



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

Agenda

Council

Date: **Wednesday 12 November 2025**

Time: **6.00 pm**

Place: **Council Chamber**

For any further information please contact:

Democratic Services

committees@gedling.gov.uk

0115 901 3844

Council

Membership

Mayor Councillor Kyle Robinson-Payne

Deputy Mayor Councillor Sandra Barnes

Councillor Michael Adams	Councillor Alison Hunt
Councillor Pauline Allan	Councillor Darren Maltby
Councillor Roy Allan	Councillor Ron McCrossen
Councillor Jane Allen	Councillor Viv McCrossen
Councillor Stuart Bestwick	Councillor Andrew Meads
Councillor David Brocklebank	Councillor Julie Najuk
Councillor John Clarke	Councillor Marje Paling
Councillor Jim Creamer	Councillor Michael Payne
Councillor Andrew Dunkin	Councillor Lynda Pearson
Councillor Boyd Elliott	Councillor Sue Pickering
Councillor David Ellis	Councillor Catherine Pope
Councillor Rachael Ellis	Councillor Grahame Pope
Councillor Roxanne Ellis	Councillor Alex Scroggie
Councillor Andrew Ellwood	Councillor Martin Smith
Councillor Paul Feeney	Councillor Sam Smith
Councillor Kathryn Fox	Councillor Ruth Strong
Councillor Helen Greensmith	Councillor Clive Towsey-Hinton
Councillor Jenny Hollingsworth	Councillor Henry Wheeler
Councillor Paul Hughes	Councillor Russell Whiting
	Councillor Paul Wilkinson

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SUMMONS

A meeting of the Borough Council will be held on Wednesday 12 November 2025 at 6.00 pm to transact the business as set out below.



Mike Hill
Chief Executive

AGENDA

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Question 1 – to the Leader of the Council

Greater Carlton Neighbourhood Board is overseeing the delivery of £20 million in government funding to improve Carlton and surrounding areas. It goes without saying this a huge opportunity for Gedling - local involvement and insights from local residents will be crucial to make it a success.

At the June meeting of the Board it was discussed that there will be some promotion done in the summer (2025) to raise the Board's profile.

Given the next meeting minutes mention their engagement had 'not had a significant response rate' is the Leader worried on behalf of Gedling residents that the board is failing to engage residents well?

9 To answer questions asked by Members of the Council under procedural rule 7.9

Question from Cllr Stuart Bestwick to the Portfolio Holder for Sustainable Growth and Economy

Further to the Cabinet's report regarding the implementation of Article 4 on HMO conversions in December 2022 which stated '*There is still currently insufficient evidence to demonstrate an Article 4 direction is necessary to protect local amenities or the wellbeing of the Netherfield ward.*' And '*The situation should, however, be monitored to ensure that a proliferation of HMOs does not emerge. [This is] in any particular locality or the Netherfield ward as a whole, which might then justify further that consideration of an Article 4 direction is required.*' Could the Cabinet Member advise what monitoring has been undertaken and do they agree with me that, as a result of a large increase in HMOs across our Borough, now is the time to introduce Article 4 to provide this Council, its Planning Committee and our residents with greater control over decisions relating to HMO conversions?

Question from Cllr Sam Smith to the Portfolio Holder for Climate Change and Natural Habitat

Further to our Overview & Scrutiny meeting in October, could you please update council on the results of the audit and implementation of measures, such as bunds, to help mitigate vehicle and caravan access to the play parks and fields across Gedling Borough, particularly at Burton Road's Jubilee Park and Carlton's Richard Herrod Centre field?

Question from Cllr Darren Maltby to the Leader of the Council

Following a recent motion submitted by the Conservative Group and given that there are approximately 832 veterans residing in Gedling who could benefit from the Council's recent update to exclude Armed Forces Disability Payments, including Housing Benefit, Council Tax Support, Discretionary Housing Payments and Disabled Facilities Grants, from income assessments for local welfare benefits, can the Leader of the Council confirm how many veterans have actually benefited from this policy change to date and outline what steps are being taken to ensure that all eligible veterans and their families are made aware of, and able to access, the additional support now available to them?

10 Reports and recommendations of the Executive or a Committee (procedural rule 7.10)

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14 To consider motions under procedural rule 7.12

MINUTES COUNCIL

Wednesday 17 September 2025

Councillor Kyle Robinson-Payne (Mayor)

Present:	Councillor Sandra Barnes	Councillor Alison Hunt
	Councillor Michael Adams	Councillor Darren Maltby
	Councillor Jane Allen	Councillor Ron McCrossen
	Councillor Stuart Bestwick	Councillor Viv McCrossen
	Councillor David Brocklebank	Councillor Andrew Meads
	Councillor John Clarke	Councillor Julie Najuk
	Councillor Jim Creamer	Councillor Marje Paling
	Councillor Andrew Dunkin	Councillor Michael Payne
	Councillor Boyd Elliott	Councillor Lynda Pearson
	Councillor David Ellis	Councillor Catherine Pope
	Councillor Rachael Ellis	Councillor Grahame Pope
	Councillor Roxanne Ellis	Councillor Martin Smith
	Councillor Andrew Ellwood	Councillor Sam Smith
	Councillor Paul Feeney	Councillor Ruth Strong
	Councillor Kathryn Fox	Councillor Clive Towsey-Hinton
	Councillor Helen Greensmith	Councillor Henry Wheeler
	Councillor Jenny Hollingsworth	Councillor Russell Whiting
	Councillor Paul Hughes	Councillor Paul Wilkinson
Absent:	Councillor Pauline Allan, Councillor Roy Allan, Councillor Sue Pickering and Councillor Alex Scroggie	

47 THOUGHT FOR THE DAY

Members observed a minute's silence to honour the passing of former Councillor and Alderman, Gary Gregory.

The Mayor's chaplain, Rev O'Kane, shared his thoughts on the recent civic service and how nice it was to celebrate inclusion in unity.

48 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Pauline Allan, Roy Allan, Scroggie and Pickering.

49 MAYOR'S ANNOUNCEMENTS

The Mayor gave an update on the last few months of his mayoral year noting the wonderful events he had attended within the community. He highlighted his visits to the Daybrook Bowls Club summer fair, the LOCO Centre, the Lambley village show, Killisick fun day and a local film

screening of “My Nieces Big Fat Delhi Wedding” held at the Bonington Theatre.

Thanks were given for a recent fundraising wine tasting evening at Taste First that raised over £300. The Mayor highlighted that his recent Civic Service had also raised £450 for his chosen charity and thanked all those who attended and supported the event, making it a successful event.

50 TO APPROVE, AS A CORRECT RECORD, THE MINUTES OF THE MEETINGS HELD ON 5 MARCH, 23 JULY AND 30 JULY 2025

Members raised queries about the accuracy of an item on the 23 July 2025 minutes. It was noted that the minutes were not verbatim but that they would be looked into and amended as necessary.

RESOLVED:

That the minutes of the above meeting, subject to any necessary amendments, be approved as a correct record.

51 DECLARATION OF INTERESTS

None.

52 TO DEAL WITH ANY PETITIONS RECEIVED UNDER PROCEDURAL RULE 7.8

None received.

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

Two questions were received from members of the public. The questions and answers were as follows:

1) Question to the Deputy Leader and Portfolio Holder for Sustainable Economy and Growth – asked by Joan Sharp

Have you considered the effect of the Wighay housing development on the inadequate healthcare, road networks, secondary schools and flooding issues in Hucknall which due to the location of the development will mean residents living in the houses will be reliant on the already inadequate infrastructure currently in place?

Response from Councillor Hollingsworth:

Thank you for the question. In determining the application for planning permission for the development at Top Wighay Farm the Council did have careful regard to all these matters and consulted with statutory and

other specialist consultees who provided appropriate advice. The impact of the development is mitigated through the imposition of conditions and a Section 106 legal agreement. The Section 106 agreement requires the housing developer to provide land for the construction of a primary school along with a contribution of £4.75m for its delivery. Other contributions include £802,500 toward highways including public transport provision and £436,209 toward healthcare improvements along with extensive areas of public open space within the development. In terms of drainage, detailed technical information has been provided and this has been independently assessed by technical experts at the County Council and the Environment Agency, prior to approval.

2) Question to the Deputy Leader and Portfolio Holder for Sustainable Economy and Growth – asked by Jodie-Ana Van Alten

Given the rapid pace of development being permitted across the borough, how does the council justify continuing to approve large-scale projects when the supporting infrastructure—such as roads, healthcare, schools, and public transport—is already stretched to its limits and, in many cases, operating at or beyond capacity. This situation appears increasingly unsustainable for both existing and new residents. Can you outline the council's strategic agenda to ensure that infrastructure investment keeps pace with development and that essential services are not pushed to the brink?

Response from Councillor Hollingsworth:

Thank you for the question. The Government sets a method for calculating local housing need in order to provide a minimum number of homes. The National Planning Policy Framework was revised in December 2024 and sets a minimum requirement for 631 new homes to be delivered within the borough per annum. If the Council is unable to deliver this number of homes or cannot demonstrate a housing land supply of 5 years, there will be risk of speculative development taking place in less sustainable locations within the borough.

The Council is currently progressing the Gedling Local Development Plan which will include policies and allocations for the future growth of the borough. The Council will continue to work closely with partners and key stakeholders, including Nottinghamshire County Council and the NHS, to ensure appropriate infrastructure improvements are delivered to mitigate the impact of any planned development. The Gedling Local Development Plan will be supported by an Infrastructure Delivery Plan which will use evidence to set out the type of infrastructure improvements, such as schools, highway improvements and health provision, required to support the identified growth within the borough

The Council secures infrastructure contributions through Section 106 agreements which provide mitigation for any direct impacts of a development and also through the Community Infrastructure Levy which helps fund infrastructure projects

54

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

A question was asked of the Portfolio Holder for Climate Change and Natural Habitat by Councillor Whiting, as follows:

“Following recent media reports about the increased number of allotment sites being developed into housing, can Cabinet reassure us that Gedling Borough has no allotment sites in future housing plans and will not entertain any planning application to develop allotment sites in future?”

Response from Councillor Viv McCrossen:

Thank you for the question.

Allotments within the Borough are currently designated as Protected Open Space in the adopted Local Planning Document 2018. Any development proposals on these sites must be in accordance with Policy LPD 20 – Protection of Open Space which seeks to ensure that allotments and other open spaces are retained unless exceptions detailed in the policy can be evidenced.

There are two allotment sites in the Council's Strategic Housing Land Availability Assessment (SHLAA) which is used to identify and assess possible future housing sites. These are:

- G1152 - Robin Hood Carlton Allotments, Carlton
- G1136 – Leapool Allotments, Redhill

Both sites were submitted to the SHLAA in 2019 by the GBC Property Team as part of an asset review undertaken at that time. Any decision to dispose of a Council allotment would require further consultation and approval. I can however confirm that there are no current plans to dispose of either allotment for the purposes of delivering housing.

A question was asked of the Leader of the Council by Councillor Whiting, as follows:

“Following the passing of a motion in July 2024 by Full Council on the current situation in Gaza, which committed Council to "Consider ways in which the events can be remembered in the future", can the Leader of the Council update us on what, if any, progress has been made on this?”

Response from Councillor Clarke:

Thank you for your question.

At the current time, no substantial work has taken place to consider ways in which the events in Gaza can be commemorated in the future. The events team have a scheduled events programme which has already been agreed for the upcoming year.

Work will take place shortly to see how this can be incorporated into the 2026/27 programme of events for the year, and this will be reviewed by the senior leadership team and cascaded to members and the public once agreed.

A question was asked of the Leader of the Council by Councillor Wheeler, as follows:

“The Freedom of Information Act and the Council’s complaints system are an essential and legitimate part of democracy and governance, and both officers and Members respect these requests and respond to them appropriately.

However, I am aware that there are a small number of individuals who appear to target the Council and submit frequent requests for information or make regular complaints, perhaps not always with the best of intentions.

Can the Leader tell me how much time has been spent by officers and estimated cost in gathering information in response to Freedom of Information requests and complaints from the top 3 correspondents over the last 4 financial years?”

Response from Councillor Clarke:

Thank you for the question, Councillor Wheeler.

I will first respond to the Freedom of Information requests:

The Council has a statutory duty to provide information upon request in accordance with the Freedom of Information Act and the Environmental Information Regulations.

Recording the request, gathering the information, and preparing a response, takes a significant amount of time. It is not always straightforward and can involve a number of different officers across the Council.

Recently we have also experienced some of these requests taking a ‘scattergun’ approach which targets several officers and councillors. This of course, increases the effort involved and can duplicate the investigative work that we have to do.

In some cases, there is also a request for further clarification of an answer, or a review of the decision to apply an exemption to the

disclosure of information. Clearly this requires further time to be spent on each request.

The Council's Retention Policy means that Freedom of Information and Environmental Information data is only retained for 2 years plus the current year, therefore it has not been possible to provide information from the last 4 financial years.

However, during the last 2 and a half years, I can report that we have experienced 2,210 requests. Based on an estimated average of 2.5 hours to process and respond, and using the industry standard of £25 per hour, this has cost the Council around £55,000 per year in officer time.

The top 3 individuals account for 217 of these requests, around 10%. Whilst it is difficult to record all time spent on these requests, using the same average of 2.5 hours and £25 per hour, these 3 individuals have cost the Council around £5,400 per year in officer time.

I will now move onto Complaints:

The Council is committed to continually improving the quality of, and access to, the services it provides. We take a positive approach to customer feedback and encourage customers to give us their views.

The Council's Complaints Policy has a two-staged response process, whereby following an initial response a complainant can request the Council to progress the initial complaint to a stage 2 review, and this is undertaken by a senior manager.

In the last 4 financial years we have received 3,663 stage 1 complaints and 176 stage 2 complaints. Based on the same estimated average of 2.5 hours to process and respond, and costing around £25 per hour, this has cost around £60,000 per year in officer time.

The top 3 individuals account for 47 stage 1 complaints, and 9 stage 2 complaints. Whilst the degree of complexity in each complaint means it is difficult to record all time spent by officers on these requests, these complaints are generally more complicated and can take up to 10 hours to deal with by a senior officer. On this basis an estimated cost in dealing with complaints from these 3 individuals is around £4,000 per year in officer time.

Putting this into context Mr Mayor, the top 3 individuals between them submit around 7 requests for information and 1 Complaint every month.

A question was asked of the Portfolio Holder for Sustainable Growth and Economy by Councillor Meads, as follows:

"At the present time the county council is holding onto about £5million in section 106 money for school improvements from housing developments in Calverton, with the potential for much more to be handed over to them before LGR has taken place.

The county council has sat on some of this money for four years, and only around 10% of it has to be spent on specific Calverton schools under the terms of the various section 106 agreements. Buyers of the new homes in Calverton rightly expected that part of their purchase price included money for new school improvements within the village.

Since Reform have been in control at the county council projects have been put on hold. The same situation must exist across the borough.

Is there any pressure this council can put on the county council to ensure they spend the money now on our schools and before LGR takes place, rather than on schools that would remain in the new county authority if Gedling were put in with the new city based authority? I am aware it is the county council education department that draughts these 106 agreements but wonder if there any mechanism this council can use to ensure the future 106 money stays local, within our area."

Response from Councillor Hollingsworth:

Nottinghamshire County Council are responsible for expending contributions for education in accordance with the relevant Section 106 legal agreement which define the planning area and timescale for expenditure.

For example, the Section 106 legal agreement relating to the development of 365 houses on land at Park Road, Calverton requires the primary contribution of just over £1.4m to be spent within the Calverton Primary School Planning Area and the secondary contribution of just over £1m to be spent to expand the capacity at Colonel Frank Seeley Academy. The County Council has 12 years, from the date of receipt of the final payment, to spend the contributions on projects within the specified areas.

Nottinghamshire County Council as the education authority are responsible for ensuring schools have specific capacity.

The legal agreements are a robust mechanism to ensure that education contributions are expended on expanding provision where new development is taking place.

A question was asked of the Portfolio Holder for Public Protection by Councillor Meads, as follows:

"Over the last few summers the north west corner of Calverton has been blighted by a huge number of small flies. This unwanted phenomenon means that residents can no longer have their doors or windows open, which is making life really uncomfortable, especially during the long hot

summers. Some residents have paid for bi-fold doors they can not use at all.

The huge increase in flies coincided with the opening of a plastic recycling business. This business did not come before the Gedling BC planning department, but rather through the county council.

The late Lorraine Brown headed up a campaign to try and stop this recycling business coming to Calverton, with the unanimous support of the 15 parish councillors at the time, including the two Gedling BC independent councillors, but she was unsuccessful. I am aware that environmental health officers have been out to the business and visited residents a number of times over the last few years.

Could the council confirm the latest information they have on this, and to meet with me to see how we can look at eliminating this problem for the sake of the residents, and if it turns out not be the fault of the recycling business, to clear their name?"

Response from Councillor D Ellis:

Pro-Environmental were given planning permission by the county council in 2022 for a change of use to plastic recycling. The business takes plastic waste and processes it into pellets for reuse. The business is regulated by the Environment Agency and operates under a permit granted by them. The Borough Council has powers under the Environmental Protection Act 1990 to deal with insects from industrial premises. Where a complaint of a statutory nuisance is made by a person living within its area, the Borough Council investigates the complaint and when the council is satisfied that a statute nuisance exists or it is likely to occur or recur, it has powers to serve an obedience notice.

During the summer of 2024, complaints were received from members of the public of an increase in flies in the northwest of Calverton and environmental health officers visited a number of commercial premises in the village to try and establish a source of any fly infestations. This included the sewage treatment works, the Viola recycling plant, the vehicle breakers yard and pro-environmental recycling centre. However, no fly infestations were witnessed.

With regards to pro environmental, officers met with the site manager who demonstrated they have a fly management plan in place and a contract with a private pest control business to ensure that suitable control measures were in place. Officers checked their records, and it was clear that press pest control visits had been done at the time.

So far in 2025, there have been two complaints to the council about flies in the village with the suggestion that pro-environmental is the source,

which is a significant decrease of the more than 30 complaints received in 2024.

Officers have continued to monitor the situation, and I can confirm that the most recent visit was within the last 48 hours, and no concerns were identified. Council appreciates that fly infestations can be distressing for local people and residents should be ensured that the council takes reports of infestations seriously. Pro-Environmental has cooperated with officers and are happy to be transparent with their pest control plan. The local management on the site have confirmed that they are willing for councillors to tour the facility by appointment to get a better understanding of their operations and I am sure the officers will be happy to facilitate this.

Officers have encouraged Pro-Environmental to be transparent with their pest control plan, and local management on the site have confirmed that they are willing for Councillors to tour the facility by appointment to get a better understanding of their operations.

55 REPORTS AND RECOMMENDATIONS OF THE EXECUTIVE OR A COMMITTEE (PROCEDURAL RULE 7.10)

**(a) PRUDENTIAL CODE INDICATOR MONITORING 2025/26
AND TREASURY ACTIVITY REPORT FOR THE PERIOD
APRIL 2025 TO JULY 2025
RESOLVED**

**56 To note the report.
TO CONSIDER COMMENTS, OF WHICH DUE NOTICE HAS BEEN
GIVEN, UNDER PROCEDURAL RULE 7.11**

No comments or issues were raised.

57 TO CONSIDER MOTIONS UNDER PROCEDURAL RULE 7.12

Councillor Meads, seconded by councillor Whiting, proposed a motion in the following terms:

The Council forms a Local Development Plan Working Group to support the Portfolio Holder - Sustainable Growth and Economy and the Director for Place to explore the reasonable alternatives for delivering the spatial strategy for Gedling Borough for the period up to 2043 and beyond arising from the required growth in housing, employment, services and infrastructure that the Borough needs to accommodate.

This shall include consideration of the option for delivering growth through new settlements. The conclusions and recommendations of the Local Development Plan Working Group shall be taken into

consideration by Officers, Cabinet and Council when formulating and agreeing the Regulation 19 Pre-submission version of the Gedling Local Development Plan (or the equivalent stage under any future change of legislation)

Proposer: Councillor Andy Meads

Seconder: Councillor Russell Whiting

Members debated the motion and on being put to a vote, the motion was lost.

The meeting finished at 7.13 pm

Signed by Chair:

Date:



Report to Council

Subject: Petitions Scheme

Date: 12 November 2025

Author: Deputy Chief Executive

Purpose

To present a petition and advise on the procedure that Council needs to follow under the Council's Petitions Scheme and to provide information specifically on the petition in respect of the leisure transformation programme and how this impacts the indoor bowls facility at the Richard Herrod Centre.

Recommendation

THAT:

Council is recommended to debate the petition.

1 Background

- 1.1 The Council has received a petition which contains 1021 signatures from residents that work, live or study within the borough of Gedling and is attached at Appendix 1 to this report. The petition relates to the leisure transformation programme and how this impacts the indoor bowls facility at the Richard Herrod Centre, the petition asks the following:

This petition is submitted with a request that the Council reconsider its plans as part of their Leisure Transformation Programme impacting the Indoor Bowls facility at the Richard Herrod Centre. The signatories to the petition call on Gedling Borough Council to:

- 1. Reinstate, retain and protect indoor bowling as part of its facility mix within the proposed redevelopment of the Richard Herrod Centre*
- 2. Recognise that by working with the Directors of Gedling*

Indoor Bowls Centre Limited and the English Indoor Bowls Association a financially viable and sustainable model with the inclusion of indoor bowls can be achieved

3. *Pro-actively recognise and promote the proven mental and physical wellbeing benefits of indoor bowling*

- 1.2 The Council has a petitions scheme within the Constitution. The scheme states that a petition of this nature containing over 140 signatures shall trigger a "Petition for debate" as a local issue affecting no more than two wards within the Council's area. The petitions scheme requires the issue to be debated by a meeting of Council.
- 1.3 The petitions organiser has up to five minutes to address the meeting in order to present the petition. The request to the Council which is the subject of the petition shall be deemed to be the motion before Council and to have been moved and seconded when the petition is accepted by the Mayor.
- 1.4 After the lead petitioner has been given the opportunity to address Council, members will be given the opportunity to debate the issues raised by the petition. At the conclusion of the debate the Council has to decide how to respond to the petition and the following courses of action may apply:
 - Council can, if appropriate, instruct that the action the petition requests is carried out in whole or in part;
 - Council can determine not to take the action requested in the petition for reasons put forward in the debate in whole or in part;
 - Council can ask for further investigation into the matters the petition raises, for example by a relevant committee, portfolio holder or officer;
 - Where a decision of the Executive is required, Council should decide on whether or not to make a recommendation to inform the decision;
- 1.5 Where Council is minded to make a recommendation to another body because it is outside of the scope of Gedling Borough Council's work, then Council will consider making representations on the petitioner's behalf to that body. For example, where the petition relates to policing or crime matters it may be necessary to make representations to the Police service. The petition scheme points out that the council works with a large number of local partners and where possible would work with those partners to respond to the petition.

2 Further information

- 2.1 On 25 September 2025, at a special Cabinet meeting at which representatives of the Gedling Indoor Bowls Club were in attendance, Cabinet agreed the following recommendations:

1. Cabinet notes the research, findings and recommendations from the updated Leisure Strategy which forms the evidence base and strategic framework for future investment and management of the Council's leisure portfolio.

2. Cabinet notes the results of the 2025 Leisure Transformation Consultation and Stakeholder Engagement.

3. Cabinet approves further feasibility work on the recommended outline facility mix for the Carlton Leisure and Community Wellbeing Centre ("Carlton Active"), based on Option 3 - core facilities with soft play. At this stage this will not include a 3G football pitch.

4. Cabinet agrees, in line with the Leisure Facilities Strategy, that the Council will continue to engage with and offer non-financial support to Gedling Indoor Bowls Club in exploring relocation options.

