



10 March 2017

Dear Sir/Madam

A meeting of the Finance and Resources Committee will be held on Monday 20 March 2017 in the New Council Chamber, Town Hall, Beeston commencing at 7.00pm.

Should you require advice on declaring an interest in any item on the agenda, please contact the Monitoring Officer at your earliest convenience.

Yours faithfully

Chief Executive

To Councillors:	S A Bagshaw	P Lally
	T P Brindley (Vice Chair)	G Marshall
	S J Carr	P J Owen
	E Cubley	P D Simpson (Chair)
	S Easom	A W G A Stockwell

A G E N D A

1. APOLOGIES FOR ABSENCE
2. DECLARATIONS OF INTEREST

Members are requested to declare the existence and nature of any disclosable pecuniary interest and/or other interest in any item on the agenda.

3. MINUTES PAGES 1 - 5

The Committee is asked to confirm as a correct record the minutes of the meeting held on 6 February 2017.

4. GRANTS TO VOLUNTARY AND COMMUNITY ORGANISATIONS, CHARITABLE BODIES AND INDIVIDUALS INVOLVED IN SPORTS, THE ARTS AND DISABILITY MATTERS 2016/17 PAGES 6 - 21

To consider requests for grant aid in accordance with the provisions of the Council's Grant Aid Policy.

5. PERFORMANCE MANAGEMENT REVIEW OF BUSINESS PLAN PROGRESS – SUPPORT SERVICE AREAS PAGES 22 - 36

To report progress against outcome targets identified in the Business Plans for support services areas, linked to Corporate Plan priorities and objectives, and to provide an update as to the latest key performance indicators for these areas.

6. CAPITAL PROGRAMME 2016/17 UPDATE PAGES 37 - 45

To report upon capital expenditure incurred in 2016/17 up to 28 February 2017 along with the planned financing of the 2016/17 capital programme and to seek approval for a number of capital budget variations in the current financial year.

8. BUSINESS RATES REVALUATION 2017 PAGES 46 - 50

To inform the Committee of the proposed changes in respect of Business Rates with effect from 1 April 2017 and to detail the impact this will have on rate payers and the Council.

9. APPOINTMENT OF INTERIM HOUSING INCOME MANAGER AND INTERIM HOUSING MANAGER PAGES 51 - 52

To advise of an additional estimate required for an interim appointment to manage the delivery and transition of rent recovery procedure and an interim appointment to progress actions in the Housing Strategy.

9. WORK PROGRAMME PAGE 53

To consider items for inclusion in the Work Programme for future meetings.

10. EXCLUSION OF PUBLIC AND PRESS

The Committee is asked to RESOLVE that, under Section 100A of the Local Government Act, 1972, the public and press be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraphs 3, 5, 7 and 12 of Schedule 12A of the Act.

11. YEAR END WRITE OFFS

PAGES 54 – 79

12. BRAMCOTE LEISURE CENTRE HEALTH SUITE -
BUDGET AND AWARD OF CONTRACTS

PAGES 80 - 81

FINANCE AND RESOURCES COMMITTEE

6 FEBRUARY 2017

Present: Councillor P D Simpson, Chair

Councillors: S Bagshaw
T P Brindley
E Cubley
S Easom
D A Elliott (substitute)
R I Jackson
P Lally
G Marshall
P J Owen
K E Rigby (substitute)
A W G A Stockwell

Apologies for absence were received from Councillors S J Carr and M Radulovic MBE.

62. **DECLARATIONS OF INTEREST**

Councillor P Lally declared a pecuniary interest in agenda item 12, as he rents a garage from the Council, minute no. 72 refers.

63. **MINUTES**

The minutes of the meeting held on 9 January 2017 were confirmed and signed.

64. **BUSINESS PLANS AND FINANCIAL ESTIMATES 2017/18 – 2019/20**

The Committee considered the proposals for business plans, detailed revenue budget estimates for 2017/18, capital programme for 2017/18 to 2019/20 and proposed fees and charges for 2017/18 in respect of the Council's priority areas.

RESOLVED that the Business Plans in respect of ICT and Business Transformation; Revenues, Benefits and Customer Services and Resources be approved.

RECOMMENDED to Council that the following be approved:

- 1) The detailed revenue budget estimates for 2016/17 (revised) and 2017/18 (base) including any revenue development submissions.
- 2) The capital programme for 2017/18 to 2019/20.
- 3) The fees and charges for 2017/18.

65. BUDGET PROPOSALS AND ASSOCIATED STRATEGIES

Members were circulated with an updated recommendation to the report and considered the capital and revenue budget proposals, together with the prudential indicators, treasury management strategy, investment strategy and general fund medium term financial strategy and delivery plans.

Members debated the report and commented that there appeared to be significant risk generated within the proposals, centred predominantly around employee savings targets. The Labour Group would put forward an amendment to full Council to avoid compulsory redundancies since it considered there were alternative methods of achieving savings. It was also stated that e-agendas would be difficult to manage.

In respect of rent arrears, it was stated that this was being addressed by the appointment of a new post which would be tasked with implementing the Tenancy Sustainment Strategy.

Following discussion a recorded vote was requested. The voting was as follows:

<u>For</u>	<u>Against</u>	<u>Abstention</u>
T P Brindley	S A Bagshaw	P Lally
E Cubley	D A Elliott	K E Rigby
S Easom	G Marshall	
R I Jackson		
P J Owen		
P D Simpson		
A W G A Stockwell		

RESOLVED that the business plans for the Council's corporate priorities and support functions be approved, subject to amendment as a result of any budget decisions still to be taken by Council recommended by the relevant policy committees; and

RECOMMENDED to Council that:

1. The Housing Revenue Account budget as submitted be approved (appendix 3).
2. The estimated pay award of approximately 1.2% per annum be set within the Housing Revenue Account (appendix 3).
3. An employee savings target of £34,800 be set within the Housing Revenue Account in 2017/18 (appendix 3).

4. The capital submissions and priorities within them be approved (appendix 4).
5. The Deputy Chief Executive be authorised to arrange the financing of the capital programme as necessary (appendix 4).
6. The General Fund revenue budgets as submitted be approved (appendix 5).
7. An employee savings target of £406,226 be set within the General Fund in 2017/18 (appendix 5).
8. An amount of £25,000 be provided for a General Contingency in 2017/18 (appendix 5).
9. The council tax requirement for 2017/18 including special expenses (but excluding local precepting requirements) be £5,386,570 (appendix 5).
10. An amount of £860,374 be withdrawn from general non-earmarked reserves in 2017/18 (appendix 5).
11. A Beeston Square Capital Fund Reserve be created and an amount of £25,000 be added to the reserve in 2017/18.
12. The prudential indicators as set out be approved (appendix 6).
13. The Minimum Revenue Provision policy as set out be approved (appendix 7).
14. The treasury management strategy statement be approved (appendix 7).
15. The investments strategy be approved (appendix 8).
16. The General Fund Medium Term Financial Strategy be approved (appendix 9).

66. CAPITAL PROGRAMME 2016/17 UPDATE

The Committee noted the capital expenditure incurred in 2016/17 up to 31 December 2016, along with the planned financing of the 2016/17 capital programme, and were asked to approve a number of capital budget variations in the current financial year.

RESOLVED that the capital budget variations for 2016/17 set out in appendix 3 of the report be approved with £585,000 to be carried forward to 2017/18.

67. SECTION 106 ITPS ALLOCATIONS

The Committee was updated with progress on the ITPS schemes approved by Cabinet on 15 March 2016 and were asked to recommend the addition of a new scheme.

RESOLVED that the proposal to install real time bus displays mostly in the south of the Borough in conjunction with the County Council, as set out in appendix 2 of the report, be approved.

68. MEMBER ALLOWANCES

The Committee was asked to consider the recommendations of the Independent Remuneration Panel regarding the level of allowances payable to members following the introduction of a new governance structure of the Council and to recommend to Council the preferred option.

RECOMMENDED to Council that, in accordance with Option 4 in the appendix to the report, no changes to the existing remuneration policy or remuneration levels be made to members' allowances.

69. APPOINTMENT OF EXTERNAL AUDITORS

The Committee considered the options for appointing external auditors following the closure of the Audit Commission and at the end of the transitional arrangements at the conclusion of the 2017/18 audit.

RECOMMENDED to Council that the preferred approach be to opt into a Sector Led Body as set out in Option 3 of the appendix to the report.

70. PAY AWARD AND REVIEW OF ALLOWANCES

The Committee considered the recommendations of the Independent Remuneration Panel regarding the application of the proposed pay award for 2017/18 to allowance rates for members.

RECOMMENDED to Council that no award be made to the allowance rates for members.

71. UPDATE – ASSET DISPOSAL

The Committee was updated on sites being considered for disposal and were asked to consider approval to progress marketing to the point of sale where appropriate.

Members debated the report and it was stated that the proposal to dispose of garage sites did not follow the Council's approved Garage Strategy. It was considered that garages were of benefit to the Council's residents and that demand outweighed supply and the criteria for disposal of the garages was therefore queried. Residents were concerned about the potential loss of garages and it was stated there had been a lack of consultation. The report made no mention of providing affordable housing and assurances were sought that, should the garage sites be developed, proportionate affordable housing and sheltered living accommodation would be provided.

The Director of Housing, Leisure and Property Services stated that discussions were due to take place with social housing providers in respect of development of the sites.

RESOLVED that the sites for disposal as listed in the appendix to the report which are recommended as 'proceed with sale' be approved and that final terms for disposal be delegated to the Director of Housing, Leisure and Property Services in consultation with the Director of Legal and Planning Services.

72. FURTHER UPDATE – ASSET DISPOSAL

Members were updated on the garage site at Princess Avenue/Read Avenue, Beeston which was being considered for disposal, and were asked to consider granting approval to progress marketing to the point of sale.

RESOLVED that the site for disposal at Princess/Read Avenue be approved and that final terms for disposal be delegated to the Director of Housing, Leisure and Property Services in consultation with the Director of Legal and Planning Services.

(Having declared a pecuniary interest in the item Councillor P Lally left the meeting before discussion or voting thereon.)

73. WORK PROGRAMME

The Committee considered items for inclusion in its future Work Programme

RESOLVED that the Work Programme, amended to include the Corporate Plan Review for its 20 March 2017 meeting, be approved.

74. EXCLUSION OF PUBLIC AND PRESS

RESOLVED that, under Section 100A of the Local Government Act, 1972, the public and press be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 3 of Schedule 12A of the Act.

75. CONTRACT FOR THE PROVISION OF CORPORATE INSURANCE COVER AND ASSOCIATED SERVICES

RESOLVED that the contract for the provision of corporate insurance cover and associated services be award to Zurich Municipal and Ocaso S.A. as set out in the appendix to the report form 1 April 2017.

Report of the Deputy Chief Executive

**GRANTS TO VOLUNTARY AND COMMUNITY ORGANISATIONS,
CHARITABLE BODIES AND INDIVIDUALS INVOLVED IN SPORTS,
THE ARTS AND DISABILITY MATTERS 2016/17**

1. Purpose of report

To consider requests for grant aid in accordance with the provisions of the Council's Grant Aid Policy.

