depending on site constraints):

- CIL forms -if floor area exceeds 100 sqm or results in the creation of a new residential dwelling / annex.
- Ecology survey and report – where protected or priority species or habitats or designated sites are likely to be impacted by a development proposal. See 'Information required for each Local Requirement' section of this document for guidance.
- Design Code Framework Compliance Checklist (relevant to application size).
- Daylight/Sunlight assessment – For a householder planning application this is a “45 degree line” shown on a block plan. This is a line drawn from neighbouring windows at a 45 degree angle towards any proposed extension. This provides an indication as to whether the proposed extension will cause unacceptable issues of massing / overshadowing or overbearing onto neighbouring occupiers. The line should be drawn from the centre of the neighbouring window for single storey extensions and the nearest edge of the window for 2-storey extensions.
- Flood Risk Standing Advice - applications where the site is located in flood zones 2 or 3 and the footprint is less than 250 square metres.

- Green Belt calculations - if the site is in the Green Belt. See LPD Policy 13.
- Heritage Statement – if property is within the setting of a listed building, is within a conservation area, is within the setting of a scheduled ancient monument, is a local interest building. See LPD Policies 26, 27, 28 and 31.
- Parking Provision – where existing parking or garage facilities are affected by the proposed development. See LPD Policy 57.
- Tree Survey/Arboricultural Implications – if any trees or hedges need to be removed or pruned as part of the proposed development.
- Where required, a protected species report should be submitted. Reference is drawn to the biodiversity survey and report section of this report as to when is required.

Please see page 36 for detailed guidance as to what information is required for each of the above Local Requirements.

1b. Prior Notification - Enlargement, improvement or other alteration of a dwellinghouse

National Requirements:

- Application form including:-
 - how far the enlarged part of the dwellinghouse extends beyond the rear wall of the original dwellinghouse.
 - the maximum height of the enlarged part of the dwellinghouse and the height of the eaves of the enlarged part of the dwellinghouse.
 - the addresses of any adjoining premises.
 - the developer's contact details.
- Location plan showing the proposed site:-
 - The application site must outlined in red (this is usually the boundaries to the site) and any land adjoining or close by owned by the applicant should be outlined in blue.
 - The plan must be to an identified scale (this is usually 1:1250) and show a north arrow.
 - The location plan should adjacent road names.
- Plans showing the proposed development (for example an aerial plan showing outline of extension relative to dwelling)
- Appropriate fee

2. Application for Full Planning Permission

National Requirements (for all applications for full planning permission):

Please click the link below for the current national information requirements:-

<https://www.gov.uk/guidance/making-an-application#National-information-requirements>

Local Requirements (by application type):

Residential New Build

- Agricultural justification – for applications for agricultural workers’ dwellings. See LPD Policy 17.
- Ecology survey and report – where protected or priority species or habitats or designated sites are likely to be impacted by a development proposal. See ‘Information required for each Local Requirement’ section of this document for guidance.
- Biodiversity Net Gain information (statement, metric and report) - See ‘Information required for each Local Requirement’ section of this document for guidance.
- Coal Mining Risk Assessment – where the development falls within a Development High Risk Area
- Community Infrastructure Levy (CIL) forms:-
 - Additional Information Form 1, and
 - Assumption of Liability Form 2.
- Community Infrastructure Levy (CIL) forms.
- Design Code Framework Compliance Checklist (relevant to application size).
- Daylight/Sunlight assessment – where proposals could impact on residential amenity. See LPD Policy 32.
- Drainage - Foul sewage and utilities assessment – all major applications.
- Drainage – Surface water drainage (including SuDS) – all major applications, applications in and adjacent to areas at risk of flooding. See Policy LPD Policy 4.
- Environmental Statement, including Land Contamination assessment where there may be the potential for contamination due to the former use of the land. See LPD Policy 7.
- Flood risk assessment – all new housing development in flood zone 2 or 3, housing development on more than 1 hectare or 10 or more houses in flood zone 1. See LPD Policy 3.
- Green Belt calculations – for new housing development on previously developed land. See LPD Policies 14 and 15.
- Heritage Statement (including Historical, archaeological features and Scheduled Ancient Monuments) – any new residential development affecting a heritage asset. See LPD Policy 26.
- Landscaping details – any new residential development that is particularly sensitive from either an ecological or visual point of view. See LPD Policy 18.

- Low Carbon Planning Guidance – statement of compliance – for housing developments of 10 units or more. See Low Carbon Planning Guidance for Gedling Borough.
- Open Space Assessment – where the proposed development relates to an existing area of Protected Open Space or Important Open Areas within a conservation area. See LPD Policies 20, 22 and 28.
- Planning Obligations – Draft Head(s) of Terms – when a Section 106 legal agreement is required to secure developer contributions. This can be because of set triggers (for example housing developments of 15 or more dwellings require an affordable housing contribution) or this can be at the request of a planning officer or statutory consultee. See LPD Policy 36.
- Planning Statement - major planning applications, applications that are not in accordance with the development plan, proposals that require detailed policy consideration.
- Site Waste Management Plan – all new residential development
- Statement of Community Involvement - all applications where pre-application consultation has taken place with the local community.
- Transport Assessment – where development generates a significant amount of transport movements (see Appendix 1 for requirement thresholds)
- Travel Plan – for any developments in excess of 50 units. See ASC Policy 14.
- Tree survey/Arboricultural implications - all applications where trees may be affected by the proposed development.
- Viability statement - Where applicants do not consider that development schemes would be viable in relation to the policy requirements and/or planning obligations made of them.

Residential Conversions

- Agricultural justification - for applications for agricultural workers' dwellings. See LPD Policy 17.
- Ecology survey and report – where protected or priority species or habitats or designated sites are likely to be impacted by a development proposal. See 'Information required for each Local Requirement' section of this document for guidance.
- Biodiversity Net Gain information (statement, metric and report) - See 'Information required for each Local Requirement' section of this document for guidance.
- Community Infrastructure Levy (CIL) forms:-
 - Additional Information Form 1, and
 - Assumption of Liability Form 2.
- Daylight/Sunlight assessment - where proposals could impact on residential amenity. See LPD Policy 32.
- Drainage – Foul sewage and utilities assessment - all major applications.
- Drainage – Surface water drainage (including SuDS) - all major applications, applications in and adjacent to areas at risk of flooding. See LPD Policy 4.
- Design Code Framework Compliance Checklist (relevant to application size).

- Environmental Statement, including Land Contamination assessment where there may be the potential for contamination due to the former use of the land. See LPD Policy 7.
- Flood risk assessment – If in flood zone 2 or 3. See LPD Policy 3.
- Green Belt calculations – if any elements of new buildings are proposed. See LPD Policies 12 and 13
- Heritage Statement (including Historical, archaeological features and Scheduled Ancient Monuments) - any residential conversions affecting a heritage asset. See LPD Policy 26.
- Landscaping details - any residential conversion that is particularly sensitive from either an ecological or visual point of view. See LPD Policy 18.
- Low Carbon Planning Guidance – statement of compliance – for housing developments of 10 units or more. See Low Carbon Planning Guidance for Gedling Borough.
- Planning Obligations – Draft Head(s) of Terms - when a Section 106 legal agreement is required to secure developer contributions, at the request of the Local Planning Authority or statutory consultee.
- Planning Statement - major planning applications, applications that are not in accordance with the development plan, proposals that require detailed policy consideration.
- Site Waste Management Plan - all new residential development.
- Statement of Community Involvement - all applications where pre-application consultation has taken place with the local community.
- Structural Survey – proposals involving the conversion of heritage assets. See LPD Policy 26.
- Transport Assessment - where development generates a significant amount of transport movements (see Appendix 1 for requirement thresholds)
- Travel Plan – for any developments in excess of 50 units. See ASC Policy 14.
- Tree survey/Arboricultural implications - all applications where trees may be affected by the proposed development.
- Viability statement - Where applicants do not consider that development schemes would be viable in relation to the policy requirements and/or planning obligations made of them.

Commercial, industrial and non-residential

- Ecology survey and report – where protected or priority species or habitats or designated sites are likely to be impacted by a development proposal. See 'Information required for each Local Requirement' section of this document for guidance.
- Biodiversity Net Gain information (statement, metric and report) - See 'Information required for each Local Requirement' section of this document for guidance.
- Coal Mining Risk Assessment – where the development falls within a Development High Risk Area
- Community Infrastructure Levy (CIL) forms:-
 - Additional Information Form 1, and
 - Assumption of Liability Form 2.

- Daylight/Sunlight assessment - where proposals could impact on residential amenity. See LPD Policy 32.
- Drainage – Foul sewage and utilities assessment - all major applications.
- Drainage – Surface water drainage (including SuDS) - all major applications, applications in and adjacent to areas at risk of flooding. See LPD Policy 4.
- Environmental Statement, including Land Contamination assessment where there may be the potential for contamination due to the former use of the land. See LPD Policy 7.
- Flood risk assessment - all new development in flood zone 2 or 3, development on more than 1 hectare or 10,000 square metres in flood zone 1. See LPD Policy 3.
- Green Belt calculations - for new development on previously developed land or where existing buildings are being extended. See LPD Policies 14 and 15.
- Heritage Statement (including Historical, archaeological features and Scheduled Ancient Monuments) - any development affecting a heritage asset. See LPD Policy 26.
- Landscaping details – any new development that is particularly sensitive from either an ecological or visual point of view. See LPD Policy 18.
- Lighting assessment – Where floodlighting is proposed. See LPD Policy 32
- Low Carbon Planning Guidance – statement of compliance – for commercial development of 1ha or more or 1,000sqm and above. See Low Carbon Planning Guidance for Gedling Borough.
- Noise assessment – Where proposals are likely to generate significant noise or be affected by a nearby source of noise. See LPD Policy 32.
- Open Space Assessment - where the proposed development relates to an existing area of Protected Open Space or Important Open Areas within a conservation area. See LPD Policies 20, 22 and 28.
- Parking Provision – where existing parking arrangements are being altered. See LPD Policy 57.
- Planning Obligations – Draft Head(s) of Terms – when a Section 106 legal agreement is required to secure developer contributions.
- Planning Statement – major planning applications, applications that are not in accordance with the development plan, proposals that require detailed policy consideration.
- Retail Impact Assessment – a Retail Impact Assessment is required for development proposals for retail uses of 500sqm or more (gross) and not within a defined Town or Local Centre. See LPD Policy 52.
- Site Waste Management Plan – all developments where additional waste will be generated.
- Statement of Community Involvement - all applications where pre-application consultation has taken place with the local community.
- Structural Survey - proposals involving the conversion of heritage assets. See LPD Policy 26.
- Transport Assessment - All developments that generate significant amounts of transport movement (see Appendix 1) for requirement thresholds).
- Travel Plan - for any developments in excess of 50 units. See ASC policy 14.
- Tree survey/Arboricultural implications - all applications where trees may be affected by the proposed development.

- Ventilation/Extraction statement – where new ventilation / extraction is proposed.
- Viability statement - Where applicants do not consider that development schemes would be viable in relation to the policy requirements and/or planning obligations made of them.

Change of use

- Ecology survey and report – where protected or priority species or habitats or designated sites are likely to be impacted by a development proposal. See 'Information required for each Local Requirement' section of this document for guidance.
- Biodiversity Net Gain information (statement, metric and report) - See 'Information required for each Local Requirement' section of this document for guidance.
- Community Infrastructure Levy (CIL) forms:-
 - Additional Information Form 1, and
 - Assumption of Liability Form 2.
- Daylight/Sunlight assessment - where proposals could impact on residential amenity. See LPD Policy 32.
- Drainage – Foul sewage and utilities assessment – where requested by the Local Planning Authority.
- Drainage – Surface water drainage (including SuDS) - where requested by the Local Planning Authority.
- Environmental Statement, including Land Contamination assessment where there may be the potential for contamination due to the former use of the land. See LPD Policy 7.
- Flood risk assessment – when a use is changing to a more vulnerable flood use. See LPD Policy 3.
- Green Belt calculations – applications in the Green belt where new floorspace is proposed. See LPD Policy 13.
- Heritage Statement (including Historical, archaeological features and Scheduled Ancient Monuments) - any development affecting a heritage asset. See LPD Policy 26.
- Landscaping details - any new development that is particularly sensitive from either an ecological or visual point of view. See LPD Policy 18.
- Lighting assessment – where floodlighting is proposed. See LPD Policy 32
- Low Carbon Planning Guidance – statement of compliance – for commercial development of 1ha or more or 1,000sqm and above. See Low Carbon Planning Guidance for Gedling Borough.
- Noise assessment – where proposals are likely to generate significant noise or be affected by a nearby source of noise. See LPD Policy 32.
- Parking Provision – where existing parking arrangements are being altered. See LPD Policy 57.
- Planning Obligations – Draft Head(s) of Terms - when a Section 106 legal agreement is required to secure developer contributions.
- Planning Statement – major planning applications, applications that are not in accordance with the development plan, proposals that require detailed policy consideration.

- Retail Impact Assessment – a Retail Impact Assessment is required for development proposals for retail uses of 500sqm or more (gross) and not within a defined Town or Local Centre. See LP Policy 52. A Sequential Assessment is required for all proposed main town centre uses and retail development, not in an existing centre (area defined on a LPA proposal map).
- Site Waste Management Plan – all developments where additional waste will be generated.
- Statement of Community Involvement – all applications where pre-application consultation has taken place with the local community.
- Street scene plans – as requested by the Local Planning Authority.
- Structural Survey – proposals involving the conversion of heritage assets. See LPD Policy 26.
- Transport Assessment – all developments that generate significant amounts of transport movement (see page 60 for requirement thresholds)
- Travel Plan – for any developments in excess of 50 units. See ASC policy 14.
- Tree survey/Arboricultural implications - all applications where trees may be affected by the proposed development.
- Ventilation/Extraction statement – where new ventilation / extraction is proposed.
- Viability statement – where applicants do not consider that development schemes would be viable in relation to the policy requirements and/or planning obligations made of them.

Agricultural Development (e.g. new buildings, engineering works etc.)

- Agricultural justification – for applications for agricultural workers' dwellings. See LPD Policy 17.
- Ecology survey and report – where protected or priority species or habitats or designated sites are likely to be impacted by a development proposal. See 'Information required for each Local Requirement' section of this document for guidance.
- Biodiversity Net Gain information (statement, metric and report) - See 'Information required for each Local Requirement' section of this document for guidance.
- Coal Mining Risk Assessment – where the development falls within a Development High Risk Area
- Daylight/Sunlight assessment – where proposals could impact on residential amenity. See LPD Policy 32.
- Drainage – Foul sewage and utilities assessment – all major applications.
- Drainage – Surface water drainage (including SuDS) – all major applications, applications in and adjacent to areas at risk of flooding. See LPD Policy 4.
- Environmental Statement, including Land Contamination assessment where there may be the potential for contamination due to the former use of the land. See LPD Policy 7.
- Flood risk assessment – all new development in flood zone 2 or 3, development on more than 1 hectare or 10,000 square metres in flood zone 1. See LPD Policy 3.
- Green Belt calculations – for new development on previously developed land or where existing buildings are being extended. See LPD Policy 14 and 15.

- Heritage Statement (including Historical, archaeological features and Scheduled Ancient Monuments) – any development affecting a heritage asset. See LPD Policy 26.
- Landscaping details – any new development that is particularly sensitive from either an ecological or visual point of view. See LPD Policy 18.
- Lighting assessment – where floodlighting is proposed. See LPD Policy 32
- Low Carbon Planning Guidance – statement of compliance – for commercial development of 1ha or more or 1,000sqm and above. See Low Carbon Planning Guidance for Gedling Borough.
- Noise assessment – where proposals are likely to generate significant noise or be affected by a nearby source of noise. See LPD Policy 32.
- Parking Provision – where existing parking arrangements are being altered. See LPD Policy 57.
- Planning Obligations – Draft Head(s) of Terms – when a Section 106 legal agreement is required to secure developer contributions.
- Planning Statement – major planning applications, applications that are not in accordance with the development plan, proposals that require detailed policy consideration.
- Site Waste Management Plan – all developments where additional waste will be generated.
- Statement of Community Involvement – all applications where pre-application consultation has taken place with the local community.
- Street scene plans – as requested by the Local Planning Authority.
- Structural Survey – proposals involving the conversion of heritage assets. See LPD Policy 26.
- Transport assessment – all developments that generate significant amounts of transport movement (see page 60 for requirement thresholds)
- Travel Plan – for any developments in excess of 50 units. See ASC policy 14.
- Tree survey/Arboricultural implications – all applications where trees may be affected by the proposed development.
- Ventilation/Extraction statement – where new ventilation / extraction is proposed.
- Viability statement - where applicants do not consider that development schemes would be viable in relation to the policy requirements and/or planning obligations made of them.

3. Application for Outline Planning Permission with some / all matters reserved

National Requirements:

Please click the link below for the current national information requirements:-

<https://www.gov.uk/guidance/making-an-application#National-information-requirements>

Local Requirements:

- Agricultural justification – for applications for agricultural workers’ dwellings. See LPD Policy 17.
- Ecology survey and report – where protected or priority species or habitats or designated sites are likely to be impacted by a development proposal. See ‘Information required for each Local Requirement’ section of this document for guidance.
- Biodiversity Net Gain information (statement, metric and report) - See ‘Information required for each Local Requirement’ section of this document for guidance.
- Coal Mining Risk Assessment – where the development falls within a Development High Risk Area
- Daylight/Sunlight assessment – where proposals could impact on residential amenity. See LPD Policy 32.
- Design Code Framework Compliance Checklist (relevant to application size).
- Drainage – Foul sewage and utilities assessment – all major applications.
- Drainage – Surface water drainage (including SuDS) – all major applications, applications in and adjacent to areas at risk of flooding. See LPD Policy 4
- Environmental Statement, including Land Contamination assessment where there may be the potential for contamination due to the former use of the land. See LPD Policy 7
- Flood risk assessment – all new development in flood zone 2 or 3, development on more than 1 hectare or 10,000 square metres or 10 or more dwellings in flood zone 1. See LPD Policy 3.
- Green Belt calculations – for new development on previously developed land or where existing buildings are being extended. See LPD Policies 14 and 15.
- Heritage Statement (including Historical, archaeological features and Scheduled Ancient Monuments) – any development affecting a heritage asset. See LPD Policy 26.
- Landscaping details – any new development that is particularly sensitive from either an ecological or visual point of view. See LPD Policy 18.
- Lighting assessment – where floodlighting is proposed. See LPD Policy 32
- Low Carbon Planning Guidance – statement of compliance – for housing developments of 10 units or more. See Low Carbon Planning Guidance for Gedling Borough.
- Noise assessment – where proposals are likely to generate significant noise or be affected by a nearby source of noise. See LPD Policy 32.

- Open Space Assessment – where the proposed development relates to an existing area of Protected Open Space or Important Open Areas within a conservation area. See LPD Policies 20, 22 and 28.
- Parking Provision – where existing parking arrangements are being altered. See LPD Policy 57.
- Planning Obligations – Draft Head(s) of Terms – when a Section 106 legal agreement is required to secure developer contributions.
- Planning Statement – major planning applications, applications that are not in accordance with the development plan, proposals that require detailed policy consideration.
- Retail Impact Assessment – A Retail Impact Assessment is required for development proposals for retail uses of 500sqm or more (gross) and not within a defined Town or Local Centre. See LPD Policy 52. A Sequential Assessment is required for all proposed main town centre uses and retail development, not in an existing centre (area defined on a LPA proposal map).
- Site Waste Management Plan – all developments where additional waste will be generated.
- Statement of Community Involvement – all applications where pre-application consultation has taken place with the local community.
- Street scene plans – as requested by the Local Planning Authority.
- Structural Survey – proposals involving the conversion of heritage assets. See LPD Policy 26.
- Transport assessment – all developments that generate significant amounts of transport movement (see Appendix 1 for requirement thresholds)
- Travel Plan – for any developments in excess of 50 units. See ASC policy 14.
- Tree survey/Arboricultural implications – all applications where trees may be affected by the proposed development.
- Viability statement – where applicants do not consider that development schemes would be viable in relation to the policy requirements and/or planning obligations made of them.

4. Application for Approval of Reserved Matters following outline approval

National Requirements:

Please click the link below for the current national information requirements:-

<https://www.gov.uk/guidance/making-an-application#National-information-requirements>

Local Requirements:

- Community Infrastructure Levy (CIL) forms:-
 - Additional Information Form 1, and
 - Assumption of Liability Form 2.
- Design Code Framework Compliance Checklist (relevant to application size).
- Landscaping details – any new development that is particularly sensitive from either an ecological or visual point of view. See LPD Policy 18.
- Lighting assessment – where floodlighting is proposed. See LPD Policy 32
- Low Carbon Planning Guidance – statement of compliance – for housing developments of 10 units or more. See Low Carbon Planning Guidance for Gedling Borough.
- Parking Provision – where existing parking arrangements are being altered or layout has not previously been approved. See LPD Policy 57.
- Statement of Community Involvement – all applications where pre-application consultation has taken place with the local community.

5. Listed Building consent for alterations, extension or demolition of a listed building

National Requirements:

- Application form.
- Ownership certificate.
- Heritage impact assessment.
- Listed Building Design and Access Statement.
- Location plan.
- Site plan.
- Plans, elevations and sections of the building, as existing relevant to the proposed alteration.
- Plans, elevations and sections of the building to show the alterations proposed (as relevant to the proposal).

Local Requirements (depending on proposal):

- Joinery Details – for new or replacement windows, doors, mouldings or shop fronts. See LPD Policy 27.
- Structural Survey – where the structural condition of the building requires it or on some occasions where the building is to be converted to a new use. See LPD Policy 27.

6. Application for Advertisement consent

National Requirements:

Please click the link below for the current national information requirements:-

<https://www.legislation.gov.uk/ukxi/2007/783/regulation/9/made>

Local Requirements:

- Scaled existing and proposed elevations.
- Site block plan if the sign is not located on an existing building.

7. Application for a Lawful Development Certificate for an existing use or operation or activity including those in breach of a planning condition

National Requirements:

- Application form.
- Fee.
- Location plan.
- Supporting evidence e.g. affidavits, historic photos, utility bills/official documents.

Local Requirements:

None.

8. Application for a Lawful Development Certificate for a proposed use or development

National Requirements:

- Application form.
- Fee.
- Location plan.
- Site block plan.
- Existing and proposed elevations.
- Existing and proposed floor plans.

Local Requirements:

None.

9. Prior notifications

Agricultural buildings to dwellinghouses

The application must be accompanied by:-

- a written description of the proposed development or application form, which must include any building or other operations proposed.
- plan indicating the site and showing the proposed development.
- statement specifying the net increase in dwellinghouses proposed by the development.
- a statement specifying (i) the number of smaller dwellings proposed; (ii) the number of larger dwellings proposed; (iii) whether previous development has taken place under Class Q within the established.
- agricultural unit, and if so the number of smaller and larger dwellinghouses development under Class Q.
- a floor plan indicating the dimensions and proposed use of each room, the position and dimensions of windows, doors and walls, and the elevations of the dwellinghouses.
- a site specific flood risk assessment when the site is in Flood Zone 2 or 3.
- the developer's contact address
- developer's email address if content to receive communication electronically.
- any fee required to be paid.

Agricultural buildings to state-funded school or registered nursery

Agricultural buildings to a flexible commercial use

The application must be accompanied by:-

- a written description of the proposed development or application form, which must include any building or other operations proposed.
- plan indicating the site and showing the proposed development.
- a site specific flood risk assessment when the site is in Flood Zone 2 or 3.
- the developer's contact details.
- developer's email address if content to receive communication electronically.
- any fee required to be paid.

Agricultural development on units of 5 hectares or more and forestry development

The application must be accompanied by:-

- a written description of the proposed development or application form.
- plan indicating the site.
- the materials to be used.
- any fee required to be paid.

**Retail or betting office or pay day loan shop to assembly and leisure
Retail, takeaway, betting office, pay day loan shop, and launderette uses to
offices
Business, hotels etc. to state-funded schools or registered nursery
Installation or alteration etc. of stand-alone wind turbine on domestic premises
Renewable Energy**

The application must be accompanied by:-

- a written description of the proposed development or application form.
- plan indicating the site and showing the proposed development.
- the developer's contact address.
- developer's email address if content to receive communication electronically.
- any fee required to be paid.

**Specified sui generis uses to dwellinghouses
Retail, takeaways and specified sui generis uses to dwellinghouses**

The application must be accompanied by:-

- a written description of the proposed development or application form, which must include any building or other operations proposed.
- plan indicating the site and showing the proposed development.
- a site specific flood risk assessment when the site is in Flood Zone 2 or 3.
- statement specifying the net increase in dwellinghouses proposed by the development.
- a floor plan indicating the dimensions and proposed use of each room, the position and dimensions of windows, doors and walls, and the elevations of the dwellinghouses.
- the developer's contact address.
- developer's email address if content to receive communication electronically.
- any fee required to be paid.

**Offices to dwellinghouses
Premises in light industrial use to dwellinghouses
Temporary use of buildings or land for film making purposes**

These application must be accompanied by:-

- a written description of the proposed development or application form.
- plan indicating the site and showing the proposed development.
- a floor plan indicating the dimensions and proposed use of each room, the position and dimensions of windows, doors and walls, and the elevations of the dwellinghouses.
- statement specifying the net increase in dwellinghouses proposed by the development.
- a site specific flood risk assessment when the site is in Flood Zone 2 or 3.
- the developer's contact details.
- developer's email address if content to receive communication electronically.

- any fee required to be paid.

Storage or distribution centre to dwellinghouses
Provision of a temporary state-funded school on previously vacant commercial land

The application must be accompanied by:-

- a written description of the proposed development or application form.
- plan indicating the site and showing the proposed development.
- statement specifying the net increase in dwellinghouses proposed by the development.
- a site specific flood risk assessment when the site is in Flood Zone 2 or 3.
- the developer's contact details.
- developer's email address if content to receive communication electronically.
- any fee required to be paid.

Communications

The application must be accompanied by:-

- a written description of the proposed development.
- plan indicating the proposed location.
- any fee required to be paid.
- the developer's contact details.
- developer's email address if content to receive communication electronically.
- a notice of development (The developer must give notice of the proposed development to any person (other than the developer) who is an owner of the land to which the development relates, or a tenant, before making the application.
- a notification of the proposal (Where the proposed development consists of the installation of a mast within 3 kilometres of the perimeter of an aerodrome, the developer must notify the Civil Aviation Authority, the Secretary of State for Defence or the aerodrome operator, as appropriate, before making the application.
- where the development is within 3km of the perimeter of an aerodrome, evidence must be provided of notification with the Civil Aviation Authority, the Secretary of Defence or the aerodrome operator as appropriate.

New dwellinghouses on detached blocks of flats
New dwellinghouses on detached buildings in commercial or mixed use
New dwellinghouses on terrace buildings in commercial or mixed use
New dwellinghouses on terrace buildings in use as dwellinghouses
New dwellinghouses on detached buildings in use as dwellinghouses

These application must be accompanied by:-

- a written description of the proposed development, which must include details of any dwellinghouse and other works proposed under these Classes comprising:-
 - i. engineering operations reasonably necessary to construct the additional storeys and new dwellinghouses;
 - ii. works for the replacement of existing plant or installation of additional plant on the roof of the extended building reasonably necessary to service the new dwellinghouses;
 - iii. works for the construction of appropriate and safe access and egress to access to and egress from the new and existing dwellinghouses, including means of escape from fire, via additional external doors or external staircases;
 - iv. works for the construction of storage, waste or other ancillary facilities reasonably necessary to support the new dwellinghouses.
- a plan which is drawn to an identified scale and shows the direction of North indicating the site and showing the proposed development.
- floor plans which are drawn to an identified scale and show the direction of North indicating the dimensions and proposed use of each room, the position and dimensions of windows, doors and walls, and the existing and proposed elevations of the building.
- a written statement specifying the number of new dwellinghouses proposed by the development that is additional to the number of dwellinghouses in the building immediately prior to development (that is, additional to any dwellinghouses in the existing building).
- a list of all addresses of the flats within the existing block of flats any flats and any other premises in the existing building.
- the developer's contact address.
- the developer's email address if the developer is content to receive communications electronically.
- a site specific flood risk assessment when the site is in Flood Zone 2 or 3.
- a report from a chartered engineer or other competent professional confirming that the external wall construction of the existing building complies with paragraph B4(1) of Schedule 1 to the Building Regulations 2010
- any fee required to be paid.

Demolition of building(s)

The application must be accompanied by:-

- a written description of the proposed development or application form.
- a statement that a notice has been posted (The application requires the applicant or agent to erect a site notice for no less than 21 days in the period of 28 days beginning with the date on which the application was submitted to the Local Planning Authority. Following this, a statement will need to be submitted to the Local Planning Authority with a description of where the site notice was put and date it was displayed.).
- any fee required to be paid.

10. Planning Permission for Relevant Demolition in Conservation Area

National Requirements:

- Application form.
- Site location plan.
- Block plan.
- Heritage Impact Assessment.
- Existing floor plans.
- Existing elevations plans.

Local Requirements:

None.

11. Application for Hedgerow Removal Notice

National Requirements:

- Site location plan identifying the hedgerow(s) to be removed.
- Application form (preferably) or a written notification in the form as set out in Schedule 4 to the Hedgerow Regulations.
- Statement of reasons for the works, confirming whether the applicant is the owner, tenant or manager of the hedgerow, or the relevant utility company eligible to remove it.
- Evidence that the hedge is less than 30 years old or is not of archaeological or ecological importance.

Local Requirements (depending on site constraints):

- Ecology survey and report – where protected or priority species or habitats or designated sites are likely to be impacted by a development proposal. See 'Information required for each Local Requirement' section of this document for guidance.
- Tree survey/Arboricultural Implications – required where mature trees are located within the hedgerow. See LPD Policy 18.

12. Application for removal or variation of a condition following grant of planning permission (Section 73 of the Town and Country Planning Act 1990)

National Requirements:

- Application form.
- Fee.
- Details required by condition.

Local Requirements:

None.

13. Application for Approval of Details Reserved by Condition

National Requirements:

- Application form.
- Fee.
- Details required by condition.

Local Requirements:

None.

14. Application for Tree Works: Works to Trees Subject to a Tree Preservation Order (TPO)

National Requirements:

- Application form.
- Site location plan – does not have to be ordnance survey but must clearly show the location of the tree/s.
- Tree assessment – species, spread, roots and position of trees; details of the works you propose; why the works are necessary and any proposed replacement trees. Details can also be found within BS 5837:2012.
- Tree felling – be accompanied, as applicable, by appropriate evidence describing any structural damage to property or in relation to tree health or safety (to be provided by a relevant engineer, building/drainage surveyor or other appropriate expert).
- Replanting information.

Local Requirements:

None

15. Notification of Proposed Works to Trees in a Conservation Areas

National Requirements:

- Application Form – whilst not legally required we recommend the form available on the Planning Portal. If you chose not to use the application form, the following minimum information will be required:
 - Your contact details.
 - Owners details.
 - Site address (location of tree/s).
- Information on the works to proposed, including species e.g. felling of 2 Silver Birch trees (T1 and T2).
- Site Location Plan – does not have to be ordnance survey but must clearly show the location of the tree(s) relative to surrounding buildings/roads.

Local Requirements:

None.

16. Non-material amendment

National Requirements:

- Application form.
- Fee.

Local Requirements (depending on the proposal):

- Existing and proposed elevations.
- Existing and proposed floor plans.
- Site block plan.

17. Permission in Principle

National Requirements:

- Application form.
- Fee.
- Location plan.
- Site block plan.

Technical Details Consent (in relation to Permission in Principle):

Validation requirements are the same as for a planning application – so please refer to the relevant development type.

Information required for each Local Requirement

Agricultural justification

For dwellings to serve new businesses, or new activities within established businesses, proposals will need to be accompanied by a business plan that demonstrates the following:

- i. Clear evidence of a firm intention and ability to develop the enterprise concerned;
- ii. A functional need is demonstrated by showing a dwelling is essential for the proper functioning of the enterprise for one or more workers to be readily available at most times;
- iii. Clear evidence that the proposed enterprise has been planned on a sound financial basis; and
- iv. The functional need described at ii) could not be fulfilled by another existing dwelling on the unit, or any other existing accommodation in the area which is suitable and available for occupation by the workers concerned.

For dwellings to serve existing businesses on well-established units, applications will need to be accompanied by the preceding 3 years audited accounts.

Proposals will also need to demonstrate:-

- i. There is a clearly established existing functional need showing a dwelling is essential for the proper functioning of the enterprise for one or more workers to be readily available at most times;
- ii. The need relates to a full-time worker and does not relate to a part-time requirement;
- iii. The unit and activity concerned have been established for at least three years, have been profitable for at least one of them, are currently financially sound, and have a clear prospect of remaining so; and
- iv. The functional need could not be fulfilled by another existing dwelling on the unit, or any other existing accommodation in the area which is suitable and available for occupation by the workers concerned.

Ecology Surveys

Surveys must be carried out by a suitably qualified ecologist (a member of the Chartered Institute of Ecology and Environmental Management or similar) at the correct time of year, using methods that are appropriate for the species and the area. Surveys should be up to date and ideally from the most recent survey season.

You can find a suitably qualified ecologist to carry out any of the above surveys using either the:

- [Chartered Institute of Ecology and Environment Management \(CIEEM\) directory](#) or
- [Environmental Data Services directory](#)

Bats

In line with Natural England's standing advice, a survey for bats will be required for any applications which directly or indirectly (for example via light, noise, dust or vibration) impacts:

a building which

- has little or no disturbance from artificial lighting,
- is close to woodland or water,
- has uneven roof tiles and large roof timbers,
- has cracks, crevices and small openings,
- has a roof that warms in the sun with a large roof space for flying, or
- has hanging tiles or timber cladding on south-facing walls and has not been used for several years.

a tree which

- is within [ancient woodland](#) or parkland,
- is large and irregular,
- has natural cavities,
- is damaged by rot, weathering, woodpeckers or lightning (even if dead),
- has loose bark, or dense ivy cover.

an underground site which

- is close to woodland or water, or quarries and old mine workings,
- is large enough to maintain a low and stable temperature in winter,
- is humid, or
- has cracks, crevices and rough surfaces.

potential bat flight lines or foraging habitat including:

- water bodies, quarries or natural cliff faces,
- hedgerows and treeline, or
- [wind farm proposal](#) close to a site designated for bats or close to habitats that bats use for commuting and foraging

or where distribution and historical records suggest bats may be present (you can [search the National Biodiversity Network Atlas](#) by species and location).

Further information on the legal protection afforded to bats and activities that can harm bats is provided here: [Bats: protection and licences](#)

Preliminary Ecological Appraisal

In line with Natural England's standing advice, a Preliminary Ecological Appraisal (PEA) will be required for any application where:

- conversion involving a rural building is proposed,
 - development is within or adjacent to an area of natural open space,
 - development is within or within 100 m of a designated site (including Site of Special Scientific Interest, Local Nature Reserves, Local Wildlife Site, Local Geological Sites),
 - development will impact any [Habitats and species of principal importance in England](#),
 - protected species have previously been recorded within or adjacent to the site (you can [search the National Biodiversity Network Atlas](#) by species and location),
 - the development site includes woodland, hedgerow, scrub, natural or semi-natural vegetation, wetland or [open mosaic habitat on previously developed land](#)
 - the development site includes log piles, rubble or grassland within 500 metres of aquatic habitats (static or slow-moving water body)
 - development will affect a water body or water course, such as a river, stream, pond, lake or marshland
 - development will affect habitats near a water body or watercourse directly or through environmental effects, such as creating noise or light
- Depending on the results of the preliminary ecological appraisal, further surveys and an Ecological Impact Assessment may be required. Where applicable, these reports will also be a requirement for validation.

