



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

Agenda

Cabinet

Date: **Thursday 6 June 2013**

Time: **12.30 pm**

Place: **Reception Room**

For any further information please contact:

Lyndsey Parnell

Members' Services Officer

0115 901 3910

Cabinet

Membership

Chair Councillor John Clarke

Vice-Chair Councillor Michael Payne

Councillor Peter Barnes
Councillor Kathryn Fox
Councillor Jenny Hollingsworth
Councillor Darrell Pulk

AGENDA

Page

- 1 **Apologies for Absence.**
- 2 **To approve, as a correct record, the minutes of the meeting held on 4 April 2013** 1 - 6
- 3 **Declaration of Interests.**
- 4 **Employment and Skills Presentation**
Presentation of the Economic Development Officer
- 5 **Local Development Scheme** 7 - 24
Report of the Planning Policy Manager
- 6 **Shared Accommodation (Department for Work and Pensions)** 25 - 36
Report of the Service Manager, Customer Services and IT.
- 7 **Council Plan and Budget Outturn and Budget Carry Forwards 2012/13** 37 - 76
Report of the Senior Leadership Team.
- 8 **Annual Treasury Activity Report 2012/13** 77 - 86
Report of the Senior Leadership Team.
- 9 **Peer Challenge 2013** 87 - 90
Report of the Corporate Director.
- 10 **Local Government Boundary Commission for England Review of Electoral Arrangements – Final Recommendations** 91 - 96
Report of Corporate Director (Stephen Bray).
- 11 **Individual Electoral Registration** 97 - 104
Report of the Service Manager, Elections and Members' Services.

12 Forward Plan

105 - 108

Report of the Service Manager, Elections and Members' Services.

13 Progress Reports from Portfolio Holders.

14 Member's Questions to Portfolio Holders.

15 Any other items the Chair considers urgent.

CABINET MEETING Thursday, 4th April, 2013

Present: W.J. Clarke (Chair)

Councillors: M.R. Payne
S.M. Creamer
K. Fox
J. Hollingsworth
D.E. Pulk

Observers: C.P. Barnfather (Observer)
P.A. Hughes (Observer)

Officers: J. Robinson, P. Darlington, M. Kimberley, H. Barrington, T. Dillarston, I. McDonald, L. Parnell

Also in Attendance: V. Coaker MP
Cllr. B. Collis

114 APOLOGIES FOR ABSENCE.

No apologies for absence were received.

115 TO APPROVE, AS A CORRECT RECORD, THE MINUTES OF THE MEETING HELD ON 7 MARCH 2013.

RESOLVED:

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

116 DECLARATION OF INTERESTS.

None.

117 AUTHORITY MONITORING REPORT 2011/12 AND FIVE YEAR HOUSING LAND SUPPLY ASSESSMENT (AS AT 31 MARCH 2012)

At the discretion of the Chair, the report was considered as Item 4, rather than at Item 7, as scheduled.

Corporate Director, Paula Darlington, introduced planning officers, Tom Dillarstone and Ian McDonald, who presented the Local Authority Monitoring Report 2011/12 and the Five Year Housing Supply

Assessment on behalf of the Planning Policy Manager.

The Chair gave thanks to those Officers who presented the report and the Planning team for their work on the documents.

RESOLVED:

To note the content of the Authority Monitoring Report (April 2011 – March 2012) and the Five Year Housing Land Supply Assessment (as at 31 March 2012).

118 COUNCIL PLAN PERFORMANCE INDICATORS AND TARGETS 2013/14

The Chief Executive presented the report, which had been previously circulated, detailing the Council's proposed performance indicators and targets for 2013/14.

RESOLVED:

To endorse and recommended the Performance Indicators and targets for 2013/14 to Council for inclusion in the 2013/14 Council Plan.

119 LOCAL AUTHORITY MORTGAGE SCHEME 2 (LAMS2)

Chief Financial Officer and Corporate Director, Mark Kimberley, presented a report, which had been previously circulated, seeking approval to provide an indemnity to the Council Solicitor and Monitoring Officer and delegate functions to the Chief Financial Officer in connection with the second Local Authority Mortgage Scheme (LAMS2).

RESOLVED:

1. To delegate the power to agree to offer an indemnity for qualifying mortgages, as set out in the LAMS2 deed, under section 442 of the Housing Act 1985 to the Chief Financial Officer.

2. To indemnify the Monitoring Officer in relation to any opinion or indemnity he/she is required to give as outlined in the report.

3. To authorise The Chief Executive to execute a deed indemnifying the Council Solicitor and Monitoring Officer on behalf of the Council in regard of LAMS2.

4. To endorse the LAMS2 Policy.

120 INFORMATION SECURITY POLICY

The Council Solicitor and Monitoring Officer presented a report, which has been circulated previously, seeking Cabinet's approval of the Information Security Policy.

RESOLVED:

To approve the Information Security Policy.

121 FORWARD PLAN

Consideration was given to a report of the Service Manager, Elections and Members' Services, presenting the Executive's draft Forward Plan for the next four month period.

RESOLVED:

To note the information.

122 PROGRESS REPORTS FROM PORTFOLIO HOLDERS

Councillor Fox (Community Development)

- A fresh produce market will be coming to Netherfield.
- Public Realms work will take place to improve the security of Netherfield's alley ways.
- On the 24th of April, there will be a meeting at the Saint George's Centre to discuss the creation of a heritage trail.
- The recent no smoking and health promotion events were successful and well attended.

Councillor Hollingsworth (Health and Housing)

- Housing strategy review is currently underway.
- The Council's Cold Weather Plan should have ended on the 31st of March, but it will be extended while ever the cold weather continues.
- The Loneliness Campaign was recently launched and received very good coverage in the media.
- The Council's disabled facilities grant has now been announced.
- The Council are looking at potential to arrange a "Men in Sheds" scheme in the Borough, as a recent scheme in the City was very popular.

Councillor Creamer (Environment)

- An apprentice will be starting at Jubilee House this week.
- Work on the Druid's car park is proceeding steadily.
- There is a "Friends of Jubilee Park" event taking place on Saturday, 6th of April 12-4pm.
- Public Realms work in Newstead to improve lighting and fencing in the village is now complete.
- The play area works which were taking place on Albert Avenue are now complete.
- The Phoenix estate public realms works are close to completion and will be finished when temperatures rise enough to allow planting.
- 3700 people applied to the energy switching scheme.

Councillor Pulk (Leisure and Development)

- Internet access will not be available to the public for use at Richard Herrod Leisure Centre.
- The Employment and Skills Group now have an action plan in place and the various organisations involved have all taken various actions away for completion.
- Apprenticeships are being encouraged across the Borough, with support being offered for companies interested in taking an apprentice on.
- Lottery funding of £242,000 has been awarded for the renovation of Arnold Leisure Centre's Changing Rooms.
- A local history/heritage trail across Gedling is being considered.

Councillor Payne (Communications and Public Protection)

- The Contact Centre is receiving a large number of contacts regarding the changes to welfare, housing and Council Tax benefits. Would like to pass on thanks to all staff in the Benefits teams who have been working hard to deal with welfare and departmental changes. In particular, Councillor Payne asked that thanks be passed to managers Paul Whitworth and Duncan Adamson and to John Vickers and Rosie Caddy who will be leaving the authority this year.
- Congratulations to Councillors Hollingsworth and Weisz for their work on the Loneliness Campaign, it is good to see the community being engaged.
- There has been a 13% reduction in Crime year on year to March 2013, which is greater than the South Nottinghamshire Partnership area.
- 67 families have now received new boilers or central heating systems as part of the Council's boiler replacement scheme, proving that it is possible to make a difference to fuel poverty at a district level.

Councillor Barnfather raised concerns about the loss of the police contact point in Ravenshead and the lack of warranted police officer/ patrol car to cover the villages around Ravenshead and ask that Councillor Payne meet with partners in the Police to get additional support for the north of the Borough.

Councillor Payne agreed to meet with Councillor Barnfather and partner agencies to discuss further.

124

ANY OTHER ITEMS WHICH THE CHAIRMAN CONSIDERS URGENT.

None.

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Report to Cabinet

Subject: Local Development Scheme

Date: 6th June 2013

Author: Planning Policy Manager

Wards Affected

Borough-wide

Purpose

To seek approval from Cabinet to bring the attached revised Local Development Scheme into effect from 7th June 2013.

Key Decision

This is not a Key Decision.

Background

- 1 The Local Development Scheme sets out the Council's project plan for the preparation of documents that together will form the Local Development Framework. It lists the local development plan documents to be prepared and provides a timetable for the work.
- 2 There is a requirement for the Council to have an up to date Local Development Scheme in place at the time of submission of a development plan document. Previously, Cabinet approved a revised scheme at its meeting on 7th February 2013 as the submission date for the Aligned Core Strategies was to have been at the end of May 2013. However, a short delay to the programme has occurred due to Broxtowe Borough Council having to carry out additional consultation following the Government's announcement for a proposed station on the High Speed Rail Link (HS2) at Toton. This additional necessary consultation has been facilitated as quickly as possible and the Aligned Core Strategies will now be submitted in June 2013.
- 3 Due to the slight delay to the original submission date which was outside of Gedling Borough Council's control, it is necessary to amend the timetable set out for the Aligned Core Strategy in the Local Development Scheme which will require Cabinet's approval. This change to the Local Development Scheme is needed in order to show that Gedling Borough has prepared the Aligned Core Strategy in accordance with its Local Development Scheme which is a legal requirement.
- 4 The current legislative requirements for the Local Development Scheme are to only include the development plan documents which are subject to independent examination.

Proposal

- 5 The Localism Act 2011 amends section 15 of the Planning and Compulsory Purchase Act and provides that the local planning authority must specify the date at which the scheme is to come into effect and that the detail should be made available to the public.
- 6 It is proposed to bring the Local Development Scheme into effect from 7th June 2013 (attached as appendix A) and the revised scheme will be made available on Gedling Borough Council's website.

Alternative Options

- 7 Not to specify a date upon which the revised Local Development Scheme will come into effect. The production and bringing into effect of a Local Development Scheme is a statutory requirement and is required to be in place at the time of submission of a development plan document.

Financial Implications

- 8 None.

Appendices

- Appendix A Gedling Borough Local Development Scheme, June 2013

Background Papers

- 9 None identified.

Recommendation(s)

THAT Cabinet:

- (a) **Approves the revised Local Development Scheme and agrees that it shall come into effect on 7th June 2013.**

Reasons for Recommendations

- 10 An up to date Local Development Scheme is required to be in place at the time of submission of development plan documents.

Appendix A

GEDLING BOROUGH COUNCIL

GEDLING BOROUGH LOCAL DEVELOPMENT SCHEME 2013 - 2016

June 2013

Contents

1. INTRODUCTION	3
How has the Planning system changed?	3
What is the Local Plan?	
2 PROGRESS ON THE LOCAL PLAN	5
What local development plan documents are to be prepared?	5
How will development plan documents be prepared?	6
3 TIMETABLE	8
The Proposals Map	8
Sustainability Appraisal and Strategic Environmental Assessment	8
4 FURTHER INFORMATION	9
Glossary of Terms	10
APPENDIX 1	13
APPENDIX 2	16

1. INTRODUCTION

- 1.1 This is the revised Local Development Scheme (LDS) for Gedling Borough. Its purpose is to explain how and when the Council will prepare local development plan documents which together will comprise the Local Plan for Gedling Borough. The new Local Plan for Gedling Borough will eventually replace the existing Gedling Borough Replacement Local Plan (saved policies 2008).
- 1.2 The Planning and Compulsory Purchase Act 2004 (as amended) requires Councils to prepare and maintain a Local Development Scheme which sets out what development plan documents are to be produced, their subject matter and broad timetable. This revision is intended to replace the Local Development Scheme that was submitted to the Secretary of State, and came into effect, in March 2010. The revisions are necessary in order to reflect the recent changes to the planning system, to update on progress on the development plan documents in preparation and to roll the programme forward to 2016.

How has the planning system changed?

- 1.3 The Government has introduced significant changes to the planning system under its localism agenda which have sought to introduce a simpler and more effective planning system and to strengthen community involvement. Government has revoked the existing regional spatial strategies and stresses the importance of ensuring that saved policies¹ in adopted Local Plans are replaced quickly by new Local Plans.

What is the Local Plan (formerly Local Development Framework)?

- 1.4 The Local Plan consists of development plan documents which take account of local demands for development and growth and include planning policies to achieve sustainable development. The Local Plan may comprise a number of development plan documents and in combination this constitutes the Development Plan² for the area. Development plan documents may include:
- Core Strategy – sets out the overarching spatial vision and the planning framework for other development plan documents;
 - Development Management Policies – sets out policies for the management of development, against which planning applications for the development and use of land will be considered;
 - Other site specific development plan documents – allocates specific sites and detailed policy guidance
- 1.5 Documents which support a Local Plan include
- Local Development Scheme – the timetable for the preparation of local development plans

¹ The Gedling Borough Replacement Local Plan ("Saved" Policies 2008) was confirmed by the Secretary of State in June 2008. Please see Gedling Borough Council's website for more details.

² The Government revoked the East Midlands Regional Plan in March 2013 which is no longer part of the development plan.

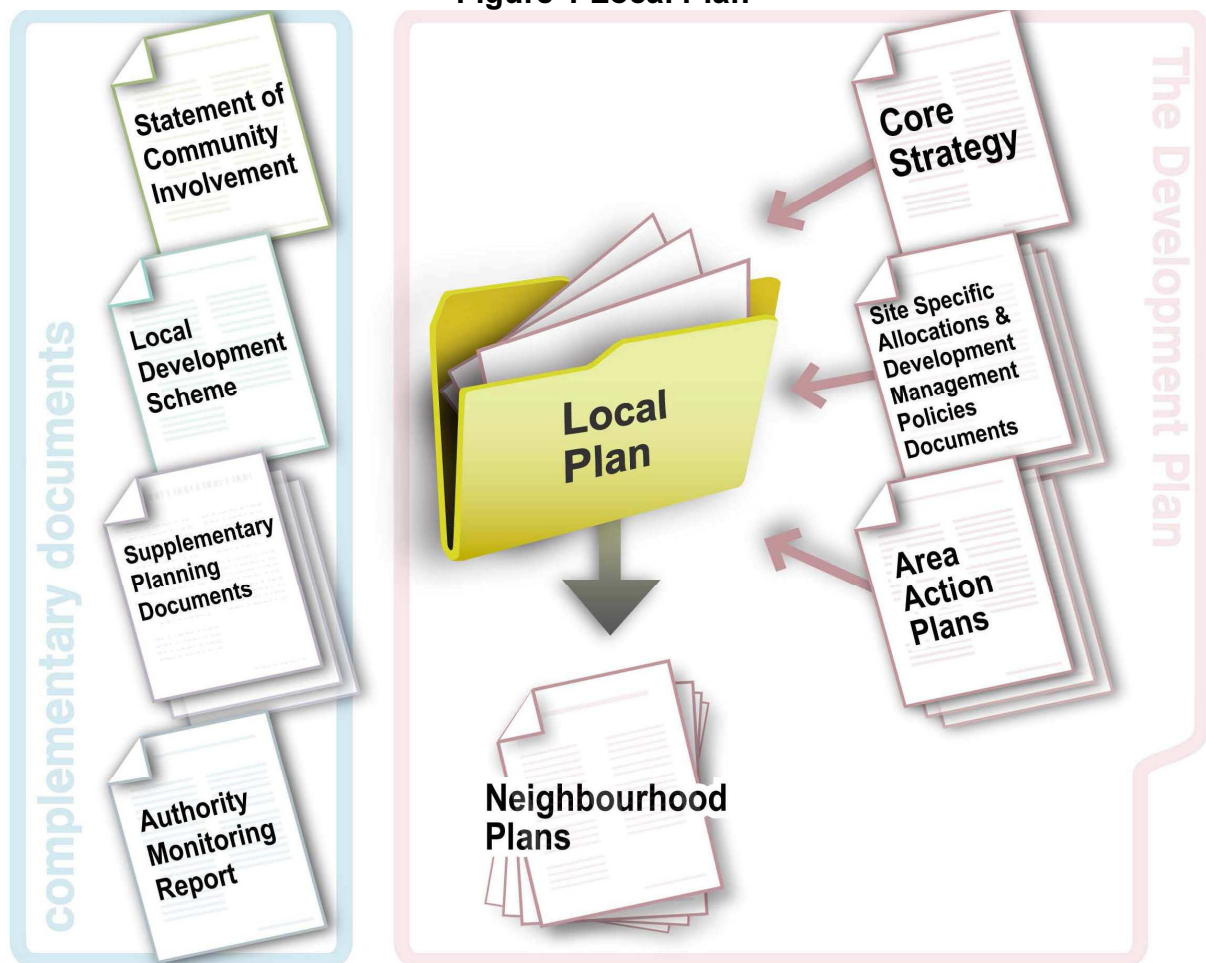
- Statement of Community Involvement – sets out the Council’s approach to engaging with local communities during plan preparation and when consulting on planning applications
- Authority Monitoring Report – sets out the progress in terms of producing development plan documents and implementing policies.

1.6 The Local Plan will also include a Proposals Map which illustrates the geographic extent of policies and proposals on a map base.

1.7 The government has also introduced a system of neighbourhood plans which can be prepared by parish, town councils or by specially designated neighbourhood forums in areas without a parish. Such plans are optional but must take account of national planning policy and be in general conformity with the Local Plan. Neighbourhood Plans are not local development plan documents and therefore cannot be included in this Local Development Scheme. However, if adopted they form part of the Development Plan for the area (further information on neighbourhood plans is on Gedling Borough’s website - see page 9 for links to Gedling Borough Council’s website).

1.8 The individual documents that will make up the Development Plan are set out in **Figure 1** below.

Figure 1 Local Plan



2. Progress on the Local Plan

- 2.1 Gedling Borough's Statement of Community Involvement was adopted on 11th October 2006. Gedling Borough initially began work on a Core Strategy solely for Gedling Borough. However, for a variety of reasons, the Council decided to revisit its earlier work and to progress the Gedling Borough Aligned Core Strategy in conjunction with other Greater Nottingham Authorities.
- 2.2 Broxtowe, Gedling and Nottingham City have prepared a new aligned and consistent planning strategy for their part of Greater Nottingham which is due to be submitted for independent examination in June 2013. This document is known as the Aligned Core Strategies for Broxtowe Borough, Gedling Borough and Nottingham City.

What Development Plan Documents are to be produced and what will they contain?

- 2.3 In addition to setting out the timetable for finalising the Aligned Core Strategy this revised Local Development Scheme sets out the full timetable for the preparation of the development management and site specific allocations policies which are to be progressed as a single document. The development management policies will provide criteria based policies that will help implement the core strategy and the site specific land allocations policies will provide the basis for allocating non-strategic sites. The site specific allocations will be shown on the Proposals Map with detailed Inset Plans where necessary.
- 2.4 The previous Local Development Scheme included an Action Area Plan for Arnold Town Centre. However, due to changing circumstances and the unfavourable economic climate this has not been progressed. Given the continuing uncertainties, Gedling Borough is reviewing whether an Area Action Plan is the best approach to the future planning of the town centre and will keep this matter under review. As a consequence a programme for preparing an Area Action Plan for Arnold Town Centre does not feature in this revised Local Development Scheme.
- 2.5 A more detailed timetable, coverage and profiles for each development plan document are included in **Appendix 1**.

Supplementary Planning Documents

- 2.6 Councils may also produce Supplementary Planning Documents (which supersede Supplementary Planning Guidance) to give further guidance on their adopted policies. Supplementary Planning Documents may cover a range of issues, which may be either thematic (e.g. affordable housing or open space provision) or site specific (e.g. development briefs for allocations).
- 2.7 Please note that Supplementary Planning Documents do not form part of the Local Development Scheme and those that are to be prepared are listed for information purposes only (see **Appendix 2**). Supplementary Planning Documents that are adopted are available on Gedling Borough's website which

will also be updated regularly to provide the latest timetable for preparing new Supplementary Planning Documents (see page 9 for details of the website).

