

Agenda

Overview and Scrutiny Committee

Date: **Monday 30 September 2024**

Time: **5.30 pm**

Place: **Council Chamber**

For any further information please contact:

Democratic Services

committees@gedling.gov.uk

0115 901 3844

Overview and Scrutiny Committee

Membership

Chair Councillor Catherine Pope

Vice-Chair Councillor David Brocklebank

Councillor Roy Allan
Councillor Lorraine Brown
Councillor Andrew Dunkin
Councillor Rachael Ellis
Councillor Roxanne Ellis
Councillor Grahame Pope
Councillor Kyle Robinson-Payne
Councillor Martin Smith
Councillor Sam Smith
Councillor Michelle Welsh
Councillor Russell Whiting

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Role of the Overview and Scrutiny Committee:

- a) Hold the Executive to account
 - Review the performance and decisions of the Executive
 - Review the Council's progress in achieving policy aims and performance targets
 - Review the performance of individual services
- b) Develop and review policy
 - Help the Council and the Executive develop policy by studying issues in detail
 - Carry out research and consultation on policy
- c) Call-in Executive decisions
 - Exercise the right to call in decisions made by the Executive, but not yet implemented, if there is a need for the decision to be reviewed

d) Hold others to account

- The Overview and Scrutiny Committee can hold other public service providers to account for their activities and performance
- Undertake an annual review of the work of the Local Crime and Disorder Reduction Partnerships

AGENDA

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|----|--|---------|
| 1 | Apologies for absence | |
| 2 | To approve, as a correct record, the minutes of the meeting held on 29 July 2024 | 5 - 8 |
| 3 | Declaration of interests | |
| 4 | Partnership review - South Notts Place Based Partnership
Report of the Democratic Services Manager | 9 - 10 |
| 5 | Programme of Portfolio Holder attendance
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| 6 | Risk Management Quarter 1 update
Report of the Chief Finance and Section 151 Officer. | 45 - 48 |
| 7 | Contacts Magazine update
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| 10 | Any other item which the Chair considers urgent | |

MINUTES OVERVIEW AND SCRUTINY COMMITTEE

Monday 29 July 2024

Councillor Catherine Pope (Chair)

Councillor Roy Allan	Councillor Grahame Pope
Councillor Lorraine Brown	Councillor Kyle Robinson-Payne
Councillor Andrew Dunkin	Councillor Martin Smith
Councillor Rachael Ellis	Councillor Sam Smith
Councillor Roxanne Ellis	Councillor Russell Whiting
Councillor Paul Feeney	

Apologies for absence: Councillor David Brocklebank and Councillor Michelle Welsh

Officers in Attendance: M Hill, E McGinlay, K Nealon and S Palmer

Guests in Attendance: Councillor David Ellis

55 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS.

Apologies for absence were received from Councillors Brocklebank and Welsh. Councillor Feeney attended as substitute.

56 TO APPROVE, AS A CORRECT RECORD, THE MINUTES OF THE MEETING HELD ON 22 APRIL 2024.

RESOLVED:

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

57 DECLARATION OF INTERESTS.

Councillors Rachael Ellis and Roxanne Ellis declared an interest in item 4, having a personal connection to the Portfolio Holder for Public Protection.

58 PROGRAMME OF PORTFOLIO HOLDER ATTENDANCE.

Councillor Brown joined the meeting.

Members welcomed Councillor David Ellis, Portfolio Holder for Public Protection to the meeting to examine his portfolio. Councillor Ellis

gave an update to members on some key happenings within his portfolio.

No questions were received from Members in advance of the meeting, so Councillor Ellis delivered an update on the various areas of responsibility within his portfolio. He gave the following updates:

It was noted that there were 23,000 fewer police officers and staff nationally than there were in 2010 with the number of police community support officers (PCSOs) having dropped by more than half. Members noted that the number of police officers had increased by 20,000 between 2019 and 2022.

Members noted the three Local policing priorities in Gedling:

- Operation Silverbirch - tackling Anti-Social Behaviour and knife crime in Arnold
- Operation Spearshaft - tackling Drug supply and Child Criminal Exploitation in Calverton
- Operation Battlescar - tackling Serious Acquisitive Crime in Daybrook.

It was noted that the Police and Crime Commissioner was looking for views on the upcoming Police and Crime Plan, which aimed to improve outcomes for minority communities, young people and improve police responses and investigations. The consultation runs until 2 September 2024 and Members were asked to respond.

Members noted that there were 689 food businesses within the borough and 96% were either 4 or 5 stars (good or very good). Roughly 4% were generally satisfactory at 3 stars and members noted that there were no properties within the borough with less than 3 stars.

Members were informed of the variety of health and safety investigations which had taken place across various licensed practices and businesses within the borough such as beauty salons, animal welfare centres and funeral director visits. Proactive initiatives had also taken place such as coffee machine or gas safety checks in catering kitchens and cellar door inspections within pubs.

Members noted the work of the Private Housing team which includes:

- Selective Licensing – ensuring landlords kept their properties to a fit and proper standard for residents.
- Disabled Facilities Grants – ensuring residents with reduced mobility and other health concerns could access funding to refit properties with safety rails, washrooms and other provisions.
- Damp and mould action plan – developing and publishing an enforcement policy, mitigating the harmful effects of damp and mould.

- Retrofitting homes – Improving energy efficiency across the borough with the goal of meeting net zero ambitions and driving down fuel bills.

The Chair then gave Members the opportunity to ask questions of the portfolio holder.

Members noted that many sole traders advertised availability for various beauty treatments on social media platforms and queried whether the council proactively sought them out or whether the council relied on local reporting to conduct health and safety checks.

The Food Health and Housing Manager confirmed that the council had relied on local reporting and complaints as well as other businesses bringing them to the council's attention.

Members queried what could be done with landlords passing on the cost of selective licensing to their tenants.

Councillor Ellis explained that although the council had limited control over landlords passing on the costs, it had been noted that the selective licensing scheme had been effective in reducing the number of properties in disrepair and would be extended.

RESOLVED:

To thank Councillor Ellis for the information provided.

59 CORPORATE RISK MANAGEMENT SCORECARD QUARTER 4 2023/24.

Councillor Robinson-Payne left the meeting.

The Chief Executive introduced a report, which had been circulated in advance of the meeting, updating members of the progress of actions identified within the Corporate Risk Register.

Members queried the council's vulnerability with regards to cyber-attacks.

The Chief Executive confirmed that the council had conducted a cyber risk assessment which had been reported to the Audit Committee and confirmed that the council had been looking into cyber insurance.

RESOLVED:

To note the report.

60 Q4 (YEAR-END) PERFORMANCE.

The Chief Executive introduced a report, which had been circulated in advance of the meeting, informing Members in summary of the position against improvement actions and performance indicators in the 2023/24 Gedling Plan at the end of quarter 4 and the year end.

Members queried whether the actions taken following receipt of a complaint were recorded and publicised.

The Chief Executive confirmed that actions taken were recorded for internal audit but had not been made public.

Members queried whether the Council would set higher targets for the following year for those which met their targets in Quarter 4 for the 2023/24 year.

The Chief Executive explained that service managers were asked to suggest amended targets whilst ensuring they were not out of reach.

RESOLVED:

To note the report.

61 SCRUTINY WORK PROGRAMME

The Democratic Services Manager introduced a report, which had been circulated in advance of the meeting, providing an update on the scrutiny work programme.

RESOLVED:

To note the report.

62 ANY OTHER ITEM WHICH THE CHAIR CONSIDERS URGENT.

None.

The meeting finished at 6.55 pm

Signed by Chair:
Date:



Report to Overview and Scrutiny Committee

Subject: Partnership review – South Notts Place Based Partnership

Date: 30 September 2024

Author: Democratic Services Manager

Purpose

To consider the work of the South Nottinghamshire Place Based Partnership, as part of the programme of reviewing the councils partners.