5. Cabinet agrees to undertake consultation to seek a public view on the Council withdrawing its service provision from the joint use agreement leisure centre sites, in line with the recommendations of the Leisure Strategy.

- 2.2 These recommendations were formulated following a review of the Council's Leisure Strategy and following extensive consultation with residents, stakeholders and partners on the proposals for the development of a new leisure facility at the site of the Richard Herrod Leisure Centre.

- 2.3 Throughout the consultation the Council engaged with the bowls club and held two focus group meetings with the club. In formulating proposals for the new Carlton Active site and in preparing the business case, consideration was given to the continued provision of indoor bowls at the site. The conclusions drawn were that financially, retaining bowls on the site was not viable. Members concluded that the Council would continue to work with the bowls club to provide non-financial support in exploring relocation options.

- 2.4 As part of the work undertaken to formulate the recommendations, consideration was given to the equality impacts associated with the

development of Carlton Active. The Equality Impact Assessment, along with the full report and appendices is attached.

2.5 Since the Cabinet meeting, officers have continued to engage with the bowls club and are exploring relocation options.

2.6 It should be noted that any decisions in relation to the Leisure Strategy and future facility mix at the Carlton Active site are decisions for the Executive. A further report on the development of the site with more detailed business case is due to be considered by Cabinet in early 2026. Budgetary proposals will be considered as part of the Council's annual budget report for 2026/27.

3 Proposal

3.1 It is proposed that Council should debate the contents of the petition as required by the petitions scheme contained within the constitution.

4 Alternative Options

4.1 The Council could determine not to debate the petition; however, it has been accepted as a petition for debate under the Council's scheme.

5 Financial Implications

5.1 There are no direct resource implications arising from this report.

6 Legal Implications

6.1 The petition has been accepted under the Council's Petition Policy and scheme, in accordance with this scheme and the Council's Procedure Rules, the petition should be debated and the options available to the Council are as set out in paragraph 1.4 above.

7 Equalities Implications

7.1 There are no direct equality implications related to the Council considering this petition. The petitioner is invited to attend the meeting, and the Council meeting is open to the public and streamed to ensure maximum access. The Equality Impact Assessment in relation to the future facility mix at the Carlton Active site is shown at Appendix E to the Cabinet report.

8 Carbon Reduction/Environmental Sustainability Implications

8.1 There are no direct implications arising from the consideration of this petition by the Council.

9 Appendices

- 9.1 Appendix 1 - Letter accompanying the petition and the petition cover sheet.

Appendix 2 – Report to Cabinet 25 September 2025([Public Pack](#))[Agenda Document for Cabinet, 25/09/2025 14:00](#)

10 Background papers

- 10.1 None

Statutory Officer approval

Approved by:

Date:

On behalf of the Chief Financial Officer

Drafted by the Monitoring Officer

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GEDLING INDOOR BOWLS CENTRE LIMITED
Richard Herrod Centre, Foxhill Road, Carlton, Nottingham NG4 1RL

Democratic Services
Gedling Borough Council
Civic Centre
Arnot Hill Park
Arnold
Nottingham
NG5 6LU

DELIVERED BY HAND – 29 October 2025

Dear Sirs

Submission of a Petition for Debate at a full Council Meeting

Attached is a petition signed by 1021 signatories, all of whom live, work or study in the Borough of Gedling. Signatories who do not meet the qualifying criteria have been redacted. The petition relates to a local issue affecting the Carlton Hill ward (which includes the Richard Herrod Leisure Centre) and the Cavendish ward (which includes the Carlton Forum Leisure Centre) and exceeds the threshold of 140 signatories.

Having met all the necessary qualifying criteria, we request that this petition is placed on the agenda for presentation and debate at a full Council meeting on Wednesday 12 November 2025.

Statement and Issue the petition relates to

This petition is submitted with a request that the Council reconsider its plans as part of their Leisure Transformation Programme impacting the Indoor Bowls facility at the Richard Herrod Centre.

The signatories to the petition call on Gedling Borough Council to:

1. Reinstate, retain and protect indoor bowling as part of its facility mix within the proposed redevelopment of the Richard Herrod Centre
2. Recognise that by working with the Directors of Gedling Indoor Bowls Centre Limited and the English Indoor Bowls Association a financially viable and sustainable model with the inclusion of indoor bowls can be achieved
3. Pro-actively recognise and promote the proven mental and physical wellbeing benefits of indoor bowling

petition



Gedling Indoor Bowls Company Limited
Foxhill Road, Carlton, Nottingham NG4 1RL
Company Reg No 02104007, registered in England
CASC Reg No 04422

PLEASE SUPPORT US BY SIGNING BELOW:

Name	Postcode of where you live, work or study	Email or Phone (optional)	Signature



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PETITION TO SAVE THE RICHARD HERROD CENTRE

Preserve Its Legacy – Protect Its Future

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We, the undersigned, urge the Council to reconsider these plans and protect this vital community asset.

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We call on Gedling Borough Council to:

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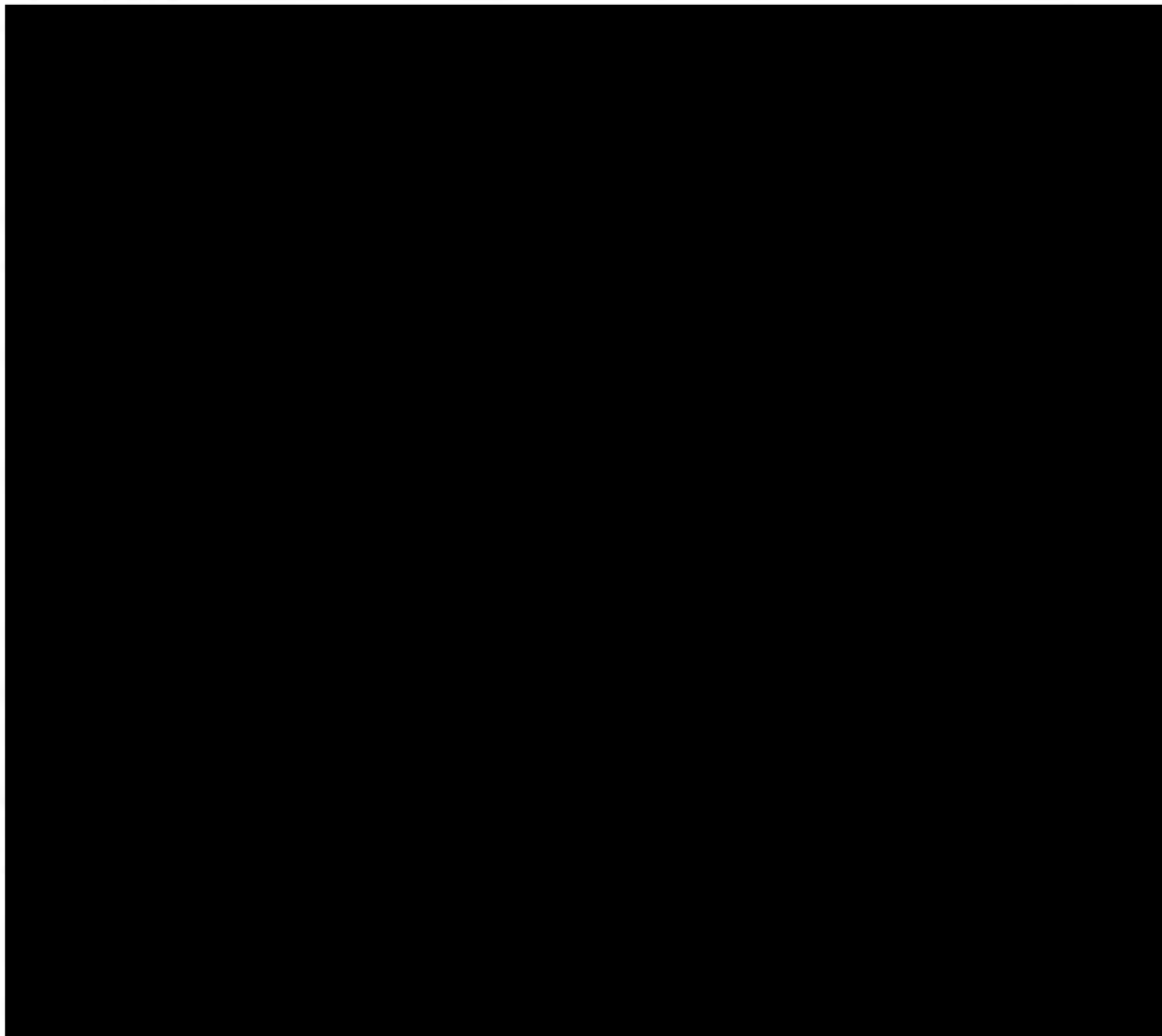
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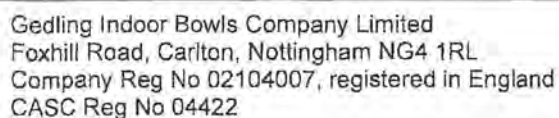
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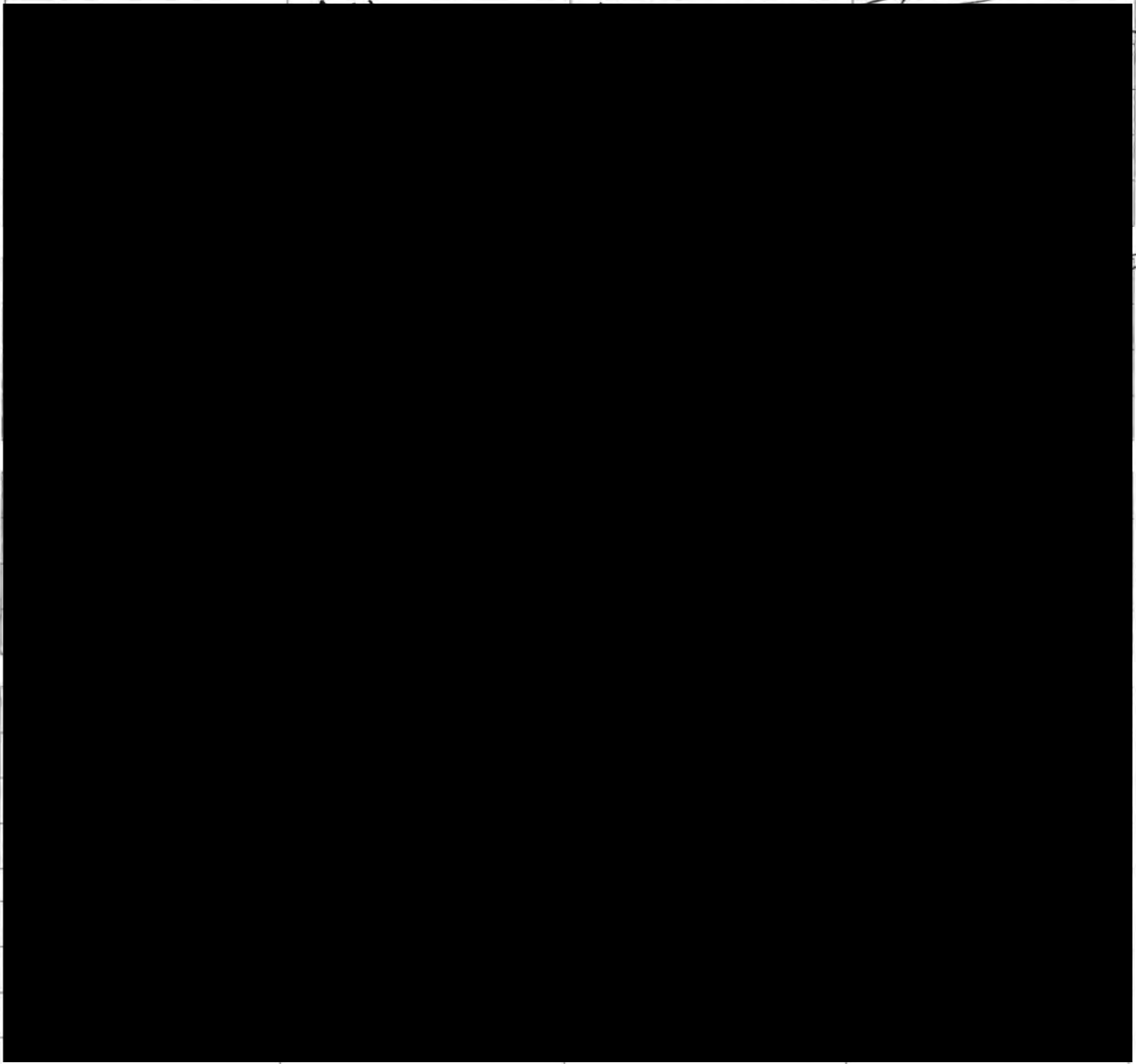
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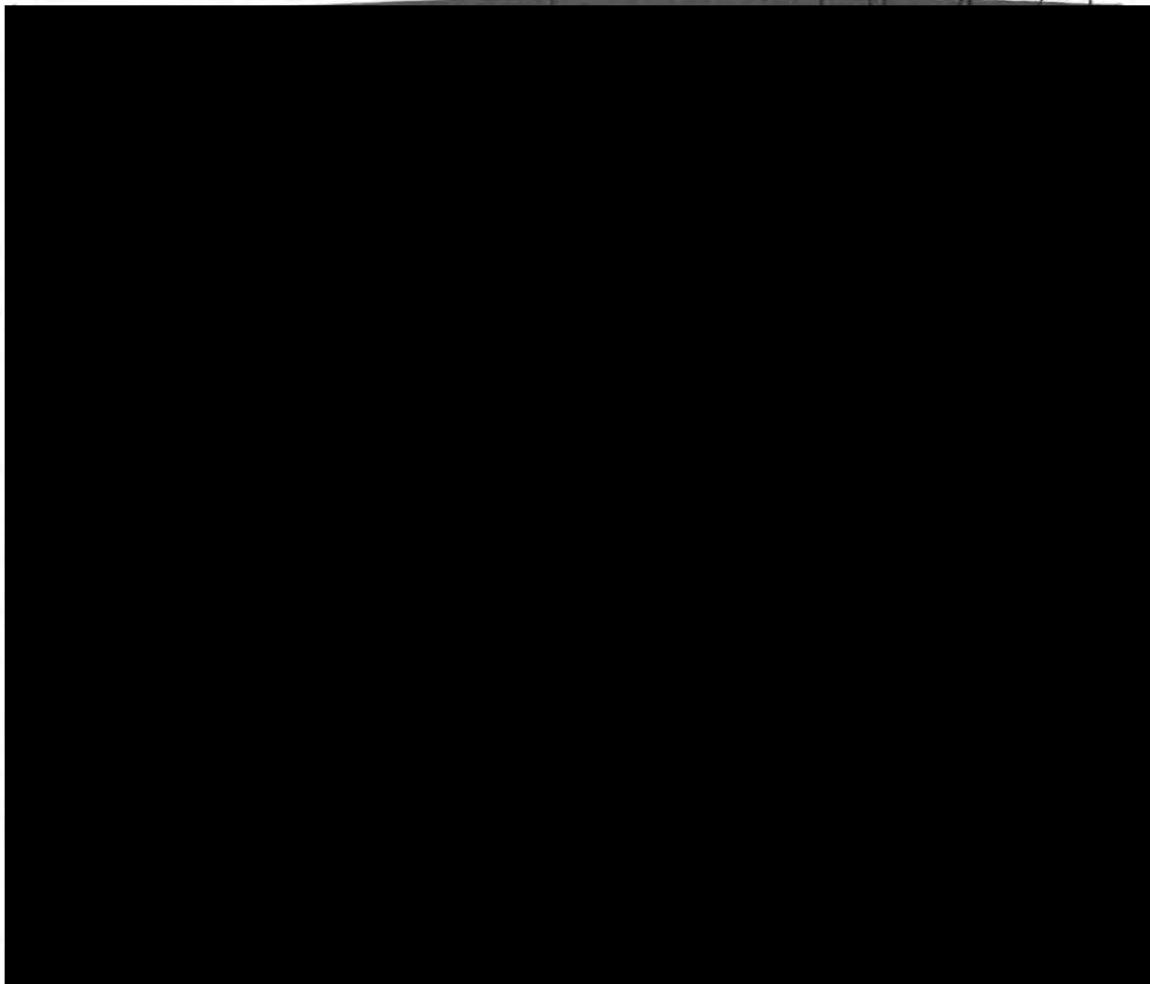
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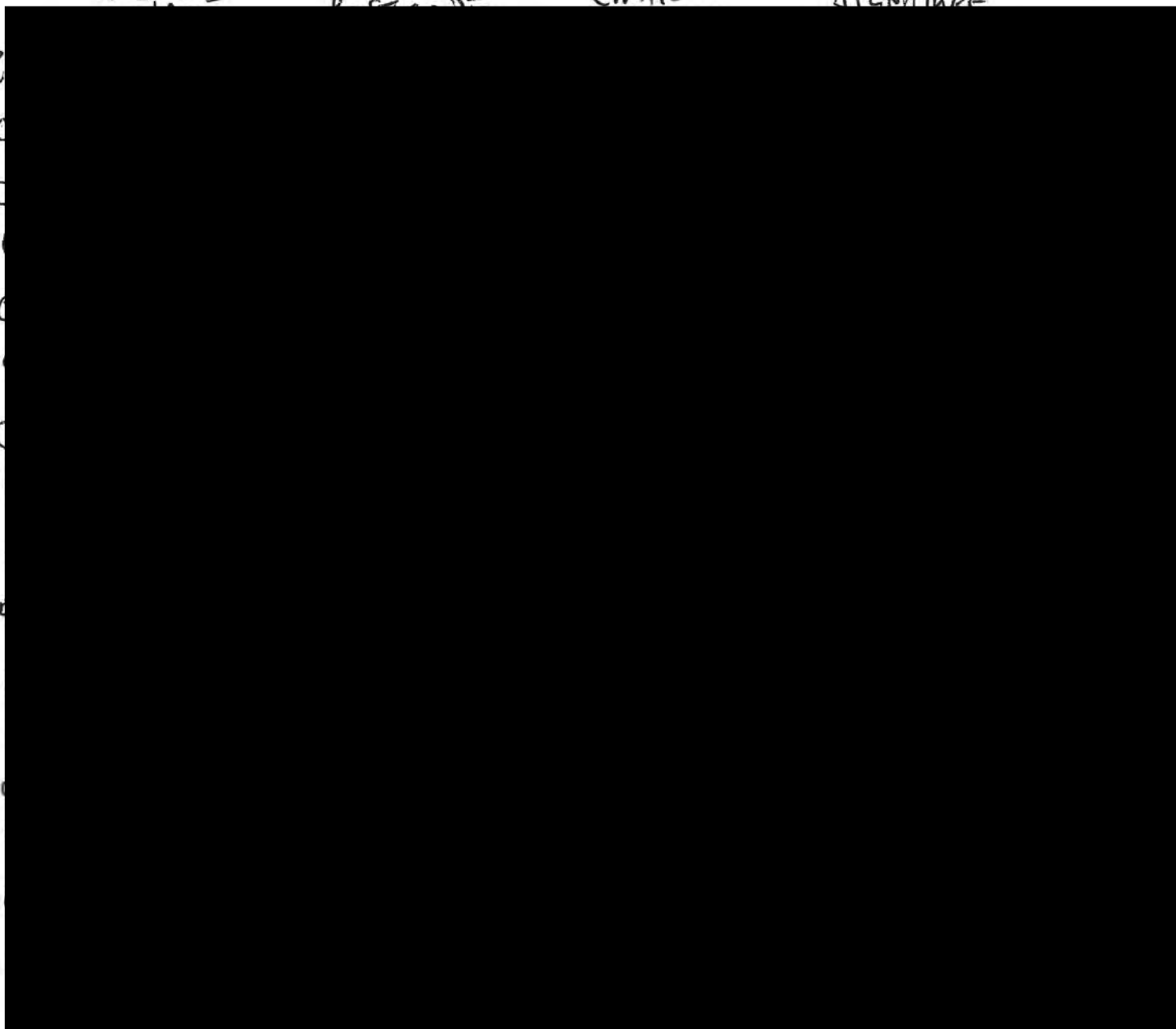
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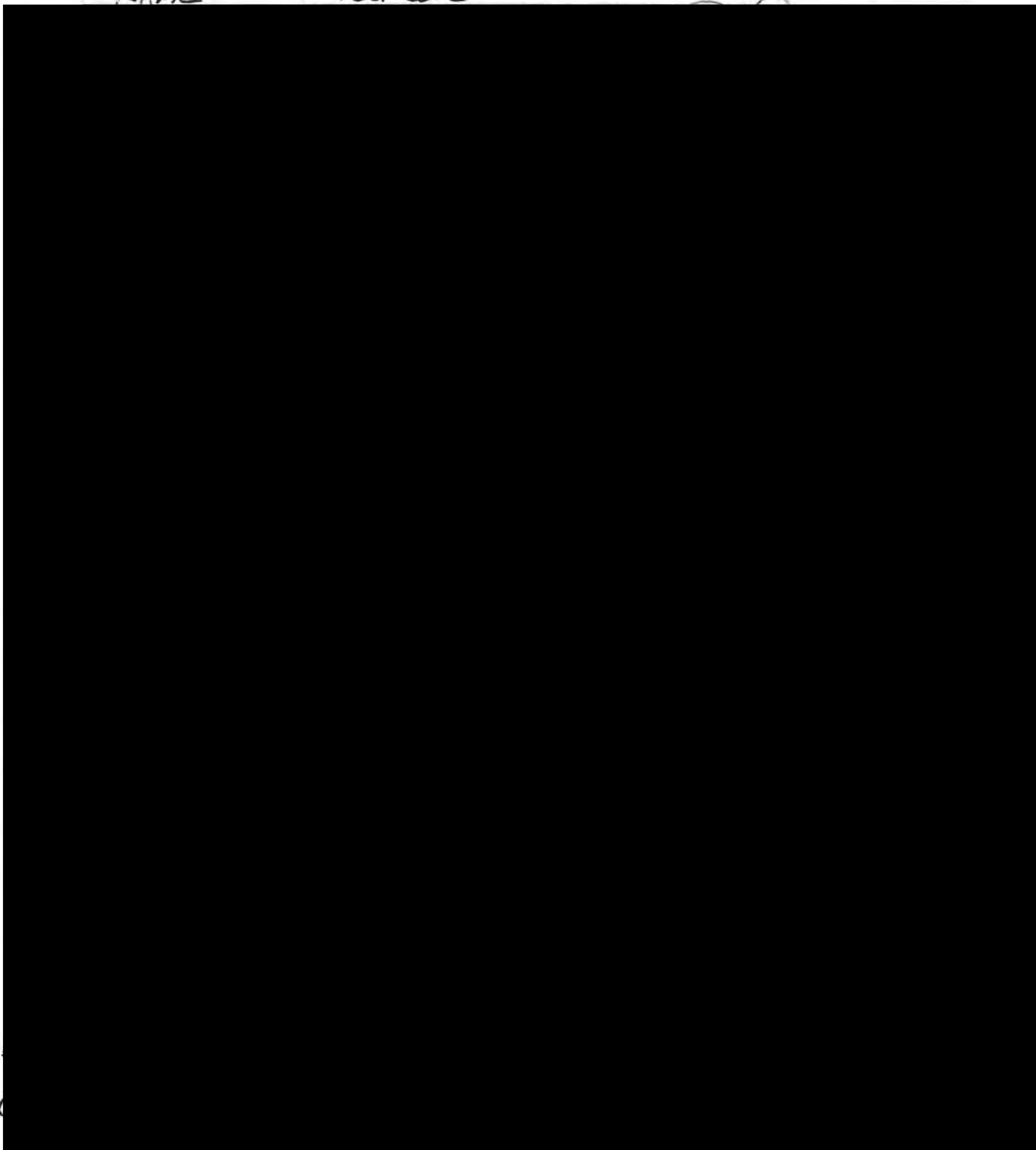