How will Development Plan Documents be prepared?

- 2.8 The Government does not set out precise detail of how a Council should prepare a plan but rather considers Councils are best placed to decide the exact process and how to engage with their communities. However, the Regulations³ do prescribe certain stages where the public are to be consulted. Government stresses the importance of early and meaningful engagement and collaboration with neighbourhoods, local organisations and businesses is essential. The Regulations include a requirement for public participation at an early stage in plan preparation before the plan is finalised with the detail left for local authorities to determine. The Regulations also stipulate that the final document should be published for formal consultation prior to it being submitted for independent examination. The various stages of development plan document are summarised in Table 1 below:

Table 1: Stages of the Preparation of a Development Plan Document

Development Plan Document Stage	Community Involvement
Early tasks	This stage involves the Council gathering evidence including concerns and proposals the community may wish to make regarding planning issues. This stage also involves consultation on the Sustainability Appraisal Scoping Report.
Pre-submission (regulation 18)	The Council will normally consult on issues and options in the early stages of this process and will continue to engage with stakeholders and the community throughout the pre-submission stage.
Pre-submission Consultation or publication stage (regulation 19)	This stage involves a formal consultation on the final version of the DPD, when the Council will invite all interested parties to submit representations.
Submission (regulation 22)	The Council will formally submit the DPD to the Secretary of State for independent examination.
Examination	Interested parties can seek to make representations to the independent Planning Inspector. Following the examination the Planning Inspector will produce a report and may recommend changes.
Adoption	This is a formal process for Gedling Borough Council to adopt the documents as part of the Local Plan

³ Town and Country Planning (Local Planning) (England) Regulations 2012 SI 2012 No. 767

- 2.9 After final publication local development plan documents will be monitored and reviewed on an annual basis and this will be set out in the Gedling Borough's Monitoring Report. A structured approach to review will be adopted.
- 2.10 The above table sets out the broad stages of the process. The profiles for each of the proposed local development documents (see **Appendix 1**) set out the timetable and milestones in their preparation.

How will the community be involved?

- 2.11 Greater and more effective community involvement is a key feature of the changes to the planning system. It is important that everyone, not just industry and interest groups, becomes involved in the main stages of preparing the new development frameworks. Gedling Borough Council has therefore adopted the Statement of Community Involvement, prepared in conjunction with the various stakeholders (members of the public, industry, environmental and heritage groups, utilities and others), to establish agreed standards for carrying out public consultation, with the aim of exceeding minimum statutory requirements. This includes arrangements for public consultation on all planning applications made to the Council. The Statement of Community Involvement identifies who should be involved, at what stage(s) they should be involved and the best way to involve different individuals or groups.
- 2.12 The Statement of Community Involvement links to the objectives of the Council's Sustainable Community Strategy, which seek to involve individuals, partnerships and communities in promoting the social, economic and environmental well-being of the Borough. It is intended to review the Statement of Community Involvement to bring it up to date with the recent changes to the planning system.

3. THE TIMETABLE

- 3.1 The Council has adopted a project management approach to preparing the various parts of its Local Plan and the detailed timetable for each stage is set out in the 'profiles' for each plan attached as **Appendix 1**. Progress will be measured against 'milestones' to see whether there is any need to revise the published timetable.

The Proposals Map

- 3.2 Certain policies and proposals in existing Plans have been saved in their current form until their replacement under the new Local Plan format. As new development plan documents are adopted, the coverage of new policies and site-specific proposals will be included on a new composite Adopted Proposals Map. This will be updated, where necessary, each time a new document is adopted and will also show any remaining saved policies.

Sustainability Appraisal and Strategic Environmental Assessment

- 3.3 Each of the development plan documents will be subject to an ongoing process of Sustainability Appraisal, which will incorporate the requirements for Strategic Environmental Assessment. This will inform the direction and content of each stage of the plan preparation process. The information used and the outcome of the appraisal process will be set out in an 'environmental report', which will accompany each development plan document. The timetable for this work will therefore run in parallel with each of the stages of plan preparation.

Equality Impact Assessment

- 3.4 Councils are also required by legislation to prepare an Equality Impact Assessment to make sure policies in development plan documents do not discriminate against certain groups and that opportunities are taken to promote equality.

4. FURTHER INFORMATION

- 4.1 For further information on this Local Development Scheme or any of the documents mentioned, please contact the Council at the address shown below. Information on the existing Local Plan and the new development plan process is also available on the Council's website.

By post: Gedling Borough Council
Planning Policy
Civic Centre
Arnot Hill Park
Arnold
Nottingham
NG5 6LU

By E-mail: planningpolicy@gedling.gov.uk

Website: www.gedling.gov.uk

Glossary of Terms

Adoption: The formal approval by a Council of the final version of a development plan document once the inspector has found it sound.

Allocation: Land identified as appropriate for a specific use.

Authority Monitoring Report (AMR): A report prepared by the Council setting out progress on the Local Plan and the effectiveness of the policies it contains.

Area Action Plan: A type of development plan document focussed upon a particular location or area subject to conservation or significant change.

Community Infrastructure Levy (CIL): A standard charge levied by councils on developers towards the cost of local and strategic infrastructure to support development.

Core Strategy: The key development plan document, setting out the long term spatial vision for the area, the spatial objectives and strategic policies.

Development plan: an authority's development plan consists of the adopted Local Plans and adopted neighbourhood plans. (Regional Strategies remain part of the development plan until they are abolished by order).

Development plan document: a planning document which is part of the Local Development Framework, subject to extensive consultation and independent examination.

East Midlands Regional Plan: see regional spatial strategy.

Equality Impact Assessment (EqIA): A management tool that makes sure that policies and working practices do not discriminate against certain groups and that opportunities are taken to promote equality.

Issues and options: an informal early stage of the development plan document preparation, aimed at engaging the public and stakeholders in formulating the main issues that the core strategy should address and the options available.

Local Development Document (LDD): A document that forms part of the Local Development framework and can be either a development plan document or a supplementary planning document.

Local Development Framework: A portfolio of Local Development Documents which set out the spatial strategy for the development of the local authority area. The term local plan is now used.

Local Development Scheme: A document setting out the timescales for the production of the development plan documents.

Local Plan: The plan for the future development of the area drawn up by the local planning authority in consultation with the community. In law this is described as the development plan documents adopted under the Planning and Compulsory Purchase Act 2004. Core strategies, development management development plan documents and site specific development plan documents form part of the Local Plan. Policies which have been “saved” under the 2004 Act are also part of the Local Plan.

Neighbourhood Plans: A plan prepared by a Parish Council, a Town Council or a Neighbourhood Planning Forum for a particular neighbourhood area.

Publication Draft: First full draft of the development plan document prepared for formal consultation.

Regional Plan/regional spatial strategy: Strategic plan for the region. The East Midlands Regional Plan was issued in March 2009 but was revoked during March 2013.

Spatial planning: spatial planning goes beyond traditional land use planning to bring together and integrate policies for the development and use of land with other policies and programmes which influence the nature of places and how they function.

Spatial vision: A brief description of how an area will be changes by the end of a plan period.

Statement of Community Involvement (SCI): A document which informs how a council will involve the community in the preparation of planning documents and on all major planning applications.

Strategic allocations: strategic sites which are fundamental to the aims of the core strategy.

Strategic Environmental Assessment (SEA): A procedure (set out in the Environmental Assessment of Plans and Programmes Regulations 2004) which requires the formal environmental assessment of plans and programmes which are likely to have significant effects on the environment.

Submission draft: Final draft of the development plan document submitted to the Secretary of State for independent examination by the Planning Inspectorate.

Supplementary planning document (SPD): Documents which add further detail to the policies in the Local Plan. They can be used to provide further guidance for development on specific sites or can be topic based for example, design.

Sustainability Appraisal (SA): Examines the social, environmental and economic effects of strategies and policies in local development documents from the outset of its preparation.

Sustainable Community Strategy: A joint plan agreed by local partnerships covering a local authority area and is a strategy that seeks to promote the well-being of an area.

Sustainable development: National planning policy defines this as being meeting the needs of the present without compromising the ability of future generations to meet their own needs.

APPENDIX 1

CORE STRATEGY

Title	CORE STRATEGY
Role and content	Sets out the spatial vision, spatial objectives and strategy for the development of the area and framework for development management.
Status	Development Plan Document.
Conformity with	Consistent with national planning policy and the community strategy.
Geographic coverage	Broxtowe, Gedling and Nottingham City part of Greater Nottingham ⁴

The Core Strategy is being progressed as an aligned document with the Core Strategies of Broxtowe and Nottingham City

Timetable and milestones (key milestones are in **bold italics**)

Stage	Dates
Starting Evidence Base	September 2008
<i>Consultation on SA scoping report</i>	June 2009
Consultation on Issues and Options	June 2009
Consultation on Preferred Option	February 2010
Consultation on Greater Nottingham Housing Provision Position Paper & Locally distinct Issues for Gedling Borough	July 2011
<i>Publication Version Core Strategy</i>	June 2012
<i>Submission of document and sustainability appraisal to Secretary of State</i>	June 2013
Pre-examination meeting	July 2013
Independent Examination	September 2013
Receipt of Inspector's binding report	Autumn 2013
<i>Adoption</i>	Winter 2013/14
Post production (monitoring and review mechanisms)	Ongoing

Arrangements for production

Organisational Lead	Planning Policy Manager
Political Management	Executive and Full Council
Internal Resources	Planning Policy Section, with technical, legal and administrative support from other teams as needed (including Development Management)
External Resources	Legal advice, outsource hardcopy printing
Community and Stakeholder involvement	Informal and formal public consultation as set out in the Statement of Community Involvement.

⁴ Greater Nottingham is defined as the Nottingham Core Housing Market Area and Hucknall. It comprises of the local authority areas of Broxtowe, Erewash, Gedling, Nottingham City and Rushcliffe plus the Hucknall part of Ashfield.

GENERIC DEVELOPMENT MANAGEMENT POLICIES AND SITE SPECIFIC ALLOCATIONS AND POLICIES

Title	<i>GENERIC DEVELOPMENT MANAGEMENT POLICIES AND SITE SPECIFIC ALLOCATIONS AND POLICIES</i>
Role and content	Development Management - A suite of criteria based policies which are required to ensure that all development within the area meets the vision and strategy set out in the core strategy Site Specific Allocations - Identification of land for specific uses/policies and criteria based policies for potential unforeseen proposals
Status	Development Plan Document
Conformity with	Consistent with national planning policy, the Aligned Core Strategy and Sustainable Community Strategy.
Geographic coverage	Gedling Borough.

Timetable and milestones (key milestones are in bold italics)

Stage	Dates
Starting Evidence Base	January 2013
<i>Consultation on SA scoping report</i>	Spring 2013
Consultation on Issues and Options	October 2013
Consultation on Preferred Option	April 2014
<i>Publication of Submission Document</i>	October 2014
<i>Submission of document and sustainability appraisal to Secretary of State</i>	February 2015
Pre-examination meeting	March 2015
Independent Examination	April 2015
Receipt of Inspector's binding report	October 2015
<i>Adoption</i>	December 2015
Post production (monitoring and review mechanisms)	Ongoing

Arrangements for production

Organisational Lead	Planning Policy Manager
Political Management	Executive and Full Council
Internal Resources	Planning Policy Section, with technical, legal and administrative support from other teams as needed (including Development Management)
External Resources	Legal advice, outsource hardcopy printing
Community and Stakeholder involvement	Informal and formal public consultation as set out in the Statement of Community Involvement.

THE PROPOSALS MAP AND INSET PLANS

Title	<i>THE PROPOSALS MAP AND INSET PLANS</i>
Role and content	To map development plan policies, including 'saved' policies.
Status	Development Plan Document
Conformity with	The proposals map will conform to existing adopted Development Plan Documents.
Geographic coverage	Whole borough with detailed Inset Plan coverage of those parts of the borough affected by specific policies or proposals.

Timetable

Stage (Revised where necessary as each DPD adopted. Submission proposals map submitted with DPD to identify how the adopted proposals map will be amended or added to)	Dates
Core Strategy	Winter 2013/14
Generic Development Control Policies and Site Specific Policies and Allocations	December 2015

Arrangements for production

Organisational Lead	Planning Policy Manager
Political Management	Executive and Full Council
Internal Resources	Planning Policy Section, with technical, legal and administrative support from other teams as needed.
External Resources	Possibly outsource hardcopy printing.
Community and Stakeholder involvement	Previous involvement in site specific consultations.

APPENDIX 2

Supplementary Planning Documents/Development Briefs to be prepared

- Gedling Borough Community Infrastructure Levy Supplementary Planning document
- Design/sustainability Supplementary Planning Development
- Open Space Supplementary Planning Document
- Top Wighay Farm Development Brief
- North of Papplewick Lane Development Brief
- Teal Close Development Brief
- Bestwood Development Brief
- Calverton Development Brief
- Ravenshead Development Brief
- Newstead Sports Ground Development Brief

Report to Cabinet

Subject: Shared Accommodation (Department for Work and Pensions)

Date: 6th June 2013

Author: Service Manager (Customer Services and IT)

Wards Affected

Borough-wide

Purpose

This report sets out proposals to enable the Department for Works and Pensions (DWP), specifically, Arnold Job Centre Plus, to re-locate their existing operational base and Customer Facing Services to the Civic Centre. The proposals include requirements for indicative structural changes to accommodate the DWP. Officers are seeking in principle approval from Members in respect of:

- Entering into a Lease to allow the DWP to share accommodation at the Civic Centre for which an annual rental would be payable by the DWP
- Note the potential in respect of a net reduction in expenditure arising from the proposals
- Note, that subject to satisfactory progress, changes to both Capital and Revenue Budgets will be the subject of further decisions of the Council

Key Decision

This is not a Key Decision

Background

- 1 The DWP are seeking opportunities to relinquish local offices and where possible, enter into long term, stable, commercial arrangements with public sector partners in respect of accommodation. Initial deliberations have taken place between Officers and the DWP with a view the viability of such an arrangement with the Council. Officers are of the opinion that a shared accommodation arrangement would be mutually beneficial. The benefits of such an arrangement would include the establishment of an ideal relationship with the DWP as progress is made in respect of the National Universal Credit Agenda, an enrichment of the Customer experience enabled by the onsite presence of the DWP and such an arrangement would provide an additional income stream for the Council.

Proposal

- 2 It is proposed to enter into a formal lease arrangement with the DWP in support of the complete re-location of the Arnold Job Centre Plus operation to the Civic Centre with an effective commencement date of between July and September 2014. Up to 30 DWP staff would move across to the Civic Centre.
- 2.1 It is proposed that the arrangement would last 10 years and would comprise primarily of the provision of a front of house customer facing presence for the DWP and would also allow for a small back office provision as well. Indicative floor plans have been prepared which both parties have reviewed and, subject to final, detailed, alterations are believed to be viable for the purpose proposed.
- 2.2 In order to create the space required by these indicative proposals an element of structural works will be required together with the re-location of Civic Centre based colleagues which, subject to final deliberations, can be accommodated within the overall proposed works. Directly affected colleagues have been consulted and the final joint accommodation plans will take account of any issues arising from the consultation process.
- 2.3 Part of these proposals will require access to what is currently the Cash Office to accommodate Staff whose current office accommodation is required to accommodate the space required by the DWP. Running alongside these proposals is a previously approved and funded scheme to replace the existing Cash Office presence with an automated kiosk(s) which will be situated in Reception. Current planning suggested that the Cash Office would close and Kiosk facilities put in place by the end of 2013/14; that timeline will be adjusted as required to align with the shared DWP accommodation proposals.
- 2.4 It is proposed that an annual rent will be paid by the DWP in respect of the fully managed service. Depending on the level of initial contribution from the DWP, the annual rental will comprise of a repayment in respect of the required structural alterations, a contribution to the day to day accommodation running costs and the potential for a net reduction in the Council's overall expenditure.
- 2.5 Although there will be distinct and defined physical areas from which the Council and the DWP will operate their services, discussions have commenced with a view to which elements of the arrangement are able to be 'shared' by both parties, for example the interview rooms, thus allowing for a deeper level of working between the Council and the DWP and, where possible, to provide a seamless level of service to the Customer.
- 2.6 Subject to satisfactory progress, approval in respect of the lease associated with these arrangements will be sought from the Portfolio Holder in due course.
- 2.7. It is anticipated that the existing, annually renewable, arrangement with the Citizens Advice Bureaux (CAB) to operate their services from the Civic Centre will continue.

Alternative Options

- 3 Alternative options have been considered and include rejecting the whole proposal or agreeing to a partial re-location where less space would be made available to the

DWP which would mean that the DWP would need to operate their local Arnold services from separate locations. Officers suggest that each of these alternative options are not as advantageous as a complete re-location.

Financial Implications

- 4 The financial implications are split between both Capital and Revenue budgets and assumes no initial input of funding from the DWP:
 - 4.1 The estimated Capital costs are £222,300. The initial Capital cost includes the indicative structural alterations and some fixtures and fittings requested by the DWP, as they are looking for the Council to provide a fully managed office space.
 - 4.2 The estimated annual Civic Centre Revenue Costs are expected to increase by around £1,000. These costs are for the replacement of Customer Facing Internet Access PC'; and general Office furniture during the life of the arrangement. In addition Capital Financing costs in respect of both interest and principal repayments for the financing of the structural changes as well as the potential for increased utility and maintenance costs will need to be provided for in future revenue budgets.
 - 4.3 These costs would be contained within a proposed annual rental charge to the DWP which is likely to be in the order of £80,000 and £85,000, and would be subject to annual index uplift. The final annual rental would also be depend on any additional costs incurred by the Council in respect of the re-location of existing Civic Centre based colleagues, if required.
 - 4.4 The overall arrangements suggest a strong likelihood of a net contribution to the Council, which will reduce the Councils net annual expenditure requirement, and ensure a more efficient utilisation of the Civic centre office accommodation.

