



26 June 2017

Dear Sir/Madam

A meeting of the Policy and Performance Committee will be held on Tuesday, 4 July 2017 in the New Council Chamber, Foster Avenue, 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 J Carr
M J Crow (Vice Chair)
S Easom
D A Elliott
J C Goold
A Harper

R I Jackson (Chair)
E Kerry
G Marshall
J W McGrath
P D Simpson

AGENDA

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 - 3

The Committee is asked to confirm as a correct record the minutes of the meeting held on 8 March 2017.

4.1 Local Joint Consultative Committee
15 June 2017
ALCOHOL AND DRUG MISUSE POLICY

The Joint Committee considered amendments to the Alcohol and Drug Misuse policy within the Conditions of Service. The proposed amendments are intended to introduce a more robust policy to ensure the Health and Safety of its employees and those affected by its activities. In addition, guidance for managers had been produced in order to provide further support and appropriate guidance when dealing with alcohol and drug misuse issues. The policy is circulated separately with this agenda.

RECOMMENDED to the Policy and Performance Committee the revisions to the Alcohol and Drug Misuse within the Conditions of Service for employees be approved.

4.2 Local Joint Consultative Committee
15 June 2017
COMPASSIONATE LEAVE SCHEME

The Joint Committee considered the amendments to the Compassionate Leave Scheme within the Conditions of Service. It was noted that the Council were increasing the number of days given from three to five days for the death of immediate family members. It was highlighted that with the proposed amendments the Council was bring its policy in line with neighbouring authorities. The policy is circulated separately with this agenda.

RECOMMENDED to the Policy and Performance Committee the revisions to the Compassionate Leave Scheme to extend the leave from 3 days 5 days within the Conditions of Service for employees be approved.

4.3 Local Joint Consultative Committee
15 June 2017
EVALUATION AND RE-EVALUATION OF POSTS

The Joint Committee received an update on the policy and procedures for evaluation and re-evaluation of posts. It was proposed that a scarcity rating be introduced to specialist posts within the Council that fail to be recruited for more than three times. Additionally, any scarcity rating applied will affect all jobs within that job group. It was also noted that the policy proposed to introduce employees the right to appeal management led job evaluation outcomes. The policy is circulated separately with this agenda.

RECOMMENDED to the Policy and Performance Committee the revisions to the Evaluation and Re-evaluation of posts within the Conditions of Service for employees.

4.4 Local Joint Consultative Committee
15 June 2017
FLEXI-TIME SCHEME

The Joint Committee considered the introduction of a new flexi-time scheme within the conditions of service. The flexi-time scheme proposed to remove core hours in order to provide greater flexibility for Council employees. It is recognised that the proposals will not be appropriate for some sections, mainly frontline staff, and separate arrangements would need to be formalised through the appropriate head of service. The Joint Committee requested that more research be conducted as to the possibility of extending the flexi-time scheme to frontline staff. The policy is circulated separately with this agenda.

RECOMMENDED to the Policy and Performance Committee the revisions to the Flexi-Time Scheme within the Conditions of Service for employees.

4.5 Local Joint Consultative Committee
15 June 2017
PERSONAL USE OF SOCIAL MEDIA POLICY

The Joint Committee reviewed the proposed personal use of social media policy. The purpose of the policy was to protect the reputation of the Council and the interests of its employees. The Joint Committee raised concerns over the potential for managerial staff to review the online presence of their staff. It was reported that managers should not be actively reviewing staff's online presence and only investigating concerns when an issue is brought to their attention. The policy is circulated separately with this agenda.

RECOMMENDED to the Policy and Performance Committee the introduction of a Personal Use of Social Media policy to the Conditions of Service for employees.

4.6 Local Joint Consultative Committee
15 June 2017
SMOKE FREE SITE POLICY

The Joint Committee noted the proposed smoke free site policy. It was noted that this policy extended all Council sites. The Joint Committee raised concern that more research was required into the use of e-cigarettes and vapes on Council sites. It was agreed that reference to e-cigarettes and vapes within the policy be removed until further research is undertaken. The Joint Committee requested that this issue be reviewed at a future meeting. The policy is circulated separately with this agenda.

RECOMMENDED to the Policy and Performance Committee replacement of the Clean Air Environment Policy with the Smoke Free Site Policy to the Conditions of Service for employees.

5. BUSINESS AND FINANCIAL PLANS PAGES 5 - 64
OUTTURN 2016/17

To consider significant variances in the financial outturn against revised budgets for 2016/17 and progress against the Business Plans in respect of the Council's priority areas and key support functions.

6. ANNUAL REVIEW OF THE CORPORATE PLAN PAGES 65 - 71
2016-2020

To invite Councillors to consider whether any adjustment is required to the Corporate Plan priorities, objectives and targets in the light of the experience of the first year of implementation in 2016/17.

7. INTERIM HOUSING MANAGER PAGE 72

To advise of an additional estimate required for an interim appointment to progress actions in the Housing Strategy.

8. SCHEME OF DELEGATION – PROPERTY LETTINGS PAGE 73
AT BEESTON SQUARE

To recommend an appropriate scheme of delegation for property lettings at Beeston Square.

9. WORK PROGRAMME PAGE 74

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 items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraphs 1, 2 and 3 of Schedule 12A of the Act.

11. ESTABLISHMENT REVIEW – CORPORATE PAGES 75 - 80
COMMUNICATIONS

12. REVIEW OF COUNCIL'S ADMINISTRATION PAGES 81 - 86
FUNCTION

13. EMPLOYEE SAVINGS PROGRESS PAGES 87 - 92

14.	<u>ESTABLISHMENT REVIEW – CAPITAL WORKS TEAM / PROPERTY SERVICES DIVISION</u>	PAGES 93 - 98
15.	<u>HOUSING RESTRUCTURE</u>	PAGES 99 - 113
16.	<u>ESTABLISHMENT REVIEW – FINANCE SERVICES</u>	PAGES 114 - 121
17.	<u>COUNCIL OFFICES IN BEESTON</u>	PAGES 122 - 126
18.	<u>INFORMATION/GOVERNANCE OFFICER</u>	PAGES 127 - 133
19.	<u>BEESTON SQUARE UPDATE</u>	PAGES 134 - 136
20.	<u>NEIGHBORHOODS AND PROSPERITY – FEE INCREASE PROPOSALS</u>	PAGES 137 - 152
21.	<u>APPLICATION FOR VOLUNTARY REDUNDANCY</u>	PAGES 153 - 155
22.	<u>COMPLAINTS FUNCTION</u>	PAGES 156 - 158
23.	<u>REBALANCING OF ENVIRONMENT BUDGETS</u>	PAGES 159 - 168
24.	<u>MP ACCOMMODATION</u>	PAGE 169

POLICY AND PERFORMANCE COMMITTEE

8 MARCH 2017

Present: Councillor R I Jackson, Chair

Councillors: S J Carr
M J Crow
E Cubley (substitute)
J C Goold
D A Elliott
A Harper
E Kerry
G Marshall
J W McGrath
P D Simpson
M Radulovic MBE

An apology for absence was received from Councillor S Easom.