2. Applications and financial position

Details of the applications received are included in appendix 1 for consideration. The amount available for distribution in 2016/17 is as follows:

	<u>£</u>
Revenue Grant Aid Budget	163,950
Add: Broxtowe Action Fund	6,000
TOTAL PROVISION	169,950
Less: Estimated requirements for: Outstanding Rent Awards (#)	39,400
Less: Grant awards to date	107,250
BALANCE AVAILABLE FOR DISTRIBUTION	23,300

(#) – 'Outstanding Rent Awards' includes provision for £25,400 in respect of the attached applications from Age Concern Eastwood, Chilwell Community Association, Stapleford Community Association, Eastwood People's Initiative, Beeston Shopmobility and Broxtowe Play Forum. Anticipated grant applications in respect of rents from 2nd Kimberley Scout Group and Toton Coronation Hall Community Association are currently outstanding.

A summary of the grants awarded under delegated authority since January 2017 is included for information at appendix 2.

Recommendation

The Committee is asked to consider the requests and RESOLVE accordingly and to NOTE the grants awarded under delegated authority.

Background papers

Nil

APPENDIX 1

Applications

The following applications have been received for consideration in 2016/17:

<u>Applicant</u>	<u>App'n Ref</u>	<u>Grant Award 2015/16</u> £	<u>Grant Request 2016/17</u> £
Age Concern Eastwood	1	9,000	9,000*
Chilwell Community Association	2	3,150	3,150*
Stapleford Community Association	3	3,000	3,000*
Eastwood People's Initiative	4	No application	2,500*
Beeston Shopmobility	5	9,650	9,650*
Eastwood Lawn Tennis Club	6	960	728
Broxtowe Play Forum	7	5,500	5,500*
DIG-IN Community Allotment	8	337	515
Greasley Gathering	9	1,000	1,000
Peter Hodgkinson	10	200	200
Laura Kennedy	11	No application	100
George Spencer	12	No application	200
		Total	35,543*

* The estimated outstanding rent awards include provision of £25,400 in respect of the applications from Age Concern Eastwood, Chilwell Community Association, Stapleford Community Association, Eastwood People's Initiative, Beeston Shopmobility, and Broxtowe Play Forum. It is proposed that the remaining provision in respect of the outstanding grant applications for rent from the 2nd Kimberley Scout Group and Toton Coronation Hall Community Association will be accrued and considered by this Committee early in the new financial year.

Age Concern Organisations1. AGE CONCERN EASTWOOD

Age Concern Eastwood was established in 1954 and is based at The Colin Dyson Centre on Edward Road in Eastwood. These premises are owned by the Council. The group generates its membership from Eastwood and the surrounding area. Currently, 78 clients are using its services with the majority being Broxtowe residents aged 60 years or over.

Age Concern Eastwood provides welfare facilities to local elderly residents and those with infirmity and meets on a weekly basis. The group aims to provide a quality meeting place, companionship, socialising, entertainment and advice for its elderly users by offering a wide variety of activities such as a luncheon club (the group currently serves over 100 meals per week, Monday to Thursday), social events and activities, arts and crafts and festive parties. A trustee also provides a Sunday lunch for up to 18 members on a regular basis. In addition, a Christmas party was held for 24 members with wrapped gifts, a turkey roast dinner, games and a party atmosphere which was well received.

The group provides its own transport scheme for its members. It also works in partnership with Broxtowe Mental Health and Nottinghamshire County Social Services who recommend their service to potential new members.

Age Concern Eastwood has spent over £40,000 in the recent years on improving the building interior and facilities for its clients to enjoy. The main hall has been redecorated by professional decorators. Also, to help save on heating costs and improve sound, the group has installed a suspended ceiling. A further scheme to replace the floor of the main hall at significant cost is still outstanding due to damp issues.

For the year ended 31 March 2016, income totalling £46,140 was generated from grants and donations, meals and drinks income, fundraising and hall hire. Expenditure of £46,665 mainly related to employee costs (£18,968), equipment, repairs and renewals, meals and catering, rent, utilities, insurances and other general running costs. Cash at bank and in hand as at 31 March 2016 was £59,475. This figure will include the residual balance of a significant legacy received in 2009/10 that is continuing to be used towards projects that may sustain and improve future income streams such as building and facility improvements. Over £25,000 of this legacy has already been spent, including upgrading of the toilet facilities.

The Council has supported Age Concern Eastwood for many years with grants towards its premises and transport costs. The grants awarded in the past four years were as follows:

2015/16	£9,000
2014/15	£9,000
2013/14	£9,000
2012/13	£9,000

For 2016/17, Age Concern Eastwood has requested a grant of £9,000 towards its running costs, including the rental of the Edward Road premises. Any grant award in respect of the premises rental (£3,850) would be matched by allowances within the premises income budget and therefore leave the Council's overall budget unchanged. Any additional award for other running costs will, however, have to be funded from the grant aid budget.

Community Associations

2. CHILWELL COMMUNITY ASSOCIATION

Chilwell Community Association was set up with its own Constitution in January 2002 and is responsible for the day to day management and development of Council premises at Chilwell Community Centre on Inham Road in Chilwell.

The aim of the Association is to provide facilities at a competitive cost to enable local community groups and individuals to use the premises for a variety of purposes including parent and toddler groups, craft courses and educational classes run by the local college.

The main user of the facility is the Nottinghamshire County Council Library Service and this provides an important resource and meeting place for the community. The library is well used on the one and a half days that it is open on a weekly basis.

For the year ended 31 March 2016, the Association generated total receipts of £16,270 which were generated from grants and fees. Annual payments amounted to £9,777 and included rent, wages (£2,325), property maintenance, utilities, insurance and other miscellaneous costs. Cash and bank balances as at 31 March 2016 had increased to £29,239. These funds are earmarked towards the enhancement of facilities at the Community Centre, including the provision of additional facilities at the Centre, and to provide initial financial support to newly formed groups using the Centre in order for them to become established for long-term use.

Although fee income increased in 2015/16, there has been a reduction in income so far this year as a number of the users have moved on. The Association is looking to generate further revenues by increased its marketing. The Association has invested £2,625 in improving the facilities and the interior of the Centre to make it even more attractive to users. It will continue with this programme in the coming year and has allocated a proportion of its reserves to do this.

The current tenancy agreement for the Chilwell Community Centre has been agreed and as part of the Council's aim to secure economic rents on its properties the annual rental was assessed at £3,150. The Chilwell Community Association has limited financial resources and is unable to sustain a rental charge of this size.

This is the fifth application of this type that the Council has received from the Chilwell Community Association and in 2015/16 a grant of £3,150 was awarded. For 2016/17, the Association has requested a similar grant of £3,150 to cover the market rent of the Chilwell Community Centre. This grant award would be for a period of one year and would have no effect on the Council's overall budget, with the award being matched in the Council's premises income budget.

3. STAPLEFORD COMMUNITY ASSOCIATION

The Stapleford Community Association was formed in 1954 and is responsible for the management and operation of the Council owned Community Centre on Cliffe Hill Avenue in Stapleford.

The aim of the Association is to provide a high quality, low cost centre for a variety of leisure, educational and community activities in Stapleford. A number of groups utilise the facilities for these purposes including playgroups, keep fit clubs, uniform groups, senior citizen's groups, dance classes and family groups. Around 300 people of all ages use the facilities on a weekly basis, with around 80% being residents of the Borough.

For the year ended 31 December 2016, income of £13,857 was generated from hall lettings, grant aid, community functions and subscriptions. Annual expenditure amounted to £13,244 and included rent, repairs and renewals, cleaning and sundry expenses, insurances, heating and lighting, water charges and depreciation. Cash and bank balances as at 31 December 2016 were £21,484. Stapleford Community Association has indicated that these funds are earmarked towards ongoing maintenance projects and for unexpected emergencies.

The tenancy agreement for the Community Centre replaced the previous arrangement of charging a peppercorn rent. As part of the Council's aim to secure economic rents on its properties, rent has been assessed at £3,000 per annum. The Stapleford Community Association has suggested that it has only limited financial resources and is unable to sustain a rental charge of this size.

The Council has previously supported Stapleford Community Association with grants towards its premises rental. The grants awarded in the past four years were as follows:

2015/16	£3,000
2014/15	£3,000
2013/14	£3,000
2012/13	£3,000

For 2016/17, Stapleford Community Association has requested a similar grant of £3,000 to cover the market rent of the Community Centre on Cliffe Hill Avenue in Stapleford. This grant award would be for a period of one year and would have no effect on the Council's overall budget, with the award being matched in the Council's premises income budget.

Caring Organisations

4. EASTWOOD PEOPLE'S INITIATIVE

Eastwood People's Initiative is a registered charity that was formed in 1981 that serves Eastwood and the surrounding communities in the north of the borough.

The aim of the charity is to offer practical help and emotional support for any individual, with particular regard to people on low-income or unemployed. The charity provides support aimed at improving self-confidence, developing social and practical skills and enhancing employment potential. To achieve its aims, Eastwood People's Initiative operates a community facility that provides computer and phone facilities, in addition to giving users with advice on welfare rights, finances and budgeting, employment and training.

The charity offers free weekly sessions for the community from its premises, which are attended by up to 45 people. The core component of each session is the use of computer facilities for writing CV's and as an internet access point to online services, job, training and learning opportunities. The charity also has a free phone service for calls regarding jobs, benefits, housing and utilities.

The sessions are supported by a team of volunteers, as the charity strives to develop as a community run facility. Over 3,000 people have visited the charity at its premises.

For the year ended 5 April 2016, Eastwood People's Initiative generated receipts of £8,606 from the rental of premises on Seymour Road (£7,999) and donations. Annual expenditure of £4,710 related ICT, telephone and utilities costs, professional/legal fees and other operating costs. The rent account of £1,720 was not paid until later in April so does not appear in these accounts. The net receipts were added to bank and cash balances which, at 5 April 2016, amounted to £16,850.

Eastwood People's Initiative continues to operate from Council owned premises on Scargill Walk in Eastwood. There is a tenancy agreement in place and the rent has been assessed at £1,720 per annum as part of the Council's aim to secure economic rents on its properties. The charity has suggested that it only limited financial resources and would be unable to sustain a rental charge of this size.

The Council has supported Eastwood People's Initiative in previous years with grants towards its operating costs, although no application was received in 2015/16. The grants awarded in the past four years are as follows:

2015/16	No application
2014/15	£2,500
2013/14	£2,500
2012/13	£2,500

For 2016/17, Eastwood People's Initiative has requested a grant of £2,500 to cover the market rent and buildings insurance (£1,760) and other associated premises costs (£740). Any grant awarded in respect of the rental element would have no effect on the Council's overall budget, with the award being matched in the Council's premises income budget. Members should note that any additional award for the other operating costs will have to be funded from the grant aid budget.

Disability Groups

5. BEESTON SHOPMOBILITY

Beeston Shopmobility has been operating since June 2001. It is a registered charity and a company limited by guarantee that is independent of the Council. Since 2013 Beeston Shopmobility has been based at the Council owned Cavendish Lodge premises on Devonshire Avenue in Beeston.

The aim of Beeston Shopmobility is to enable people with temporary or permanent mobility difficulties, the freedom of movement around Beeston town centre through the loan of disability aids, manual and powered wheel chairs and scooters.