Appendices

- 5 The following appendices are available:
 - 5.1 Existing Floor plans
 - 5.2 Indicative Floor Plans

Background Papers

None

Recommendation(s)

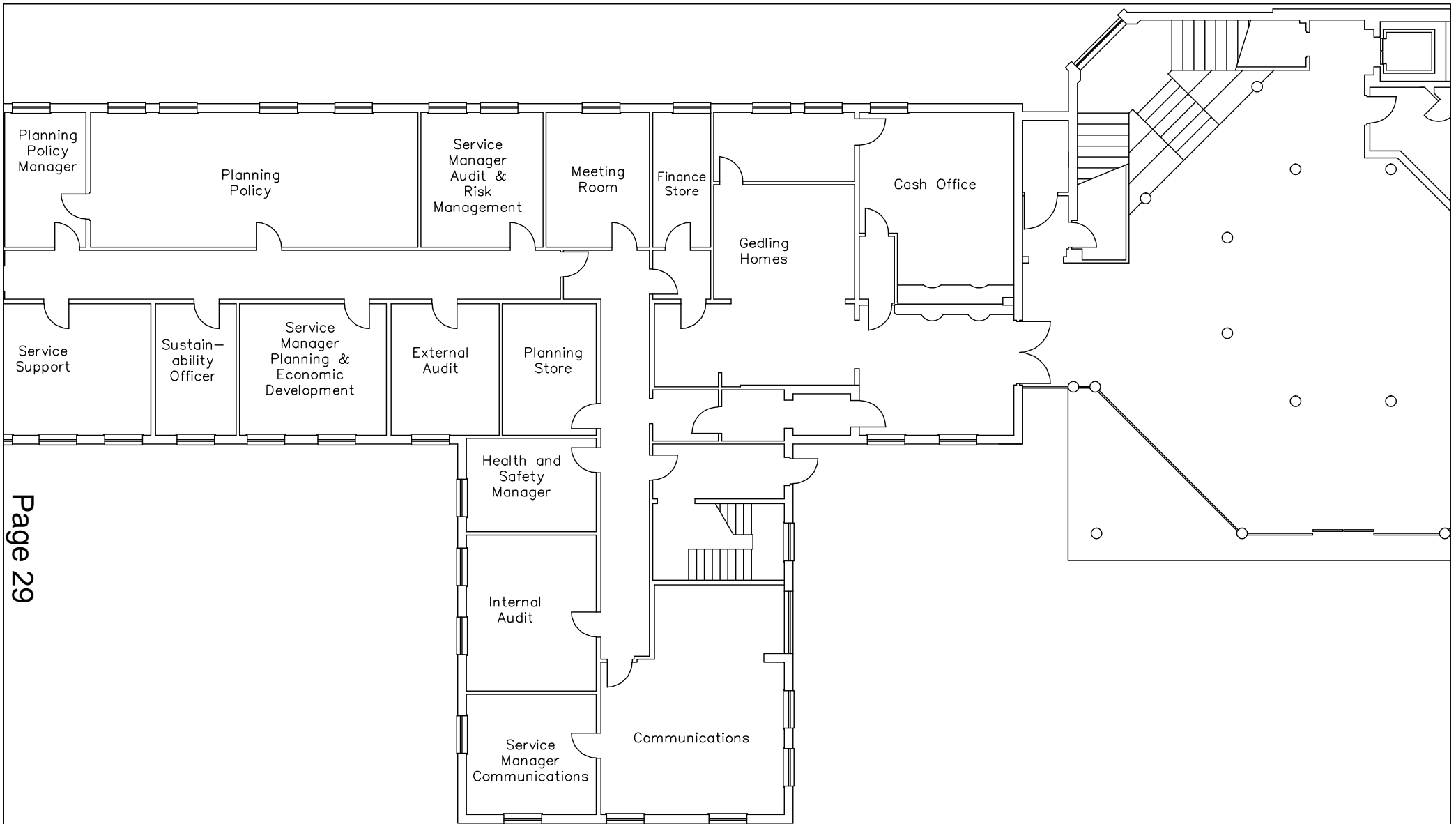
It is recommended that Cabinet:

- (a) **Authorise Officers to progress arrangements to allow the DWP (Arnold Job Centre Plus) to share accommodation at the Civic Centre; and**
- (b) **Note the potential for a net reduction in net expenditure arising from these proposals;**

- (c) **Note that, subject to satisfactory progress, changes to both Capital and Revenue Budgets will be subject to further decisions of the Council**
- (d) **Note that the approval of the lease will be subject to a separate report to the Portfolio Holder in due course.**

Reasons for Recommendations

- 7 Members are asked to approve the proposals within this report for the following reasons:
 - 7.1 Contributes to co-location of public agencies and as such enriches the Customer experience when dealing with the public sector;
 - 7.2 Will enable and foster a closer working relationship between the Council and the DWP as progress is made towards the introduction of the National Universal Credit Agenda;
 - 7.3 There is potential for a net reduction in net expenditure arising from these proposals.

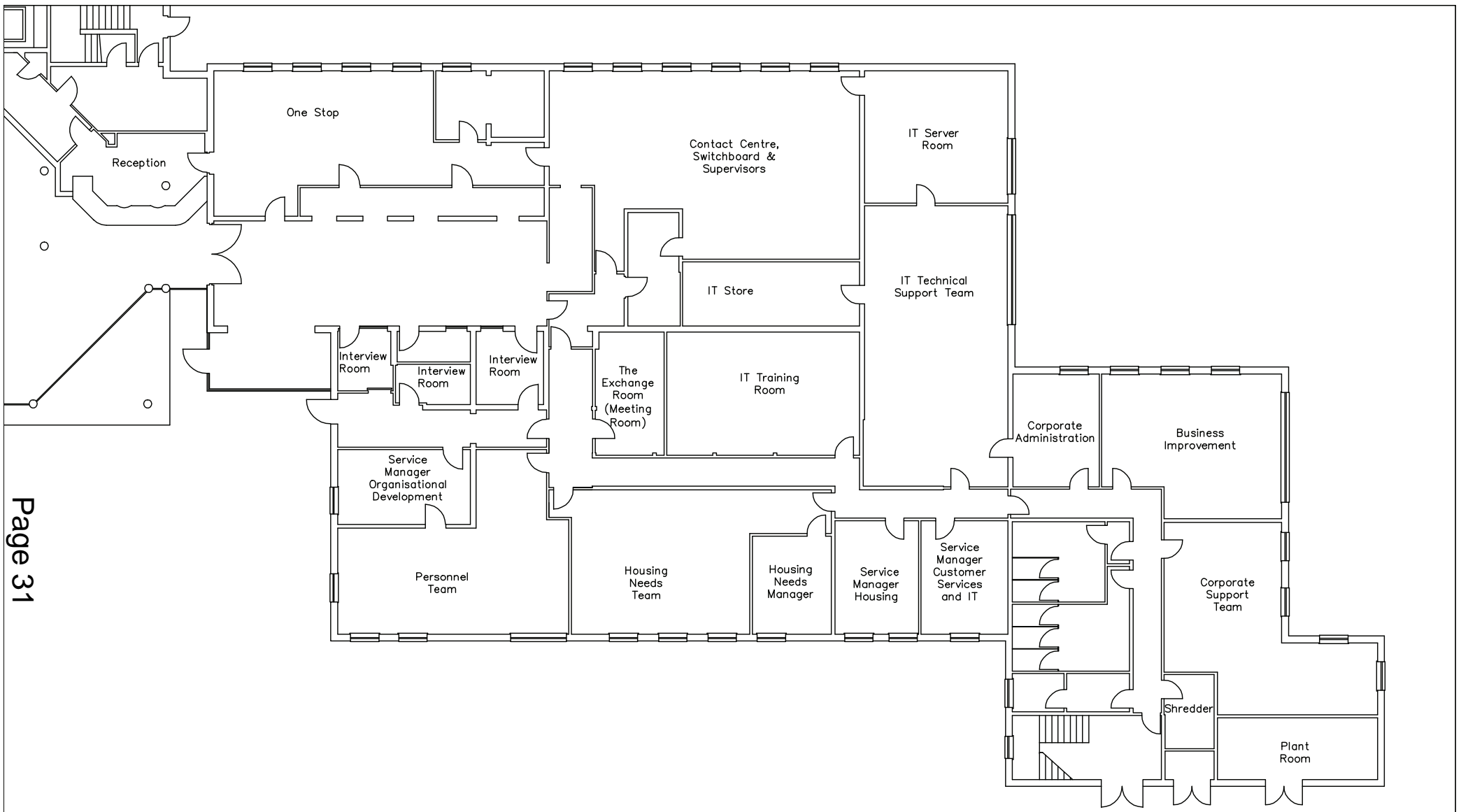


Page 29




CIVIC CENTRE, ARNOT HILL PARK ARNOLD NOTTINGHAM, NG5 6LU	DRAWN BY	SCALE
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SCHEME PROPOSED ALTERATIONS FOR DWP EXISTING LAYOUT GROUND FLOOR, PHASE I, CIVIC CENTRE	DATE DRAWN	DRAWING NUMBER
	07/05/2013	G13/CC/DWP06A

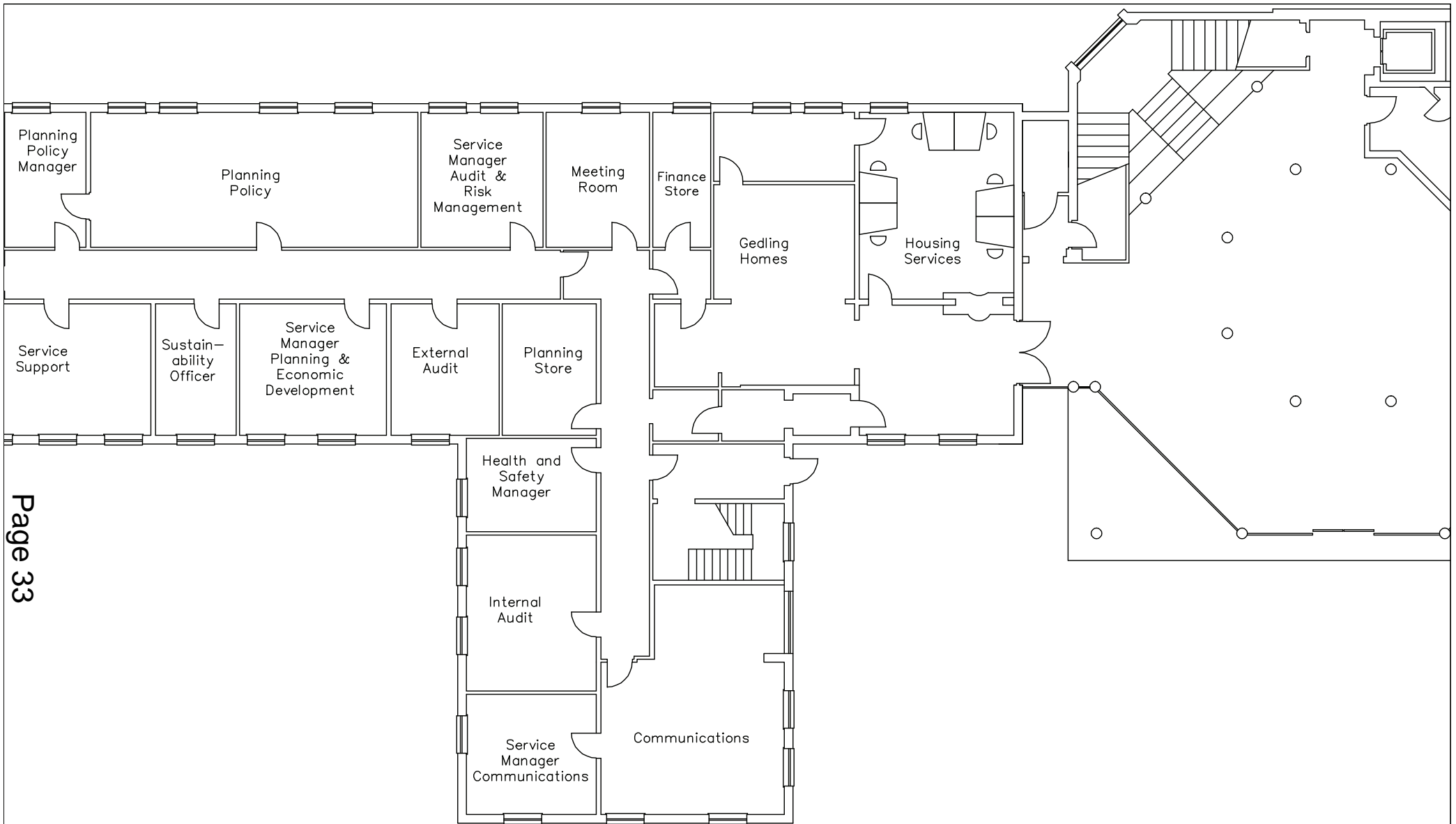
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Ground floor

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	SCHEME PROPOSED ALTERATIONS FOR DWP EXISTING LAYOUT GROUND FLOOR, PHASE II, CIVIC CENTRE	DATE DRAWN 21/03/2013	DRAWING NUMBER G13/CC/DWP01A

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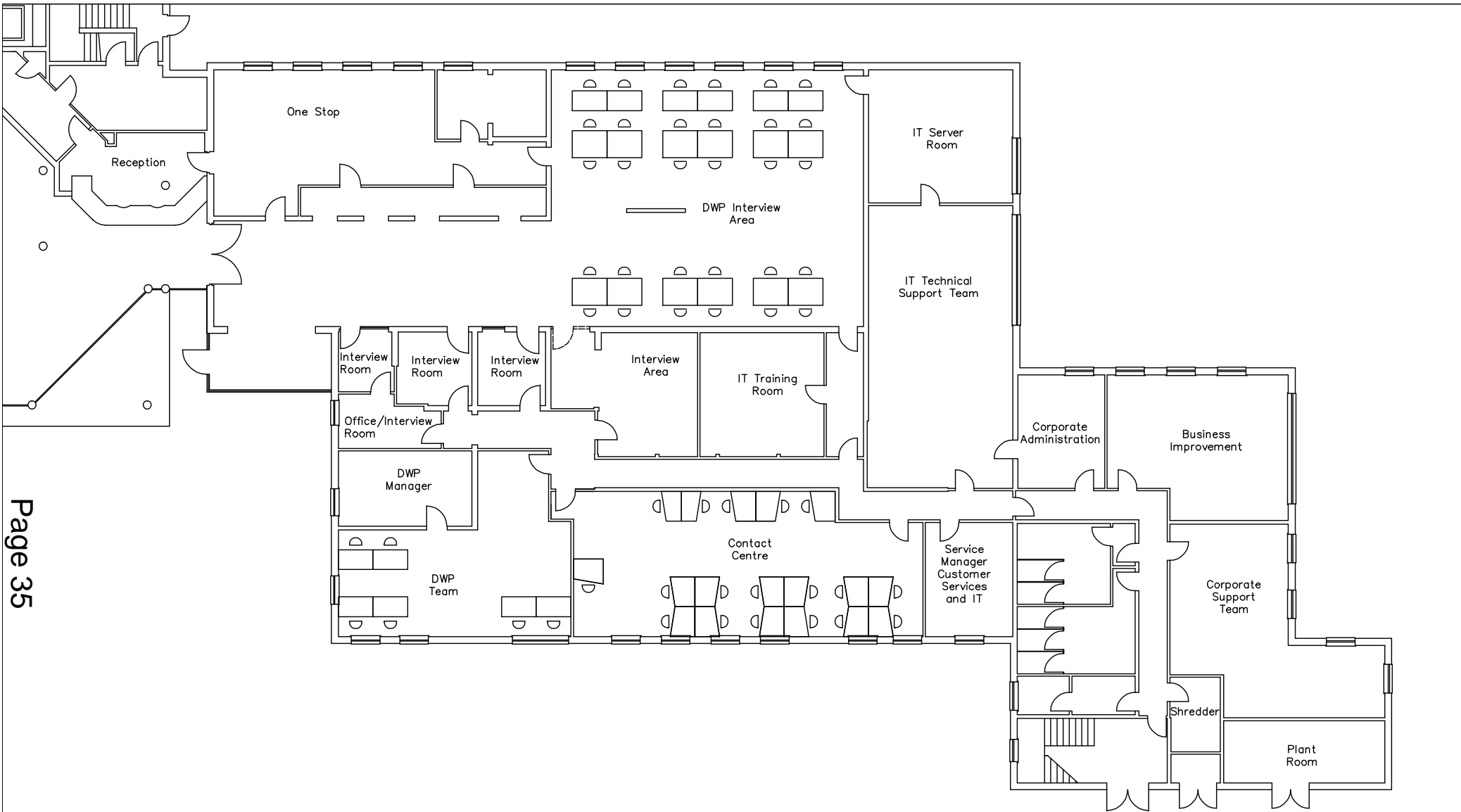


Page 33




CIVIC CENTRE, ARNOT HILL PARK ARNOLD NOTTINGHAM, NG5 6LU	DRAWN BY	SCALE
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SCHEME PROPOSED ALTERATIONS FOR DWP PROPOSED LAYOUT GROUND FLOOR, PHASE I, CIVIC CENTRE	DATE DRAWN	DRAWING NUMBER
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Ground floor

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	SCHEME PROPOSED ALTERATIONS FOR DWP OPTION 4	DATE DRAWN 07/05/2013	DRAWING NUMBER G13/CC/DWP05A
	GROUND FLOOR, PHASE II, CIVIC CENTRE		

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Report to Cabinet

Subject: Council Plan and Budget Outturn and Budget Carry Forwards 2012/13

Date: 6 June 2013

Author: Senior Leadership Team

Wards Affected

Borough-wide

Purpose

This report presents the Council Plan and Budget Outturn and Budget Carry Forwards for 2012/13.

Cabinet is asked to note the final outturn position for 2012/13 and recommend that Council:

- a) Approve the method of financing the 2012/13 capital expenditure which includes making the Capital Determinations required by the Local Government and Housing Act 1989;
- b) Approve the carry forward of budgets from 2012/13 as additions to the 2013/14 budgets, in accordance with financial regulations.

Key Decision

This is a not a key decision

Background

- 1.1 The Council's financial regulations allow for the carry forward of capital and revenue budgets to the new financial year where there is an underspend against the approved budget.
 - 1.2 The Chief Financial Officer has delegated authority to approve the carry forward of contractually committed schemes above £50,000 for Capital and £10,000 for Revenue, and all schemes where the underspend does not exceed £50,000 for Capital and £10,000 for Revenue, subject to reporting the source of the under-spend and the subsequent use of the carry forward to the Portfolio Holder.
 - 1.3 Approval of full Council is required for schemes, which are not contractually committed, with a value over £50,000 for Capital and £10,000 for Revenue.
-

Proposal

2.1 Summary Budget Outturn Position

This report highlights continued good management of the Revenue and Capital budgets and overall Council performance. The Council has a revenue underspend of £426,151 against the Original Estimate, or £293,851 against the Current Estimate i.e. the latest quarter 3 monitoring projection. Capital expenditure is broadly in line with the Current Estimate after accounting for carry forwards proposals.

2012/13 was a year of significant uncertainty for the future funding of Local Government with preparations for the implementation of the new funding mechanisms introduced in the Local Government Resource Review i.e. Business Rate Retention and Council Tax Discount Scheme. The Local Government Finance Settlement also announced higher than anticipated grant reductions for 2013/14 with an indication of further significant cuts to come. This together with the continuing downturn in the economy putting pressure on both the Council's expenditure and income streams means that 2012/13 has been a challenging financial year.

Against this backdrop Services have responded well to delivering efficiency savings for the 2013/14 budget and where possible have implemented these early contributing to the 2012/13 under-spend. The outturn position will be analysed to identify any further under-spends which can be removed from the future budget.

Given the extent of changes this represents a robust outturn position for the Council which is in line with the revised medium term financial plan projections for 2012/13 and which increases reserve balances and provisions in a worsening economic and funding climate.

2.2 General Fund Revenue Outturn 2012/13

2.2.1 The actual net revenue expenditure for each Portfolio area 2012/13 is detailed in Appendix 1, together with explanations of major variances in expenditure and income.

2.2.2 The table below summarises the actual net expenditure for each Portfolio in 2012/13 compared to both the original estimate and the current estimate. The current estimate is that approved by Cabinet in February 2013, adjusted by budget virements in the fourth quarter. During the financial year Cabinet approved a number of budget amendments as part of the quarterly monitoring process approving a net reduction of £132,300. These savings were mainly due to staffing vacancies, no national pay award and additional investment income partly offset by net reductions in our other income streams. The detail of these changes are analysed in the paragraphs below.

2.2.3 The table shows an overall General Fund underspend of £293,851, against the current estimate, equating to 2.4%.

General Fund Revenue Outturn and Proposed Carry Forwards 2012/13

	Original Estimate 2012/13	Current Estimate 2012/13	Actual 2012/13	Variance to Original Estimate	Variance to Current Estimate	Proposed Carry Forward
	£	£	£	£	£	£
Community Development	1,750,900	1,728,200	1,649,765	(101,135)	(78,435)	101,400
Health & Housing	832,700	866,600	954,368	121,668	87,768	8,100
Public Protection & Communication	1,643,100	1,521,400	1,394,567	(248,533)	(126,833)	500
Environment	5,104,700	5,229,000	5,080,232	(24,468)	(148,768)	0
Leisure & Development	2,705,600	2,677,200	2,903,769	198,169	226,569	4,300
Finance & Performance	261,700	144,000	(110,151)	(371,851)	(254,151)	0
TOTAL	12,298,700	12,166,400	11,872,549	(426,151)	(293,851)	114,300

2.2.4 Proposed Revenue Carry Forwards

The revenue carry forward requests total £114,300. Attached at Appendix 2 are details of the schemes, totalling £24,300, which the Chief Financial Officer has authorised to carry forward in line with the delegation arrangements.