Recommendation(s)

That the Overview and Scrutiny Committee:

- 1) considers, asks questions and makes comment on the information provided

1 Background

At the 25 April 2022 Overview and Scrutiny Committee, members agreed to roll out a programme of attendance by external partners at committee. A few partners were identified that would be invited to future meetings, including health and housing providers across the borough.

Invited questions from members will be put to the partner at each meeting, along with 'Ad hoc' questions at the meeting itself.

2. 2024/2025 programme of partnership attendance

The first partner to be invited to the 2024/25 committee cycle is a division of the Nottinghamshire Integrated Care Board (ICB), previously known as the Clinical Commissioning Group (CCG).

Members of the South Nottinghamshire Place Based Partnership will be attending the committee, along with the Chair of the board, Paddy Tipping, to provide members with an overview of the work of their organisation.

Ad hoc questions can be asked at the meeting.

3 Financial implications

There are no financial implications arising from this report.

4 Legal implications

There are no legal implications arising from this report.

5 Equalities implications

There are no equalities implications arising from this report

6 Carbon reduction/sustainability implications

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

7 Appendices

None



Report to Overview and Scrutiny Committee

Subject: Programme of portfolio holder attendance

Date: 30 September 2024

Author: Democratic Services Manager

Purpose

To consider the area of responsibility of Councillor John Clarke, Leader of the Council, as part of the programme of holding the executive to account.

Recommendation(s)

That the Overview and Scrutiny Committee:

- 1) Considers, asks questions and makes comment on the information provided and
- 2) Discusses any topics for potential inclusion in the future work programme;

1 Background

At the 26 April 2021 Overview and Scrutiny Committee, members agreed to continue with a programme of attendance by portfolio holders, and relevant officers, at committee. Areas of performance, within each portfolio for examination, would be identified, and questions for portfolio holder submitted in advance of each meeting. 'Ad hoc' questions could also be put forward at the meeting itself.

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

2. 2024/2025 programme of portfolio holder attendance

Councillor John Clarke, Leader of the Council is attending the committee to give members the opportunity to examine his areas of responsibility which includes the below:

Leader of the council

Councillor John Clarke

- Overall strategy and delivery of agreed Council priorities and objectives.
- Oversight of all Cabinet responsibilities.
- Building and developing relationships with partners at a local, regional, national and international level to pursue matters of interest to the Council and the community.
- Representing the interests of the Council and the wider community on the Local Enterprise Partnership, East Midlands Councils, and other key strategic local, regional and national bodies.
- Oversight of the Council's Partnership and Collaboration Agreements with key partners.
- Building and maintaining positive relationships with and between elected Members and employees.
- Promoting and encouraging effective corporate governance and the highest standards of probity.
- Emergency planning.
- Responding to the 'Cost of Living' crisis.

The report detailing performance indicators for quarter 1 of 2024-25 is attached at appendix 1 to the report.

3 Financial implications

There are no financial implications arising from this report.

4 Legal implications

There are no legal implications arising from this report.

5 Equalities implications

There are no equalities implications arising from this report

6 Carbon reduction/sustainability implications














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

7 Appendices

Appendix 1: All portfolio performance information





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Quarter 1 Performance Report

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

















Portfolio Owners Deputy Leader Resources and Performance






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Title	Service Area	Status	Completion Date	Progress Bar	Notes
Continue to work with partners and stakeholder to join up services	Customer engagement		31-Mar-2025	<input type="text" value="0%"/>	
Establish a programme of customer engagement to support transformation	Customer engagement		31-Mar-2025	<input type="text" value="0%"/>	
Provide training and support across services to improve complaint responses in relation to equality related complaints	Customer engagement		31-Dec-2025	<input type="text" value="0%"/>	
Improve customer experience at leisure centres through the ongoing	Communities, Leisure and wellbeing		31-Mar-2025	<input type="text" value="30%"/>	New access controls at Carlton Forum gym utilise customers mobiles to gain entrance into the gym instead of using plastic leisure cards.









Title	Service Area	Status	Completion Date	Progress Bar	Notes
development of the Gladstone leisure management system					
Implement year 1 of the Digital Strategy and associated Road Map (Finance, Revenues & ICT Specific)	Digital, Data and Technology		31-Mar-2025	<input type="text" value="0%"/>	
Continue to Invest in Digital Infrastructure	Financial Services		31-Mar-2025	<input type="text" value="0%"/>	
Support acquisition and implementation of Council wide CRM	Digital, Data and Technology		31-Mar-2025	<input type="text" value="0%"/>	
Integrate customer facing processes across CS and Environmental Services	Customer engagement		31-Mar-2025	<input type="text" value="0%"/>	
Review and acquisition of new web platform	Customer engagement; Digital, Data and Technology		31-Mar-2025	<input type="text" value="0%"/>	
Review funding strategy for external funding bids and grants	Financial Services		31-Mar-2025	<input type="text" value="0%"/>	
Review Members Pot scheme	Governance and Democracy		31-Mar-2025	<input type="text" value="0%"/>	
Ensure continued compliance with Election Act changes through updates to staff and Members on changes to impact elections in 2024	Governance and Democracy		31-Jul-2024	<input type="text" value="100%"/>	
Review arrangements for provision of procurement support to Council and other authorities ensuring that Procurement Act 2023 requirements	Financial Services		31-Oct-2024	<input type="text" value="0%"/>	






Title	Service Area	Status	Completion Date	Progress Bar	Notes
are embedded in appropriate rules and processes					
Produce Annual Report (Draft, coordinate production and release)	Workforce	✔	31-Jul-2024	<div style="width: 100%;"><div style="width: 100%;"></div></div> 100%	Document finished and going to Cabinet for approval 17th July 2024
Corporate Asset Management Plan to be developed	Assets and facilities manager	▶	31-Mar-2025	<div style="width: 26%;"><div style="width: 26%;"></div></div> 26%	
Review Community Asset Transfer Policy	Assets and facilities manager	▶	31-Mar-2025	<div style="width: 0%;"><div style="width: 0%;"></div></div> 0%	
Car Park Strategy to be developed	Assets and facilities manager	▶	31-Mar-2025	<div style="width: 20%;"><div style="width: 20%;"></div></div> 20%	
Depot Transformation programme planning and implementation	Assets and facilities manager	▶	31-Mar-2025	<div style="width: 0%;"><div style="width: 0%;"></div></div> 0%	
Produce Council Productivity Plan	Director of Transformation	✔	31-Mar-2025	<div style="width: 100%;"><div style="width: 100%;"></div></div> 100%	Report presented to Cabinet on 17 July 2024 and sent to government and uploaded to the council website.
Develop a new efficiency programme for 2024/25 – 2030/31 to enable a Balanced Budget in the Medium Term	Financial Services	▶	31-Mar-2025	<div style="width: 0%;"><div style="width: 0%;"></div></div> 0%	
Develop and implement a Corporate Charging Strategy to maximise and identify new income streams	Financial Services	▶	30-Sep-2025	<div style="width: 0%;"><div style="width: 0%;"></div></div> 0%	
Roll out new Risk Management Framework to Officers and Members	Financial Services	▶	31-Mar-2025	<div style="width: 0%;"><div style="width: 0%;"></div></div> 0%	
As part of ongoing strategy to be data driven and performance focused, implement new Risk Register module in Pentana	Financial Services	▶	30-Sep-2024	<div style="width: 10%;"><div style="width: 10%;"></div></div> 10%	