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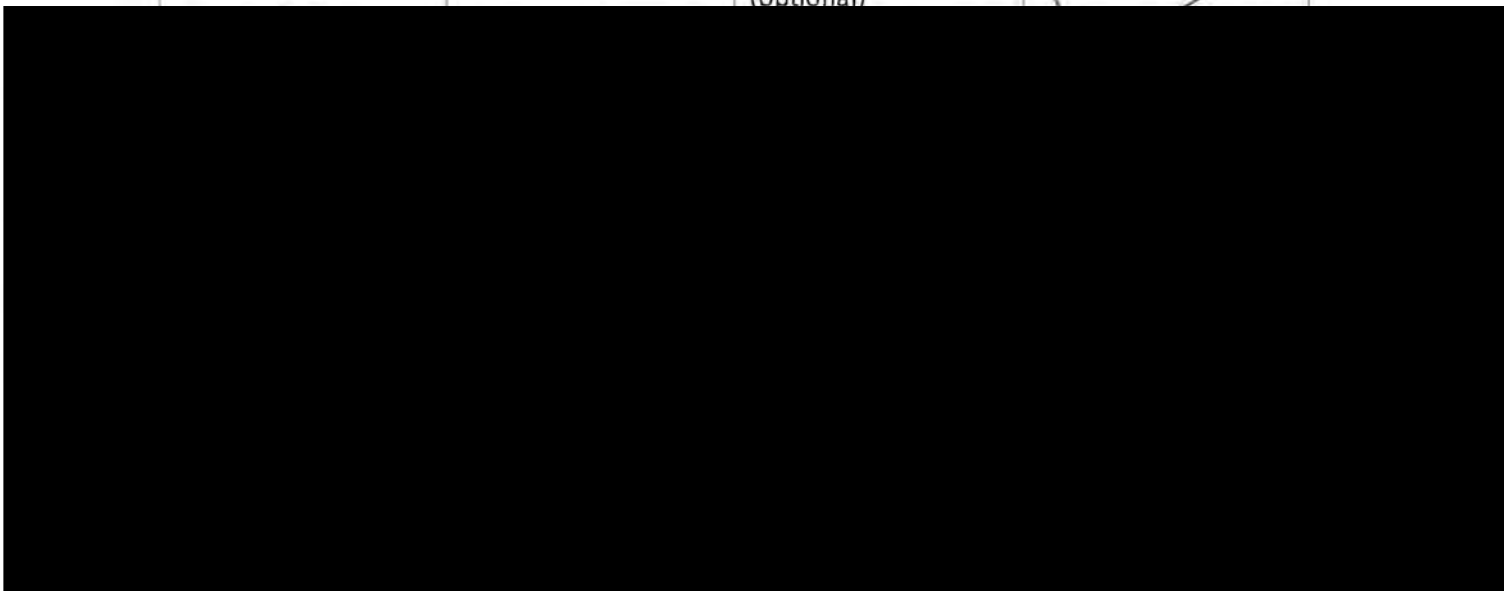
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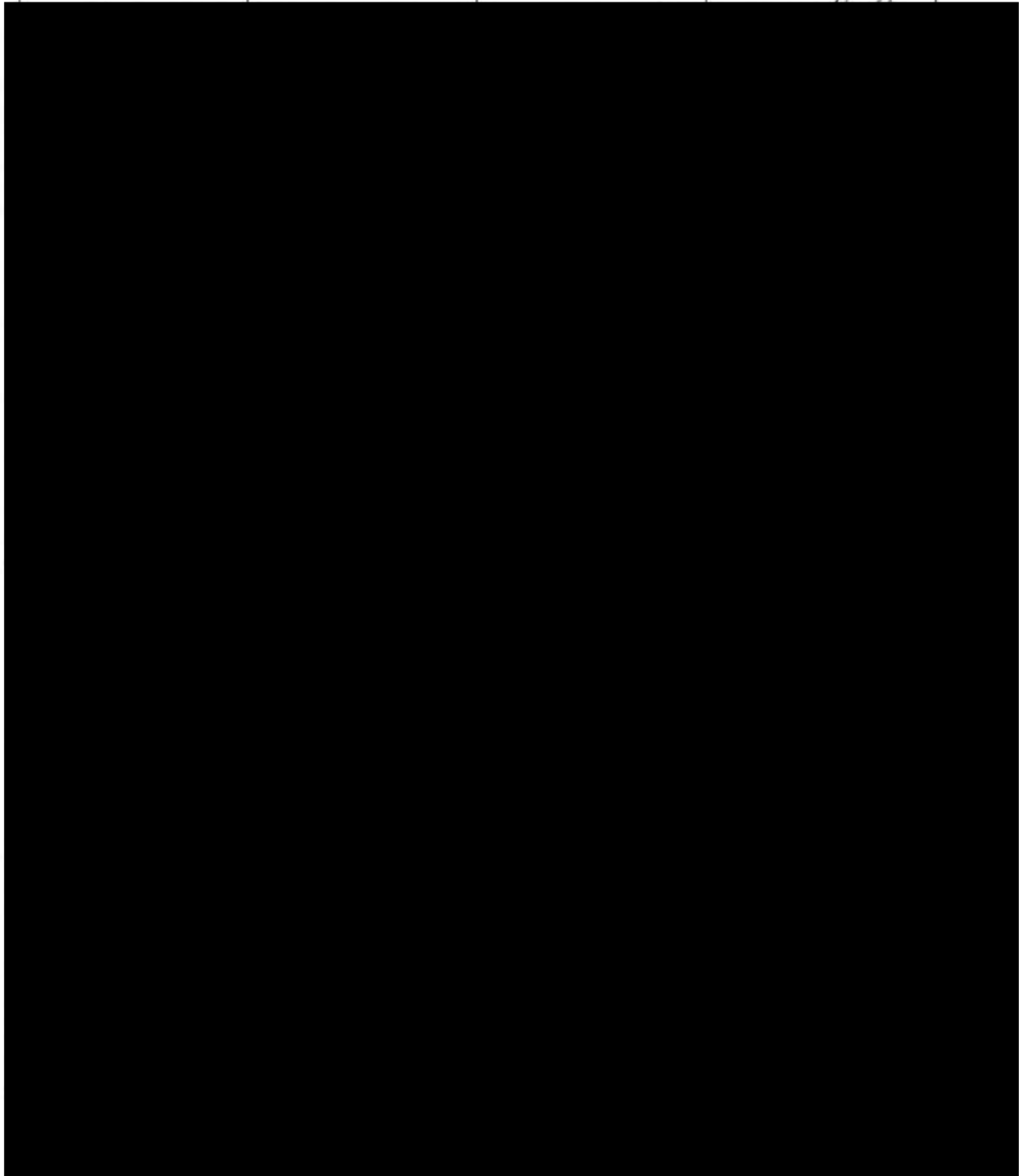
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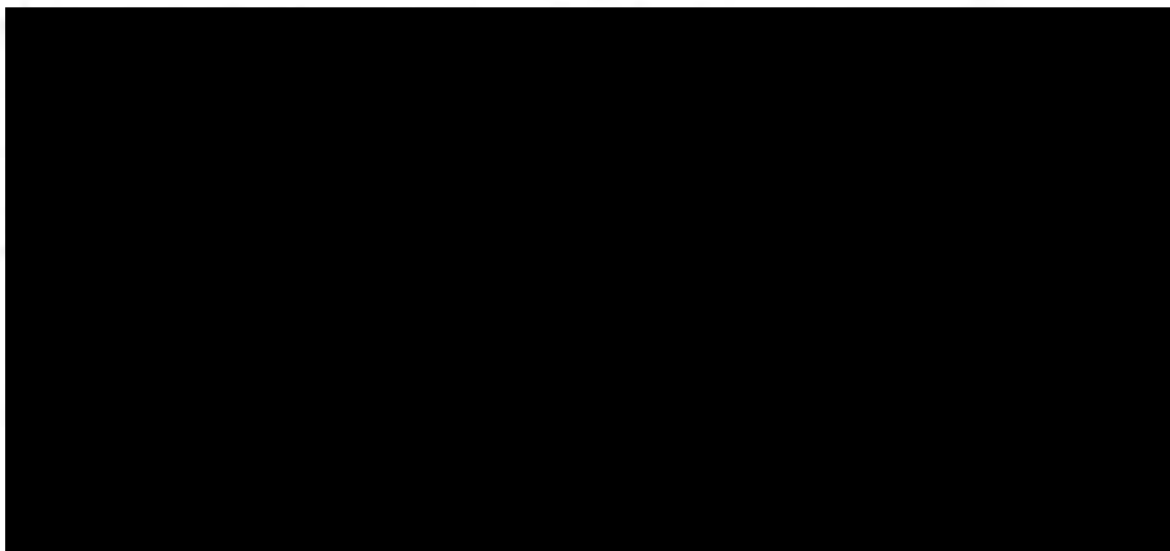
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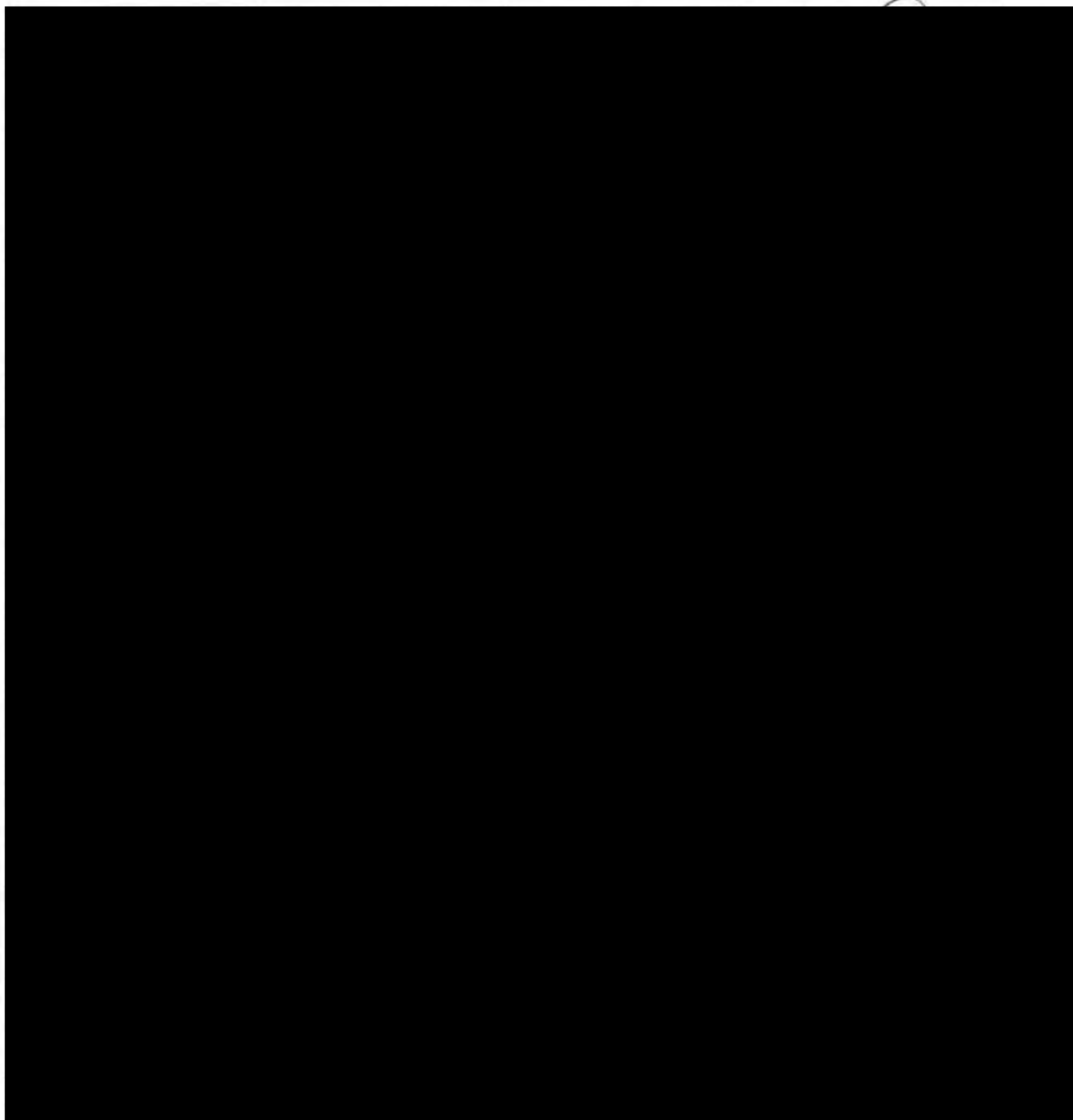
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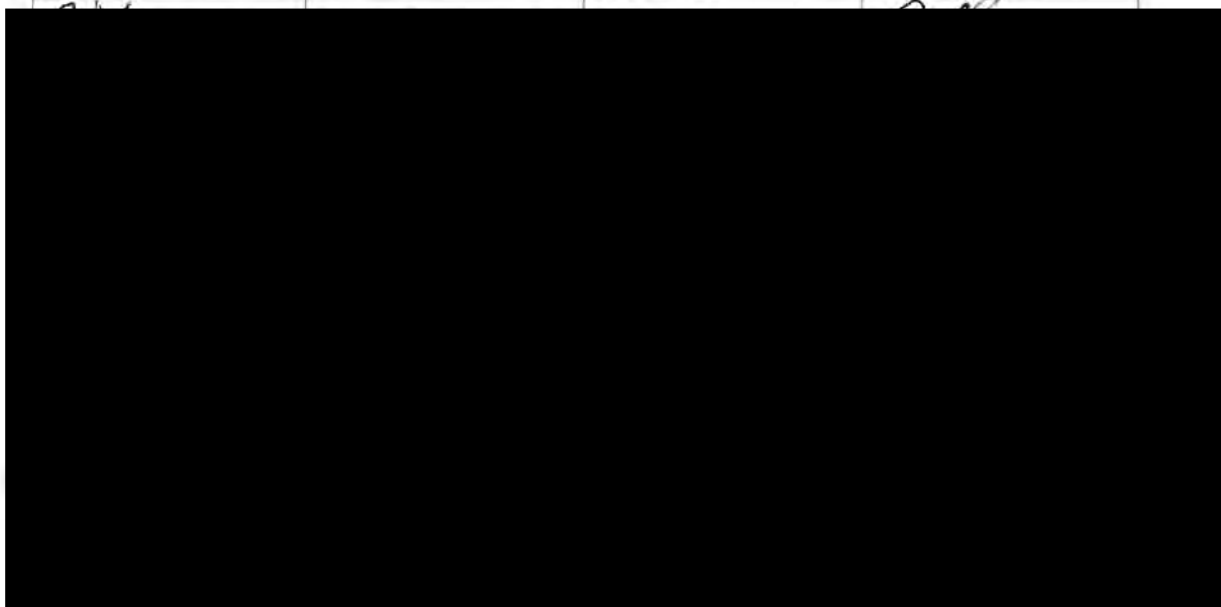
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Every signature counts—let's protect this essential space for generations to come.

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PETITION TO SAVE THE RICHARD HERROD CENTRE

Preserve Its Legacy – Protect Its Future

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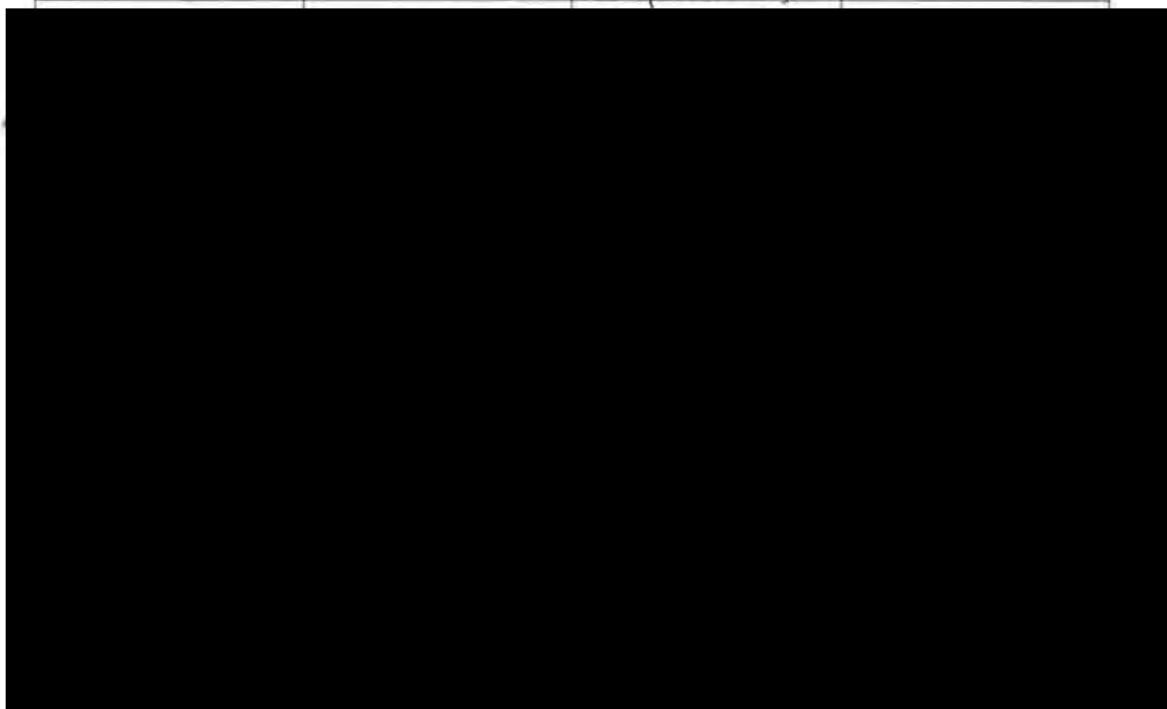
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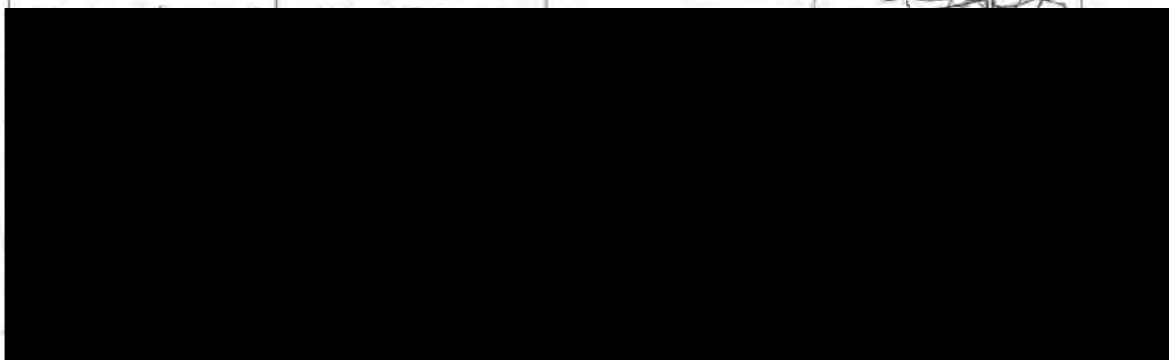
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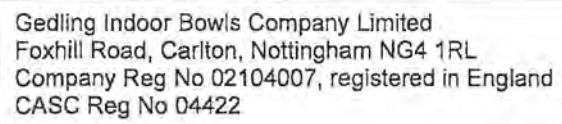
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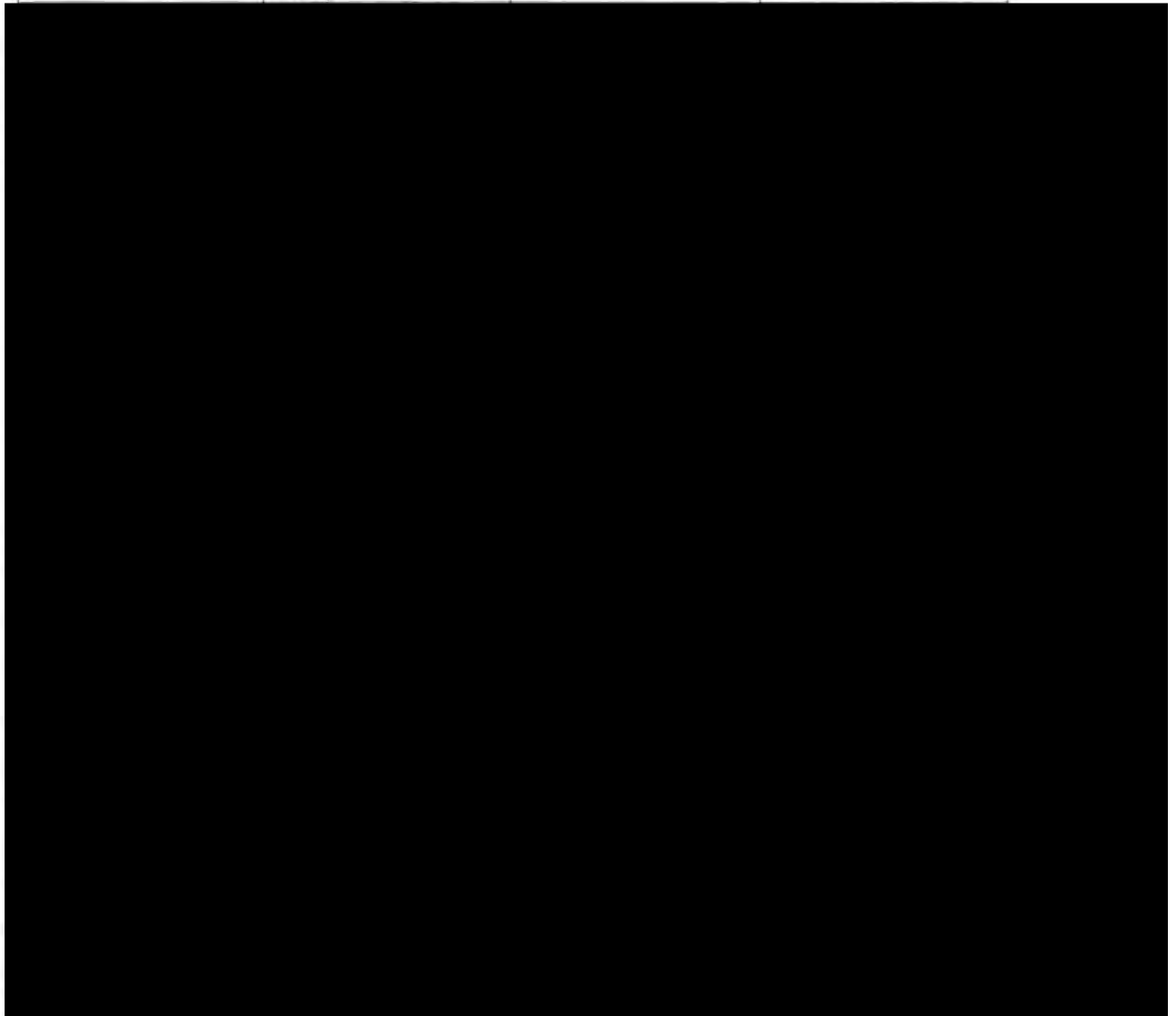
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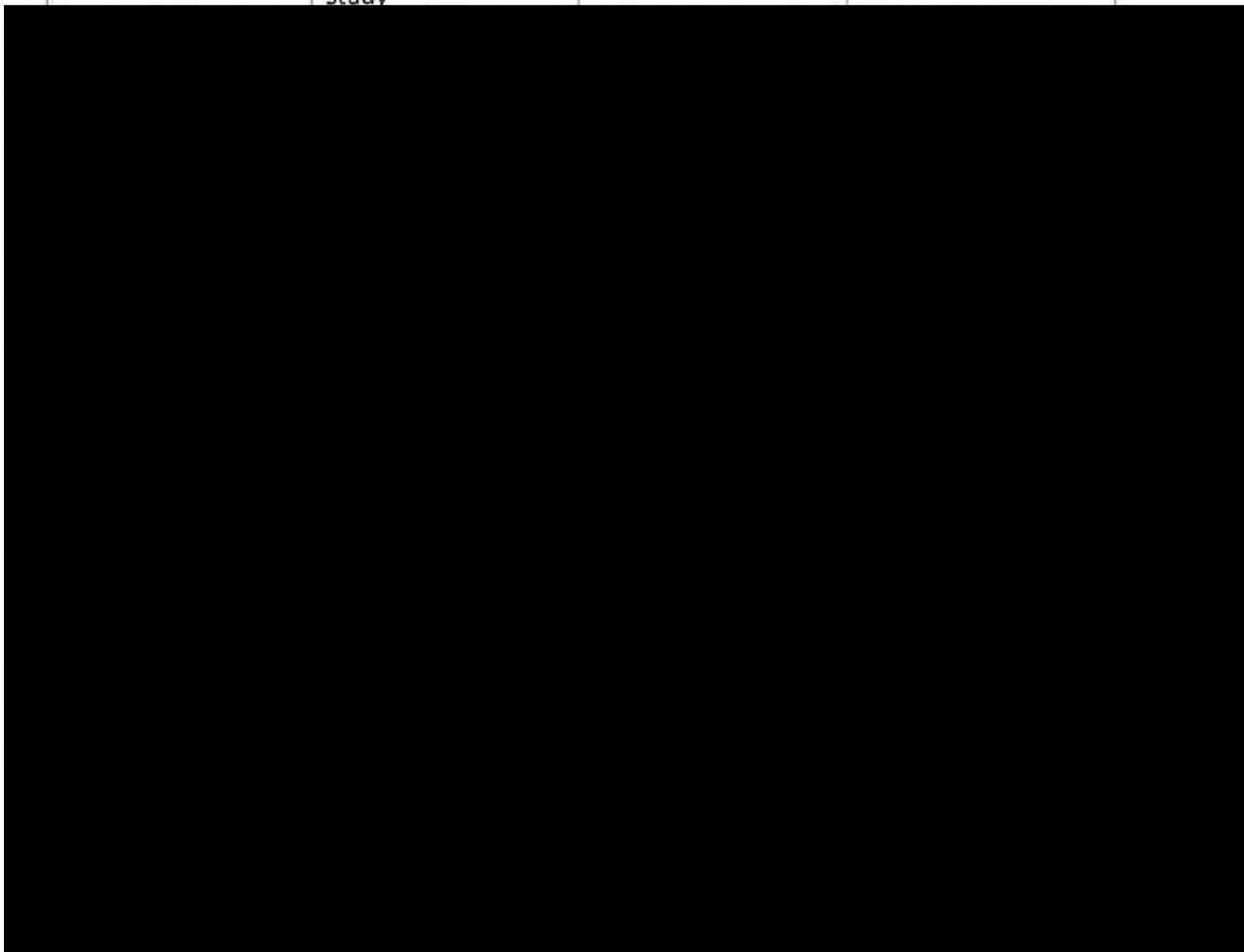




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YOU HAVE TO COME IN TO SIGN!