54. DECLARATIONS OF INTEREST

There were no declarations of interest.

55. MINUTES

The minutes of the meeting held on 18 January 2017 were confirmed and signed.

56. REFERENCE

Finance and Resources Committee

9 January 2017

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

The Committee had considered a further amendment to the Council's Grant Aid Policy. It was suggested that an amendment would allow for groups submitting requests under £250 to also be assessed under delegated authority with the limit currently at £100. Subsequently, this would slightly reduce the amount of requests that need to be submitted as the frequency of grant aid reporting to Finance and Resources Committee was to be reduced.

RESOLVED that an amendment to the Grants to Voluntary and Community Organisations, Charitable Bodies and Individuals Involved in Sports, the Arts and Disability Matters 2016/17 Policy be approved to

increase the limit for grants awarded under delegated powers, including individuals, to £250 subject to consultation with the Chair of the Finance and Resources Committee.

57. REVIEW OF THE CORPORATE PLAN PROGRESS AND FINANCIAL PERFORMANCE

The Committee noted a report which outlined progress against outcome targets linked to Corporate Plan priorities and received an update as to the latest financial performance as measured against the budget. The following comments and responses were amongst those included:

- Figures for reporting cases of anti-social behaviour may be misrepresented due to the fear of reporting.
- The Council was making every effort to return empty private sector dwellings into occupation.
- The cost of agency expenditure was significantly over budget. The garden waste section had required extra cover, in addition to refuse collection, and monitoring of expenditure was now in place.
- Approval had not been received for co-location from the Department of Work and Pensions. Work had not been undertaken on refurbishment and alternative options were to be considered.
- A small overspend at Bexhill Court was expected due to increases in building cost caused by a slight delay to the project.

58. EQUALITY AND DIVERSITY ANNUAL REPORT 2016/17

The annual review of activities and outcomes in respect of the Council's equality and diversity work was noted.

Clarification was requested over the steps taken should a negative impact be identified when compiling an Equality Impact Assessment. Officers replied that it was necessary to be realistic in the current financial situation, but an Action Plan would detail the customer journey in order to capture information on the Council's interaction with those with a learning disability. Ideas and suggestions would then be submitted to the Equalities Working Group.

RESOLVED that the Equalities Objectives and Action Plan for 2017-19, contained in appendix 2 of the report, be approved.

59. INCREASE IN PLANNING FEES

Members were informed that local authorities would be able to increase planning application fees by 20% from July 2017 if they committed to invest the additional fee income in their planning department to make agreed improvements.

RESOLVED to accept the opportunity to increase planning application fees by 20% from July 2017 and to delegate to the Chief Executive in consultation with the Leader and Deputy Leader of the Council detailed plans for the investment of the additional resources.

60. WORK PROGRAMME

RESOLVED that the Work Programme be approved.

61. 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 items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraphs 1, 2 and 3 of Schedule 12A of the Act.

62. ASSET DISPOSAL

RESOLVED that the sale of 15 Nottingham Road be approved with final terms for disposal being delegated to the Director of Housing, Leisure and Property Services in consultation with the Deputy Chief Executive.

63. EXTENSION OF AGENCY SUPPORT

RESOLVED that the extension of temporary additional HR support if required, to 30 June 2017 be approved.

64. HONORARIA FOR COUNCIL OFFICERS

RESOLVED that the honoraria payments as set out in table 5 of the appendix to the report be approved.

Report of the Deputy Chief Executive

REFERENCES

1. Purpose of report

To consider references from items approved in the latest committee cycle.

2. Background

The following policies were recommended for approval by the meeting of the Local Joint Consultative Committee on 15 June 2017:

- Alcohol and drug misuse policy
- Compassionate leave scheme
- Evaluation and re-evaluation of posts
- Flexi-time scheme
- Personal use of social media
- Smoke free site policy.

The reports and policies are circulated separately with this agenda.

Recommendation

The Committee is asked to consider the references and RESOLVE accordingly.

Background papers

Nil

Joint report of the Chief Executive and all Chief Officers

BUSINESS AND FINANCIAL PLANS – OUTTURN 2016/171. Purpose of report

To consider significant variances in the financial outturn against revised budgets for 2016/17 and progress against the Business Plans in respect of the Council's priority areas and key support functions.

2. Background

The detailed business and financial plans were considered initially by the former Overview and Scrutiny Committee as part of the budget setting process in one report so that the linkages between performance against targets and spending against budgets were clear. Business Plans linked to the five corporate priority areas of Housing, Business Growth, Environment, Health and Community Safety were produced which detail the projects and activities undertaken in support of the Corporate Plan 2016-2020. 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.

In accordance with previous practice, there has been a review of overspendings/reduced income and underspendings/additional income in excess of £5,000 and in excess of 1% of the revised estimate with the reasons is brought forward for consideration by Members. This report provides the necessary explanations for the requisite budget headings.

3. Detail

A summary of the year-end financial position, together with financial variations against the revised estimate, is provided in appendices A to H (one for each of the five corporate priority areas plus three in respect of cross-cutting and support services). In overall terms there is a net underspending/additional income of £425,701 on the General Fund and £759,294 on the Housing Revenue Account compared to the revised estimate. The Finance and Resources Committee on 13 July 2017 will consider the overall outturn position.

Key tasks and a number of performance measures have been identified as a means by which progress towards corporate plan objectives and priorities can be monitored. The status of these key tasks and performance measures at the end of the financial year 2016/17 is detailed in appendix I.

Recommendation

The Committee is asked to NOTE the financial and performance outturn for 2016/17, including the reasons for the financial variations as listed at appendices A to H.