Biodiversity Net Gain information (statement, metric and report)

Statement

A statement must be provided as to whether the applicant believes that planning permission, if granted, would be subject to mandatory Biodiversity Net Gain (BNG) under [Schedule 7A of the Town and Country Planning Act 1990 \(as inserted by Schedule 14 of the Environment Act 2021\)](#).

Where the applicant believes that planning permission, if granted, would not be subject to mandatory Biodiversity Net Gain, the reasons for this. If the reason given is Developments below the threshold, Biodiversity gain site or High-speed rail transport network, then evidence should be supplied with the application to support this.

A statement confirming whether the biodiversity value of the on-site habitat is lower on the date of application (or an earlier date) because of the carrying on of activities ('degradation'). Where unauthorised degradation has taken place between 30 January 2020 and submission of the planning application, the relevant date should be immediately before these activities were carried out.

Biodiversity Net Gain Information required in support of a planning application

Where a planning application is subject to mandatory BNG, applicants should submit the information listed below. Information provided should be based on a survey by a suitably qualified ecologist (or, in the case of the small sites metric only, a competent individual, familiar with the habitat types present on-site), using the latest version of UKHabs and undertaken within an appropriate time of year in line with the BNG User Guidance. Information provided must include:

- A BNG report clearly setting out:
 - **Survey information** - Including timings, surveyors and relevant experience/accreditations.
 - **Baseline habitat descriptions** - In UKHabs format including justification for how the habitat fits into the relevant UK Habitat type and photographs for both on-site and off-site habitats (where off-site compensation is proposed).
 - **A description of any irreplaceable habitat** (as set out in column 1 of the Schedule to the Biodiversity Gain Requirements (Irreplaceable Habitat) Regulations 2024) on the land to which the application relates, that exists on the date of application, (or an earlier date); and,
 - **Habitat Condition Assessment results** - Full condition assessment results for each habitat parcel, quadrat data (where relevant), each criteria passed or failed, justification (where relevant) for both on-site and off-site habitats (where off-site compensation is proposed)
 - **Statement of strategic significance** – how the strategic significance multiplier has been applied to each habitat type within the metric in line with local guidance.
 - **The pre-development biodiversity value of the on-site habitat on the date of application** (or an earlier date). Where the applicant wishes to use an earlier date, the proposed earlier date and the reasons for that date

- **BNG Principles and Hierarchy** - How the BNG Hierarchy and Good Practice Principles have been followed for the application.
- **Details of how the proposed development plans to achieve at least 10% net gain** – justification that the proposals are feasible and can be practically achieved, this can also be provided as a draft Habitat Management and Monitoring Plan (HMMP).
- The completed Statutory metric calculation tool spreadsheet showing the calculations, the publication date and version of the biodiversity metric used to calculate that value), including baseline and draft post-development details; and
- Colour plan(s), drawn to an identified scale and showing the direction of North, including:
 - **A baseline plan** or plans showing all on-site habitats existing on the date of application (or earlier proposed date) including any irreplaceable habitat (if applicable), with labelled parcel references/hedgerows in UKHabs.
 - **A draft post-development plan** showing the post-development layout including parcel references in UKHabs. This should include areas retained and subject to enhancement.
 - **Draft plans for any off-site areas** in the same UKHabs format.

The following optional information may also be provided:

- Draft Biodiversity Net Gain Plan
- Draft Habitat Management and Monitoring Plan
- Draft Heads of Terms for S106 if required

Coal Mining Risk Assessment

All land within the coalfield falls within either a Development High Risk Area or Development Low Risk Area as defined by the Mining Remediation Authority.

If the site is in the Development High Risk Area, most planning applications will require the submission of a Coal Mining Risk Assessment (CMRA).

The CMRA should identify coal mining features present and the risks these pose. It should then set out any investigatory works and the remedial or mitigation measures needed.

The CMRA must demonstrate to the local planning authority that the site is suitable for the proposed development and can be made safe and stable.

Further information can be found here; <https://www.gov.uk/guidance/planning-applications-coal-mining-risk-assessments#the-coal-mining-risk-assessment>

Community Infrastructure Levy (CIL) forms

Where development would result in a net increase in residential or retail floor area exceeding 100 sqm, or would result in the creation of a new residential dwelling / annex, a completed Additional Information CIL Form 1 and Assumption of Liability CIL Form 2 should be submitted with the proposal. Blank copies of the CIL forms can be obtained from the Planning Portal:-

<https://www.planningportal.co.uk/planning/policy-and-legislation/CIL/download-the-forms>

Daylight/Sunlight assessment

In most cases A “45 degree line” drawn on a block plan may be sufficient to assess issues of overshadowing onto a neighbouring property. This is a line drawn from neighbouring windows at a 45 degree angle towards any proposed development. The line should be drawn from the centre of the neighbouring window for single storey development and the nearest edge of the window for 2-storey development.

In some cases, a daylight, vertical sky component, sunlight availability and shadow study should be undertaken. It is recommended guidance from the BRE is used. The information should be sufficient to determine the existing and expected levels of daylight, sunlight and overshadowing on neighbouring properties.

Design Code checklist

A design code checklist should be provided for the applications as outlined above.

There are three checklists depending on the size of the application: 1, major sites; 2, small sites (1-9 dwellings); and 3, householder extensions and alterations. Applicants must comply with the Mandatory Requirements for each design

principle. If the application does not comply with one of the principles, applicants must submit sufficient justification and evidence, cross-referring to the precise section of document submitted in support of the planning application to justify any non-compliance.

Links to the checklists are provided below:

[Major Sites](#) – Design Code and checklist for major applications (10+ dwellings).

[Small Sites](#) – Design Code Framework guidance and checklist for small sites (1-9 dwellings).

[Extensions and Alterations](#) – Design Code and checklist for householder extensions.

Drainage - Foul sewage and utilities assessment

For development incorporating foul drainage into the public sewer details of the impact of the development on the public sewer infrastructure are required. Early discussions with Severn Trent water are key in order to determine whether or not a load or flow assessment should be submitted with the planning application.

If a proposal incorporates a non-mains foul drainage system than a Foul Drainage Assessment Form should be completed. This can be found at:

www.gov.uk/government/publications/foul-drainage-assessment-form-fda1

Drainage – Surface water drainage (including SuDS)

Sustainable Drainage Systems (SuDS)

SuDS are an approach to managing rainwater falling on roofs and other surfaces through a sequence of actions. The key objectives are to manage the flow rate and volume of surface runoff to reduce the risk of flooding and water pollution. SuDS also reduce pressure on the sewerage network and can improve biodiversity and local amenity.

Sustainable drainage is a departure from the traditional approach to draining sites. There are some key principles that influence the planning and design process enabling SuDS to mimic natural drainage by:-

- storing runoff and releasing it slowly (attenuation).
- allowing water to soak into the ground (infiltration).
- slowly transporting (conveying) water on the surface.
- filtering out pollutants.
- allowing sediments to settle out by controlling the flow of the water.

Surface Water

A surface water drainage scheme should include the following information:-

- A metric scaled plan of the existing site.

- A metric scaled topographical level survey of the area to metres above ordnance datum (MAOD).
- Metric scaled plans and drawings of the proposed site layout identifying the footprint of the area being drained (including all buildings, access roads and car parks).
- The existing and proposed controlled discharge rate for a 1 in 1 year event and a 1 in 100 year event (with an allowance for climate change), this should be based on the estimated green-field runoff rate.
- The proposed storage volume (attenuation).
- Information on proposed SuDS measures with a design statement describing how the proposed measures manage surface water as close to its source as possible.
- Geological information including borehole logs, depth to water table and/or infiltration test results.
- Details of overland flow routes for exceedance events.
- A management plan for future maintenance and adoption of drainage system for the lifetime of the development.

Environmental statement (including contamination)

Phase I — Desktop Study

The desktop study is the collation of site specific information in order that a conceptual site model can be established. This conceptual model considers all potential contaminant sources, pathways and receptors, defined as a pollutant linkage. The desktop study should document the site history and identify all potentially contaminative land uses back to when the site was Greenfield. The conclusions of the report should contain recommendations for any progression to Phase II, if required.

A Phase I - Desktop Study Report should include:-

- Purpose of aims and study.
- Site location and layout plans (appropriately scaled and annotated).
- Appraisal of site history.
- Appraisal of site walkover study.
- Assessment of environmental setting, to include:-
 - Geology, Hydrogeology, Hydrology.
 - Information on mining/quarrying activity.
 - Information from EA on abstraction, pollution incidents, water quality and landfill sites.
- Assessment of current/proposed site use and surrounding land uses.
- Review any previous site contamination studies (desk based/intrusive) remediation works.
- Preliminary risk assessment, based on proposed development and to include:-
 - Appraisal of potential/actual contaminant sources, pathways and receptors.
 - (pollutant linkages).
 - Conceptual site model (diagrammatic and written).

- Recommendation for intrusive contamination investigation (if necessary) to include:-
 - Identification of target areas for more detailed investigation.
 - Rationale behind design of detailed investigation.

Phase II — Detailed Investigation

The Detailed Investigation phase is the on-site validation of the conceptual model. Through intrusive investigation, chemical testing and quantitative risk assessment, the Phase II study can confirm pollutant linkages and therefore, should also provide appropriate remediation options, if required.

A Phase II – Detailed Investigation should include:-

- Review previous site investigation contamination studies (desk-based or intrusive) or remediation works.
- Site investigation methodology, to include:-
 - Justification of exploration locations.
 - Locations of on-site structures, above/below ground storage tanks etc.
 - Sampling and analytical strategies.
 - Borehole/trial pit logs.
 - Borehole / trial pit log locations.
- Results and findings of investigation, to include:-
 - Ground conditions (soil and groundwater regimes, including made ground).
 - Discussion of soil/groundwater/surface water contamination (visual, olfactory, analytical).
- Conceptual site model.
- Risk assessment – based on source-pathway-receptor.
- Details of the site specific risk assessment model selected and justification in its selection.
- Recommendations for remediation – based on proposed land use.
- Recommendations for further investigation if necessary.

Phase III — Remediation Strategy / Validation Report

The remediation phase of the process is split into two sections. Firstly the Remediation Statement is a document detailing the objectives, methodology and procedures of the proposed remediation works. This must be submitted for approval by the Council before any works commence. Secondly, following completion of the works, a Validation Report must be submitted demonstrating that the works have been carried out satisfactorily and remediation targets have been achieved.

Phase III – Remediation Statements should include:-

- Objectives of the remediation works.
- Details of the remedial works to be carried out, to include:-
 - Description of ground conditions (soil and groundwater).
 - Type, form and scale of contamination to be remediated.
 - Remediation methodology.

- Site plans/drawings.
- Phasing of works and approximate timescales.
- Consents and licenses e.g. (Discharge consents, waste management licenses etc.).
- Site management measures to protect neighbours.
- Details on how works will be validated; ensuring remediation objectives are met, to include:-
 - Sampling strategy.
 - Use of on-site observations, visual/olfactory evidence.
 - Chemical analysis.
- Proposed clean-up standards (i.e. contaminant concentration).

Flood risk assessment

Flood risk assessment

All flood risk assessments must be written by a suitably qualified person and should include their name and qualifications.

Flood risk assessment in flood zone 1 and critical drainage areas

Plans

You need to provide a location plan showing:-

- street names.
- any rivers, streams, ponds, wetlands or other bodies of water.
- other geographical features, eg railway lines or local landmarks such as schools or churches.

You also need to provide a site plan showing:-

- the existing site.
- your development proposal.
- any structures that could affect water flow, eg bridges, embankments.

Surveys

You need to provide a survey showing:-

- existing site levels.
- the levels of your proposed development.
- your site in relation to its surroundings.

You may be able to find Ordnance Datum information from the Ordnance Survey. If not, you'll need to pay for a land survey carried out by a qualified surveyor.

Assessments

Assess what the risk would be to your development if there was a flood. Consider flooding from other sources (eg surface water drains, a canal) as well as from rivers and the sea. You should also consider climate change in your assessment.

Surface Water Drainage

You also need to assess surface water runoff on the site and provide:-

- an estimate of how much surface water runoff your development will generate.

- details of existing methods for managing surface water runoff e.g. drainage to a sewer.
- your plans for managing surface water and for making sure there's no increase in the volume of surface water and rate of surface water runoff.

Surface water runoff describes flooding from sewers, drains, groundwater, and runoff from land, small water courses and ditches that occurs as a result of heavy rainfall.

Developments on or near main rivers

State in your assessment if you need Environment Agency flood defence consent and if you've applied for it if so.

Flood risk assessment in flood zones 2 and 3

Check if you need to do a sequential test

Before you start a flood risk assessment, check if you need to carry out a sequential test. A sequential test compares your proposed site with other available sites to show which one has the lowest flood risk.

You need to carry out a sequential test if one hasn't already been done for the type of development you plan for your proposed site

If the sequential test shows there aren't suitable alternative sites, you may need to carry out an exception test. The exception test shows how you'll manage flood risk on and off the site.

You'll need to carry out an exception test if your development is:-

- highly vulnerable and in flood zone 2.
- essential infrastructure in flood zone 3a or 3b.
- more vulnerable in flood zone 3a.

In your exception test, you need to show that the sustainability benefits of the development to the community outweigh the flood risk.

You also need to show that the development will be safe for its lifetime taking into account the vulnerability of its users and that it won't increase flood risk elsewhere. You need to refer to your flood risk assessment and your local authority's strategic flood risk assessment in your response.

Plans

You need to provide a location plan showing:-

- street names.
- any rivers, streams, ponds, wetlands or other bodies of water.
- other geographical features, eg railway lines or local landmarks such as schools or churches.

You also need to provide a site plan showing:-

- the existing site.

- your development proposal.
- any structures that could affect water flow, eg bridges, embankments.

Surveys

You need to provide surveys showing:-

- the existing site levels and the levels of your proposed development.
- a cross-section of the site showing finished floor or road levels and any other levels that inform the flood risk, eg existing raised banks and flood defence walls.
- your site in relation to its surroundings.

Site levels need to be stated in relation to the Ordnance Datum (the height above average sea level).

Assessments

You should consider the following aspects of flood risk in your assessment.

Assess flood risk

Assess what the risk would be to your development if there was a flood. Consider flooding from other sources (e.g. surface water drains, a canal) as well as from rivers and the sea and include an allowance for climate change.

State in your assessment the estimated level for your site, ie the 1 in 100 year river flood level or the 1 in 200 year tidal flood level.

You need to include an estimate of the:-

- duration of a flood.
- rate of surface water runoff.
- order in which areas of the site would be flooded.
- consequences for people living on or using the site.
- details of past floods where this information is available.

Assess surface water runoff

You need to assess surface water runoff from the site and provide:-

- an estimate of how much surface water runoff (excess water that flows over surfaces) your development will generate - both the volume and the rate of the runoff.
- details of the existing methods for managing surface water runoff, eg drainage to a sewer.
- your plans for managing surface water and for making sure there's no increase in the level of surface water runoff.
- Surface water runoff describes flooding from sewers, drains, groundwater, and runoff from land, small water courses and ditches that occurs as a result of heavy rainfall.

Managing the flood risk

You need to state in your assessment:-

- details of existing flood resistance and resilience measures on your site - ask the Environment Agency or your lead local flood authority about these.

- the capacity of drains or sewers (existing and proposed) on your site - ask your local water company about this.
- State how your proposed design will reduce flood risk. Include details of how people will leave buildings during a flood and an explanation of how raised flood embankments or changes to ground levels could affect water flow your development could affect rivers and their floodplain or coastal areas.

Also explain what the residual risks will be to your site after any necessary flood defences have been built and how you plan to manage these risks.

Check if you need to carry out extra flood resistance and resilience measures to reduce flood risk and state this in your assessment if so (see below).

Developments on or near main rivers

State in your assessment if you need Environment Agency flood defence consent and if you've applied for it if so.

Sites within the functional flood plain

If your site falls within the functional flood plain (land where water has to flow or be stored in times of flood), you need to state this.

Only water compatible developments or essential infrastructure developments that have met the requirements of the exception test are allowed in the functional floodplain.

Show that any water compatible or essential infrastructure developments have been designed to:-

- stay safe and operational during a flood.
- avoid blocking water flows or increasing flood risk elsewhere.
- avoid loss of floodplain storage (ie loss of land where flood waters used to collect).

Extra flood resistance and resilience measures

Areas at little or no risk of flooding from any source should always be developed in preference to areas at higher risk. You must make every effort to locate your development in an area that has little or no risk of flooding.

When developments can't be located in a lower flood risk area, you need to consider flood resistance and resilience measures if you can't raise your development's ground floor levels above the estimated flood level for the site.

Which flood resistance and resilience measures you need to take depends on the estimated depth in metres (m) that flood water will reach in your building.

State that you have met the necessary requirements in your flood risk assessment.

Water depth up to 0.3m

Design your building or development to keep water out as much as possible. Do this by using materials that have low permeability (ie materials that water can't pass through such as impermeable concrete).

Water depth from 0.3m to 0.6m

Design your building or development to keep water out (unless there are structural concerns) by:-

- using materials with low permeability to at least 0.3m.
- using flood resilient materials (e.g. lime plaster) and design (raised electrical sockets).
- making sure there's access to all spaces to enable drying and cleaning.

Water depth above 0.6m

Design your building or development to allow water to pass through the property to avoid structural damage by:-

- using materials with low permeability to at least 0.3m.
- making it easy for water to drain away after flooding.
- making sure there's access to all spaces to enable drying and cleaning.

Flood Risk Standing Advice

Minor extensions standing advice

You need to provide a plan showing the finished floor levels and the estimated flood levels.

Make sure that floor levels are either no lower than existing floor levels or 300 millimetres (mm) above the estimated flood level. If your floor levels aren't going to be 300mm above existing flood levels, you need to check with your local planning authority if you also need to take flood resistance and resilience measures.

State in your assessment all levels in relation to Ordnance Datum (the height above average sea level). You may be able to get this information from the Ordnance Survey. If not, you'll need to get a land survey carried out by a qualified surveyor.

Your plans need to show how you've made efforts to ensure the development won't be flooded by surface water runoff e.g. by diverting surface water away from the property or by using flood gates.

If your minor extension is in an area with increased flood risk as a result of multiple minor extensions in the area, you need to include an assessment of the off-site flood risk. Check with your local planning authority if this applies to your development.

Make sure your flood resistance and resilience plans are in line with the guidance on improving the flood performance of new buildings.

www.gov.uk/government/publications/flood-resilient-construction-of-new-buildings
Vulnerable developments standing advice:

For all relevant vulnerable developments (ie more vulnerable, less vulnerable and water compatible), you must follow the advice for:-

- surface water management.
- access and evacuation.
- floor levels.

Surface water management

Your plans for the management of surface water need to meet the requirements set out in either your local authority's strategic flood risk assessment.

They also need to meet the requirements of the approved building regulations Part H: drainage and water disposal. Read section H3 rainwater drainage.

You need to get planning permission to use a material that can't absorb water (eg impermeable concrete) in a front garden larger than 5 square metres.

Access and evacuation

You need to provide details of your emergency escape plans for any parts of a building that are below the estimated flood level.

Make sure that your plans show:

- single storey buildings or ground floors that don't have access to higher floors can access a space above the estimated flood level e.g. higher ground nearby.
- basement rooms have clear internal access to an upper level e.g. a staircase.
- occupants can leave the building if there's a flood and there's enough time for them to leave after flood warnings

Floor levels

You need to provide both the:-

- average ground level of your building.
- finished floor level of the lowest habitable room in your building.

Ground floor levels should be a minimum of whichever is higher of:-

- 300millimetres (mm) above the general ground level of the site.
- 600mm above the estimated river or sea flood level.

State in your assessment all levels in relation to Ordnance Datum (also known as height above average sea level). You may be able to get this information from the Ordnance Survey. If not, you'll need to get a land survey carried out by a qualified surveyor.

If you can't raise floor levels above the estimated flood level, you need to consider extra flood resistance and resilience.

Green Belt calculations

Plans, volume and floorspace calculations for the following:-

- The original building (a building existing on 01/07/1948 or a building as originally constructed on or after that date).
- All existing extensions and outbuildings to the original building.
- Any demolition of the original building proposed.
- Any demolition of an existing extension(s) and outbuildings proposed.
- Any proposed extensions.
- Any proposed new buildings.

Volume, and floorspace percentage increase calculations for the following;

- Original building to existing building.
- Original building to proposed building.
- Existing building to proposed building.

Heritage Statement (including Historical, archaeological features and Scheduled Ancient Monuments)

A Heritage Statement should set out and identify the special significance of the heritage asset (either designated or non-designated) affected by the proposal. A staged approach will best address the impact of the proposed development. This should:-

- Identify the special architectural and historic significance of the heritage asset and its setting including any other heritage assets affected. It may for example be located within or within the setting of a Conservation Area, Registered Park and Garden or Scheduled Monument. Information relating to heritage assets may be obtained from the Heritage Environment Record held at Nottinghamshire County Council

Heritage Gateway – Historic Environment Record Details

Listing descriptions can be found on the National Heritage List for England (see above). The special architectural or historic significance of the parts of a heritage asset to be affected should be highlighted with reference to submitted plans and any supporting documentation including historic maps or texts for example:-

- A description of the proposed works as set out in the application.
- The impact of the proposed works upon the significance of the building/s identified.
- Where there is likely harm to be caused, proposed mitigation measures to reduce the harm that would be caused should be identified. Where there is enhancement or the significance of a listed building is better revealed this should be highlighted.

Heritage Impact Assessment will need to cover any archaeological issues at the site.

Joinery Details

A scale to a minimum of 1:20 to provide a general view is required. Where architectural details form the main focus of an application large scale drawings of individual architectural details will be required such as joinery at 1:5 elevations with

1:2 sections. Where new doors, windows or features such as a fireplace or panelling are proposed detailed scale drawings showing sections, mouldings, profiles and materials are required where alterations are proposed to them.

For proposed alterations to shop fronts, existing and proposed elevations and section details of proposed plans to a minimum of 1:10 will be required and should be annotated to indicate detailing and materials.

Landscaping details

- Metric scale 1:500 (Layout plans) and 1:200 or 1:100 (Planting schemes).
- Topographical site survey showing spot levels, contours, structures, walls, fences, existing trees (Root protection Areas), significant shrubs and vegetation; service runs and easements; buildings on site and building edges off-site.
- Planting plan should include positions, species/variety, density of planting, maximum size at maturity, grille and guard specifications, weed control measures, slope stabilisation methods, protective measures (from vehicle and pedestrian movements, grazing animals, vandalism etc.).
- Implementation and Management plans, including objectives and after care maintenance.

Lighting assessment

A report written by a suitably qualified person must include:-

- Details of the survey of the surrounding night environment.
- Identification of critical view points.
- Establishment and calculation of existing lighting conditions.
- Summary of baseline measurements and/or calculations.
- Analysis of task lighting level recommendations.
- Establishment of environmental light control limits.
- Statement of new lighting design quality objectives.
- Calculated measurement of task working areas.
- Calculated measurement of overspill areas.
- Obtrusive light calculation of property intrusion.
- Viewed source intensities including nominal glare assessment.
- Direct upward light ratio.
- Comparison of design achievement with baseline values.
- Designers critique of final design constraints.
- View point visualisation.
- Virtual walkthrough of illuminated site.
- Schedule of model reflection factors.
- Schedule of luminaire mounting heights and aiming angles.
- Layout plan with beam orientation indication.

Low Carbon Planning Guidance – statement of compliance

A written statement outlining how a development complies with the Council's Low Carbon Planning Guidance. This document can be viewed at:-

<https://www.gedling.gov.uk/media/gedlingboroughcouncil/documents/planningpolicy/supplementaryplanningdocuments/Low%20carbon%20planning%20guidance%20for%20GBC%20-%20FINAL.pdf>

Noise assessment

A noise impact assessment should include the following information:-

- Existing background noise levels measured over a 24-hour period (including the cumulative noise.
- levels of all existing units).
- Proposed noise levels (including the cumulative noise levels of all proposed units).
- Any proposed measures to reduce noise from the proposed development.
- The system manufacturer's specification of any proposed equipment to be installed, altered or replaced.
- Details of the method used to compile the report and examples of the calculations and assumptions made.

Please note that you cannot carry out a noise impact and sound insulation assessment yourself. It must be completed by a qualified acoustician.

Open Space Assessment

An assessment which clearly shows the open space, buildings or land to be surplus to requirements and can no longer contribute as an open space (in its present form or as an alternative open space use) to meeting a local or wider need.

Planning applications affecting playing field land should provide sport specific information in line with the information requirements set out in Annex B of Sport England's Playing Fields Policy.

https://www.sportengland.org/guidance-and-support/facilities-and-planning/planning-sport?section=playing_fields_policy

Parking Provision

Details of existing and proposed car parking spaces for a proposed development. This should be set out on a scaled block plan. For further information please see:-

<https://www.gedling.gov.uk/media/gedlingboroughcouncil/documents/planningpolicy/supplementaryplanningdocuments/Parking%20Standards%20SPD%202022%20Final.pdf>

Planning Obligations – Draft Head(s) of Terms

- Confirmation as to who is drafting the S106 Agreement (i.e. – if you wish this LPA to draft this, you will need to confirm that you are prepared to pay our reasonable costs).
- Names, addresses and contact details of the solicitor being used.
- Proof of Title /Land Registry Information.
- Details of the Proposal.
- Details of what the Obligation(s) is/are for.
- Details of who the interested parties.

Planning Statement

A written statement that further explains the planning proposal and how this complies with relevant planning policies.

Retail Impact Assessment

Sequential Test – this should demonstrate that there are no other more suitable, viable and available sites in town centres, then in edge of centre locations and only if suitable sites are not available should out of centre sites be considered.

Impact Assessment – this should include an assessment of:-

- the impact of the proposal on existing, committed and planned public and private investment in a centre or centres in the catchment area of the proposal; and
- The impact of the proposal on town centre vitality and viability, including local consumer choice and trade in the town centre and wider area.

Site Waste Management Plan

Details of bin storage areas as well as where the bins will be placed on collection day (this may be different to their storage areas). These should be shown on a scaled site plan.

Statement of Community Involvement

A statement explaining how the developer has consulted with the local community. This should be submitted to describe how, when and where consultation has taken place; a summary of the level and content of responses; and, any changes that have been made to the proposed scheme to take account of those responses.

Structural Survey

This survey must be carried out by a suitably qualified person (such as a chartered member of the Institution of Structural Engineers or equivalent). Each survey must contain the author's name and qualifications.

For proposals involving the demolition of heritage asset, a full external and internal structural survey is required to explore the structural condition of the building and demonstrate that the building is not structurally capable of repair and/or conversion.

For proposals involving the conversion of a heritage asset or a rural building, a full external and internal structural survey is required to demonstrate that the building is capable of conversion without the need for substantial re-building works. This should be accompanied annotated plans to show the extent of any repair or re-build works as appropriate.

Transport assessment

The scope and level of detail in a Transport Assessment or Statement will vary from site to site but the following should be considered when settling the scope of the proposed assessment:-

- information about the proposed development, site layout, (particularly proposed transport access and layout across all modes of transport);
- information about neighbouring uses, amenity and character, existing functional classification of the nearby road network;
- data about existing public transport provision, including provision/ frequency of services and proposed public transport changes;
- a qualitative and quantitative description of the travel characteristics of the proposed development, including movements across all modes of transport that would result from the development and in the vicinity of the site;
- an assessment of trips from all directly relevant committed development in the area (i.e. development that there is a reasonable degree of certainty will proceed within the next 3 years);
- data about current traffic flows on links and at junctions (including by different modes of transport and the volume and type of vehicles) within the study area and identification of critical links and junctions on the highways network;
- an analysis of the injury accident records on the public highway in the vicinity of the site access for the most recent 3-year period, or 5-year period if the proposed site has been identified as within a high accident area;
- an assessment of the likely associated environmental impacts of transport related to the development, particularly in relation to proximity to environmentally sensitive areas (such as air quality management areas or noise sensitive areas);
- measures to improve the accessibility of the location (such as provision/enhancement of nearby footpath and cycle path linkages) where these are necessary to make the development acceptable in planning terms;
- a description of parking facilities in the area and the parking strategy of the development;
- ways of encouraging environmental sustainability by reducing the need to travel; and
- measures to mitigate the residual impacts of development (such as improvements to the public transport network, introducing walking and cycling facilities, physical improvements to existing roads.

In general, assessments should be based on normal traffic flow and usage conditions (eg non-school holiday periods, typical weather conditions) but it may be necessary to consider the implications for any regular peak traffic and usage periods (such as rush hours). Projections should use local traffic forecasts such as

TEMPRO drawing where necessary on National Road Traffic Forecasts for traffic data.

The timeframe that the assessment covers should be agreed with the local planning authority in consultation with the relevant transport network operators and service providers. However, in circumstances where there will be an impact on a national transport network, this period will be set out in the relevant government policy.

Travel Plan

Travel Plans should identify the specific required outcomes, targets and measures, and set out clear future monitoring and management arrangements all of which should be proportionate. They should also consider what additional measures may be required to offset unacceptable impacts if the targets should not be met.

Travel Plans should set explicit outcomes rather than just identify processes to be followed (such as encouraging active travel or supporting the use of low emission vehicles). They should address all journeys resulting from a proposed development by anyone who may need to visit or stay and they should seek to fit in with wider strategies for transport in the area.

They should evaluate and consider:-

- benchmark travel data including trip generation databases;
- Information concerning the nature of the proposed development and the forecast level of trips by all modes of transport likely to be associated with the development;
- relevant information about existing travel habits in the surrounding area;
- proposals to reduce the need for travel to and from the site via all modes of transport; and
- provision of improved public transport services.

They may also include:-

- parking strategy options (if appropriate – and having regard to national policy on parking standards and the need to avoid unfairly penalising motorists); and
- proposals to enhance the use of existing, new and improved public transport services and facilities for cycling and walking both by users of the development and by the wider community (including possible financial incentives).

These active measures may assist in creating new capacity within the local network that can be utilised to accommodate the residual trip demand of the site(s) under consideration.

It is often best to retain the ability to establish certain elements of the Travel Plan or review outcomes after the development has started operating so that it can be based upon the occupational and operational characteristics of the development.

Any sanctions (for example financial sanctions on breaching outcomes/processes) need to be reasonable and proportionate, with careful attention paid to the viability of the development. It may often be more appropriate to use non-financial

sanctions where outcomes/processes are not adhered to (such as more active or different marketing of sustainable transport modes or additional traffic management measures). Relevant implications for planning permission must be set out clearly, including (for example) whether the Travel Plan is secured by a condition or planning obligation.

Travel Plans can only impose such requirements where these are consistent with government policy on planning obligations.

Tree survey/Arboricultural implications

Tree surveys shall include all the information required as per the specification of BS 5837: 2012, or by any subsequent updates to this standard.

This includes:-

- Location of all existing trees (reference number to be recorded on the tree survey plan) over 75mm in diameter measured at 1.5m above ground level which are:-
 - Within the site-
 - Overhanging the site-
 - Within a distance of the boundary of the site which is less than half the height of the tree; or
 - Located on land adjacent to the development site that might influence the site or might be important as part of the local landscape character.
- Trees which are less than 75mm diameter at 1.5m above ground need not be accurately surveyed but should be indicated;
- Existing buildings/structures;
- Hard surfaces;
- Water courses;
- Overhead cables;
- Underground services including their routes and depths;
- Ground levels throughout the site;
- Location of all existing hedges, a list of the woody species that they contain and details of any features within the hedge, e.g. banks or supporting walls
- Soil type(s);
- Wildlife features (e.g. birds, nests, bat roosts - see Wildlife and Countryside Act 1981);
- Historical features; and
- Any other hard features.

A Tree Survey shall include a Tree Constraints Plan, a Tree Protection Plan and an Arboricultural Impact Assessment. The tree survey must also include the following information about the trees (that have a diameter greater than 75mm) which are indicated on the plan:-

- Species (common and scientific name, where possible).
- Height.
- Diameter of the stem measured at 1.5m above ground level.
- Root Protection Area (RPA).
- Canopy spread of each tree for all four compass points.

- Age Class (e.g. young, semi-mature, mature, over-mature, etc).
- Assessment of the condition including trunk, crown, roots.
- Life expectancy (e.g. very long, long, medium, short, very short).
- A full schedule of tree works including those to be removed and those remaining that require remedial works to ensure acceptable levels of risk and management in the context of the proposed development. The method of disposal of all arisings should also be included along with the precautions to be taken to avoid damage to Root Protection Areas and trees to be retained.
- Amenity value- both existing amenity value and proposed amenity value.
- British Standard status - colour coded system identifying suitability for retention.
- A schedule to the survey should list all the trees or groups of trees.

In assessing the amenity value of trees, regard should be given to three criteria:-

- Visibility: The extent to which the trees or woodlands can be seen from a public viewpoint (e.g. a footpath or road);
- Size and Form: Taking into account factors such as the rarity of trees, their potential growth, and their value as a screen; and
- Wider Impact: The significance of the trees in their local surroundings taking into account how suitable they are to their particular setting, as well as the presence of other trees in the vicinity.

All trees that are surveyed must be clearly tagged on site to enable their identification when considering the tree survey.

Ventilation/Extraction statement

A suitably qualified and experienced person with specialist knowledge of ventilation schemes should undertake the design and installation of a ventilation system. In circumstances where the end user of the premises is unknown, or where the specific type of food to be cooked is unknown, the installation should be designed to achieve the highest level of odour control in order to cater for a worst case scenario.

Viability statement

Where the developer considers that it is not financially viable to enter into an agreement, or that they can make reduced payments, then a clear and robust financial viability assessment must be submitted. This should include the following information:-

- Schedule of both gross and net internal floor areas;
- Land purchase price (with proof), and the estimated market value of the site;
- Date of land purchase;
- Schedule of development costs (normals);
- Schedule of development costs (abnormals);
- Proof of development costs (abnormals);
- Reasons why full costs (including abnormals) were not reflected in the purchase price;
- Expected sale price of dwellings/buildings (including at what date/s); and

- Intended profit level/s (including profit type).

In relation to affordable housing the assessment should include all the above and details of the amount of affordable housing (%) that could be provided against a diminishing scale of profit levels, to the level of full affordable housing provision.

Known costs such as site clearance, preparation, retaining walls, piling, infrastructure provision and or diversion, highways works, servicing, flood mitigation measures, archaeology, decontamination/remediation will not be considered as abnormal. Where abnormal costs can clearly be demonstrated, a reduction in the contribution may be agreed on a site by site basis.

For proposals involving the loss of employment or community use and for the removal of a rural worker occupancy condition.