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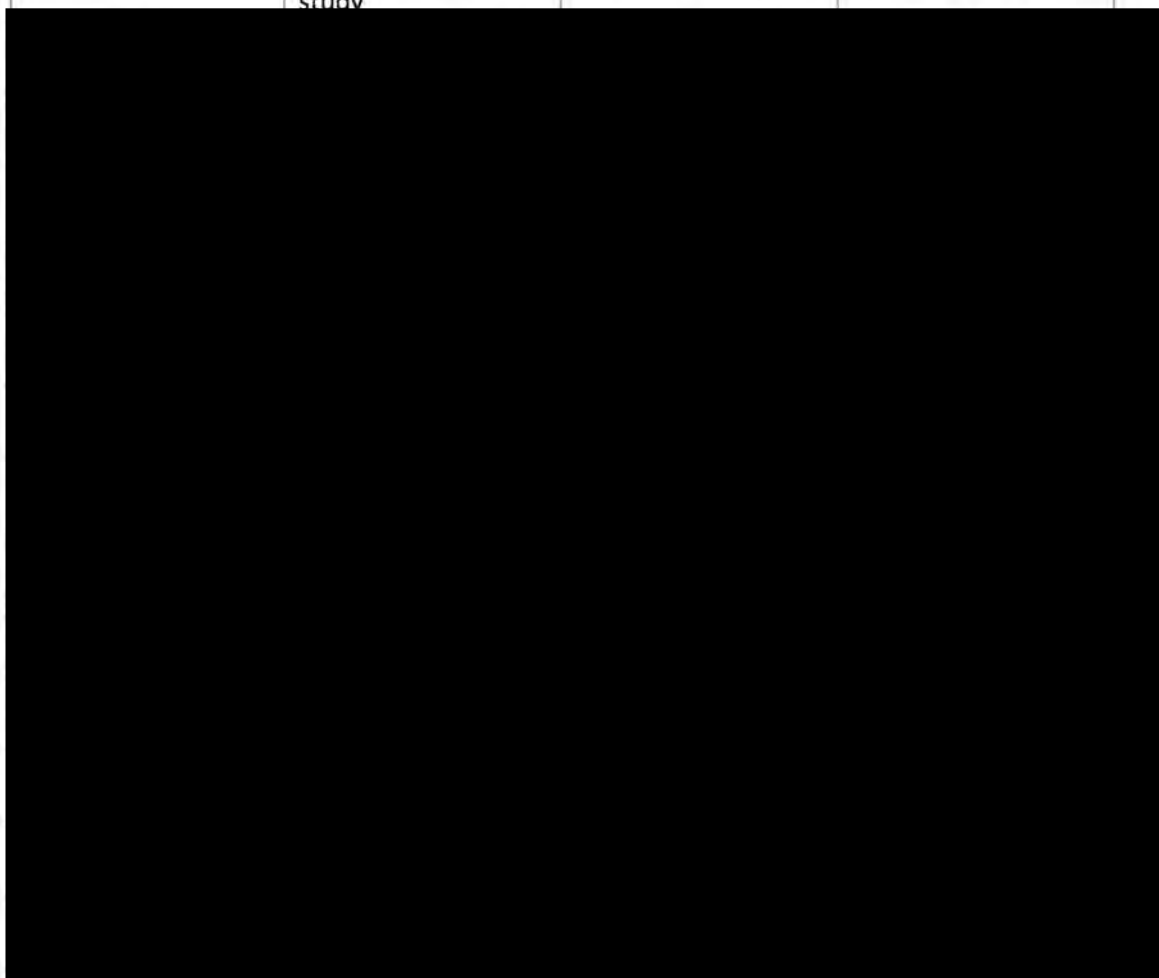
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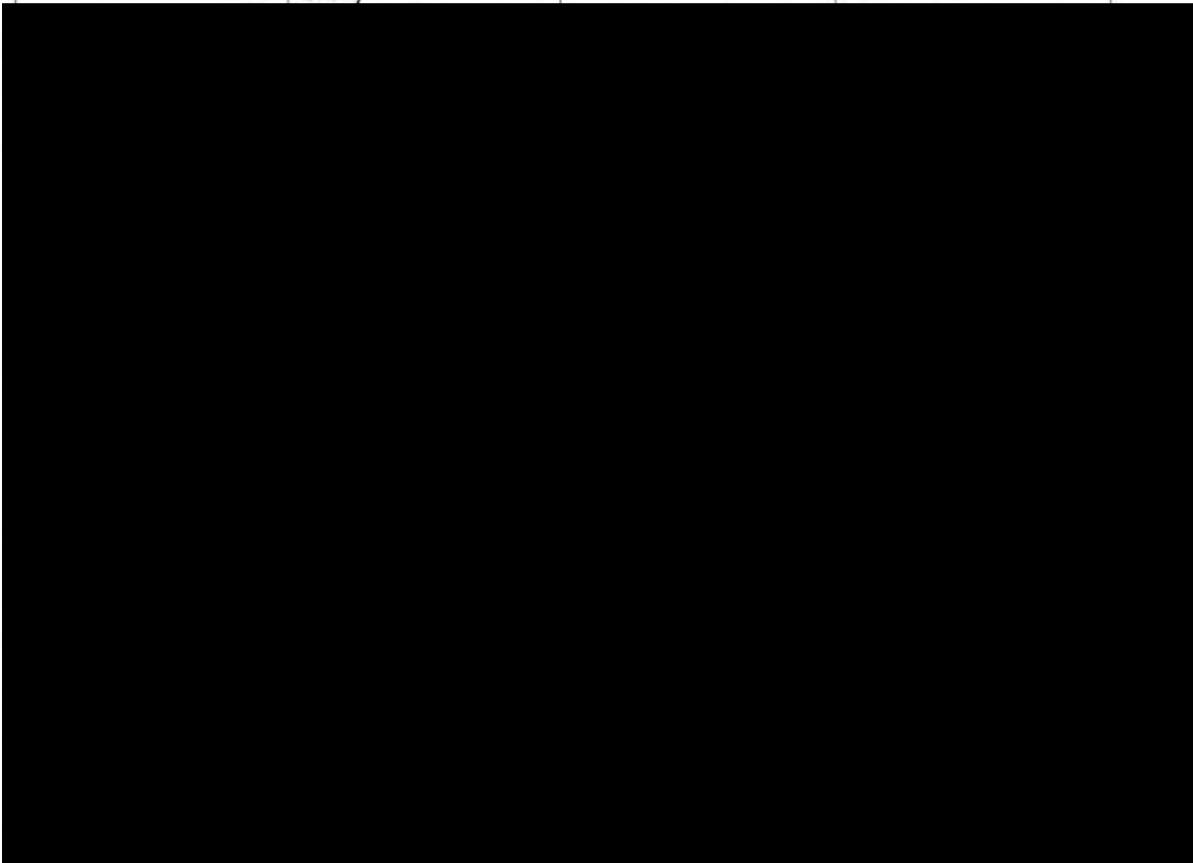




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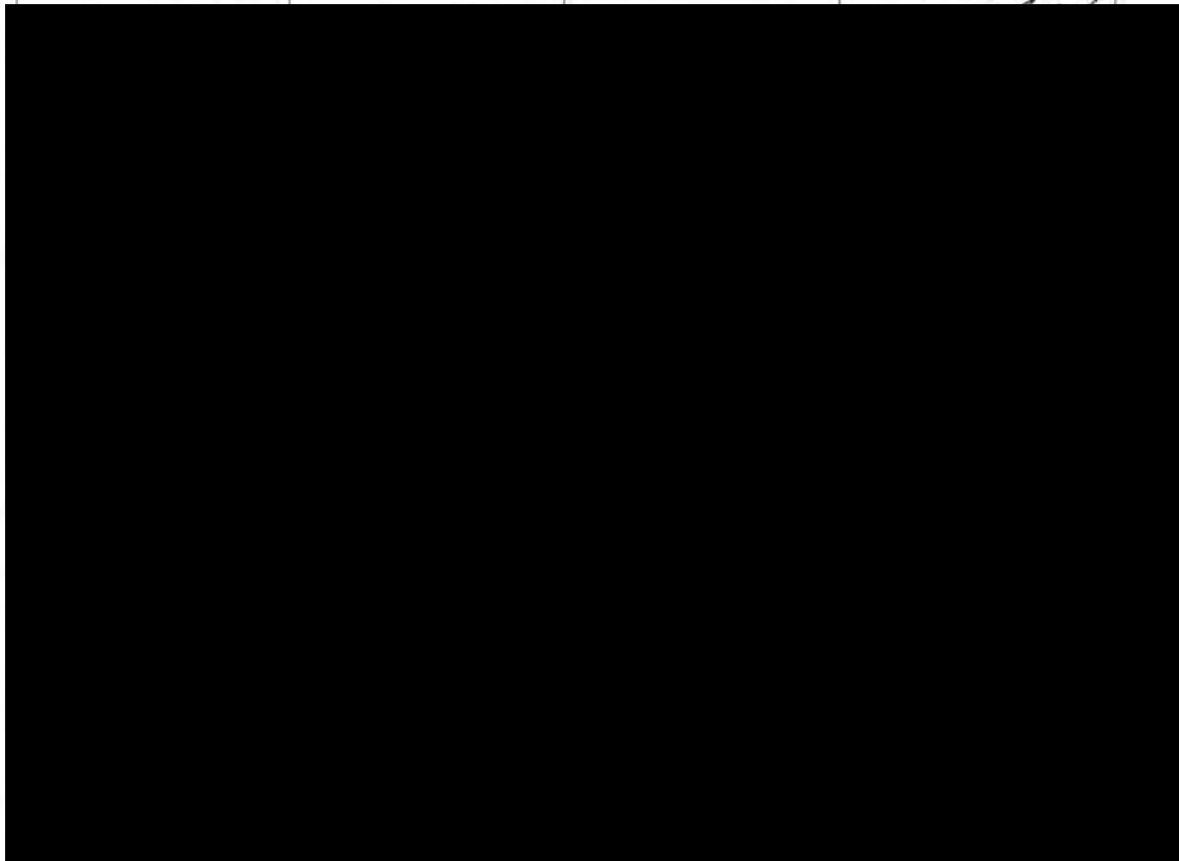
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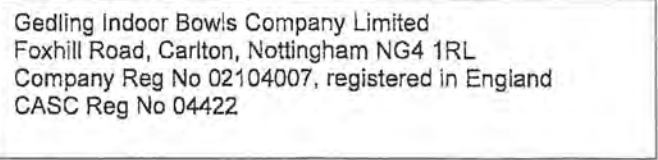
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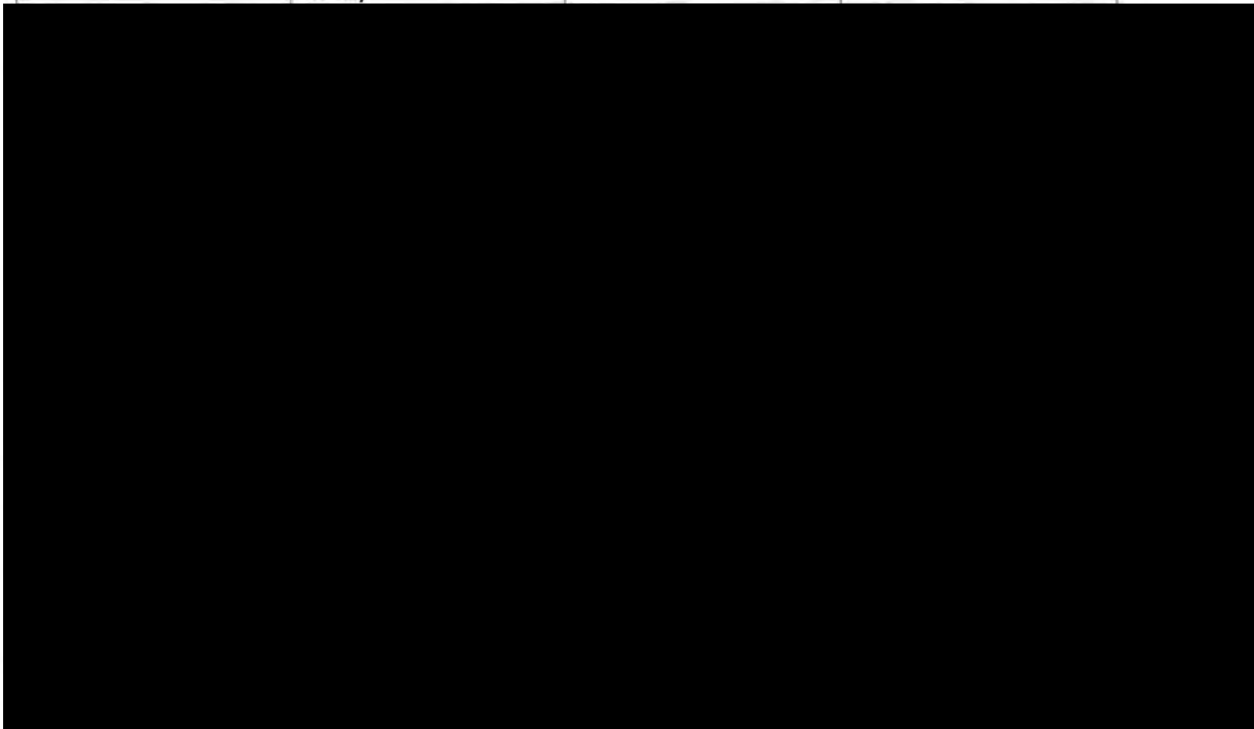
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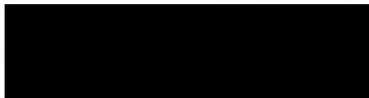


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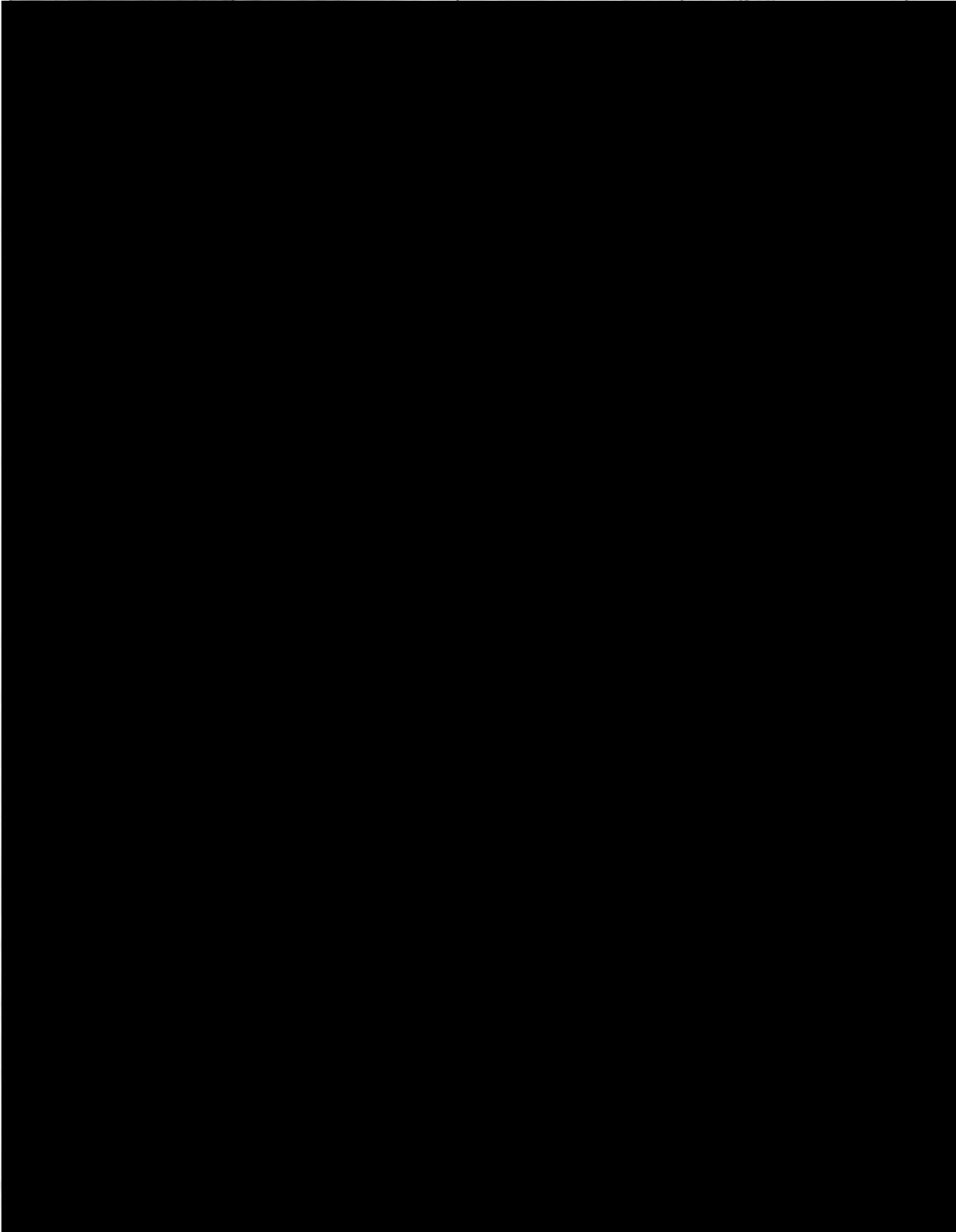
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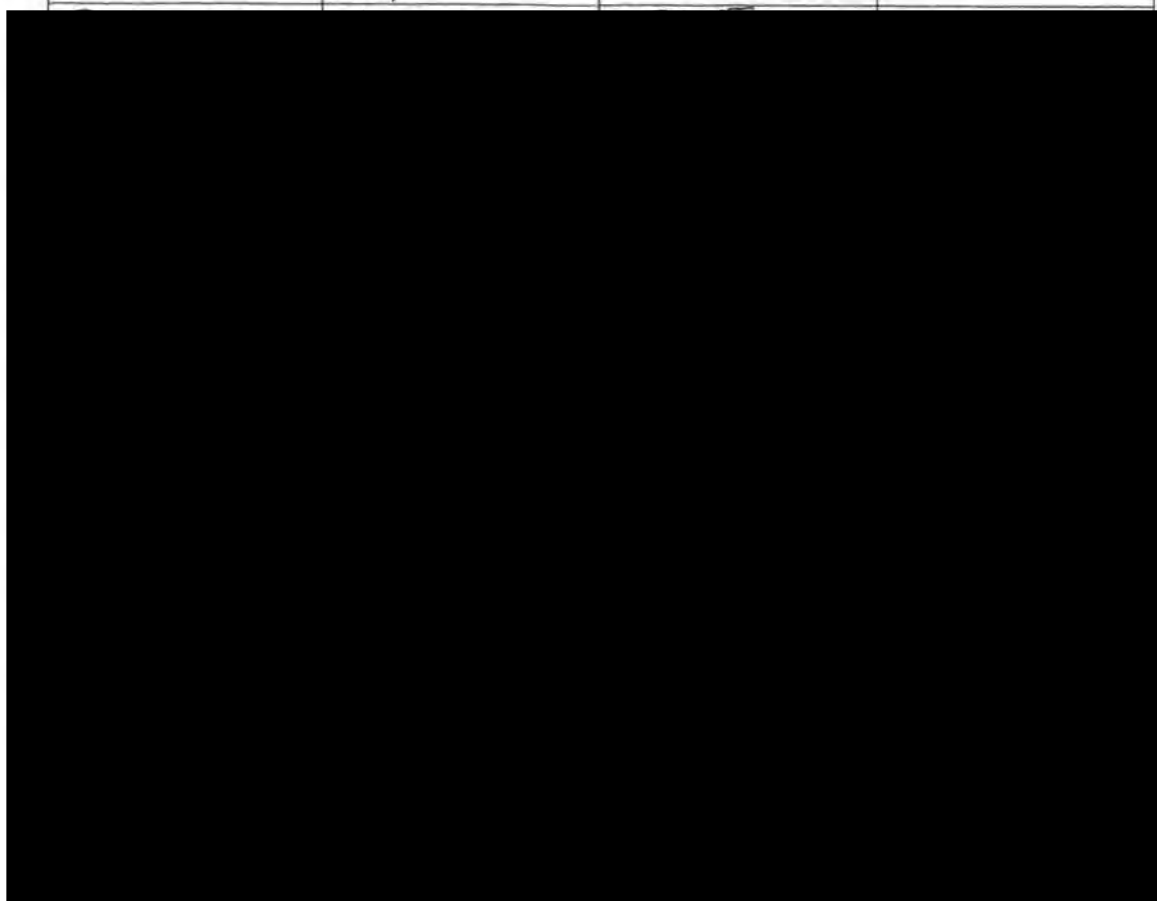
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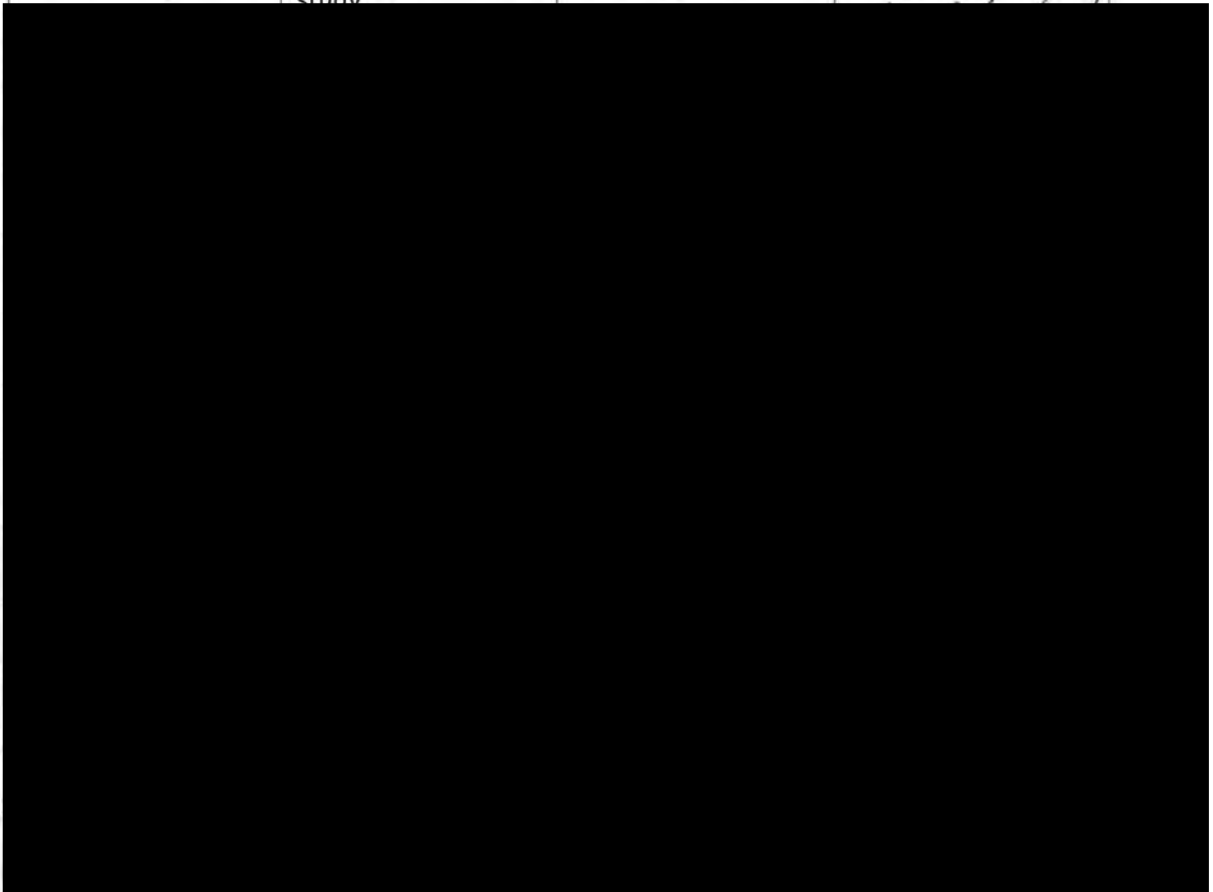
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PETITION TO SAVE THE RICHARD HERROD CENTRE