Background papers

Nil

HOUSING REVENUE ACCOUNT SUMMARY

	Revised Estimate 2016/17 £	Actual 2016/17 £	Variation £	%
<u>HOUSING REVENUE A/C</u>				
<u>Expenditure</u>				
Capital Charges:				
Depreciation	3,483,700	3,468,598	(15,102)	(0.4)
Repairs Expenditure	3,920,250	3,284,591	(635,659)	(16.2)
Management Expenditure:				
General	1,903,650	1,832,077	(71,573)	(3.8)
Special	2,224,000	2,145,417	(78,583)	(3.5)
Contingency	30,000	0	(30,000)	(100.0)
Other Charges	33,000	23,825	(9,175)	(27.8)
	11,594,600	10,754,507	(840,093)	(7.2)
<u>Income</u>				
Dwelling Rents	(15,541,400)	(15,533,213)	8,187	(0.1)
Non Dwelling Rents	(230,600)	(217,201)	13,399	(5.8)
Charges to Leaseholders for Services	(41,500)	(61,628)	(20,128)	48.5
Heating Charges	(800)	(834)	(34)	4.3
Other Charges for Services and Facilities	(18,800)	(20,899)	(2,099)	11.2
Management Charge - DWP	(390,850)	(390,850)	0	0.0
Management Charge – Subsidy from General Fund	(9,200)	0	9,200	(100.0)
Management Charge – Fees & Charges	(229,550)	(249,703)	(20,153)	8.8
	(16,462,700)	(16,474,327)	(11,627)	0.1
Net Cost of Services	(4,868,100)	(5,719,820)	(851,720)	17.5
Loan Charges	2,516,400	2,548,852	32,452	1.3
Interest Receivable:				
HRA Balance	(59,600)	(73,710)	(14,110)	23.7
Net Operating Expenditure	(2,411,300)	(3,244,678)	(833,378)	34.6
Revenue Contribution to Capital	2,989,600	3,063,684	74,084	2.5
Overall Deficit/(Surplus) in year	578,300	(180,995)	(759,295)	(131.3)
Working Balance Brought Forward	(2,293,800)	(2,293,800)	0	0.0
Working Balance Carried Forward	(1,715,500)	(2,474,795)	(759,295)	44.3

HOUSING
GENERAL FUND SUMMARY

	Revised Estimate 2016/17 £	Actual 2016/17 £	Variation £	%
Hostel Accommodation	(24,300)	(35,478)	(11,178)	46.0
Plowmans Court Hostel	4,600	0	(4,600)	(100.0)
Hostel Management	42,900	32,603	(10,297)	(24.0)
Housing Benefits & Welfare	178,450	0	(178,450)	(100.0)
Rent Allowances	178,950	0	(178,950)	(100.0)
Homelessness GF	225,100	230,633	5,533	2.5
Housing Strategy	93,600	39,096	(54,504)	(58.2)
Registered Social Landlords	4,100	12,400	8,300	202.4
Housing Advice	5,900	3,000	(2,900)	(49.2)
Miscellaneous Housing	54,000	(11,023)	(65,023)	(120.4)
Total Housing	763,300	271,231	(492,069)	(64.5)

**VARIATIONS BETWEEN ACTUAL AND ESTIMATED INCOME
AND EXPENDITURE 2016/17**

HOUSING REVENUE ACCOUNT

Cost Centre	Revised Estimate	Actual	Variation	
	2016/17 £	2016/17 £	£	%
<u>Directorate of Housing</u>				
Salaries	191,850	207,674	15,824	8.2
This overspend was due to the number of vacancies for the directorate being less than the 3% vacancy rate target.				
<u>Housing Management - General</u>				
Contribution to provision for bad debts	0	72,978	72,978	#DIV/0!
A revised method for calculating bad debt provisions has been adopted in 2016/17. This will be reflected in budgets from 2017/18 onwards.				
Consultancy - Housing Management System	11,500	2,550	(8,950)	(77.8)
The expenditure on consultants working on the upgrade of the housing management system has been charged to the capital programme.				
Interest on HRA Balance				
A higher than anticipated HRA balance during the year resulted in additional interest being earned.	(59,600)	(73,710)	(14,110)	23.7
Revenue Contribution to Capital				
Additional expenditure on the HRA capital programme 2016/17 meant that a greater revenue contribution was required to finance capital expenditure in 2016/17.	2,989,600	3,063,689	74,089	2.5

HOUSING REVENUE ACCOUNT

Cost Centre	Revised Estimate	Actual	Variation	
	2016/17 £	2016/17 £	£	%
<u>Housing Repairs</u>				
Salaries	1,261,150	1,023,482	(237,668)	(18.8)
A higher than anticipated number of vacancies during 2016/17 has resulted in this budget underspend.				
Subcontractors	200,000	284,238	84,238	42.1
Subcontractor costs in were higher than budgeted but were more than balanced by the salaries underspends as shown above.				
Tools & Materials	466,600	365,402	(101,198)	(21.7)
Materials and waste disposal costs were significantly lower than budgeted.				
Housing Relets	0	(128,312)	(128,312)	#DIV/0!
Additional income for which no budget was set was generated in 2016/17 through a concerted effort to recover the cost of works required to vacated properties. This income stream will be ongoing and will be reflected in the 2017/18 budget.				
<u>Housing & Pollution</u>				
Salaries	255,900	260,778	4,878	1.9
This overspend was due to the number of vacancies being less than the 3% vacancy rate target.				
<u>Housing Management - Special</u>				
Access Lighting to Flats	54,000	71,258	17,258	32.0
Additional unforeseen requirements resulted in actual expenditure exceeding the budget.				

HOUSING REVENUE ACCOUNT

Cost Centre	Revised Estimate 2016/17 £	Actual	Variation	
		2016/17 £	£	%
<u>Sheltered Housing</u>				
Salaries	885,800	840,908	(44,892)	(5.1)
This underspend was due to the number of vacancies being greater than the 3% vacancy rate target.				
Gas	46,700	35,068	(11,632)	(24.9)
Actual usage during 2016/17 was lower than anticipated and resulted in an underspend.				
<u>Housing Repairs - Miscellaneous</u>				
Internal Redecoration Scheme	23,100	12,548	(10,552)	(45.7)
Internal redecoration scheme expenditure in 2016/17 was significantly lower than had been anticipated.				

GENERAL FUND HOUSING

Cost Centre	Revised Estimate	Actual	Variation	
	2016/17 £	2016/17 £	£	%
<u>Hostel Accommodation</u>				
Rent	(56,000)	(69,722)	(13,722)	24.5
Rent income for hostel accommodation in 2016/17 was higher than had been anticipated.				
<u>Housing Benefits / Rent Allowances</u>				
Net Cost of Administering Rent Rebates / Rent Allowances	357,400	0	(357,400)	(100.0)
This variance is a result of changes to the mechanism of internal recharges. It does not reflect any change in activity or expenditure and will be matched with a corresponding overspend in the Resources corporate priority.				
<u>Homelessness (GF)</u>				
Grant Income	(86,350)	0	86,350	(100.0)
Homelessness grant income is now amalgamated into the main Revenue Support Grant. It is no longer recognised separately within the revenue budget.				
<u>Housing Strategy</u>				
Consultants	50,000	0	(50,000)	(100.0)
The Housing Committee on 19 July 2016 approved that this sum be allocated for work to set up a Housing Delivery Company. This work has not progressed as intended. The Finance and Resources Committee will be asked on 13 July 2017 to carry this budget forward into 2017/18 to enable the work to be undertaken.				
<u>Administration</u>				
General Fund Housing	843,650	604,378	(239,272)	(28.4)
Administration represents the cost of employees directly providing the service (including overheads) who are re-charged from the directorate budget plus the cost of support departments. Variances represent the difference between budgeted and actual time worked and differences in directorate expenditure totals.				