Applications should be accompanied by evidence of actively and appropriately marketing the site at an appropriate price for a period appropriate to market conditions at the time.

Please note there is a separate fee, payable in addition to the standard planning fee, for applications requiring a viability assessment. The fee is to cover the Council's costs in appointing an independent professional to evaluate the assessment submitted.

Appendix 1 – Transport Statement Thresholds

Transport Statement

Threshold/Trigger

All developments that generate significant amounts of transport movement should be supported by a Transport Statement or Transport Assessment. This includes:-

- Food retail development with gross floor area (GFA) of 250 sq m or more (if floor space exceeds 800 sq m you will also need to provide a Travel Plan).
- Non-food retail development (A1) with GFA of 800 sq m or more (if floor space exceeds 1500 sq m you will also need to provide a Travel Plan).
- Financial and professional services development (A2) with GFA of 1000 sq m or more (if floor space exceeds 2500 sq m you will also need to provide a Travel Plan).
- Restaurant and cafes development(A3) with GFA of 300 sq m or more (if floor space exceeds 2500 sq m you will also need to provide a Travel Plan).
- Drinking establishments (A4) with GFA of 300 sq m or more (if floor space exceeds 600 sq m you will also need to provide a Travel Plan).
- Hot food takeaway (A5) with GFA of 250 sq m or more (if floor space exceeds 500 sq m you will also need to provide a Travel Plan).
- Offices and light industry (B1) with GFA of 1500 sq m or more (if floor space exceeds 2500 sq m you will also need to provide a Travel Plan).
- General industry development (B2) with GFA of 2500 sq m or more (if floor space exceeds 4000 sq m you will also need to provide a Travel Plan).
- Storage and distribution (B8) with GFA of 3000 sq m or more (if floor space exceeds 5000 sq m you will also need to provide a Travel Plan).
- Hotels, guest and boarding houses (C1) where number of bedrooms exceeds 75 (if no. of bedrooms exceeds 100 you will also need to provide a Travel Plan).
- Residential institutions (C2) hospitals, nursing homes etc. with over 30 beds.
- Residential institutions (C2) in the case of educational institutions where no. of students exceeds 50 (if no. of students exceeds 150 you will also need to provide a Travel Plan) or for other institutions where no. of residents exceed 250 (over 400 will trigger the need for a Travel Plan).
- Residential development (C3) of 50 or more dwellings (over 80 will trigger the need for a Travel Plan).
- Non-residential institutions (D1) with GFA of 500 sq m or more (if floor space exceeds 1000 sq m you will also need to provide a Travel Plan).
- Assembly and leisure development (D2) with GFA of 500 sq m or more (if floor space exceeds 1500 sq m you will also need to provide a Travel Plan).
- For other forms of development not listed, please seek advice direct from Nottinghamshire County Council Highways Authority.

Appendix 2 – Report of Consultation Responses

Organisation	Comment Received	Response / Action
<p>The Mining Remediation Authority (previously The Coal Authority)</p>	<p>Our records indicate that within the Gedling area there are recorded coal mining features present at surface and shallow depth including; mine entries, mine gas sites and reported surface hazards. These features may pose a potential risk to surface stability and public safety.</p> <p>Much of this mining legacy is located in the upper half of district, to the north of Arnold and Calverton. Due to the nature of much of the legacy, mine entries and fissures, it is sporadic and well spread. We are therefore disappointed that the Local List Requirements do not include a Coal Mining Risk Assessment for those relevant developments which fall in the Development High Risk Area (DHRA).</p> <p>Identifying the documents necessary to ensure a smooth validation and application process is important in ensuring an efficient decision making process. It would therefore be helpful for those development proposals which fall within the DHRA to be made aware of the information necessary to support relevant applications in those areas. It is requested</p>	<p>The requirement to submit a Coal Mining Risk Assessment for relevant development in High Risk Areas has been added to the Local Requirements List.</p> <p>Whilst there are Development High Risk Areas in the Borough it is unlikely that new build development will take place in these areas.</p>

	<p>that an additional requirement is included within the Local List for submission of a Coal Mining Risk Assessment.</p> <p>We would be pleased to discuss further if this would be helpful.</p>	
<p>Sport England</p>	<p>Sport England is a statutory consultee on planning applications affecting playing field land. We assess planning consultations against the five exceptions in our Playing Fields Policy (https://www.sportengland.org/guidance-and-support/facilities-and-planning/planning-sport?section=playing_fields_policy) which reflects the wording in paragraph 104 of the National Planning Policy Framework.</p> <p>Annex B of the Playing Fields Policy lists Sport England’s information requirements for planning applications affecting playing fields. A copy of the information requirements set out in Annex B is attached. It is noted that the validation list includes requirements for open space assessments to be undertaken for applications where there would be a loss of open space, including playing fields. In respect of playing fields, Sport England would welcome the inclusion of reference to the information requirements set out in</p>	<p>Sport England’s information requirements have been added when the applicant is required to submit an open space assessment with their application</p>

	<p>Annex B of our Playing Fields Policy for all planning applications affecting playing fields</p>	
<p>Historic England</p>	<p>We welcome the opportunity to comment on this document and have the following limited comments to raise:</p> <ul style="list-style-type: none"> • Section 3 we welcome the reference to heritage assessment within this section; however, we consider that this is too restrictive, and additional detail is required about what heritage evidence base is required to accompany planning applications. It should be clear that this relates to all heritage assets, designated or non-designated and that it is the significance of the heritage asset that needs to be considered to ensure that harm can be avoided or mitigated. •Section 4 we welcome the reference to heritage assessment within this section; however, we consider that this is too restrictive, and additional detail is required about what heritage evidence base is required to accompany planning applications. It should be clear that this relates to all heritage assets, designated or non-designated and that it is the significance of the heritage asset that 	<p>The text has been slightly amended in each Section referred to by Historic England and further clarity has been added to the section 'Information required for each Local Requirement'</p>

	<p>needs to be considered to ensure that harm can be avoided or mitigated.</p> <ul style="list-style-type: none"> • We welcome Section 5 and the reference to Listed Buildings and specific requirements for these heritage assets when seeking Listed Building Consent. We would recommend that there is more detail included within the criteria list and what should be incorporated into a Heritage Impact Assessment. The criteria should also ensure that there is a reference to a need to consider the harm to the significance of heritage assets and whether this can be avoided or overcome with appropriate mitigation measures. • Section 10 references demolition in a Conservation Area and we agree that it will require Heritage Impact Assessment. There should be additional detail included within the criteria to set out what should be incorporated into a Heritage Impact Assessment, including what type of evidence base documents the application should refer to such as Conservation Area Appraisals and Management Plans. 	
Environment Agency	No comments to make	
Natural England	No comments to make	

<p>Severn Trent Water</p>	<p>No comments to make</p>	
<p>Landowner / Developer</p>	<p>As important as it could be, I can't warm to commenting on 64 pages!</p> <p>I'm aware that it's Council's Decision to front load Applications which creates unnecessary delay and cost in some cases but I'll have to take my chances and also hope that it doesn't have meaningful harm to would be Applicant's aspirations.</p> <p>By way of example I've had several councils asking for before and after drawings of a change of use (only) on shops. After months of wrangling they haven't been required. In the meantime the prospective tenant walked.....</p>	<p>Local Requirements Lists are encouraged by National Planning Policy as they ensure that the relevant information is submitted with the application to reduce delays in the process.</p> <p>The Local List provides comprehensive guidance in respect of planning application information requirements but is unable to cover every possible development scenario.</p> <p>Officers of Gedling Borough Council will not ask for information to support a planning application.</p>

This page is intentionally left blank



Report to Cabinet

Subject: Shopfront Supplementary Planning Document (SPD)

Date: 22nd May 2025

Author: Planning Policy Manager

Wards Affected

All

Purpose

The purpose of this paper is to seek Cabinet approval to publish the Shopfront Supplementary Planning Document (SPD).

Key Decision

Yes

Recommendation(s)

THAT Cabinet:

- 1) Adopts the Shopfront Supplementary Planning Document;
- 2) Delegates authority to the Planning Policy Manager to make any minor typographical, formatting or factual amendments to the Shopfront Supplementary Planning Document.

1 Background

- 1.1 The NPPF describes securing high-quality design as a core planning principle and encourages high quality design including sensitive and innovative responses to local historic development and urban character.
- 1.2 The Local Planning Document was adopted in July 2018 and forms part 2 of the Council's Local Plan. The document includes Policy LPD 50 (Development within Town and Local Centres), LPD 54 (Development

within Small Parades) and LPD 55 (Security Shutters). Policies LPD 50 and 54 refer to the amount of frontage and grouping of different uses within town and local centres and also require that proposals are of a high standard of design.

- 1.3 To set out Gedling Borough Council's policy in relation to the design principles of shopfronts, the Shopfront SPD attached at **Appendix 1** provides further guidance on policies within the Borough Council's adopted Part 1 and Part 2 Local Plan.

Consultation

- 1.4 The draft Shopfront SPD was subject to formal public consultation between 17th February and 17th March 2025. Details of the consultation process are set out in the Consultation Statement attached as **Appendix 2**. The document was made available on the Council's website. Paper copies could be viewed at the Civic Centre and all nine libraries within Gedling. Emails were sent directly to statutory consultees and residents who have an interest in Gedling Borough. The consultation was shared more widely on social media and in the town and local centres through posters and flyers.
- 1.5 Comments were received from 8 respondents, and these are summarised in the Report of Responses (attached as an appendix to **Appendix 2**) along with the Council's response and any proposed changes. Comments were received from a range of bodies, including statutory public bodies, government agencies and developers. Once adopted, the SPD will be a material consideration in determining the acceptability of shopfront designs through future planning applications in Gedling Borough.

2 Proposal

- 2.1 It is proposed that Cabinet agrees to the adoption of the Shopfront Supplementary Planning Document attached at **Appendix 1**. Most shopfronts incorporate the same basic design elements despite the diverse range of architectural styles. The SPD sets out a series of design principles of individual design elements to ensure that shopfronts are not designed in isolation from the architectural composition and style of the building.
- 2.2 When alterations are made to traditional shopfronts of a high quality, original details should not be covered up or altered. Likewise, where traditional shopfronts have had their appearance altered by more recent additions, it will usually be desirable to expose and repair these features.

- 2.3 Where shopfronts have no architectural merit or historic interest, are unattractive, are inappropriate to the building or are beyond feasible repair then replacement will be encouraged. Replacements should provide an opportunity for high quality design to enhance the building and wider area.
- 2.4 The SPD also covers the installation of canopies and blinds, security shutters and advertisement and signage, each of which can have a significant impact on the streetscape.

3 Alternative Options

- 3.1 An alternative option would be to approve the SPD as informal planning guidance which could be undertaken without consultation. However, this would result in it having less weight in terms of decision making.
- 3.2 Another alternative option would be to not proceed with adopting the new Shopfront SPD. This would mean relying on existing local plan policies which refer to design in more general terms and so are less able to guide shopfront design.

4 Financial Implications

The cost of preparing and consulting on the SPD is being met from existing budgets.

5 Legal Implications

- 5.1 The 2004 Planning and Compensation Act empowers Local Planning Authorities to prepare local plans and supplementary planning documents. The document will be prepared as a supplementary planning document and subject to public consultation and will be given appropriate weight in future decision-making.

6 Equalities Implications

- 6.1 None direct. However, by setting out design standards, this SPD will ensure that new design proposals meet the needs of the users/occupants and achieve a positive result in design quality creating distinctive places.

7 Carbon Reduction/Environmental Sustainability Implications

- 7.1 The document will help to protect the environment by setting out standards in relation to shopfront materials, lighting and signboards.

8 Appendices

Appendix 1: Shopfront Supplementary Planning Document (SPD)

Appendix 2: Consultation Statement (including a Report of Responses attached as Appendix A)

9 Background Papers

Background Paper A: Equalities Impact Assessment

Background Paper B: Climate Impact Assessment

10 Reasons for Recommendations

- 10.1 The reasons for the recommendation are:

- a) To provide clear guidance on design requirements for shopfront design.
- b) To comply with statutory requirements and to publicise the approved document.

Statutory Officer approval

Approved by:

Date:

On behalf of the Chief Financial Officer

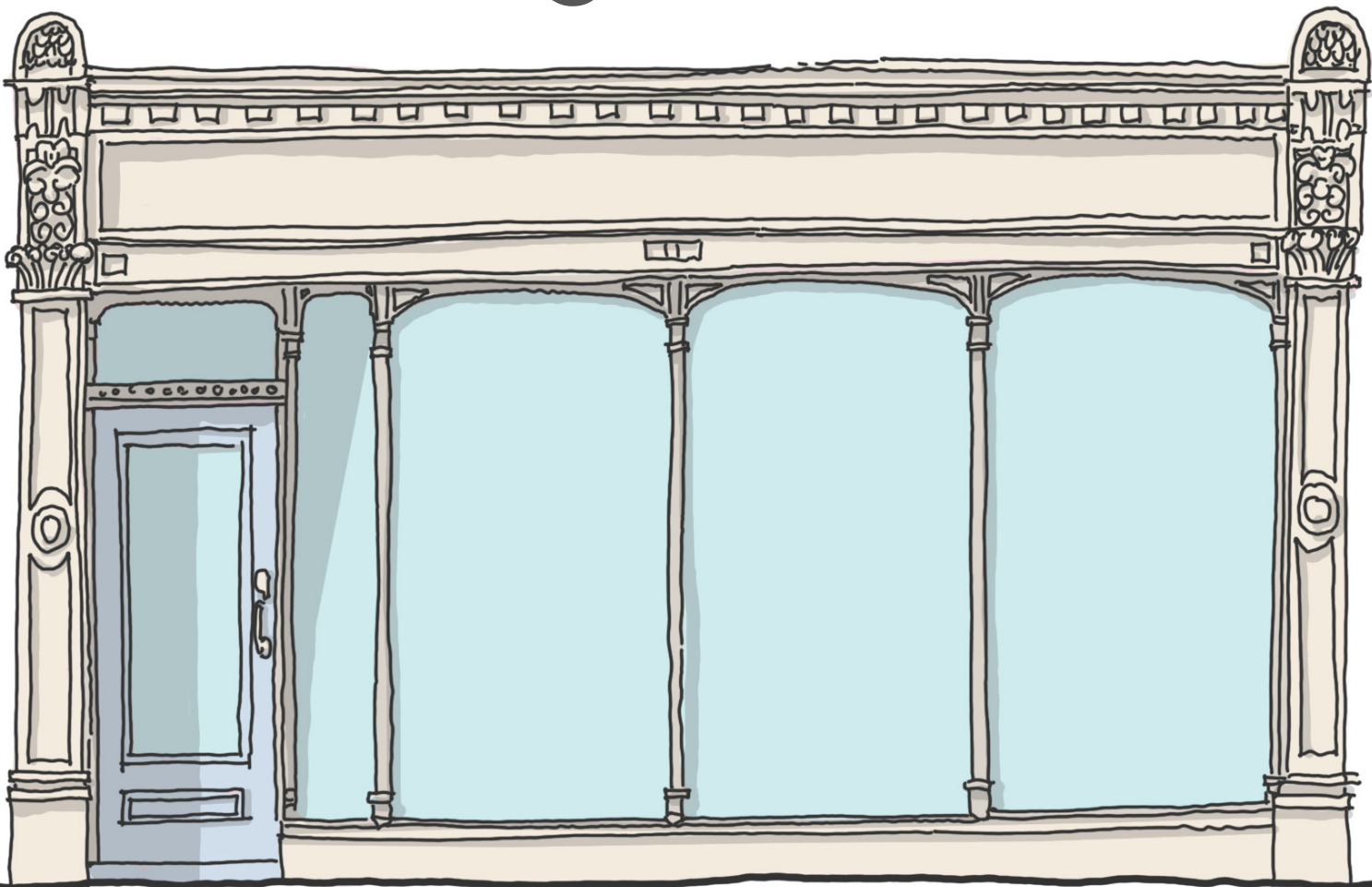
Approved by:

Date:

On behalf of the Monitoring Officer

Shopfront

Supplementary Planning Document



Contents

Shopfront Supplementary Planning Document

A Introduction | Page 03

- 01 Purpose
- 02 Policy Context

B Shopfronts | Page 05

- 03 History of shopfront design
- 04 Elements of shopfronts

C Design principles for shopfronts | Page 09

- 05 Retention and repair
- 06 Replacement shopfronts to traditional buildings
- 07 Building character, architecture and setting
- 08 Materials, surface treatments and colour
- 09 Canopies
- 10 Security
- 11 Advertisements and Signage
- 12 Illumination
- 13 Inclusive access to buildings
- 14 Automatic Teller Machines (ATMs)

D Permissions and consents | Page 23

- 15 Planning permission
- 16 Listed building consent
- 17 Building regulations consent
- 18 Pre-application advice
- 19 Enforcement
- 20 Information required for applications
- 21 Other useful information

A. Introduction

01

Purpose

1.1. This supplementary planning document (SPD) sets out Gedling Borough Council's policy in relation to the design of shopfronts and their advertisements within the Borough. As an SPD, this document provides further guidance on policies within the Council's adopted Part 1 and Part 2 Local Plan. Once adopted, this document will be a material consideration in the determination of planning applications.

02

Policy Context

2.1. Seeking to secure high quality design is described as a core planning principle by the [National Planning Policy Framework](#) (NPPF). The NPPF encourages high quality design, including sensitive and innovative responses to local historic development and urban character. Paragraph 135 states that, among other criteria, planning policies and decisions should “establish or maintain a strong sense of place, using the arrangement of streets, spaces, building types and materials to create attractive, welcoming and distinctive places to live, work and visit” as well as being “sympathetic to local character and history... while not preventing or discouraging appropriate innovation or change (such as increased densities)”.

2.2. [National Planning Practice Guidance](#) revised in February 2024 also emphasises the importance of good design and states that development should promote local character.

2.3. As an SPD, this document provides detail on the interpretation and implementation of existing local plan policies and sets out design standards. It does not introduce new policies. The key policy documents include:

- [Aligned Core Strategy](#) (Part 1 Local Plan): Adopted in September 2014, the document sets out the strategic policy direction for future development in Gedling Borough. Key policies for this SPD include:
 - » ACS Policy 6: Role of Town and Local Centres

- » ACS Policy 10: Design and Enhancing Local Identity
- » ACS Policy 11: The Historic Environment

- [Local Planning Document](#) (Part 2 Local Plan): Adopted in July 2018, the LPD has been prepared to include detailed policies that help deliver specific allocations, site specific policies, allocations of non-strategic sites and designations for new housing, employment, retail, community facilities, recreation and open space, nature conservation and other land uses. Key policies for this SPD include:
 - » Policy LPD 26: Heritage Assets
 - » Policy LPD 27: Listed Buildings
 - » Policy LPD 28: Conservation Areas
 - » Policy LPD 31: Locally Important Heritage Assets
 - » Policy LPD 35: Safe, Accessible and Inclusive Development
 - » Policy LPD 49: Retail Hierarchy and Town Centre Boundaries. Indicates Arnold as a “Town Centre” and defines “Local Centres” at Burton Joyce, Calverton, Carlton Hill, Carlton Square, Gedling Colliery site, Gedling Village, Mapperley Plains, Netherfield and Ravenshead.
 - » Policy LPD 50: Development within Town and Local Centres
 - » Policy LPD 51: Upper Floors
 - » Policy LPD 54: Development within Small Parades
 - » Policy LPD 55: Security Shutters
 - » [Gedling Borough Local Planning Document Interactive Policies Map](#) (LPD Part C: Policies Map).

B. Shopfronts

03

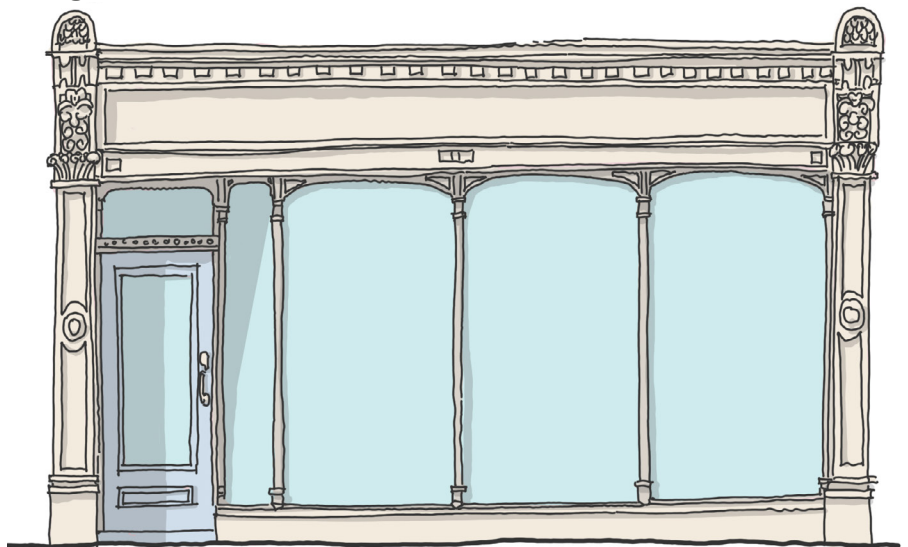
History of shopfront design

3.1. Retail streets have evolved over centuries, reflecting diverse architectural styles and adapting to changing needs.

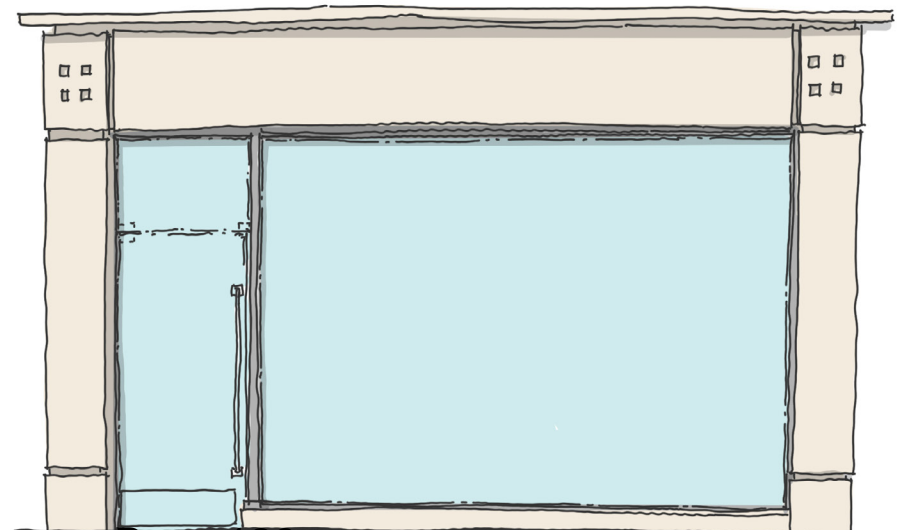
3.2. By the 20th century, modernisation prioritised functionality over aesthetics, often covering traditional features. New materials like aluminium, frameless glass and plastics became common, and corporate branding often disregarded local architectural character. This transformation highlights the balance between practicality, commercial needs and preserving street character.



Georgian



Victorian



Contemporary

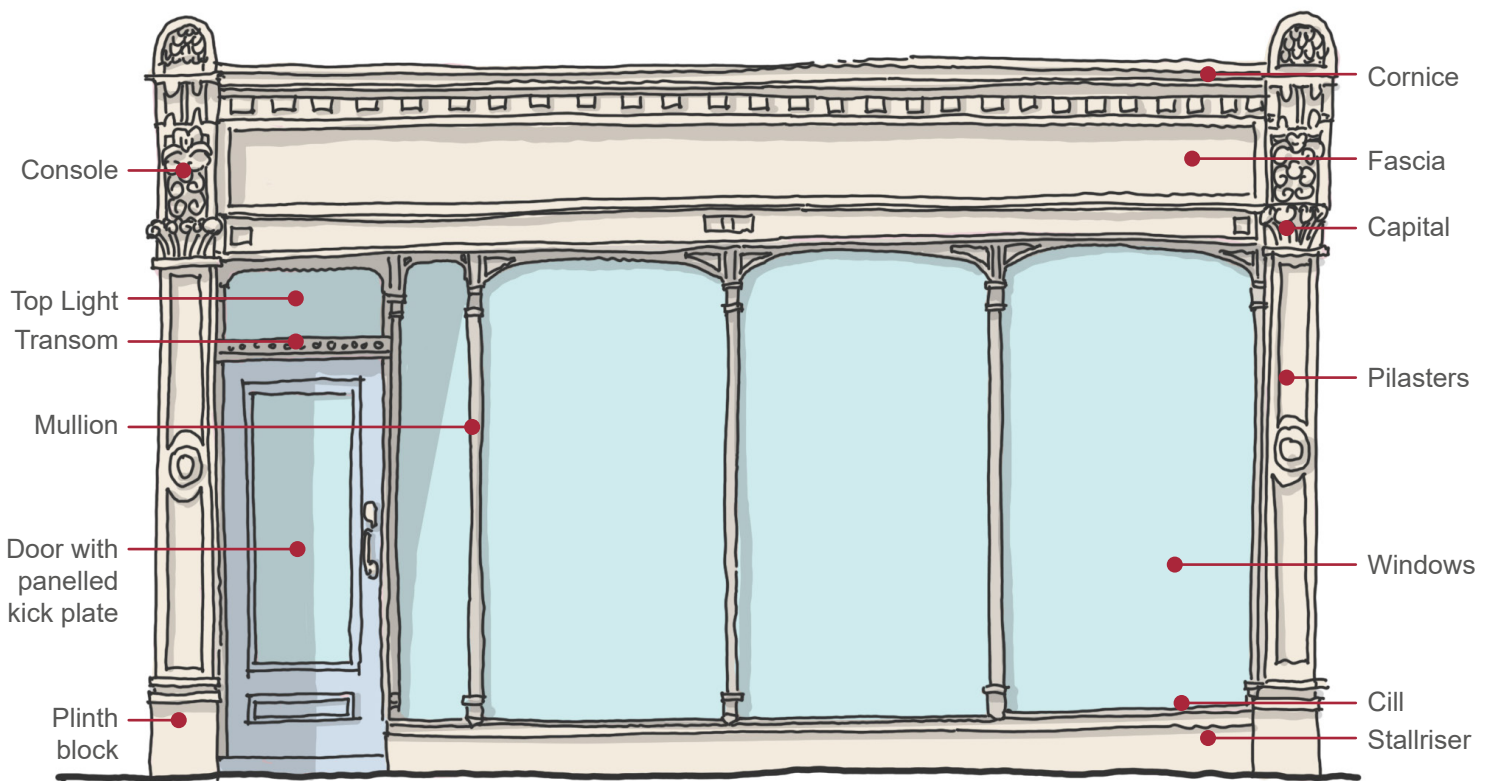
04

Elements of shopfronts

4.1. Despite the diverse range of architectural styles, most shopfronts incorporate the same basic design elements and are relevant to proposals including new or renovated shopfronts. The architectural terms below denote areas of a shopfront that frame the shop window and signage and create architectural interest and variety. Incorporation of these features, albeit not always highly decorative like the example above, often aids shopfront security as well as making a contextual and characterful design. These features include:

- **Pilasters**
Pilasters can be structural to support the building and fascia above, or purely decorative. Pilasters generally terminate at a plinth at the base, with a capital at the top which can be plain or decorative.
- **Stallrisers**
The stallriser is the element forming a solid base to the shopfront, helping to define the shopfront proportions. Traditional stallrisers may have decorative moulded cills, ironwork or panelling.
- **Windows and doors**
Windows are typically divided with mullions and transoms. The way the windows are subdivided usually reflects the style of the building facade. Traditionally, shopfronts had numerous divisions from mullions and transoms due to the limited size of glass available, creating often vertical proportions to the glazing with elegant character. More modern designs generally have larger expanses of horizontally proportioned glass providing wider expanses for displays. Transom lights at the top of the main shop window may feature different types of glass and further break up the window visually.

Door designs typically follow the age and style of the windows (where they have not been updated unsympathetically). Doors can be flush with the window façade or recessed to form a visual break in the shopfront. Doors can be manual or automatic sliding.
- **Mouldings**
In traditional shopfronts, mouldings can reflect the period of the building facade. Stallrisers, pilasters, consoles, windows and doors can all incorporate decorative mouldings displaying the character of the building. More modern shopfronts generally have less decorative elements, favouring functional designs.
- **Materials and finish**
Traditionally, shopfronts were constructed using softwood timber which requires regular maintenance and painting, with ironmongery and brassware, such as iron panels and doorknobs, handles and letter flaps all commonly enhancing their appearance. Newer shopfronts generally include aluminium, ceramic tiles and sheet plastic, with more glazed elements.
- **Facias and cornices**
Traditional shopfront fascias usually include a decorative moulded cornice running along the top, giving protection from the elements and a strong upper edge, providing a break to the rest of the building façade. Shopfronts from the Victorian era were commonly canted forward within console brackets.



Elements of shopfronts

C. Design Principles for Shopfronts



Poorly designed shopfronts do not respect the style, proportions and detailing of the rest of the building.



Elements of the building are reflected in the shopfronts.

05

Retention and repair

5.1. The Council will strongly encourage the retention of original shopfronts of high historic or architectural value. Where the quality of shopfronts is poor, replacement will be favoured. However, where there are original elements that contribute to the character of the street, repair and retention of those specific elements will be encouraged within the design of the new shopfront.

5.2. When alterations are made to traditional shopfronts of a high quality, original details should not be covered up or altered. Likewise, where traditional shopfronts have had their appearance altered by more recent additions, it will usually be desirable to expose and repair these features.

Retention and repair principles:

1. Shopfronts that contribute significantly to the character of the area should be retained, repaired and restored.
2. Traditional shopfront detailing should be retained. Proposals that remove or conceal historic or architecturally important features will be resisted.
3. Where traditional shopfront detailing has been concealed by later additions, it should be exposed, repaired and retained to enhance the character and appearance of the shopfront.

06

Replacement shopfronts to traditional buildings

6.1. Where shopfronts have no architectural merit or historic interest, are unattractive, are inappropriate to the building or are beyond feasible repair then replacement will be encouraged. When considering replacement, the Council will consider the most appropriate design for the style of building façade and character of the area. Replacement should provide an opportunity for high quality design to enhance the building and wider area.

Replacement shopfronts to traditional buildings principles:

1. Replacement shopfronts will be encouraged when existing shopfronts have no architectural merit, are unattractive, are inappropriate to the building or are beyond feasible repair.
2. Replacement shopfronts should be high quality and appropriate for the building façade and character of the area and street scene.

07

Building character, architecture and setting

7.1. Shopfronts should not be designed in isolation from the architectural composition and style of the building. The design of shopfronts should respect the period and style of the building to which it is fitted, and the retailer should adapt to suit the property. The composition of the building comprises of its age, appearance, materials, colours, fenestration, proportion and rhythm. Modern interpretations that respect these design elements in an innovative way are encouraged.

7.2. Where a shopfront is fitted in a traditional style, it should be historically correct in its style and detailing and locality. Research from old records, photographs and pattern books should be sought to support the design proposal.

7.3. The SPD takes priority over existing examples on the ground where they do not accord with the principles set out in this document.

Building character, architecture and setting principles:

1. Any new or replacement shopfronts should consider the architecture of the existing building, including its proportions, style, colour, materials and details.
2. Modern interpretations that respect the original building façade in an innovative way are encouraged.
3. Shopfronts should also consider the character of the street scene generally, in particular the neighbouring properties. However, the SPD takes priority over existing examples on the ground where they do not accord with the principles set out in this document.
4. On traditional shopfronts the original character of the building façade should be expressed. Traditional character can be incorporated using the features of a traditional shopfront within figure above (see Section 4. Elements of Shopfronts).
5. Where a business operates across more than one building of differing styles, the shopfront should be subdivided to reflect the individual characteristics and architecture of each building.

Architectural details

7.4. Shopfronts have an important role in the experience of shopping streets across the Borough. Design details are important in conveying the character, style and heritage of the building and wider area. The following principles should be considered for any new or replacement shopfronts:

Fascia principles:

1. Fascias should be contained within and respect the proportion of the original shopfront. Consent will not be granted for fascias that obscure original console brackets, pilasters, any existing traditional fascia or architectural details, or encroach above first floor windowsills.
2. Fascias should not run continuously over more than one building frontage.
3. Fascias should not be excessively deep and negatively detract from the building above.
4. Materials such as reflective acrylic and other glossy or fluorescent materials must be avoided.

Stallriser principles:

1. Stallrisers form an important part of the proportions of a shopfront. The height of stallrisers should reflect the original design of the shopfront or general height of risers in the street.
2. Stallrisers should have a projecting cill providing a solid junction with the window glass.
3. Materials used in stallrisers should reflect those used on the building facade in general.

Pilasters and console principles:

1. All new shopfronts should use columns, piers or pilasters to define and frame the shopfront.
2. On traditional buildings, any pilasters, piers or columns should be retained or reinstated, and any original detail restored.
3. Materials used in pilasters should be in keeping with those used in the rest of the building.

Doors principles:

1. Shop doors should form an integral part of the shopfront.
2. Traditional door elements should be retained. Generally, these would include glazed panelling with a kickplate or lower panel of a style appropriate to the shopfront.
3. Recessed doorways that contribute to the character of the street scene should be retained. On new shopfronts recessed doors can assist with disabled access.
4. Any independent access to upper floors must be retained.

Windows principles:

1. Traditionally detailed window frames, mullions and transoms should be retained and restored.
2. Window subdivisions should respect the character and vertical proportions of the building façade.
3. Large horizontal expanses of glazing should be avoided, unless as a core principle of the overall design of the building façade.

08

Materials, surface treatments and colour

8.1. A range of different materials have been used in shopfront construction and decoration over the years. These materials, finishes and colours have a significant impact on the overall design of shopfronts.

8.2. Most traditional shopfronts were built in softwood timber and painted. There are a few examples of stained hardwood shopfronts, generally used in exposed parts of shopfronts. Edwardian examples also made use of glazed tiles for stallrisers and within the threshold of recessed doorways, which can be attractive materials to retain. More recently, materials such as aluminium have been introduced. UPVC has been increasingly used, however will rarely be acceptable in historic centres, conservation areas or listed buildings and should be used sparingly.

Materials, surface treatments and colour principles:

1. Only materials which are appropriate to the period and character of the shopfront and building should be used. Where materials deviate from these, clear reasoning should be used to support the use of said materials.
2. The choice of colours should be guided by either the original building or, if new, the overall colour strategy for the building façade. All colour schemes should enhance the visual quality of the shopfront and complement adjacent properties.
3. Period ironmongery should be retained. On new shop units the materials should reflect the style and design of the overall building façade.