Preserve Its Legacy – Protect Its Future

Gedling Borough Council is planning to transform local leisure services—plans that put the future of the Richard Herrod Centre at serious risk.

We, the undersigned, urge the Council to reconsider these plans and protect this vital community asset.

The Richard Herrod Centre is:

- The birthplace of disability bowls in the region.
- Home to Gedling Indoor Bowls Club, with 6 indoor rinks serving all ages and abilities.
- A space that supports mental wellbeing, physical activity, and social connection, especially for older residents, those with disabilities, and people at risk of isolation.

This centre is not just about sport—it's about inclusion, health, community, and heritage.

We call on Gedling Borough Council to:

1. Retain and protect all 6 indoor bowls rinks.
2. Keep the Richard Herrod Centre as a community and bowls hub.
3. Respect the role this centre plays in mental and physical wellbeing.
4. Thank you for standing with us to save the Richard Herrod Centre.

Every signature counts—let's protect this essential space for generations to come.

PLEASE SUPPORT US BY SIGNING BELOW:

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Report to Council

Subject: Update to the Contract and Procurement Rules

Date: 12th November 2025

Author: Assistant Director Governance and Democracy

Purpose

For Council to approve the updates to the Contract and Procurement Rules as contained at section 22 of the Gedling Borough Council Constitution.

Recommendation(s)

THAT:

- 1) **Council approves the updates to the Contract and Procurement Rules contained within Appendix 1 for implementation into the Constitution.**

1 Background

- 1.1 The Procurement Act 2023 (the "Act") received royal assent on 26th October 2023 and came into force on 24th February 2025. Council approved an amended version of the Contract and Procurement Rules on 22nd January 2025 to reflect those legislative changes. Since the introduction of the new Contract and Procurement Rules, the Council has delivered updated training to all officers so that the new rules are fully embedded within the organisation.
- 1.2 The Council has been working with the new Rules for several months and has identified some areas of the Rules which require refining to create smoother day to day operations of the procurement function. Those areas of refinement remain within the parameters of the Act

Some more flexibility has been drafted into the Rules by enabling the

- 1.3 Business and Technical Design Authority (BTDA) to review and have oversight of the means of Procurement of low-level ICT contracts which will enable better value for money in many cases and further enable the quicker purchasing of ICT products where a Framework is not used. The BTDA is part of the Council's governance structure and reviews all processes and procurements involving ICT or system change.
- 1.4 Clarification has been drafted into the Rules at section 35 which deals with exemptions to the Contract and Procurement Rules for over threshold contracts, an area where there was some ambiguity with the drafting of the Rules. It is now clear that where contracts exceed the statutory thresholds for procurement, (not the Council's agreed thresholds) then any exemption must be included within the Act and a decision to exercise that exemption must be made by the Executive.
- 1.5 The amended version of the Contract and Procurement Rules has been appended to this report as **Appendix 1**. Changes can be shown in tracked changes. There are some minor amendments also made to provide clarity about which rule applies where.

2 Proposal

- 2.1 It is proposed that Council approves the updated Contract and Procurement Rules appended to the report at Appendix 1 for implementation into the constitution forthwith.
- 2.2 Following on from approval, it is proposed that those minor updates to the Contract and Procurement Rules will be communicated to all staff to which it is to have an impact.

3 Alternative Options

- 3.1 Members could determine not to approve the amended Contract and Procurement Rules, however the proposed changes have been made following recommendations to internal processes and procedures for ease of day-to-day effective management of the Procurement service.
- 3.2 The Contract and Procurement Rules have been amended with consultation from the Monitoring Officer, the Deputy Monitoring Officer, the

Section 151 Officer and the Director of Transformation.

4 Financial Implications

- 4.1 There are no direct financial implications associated with this report. The new Rules set out compliant means of managing contracts that are likely to have a positive impact on the Council's finances.

5 Legal Implications

- 5.1 The Procurement Act 2023 makes changes to the way public bodies undertake procurement of goods, services and works. These changes need to be reflected within Gedling Borough Council's arrangements for dealing with procurement. Section 135 of the Local Government Act 1972 requires the Council to have in place standing orders with respect to the making by them or on their behalf contracts for the supply of goods or materials or for the execution of works.
- 5.2 The Local Government Act 2000 requires a local authority to prepare and keep up to date its constitution. The changes to the Contract and Procurement Rules are primarily as a consequence of changes to the legalisation however, in other areas the changes have been made to streamline and allow more effective contract procurement and management.

6 Equalities Implications

- 6.1 The Contract and Procurement Rules form part of the constitution which is in a format compatible with the Web Content Accessibility Guidelines, an internationally recognised set of recommendations for improving web accessibility.

7 Carbon Reduction/Environmental Sustainability Implications

- 7.1 There are no direct implications as a result of this report. However, social value now forms part of the Contract and Procurement Rules as introduced by the Public Services (Social Value) Act 2012. Under these principles the environmental wellbeing of the area is a primary consideration and so will have indirect benefit in this area.

8 Appendices

- 8.1 Appendix 1: The amended Contract and Procurement Rules.

9 Background Papers

- 9.1 None identified.

Statutory Officer approval

Approved by:

Date:

On behalf of the Chief Financial Officer

Approved by:

Date:

On behalf of the Monitoring Officer

Section 22 – Contracts and Procurement Rules

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Transitional arrangements

These Rules take effect from 24th February 2025. Procurement commenced before 24th February 2025 must be procured in accordance with the Contract and Procurement Rules approved by Full Council on 26th January 2022. A Procurement Process commences upon issue of a request for quotations, invitation to submit tenders or participate in a further competition under a Framework Agreement. Management of contracts awarded as a result of a Procurement Process which commenced prior to 24th February 2025 must be in accordance with these Rules.

1 Purpose

- 1.1 The purpose of these Contracts and Procurement Rules (**Rules**) are to:
- a) Deliver value for money by achieving the optimum combination of whole life costs and quality of outcome;
 - b) Maximising public benefit through our procurement approach;
 - c) Sharing information for the purpose of allowing suppliers and others to understand the Council's procurement activities;
 - d) ensure fairness, transparency and the highest standards of integrity in awarding public contracts;
 - e) comply with legal requirements;
 - f) ensure that non-commercial considerations do not influence any contracting decision; and
 - g) prevent fraud and corruption.
- 1.2 These Rules safeguard the interests of the Council, its members and employees and taxpayers and sets clear procedural rules to ensure a system of transparency, fairness, integrity and accountability.

2 Compliance

- 2.1 Every relevant contract made by or on behalf of the Council shall comply with:
- a) any relevant EU Treaties and Directives of the EU at the time in force in the United Kingdom or such replacement domestic legislation;
 - b) any relevant UK legislation; and
 - c) the Council's Constitution including, but not limited to, these Contracts and Procurement Rules, the Council's Financial Regulations and relevant Council policies.
- 2.2 A waiver from any of the following provisions of these Contracts and Procurement Rules may only be made by direction of the Council where it is satisfied that the exemption is justified in special circumstances. A waiver cannot be given where the contract value exceeds the statutory thresholds set out pursuant to the Procurement Act 2023 and replacement regulations. A record of such waiver shall be made in the minutes of the Council meeting.
- 2.3 Where the Council acts as agent for another organisation or authority then if that principal shall so require, the contractual and tendering procedures of the principal shall be used in substitution, in whole or in part, for these Rules.

3 Relevant Contracts

- 3.1 All relevant contracts must comply with these Rules.
- 3.2 A relevant contract is any arrangement by or on behalf of the Council to procure the carrying out of works or provision of supplies or services. This includes arrangements for:
- a) purchasing goods, supplies or materials;
 - b) the hiring, renting or leasing of goods or equipment;
 - c) executing works, including building or engineering works;
 - d) purchasing of any services, including consultancy services; and
 - e) concession contracts (e.g. operating commercial ventures at the Council's premises such as vending machines).
- 3.3 Relevant contracts do not include:
- a) contracts of employment with individual employees;
 - b) land and property transactions (sales, purchases, leases, licenses etc.). These are governed by the Rules for Dealings with Land and Buildings;
 - c) the payment of grants to third parties. However, contracts with voluntary organisations for supplies, services or works are covered by these Rules;
 - d) vertical arrangements involving contracts between the Council and a company solely or jointly controlled by the Council;
 - e) horizontal arrangements involving contracts between contracting authorities; and
 - f) Treasury management deals for borrowing or investment which will be dealt with in accordance with the approved Treasury Strategy.
- 3.4 Relevant contracts that must be referred to Legal Services regardless of the value of the contract:
- a) Contracts that involve a contractor/supplier handling, gathering, processing or using personal data for and on behalf of the Council.
 - b) Contracts that involve the transfer of Council data of any form between the supplier and the Council
 - c) Contracts that are for goods or services in relation to ICT hardware or software must be first reviewed by the Council's Business and Technical Design Authority (BTDA) (regardless of the value of the proposed contract) who will approve the procurement of the ICT before referring to Legal Services when a formal contract is required.

4 Officer Responsibilities

- 4.1 Every Council officer responsible for procuring and managing relevant contracts on behalf of the Council must comply with these Rules, the Council's Financial Regulations, Officers' Code of Conduct, all relevant legal requirements or guidance and any relevant policies of the Council. It is the responsibility of officers to ensure that they are aware of and fully understand the requirements under these Rules. Any Council officer who fails to comply with these rules may be subject to disciplinary action.
- 4.2 Prior to commencing any procurement process the lead officer for the procurement (the **Contract Officer**) must:
- a) Conduct preliminary market engagement compliantly (see Rule 6)
 - b) ensure there is sufficient time to complete the procurement process, including contract completion and mobilisation, and establish a procurement timetable;
 - c) ensure there is a sufficient budget established or approval has been obtained from the Chief Financial Officer in accordance with Rule 5);
 - d) consider what procurement method in accordance with these Rules is most likely to achieve the purchasing objectives;
 - e) obtain Director approval for the procurement including the procurement method;
 - f) prepare a robust specification of requirements;
 - g) if the contract will be procured competitively, prepare a written evaluation criteria;
 - h) consider whether a written contract is required by these Rules and, if one is required, the form of contract that is appropriate for the particular procurement and seek appropriate advice from Legal Services prior to seeking quotations/tenders;
 - i) consider contract management arrangements including nomination of a suitable officer to manage the contract once it has been completed; and
 - j) for contracts for services which are valued in excess of the statutory threshold, consider how the procurement may improve the economic, social and environmental well-being of the borough in order to demonstrate compliance with the Public Services (Social Value) Act 2012.
 - k) Provide a minimum of three KPI's for the appropriate management of the contract with regular reviews.
- 4.3 The Contract Officer is responsible for ensuring that an appropriate audit trail, through written and/or electronic records, is made to evidence that the procurement process has been carried out in accordance with these Rules, including decisions relating to the method of procurement, evaluation of tenders and contract award.
- 4.4 All records must be retained by the Contract Officer in accordance with the [Council's Records Retention & Disposal Policy](#).
- 4.5 All completed contracts must be passed to Legal Services for retention in accordance with the Council's Records Retention & Disposal Policy.

5 Funding

In accordance with the Council's Financial Regulations, an order must not be placed or a formal process for letting a contract commenced unless expenditure has been included in approved capital or revenue budgets or the prior approval of the Chief Financial Officer has been obtained.

6 Preliminary Market Engagement

- 6.1 Potential suppliers may be consulted prior to the issue of a request for quotation or invitation to tender in general terms about the nature, level, standard and packaging of the supplies, services or works and other relevant matters so as to best ensure competition, establishing achievable and impactful social value targets and value for money, provided that this does not distort competition or prejudice any potential supplier.
- 6.2 When carrying out preliminary market engagement, it must be made clear to potential suppliers that they will not receive preferential treatment in the quotation or tender process and that there is no guarantee that any procurement exercise will take place.
- 6.3 Preliminary market engagement does not negate the need to undertake a formal procurement process such as a request for quotations or tender.
- 6.4 Where the estimated contract value is equal to or exceeds the relevant statutory threshold (but is not a framework call-off) and preliminary market engagement has been carried out:
 - a) a Preliminary Market Engagement Notice must be published on the Government's online central digital platform prior to the publication of a Tender Notice
 - b) an explanation must be given in the Tender Notice why a Preliminary Market Engagement Notice was not published. Reasons for not publishing should be limited (e.g. where there are extenuating circumstances such as a high risk of critical service failure if the procurement doesn't progress quickly).
- 6.5 Publication of the Preliminary Market Engagement Notice will be arranged by Procurement Services.

7 Procurement Requirements

- 7.1 If an Officer wishes to alert the market to an upcoming contract with a value equal to or exceeding the relevant statutory threshold prior to inviting tenders. Procurement Services will advise and publish a Planned Procurement Notice in accordance with the Procurement Act if considered appropriate.

- 7.2 Where the Council considers that it will pay more than £100 million under any contract for the supply of goods, services or works (other than exempt contracts) in the coming financial year, it must publish a pipeline notice within 56 days of the start of the new financial year. A pipeline notice sets out prescribed information about any contract with an estimated value of more than £2 million in respect of which the Council intends to publish a Tender Notice or Transparency Notice during the period of 18 months beginning with the first day of the new financial year.
- 7.3 The nature of the procurement process to be undertaken will depend on the estimated total value of the contract.
- 7.4 When establishing the total value of the contract, the whole life costs and any possible extension periods which may be awarded must be included along with VAT. Contracts must not be artificially under or over-estimated or divided into separate contracts to avoid the application of the Procurement Act or these rules.
- 7.5 Consideration should also be given to contracts held with the same supplier elsewhere within the Council and contracts that run consecutively with the same supplier when calculating the contract value. Rewarding a contract to the same supplier will require the contract value to be calculated on a cumulative basis, including both the contract due to expire and the proposed new contract in order to establish the whole contract value.
- 7.6 Where the estimated total value of the proposed contract is within the values in the second column of the table below, the procurement process in the third column and the requirements set out in the fourth column must be followed unless a waiver under [Rule 2](#) has been granted or an exception under [Rule 35](#) applies.
- 7.5 All procurements using the [Open Procedure](#), the [Competitive Flexible Procedure](#) or the [Multi-Staged Procedure](#) must seek to achieve wider financial and non-financial outcomes, including improving wellbeing of individuals and communities and the environment by making Social Value a decision-making criterion when awarding contracts as required by the Public Services (Social Value) Act 2012. Please see the Procurement Strategy for more detail on decision-making criterion to be used.

Gedling Borough Council Constitution

	Total aggregate contract value (whole life cost including extension periods)	Procurement Route LTRFQ - Light Touch Request For Quotation RFQ – Request for Quotation DMS – Dynamic Purchasing System	Other essential requirements
A	Up to £9,999.99 (inc VAT)	No specific procurement route	Must deliver value for money seeking to maximise public benefit. No written contract required unless it involves the processing or sharing of personal data then move to row B.
B	£10,000 to £29,999.99 (inc VAT)	LTRFQ - three written quotations in accordance with Rule 8 (unless using framework or DMS in accordance with Rule 12)	<ul style="list-style-type: none"> Legal Services must be instructed Quotes must be confirmed in writing or email using the LTRFQ form. The contract must be concluded formally in writing before the works, supplies or services are delivered, see Rule 21.2 The price/quotation must meet the purpose of procurement as detailed at Rule 1.1. The contract must be signed by Director or officer authorised by the Director in writing. A formal RFQ as per row C can be used where there is a more specialist/unique service/product required (as per rule 3.4).
C	£30,000 to £74,999.99 (inc VAT)	RFQ - three written quotations - advertisement of the contract In accordance with Rule 8 (unless using framework or DMS in accordance with Rule 12)	<ul style="list-style-type: none"> Procurement & Legal Services must be instructed The Council's eTendering system must be used. The contract must be concluded formally in writing before the works, supplies or services are delivered, see Rule 21.2 The contract must be signed by Director or officer authorised by the Director in writing Unless a framework or DMS is used, the contract opportunity must be advertised on the Government's Contracts Finder website
D	£75,000 to below statutory threshold* (inc VAT)	Tender in accordance with Rules 9 , 10 & 11 OR Framework or DMS in accordance with Rule 12 OR e-Auction in accordance with Rule 12	<ul style="list-style-type: none"> Procurement & Legal Services must be instructed The Council's eTendering system must be used. The contract must be concluded formally in writing before the works, supplies or services are delivered, see Rule 21.2 The contract opportunity must be advertised on the Government's Contracts Finder website, and an advertisement must be placed on SourceNottinghamshire and SourceDerbyshire websites (unless using framework or DMS in accordance with Rule 12). The contract must be executed under seal, see Rule 21.1
E	Greater than statutory threshold*	All statutory procurement rules must be followed, contact Procurement and Legal Services.	<ul style="list-style-type: none"> Procurement & Legal Services must be instructed All statutory procurement rules must be followed The Council's eTendering system must be used. The contract must be concluded formally in writing before the works, supplies or services are delivered, see Rule 21.2. The contract opportunity must be advertised on the Government's Contracts Finder website, and an advertisement must be placed on SourceNottinghamshire and SourceDerbyshire websites (unless using framework or DMS in accordance with Rule 12). The contract must be executed under seal, see Rule 21.1

*Statutory thresholds at 28th October 2024 (thresholds reviewed bi-annually and published by the Cabinet Office):
Supplies and services - £213,477 (inc VAT); Works - £5,336,937 (inc VAT); Concessions - £5,336,937 (inc VAT)

8 Quotations

- 8.1 When seeking quotations through the Light Touch Request for Quotation route (LTRFQ) Director must ensure that:
- a) A minimum of three written quotations should be obtained and the documentation retained by the client department.
 - b) The selection process used to determine which suppliers will be invited to quote is fair and equitable having consideration to the purpose of procurement contained at [paragraph 1](#);
 - c) The LTRFQ specifies the supplies, services or works to be procured;
 - d) The LTRFQ states that the Council is not bound to accept any quotation;
 - e) All suppliers invited to quote are issued with the same information and subject to the same conditions. Any supplementary information shall be given on the same basis;
 - f) All suppliers invited to quote are given an adequate period of time to prepare and submit a proper quotation;
 - g) All quotations must be considered at the same time; and
 - h) A written record of the reasons is made on file if the lowest price is not accepted.
- 8.2 When seeking quotations through the Request for Quotation route the Director must ensure that:
- a) The Councils e-tendering system must be used
 - b) The selection process used to determine which suppliers will be invited to quote is fair and equitable having consideration to the purpose of procurement contained at [paragraph 1.1](#);
 - c) The Request for Quotation specifies the supplies, services or works to be procured;
 - d) The Request for Quotation states that the Council is not bound to accept any quotation;
 - e) All suppliers invited to quote are issued with the same information at the same time and subject to the same conditions. Any supplementary information shall be given on the same basis;
 - f) All suppliers invited to quote are given an adequate period of time to prepare and submit a proper quotation;
 - g) All quotations are opened together after the specified return date; and
 - h) A written record of the reasons is made on file if the lowest price is not accepted.
- 8.3 If the Council has not tested the market by a competitive process or cannot evidence that the price paid does not exceed the market value, then officers must follow the Subsidy Control Process.

- 8.4 For Contracts below the value of £30,000.00 where it is not possible to obtain three written quotations, due to lack of suitable firms prepared to quote or for some other valid reason, the quotation to be accepted can be approved by the Director, in consultation with the Chief Financial Officer and Monitoring Officer. Such approval is to be recorded in writing on a contract waiver form approved by the Chief Financial Officer and Monitoring Officer and must be kept on the file.
- 8.5 For contracts in excess of £30,000.00 but below threshold, where the market has not been tested through a competitive procurement exercise as detailed in the table at [Rule 7](#), a waiver form can be submitted provided one of the exemptions detailed at Rule 35.3 apply.
- 8.6 There is no requirement to consult Chief Financial Officer and Monitoring Officer and formally record the reasons under [Rule 8.4](#) above where:
- a) the quotation proposed to be accepted has been obtained through a framework or DMS (Dynamic Market System); or
 - b) the Request for Quotation was openly advertised in accordance with [Rule 8.2](#) and less than three suppliers submitted written quotations.
- 8.7 In cases where an LTRFQ or RFQ is the method adopted or procurement, the Open Procedure at [Rule 9](#) can be used for an in-depth procurement regardless of the value of the contract.