There is a further carry forward request of £90,000 for non-committed schemes in excess of £50,000, which requires Council approval. This is to fulfil the Council's commitment to the Countywide Superfast Broadband Project which is being managed by Nottinghamshire County Council and is now expected to be implemented during 2013/14.

2.2.5 The outturn expenditure enables a contribution to General Fund balances of £72,657, compared with a revised estimate of a contribution from balances of £221,194. The overall available balance on the General Fund at 31 March 2013 is £4,940,892 of which £114,300 is required to fund revenue carry forwards. This gives a net increase of £293,851 when compared to the estimated amount due to the underspend. This level of balances remains above the minimum required in the Council's Medium Term Financial Plan. Details of the total reserves held at 31 March 2013 are shown at Appendix 3.

2.3 Summary of Major General Fund Revenue Variances from Current Estimate

2.3.1 After accounting for carry forward requests the net revenue underspend against the current estimate is £179,551 or 1.5%.

Major variances in excess of £10,000 are highlighted in the paragraphs below.

2.3.2 Expenditure Areas

Additional expenditure has arisen in some services:

- Housing benefit expenditure is £207,200 higher than the original estimate. An additional budget of £70,000 was approved by Cabinet in quarter 3 resulting in a final overspent position of £137,200 compared to the current estimate. These additional costs are mainly due to an increased provision for bad debts together with reduced overpayment recoveries as the economic climate continues to put pressure on caseload and debt quality;
- Increased provision of £70,000 has been made in anticipation of the settlement of an outstanding legal claim for the refund of Land Charges property search fees;
- Consultancy fees for Arnold Leisure Centre refurbishment project £10,000.

Major reductions in expenditure include:

- Employee expenses – Savings of £336,000 have been achieved against the original estimate mainly due to positive vacancy management across all services and the estimated 1% pay inflation not being required due to the local government pay freeze, partly offset by a one-off payment to staff earning £21,000 or under. £238,900 savings were approved by Cabinet during quarterly monitoring resulting in a final underspend position of £97,400 compared to the current estimate. This is over and above the vacancy provision target of £90,000;
- Utilities – Net savings of £94,700 against the original estimate due to lower than expected contract price inflation. £81,200 of the savings were approved by Cabinet during quarterly monitoring resulting in a final underspend position of £13,500 compared to the current estimate;
- Release of the Earmarked Reserve set aside for the Municipal Mutual Insurance Scheme of Arrangements which has now been actioned. The liabilities are now estimated to be lower than previously projected enabling £92,300 to be released back to the General Fund Balance (see paragraph 2.5 below);
- Saving in various Housing Needs projects of £36,000 mainly due to delay in implementation of the development bid for Teenage and Floating Tenancy Support;
- Saving in Localities projects £10,000 due to delayed implementation of staffing structure;
- Saving in Community Protection equipment maintenance £14,000;
- Saving in IT Equipment and Software costs £17,000;

- Saving in Transport Costs £31,000 – efficiencies from reducing fleet numbers including tyres/parts/vehicle hire. However, this is offset by an additional budget of £19,000 for fuel being approved during quarterly monitoring meaning the saving compared to original estimate is £12,000;
- Housing Benefit shared appeals officer not appointed £10,000;
- Business Units reduced partners rents share £14,000;
- Car User Mileage – net saving all services £10,900.

2.3.3 Income Areas

2.3.3.1 Major Income Streams –Fees and Charges

The economic downturn continues to place significant pressure on some of the Council's main income streams with many budgets being revised downward during the course of the year. However, there were signs of recovery in the housing market with a number of major planning applications being submitted, generating additional income. There was also a significant increase in Hackney Carriage income which was reported to Members during the year. The most significant income budgets are summarised below:

	Actual £	Original Estimate £	Current Estimate £	Variance to Original £	Variance to Revised £
Leisure Centres	(2,483,572)	(2,612,700)	(2,535,300)	129,128	51,728
Waste – Trade & Recycling Income	(1,055,552)	(1,117,100)	(1,051,400)	61,548	(4,152)
Planning Fees	(367,274)	(308,900)	(347,300)	(58,374)	(19,974)
Building Control	(145,915)	(187,200)	(148,300)	41,285	2,385
Land Charges	(100,018)	(119,600)	(97,000)	19,582	(3,018)
Cemeteries	(378,112)	(410,500)	(365,500)	32,388	(12,612)
Licencing and Hackney Carriages	(361,978)	(285,500)	(363,500)	(76,478)	1,522
	(4,892,421)	(5,041,500)	(4,908,300)	149,079	15,879

Leisure Centre Income

The main areas of reduced income against current estimate are swimming, all weather pitches and aerobics/exercise classes. Room hire and bar sales at the function venues are also down. DNA membership income has increased during the year, and this has resulted in an overall increase in income in the fitness rooms despite a decrease in pay as you go income. Swimming Lesson income has increased partially due to the introduction of the new Course Pro system and private swimming lessons.

Hackney Carriage Licencing

A significant increase in demand for Hackney Carriage Licencing was experienced during 2012/13 as reflected in the current estimate which was increased by £78,000 during quarterly monitoring, however this was partly offset by additional expenditure required to service that demand of £59,000, giving a net overall benefit of £19,000.

2.3.3.2 Other Income Areas

Additional income has arisen in some services:

- Investment Income – additional income of £109,100 has been achieved against the original estimate due to proactive treasury management activity. An additional income budget of £102,800 was approved by Cabinet during quarterly monitoring, resulting in a final saving of £7,000 compared to the Current Estimate;
- Improvement Grant Repayment and minor land sales have generated additional income of £31,600;
- Car Parking enforcement surplus via Nottinghamshire Partnership £16,800.

2.4 Building Control Fee Earning Trading Account

There is a statutory requirement to manage costs and set fees to break even on the Building Control Fee-Earning account to ensure the service is not subsidised by the council taxpayer.

Following a difficult year in 2011/12 where the service underwent a restructure and there was a significant income fall, the building control account had a deficit to the General Fund of £107,582 at the year end. This deficit needs to be repaid over a reasonable timescale and for 2012/13 a budget was set which, if achieved, would have contributed £18,900 towards this target.

Building Control Fees were increased twice in 2012/13, but significantly the first fee increase in May proposed by the service was not sufficient to turnaround the financial position. The fees were again increased in November, but due to the seasonal decreases in applications during the winter, this was not sufficient to generate a surplus in 2012/13.

At Quarter 3 it was reported that fee income would decrease by £38,900 offset by salary savings of £9,700. At out-turn this is further offset by minor savings in controllable expenditure and central support which has resulted in a deficit of £8,653 for 2012/13. The deficit on the Building Control fee earning account at the 31st March 2013 is now £116,235.

The financial position will continue to be closely monitored in 2013/14 and further intervention may be necessary in due course to reduce costs.

2.5 Reserves and Provisions

Reserves and provision requirements have been reviewed and transactions completed within the portfolio analysis. A full list of Earmarked Reserves is included in Appendix 3 which details the actual position on Earmarked Reserves at 31 March 2013 of £2.314m compared to the estimated position of £2.122m, an increase of £192,000.

Significant movements in reserves and provisions are summarised below:

- The Insurance Fund included an amount of £136,800 for the potential liability arising from the Municipal Mutual Insurance Scheme of Arrangement Levy which has now been triggered following confirmation that the business is insolvent. The Scheme Administrator has advised that a payment of 15%, equating to £22,300, will now be probable during 2013/14 and there is potential for a further payment of £22,200 in 2014/15 or beyond. As a result £22,300 has been charged to revenue and transferred to a provision, £22,200 retained in the Insurance Fund and the remaining £92,300 transferred back to the General Fund balance;
- The Earmarked Grants reserve contains grants which are received for specific purposes to fund qualifying expenditure in future financial years. Additional £177,500 grants were received during 2012/13 but remain unused at the year end. Notable grants received include £84,000 New Burdens grant to support the Localisation of Council Tax, £20,000 Independent Living Scheme, £22,500 Keep Warm Project and £27,900 Domestic Homicide Reviews; New Burdens Grants - Community Right to Challenge and Right to Access £13,400.

2.6 Members Pot Outturn 2012/13

In 2012/13 the Members Pot budget was £25,000 of which £24,750 has been spent on grants to third parties as detailed in Appendix 4.

2.7 Support Service Recharges and Capital Financing Variations

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

Support Service Recharges

The budgets of all central support, service administration and fleet providers have been monitored and updated as part of the quarterly budget monitoring process. Reallocation of support costs has been undertaken as part of the accounts closedown process based on actual outturn figures and therefore variances between the central support budgets and actual recharges have occurred as a result of this reappraisal. Variances resulting from the reappraisal of central support and service administration have occurred across the board, but the entries themselves do not impact on the budget requirement or the amount to be raised by Council Tax. **Overall, support services have underspent compared to the current estimate by £83,404 in 2012/13.**

Capital Financing Charges

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

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

The entries themselves do not impact on the budget requirement or the amount to be raised by Council Tax. The net cost to the General Fund is nil, as there is a corresponding credit within the Finance and Performance Portfolio.

2.8. Statement of Accounts – Technical Adjustments

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

2.8.2 Adjustments will be made in respect of Employee Benefits i.e. holiday pay and pensions, and impairments arising from asset revaluations and further details are provided below. The adjustments themselves do not impact on the budget requirement or the amount to be raised by Council Tax and therefore do not affect the General Fund balance. A summary of the adjustments to be made are detailed in Appendix 5. No budgets are set for them and managers do not have direct control of the costs. They are therefore not included within the Outturn Portfolio balances at paragraph 2.2.3.

Employee Benefits Holiday Pay

Adjustments are required for untaken employee annual leave at the financial year end. This is to ensure the charge to the revenue account fully reflects the actual work undertaken during the year. The net impact on the Net Cost of Services for 2012/13 is an increase from 2011/12 of £42,000.

Pension Benefits

IFRS reporting standards require recognition in the Accounts of the benefit entitlements earned by employees during the period rather than the actual amount of employer's pension contributions payable upon which charges to council tax are based. Adjustments will be made to the service revenue accounts Net Costs of Services to remove the actual pension contributions payable and replace them with the benefit entitlements earned as provided by the Actuary. For 2012/13 this adjustment adds £705,000 to the Net Cost of Services.

Asset Impairment

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

During 2012/13 there were no significant impairment which indicates market prices have been more stable during the year.

3. Capital Outturn 2012/13

- 3.1 A summary of the capital outturn is presented in the table below. The latest estimate is that approved by Cabinet in February 2013. Capital outturn totals £3,182,729 compared to an approved budget of £4,050,500. This represents a net under spend of £28,971 after accounting for carry forward requests of £838,800. The details of the outturn for individual schemes by Portfolio area are included at Appendix 6.

Capital Outturn and Proposed Carry Forwards 2012/13

Portfolio	Current Estimate 2012/13	Actual Expenditure 2012/13	Variation	Proposed Carry Forward
	£	£	£	£
Community Development	21,200	1,765	(19,435)	19,400
Health & Housing	0	0	0	0
Public Protection & Communication	900,600	682,298	(218,302)	220,000
Environment	1,843,800	1,408,211	(435,589)	405,100
Leisure & Development	250,000	61,965	(188,035)	188,000
Finance & Performance	1,034,900	1,028,490	(6,410)	6,300
TOTAL	4,050,500	3,182,729	(867,771)	838,800

3.2 Proposed Capital Carry Forwards

The capital carry forward requests total £838,800 against a current capital programme of £4,050,500.

Attached at Appendix 2 are details of the schemes, totalling £735,500, which the Chief Financial Officer has authorised to carry forward in line with the delegation arrangements. The level of funding available to finance the carry forwards is projected to be sufficient.

There is a further carry forward request of £103,300 for non-committed schemes in excess of £50,000, which requires Council approval. This is for the remainder of the Disabled Facilities Grants budget which is identified for financing by borrowing.

3.3 Capital Financing 2012/13

The proposed method of financing the £3,182,729 capital expenditure incurred in 2012/13 is summarised below and full details are included in Appendix 7.

	£
Capital Receipts	224,858
Capital Grants and Contributions	1,232,181
Prudential Borrowing	1,725,690
Total Capital Financing	3,182,729

3.4 Capital Determinations 2012/13

The Local Government and Housing Act 1989 requires each Local Authority to determine how its capital expenditure has been financed together with the amounts set aside from revenue as provision for credit liabilities (repayment of debt).

- (i) Section 42(2)(g) of the Local Government and Housing Act 1989 requires the Authority to determine the amount of expenditure which has been met out of money provided by other persons. This is:

	£
Capital grants receivable	996,560
Capital contributions	235,621

- (ii) Section 60(2) of the Act requires the Authority to determine the amount of usable capital receipts to be applied to meet expenditure incurred for capital purposes for 2012/2013. This figure is £224,858.
- (iii) Section 63(1) of the Act requires the Authority to determine the amounts set aside from revenue accounts as provision for repayment of debt, known as the minimum revenue provision (MRP). This is calculated in accordance with the MRP policy for 2012/2013 as approved by Council on 5 March 2012 and equates to £481,524.

4. Performance Results and Future Targets

4.1 The Council continues to manage its performance using the Covalent Performance Management system.

4.2 Against the backdrop of a continuing move away from paper based information towards use of more electronic means, and the government's aspiration for local authorities to be more open and transparent, work has recently been completed to

make performance information more accessible publicly on line on the Council's website. These changes were originally highlighted to members in the quarter 1 progress report (Cabinet – 6 September 2012) and have been continued since. This is their first application at year-end.

4.3 Hard copy performance documents are therefore no longer being routinely produced nor attached to Cabinet agendas – performance documents covering Improvement Actions and Performance Indicators can, however, be accessed at <http://www.gedling.gov.uk/aboutus/howwework/prioritiesplansperformance/performance/>. Hard copies will still be made available to members upon request and are available for reference in the Members' Room.

4.4 For members and the public accessing performance information through this link, the previous criteria for performance assessment continue to apply. Red, amber and green traffic light symbols continue to be used to show progress for both actions and performance indicators. To be assessed as Green at the end of the fourth quarter (i.e. end of year): -

- An Improvement Action must be completed, or be on target compared with where it should be if the project straddles more than one financial year, as set out in its Project Plan.
- A Performance Indicator must be in line with target for the year.

Progress is assessed against the latest agreed target for both actions and indicators.

4.5 The year-end reports largely follow the format for quarterly reports. The main difference is that performance indicator reports show both q4 results and full year results where appropriate. For indicators measured on an ongoing basis, there is generally a separate figure for the final quarter and for the full year - for those measured on a one-off basis at year end, only a year-end figure is included. In a limited number of cases, performance is measured on a 12 month rolling basis (for example, sickness absence performance) – in these instances the q4 and year-end performance data is the same. These documents contain explanations of variances and proposed target changes as previously, along with trend arrows for performance indicators (note that an upward arrow indicates improved performance, irrespective of whether improvement is represented by a higher or lower value) and progress bars for actions showing progress made against project milestones.

4.6 Progress against Improvement Actions over the year has been good, with 83% (86 out of 103) completed or on target for completion and with outcomes secured. For the Improvement Actions assessed as Red, in most instances the work involved has been rolled forward for completion in 2013/14 Service Plans. There are however three actions which it is proposed are added to the 2013/14 Council Plan, with the following amended target dates suggested.

Improvement action changes

Portfolio Area	Task	Original Target	Proposed Revised/ New Target	Reason for change
Leisure and Development	Develop clear strategy for efficiently collecting and applying Section 106 and Community Levy	31 March 2013	31 December 2013	Delayed due to changes to guidance on developing Community Infrastructure Levy.
Leisure and Development	Progress the Community Infrastructure Levy in accordance with the Council's role as a Frontrunner authority	28 Feb 2013	31 December 2013	Delayed due to changes to guidance on developing Community Infrastructure Levy.
Leader	Implement new work experience scheme following national curriculum changes	31 March 2013	31 August 2013	Progress has been made on the project. Templates for work experience are to be devised and circulated to service managers for use during 2013/14.

- 4.7 Progress against Performance Indicators overall is good, with 67% (35 out of 52 that are performance rather than tracking measures) with green status, with a further 11% (6) with amber status. The remaining indicators show red status, but in most cases actions are being taken to address the difference.
- 4.8 As previously, a separate report is produced highlighting key outcomes secured during the quarter, focusing on areas where the Council has made a real difference to people's lives. This is attached at Appendix 8 and is available on the website and in hard copy in the Members' Room.

Alternative Options

- 5 This report provides a statement of the actual performance against the Council Plan for 2012/13 and as such there are no alternative options. The proposals for budget carry forwards are in accordance with the requirements of Financial Regulations and are submitted for Member consideration.

The approval of the capital financing method and determinations are statutorily required and as resources available for capital financing are severely restricted there are no alternative options available.

Financial Implications

6 As detailed in the report.

Appendices

- 7 Appendix 1 General Fund Revenue Outturn 2012/13 Variance Analysis
Appendix 2 Budget Carry Forward Summary
Appendix 3 General Fund Balances and Earmarked Reserves 2012/13
Appendix 4 Members Pot 2012/13
Appendix 5 Statement of Accounts Technical Adjustments 2012/13
Appendix 6 Capital Outturn 2012/13
Appendix 7 Capital Financing Summary 2012/13
Appendix 8 Performance Outcomes 2012/13

Background Papers

8 Council Plan 2012/13 and Quarterly Performance Monitoring Reports

Recommendations

Members are recommended:

- (a) To note the Council Plan Performance and Budget Outturn figures for 2012/13;
- (b) To note the revenue carry forwards approved by the Chief Financial Officer of £24,300 included in Appendix 2, being amounts not in excess of £10,000;
- (c) To note the capital carry forwards approved by the Chief Financial Officer of £735,500 included in Appendix 2, being amounts not in excess of £50,000 and committed schemes above £50,000;
- (d) To agree the proposed changes to Improvement Actions as set out in Section 4;
- (e) To refer to Council for approval:
 - i) The revenue carry forward of £90,000 for the Superfast Broadband Scheme being a non-committed scheme in excess of £10,000;
 - ii) The capital carry forward of £103,300 for the Disabled Facilities Grants Scheme being a non-committed scheme in excess of £50,000;
 - iii) The overall method of financing of the 2012/13 capital expenditure as set out in Appendix 7 of the report;
 - iv) The capital determinations in Section 3.4.

Reasons for Recommendations

- 10 To ensure Members are informed of the performance against the Council Plan for 2012/13; to request approval of carry forwards budgets to enable delivery of delayed projects in 2013/14 and; to comply with statutory requirements for capital financing.