BUSINESS GROWTH
SUMMARY

Cost Centre	Revised Estimate 2016/17	Actual 2016/17	Variation	
	£	£	£	%
Directorate of Planning & Development	0	0	0	0.0
Planning - Management	0	0	0	0.0
Planning - Central Support	0	0	0	0.0
Planning - Community Development	0	0	0	0.0
Planning - Development/Policy	0	0	0	0.0
Planning - Crime	0	0	0	0.0
Strategy Performance & Equality	29,100	0	(29,100)	(100.0)
Development Control	315,800	473,231	157,431	49.9
Building Control	76,900	6,600	(70,300)	(91.4)
Planning Policy	280,900	316,481	35,581	12.7
Planning Management	49,000	0	(49,000)	(100.0)
Industrial Development	(87,200)	(116,720)	(29,520)	33.9
Craft Centre Complex	13,950	979	(12,971)	(93.0)
Economic Development	308,550	251,912	(56,638)	(18.4)
Car Parks - Surface	74,500	79,871	5,371	7.2
Total Business Growth	1,061,500	1,012,354	(49,146)	(4.6)

**VARIATIONS BETWEEN ACTUAL AND ESTIMATED INCOME
AND EXPENDITURE 2016/17**

BUSINESS GROWTH

Cost Centre	Revised Estimate 2016/17 £	Actual 2016/17 £	Variation	
			£	%
<u>Planning & Development Division</u>				
Salaries This overspend was due to the number of vacancies being less than the 3% vacancy rate target.	891,500	907,634	16,134	1.8
Advertising A greater than anticipated number of planning applications and the accompanying legal requirement to publish details in a local newspaper resulted in an overspend.	13,000	19,270	6,270	48.2
<u>Development Control</u>				
Consultancy Fees This underspend was due to a number of consultancy/professional fees being charged to miscellaneous expenses as set out below.	25,000	11,240	(13,760)	(55.0)
Miscellaneous Expenses This overspend is more than offset by the underspend on consultancy fees shown above.	4,300	14,815	10,515	244.5
Planning Fees Income from planning fees fell short of the budget as a result of a reduction in major applications compared to previous years. It is expected that the number of major applications will increase from 2017/18 now that the site allocations have been determined in the Part 2 Local Plan.	(400,000)	(280,658)	119,342	(29.8)

BUSINESS GROWTH

Cost Centre	Revised Estimate 2016/17 £	Actual 2016/17 £	Variation	
			£	%
<p>Pre-Planning & History Fees The lower than expected income from pre-planning and history fees reflects the situation with regards to planning fees shown above.</p>	(25,000)	(18,599)	6,401	(25.6)
<p><u>Planning Policy</u> LDF/Sustainability Officer This budget relates to the use of a post at Nottingham City Council. This was not utilised during 2016/17</p>	7,000	0	(7,000)	(100.0)
<p>Counsel Fees This budget was established in 2014/15 to meet the cost of counsel fees associated with the Core Strategy. Whilst limited expenditure has been incurred in 2015/16 and 2016/17, further counsel fees may be required in respect of the Part 2 Local Plan. The Finance and Resources Committee will be asked on 13 July 2017 to approve the carry forward of £8,200 into 2017/18 to meet such costs.</p>	13,050	4,835	(8,215)	(63.0)

BUSINESS GROWTH

Cost Centre	Revised Estimate 2016/17	Actual 2016/17	Variation	
	£	£	£	%
<u>Planning Policy (cont'd)</u>				
Neighbourhood Planning Support	31,950	3,162	(28,788)	(90.1)
<p>This budget was established to support town and parish councils undertake work to produce Neighbourhood Plans. Due to work on the Core Strategy and Part 2 Local Plan, limited expenditure was incurred in 2015/16 and 2016/17. The Finance and Resources Committee will be asked on 13 July to approve a carry forward request of £28,800 into 2017/18 to allow the work to proceed as intended.</p>				
Generic Part 2 of Local Plan	32,200	48,459	16,259	50.5
<p>This budget was initially established as a revenue development for 2015/16 and concluded during 2016/17. The apparent overspend is related to work undertaken on behalf of Rushcliffe B.C. as shown below.</p>				
Other Income	(10,000)	(21,415)	(11,415)	114.2
<p>Included in the Generic Part 2 of Local Plan expenditure shown above was work related to Rushcliffe B.C. This has been re-charged accordingly and largely offsets the overspend shown above.</p>				

BUSINESS GROWTH

Cost Centre	Revised Estimate 2016/17 £	Actual 2016/17 £	Variation	
			£	%
<u>Industrial Development</u>				
Repairs & Maintenance This overspend is due to all identifiable costs being coded directly to the relevant site from 2016/17 as opposed to previous years where costs were recharged to a central budget. There was also a one-off cost at Chilwell to replace all windows and doors (£3,250) and an insurance cost at High Hazel following two break-ins (£2,500).	5,300	11,839	6,539	(123.4)
Programme Maintenance This underspend is due costs being directly charged to the relevant site instead of to a central budget from 2016/17. This approach will be reflected in budgets from 2017/18 onwards.	10,250	486	(9,764)	95.3
Rents - High Hazel Court Moorgreen Income exceeded the budget during 2016/17 due to all the units being occupied for the full year and no voids.	(27,100)	(35,097)	(7,997)	(29.5)
<u>Economic Development</u>				
Assistance to Local Businesses Expenditure incurred in 2016/17 was less than had been anticipated. Given the significance of this work, the Finance & Resources Committee will be asked on 13 July 2017 to approve the carry forward of the £8,100 underspend into 2017/18 to supplement the 2017/18 budget (also £21,000) for this activity.	26,050	17,931	(8,119)	(31.2)

BUSINESS GROWTH

Cost Centre	Revised Estimate 2016/17 £	Actual 2016/17 £	Variation	
			£	%
<u>Economic Development (contd)</u>				
Stapleford Town Centre	3,750	299	(3,451)	(92.0)
This relates to an initial sum of £20,000 originally allocated in 2013/14 to promote the setting up of a town centre group and other initiatives in Stapleford. A total of £16,550 has been spent up to 2016/17. The Finance & Resources Committee will be asked on 13 July 2017 to approve the carry forward of the remaining £3,450 into 2017/18 to allow further work to be undertaken.				
Partnership Development	10,000	0	(10,000)	(100.0)
Cabinet on 3 November 2015 approved a restructure to the Economic Development function. As part of this it approved a one-off budget of £10,000 was allocated in 2016/17 to enable the Council to access external funding directed to joined up and partnership working. No expenditure was incurred in 2016/17 and the Finance and Resources Committee will be asked on 13 July 2017 to approve the carry forward request of this budget into 2017/18 to enable the planned work to be undertaken.				
Town Centre Management	47,600	31,867	(15,733)	(33.1)