9 Open Procedure

- 9.1 The open procedure can be authorised by the Director. This is a one stage procedure where the contract is advertised openly and anyone interested can submit a tender.
- 9.2 The Council's eTendering system must be used. Notice of the contract opportunity shall be advertised in accordance with the Procurement Act on the Government's [Contracts Finder](#) website, on SourceNottinghamshire and SourceDerbyshire websites and, where the Director considers it appropriate to generate additional interest in the contract, in such newspaper, journal or website as they see fit.
- 9.3 The notice/advert shall:
- a) specify details of the contract into which the Council wishes to enter;
 - b) invite tenders for the contract;
 - c) state how the tenderers should respond;
 - d) state the date and time (being not less than 14 calendar days from the date of the publication of the notice or such longer period where required by the Procurement Act) when tenders must be received by the Council.

10 Competitive Flexible Procedure

- 10.1 This procedure can only be used when authorised by the Director with the approval of the Monitoring Officer where the nature of the contract is such that the Council wishes to design its own procurement procedure with one or more stages. This may include restricted forms of procurement, negotiated or competitive dialogue forms of procurement. This procedure may be appropriate for complex technical IT contracts, for example.
- 10.2 The procedure rules as set out in the Procurement Act must be complied with and advice from Procurement and Legal Services must be sought.

11 Multi-Staged Procedure

- 11.1 This procedure can only be used where authorised by the Director with the approval of the Monitoring Officer where the Council is unable to define the design, technical, financial or legal elements of the project. It is intended for complex procurement projects. The multi-staged procedure is a two-stage procedure where firstly the contract is advertised and anyone who expressed an interest must complete a pre-qualification questionnaire. These are then evaluated, and a number of potential suppliers are shortlisted and invited to enter into a dialogue with the Council.
- 11.2 The procedure rules as set out in the Procurement Act must be complied with and advice from Procurement and Legal Services must be sought.

12 Framework Agreements and Dynamic Market System (DMS)

- 12.1 A Framework Agreement is a general term for an agreement with appointed suppliers that sets out terms and conditions under which a contract can be awarded or specific purchases (call-offs) can be made throughout the term of the agreement without the need to enter into a separate full procurement process. A DMS is similar to an electronic framework however new suppliers can join at any time and the procedure must be run as a completely electronic process.
- 12.2 Framework agreements and DMSs procured by other local authorities, public bodies or purchasing consortiums may only be used where the Council is either a named participant or where the Council is considered a recognisable class of contracting authority under the terms of the framework agreement or DMS.

- 12.3 Contracts based on framework agreements and DMSs may only be awarded by either:
- a) applying the terms laid down in the framework agreement or DMS (where such terms are sufficiently precise to cover the particular call-off); or
 - b) where the terms laid down in the framework agreement or DMS are not sufficiently precise for the particular call off, by holding a Competitive Selection Process in accordance with the procedure set out in the framework agreement or DMS.

13 e-Auction

- 13.1 An e-Auction (an electronic auction) may be used where authorised by the Director with the approval of the Chief Financial Officer and Monitoring Officer. This is a procurement tool where potential suppliers can complete online in real time to give prices for supplies or services under auction.
- 13.2 Advice must be sought from Procurement and Legal Services.

14 Specifications and Standards

- 14.1 All tenders and LTRFQ and RFQ shall, except to the extent that the Council in a particular case or specified categories of contract otherwise decides, be based on a definite specification that describes the Council's requirements in sufficient detail to enable the submission of competitive bids and objective evaluation.
- 14.2 Where an appropriate British Standard Specification or British Standards Code of Practice is current at the date of the tender or LTRFQ and RFQ, every contract shall require that all goods and materials used or supplied, and all the workmanship shall be at least of the standard required by the appropriate British Standards Specification or Code of Practice.
- 14.3 Specifications should not include product names and can only reference trade names and marks where it is necessary to adequately specify the Council's requirements and equivalent products must be accepted.

15 Evaluation Criteria

- 15.1 The evaluation criteria must be defined and clearly set out in a request for quotation or invitation to tender. Such criteria must be that which is best suited to the procurement exercise and designed to secure value for money for the Council.

15.2 The following criteria are available:

- a) lowest price where payment is made by the Council;
- b) highest price where payment is to be received by the Council (e.g. in respect of concession contracts); or
- c) most advantageous tender (**MAT**) where considerations other than price apply.

15.3 The request for quotation or invitation to tender must clearly outline the criteria which will be used to evaluate tenders received and, in the case of MAT, the overall weightings to be attached to each element.

15.4 In the latter case, the Council will use criteria linked to the subject matter of the contract to determine that an offer is the most advantageous for the Council. Such criteria may include: price, service, quality, technical merit, aesthetic and functional characteristics, accessibility, environmental characteristics, running costs, cost effectiveness, safety, organisational qualification and experience of staff assigned to perform the contract, after- sales service, technical assistance, delivery process, delivery date, delivery period and period of completion.

15.5 Issues that are important to the Council in terms of meeting corporate objectives can be used to evaluate bids. The criteria can include for example: sustainability considerations and support for the local economy and social value. All criteria must relate to the subject matter of the contract and must be objectively quantifiable and non-discriminatory. The criteria must not include non-commercial considerations, matters which discriminate against suppliers or matters which are anti-competitive.

16 Submission of Quotations and Tenders

16.1 The entire RFQ and tender process for contracts over £30,000.00 shall be conducted electronically through an e-Tendering system approved by the Council for this purpose. Quotations and tenders must be submitted via the approved system and in accordance with instructions given in the request for quotation or invitation to tenders.

16.2 No quotation or tender received after the time and date specified in the invitation to tender shall be accepted or considered. Any late quotation or tender must be notified promptly to the bidder (if applicable).

16.3 Quotations and tenders shall not be opened until the time and date specified for their opening.

17 Opening of Tender

17.1 Tenders received shall be opened one at a time by a representative of the Monitoring Officer in the presence of a representative of the Director who invited the tenders.

- 17.2 The relevant Cabinet Member, Chair of the Overview and Scrutiny Committee, the Chief Financial Officer and the Monitoring Officer must be notified of the time and place appointed for the opening and be afforded the opportunity to attend the tender opening. Any Member of the Council who wishes may be present at the opening of tenders.
- 17.3 All tenders received shall be recorded by the representative of the Monitoring Officer and a record of the tender shall be signed by all persons present.

18 Clarification of Bids

- 18.1 Where examination of quotations or tenders reveals errors or discrepancies which would affect the price in an otherwise successful bid, the bidder is to be given details of such errors and discrepancies and accorded an opportunity of confirming or withdrawing their offer. The bidder cannot amend their quotation or tender. If the bidder withdraws, the Council may award the contract to the next quotation or tender in competitive order.
- 18.2 Seeking clarification of a quotation or tender during the evaluation period is permitted but must be conducted in a manner which does not distort competition. The bidder cannot amend or alter their bid.
- 18.3 Where clarification results in a fundamental change to the specification or contract terms, the contract must not be awarded and contract opportunity must be re-tendered.
- 18.4 Except when following a specific procedure under the Procurement Act, negotiation with bidders is not permitted. Discussions with bidders after submission of a quotation or tender and before the award of a contract with a view to obtaining adjustments in price, delivery or content, must not be carried out in a way which distorts competition, particularly with regard to price.

19 Evaluation and Acceptance

- 19.1 Quotations and tenders shall be promptly examined for adequacy, completeness and accuracy.
- 19.2 Quotations and tenders must be evaluated and contracts awarded in accordance with the evaluation criteria set out and published in the request for quotation or invitation to tender. Where the criteria is other than the lowest or highest price, a written record must be kept of the evaluation with scores given for each bidder on each of the stated evaluation criteria.
- 19.3 Where a quotation or tender is within the budgetary provision previously approved by the Council, the Director may accept the lowest quotation / tender if payment is to be made by the Council or the highest quotation / tender if payment is to be made to the Council or the most economically advantageous quotation / tender.

- 19.4 Quotations or tenders not within the budgetary provision shall be referred to Cabinet and Council (if necessary) for approval in accordance with the Financial Regulations.
- 19.5 Bidders shall be notified promptly of the result of the procurement exercise in accordance with relevant legislation.

20 Nominated Sub-Contractors and Suppliers

- 20.1 Where a sub-contractor or supplier is to be nominated to a main-contractor, the following provisions shall have effect:
- a) Where the estimated value of the sub-contract or the estimated value of the goods to be supplied by the nominated sub-contractor does not exceed £75,000 then, unless the appropriate Director is of the opinion in respect of any particular nomination that it is not reasonably practicable to obtain competitive tenders, quotations shall be invited for the nomination in accordance with [Rule 8](#).
 - b) Where the estimated value of the sub-contract or the estimated value of the goods to be supplied by the nominated sub-contractor exceeds £75,000 but is less than the statutory threshold then, unless the Director determines in respect of any particular nomination that it is not reasonably practicable to obtain competitive tenders, tenders shall be invited for the nomination in accordance with these Rules unless a framework or DMS is utilised.
 - c) Where the estimated value of the sub-contract or the estimated value of the goods to be supplied by the nominated sub-contractor exceeds the statutory threshold, tenders shall be invited for the nomination in accordance with these Rules unless a framework or DMS is utilised.
 - d) The provisions of Rules 15 to 20 shall apply to tenders received under this Rule.

21 Contracts to be in writing

- 21.1 Every contract that involves processing, sharing or the transfer of personal data must be in writing regardless of the value of that contract. A Data Protection Impact Assessment (DPIA) must be completed prior to entering into the contract.
- 21.2 Every contract for goods or services in relation to ICT hardware or software must be in writing regardless of the value of the contract.

- 21.3 Every contract which exceeds £10,000 in value or amount shall:
- a) be in writing;
 - b) be executed in accordance with Section 17 of the Constitution. For contracts valued £75,000 and over, the contract shall be executed under seal, and
 - c) specify the supplies or services to be provided or the work to be carried out; the price to be paid together with a statement as to the amount of any discount(s) or other deduction(s); the period(s) within which the contract is to be performed and such other conditions and terms as may be agreed between the parties.
- 21.4 All contracts exceeding £10,000 in value or amount must be concluded formally in writing before the supplies, services or works are delivered or commenced except in exceptional circumstances and then only with the written consent of the Monitoring Officer.
- 21.5 All contracts exceeding £10,000.00 in value or amount should have a minimum of 3 KPI's included and these should be regularly reviewed and managed by the relevant officer.

22 Prevention of Bribery

- 22.1 Except in exceptional circumstances and then only with the prior written consent of the Monitoring Officer, there shall be inserted in every written contract, a clause empowering the Council to cancel the contract and to recover from the contractor the amount of any loss resulting from such cancellation:
- a) if the contractor shall have offered, promised or given a financial or other advantage to another person; and either the contractor intends the advantage to induce a person to perform improperly, or reward a person for the improper performance of a relevant function or activity in relation to obtaining or execution of the contract or any other contract with the Council; or the contractor knows or believes that the acceptance of the advantage would itself constitute the improper performance of the relevant function or activity in relation to the obtaining or execution of the contract or any other contract with the Council; or
 - b) if the like acts shall have been done by any person associated with the contractor or acting on his/her behalf (whether with or without the knowledge of the contractor); or
 - c) if in relation to any contract with the Council the contractor or any person associated with him/her or acting on his/her behalf shall have committed any offence under the Bribery Act 2010, or shall have given any fee or reward the receipt of which is an offence under Section 117(2) of the Local Government Act 1972.

23 Assignments and Novation

- 23.1 Every contract which is estimated to exceed £10,000 in value or amount must contain a clause prohibiting the contractor from transferring, novating, assigning or sub-letting the contract without the written permission of the Council.
- 23.2 A contract shall only be transferred, novated, assigned or sub-let with the prior written permission of the Director.

24 Payments

- 24.1 Every contract which is estimated to exceed £30,000 in value or amount must contain a clause requiring payment of undisputed invoices within 30 days.

25 Liquidated damages

- 25.1 Every works contract which is estimated to exceed £50,000 in value or amount and provides for completion by a particular date or series of dates shall provide for liquidated damages of an amount to be determined in each case by the Director where he is able to arrive at a realistic estimate of the loss likely to be incurred in the event of the non-performance of the contract in the time specified.

26 Performance Bonds or Parent Company Guarantees

- 26.1 Where a contract is estimated to exceed £100,000 in value or amount and is for the execution of works or for the provision of supplies or services, the Director concerned shall consider whether the Council should require security for its due performance of the contract and shall in consultation with the Monitoring Officer and the Chief Financial Officer either specify in the invitation to tender the nature and amount of the security to be given or certify that no such security is necessary. In the former event, the Council shall require and take a bond, parent company guarantee or other sufficient security for the due performance of the contract. As a minimum this should usually be for at least 10% of the total value of the contract.
- 26.2 The form of the bond, guarantee or security shall be in a form approved by the Chief Financial Officer.

27 Data Protection

- 27.1 Where a contract requires the processing or sharing of personal data, any requirements under the data protection legislation relevant to the handling of personal data, its use, storage and destruction under the contract, including data processing clauses, must be included in the written contract.

28 Contract Clauses

28.1 Where relevant, all written contracts should also include the following additional contract requirements:

- a) any insurance requirements;
- b) health and safety requirements;
- c) audit requirements;
- d) FOI requirements;
- e) safeguarding requirements;
- f) IR35;
- g) tax;
- h) outsourcing and transferring services (TUPE);
- i) any carbon reduction requirements;
- j) compliance with equality and diversity legislation;
- k) compliance with Modern Slavery legislation;
- l) business continuity arrangements; and
- m) contract management and KPIs.

29 Engagement of Consultants

29.1 It shall be a condition of the engagement of the services of any architect or of any engineer, surveyor or other professional consultant (not being an officer of the Council) who is to be responsible to the Council for the supervision of a contract on its behalf, that in relation to the contract they shall:

- a) comply with these Rules as though they were a Director subject to the modification that the procedure to be followed in inviting and opening tenders shall be approved in advance by the appropriate Director;
- b) at any time during the carrying out of the contract, produce to the appropriate Director or their representative on request all the records maintained by them in relation to the contract; and
- c) on completion of the contract, transmit all such records to the appropriate Director.

30 Small and Medium sized enterprise (SMEs) participation and excluded suppliers

30.1 To facilitate SME participation in awards of contracts, consideration should be given to dividing contracts into smaller lots where appropriate. Where a decision is taken not to divide a contract into lots then the responsible officer must maintain a written summary of the reasoning underlying that decision.

- 30.2 The Council will not enter into a contract with an Excluded Supplier. An excluded supplier is a supplier or associated person who the contracting authority considers is subject to:
- a) a discretionary exclusion ground (listed in Schedule 7 of the Act) which is ongoing or likely to occur again. For example, certain labour market or environmental misconduct findings, bankruptcy or insolvency proceedings, professional misconduct findings, competition infringements and poor performance amongst others (listed in the Act).
 - b) A mandatory exclusion ground (listed in Schedule 6 of the Act) which is ongoing or likely to occur again; and/or is on the Debarment List for a mandatory exclusion ground.

31 Publication contract award

- 31.1 Where a contract which exceeds £30,000 in value or amount is awarded, information about the contract must be published in accordance with the Procurement Act 2023.

32 Register of Contracts

- 32.1 A register of all contracts exceeding £10,000 shall be kept and maintained by the Chief Financial Officer. Such register shall for each contract specify the name of the supplier, the works to be executed or the supplies or services to be provided and the contract value. The register shall be open to inspection by any member of the public and published on the Council's website.

33 Declaration of Interests and Avoidance of Corruption

- 33.1 Any officer who has a conflict of interest or any material interest, financial or otherwise which may affect the procurement process must declare that interest to the Director in writing and shall take no further part in the procurement process unless the Monitoring Officer gives written approval to that officer's continued involvement.
- 33.2 No officer shall accept any gift, fee, hospitality or reward in return for favourable treatment in a procurement exercise.

34 Contract Extensions

- 34.1 Where a contract includes an option to extend the term of a contract, the option to extend may, subject to budget approval, only be exercised by a Director in writing.
- 34.2 The term of a contract may not be extended unless the original contract contains provisions which permits the contract to be extended.

- 34.3 An over threshold contract can only be extended where it complies with the provisions of the Procurement Act and advice should be sought from Legal Services and Procurement teams.

35 Exceptions

- 35.1 Where a proposed contract exceeds the statutory thresholds, the procedures set out in the Procurement Act 2023 or the Public Contract Regulations 2015 apply and none of the following exceptions can be relied upon. Reliance on the exemptions within the Procurement Act 2023 or the Public Contract Regulations 2015 can only be approved by the Executive following Legal Services advice.
- 35.2 Reliance on an exception set out at Rule 35.3 can only be approved by the Director, in consultation with the Chief Financial Officer and Monitoring Officer using a contract waiver form submitted to the relevant Director. The use of a waiver form may trigger a requirement for a Subsidy Assessment under the Subsidy Control Act 2022, this assessment should be provided at the same time as the waiver. Legal advice must be sought on the application of a waiver and on a subsidy assessment.
- 35.3 Nothing in these Contracts and Procurement Rules shall require a request for quotation or tenders to be invited if:
- a) in the case of contracts for supplies:
 - i. the goods or materials are patented, of such special character or are sold only at a fixed price and no reasonably satisfactory alternative is available;
 - ii. the prices of the goods or materials are wholly controlled by trade organisations or Government procedures and no reasonably satisfactory alternative is available;
 - iii. for other reasons, there would be no genuine competition;
 - b) the contract is for the execution of works or the provision of supplies or services where a related contract award was procured via a competitive tender exercise in the last 5 years and the extension does not exceed a maximum of 50% of the value of the original contract, subject to it not exceeding the statutory procurement thresholds. Where a supplier will not maintain the original tender price in respect of such extension, any variation in such price shall only be agreed with the prior approval of the Chief Financial Officer. "Related" shall be defined as having a direct relationship to the original project in the case of works, or, for additional quantities of the services or supplies (or associated components) previously delivered in the case of services and supplies. If the cumulative value of the existing contract including the extension period of a contract exceeds the statutory thresholds this exception cannot be applied.

- c) the contract is for works, supplies or services that are strictly necessary for reasons of extreme and unavoidable urgency that is not attributable to any act or omission of the Council that could not have been foreseen by the Council;
- d) the contract is funded by time limited grant funding from an external body and the time limitations will not allow a full tender process to be completed;
- e) the contract relates to repairs to or the supply of parts for existing proprietary machinery or plant;
- f) the contract is for a works order placed with a utility company where only one provider can be used (e.g. for the rerouting of cables or pipework);
- g) the supplies are purchased at a public auction;
- h) the execution of works or provision of supplies or services involves specialist or unique knowledge or skills or are only available from one organisation;
- i) the works, supplies or services can be supplied only by a particular supplier because:
 - i. the aim is the creation or acquisition of a unique work of art or artistic performance;
 - ii. there would be no competition for technical reasons; or
 - iii. the supplier has exclusive rights, including intellectual property rights

but only in the case of paragraphs (ii) and (iii) where no reasonable alternative or substitute exists, and the absence of genuine competition is not as a result of an artificial narrowing down of the parameters of the procurement;
- j) tenders or quotations have been invited on behalf of any consortium, collaboration or similar body of which the Council is a member, provided that such tenders or quotations shall have been invited in accordance with the provisions of the Contracts and Procurement Rules of the said body or lead authority;
- k) the contract is to be awarded to an entity controlled by the Council; or
- l) the contract to be awarded is for legal counsel and other legal and financial advisors (excluding consultants). Financial advisors are those engaged in the business of lending money or an investment activity.
- m) The contract for the supply of goods to be awarded is to a supplier undergoing insolvency proceedings and the terms are particularly advantageous to the Council.

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Report to Council

Subject: Changes to political balance and committee memberships

Date: 12 November 2025

Author: Democratic Services Manager

Purpose

Following a change in group membership, the political balance of the council has changed. As such, the allocation of seats to committees and the membership of the affected committees must be updated and this report proposes to make the necessary changes.

Recommendation(s)

To approve the following changes to representation on committees:

- 1) Remove Councillor Roxanne Ellis from Environment & Licensing Committee**
- 2) Remove Councillor Roxanne Ellis from Licensing Act Committee**
- 3) Remove Councillor Roxanne Ellis from Joint Consultative & Safety Committee**
- 4) Remove Councillor Roxanne Ellis from Appeals & Retirement Committee**
- 5) Add Councillor Rachael Ellis to Joint Consultative & Safety Committee**
- 6) Add Councillor Creamer to Environment & Licensing Committee**
- 7) Add Councillor Creamer to Licensing Act Panel**
- 8) Add Councillor Sam Smith to Appeals & Retirement Committee**

1 Background

- 1.1 In determining the membership of committees, account must be taken of the requirements of the Local Government (Committees and Political Groups) Regulations 1990 and 1991 made under sections 15 and 16 of the

Local Government and Housing Act 1989. These regulations require that seats on committees and sub-committees are allocated to the political groups in a way which reflects the overall political balance of the Council. A political group is defined as a group consisting of two or more members. Any singular member is not classed as a political grouping for the calculation of seat allocation.

Following a recent change in group membership, there is a change to the political make-up of the Council, which is as follows:

Political party/grouping	Number of councillors and change
Labour Group	25 (-1)
Conservative Group	9 (-)
Liberal Democrat Group	4 (-)
Independent Group	2 (-)
Independent members	1 (+1)

- 1.2 There are a total of 79 committee seats to be allocated for the 2025/26 municipal year. The allocation of seats on the committees is as follows:

Committee	Total seats	Lab	Con	Lib Dem	Ind
Planning	16	10	4	1	1
Environment & Licensing	11	7	2	1	1
Licensing Act	11	7	2	1	1
Appeals & Retirement	7	4 (-1)	2 (+1)	1	0
Joint Consultative & Safety	7	4	2	1	0
Audit	7	4	2	1	0
Overview & Scrutiny	13	8	3	1	1
Appointments & Conditions of Service	7	5	1	1	0
TOTAL	79	49 (-1)	18 (+1)	8	4

As a result of the changes, the Conservative group need to be allocated 1 more seat on the Appeals and Retirement Committee and 1 Labour member needs to be added to the Environment & Licencing Committee, the Licensing Act Panel and Joint Safety and Consultative Committee. The nominations for amendments have been provided by the Labour and Conservative groups.

As the Independent Member is not in a political grouping, no changes are required to the membership of the Standards Committee.

2 Proposal

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

- Remove Councillor Roxanne Ellis from Environment & Licensing Committee
- Remove Councillor Roxanne Ellis from Licensing Act Committee
- Remove Councillor Roxanne Ellis from Joint Consultative & Safety Committee
- Remove Councillor Roxanne Ellis from Appeals & Retirement Committee
- Add Councillor Rachael Ellis to Joint Consultative & Safety Committee
- Add Councillor Creamer to Environment & Licensing Committee
- Add Councillor Creamer to Licensing Act Panel
- Add Councillor Sam Smith to Appeals & Retirement Committee

3 Alternative Options

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

4 Financial Implications

There are no financial implications arising from this report.

5 Legal Implications

The legal implications are as detailed in this report.

6 Equalities Implications

There are no equalities implications arising from this report.

7 Carbon Reduction/Environmental Sustainability Implications

There are no environmental sustainability implications arising from this report.

8 Appendices

None.

9 Background Papers

None.