Title	Service Area	Status	Completion Date	Progress Bar	Notes
Implementation of revised induction process (all employees) to include both departmental and corporate material (inc carbon reduction material)	Workforce		30-Jun-2024		Induction process has been revised (not taking into account transformation programme agenda) and Corporate Induction sessions have been re-established and successfully carried out.
Ensure recruitment and Selection Training includes training to avoid bias	Workforce		31-Mar-2025		
Develop recruitment processes to improve opportunity and access for areas that are under-represented	Workforce		31-Mar-2025		
Assess under-representation in the work force and produce improvement action plan	Workforce		31-Mar-2025		
Review content of Learning carousel and deliver bi-monthly training workshops to improve management skills (to include process training eg casual recruitment)	Workforce		31-Mar-2025		
Identify and implement a method (interim or permanent) to record (and report on) completion compliance for mandatory training as defined by CMT	Workforce		31-Mar-2025		
Establish a corporate Health and safety Training Plan across the Council	Governance and Democracy		31-Mar-2025		
Review Employee Protection register Guidance and integrate with	Governance and Democracy		31-Mar-2025		







Title	Service Area	Status	Completion Date	Progress Bar	Notes
Unacceptable Customer Behaviour Policy					
Review Emergency Plan	Governance and Democracy		31-Mar-2025	<input type="text" value="0%"/>	
Establish a programme of BCP testing	Governance and Democracy		31-Mar-2025	<input type="text" value="0%"/>	
Review Lone Worker device provision	Governance and Democracy		31-Dec-2024	<input type="text" value="0%"/>	
Improve access to mental health support for employees	Workforce		31-Mar-2025	<input type="text" value="0%"/>	
Review the delivery of the annual health fair for staff	Communities, Leisure and wellbeing		31-Dec-2024	<input type="text" value="25%"/>	SLT have approved the suggestion to carry out a staff survey to understand the future feasibility of the staff health fair. This will determine future Health and Wellbeing activities delivered for staff.







Portfolio Owners Deputy Leader Resources and Performance

PI Code & Short Name	Responsible OUs	Q1 2024/25		2024/25		Status	Trend compared to previous quarter	Latest Note
		Value	Target	Value	Target			
LI017 Percentage of Business Rates Collected	Finance and ICT	30.02 %	27.22 %	38.52 %	98.90 %			
LI006 Working Days Lost due to Sickness Absence (rolling 12 month total)	Workforce	9.20 days	9.00 days	9.21 days	9.00 days			Although the outturn for this quarter is over target, the trend continues downwards back towards the target of nine days lost. Managers continue to work with HR to actively manage cases of long-term absence to help support employees to return to work in a timely, but safe way.
LI018 Percentage of invoices paid within 30 days	Finance and ICT	97.98 %	99.00 %	97.98 %	99.00 %			There are multiple reasons for payments not being made on time, but the main reason is delayed approval or Goods Receiving by the department (after the payment due date).
LI016 Percentage of Council Tax collected	Finance and ICT	27.79 %	28.44 %	36.61 %	98.50 %			The collection rate is 0.65% behind target which is likely to be caused by the wider economic situation with, for example, inflation increasing sharply in recent months and the ongoing cost of

PI Code & Short Name	Responsible OUs	Q1 2024/25		2024/25		Status	Trend compared to previous quarter	Latest Note
		Value	Target	Value	Target			
								<p>living crisis as well as inaccuracies in the estimate caused by fluctuations in the amounts collected from month to month.</p> <p>Any trends will be carefully monitored and monthly targets reviewed and altered as necessary.</p>
LI052 Percentage of calls answered (or call back made) - 12 month rolling total	Customer engagement	96.8%	94.0%	97.4%	94.0%			
LI411 Number of customers attending outreach hubs	Customer engagement	235	Tracking Indicator	235	Tracking Indicator		New	
LI420 Number of customers contacting through webchat	Customer engagement	1,730	Tracking Indicator	1,730	Tracking Indicator		New	
LI421 Average call waiting times (Seconds)	Customer engagement	66	Tracking Indicator	66	Tracking Indicator		New	

Portfolio Owners Climate Change and Natural Habitat





Title	Service Area	Status	Completion Date	Progress Bar	Notes
Promote the uptake of active travel by encourage our own staff, local schools and businesses within our borough to consider travel by public transport, walking, cycling and car sharing.	Food, health and safety manager		31-Mar-2025	<input type="text" value="0%"/>	
Promote active travel – reducing travel by diesel or petrol cars within the borough's boundaries	Housing, growth and regeneration		31-Mar-2025	<input type="text" value="22%"/>	
Create a new network of walkways and cycleways around the borough (to include a path extension to link the Green Lung Cycle and Walkway into Gedling Country Park)	Development Services		31-Mar-2025	<input type="text" value="0%"/>	
Establish a new short- medium- and long-term Heritage Strategy, creating connectivity between walking and cycling routes, parks, open spaces, and other heritage assets.	Communities, Leisure and wellbeing		31-Mar-2025	<input type="text" value="9%"/>	
Review Carbon Management Action Plan	Development Services		31-Mar-2025	<input type="text" value="0%"/>	
Delivery of Biodiversity Net Gain for qualifying new developments by at least 10%. Promote Natural Climate Solutions for Gedling in partnership with landowners/managers	Development Services		31-Mar-2025	<input type="text" value="56%"/>	


Title	Service Area	Status	Completion Date	Progress Bar	Notes
Offset residual emissions from hard to reduce sources / Plant 500 UK native trees across the borough to mark the lead up to the 50th Anniversary of the creation of Gedling Borough	Parks and Street Care		31-Mar-2025	<input type="text" value="0%"/>	
Deliver the investment plan to enhance existing parks and open spaces and seek external funding for our development projects	Parks and Street Care		31-Mar-2025	<input type="text" value="0%"/>	
Develop and implement a plan to raise awareness of and maximise usage of our local parks, play areas and open spaces	Parks and Street Care		31-Mar-2025	<input type="text" value="0%"/>	
Install a bird hide on the lower lagoons as part of the 10-year development strategy for the improvement of Gedling Country Park	Parks and Street Care		31-Mar-2025	<input type="text" value="0%"/>	
Minimise the Borough's exposure to flood related events	Parks and Street Care		31-Mar-2025	<input type="text" value="0%"/>	
Promote the Uptake of Energy Efficiency Measures in Domestic Properties	Public Protection		31-Mar-2025	<input type="text" value="25%"/>	Devolution retrofit funding scheme progressing well. 26 eligible households identified to a fully utilise allocation subject to approval from Midlands Net Zero Hub. A further 20 eligible households identified as a waiting list. Scaffolding being installed and installations starting to be completed. 5 solar panel installations completed so far.

Title	Service Area	Status	Completion Date	Progress Bar	Notes
					HUG 2 scheme progressing well, 20 eligible households identified out of a target of 22. 3 confirmed approved via Government batch system, a further 12 properties completed technical surveys ready for next batch. 5 new referrals being processed. Social media publicity push ongoing and article published in summer Contacts magazine delivered to all households to promote scheme.