General Fund - Outturn Summary 2012/13

	Current Approved			Analysis of Variance	
	Estimate	Actual	Variation to	Controllable	Non
	2012/13	Expenditure	Estimate		
£	£	£	£	£	£
General Fund					
Community Development	1,728,200	1,649,765	(78,435)	(105,341)	26,906
Health & Housing	866,600	954,368	87,768	50,422	37,346
Public Protection & Communication	1,521,400	1,394,567	(126,833)	(77,602)	(49,231)
Environment	5,229,000	5,080,232	(148,768)	(101,092)	(47,676)
Leisure & Development	2,677,200	2,903,769	226,569	71,089	155,480
Finance & Performance	144,000	(110,151)	(254,151)	(131,326)	(122,825)
General Fund	12,166,400	11,872,549	(293,851)	(293,851)	(0)

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REVENUE BUDGET CARRY FORWARDS 2012/2013 TO 2013/2014

NON COMMITTED REVENUE BUDGET CARRY FORWARD REQUEST OVER £10,000

PORTFOLIO	SCHEME	2012/13	2012/13	MAXIMUM	REQUESTED	REASON FOR CARRY FORWARD Details
		APPROVED BUDGET	FINAL OUTTURN	CARRY FORWARD	CARRY FORWARD	
		£	£	£	£	
COMMUNITY DEVELOPMENT	Superfast Broadband	90,000	0	90,000	90,000	A one off contribution was included in the 12/13 budget towards this county-wide scheme, which has slipped due to external factors outside of GBC's control.
		90,000	0	90,000	90,000	
GRAND TOTAL		90,000	0	90,000	90,000	

Authorised

Date _____

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GENERAL FUND BALANCES AND EARMARKED RESERVES 2012/13

	Current Estimate 2012/13 £000's	Actual 2012/13 £000's	Variance 2012/13 £000's
General Fund Balance at 1 April 2012	4,868	4,868	0
<u>Plus:</u>			
GBC Council Tax Requirement from Collection Fund	5,779	5,779	0
GBC share of previous year Collection Fund surplus	31	31	
Parish Levy	417	417	0
Specific Grants - RSG & NNDR	6,274	6,274	0
<u>Less:</u>			
Committee Expenditure	(12,166)	(11,872)	294
Parish Precepts	(417)	(417)	0
Council Tax Freeze Grant in respect of 11/12	(139)	(139)	0
General Fund Balance at 31 March 2013	4,647	4,941	294
Earmarked Reserves at 31 March 2012			
Joint Use & Base Maintenance Reserve	156	194	38
Arnold Masterplan Reserve	152	177	25
Community & Crime Reserves	126	110	(16)
IT Replacement Reserve	268	289	21
Disabled Adaptations Reserve	19	23	4
Risk Management Reserve	150	150	0
S106 Revenue Reserve	99	90	(9)
Housing & Housing Benefits Reserve	268	304	36
Insurance Reserve	374	230	(144)
Efficiency & Innovation Reserve	130	163	33
Asset Management Reserve	67	101	34
Review of Local Development Framework Reserve	69	68	(1)
Earmarked Grants Reserve	146	323	177
CCTV Reserve	78	71	(7)
LA Mortgage Scheme Reserve (LAMS)	20	21	1
Total Earmarked Reserves at 31 March 2013	2,122	2,314	192
Total Reserves at 31 March 2013	6,769	7,255	486

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MEMBERS POT**OUTTURN SUMMARY**
Members Pot Expenditure 2012-2013

Budget 2012/13	£ 25,000	No. of Councillors:	50
		Spending their full allocation	47
		Part spending their allocation	3
		Not spending their allocation	0
Less Total Expenditure	<u>24,750</u>		
Balance Unspent	<u>250</u>		

Breakdown of Grants/Contributions

Name	£ Amount	Name	£ Amount
1st Arnold and Woodthorpe Scout Group	100	Gedling Follow on Group	50
1st Burton Joyce Scouts	500	Gedling Play Forum	2,270
1st Gedling Scout Group	150	Gedling Southbank FC	500
1st Larch Farm (St Peter's Scout Group)	200	Gedling Village Preservation Society	50
1st Netherfield Rainbow Brownies	100	Honeywood Gardens Action Team	100
1st Papplewick Linby Brownies	100	Killisick Parents Action Group	150
1st Porchester Guides	100	Linby Parish Council	650
1st Porchester Scout Group	100	Marian Murdoch Social Club	200
1st Woodborough Scout Group	250	Melish Rugby Football Club	50
20th Nottingham Girls Brigade	175	Netherfield and Colwick Senior Citizens Club	1,050
25th Nottingham Boys Brigade	200	Netherfield Boys/Girls Football Club	150
2nd Arnold Girls Brigade	200	Netherfield Eco Action Team	100
3rd Netherfield Scout Group	100	Netherfield Forum	100
3rd Woodthorpe Scout HQ	250	Netherfield Parents' Forum	50
Arnbrook Parents Forum	50	Newstead Youth Club	100
Arno Vale Junior School	250	NGM Lions	200
Arnold Association of Neighbourhood Watch	595	Nottingham Ice Racing Club	100
Arnold Hill Academy	100	Nottingham International Expedition Trust	100
Arnold in Bloom	180	Nottingham Sea Cadets	250
Arnold Killisick Residents Association	170	Nottinghamshire Healthcare NHS Trust	100
Arnold Local History Group	128	Papplewick Day Centre	100
Arnold St Marys Scouts and Guides	250	Papplewick Parish Council	50
Arnold Swimming Club	600	Parents Action Group Killisick	100
Arnold Working Mens Club	75	Phoenix Farm Methodist Church	375
B. Y Youth Club	250	Pines Park Archery Club	200
Barbara Hardy on behalf of Bestwood Village Ladies Club	100	Positive Moves Extra	150
Bestwood Male Voice Choir	100	R2 Activity Group (St. Mary's Youth Centre Group)	100
Bestwood Village Xmas Tree Appeal	100	Ravenhead Reds Junior Football Club	250
Bestwood Welfare Band	100	Ravenshead Ready Call	250
Bestwood Woman's Institute	100	Ravenshead Tennis Club	250
Bonnington Scout and Guides Band	70	Ravenshead Village Hall	250
Burton Joyce Community Neighbourhood Watch	100	Ravenshead Neighbourhood watch	200
Burton Joyce Rainbows	75	Rushcliffe Avenue Community Centre	100
Calverton Bowls Club	100	Senior Citizens Line Dancing Group	50
Calverton Miners Welfare Club	200	St Georges Church	50
Calverton Play Day	500	St James Porchester PCC	50
Carlton and District Age Concern	250	St Mary's Church	140
Carlton Catering	60	St Pauls Bell ringers	200
Carlton Community Fundraising	38	St Pauls Church	200
Carlton Digby School	300	St. Swithun's Church Woodborough PCC	250
Carlton Forum Judo Club	100	Stanhope Parents Forum	70
Carlton Forum Swimming Club	150	Stanhope Primary School	100
Carlton Le Willows Academy	50	SureStart Arnold and Arnbrook	150
Carlton Life Saving Club	200	The Ark	150
Carlton Male Voice Choir	100	The Bonnington Theatre	84
Carlton Town Yellows	250	The Daybrook Crew	50
Community Youth Club at St Mary's	50	The Kings Church Arnold	316
Debz4Coffee	595	TOFS	50
Duke of Edinburgh Award Scheme	75	Trussell Trust Arnold Foodbank	250
Gedling Open Duke of Edinburgh Awards	150	Trustees of Nelson Road Jubilee Park	100
Foxhill Court Residents	350	U16 Womens Basketball	100
Friends of Bailey Court and and Curzon Street	50	UK DEK Ice Hockey Association	100
Friends of Burton Road Park	250	Warren Hill Action Group	72
Friends of Netherfield Primary	100	Weaverthorpe Pre School Centre	250
Gedling Access Group	100	Wessley Road Neighbourhood Watch	100
Gedling All Hallows PTA	50	Westdale Lane Junior School	80
Gedling and District Youth and Community Centre	500	Westdale Lane Infant School	70
Gedling Borough Council - Christmas Lights	1,112	Westdale Lane Mums and Todlers	50
Gedling Borough Council - Instalation of CCTV	70	Woodthorpe District Guides	250
Gedling Borough Council - Play tree sculpture	250	Young Persons Positive Moves Extra	300
Gedling CVS	505		

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Statement of Accounts - Technical Adjustments 2012/13

Portfolio	Actual Outturn	Employee Holiday Pay	Employee Pension Benefit	Adjusted Totals
	£000	£000	£000	£000
Community Development	1,650	5	28	1,684
Health & Housing	954	1	66	1,020
Public Protection & Communication	1,394	20	106	1,520
Environment	5,080	8	186	5,273
Leisure & Development	2,904	3	177	3,084
Finance & Performance	(110)	6	142	38
Total	11,872	42	705	12,619
Reversal of Entries Via Finance and Performance Portfolio		(42)	(705)	(747)
Impact on Council Tax	11,872	0	0	11,872

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CAPITAL OUTTURN 2012/13

PORTFOLIO	SCHEME	2012/13 APPROVED BUDGET £	2012/13 FINAL OUTTURN £	VARIANCE £	PROPOSED CARRY FORWARDS £
COMMUNITY DEVELOPMENT	Aid to Parishes	21,200	1,765	(19,435)	19,400
		21,200	1,765	(19,435)	19,400
HEALTH AND HOUSING		0	0	0	0
		0	0	0	0
PUBLIC PROTECTION & COMMUNICATION	Document Management	33,400	33,557	157	0
	Northgate Payroll/HR	3,800	2,565	(1,235)	0
	Resource Link HR System	0	2,815	2,815	0
	Disabled Facilities Grants	617,900	514,615	(103,285)	103,300
	Home Repairs Assisntance	3,900	3,876	(24)	0
	Renovation Grants - Landlords	89,000	89,015	15	0
	Fuel Poverty	152,600	35,855	(116,745)	116,700
		900,600	682,298	(218,302)	220,000
ENVIRONMENT	Arnold Town Centre Redevelopment:	0	0	0	0
	Druids Lane Car Park	270,200	20,170	(250,030)	250,000
	Arnold LC Theatre/Bar	264,000	248,543	(15,457)	15,500
	Affordable Housing - The Grove	166,300	305,243	138,943	0
	Photovoltaic Panels	172,700	172,684	(16)	0
	Office Accommodation Joint Working	0	0	0	0
	Safety Surface Renewal	26,000	26,000	0	0
	Replace FN56UBG Dyna 3 Way Tipper	10,900	10,865	(35)	0
	Replace VU52SVS Dennis Rigid narrow	1,400	1,350	(50)	0
	Replace FJ04BNF Seddon Atkinson Rigid	1,400	5,400	4,000	0
	Replace FJ05YFY Seddon Garden Waste	1,400	1,350	(50)	0
	Replace AE07DMZ Schmidt Sweeper	64,000	64,870	870	0
	Replace Applied Sweeper 1	13,000	13,268	268	0
	Replace Applied Sweeper 2	13,000	13,268	268	0
	Replace Fuel Tanks	35,000	40,173	5,173	0
	Replace Ford Transit FP55 CYL	32,000	0	(32,000)	29,000
	Replace Seddon Atkinson Rigid FJ55 KAO	160,300	151,515	(8,785)	3,400
	Replace Seddon Atkinson Rigid FJ55 KAK	147,300	139,022	(8,278)	3,500
	Replace Dennis Kerbsider VX05 FVH	140,000	0	(140,000)	0
	Replace Kerbsider Top Body VK58JFY	35,000	34,100	(900)	0
	Replace Astra Van X221 YAL	42,000	0	(42,000)	26,200
	Replace Exhaust Fans in Workshop	10,000	6,336	(3,664)	1,500
	Replace Rover Freelander FD04 FFB	17,000	0	(17,000)	17,000
	4 Way Camera System	19,400	19,125	(275)	0
	Bin Weighing Upgrade	3,000	1,750	(1,250)	0
	Waste Mgmt System	8,100	0	(8,100)	8,100
	Reinstate KG5 Arnold	84,300	39,749	(44,551)	44,500
	Salop Street Youth Facility	0	0	0	0
	Queensbower Ball Court & Play Area	10,100	10,581	481	0
	Arnot Hill Park - Replace Bowls Pavillion	6,700	0	(6,700)	0
	Church Lane Play Area	4,000	4,000	0	0
	Burton Road Play area S106	9,300	2,851	(6,449)	6,400
	Calverton Parish Council S106	56,000	56,000	0	0
Monument Repairs	20,000	20,000	0	0	
		1,843,800	1,408,211	(435,589)	405,100
LEISURE & DEVELOPMENT	Gedling Country Park	250,000	61,965	(188,035)	188,000
		250,000	61,965	(188,035)	188,000
FINANCE & PERFORMANCE	Asset Management Fund	6,300	0	(6,300)	6,300
	AMF - ALC Water Tanks	11,600	11,572	(28)	0
	AMF - Voltage Optimisation Unit	8,200	8,155	(45)	0
	AMF - ALC Boilers	8,800	8,763	(37)	0
	Local Authority Mortgage Scheme	1,000,000	1,000,000	0	0
		1,034,900	1,028,490	(6,410)	6,300
Total		4,050,500	3,182,729	(867,771)	838,800

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CAPITAL FINANCING SUMMARY 2012/13

	£	£	£
<u>CAPITAL EXPENDITURE 2012/13 REQUIRING FINANCING</u>			<u>3,182,729</u>
<u>RESOURCES APPLIED</u>			
<u>Money Provided by Other Persons</u>			
Capital Grants Receivable:			
Disabled Facility Grant	458,991		
Growth Point - Arnold Masterplan	400,000		
Growth Point - Gedling Country Park	61,965		
NCC NLIS - King George V	39,749		
Green Deal/Fuel Poverty	<u>35,855</u>	996,560	
Contributions:			
Rushcliffe BC	2,815		
S106 Burton Road Play Area	2,851		
S106 Affordable Hsg, The Grove	173,956		
S106 Calverton Parish Council	<u>56,000</u>	235,621	
Total Money Provided by Other Persons			1,232,181
Total Usable Capital Receipts Applied			224,858
Total Prudential Borrowing Applied			1,725,690
<u>TOTAL RESOURCES APPLIED 2012/13</u>			<u>3,182,729</u>

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Outcomes achieved

During

Quarter 4 2012/13

Homes

Provide more homes of the right type and in the right places

Local Authority Mortgage Scheme Success - As at the end of March 2013 the scheme helped 34 people to buy a home. In total there have been 49 applications to Gedling Borough's Local Authority Mortgage Scheme, of which 34 have completed (indemnities of £642,151), 10 have been offered but not yet completed (indemnities of £189,502), and 5 are awaiting an offer (indemnities of £96,120).

Total indemnities for these 49 applications are therefore £927,773 and the scheme is 92.8% committed.

Minimise the incidence of homelessness

Allocations Policy Review - In response to the greater flexibilities offered to local authorities through the Localism Act 2011, there has been a detailed review of the Council's allocations policy, which was approved by full Council in February 2013. The key changes will enable the Council to focus its work on those applicants with an identified housing need and to provide a more comprehensive and responsive service. This will be delivered by focusing the waiting list to only include those applicants with an identified housing need. As those applicants with no identified housing need currently represent over 65% of the waiting list this will considerably increase the team's capacity, to not only provide a better service to applicants, but also to be able to respond to the anticipated increase in work load resulting from the significant changes to the benefits system including Welfare Reform and Universal Credit.

The new Joint Homeless Strategy – presented to Council in February 2012 it has been produced in partnership with both Broxtowe and Rushcliffe Borough Councils and defines how services to homeless applicants will be delivered in the future. This document details new legislative options, such as the use of the private sector and also provides a detailed analysis of the main causes of homelessness in the borough over the last four and a half years. This has given the councils a clear understanding of the emerging need and will allow them to develop services to meet that need. In addition, as the impact of Welfare Reform begins to impact on residents the Council has been able to work closely with registered providers and start identifying tenants who will be affected by the changes and help them to prepare for the financial changes such as the revised occupancy standards, the single room rate for under 35 year olds and the impact of Universal Credit.

Jobs

Grow new local businesses and develop existing ones

Encouraging shopping area visitors - Netherfield's Locality Co-ordinator organised the first fresh Food market which took place at Netherfield on the 20th April 2013. The idea for the markets was in response to the desire of the local shops and businesses to increase the footfall in the town centre on Saturday's. A real high point of the first market was Netherfield Primary School's choir who gave a superb performance singing a range of popular hits.

More market traders are attending May's event, and the markets are planned for the third Saturday of each month.

Shop Front Grant Scheme - 12 projects have been delivered under this scheme during 2012/13, taking the overall total of projects during the two year project to 21. The scheme has helped businesses across borough to make improvements to the frontage of their property, with projects ranging from simple decoration or re-pointing, through to complete facelifts and entirely new shop fronts being installed.

Apprenticeships - In July 2012, Central Nottingham College launched the Recruit Local programme, operating out of Arnot Hill House. This matched local employment opportunities to local young people and offering Apprenticeships and work placements to improve employability. To the end of March 2013, 14 Apprenticeship placements have been filled with Gedling residents.

Improve local skills levels

Council Apprenticeships - In partnership with Gedling Homes, the Council has established three apprenticeship placements in our Parks and Street Cleansing section. We also have one apprentice in Customer Services and two in Financial Services. Service plans for 2013/14 include the establishment of more hosted placements.

In addition, work is now underway as part of the 2013/14 programme to create at least 8 "pre-apprenticeship work experience placements" to be offered to young people who wish to enrol on an apprenticeship programme but who are not yet work ready. Working closely with Central College, these opportunities will enable you people to compete more effectively for places on apprenticeship programmes.

Reduce Unemployment - The Netherfield Locality Co-ordinator has been working with Central College to provide training course for the long term unemployed to help get them back into work. The courses are being delivered from the Netherfield Primary School. The College is holding Assessment/work Clubs once a fortnight at the school to start to engage with parents and to ascertain training needs. Once this process is completed the courses will be developed and delivered using the school as the venue.

People

Reduce anti social behaviour, crime and the fear of crime

Netherfield Rock School - The weekly Netherfield Rock School is funded by Gedling Borough Council and run in partnership with the Youth Service. It provides a positive opportunity for local young people to not only playing music, but to perform at local events throughout the year. Between October and January 2012, 14 sessions ran with an average of 16 young people attending a sessions. Rock School has provided the opportunity for one local girl in Netherfield who wanted to sing and have some space and equipment to practise. The School has also been able to support her to get involved in other music projects.

Zumba and Martial Arts for Young People in Newstead - The Council has funded new opportunities for the young people who attend Newstead Youth Centre. Zumba is for the girls and Martial Arts is for the boys. So far there has been a very positive response from the 15-20 young people involved. The Council is now planning a week long summer camp with arts and sports activities for young people in Newstead which will be funded by Gedling Homes.

Special Constables in Gedling Borough – The project for the Council to fund 20 Special Constables within the borough was initiated during April 2012. To the end of March 2013, 9 Specials have completed their training and have been transferred to Gedling Borough (7 at Carlton and 2 at Arnold). The Specials are currently working with a Tutor Constable (Regular Police Constable) and their typical duties generally fall into two categories;

- Response Policing – Mobile patrol attending 999 emergency calls including; Anti Social Behaviour incidents, Road Traffic Collisions, Domestic incidents, Burglaries etc
- Neighbourhood Policing – Mobile and High Visibility Foot patrol attending; Anti Social Behaviour incidents, Night Time Economy town centre patrols plus special events; Christmas Carnivals, Remembrance Day Parades, Fetes/Galas, Fun Runs etc

The remaining 11 officers are currently completing their training at the Hucknall Force Training Centre with 6 Special Constables transferring to Gedling in May 2013, a further 2 in June 2013 and the final 3 in October 2013

Increase pride and personal responsibility

Working in Priority Areas - local residents have been invited to celebrate Newstead and discuss plans for the area at an event on the 11th May 2012. The purpose of the event is to celebrate the achievements of the Parish Plan and develop these themes further in the locality plan, being produced by the Netherfield Locality Co-ordinator. The day will include a host of activities including crafts and storytelling for under-fives, a free prize draw and free bacon cobs and snacks and zorbing, though not in that order.

Improve health outcomes for local residents

Promoting healthy activities - two free Circuit Training sessions were offered to people in Netherfield to help improve overall fitness for local residents. Starting on 30th March, - one is aimed at adults and the other can include younger family members as well and designed to cater for all levels of abilities - from beginners to more experienced exercisers.

Charlotte Brittle, from Gedling, initially lost six stone before joining Carlton Forum Leisure Centre gym. Charlotte was determined to keep the weight off and improve her confidence and after joining the gym she lost a further two stone and hasn't looked back since.

"Before joining Carlton Forum I had worries about what the gym would be like. I thought it would be full of people who are not overweight and that the staff would not really be involved with my personal development, but I was wrong! The staff have encouraged me, are friendly, approachable and always have time to talk to you and help with anything when using the gym."

The staff have recognised and encouraged my own personal achievement of losing 7 stone 12 pounds and through their support I know I will never put that weight back on. Joining Carlton Forum worked wonders for my confidence and has improved my fitness and lifestyle in ways I thought were not possible. If there is one piece of advice I can give to people who are considering joining Carlton Forum it is just do it, it's not as bad as you think and if I can do it then so can you. The results are amazing".