09

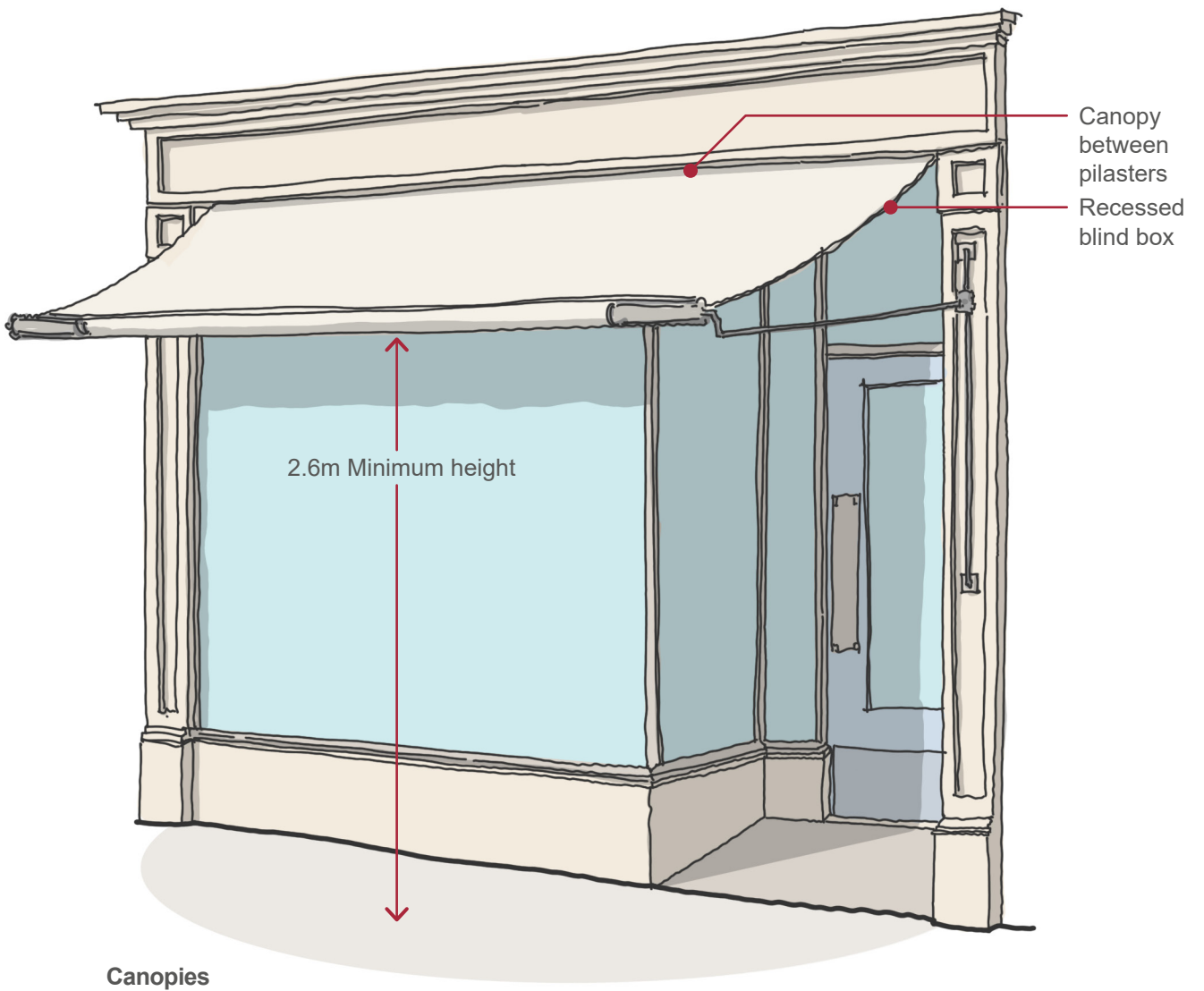
Canopies and blinds

9.1. Traditionally, canopies were used to protect goods on display from damage by sunlight and could be retracted to avoid obscuring the shopfront. Blinds were traditionally a canvas-like material, designed as an integral part to the shopfront and generally recessed back into the shopfront above or below the fascia when not in use.

9.2. In more modern shopfronts, businesses have sometimes installed oversized canopies and blinds, primarily to carry additional advertisements or signage. The function of these blinds is generally unnecessary and can be out of character with street scenes.

Canopies and blinds principles:

1. Canopies should form a complementary part of the overall appearance and character of the shopfront.
2. Any proposal to remove existing traditional blinds and blind boxes will be resisted.
3. Blinds should be positioned between shopfront pilasters and be in proportion to the building and street scene. Continuous lengths of canopies across multiple shopfronts will be resisted, unless as a part of a wider strategy for the streetscape.
4. Blind boxes should be recessed, should not obscure or damage the shopfront or architectural features and should be designed as an integral part of the whole shopfront.
5. There should be a minimum of 0.5m from the outer edge of the blind to the kerb line, and the height from pavement level must be no less than 2.6m to the underside of the blind.
6. Plastic blinds or canopies in fluorescent and glossy materials will be resisted.



10

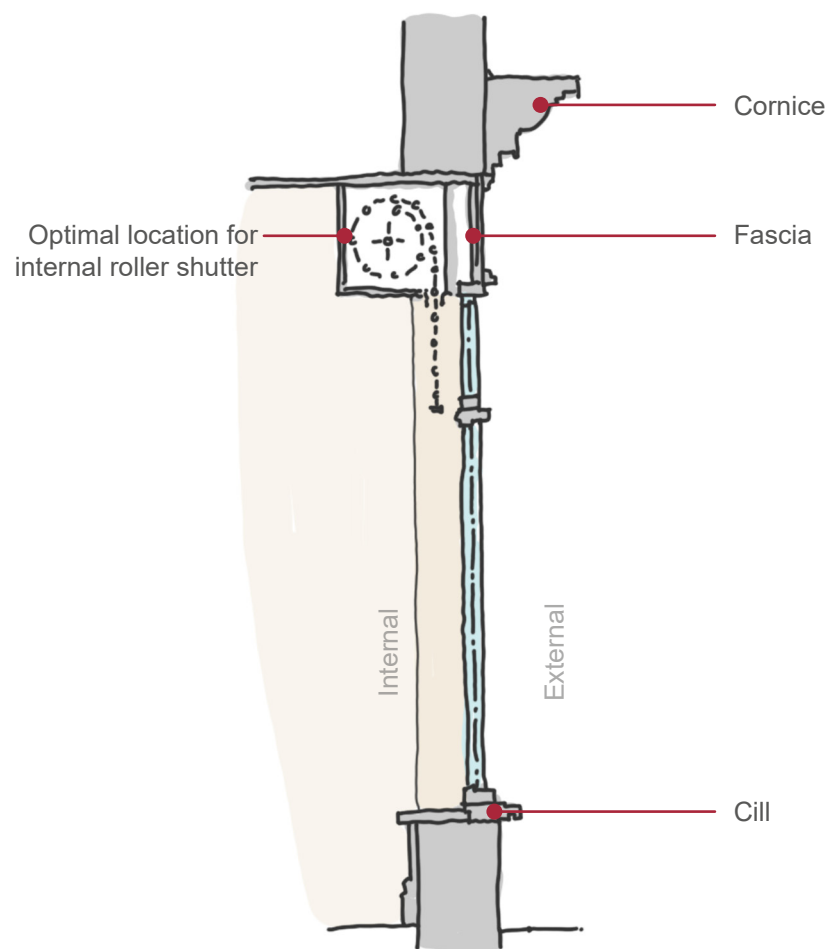
Security

10.1. Security measures form an integral part of shopfront design and can be provided in many forms, including internal roller shutters, security grills, railings as well as alarms and security cameras.

10.2. Local Planning Document Policy LPD 55 – Security Shutters sets out specific guidance for externally mounted roller shutters.

Security principles:

1. Security measures should form an integral part of the design process and not as an add on.
2. Alarm boxes should not be placed on fascias.
3. Sensitively designed internal grilles may be permitted.
4. Shutters must be appropriate to the building they are installed on, wherever possible be internal and, when closed, they should allow visibility into the shop.
5. External roller shutters are not acceptable within a Conservation Area, on a Listed Building or a non-designated heritage asset.
6. If external shutters are required for specific security reasons, the box above the roller shutter should be sited internally. Where this is not possible it should be tied in with the design of the fascia.



Roller shutter incorporated into shopfront design

11

Advertisements and Signage

11.1. For planning purposes, [Advertisements](#) is defined in section 336(1) of the [Town and Country Planning Act 1990](#).

11.2. The overall effect of signage has an impact on the appearance and character of the streetscape. Visual clutter, detrimental to the quality of the streetscape, can be caused by the number, scale and colour of signage, as well as how it is illuminated.

11.3. Signage should be included as an integral part of shopfront design from the outset. Signage and branding should be appropriate to the period and styling of the shopfront.

11.4. All advertisements are subject to the standard conditions in [Schedule 2](#) of the Town and Country Planning (Control of Advertisements) (England) Regulations 2007.

11.5. The following principles give guidance on various aspects of advertisements and signage:

Freestanding principles:

1. Advertising boards should not impair access for people with restricted mobility and ensure that no hazard exists for blind and partially sighted people.
2. Consent is required from the owner of the land on which the advertising board is to be displayed. Nottinghamshire County Council has provided conditions and guidance on the placement of advertising boards on their land which can be found on the County Council's [Advertising Boards and Displays of Goods on the Highway](#) document.

Fascia sign principles:

1. Generally, lettering on fascia signage should not exceed more than two-thirds of the depth of the fascia.
2. Hand painted traditional sign-writing will be preferred on historic and listed buildings.
3. The sign should only state the name and trade of the business.
4. Modern box fascias and pre-cast signage boards fixed to an existing fascia are inappropriate within conservation areas, on listed buildings and on-designated heritage assets.
5. Reflective plastic, Perspex or overly bright materials are generally inappropriate. A strong contrast between the fascia colour and lettering is encouraged to increase visibility.

Number and size principles:

1. To avoid unnecessary clutter, one fascia sign and one projecting or hanging sign are considered adequate to identify a shop unit in most cases.
2. Signage should be restricted to the shopfront.
3. Historic signs and traces of historic signage should be retained where practical.
4. New signage should not obscure or damage existing important architectural features.
5. Advertisements applied above fascia level are generally unacceptable.
6. Signage should be in proportion with the shopfront and building in general.

Hanging and box sign principles:

1. One hanging sign should be used to identify each shop unit.
2. The design of the hanging sign should complement the design of the shopfront, building and streetscape.
3. Hanging signs can be used effectively with an overall street strategy, visually tying together the character of the street.
4. Signs should relate only to the name and trade of the shop.
5. The sign should not be attached to the fascia or obscure architectural details.
6. Blade signs should generally be avoided in favour of a hanging sign.



Clutter caused by too many signs.



Contextually appropriate signage on traditional buildings.

12

Illumination

12.1. Illumination of shopfronts has an impact on the atmosphere of the streetscape. Lighting the streetscape is essential for a safe and attractive night-time environment. In most cases, existing street-lamps and light from shopfront windows is sufficient to illuminate shopfronts.

Illumination principles:

1. The use of external lighting to illuminate shopfronts or signage needs a careful and co-ordinated approach with consideration of any cumulative impact on the street scene. External illumination is not considered essential for many businesses and the Council may request justification for its use especially if the building is listed or within a conservation area.
2. If illuminated signage is proposed to be used it must be designed in at an early stage. It must be discreet and its intensity must not be excessive or impact on the upper levels of the building or its neighbouring properties.
3. Internally illuminated signs and illuminated box signs will need to be sensitively designed.
4. Halo lighting will not generally be acceptable on historic and listed buildings. It can be acceptable on less sensitive buildings as long as it has no detrimental effect on the character of the building and appearance of the shopfront.
5. Where illumination is appropriate, excessively bulky trough lighting, flood lighting and swan neck lights should generally be avoided in favour of more discrete and less bulky forms of illumination.

13

Inclusive access to buildings

13.1 New shopfronts should provide convenient access for all people. All development proposals must be in line with the guidance in [Approved Document M](#) and BS 8300-1:2018 and BS 8300-2:2018 'Design of an Accessible and Inclusive Built Environment', or any guidance produced subsequently that supersedes these documents.

Access principles:

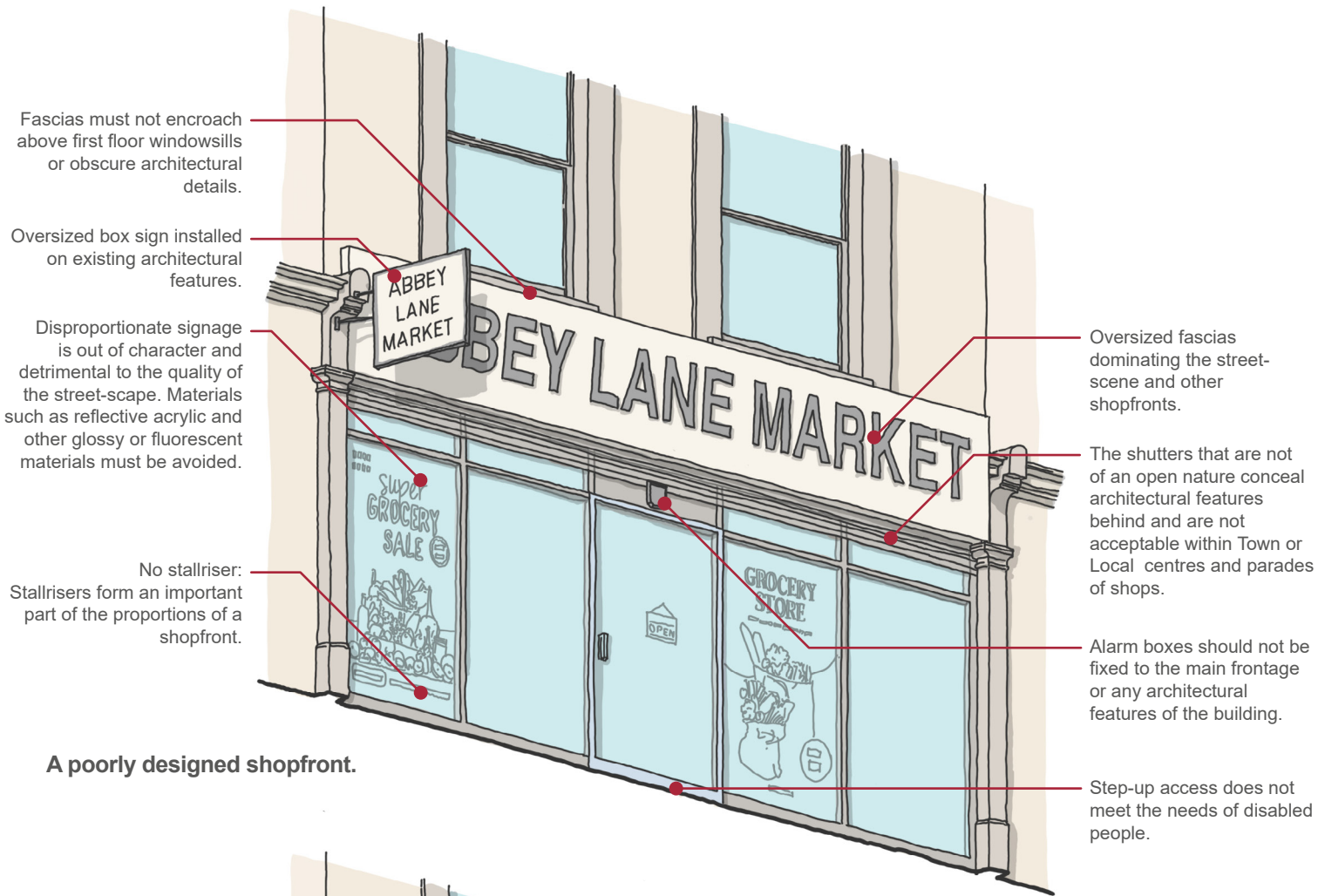
1. A stepped entry into the shop should be avoided, doors should be unobstructed and of sufficient clear width to permit wheelchair manoeuvring.
2. Flush thresholds, vision panels, glazing manifestation, accessible door furniture and power-assisted or automatic doors should be incorporated into designs wherever possible.
3. Access into shop units should be considered at an early design stage. When renovating historic shopfronts, a balance must be achieved between providing easy access and preserving the character and heritage of the building.
4. Impacts to heritage buildings on access grounds will be assessed on a case-by-case basis.

14

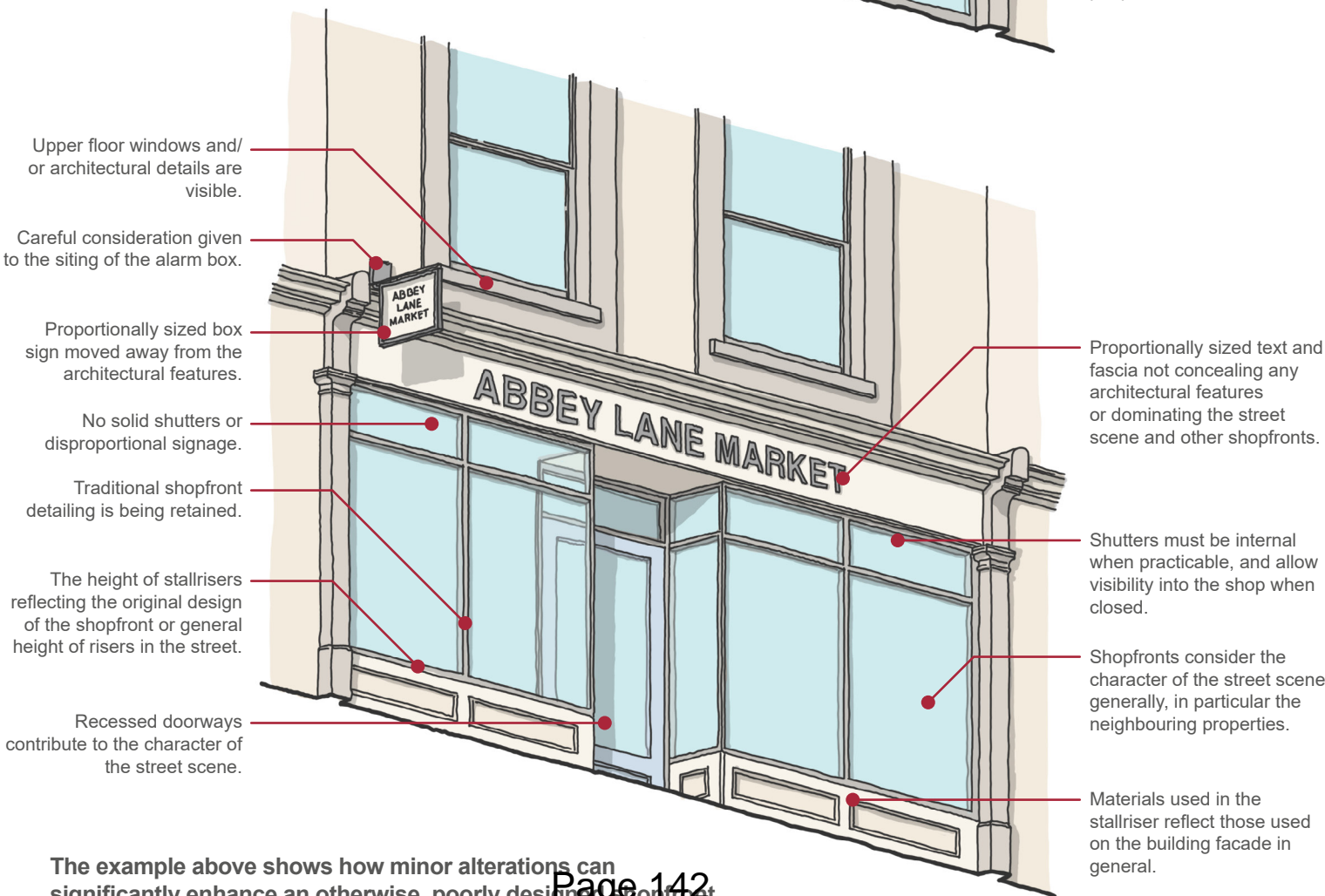
Automatic Teller Machines (ATMs)

ATM principles:

1. ATMs should be positioned to allow for wheelchair access, ie. not too close to the inside of a corner. The access route should be flat without barriers to people with impaired mobility or vision.
2. The area in front of an ATM should be at a minimum 1.5m by 1.5m, with a gradient of no more than 1:50.
3. ATMs should be well signposted without negatively impacting on the street scene. The surrounding of the ATM should suit the style and character of the shopfront and not be excessive.
4. Proposals to install ATMs on listed buildings, non-designated heritage assets and in Conservation Areas must demonstrate a clear need for an ATM and be designed so as to minimise impact on appearance and building fabric.



A poorly designed shopfront.



The example above shows how minor alterations can significantly enhance an otherwise poorly designed shopfront.

D. Permissions & Consents

15

Planning permission

15.1. Altering or replacing shopfronts is likely to require planning permission and might additionally require Listed Building Consent. This can include the installation of additional features such as blinds, canopies, shutters or grilles and many other changes to the external appearance to the building, including changing glazing. If there is uncertainty as to whether consent is required, advice from the Council should be sought through the pre-application advice service.

15.2. Changing the use of a building to a retail unit may require planning permission. Up to date guidance can be found on the [Planning Portal](#).

15.3. Changing a building to another use class, such as a change of use from non-retail to retail, will require planning permission and the guidance provided by this SPD will apply to the new shopfront.

Advertisement consent

15.4. The display of advertisements is subject to a separate consent process within the planning system. This is principally set out in the [Town and Country Planning \(Control of Advertisements\) \(England\) Regulations 2007](#).

16

Listed building consent

16.1. To alter a listed building in a way that affects its character or appearance as a building of special architectural or historic interest, listed building consent must be sought from the Council.

16.2. Consent may also be required for minor works such as changing a painting scheme, altering the shop interior, advertisements, shopfront security, removing architectural features or installing an alarm box.

16.3. If there is uncertainty as to whether listed building consent is required, advice should be sought from the Council prior to installation.

17

Building regulations consent

17.1. The purpose of building regulations is to ensure the building satisfies its functional requirements and provides sufficient health and safety for shoppers and staff. Building regulations approval will be required for alterations and improvements to an existing building as well as new buildings. For example, electrical or plumbing work or replacing doors and windows. Building regulations consent must be applied for in a similar way to planning permission. More information can be found on the [Planning Portal](#) and on the Council's [Building Regulations Applications](#) page.

18

Pre-application advice

18.1. Pre-application advice can be sought before applying for full planning permission, listed building consent or advertisement consent. Pre-application advice allows the applicant to understand how the development plan policies will apply, gain advice from a planning officer, identify any potential problems and rectify them before an application is submitted. More information can be found on the Council's [Do I need planning permission?](#) page. Pre-application advice can be requested by completing the pre-application advice form on the Council's [Request for Pre-application Advice page](#).

19

Enforcement

19.1 Where expedient, the Council has the authority to take enforcement action against works carried out without the necessary planning permission or consent. Unauthorised works to a listed building and unauthorised display of advertisements are both criminal offences. If served with an enforcement notice, a building owner may be required to restore the building to its condition before the unauthorised work was carried out. If this is not complied with or appealed against successfully the offence will be prosecuted in the courts. Breaches of planning control include, but are not limited to:

- Building work and/or a change of use of land/ building, undertaken without planning permission being granted;
- Developments not being carried out in accordance with a planning permission;
- Non-compliance with conditions imposed upon a planning permission;
- Works being carried out to a Listed Building which affect its character without listed building consent being granted;
- Non-compliance with conditions attached to a listed building consent;
- The display of an advertisement for which express consent is required but has not been granted;
- Untidy land or buildings which affect local amenity;
- Unauthorised works to protected trees.

20

Information required for applications

20.1. To ensure applications are dealt with efficiently they need to contain all the necessary information listed below, in addition to the requirements set out by the Council's [Local Requirements List](#):

- Existing and, if relevant, historical photographs and information to support the proposal when adapting or replacing an existing shopfront.
- Existing and proposed elevations of the shopfront and signage, 1:50 scale.
- Existing and proposed full height sections of the shopfront, 1:50 scale.
- Existing and proposed elevation drawings depicting the relationship between the shopfront and the rest of the building façade and at least part of any adjacent buildings and shopfronts.
- Details of any architectural elements such as glazing bars, sills, pilasters at a scale of at least 1:10.
- Detailed design and dimensions of signage, including fixing details and information on luminance levels of lights and whether static or intermittent.
- Details of all materials and colours is required to be annotated on the plans, elevations and sections.

21

Other useful information

21.1. For information about application advice, whether planning is required, for submitting a planning application or information on building regulations please visit the Council's [Planning Applications page](#).
[Aligned Core Strategy](#) (Part 1 Local Plan).
[Local Planning Document](#) (Part 2 Local Plan).
[Supplementary Planning Documents and guidance](#).
[Emerging Local Plan](#).

This page is intentionally left blank

APPENDIX 2 - Draft Shopfront Supplementary Planning Document (SPD) - Consultation Statement

Introduction

Under the Planning and Compulsory Purchase Act 2004 and the associated Town and Country Planning (Local Development) (England) Regulations 2012 (Section 12), it is a requirement to prepare and publish a Consultation Statement for Supplementary Planning Documents (SPDs) in order to describe the involvement of the community and organisations in the preparation of the document.

Consultation on the preparation of the draft SPD should be undertaken in accordance with the relevant regulations and the adopted Statement of Community Involvement (SCI). The SCI, adopted in September 2019, sets out how Gedling Borough Council will consult with the public and statutory consultees in planning matters and is available here:

www.gedling.gov.uk/resident/planningandbuildingcontrol/planningpolicy/consultations

Draft Supplementary Planning Document

The minimum consultation period for SPDs is four weeks. The draft SPD was subject to a 4-week formal public consultation stage between 17th February and 17th March 2025. The document was made available on the Council's website. Paper copies could be viewed at the Civic Centre and all nine libraries within Gedling. The consultation was shared more widely on social media and in the town and local centres through posters and flyers. Emails were sent directly to statutory consultees and residents in the Council's consultation database including the following:

- British Gas
- British Waterways
- BT Wholesale
- Cadent
- Civil Aviation Authority
- D2N2
- East Midlands Railway
- EE

- Environment Agency
- Eon
- Highways Agency
- Historic England
- Homes England
- Ministry of Defence
- National Grid UK Transmission Land & Development
- Natural England
- Network Rail
- NHS
- Nottingham Biological and Geological Records Centre
- Nottinghamshire Constabulary
- Nottinghamshire County Council and adjoining authorities
- Nottinghamshire Wildlife Trust
- Nottingham North & East Clinical Commissioning Group
- Openreach BT
- Ramblers Association
- Royal Mail Group Plc
- Severn Trent Water Limited
- Sport England
- The Coal Authority
- Via East Midlands
- Western Power
- Relevant officers at Gedling Borough Council
- Ward members

Consultation Responses

The Report of Responses attached as **Appendix A** to this statement sets out:

- a summary of the comments received;
- the Council's response to the comments received; and
- any proposed changes to the draft SPD, in response to the comments received.

Next steps

Following the consultation exercise, the comments received were carefully considered and the draft SPD amended as appropriate. Following adoption of the final document by Cabinet as a Supplementary Planning Document, it will be published on the Borough Council's website. All those who have commented on the draft document will be notified that this is the case.

This page is intentionally left blank

Consultation Draft Shopfront SPD - Report of Responses (17th February – 17th March 2025)

From	Comment	Response	Action
Active Travel England	No comments. ATE are a statutory consultee on planning applications for new developments.	Noted.	No change.
NHS Nottingham and Notts	Since no dwellings are involved, we have no further comment.	Noted.	No change.
National Highways	No comments. The contents will have no impact upon the Strategic Road Network owned and operated by National Highways.	Noted.	No change.
Aldergate Properties	Retailing is so hard at the moment and this document has the potential for unnecessary cost and stress and delay to would be occupiers. I can't think of any shop fronts warranting protection in Arnold, Carlton, Mapperley Plains etc.	Noted.	No change.
Natural England	No comments, but this should not be interpreted as a statement that there are no impacts on the natural environment.	Noted.	No change.
The Coal Authority	The Coal Authority have no specific comments to make on this document.	Noted.	No change.
Environment Agency	Environment Agency have no comments to make towards this consultation.	Noted.	No change.
Historic England	<p>Good reinstatements start from a review of historic photographs/post cards from the local record office/newspaper.</p> <p>Where no information exists one can look to nearby surviving shopfronts in similar host buildings.</p> <p>Structural issues should be considered when assessing whether former arrangements can be reintroduced.</p> <p>We wholly concur that, <i>'When considering replacement, the Council will consider the most appropriate design for the style of building façade and character of the area.'</i></p> <p>At 7.4 Architectural details – Door Principles: Consider not just retention of separate access to over / rear accommodation, but also reinstatement or creation of access when an unsuitable shopfront is being replaced with a more sensitive scheme. This can help to increase the viability of domestic units over / behind.</p>	<p>Paragraph 7.2 sets out research from old records and photographs should be sought to reach a historically correct shopfront design proposal.</p> <p>'Building character, architecture and setting principles' clarify that shopfronts should consider the character of the street scene generally, in particular the neighbouring properties.</p> <p>'Section 7 Building character, architecture and setting' refers to architectural and structural features which should be considered for any new or replacement shopfronts.</p> <p>Noted.</p> <p>Noted. Access principles point 4 states <i>"Impacts to heritage buildings on access grounds will be assessed on a case-by-case basis."</i></p>	<p>No change.</p> <p>No change.</p> <p>No change.</p> <p>No change.</p>

This page is intentionally left blank

Report to Cabinet

Subject: UK Shared Prosperity Fund KSPF Year 4 Activity Update

Date: 22 May 2025

Author: Assistant Director for Economic Growth & Regeneration

Wards Affected

All wards

Key Decision

This is a key decision

Purpose

To provide an update on activity and plans for projects associated with the extension of the UK Shared Prosperity Fund to Year 4 (2025/2026).

Recommendation(s)

THAT:

- 1) Cabinet approves expenditure of the established capital and revenue budget on projects identified at Appendix 2**

1. Background

- 1.1 In April 2022 the former government launched a three-year funding programme of £2.6b, the UK Shared Prosperity Fund (UKSPF) to support local investment.
- 1.2 Gedling was awarded an allocation of £2,866,555, split between capital and revenue funding as part of the 2022-2025 award. Over the last three years, the funds have been invested into projects that have supported growth for the borough's communities, businesses and residents, creating a meaningful impact and legacy.
- 1.3 The UK government's Autumn Budget announced a further £900 million of UKSPF funding for local investment in the 2025/2026 financial year. The programme extension will support the government's ambitious plan for change, and focus on ambitious, measurable, long-term objectives that provide a driving sense of purpose for the country.

- 1.4 For the 2025/26 extension, existing interventions have been mapped into Mission-led themes across the three priority areas: Communities and Place; Support for Local Business; and People and Skills (see *appendix 1*).
- 1.5 Allocations for Gedling and other Nottinghamshire districts and boroughs were confirmed following ratification via the EMCCA Board on the 10th of February 2025. Gedling Borough Council will receive £1,172,054 split between capital (£513,506) and revenue (£658,548). Following Cabinet approval on the 19th of March 2025, a capital and revenue budget for the new allocation has been established to facilitate expenditure under year 4 of the UKSPF Programme.
- 1.6 The Ministry of Housing, Communities and Local Government (MHCLG) will continue to oversee year 4 of the UKSPF Programme, working in close partnership with the devolved governments and other UK government departments. The aim of the UKSPF extension is to provide a smooth transition from the existing programme to a new, future funding framework.
- 1.7 Lead local authorities have been required to submit a forecast on project and spend activity for the extended period through the submission of a forecast to EMCCA in April 2025.
- 1.8 To identify suitable projects, service areas were invited to submit UKSPF project proposals in the lead up to the April 2025 EMCCA forecast submission. Where appropriate, officers have been working collaboratively with key stakeholders to identify potential proposals. These proposals were reviewed and assessed by the Senior Leadership Team (SLT) having regard to the mission lead themes across the three priority areas. A list of the proposed projects and their value is included at Appendix 2.
- 1.9 The Gedling UKSPF Local Partnership Group were updated on planned activity at the meeting which took place on the 13th of May 2025. The Group were supportive and complimentary toward the proposed allocations.

2 Proposals

- 2.1 Approval is sought to expend the established capital and revenue budget on projects identified at Appendix 2

3 Alternative Options

- 3.1 The Council has the option to identify alternative projects for the expenditure of the funding award providing they are in accordance with the mission themes and priorities. The proposed projects detailed at Appendix 2 have however been carefully assessed by SLT to meet the priorities of the funding award and are deliverable in the 2025/26 financial year, providing business support, training and capital projects within the borough.

4 Financial Implications

- 4.1 As detailed in paragraph 1.5 the Council has been allocated £1,172,054 of UKSPF funding for the one-year extended period (2025/26).
- 4.2 The award of the grant will be subject to approval of a 25/26 activity forecast and the Council's acceptance of the revised Memorandum of Understanding, setting out the UKSPF requirements and obligations.
- 4.3 Procurement of projects and services for 2025/2026 has commenced following approval of a revenue (£658,548) and capital (£513,506) budget.

5 Legal Implications

- 5.1 It is recognised that there is a need for strong governance of the UKSPF projects to ensure lawful decision making and management in line with the Council's Constitution and relevant statutory requirements, including the selection of projects that will be progressed.
- 5.2 As part of the 25/26 programme there will an assessment of the subsidy rules in respect of both identified projects and the future spend of that funding by the Council.
- 5.3 In terms of procurement, consideration has been given to future procurement options for the projects, again these must be undertaken in line with statutory requirements and the Council's Contracts and Procurement Rules. Grants to third parties must also be awarded in accordance with the Council's Funding Strategy and Financial Regulations. Grants will be subject to appropriate grant agreements being in place to secure how the funds are spent and to comply with any monitoring requirements.

6 Equalities Implications

- 6.1 An Equalities Impact Assessment was produced as part of the 2022/2025 UKSPF Investment Plan.

7 Carbon Reduction/Environmental Sustainability Implications

- 7.1 As a continuation of the 2022/2025 UKSPF, the programme provides opportunities to support carbon reduction as part of
 - Supporting communities and place
 - Supporting local businesses in preparing for Net Zero
 - Developing employment and skills programmes to support Carbon Reduction/Environmental Sustainability

8 Appendices

- 8.1 Appendix 1 – Mapping UKSPF Interventions
Appendix 2 - UKSPF Y4 Proposals

Appendix 3 – Carbon Impact Assessment (CIA)

Appendix 4 – Equalities Impact Assessment (EIA)

9 Background papers

There are no background papers

10 Reasons for recommendations

10.1 The proposed projects are in accordance with the themes and priorities detailed in the MHCLG guidance for the programme extension.

Statutory Officer approval

Approved by:

Approved by:

Mapping UKSPF Interventions (2022-2025) to 2025-26 Mission-led Themes and Sub-Themes

Background

- As set out in the [technical note](#), for UKSPF delivery in 2025-26 you will no longer be reporting activity under the 2022-25 interventions. Instead, we will now only ask for information from you relating to the five UK-wide themes and twelve sub-themes.
- This document sets out how the [2022-25 UKSPF interventions](#) can map to the new themes and sub-themes. This clarifies the theme and sub-theme under which activities previously funded under a given intervention can now be reported. **You will no longer report at intervention level.**
- As this document demonstrates, all interventions and activity previously eligible for UKSPF funding in 2022-25, remain eligible in 2025-26.