The scheme helps people with disabilities to lead more independent lives and often provides a welcome respite for carers. Mobility equipment can be used to access shops and services and enables users to socialise more frequently with friends in and around Beeston.

Beeston Shopmobility is run by a team of unpaid volunteers, some of whom are disabled. The scheme is open daily from Monday to Saturday every week throughout the year. The scheme currently has around 90 registered users and provides benefit to an estimated 60 users from the borough. The scooters and wheelchairs are used on average 20 times per week for a charge of £1 per hiring (2 hours) or £30 for a full week.

For the year ended 30 September 2016, Beeston Shopmobility generated income of £13,741 mainly from grants and donations. Expenditure of £11,250 mainly related to premises costs, equipment renewals, insurances and depreciation. Cash at bank and in hand as at 30 September 2016 amounted to £12,729. Beeston Shopmobility indicated that these funds are earmarked towards replacement premises and a scooter replacement programme (around £1,200 each).

This request has been received in respect of the occupation of Cavendish Lodge and other operating costs. The tenancy agreement for Cavendish Lodge reflects the Council's aim to secure economic rents on its properties. The annual rental has been assessed at £7,000 with a service charge estimated at £1,150. Beeston Shopmobility has only limited financial resources and would be unable to sustain a rental charge of this size.

The Council has supported Beeston Shopmobility for many years with the grants awarded in the past four years being:

2015/16	£9,650 (including £8,150 rent/service charge)
2014/15	£9,650 (including £8,150 rent/service charge)
2013/14	£12,650 (including £8,150 rent/service charge)
2012/13	£2,000

For 2016/17, Beeston Shopmobility has requested a similar grant of £9,650 to cover the annual rental and service charges at Cavendish Lodge (£8,150) and the cost of insurance cover (£1,500). Any grant awarded in respect of the rental element would have no effect on the Council's overall budget, with the award being matched in the Council's premises income budget. Any additional award for the other operating costs however will have to be funded from the grant aid budget.

Sports Clubs

6. EASTWOOD TENNIS CLUB

An application for grant has been received from Eastwood Tennis Club, albeit too late to have been considered at the January meeting of this Committee.

Eastwood Tennis Club was formed around 1900 and is based on Church Walk in Eastwood. The Club currently serves 54 members of all ages from Eastwood and the surrounding areas. The principal aim of the Club is to provide tennis facilities and coaching for adults and children, delivered in both a social and competitive environment. This activity will provide users with all the benefits of participating in sport, including health and well-being, improved fitness and co-ordination, social and recreation and instilling respect for others.

In 2016, coaching has continued to be developed to focus on junior players with participation increasing across all age ranges from 5 to 14 years. Junior coaching is provided after school either on Tuesday or Thursday (as tennis has to compete with other popular sports such as football which is typically provided at a weekend). The coaching is available at modest expense to both members and non-members.

Eastwood Tennis Club also links up periodically with local schools to enable the use of coaching and the facilities. In 2016, the Club took part in school sports weeks and invited children from Springbank Primary School to come along for taster sessions. In addition, the Club took part in a Davis Cup Legacy programme and ran a free six-week course for children who had never previously played tennis.

The Club would like to continue to enable the junior coaching sessions to continue throughout the winter months. However, without being able to provide floodlit courts (not presently available at the Club), the sessions may have to cease and the children will be unable to capitalise on the skills and fitness gained during the summer season. It is particularly important to encourage juniors who have been recently introduced to the sport to continue with their development. The Club offers positive opportunities for children and their families to get involved in tennis and without a floodlit venue, there is concern that the progress made during the summer months will be lost.

The Club is looking to hire an alternative local venue with suitable facilities and has been in negotiations with the Haley Conference Centre at Eastwood Hall and Ellis Guildford School for the hire of their floodlit courts from January to March 2017 (eight hours per week) at a total cost of £728.

In the meantime, the Club are working on funding applications to Sport England and the Lawn Tennis Association with the aim of purchasing its own floodlighting system within the next three years.

For the year ended 31 March 2016, total income amounted to £6,541 which mainly related to subscriptions, match fees and grants, including funding from Nottinghamshire County Council (£350), Eastwood Town Council (£50) and this Council (£960). Expenditure for the year totalled £4,346 and was mainly in respect of repairs and maintenance, subscriptions, insurances (including contribution to 'Rebuilding Fund') and other general running expenses. The bank balances as at 31 March 2016 had increased to £20,520, which included £11,901 earmarked in the 'Rebuilding Fund' for the refurbishment of the courts and floodlighting.

Members should be aware that a review of the accounts did highlight that the grant awarded by the Council in 2015/16 of £960 towards the cost of “providing floodlit courts for junior coaching sessions during the winter months” had not been used for its prescribed purpose. The Club subsequently explained that there had been an issue with the floodlights at Eastwood Hall last year and, as a result, the Club was not charged for the use of the courts. Instead, the grant money was diverted (without approval from the Council) to the rebuilding of a wall that had been vandalised and was repaired at a cost of over £1,000.

The Council has previously supported Eastwood Tennis Club with funding towards revenue and capital projects. For 2016/17, the Club has requested a grant of up to £728 towards the cost of providing floodlit courts so that it can continue with its junior coaching sessions during the winter months.

Miscellaneous Category

7. BROXTOWE PLAY FORUM

Broxtowe Play Forum was established in 1983 and is based in Council owned premises at Montrose Court in Stapleford. The group was previously located at Stapleford House on Wesley Place, Stapleford until May 2014. Broxtowe Play Forum generates the majority of its membership from the borough with 130 local member groups using the facilities provided, supporting over 3,000 children and young people.

The primary aim of Broxtowe Play Forum is to support and encourage play in the borough and the group achieves this by providing play resources for children’s groups. Broxtowe Play Forum also organises meetings at its premises, provides office services and craft workshop facilities and offers reasonably priced art and craft materials for sale in its play resource centre.

For the financial year ended 31 March 2016 income totalling £32,000 was generated from grants, membership fees, equipment hire and resource sales. Major grants received were from Nottinghamshire County Council (£9,330), Big Lottery Awards for All (£8,360) and this Council. Total expenditure amounted to £33,921 and included employee expenses (£19,208), purchase of resource sales and rent and rates payable to this Council, utilities and general running costs. Total cash funds as at 31 March 2016 had fallen to £26,537, including £19,760 as unrestricted funds.

Broxtowe Play Forum took occupancy of Units 2/3 at Montrose Court in Stapleford in 2014. As part of the Council’s aim to secure market rental on its properties, the annual rent for the premises was assessed at £5,500. Broxtowe Play Forum has limited financial resources and would be unable to sustain a rental charge of this size.

The Council has supported Broxtowe Play Forum for many years with grants towards the cost of its rent obligations. The sums awarded in the past four years were as follows:

2015/16	£5,500
2014/15	£5,500
2013/14	£6,000
2012/13	£6,000

For 2016/17, Broxtowe Play Forum has requested a similar grant of £5,500 towards the cost of its rent obligations. This grant would be for a period of one year and would be matched by allowances within the premises income budget and therefore leave the Council's overall budget unchanged.

8. DIG-IN COMMUNITY ALLOTMENT

The DIG-IN Community Allotment scheme was established in 2004 and is based at the Albany Allotments on Pasture Road, Stapleford. DIG-IN provides a facility for local groups and residents to grow fruit and vegetables and explore biodiversity and horticulture. DIG IN is the only community allotment of its kind in the area and through its development has built up trust with local people.

The aim of DIG-IN is to create and operate a sustainable community allotment where people from different age and backgrounds come together to share skills, knowledge and experience of organic food growing. The scheme encourages its users to learn and develop skills by providing an opportunity to merge arts and horticulture in creative projects, run accredited courses, link with similar projects and encourage an understanding of 'garden to plate' ethos with cooking sessions. DIG-IN is a sustainable community allotment where people of different ages, abilities and backgrounds come together to share skills, knowledge and experience of food growing in a friendly supportive environment. The project also holds events to celebrate growing and associated activities to encourage wider involvement.

DIG-IN also aims to improve the health and wellbeing of the local community through its activities. It acts as a community hub for outdoor events and workshops which bring the local community together with a shared purpose. Combating social isolation, improving mental health and developing skills and knowledge are all integral to DIG IN and the reach it has into the communities around the Stapleford area

All activities are evaluated and this informs action planning for future events, workshops and sessions. The volunteers shape the DIG-IN activities and growing sessions are tailored around needs of the group.

DIG-IN is free and open to all (the project asks for donations at its events). Community groups and families use the site as a resource. Without this scheme many families would not access green spaces or be encouraged to growing healthy food on their own doorstep. The project welcomes volunteers from across the Borough as this not only strengthens the local community of Stapleford but offers a beneficial geographical diversity.

DIG-IN is managed by a steering group made up of local residents, voluntary groups and local agencies/authorities. In 2016 the scheme has delivered:

- 12 growing sessions with eight local groups (60 adults/138 children)
- 99 volunteer sessions onsite with 913 volunteer attendances
- Two annual public events, 'Fruity Saturday' and 'Harvest', which attracted 130 local people
- Three onsite volunteer events
- Three vegetable distribution sessions in the local community
- Four cook and eats sessions
- Three workshops in wreath making, willow obelisk making and papermaking attended by an average of 16 people
- 10 voluntary management committee meetings attended by an average of seven volunteers per meeting
- Six offsite outreach sessions with groups and public reaching around 130 people.

For the year ended 29 February 2016, income totalling £7,438 was mainly derived from grants and donations. Expenditure of £4,871 related to materials, wages (totalling £3,069), activities and events and other operating expenses. Stapleford Town Council supports the project by donating the three allotment plots for community use and as such no rental is charged. Cash and bank balances at 29 February 2016 amounted to £9,674. The group states that this balance has since grown to £16,105 at November 2016, although only £5,854 is unrestricted. All external funding sought is project specific.

The Council have supported the Dig-In Community Allotment previously with grant aid towards its running costs. The grants awarded in the past four years were as follows:

2015/16	£337
2014/15	£346
2013/14	No application
2012/13	£310

For 2015/16 the Dig-In Community Allotment has requested an increased grant of £515 towards insurance premium (£270), water charges (£100), membership and affiliation fees (£75) and web domain renewal and hosting (£70).

9. GREASLEY GATHERING

An application for grant aid has been received from the organising committee of the Greasley Gathering for assistance towards the cost of arranging a free family fun-day multi-venue event in the parish of Greasley on Bank Holiday Monday, 29 May 2017.

The Greasley Gathering event has been taking place since 2013, having been born out of the previous year's Queen's Diamond Jubilee celebrations. The event is well received, with an estimated 1,650 people attending. There were attractions all across the parish including local pubs, Colliers' Wood, Beauvale Priory, Greasley Church and Craft Fair, with the main hub being the Greasley Sports and Community Centre. The group organises transport using London buses to enable everyone to get around the other venues.

The aim of the event is to strengthen local identity and mirror the wide cultural appeal of a community event, as successfully developed at the Hemlock Happening in Bramcote. The project is community driven giving voluntary organisations the opportunity to showcase their work in the local community and hopefully recruit new members. It is also considered to be a platform for agencies to promote their services and plans for the future. The event has an organising committee, which includes the Chair, Secretary and Treasurer. All committee members reside in the Parish of Greasley.