Wendy Gets Others Walking - Wendy Wilson, from Arnold, was diagnosed with fibromyalgia, a long-term condition that causes pain all over the body. But she overcame her condition after being referred to the Council's Positive Moves exercise referral scheme. Her journey to getting fit and active continued when she trained to be a volunteer walk leader, as part of the Council's Get Going in Gedling health walks programme. She now leads weekly walks helping other members of the community to get fit.

She has said: "It's great feeling fit again and being out there. The best thing about being a walk leader is all the lovely people you meet; I get a real buzz from seeing people getting healthy."

Go4it! Sports Camps for Young People with Disabilities - Gedling Borough Council has secured external funding from Nottinghamshire County Council to deliver school holiday sports camps at Redhill Leisure Centre for young people with disabilities over the next year. The camps are a key part of our Paralympic Legacy and provide a greater opportunity for these young people to take part in sport, while providing much needed respite for parents and carers.

24 young people attended the February camp with an average of 16 each day. Young people took part in boccia, kwik cricket, dodgeball, sitting volleyball, tag, hockey and a variety of fun warm up games. Woodthorpe sporting hero James Crisp, silver medallist at the 2012 Paralympics has endorsed the camp. He said: "I owe my life to sport. It has given me so many opportunities in life. There's nothing I enjoy more than turning up to training every day."

Reducing smoking - Netherfield's locality Co-ordinator has worked with New Leaf – the national no smoking organisation, to hold a local event for Netherfield residents to raise awareness around health issues, promote local services and events and to encourage

people to stop smoking. The event took place during March and was well attended. The Mayor also joined in with the fun and had a go on the smoothie bike.

Sharing is Caring - The Sharing is Caring project is a joint scheme between Age UK Nottingham north and East Clinical Commissioning Group and Gedling Borough Council to fund an adviser to the over 60s based in Park House, Gedling. The post has been a great success. Some of the outcomes are as follows:-

Individuals were supported in putting claims to the DWP for Attendance Allowance. Thirty five claims were made with the total benefit gain so far of £23,801.85. There are still 23 claims awaiting a decision so this figure will significantly increase once those claims have been processed.

3 claims were rejected upon processing by DWP and these citizens will have the option to appeal or apply again if their conditions deteriorate.

Other achievements include:-

- 81 referrals to Age UK services
- 10 volunteers recruited
- 17 referrals for energy efficiency advice and 3 new central heating boilers installed through the GBC boiler scheme
- 67 1st Contact referrals made (34% of all referrals in the period)
- The average age of clients was 75.

Loneliness Campaign launch - Loneliness and isolation is the fourth indicator for poor health outcomes after, income, obesity and smoking, especially for older people. Tackling loneliness and isolation is therefore important to improve the health of the population.

Driven by Councillor Muriel Weisz, a working group has been set up that includes GBC, the CCG, public health, CVS, Gedling churches and Age UK. The first action was to publicise Age UK's End Loneliness Campaign by having a day where we encouraged people to make a pledge to end loneliness at road shows around the borough, by committing themselves to take action. This garnered much publicity, with Councillor Hollingsworth appearing on Radio Nottingham.

This is just the start with the project being a corporate action in the Council Plan for 2013/4.

Art at the HeART - The Council has begun a pilot arts project with Gedling Homes to reduce social isolation amongst older people that links directly to the Tackling Loneliness Campaign. Benefits will include increased physical activity, confidence, willingness to interact with the world and a slowing of dementia symptoms. Two residents at the Moreland Court accommodation in Carlton who met at the first session and became new friends, now regularly meet up independently to do activities together.

Give people more say, choice and ownership of local facilities and services

Ward Walks – During February to April senior officers, ward members and other partners took part in walks within a number of the wards in the Borough. The purpose was to engage with local residents and to identify issues that the Council and Partners could work together to address. As part of this information packs for each ward were produced by the

Performance Improvement Officer to help give greater understanding of each ward and any issues that were present. It is hoped that there may be opportunity for future ward walks to include attendance from other agencies.

Improving work with Voluntary Groups - Gedling Borough Council in partnership with Gedling Council for Voluntary Service held a Funding Fair during March at the Richard Herrod Leisure Centre to offer advice to Voluntary groups in the borough on how they can attract funding. It was attended by some of the region's largest grant giving bodies – including the Big Lottery fund, Nottinghamshire County Council's Community and Voluntary Sector Team, Sport Nottinghamshire and the Heritage Lottery Fund. Over 70 organisations attended the event and feedback has been very positive.

Performance

Improve the customer experience of dealing with the Council

Improving communication via social media – The Communications Team have increased the take up of social media, allowing information to be communicated more efficiently and effectively – in total, the number of ‘Likes’ across all the Council’s Facebook pages and the number of followers of the Council’s Twitter account has increased by around 40% during 2012/13. This has opened up a more effective and speedy two-way communication channel, increasing the ways that residents can choose to communicate with the Council - including:

- Face to face at the counter
- By telephone to the One Stop
- By email
- By Facebook
- By Twitter
- By a website enquiry from a computer
- By a website enquiry from a tablet or mobile phone

More people are now able to access online services as more forms are available in a mobile-ready format, and work has also been undertaken to improve the mobile version of the website to improve its accessibility from mobile devices such as smart phones, ipads etc.

Improve value for money to customers

Gedling Insight launched – Following partnership work between the Performance Improvement Officer and Nottingham City Council, Gedling Borough Council acted as a pilot authority to launch this new system for district councils in Nottinghamshire. Launched during February to Gedling Officers and a number of partner organisations, Insight is an open data source available via the council’s website providing a wide range of information about the borough including demographic data, deprivation, education and health of residents. The information is presented in a number of formats - by Council priority themes helping Council managers identify what key issues should be addressed and also by ward to help Members and the public to view information relevant to their area. Making the information more accessible from numerous sources in one location with updates carried out by a third party on a regular basis releases officer time to undertake more analysis of the data to help shape Council decisions. It also meets with the Communities and Local Government’s initiative to ensure residents have easy access to information about their area.

High quality transport operations - The Council’s transport operations was short listed as an Apse finalist for Transport operations and vehicle maintenance best performer.

Improved Community Centre Booking – A review of the service delivered by Leisure services for making one-off bookings for the Council’s Community Centres was jointly undertaken between the Business Improvement Team, IT Development and Leisure Services. Customers are now able to phone straight through to Customer Services and book and pay for a community centre over the telephone. Customers can also view community centre calendars on the Gedling website and plan their party or event in advance of calling to make a booking. The calendar also allows contact details about existing groups to be added to the website, so that customers can make enquires directly to

fitness, play and older peoples groups etc. that currently use the centres. The new system went live on 4th March. With these changes to the way the service is delivered and the better use of IT systems Leisure Services were able to save over 50 working days of resource and in addition make some small cash savings on associated paper and postage costs.

Service Process Review – A project was commissioned and undertaken by the Business Improvement Team with the objectives of reducing the amount of visitors to the Jubilee House building and to streamline the business processes for a number of council services such as taxi licensing. After undertaking the review it was identified that the amount of visitors to Jubilee House could be reduced considerably with Customer Services able to provide an improved customer experience at the Civic Centre. In addition, over £3,000 worth of efficiencies were made by changing the way the council delivered the service.

Learning and Development Achievements – During 2012/13 the Council's Training Officer has delivered a number of courses for officers, improving skill levels. These have included

- **Advanced Apprenticeship in First Line Management.** An employee successfully achieved the 'Advanced Apprenticeship' is several qualifications in one, which involved them passing written exams to acquire the Certificate in First Line Management; passing tests in written English, verbal communication and Maths and then be assessed in the workplace to acquire the NVQ level 3 in First Line Management.

- **Level 3 NVQ Learning and Development and the Assessors Award.** Two Employees successfully achieved this qualification allows them to train and assess other colleagues in workplace learning.

- Other qualifications included
 - **NVQ level 2 in Customer Services** - 2 employees achieved this
 - **NVQ level 2 in Business Administration** – achieved by 1 employee
 - **NVQ level 2 in Waste Management** – achieved by 7 employees
 - **ILM Team Leading Certificate** – achieved by 14 employees

Place

Reduce the Council's and the Borough's carbon footprint and energy usage

Reducing Fleet Fuel Usage - A new larger static diesel fuel tank has been installed within the Council's vehicle depot which provides fuel for the Council's HGVs and LGVs – this improves our sustainability and provides discounted fuel prices as buying in greater bulk is possible, improving our value for money. In addition, two new refuse freighters have been purchased with electric bin lifts which will also reduce fuel usage and fuel losses have been reduced due to better monitoring and procedures.

Smarter Driving - The Council has expanded its Smarter Driving training programme for employees who drive council vehicles.

The scheme is a short training programme provided by the Energy Saving Trust, where drivers are assessed and taught how to drive more economically. It also encourages a safer driving style and also leads to less wear and tear on vehicles

Following the successful pilot which saw 20 drivers trained in November 2012, a further 31 drivers went through the training in March and April 2013.

The test results showed an average reduction in diesel of 12.2% (1.1% - 27.2%). If the new driving techniques are sustained, they could lead to annual fuel savings for the Council worth almost £12,000, and reduction on CO2 emissions of over 21,000 kg a year.

Boiler Giveaway scheme - 78 Borough households have benefitted from major improvements to their home heating thanks to the Council's boiler giveaway scheme.

Over £150,000 funding was secured through the Nottinghamshire and Derbyshire Local Authority Energy Partnership from the Department for Energy and Climate Change in late 2012 to install new, fuel efficient boilers and, where needed, full central heating systems. Eligible private sector households had to have an old inefficient boiler and be in receipt of relevant benefits.

From a standing start, staff identified and targeted eligible households; procured a contractor to carry out the installations; carry out on-site assessments and manage the payment process to meet oversee the installations. They were so successful that the Council was able to ask for more partnership funding, with £162,000 finally spent. The 78 households are now warmer and will have lower fuel bills as a result.

Keep our streets, parks and open spaces clean, tidy and attractive

Reducing Dog Fouling - A new initiative for the Council's Locality Co-Ordinators in both Netherfield and Newstead is working with Environmental Health Section to launch a campaign with local schools to tackle the ongoing problem of dog fouling. Initiatives include a poster campaign, an event where the locality team will be using flags to make the prevalence of dog dirt in key areas, and monitoring the effect of a publicity and enforcement campaign over the summer.

Reduce the volume of waste generated and increase recycling

Reduction in waste in the borough - Yet again our residents have reduced the amount of residual waste they have thrown in their black bins, down another 5kg per household. Over the last 10 years our residents have minimized their waste by over 320 kg a year.

Safe disposal of more batteries - Since the introduction of the kerbside battery collection in December we have collected over 3 tonnes of batteries. Our small WEEE (electrical) banks have collected over 6 tonnes since May 2012 from their 4 locations so we will look to expand this.

Recreation

Increase participation in leisure and culture

Chinese New Year event - The 2013 Chinese New Year event was held in the Civic Centre and the Bowls Pavilion during February. The event offered a range of creative activities for children and their families including arts and crafts workshops provided by Gedling Play Forum, music workshops provided by the Nottingham Gamelan percussion group, storytelling with professional actor Nicky Rafferty and performances from local schools and the Flying High Expressive Arts Company. Over 300 people enjoyed the event, which concluded with a lantern procession around Arnot Hill Park. Prior to the main event workshops for Special Educational Needs children was run by the Play Forum volunteers in conjunction with Debz4coffee.

Gedling Sports Hall Athletics Finals - Nearly 500 children from Gedling's Primary Schools have taken part in the Heats and Finals of the Gedling Sports Hall Athletics since October. These are coordinated by the Council, run in partnership with the Gedling Primary Schools Sports Association. The Woods Foundation won the Years 5 and 6 (aged 9-11) Final, while Willow Farm won for Years 3 and 4 (aged 7-9).

Artist sells piece at Civic Centre exhibition - Local artists are being given the opportunity to display their work in the Reception Room at the Council's Civic Centre. Both professional and amateur artists have participated and recent exhibition themes have included 'Animals', 'Colour' and 'Nature and Environment'. One local artist has been successful in selling a piece displayed as part of the exhibition for £340. The Council is now planning to roll out exhibitions to Richard Herrod Centre and Bonington Theatre to help support the local arts scene.

Gedling Handball Club - From April, the handball club based at Sherwood E-ACT Academy will now have sessions running for 8-12 year olds and 12-16 year olds; this is further development following London 2012 where the senior section still continues to grow and develop.

Gedling Youth Make Willow Giants - Gedling Borough Council has supported young people from The Lodge Youth Centre in Arnold in their creation of illuminated Willow Giants which have been displayed at both Nottingham's Light Night and the Aurora display at Rufford Park. 4 of these Giants will become permanent residents of Arnot Hill Park this summer.

Funding for developing the Arts - Gedling Borough Council and City Arts have attracted £66,000 external funding for arts projects into the local area over the last year, including a 3 year Express Yourself arts referral programme for young people in the Borough and parts of Ashfield. In addition, the Council's Arts Grant Fund has matched funded £1,250 to projects that have brought in well over £20,000 of external funding. The projects include a Writing East Midlands poetry project involving 200 children from Arnold schools and the 'Science on Stage' production at the Royal Concert Hall which approximately involves 350 children from a number of primary schools in the Borough.

Report to Cabinet

Subject: Annual Treasury Activity Report 2012/13

Date: 6 June 2013

Author: Corporate Director (Chief Financial Officer)

Wards Affected

Not applicable

Purpose

To inform members of the outturn in respect of the 2012/13 Prudential Code Indicators, and to advise members of the outturn on treasury activity, both as required by the Treasury Management Strategy.

Key Decision

This is not a Key Decision

Background

- 1.1 The Council is required by regulations issued under the Local Government Act 2003 to produce an annual treasury management review of activities and the actual prudential and treasury indicators for 2012/13. This report meets the requirements of both the CIPFA Code of Practice on Treasury Management (the Code) and the CIPFA Prudential Code for Capital Finance in Local Authorities (the Prudential Code).
 - 1.2 During 2012/13 the minimum reporting requirement was that the Full Council should receive the following reports:
 - An annual treasury strategy in advance of the year.
 - A mid-year treasury update report - members will note that, as in previous years and in accordance with best practice, quarterly monitoring reports for treasury activity have been provided, and that this exceeds the minimum requirements.
 - An annual review following the end of the year describing the activity compared to the strategy (this report).
 - 1.3 The regulatory environment places responsibility on members for the review and scrutiny of treasury management policy and activities. This report is therefore important in that respect, as it provides details of the outturn position for treasury activities and highlights compliance with the Council's policies previously approved by members.
-

- 1.4 The Council has complied with the requirement under the Code to give prior scrutiny to all of the above treasury management reports, by submitting them to Cabinet before they are reported to the full Council.
- 1.5 Member training on treasury management issues is undertaken by the Chief Financial Officer as needed, in order to support members' scrutiny role.

Proposal

2.1 The economy and interest rates in 2012/13

- 2.1.1 The financial year 2012/13 continued the challenging investment environment of previous years, with low investment returns and continuing heightened levels of counterparty risk. The original expectation for 2012/13 was that Bank Rate would start rising gently, however economic growth in the UK was disappointing during the year due to the UK austerity programme, weak consumer confidence and spending, a lack of rebalancing of the UK economy to exporting, and weak growth in our biggest export market - the European Union (EU). The UK coalition Government maintained its tight fiscal policy stance against a background of warnings from two credit rating agencies that the UK could lose its AAA credit rating. Key to retaining this rating would be a return to strong economic growth in order to reduce the national debt burden to a sustainable level, within the austerity plan timeframe. Weak UK growth resulted in the Monetary Policy Committee increasing quantitative easing (QE) by £50bn in July 2012 to a total of £375bn. Bank Rate therefore ended the year unchanged at 0.5% while CPI inflation fell from 3% at the start of the year to end at 2.8% in March, with a fall back to below 2% pushed back to quarter 1 of 2016. The EU sovereign debt crisis was ongoing during the year, with first Greece and then Cyprus experiencing crises which were met with bailouts after fraught negotiations.
- 2.1.2 Gilt yields fluctuated during the year as events in the ongoing Eurozone debt crisis ebbed and flowed, causing corresponding fluctuations in safe haven flows into and out of UK gilts. This, together with a further £50bn of QE in July 2012 and widely expected further QE still to come, combined to keep PWLB rates depressed for much of the year, at historically low levels.
- 2.1.3 The Funding for Lending Scheme, announced in July 2012, resulted in a flood of cheap credit being made available to banks, and this has resulted in money market investment rates falling sharply in the second half of the year. However, perceptions of counterparty risk improved after the European Central Bank statement in July that it would do "whatever it takes" to support struggling Eurozone countries. This has resulted in some return of confidence to move away from only very short-term investment.
- 2.1.4 The UK coalition Government maintained its tight fiscal policy stance against a background of warnings from two credit rating agencies that the UK could lose its AAA credit rating. Moody's followed up this warning by actually downgrading the rating to AA+ in February 2013 and Fitch then placed their rating on negative watch, after the Budget in March.

2.2 The borrowing requirement

The Council's underlying need to borrow to finance its capital expenditure is termed the capital financing requirement (CFR).

	1 April 2012 (Actual)	Original Estimate 31 March 2013	31 March 2013 (Actual)
	£m	£m	£m
Capital financing requirement (CFR)	10.197	13.095	11.436

The variance is mainly due to slippage on the capital programme, and to some savings on capital programme items funded by borrowing.

2.3 The overall treasury position at 31 March 2013

The Council's debt and investment position is organised in order to ensure adequate liquidity for revenue and capital activities, security for investment, and to manage risks within all treasury management activities.

At the beginning and end of 2012/13, the Council's treasury position was as follows:

	31 March 2012	31 March 2013
	£m	£m
Total external debt	10.812	11.412
Capital financing requirement (CFR)	10.197	11.436
Over/(under) borrowing to CFR	0.615	(0.024)
Total external debt	10.812	11.412
Total investments	(8.500)	(8.260)
Net debt	2.312	3.152

2.4 The treasury strategy for 2012/13

2.4.1 The expectation for interest rates within the strategy for 2012/13 anticipated low but rising Bank Rate, with similar gradual rises in medium and longer term fixed borrowing rates over 2012/13. Variable or short-term rates were expected to be the cheaper form of borrowing over the period. Continued uncertainty in the aftermath of the 2008 financial crisis promoted a cautious approach, whereby investments would continue to be dominated by counterparty risk considerations, resulting in relatively low returns compared to borrowing rates.

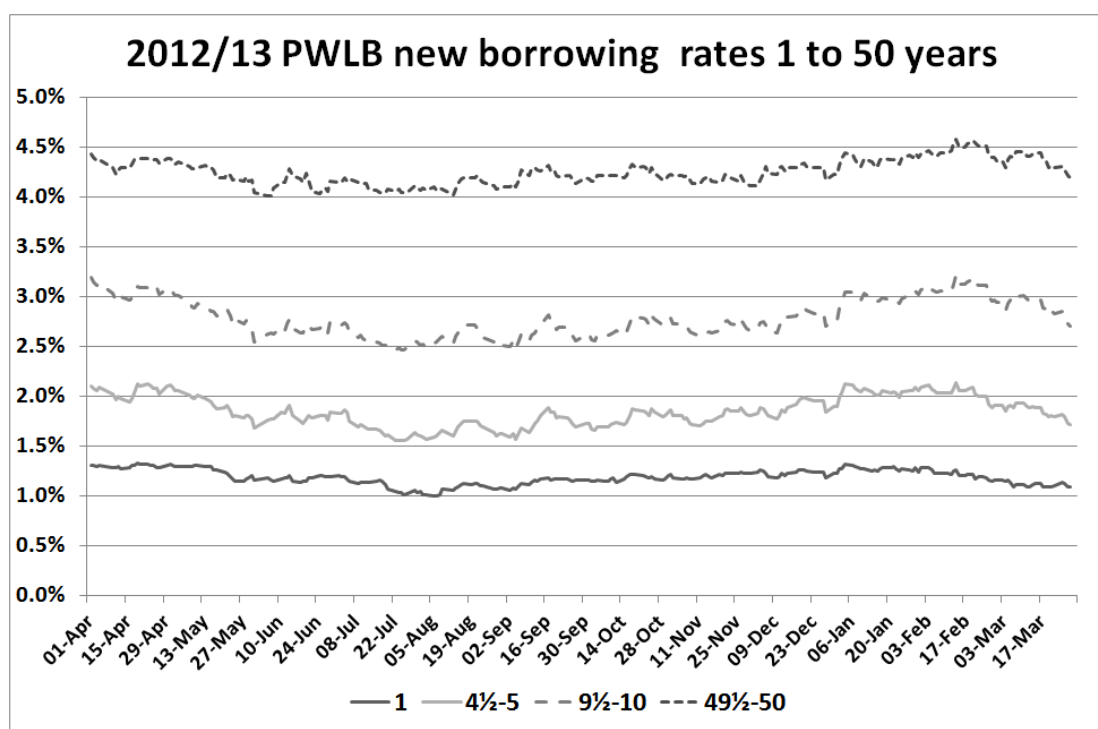
2.4.2 In the light of this scenario, the treasury strategy was to postpone borrowing to avoid the cost of holding higher levels of investments and to reduce counterparty risk.