Portfolio Owners Communities and Place

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Title	Service Area	Status	Completion Date	Progress Bar	Notes
Establish and deliver an annual calendar of Stakeholder Group meetings	Communities, Leisure and wellbeing		31-Mar-2025	<div style="width: 25%;"><div style="background-color: #4F81BD; height: 10px;"></div></div> 25%	
Deliver a communications plan to stakeholder groups, including community, parish council, commissioned partners, Gedling Seniors and Youth Councils.	Communities, Leisure and wellbeing		31-Mar-2025	<div style="width: 25%;"><div style="background-color: #4F81BD; height: 10px;"></div></div> 25%	
Showcase Town and Parish centres as part of the delivery of the Council's Events Programme 2024/25	Communities, Leisure and wellbeing		31-Mar-2025	<div style="width: 25%;"><div style="background-color: #4F81BD; height: 10px;"></div></div> 25%	
Implement Strength in Community programme	Communities, Leisure and wellbeing		31-Mar-2025	<div style="width: 38%;"><div style="background-color: #4F81BD; height: 10px;"></div></div> 38%	





Celebrate our local achievements (Pride of Gedling awards)	Customer engagement		31-Dec-2024	<input type="text" value="10%"/>	
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Portfolio Owners Environmental Services (Operations)

Title	Service Area	Status	Completion Date	Progress Bar	Notes
Minimise the borough's waste and its impact on the environment	Transport and Waste Services		31-Mar-2025	<input type="text" value="0%"/>	
Promote and support community based 'clean up' initiatives including the seasonal big clean events	Parks and Street Care		31-Mar-2025	<input type="text" value="0%"/>	







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Portfolio Owners Environmental Services (Operations)



PI Code & Short Name	Responsible OUs	Q1 2024/25		2024/25		Status	Trend compared to previous quarter	Latest Note
		Value	Target	Value	Target			
NI191 Residual household waste per household in Kg	Transport and Waste Services	145.31 kg	145kg	145.31 kg	580kg			
NI192 Percentage of household waste sent for	Transport and Waste Services	39.45 %	34.00 %	39.45 %	34.00 %			

PI Code & Short Name	Responsible OUs	Q1 2024/25		2024/25		Status	Trend compared to previous quarter	Latest Note
		Value	Target	Value	Target			
reuse, recycling and composting								





Portfolio Owners Life Chances and Vulnerability



Title	Service Area	Status	Completion Date	Progress Bar	Notes
Enable and maximise targeted resources to those most vulnerable in Gedling and wider residents as appropriate	Communities, Leisure and wellbeing		31-Mar-2025	<div style="width: 25%;"><div style="background-color: #4f81bd; height: 10px; width: 100%;"></div></div> 25%	
Engage with the NCC Children and Families Service	Communities, Leisure and wellbeing		31-Mar-2025	<div style="width: 26%;"><div style="background-color: #4f81bd; height: 10px; width: 100%;"></div></div> 26%	
Enable the Gedling Youth Council to scrutinise, advise upon and champion services to young people and ensure ongoing promotion of initiatives and support offers for young people i.e. 'Nottalone' website.	Communities, Leisure and wellbeing		31-Mar-2025	<div style="width: 25%;"><div style="background-color: #4f81bd; height: 10px; width: 100%;"></div></div> 25%	An inaugural meeting of the Gedling Youth Council was held on 22nd April, at which appointments to the Youth Mayor and committee roles were made. A range of items for member scrutiny and influence were identified in lieu of a three year action plan, pending.
Work with the NCC Young People's Mental Health Strategic Group and Youth Service, Gedling Youth Council and other relevant partners to develop and improve access for local young people to mental health support.	Communities, Leisure and wellbeing		31-Mar-2025	<div style="width: 25%;"><div style="background-color: #4f81bd; height: 10px; width: 100%;"></div></div> 25%	Representation at the Children and Young People's Mental Health Partnership Group Mon 15th July, advocacy for 'Nottalone' and other MH initiatives to be disseminated via the Place Based Partnerships and Arnold Local Design Team priority theme of YP Mental Health, commissioning of Positively Empowered Kids to deliver MH workshops in Youth Club settings in priority areas of Redhill, Calverton and Netherfield.
Support the Implementation of Integrated Neighbourhood Working in Arnold	Communities, Leisure and wellbeing		31-Mar-2025	<div style="width: 25%;"><div style="background-color: #4f81bd; height: 10px; width: 100%;"></div></div> 25%	
Implement a series of actions to digitally upskill customers	Customer engagement		31-Mar-2025	<div style="width: 0%;"><div style="background-color: #4f81bd; height: 10px; width: 100%;"></div></div> 0%	

Title	Service Area	Status	Completion Date	Progress Bar	Notes
Implement and monitor delivery of Equality and Diversity Action plans for 2024/25	Deputy Chief Executive		31-Mar-2025	<input type="text" value="0%"/>	
Promote and encourage participation with apprenticeship opportunities for residents across the Borough	Housing, growth and regeneration		31-Mar-2025	<input type="text" value="40%"/>	Apprenticeships are actively promoted as part of our Job Fairs which take place quarterly in addition to our dedicated Apprenticeship Fair scheduled for Feb 25
Coordinate a manageable number of work experience placements (school age and working age placements)	Workforce		31-Mar-2025	<input type="text" value="0%"/>	
Coordinate the supported internship programme	Workforce		31-Mar-2025	<input type="text" value="0%"/>	
Seek to improve our domestic abuse response through the introduction and adoption of an established set of standards and an accreditation process. - Domestic Abuse Housing Alliance (DAHA) accreditation	Housing, growth and regeneration		31-Mar-2025	<input type="text" value="0%"/>	Project sponsor compiling briefing paper and work has begun on ECins and recording of DA cases. Housing Options Officers adding cases.
Work with the Police and other agencies to identify, understand and prevent Domestic Violence, and to disrupt and dismantle Modern Slavery Groups. To make GBC & Nottinghamshire a risk location for traffickers	Community Protection		31-Mar-2025	<input type="text" value="3%"/>	
Identify and deliver key interventions to prevent homelessness and rough sleeping.	Housing, growth and regeneration		31-Mar-2025	<input type="text" value="20%"/>	

Title	Service Area	Status	Completion Date	Progress Bar	Notes
Initiate a project to extend the supply of temporary accommodation in the Borough to reduce reliance and spend on B&B as part of works to ensure that the Borough has suitable temporary accommodation to reduce reliance on B&B	Housing, growth and regeneration		31-Mar-2025	<div style="width: 50%;"><div style="background-color: #4F81BD; height: 10px; width: 50%;"></div></div> 50%	3 bids on properties on the open market have been accepted and working is ongoing to secure a further 3 units. Additional work is underway to explore modular accommodation such as pods and tiny homes (similar to 2 storey caravans) as well as converted shipping containers as a cheaper TA option. This will maximise the TA purchasing budget and mean more units are available to the Housing Options team and help reduce the B&B expenditure.
Designated Resettlement Officer to work directly with refugees and asylum seekers	Housing, growth and regeneration		31-Mar-2025	<div style="width: 100%;"><div style="background-color: #4F81BD; height: 10px; width: 100%;"></div></div> 100%	Resettlement Officer appointed and in post.



Portfolio Owners Life Chances and Vulnerability

PI Code & Short Name	Responsible OUs	Q1 2024/25		2024/25		Status	Trend compared to previous quarter	Latest Note
		Value	Target	Value	Target			
LI074 Average time to process new Housing Benefit claims (in calendar days)	Regeneration and Welfare	14 days	15 days	15.5 days	15 days			
LI075 Average time to process Housing Benefit	Regeneration and Welfare	4 days	5 days	4 days	5 days			









PI Code & Short Name	Responsible OUs	Q1 2024/25		2024/25		Status	Trend compared to previous quarter	Latest Note
		Value	Target	Value	Target			
change in circumstances (in calendar days)								
LI086 Average length of time spent in temporary accommodation (in weeks)	Regeneration and Welfare	24.9 wks	Tracking Only	24.9 wks	Tracking Only		↑	
LI410 Total number of family households in B&B at the end of the month	Regeneration and Welfare	12.3	Tracking Only	15.7	Tracking Only		↓	

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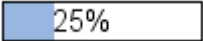
Portfolio Owners Lifestyles, Health and Wellbeing

Title	Service Area	Status	Completion Date	Progress Bar	Notes
Delivery of the Leisure and Communities Strategy	Communities, Leisure and wellbeing		31-Mar-2025	<div style="width: 25%;"><div style="width: 25%;"></div></div> 25%	
Work with VCS, Health and others represented on the H&WB Coproduction Group to create optimum growth in services for and in communities and extend the reach of Health and Wellbeing services and support promotion	Communities, Leisure and wellbeing		31-Mar-2025	<div style="width: 25%;"><div style="width: 25%;"></div></div> 25%	