The 2016 programme offered a variety of activities which included rides around the parish in London buses, Neighbourhood Wardens, wobbly bikes, magicians, dog agility displays, Ilkeston Brass Band, face painting, creation station, playworks, stormtroopers, Pulp Friction, Glee Choir, Friends of Collier's Wood, classic cars, The Greasley Gambol (morning walk and breakfast), promoting local musical talent, entertainment and Beer Festival at Beauvale Priory, Moorgreen Residents Scarecrow Trail, Greasley Church and craft fair, barbeque and other activities at local pubs and charity stalls. There were numerous stalls selling products as well as catering facilities. Warburtons provided teacakes and crumpets for sale by the local Scout group.

The financial statements provided for scrutiny related to the event held in May 2016. These show generated receipts of £3,734 relating to grants (including this Council, Greasley Parish Council and local Councillors), donations, stallholders and event day takings. Total costs were £3,281 for entertainment, transport, refreshments, printing/advertising and prizes. The surplus was added to cash and bank balances which had increased to £3,269.

Planning is well underway for 2017 to ensure another fun-filled event with plenty of new things to do and see, as well as some of the established popular events. The projected cost for 2017 is estimated at around £3,900. Funding is required to make sure the necessary infrastructure is in place to cover the increased cost of stewards and entertainers as well as matters such as publicity. It is hoped that the event will be funded as previously, with support from Greasley Parish Council.

The Greasley Gathering has requested financial backing of £1,000 to help with the running costs of the event. The group does raise money through raffles, refreshments sales and seeking sponsorship from local businesses as well as appealing for donations. However these do not cover the total expense for the day especially when entertainment is bought in to ensure that there is a variety of activities for families, especially children, to enjoy.

The initiative by Greasley Gathering to organise and provide funding to a local event is commended. The value of these events, which are self-contained and do not require the direct involvement of this Council, is a sustainable way to develop new community initiatives.

This is the fourth application that the Council has received from the Greasley Gathering with grants of £1,000 being awarded in each of the past three years. For 2016/17 the group has requested a similar grant of £1,000 to contribute towards the cost of organising the 2017 event.

Individuals

10. PETER HODKINSON

Peter (26) is a talented orienteer from Attenborough. Peter is part of the British Orienteering Performance Programme and Senior Performance Squad, which organises training camps and teams for international competitions. He also represents the East Midlands region and competes for the Nottinghamshire Orienteering Club.

Peter competes in the Men's Elite classes and has continued to enjoy successes at a national and international level in recent years. Peter was selected to compete with the Great Britain team at the World Orienteering Championships 2016 in Sweden, where he finished fourth in the sprint relay and 22nd in the sprint. Peter also competed at the World University Orienteering Championships 2016, proudly winning a gold medal in the sprint relay and finishing ninth in the sprint. Peter also finished fourth in both the sprint and middle races at the British Championships.

As a result of his achievements in the year, Peter was a finalist in the Nottingham Amateur Sportsperson of the Year awards.

Peter's goals for 2017 are to achieve selection to represent Great Britain at the World Orienteering Championships and the World Games in June/July.

Peter anticipates that the cost of his activities for the season will amount to £3,150, including the travel to overseas training camps and events. Peter is supported as an elite athlete with the free use scheme at the Council's leisure centres. Also, his club Nottinghamshire Orienteering Club provides funding towards a third of his costs.

This is the twelfth application that the Council has received from Peter with the grants awarded in the past four years towards his training costs are as follows:

2015/16	£200
2014/15	No application
2013/14	No application
2012/13	£200

For 2016/17 Peter has requested a grant of towards his training costs and competition costs as he prepares for the World Orienteering Championships and World Games in 2017.

11. LAURA KENNEDY

Laura (22) is a talented target rifle shooting expert from Kimberley.

Laura started shooting the full-bore target rifle when she was 14. Laura is a member of the Sheffield Rifle Club, for which she was club champion in 2015. She has represented Nottinghamshire in team competitions. She also regularly competes in the annual Imperial Meeting held at Bisley in Surrey.

Laura has enjoyed some success at regional and national events. In 2013 she won the U19 prize for a club open competition. More recently in 2016, she was the U25 winner for both the spring and autumn Gloucestershire open meetings. Laura has also appeared on several prize lists during the main competition for full-bore shooting.

As an indication of her progress, Laura has been selected for the Great Britain Development squad to help her gain more experience.

Laura has also been selected to represent the National Rifle Association for its tour to the Channel Islands later this year. The cost of this event is around £1,200 and this has to be self-funded by members. There is limited external funding available, although the team kit has been provided through corporate sponsorship.

Full-bore target rifle is not an Olympic sport and so receives no external funding. It remains an amateur sport due to the maximum prize fund allowed being £250 for the 'Queens Prize'. It is also an inclusive sport where all can compete in the same field, something rarely seen in other sports. Despite a relative lack of media coverage, Great Britain regularly excels at this sport and won the World Championships in 2015.

This is the first application that the Council has received from Laura and in 2016/17 she has requested a grant of towards the cost of attending the National Rifle Association tour to the Channel Islands in 2017.

12. GEORGE SPENCER

George is 19 years old from Kimberley and his chosen sport is inline hockey.

George has participated at club, regional, national and international level for the British Inline Puck Hockey Association (BIPHA). George still plays for the Killamarsh Khaos inline roller hockey club from Sheffield in the BIPHA Junior League (age 18-24). George is currently studying for a BSc Honours in Sport and Exercise Science at the University of Derby. Since starting at university, George also takes part in the 'A' team of Nottingham Mavericks ice hockey team, which competes in the BUIHA university ice hockey league.

George has previously represented BIPHA Great Britain and in 2014 he competed at the AAU Junior Olympics for Inline Hockey, with his U16 team proudly coming away from the tournament finals with a silver medal.

Following the success in 2014, George continued to play inline hockey only at club level, as the added pressures of education took priority, despite being invited to trial for subsequent BIPHA international tournaments.

During October 2016, George was again invited by the BIPHA national committee to trial in December/January 2017. As an indication of his talent, He has proudly been selected for the BIPHA Greta Britain U23 team that is to participate in the AAU Junior Olympics and FIRS World Cup Championships being held in Los Angeles, USA in July 2017. The team has been selected by BIPHA, the sport's national governing body, from the brightest talents from the Great Britain National Academy. A letter from the BIPHA confirmed that George has been selected for the team as a talented inline hockey player who has been part of the British Inline Puck Hockey programme for many years and continues to improve year on year. George has demonstrated the skills, discipline and character attributes necessary to be successful at this level.

The cost of the event is £1,900 including the costs of training, uniform, insurance, tournament entry, accommodation and flights. The sport is self-funded. George is currently undertaking fundraising and working part time in order to make the trip happen.

This is the third application that the Council has received from George, the last being in 2013/14 when a grant of £200 was awarded towards him representing Great Britain at the AAU Junior Olympics for Inline Hockey in Las Vegas, USA in July 2014. For 2016/17, George has requested a grant towards the cost of representing Great Britain at the AAU Junior Olympics and FIRS World Cup Championships being held in Los Angeles, USA in July 2017.

APPENDIX 2

Delegated Awards

A summary of the grants awarded under delegated authority since January 2017 is included below.

The Council's policy in respect of grant aid to voluntary organisations is to award the amount requested by the organisation or the maximum specified whichever is the lower. Additional consideration is given to groups who can demonstrate that they are meeting the particular needs of disadvantaged sections of the community. This Committee determines all requests for grants in excess of the £100 maximum.

Group	Total Number of Members	Number of Broxtowe Residents	Grant Awarded in 2015/16	Grant Awarded in 2016/17	Purpose of Grant Award
Chilwell Memorial Institute Tennis Club	34	25	Nil	£100	Cost of coaching fees for school children

Joint report of the Chief Executive, Deputy Chief Executive and Director of Legal and Planning Services**PERFORMANCE MANAGEMENT REVIEW OF BUSINESS PLAN PROGRESS – SUPPORT SERVICE AREAS****1. Purpose of report**

To report progress against outcome targets identified in the Business Plans for support services areas, linked to Corporate Plan priorities and objectives, and to provide an update as to the latest key performance indicators for these areas.

2. Background

The Corporate Plan 2016-2020 was approved by Cabinet on 9 February 2016. Business Plans linked to the five corporate priority areas of Housing, Business Growth, Environment, Health and Community Safety were approved by the Overview and Scrutiny Committee on 1 and 3 February 2016. In addition the Business Plans for the support service areas of Resources, Revenues, Benefits and Customer Services, and ICT and Business Transformation were also approved.

3. Performance management

As part of the Council's performance management framework, each Committee receives regular reports during the year which review progress against their respective Business Plans. This will include a detailed annual report where performance management and financial outturns are considered together following the year-end.

This quarterly report is intended to provide this Committee with an overview of progress towards Corporate Plan priorities from the perspective of the Business Plans for the support service areas. It provides a summary of the progress made to date on Critical Success Indicators (CSI), key tasks and priorities for improvement in 2016/17 and the latest data relating to Key Performance Indicators (KPI). A summary for each business plan is detailed in the appendix.

Recommendation

The Committee is asked to NOTE the progress made in achieving the Business Plans for Resources, Revenues, Benefits and Customer Services, and ICT and Business Transformation, in addition to the current Key Performance Indicators for 2016/17.

Background papers

Nil

APPENDIX

PERFORMANCE MANAGEMENT1. Background - Corporate Plan

The Corporate Plan for 2016-2020 was approved by Cabinet on 9 February 2016. It has been developed setting out the Council's priorities to achieve its vision to make "Broxtowe a great place where people enjoy living, working and spending leisure time." Over the next few years, the Council will focus on the priorities of Housing, Business Growth, Community Safety, Health and Environment.

The Corporate Plan prioritises local community needs and resources are directed toward the things they think are most important. These needs are aligned with other local, regional and national plans to ensure the ambitions set out in our Corporate Plan are realistic and achievable.

2. Business Plans

A series of Business Plans linked to the five corporate priority areas were approved by the Overview and Scrutiny Committee on 1 and 3 February 2016. In addition the Business Plans for the support service areas of Resources; Revenues, Benefits and Customer Services; and ICT and Business Transformation were also approved.

These support services provide support to the key services to assist them in achieving the priorities and objectives.






The respective Business Plans detail the projects and activities undertaken in support of the Corporate Plan 2016-2020 for each priority area. These cover a three-year period but will be revised and updated annually. Detailed monitoring of progress against key tasks and outcome measures in the Business Plans is undertaken regularly by the relevant Committee. This will include a detailed annual report where performance management and financial outturns are considered together following the year-end as part of the Council's commitment to closely align financial and performance management.









3. Performance Management

As part of the Council's performance management framework, this Committee receives regular reports of progress against the Business Plans for the support service areas. This report provides the quarterly data relating to Critical Success Indicators (CSI) for each area and a summary of the progress made to date on key tasks and priorities for improvement in 2016/17 (as extracted from the Covalent performance management system). It also provides the latest data relating to Key Performance Indicators (KPI).

The Council monitors its performance using the Covalent performance management system. Members have been provided with access to the system via a generic user name and password, enabling them to interrogate the system on a 'view only' basis. Members will be aware of the red, amber and green traffic light symbols that are utilised to provide an indication of performance at a particular point in time.