<p>This budget is the remaining sum from the £120,000 received from the Governments High Street Innovation Fund to encourage businesses back into town centres. The Finance & Resources Committee will be asked on 13 July 2017 to approve the carry forward of the underspend of £15,750 into 2017/18 allow the work to target new businesses into empty units who currently have a strong online presence and who would be supplemented by high street representation, to be undertaken in the new year.</p>				
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BUSINESS GROWTH

Cost Centre	Revised Estimate 2016/17	Actual 2016/17	Variation	
	£	£	£	%
<u>Car Parks</u>				
Premises Costs	27,000	10,988	(16,012)	(59.3)
The underspend is due to all identifiable costs being allocated to specific sites where possible with effect from 2016/17.				
Sewerage Charges	10,250	15,271	5,021	49.0
The overspend is a consequence of a change in accounting practice that saw all costs up to 31 March 2017 being accrued into 2016/17. This should ensure that costs in future years are more closely aligned with the budget.				
Pay and Display Income	(155,000)	(161,365)	(6,365)	(4.1)
Pay and display income increased significantly during the final quarter of 2016/17 despite the introduction of free parking on Saturday afternoons.				
Off-Street PCN Income	(70,000)	(77,502)	(7,502)	(10.7)
Whilst the Council has no direct control over Penalty Charge Notice (PCN) income, income received in 2016/17 has exceeded expectations.				
Capital Charges Rushcliffe B.C. - Pay and Display Machines	18,150	48,213	30,063	(165.6)
The variance in capital charges reflects the actual level of capital expenditure incurred in 2016/17 as compared with the capital programme. A contra entry within the Resources portfolio results in no effect overall in the Council's net expenditure.				

ENVIRONMENT
SUMMARY

APPENDIX C

Cost Centre	Revised Estimate	Actual	Variation	
	2016/17	2016/17	£	%
	£	£		
Environmental Improvements	321,000	299,506	(21,494)	(6.7)
Environment Services - Management	0	0	0	0.0
T&W - Parks & Environment	0	0	0	0.0
T&W - Environmental Maintenance (/Misc)	0	0	0	0.0
T&W - Capital Works	0	0	0	0.0
T&W - Estates	0	0	0	0.0
T & W Economic Development	0	0	0	0.0
Miscellaneous Transport	0	0	0	0.0
Vehicles Cost - Housing Repairs	0	0	0	0.0
Vehicles Cost - Gas Repairs	0	0	0	0.0
Vehicles Cost - Courier Service	0	0	0	0.0
Vehicles Cost - Car Parks	0	0	0	0.0
Vehicles Cost - Neighbourhood Warden	0	0	0	0.0
Vehicles Cost - Pest Control	0	0	0	0.0
Vehicles Cost - Estate Caretakers	0	0	0	0.0
Vehicles Cost - Mechanics Vans	0	0	0	0.0
Vehicles Cost - JCB	0	0	0	0.0
Vehicles Cost - Public Buildings	0	0	0	0.0
Refuse Collection	1,897,300	1,745,624	(151,676)	(8.0)
Recycling	211,500	121,862	(89,638)	(42.4)
Refuse Collection - Vehicles & Plant	(21,400)	0	21,400	(100.0)
Public Conveniences	120,750	106,414	(14,336)	(11.9)
Repairs & Maintenance - Kimberley	0	8,740	8,740	0.0
Grounds Maintenance - Kimberley	(5,000)	70,948	75,948	(1,519.0)
Grounds Maintenance - Kim - Vehicle C	0	0	0	0.0
Kimberley Admin Building	0	0	0	0.0
Stapleford - C.A.S.	(12,150)	(12,904)	(754)	6.2
Street Cleansing Vehicle Costs	0	0	0	0.0
Highways Sweeping	645,750	623,790	(21,960)	(3.4)
Abandoned Vehicles	1,300	1,344	44	3.4
Highways - Borough Services	115,500	102,945	(12,555)	(10.9)
Sign Shop	20,150	14,081	(6,069)	(30.1)
Hall Park	78,750	61,430	(17,320)	(22.0)
Cemeteries	502,250	404,521	(97,729)	(19.5)
Open Space	484,400	317,262	(167,138)	(34.5)
Tree Management	137,200	127,963	(9,237)	(6.7)
Nottingham Canal	42,550	28,978	(13,572)	(31.9)
Parks & Recreation Grounds Management	96,000	98,908	2,908	3.0
Allotments Management	0	0	0	0.0
Beeston Allotments	0	0	0	0.0
Beeston Parks	408,900	331,555	(77,345)	(18.9)
Stapleford Parks	190,450	157,954	(32,496)	(17.1)
Eastwood Parks	151,950	158,183	6,233	4.1
Kimberley Depot	0	0	0	0.0
Kimberley Stores	0	0	0	0.0
Mechanics - Kimberley Depot	0	0	0	0.0
Total Environment	5,387,150	4,769,104	(618,046)	(11.5)

**VARIANCES BETWEEN ACTUAL AND ESTIMATED INCOME
AND EXPENDITURE 2016/17**

ENVIRONMENT

Cost Centre	Revised Estimate 2016/17 £	Actual 2016/17 £	Variation	
			£	%
<u>Environment Services - Management & Admin</u>				
Salaries	187,250	215,354	28,104	15.0
This overspend was due to the secondment of administrative staff that was not reflected in the budget. This will be addressed through a report to the Finance and Resources Committee in due course.				
<u>Environment Services - Parks & Environment</u>				
Salaries	336,500	359,210	22,710	6.7
This overspend was due to a combination of the number of vacancies being less than the 3% vacancy rate target and the need to incur additional overtime expenditure.				
<u>Environment - Miscellaneous</u>				
Salaries	400,250	365,187	(35,063)	(8.8)
This underspend was due to the number of vacancies being greater than the 3% vacancy rate target.				
Redundancy Costs	0	11,564	11,564	n/a
This relates to the voluntary redundancy of the Waste and Recycling Assistant (T189). The redundancy cost has been offset by the salaries underspend above.				