2.4.3 The actual movement in gilt yields meant that PWLB rates fell during the first quarter of the year, to historically low levels. This was caused by a "flight to quality" into UK gilts from EU sovereign debt, and from shares, as investors became concerned about the potential for a Lehman's type crisis of financial markets if the Greek debt crisis were to develop into a precipitous default, and exit from the Euro. During the

second and third quarters, rates rose gradually, and agreement of a second bail out for Greece in December saw the flight to quality into gilts reverse somewhat, as confidence rose that the Eurozone crisis was finally subsiding. However, gilt yields then fell back again during February and March as Eurozone concerns returned, with the focus now shifting to Cyprus, and flight to quality flows into gilts resumed. This was a volatile year for PWLB rates, driven by events in the Eurozone which fluctuated between crises and remedies.

2.5 Borrowing rates in 2012/13

PWLB rates remained close to historically low levels during the year as demonstrated in the graph below.



2.6 The borrowing outturn for 2012/13

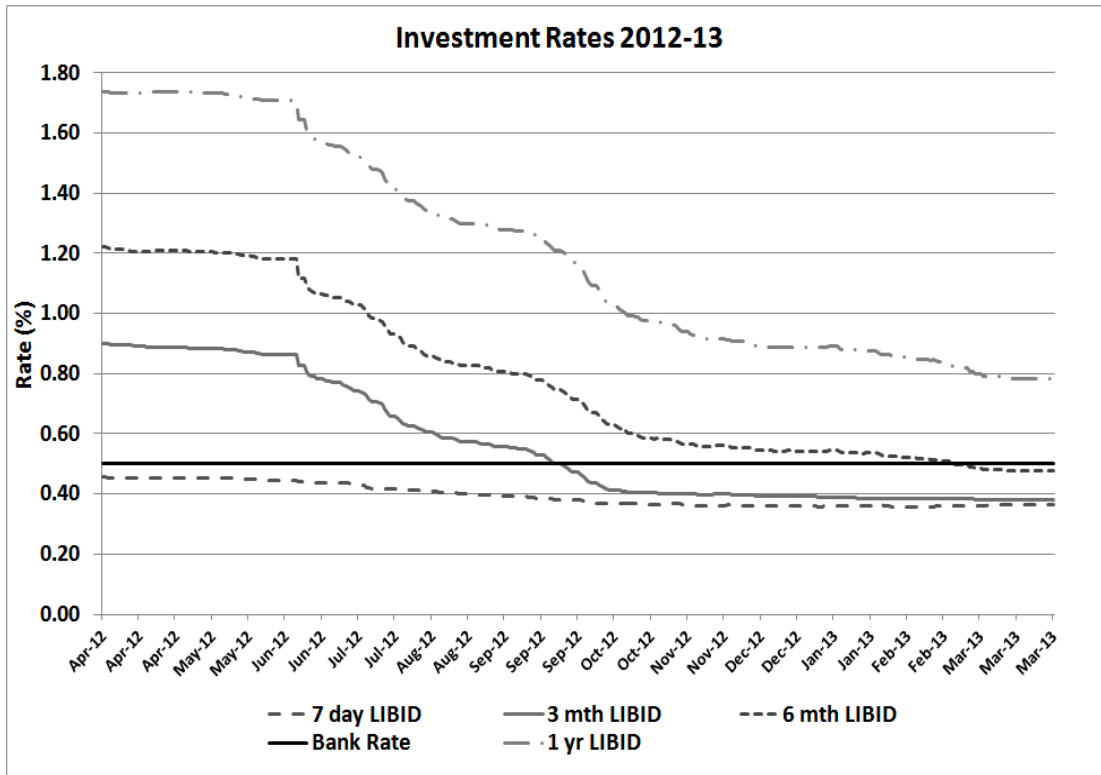
2.6.1 No new long term debt was taken during 2012/13. A small number of temporary loans were arranged during the year for cashflow purposes, but the average duration of these was only 5 days, and the average rate just 0.32%. When compared to the average 7 day LIBOR of 0.52% at 28 March 2013, this represents a saving of 0.2%.

2.6.2 No rescheduling of PWLB debt was undertaken during the year since the average 1% differential between PWLB new borrowing rates and premature repayment rates made such action non-viable.

2.7 Investment rates in 2012/13

Bank Rate remained at its historic low of 0.5% throughout the year, and has now remained unchanged for four years. Market expectations of the start of monetary tightening were pushed back during the year to the beginning of 2015 at the earliest. The Funding for Lending Scheme resulted in a sharp fall in deposit rates in the second half of the year.

The graph below demonstrates investment rates during the year:



2.8 The investment outturn for 2012/13

- 2.8.1 The Council's investment policy is governed by CLG guidance, and this was implemented by the annual investment strategy approved by the Council on 5 March 2012. This policy sets out the approach for choosing investment counterparties, and is based on credit ratings provided by the three main credit rating agencies supplemented by additional market data (such as rating outlooks, credit default swaps, bank share prices etc).
- 2.8.2 The investment activity during the year conformed to the approved strategy, and the Council had no liquidity difficulties.
- 2.8.3 All the Council's investments are internally managed. The equated investment rate achieved for 2012/13 was 1.89%, which outperformed the average un compounded 7-day LIBID rate of 0.39% by 1.5%, and the average un compounded 3-month LIBID rate of 0.57% by 1.32%.

The original estimate for investment interest for 2012/13 was £119,800, based on equated investment of £8m, at a rate of 1.5%. The outturn exceeded this estimate by £109,000. As indicated above, the equated rate achieved for 2012/13 was 1.89%, and this extra 0.39% has contributed £31,000 of additional interest. Furthermore, slippage on the capital programme together with careful cashflow management has resulted in actual equated investment totalling £12.1m. This additional £4.1m at the achieved rate of 1.89% has contributed a further £78,000 of additional interest.

Members will note that estimates for investment interested have been revised throughout the year, and that the outturn differs by only £7,000 to the latest approved estimate.

2.9 Compliance with Prudential and Treasury Indicators

- 2.9.1 The Council's approved Prudential and Treasury Indicators (affordability limits) are included in the Treasury Management Strategy Statement (TMSS), which was approved by Council on 5 March 2012.

During the financial year 2012/13 the Council at all times operated within the treasury limits and Prudential Indicators set out in the TMSS, and in compliance with the Council's Treasury Management Practices. The outturn in respect of the 2012/13 Prudential and Treasury Indicators is shown at Appendix 3.

2.10 Other Issues

No other significant treasury management issues arose during the year 2012/13.

Alternative Options

3. There are no Alternative Options, this report being a requirement of the Council's Treasury Management Strategy Statement (TMSS).

Financial Implications

4. No specific financial implications are attributable to this report.

Appendices

5. Appendix 1 – Annual Treasury Activity Report 2012/13
Appendix 2 - Definitions of LIBOR and LIBID
Appendix 3 - Outturn Prudential and Treasury Indicators for 2012/13

Background Papers

6. None identified.

Recommendation

THAT: Members note the Annual Treasury Activity Report for 2012/13 together with the appendices, and refer it to Council for approval.

Reasons for Recommendations

7. To comply with the requirements of the Treasury Management Strategy Statement.

Annual Treasury Activity Report 2012/13

For the year ended 31 March 2013

	Bal. BFwd 1 April 2012	New Loans 2012-13	Loans Repaid 2012-13	Bal. CFwd 31 March 2013
	£	£	£	£
Long Term Borrowing				
PWLB	10,811,577	0	0	10,811,577
Temporary Borrowing				
Local Authorities	0	8,250,000	(7,650,000)	600,000
Central Government	0	0	0	0
Banks and other Institutions	0	0	0	0
Total Temporary Borrowing	0	8,250,000	(7,650,000)	600,000
TOTAL BORROWING	10,811,577	8,250,000	(7,650,000)	11,411,577
Temporary Investment				
Bank of Scotland	(6,000,000)	(8,000,000)	6,000,000	(8,000,000)
Barclays	(1,000,000)	(1,000,000)	2,000,000	0
HSBC Treasury	0	(26,290,000)	26,290,000	0
Ignis Money Market Fund	0	(16,640,000)	16,640,000	0
Royal Bank of Scotland	(500,000)	(53,050,000)	53,290,000	(260,000)
Santander	(1,000,000)	(1,590,000)	2,590,000	0
Total Banks	(8,500,000)	(106,570,000)	106,810,000	(8,260,000)
Building Societies	0	0	0	0
Debt Management Office	0	0	0	0
Local Authorities and Others	0	0	0	0
TOTAL INVESTMENT	(8,500,000)	(106,570,000)	106,810,000	(8,260,000)
NET BORROWING / (INVESTMENT)	2,311,577	(98,320,000)	99,160,000	3,151,577

Investment

Fixed Rate	(8,000,000)	(35,290,000)	35,290,000	(8,000,000)
Variable Rate	(500,000)	(71,280,000)	71,520,000	(260,000)
TOTAL INVESTMENT	(8,500,000)	(106,570,000)	106,810,000)	(8,260,000)

Temporary Investment and Borrowing Statistics at 31 March 2013:

Proportion of Fixed Rate Investment	96.85%
Proportion of Variable Rate investment	3.15%
Temporary Investment Interest Receivable	£228,906
Equated Temporary Investment	£12,119,122
Weighted Average Interest Rate Received	1.89%
7 Day LIBID (Benchmark) 28 March 2013	0.39%
3 Month LIBID 28 March 2013	0.57%

Borrowing

Temporary Borrowing Interest Payable	£380
Equated Temporary Borrowing	£120,412
Weighted Average Interest Rate Paid	0.32%
7 Day LIBOR (Benchmark) 28 March 2013	0.52%

LIBOR - the London Interbank Offered Rate

LIBOR is the interest rate at which the London banks are willing to offer funds in the inter-bank market. It is the average of rates which five major London banks are willing to lend £10 million for a period of three or six months, and is the benchmark rate for setting interest rates for adjustable-rate loans and financial instruments.

ie. the London banks are LENDING to each other, which affects the rate at which the banks will lend to other parties eg. local authorities, ie. Gedling are BORROWING money

LIBID - the Interbank BID (LIBID) rate

LIBID is the interest rate at which London banks are willing to borrow from one another in the inter-bank market. It is the average of rates which five major London banks willing to bid for a £10 million deposit for a period of three or six months.

ie. the London banks are BORROWING from each other, which affects the rates at which they will borrow from other parties eg. local authorities, ie. Gedling are LENDING money.

Outturn Prudential and Treasury Indicators for 2012-13

Prudential Indicators

	2012-13 Original Estimate	2012-13 Outturn
a) Capital Expenditure	£3,958,200	3,182,729
b) Ratio of Fin'g Costs to Net Revenue. Stream	6.46%	5.25%
c) Capital Financing Requirement (CFR)	£13,095,100	£11,435,999
d) Net Borrowing and CFR	£14,207,400	£3,151,577
e) Incremental impact of new 2012/13 capital investment decisions	£0.57	Not Applicable

Treasury Management Indicators

	2012-13 Original Estimate	2012-13 Outturn
a) <u>Authorised Limit for External Debt:</u>		
Borrowing	£16,200,000	£11,411,577
Other Long Term Liabilities	£1,500,000	-
Total Authorised Limit	£17,700,000	£11,411,577
b) <u>Operational Boundary for External Debt:</u>		
Borrowing	£15,200,000	£11,411,577
Other Long Term Liabilities	£1,500,000	-
Total Operational Boundary	£16,700,000	£11,411,577
c) <u>Upper limit for fixed interest exposure (Max o/s net Borrowing)</u>	£14,200,000	£3,411,577
Local indicator-Investment only	100%	96.85%
Local indicator-Borrowing only	100%	100.0%
d) <u>Upper limit for variable interest exposure (Max o/s net Borrowing)</u>	£2,000,000	(£260,000) Nb. net investment
Local indicator-Investment only	100%	3.15%
Local indicator-Borrowing only	50%	0.00%
e) <u>Upper limits for maturity structure of outstanding borrowing during 2012/13 (Lower limits 0%)</u>		
Under 1 year	20%	0.0%
1-2 years	25%	0.0%
2-5 years	50%	37.0%
5-10 years	50%	0.0%
Over 10 years	100%	63.0%
f) <u>Upper limits for outstanding principal sums initially invested for periods over 364 days</u>		
Maturing beyond 31 March 2013	£5,000,000	£3,000,000
Maturing beyond 31 March 2014	£3,000,000	£0
Maturing beyond 31 March 2015	£1,000,000	£0

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Report to Cabinet

Subject: Peer Challenge 2013
Date: 6 June 2013
Author: Corporate Director (Stephen Bray)

Wards Affected

Borough-wide.

Purpose

- To update members on progress towards a Peer Challenge of the Council later this year
- To seek member views on the proposed scope of the Peer Challenge.

Key Decision

This is not a Key Decision

Background

- 1 Peer Challenge is a key part of the LGA's Local Government Self-Regulation Programme. It involves independent assessment by political and managerial peers of a council's performance and progress. It is increasingly seen as a valuable means of reviewing progress and identifying areas for future improvement.
- 2 In the Council Plan, the Council has committed to a Peer Challenge during 2013/14, following a previous commitment to explore Peer Challenge during 2012/13.

Proposals

- 3 Unlike previous assessment regimes, Peer Challenge does not work to a set of prescribed key lines of enquiry. Rather, the scope and focus of the challenge is set by the Council itself, in consultation with LGA Review Managers with experience of managing reviews at various authorities.
 - 4 Early consideration has been given to the possible scope of Gedling's challenge, through discussions with the Leader and Deputy Leader of the Council, the Chief Executive and LGA review managers.
 - 5 Arising from these discussions, in broad terms it is proposed that the Peer Challenge should form a generic health check of the progress of the Council, including a degree of validation for current performance, but should also robustly challenge current and
-

future thinking, plans, strategy, action and outcomes. More detailed issues to be considered are set out at **Appendix A**. Comments on this proposed scope are sought.

- 6 There are also common components of all Peer Challenges, and these will also apply in Gedling. Those components include an assessment of: -
- a. Understanding of local context and priority setting: Does the council understand its local context and has it established a clear set of priorities?
 - b. Financial planning and viability: Does the council have a financial plan in place to ensure long term viability and is there evidence that it is being implemented successfully?
 - c. Political and managerial leadership: Does the council have effective political and managerial leadership and is it a constructive partnership?
 - d. Governance and decision-making: Are effective governance and decision-making arrangements in place to respond to key challenges and manage change, transformation and disinvestment?
 - e. Organisational capacity: Are organisational capacity and resources focused in the right areas in order to deliver the agreed priorities?

It is felt that all are particularly relevant to the general health check the Council is seeking.

- 7 It now looks likely that the Council's Peer Challenge will take place in November 2013. The review team, likely to be of a lead Chief Executive from another authority and possibly another senior officer from another authority; one or two elected members from other authorities; and a review manager from the LGA will be on site for three consecutive days at that time – the exact dates are to be confirmed. The LGA are now looking to source suitably qualified and experienced peers.

Alternative Options

- 8 The LGA Peer Challenge is increasingly seen as the key self-assessment tool for local authorities. As such, there are no realistic alternatives available that compare with it.

Financial Implications

- 9 Peer Challenge is offered at no cost to LGA members. There are costs associated with officer time in supporting such a review, but these are likely to be small compared to previous more formal assessments such as CPA. There are also potential longer-term resource benefits, in that the findings of the Challenge may help the Council to better target future resource deployment.

Appendices

A – Draft scope for Peer Challenge

Background Papers

None

Recommendations

- (a)** To note the latest position in progressing towards a Peer Challenge for Gedling Borough Council
- (b)** To seek members' comments on the proposed scope for the Peer Challenge.

Appendix A

Proposed scope for Peer Challenge

Overall to review

- What difference the Borough Council is making to its community
- The degree to which the Council is prepared for future challenges.

Through a generic health check of the progress of the Council, to include a degree of validation for current performance, and a robust challenge of current and future thinking, plans, strategy, action and outcomes

Specific issues to explore

- Does the Council have clear ambitions
- Do systems and processes contribute effectively to this agenda
- Member and officer roles, responsibilities and relationships – specifically whether members' skills are being effectively used and the extent to which all members are appropriately involved in policy development, decision making, performance management and scrutiny
- The impact of recent political and managerial change – from member perspective to include differences between member roles before and now and how that's impacted member/member and member/officer relationships
- How the organisation's resources, capacity and services are being focussed on achieving priorities
- The extent to which the council has realistic strategies and actions to meet future challenges, including those to manage demand, those to reduce the cost base of its activities and different ways of achieving its priority outcomes.

Report to Cabinet

Subject: Local Government Boundary Commission for England
Review of Electoral Arrangements – Final Recommendations

Date: 6 June 2013

Author: Corporate Director (Stephen Bray)

Wards Affected

Borough-wide.

Purpose

- To inform members of the final recommendations made by the Local Government Boundary Commission for England (LGBCE) on future electoral arrangements for the Gedling Borough Council.

Key Decision

This is not a Key Decision

Background

- 1 At its meeting held on 1 September 2011, Cabinet agreed to write to the LGBCE to request that an electoral review of Gedling Borough Council be carried out as soon as possible.
 - 2 Confirmation was received from LGBCE on 13 October 2011 that the Council would be included in the LGBCE review programme, with a review start date of 13 March 2012.
 - 3 The review began with an invitation from the LGBCE for views on the future size of the Council. The Council submitted a view that the Council of the future should consist of 40 members, as agreed at Council on 22 February 2012. The LGBCE agreed in June that this would be an appropriate size for the Council going forward and began a consultation on warding arrangements, based on a Council of 40 members.
 - 4 The Council developed a response to that consultation and submitted a proposal based on a future Council of 41 members, within the variance of +/- 1 from the 40 member council model acceptable by the Commission. This proposal was considered and agreed by Council on 12 September 2012
 - 5 The LGBCE considered the Council's and other responses and published its draft recommendations on 13 November 2012. The draft recommendations substantially reflected the warding pattern suggested by the Council, and consisted of a future
-

Council of 41 members representing 19 wards. Council agreed a response to consultation on these draft recommendations at its meeting held on 19 December 2012.

- 6 The LGBCE published its final recommendations on 25 March 2013. A copy of the summary proposals is attached at **Appendix A**. Copies of the full report have been made available to all members – they can also be accessed on the LGBCE website at <http://www.lgbce.org.uk/all-reviews/east-midlands/nottinghamshire/gedling-fer> . Maps of the proposed warding pattern can also be found here.