The key to the symbols used in the Covalent performance reports is as follows:

Action Status Key		
	Completed	The action/task has been completed
	In Progress	The action/task is in progress and is currently expected to meet the due date
	Warning	The action/task is approaching its due date (and/or one or more milestones is approaching or has passed its due date)
	Overdue	The action/task has passed its due date
	Cancelled	This action/task has been cancelled or postponed


Key Performance Indicator and Trends Key			
	Alert		Improving
	Warning		No Change
	OK		Getting Worse
	Unknown		Data Only






RESOURCES




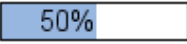

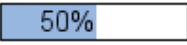



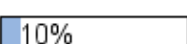

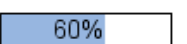
Critical Success Indicators for Resources






Covalent Code	Indicator Description	Achieved 2015/16	Target 2016/17	Q3 2016/17	Comments (incl. benchmarking)
BV8	Creditor invoices paid within 30 days of receipt (%)	99%	99%	99.2%	On target.
BV12	Working Days Lost Due to Sickness Absence (Rolling Annual Figure)	8.0	7.5	10.1	
LALocal_07	Number of complaints determined by the Local Government/Housing Ombudsman against the Council	10	0	1	Six cases have been determined against the Council in the year to date.
LALocal_12	Freedom of Information requests dealt with within 20 working days (%)	100%	100%	96%	In line with ICO guidance a target of 85% of requests being sent a response within the appropriate timescales would be acceptable. Currently exceeding the ICO target.

Resources Key Tasks and Priorities for Improvement 2016/17

























Status Icon	Covalent Code	Action Title	Action Description	Progress Bar	Due Date	Comments
Finance Services						
	FP1518_01	Fixed Asset Software	Bring the fixed asset software purchased for capital accounting requirements into full use	<div style="border: 1px solid black; width: 100px; height: 15px; background-color: #4f81bd; display: flex; align-items: center; justify-content: center;">80%</div>	30-Sep-2015	Look to extend the software to include depreciation charges in 2017/18.



















Status Icon	Covalent Code	Action Title	Action Description	Progress Bar	Due Date	Comments
Finance Services (continued)						
	FP1620_01	Produce the Final Accounts by end of May	Produce the Final Accounts by the end of May	<div style="width: 100%;"><div style="width: 100%; background-color: #4F81BD; color: white; text-align: center;">100%</div></div>	31-May-2016	A timetable for 2016/17 Final Accounts to be produced to enable completion by 31 May 2017.
	FP1620_02	Review costs of merchant services (card processing)	Review costs of merchant services (card processing)	<div style="width: 55%;"><div style="width: 55%; background-color: #4F81BD; color: white; text-align: center;">55%</div></div>	31-Mar-2017	Work ongoing. The lead authority is to pursue this further.
Council Property						
	CP1620_01	Pursue tram compensation claim	Pursue tram compensation claim	<div style="width: 25%;"><div style="width: 25%; background-color: #4F81BD; color: white; text-align: center;">25%</div></div>	31-Mar-2018	The Council's advisors FHP state that any claim is unlikely to be settled until late 2017/18. Due date revised from March 2016.
	CP1620_02	Restructure Council Offices reception arrangements at Foster Avenue	Restructure Council Offices reception arrangements at Foster Avenue	<div style="width: 5%;"><div style="width: 5%; background-color: #4F81BD; color: white; text-align: center;">5%</div></div>	30-Sept-2017	It appears that DWP have withdrawn their plans to move into the Council as part of a national 're-think'. Discussions continue at a regional level but the project is delayed pending the outcome of these discussions. Due date revised from June 2016.
Human Resources						
	HR0912_01	Commence implementation of the competency framework	All managers required to undertake relevant and appropriate training in accordance with new programme	<div style="width: 80%;"><div style="width: 80%; background-color: #4F81BD; color: white; text-align: center;">80%</div></div>	30-Jun-2016	Documentation for the competency framework completed. An e-learning module has been prepared. Await confirmation of final launch date.

Status Icon	Covalent Code	Action Title	Action Description	Progress Bar	Due Date	Comments
Human Resources (continued)						
	HR1518_01	Member learning and development programme through Broxtowe Learning Zone	Provide comprehensive Member Learning and Development through the use of the Broxtowe Learning Zone		30-Sep-2016	Members are advised of new e-learning modules as they are created in Broxtowe Learning Zone.
	HR1620_01	Review opportunities for shared HR working with other local authorities	Review opportunities for shared HR working with other local authorities		31-Mar-2017	Interim manager appointed. Alternative options to be explored.
	HR1620_02	Review of People Strategy	Review of People Strategy		30-Sep-2017	People Strategy has been reviewed and a draft is being prepared. Target date revised.
	HR1417_03	Review of payroll processes to introduce electronic forms	Review of payroll processes to introduce electronic forms		31-Mar-2018	Business case is being prepared. To be completed by 30 June 2017. Pilot stage to follow.
Health & Safety						
	H&S1620_01	Explore commercial opportunities for provision of health & safety support for parish councils	Explore commercial opportunities for provision of health & safety support for parish councils		31-Mar-2017	No further requests for assistance from parish councils in Q3. Parish councils are self-managing health and safety. If support is requested visits are undertaken by Health and Safety Officers.
	H&S1620_02	Completion of Health and Safety Action Plan	Completion of Health and Safety Action Plan		31-Mar-2017	On track to complete all Health and Safety activities in the annual schedule.

Status Icon	Covalent Code	Action Title	Action Description	Progress Bar	Due Date	Comments
Legal and Administrative Services						
	DEM1518_01	Implementation of committee management system	Implementation of committee management system	<div style="border: 1px solid black; width: 100px; height: 15px; background-color: #a0c0ff; position: relative;"> 25% </div>	03-Apr-2017	Discussions with Rushcliffe BC are ongoing regarding joint procurement in 2017/18. The procurement process has been extended to include Newark and Sherwood DC.
	DEM1518_02	Transfer of Land Charges function to Land Registry	Transfer of Land Charges function to Land Registry	<div style="border: 1px solid black; width: 100px; height: 15px; background-color: #a0c0ff; position: relative;"> 5% </div>	04-Jun-2018	No further information on the transfer date for land charges. Due date revised from January 2017.
	LA1620_01	Establish legal service partnership with Rushcliffe	Establish legal service partnership with Rushcliffe	<div style="border: 1px solid black; width: 100px; height: 15px; background-color: #a0c0ff; position: relative;"> 66% </div>	30-Apr-2017	Evaluating purchase of a case management system. Secondment of an officer from Rushcliffe BC to Broxtowe BC.
	LA1620_02	Reduce sundry debtors backlog	Reduce sundry debtors backlog	<div style="border: 1px solid black; width: 100px; height: 15px; background-color: #a0c0ff; position: relative;"> 55% </div>	30-Apr-2017	Sundry debt was reduced by 50% in Q2. New higher value debts are being resolved. There has been a reduction in resources. Q1 2017/18 will focus on debt write off to further reduce sundry debt.
	LA1620_03	Complete Administration Review	Complete Administration Review	<div style="border: 1px solid black; width: 100px; height: 15px; background-color: #a0c0ff; position: relative;"> 100% </div>	31-Mar-2017	Review is complete. Report to Policy and Performance Committee on 4 July 2017.

Resources Key Performance Indicators 2016/17



Status Icon	PI Code & Short Name	2015/16 Outturn	Current Target	2016/17 Q3	Short Term Trend	Long Term Trend	Notes
Finance Services							
	FPLocal_01 Percentage of sundry creditors paid by BACS	86.3%	92.5%	87.2%			Trend is increasing and is in excess of outturn from previous year.
	FPLocal_02 Percentage of sundry debtors raised in any one financial year paid in that year	88.5%	90.0%	78.7%			Significant reductions in debtor management resources in 2016/17. Debtor management has transferred from Finance to Revenues and is recovering the position.
	FPLocal_03 Percentage of planned audits completed in the year	92.0%	90.0%	n/k			Data collected annually.
	FPLocal_09 Percentage of invoices paid within 20 days	97.8%	95.0%	97.6%			Continues to exceed target.
Council Property							
	CPLocal_01 % Industrial units vacant for more than 3 months	0%	5%	-			Data collected annually.
	CPLocal_02 Percentage of tenants of industrial units with rent arrears	0%	3%	-			Data collected annually.
Human Resources Services							
	BV16a Percentage of Employees with a Disability	8.08%	10%	12.5%			Figures affected by Liberty Leisure transfer.
	BV17a Ethnic Minority representation in the workforce	6.76%	7%	7.23%			Figures affected by Liberty Leisure transfer.


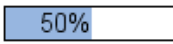



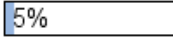



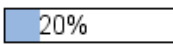

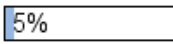
Status Icon	PI Code & Short Name	2015/16 Outturn	Current Target	2016/17 Q3	Short Term Trend	Long Term Trend	Notes
Human Resources Services (continued)							
	HRLocal_06 Percentage of annual employee turnover	16.61%	9%	36.27%			The increase includes employees transferred to Liberty Leisure on 1 October 2016.
	HRLocal_07 Employees qualified to NVQ Level 2 and above	84%	87%	86%			On course to achieve target for the year.
Legal and Administrative Services							
	LALocal_04 The percentage of complaints acknowledged within 3 working days	89%	100%	90%			
	LALocal_06 Number of complaints concluded under Stage 2 of the Council's Complaints Procedure.	20	15	3			
	LALocal_13 The percentage of successful prosecutions in the Magistrates Court	19	90%	-			Data collected annually.
	LALocal_08 The number of individually registered electors in the Borough (previously reported as The percentage of households with registered electors)	82,204	85,500	84,621			Number electors as published on 1 December 2016.



REVENUES, BENEFITS AND CUSTOMER SERVICES**Critical Success Indicators for Revenues, Benefits and Customer Services**

Covalent Code	Indicator Description	Achieved 2015/16	Target 2016/17	Q3 2016/17	Comments (incl. benchmarking)
BV9	Council Tax collected	98.3%	49.2%	86.2%	Performance in this area continues to be in line with the profile. Marginally lower than the previous year, this is expected to improve in Q4 as a result of the increase of over 6% in the number of Direct Debit customers.
BV10	Non-domestic Rates collected	98.3%	49.5%	82.1%	This remains on target to achieve performance equivalent to previous years.
BV66a	Housing Rent collected as a proportion of the rent owed	98.2%	98.8%	97.6%	The Council has an Interim Income Manager working in the Rents team to address the issues around rent collection to improve on this area of performance.










Revenues and Benefits and Customer Services Key Tasks and Priorities for Improvement 2016/17

Status Icon	Covalent Code	Action Title	Action Description	Progress Bar	Due Date	Comments
	RBCS1518_02	Implement a new training regime	Implement a new training regime based on existing TNA package		30-Apr-2016	Training regime established to provide relevant packages as and when required. This will be identified against individual needs as a result of quality checking, or when new legislation is introduced.