MINUTES JOINT CONSULTATIVE AND SAFETY COMMITTEE

Tuesday 26 August 2025

Councillor Jim Creamer (Chair)

Present: Councillor Roxanne Ellis Councillor Darren Maltby
Councillor Paul Hughes Councillor Sam Smith

Unison: Alison Hunt

Absent: Councillor Boyd Elliott, Councillor Ron McCrossen, Councillor Alex Scroggie and Councillor Jane Allen

Officers in Attendance: B Hopewell and J Lovett

7 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS.

Apologies for absence were received from Councillors

8 TO APPROVE, AS A CORRECT RECORD, THE MINUTES OF THE MEETING HELD ON 11 JULY 2025.

It was noted that there were too few Members that were present at the previous meeting to vote on this item.

RESOLVED:

To defer the decision until the next meeting of the Joint Consultative and Safety Committee.

9 DECLARATION OF INTERESTS.

None.

10 ANY OTHER ITEM WHICH THE CHAIR CONSIDERS URGENT.

None.

11 EXCLUSION OF PUBLIC AND PRESS.

RESOLVED:

That, the Members being satisfied that the public interest in maintaining the exemption outweighs the public interest in disclosing the information that under Section 100(A)(4) of the Local Government Act 1972, the public and press be excluded from the meeting during the consideration

of the ensuing report on the grounds that the report involves the likely disclosure of exempt information as defined in Paragraph 4 of Part 1 of Schedule 12A of the Local Government Act 1972.

12 CONSULTATION CLOSURE - REVISED HR POLICIES

The Assistant Director of Workforce introduced a report, which had been circulated in advance of the meeting, seeking approval from the Committee to close formal consultation on the revisions to policy changes in response to the changes in employment law for Sexual Harassment, and revisions to HR policies to improve effectiveness.

Members considered the sexual harassment policy and queried whether there were alternative reporting procedures available to staff where harassment was received from a manager.

It was noted that staff could approach HR in circumstances where they were unable to report through their manager.

Members considered the learning and development policy and asked how closely the policy aligned with those of other councils.

It was noted that this could be something to consider going forward. Members were pleased that the Council had been focussing on training and suggested contacting the TUC if we were looking for good training providers.

Members considered the Absence Management Policy and requested that staff were given skills assessments if they could not do their manual roles before having to leave the Council.

It was noted that HR conducts skills assessments throughout the different stages of absence to try to redeploy them rather than leave on sickness absence. There could be issues if the employees did not have the transferable skills required to align to available work.

Members noted that 3.1.4 second sentence, a space should be included between for and absence. It was agreed to amend this.

RESOLVED:

To receive the comments and recommendations of the Joint Consultative and Safety Committee for consideration by the Appointments and Conditions of Service Committee, prior to its decision relating to the approval of and implementation of the changes to existing policies.

13 CURRENT GENERAL STAFFING MATTERS (VERBAL REPORT - PAY AWARD 2025).

The Assistant Director of Workforce delivered a verbal update, informing Members in summary of the agreed pay award for 2025-26.

RESOLVED:

To note the information provided.

The meeting finished at 6.12 pm

Signed by Chair:
Date:

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MINUTES ENVIRONMENT AND LICENSING COMMITTEE

Tuesday 2 September 2025

Councillor Alison Hunt (Chair)

Present: Councillor Rachael Ellis Councillor Alex Scroggie
 Councillor Roxanne Ellis Councillor Martin Smith
 Councillor Andrew Meads Councillor Clive Towsey-Hinton
 Councillor Julie Najuk Councillor Paul Wilkinson

Absent: Councillor Marje Paling and Councillor Sue Pickering

Officers in Attendance: C Allcock, B Hopewell, A Hutchinson, D Notley and R Towlson

23 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS.

Apologies for absence were received from Councillors Paling and Pickering.

24 TO APPROVE, AS A CORRECT RECORD, THE MINUTES OF THE MEETING HELD ON 05 AUGUST 2025.

RESOLVED:

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

25 DECLARATION OF INTERESTS.

None.

26 ANY OTHER ITEM WHICH THE CHAIR CONSIDERS URGENT.

None.

27 EXCLUSION OF THE PRESS AND PUBLIC.

RESOLVED:

That, the Members being satisfied that the public interest in maintaining the exemption outweighs the public interest in disclosing the information that under Section 100(A)(4) of the Local Government Act 1972, the public and press be excluded from the meeting during the consideration of the ensuing reports on the grounds that the report involves the likely disclosure of exempt information as defined in Paragraph 7 of Part 1 of Schedule 12A of the Local Government Act 1972.

28

CHANGE OF CIRCUMSTANCES OF JOINT HACKNEY CARRIAGE/PRIVATE HIRE DRIVERS LICENCE - IS

Consideration was given to a report of the Director of Place, which had been circulated in advance of the meeting, regarding a change of circumstances following information received about the holder of a Joint Hackney Carriage/ Private Hire Driver's Licence.

IS attended the meeting and addressed the Committee.

Councillor Wilkinson joined the meeting.

In making the decision the Committee applied the Council's approved Policy and Guidelines.

RESOLVED:

To suspend IS's licence for 42 days, giving 21 days to surrender his licence and was advised of his right to appeal against the decision of the Committee; and

Issue a warning to IS that such conduct fell short of the expected standard for Hackney Carriage Drivers and that further such incidents would result in another appearance before the Committee.

29

CHANGE OF CIRCUMSTANCES OF JOINT HACKNEY CARRIAGE & PRIVATE HIRE VEHICLE DRIVERS LICENCE - SA

Consideration was given to a report of the Director of Place, which had been circulated in advance of the meeting, regarding a change of circumstances following information received about the holder of a Joint Hackney Carriage/ Private Hire Driver's Licence.

SA attended the meeting and addressed the Committee.

In making the decision the Committee applied the Council's approved Policy and Guidelines.

RESOLVED:

To revoke the Hackney Carriage/Private Hire Driver's Licence held by SA, with immediate effect.

SA was advised of the right of appeal against the decision of the Committee.

The meeting finished at 6.17 pm

Signed by Chair:
Date:

MINUTES CABINET

Thursday 4 September 2025

Councillor John Clarke (Chair)

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

Absent: Councillor Marje Paling

Officers in Attendance: M Hill, F Whyley, T Adams, M Avery, P Whitworth,
D Reason, J Krawczyk, J Goodall, L Squires and
L Widdowson

17 APOLOGIES FOR ABSENCE.

Apologies for absence were received from Councillors Marje Paling.

18 TO APPROVE, AS A CORRECT RECORD, THE MINUTES OF THE MEETING HELD ON 30/07/2025.

RESOLVED:

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

19 DECLARATION OF INTERESTS.

None

20 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:

- 1) That the report be noted

21 COMMUNITY INFRASTRUCTURE LEVY STRATEGIC REVIEW – CONSULTATION RESPONSE AND FUNDING DECISION

The Community Infrastructure Levy and Section 106 Monitoring Officer introduced a report which had been circulated ahead of the meeting to note the representations and comments received in relation to the CIL

Strategic Review public consultation and seek approval of the updated Infrastructure List to include suitable strategic infrastructure projects in accordance with Officer recommendations.

A motion was made that project SIP7 be moved under recommendation 2 being to hold for future consideration which was seconded.

RESOLVED:

That Cabinet approved

- 1) The addition of Project SIP5 - Carlton Leisure and Community Centre onto Gedling Borough Council's Infrastructure List for future funding through Strategic CIL receipts.
- 2) Projects SIP1, SIP2, SIP3, SIP4 and SIP7 be held for future consideration as part of the Stage 2 full CIL Review to commence prior to the adoption of the Gedling Local Development Plan.
- 3) Projects SIP6, SIP8, SIP9, SIP10, SIP11 and SIP12 are not added to Gedling Borough Council's Infrastructure List.
- 4) The existing Project Secondary School Contributions at Top Wighay Farm be retained on Gedling Borough Council's Infrastructure List.
- 5) The existing Projects Gedling Access Road, Gedling County Park Visitors Centre, and Secondary School Contributions at Chase Farm / Gedling Colliery be removed from Gedling Borough Council's Infrastructure List.
- 6) The publication of the revised Infrastructure List set out in Appendix 3 to the report.

22

UPDATE ON HOUSES IN MULTIPLE OCCUPATION (HMOs) IN NETHERFIELD

The Assistant Director of Development introduced a report which had been circulated ahead of the meeting, to inform Members of the suitability of implementing an Article 4 direction to introduce a requirement for planning permission to change from a Use Class C3 Dwellinghouse (dwelling) to a Use Class C4 HMO (3-6 unrelated people who share facilities) in the Netherfield Ward.

A motion was made to bring a new boroughwide report for HMO's to be brought to cabinet, which was seconded.

RESOLVED:

THAT Cabinet:

- 1) Agreed that there was insufficient evidence to demonstrate that an Article 4 direction or any other measure be necessary to protect local amenity or the well-being of the Netherfield Ward.
- 2) Agreed that the overall number of HMOs in the Netherfield Ward should be monitored.

- 3) Agreed that a new boroughwide report for HMOs be brought before the committee within the next three months.

23 TEMPORARY MAINTENANCE POLICY

The Assistant Director of Housing and Resettlement circulated a report ahead of the meeting to seek approval to implement a Temporary Accommodation Maintenance Policy and Landlord Health and Safety Compliance Policy with an additional 6 supporting Safety Management Plans which will ensure the Council meets its legal and regulatory duties as a landlord in providing interim and temporary accommodation for those individuals and families that are homeless or at risk of becoming homeless.

A motion was made to consult with the Selective Licensing Board prior to publication of the Safety Management Plans to ensure the Council holds to the same standard as private landlords, which was seconded.

RESOLVED:

THAT Cabinet:

- 1) Approved the Temporary Accommodation Maintenance Policy enclosed at Appendix 1.
- 2) Approved the Safety Compliance Policy and associated Safety Management Plans enclosed at Appendix 2-8.
- 3) To consult with the Selective Licensing Board prior to publication of the Safety Management Plans to ensure the Council holds to the same standards as private landlords.

24 UPDATE ON THE WORK OF THE POLICY ADVISORS

The Chief Executive circulated a report ahead of the meeting, to update Cabinet on the actions and activities that the Policy Advisors have undertaken since the last report to Cabinet in September 2024.

RESOLVED:

- 1) That members noted the content of the report, and the actions and activities undertaken by the Policy Advisors since September 2024.

25 BUDGET MONITORING AND VIREMENT REPORT FOR THE PERIOD APRIL TO JULY 2025

The Senior Leadership Team circulated a report ahead of the meeting, to update Cabinet on the forecast outturn for Revenue and Capital Budgets for 2025/26. The budgets include all approved carried forward amounts from the 2024/25 financial year.

RESOLVED:

That Cabinet

- 1) Approved the General Fund Budget virements set out in Appendix 1;
- 2) Noted the use of reserves and funds during April to July 2025 as detailed in Appendix 2;
- 3) Approved the changes to the capital programme included in paragraph 2.3.

26 PRUDENTIAL CODE INDICATOR MONITORING 2025/26 AND TREASURY ACTIVITY REPORT FOR THE PERIOD APRIL 2025 TO JULY 2025

The Principal Finance Business Partner circulated a report ahead of the meeting, to inform Members of the performance monitoring of the 2025/26 Prudential Code Indicators, and to advise Members of the Treasury activity as required by the Treasury Management Strategy.

RESOLVED:

That Cabinet

- 1) Noted the report, together with the Treasury Activity Report 2025/26 for Period 4 at Appendix 1, and the Prudential and Treasury Indicator Monitoring 2025/26 for the period April to July 2025, at Appendix 2.
- 2) Approved the changes to Prudential Indicators detailed at paragraph 2.7 to align with the latest revenue and capital budgets being reported to members as part of the Budget Monitoring and Virement Report for the period April 2025 to July 2025.

27 GEDLING PLAN - QUARTER 1 2025/26 REPORT

The Senior Leadership Team circulated a report ahead of the meeting, to inform Cabinet in summary of the position against Performance Indicators and Annual Delivery Plan Actions in Quarter 1 of 2025/26.

RESOLVED:

That

- 1) The progress against Improvement Performance Indicators for quarter 1 of 2025/26 be noted.

28 ANY OTHER ITEMS THE CHAIR CONSIDERS URGENT.

None.

The meeting finished at 4.09 pm

Signed by Chair:
Date:

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MINUTES AUDIT COMMITTEE

Tuesday 16 September 2025

Councillor Sandra Barnes
Councillor Stuart Bestwick
Councillor Paul Hughes

Councillor Alison Hunt
Councillor Ruth Strong
Jonathan Causton

Absent: Councillor Ron McCrossen and Councillor Helen Greensmith

Officers in Attendance: T Adams, F Whyley, J Lovett, D Reason and L Squires

Guests in Attendance: M Armstrong & E Gaeton (BDO), M Surridge (Mazars)

10 TO APPROVE, AS A CORRECT RECORD, THE MINUTES OF THE MEETING HELD ON 24 JUNE 2025

RESOLVED:

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

11 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS.

Apologies were received from Councillors Greensmith and McCrossen.

12 DECLARATION OF INTERESTS.

None.

13 DRAFT ANNUAL GOVERNANCE STATEMENT AND THE UNAUDITED STATEMENT OF ACCOUNTS 2024/25 COVERING REPORT

The Chief Finance and Section 151 Officer introduced a report informing Members of the proposed Annual Governance Statement 2024/25 and the unaudited Statement of Accounts 2024/25.

RESOLVED to:

- 1) Note the draft Annual Governance Statement 2024/25 and provide any comments for inclusion in the final version when presented to the Audit Committee later in the financial year.

- 2) Note the unaudited Statement of Accounts for 2024/25.

14 EXTERNAL AUDIT PROGRESS REPORT 2024/25

The Chief Finance and Section 151 Officer introduced a report, which had been circulated prior to the meeting, informing Members of the progress of the External Audit for the 2024/25 Statement of Accounts.

The External Auditor then introduced the report.

RESOLVED to:

- 1) Note the External Audit progress Reports attached at Appendix 1 as presented by Mazars.

15 INTERNAL AUDIT PROGRESS REPORT 2025/26

The Internal Auditor introduced a report, which was circulated prior to the meeting, summarising the outcome of internal audit activity completed by the BDO Internal Audit Team for the period July to September 2025.

RESOLVED to:

- 1) Note the progress of the delivery against the 2025/26 Internal Audit Plan, including the Executive Summary for the following audit reports: People Services and Risk Management.

16 CORPORATE RISK MANAGEMENT REVIEW QUARTER 1 JAN - JUNE 2025/26

The Deputy Chief Executive and Monitoring Officer introduced a report, which was circulated prior to the meeting, updating members on the current level of assurance that could be provided against each corporate risk.

RESOLVED to:

- 1) Note the current risk level and actions identified within the Corporate Risk Register.

17 CYBER AND COMPLIANCE UPDATE REPORT

This item was withdrawn from the agenda.

18 ANY OTHER ITEM WHICH THE CHAIR CONSIDERS URGENT.

None.

The meeting finished at 6.20 pm

Signed by Chair:
Date:

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MINUTES CABINET

Thursday 25 September 2025

Councillor John Clarke (Chair)

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

Absent:

Officers in Attendance: M Hill, F Whyley, T Adams, S Troman, L Juby,
 L Squires, T Fletcher and C Payne

29 APOLOGIES FOR ABSENCE.

No apologies for absence were received.

30 TO APPROVE, AS A CORRECT RECORD, THE MINUTES OF THE MEETING HELD ON 04.09.25.

RESOLVED:

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

31 DECLARATION OF INTERESTS.

None

32 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 four month period.

RESOLVED:

To note the report.

33 LEISURE TRANSFORMATION UPDATE

Consideration was given to a report of the Assistant Director for Leisure and Wellbeing, which had been circulated prior to the meeting to note the representations and comments received in relation to the Leisure

Transformation update and seek approval of the recommendations made.

RESOLVED:

THAT:

1. Cabinet notes the research, findings and recommendations from the updated Leisure Strategy which forms the evidence base and strategic framework for future investment and management of the Council's leisure portfolio.
2. Cabinet notes the results of the 2025 Leisure Transformation Consultation and Stakeholder Engagement.
3. Cabinet approves further feasibility work on the recommended outline facility mix for the Carlton Leisure and Community Wellbeing Centre ("Carlton Active"), based on Option 3 - core facilities with soft play. At this stage this will not include a 3G football pitch.
4. Cabinet agrees, in line with the Leisure Facilities Strategy, that the Council will continue to engage with and offer non-financial support to Gedling Indoor Bowls Club in exploring relocation options.
5. Cabinet agrees to undertake consultation to seek a public view on the Council withdrawing its service provision from the joint use agreement leisure centre sites, in line with the recommendations of the Leisure Strategy.

34

ANY OTHER ITEMS THE CHAIR CONSIDERS URGENT.

None.

The meeting finished at 2.42 pm

Signed by Chair:
Date:

MINUTES OVERVIEW AND SCRUTINY COMMITTEE

Monday 29 September 2025

Councillor Catherine Pope (Chair)

Councillor David Brocklebank	Councillor Rachael Ellis
Councillor Pauline Allan	Councillor Andrew Meads
Councillor Roy Allan	Councillor Grahame Pope
Councillor Jim Creamer	Councillor Martin Smith
Councillor Andrew Dunkin	Councillor Sam Smith

Apologies for absence: Councillor Darren Maltby and Councillor Ron McCrossen

Officers in Attendance: M Avery, S Duhra, B Hopewell, D Reason, S Troman, N Wall and F Whyley

Guests in Attendance: Councillor V McCrossen and M Paling

10 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS.

Apologies for absence were received from Councillors Adams, Maltby, McCrossen and Whiting. Councillors Meads and Martin Smith attended as substitute.

11 TO APPROVE, AS A CORRECT RECORD, THE MINUTES OF THE MEETING HELD ON 21 JULY 2025.

RESOLVED:

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

12 DECLARATION OF INTERESTS.

None.

13 PARTNERSHIP REVIEW - DEPARTMENT FOR WORK AND PENSIONS (DWP).

It was noted that the Department for Work and Pensions had sent their apologies as they could not attend the meeting and had asked to attend the next meeting in November.

RESOLVED:

To defer the item until the meeting in November.

14

PROGRAMME OF PORTFOLIO HOLDER PERFORMANCE.

Members welcomed Councillor Viv McCrossen, Portfolio Holder for Climate Change and Natural Habitat to the meeting to examine her portfolio. Councillor McCrossen delivered an update on the various areas of responsibility within her portfolio. She gave the following updates:

It was noted that the Council's Carbon footprint for 2023-2024 saw a 45% decrease in CO2 emissions when compared to 2019/20. The decrease primarily in relation to vehicle and electricity emissions.

Members noted that bicycle lockers had been installed at the Civic Centre and various leisure centres across the borough, enabling staff and public to cycle with confidence that their property would be secure.

Government funding of £287K had been secured through the Fast Followers Competition funded by the Department of Energy Security and Net Zero Innovation UK. The funding would aim to deliver efficiencies and a scalable route to Net Zero for the East Midlands Combined County Authority (EMCCA). The bid was submitted in collaboration with Nottingham City Council, Nottinghamshire County Council, Derby City Council, Derbyshire County Council, Rushcliffe Council, Broxtowe Borough Council and Gedling Borough Council.

It was noted that Devolution retrofit funding schemes funded by the EMCCA delivered £578,000 on installations of home energy efficiency measures within lower income households with low energy performance ratings within the borough.

Members noted that a funding bid for £100k to improve the Jackie Bells Park, in partnership with the Friends of Jackie Bells Park, had been successful. Various other funding bids are due to be submitted, working in partnership with the following groups:

- Friends of Church Lane
- Friends of Onchan Park
- Newstead Parish Council

The Chair then gave Members the opportunity to ask questions of Councillor McCrossen's portfolio.

Members asked what the Council had been doing to protect Gedling parks from traveller encampments.

It was noted that the Council had been looking at access points to parks and conducting an audit to safeguard them from traveller encampments.

Members asked what the Council had been doing to provide activities for young people when considering improvements for Gedling parks.

It was noted that Gedling Borough Council had been praised on its use of park infrastructure to enable skateboarding and other activities for young people.

Members queried whether there had been any consideration towards on street electric vehicle charging points via street lighting and other means.

The Council had been in consultation with Nottinghamshire County Council to provide the infrastructure to facilitate on street charging and potential sites were being identified.

Members asked whether data had been collected on the use of Gedling Country Park and queried whether the council had seen a decrease in visits since the introduction of the parking charge.

It was noted that although the Council itself doesn't conduct footfall figures, the 'park run' conducts footfall figures for their various events and hadn't seen a decrease. It was also noted that the café had not reported a decrease in footfall.

Members queried whether the annual fee for parking could benefit from a quarterly offering to help residents with affordability.

It was noted that this could be something the Council could look at ahead of the upcoming fee setting.

RESOLVED:

To thank Councillor McCrossen for the information provided.

PROGRAMME OF PORTFOLIO HOLDER PERFORMANCE.

Members welcomed Councillor Marje Paling, Portfolio Holder for Environmental Services (Operations) to the meeting to examine her portfolio. Councillor Paling delivered a brief update on some key areas of responsibility within her portfolio. She gave the following updates:

Members noted that the council's waste management service collected the following:

- Black Bins (residual)
- Green Bins (recycling)
- Glass Boxes
- Brown Bins (Garden Waste)
- Trade Waste

- Food waste for businesses with 10 or more employees.

It was noted that the new Whites pace waste management system had been implemented and had already seen an impact on efficiencies.

Members noted that new bin lorries were due to be introduced, with the expectation that they would see a significant reduction in vehicle breakdowns, further improving waste collections.

Members noted the remaining space in cemeteries within the borough:

- Carlton Cemetery – 20 years
- Gedling Cemetery – 11 to 15 years
- Redhill Cemetery – Full

It was noted that each year the Council's Street cleaning team cleaned over 2,000 miles of streets, footpaths, public spaces and parks. Scheduling had been an issue this year as leaf fall had started early, forcing a change in schedule for heavy leaf fall areas.

The Chair gave Members the opportunity to ask questions of Councillor Paling's portfolio.

Members expressed concern with consistently missed garden waste bins for the residents within their ward, highlighting that garden waste is a paid service, emphasising how important it is to resolve the issue.

It was noted that garden waste had been placed at the top of the list for a round re-organisation as the Council had been aware that the current customer base and crew capacity were unsustainable.

Members queried whether the transition to green diesel for the bin lorries had seen any decrease in their capacity.

It was noted that the Council had not seen a decrease in the vehicles' performance.

Members queried whether any consideration could be given to the sweeping schedules of sites within the borough where there had been a reduction in sweeps per year.

It was noted that the sweeping schedules were currently under review and that officers would be interested in hearing about any area in particular which could benefit from a review.

Members queried whether the Council had any plans to increase capacity in the cemeteries which were becoming full.

It was noted that other cemeteries were being developed by private developers, and the Council had been considering expanding Carlton cemetery to improve capacity.

Members queried whether the public litter bins within the borough could be reviewed as some are becoming full far too quickly while others remain empty between rounds.

It was noted that with the roll out of the Whites pace system for street care, staff would be able to note how full bins were when they were emptied to inform revisions to bin locations and collection rounds.

RESOLVED:

To thank Councillor Paling for the information provided.

15

CARLTON TOWN BOARD UPDATE REPORT.

The Assistant Director for Economic Growth and Regeneration introduced a report, which had been circulated in advance of the meeting, providing an update on progress activity within the Greater Carlton Plan for Neighbourhoods programme.

Members queried whether the website had been updated for the Carlton Neighbourhood Board, highlighting that the minutes of some recent meetings had not been published.

It was agreed to review website and ensure the minutes were published.