Portfolio Owners Lifestyles, Health and Wellbeing







PI Code & Short Name	Responsible OUs	Q1 2024/25		2024/25		Status	Trend compared to previous quarter	Latest Note
		Value	Target	Value	Target			
LI379 Average number of Swim School Members (12 month rolling period)	Communities, Leisure and wellbeing	4,217	4,200	4,217	4,200			
LI027 Number of visits to leisure centres	Communities, Leisure and wellbeing	320,165	285,750	320,165	1,165,000			
LI027f Number of attendances - Bonington Theatre	Communities, Leisure and wellbeing	9,490	12,000	9,490	48,000			Cinema releases in Q1 have not been as popular as the films released last year, meaning the audience figures are down by 600 attendances compared to Q1 23/24. There is a continued focus on advertising films and theatre space for hire across the local community, but it will be difficult to recover from the lower than expected performance in Q1 as the summer blockbuster films are probably also not on a par with those released in 23/24
LI085 Current number of DNA members	Communities, Leisure and wellbeing	4,483	4,500	4,483	4,500			

Portfolio Owners Public Protection Portfolio







Title	Service Area	Status	Completion Date	Progress Bar	Notes
<p>Address private landlords and managing agents who intentionally let sub-standard accommodation and do not comply with the law and where necessary take appropriate enforcement action</p>	Public Protection		31-Mar-2025		<p>Through the phase 2 selective licensing scheme in Carlton Hill, Colwick, Daybrook and Newstead Village in quarter 1, 49 inspections were carried out, 32 final licenses issued, 37 draft licenses issued. A further 10 letters were sent out in relation to potentially unlicensed properties and 20 applications brought about through the selective licensing team's proactive enforcement actions. As an alternative to prosecution four final Civil Penalty Notices served in relation to two properties for a total of £6,000. Two more notices of intent served in relation to two properties for a total of £2,100. The scheme helps to improve the quality of housing and ensure minimum standards are achieved in private rented homes in the licensing areas.</p> <p>Analysis of selective licensing consultation responses ongoing and some adjustments to scheme and fee structure being developed to address concerns raised in consultation. Report being drafted for leadership for consideration at September Cabinet meeting.</p> <p>A progress report updating activity to deliver the damp and mould action plan to address hazards in rented accommodation was approved by the Senior Leadership Team in quarter 1. The report was delayed from publishing due to the pre-election period and will be submitted to the portfolio holder for approval and publishing of the action plan progress. The action plan describes procedural and promotional actions along with</p>


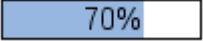

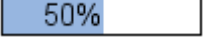

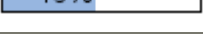

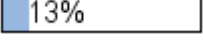



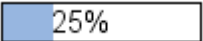

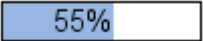
					policy reviews and staff training to improve the service and address damp and mould in rented accommodation.
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Portfolio Owners Public Protection Portfolio

PI Code & Short Name	Responsible OUs	Q1 2024/25		2024/25		Status	Trend compared to previous quarter	Latest Note
		Value	Target	Value	Target			
LI107 Number of litter and dog fouling Fixed Penalty Notices (FPN) served	Community Protection	5	Tracking Only	5	Tracking Only		↓	
LI133 Number of fly tipping incidents reported to Gedling Borough Council	Community Protection	433	Tracking Only	433	Tracking Only		↓	
LI276 Percentage of food premises scoring 4 or 5 in the national food hygiene rating scheme	Public Protection	96%	95%	96%	95%		—	
LI314 Number of rented households with health and safety hazards that fall below the minimum legal standard that have been remediated following the council's intervention	Public Protection	13	12	13	50		↓	
LI346 Percentage of fly tipping incidents removed within 10 working days	Community Protection	98.89 %	98%	98.89 %	98%		↑	
LI419 Number of anti-social incidents reported to Council	Community Relations	106	Tracking Only	106	Tracking Only		?	


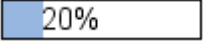

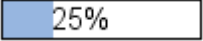

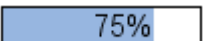
Portfolio Owners Sustainable Growth and Economy

Title	Service Area	Status	Completion Date	Progress Bar	Notes
Deliver the Gedling Employability Programme to schools across the Borough	Housing, growth and regeneration		31-Mar-2025	<div style="width: 35%;"><div style="background-color: #4F81BD; height: 10px; width: 100%;"></div></div> 35%	Events have been carried out as per expectation with productive relationships across schools.
Undertake a strategic review and condition survey of council-owned community centres and pavilions.	Assets and facilities manager		31-Mar-2025	<div style="width: 0%;"><div style="background-color: #4F81BD; height: 10px; width: 100%;"></div></div> 0%	
To manage the delivery of the UKSPF Transform Your Future Project with the Futures Group	Housing, growth and regeneration		31-Mar-2025	<div style="width: 40%;"><div style="background-color: #4F81BD; height: 10px; width: 100%;"></div></div> 40%	After a slow start with mobilisation challenges performance is now working toward agreed expectations
Support and Coordinate ongoing Compact with NTU	Workforce		31-Mar-2025	<div style="width: 0%;"><div style="background-color: #4F81BD; height: 10px; width: 100%;"></div></div> 0%	
Ensure effective management and oversight of UKSPF Business Support contracts	Housing, growth and regeneration		31-Mar-2025	<div style="width: 40%;"><div style="background-color: #4F81BD; height: 10px; width: 100%;"></div></div> 40%	Progress is being monitored through monthly reviews with both the EMC and NCC to highlight success and risks with performance. Performance is on track with expectations and being reported to our UKSPF programme manager for monitoring
Identify the opportunities to drive investment in the Borough and new business opportunities	Housing, growth and regeneration		31-Mar-2025	<div style="width: 25%;"><div style="background-color: #4F81BD; height: 10px; width: 100%;"></div></div> 25%	We are currently drafting specifications for a Visitor Economy, Heritage Strategy and Economic Growth Plan before going out to consultation. The three documents should create a legacy from UKSPF funding and provide an opportunity to grow inward investment to the Borough from partners and stakeholders











Title	Service Area	Status	Completion Date	Progress Bar	Notes
Complete the development and market the AMP Enterprise Centre funded by UKSPF grant	Housing, growth and regeneration		31-Mar-2025		Project on programme and budget to be delivered and operational in the autumn 2024.
Complete the development and market 4 additional industrial units at Hill Crest Business Park	Housing, growth and regeneration		31-Mar-2025		The Hill Crest Business Park extension business case approved by D2N2 and the construction contract is being finalised.
To develop a viable masterplan and scheme for Arnold north.	Housing, growth and regeneration		31-Mar-2025		
Identify and implement measures to improve the viability and sustainability of the Arnold Market	Housing, growth and regeneration		30-Sep-2024		
Develop and implement plans to support improvements to the Borough's Town and rural Centres	Housing, growth and regeneration		30-Sep-2024		Ambition Arnold project underway to support regeneration and sustainability of the Borough's Town. UKSPF funding includes interventions to support local centres across the Borough including those in rural areas. The Council is procuring works to develop a visitor economy/visitor management plan to support economic growth across the borough.
Identify opportunities to draw visitors to the Borough to support the local economy and encourage pride in the Borough	Housing, growth and regeneration		31-Mar-2025		Tender documentation being drafted to procure a visitor economy/visitor management plan for the Borough.
Progress the Greater Nottingham Strategic Plan in partnership with Broxtowe and Rushcliffe Borough Councils and Nottingham City.	Development Services		31-Mar-2025		In partnership with Broxtowe and Rushcliffe Borough Councils along with Nottingham City Council we are developing a Strategic Plan, which sets out the policies which will help guide future development across our combined areas. Once adopted, the Strategic Plan will replace the Aligned