Status Icon	Covalent Code	Action Title	Action Description	Progress Bar	Due Date	Comments
	RBCS1620_01	Manage the introduction of Universal Credit (UC)	Manage the introduction of Universal Credit (UC)		31-Mar-2020	The Council have been informed that the full roll out of Universal Credit will not take place within Broxtowe until July 2018. At this point it will only involve new claims. Full migration of existing claimants is unknown.
	RBCS1620_02	Develop a shared service with a suitable local authority partner	Develop a shared service with a suitable local authority partner		31-Mar-2016	The Council has entered in to an agreement with Erewash BC for the provision of management services between the two authorities.
	RBCS1620_03	Replace the current CRM system (Meritec)	Replace the current CRM system (Meritec)		30-Apr-2018	Business case complete. Report being prepared to request project approval. Due date from April 2017.
	RBCS1620_04	Introduce a new report scheduling system	Introduce a new report scheduling system		30-Jun-2016	The potential of a PTC scheduler from Civica has been evaluated. However, it has decided to postpone its purchase until detail is known of potential savings that can be made through a joint purchase with Erewash BC.
	RBCS1620_05	Widen the use of e-forms	Widen the use of e-forms		30-Sep-2017	This will be evaluated as part of the wider working relationship with Erewash BC to enable the Council to benefit from greater savings.
	RBCS1620_06	Update the council's face to face customer contact	Update the council's face to face customer contact		30-Sep-2017	Project delayed further pending the final outcome of discussions over the DWP's decision not to relocate. Earliest start date now September 2017 as vision for Customer Services

Status Icon	Covalent Code	Action Title	Action Description	Progress Bar	Due Date	Comments
						needs to be revised. Due date revised from September 2016.
	RBCS1620_07	Develop a counter-fraud strategy and function as part of shared service	Develop a counter-fraud strategy and function as part of shared service	<div style="width: 10%;"><div style="background-color: #0070C0; height: 10px;"></div></div> 10%	30- Sep-2016	Working with Internal Audit the Revenues and Benefits Sections will help develop a counter fraud strategy. Draft strategy to be presented to Governance Audit and Standards Committee on 27/3/17.
	RBCS1620_08	Implement pre-eviction protocol for rent areas and actions arising from KPMG report	Implement the pre-eviction protocol for rent areas and the actions arising from the KPMG report	<div style="width: 60%;"><div style="background-color: #0070C0; height: 10px;"></div></div> 60%	30-Apr-2017	Ongoing and is part of the work that the Interim Income Manager will be working towards.

Revenues and Benefits and Customer Services Key Performance Indicators 2016/17

Status Icon	PI Code & Short Name	2015/16 Outturn	Current Target	2016/17 Q3	Short Term Trend	Long Term Trend	Notes
	BV78a Average speed of processing new HB/CTB claims (calendar days)	18.0	19.0	13.9			Performance in this area has seen a significant improvement with processing times reduced. The annual cumulative average total is 14.03 days.
	BV78b Average speed of processing changes of circumstances for HB/CTB claims (calendar days)	8.3	6.0	6.4			Performance in this area has seen a significant improvement with processing times reduced. The annual cumulative average total is 6.73 days.
	BV79b(ii) HB overpayments recovered as percentage of the total amount of HB overpayment	27.4%	30.0%	9.9%			Performance is anticipated to be close to target at year end. The annual cumulative average total is 21.79%.

Status Icon	PI Code & Short Name	2015/16 Outturn	Current Target	2016/17 Q3	Short Term Trend	Long Term Trend	Notes
	debt outstanding						


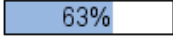



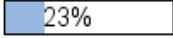


	CSDData_02 Calls Handled ('000)	78,923	86,000				Data collected annually. Year to date Customer Services handled 59,206 calls. This is higher than for the same period in 2015/16. Not expected to exceed target.
	CSDData_03 Calls Abandoned ('000)	5,490	7,200				Data collected annually. End of Q3 there were 5,567 abandoned calls. Estimated data for year-end suggests the target may be exceeded.



ICT AND BUSINESS TRANSFORMATION

Critical Success Indicators for ICT and Business Transformation







Covalent Code	Indicator Description	Achieved 2015/16	Target 2016/17	Q3 2016/17	Comments (incl. benchmarking)
ITLocal_01	System Availability	99.5%	99.5%	99.9%	Achieved on target.
ITLocal_05	Virus Protection	100.0%	100.0%	100.0%	On target.

ICT and Business Transformation Key Tasks and Priorities for Improvement 2016/17

Status Icon	Covalent Code	Action Title	Action Description	Progress Bar	Due Date	Comments
	IT1617_01	Digital Strategy Implementation	Implementation of the technology and processes required to enable effective integration between front and back office systems on a principle of Digital by Default.		31-Mar-2017	On target.
	IT1617_14	ICT Security Compliance	PCI-DSS & Government Connect - Maintain compliance with latest Security standards and support annual assessments.		31-Mar-2017	Fully compliant.
	IT1617_17	E-Facilities	Purchase/implement the necessary hardware and software to enable the development of Mobile Working approach and facilities. Will include the initiation of pilot projects to trial available mobile working facilities across a number of functions. In subsequent years to enable the development of Council e-facilities. 01) IDOX Public Access\Consultee Access 02) Housing trial of mobile devices		31-Mar-2017	Discussions with sections below underway for piloting mobile devices: <ul style="list-style-type: none"> • Housing • Environmental Health • Communities
	IT1617_20	Open Housing System Upgrade	Following the review of the Housing System and DMS undertaken in 2015/16 this project will provide the necessary resource to assist the upgrade of the Capita Open Housing system and implement the Total Mobile working solution		31-Mar-2017	Business Case agreed by Housing Committee 20 September 2016. Upgrade in progress.

Status Icon	Covalent Code	Action Title	Action Description	Progress Bar	Due Date	Comments
	IT1617_26	Telephony Review	01) Enhanced Telephony Facilities - review IVR / Skype 02) Mobile contract transfer / Phase 3 transfer 03) SIP Trunking	<div style="width: 72%;"><div style="background-color: #4F81BD; height: 10px; width: 72%;"></div></div> 72%	31-Mar-2017	01) In discussion with suppliers 02) Complete 03) Complete
	IT1617_27	LocalView Replacement	Implement the LocalView replacement mapping systems ArcGIS Portal and ArcGIS Online. LocalView will be unsupported from July 2016.	<div style="width: 100%;"><div style="background-color: #4F81BD; height: 10px; width: 100%;"></div></div> 100%	30-Jun-2016	Complete.

ICT and Business Transformation Key Performance Indicators 2016/17

Status Icon	PI Code & Short Name	2015/16 Outturn	2016/17 Q1	2016/17 Q2	Current Target	Short Term Trend	Long Term Trend	Notes
	ITLocal_02 Service Desk Satisfaction	99.2%	97.6%	97.5%	99%			Trend below target, due to departure of staff and sickness.
	ITLocal_04 BBSi Programme Completion	97.9%	20.4%	50.0%	100%			Service delivery is currently impacted with reduced resources. However additional resources have been commissioned to enable service delivery.

Report of the Deputy Chief Executive

CAPITAL PROGRAMME 2016/17 UPDATE1. Purpose of report

To report upon capital expenditure incurred in 2016/17 up to 28 February 2017 along with the planned financing of the 2016/17 capital programme and to seek approval for a number of capital budget variations in the current financial year.

2. Background

Appendix 1 sets out the 2016/17 capital programme on a scheme by scheme basis and shows expenditure incurred on all capital schemes up to 28 February 2017. The 2016/17 capital programme includes schemes totalling £1,922,000 that were carried forward from 2015/16.

Capital expenditure totalling £16,018,232 (or 83% of the planned 2016/17 capital programme) had been incurred by 28 February 2017. When unfunded items are removed the programme completion is 85%. This is heavily influenced by the expenditure of £7,585,834 incurred in May 2016 on the purchase of the lease of Beeston Square from Henry Boot plc. If this is excluded the overall completion rate is 75%.

Included in the 2016/17 capital programme are schemes totalling £422,550 that are on a “reserve list” and will be brought forward for formal approval to proceed once a source of funding is identified.

Appendix 2 sets out how it is anticipated that the 2016/17 capital programme is to be financed along with details of the capital receipts that are likely to be available for capital financing.

Examination of progress against the approved capital programme for 2016/17 has identified a number of schemes where the budget needs to be amended. Further details are set out in appendix 3. The impact upon the Council’s overall capital financing position will be minimal.

Recommendation

The Committee is asked to:

- 1. NOTE the expenditure on the 2016/17 capital programme to 28 February 2017 and the planned financing of the 2016/17 capital programme in appendices 1 and 2.**
- 2. RESOLVE that the capital budget variations for 2016/17 set out in appendix 3 be approved.**

Background papers

Nil

APPENDIX 1

	Total Budget	Actual to	
	2016/17	28/02/2017	Expenditure
	£	£	%
<u>CAPITAL EXPENDITURE SUMMARY</u>			
BUSINESS GROWTH	291,000	294,963	101
ENVIRONMENT	748,200	605,068	81
HEALTH	630,100	493,450	78
RESOURCES	7,989,600	7,693,641	96
COMMUNITY SAFETY	5,500	0	0
ICT SERVICES	389,150	87,951	23
HOUSING	8,773,950	6,776,212	77
TOTAL FUNDED SCHEMES	18,827,500	15,951,285	85
RESERVE LIST	422,550	66,947	16
<u>TOTAL</u>	19,250,050	16,018,232	83
<u>DETAILED SCHEMES</u>			
<u>BUSINESS GROWTH</u>			
Replacement Vehicles and Plant	291,000	294,963	101
<u>ENVIRONMENT</u>			
Eastwood Town Council – Community Room Upgrade	10,000	5,000	50
Awsorth Parish Council	5,000	5,000	100
Brinsley Parish Council – Play Area repairs	4,000	0	0
St Michaels Church – access improvements	4,400	0	0
Grants to Voluntary Organisations	5,500	5,500	100
Eastwood Cemetery Chapel – Phase 2	330,800	317,622	96
Real Time Traffic Light Control	11,550	11,550	100
Broxtowe Country Trail (S106 ITPS)	16,400	676	4
Beeston Parish Church – LED Lighting	24,400	21,821	89
CCTV Installn-Beeston Interchg to the Square (S106)	10,000	0	0
Bus Stop Infrastructure-Nuthall Area (S106 ITPS)	10,000	10,000	100
Beeston Street Furniture (S106 Environment)	1,950	0	0
Watnall Green – Footpath & Fencing	1,250	789	63
Eastwood Community FC – 3G Pitch Development	60,600	60,580	100
St Catherines Churchyard, Cossall - Imprmts	6,000	0	0
Ilkeston Rd Rec – outdoor gym equipment	10,000	10,250	103
Cemetery Footpaths & Roadway Imprmts 15-16	7,250	7,243	100