ENVIRONMENT

APPENDIX C

Cost Centre	Revised Estimate 2016/17	Actual 2016/17	Variation	
	£	£	£	%
<u>Refuse Collection</u>				
Salaries	1,033,650	945,862	(87,788)	(8.5)
Agency Staff	85,000.00	222,035.04	137,035	161.2
Refuse collection staff salary underspends and agency staff overspends arose as a result of establishment vacancies, cover for long-term absences and an underlying requirement for agency drivers to cover for annual leave.				
Replacement Wheeled Bins	87,000.00	128,855.17	41,855	48.1
The demand for replacement wheeled bins in 2016/17 exceeded expectations.				
Publicity	30,000	23,005	(6,995)	(23.3)
Publicity expenditure in 2016/17 was significantly lower than had been anticipated.				
Sale of Glass	(25,000)	(36,833)	(11,833)	47.3
Income from sale of glass from kerbside collections in 2016/17 was higher than expected due to both an increase in volume and the price of the glass collected.				
Sale of Wheeled Bins	(10,000)	(16,411)	(6,411)	64.1
Income from sale of wheeled bins in 2016/17 was greater than anticipated.				
Trade Refuse Charges	(512,000)	(517,143)	(5,143)	1.0
Income from trade refuse collections in 2016/17 was higher anticipated due to an increase in the customer base.				

ENVIRONMENT

Cost Centre	Revised Estimate 2016/17 £	Actual 2016/17 £	Variation	
			£	%
<u>Grounds Maintenance</u>				
Salaries	795,800	704,054	(91,746)	(11.5)
Agency Staff	50,000	98,198	48,198	96.4
Subcontractors	164,500	250,400	85,900	52.2
Vehicles	223,900	186,545	(37,355)	(16.7)
Establishment vacancies and seasonal demands led to an underspend on salaries that required additional expenditure on agency staff and subcontractors. Effective vehicle maintenance				
Other Income	(15,700)	(25,458)	(9,758)	62.2
Additional work undertaken for external organisations resulted in greater income than had been anticipated.				
<u>Street Cleansing</u>				
Agency Staff	41,000	23,106	(17,894)	(43.6)
A lower than anticipated demand for agency staff in 2016/17 resulted in an underspend on this heading.				
Transport	90,850	105,202	14,352	15.8
Expenditure on the operation and maintenance of vehicles was greater than had been anticipated.				
Materials and Protective Clothing	46,500	68,711	22,211	47.8
There was a greater demand for materials and protective clothing in 2016/17 than had been anticipated. This will be addressed further in 2017/18.				

ENVIRONMENT

Cost Centre	Revised Estimate 2016/17 £	Actual 2016/17 £	Variation	
			£	%
<u>Parks</u>				
Income	(67,750)	(72,811)	(5,061)	7.5
Income in 2016/17 from pitch fees, rent and other miscellaneous sources was greater than had been anticipated.				
<u>Kimberley Depot</u>				
Agency Staff	0	10,590	10,590	#DIV/0!
Staff absences in 2016/17 led to a requirement for agency staff for which no budget provision had been made.				
Premises Costs	10,000	27,573	17,573	175.7
Additional repair works were required in 2016/17 resulting in an overspend.				
<u>T&W - Capital Works</u>				
Salaries	316,250	272,720	(43,530)	(13.8)
Agency Staff	0	17,082	17,082	
The underspend on salaries was due to a number of vacancies during 2016/17. This was partly offset by the requirement to address this by employing agency staff whilst the recruitment to the vacant posts was underway.				
<u>T&W - Estates</u>				
Salaries	205,300	190,885	(14,415)	(7.0)
Agency Staff	0	3,207	3,207	

The underspend on salaries was due to a number of vacancies during 2016/17. This was partly offset by the requirement to address this by employing agency staff whilst the recruitment to the vacant posts was underway.

ENVIRONMENT

Cost Centre	Revised Estimate 2016/17 £	Actual 2016/17 £	Variation	
			£	%
<u>T&W - Estates (cont'd)</u>				
External Contributions	(20,000)	(32,600)	(12,600)	63.0
Two members of the Estates team provide services to Ashfield DC. The time spent on this during 2016/17 was greater than expected. Therefore the income received was in excess of the budget.				
<u>T&W - Economic Development</u>				
Salaries	102,150	83,039	(19,111)	(18.7)
This underspend was due to a vacancy during the first half of 2016/17.				
<u>Repairs & Maintenance - Kimberley</u>				
Salaries	27,250	25,847	(1,403)	(5.1)
Repairs & Maintenance	123,450	27,382	(96,068)	(77.8)
Recharged to Other Services	(150,700)	(51,617)	99,083	(65.7)
The differences between the actual cost and the sum re-charged to other services is due to a change in accounting practice in 2016/17 that saw all identifiable costs being coded directly to the relevant site. Only those costs that couldn't be directly identified against a site are now charged to this heading.				
<u>Highways - Borough Services</u>				
Energy Efficiency	9,600	4,153	(5,447)	(56.7)

This underspend arose from the Council not having to contribute as much to the Local Authority Energy Partnership (LAEP) in 2016/17 as had been expected. The Finance and Resources Committee will be asked on 13 July 2017 to approve the carry forward of the £5,450 underspend into 2017/18 to allow the funding of the cycle centres to continue to September 2017.

ENVIRONMENT

Cost Centre	Revised Estimate 2016/17 £	Actual 2016/17 £	Variation	
			£	%
<u>Highways - Borough Services</u> <u>(cont'd)</u>				
External Contributions The Council incurred additional expenditure in 2016/17 on Christmas decorations in Stapleford and Eastwood. The two town councils are contributing to this. This heading relates to their contribution for 2016/17 and they will be making further reimbursements in 2017/18 and 2018/19.	0	(10,260)	(10,260)	
<u>Cemeteries</u>				
Cossall Churchyard The Council is responsible for closed churchyards and Cossall has space for one more plot. Whilst no expenditure was incurred in 2016/17, there will be expenditure in 2017/18 to bring the churchyard up to the Council's maintenance standard.	5,300	0	(5,300)	
Digitisation of Cemetery Records	5,000	358	(4,642)	(92.8)

Cabinet on 25 June 2013 approved a project to digitise all cemetery records. It was anticipated that this would take between 2-3 years and cost between £30,000 and £60,000. The final cost is now expected to be approximately £34,000. The Finance and Resources Committee will be asked on 13 July 2017 to approve the carry forward of the underspend of £4,650 to 2017/18 to enable this project to be concluded.

ENVIRONMENT

Cost Centre	Revised Estimate 2016/17 £	Actual 2016/17 £	Variation	
			£	%
Interment Fees	(92,550)	(107,703)	(15,153)	16.4
Grave Purchases Fees	(42,000)	(53,220)	(11,220)	26.7
Interment and grave purchase fees were increased in 2016/17 by 10% in order to retain a consistent charging policy with Erewash BC. This has resulted in a greater level of income than had been anticipated.				