Investment Priority: Communities and Place

Investment Priority:	Theme:	Sub-theme:	UKSPF Interventions 2022-25: (E- England, S – Scotland, W- Wales , NI – Northern Ireland)
Communities and Place	Healthy, Safe and Inclusive Communities	Healthy: Improve health and wellbeing	<ul style="list-style-type: none"> • E3 S3 W3 NI3 - Creation of and improvements to local green spaces • E7 S6 W7 NI7 - Support for active travel enhancements • E10 W10 NI10 - Local sports facilities, tournaments, teams & leagues • E13 S10 W13 NI13 - Community measures to reduce the cost of living
		Safe: Reduce crime and the fear of crime	<ul style="list-style-type: none"> • E5 S4 W5 NI5 - Built & landscaped environment to design out crime
		Inclusive: Bringing communities together, tackling homelessness	<ul style="list-style-type: none"> • E2 S2 W2 NI2 - Community & neighbourhood infrastructure projects • E6 S5 W6 NI6 - Local arts, cultural, heritage & creative activities • E9 S8 W9 NI9 - Impactful volunteering and/or social action projects • E11 S9 W11 NI11 - Capacity building & infrastructure support local groups • E12 W12 NI12 - Community engagement schemes, local regeneration • E15 S12 W15 NI15 - Investment and support for digital connectivity for local community facilities
	Thriving Places	High streets and town centres improvements	<ul style="list-style-type: none"> • E1 S1 W1 NI1 - Improvements to town centres & high streets • E16 W16 NI16 - Open markets & town centre retail & service sector
		Development of the visitor economy	<ul style="list-style-type: none"> • E4 W4 NI4 - Enhancing existing cultural, historic & heritage institutions offer • E8 S7 W8 NI8 - Campaigns to encourage visits • E17 S14 W17 NI17 - Development & promotion of visitor economy
	Cross-cutting		<ul style="list-style-type: none"> • E14 S11 W14 NI14 - Relevant feasibility studies

Investment Priority: Supporting Local Business

Investment Priority:	Theme:	Sub-theme:	UKSPF Interventions 2022-25: (E- England, S – Scotland, W- Wales , NI – Northern Ireland)
Supporting Local Business	Support for Business	Advice and support to business	<ul style="list-style-type: none"> • E18 S16 W18 NI18 - Supporting Made Smarter Adoption • E19 S17 W19 NI19 - Investment in research and development at the local level • E20 S16 W20 NI20 - R&D grants supporting innovative product & service development • E25 S21 W25 NI25 - Bid for & host international business events & conferences • E26 S22 W26 NI26 - Growing the local social economy • E27 S23 W27 NI27 - Develop angel investor networks • E28 S24 W28 NI28 - Export grants to grow overseas trading etc • E29 S25 W29 NI29 - Supporting decarbonisation whilst growing the local economy • E30 S26 W30 NI30 - Business support measures to drive employment growth • S15 - SME development grants and support • S20 - Support for expert business advice and support programmes at the local and regional level, including support for decarbonisation, climate adaptation and circular economy advice • S29 - Support for new and existing businesses and start-ups aligned with local, regional and Scottish policy • W32 - Funding to support progression of small businesses into productive medium sized firms • E23 S19 W23 NI23 - Strengthening local entrepreneurial ecosystems • NI25 - Grants to build strategic partnerships with key entrepreneurial ecosystems in other countries, and to help places bid for and host international business events and conferences that support wider local growth sectors. • S28 – Support for business resilience
		Enterprise culture and start up support	<ul style="list-style-type: none"> • S41 - Funding to support new partnership and project-based entrepreneurial learning between business and education to develop a culture that celebrates entrepreneurship
		Business Sites and Premises	<ul style="list-style-type: none"> • E21 W21 NI21 - Development of innovation infrastructure at the local level • E22 S18 W22 NI22 - Enterprise infrastructure & employment / innovation sites • E24 W24 NI24 - Training hubs, business support offers, incubators • E32 S30 W33 NI32 - Investment in resilience infrastructure and nature-based solution
		Cross-cutting	<ul style="list-style-type: none"> • E31 S27 W31 NI31 - Relevant feasibility studies

Investment Priority: People and Skills

Investment Priority:	Theme:	Sub-theme:	UKSPF Interventions 2022-25: (E- England, S – Scotland, W- Wales , NI – Northern Ireland)
People & Skills	Employability	Supporting people to progress towards and into employment	<ul style="list-style-type: none"> • E33 S31 W34 NI33 - Employment support for economically inactive people • E34 S32 W35 NI34 - Courses including basic, life & career skills • E35 S33 W36 - Enrichment & volunteering activities • S35 - Support for employability, including tailored support for those not supported by mainstream provision • NI35 - Funding for work experience, including internships and activities such as enrichment and volunteering to improve opportunities and promote wellbeing
		Support for young people who are or at risk of being NEET	<ul style="list-style-type: none"> • S39 - Support for education and skills targeting vulnerable young people leaving school
	Skills	Essential skills (including numeracy, literacy, ESOL and digital)	<ul style="list-style-type: none"> • E34 S32 W35 NI34 - Courses including basic, life & career skills • E36 S34 W37 NI36 - Increase levels of digital inclusion, essential digital skills • W43 - Funding to support engagement and softer skills development for young people
		Employment related skills	<ul style="list-style-type: none"> • E37 W38 NI37 - Tailored support for the employed to access courses • E38 S36 W39 NI38 - Local areas to fund local skills needs • E39 S37 W40 NI39 - Green skills courses • E40 W41 NI40 - Retraining support - high carbon sectors • E41 S38 W42 NI41 - Local digital skills • S13 - Support for linking communities together and with employment opportunities with a focus on decarbonisation • S40 - Support for community learning and development • NI42 - Promotion of STEM subjects for women/girls and provision of ongoing support to increase uptake of STEM subjects for women/girls
	Cross-cutting		<ul style="list-style-type: none"> • E14 - Relevant feasibility studies

UKSPF 25/26 Forecast Summary

Total Allocation = £1,172,054

Split between **Capital** £513,506 and **Revenue** £658,548

Green - Approved

Themes	Projects
Communities and Place	13
Supporting Local Business	5
People and Skills	4
Management and Admin	1
Total	23

** One project co-funded / shared between Capital and Revenue*

Spend	Value
Capital	£453,000.00
Revenue	£649,000.00
Total	£1,102,000.00

Notes

Capital = £60,000 underspend in reserve whilst true costs are confirmed. The remaining can also be covered through other viable projects.

Revenue = £10,000 underspend forecasted however this will be accounted for as projects are fully costed.

UKSPF 25/26 Proposed projects

Capital							
#	Priority			Project	Anticipated delivery duration	Estimated Project Cost	Revenue / Capital?
1	Communities and Place	High Streets and town centre improvements	Development of the visitor economy	Colwick Rec Car Park Surfacing & Drainage	2 months	£180,000.00	Capital
2	Communities and Place	High Streets and town centre improvements	Development of the visitor economy	Feeder Pillars for Xmas Lights in all Town Centres, Arnold, Mapperley, Carton, Netherfield, Gedling	2 Months	£55,000.00	Capital
3	Communities and Place	High Streets and town centre improvements	Development of the visitor economy	New Borough signage project	6 months	£50,000.00	Capital
4	Communities and Place	Safe: Reduce crime and fear of crime	High Streets and town centre improvements	Civic Centre and other Borough anti terrorism measures	12 months	£50,000.00	Capital

5	Communities and Place	Healthy: Improve health & wellbeing	Inclusive: Bringing communities together, tackling homelessness	Commissioning budget for physical activity, health and wellbeing * Co funded via Revenue	12 months	£40,000.00	Capital
6	Communities and Place	High Streets and town centre improvements	Inclusive: Bringing communities together, tackling homelessness	Changing Places Toilet / Carlton	12 months	£30,000.00	Capital
7	Communities and Place	Healthy: Improve health & wellbeing	High Streets and town centre improvements	Arnold Leisure Centre plant room works	6 months	£28,000.00	Capital
Page 165	Communities and Place	Healthy: Improve health & wellbeing	High Streets and town centre improvements	Defib cases at all feasible pavillions	2-3 months	£10,000.00	Capital
9	Communities and Place	High Streets and town centre improvements	Development of the visitor economy	Posts and Chains - Arnot Hill Park	TBC	£10,000.00	Capital

Revenue

#	Priority			Project	Anticipated delivery duration	Estimated Project Cost	Revenue / Capital?
1	People and Skills	Essential skills(including numeracy, literacy, ESOL and digital)	Supporting people to progress towards and into employment	Digital Inclusion Network	12 months	£120,000.00	Revenue

2	People and Skills	Supporting people to progress towards and into employment	Employment related skills	Economically Inactive' Support	9 to 12 months	£105,000.00	Revenue
3	Supporting Local Business	Enterprise culture and start up support	Advice and support to business	Business Grants Programme	9 to 12 months	£100,000.00	Revenue
4	Communities and Place	Inclusive: Bringing communities together, tackling homelessness	Healthy: Improve health & wellbeing	Gedling Voluntary Action Collective	12 months	£80,000.00	Revenue
5	UKSPF Programme Management			UKSPF Programme Management	12 months	£47,000.00	Revenue
Page 167	Supporting Local Business	Advice and support to business	Enterprise culture and start up support	Business Grant - Admin and Advice	9 to 12 months	£35,000.00	Revenue
	Supporting Local Business	Advice and support to business	Enterprise culture and start up support	Business Advice - Start up and Growth	9 to 12 months	£30,000.00	Revenue
8	People and Skills	Essential skills(including numeracy, literacy, ESOL and digital)	Employment related skills	Basic Digital Skills	9 to 12 months	£27,000.00	Revenue
9	Supporting Local Business	Advice and support to business	Enterprise culture and start up support	Carbon Management Workshop Programme	9 to 12 months	£20,000.00	Revenue
10	Supporting Local Business	Business sites and premises	Development of the visitor economy	Creation of an 'Invest in Gedling' Strategy/Framework	9 to 12 months	£20,000.00	Revenue

11	Communities and Place	Healthy: Improve health & wellbeing	Inclusive: Bringing communities together, tackling homelessness	Commissioning budget for physical activity, health and wellbeing * Co funded via Capital	12 months	£20,000.00	Revenue
12	Communities and Place	High Streets and town centre improvements	Development of the visitor economy	Market Review Recommendations	6 months	£15,000.00	Revenue
13	Communities and Place	Development of the visitor economy	High Streets and town centre improvements	Ambition Arnold	3 months	£13,000.00	Revenue
14	People and Skills	Essential skills(including numeracy, literacy, ESOL and digital)	Employment related skills	Basic ESOL	9 to 12 months	£12,000.00	Revenue
Page 168	Communities and Place	Development of the visitor economy	High Streets and town centre improvements	Licence for Footfall Data	12 month licence	£5,000.00	Revenue

Name of project, policy, function, service, or proposal being assessed:	<p>Carbon Impact Assessment: UKSPF 25-26</p> <p>The UKSPF 25-26 will support the UK government's wider commitment to level up all parts of the UK by delivering on each of the levelling up objectives: Boost productivity, pay, jobs and living standards by growing the private sector, especially in those places where they are lagging Spread opportunities and improve public services, especially in those places where they are weakest Restore a sense of community, local pride and belonging, especially in those places where they have been lost Empower local leaders and communities, especially in those places lacking local agency</p>			
The main objective of UKSPF:	<p>The main objective of the UKSPF is to deliver a plan, focussing on the 3 investment priorities:</p> <ul style="list-style-type: none"> • Community and Place • Supporting Local Business; and • People and Skills 			
What impact will this (please insert the name) have on the following Please read guidance before completing.				
Category	Negative	Positive	No impact/ Negligible change	Mitigation/ Comments
Behaviour & Culture Change		The UKSPF funding deliver interventions across the 3 investment priorities: Community and Place Supporting Local Business; and People and Skills. These interventions can have a positive impact on behavioural change to reduce emissions.		The UKSPF investment plan considers Carbon Reduction and Sustainability in line with the Council's Environment Policy.
Built Environment	There is a possibility that the UKSPF plan could identify interventions that	The UKSPF plan may include interventions that impact upon greening of public spaces and		The UKSPF plan considers Carbon Reduction and

	may include construction works. Therefore, design and business cases will include measure to minimise and mitigate against adverse impacts.	improve public transport connectivity and also active travel that can have a positive impact upon the environment.		Sustainability in line with the Council's Environment Policy
Transport		The UKSPF plan may include interventions that encourage public transport take up and active travel.		The UKSPF plan will consider Carbon Reduction and Sustainability in line with the Council's Environment Policy

Energy, Natural Resources & Climate Change	The UKSPF plan could result in an increase in energy demand from potential developments/interventions. However, wherever possible these will be mitigated by efficient design and robust business cases.	The UKSPF plan interventions will require business cases that will consider the Council Environment Policy and options to minimise carbon emissions/energy efficiency.		The UKSPF plan will consider Carbon Reduction and Sustainability in line with the Council's Environment Policy
Waste Reduction & Recycling			Recycling and waste reduction are not included as a theme of the UKSPF. However, consideration of environmental impact of interventions will be considered within the plan	The UKSPF plan will consider Carbon Reduction and Sustainability in line with the Council's Environment Policy

Blue-Green Infrastructure/Biodiversity		The UKSPF interventions may include opportunities to improve biodiversity across the Borough as identified by the community and stakeholders		The UKSPF plan will consider Carbon Reduction and Sustainability in line with the Council's Environment Policy
Procurement & Purchasing		All business cases will include reference to climate change and carbon emissions that will be incorporated into the procurement process as the Council is the accountable body.		The UKSPF plan will consider Carbon Reduction and Sustainability in line with the Council's Environment Policy

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
The Council as the accountable body will submit an activity forecast to EMCCA in line with the UKSPF priorities and themes.	By April the 1 st 2025	Acknowledgement and acceptance by EMMCA	Assistant Director for Economic Growth & Regeneration

Authorisation and Review

Completing Officer	Nathan Wall
---------------------------	--------------------

Authorising Head of Service/Director

Assistant Director for Economic Growth & Regeneration

Date

11th of March 2025

Review date (if applicable)

Equality Impact Assessment: UKSPF 2025-2026

UKSPF 2025-2026

The main objective of

The UKSPF will support the UK government's wider commitment to level up all parts of the UK by delivering on each of the levelling up objectives:
 Boost productivity, pay, jobs and living standards by growing the private sector, especially in those places where they are lagging
 Spread opportunities and improve public services, especially in those places where they are weakest
 Restore a sense of community, local pride and belonging, especially in those places where they have been lost
 Empower local leaders and communities, especially in those places lacking local agency

What impact will this have on the following groups? Please note that you should consider both external and internal impact:

- External (e.g. stakeholders, residents, local businesses etc.)
- Internal (staff)

Please use only 'Yes' where applicable		Negative	Positive	Neutral	Comments
Gender	External			Yes	The UKSPF programme requires the council as the accountable body, to engage with stakeholders and members of the community as part of its project delivery. The Council as the accountable body will ensure inclusivity and comprehensive opportunities to engage in the UKSPF programme and will not differentiate between persons who share a relevant Protected characteristic.
	Internal			Yes	
Gender Reassignment	External			Yes	The Council as the accountable body will ensure inclusivity and comprehensive opportunities to engage

					in the UKSPF plans and will not differentiate between persons who share a relevant Protected characteristic.
	Internal			Yes	
Age	External			Yes	The Council as the accountable body will ensure inclusivity and comprehensive opportunities to engage in the UKSPF plans and will not differentiate between persons who share a relevant Protected characteristic.
	Internal			Yes	
Marriage and civil partnership	External			Yes	
	Internal			Yes	
Disability					
	External				The Council as the accountable body will ensure inclusivity and comprehensive opportunities to engage in the UKSPF plans.
	Internal			Yes	
Race & Ethnicity	External			Yes	The Council as the accountable body will ensure inclusivity and comprehensive opportunities to engage in the UKSPF plans and will not differentiate between persons who share a relevant Protected characteristic.
	Internal			Yes	
Sexual Orientation	External			Yes	The Council as the accountable body will ensure inclusivity and comprehensive opportunities to engage in the UKSPF plans and will not differentiate between persons who share a relevant Protected characteristic.

	Internal			Yes	
Religion or Belief (or no Belief)	External			Yes	The Council as the accountable body will ensure inclusivity and comprehensive opportunities to engage in the UKSPF plans and will not differentiate between persons who share a relevant Protected characteristic.
	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	The Council as the accountable body will ensure inclusivity and comprehensive opportunities to engage in the UKSPF plans and will not differentiate between persons who share a relevant Protected characteristic.
	Internal			Yes	

Is there is any evidence of a high disproportionate adverse or positive impact on any groups?	No		
Is there an opportunity to mitigate or alleviate any such impacts?	No		If adverse impacts become known during delivery, then these will be incorporated into the project.
Are there any gaps in information available (e.g. evidence) so that a	No		

complete assessment of different impacts is not possible?			
In response to the information provided above please provide a set of proposed action including any consultation that is going to be carried out:			
Planned Actions	Timeframe	Success Measure	Responsible Officer
The Council as the accountable body will submit an activity forecast to EMCCA in line with the UKSPF priorities and themes.	By April the 1 st 2025	Acknowledgement and acceptance by EMMCA	Assistant Director for Economic Growth & Regeneration

Authorisation and Review

Completing Officer	Nathan Wall
Authorising Service Manager	Nathan Wall
Date	11 03 2025
Review date (if applicable)	



Report to Cabinet

Subject: Annual update on Equality, Diversity and Inclusion

Date: 22nd May 2025

Author: Deputy Chief Executive

Wards Affected

All Wards

Purpose

To update members on the progress made across the Council on Equality, Diversity and Inclusion actions as well as other work undertaken in relation to improving equality, diversity and inclusion in the provision of Council services since the adoption of the Equality, Diversity and Inclusion Policy in 2024/25.

Key Decision

This is not a key decision.

Recommendation

THAT Cabinet:

- 1) Notes the work undertaken on the Equality, Diversity and Inclusion Action Plan and the wider work undertaken by officers and members to strengthen the Council's approach to equality, diversity and inclusion in the performance of its functions.

1 Background

- 1.1 In March 2024, Cabinet approved an amended Equality, Diversity and Inclusion (EDI) Policy following public consultation. As part of the agreed approach to EDI, actions supporting the policy were agreed as part of service planning for 2024/25. This report provides an update on work carried out under the policy and associated actions in 2024/25. A detailed progress report against equality actions taken from the Council's performance

management system is attached at Appendix 1. This report sets out more broadly the achievements under the policy since implementation and references future action to be completed.

1.2 The EDI Policy references the need to report annually to Cabinet on progress. Work in relation to EDI has been monitored closely in 2024/25 by the Strategic Equality and Diversity Group, led by the Portfolio Holder for Vulnerability and Life Chances and supported by the Policy Advisor, and an update on EDI was also provided to Overview and Scrutiny Committee as part of the Portfolio Holder update on 10th March 2025.

1.3 **Strategic Equality and Diversity Group**

The policy document sets out the responsibilities for equality and diversity within the Council and references a Strategic Equality and Diversity Group (SEGD) with membership consisting of the Leader and Deputy Leader, Portfolio Holder and Policy Adviser with responsibility for equalities, a member from each opposition group, the Chief Executive and Director responsible for Equalities (currently the Deputy Chief Executive). This group has met on a quarterly basis throughout 2024/25. In particular, the following initiatives and work streams have been developed and supported by the SEDG in 2024/25:

- Supporting the staff EDI group GIGs, considering recommendations from the group and supporting implementation including the recent staff survey on inclusion.
- Review of hate crime data to establish any trends affecting communities.
- Contributed to the recent internal audit by BDO of the Council's EDI function and considered resulting recommendations for implementation.
- Reviewed all equality related complaints and recommended appropriate action to mitigate.
- Contributed to the communications plan for 2024/25 to ensure appropriate support of equality related events and initiatives.
- Received regular updates on changes to employment legislation in relation to EDI.
- Received feedback on the Council's Social Mobility Commission which is chaired by the Portfolio Holder for Vulnerability and Life Chances.

1.4 **Officer Equality Group**

This officer group was established in March 2023 to support SEDG and co-ordinate different equality related work across the organisation. The group review the framework and action plan and equality complaints, providing updates to SEDG. Due to restructure and staffing changes in 2024/25 the group's membership reduced, as part of the wider Council governance arrangements, performance against EDI is now part of the Budget and Performance Board and the Deputy Chief Executive and Assistant Director of Workforce update on progress and have supported continued actions for 2025/26 as part of the Annual Delivery Plan.

1.5 **Training**

The Council rolled out an online mandatory Equality and Diversity Training module for staff in 2022, all staff with PC access are required to complete the training and to ensure accountability, those who do not complete within a reasonable timescale may face disciplinary action. This training was also provided for Members following the election in May 2023 and was accompanied by a briefing note.

For staff working within depot services, separate face to face EDI training was developed, however it has been identified by SEDG and following internal audit that more bespoke EDI training is required for frontline staff. This will be rolled out in 2025/26, also recommended through audit was more tailored management training for EDI which will also be developed in 2025/26.

Housing Needs staff were provided with some enhanced mental health awareness training in 2024/25.

1.6 **Equality Framework and Action Plan**

The Council's original Equality Framework and Action Plan was developed taking into account the Local Government Association Equality framework for Local Government. The EDI actions agreed for 2024/25 were aimed at improving the Council's performance against that framework which covers four themes:

- Understanding and working with your communities
- Leadership and organisational commitment
- Responsive services and customer care
- Diverse and engaged workforce

- 1.7 For 2024/25 20 actions were agreed. Of those 11 have completed, 8 have begun progressing but will continue into next year and one has not started but will be carried into next year. Completed actions include:
- Delivering health inequality work in targeted localities including Carlton and Netherfield
 - Considering EDI implications as part of wider Leisure Strategy work.
 - Engaged in the production of a corporate consultation strategy
 - Recruitment and Selection Training delivered includes avoiding bias
 - A variety of work placements and supported internships have been supported in 2024/25
- 1.8 The outstanding actions which have commenced but not completed will be carried into 2025/26. A number of these actions relate to wider transformation work and as such have been put back to align with the wider programme, for example ensuring citizen feedback is obtained on transformation. Also, wider reviews of workforce policies are underway and will continue into 2025/26 including an updated harassment Policy to reflect requirements to include information in relation to sexual harassment in the workplace. As previously indicated a wider training offer will be considered in 2025/26 including support on dealing with equality related complaints. The one action which has not commenced in 2024/25 but will carry over is the consideration of EDI implications as part of a new funding strategy. The funding strategy has not been commenced in 2024/25 due to capacity and will be undertaken in 2025/26.
- 1.9 In 2024/25 the Council were audited by BDO in relation to EDI (Appendix 2). The audit was based on assessment against BDOs Equality Diversity and Inclusion matrix. This is a different framework to the LGA one which the Council have adopted and as such the results differ slightly. Overall, the performance as highlighted within the audit is good. There were a number of advisory recommendations some of which have been accepted and will form the EDI actions for 2025/26 including, the wider provision of training to managers and frontline staff.
- 1.10 The Gedling Inclusion Group (GIGs) is an officer group made up of representatives across service areas. The group meet regularly to discuss EDI and report into SEDG meetings. Most recently, the group launched a staff survey into EDI and reported the findings into Senior Leadership team. The survey resulted in a number of actions being accepted by SLT, these have been included in the EDI action plan for

2025/26 (Appendix 3).

1.11 In addition to the action plan there has been a range of activity to support EDI in 2024/25 including:

- GBC produced a Leisure Accessibility Video
- Celebration of International Women’s Day 2025 “Accelerate Action” – Women’s market @ the AMP – local businesses – talks – menopause and confidence workshops – self-defence classes – focus on female Cabinet Members – Tech business owner Comms feature
- Black History Month 2024: Digging Deep exhibition at the Civic Centre
- Windrush day: Skin and Coal film shown at The Bonington – June 2025
- Standing In This Place, statue unveiling in Nottingham City Centre: The Council contributed to this statue and were supported by the Caribbean Elders
- Sensory Garden for the Blind in Carlton supported by the Council through UKSPF funding
- World Peace Day at Gedling Country Park: Different Faiths brought together
- Arnold Summer Fair: Multicultural performances & food. Created accessibility for older people & people with disabilities, LGBTQI recognition & activities

1.12 It should be noted that whilst both officer and member resource has been deployed to support the development of the Equality, Diversity and Inclusion Action Plan, no additional, dedicated resource has been provided. The Council must ensure compliance with the Public Sector Equality Duty and has maintained its statutory responsibilities in terms of the publication of Equality objectives in the Gedling Plan 2023-27 as well as publicising data on gender pay gap.

2 Proposal

2.1 It is proposed that Cabinet note the work undertaken by officers and members in relation to the Council’s Equality, Diversity and Inclusion Action Plan, the wider EDI work undertaken and the work proposed for 2025/26.

3 Alternative Options

- 3.1 This information could not be reported, however, it is considered important that members are informed of the progress against the Equality, Diversity and Inclusion Policy and Action Plan and the Council's policy document references reporting to members.

4 Financial Implications

- 4.1 In terms of the financial implications, there are no direct financial implications arising from this report.
- 4.2 As indicated, there is no dedicated resource associated with the equality agenda and the work and associated budgets form part of approved budgets within service areas.

5 Legal Implications

- 5.1 The Council has a statutory duty to comply with the requirements of the Equality Act 2010. The policy, and action plan demonstrates how the Council seeks to comply with its Public Sector Equality Duty. In addition, the SEDG receive updates on any relevant case law or significant legislative changes to ensure compliance with equality law.

6 Equalities Implications

- 6.1 By its nature this report seeks to update members of the Council's work to strengthen equality of access to services for residents and staff. The work undertaken by the Council in respect of EDI has a positive impact on those with protected characteristics.

7 Carbon Reduction/Sustainability Implications

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

8 Appendices

- 8.1 Appendix 1 – Action Plan 2024/25

Appendix 2 – BDO audit on Equality, Diversity and Inclusion

Appendix 3 – Draft Actions for 2025/26

9 Background Papers

9.1 Equality, Diversity and Inclusion Policy

10 Reasons for Recommendations

10.1 To update the Executive on Equality, Diversity and Inclusion work undertaken in 24/25.

Statutory Officer approval

Approved by:

Date:

On behalf of the Chief Financial Officer






Approved by:

Date:





On behalf of the Monitoring Officer








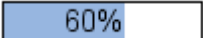
This page is intentionally left blank




Equalities 2024-25


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



Page 185


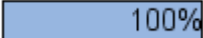
Code	Title	Assigned To	Status	Target Completion Date	Progress Bar	Last Note
COMM13.03	Implement and monitor delivery of Equality and Diversity Action plans for 2024/25	Francesca Whyley		31-Mar-2025		
COMM14.01.06	Drive forward service interventions identified in the Strategy, including greater integration with health and wellbeing partners to address health inequality (EQ)	Fiona Hextall; Lance Juby; Kate Morris; Sarah Troman		01-Mar-2025		The March Health and Wellbeing Co-production partnership had a physical activity focus. Active Notts provided an overview of the Walk Notts festival planned for May. The Leisure and Wellbeing Transformation Programme Manager also provided an update





Code	Title	Assigned To	Status	Target Completion Date	Progress Bar	Last Note
						on the Leisure Transformation project.
COMM14.03.03	Deliver Health inequalities work in targeted localities - Carlton, Netherfield etc.	Fiona Hextall; Lance Juby; Sarah Troman		31-Mar-2025		A new Carlton Community Connector has been recruited by Active Notts, funded by Jigsaw Homes. The role will now focus on connecting young people in Carlton.
COUN11.01.	Engage in production of a corporate consultation strategy (EQU)	Nic Bond; Lizzy Gregory; Francesca Whyley		31-Mar-2025		Corporate Consultation Strategy drafted and circulated for public consultation, final version to be presented to cabinet in June.
COUN11.01.03	Ensure citizen feedback obtained on transformation (EQU)	Lizzy Gregory; Francesca Whyley		31-Mar-2025		Customer consultation and engagement strategy out for consultation which gives the public and new consultations due to go out around other forthcoming projects to ensure comprehensive customer feedback. The results of this are due in 25/26
COUN11.02	Provide training and support across services to improve complaint responses in relation to equality related complaints	Lizzy Gregory; Francesca Whyley		31-Mar-2026		Training on effective complaints handling is due to take place with the local government and social care ombudsman in July, the learning from this course will then feed into developing a course for


Code	Title	Assigned To	Status	Target Completion Date	Progress Bar	Last Note
						roll out across the organisation in 25/26
COUN12.01.07	Enable a more co-ordinated assessment of data sources in planning and decision making	Kate Lindley		31-Mar-2025	<div style="width: 25%;"><div style="background-color: #4f81bd; height: 10px;"></div></div> 25%	
COUN13.01.02	Ensure equality impacts of funding strategy are understood when determining bid applications (EQU)	Francesca Whyley		31-Mar-2025	<div style="width: 0%;"><div style="background-color: #4f81bd; height: 10px;"></div></div> 0%	Linked to development of funding strategy, this piece of work will move into 2025/26 due to capacity issues.
COUN15.02	Ensure recruitment and Selection Training includes training to avoid bias	Andrea Snodin		31-Mar-2025	<div style="width: 100%;"><div style="background-color: #4f81bd; height: 10px;"></div></div> 100%	Current training programme does reference UB. This will be delivered through normal processes identified in teams and for new starters. In addition, the HR Manager has personally delivered group training to Members during 2024 on unconscious bias and how that relates to recruitment and selection. More widely, the Carousel of Learning Modules R&S (x4) have been updated to include this subject matter.

Code	Title	Assigned To	Status	Target Completion Date	Progress Bar	Last Note
OUN15.03	Develop recruitment processes to improve opportunity and access for areas that are under-represented	Andrea Snodin		31-Mar-2025		<p>Processes identified in Environment and Leisure. ADs and senior managers have confirmed processes and the training for existing employees will be delivered during 2024-25. It was recognised that some employees in Environment and Leisure might not have access to the usual online platforms to apply for jobs. HR have periodically provided 1-2-1 support for individuals in this case. In addition, the EMF (establishment management form) process was modified from a delegation of authority point of view to allow AD's to authorise the recruitment of frontline workers to their teams. HR have supported this where possible via ring-fencing Agency Workers with 2 or more years' service to apply for roles on an internal basis (again with support from HR during the application process).</p>

Code	Title	Assigned To	Status	Target Completion Date	Progress Bar	Last Note
68189 OUN15.04	Assess under-representation in the work force and produce improvement action plan	Andrea Snodin		31-Mar-2025		<p>A new HR Dashboard on the Workforce Profile has now been created and updated by HR on a monthly basis.</p> <p>Under-representation in our Workforce is occurring in the following areas:</p> <p>Disability</p> <p>Ethnic Minorities</p> <p>Age groups 21-40 and 21 and under</p> <p>Plans to address this will be implemented in 25/26.</p> <p>We ensure managers are trained in Equality & Diversity to help prevent bias in recruitment. All jobs are advertised on mainstream platforms, such as Indeed. Links made with the job centre to provide talks to different groups of applicants to help them with the confidence to apply for roles at</p>

Code	Title	Assigned To	Status	Target Completion Date	Progress Bar	Last Note
						Gedling. HR Business Partners to part of recruitment panels to ensure there is no unconscious bias in the process.
Page 190 COUN15.05	Review content of Learning carousel and deliver bi-monthly training workshops to improve management skills (to include process training eg casual recruitment)	Andrea Snodin		31-Mar-2025		<p>HR have also delivered 1-2-1 training sessions for new managers who have missed the bi-monthly training sessions.</p> <p>Full suite of Carousel of Learning training modules have been delivered by HR (as promised) for 2024 and are showing on Events Calendar. The newly appointed AD of Workforce will conduct a full training needs analysis in line with transformation programme and changes to legislation for 2025/2026 with support of team.</p> <p>In relation to Casual recruitment process the HR Manager conducted process-mapping workshop with Leisure Mgrs to determine what changes needed to occur. At this moment Leisure Mgrs have opted to keep processes as they are until the</p>

Code	Title	Assigned To	Status	Target Completion Date	Progress Bar	Last Note
						digital transformation programme comes in and the current process is "fit for purpose".
OUN15.06	Identify and implement a method (interim or permanent) to record (and report on) completion compliance for mandatory training as defied by CMT	Andrea Snodin		31-Mar-2025		Temporary interim measure now implemented (to be publicised through Comms)- spreadsheet with self-serve functionality or for manager completion in teams where employees do not have access to PC. Medium/ longer-term solution identified through utilisation of current training module in ResourceLink (with self-serve through employee and manager views and with reporting functionality through HR)
ECON11.03	Coordinate a manageable number of work experience placements (school age and working age placements)	David Archer; Sharon Gilbert; Jennifer Lovett		31-Mar-2025		We have provided 9 placements during the year which has been very successful in providing valuable working experience across a number of departments this year.

Code	Title	Assigned To	Status	Target Completion Date	Progress Bar	Last Note
ECON11.04	Coordinate the supported internship programme	Jennifer Lovett		31-Mar-2025		We have had 4 supported internships and we will continue to promote this opportunity with teams in the Council to support social value and assist in our future recruitment campaigns.
ECON11.05	Support and Coordinate ongoing compact with NTU	Jennifer Lovett		31-Mar-2025		We have provided 3 supported internships from NTU, which has been very successful in providing valuable working experience across a number of departments this year.

Gedling Borough Council Equality, Diversity and Inclusion Action Plan 2025/26

Each year a set of equality actions will be agreed as part of the annual delivery planning process. The actions may be main actions or sub-actions within the annual delivery plan or departmental plans but will fully integrate into service planning and performance monitoring of those plans by SLT, Cabinet, the Budget and Performance Board and the Strategic Equality and Diversity Group.

The action plan for 2025/26 is set out below. Equality actions are separated into four categories aligning with the Local Government Association Equality Framework. All actions, agreed as part of service planning also have a direct golden thread to our Gedling Plan.

The LGA Framework can be found here [Equality Framework for Local Government \(EFLG\) 2021 | Local Government Association](#) and the aims align with our priorities of Economy, Community, Place and Council.

Understanding and Working with Communities

- collecting and sharing information
- analysing and using data and information
- effective community engagement
- fostering good community relations
- participation in public life.

What are we going to do to achieve this objective?		Sub actions	Responsible Officer for delivery of action/ Sub-action	Dates	
				Start	Finish
Code	Action				
EQ	Ensure citizen feedback obtained on transformation	<ul style="list-style-type: none"> • create engagement plan with residents for CRM implementation 	Assistant Director Customer Experience	1 April 25	31 March 26

EQ	Improve the data held about customers to better inform decision making that effects communities	<ul style="list-style-type: none">• Ensure structured data held within Council CRM	Director of Transformation	1 April 25	31 March 26
----	---	--	----------------------------	------------	-------------

Leadership, Partnership and Organisational Commitment

- political and officer leadership
- priorities and working in partnership
- using equality impact assessment
- performance monitoring and scrutiny.