Rushcliffe BC – Pay & Display Machines	60,000	43,291	72
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	Total Budget 2016/17 £	Actual to 28/02/2017 £	Expenditure %
<u>ENVIRONMENT Cont'd</u>			
Hetley Pearson Rec Ground	6,650	6,566	99
Parks & Open Spaces Imprmts (S106)	14,850	850	6
Real Time Bus Info – Eastwd to Kimb (S106 ITPS)	30,000	30,000	100
Pedestrian Signage – DH Lawrence Museum	5,000	5,057	101
Coronation Park Skate Park-footpath link	9,500	9,500	100
Coronation Park – resurfacing of footpaths	6,000	4,785	80
Coronation Park – upgrade entrances	4,500	4,500	100
Coronation Park – remove old skate park	6,300	6,300	100
Inham Nook – Skate Park	0	(1,525)	0
Inham Nook CCTV Camera/Column	3,200	3,200	100
Chilwell Cemetery Extension	0	1,388	0
Brinsley Headstocks Local Nature Reserve	31,100	31,125	100
Banks Road Open Space - Access and Other Works	8,000	0	0
Real Time Bus Displays – February 2017	40,000	0	0
Greasley Parish Council – Heating System Upgrade	4,000	4,000	100
<u>HEALTH</u>			
Leisure – Bodi Trax	11,400	0	0
Bramcote LC – Replacement Lockers	17,000	17,000	100
Kimberley LC – Replacement Vending Machines	12,000	8,000	67
Bramcote LC – Health Suite Refurbishment	188,000	7,700	4
Bramcote LC – Replacement Fitness Equipment	163,000	216,351	133
Kimberley LC – Replace Pool Chassis & Pipework	14,000	0	0
Kimberley LC – Replace Fitness Gym Equipment	124,700	162,224	130
Bramcote LC – Replacement of Hot Water Storage	15,000	0	0
Bramcote LC – Regrout Main Pool Floor	0	(2,910)	0
Chilwell Olympia – Replace Fitness Gym Equipment	85,000	85,085	100
<u>COMMUNITY SAFETY</u>			
Noise Monitoring Equipment	5,500	0	0

	Total Budget 2016/17 £	Actual to 28/02/2017 £	Expenditure %
<u>RESOURCES</u>			
Electric Guillotine	8,000	0	0
Beeston Square – Phase 2 (Net Compensation)	325,000	45,464	14
Beeston Square – Phase 2 –Car Park/Toilet Block	46,350	44,541	96
Beeston Square – Purchase of Lease (Borrowing)	7,610,250	7,585,834	100
Sale of 14 Devonshire Ave	0	17,802	0
<u>ICT SERVICES</u>			
It Replacement Programme	60,000	13,641	23
E Facilities	66,850	40,050	60
VoIP Telephony	50,000	0	0
Revenues Forecasting Toolkit	8,000	8,000	100
Superfast Broadband in Broxtowe	11,250	11,476	102
Committee Administration System	15,000	0	0
Fleet Management System (Chevin)	30,200	8,669	29
Technical Infrastructure	80,000	0	0
Bramcote LC - Kiosk	7,450	6,115	82
Leisure – Internet Connection costs	30,000	0	0
Leisure – Prescribe Software	30,400	0	0
<u>HOUSING</u>			
Disabled Facilities Grant	606,250	364,024	60
Assistive Solutions Lending Scheme	46,500	0	0
Gas Central Heating Replacement	1,777,000	1,040,519	59
Notts Warm Homes on Prescription Project	10,000	3,510	35
Modernisation Programme	3,471,200	3,112,142	90
Major Relets	120,200	124,648	104
Disabled Adaptations	307,000	246,754	80
Bexhill Ct – Scooter Storage	20,000	0	0
Lift Replacement Programme	75,500	21,567	29
Door Replacement Grants	1,300	0	0
Window & Door Replacement	421,600	303,749	72
External Decoration & Pre Paint Repairs	662,900	594,221	90
Affordable Housing – Chewton Street	0	1,542	0
New Build – Peatfield Court	0	27	0
New Build – Bexhill Court	884,950	867,140	98
HRA Contingency	27,900	900	3
Housing System & DMS Replacement	290,650	95,469	33

Electrical Testing/Voids - Vehicles	51,000	0	0
	Total Budget 2016/17 £	Actual to 28/02/2017 £	Expenditure %
<u>SCHEMES AWAITING 2016/17 FUNDING</u>			
Resurface Victoria St Car Park Eastwood	18,150	1,650	9
Asset Management – Planned Maintenance	44,000	46,097	105
Invest to Save (Carbon Management Plan)	19,200	600	3
Cemetery Footpaths & Roadway Imprmts 16-17	27,500	2,500	9
Parks & Open Spaces Improvements	60,000	5,000	8
Bramcote LC – Refurbish Fitness Gym Changing Rooms	27,500	2,500	9
Bramcote LC – Pool Surrounds Refurbishment	40,000	0	0
Bramcote LC – Replace High Voltage Transformer	31,000	0	0
Kimberley LC – Replace Pool Circulation & Shower Pumps	8,000	0	0
Kimberley LC – Replace Suspended Ceilings & Flooring	42,000	0	0
Kimberley LC – Replace External Cladding	39,600	3,600	9
Kimberley LC – Renew Stairwell & Spectator Balcony	45,000	0	0
Capital Contingency	20,600	5,000	24

APPENDIX 2

Planned Financing of 2016/17 Capital Programme

<u>Proposed Source of Financing</u>	<u>Value (£)</u>
Borrowing – General Fund	
- Beeston Square	7,610,250
- Other General Fund borrowing	890,900
Borrowing – Housing Revenue Account	346,850
Major Repairs Reserve	3,451,100
Direct Revenue Financing – Housing Revenue Account	2,989,600
Usable Capital Receipts – Housing Revenue Account	1,342,350
Better Care Fund	652,750
Reserve List (Finance Awaited)	422,550
Tram Compensation	371,350
Vehicle Renewals Reserve	291,000
Insurance Settlement	317,050
Usable Capital Receipts – General Fund	172,000
Section 106 Receipts – ITPS	122,950
Section 106 Receipts – Parks and Open Spaces	101,750
Rushcliffe Borough Council	60,000
Waste Recycling Environmental Limited (WREN)	31,100
Direct Revenue Financing – General Fund	24,400
General Fund Receipt from Housing Revenue Account	20,000
Awards for All	10,000
Department for Environment and Climate Change	10,000
Tesco	8,000
Kimberley School	7,000
David Wilson Homes	6,650
Liberty Leisure	4,000
Nottingham Express Transit (NET)	3,200
Section 106 Receipts – Environment	1,950
Nottinghamshire County Council (Independent Living Fund)	1,300
Housing Revenue Account Contribution to General Fund	(20,000)
Total	19,250,050

Capital Receipts

1. General Fund

1.1. General Fund capital receipts available at 28 February 2017 for the financing of capital expenditure were approximately £164,900. This excludes £181,350 of the £285,000 tram compensation payment received from NET in August 2015 which is earmarked for spending on specialist legal, land and procurement advice along with works on the toilet block and car park at Beeston Square.

- 1.2. As set out in the report to the Policy and Performance Committee on 18 May 2016, the 2016/17 capital programme includes £325,000 for expenditure on consultants in respect of Beeston Square and assumes that a further £190,000 of tram compensation will be received in order to meet this cost.
 - 1.3. The General Fund capital receipts at 28 February 2017 of £164,900 fall below the anticipated requirement for financing 2016/17 capital expenditure of £172,000 as set out in the table above. Failure to obtain sufficient General Fund capital receipts in 2016/17 will require the shortfall to be met from other sources such as borrowing or revenue contributions.
 - 1.4. The Policy and Performance Committee on 8 March 2017 resolved that the former cash office at 15, Nottingham Road, Eastwood be sold. It is anticipated that this will result in a capital receipt of approximately £115,000. This will be used to finance capital expenditure in 2017/18 and a report requesting approval to progress with schemes currently on the “reserve list” will be brought to a future meeting of this Committee.
2. Housing Revenue Account
- 2.1. Housing Revenue Account (HRA) capital receipts available at 28 February 2017 for the financing of capital expenditure were in excess of £1,536,900. This was comprised of capital receipts of £1,006,650 brought forward from 2015/16 along with receipts of £795,500 arising from the sale of 20 council houses in the period from 1 April 2016 to 28 February 2017 less payments of £82,550, £71,050 and £111,650 that were required to be made to the Department for Communities and Local Government (DCLG).
 - 2.2. Should receipts from the sale of council houses continue at the same rate in the final month of 2016/17 as they have so far this year then, after allowing for payments that need to be made to the DCLG, there should be sufficient HRA capital receipts available at 31 March 2017 to meet the anticipated requirement for financing 2016/17 capital expenditure of £1,342,350 as set out in the table above.

APPENDIX 3

1. Leisure Centres – Replacement Fitness Equipment

As reported to Finance and Resources Committee on 9 January 2017, the 2016/17 capital programme includes £372,700 for replacement of fitness gym equipment across the three leisure centres. This budget, however, represents the net cost of the replacement equipment. The equipment will cost an estimated £472,950 with the supplier (Technogym) contributing a sum of £100,250 for the old equipment.

It is therefore necessary to increase the budget for the replacement fitness equipment from £372,700 to £472,950 with the increase met from a capital receipt of £100,250 in respect of the old equipment.

2. Sale of 14, Devonshire Avenue, Beeston

The Council sold its former property at 14, Devonshire Avenue, Beeston in February 2015. This produced a capital receipt of £380,000 that has been used to finance a number of different capital schemes. However, expenditure totalling £17,800 was incurred prior to the sale on works to the adjacent car park to allow the sale to proceed. This expenditure is presently unfinanced and needs to be incorporated within the 2016/17 capital programme in order to enable it to be financed accordingly. The cost will be met from available capital receipts.

3. Electric Guillotine

The 2016/17 capital programme includes £8,000 for a new electric guillotine in the Design and Print section. This was to replace the existing electric guillotine which was over twenty years old and at the end of its useful life.

As the purchase of the new facility was a priority, it was acquired in March 2016 from the 2015/16 capital programme and the cost met from borrowing.

The provision of £8,000 in the 2016/17 capital programme for a new electric guillotine can therefore be removed.

Summary of Proposed Changes in Appendix 3 to 2016/17 Capital Programme

<u>No.</u>	<u>Scheme</u>	<u>Original Budget (£)</u>	<u>Revised Budget (£)</u>
1	Leisure Centres – Replacement Fitness Equipment	372,000	472,950
2	Sale of 14, Devonshire Avenue	0	17,800
3	Electric Guillotine	8,000	0
	TOTAL	380,000	490,750

Report of the Deputy Chief Executive

BUSINESS RATES REVALUATION 20171. Purpose of report

To inform the Committee of the proposed changes in respect of Business Rates with effect from 1 April 2017 and to detail the impact that this will have on rate payers and the Council.

2. Background

As part of the government's national agenda, a revaluation is usually conducted every five years on non-domestic properties. The revaluation will look at each property and the requirements of the business. The Valuation Office Agency will then evaluate this against factors such as size and location before applying a national standard discount factor, known as a 'multiplier', to determine a rateable value. The rateable value is then provided to the Council to enable it to be included in the business rates calculation and produce demand notices for local businesses.

Although the usual five year cycle would have meant the revaluation took place in April 2015, it was postponed until 2016/17 and will now take effect from 1 April 2017. The Council has now received several iterations of the draft valuation list and has evaluated the data, which is shown in the appendix.

At the same time as the revaluation, the government announced further reforms to the business rates regulations. The most notable is the limits attributable to businesses within the small business rates category. The current draft regulations are also highlighted in the appendix.

The analysis of the data contained in report has been made possible through the purchase of a forecasting tool kit which was approved by the Committee in September 2016.