COMMUNITY SAFETY
SUMMARY

Cost Centre	Revised Estimate 2016/17 £	Actual 2016/17 £	Variation	
			£	%
Community Planning	182,600	152,476	(30,124)	(16.5)
CCTV	428,000	356,209	(71,791)	(16.8)
South Notts Crime Reduction Par	0	0	0	#DIV/0!
Neighbourhood Wardens	184,150	158,631	(25,519)	(13.9)
Licensing	(650)	63,028	63,678	(9,796.6)
Public Protection	0	3,201	3,201	0.0
Environmental Health	537,700	496,527	(41,173)	(7.7)
Pest Control	10,100	4,062	(6,038)	(59.8)
Private Sector Housing Renewal	541,450	709,160	167,710	31.0
Total Community Safety	1,883,350	1,943,295	59,945	3.2

**VARIATIONS BETWEEN ACTUAL AND ESIMATED INCOME
AND EXPENDITURE 2016/17**

COMMUNITY SAFETY

Cost Centre	Revised Estimate 2016/17 £	Actual 2016/17 £	Variation	
			£	%
<u>Community Planning</u>				
Crime Invoices totalling an estimated £6,000 that relate to 2016/17 were not received by the year end processing deadline and no accrual was made for these. These will now have to be paid in 2017/18. The Finance and Resources Committee will be asked on 13 July 2017 to carry forward £6,000 of the underspend into 2017/18 in order to meet this cost. The 2017/18 budget includes a further £20,000 for crime reduction and prevention initiatives.	20,000	822	(19,178)	(95.9)
<u>South Notts Crime Reduction Partnership</u>				
Projects	80,900	25,666	(55,234)	(68.3)
External Contributions	(80,900)	(25,666)	55,234	(68.3)
This budget relates to ongoing projects for the South Nottinghamshire Crime Reduction Partnership. Some projects with original scheduled completion dates in 2016/17 will be concluded in 2017/18. The Finance and Resources Committee will be asked on 13 July 2017 to approve the carry forward of the expenditure and income budgets of £55,250 (net £0) in respect of these projects into 2017/18.				

COMMUNITY SAFETY

Cost Centre	Revised Estimate 2016/17 £	Actual 2016/17 £	Variation	
			£	%
<u>CCTV</u>				
Other Income	(137,500)	(130,289)	7,211	(5.2)
The shortfall in income in 2016/17 was due to the contract with Lidl not being renewed and to income from Tesco in relation to installation of CCTV cameras on their site being accounted for in 2015/16.				
<u>Licensing</u>				
Salaries	100,850	119,621	18,771	18.6
This overspend was due to additional overtime incurred during the year on performing enforcement duties and covering staff absences. In addition, there was the cost of a post for which no budget provision was made.				
Fee Income	(160,600)	(147,982)	12,618	(7.9)
This shortfall in anticipated income for 2016/17 was due primarily to the number of taxis and drivers being in decline due to operators using vehicles licensed by other authorities where conditions are less stringent. In addition, the number of operator's license renewals also decreased and there have also been reductions in the number of premises licenses .				

COMMUNITY SAFETY

Cost Centre	Revised Estimate 2016/17 £	Actual 2016/17 £	Variation	
			£	%
<u>Environmental Health</u>				
Salaries This overspend was due to the number of vacancies being greater than the 3% vacancy rate target.	448,000	408,353	(39,647)	(8.8)

HEALTH
SUMMARY

Cost Centre	Revised Estimate 2016/17 £	Actual 2016/17 £	Variation	
			£	%
Community Facilities	51,350	40,749	(10,601)	(20.6)
Chilwell Community Centre	2,400	3,010	610	25.4
Montrose Court	0	1,511	1,511	0.0
Maycliffe Hall Community Centre	0	107	107	0.0
Grants & Loans To Voluntary Organisation	241,250	214,932	(26,318)	(10.9)
Election Expenses	48,200	38,730	(9,471)	(19.6)
Register of Electors	195,150	227,782	32,632	16.7
Other Elections	0	61,275	61,275	
Leisure & Culture	2,062,050	1,671,150	(390,900)	(19.0)
Total Health	2,600,400	2,259,246	(341,154)	(13.1)

**VARIATIONS BETWEEN ACTUAL AND ESTIMATED INCOME
AND EXPENDITURE 2016/17**

HEALTH

Cost Centre	Revised	Actual	Variation	
	Estimate 2016/17 £	2016/17 £	£	%
<u>Chilwell Community Centre</u>				
Miscellaneous Expenses The license fee for use of the centre was charged to Licenses in 2016/17. The budget will be aligned with the cost from 2017/18.	7,750	0	(7,750)	(100.0)
<u>Grants and Loans to Voluntary Organisations</u>				
Grants This underspend occurred primarily as a result of a number of anticipated grant requests from regular applicants not being received in the financial year.	163,950	156,293	(7,657)	(4.7)
<u>Election Expenses</u>				
Printing (Internal & External)	0	8,467	8,467	
Miscellaneous Expenses	7,000	1,834	(5,166)	(73.8)
There is a net overspend of £5,185 on election expenses due primarily to printing, postage and associated costs.				
Other Income Income was received in 2016/17 from Eastwood and Stapleford Town Councils in relation to their by-elections. No allowance had been made in the budget for this.	0	(15,858)	(15,858)	

HEALTH

Cost Centre	Revised Estimate	Actual	Variation	
	2016/17 £	2016/17 £	£	%
<u>Register of Electors</u>				
Individual Elector Registration	33,400	2,230	(31,170)	(93.3)
Salaries	0	8,643	8,643	
Printing & Stationery	25,250	225	(25,025)	(99.1)
Printing (Internal & External)	0	9,839	9,839	
Govt Grant - IER	(43,400)	(8,399)	35,001	(80.6)
Work to implement Individual Elector Registration (IER) is being funded by a grant from the Cabinet Office.				
<u>Other Elections</u>				
There is no budget for this as funding for General and PCC Elections along with referendums comes from the Elections Claims Unit (ECU).				
<u>Leisure & Culture</u>	2,062,050	1,671,150	(390,900)	(19.0)
The revised estimate 2016/17 and actual outturn for the year reflect the commencement of Liberty Leisure with effect from 1 October 2016. There were a number of under and overspends within the variance shown that largely offset each other. The main contributing factor to the variance is an underspend of £400,050 on capital charges reflecting the actual level of capital expenditure incurred on a number of schemes as compared with the capital programme. A contra entry within the Resources corporate priority results in no effect overall in the Council's net expenditure.				