What are we going to do to achieve this objective?		Sub actions	Responsible Officer for delivery of action/ Sub-action	Dates	
				Start	Finish
Code	Action				
EQ	Roll out additional programmed EDI training to Councillors		Deputy Chief Executive	1 April 2025	31 March 26
EQ	Ensure EIA completed for Annual Delivery Plan action decisions	<ul style="list-style-type: none"> • SLT to review EIAs as part of Cabinet/PH reports 	SLT	1 April 2025	30 September 2025

EQ	Ensure quarterly reporting on Equality actions through performance board and SEDG		Deputy Chief Executive	1 April 25	31 March 26
EQ/Audit	Ensure EDI risks are assessed and linked to Corporate Risk register on ideagen	<ul style="list-style-type: none"> • Create EDI risk register on ideagen • Monitor EDI risks through Corporate Risk Board 	Deputy Chief Executive (through Corporate Risk Board)	1 April 25	31 July 25
EQ	Ensure equality impacts of funding strategy are understood and set out within the strategy to provide clarity when determining whether funding bids should be submitted.	<ul style="list-style-type: none"> • Ensure EIA completed on strategy 	Deputy Chief Executive	1 April 2025	1 December 25th
EQ/GIGS	Review Gedling Employee/manager/Leader standards to include clarity on EDI and expected behaviours	<ul style="list-style-type: none"> • Once amended should be included within PDRs to monitor behaviours 	Assistant Director Workforce	1 April 25	1 July 25

Responsive Services and Customer Care

- commissioning and procuring services
- integration of equality objectives into planned service outcomes
- service design and delivery.

What are we going to do to achieve this objective?		Sub actions	Responsible Officer for delivery of action/ Sub-action	Dates	
				Start	Finish
Code	Action				
EQ	Deliver on equality objectives from the procurement strategy (see strategy for actions)	<ul style="list-style-type: none"> • develop social value policy/approach 	Contracts and Procurement manager	1 April 25	31 March 26

Diverse and Engaged Workforce

- workforce diversity and inclusion
- inclusive strategies and policies
- collecting, analysing and publishing workforce data
- learning, development and progression
- health and wellbeing.

What are we going to do to achieve this objective?		Sub actions	Responsible Officer for delivery of action/ Sub-action	Dates	
				Start	Finish
Code	Action				
EQ/Audit/GIGS	Review terms of reference for GIGs	<ul style="list-style-type: none"> • Specify Leadership role in supporting GIGS 	Deputy Chief Executive	1 April 25	31 July 25
EQ/Audit	Assess under representation in the work force at all levels using employment data and census data	<ul style="list-style-type: none"> • Produce improvement action plan to encourage diversity through recruitment and selection 	Assistant Director Workforce	1 April 25	31 March 26

EQ/Audit	Deliver training to SLT/AD's and Managers in relation to EDI focussed on workplace behaviours		Deputy Chief Executive and Assistant Director of Workforce	1 April 25	October 25
EQ/Audit/GIGs	Deliver training to frontline staff in relation to EDI including content on appropriate language		Deputy Chief Executive and Assistant Director of Workforce	1 April 25	1 October 25
EQ/GIGS	Launch a communications campaign about EDI including workplace behaviours	<ul style="list-style-type: none"> • Include content at staff briefing 	Communications	1 April 25	1 November 25

This page is intentionally left blank

GEDLING BOROUGH COUNCIL

INTERNAL AUDIT REPORT

EQUALITY, DIVERSITY AND INCLUSION (EDI) MATURITY ASSESSMENT
MARCH 2025

IDEAS | PEOPLE | TRUST

CONTENTS

EXECUTIVE SUMMARY 2
 AREAS FOR IMPROVEMENT 9
 ASSESSMENT OF EDI MATURITY AGAINST THE BDO EDI MATURITY MODEL 19
 APPENDIX I - DEFINITIONS..... 50
 APPENDIX II - TERMS OF REFERENCE 53
 APPENDIX III - SAMPLE TERMS OF REFERENCE FOR STRATEGIC GROUP 55
 APPENDIX IV - STAFF GROUP TOR EXAMPLE 58

DISTRIBUTION	
Francesca Whyley	Deputy Chief Executive Officer

BDO LLP APPRECIATES THE TIME PROVIDED BY ALL THE INDIVIDUALS INVOLVED IN THIS REVIEW AND WOULD LIKE TO THANK THEM FOR THEIR ASSISTANCE AND COOPERATION.

REPORT STATUS	
Auditors:	Gurpreet Dulay, Partner Paul Akanbi, Assistant Manager
Dates work performed:	29 July - 4 October 2024
Draft report issued:	4 December 2024
Final report issued:	4 March 2025

EXECUTIVE SUMMARY

CRR REFERENCE: 4 - FAILURE TO RECRUIT AND RETAIN STAFF AND MAINTAINING INTERNAL CAPACITY



SCOPE

BACKGROUND

- ▶ The Public Sector Equality Duty (PSED, or “the duty”), which applies in Great Britain (England, Scotland and Wales), requires public authorities to have due regard to certain equality considerations when exercising their functions, like making decisions.
- ▶ It requires public authorities to have due regard to the need to:
 - Eliminate discrimination, harassment and victimisation and any other conduct that is prohibited by or under the Equality Act
 - Advance equality of opportunity between people who share a relevant protected characteristic and people who do not share it
 - Foster good relations between people who share a relevant protected characteristic and those who do not share it.
- ▶ Additionally, an organisation’s approach to equality, diversity, and inclusion is indicative of its culture, which is intrinsically linked to its development and performance. It is also integral to service planning to ensure that the Council is able to demonstrate its commitment to integrating equality, diversity, and inclusion into its service delivery.
- ▶ Gedling Borough Council (‘the Council’) has proactively contacted the Local Government Association (LGA) to request a peer review in this area and has conducted a self-assessment on the Equality Framework for Local Government (EFLG) which concluded ‘Achieving’ status (the categories being ‘Developing, Achieving or Excellent’).
- ▶ The Council recognises that it has a legal obligation to ensure that its practices through service provision and its employees do not discriminate against any person(s) and is committed to promoting equality and equity of opportunity for all its employees.
- ▶ The Council is committed to providing services and employment opportunities that are inclusive across all protected characteristics- Age, Disability, Gender Reassignment, Marriage & Civil Partnership, Pregnancy & Maternity / Ethnicity, Religion or Belief, Gender / Sex and Sexual Orientation - in accordance with the Equality Act 2010 and its public sector duties.
- ▶ The Council is focused on reviewing its approach to EDI, recognising that it is on a journey, and is re-evaluating its EDI arrangements as a result to help support the embedding of EDI initiatives in future. For example, the Council recently decentralised EDI action plans into annual Service plans effective April 2024 for a day-to-day assessment of actions against objectives.

PURPOSE

The purpose of the BDO Equality, Diversity and Inclusion Maturity Assessment is to help ensure an effective approach to Equality, Diversity and Inclusion becomes embedded across the Council by highlighting areas where processes could be improved.

As primarily an advisory piece of work assessing the Council’s current position against the BDO Equality, Diversity and Inclusion Matrix, this assessment will not generate an assurance opinion.

AREAS REVIEWED

We considered the maturity of the Council’s current EDI arrangements by assessment against BDO’s EDI maturity model.

The following elements were assessed:

Tone from the Top	<ul style="list-style-type: none"> • Mission, Vision, Values and Strategy • The Board and Senior Management • Roles and Responsibilities • EDI Risk Management
Governance, Compliance and Strategy	<ul style="list-style-type: none"> • EDI Strategy • Operational Planning • Compliance • Pay Gap Analysis • Third parties
Structure	<ul style="list-style-type: none"> • Committees, Networks and Forums • Resources
Policies, Procedures, Training and Development	<ul style="list-style-type: none"> • Policies and Procedures • Training and Development
Measurement, Accountability and Continuous Improvement	<ul style="list-style-type: none"> • Measurement • Accountability • Continuous Improvement

The current and target levels of maturity for each area were assessed in accordance with five categories, defined in Appendix I:

Immature	Aware	Defined	Mature	Continuous Improvement
----------	-------	---------	--------	------------------------

The EDI Maturity Assessment Matrix is at Appendix I and sets out the definitions for each level of maturity. It is the intention that the results of the assessment assist those charged with governance in the further development of an effective and embedded EDI framework.

We have summarised below the current and target maturity levels, based on our work performed and a realistic trajectory of progress for the Council.

	Tone from the Top	Governance, Compliance and Strategy	Structure	Policies and Procedures	Continuous Improvement
Current	Mature	Aware	Defined	Aware	Defined
Target	Continuous Improvement	Defined	Mature	Defined	Mature

We have summarised below the number of recommendations we have raised for each element.

Scope Area	Maturity	Significance of Recommended Actions			Total Recommended Actions
		Low	Medium	High	
Tone from the Top	Mature	4	2	0	6
Governance, Compliance and Strategy	Aware	7	3	0	10
Structure	Defined	1	3	0	4
Policies, Procedures, Training and Development	Aware	3	3	0	6
Measurement, Accountability and Continuous Improvement	Defined	0	0	0	0
Total of Recommended Actions		15	11	0	


AREAS OF STRENGTH

We identified the following areas of good practice:

Tone from the Top

- ▶ The Council's Equality Diversity and Inclusion Policy 2024-2027 demonstrates a comprehensive understanding of EDI principles, clearly articulating its EDI vision in alignment with the Local Government Association Equality Framework, showing commitment to best practices in the sector.
- ▶ The Council has embedded EDI into its core values, particularly under 'Continuous Improvement and Inclusivity'. This is reflected in the Gedling Plan 2023-27, which explicitly links EDI to the 'Community Priority' of enabling a resilient, empowered, connected, inclusive and healthy community.
- ▶ There is clear Senior leadership commitment, such as the Portfolio Holder for Young People and Equalities chairing the Strategic Equality and Diversity Group (SEDG), showing that EDI is a priority at the highest levels of the organisation. This group's broad membership, including the Leader of the Council and Chief Executive, with the Deputy Chief Executive Officer identified as the senior responsible officer for EDI, further reinforces this commitment.

Governance, Compliance, and Strategy:

- ▶ The Council has developed a Comprehensive Framework and Action Plan. Its Equality and Diversity Framework and Action Plan for 2024/25 is based on the Local Government Association Equality Framework, demonstrating alignment with sector standards. The plan is structured around four key areas (Understanding Communities, Leadership & Organisational Commitment, Responsive Services, and Diverse Workforce) providing a holistic approach to EDI.
- ▶ The Council has applied the EFLG to assess and improve its EDI practices, leading to the completion of 62 out of 70 equality actions in the 2023/24 financial year, showing a strong commitment to continuous improvement.
- ▶ The Council has a structured approach to embedding EDI considerations in change programmes, services, and policy changes through Equality Impact Assessments (EIAs). This allows the Council to identify and demonstrate compliance with applicable legal and regulatory standards, such as the Public Sector Equality Duty.
- ▶ The Council has conducted multiple rounds of public consultations on its EDI policies, and other actions, most recently between February-March 2024, where feedback was analysed and implemented towards developing its EDI Policy for 2024-27, demonstrating a commitment to community engagement and responsiveness to public feedback.
- ▶ The Council's use of the EFLG for self-assessment shows a commitment to benchmarking against established standards and continual improvement.

Structure:

- ▶ The Council has established multiple committees and groups dedicated to EDI, including the
 - Strategic Equality and Diversity Group (SEDG). With its broad membership including executive and political leadership, it provides a strong governance structure for EDI initiatives,
 - Officer Equality and Diversity Group, which supports and ensures EDI is embedded at an operational level, complementing the strategic focus of the SEDG
 - and Gedling Inclusion Group Support (GIGS) which is a staff-based network demonstrating a commitment to grassroots engagement with EDI issues.

Some of the groups have clear terms of reference and reporting lines, ensuring EDI issues can be escalated effectively.

Policies, Procedures, Training and Development

- ▶ EDI-related policies are subject to regular review and update, as evidenced by the recent update to the Equality and Diversity Policy for 2024-2027 also there is a comprehensive policy framework supporting EDI, including policies on whistleblowing, conduct, and grievances.
- ▶ There is inclusion of EDI considerations in procurement processes demonstrating a commitment to extending EDI principles to the Council's external relationships. contract documentation and procurement processes.

Measurement, Accountability, and Continuous Improvement

- ▶ The Council has implemented strong data collection systems, including the Data Hub and regular satisfaction surveys, and reviewed the Equality and Diversity Monitoring Form to ensure consistency of data collection providing a solid foundation for EDI-related decision-making.
- ▶ As of April 2024, EDI Action plans have been integrated into service plans and the Gedling Plan with performance against targets being monitored

quarterly by the SEDG and reported to Cabinet, to ensure EDI considerations are part of core operational planning.

- ▶ The Council provides regular reports on EDI progress to Cabinet and the Overview and Scrutiny Committee, demonstrating accountability and transparency.



**AREAS FOR
IMPROVEMENT**

We found:

- ▶ While the Council has a risk management framework, the Corporate Risk Register does not explicitly include EDI-related risks, potentially leading to inadequate risk management in this area (Finding 1 - Medium).
- ▶ There is a lack of specific, measurable outcomes or outputs for some of the EDI actions in the Council's action plan, making it difficult to assess the true impact of initiatives (Finding 2 - Medium).
- ▶ The Council's gender pay gap analysis lacks detailed root cause analysis and does not propose specific action plans to address the existing gap or prevent it from widening. Furthermore, while the Council collects various forms of equality data, there is limited evidence of cross-referencing this data (e.g., gender pay gap data with other protected characteristics e.g. race, disability) to identify intersectional trends (Finding 3 - Medium).
- ▶ Staff network leads for the Gedling Inclusion Group Support (GIGS) lack dedicated protected time for their roles, which may limit the effectiveness and impact of the group (Finding 4 - Medium).
- ▶ EDI training is mandatory at the Council and undertaken through the Meritec eLearning platform, completion rates are however low at 50.2% for the period covering April 2023 to March 2024. This is particularly concerning for frontline staff who do not have access to the EDI computer-based training. Furthermore, specific-role based trainings on Equality are not provided for line managers with responsibility for implement and embedding equality objectives (Finding 5 - Medium).


ADDED
VALUE

- ▶ As part of our review of staff networks and strategic EDI groups at the Council, we have identified an opportunity to provide additional value by developing sample templates and examples to support the Council’s EDI governance framework.
- ▶ We have developed the following templates based on best practice observed across our public sector client base:
 - Staff Network Terms of reference template
 - EDI Strategic Group Terms of Reference
- ▶ The templates and examples are provided in Appendix III and IV and can be adapted by the Council to meet specific local needs while maintaining core governance principles.
- ▶ Having conducted a number of these EDI assessments at other clients we have compared the Council’s score against key indicators of the assessment against other public sector organisations. This can be evidenced by the graph below:
 - 1 - Immature
 - 2 - Aware
 - 3 - Defined
 - 4 - Mature
 - 5 - Continuous Improvement




CONCLUSION

- ▶ The Council has demonstrated a clear commitment to embedding Equality, Diversity, and Inclusion (EDI) principles across its operations and community engagement. The Council's new approach to embedding EDI actions into annual service plans, along with the establishment of the Gedling Inclusion Group Support (GIGS), demonstrates a forward-thinking approach.
- ▶ The Council has made significant strides in several key areas:
 - Strategic Commitment: The Council has developed a comprehensive Equality Diversity and Inclusion Policy for 2024-2027, aligning with the Local Government Equality Framework.
 - Leadership and Governance: The establishment of the Strategic Equality and Diversity Group (SEDG), chaired by the Portfolio Holder for Young

People and Equalities, shows clear leadership engagement with EDI issues at the highest levels of the organisation.

- Community Engagement: Regular public consultations on EDI policies and frameworks indicate a strong commitment to community input and transparency.

However, there are areas where the Council can further enhance its EDI maturity:

- ▶ While the Council has taken steps to embed EDI into service plans, there is room for further integration of EDI considerations into risk management processes and performance metrics.
- ▶ The Council should continue to assess whether current resource allocation for EDI functions is sufficient to meet its ambitious goals.
- ▶ There is an opportunity to enhance EDI training, particularly for managers, to ensure consistent application of EDI principles across all levels of the organisation and develop effective strategy to ensure staff without access to computer are provided with regular EDI trainings.
- ▶ While the Council has mechanisms in place for reporting on EDI progress, there is scope for developing more specific, measurable EDI-related Key Performance Indicators (KPIs) and enhancing systems for tracking and analysing EDI-related trends over time.

The Council has established a solid foundation for EDI work and shows a clear commitment to continuous improvement in this area. These initiatives have the potential to significantly enhance the Council's EDI performance if effectively implemented and monitored.

AREAS FOR IMPROVEMENT

1 TONE FROM THE TOP

Significance



Medium



EDI RISK MANAGEMENT

The Council's risk management framework has a risk appetite statement defining its current overall base risk as moderate, implying the Council remains open to innovative ways of working and to pursue options that offer potentially substantial rewards, but carry a moderate level of risk.

We noted there is not a clear indication the Council is aware of how this may affect its EDI approach. There is no reference to EDI in the Corporate Risk Register or its sub actions to indicate this is being monitored. Risks associated with EDI are therefore not identified, recorded, reported and applicable controls have not been put in place to mitigate them.

Our interview with the Deputy Chief Executive confirmed the Council has recently had a new risk management framework agreed by Cabinet and a new corporate risk register is in draft, with planned workshops for managers for awareness and better understanding of the framework. They state the new risk register while not having EDI headline risks, has new actions in it to address equality and diversity activities.

Equality, Diversity, and Inclusion (EDI) are essential for fostering a workplace where all employees feel valued, heard and respected. Poor EDI practices can result in low employee morale, higher turnover rates, difficulty in attracting and retaining top talent and in worst case scenarios, lawsuits against employers.



RECOMMENDATION

- A. The SEDG to conduct a review to identify relevant potential EDI risks and agree on the best method of documenting, addressing and monitoring these risks. Any risks or actions identified that are relevant to any risks in the Corporate Risk Register should be identified and the CRR updated as necessary. This would enable the Council to promote a diverse and inclusive environment by ensuring that EDI risks are identified, assessed, and managed alongside other strategic risks.

We raise the below as best practice, appreciating that this is a complex area requiring significant time and resource and therefore the Council should decide how it can implement this recommendation in its current position.

- B. Ideally the risk identification process would involve engaging with managers and EDI groups within the council to obtain a 360 understanding of the risks that may affect different demographic groups.
- C. Each identified EDI risk should be described in sufficient detail, clearly stating what the risk is, and where possible identifying the root cause or factors contributing to the risk and the potential impact on the Council. This should then be regularly (either monthly or quarterly) reported on in alignment with Council's new risk management framework.



MANAGEMENT RESPONSE

The Council's current Risk framework was adopted following a recommended strategy from BDO that was considered a good standard. The Corporate Risks did not specifically identify

EDI as a risk category on its own. The SEDG group do identify EDI risks although this is not specifically labelled as such, this is done through complaint monitoring and performance monitoring by SEDG. The Council will set up a separate risk register for EDI which can be linked to Corporate Risks and reflected through Corporate Risk management. The Council is shortly to establish a Corporate Risk Group SEDG can feed any escalation risks into that group.

Responsible Officer:	Deputy Chief Executive
Implementation Date:	July 2025

2 GOVERNANCE, COMPLIANCE AND STRATEGY

Significance



Medium



SMART ACTION PLANS

There are 16 equality actions stated in the Gedling Plan 2024-25 with actions spread across each of the 12 services to be embedded within the annual service plans, providing a good understanding of what needs to be done, with target completion dates provided for each action to track progress. While services like Development and Place has three equality actions, Governance and Customer Services had 11 as applicable. Each action item has an assigned accountable lead, with 'Notes' included for actions which provides additional context or updates on the action's status.

While the Equality Actions within the Gedling Plan demonstrate a comprehensive approach to EDI with actions being generally clear in their intent, ie EQU01 'Undertake Data analysis of hate crimes' and EQU03 'Deliver Health inequalities work in targeted localities in Carlton, Netherfield etc,' many lack specific, measurable outcomes or outputs. For example:

- EQU02: "Drive forward service interventions identified in the Strategy, including greater integration with health and wellbeing partners to address health inequality". This does not specify what constitutes success or how progress will be quantified.
- EQU07: "Enable a more co-ordinated assessment of data sources in planning and decision making". The action appears unclear without specific methods, measurable outcomes or defined deliverables.
- EQU06: "Provide training and support across services to improve complaint responses in relation to equality related complaints". While the intent is clear, it lacks specifics on the type of training, measurable improvement targets or define deliverables and doesn't define how these gaps will be measured or what constitutes a "gap".

Without SMART outcomes and clearly defined deliverables, objectively assessing progress and success of EDI initiatives may be difficult, potentially resulting in inconsistent interpretation of action requirements across services.



RECOMMENDATION

- A. Council to review all actions to ensure they have specific, measurable outcomes or outputs, where possible, add quantifiable targets and clearly define deliverables for each action.
- B. Revise each action to include specific, measurable outcomes e.g EQU03 can read 'Reduce health inequality gap in Carlton and Netherfield by X%' to then be measured by a specific metric.
- C. Define clear deliverables for each action clearly stating the tangible outputs expected. For example, EQU01 'Produce a comprehensive data analysis report on hate crimes including trend analysis and recommended interventions, by Q3 2024'.



MANAGEMENT RESPONSE

As part of service planning for 25/26 the Council is adopting a new approach and focusing on an annual delivery plan. Actions and KPIs will be clearly identified and SMART. These will be monitored through the Budget and Performance Group and specific EDI actions through SEDG. EDI actions will be reviewed as part of service planning for 25/26.

Responsible Officer:	Deputy chief Executive
Implementation Date:	March 2025

3 GOVERNANCE, COMPLIANCE AND STRATEGY

Significance



Medium



PAY GAP ANALYSIS

The Council reports annually on its Gender Pay Gap and as of August 2024 presented the data to Senior Leadership Team to determine whether any actions are required to achieve a gender-neutral state in terms of mean pay differential. The report was submitted to the Portfolio Holder for Young People and Equalities and Joint Consultative and Safety Committee. We confirmed the Gender Pay Gap data has been uploaded onto the Council website for 2024 and published on the relevant government website. The Council has also prepared and published its annual Pay Policy Statement for 2024.

We reviewed the Council Gender Pay Gap report and noted that while the report provides useful data and context on the gender pay gap and recognises that the lower quartile has a disproportionate number of female employees, the report does not provide detailed breakdowns that could help identify root causes and does not propose specific action plan to address the existing gap or prevent it from widening.

While we recognise the Council has plans to participate in the planned government intention to produce Ethnicity Pay Gap data, there is presently no cross referencing of gender pay gap with any other forms of data at the Council. It is recognised that there may be scope for further analysis of how gender interacts with other factors to influence pay and career progression.

Also we noted the Council has not formally conducted analysis on pay gaps related to other protected characteristics, such as disability to provide valuable insights into the organisation's equality landscape. If ethnicity and other protected characteristics pay gap analyses are not performed there is a potential risk that the Council does not identify discrimination within the organisation, which may have a negative effect on employee wellbeing and potentially result in legal disputes.



RECOMMENDATION

- A. The Deputy CEO should delegate a member of staff to conduct a detailed analysis of pay structures and career progression given the high proportion of women in the lower quartile.
- B. The SEDG should:
 - Set realistic ambitions such as increasing the proportion of men in the lower quartile or women in the upper quartile by a specific percentage within a defined timeframe.
 - Analyse the data collected on its equality information to understand how different characteristics combine to affect pay.
 - We appreciate the Council may have limited resources to perform this complex work, and we simply state the below as recommendations the Council could take if it had resources to as best practice:
 - Ideally, the analysis should also cover inter-sectionality and how factors like age, ethnicity and working patterns correlate with gender in different pay quartiles and explore whether certain age groups face compounded disadvantages in pay and progression. The Council could also conduct a review to assess the relevance and feasibility of analysing pay gaps related to other protected characteristics to inform and enhance the council's broader equality, diversity and inclusion strategies and action plans. This can involve comparing the mean pay gap between races or

ethnicity on an hourly rate basis, examining/analysing the difference in average bonus pay.



MANAGEMENT RESPONSE

As identified, the Council does not necessarily have capacity or specific resource to undertake this work, however, this recommendation will be referred to the Assistant Director for Workforce to see what if any action could be taken. Certainly, as author of the Pay Gap Report the recommendations will be useful to her.

Responsible Officer:	Jennifer Lovett
Implementation Date:	July 2025

4 STRUCTURE

Significance



Medium



COMMITTEES, NETWORKS AND FORUMS

The Council has established the Strategic Equalities and Diversity Group (SEDG) to provide corporate leadership, ensure commitment in meeting the Council's Public Sector Equality Duty under the Equality Act 2010, and to ensure it demonstrates fairness in its delivery of services and in its employment practices and the Officer Equality and Diversity Group which is a support subgroup convened by the SEDG to ensure performance management of equality actions against framework and action plan, ensuring deliverability on an operational level.

The Council also has a staff-based equality network, the Gedling Inclusion Group Support (GIGS) established as a proactive forum to drive positive change in equality, diversity, and inclusion across the Council.

We reviewed the terms of references for the groups and noted the following.

- The SEDG terms of reference outlines the need to set and monitor an annual workplan, like the Equality Framework and Action Plans.
- The Officer Equality Group, Terms of Reference is not standardised, as the aim/purpose of the group, frequency of meeting, members, as well as reporting or escalation path was not stated.
- GIGS has a draft term of reference, stating the purpose and remit of the group, frequency of meeting, roles and responsibilities, and list of members. However, there is no defined escalation path or reporting line within the guide to show how information is fed back to management.
- The GIGS, SEDG as well the Officer Equality groups allocate actions to members at every meeting although a log is not maintained for follow up.
- The Council has not formally agreed upon documented protected time for leaders of staff network groups to undertake group activities,

If the governance and structure of the EDI groups, and the escalation process, are not clearly defined, there is a potential risk that they become ineffective in responding the issues they were set up to address.



RECOMMENDATION

- A. The Chair of the Officer Equality Group should develop formal terms of reference for the Officer Equality Group as part of its governance structure and make clear the distinction between representative and executive forums. The group should be made up of appropriate senior leaders across services to ensure that EDI can be embedded in operational areas.
- B. Terms of reference for GIGS to be completed by the Chair of GIGS and reviewed and approved by the Deputy CEO /SEDG for consistency of language, updated to include clear escalation and feedback pathway. (We have provided a sample of best practice ToR template as seen in other public sector organisations we have worked with. Members of the group should be allocated protected time to attend and carry out actions, and the Deputy CEO should ensure that line managers are aware of and supportive of this, incorporating it into workload planning and performance discussions.
- C. Action logs arising from networks and groups should detail specific, measurable, achievable, realistic, and time-bound (SMART) actions, assigned to appropriate leads.

**MANAGEMENT RESPONSE**

The Equality Officer Group will be merging into budget and performance which has its own terms of reference.

The GIGs terms of reference will be reviewed by Deputy Chief Executive, however it should be noted that the idea of GIGs is that they were independent from leadership and set up by staff for staff to determine their own terms. Allocation of protected time can be considered and communicated to relevant managers.

Actions will be more effectively captured from all meetings as part of our Making Meetings Matter programme.

Responsible Officer:	Deputy Chief Executive
Implementation Date:	July 2025

5 POLICIES, PROCEDURES, TRAINING AND DEVELOPMENT

Significance



Medium



TRAINING AND DEVELOPMENT

Equality Diversity and Inclusion is a mandatory training at the Council, which underscores the commitment of the Council in this area, as in many organisations this training is not mandatory. Training is carried out via an e-learning module provided by Meritec. All starters at the Council are required to complete this as part of their onboarding requirement with a refresher every 3 years. The training is available on the Council intranet page for easy accessibility and refresher purposes. In compliance with the Council EDI policy, the provision of training for Members and officers in relation to equality and diversity awareness are provided at the Council. Trainings were also provided to officers in relation to the consideration of human rights impacts in report writing and decision making.

Training compliance figures for the period covering April 2023 to March 2024 showed at the time of audit testing that 216/430 (50.2%) of staff had completed this training.

We also noted the Council mandatory training advises staff to discuss with their line managers if they suspect a case of discrimination or have concerns about the operation of the EDI policy in their work area, however there were no role-specific training offerings to support managers if this was to occur. Furthermore, a desire for additional training for managers was identified in GIGS meeting minutes as a factor contributing to instances of unacceptable behaviour experienced by some staff, as managers do not feel confident to address this.

Training at the Council is administered through Meritec, an eLearning platform, including the EDI training, despite approximately half of the population of Council staff not having access to computers to complete such training, due to the nature of their jobs ie frontline staff with varying shift patterns like those in Leisure services, and Depot staff from the Parks teams, Waste services etc. This contributed to low completion rates of training.

Absence of manager-specific training could limit managers' ability to effectively support their diverse workforce and create an inclusive environment where staff feel safe and comfortable to raise concerns. This could result in a lack of confidence in handling sensitive situations, recognising microaggressions or addressing unacceptable behaviours, potentially leading to underreporting of issues and decreased staff morale.



RECOMMENDATION

- A. The Deputy CEO should send out a reminder to all staff to complete the EDI training. In addition to developing alternative training formats (ie face-to-face sessions, workshop activities) and allocation of budget and protected time for non-office-based staff to complete EDI trainings, the Council should consider implementing a mobile-friendly learning option for staff to support those without access to PCs but potentially to smartphones. The Deputy CEO could also consider including and providing EDI training during team meetings or briefing.
- B. To further enhance this, additional manager-specific training could be provided to equip these staff with the requisite knowledge on inclusive leadership skills, how to support staff as well as handle difficult conversations around unconscious bias and managing microaggressions. Managers training should also include how to embed EDI considerations through service plans and business cases through the equality impact assessment toolkit.
- C. The Council could consider developing role-specific EDI content relevant to different service areas and regularly assess training effectiveness of EDI training across different delivery methods.



MANAGEMENT RESPONSE

In terms of A - a reminder for training will be sent out. Alternative options for non-PC users are already in place with a training officer deployed at the depot to deliver corporate training including EDI training this arrangement has been reviewed and specific training for frontline staff working within the depot will be provided in 2025/26 through an external provider.

In terms of management training this is accepted and a suitable course will be identified. (Sept 25)

SEDG identifies training needs on an ongoing basis.

Responsible Officer:	Deputy Chief Executive
Implementation Date:	Sept 25

ASSESSMENT OF EDI MATURITY AGAINST THE BDO EDI MATURITY MODEL

EDI Maturity Assessment - Tone from the Top			
1.	Mission, Vision, Values, and Strategy	✓/✗	Evaluation
1.1	The organisation has clearly outlined its Vision, Values, and Mission.	✓	<p>Vision</p> <p>The Council has defined its vision as: 'Serving People, Improving Lives'</p> <p>Values</p> <p>In preparation for its new plan for 2023 - 2027, the Council ran a consultation during August and September 2022, with feedback from the consultation themed around the underlisted areas, addressed by the Gedling 4-year Plan values that depicts what the Council stands for and how it does its business.</p> <ul style="list-style-type: none"> • Openness and trust • Communication and Empowerment • Fairness and respect • Continuous Improvement and Inclusivity. <p>The Council has further drafted an Equality framework around four priority areas of, Understanding and Working with Communities, Leadership, Partnership and Organisational Commitment, Diverse and Engaged Workforce and Responsive Services and Customer Care with clear actions on how this will be achieved with clear timescales of between 1 April 2024 and 31 March 2025 to achieve this by.</p> <p>Mission</p> <p>The Council also has a defined ambition: 'To be regarded as an excellent council by the people and businesses we serve and the staff we employ, by making a positive difference to people's lives and creating opportunities for everyone to achieve their full potential'.</p>
1.2	Values are clearly integrated into key organisational documents, e.g. strategy documents and operational plans.	✓	<p>Strategic Objectives</p> <p>The Council has defined four key strategic objectives in its four-year Gedling Plan. These are:</p> <ul style="list-style-type: none"> • 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 • To enable a resilient, empowered, connected, inclusive and healthy community. • To enable a safe, attractive, clean and culturally vibrant borough that plays its part to tackle the climate emergency.