Title	Service Area	Status	Completion Date	Progress Bar	Notes
					<p>Core Strategy and comprise part 1 of the Council's Local plan.</p> <p>The Strategic Plan will look at how Greater Nottingham's longer-term development needs can be met up to 2041 supported by more detailed policies which will be developed in each Council's own individual Part 2 Local Plan. The Strategic Plan will cover key strategic issues such as climate change; improving access to homes and jobs; infrastructure; and conservation and enhancement of the natural, built and historic environment. An important</p> <p>role of the Strategic Plan is to outline the approach to meeting housing need and include housing targets for each Council area.</p> <p>The Growth Options Consultation took place between the 6th July -14th September 2020 with an extension between 10th February and 24th March 2021.</p> <p>The 'Preferred Approach' document was considered by Cabinet on 8 December 2022. Members resolved to approve the Greater Nottingham Strategic Plan Preferred Approach document and Sustainability Appraisal in so far as it relates to Gedling Borough with the exception of proposals to release Green Belt land at Teal Close, in light of the Ministerial Statement made on 6th December 2022 and to be made clear in an updated National</p>

Title	Service Area	Status	Completion Date	Progress Bar	Notes
					<p>Planning Policy Framework, to allow a period of public representations.</p> <p>The consultation was launched on 3 January 2023 for a period of 6 weeks. There has been a press release and a briefing note has been issued to all members.</p> <p>The document does not include the full range of topics that will form the Strategic Plan but focusses on the vision and strategy for meeting longer term development needs, including the approach to housing provision and employment need as well as the strategic sites required to meet requirements.</p> <p>For Gedling Borough, the strategy for meeting longer term development needs is:-</p> <ul style="list-style-type: none"> • firstly to accommodate growth in and adjacent to the main built up area of Nottingham; • secondly adjacent to the sub regional centre of Hucknall; and • thirdly in or adjacent to Key Settlements at Bestwood Village, Calverton and Ravenshead. <p>The housing target for each borough is set by national government and for Gedling Borough the target is 7,950 homes up to 2041 plus a buffer of around 800 homes. Much of the target is already met by sites that are allocated for development or have planning permission, such as:-</p>

Title	Service Area	Status	Completion Date	Progress Bar	Notes
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 40</p>					<ul style="list-style-type: none"> the strategic sites at Gedling Colliery/Chase Farm and Teal Close (both on the edge of the urban area); and the strategic sites at Top Wighay Farm and North of Papplewick Lane (both on the edge of Hucknall) <p>The Preferred Approach proposes an extension to the existing allocation at Top Wighay Farm of 640 homes.</p> <p>A further discrete consultation was undertaken in Q3 2023/24 for a preferred approach to logistics sites. None of the preferred sites are located within Gedling.</p> <p>The next stage is to prepare the full draft of the strategic plan, which is anticipated early 2024.</p>
<p>Undertake a review of the Infrastructure List as part of the review the Community Infrastructure Levy Policy.</p>	Development Services		31-Mar-2025		
<p>Put in place a design code for the Borough</p>	Development Services		30-Sep-2024		
<p>Create and implement Housing Strategy to include consideration of the needs of vulnerable groups including those with physical/learning disabilities and older people who may need adaptations to remain in their accommodation.</p>	Housing, growth and regeneration		31-Mar-2025		<p>A Housing Strategy has been drafted. It is in its final draft stages and then will be put out to consultation. The aim to get the strategy live asap</p>

Portfolio Owners Sustainable Growth and Economy

PI Code & Short Name	Responsible OUs	Q1 2024/25		2024/25		Status	Trend compared to previous quarter	Latest Note
		Value	Target	Value	Target			
LI118 Number of long term (over 6 months) empty homes in the Borough returned to use as a result of Gedling Borough Council intervention	Public Protection	54	18	54	70			
NI154 Net additional homes provided	Development and Place	126	117	126	463			
NI155 Number of affordable homes delivered (gross)	Development and Place	18	19	18	75			Rolleston Drive site has had construction paused for some time, we have been informed the site should begin delivering affordable units in Q2.
NI157a Percentage of Major planning applications processed within 13 weeks	Development and Place	100%	92.0%	100%	92.0%			
NI157b Percentage of Minor planning	Development and Place	89.29 %	86.00 %	89.29 %	86.0%			

PI Code & Short Name	Responsible OUs	Q1 2024/25		2024/25		Status	Trend compared to previous quarter	Latest Note
		Value	Target	Value	Target			
applications processed within 8 weeks								
NI157c Percentage of other planning applications processed within 8 weeks	Development and Place	93.40 %	80.00 %	93.40 %	80.00 %			

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Report to Overview and Scrutiny Committee

Subject: Corporate Risk Management

Date: 30 September 2024

Author: Chief Finance and Section 151 Officer

1. Purpose of the Report

To update members of the Overview and Scrutiny Committee on the current position of risk management reporting.

Recommendations:

That Members:

- Note the current position with risk management reporting and associated actions.

2. Background

A new Risk Management Framework which includes a strategy, policy, risk appetite statement and a risk management toolkit was approved and adopted at Cabinet on 28 March 2024.

As part of the new Risk Management Strategy, a process review of internal risk management and risk registers has been undertaken with a view to making the system and reporting of risks more automated. A system has been procured and the transition of risks to the new risk matrix is currently underway.

The purpose of the Strategy and Framework is to define how risks are managed by the Council. It provides guidance on the processes, procedures, roles and responsibilities for risk, and it sets out the context on how risks are to be managed. It defines the key role for the Audit Committee as providing independent assurance to the Council with regard to the effectiveness of the risk management framework and the associated control environment. This includes the monitoring of the framework and ensuring the implementation of all audit actions.

The Corporate Risk Register is a key enabler of the Strategy and Framework and provides assurance on the key risks identified as corporate risks.

Existing risks identified within both the Council's corporate and operational service risk registers are subject to quarterly review by senior management and on an ongoing basis through the work of Internal Audit.

3. Quarter 1 Reporting

A quarterly report is usually brought to Audit Committee which includes the corporate risk register monitoring. We are currently in a transition period where risks are migrating over to the new risk management system, in addition the Council has recently undertaken a senior management restructure where risks are currently in the process of being transferred to new owners. Due to this transition there is no monitoring report to present at Quarter 1, we will report both quarters 1 and 2 together in the new format at the December Audit Committee.

Although there is no report for quarter 1, corporate risks have been reviewed and we can report that there has been no significant change in risk between April and June 2024.

We can also report actions relating to the following individual corporate risks:

1. FAILURE TO PREVENT BUDGET OVERHEATING ONCE THE BUDGET HAS BEEN SET

The quarterly budget monitoring report was presented to Cabinet on 5th September 2024, whilst a balanced budget is currently reported, significant overspends have been highlighted in the Environment department. Officers are working with the department as current budgets do not seem to be in line with changes to service delivery and current service demand. A zero-based budgeting exercise is under way to determine base budget requirements. The risk remains relatively low as the Council was able to identify underspends in other areas to offset the overspends.

2. FAILURE TO MAINTAIN FINANCIAL INTEGRITY

A Cabinet away day took place on 30th July 2024, to start the process of considering efficiencies for the 2025/26 budget process and identification of further efficiencies to enable a balanced budget over the life of the medium term plan, the risk remains high due to the value of efficiencies still to be identified.

3. FAILURE TO PROTECT STAFF, INCLUDING HEALTH & SAFETY ISSUES

A thorough review of risk assessments in the Environment Department are currently being undertaken, with a number of training issues identified for delivery. The risk reduced in March 2024 and remains unchanged.

4. FAILURE TO RECRUIT AND RETAIN STAFF, AND MAINTAINING INTERNAL CAPACITY

The Senior Management Restructure was completed in Quarter 1 and vacant posts have been recruited, this will increase capacity at senior level in order to ensure effective governance across the authority.

5. FAILURE TO PROPERLY UTILISE EXISTING ICT, REACT TO TECHNOLOGY CHANGES, AND PREVENT DATA LOSS

Recruitment to a number of posts has commenced in order to deliver the Digital, Data & Technology roadmap. A significant amount of work has been undertaken on Cyber Security and grant funding secured in order to progress the Cyber Assessment Framework.