Members expressed concern towards the boundary extension, querying why the boundary had been extended so far beyond Carlton.

It was noted that the Greater Carlton Town Board had agreed that the boundary would be extended to include the entirety of the Mapperley local centre and open space areas to maximise opportunities to deliver projects in accordance with the plan for neighbourhoods' guidance. The decision made by the board had been community led, with Gedling Borough Council acting as the responsible body, ensuring the guidance was followed correctly.

It was noted that this item would come back to Committee in January.

RESOLVED:

To note the report.

16

REVIEW OF FLY TIPPING AND LITTER MANAGEMENT REPORT.

The Assistant Director of Environmental Services (Operations) introduced a report, which had been circulated in advance of the

meeting, advising Members of the current situation in terms of fly tipping, litter management and waste management across the borough. The report also suggested that the committee forms a working group to review the approach to litter and waste management operations.

RESOLVED to:

- 1) Note the current situation in terms of fly tipping, litter management across the borough; and
- 2) Form a working group to complete a more thorough review of fly tipping, litter and waste management.

17 CORPORATE RISK MANAGEMENT UPDATE Q1 25/26

The Deputy Chief Executive introduced a report, which had been circulated in advance of the meeting, updating Members of the Committee on the current level of assurance that can be provided against each corporate risk.

RESOLVED:

To note the current risk level and actions identified within the Corporate Risk Register.

18 GEDLING PLAN Q1 PERFORMANCE 2025/26 REPORT.

The Assistant Director for Digital, Data & Technology, introduced a report, which had been circulated in advance of the meeting, informing Members in summary of the position against Performance Indicators and Annual Delivery Plan Actions in Quarter 1 of 2025/26.

RESOLVED:

To note the report.

19 SCRUTINY WORK PROGRAMME

Consideration was given to a report of the Democratic Services Manager, which had been circulated in advance of the meeting, updating Members on the scrutiny work programme.

It was agreed that the Department for Work and Pensions would attend the next meeting in November, along with the Citizens Advice Bureau.

Members expressed an interest in hearing an update on the AI Policy in 6 months' time.

RESOLVED:

To note the report.

20

ANY OTHER ITEM WHICH THE CHAIR CONSIDERS URGENT.

None.

The meeting finished at 7.48 pm

Signed by Chair:

Date:

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MINUTES LICENSING ACT PANEL

Thursday 2 October 2025

Councillor Alison Hunt
Councillor Martin Smith

Councillor Clive Towsey-
Hinton

Officers in Attendance: C Allcock, A Hutchinson, B Hopewell, W Langston and R Towlson

16 ELECTION OF CHAIR

Councillor Hunt was elected as Chair for the meeting.

17 DECLARATIONS OF INTEREST

None.

18 APOLOGIES FOR ABSENCE

None.

19 TO APPROVE, AS A CORRECT RECORD, THE MINUTES OF THE MEETING HELD ON 18 MARCH 2024.

RESOLVED:

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

20 CONSIDERATION OF AN APPLICATION FOR A PREMISES LICENCE - GOOSEDALE FARM EXTERNAL AREAS.

The Panel considered an application for a premises license for the Goosedale Farm External Areas.

In addition to the written representations in the bundle the panel considered additional information provided by the applicant in advance of the hearing and heard live evidence from:

1. Walaiti Rathore (for the Applicant)
2. Dominic Hayer (for the Applicant)
3. Nick Singh (for the Applicant)
4. William Langston (Responsible Authority, Environmental Health)
5. Robert Morton (Interested Party)
6. Carol Glynn (Interested Party)
7. Robert Glyn (Interested Party)

In making its decision, the Panel had regard to the Gedling Borough Council Licensing Policy, the guidance issued under section 182 of the Licensing Act 2003 and the Human Rights Act 1998 and has carefully considered all the evidence presented to it, including the agreed conditions with the police, the conditions offered by the Applicant and agreed by the Environmental Health Officer at the hearing and the proposed condition set out in the Operating Schedule in the application.

The Panel made this decision to promote the 4 Licensing Objectives:

1. Prevention of crime and disorder;
2. Public Safety;
3. Prevention of Public Nuisance;
4. Protection of Children from harm.

RESOLVED to:

Grant the application for a Premises Licence subject to the additional conditions as set out below:

The use of the licence is restricted to up to 12 one-day events per calendar year.

For the purposes of this condition, a “one-day event” is defined as a single event lasting no more than 17.5 hours, commencing at or after 9:00am and concluding no later than 2:30am the following day.

Conditions agreed with the Police

1. There shall be CCTV coverage of the area where alcohol is sold during the sale of alcohol, using, for example, wireless cameras or bodycams, or a similar system.

The CCTV shall:

- a. be of evidential quality.
 - b. display accurate time and date all year round to account for day light savings.
 - c. All images to be retained for a minimum of 31 days and made available for inspection by the Police or any other authorised person upon request subject to the provisions of the Data Protection Act.
2. There shall be a challenge 21 notice displayed in the area where alcohol is sold during the sale of alcohol
3. All relevant members of staff authorised/employed to sell alcohol shall receive training in the sale of alcohol, including the following areas:

- a. preventing underage sales of alcohol
 - b. preventing proxy sales of alcohol to underage persons
 - c. preventing sales of alcohol to a person who is drunk
4. A Challenge 21 scheme must be in operation. Any person who appears to be under 21 years of age must not be sold/supplied alcohol unless they produce an acceptable form of identification (passport, photo driving licence, Military Identity card or PASS accredited card, or a similar approved version of a digital form of identification).
5. A Challenge 21 scheme must be in operation. Any person who appears to be under 21 years of age must not be sold/supplied alcohol unless they produce an acceptable form of identification (passport, photo driving licence, Military Identity card or PASS accredited card, or a similar approved version of a digital form of identification).
6. A bound and sequentially paginated incident book or electronic record shall be kept. This book shall be made available for inspection and copying by the Police or any other authorised person upon request and all such books shall be retained for at least 6 months.
7. Door supervisors shall be employed on occasions as deemed necessary by the Designated Premises Supervisor and/or premises management following a risk assessment.

Conditions agreed between the Applicant and Environmental Health Officer.

Management Plan

Traffic Management and Access/Egress Control:

1. Arrival Coordination: Coordinate arrivals based on mode of transportation (coaches, private vehicles, taxis) and allocate specific drop-off zones to optimise traffic flow.
2. Parking Management: Designate parking for VIPs, general guests, and staff to enhance logistical efficiency.
3. Traffic Control: Deploy marshals to manage vehicle movement for the duration of the event.
4. On-site Personnel: Position security and traffic marshals along primary routes, including Goosedale Lane and adjacent residential roads.
5. Contingency Protocols: Establish response plans for unforeseen incidents, ensuring all staff and volunteers are thoroughly briefed.

Security and Crowd Management.

1. Security Staffing: Deploy stewards for guest assistance.

SIA registered security staff shall be employed on occasions as deemed necessary by the Designated Premises Supervisor and/or premises management following a risk assessment.

2. Emergency Planning: Establish evacuation routes, maintain direct communication with emergency services, and implement lost child procedures.

Zero Tolerance Policy.

1. Communicate a strict zero-tolerance stance regarding drugs and illegal substances through event materials, signage, and announcements.
2. Security Measures: Enforce rigorous security screenings at entry points, including bag checks. Train security personnel to handle situations involving prohibited substances.
3. Collaboration with Authorities: Liaise and work with the relevant authorities regarding any drugs related issues.
4. Incident Reporting: Implement procedures for the prompt reporting and documentation of drug-related incidents, including confiscation of substances and engagement with relevant authorities.

Additional conditions imposed by the Panel.

The provision of regulated entertainment (performance of a play, exhibition of a film, indoor sporting events, performance of live music, playing of recorded music, performance of dance and entertainment similar to live music, recorded music, or dance) at any of the 12 events is permitted between the hours of;

1. 10:00am – 11:30pm Sunday – Wednesday
2. 10:00am – 12:00am Thursday and Friday
3. 10:00am – 12:30am Saturday and Sundays (preceding a bank holiday Monday)

The meeting finished at Time Not Specified

Signed by Chair:
Date:

MINUTES ENVIRONMENT AND LICENSING COMMITTEE

Tuesday 7 October 2025

Councillor Alison Hunt (Chair)

Present: Councillor Marje Paling Councillor Alex Scroggie
Councillor Rachael Ellis Councillor Martin Smith
Councillor Andrew Meads Councillor Clive Towsey-Hinton
Councillor Julie Najuk Councillor Paul Wilkinson
Councillor Sue Pickering

Absent: Councillor Roxanne Ellis

Officers in Attendance: J Brough, L Chaplin, B Hopewell and A Hutchinson

30 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS.

Apologies for absence were received from Councillor Roxanne Ellis.

31 TO APPROVE, AS A CORRECT RECORD, THE MINUTES OF THE MEETING HELD ON 02 SEPTEMBER 2025.

RESOLVED:

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

32 DECLARATION OF INTERESTS.

None.

33 ANY OTHER ITEM WHICH THE CHAIR CONSIDERS URGENT.

None.

34 EXCLUSION OF THE PRESS AND PUBLIC.

RESOLVED:

That, the Members being satisfied that the public interest in maintaining the exemption outweighs the public interest in disclosing the information that under Section 100(A)(4) of the Local Government Act 1972, the public and press be excluded from the meeting during the consideration of the ensuing reports on the grounds that the report involves the likely disclosure of exempt information as defined in Paragraph 7 of Part 1 of Schedule 12A of the Local Government Act 1972.

35 CHANGE OF CIRCUMSTANCES OF HACKNEY CARRIAGE & PRIVATE HIRE VEHICLE DRIVERS LICENCE NO. 2881 & RENEWAL APPLICATION FOR A THREE YEAR JOINT HACKNEY CARRIAGE/PRIVATE HIRE DRIVERS LICENCE.KA

Consideration was given to a report of the Director of Place, which had been circulated in advance of the meeting, regarding a change of circumstances following information received about the holder of a Joint Hackney Carriage/ Private Hire Driver's Licence and a renewal application made by the same holder.

KA attended the meeting and addressed the Committee.

In making the decision the Committee applied the Council's approved Policy and Guidelines.

RESOLVED:

- 1) To revoke the Hackney Carriage/Private Hire Driver's Licence held by KA, giving KA 21 days to surrender the licence; and
- 2) To refuse KA's renewal application for a Joint Hackney Carriage/Private Hire Driver's Licence.

KA was advised of the right of appeal against the decision of the Committee.

36 CHANGE OF CIRCUMSTANCES OF HACKNEY CARRIAGE & PRIVATE HIRE VEHICLE DRIVERS LICENCE NO. 4076-MK

Consideration was given to a report of the Director of Place, which had been circulated in advance of the meeting, regarding a change of circumstances following information received about the holder of a Joint Hackney Carriage/ Private Hire Driver's Licence.

MK attended the meeting and addressed the Committee.

In making the decision the Committee applied the Council's approved Policy and Guidelines.

RESOLVED:

Issue a warning to MK that he must have regard to the Council Hackney Carriage & Private Hire vehicle driver policy and that further such incidents must be promptly reported to the Council.

37 CHANGE OF CIRCUMSTANCES OF HACKNEY CARRIAGE & PRIVATE HIRE VEHICLE DRIVERS LICENCE NO. 2462 & RENEWAL APPLICATION FOR A THREE YEAR HACKNEY

CARRIAGE/PRIVATE HIRE DRIVERS LICENCE. RA

Consideration was given to a report of the Director of Place, which had been circulated in advance of the meeting, regarding a change of circumstances following information received about the holder of a Joint Hackney Carriage/ Private Hire Driver's Licence and a renewal application made by the same holder.

RA attended the meeting and addressed the Committee.

In making the decision the Committee applied the Council's approved Policy and Guidelines.

RESOLVED:

- 1) To revoke the Hackney Carriage/Private Hire Driver's Licence held by RA giving RA 21 days to surrender the licence; and
- 2) To refuse RA's renewal application for a Joint Hackney Carriage/Private Hire Driver's Licence.

RA was advised of the right of appeal against the decision of the Committee.

The meeting finished at 6.12 pm

Signed by Chair:
Date:

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MINUTES APPOINTMENTS AND CONDITIONS OF SERVICE COMMITTEE

Wednesday 8 October 2025

Councillor John Clarke (Chair)

Councillor David Ellis
Councillor Paul Hughes
Councillor Jenny Hollingsworth

Councillor Marje Paling
Councillor Kathryn Fox

Absent: Councillor Michael Adams, Councillor Viv McCrossen

Officers in Attendance: M Hill, J Lovett, K Lindley and L Squires

37 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS.

Apologies for absence were received from Councillor Viv McCrossen and Councillor Michael Adams.

38 TO APPROVE, AS A CORRECT RECORD, THE MINUTES OF THE MEETING HELD ON 18/06/2025.

RESOLVED:

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

39 DECLARATION OF INTERESTS.

None.

40 ANY OTHER ITEM WHICH THE CHAIR CONSIDERS URGENT.

None.

41 EXCLUSION OF THE PRESS AND PUBLIC

Exclusion of the press and public. To move that under Section 100(A)(4) of the Local Government Act 1972 the public and press be excluded from the meeting during consideration of the ensuing report on the grounds that the report involves the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

42 CUSTOMER SERVICES STAFF RESTRUCTURE

The Assistant Director of Transformation circulated a report prior to the meeting to seek approval to consult on proposed staffing structure changes

to the Customer Engagement (Customer Services) function that impact on the senior management of the organisation to deliver cashable savings that are required to ensure the resilience of the Medium-Term Financial Plan.

RESOLVED:

That Committee:

- 1) Approve the progression of the proposed restructure and associated actions. This includes consultation with the workforce and trades unions as set out in the report.

43 CONSULTATION CLOSURE ON UPDATED/NEW HR POLICIES

The Assistant Director of Workforce circulated a report prior to the meeting to provide an update following the consultation process on revised/new policies.

Also to provide the Committee with the opportunity to comment on the Absence Management Policy and Learning & Development Policy which were launched for consultation by the Head of Paid Service.

RESOLVED:

That:

- 1) The Appointments and Conditions of Service Committee review the feedback from the Joint Consultative and Safety Committee and provide final approval to implement the HR Policies attached.

The meeting finished at 10.50 am

Signed by Chair:
Date:

MINUTES CABINET

Thursday 9 October 2025

Councillor John Clarke (Chair)

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

Officers in Attendance: M Hill, F Whyley, T Adams, M Avery, D Reason,
 S Troman and L Squires

35 APOLOGIES FOR ABSENCE.

No apologies for absence were received.

**36 TO APPROVE, AS A CORRECT RECORD, THE MINUTES OF THE
MEETING HELD ON 25.09.2025.**

RESOLVED:

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

37 DECLARATION OF INTERESTS.

None.

38 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 four month period.

RESOLVED:

To note the report.

39 ARTIFICIAL INTELLIGENCE (AI) POLICY

The Assistant Director of Digital, Data and Technology circulated a report prior to the meeting to seek Cabinet approval for the implementation of an AI Policy for Gedling, and to seek cabinet approval that any future decisions on changes to the policy be delegated to the

Assistant Director of Digital, Data and Technology in conjunction with the relevant portfolio holder.

RESOLVED:

THAT:

- 1) Cabinet approve the implementation of an AI Policy for Gedling Borough Council.
- 2) Cabinet delegate future decisions on changes to the policy to the Assistant Director of Digital, Data and Technology in conjunction with the relevant Portfolio holder.

**40 GEDLING BOROUGH STATEMENT OF COMMUNITY
INVOLVEMENT OCTOBER 2025**

The Planning Policy Manager circulated a report prior to the meeting to seek approval of the revised Gedling Borough Statement of Community Involvement October 2025.

RESOLVED:

That:

- 1) Cabinet adopt the attached Statement of Community Involvement October 2025.

**41 NOTTINGHAM AND NOTTINGHAMSHIRE LOCAL NATURE
RECOVERY STRATEGY**

The Assistant Director of Development circulated a report prior to the meeting to confirm the Council is content for Nottinghamshire County Council to publish the Nottingham and Nottinghamshire Local Nature Recovery Strategy and to note and implement the Strategy

RESOLVED:

THAT:

- 1) Cabinet confirm that there were no objections to Nottinghamshire County Council publishing the Nottingham and Nottinghamshire Local Nature Recovery Strategy.
- 2) Cabinet note the content of the Nottingham and Nottinghamshire Local Nature Recovery Strategy.

**42 ANNUAL REPORT OF SENIOR INFORMATION RISK OWNER
2024/25**

The Deputy Chief Executive and Monitoring Officer circulated a report prior to the meeting to present a report on behalf of the Senior Information Risk Owner providing an annual review of activities in respect of information management and data security. Additionally, the Deputy Chief Executive and Monitoring Officer sought approval of the Identification and Verification Policy which provides guidance to officers on how customer's identification should be verified.

RESOLVED:

THAT Cabinet:

- 1) Note the Annual Report on behalf of the Senior Information Risk Owner.
- 2) Approve the Identification and Verification Policy at Appendix 2.

43

COMPLAINTS AND COMPLIMENTS 2024-2025

The Deputy Chief Executive and Monitoring Officer circulated a report prior to the meeting inform Members of the receipt of the Annual review letter from the office of the Local Government and Social Care Ombudsman (LGSCO) and the complaints dealt with by the Council through the internal complaint's procedure during the year 2024/25.

RESOLVED:

THAT Cabinet:

- 1) Note the details of the Annual Review letter from the Local Government and Social Care Ombudsman and the information in relation to the number of complaints dealt with by the Council through the internal complaint's procedure in 2024/25.

44

ANY OTHER ITEMS THE CHAIR CONSIDERS URGENT.

None.

The meeting finished at 2.56 pm

Signed by Chair:
Date:

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MINUTES STANDARDS COMMITTEE

Thursday 23 October 2025

Councillor Paul Feeney (Chair)

Councillor David Brocklebank	Councillor Clive Towsey-Hinton
Councillor Michael Adams	Councillor Russell Whiting
Councillor Andrew Ellwood	Rosalie Hawks
Councillor Andrew Meads	Louise Kopyrko
Councillor Martin Smith	

Absent: Mr J.R Baggaley

Officers in Attendance: F Whyley, N Osei and L Squires

32 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS.

No apologies for absences were received.

33 TO APPROVE, AS A CORRECT RECORD, THE MINUTES OF THE MEETING HELD ON 26/06/2025.

RESOLVED:

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

34 DECLARATION OF INTERESTS.

None.

35 CODE OF CONDUCT REVIEW

A report of the Deputy Chief Executive and Monitoring Officer was circulated prior to the meeting to seek approval to postpone a review of the Council's Member Code of Conduct to 2026/27.

A motion was made and seconded to establish a working group to review the drafted social media guidelines.

RESOLVED

THAT:

- 1) Members note the current position on the Government's consultation on the Standards regime and agree to a review of the Gedling Borough Council Code of Conduct in 2026/27.

- 2) Members support the development of social media guidelines for Councillors to support the Code of Conduct.
- 3) Committee agrees to establish a cross-party working group to assist the Monitoring Officer in the review and creation of social media guidelines for Councillors.

36 UPDATE ON CODE OF CONDUCT COMPLAINTS

A report of the Deputy Chief Executive and Monitoring Officer was circulated prior to the meeting to inform members of the Standards Committee of complaints received between 26 June 2025 and 23 October 2025.

Resolved

That:

- 1) The report be noted.

37 ANY OTHER ITEM WHICH THE CHAIR CONSIDERS URGENT.

None.

The meeting finished at 6.17 pm

Signed by Chair:
Date:

Decisions made under delegated authority

Business (click to view decision)	Summary	Ref	Date	Portfolio	Was decision made under urgency provisions?
UKSPF year 4 leader report	To provide an update on expenditure of the Gedling Year 4 allocation of the UK Shared Prosperity Fund (UKSPF) and to seek authority to expend underspends on additional projects which accord with the UKSPF priorities.	D1687	20/10/2025	Leader of the Council	No
Homes for Ukraine Scheme – Housing and Homelessness Prevention Fund	To seek approval to enter into a further agreement with Nottinghamshire County Council for the provision of funding to prevent relationship breakdown between Sponsors and the Homes for Ukraine guests and deal with potential homelessness cases.	D1675	14/10/2025	Portfolio Holder for Sustainable Growth and Economy	No
Endorsement of East Midlands Combined Counties Retrofit Strategy 2025 to 2028	To seek approval to endorse the East Midlands Combined Counties Retrofit Strategy 2025 to 2028.	D1680	12/10/2025	Portfolio Holder for Public Protection	No
Extension of Concession Contract – Gedling Country Park Café	To seek approval to extend the existing concession contract with Nottingham City Council for the Gedling Country Park Café under Regulation 43(1)(b) of the Concessions Contracts Regulations 2016.	D1679	06/10/2025	Leader of the Council	No

Parks & Street Care, Christmas Tree Collection Fees and Charges 2025/26	To seek approval to continue a service to collect real Christmas trees from residents of the borough after Christmas and seeks approval to increase the current charge from January 2026.	D1681	01/10/2025	Portfolio Holder for Environmental Services (Operations)	No
National Non-Domestic Rates- Discretionary Relief Application - Soteria City International Gospel Church	To seek approval for discretionary charitable relief under section 47 of the Local Government Finance Act 1988.	D1653	25/09/2025	Portfolio Holder for Corporate Resources and Performance	No
National Non-Domestic Rates - Discretionary Relief Application - Home-Start Nottingham	To seek approval for discretionary charitable relief under section 47 of the Local Government Finance Act 1988.	D1652	25/09/2025	Portfolio Holder for Corporate Resources and Performance	No
National Non-Domestic Rates – Relief Application – Party Occupied Property	The purpose of this report is to seek approval for relief under section 44A of the Local Government Finance Act 1988	D1665	25/09/2025	Portfolio Holder for Corporate Resources and Performance	No
Private Sector Housing Grants and Assistance Policy 2025	To approve the amended Private Sector Housing Grants and Assistance Policy 2025	D1662	24/09/2025	Portfolio Holder for Public Protection	No
Disposal of strip of Land at the Northern Portion of Killisick Lane	To seek approval to dispose of a small strip of land at Killisick Lane	D1676	22/09/2025	Leader of the Council	No
Response to Government Technical Consultation – Improving the implementation of Biodiversity Net Gain for	To gain Portfolio Holder endorsement of Gedling Borough Council's proposed response to the Government	D1657	12/09/2025	Portfolio Holder for Sustainable Growth and Economy	No

minor, medium and brownfield development	consultation on proposed reforms to the implementation of Biodiversity Net Gain				
Response to Government Consultation Modernising and Improving the Administration of Council Tax	To seek approval to submit the proposed responses to the Government's consultation on modernising and improving the administration of council tax.	D1674	12/09/2025	Leader of the Council	No
Transfer of S106 Developer Contributions for Open Space Provision	To seek approval to transfer part of the Open Spaces Capital Contribution received through the Section 106 Agreement dated 3rd July 2020 to Ravenshead Parish Council to expend on capital projects which meet the requirements of the Section 106 Agreement; and to establish by virement the capital programme budgets for the delivery of Play Area projects by the Parish Council, to be funded by Section 106 Developer Contributions	D1664	12/09/2025	Leader of the Council	No
Decision - Transfer of Section 106 Play Area Capital Contribution from Development at Land West of Westhouse Farm, Moor Road, Bestwood to Bestwood Village Parish Council	To seek approval to transfer part of the Play Area Capital Contribution received through the Section 106 Agreement dated 21st March 2019 to Bestwood Village Parish Council to expend on capital projects which meet the requirements of the Section 106 Agreement; and to establish by virement the capital programme budgets for	D1663	12/09/2025	Leader of the Council	No

	the delivery of Play Area projects by the Parish Council, to be funded by Section 106 Developer Contributions.				
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