			<ul style="list-style-type: none"> 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.
			<p>Linking to Annual operational objectives</p> <p>Within the Gedling Plan 2023-27, which is a strategic document that sets out key objectives for the Council for the next four years, it has outlined 16 operational Equality Actions to be achieved within each year, with defined responsible officers/action owners, progress bar to measure rate of completion quarterly during the year, targeted date of completion, this is to ensure alignment of day-to-day operations to Council strategic objectives. For example:</p> <ul style="list-style-type: none"> Ensure recruitment and Selection Training includes training to avoid bias Provide training and support across services to improve complaint responses in relation to equality related complaints Drive forward service interventions identified in the Strategy, including greater integration with health and wellbeing partners to address health inequality <p>These actions have been included within the service plans with actions allocated to each service area, progress monitored and recorded on Pentana management system</p>
1.3	There is a formal process to ensure EDI is embedded into the organisation's strategy, values and key objectives.	✓	<p>Embedding inclusion in values</p> <p>As noted in Tone from the Top 1.1, one of the core Council values is 'Inclusive'.</p> <p>Embedding inclusion in the strategy</p> <p>See 1.2 above</p>
2. The Cabinet and Corporate Management Team			
2.1	There is an identified Diversity and Inclusion lead at Board and/or Executive level.	✓	<p>Executive Lead</p> <p>The Director of Corporate Resources (and recently appointed Deputy Chief Executive) has lead responsibility for equality and diversity within the Council and the Chief Executive is responsible for encouraging continued proper regard for equal opportunities issues at a strategic level within the Council.</p>
2.2	Values and EDI are discussed and documented at Executive and Cabinet level.	✓	<p>Values Development</p> <p>See Values in 1.1 above</p> <p>Cabinet Meetings</p>

		<p>We reviewed Cabinet meeting minutes for October 2023, January 2024, March 2024 and August 2024. We also reviewed the Deputy CEO’s report provided to the Overview and Scrutiny Committee in January 2024.</p> <p>We noted:</p> <ul style="list-style-type: none"> • The presentation of update on Equality and Diversity Framework and Action Plan with most actions in progress and monitoring of completion being undertaken by the Strategic Equality and Diversity group (SEDG). Establishment of the Officer Equality Group in October 2023 was mentioned, to support the SEDG. Other equality matters like inclusion of care leavers as a protected characteristics within the Council and defining this within the Equality Policy, were highlighted through the SEDG. • January 2024 Equality and Diversity Policy, Framework and Action Plan report revealed 62 of the 70 Actions Plans have been completed and confirmed by the SEDG, supported by the Officer’s Equality Group and group of staff volunteers. Review of the current Equality and Diversity Policy, which expired in March 2024 has been completed and a new approach derived from the Local Government Association Equality Framework for Local Government, has been adopted. This is proposed to undergo public consultation following approval from Cabinet. • The Deputy CEO reported to the Overview and Scrutiny Committee on the establishment of a working group to consider proposed changes to the Council’s Equality and Diversity Policy for 2024-27. • The Council consulted local people and community groups on what impact its proposed Equalities and Diversity Policy has on people in Gedling, what changes they would suggest to the policy, what equality and diversity aspects are most significant to them, and what their experience is relating to equality, diversity and inclusion with the Council’s services. 36% of respondents agreed the proposed policy will positively impact the people, while 41% believed it will not and 21% were neutral. Following from this, Council has proposed a new approach from 2024 to embed equality actions into annual rather than having them as standalone equality plans.
--	--	--

			Corporate Management Meeting
			At the August 2024 Corporate Management Team (CMT) meeting, the Director of Transformation reported, Council has conducted a Gender Pay Gap analysis of its employees and reported same to Management, with overall report showing the mean gender pay gap remains well within the parameters that might be expected for similar public sector organisations. Request the approval and upload of data and statement from the analysis to appropriate government website and include this into the year's Pay Policy Statement and upload same to the Council website.
2.3	The Cabinet has reviewed its own diversity and have formally considered whether there is a need for a Cabinet Diversity Action Plan.	✓/x	Building a safe space at Cabinet/ CMT level
			There was an Equality Diversity performance indicator report produced annually at the Council that goes to Corporate Management Team (CMT), these reports monitor numbers of staff with disability, their ethnicity etc within the top 5% of the workforce/organisation. This has however not been reported on in recent times as services now have EDI actions embedded within service plans, Council to commence the KPI monitoring report and consider measuring and reporting on the percentage difference between individuals identifying as disabled on the CMT and or Cabinet and compare this to its organisation's overall workforce. To assess whether there is need for a senior management diversity action plan to ensure fair representation.
2.4	The board have mandated that a formal approach be taken to EDI and sets out why EDI is important.	✓	As noted above in 'Tone from the Top' 2.1, this is supported by identifying the Chief Executive and the Director for Corporate Resources as senior responsible owners for EDI at the Council
2.5			Executive Succession Planning

	<p>There is a structured approach to consider EDI in Cabinet and Executive management recruitment and succession planning.</p>	<p>✓/x</p>	<p>The Council actively recognises talent through the payment of honoraria and identifies training and development needs for staff through annual Performance and Development Reviews (PDR). The Council's Workforce strategy also outlines proposed developments in this area with each service area required to identify key posts and put plans in place to ensure that there is credible succession planning, and for this departmental succession planning documents to then be updated annually.</p> <p>There is also a 'How to be a Councillor' pack to encourage any and everybody interested in this, as well as the Youth Council which encourages younger demographics between the ages of 11-19 living and or schooling in the Borough. The Gedling Youth Council serves for a three-year term, meets every quarter and have been ongoing since 2019 with the Council electing its first Youth Mayor in June 2019.</p> <p>While we recognise Council's initiative towards this, and the proposal to establish succession planning practices within service plans between April 2024 and September 2024. As at the time of our review, there is no formal structure or approach to identify key jobs and to consider EDI in Cabinet and Executive management succession planning, as these initiatives have not been implemented.</p> <p>REC</p> <p>Council should develop and implement an EDI framework for Corporate Management Team recruitment and succession planning that includes:</p> <p>Review and revise senior recruitment process to eliminate potential bias and consider implementing diverse shortlisting requirements This could include screening job posts for biased language and amending with more inclusive language</p> <p>Develop a formal succession planning that considers diversity</p> <p>Regularly review and monitor diversity metrics within senior leadership.</p>
<p>3. Roles and Responsibilities</p>			
<p>3.1</p>	<p>Roles and responsibilities are clearly defined and articulated.</p>	<p>✓</p>	<p>There is a clear structure in place within the Council's Equality Diversity and Inclusion Policy 2024-27, to demonstrate its leadership and organisational commitment, challenge inequalities and drive an improvement agenda. Several individuals and groups were identified as having specific roles in meeting Council equality and diversity responsibilities. Councillors, Cabinet and Council Leaders, Portfolio Holder for Life Chances and Vulnerability, Senior Leadership Team, Heads of Service, and Senior Managers, all have clearly defined responsibilities to ensure they demonstrate commitment to equality and diversity in their work, decision making, and strive to improve equality in their various capacities.</p>

			While the Chief Executive is responsible for encouraging continued proper regard for equal opportunities issues at a strategic level within the Council, and the Director with Lead responsibility required to monitor and report on its performance, The Policy stated all employees have a personal responsibility to ensure that the Council's commitment to equality and diversity is fulfilled.
4.	EDI Risk Management		
			Risk Appetite Statement
4.1	The organisation is aware of how its risk appetite may affect its approach to EDI.	*	<p>While the Council's risk management framework has a risk appetite statement defining its current overall base risk as moderate, implying the Council remains open to innovative ways of working and to pursue options that offer potentially substantial rewards, but that carries a moderate level of risk, there is not clear indication the Council is aware of how this may affect its EDI approach as no reference was made to EDI in the Corporate Risk Register or its sub actions to indicate this is being monitored.</p> <p>The Council has recently (March 2024) had a new risk management framework agreed by Cabinet and a new corporate risk register in draft, with planned workshops for managers for awareness and better understanding of this. The new risk register while not having EDI headline risks, has new actions in it to address equality and diversity activities</p> <p>REC</p> <p>The council to include EDI considerations in its draft corporate risk register or create specific sub-actions outlining steps to mitigate identified EDI risks and promote a diverse and inclusive environment to ensure that EDI risks are identified, assessed, and managed alongside other strategic risks.</p> <p>Council to conduct a review to identify all potential EDI risks, engage with managers and EDI groups within the council to ensure a comprehensive understanding of the risks that may affect different groups within the organisation.</p> <p>Ensure that each identified EDI risk is described in sufficient detail, clearly stating what the risk is, identifying the root cause or factors contributing to the risk and the potential impact on the Council</p> <p>Establish a regular reporting schedule for the risks, either monthly or quarterly, depending on the organisation's needs.</p> <p>Council to develop specific mitigation strategies, outlining actions within the plans in services to reduce the likelihood of the risk occurring and minimise its impact if it does.</p>

4.2	Risks relating to EDI are identified and appropriately scored in line with the organisation's methodology. Risks are described in sufficient detail to understand what the actual risk is, the cause of the risk and potential impact to the organisation.	*	We noted on the Council's CRR that there is not a defined risk addressing inequalities All though the new Council EDI approach has a long-term plan of embedding EDI risks within the everyday operations of the Council, and EDI risk is planned to be monitored and measured through the Workforce risk departmental register and the Equality Action log for this year.
4.3	Risks relating to EDI are appropriately reported in line with the organisation's risk appetite and risk reporting methodology.	*	See 4.1 above
4.4	Controls have been put in place to address the root cause of the risk. Where there are inadequate or insufficient controls, an action plan has been identified with appropriate timescales and an identified lead.	*	See 4.1 above

Tone from the Top					
	Immature	Aware	Defined	Mature	Continuous Improvement
Current				✓	
Target					✓

Recommendations for improvement - TONE FROM THE TOP
<ol style="list-style-type: none"> 1. Since the Council previously monitored protected characteristics within the top 5% of the workforce/organisation, it should consider resuming and enhancing this report to measure the percentage difference between individuals identifying as disabled on the CMT and or Cabinet and compare this to its organisation's overall workforce, to assess whether there is need for a senior management diversity action plan to ensure fair representation. 2. The Council to include EDI considerations in its draft corporate risk register or create specific sub-actions outlining steps to mitigate identified EDI risks and promote a diverse and inclusive environment to ensure that EDI risks are identified, assessed, and managed alongside other strategic risks. 3. The Council to conduct a review to identify all potential EDI risks, engage with managers and EDI groups within the Council to ensure a comprehensive understanding of the risks that may affect different groups within the organisation. 4. Ensure that each identified EDI risk is described in sufficient detail, clearly stating what the risk is, identifying the root cause or factors contributing to the risk and the potential impact on the Council 5. Establish a regular reporting schedule for the risks, either monthly or quarterly, in alignment with Council's new risk management framework. 6. The Council to develop specific mitigation strategies, outlining actions within the plans in services to reduce the likelihood of the risk occurring and minimise its impact if it does. 7. The Council should develop and implement an EDI framework for Corporate Management Team recruitment and succession planning 8. Review and revise senior recruitment process to eliminate potential bias and consider implementing diverse shortlisting requirements 9. Develop a formal succession planning that considers diversity as well as regularly review and monitor diversity metrics within senior leadership.

EDI Maturity Assessment - Governance, Compliance, and Strategy			
1.	EDI Strategy	✓/✘	Evaluation
1.1	The organisation has outlined its vision for what an effective EDI framework would look like in context of its mission, values, and key strategic objectives.	✓	<p>The Council has developed a draft 2024/25 Equality Framework and Action Plan for each year, which is assessed against the Local Government Association Equality Framework for Local Authorities. The actions will form part of Service Plans and linked to the Gedling Plan objectives to further embed equality and diversity into the delivery of Council functions. The Framework has set out the following four modules for improvement supported by actions and sub actions to ensure achievement of objectives:</p> <ul style="list-style-type: none"> • Understanding and Working with Communities • Leadership, Partnership and Organisational Commitment • Responsive Services and Customer Care • Diverse and Engaged Workforce <p>This is linked clearly to the Council's vision and values, specifically to its priority on Community, to enable a resilient, empowered, connected, inclusive and healthy community. The Council's approach aims beyond compliance, recognising that organisational practices have an impact on its culture, hence the need to embed Equality initiatives into Service Plans for a day-to-day assessment of actions against objectives.</p>
1.2	A documented and appropriately authorised EDI strategy is in place which outlines activity that will be undertaken to achieve the organisation's vision for an effective EDI framework.	-	As at the time of our review, the Deputy CEO has presented their report to Cabinet at its March 2024 meeting seeking approval of the Council's Equality, Diversity and Inclusion Policy 2024-27, the Equality Framework and Action Plans as well as update Member's on future work plans in respect of equality and diversity.
1.3	The organisation's EDI strategy recognises that the EDI framework should be embedded across all areas of the organisation.	✓	<p>Four key areas</p> <p>The Council's Equality Framework and Action Plans 2024/27 proposes to cover four key areas:</p> <ul style="list-style-type: none"> • Understanding and Working with Communities - Gathering and publishing information and data on the profile of its communities and the extent of inequalities and disadvantage, with plans to collect, share and use equality information with partners • Leadership, Partnership and Organisational Commitment - Political and executive leadership have publicly committed to reducing inequality, fostering good relations and challenging discrimination • Responsive Services and Customer Care - The Council ensures that procurement and commissioning processes and practice take account of the diverse needs of client, and that

			<p>providers understand the requirements of the public sector Equality Duty</p> <ul style="list-style-type: none"> • Diverse and Engaged Workforce - The Council understands its local labour market, and has mechanisms in place to monitor its working against protected characteristics <p>The Framework and Action Plan will include actions each year and will form part of Service Plans and link to the Gedling Plan objectives to further embed equality and diversity into the delivery of Council day-to-day functions.</p>								
1.4	<p>The EDI strategy is evidence-based, and the organisation has selected and carried out appropriate and relevant methodologies to inform its approach. *</p>	✓	<p>The Council’s Equality framework and Action Plans have been assessed against the Local Government Association Equality Framework for Local Government (“LGA framework”). This approach provides a framework against which local authorities can self-assess their overall status in relation to equality and diversity against three categories: developing, achieving and excellent. The Council has self-assessed itself as ‘developing’ against the EFLG following completion of most of its actions for 2021/24. For 2024/27, the Council has developed a framework and action plans for each financial year which will form part of Service Plans and link to its strategic objectives to further embed equality and diversity into the delivery of Council activities. The action plans are populated on the Council performance management system - Pentana and assigned responsible action owners, expected date of completion and notes to evidence how this was completed. This is then monitored and reported quarterly to Cabinet, SEDG and SLT to ensure delivery.</p>								
1.5	<p>The EDI strategy's key objectives are clearly linked to:</p> <ul style="list-style-type: none"> • the organisation's values • the organisation's key objectives and strategy • key organisational risks relating to EDI • analysis of data (such as stakeholder analysis, metrics recorded, and key performance indicators). 	✓/✗	<table border="1"> <tr> <td>Organisational Values</td> </tr> <tr> <td>The Equality Framework is centred on the Council’s values and there is a defined strand called ‘Continuous Improvement and Inclusivity’ that speaks to the ‘Community Priority’ of enabling a resilient, empowered, connected, inclusive and healthy community.</td> </tr> <tr> <td>Key objectives and strategy</td> </tr> <tr> <td>See ‘Tone from the Top’ 1.2</td> </tr> <tr> <td>Organisational risks relating to EDI</td> </tr> <tr> <td>In Tone from the Top recommendation 1, we have suggested that the Council review its CRR to include EDI related risks and ensure they are appropriately identified</td> </tr> <tr> <td>Analysis of data</td> </tr> <tr> <td>The Council’s 2021/24 Equality Framework and Action Plan which was developed considering the LGA framework, has 70 equality actions which sets out the actions the Council has implemented to deliver equality outcomes and activities needed to secure further improvements. As of March 2024, 88% of these actions have been</td> </tr> </table>	Organisational Values	The Equality Framework is centred on the Council’s values and there is a defined strand called ‘Continuous Improvement and Inclusivity’ that speaks to the ‘Community Priority’ of enabling a resilient, empowered, connected, inclusive and healthy community.	Key objectives and strategy	See ‘Tone from the Top’ 1.2	Organisational risks relating to EDI	In Tone from the Top recommendation 1, we have suggested that the Council review its CRR to include EDI related risks and ensure they are appropriately identified	Analysis of data	The Council’s 2021/24 Equality Framework and Action Plan which was developed considering the LGA framework, has 70 equality actions which sets out the actions the Council has implemented to deliver equality outcomes and activities needed to secure further improvements. As of March 2024, 88% of these actions have been
Organisational Values											
The Equality Framework is centred on the Council’s values and there is a defined strand called ‘Continuous Improvement and Inclusivity’ that speaks to the ‘Community Priority’ of enabling a resilient, empowered, connected, inclusive and healthy community.											
Key objectives and strategy											
See ‘Tone from the Top’ 1.2											
Organisational risks relating to EDI											
In Tone from the Top recommendation 1, we have suggested that the Council review its CRR to include EDI related risks and ensure they are appropriately identified											
Analysis of data											
The Council’s 2021/24 Equality Framework and Action Plan which was developed considering the LGA framework, has 70 equality actions which sets out the actions the Council has implemented to deliver equality outcomes and activities needed to secure further improvements. As of March 2024, 88% of these actions have been											

			<p>completed, recorded on Pentana, and reported to Cabinet. The 2024/27 equality actions are taking a different approach of decentralising these actions into service areas produced plans containing specific actions that are designed to meet the objectives and high-level themes that are set out in the Gedling Plan.</p> <p>For 2024/25, 16 actions have been identified and distributed into four service areas to be achieved by 31 March 2025. The new approach proposed from 2024 will help embed equality actions into annual service plans rather than having them as standalone equality plans.</p>
<p>1.6</p>	<p>Clear and measurable outcomes, outputs and deliverables have been documented with appropriate leads and timescales.</p>	<p>x</p>	<p>EDI Action Plans within Service Plans</p> <p>There are sixteen equality actions stated in the Gedling Plan to be embedded within the annual service plans, providing a good understanding of what needs to be done, with target completion dates provided for each action to track progress, also each action item has an assigned accountable lead, with 'Notes' included for actions which provides additional context or updates on the action's status.</p> <p>While actions are generally clear in their intent, e.g EQU01 'Undertake Data analysis of hate crimes' and EQU03 'Deliver Health inequalities work in targeted localities in Carlton, Netherfield etc,' many lack specific, measurable outcomes or outputs. For example:</p> <ul style="list-style-type: none"> •EQU02: "Drive forward service interventions identified in the Strategy, including greater integration with health and wellbeing partners to address health inequality" does not specify what constitutes success or how progress will be quantified. •EQU06: "Provide training and support across services to improve complaint responses in relation to equality related complaints" while intent is clear, it lacks specifics on the type of training, measurable improvement targets or define deliverables doesn't define how these gaps will be measured or what constitutes a "gap". •EQU07: "Enable a more co-ordinated assessment of data sources in planning and decision making". The action appears unclear without specific methods, measurable outcomes or defined deliverables <p>Council to review all actions to ensure they have specific, measurable outcomes or outputs, where possible, add quantifiable targets and clearly define deliverables for each action.</p> <ol style="list-style-type: none"> 1. Revise each action to include specific, measurable outcomes e.g EQU03 can read 'Reduce health inequality gap in Carlton and Netherfield by X%' to be measured by a specific metric 2. Define clear deliverables for each action clearly stating the tangible outputs expected. For example, EQU01 'Produce a comprehensive

			data analysis report on hate crimes including trend analysis and recommended interventions, by Q3 2024'.
2.	Operational Planning		
2.1	The organisation has a structured and risk-based approach to embed relevant and proportionate EDI considerations in the design of change programmes, services, policy changes, new capital projects, and initiatives.	✓	<p>Equality Impact Assessment (EIAs)</p> <p>The Council has published an equality impact assessment (EIA) template and guidance which outlines its requirements for carrying out EIAs when developing new policies to ensure there is a standard approach to equality analysis/ impact assessment of policy and service decisions. The guidance, which is published on the Council's website is dated 2016. As part of the Equality framework, it is intended that this will be reviewed.</p> <p>There is a section of the EIA template which requires the decision maker to consider the impact the programme they are undertaking will have on the protected characteristics (age, race, religion, sexual orientation etc) of both external (residents, local businesses etc) and internal (staff) groups.</p> <p>To demonstrate this, an EIA is carried out as part of annual budget setting process to ensure that decisions around budget growth, cuts and savings have taken account of cumulative impact on the above stated groups.</p>
2.2	Operational plans are supported by evidence and analysis of available EDI data.	✓	<p>Embedding into daily operations</p> <p>As stated in 1.2, the Framework and Action Plan include actions each year which will form part of Service Plans and link to the Gedling Plan objectives to further embed equality and diversity into the delivery of Council day-to-day functions.</p>
3.	Compliance		
		✓	Public Sector Equality Duty

3.1	The organisation has a defined framework for identifying applicable legal and regulatory standards (such as PSED) and demonstrating compliance with them.		<p>The Council's legislative framework is outlined in its Equality and Diversity Policy and includes reference to:</p> <ul style="list-style-type: none"> • The Public Sector Equality Duty • The Equality Act 2010 (the Act) • Gender Pay Gap Regulation 2017 <p>In demonstrating compliance, the Council has:</p> <ul style="list-style-type: none"> • Established an Equality Impact Assessment template • Published its Equality Information • Consulted and Engaged with its communities • Provided equality and diversity training and awareness to staff and Members <p>And in exercise of its functions have committed to having due regard to the need to: eliminate discrimination, harassment victimisation, and any other unlawful conduct prohibited by the Act, advance equality of opportunity and challenge prejudice, to advance the achievement of equality and the fostering of good relations between diverse groups in the Borough.</p>
3.2	The organisation has publicly disclosed relevant actions taken to fulfil the PSED.	✓	<p>In fulfilment of its commitment to promoting and providing equality and diversity in all areas of responsibility both as a major employer and community provider the Council has published on its website:</p> <p>Equality Information Equality and Diversity Consultation for 2024 Gender Pay Gap data 2024 Pay Policy Statement 2024-25 Equality and Diversity Policy</p> <p>We have seen the new Equality and Diversity Policy for 2024/27, which has been approved by the Council's Cabinet on 7 October 2024 and published on its website.</p>
4. Pay Gap Analysis			
4.1	The organisation has carried out a gender pay gap analysis and have published the results in the current reporting period.	✓	<p>The Council reports annually on its Gender Pay Gap and as of August 2024 presented the data to Senior Leadership Team to determine whether any actions are required to achieve a gender-neutral state in terms of mean pay differential. The report was further reported to the Portfolio Holder for Young People and Equalities and Joint Consultative and Safety Committee. We confirmed the Gender Pay Gap data has been</p>

			uploaded onto the Council website for 2024 and published on the relevant government website. The Council has also prepared and published its annual Pay Policy Statement for 2024.
4.2	Root cause analysis has been undertaken to interpret gender pay gap data.	x	<p>We reviewed the Council Gender Pay Gap report and noted that while the report provides useful data and context on the gender pay gap and recognises that the lower quartile has a disproportionate number of female employees, the report does not provide detailed breakdowns that could help identify root causes and does not propose specific action plan to address the existing gap or prevent it from widening.</p> <ul style="list-style-type: none"> • Council to conduct detailed analysis of pay structures and career progression • Analyse the impact on part-time work on career progression and pay, given the high proportion of women in the lower quartile • Set realistic but ambitious targets such as increasing the proportion of men in the lower quartile or women in the upper quartile by a specific percentage within a defined timeframe.
4.3	Gender pay gap data is cross-referenced with other forms of data (such as ethnicity, working patterns, age) collected by the organisation to understand if there are any further trends and concerns affecting specific sub-groups.	x	<p>While we recognise the Council has plans to participate in the planned government intention to produce Ethnicity Pay Gap data, there is presently no cross referencing of gender pay gap with any other forms of data at the Council.</p> <p>It is recognised that there may be scope for further analysis of how gender interacts with other factors to influence pay and career progression.</p> <p>To provide more understanding of pay disparities and help develop more targeted and effective strategy to address inequalities, council should consider:</p> <ul style="list-style-type: none"> • Analyse the data collected on its equality information to understand how different characteristics combine to affect pay • Investigate how factors like age, ethnicity and working patterns correlate with gender in different pay quartiles • Explore whether certain age groups face compounded disadvantages in pay and progression

4.4	The organisation has formally considered if other forms of pay gaps (e.g. disability, ethnicity) are relevant and have carried them out accordingly.	✘	This is currently not been undertaken at the Council. The Council has not formally conducted analysis on pay gaps related to other protected characteristics, such as disability and ethnicity to provide valuable insights into the organisation's equality landscape Conduct a formal review to assess the relevance and feasibility of analysing pay gaps related to other protected characteristics to inform and enhance the council's broader equality, diversity and inclusion strategies and action plans.
4.5	Specific, measurable, achievable, realistic and time-bound (SMART) actions have been identified that clearly address root causes and assigned to appropriate leads.	✘	See Recommendation in 4.2 above
5. Third parties			
5.1	There is a structured process to ensure that outsourced providers are aware and aligned to the organisation's EDI requirements.	✓	The Council's Equality and Diversity Policy 2024/27 requires that procurement and commissioning processes and practice take account of the diverse needs of clients. To ensure compliance the Council includes an equalities questionnaire as part of its invitation to tender package which is assessed as part of the due diligence process when selecting suppliers, providing useful Equalities Information on the contractor as part of the tender process. There is also a Procurement instruction form which ask whether specific equality implications need to be considered as part of the procurement process. Sample contracts were seen, showing standard equality clauses included in them.

Assessment of maturity for this element					
	Immature	Aware	Defined	Mature	Continuous Improvement
Current		✓			
Target			✓		

Recommendations for improvement - GOVERNANCE, COMPLIANCE, AND STRATEGY
<ol style="list-style-type: none"> 1. The Council to review all actions to ensure they have specific, measurable outcomes or outputs, where possible, add quantifiable targets and clearly define deliverables for each action. 2. Revise each action to include specific, measurable outcomes e.g EQU03 can read '<i>Reduce health inequality gap in Carlton and Netherfield by X%</i>' to be measured by a specific metric 3. Define clear deliverables for each action clearly stating the tangible outputs expected. For example, EQU01 '<i>Produce a comprehensive data analysis report on hate crimes including trend analysis and recommended interventions, by Q3 2024</i>'. 4. The Council to conduct detailed analysis of pay structures and career progression 5. Analyse the impact on part-time work on career progression and pay, given the high proportion of women in the lower quartile. 6. Set realistic but ambitious targets such as increasing the proportion of men in the lower quartile or women in the upper quartile by a specific percentage within a defined timeframe.

7. Analyse the data collected on its equality information to understand how different characteristics combine to affect pay.
8. Investigate how factors like age, ethnicity and working patterns correlate with gender in different pay quartiles.
9. Explore whether certain age groups face compounded disadvantages in pay and progression.
10. Conduct a formal review to assess the relevance and feasibility of analysing pay gaps related to other protected characteristics to inform and enhance the council's broader equality, diversity and inclusion strategies and action plans. This can involve comparing the mean pay gap between races or ethnicity on an hourly rate basis, examining/analysing the difference in average bonus pay.

EDI Maturity Assessment - Structure			
1.	Committees, Networks and Forums	✓/✗	Evaluation
1.1	The need for committees, representative networks and forums (staff and service users where appropriate) are formally identified.	✓	<p>Strategic Equality and Diversity Group (SEDG)</p> <p>The Council has established the Strategic Equalities and Diversity Group (SEDG) to provide corporate leadership, ensure commitment in meeting the Council's Public Sector Equality Duty under the Equality Act 2010, and to ensure it demonstrates fairness in its delivery of services and in its employment practices.</p> <p>The SEDG is chaired by the Portfolio Holder for Young People and Equalities</p> <p>The SEDG also has a broad membership with representative and executive functions across the Council, including:</p> <ul style="list-style-type: none"> • Policy Advisor for Young People and Equalities • Leader of the Council • Deputy Leader of the Council • Other Members of Cabinet who may wish to attend • One Member from each of the opposition groups • Chief Executive • Director with lead responsibility for equality and diversity (currently the Director of Corporate Resources) • Head of Governance and Customer Services which is the Head of Service with overarching responsibility for delivery of the Action Plan within the Gedling Plan <p>Other people may be invited to attend e.g. officer representatives from specific council services.</p> <p>The SEDG reviews annual reports in relation to the delivery of the council's Strategic Equality Framework and Action Plan and report the achievements and areas of improvement to Cabinet.</p>
			<p>Officer Equality and Diversity Group</p> <p>The Officer Equality and Diversity Group is a support subgroup convened by the SEDG to:</p> <ul style="list-style-type: none"> • Ensure performance management of equality actions against framework and action plan, ensuring deliverability on an operational level • Review Equality framework and action plans and ensure it remains up to date • Analyse equality related complaints, comments, and compliments to identify trends and areas for improvement or positive practices • Challenge bad practice • Consider/identify corporate training needs <p>The above among others are the remit of the Officer Group and members are the Director of Corporate Resources, Head of Community and Leisure as well as the Head of Human Resources, Performance and Service Planning.</p>
			<p>Gedling Inclusion Group Support (GIGS)</p>

		<p>The Council has a staff-based equality network, the Gedling Inclusion Group Support (GIGS) established as a proactive forum to drive positive change in equality, diversity, and inclusion across the Council. Acting as an objective and confidential platform, GIGS aims to bridge communication gaps between departments, collect representative data on staff experiences, and promote awareness of diverse cultures and protected characteristics. The group serves as a resource for both staff members to raise concerns and for departments seeking guidance on equality matters.</p> <p>The group is very well represented as it's got representatives from all the teams across the organisation. The group consists of members from various departments and roles within the organisation, including:</p> <ul style="list-style-type: none"> • Customer Services Manager (Chair) • Democratic Services representative (Vice Chair) • Customer Service Advisor/HSSF (Secretary) • Customer Service representative • Legal Manager • Casual Reception/Swim Scheme representative • Aquatics and Inclusivity representative • GMB/Parks representative • Representatives from other departments <p>By bringing together representatives from various departments and levels within the organisation, GIGS seeks to ensure that all voices are heard, and that equality, diversity, and inclusion principles are embedded throughout the council's operations.</p>
<p>1.2</p>	<p>Committees, networks and forums have documented terms of reference that are aligned to the organisation's governance structures. Terms of reference provide sufficient empowerment to escalate issues to relevant senior staff.</p>	<p>✓/*</p> <p>We reviewed the terms of reference for the following groups:</p> <ul style="list-style-type: none"> • Strategic Equality and Diversity Group (SEDG) • Officer Equality and Diversity Group • Gedling Inclusion Group Support (GIGS) draft <p>We noted the following:</p> <ul style="list-style-type: none"> • The terms of reference outline the need to set and monitor an annual workplan, like the Equality Framework and Action Plans. • The Officer Equality Group, Terms of Reference is not standardised, as the aim/purpose of the group, frequency of meeting, members, as well as reporting or escalation path was not stated. • GIGS has a draft term of reference, stating the purpose and remit of the group, frequency of meeting, roles and responsibilities, and list of members. There is no defined escalation path or reporting line within the guide to show how information is fed back to management. <p>Council should develop formal terms of reference for the Officer Equality Group as part of its</p>

			<p>governance structure and make clear the distinction between representative and executive forums. The group should be made up of appropriate senior leaders across services to ensure that EDI can be embedded in operational areas.</p> <p>Terms of reference for GIGS to be completed and reviewed for consistency of language, updated to include clear escalation and feedback pathway. (We have provided a sample of best practice ToR template as seen in other Public sector organisations we have worked with.</p>
1.3	Decisions based on information escalated are fed back.	✓	The SEDG and Officer Equality and Diversity Groups have escalated to Cabinet and the Overview and Scrutiny Committee on the Equality actions and public consultations outcome on the Equality and Diversity policy and this has been taken onboard by both Cabinet and the Committee.
1.4	There is visible senior executive sponsorship of established committees, representative networks and forums where appropriate.	✓	As noted above in Structure 1.1, the SEDG is chaired by the Portfolio Holder for Young People and Equalities, the Officer Equality and Diversity Group has Directors and Heads of Service as members while GIGS is chaired by the Customer Services Manager and vice chaired by the Head of Democratic Services.
1.5	Committees, representative networks and forums meet with sufficient regularity to discharge their responsibilities.	✓	<p>There is evidence the various equality groups meet regularly at the council, in alignment with the frequency of meeting stated within their terms of reference, to discharge their responsibilities.</p> <p>The Strategic Equality and Diversity Group (SEDG) has met four times between September 2023 to June 2024</p> <p>The Officer Equality and Diversity Group, between March 2023 and May 2024 has met six times</p> <p>The Gedling Inclusion Group Support (GIGS) although stated it would meet monthly for the first six month following establishment and quarterly thereafter, has had four meetings between December 2023 and May 2024</p>
1.6	Committees, representative networks and forums maintain action logs that are monitored.	✗	<p>The GIGS, SEDG as well the Officer Equality groups allocate actions to members at every meeting although a log is not maintained for follow up.</p> <p>They intend to record action items in a log. A review of the action log will be a standing item on the agenda.</p> <p>Action logs arising from networks and groups should detail specific, measurable, achievable, realistic, and time-bound (SMART) actions, assigned to appropriate leads</p>
1.7	The organisation proactively consults committees, networks and forums before change initiatives. Consultation can be sufficiently evidenced.		<p>Equality Policy</p> <p>The Equality policy aims to achieve this through one of its commitments which states ‘we will design our plans, policies and practices to meet the needs of all our communities by using detailed research and data, consulting and engaging with relevant stakeholders and the communities, having regard to their views, following our legal duties and using our experience of good practice.</p>

			This has however not been evidenced as the staff network is still in its infancy
1.8	Accessibility to committees, representative networks and forums is considered and measures are implemented where reasonable.	✓/✗	<p>We noted that that accessibility has been considered from the point-of-view of physical attendance at meetings.</p> <p>In discussion with the GIGS leadership there could be additional steps to improve accessibility to networks in other ways such as ensuring those who have not publicly disclosed their sexuality or gender are able to participate safely such as through confidentiality notices.</p>
2.	Resources		
2.1	Resource requirements have been identified in line with the organisation's EDI vision and strategy and budget allocated.	✓	The Council's EDI function sits currently within the Deputy Chief Executive's office with shared responsibility with the Strategic Equality Diversity Group (SEDG) and resourced within the same directorate.
2.2	Where there is an EDI Function/dedicated EDI staff, the structure of the organisation allows for it to be sufficiently holistic in its approach.	✓	<p>While the Council's EDI lead is the Deputy Chief Executive, we were informed the ongoing restructuring at the Council, will see the EDI function being repositioned within the Organisational Development Team.</p> <p>This risk of the function not being sufficiently holistic will likely be reduced over time through:</p> <ul style="list-style-type: none"> • SEDG role • The designation of the Executive Lead for EDI being the Deputy Chief Executive • The EDI strategy being holistic in its remit and action plans being embedded within service plans.
2.3	The organisation has assessed its reliance on staff volunteers in administering representative networks and forums.	✗	<p>We discussed this with GIGS group leaders and noted the group has just been created and still at its infant stage, but from interaction with colleagues, there is no good support from line managers for network-related work, as they have to this at their own time sacrificing lunch breaks as there is a substantial amount of administrative work that comes with managing networks such as minutes, action log tracking, and agendas.</p> <p>The Council has not formally agreed upon documented protected time for leaders of staff network groups to undertake group activities. This absence of officially sanctioned time may hinder the growth of staff forums, effectiveness and sustainability of these staff-led network. This could lead to inconsistent support across different departments or managers resulting in inequitable opportunities for staff network engagement</p> <p>Council to formally document and implementing a policy that allocates protected time for network leaders.</p> <p>Ensure that line managers are aware of and supportive of this, incorporating it into workload planning and performance discussions.</p>

2.4	Regular review takes place of ongoing resource requirements.	✓	In discussion with the Deputy Chief Executive as the Executive with lead responsibility for EDI at the Council, this is an area that the Council is constantly reviewing but due to the present financial constraints they are not able to have a dedicated staff for EDI function but with scope for this in the future.
-----	--	---	---

Assessment of maturity for this element					
	Immature	Aware	Defined	Mature	Continuous Improvement
Current			✓		
Target				✓	

Recommendations for improvement - STRUCTURE
<ol style="list-style-type: none"> 1. The Council should develop formal Terms of Reference for the Officer Equality Group as part of its governance structure and make clear the distinction between representative and executive forums. The group should be made up of appropriate senior leaders across services to ensure that EDI can be embedded in operational areas. 2. A Terms of Reference for GIGS to be completed and reviewed for consistency of language, updated to include clear escalation and feedback pathway. (We have provided a sample of best practice ToR template as seen in other public sector organisations we have worked with). 3. Action logs arising from networks and groups should detail specific, measurable, achievable, realistic, and time-bound (SMART) actions, assigned to appropriate leads 4. The Council to formally document within the GIGS ToR a process that allocates protected time for network leaders and ensure that line managers are aware of and supportive of this, incorporating it into workload planning and performance discussions