6. FAILURE TO REACT TO CHANGES IN LEGISLATION

Draft Procurement rules have been written and additional resource has been secured to progress the procurement strategy, officers are also undertaking in-depth procurement training.

4. Financial Implications

None arising directly from this report.

5. Legal Implications

None arising directly from this report.

6. Equalities Implications

None arising directly from this report.

7. Carbon Reduction/Environmental Sustainability Implications

None arising directly from this report.

Statutory Officer Approval

Approved by: Chief Financial Officer
Date:

Approved by: Monitoring Officer
Date



Report to Overview and Scrutiny Committee

Subject: Contacts magazine

Date: 30 September 2024

Author: Communications and Marketing Manager

Purpose

To provide an update on the production and distribution of the Council's magazine, Contacts.

Recommendation:

THAT the Overview and Scrutiny Committee:

Notes the report and discusses any outcomes arising from the report

1 Background

1.1 The Council's Communications and Marketing team has produced a three yearly magazine, Contacts, for many years as a way to inform residents, businesses and other stakeholders in the Borough about the work of the Council. One of the key objectives of the Council's Communication's Strategy is to keep residents informed about what the council is doing, the magazine is a key action from that strategy.

1.2 55,000 copies are printed and distributed to households through two companies, Phase Print and The National Leaflet Company (TNLC).

Both companies were appointed following a procurement process last year and are in contract with the council to produce the magazines for the next year and could be extended if the council wishes to do so.

1.3 The Communications and Marketing team produce the magazine, including writing, editing and design. The service has an allocated budget of £36,000 per year for the three editions. This budget is for the

print and distribution and does not include officer time, which is estimated to be around £10,000 per edition.

Since 2017, the magazine cost has increased from around £27,000 per year to £36,000, an increase of 33%, and costs are rising due to increases in the cost of paper and delivery charges.

The Communications and Marketing team sell advertisements in the magazine, which contributes towards the cost but this return is reducing year on year as businesses reduce the need to advertise in printed magazine and move more to online sales. Over the last two quarters, the magazine sold £1,800 of advertising.

The Council continues to use a multi-channel approach for its communications and engagement, including more traditional methods of communications like print media. However, more and more is being done online and take up of online channels continues to grow. The Council's email newsletter has over 40,000 subscribers, spread across several topics. Over 14,000 residents are signed up to receive the Latest News email.

- 1.4 The Communications and Marketing team allocate three months to produce the magazine, below is an example of a timetable for the production of the magazine.

Contacts 66 – winter edition timescales

- **Call out** – Monday 29 July
- **Deadline for articles** – Friday 16 August
- **Writing** – Monday 12 August – Friday 6 Sept (4 weeks)
- **Ad booking deadline** Wednesday 4 September
- **Design** – Monday 9 September – Friday 11 October (5 weeks)
- **Ad artwork deadline** – Wednesday 25 September
- **Print** – Friday 11 October – Friday 25 October (2 weeks)
- **Delivery admin** Monday 28 October – Friday 1 November (1 week)
- **Distribution** — Monday 4 -15 November (2 weeks)
- **Online** - Monday 4 November

- 1.5 The magazine is available as a PDF to view on the council's website and it is also promoted on social media and through the Council's email newsletters, which is sent to over 14,000 residents.
- 1.6 The Communications team has carried out several surveys to establish the benefits of the magazine. In 2016, a survey received over 500 responses with 80% saying they read every edition, 89% said it was good or very good and easy to read but only 29% said they would prefer a to have a paper magazine.
- 1.7 The last survey took place in 2023 but there were only 45 responses, which may indicate that the number of people reading the magazine has reduced.
- 1.8 The magazine is distributed through the National Leaflet Company. They distribute it through two avenues, the first one is through the Royal Mail, who deliver to certain postcodes in the area. Any postcodes that are not on the Royal Mail's postcode list are delivered by hand, through 'Teams' of the National Leaflet Company who deliver by hand.

The Council is aware of some properties not receiving copies due to their location, mainly on the borders of the borough and some of the more rural areas. The Communications Team has been working with the distribution company to establish a way to ensure these residents receive a copy, one of the options is to introduce an addressed mailing system for those properties, which would increase the cost of distribution by £3,000 per year approximately.

Any issues of non-delivery are raised with TNLC who investigate accordingly. They use GPS trackers to show where their staff deliver to and can provide comprehensive updates on any issues where the magazine has not been delivered.

2 Future options for the magazine

Many other Councils are reconsidering how they produce a residents' newsletter in terms of being able to assess readership, address rapidly increasing expenditure during the current cost of living crisis and support their climate change commitments.

The agreed approach will help inform how other communications activities could be delivered, where online facilities are already well established and utilised, such as bin calendars.

A short analysis of options is provided below, which would all be subject to Senior Leadership and Cabinet approval:

Option 1 – Continue with existing arrangements to produce and distribute a printed copy newsletter to every property in the Borough. This will require the existing budget plus an estimated 10% increase, year on year to improve the distribution to every household in the borough and to take into account increase costs in paper and distribution.

Option 2 - Continue to produce a printed newsletter but reduce the number of editions from three to two per year. This would reduce the cost of the magazine by £12,000 per year while ensuring residents are kept informed about what the council is doing. The proposal would be for a summer edition in May/June and a winter edition in November/December. This would also free up time for the Communications Team to work on other projects.

Option 3 - Adopt a digital approach to the newsletter, encouraging residents to sign up to our weekly email bulletins rather than producing a printed newsletter. This would reduce the budget significantly but may make it harder for people who do not have access to the internet or who has not signed up to Gedling Borough Council's newsletter service to receive council information.

3 Financial Implications

There are no financial implications arising from this report.

4 Legal Implications

There are no legal implication arising from this report.

5 Equalities Implications

There are no equality implications arising from this report.

6 Carbon Reduction/Environmental Sustainability Implications

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

Statutory Officer approval

Approved by:

Date:

On behalf of the Chief Financial Officer

Approved by:

Date:

On behalf of the Monitoring Officer

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Report to Overview & Scrutiny Committee

Subject: Overview & Scrutiny annual report

Date: 30 September 2024

Author: Democratic Services Manager

Purpose

To present the Overview & Scrutiny annual report to the committee

Recommendation(s)

That the Overview and Scrutiny Committee:

- 1) Consider and discuss the report and agree its submission to Council.

1 Background

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

The Overview & Scrutiny annual report attached at **Appendix 1**. This includes a summary of work undertaken by the committee during 2023/24. Members of the committee are asked to consider the report and make amendments to the report as appropriate.

2 Financial implications

There are no financial implications arising from this report.

3 Legal implications

There are no legal implication arising from this report.

4 Equalities implications

There are no equality implications arising from this report.

5 Carbon Reduction/Environmental Sustainability implications

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

6 Appendices

Appendix 1 - Overview & Scrutiny Committee annual report

OVERVIEW AND SCRUTINY ANNUAL REPORT 2023/24



The Overview & Scrutiny annual report highlights activity and the work of the committee and its working groups during the preceding year.

What does the Overview & Scrutiny Committee do?