3. Financial implications

There are no direct financial implications arising from the information provided in this report. There may be a longer term impact of the changes to rates collectable as a result of the revaluation but the net effect of this will be obscured by other factors such as changes in rateable properties in the area, appeals and the effect of 100% business rates retention which is scheduled to take place by 2020/21.

Recommendation

The Committee is asked to NOTE the contents of the report.

Background papers

Nil

APPENDIX**1. Business Rates to date**

- 1.1. All business premises within the Borough are valued by the Valuation Office Agency and receive a rateable value based on several factors, including size and location. For convenience 'business premises' refers to all properties that are subject to non-domestic rates including, for example, barracks, GP and dental surgeries, leisure centres and the Council's own offices.
- 1.2. This rateable value is provided to the Council to form part of the calculation of the business rates payable. Currently, there are 2,568 business premises within the Borough that are subject to a charge. These properties combined have a total rateable value of £59,761,275.
- 1.3. Using the rateable value in the calculation and applying the multiplier, the Council ends with a gross chargeable amount of £28.9 million. However, reliefs and exemptions are applied that reduce this amount.
- 1.4. The most notable of these reliefs is the small business rates relief. Where a property is under £6,000 rateable value, it could be subject to an award of small business rates relief. If a property is under this limit, and is the businesses only premises, then a relief of 100% can be awarded. Where the property has a rateable value of £6,001 to £12,000 then the relief will be reduced gradually. A business may also qualify if it has premises in more than one location and the Rateable Value of its other premises does not exceed £2,600.

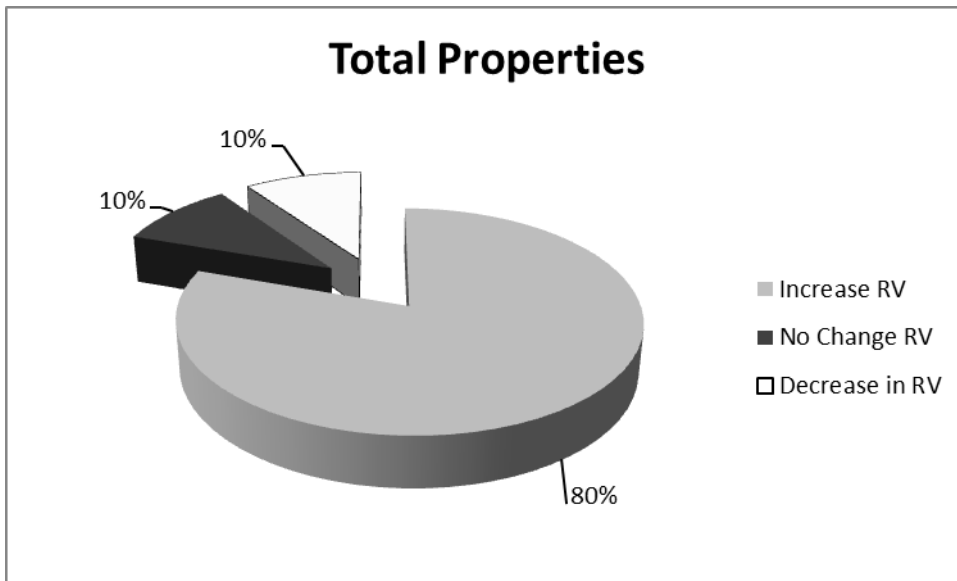
2. Proposed 2017 changes

- 2.1. The Valuation Office Agency's April 2017 draft list has provided detail of the new rateable values that will be applicable. The new list provides a combined rateable value of £66,047,989. This is an increase of 10.5%. The draft list is subject to change and potential appeals.
- 2.2. In monetary terms, this provides the Council will a gross chargeable amount of approximately £30.7 million once the business rates multiplier has been applied.
- 2.3. As part of previous revaluations, the government provides a transitional protection scheme to ensure any changes that have a significant impact, whether positive or negative, are not felt immediately but are implemented over several years. It is expected that the 2017 revaluation will also have this arrangement and, as a result, will reduce the gross chargeable amount by approximately £1.75 million, bringing it in line with the amount charged previously.
- 2.4. The transitional protection scheme can often be seen as controversial to a business which would be deemed as gainers through the revaluation but

are not able to realise that full gain for several years. For example, one business is having a reduction of their charge from £62,920 to £18,290. However, from April 2017 they will still be expected to pay £57,760.56 and the reduction to £18,290 will be gradual.

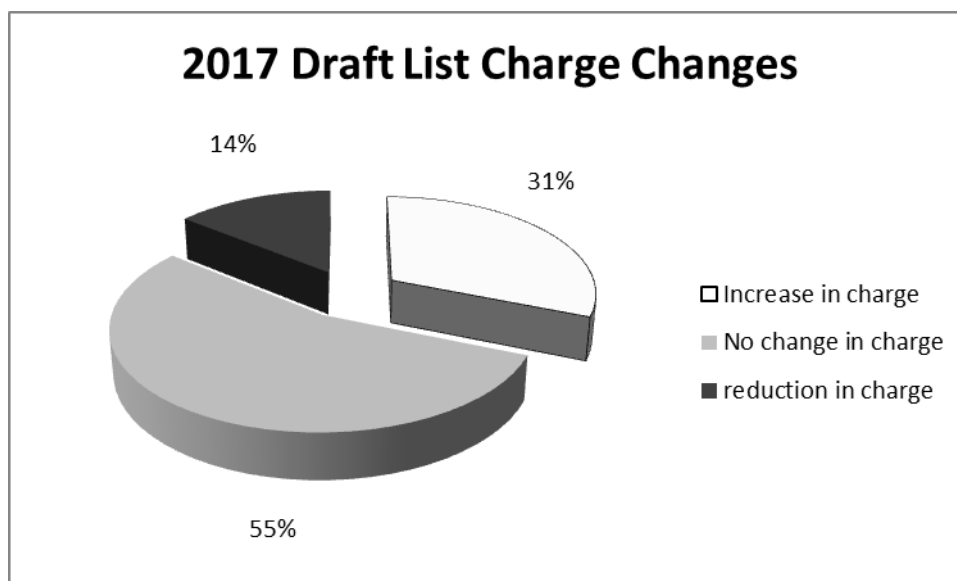
- 2.5. 80% of businesses in Broxtowe will see an increase in rateable values. Figure 1 shows the overall change:

Figure 1: Change in rateable values for businesses in Broxtowe



- 2.6. The Intention of the government is to provide a cost neutral situation for most businesses during the revaluation. Although the chart above shows a significant number of properties increasing in their Rateable Value, the government has proposed lower multipliers to be used in the calculation. The reduction in the multiplier will reduce the impact to most businesses. Based on the current Draft List, and expected Multipliers, 55% of businesses within the Borough will experience no change to their previous charge. Figure 2 details the changes anticipated as a result of the revaluation.

Figure 2 : Change in chargeable amount for businesses in Broxtowe



The example below shows an actual property having an increase in Rateable Value of £400 Rateable Value but an increase in the charge of only £76.60 annually.

Year	RV Amount £	Multiplier	Charge £
2010 List	6,100	0.484	2,952.40
2017 List	6,500	0.466	3,029.00

- 2.7. At the same time as the revaluation, the government has announced significant changes to the Small Business Rates calculation. From April 2017, where a business only has one property that has a rateable value under £12,000 (doubled from £6,000), then they will be entitled to 100% relief. Where the property has a rateable value of £12,001 to £15,000 (currently £6,001 to £12,000) then the relief will reduce gradually. This will have a positive impact on many businesses within the area that now fall within the new parameters. It is the intention of the Council's Revenues department to contact all business during the annual billing process to alert them to this change and provide them with instructions on how to apply.
- 2.8. The Council has 1,402 properties that fall within the full 100% relief category for small business rate relief. However, the awards will be significantly lower as the Council will be required to review these to ensure that they fulfil the criteria.

- 2.9. A further 117 properties fall within the parameters to have their rates reduced on a gradual basis, falling within the £12,001 and £15,000 rateable values. These will also need to be reviewed to ensure they meet the relevant criteria before the revised rates are applied.
- 2.10. All the details highlighted in this report are awaiting full confirmation through legislation, which is anticipated during the Government's Spring budget announcement on 8 March 2017. A verbal update, highlighting any potential impact arising from the budget announcement will be provided at the meeting.

Joint report of the Deputy Chief Executive and Director of Housing, Leisure and Property Services**APPOINTMENT OF INTERIM HOUSING INCOME MANAGER AND INTERIM HOUSING MANAGER****1. Purpose of report**

To advise of an additional estimate required for an interim appointment to manage the delivery and transition of rent recovery procedure and an interim appointment to progress actions in the Housing Strategy.

2. Background

Under the Council's constitution, rent recovery forms part of the function of the Deputy Chief Executive who is responsible for managing the revenues of the authority, while tenancy management forms part of the role of the Director of Housing, Leisure and Property Services. For rent recovery to work effectively, it is important for the service areas to work collaboratively.

On 19 July 2016 the Housing Committee received a report that highlighted increases in rent arrears and indicated that proposals would be brought forward to achieve an integrated income management function within Housing.

To address the increase in rent arrears and identify the issues to be addressed in developing an integrated income management service, the appointment of an interim Housing Income Manager was approved by the Committee on 21 November 2016 on the basis of a fixed fee for the period to 31 March 2017. Further information is included in the appendix.

3. Financial implications

The estimated costs for the Interim Housing Income Manager are £34,425 (net of VAT) and for the interim Housing Manager are between £26,000 and £32,500 depending on the day rate. A supplementary budget estimate is requested. The costs will be borne primarily by the Housing Revenue Account, subject to appropriate recharges to the General Fund as per accounting requirements.

Recommendation

The Committee is asked RESOLVE that:

- 1. The extension of the contract for the interim Housing Income Manager be approved.**
- 2. The appointment of an interim Housing Manager for a period of three months be approved.**

Background papers

Nil

APPENDIX

Further information

The interim manager is currently reporting to the Deputy Chief Executive. The proposals for achieving an integrated income management function within the Housing Service have not been formally adopted. Therefore it is proposed to extend the interim arrangement for a further four months to 31 July 2017.

The Head of Housing has been absent from her duties with the authority since 20 October 2016. Since this date those officers that report directly to her have been undertaking duties that normally fall to the Head of Housing to manage. Due to lack of resources there are a number of projects identified in the housing strategy which have been delayed. An additional resource is required to progress these projects and ensure that the outcomes in the strategy are achieved. Therefore it is proposed to appoint an interim Housing Manager for a period of three months from the date of this report.

Report of the Director of Legal and Planning Services

WORK PROGRAMME1. Purpose of report

To consider items for inclusion in the Work Programme for future meetings.

2. Background

Items which have already been suggested for inclusion in the Work Programme of future meetings are given below. Members are asked to consider any additional items that they may wish to see in the Programme.

13 July 2017	Cash Office Closure Impact Statement of accounts update and outturn position 2016/17 Treasury Management End of Year Update Business Strategy Refresh
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3. Dates of future meetings

The following additional dates for future meetings have been agreed:

- 12 October 2017
- 30 November 2017
- 8 January 2018

(All meetings to start at 7.00 pm)

Recommendation

The Committee is asked to consider the Work Programme and RESOLVE accordingly.

Background papers

Nil