EDI Maturity Assessment - Policies, Procedures, Training and Development			
1.	Policies and Procedures	✓/✘	Evaluation
1.1	An EDI policy framework has been implemented, with key relevant policies identified.	✓	<p>Equality Diversity and Inclusion Policy 2024-27</p> <p>The Council has recently updated its Equality Diversity and Inclusion Policy which is supported by the it's Equality and Diversity Framework and Action Plan which provides an annual operational programme of equality actions linked to the Gedling Plan and service plans.</p> <p>The policy is intended to be valid from 2024 to 2027. The policy signposts to several other council policies such as Recruitment and employment policies and standards, Code of Conduct for Members, Complaints, Compliments and Comments policy, Procurement equality standards, Equality objectives. Gedling Plan, Equality Framework and Action Plan. This is also linked to the Equality Impact Assessment guidance to analyse the effects of policies, procedures, and services on people and make sure Council decisions are fair, informed and lawful.</p>
1.2	Policies are subject to regular review and there is a structured process to align them with key legal and regulatory standards that the organisation is subject to.	✓	<p>Review of Equality Policy</p> <p>The Council plans its Equality Diversity and Inclusion policy will be regularly reviewed at least every 3 years to ensure it remains fit for purpose. They will ensure they engage with residents and staff to enable this policy to be reviewed, considering the views of those who use its services or work for, or with the Council.</p>
1.3	There is a structured process to evaluate the organisation's policies alongside peers and incorporate good/best practice.	✓	The Director of Transformation, with responsibility for People and Organisational Development is a member of the Nott HR group where best practices on EDI are shared and discussed and uses this approach to network with other Council and engage in peer learning to ensure that policies incorporate good/best practice.
1.4	Policies clearly distinguish between expected behaviours and practices in line with the organisation's values, vision, and EDI strategy and those that are unacceptable.	✓	The Equality, Diversity and Inclusion policy covers this under section 5.9 which states; <i>'All employees have a personal responsibility to act in accordance with Equality law and other codes of conduct and policies endorsed or adopted by the Council which govern acceptable behaviour. Employees have a personal responsibility to ensure that the Council's commitment to equality and diversity is fulfilled and that this policy is complied with. Failure to comply with this policy will always be investigated under the Council's Disciplinary Procedure and may result in disciplinary action'</i> .
1.5	Policies and procedures are designed to ensure that there are no negative and unjust consequences for those that have raised issues, concerns and highlighted areas of non-compliance to policies and/or legislation.	✘	While the Council Whistleblowing policy does state that 'The Council is also committed to preventing any harassment, victimisation or unfair treatment of any person arising from their whistleblowing, and where appropriate, take disciplinary action against any member of staff responsible for such harassment, victimisation or unfair treatment against a whistleblower', The Equality Diversity and Inclusion policy as well as the Complaints

			<p>Compliments and Comments Policy does not address consequence of raising concerns about negative treatments.</p> <p>This should be incorporated into Council policies, particularly as it concerns EDI. The Council should map its processes and make clear the distinction between preventative and detective processes.</p>
1.6	<p>Procedures to address non-compliance with policies differentiate between genuine mistakes (where systems are undeveloped, risky behaviours (where systems need to be improved, and more training is required) and reckless behaviours (where systems and processes are set up to encourage compliance but there is deliberate override) while acknowledging the potential for harm regardless of intent.</p>	-	<p>This should be incorporated into the Council policies.</p>
1.7	<p>Policies and procedures are designed to ensure that senior leaders are subject to the same standards of behaviour as other staff.</p>	-	<p>This should be incorporated into the Council policies</p>
1.8	<p>Policies are accessible and communicated throughout the organisation.</p>	✓	<p>We were advised that all Council policies are available and easily accessible to staff on the intranet, and we confirmed ease of access to a number of these policies on the Council's website for easy access by the public.</p>
Training and Development			
2.1	<p>Role-relevant training is available during induction and is refreshed at periodic intervals.</p>	✓ / x	<p><u>Mandatory Training</u></p> <p>Equality Diversity and Inclusion is a mandatory training at the Council carried out via an e-learning module provided by Meritec. All starters at the Council are required to complete this as part of their onboarding requirement with a refresher mandated every 3years. The training is available on the Council intranet page for easy accessibility and refresher. In compliance with the Council EDI policy, the provision of training for Members and officers in relation to equality and diversity awareness are provided at the Council. Trainings were also provided to officers in relations to the consideration of human rights impacts in report writing and decision making.</p> <p>We noted the Council mandatory training advises staff to discuss with their line managers if they suspect a case of discrimination or have concerns about the operation of the EDI policy in their work area, however there were no role-specific trainings provided in this regard.</p> <p>There is a gap in specific training for managers detailing how to approach these conversations and how to resolve these (either formally or informally).</p> <p>Manager specific trainings should be provided to equip these staff with requisite knowledge to manage and handle difficult discussions around unconscious bias and managing microaggressions</p>

2.2	Training content contains reference to applicable legal and regulatory standards.	✓	<p>The Council mandatory e-learning content covers primarily The Equality Act 2010 (the Act).</p> <p>The training covers the Public Sector Equality Duty (PSED) outlining both the general and specific duties as applicable to the Council</p> <p>The content also addresses the protected characteristics defined by the Equality Act and explains the different types of discrimination that are prohibited by law. It also references the Human Rights Act 1998, as the statutory body with the responsibility to encourage equality and diversity, eliminate unlawful discrimination, and protect and promote human rights</p>
2.3	Training content communicates the organisation's values, expectations, key policies and practices.	✓	<p>Mandatory Training Content</p> <p>The Council's mandatory e-learning effectively communicates its core values, expectations and key policies related to equality and diversity. It provides an overview of legal requirements and organisational practices.</p> <p><u>Organisational Values</u></p> <ul style="list-style-type: none"> • Inclusivity and Respect: the training emphasises respect for diversity and the importance of creating and inclusive environment. Stating that valuing differences is a core organisational value • Fairness and Equal Opportunity: The training's definition of equality and diversity highlights its commitment to fairness and equal opportunity for all stakeholders • Legal Compliance and Ethical Behaviour: The training underscores the importance of compliance with the Equality Act 2010, reflecting the Council's value of operating within legal and ethical frameworks <p><u>Expectations</u></p> <ul style="list-style-type: none"> • Employee Conduct: the training clearly states all employees to recognise and respect equality and diversity in their work activities and emphasises zero tolerance for bullying, harassment, or discrimination. Employees are also expected to be aware of their own biases both conscious and unconscious and learn to manage them • Managerial Responsibilities: Specific guidance is provided for managers, highlighting their role in addressing equality and diversity issues within their teams. <p><u>Key Policies and Practices</u></p> <p>The training mentions two key policies; The Equality and Diversity Policy 2021-24 for supply of services as well as the Equality Policy (Employment) that applies to all employees stating they can be found on the Council intranet. It provides an overview of the Equality Act 2010 and its implications to the Council and the Public Sector Duty requirements. The training outlines the protected characteristics as defined by the Act</p>

			and informs employees about the grievance procedure for making complains related to Equality and Diversity.
2.4	Training content is regularly reviewed to include the most current organisational practices and to incorporate latest developments in applicable legal and regulatory standards and/or best practice.	✓	While the training content does not show a timestamp to indicate how recent they were, it mentions the Equality and Diversity Policy 2021-2024, references the Equality Act 2010, which is still the current primary legislation for equality in the UK. The training covers the most current list of protected characteristics and included modern concepts like discussions around unconscious bias and non-binary gender identities. Furthermore, we were informed by the Director of Transformation that the current mandatory training had been produced bespoke to the Council by Meritec in 2022.
2.5	Training records are maintained.	✓/✗	<p>Council have commissioned Meritec to provide bespoke EDI Trainings. Training compliance figures for the period covering April 2023 to March 2024 shows 216/430 (50.2%) of staff have completed this.</p> <p>Trainings at the Council are administered through Meritec eLearning platform, including the EDI trainings, despite about half population of Council staff not having access to computers to complete these trainings, due to the nature of their jobs e.g frontline staff with varying shift patterns like those in Leisure services, Depo staff like Parks teams, Waste services etc.</p> <p>The Director of Transformation confirmed this is being reviewed by the Council as budget has been established to pay this class of staff overtime, to take the trainings outside of their normal working hours after their shifts. Also, for staff based in the Depos, there is a plan to use an internal resource to facilitate face-to-face EDI trainings at the depo for these group of staff.</p> <p>Develop role-specific EDI content relevant to different service areas</p> <p>Consider including and providing EDI trainings during team meetings or briefing</p> <p>Regularly assess training effectiveness across different delivery methods</p>

Assessment of maturity for this element					
	Immature	Aware	Defined	Mature	Continuous Improvement
Current		✓			
Target			✓		

Recommendations for improvement - Policies, Procedures, Training and Development

1. Manager specific training should be provided to equip staff with requisite knowledge on inclusive leadership skills, how to support staff as well as handle difficult conversations around unconscious bias and managing microaggressions.
2. Manager training should also include how to embed EDI considerations through service plans and business cases through the equality impact assessment toolkit.
3. In addition to developing alternative training formats (e.g face-to-face sessions, workshop activities) and allocation of budget and protected time for non-office-based staff to complete EDI trainings, the Council should consider implementing mobile-friendly learning options for staff without access to PCs but with access to smartphones.
4. Develop role-specific EDI content relevant to different service areas as well as consider including and providing EDI trainings during team meetings or briefing.
5. Regularly assess training effectiveness across different delivery methods.

EDI Maturity Assessment - Measurement, Accountability, and Continuous Improvement			
1.	Measurement	✓/✘	Evaluation
1.1	There is a structured approach to identify data the organisation needs to record to meet its legal and regulatory requirements.	✓	<p>The Council collects data on residents and its employees in respect of the protected characteristics, and all data collected are GDPR/DPA compliant. Equality information is collected by Human Resources, Housing Needs and Leisure, reported to Senior Leadership Team and published on the Council's website in its Equality Information document as well as on the "Equality and Diversity" page on the intranet. Also, the Council's Data Hub which is a rich source of equality, diversity and inclusion data, now includes links to the current Census (2021).</p> <p>When conducting public consultation, a standard set of EDI questions are now being used for all consultation exercises, allowing for full analysis of issues and how they might relate to protected characteristics. Also Census data has been used by Democratic Services to establish the makeup of the electorate as part of work to improve accessibility under the Elections Act 2022</p>
1.2	Key performance Indicators (KPIs) are defined in line with desired outcomes outlined in the EDI strategy.	✓	<p>The Council in its 2020-23 Equality and Diversity Framework had 70 actions in its Action Plans, created against the Local Government Association Equality Framework for Local Government, with 62 of these completed within target period. The new Equality policy has proposed a new approach from 2024 to embed equality actions into annual service plans. Each service area will then produce a service plan which contains specific actions that are designed to meet the objectives and high-level themes which are then set out in the Gedling Plan (Council annual business plan) and monitored annually. Currently this plan runs from 2023 to 2027.</p>
1.3	The rationale for organisational-level KPIs is documented and clearly considers the behaviour that will be implicitly or explicitly encouraged by the organisation.	✘	See Governance, Compliance, and Strategy 1.6.
1.4	If there is an EDI Function/EDI staff, sufficient distinction is made between organisational KPIs and EDI Function KPIs.	-	<p>There is no designated EDI function at the Council presently, as this is overseen by the Director with responsibility for EDI who has been recently appointed as the Deputy Chief Executive. The Council has introduced a Strategic Equality and Diversity Group which is chaired by a cabinet member and fully serviced through senior officers and a PA. Whilst no single person is designated as Equality Officer the work associated with the delivery of actions is progressing as equality action plans have been embedded into service plans to be managed by the Assistant Directors/Heads of Services. Whilst this subject area is extremely important for the Council, it has expressed difficulty in funding resources for a dedicated officer.</p>
1.5		✓	Employee Data

	Systems are in place to collect and interpret data in line with requirements above.		Employee data is collected and analysed through the Council’s HR system, Zellis. Council Service data The Customer Services department collects Equality data for residents and service users which is then analysed by Council. As part of work to improve accessibility, Census data is also analysed by the Democratic Service team to establish the make-up of the electorate. Also to allow for full analysis of issues and how they might relate to protected characteristics, when conducting public consultation, a standard set of EDI questions are now used for during the exercise.
2. Accountability			
2.1	Actions contained in action logs are completed in a timely manner and significant slippages are challenged. Where actions will not be taken, this is clearly communicated.	✓	The Councils Equality Action Plans for 2023/24 contained 70 actions which are allocated a named senior officer within the council and a time by which they must be completed and are updated on the Council’s performance management system Pentana. We found as of March 2024, 88% of these actions have been completed, recorded on Pentana, and reported to Cabinet. This was confirmed by the SEDG, supported by the Officer’s Equality Group. The newly updated 2024-27 Equality and Diversity Policy, has defined a new approach for equality actions to be embedded into Service plans. Overall, 16 EDI actions have been identified, distributed into 12 services and recorded on the Pentana performance management system to be monitored annually.
2.2	The organisation communicates decisions clearly and engages with internal and external feedback.	✓	Internal Feedback As noted in 1.3 under Structure, the Council with internal feedback from the Strategic Equality and Diversity Group as well as the Officer Equality and Diversity group but no escalations have been received from the Gedling Inclusion Group Support (GIGS) having been newly created. External Feedback The ‘Have Your Say’ and ‘Consultation’ pages on the Council website shows the council constantly seeks resident’s view on its activities. There is a Consultation response form for members of the public wishing to participate, to complete. The page further lists current and future consultations with dates and background documents. See Tone form the Top 1.1 and for details of EDI consultations. We confirmed the Council has published on its website, the Equality and Diversity Consultation report for 2024, stating actions it has taken so far to address engagement outcomes

2.3	EDI is a defined management competency.	x	<p>As stated under Training and Development 2.1, EDI is implicitly a management competency as the training content directs staff to their line managers whenever they have concerns.</p> <p>However, there is a gap in equipping managers with requisite competencies to carry this out effectively. As part of Policies, Procedures, Training and Development, we have recommended that further managers' training be developed (See Recommendation 1 in Policies and Procedures)</p>
3. Continuous Improvement			
3.1	The performance and management framework is linked to organisational values.	✓	<p>As contained in the Gedling Plan 2023-27, the Council Leader stated "our actions to ensure that equality, diversity and inclusion is a golden thread that runs through the delivery of plans across all services" underpins all works. The new approach for Equality and Diversity as captured in the Equality and Diversity Policy 2024-27, is to embed equality actions into annual service plans rather than have them as standalone action to ensure achievement of Council objectives set out under s149 of the Equality Act 2010. This is confirmed under the 'Community' theme of the Gedling Plan specifically within the objective to, "Provide opportunities for all people to connect and live, work and socialise together, and have equal access to services". To ensure delivery, key service-based actions have been approved for inclusion and reporting to Cabinet. Quarterly progress update on the actions which have been recorded on the Pentana performance management system will be reported to the SEDG, chaired by the Portfolio Holder for Life Chances and Vulnerability.</p>

3.2	Data collected is interpreted and presented as useful and relevant management information that is used to inform operational and strategic decision making.	✓	<p>The Council collects and publish information and data on the profile of its communities and the extent of inequality and disadvantage.</p> <p>Internally on the intranet page, the Data Hub provides an easily accessible online portal for access to data that informs and evidence decision-making, service planning and other project work. Service user data are collected at the Council Leisure centres and Housing Needs, with reference to protected characteristics to support equality analyses and equality impacts assessment. Additionally, Council's Complaints, Compliments and Comments Policy for managing customer feedback allows Customer Services to contact customers to evaluate appropriateness of response. Quarterly, these Customer satisfaction surveys are then entered onto the Council's corporate performance management system, analysed and reported to Senior Leadership Team, to ensure customers' experiences are analysed and remedial action is identified and acted upon. This is further reported annually to Cabinet and Overview and Scrutiny Committee.</p> <p>At the end of the process Customer Services may contact customers to evaluate the response. The aim of this is to provide information to help the Council determine effectiveness of response and service provided.</p> <p>Externally the Council collects data about health inequality, including Public Health England data, Primary Care data, and Nottinghamshire County Council Public Health data together with local qualitative knowledge from working in communities. It also conducts Resident's Satisfaction Survey every 6 months to develop its strategies and understand what residents think and need; and identify any areas where there might be a need for further improvement.</p> <p>The results of the Satisfaction Survey are reported to SLT and Cabinet and this is used to inform the Gedling Plan. An assessment is also made to understand whether the profile of respondent is proportionate to the profile of the borough.</p>
3.3	Effectiveness of the EDI strategy is evaluated, with lessons learned analysed and documented.	✓	<p>The Council have held two rounds of public consultations in 2021 prior to approval of its Equality and Diversity Policy document along with the Equality and Diversity Framework and Action Plan for 2021-2024, and another round of consultation between February and March 2024 for the review an update of the policy for 2024-2027.</p> <p>Feedback from the public consultations is analysed and reported to Cabinet and the Overview and Scrutiny Committee. The suggestions for 2024 mainly relate to the theme that policy should be presented in a more 'committal way' by outlining specific needs to each protected characteristic, real commitments</p>

			<p>to eliminate unlawful discrimination as well as using the term 'inclusion' in the policy title.</p> <p>Also, the Council is undertaking an equality and diversity assessment through the Local Government Association (LGA) Equality framework for Local Government. This model sets actions to be completed by the council to deliver good equality outcomes and required actions to be completed for further improvements. Through the framework the Council had set up 70 and completed 62 equality actions for FY 2023/24. Following the assessment against the LGA framework, Council has identified areas where gaps exist to improve its approach to equality and diversity and have now effected this in its new approach of embedding equality actions into service plan actions for 2024/25.</p>
3.4	The organisation is aware of internal and external perceptions of its EDI approach, has sought feedback and taken action as appropriate.	✓	See 3.2 and 3.3 above

Assessment of maturity for this element					
	Immature	Aware	Defined	Mature	Continuous Improvement
Current			✓		
Target				✓	

Recommendations for improvement - CONTINUOUS IMPROVEMENT
N/A - no recommendations have been raised.

STAFF INTERVIEWED

BDO LLP APPRECIATES THE TIME PROVIDED BY ALL THE INDIVIDUALS INVOLVED IN THIS REVIEW AND WOULD LIKE TO THANK THEM FOR THEIR ASSISTANCE AND COOPERATION.

Councillor Kathryn Fox	Portfolio Holder for Life Chances and Vulnerability
Francesca Whyley	Deputy Chief Executive and Monitoring Officer
David Archer	Director of Transformation
Lance Juby	Assistant Director for Communities, Leisure and Wellbeing
Natalie Osei	Assistant Director of Governance & Democracy, Deputy Monitoring Officer
Nic Bond	Chair, Gedling Inclusion Groups Support
Emma McGinlay	Vice Chair, Gedling Inclusion Groups Support
Fiona Chandley	PA, Senior Leadership Team

APPENDIX I - DEFINITIONS

RECOMMENDATION SIGNIFICANCE	
High	A weakness where there is substantial risk of loss, fraud, impropriety, poor value for money, or failure to achieve organisational objectives. Such risk could lead to an adverse impact on the business. Remedial action must be taken urgently.
Medium	A weakness in control which, although not fundamental, relates to shortcomings which expose individual business systems to a less immediate level of threatening risk or poor value for money. Such a risk could impact on operational objectives and should be of concern to senior management and requires prompt specific action.
Low	Areas that individually have no significant impact, but where management would benefit from improved controls and/or have the opportunity to achieve greater effectiveness and/or efficiency.

	Tone from the Top	Governance, Compliance, and Strategy	Structure	Policies, procedures, training and development	Measurement, accountability, and continuous improvement
Continuous Improvement	There is a formal process in place to ensure EDI is embedded into the organisation's strategy, values and key objectives. There is an identified lead for EDI at Board and/or Executive level. Lessons learned are documented. The Board and/or senior management have considered whether there is a need for a Board Diversity Action Plan.	There is a formal organisational strategy that strives for good practice beyond minimum legislative or regulatory standards for EDI that takes into account not just employees but how EDI is incorporated into operations. EDI issues are considered in evidence-based strategic and operational decision-making.	The organisation's representative forums and networks have clear support from senior management. Representative forums have appropriate terms of reference and are proactively consulted to ensure EDI objectives are met.	The organisation's EDI policies and procedures differentiate between and appropriately address genuine mistakes (systems are undeveloped), risky behaviours (where systems need to be improved and more training is required) and reckless behaviours (where systems and processes are set up to encourage compliance but there is deliberate override) while acknowledging the potential for harm regardless of intent. Training is frequently reviewed to incorporate best practice and is role-specific to the organisation's needs. The organisation's policies and procedures are	High quality, accurate and timely information is available to operational and executive management. The organisational performance management framework and reward structure drives improvements in EDI. EDI is a defined management competency. Management assurance is provided on the effectiveness of EDI initiatives on a regular basis.

				designed to ensure that there are no negative and unjust consequences for those that have raised issues, concerns and highlighted areas of non-compliance to policies and/or legislation.	
Mature	There is a clear and formal Board and senior management commitment to EDI, and EDI is considered in Board level processes such as recruitment.	There is a formal organisational strategy in place for EDI that takes into account not just employees but how EDI is incorporated into operations. There is a formal process in place to facilitate consideration of EDI issues in evidence-based operational decision-making, for example, in service planning and new projects. The organisation has a formal process to ensure that regulatory reporting standards are met.	Relevant representative forums are in place with appropriate terms of reference that allow for escalation of issues. Accessibility to forums is considered with areas for improvement identified. Resourcing is regularly reviewed in context of EDI objectives to ensure that there is not an inappropriate amount of additional work is placed on representative forum chairs or leads that is unremunerated.	A framework of EDI policies and procedures relevant to the organisation are in place and subject to regular review. There are formal processes in place to ensure that they take into account legislative and regulatory standards. Training is given that supports the organisation's EDI objectives and clearly communicates expected behaviours. Compliance to training is monitored. Policies and procedures clearly distinguish between acceptable and unacceptable behaviours and are aligned to the organisation's EDI objectives. There are sufficient procedures in place to identify and address undesirable behaviour.	Key performance indicators and success criteria are clearly defined with regard to the EDI strategy, aimed to encourage desired behaviours. Management assurance is provided on the effectiveness of EDI initiatives on an ad hoc basis. Values and EDI are linked to objectives.
Defined	EDI is addressed at senior management and Board level, however there may not be a formal approach.	The organisation has begun to formulate an EDI strategy that is largely focused on EDI in the context of staff and employees.	Relevant representative forums and networks have been identified with some operating effectively.	The organisation has begun to outline a framework of policies and procedures relevant to its EDI objectives and obligations, though not all may be implemented.	Data is collected and turned into meaningful information. Reporting requirements aligned to the organisation's objectives may be

	Senior management and the Board have begun identifying actions to proactively address EDI across the organisation.	There is some consideration of EDI in decision-making, however, this may not yet be consistently applied across all areas of the organisation.	Resourcing is formally considered, however, there may be a significant reliance on unpaid additional work for EDI initiatives.	Some managers are trained in EDI and this is limited to minimum EDI legislative requirements in the workplace. Some procedures are in place to identify and address undesirable behaviour.	defined, however are not yet fully implemented.
Aware	Risks surrounding EDI are escalated to Board level. EDI is implicitly linked to organisational values.	The organisation has a range of EDI programmes and initiatives in place, however, these may not be fully aligned to overarching defined EDI objectives. A documented EDI strategy is not formally in place and there is limited consideration of EDI in decision making.	Some representative forums and networks have been set up. However, there may be a scattered or grassroots approach. These may not be aligned with organisational objectives or governance. Resourcing is not formally considered.	Some EDI policies are in place that are relevant to the organisation's minimum legislative requirements. Objectives of policies and procedures are identified. Gaps have been identified where the organisation could improve. Training gaps have been identified. Policies and procedures may not be effectively communicated or sufficiently accessible across the organisation.	Some measurement of data is collected, with limited management information and analysis produced. However, this is largely aligned to meeting minimum legislative standards rather than defined organisational objectives for EDI.
Immature	Risks with regard to EDI are not considered by senior management and escalated to the Board.	There is a scattered approach to EDI programmes and initiatives.	There are no formal or informal provisions that the organisation is aware of. Resourcing is not considered.	Appropriate policies are not in place and there is not a defined process to ensure that they are up-to-date and meet minimum legislative standards.	Key performance indicators are not identified and measurement of data does not consistently take place.

APPENDIX II - TERMS OF REFERENCE



Key Risks

Based upon the risk assessment undertaken during the development of the internal audit operational plan, through discussions with management, and our collective audit knowledge and understanding the potential key risks associated with the area under review are:

- EDI is not sufficiently embedded into the Council’s strategy, values, and key objectives (tone at the Top) and given visible support by senior management and Cabinet, leading to EDI not being given sufficient prominence across the Council.
- The strategy for EDI is ineffective or not appropriately monitored leading to inconsistent practice and a silo-approach.
- The process for embedding EDI into service design is ineffective leading to the Council not actively working to reduce inequalities that adversely affect people who share a relevant protect characteristic.
- There is no structured process for embedding EDI into new projects to ensure that accessibility is adequately considered from the outset.
- Committees, working groups and staff forums that discuss EDI issues do not have sufficient terms of reference leading to issues being resolved unsatisfactorily.
- EDI policies and procedures are not appropriately identified and reviewed for legislative compliance and best practice leading to inappropriate practices being endorsed by the Council.
- Policies and procedures are not implemented and communicated, leading to inconsistent practices.
- Adequate training and development is not in place (with regard to the workplace and service users) and monitored leading to the Council not communicating and reinforcing expected behaviours.
- Key performance indicators (KPIs) are either not set, leading to inability to measure success and identify areas for improvement, or inappropriate leading to undesirable behaviours being encouraged.
- The Council being unable to demonstrate that it has taken tangible and reasonable steps to meet the public sector equality duty.



Scope & Approach

The Equality, Diversity, and Inclusion Maturity Assessment will cover the following elements of equality, diversity, and inclusion:

Tone from the Top

Governance, compliance and strategy

Structure

Policies, procedures, training and development

Measurement, accountability, and continuous improvement.

Based on documentary review and interviews with key staff, each element will be judged on a five-part scale between ‘immature to continuous improvement’ (see Appendix I for details).

The scope of the review is limited to the areas documented under the scope and approach. All other areas are considered outside of the scope of this review. However, Internal Audit will bring to the attention of management any points relating to other areas that come to their attention during the course of the audit.

We assume for the purposes of estimating the number of days of audit work that there is one control environment, and that we will be providing assurance over controls in this environment. If this is not the case, our estimate of audit days may not be accurate.

Our approach will be to conduct interviews and perform documentary review to establish the level of maturity of each of the key elements of EDI considered by the assessment

In delivering this review BDO may need to observe and test confidential or personal identifiable data to ascertain the effective operation of controls in place. The organisation shall only provide the Shared Personal Data to BDO using secure methods as agreed between the parties. BDO will utilise the data in line with the Data Protection Act 2018 (DPA 2018), and the UK General Data Protection Regulation (UK GDPR) and shall only share Personal Data on an anonymised basis and only where necessary.

APPENDIX III - SAMPLE TERMS OF REFERENCE FOR STRATEGIC GROUP

1. CONSTITUTION

1.1 The Equality, Diversity and Inclusion Group (EDIG) reports to the Workforce Strategy Committee and has no executive powers other than those specifically delegated in these terms of reference.

1.2 The EDIG serves to provide assurance that the Council has an effective framework within which it can deliver the major projects and initiatives that form part of the Equality, Diversity and Inclusion Strategy.

The EDIG is responsible for:

- ensuring the Council commits to an equality, diversity and inclusion agenda for the benefit of our residents and staff and in line with best practice and current legislation
- monitoring implementation progress of all components of the ED&I strategy in line with national policy requirements;
- supporting and collaborating with the Council to ensure the health needs of the diverse communities we serve are understood and best met
- encouraging and promoting inclusive workplaces free from discrimination and where our diverse staff can flourish
- challenging the organisation, holding it and individuals within it to account, where and when the above does not happen
- ensuring all staff are supported in understanding the Council's commitment to equality, diversity and inclusion and demonstrate this in their roles.

2. MEMBERSHIP

2.1 The EDIG will comprise:

- Portfolio Holder (Co-Chair)
- Chief Executive Officer (Co-Chair)
- Care Group
- Care Group Director of
- Care Group Director of
- Chairs: Staff Networks
- Director of Organisational Development
- Deputy Chief People Officer
- Diversity and Inclusion Lead
- Head of Customer Service

3. FREQUENCY OF MEETINGS

3.1 The EDIG will meet bi-monthly.

4. QUORUM

4.1 The quorum of the EDIG is at least five members, which will include the Chair (Executive Director or Chief Officer). If the meeting is not quorate the meeting can progress if those present determine this. However, no business shall be transacted and items requiring approval may be submitted to the next Workforce Committee meeting as an urgent item.

5. NOTICE OF MEETINGS

5.1 Meetings of the EDIG will be called by the Secretary of the EDIG at the request of the EDIG Co-Chairs.

5.2 Only members can submit relevant items for the agenda. Items for inclusion on the agenda must be notified to the Secretary a minimum seven working days before the meeting. Papers may be submitted less than seven working days before the meeting or tabled at the meeting with the prior agreement of the Co-Chairs.

5.3 Unless otherwise agreed, notice of each meeting confirming the venue, time and date, together with an agenda of items to be discussed and supporting papers, will be forwarded to each member of the EDIG and any other person required to attend, no later than five working days before the date of the meeting.

6. ACCOUNTABILITY

6.1 The EDIG is accountable through the Workforce Strategy Committee for monitoring the delivery and impact of the Organisation's ED&I strategy.

7. RESPONSIBILITIES

7.1 The EDIG will provide advice to the Chief Executive and Cabinet on equality, diversity and inclusion matters. It will also monitor the delivery of the Council's ED&I strategy, advising and agreeing any mitigating or corrective action and / or interventions as appropriate. This will include the following:

- to provide organisational leadership and direction on all matters related to equality, diversity and inclusion
- to determine and make recommendations regarding the Council's strategic direction in relation to equality, diversity and inclusion, taking into account relevant legislation and national initiatives;
- to oversee the implementation of the Council's Equality, Diversity and Inclusion Strategy, Equality Delivery System, Gender and Ethnicity Pay Gap, developing new actions as appropriate and monitoring of outcomes;
- to review and advise on appropriate interventions for equality, diversity and inclusion including assurance when these are completed and assessment of overall impact;
- to provide support and information to all staff to facilitate improvements in the area of equality, diversity and inclusion for residents, staff and our local community;
- to ensure that changes and developments in policy and / or decisions are communicated effectively through the organisation;
- to communicate effectively with residents, staff, senior management and Cabinet members in relation to our equality, diversity and inclusion work.

8. AUTHORITY

8.1 The EDIG is authorised by the Workforce Strategy Committee to investigate / review any activity within the Terms of Reference.

8.2 The EDIG is authorised to approve its own governance cycle.

8.3 The EDIG is authorised by the Workforce Strategy Committee to obtain any external advice it requires to discharge its duties.

9. RELATIONSHIP WITH OTHER GROUPS

9.1 The EDIG will receive reports and items for escalation from the Staff Network Groups.

10. REPORTING MECHANISMS

10.1 The Co-Chairs of the EDIG should draw to the attention of the Workforce Strategy Committee any issues that require disclosure or further action.

10.2 The agenda will be agreed by the Co-Chairs in discussion with the Director of Organisational Development.

10.3 The agenda and papers will be available on request to all members of the Workforce Strategy Committee.

10.4 A formal minute of the meeting will be recorded and a highlight report / items for escalation will be reported to the Workforce Strategy Committee.

10.5 Action items will be recorded at each meeting and a log kept monitoring and reviewing progress. A review of the action log will be a standing item on each agenda.

10.6 The Committee will provide an annual summary of its work and how discharges its responsibilities and submit this to the Board of Directors.

10.7 The Organisational Development Team Administrator will act as Secretary of the EDIG.

11. PROCESS

11.1 To review and make comment to the Workforce Strategy Group on strategic plans regarding the equality, diversity and inclusion agenda.

11.2 To receive and review any reports prior to submission to external stakeholders, where appropriate.

11.3 To review relevant sections of the risk register and / or Board Assurance Framework regularly and report appropriately for equality, diversity and inclusion.

12. COMMUNICATION

12.1 The minutes of each meeting of the EDIG will be formally recorded and submitted to the next meeting of the EDIG for approval.

12.2 The annual report of the Council will contain a section regarding the work on equality, diversity and inclusion.

13. MONITORING

13.1 Attendance will be monitored as part of the agenda for each EDIG meeting, and a matrix of membership attendees will be used for monitoring purposes.

14. REVIEW

14.1 These Terms of reference will be reviewed annually (or sooner, if appropriate) to ensure it is operating at maximum effectiveness and EDIG will recommend any changes it considers necessary to the Workforce Strategy Group.

14.2 The position of Co-Chair(s) of the EDIG will be reviewed at least every three years.

APPENDIX IV - STAFF GROUP TOR EXAMPLE

Our Staff Equality Networks aim to give our people a voice in the organisation with the intention to improve experience and outcomes across the employee journey.

The events combine a sprinkle of academic research and our organisational values to offer you a fresh and exciting way to promote inclusion and celebrate diversity. The Council embraces the Equality Act 2010 and aims to demonstrate due regard to promote equal opportunity, eliminate unlawful discrimination and foster good relations.

By raising the profile of diversity and inclusion, recognising that everyone is unique, we can ensure that we are responsive to the needs of our diverse population and inspire a culture of respect for all our people. The Council recognises the importance of the Human Rights Act and aims to inspire a culture based on Freedom, Respect, Equality, Dignity and Autonomy.

Equality Networks Represented

1. Staff
2. Staff
3. Staff
4. Staff

Why do we have Staff Networks?

The Council demonstrates its commitment to diversity and inclusion as a service provider and employer by putting our residents and people first, working in partnership and treating everyone with respect. Our commitment to diversity and inclusion is extended to the following:

- The workforce is supported to remain healthy, with a focus on addressing major health and lifestyle issues that affect individual staff and the wider population;
- Cabinet and senior leaders conduct and plan their business so that equality is advanced, and good relations fostered, within their organisations and beyond;
- Middle managers and other line managers support and motivate their staff to work in culturally capable ways within a work environment free from discrimination;
- Improved communication to more effectively engage with staff to promote delivery of the staff wellbeing and diversity and inclusion plan; and
- Maintain and strengthen legal, regulatory and commissioner compliance for diversity and inclusion and demonstrate our capability to understand and meet the needs of our residents and people.

Public Sector Equality Duty

The Public Sector Equality Duty (PSED) is a toolkit that aims to improve our diversity and inclusion performance.....

Performance is measured through a wide range of key performance indicators including the Annual Equality Action Plans, Staff Survey and our annual Diversity Scorecard.

Responsibilities of the network Co-Chairs

- Set the Agenda for the meeting of the group they are chairing
- Plan and run meetings in accordance to the TOR.
- To bring impartiality and objectivity to meetings and decision making
- Ensure that the meetings are held Quarterly, and actions assigned appropriately
- Finalise the sign off minutes of meetings
- Promote the networks and ensure membership of the group from all services

- To be aware of current issues that may affect the network.

FOR MORE INFORMATION:

Gurpreet Dulay

Gurpreet.Dulay@bdo.co.uk

The matters raised in this report are only those which came to our attention during the course of our audit and are not necessarily a comprehensive statement of all the weaknesses that exist or all improvements that might be made. The report has been prepared solely for the management of the organisation and should not be quoted in whole or in part without our prior written consent. BDO LLP neither owes nor accepts any duty to any third party whether in contract or in tort and shall not be liable, in respect of any loss, damage or expense which is caused by their reliance on this report.

BDO LLP, a UK limited liability partnership registered in England and Wales under number OC305127, is a member of BDO International Limited, a UK company limited by guarantee, and forms part of the international BDO network of independent member firms. A list of members' names is open to inspection at our registered office, 55 Baker Street, London W1U 7EU. BDO LLP is authorised and regulated by the Financial Conduct Authority to conduct investment business.

BDO is the brand name of the BDO network and for each of the BDO Member Firms.

BDO Northern Ireland, a partnership formed in and under the laws of Northern Ireland, is licensed to operate within the international BDO network of independent member firms.

Copyright ©2025 BDO LLP. All rights reserved.

This page is intentionally left blank