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

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

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

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

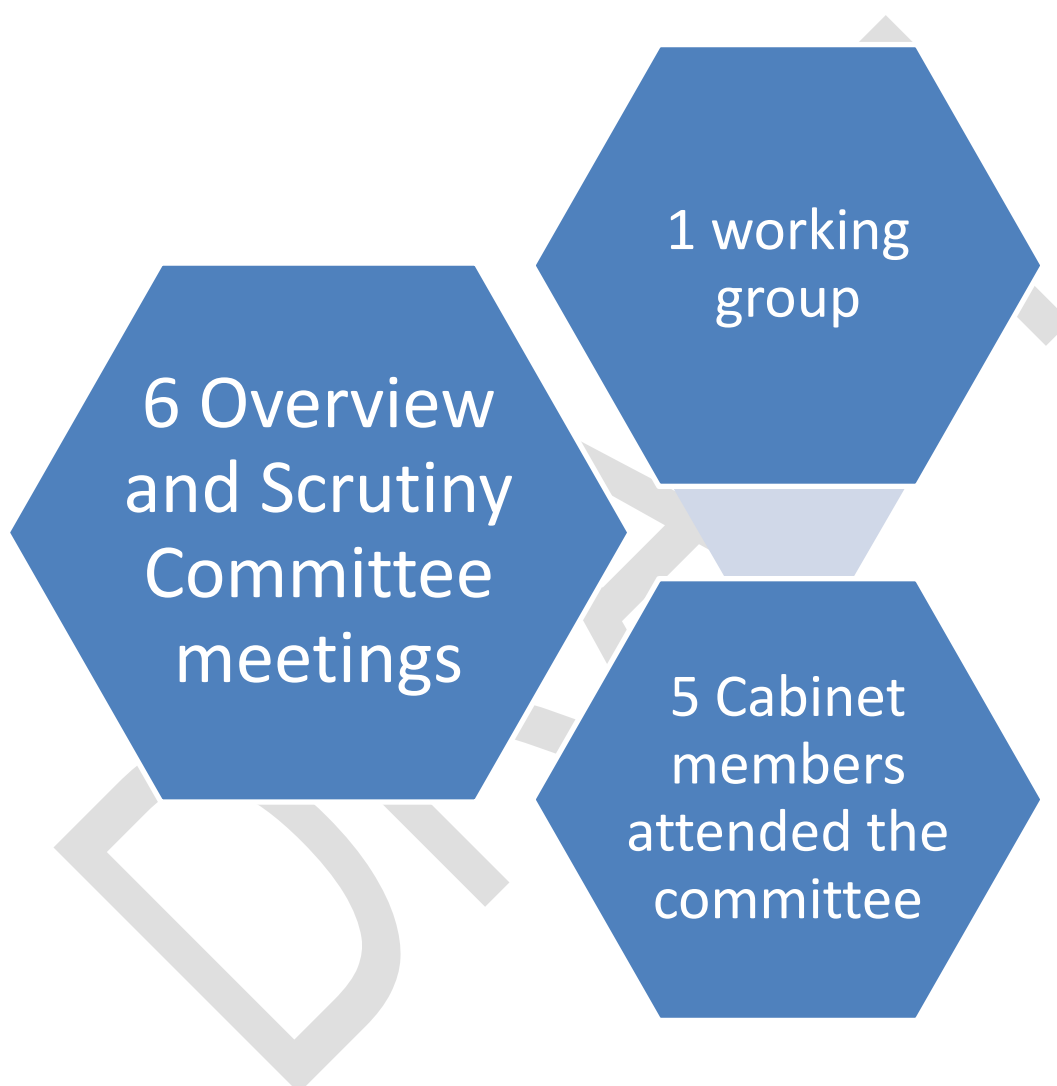
- Performance reports
- The Corporate Risk Scorecard
- Compliments and Complaints data
- Matters of local interest raised by members of the committee
- Issues raised by the wider Council membership
- Public and community engagement

At Gedling, the Overview & Scrutiny Committee's role in performance monitoring enables members to scrutinise detailed performance information on a quarterly basis to help identify areas of performance that require improvement. The committee can also consider the Council's Forward Plan. The Forward Plan is a document that contains details of key executive decisions the Cabinet, cabinet members and officers are likely to take over a six-month period, this enables the committee to monitor the executive decision-making programme and undertake pre decision scrutiny if they consider there is an issue of concern.

What Overview & Scrutiny does not do?

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

Work carried out during 2023/24



Scrutiny Working Groups

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

Funding review working group

This working group was established in September 2023 to examine the funding bid opportunities available to the council and the applications process of these bids in an effort to make recommendations to aid in future successful bids.

The group has met three times so far and will be meeting again in the coming weeks. The recent unscheduled elections have meant that the working group have not been able to meet as often as planned but the programme of activity is due to resume shortly.

The focus of the review, as agreed by working group members contains the specific elements below:

- Making enquiries of GBC officers to ensure work is not duplicated.
- Considering recent larger bids and the learnings gained following unsuccessful bids before consulting with similar departments of other authorities who were successful.
- Reviewing both successful and unsuccessful bids from neighbouring authorities, particularly where their first bid was unsuccessful and how their subsequent bid improved when successful.
- Reviewing current research on funding bids.
- MP input and how they support bids.
- Studying the success rate between political majorities.

The group plan to carry out the review by getting information and advice from several stakeholders including borough council officers, portfolio holders, neighbouring councils, county council colleagues and using government publications and information.

The review hopes to achieve the following outcomes:

- Practical recommendations to improve chances of being successful on future bids
- Identification of additional funding streams for council to bid on.
- Formulation of suitable recommendations based on the learnings of the group to improve the success of future bids.
- Practical support to staff to ensure they have tools to better succeed in receiving funding.

A update on the progress, conclusion and final recommendations of this group will be available in the 2024/25 annual report.

Future Work Programme 2024/25

The committee has recently agreed a new work programme for the forthcoming municipal year. Key to developing the overview and scrutiny work programme is ensuring that the issues that really matter to local residents are reflected in the work for the year ahead.

Scrutiny of cabinet members will remain central to the work of the committee and working with external organisations will play an important part of the committees work as it looks to find improvements to important local issues.

The work programme will be considered at each committee to enable it to remain flexible and to respond to current issues. The committee will strive to continue to deliver an interesting, varied, and challenging work programme.

DRAFT



Report to Overview and Scrutiny Committee

Subject: Scrutiny work programme

Date: 30 September 2024

Author: Democratic Services Manager

Purpose of the Report

To provide an update on the scrutiny work programme.

Recommendation(s)

That the overview and scrutiny committee:

- 1) Discusses the draft work programme and identifies any further areas for examination for the 2024/25 year.

1 Work programme

A draft programme was discussed at the last committee and an updated version has been attached as appendix 1.

As discussed at previous meetings, there will be future examination of the following areas which has been added into the programme:

- partner performance
- update on section 21 notices
- update on complaints
- Gedling Plan, performance priorities and projects

The programme of portfolio holder attendance will continue, as will other standing items such as performance, and members are invited to put forward any additional ideas for inclusion in the work programme.

2 Financial implications

There are no financial implications arising from this report.

3 Legal implications

There are no legal implication arising from this report.

4 Equalities implications

There are no equality implications arising from this report.

5 Carbon Reduction/Environmental Sustainability implications

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

6 Appendices

Appendix 1 – Draft work programme for 24/25 year

Overview and Scrutiny Committee work programme 2024/25 - DRAFT					
	Programme of portfolio holding to account	Performance review	Reports/items at committee	Current reviews/responses	Suggestions for partner performance reviews
30 Sep 24	Councillor Clarke (Confirmed)	Risk Management update Q1 24/25	Contacts Magazine update Annual report		South Notts placed based partnership (Confirmed)
18 Nov 24	Cllr Viv McCrossen (Confirmed)		Complaints Section 21 notice update	Update on sewerage review recommendations	Gedling Play Forum (Confirmed)
13 Jan 25	Councillor Kathryn Fox (TBC)	Risk Management update Q2 24/25		Review of fly tipping and litter management across the borough	Jigsaw Homes (Confirmed)
10 Mar 25	Councillor Jenny Hollingsworth (TBC)	Risk Management update Q3 24/25		Review of public parks	Nottingham City Homes (TBC)
Rolling Issues			Procurement policy Rural area links – public transport offerings	Review of Gedling Plan and performance priorities/projects Review of effectiveness of hybrid working	

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