Summary of Proposals

- 7 The LGBCE's final recommendations make minor changes compared with the draft recommendations but continue to propose a 41 member council consisting of 19 wards.
- 8 Some of those minor changes reflect issues raised in the Council's response to consultation on the draft recommendations – for example, with regard to the boundaries between Plains and Gedling wards; between Redhill and Calverton wards and a minor change between Cavendish and Gedling wards. Other changes suggested by the Council in this final consultation have not been accepted – for example, between Carlton and Netherfield wards, and between Phoenix and Gedling wards. There are also minor changes reflecting responses from other consultees.
- 9 The final recommendations made by the LGBCE must be approved by Parliament. A draft order - the legal document which brings into force its recommendations - will be laid before Parliament where it will sit for 40 days. This will provide for new electoral arrangements for the Council to be implemented at the local elections in 2015.
- 10 Further significant work will need to be carried out at the Council as the new wards come into effect. The most obvious preparatory work is that relating to elections – this includes a full polling place review, likely to start in Autumn 2013. Other work includes reviewing all data currently stored and sorted on a ward basis to reflect new ward boundaries.

Alternative Options

- 11 The LGBCE considered various alternative options for council size and new warding patterns as part of their review. The Council contributed fully to consultation on these options.

Financial Implications

- 12 There will be resource implications in reviewing current electoral arrangements and these will need to be delivered at the same time as further pressures are placed on the Elections and Members Services team as they begin implementation of Individual

Electoral Registration. It is however hoped that this work can be contained within existing budgets, supplemented by IER grant received from the government.

Appendices

A – LGBCE Summary - Final recommendations on the new electoral arrangements for Gedling Borough Council – March 2013

Background Papers

- LGBCE Final Recommendations on the new electoral arrangements for Gedling Borough Council – March 2013
- Gedling Borough Council – Response to consultation on LGBCE draft recommendations – Letter to Simon Keal: Review Manager - 20 December 2012
- LGBCE Draft recommendations on new electoral arrangements for Gedling Borough Council – November 2012
- Gedling Borough Council warding pattern proposal – August 2012

Recommendations

- (a) To note the LGBCE's final recommendations on the new electoral arrangements for Gedling Borough Council

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Summary

Final recommendations on the new electoral arrangements for Gedling Borough Council

Who we are:

The Local Government Boundary Commission for England is an independent body which conducts electoral reviews of local authority areas.

Electoral reviews:

The purpose of an electoral review is to decide on the appropriate electoral arrangements – the number of councillors, the names, number and boundaries of wards – for a local authority.

Why Gedling?

The Commission carries out some electoral reviews at the request of local authorities.

Gedling Borough Council approached the Commission to conduct a review to consider the total number of councillors who represent the borough.

Council size

The Commission recommends that Gedling Borough Council should be represented by 41 councillors in future: nine fewer than under the current arrangements.

The Commission proposed 40 councillors for Gedling following its first consultation on council size for Gedling. However, we subsequently found that 41 councillors delivers a scheme of wards which better meets the statutory criteria listed in the column on the right.

We consider that a council size of 41 members will ensure the council can discharge its roles and responsibilities effectively and will provide for a pattern of wards that reflects community identities across Gedling.

Electoral arrangements

Our final recommendations propose that Gedling Borough Council's 41 councillors should represent two single-member, 12 two-member and five three-member wards.

The Commission believes its draft recommendations meet its obligations - which are set out in law - to:

- Deliver electoral equality for voters.
- Reflect local community interests and identities.
- Promote effective and convenient local government.

To view the proposals in detail, visit: consultation.lgbce.org.uk
You can view the full report and maps at: www.lgbce.org.uk

Stage starts	Description
27 March 2012	Public consultation on council size
20 June 2012	Invitation to submit proposals for new warding arrangements
29 August 2012	Commission's analysis of responses and formulation of draft recommendations
13 November 2012	Publication of draft recommendations and consultation on them
8 January 2013	Analysis of submissions received and formulation of final recommendations



General analysis

Rural Gedling

In our draft recommendations for the rural parts of Gedling, we proposed a three-member Newstead Abbey ward which would include the parishes of Linby, Newstead, Papplewick and Ravenshead.

To the south of Newstead Abbey, we proposed a two-member Bestwood St Albans ward where the boundaries are coterminous with the parish of that name.

We also proposed a three-member Calverton ward which would include the parish of that name along with part of Woodborough parish.

To the south of Calverton, we proposed a single-member Dumbles ward which combines the remaining parts of Woodborough parish with the parish of Lambley.

In the south east of the borough, we proposed a two-member Trent Valley ward comprising the parishes of Burton Joyce and Stoke Bartolph as well as the unparished area to the east of Carlton.

In response to our public consultation, the council proposed that the southern boundary of Calverton ward should run along Ollerton Road and Lime Lane rather than diverting through an adjacent field as we had proposed. The Commission accepts the council's proposal as it would provide a strong boundary.

For all the other parts of rural Gedling, we confirm our draft recommendations as final.

Arnold

The Commission's draft recommendations proposed a two-member Redhill ward based on the current St Mary's ward.

In the centre of Arnold, we proposed two two-member wards called Daybrook and Ernehale.

To the east of Arnold, we proposed a two-member Coppice ward and a three-member Plains ward.

The Commission also proposed a two-member Woodthorpe ward based on the council's proposal.

In response to feedback received during consultation, the Commission is proposing to alter its draft recommendation for the boundary between Gedling ward and Plains ward. Our final recommendations propose that part of the Gedling Colliery site is included in Plains ward so that it includes any future development.

The Commission also considers that properties in Mapperley Heights and Norfolk Park are both likely to have stronger community connections with Plains ward than Porchester ward. Our final recommendations therefore propose to alter the boundary between the two wards to reflect that view.

In all other parts of the Arnold area of Gedling, the Commission confirms its draft recommendations as final.

Carlton

The Commission's draft recommendations proposed to combine the parish of Colwick with the neighbouring unpopulated industrial estate to form a single-member Colwick ward.

The Commission also proposed a three-member Porchester ward which would be centred around the Mapperley shopping area.

As described above, the Commission has decided to make a minor modification to the boundary it had previously put forward between Plains ward and

Porchester ward. In response to a submission from a local resident, we propose to make another change to our draft recommendations so that the whole of Marshall Hill Drive is included in Porchester ward.

For the northern part of Carlton, we proposed two two-member wards called Phoenix and Gedling.

The Commission also proposed a two-member Cavendish ward and a three-member Carlton Hill ward in the centre and west of Carlton.

In response to feedback from the council, the Commission proposes to change its draft proposal so that three properties on Westdale Lane East are included in Cavendish ward rather than Gedling ward. This alteration provides a stronger boundary along Ramdale Road than in our previous recommendations.

In the south of Carlton, the Commission put forward a two-member Carlton ward and a two-member Netherfield ward.

Apart from the modifications described above, the Commission confirms its draft recommendations for the Carlton area as final.

What happens next?

We have now completed our review of Gedling Borough Council.

The recommendations must now be approved by Parliament. A draft order - the legal document which brings into force our recommendations - will be laid in Parliament. Subject to parliamentary scrutiny, the new electoral arrangements will come into force at the borough council elections in 2015.

The full report and maps are available at: www.lgbce.org.uk and consultation.lgbce.org.uk.

Report to Cabinet

Subject: Individual Electoral Registration

Date: 6 June 2013

Author: Service Manager Elections and Members' Services

Wards Affected

Borough-wide

Purpose

To brief Cabinet Members on the upcoming changes to Electoral Registration that will be introduced by 2015.

Key Decision

This is not a Key Decision

Background

- 1.1 Individual Electoral Registration (IER) will require electors to register individually and end reliance on registration through heads of household. Local authorities will play a crucial role in the introduction of IER in part through the responsibilities of Electoral Registration Officers (EROs) in leading the changes in administration, in part through the corporate effort involved in promoting understanding of the changes and supporting and encouraging individuals to register, perhaps for the first time. The information on this report is largely drawn from a briefing provided by the Local Government Information Unit.
- 1.2 Under the new system:
 - Electors will register individually rather than through heads of household.
 - An individual must provide personal information including name, address, and date of birth and National Insurance Number to verify their application.
 - An individual unable to provide their date of birth or National Insurance Number will be required to explain why they cannot do so, and to provide alternative evidence. At present this may take the form of a passport or ID, or attestation from a person of 'good standing'. Other options may be adopted in the future.
 - Once registered, individuals need only confirm annually that their details have not changed.

- The annual household canvass will continue to check the register is complete. Individuals disclosed in the canvass will then be required to register themselves.
- An individual who has been required to register and fails to do so will receive a second and third notice before a penalty arises. A personal visit must be made before the issue of a third notice; at the discretion of the ERO this can now be a first step to encourage a response before further written notices are issued.
- There will be a civil penalty – comparable in amount to a parking fine - for a failure to register (with stringent requirements in place before a penalty can be issued). The fine will be waived by registration. The criminal penalty for failing to return the household canvass remains.
- Data matching will be used to verify applications and during the transition phase will be used to confirm existing entries in registers. The primary data base will be that of the Department of Work and Pensions (DWP) but local databases may be used too.
- Anyone who is currently registered to vote by post or proxy and whose registration has not been confirmed through data-matching will be informed. Their names will remain on the electoral roll for the 2015 General Election, but they will lose their postal or proxy vote unless they make an individual application to register.
- A modernised electoral registration system based on IT is being introduced, making it easier for people to register to vote, and opening up the way for digital applications, principally by using local authority websites.

Implementation and Transitional Arrangements

- 1.3 A great deal of work has taken place to date to prepare for the changes and the Council has worked very closely with the Cabinet Office. The key milestones ahead are briefly explained in Appendix 1.
- 1.4 Over summer 2013, every local authority will be required to participate in a fully IT-based Confirmation Dry Run, to obtain an indicative match for their area. The 2013 annual canvass has been postponed to allow this to take place: the next register will be published on 17 February 2014 in England and 10 March 2014 in Scotland and Wales.

The dry run will see entire electoral registers sent through the secure IER Digital Service and processed as in the full confirmation dry run. The results will not affect people's entries on the register, but will allow EROs to plan for the 2014 confirmation data-match. In preparation for this dry run, local authorities will be able to establish their secure connections to the IER Digital Service under the new regulations. The necessary software upgrades and testing of equipment on the Gedling network have all proved successful.

On an overall assessment, pilot studies have shown that an experiment comparing pre- and post-canvass electoral records with the DWP database produces 70% match rates, a figure which the researchers were confident was accurate – 95% of

that 70% were confirmed as accurate. However, the studies disclosed significant variation between different areas, an outcome which has an impact on estimates of the level of resources required by different EROs and has implications for public information campaigns, as well as involving an assessment of what other measures are needed to compile the new register.

Data-matching is based on identifying named individuals by address, and certain groups – such as those in the private rented sector, those in areas with a higher population turnover, and students – are less likely to be confirmed in this way. In addition, a significant minority are NOT confirmed by data-matching, and yet are subsequently identified as resident at the address in the canvass. In terms of the population of Gedling it is anticipated that the match rate should be towards the higher end of the estimates due to the relatively stable population in the Borough. Gedling does not have a significant student population which again should increase the chances of a high match rate

These variations present a challenge for individual EROs in establishing a full and accurate register. This situation is now acknowledged by government, which should be reflected in allocation of additional resources. In practical terms, comparison with the council's own council tax and housing benefit databases has been shown to add 7-15% to match-rates (at least in the five authorities in the study who used this method). It will be up to local EROs to decide how far to use local databases, and some guidance on the decision is likely.

In summary, the dry run of electoral registers against the DWP database will allow each authority to identify the particular issues it faces in creating a full and accurate local register, and be used to determine funding allocations. The Electoral Commission will conduct an independent evaluation of the exercise. Support and guidance on interpreting matches is being prepared, based on experience of the pilots, which should enable EROs to be confident in their results and help them determine which entries can be transferred directly onto the IER register

Public Information

1.5 IER represents a very significant change to how citizens register to vote so communication both nationally and locally is vital to its success. Responsibilities for public information rest with the Electoral Commission and EROs. The main elements of publicity identified in the implementation plan are:

- Local publicity plans from June 2013
- Coordinated national and local publicity explaining what people need to do to remain registered in 2014
- Further registration activity in run-up to the 2015 General Election
- In autumn 2015, further publicity to ensure that all those who have not moved over to the new system do so by the December deadline.

Recent research suggests that simple provision of information will not be sufficient to ensure maximum registration. A number of factors which currently discourage registration are likely to be carried forward into the new system of IER, and IER itself raises issues for many currently non-registered people about data and the use of personal information. As a result,

- The public information campaigns will have to demonstrate that these concerns are being addressed - perhaps by being transparent about the security of online registration
- Messages that explain the requirement to register and the process involved may include highlighting the rationale for registration and associated benefits
- Positive statements can be encouraging too, highlighting the social benefits of being able to vote, and personal value of an improved credit rating.
- Tailored support needs to be directed towards vulnerable groups if registration is to be successful: the involvement of community intermediaries will also make a difference.

Maximising registration

- 1.6 The basis of the IER register will be data-matching, but the need to adopt targeted activities to maximise registration of those individuals whose place on the register cannot be confirmed is quite clear. It will be crucial to use time and available resources to find and encourage registration by those not currently registered to vote.

Government plans to support maximisation of registration include:

- Publication of research which looks at the barriers and levers to registration among under-registered groups.
- Pilots of data-matching exercises up to April 2013, in which electoral registers in 20 areas are matched against a number of public databases, for publication in July 2013. The names of potentially new electors are being given to EROs so that the individuals can be invited to register. Targets are students, home-movers, and 'attainers', i.e. those about to reach voting age.
- In a separate study the Cabinet Office has been piloting different approaches to encourage registration among attainers, students, and BME communities. Events have been held at schools and universities (in partnership with Bite the Ballot) and in Birmingham and Hackney (in partnership with Operation Black Vote). The experience of these initiatives will be used to scale up these activities, which according to Cabinet Office plans will draw in a wider range of partners in the private, voluntary and community sectors.

Under-registration

- 1.7 Research commissioned so far by the Cabinet Office on under-registered groups and individual electoral registration has explored barriers to current and IER registration amongst under-registered groups. In addition to indicating public awareness of the changes is currently very low, it also examined attitudes to IER, and what can be done to overcome potential barriers and resistance to registering to vote.

Contrary to many assumptions, the researchers found that the likelihood of individuals registering to vote is driven by attitudes rather than demographic characteristics, and that motivation to register (and to vote) and awareness

and understanding of the registration process are the key factors.

Work at Gedling

- 1.8 The upgrade to software and equipment has already taken place well ahead of the Cabinet Office schedule. Training for electoral registration staff has started and will continue for the foreseeable future in order to build and strengthen capacity to cope with the increased workload.

A working group comprised of Election Staff, IT staff, Communications Staff and staff from benefits had been established and will meet soon to take stock of the preparations made to date. It is hoped that staff from benefits will be able to share expertise in the use of data matching which is routine part of assessing benefit claims. The group will be chaired by the Corporate Director and the Chief Executive (in his capacity as ERO) will be kept fully informed.

Funding from central government has been provided to assist election departments in their preparations for the changes. Further funding has been allocated by the government for future years so that Local Authorities do not have to bear the financial cost of the changes. In the backdrop of the poor outlook for local government finance generally this news is particularly welcome.

Once more is known, and after the Electoral Commission produce guidance for local authorities, it is planned to hold a briefing for all elected members. Their role in promoting and publicising IER amongst the Gedling community will be very important in ensuring its success.

Proposal

2. The report does not contain a direct proposal for Cabinet. It is tabled to raise awareness of IER.

Alternative Options

3. There are none. Primary legislation has already been approved to introduce IER. Gedling Borough Council must take action to implement the new system.

Financial Implications

4. The Cabinet Office has maintained the position that all costs involved in establishing the new system will be fully met from government grants. Beyond the implementation phase it is not known how future budgets will be affected. Funding of £6866.52 was received in April, funding of £2918.24 is due to support implementation and funding of £3948.28 around the time of the confirmation dry run. The amounts referred to above that have not been paid are described as "indicative amounts". It is not clear whether further funding will be available after 2014. The Cabinet Office has told authorities that spending for IER beyond 2015 "falls into the next spending review period." They do, however assure us that "the Government is committed to ensuring that local authorities are not left with unfunded burdens."

Appendices

5. Appendix 1 – Summary and key dates

Background Papers

6. None

Recommendations

THAT Cabinet notes the content of the report.

Reasons for Recommendations

7. To ensure that communication on the changes to voter registration are publicised as widely as possible.

Appendix 1

SUMMARY TRANSITIONAL ARRANGEMENTS 2013-2016	
2013	<p>Planning and implementation from January onwards.</p> <ul style="list-style-type: none"> • report on data-matching pilots (March) • government guidance indicated for April - delayed, or replaced by • Electoral Commission guidance for EROs (expect after draft regulations finalised) • Final regulations laid before parliament before summer recess • Report on pilot studies of under-registration <p>Local authorities</p> <ul style="list-style-type: none"> • Take part in dry run of data-matching electoral rolls with DWP database through the IER Digital Service. (Gedling's dry run is scheduled for 30 July 2013) • Local publicity plans in place from June
2014	Preparation for provision and roll out of the new registration service. In Spring, final old style canvass (deferred from December 2013) prior to June European elections. Expect local elections to be moved to June as previously.
July-Dec 2014	Following European elections, transitional phase begins with the confirmation of existing electors through data matching against information held by DWP, and letters sent to those not confirmed by data-matching inviting applications for registration.
Dec 2014	New register comprises all electors confirmed by data matching, all those who have made successful individual applications, and those on spring 2014 register who have not yet reapplied and are carried forward.
To March 2015	Completion of the transition, with targeted activity prior to March inviting further missing electors and encouraging applications. May General Election.
Autumn 2015	Full household canvass. Every household confirms who lives there, anyone new invited to register individually. Re-canvass of electors carried forward from March 2014 canvass who were not confirmed by data-matching and have not self-registered – names removed from register in December 2015 of those who do not then re-apply. Possibility of final canvass being extended to Autumn 2016 should insufficient progress have been made at this point.
2016	New system in place – all new electors and those moving home will be required to register individually. There will be an annual household canvass to ensure the register is up to date.



Report to Cabinet

Subject: Forward Plan

Date: 6 June 2013

Author: Service Manager, Elections and Members' Services

Wards Affected

Borough-wide.

Purpose

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

Key Decision

This is not a Key Decision.

Background

- 1 The Council is required by law to give to give notice of key decisions that are scheduled to be taken by the Executive.

A key decision is one which is financially significant, in terms of spending or savings, for the service or function concerned (more than £500,000), or which will have a significant impact on communities, in two or more wards in the Borough.

In the interests of effective coordination and public transparency, the plan includes any item that is likely to require an Executive decision of the Council, Cabinet or Cabinet Member (whether a key decision or not). The Forward Plan covers the following 4 months and must be updated on a rolling monthly basis. All items have been discussed and approved by the Senior Leadership Team.

Proposal

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

Alternative Options

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

Financial Implications

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

Appendices

- 5 Appendix 1 – Forward Plan

Background Papers

- 6 None identified.

Recommendation(s)

It is recommended THAT Cabinet note the contents of the draft Forward Plan making comments where appropriate.

Reasons for Recommendations

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

Issue	Key Decision or Council Decision?	Who will decide and date of decision	Documents to be considered (only applicable to executive key decisions)	Who will be consulted?	From whom can further information be obtained and representations made?	
1	Regulation of Investigatory Powers Act 2000 (RIPA) Annual Audit	Not Key	Cabinet 8 August 2013	N/A	N/A	Helen Barrington, Council Solicitor & Monitoring Officer. helen.barrington@gedling.gov.uk
2	Annual Review Letter – Local Government Ombudsman	Not Key	Cabinet 8 August 2013	N/A	N/A	Helen Barrington, Council Solicitor & Monitoring Officer. helen.barrington@gedling.gov.uk
3	Adoption of the Locality Plans for Newstead and Netherfield.	Not key	Cabinet 12 September 2013	N/A	<p>Several consultation events will be used to gauge the views of partners. There has already been a launch of the service in the two localities :-</p> <p>4.12.2012 – Netherfield 5.12.2012 – Newstead</p> <p>Further community consultation events are being planned in March and May</p>	Alison Bennett, Housing and Localities Service Manager Alison.Bennett@gedling.gov.uk

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