REVENUES, BENEFITS AND CUSTOMER SERVICES**SUMMARY**

<u>Cost Centre</u>	Revised Estimate 2016/17 £	Actual 2016/17 £	Variation	
			£	%
Customer First (CRM)	300	0	(300)	(100)
Cost of Collection	725,200	391,064	(334,136)	(46)
Benefits	0	614,824	614,824	0
Total Revenues, Benefits & Customer Services	725,500	1,005,887	280,387	38.6

**VARIATIONS BETWEEN ACTUAL AND ESTIMATED INCOME
AND EXPENDITURE 2016/17**

REVENUES, BENEFITS AND CUSTOMER SERVICES

<u>Cost Centre</u>	Revised Estimate 2016/17 £	Actual 2016/17 £	Variation	
			£	%
<u>Customer First</u>				
Salaries	578,500	501,166	(77,334)	(13.4)
This underspend was due to the number of vacancies being greater than the 3% vacancy rate target.				
<u>Cost of Collection</u>				
Postages	50,000	70,896	20,896	41.8
A significant increase in both the volume and price of postage resulted in an overspend when compared to the 2016/17 revised estimate.				
Consultancy Fees	34,000	45,493	11,493	33.8
Fees were incurred relating to project work that was not recognised in the revised budget.				
Cash Collection	11,000	3,265	(7,735)	(70.3)
Cash collection costs were reduced when cash office site collections were stopped. This will be reflected in the 2017/18 budget.				

REVENUES, BENEFITS AND CUSTOMER SERVICES

<u>Cost Centre</u>	Revised Estimate 2016/17 £	Actual 2016/17 £	Variation	
			£	%
<u>Cost of Collection (cont'd)</u>				
Recovered Court Costs	(200,000)	(230,843)	(30,843)	15.4
The additional income from the recovery of court costs relating to Council Tax and NNDR collection was due to assumptions based upon information available in producing the 2016/17 revised estimate proving to be too pessimistic.				
<u>Cost of Collection - Rents</u>				
Salaries	142,950	136,791	(6,159)	(4.3)
This underspend was due to the number of vacancies being greater than the 3% vacancy rate target.				
Agency Staff	0	29,911	29,911	n/a
The vacancies referred to above and the need to meet service standards required the use of agency staff for which there was no budget provision.				
<u>Benefits</u>				
Salaries	576,200	520,409	(55,791)	(9.7)
This underspend was due to the number of vacancies being greater than the 3% vacancy rate target.				
Rent Allowances Benefits	13,063,450	12,613,317	(450,133)	(3.4)
There was a lower than expected number of claims received for rent allowances in 2016/17.				

REVENUES, BENEFITS AND CUSTOMER SERVICES

<u>Cost Centre</u>	Revised Estimate 2016/17 £	Actual 2016/17 £	Variation	
			£	%
Council House Tax Benefits	9,150,550	8,942,366	(208,184)	(2.3)
The cost of council house benefits have increased due to the management charge in respect of sheltered housing schemes now being eligible for housing benefit.				
Housing Benefit Subsidy	(22,351,600)	(21,627,811)	723,789	(3.2)
The actual housing benefit and DHP subsidy receivable was less than had been anticipated when the revised estimate 2016/17 was set. This largely offsets the underspends on Rent Allowances and Council House Benefits shown above.				

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RESOURCES**SUMMARY**

<u>Cost Centre</u>	Revised Estimate	Actual	Variation	
	2016/17 £	2016/17 £	£	%
Human Resources	0	0	0	N/A
Legal Services	0	0	0	N/A
Administrative Services	0	0	0	N/A
Print Room	19,450	0	(19,450)	(100.0)
Land Charges	(41,200)	(54,358)	(13,158)	31.9
Support Services	0	0	0	N/A
Post Room	19,450	0	(19,450)	(100.0)
Tea & Vending	14,550	20,082	5,532	38.0
Finance Department - Management	(490,350)	0	490,350	(100.0)
Finance Department - Audit	211,000	0	(211,000)	(100.0)
Finance Department - Accountancy	279,350	0	(279,350)	(100.0)
Commercial Finance	0	0	0	N/A
Finance Department - Creditors	0	0	0	N/A
Mediation	0	6,603	6,603	N/A
Miscellaneous	(11,128,900)	(10,109,737)	1,019,163	(9.2)
Chief Executive's Office	0	0	0	N/A
Corporate Communications	0	0	0	N/A
Beeston Square	7,355,250	7,250,194	(105,056)	(1.4)
Beeston Square Service Charge Account	8,500	0	(8,500)	(100.0)
Bramcote Crematorium	(400,000)	(400,000)	0	0.0
Grant Aid to Parishes/Town Councils	90,250	86,533	(3,717)	(4.1)
Members Expenses	297,700	284,684	(13,016)	(4.4)
Civic Affairs	182,250	114,134	(68,116)	(37.4)
Departmental Representation & Management	477,000	413,301	(63,699)	(13.4)
DRM Recharge	(97,400)	(101,328)	(3,928)	4.0
External Audit & Best Value	64,100	65,017	917	1.4
Treasury Management & Banking	228,850	224,149	(4,701)	(2.1)
Corporate Management - Administration	770,700	880,900	110,200	14.3
Corporate Management - Housing Revenue A	(206,500)	(242,610)	(36,110)	17.5
Central Overheads	62,600	98,136	35,536	56.8
Security of Public Buildings	0	0	0	N/A
Council Offices	0	0	0	N/A
Town Hall	0	0	0	N/A
Cavendish Lodge Complex	(8,650)	(9,194)	(544)	6.3
14 Devonshire Avenue	0	17,802	17,802	N/A
Stapleford Cash Office	150	3,135	2,985	1,989.7
Eastwood Cash Office	100	4,806	4,706	4,705.9
General Properties & Land	158,800	60,019	(98,781)	(62.2)
Stapleford House	(100)	9,364	9,464	(9,464.0)
Total Resources	(2,133,050)	(1,378,368)	754,682	(35.4)

**VARIATIONS BETWEEN ACTUAL AND ESTIMATED INCOME
AND EXPENDITURE 2016/17**

RESOURCES

<u>Cost Centre</u>	Revised Estimate 2016/17 £	Actual 2016/17 £	Variation	
			£	%
<u>Human Resources</u>				
Agency Costs As approved by the Policy and Performance Committee 18 January 2017, agency costs met by salary savings arising from vacant posts were incurred until the new structure of the department was implemented.	0	17,571	17,571	N/A
Health Promotion A number of anticipated health promotions not carried out in 2016/17 whilst the new departmental structure was being established.	7,800	2,034	(5,766)	(73.9)
Recruitment Advertising This was much a much lower level of recruitment advertising in 2016/17 than had been anticipated.	14,500	3,495	(11,005)	(75.9)
<u>Legal Services</u>				
Agency Staff A higher than anticipated number of vacancies during 2016/17 required the use of agency staff in order to ensure the Legal service performed its function effectively.	0	41,238	41,238	
Books and Publications An invoice from Thomson Reuters relating to 2017/18 was coded to 2016/17 by mistake. This should result in a corresponding underspend in 2017/18.	13,000	20,065	7,065	54.3
Consultancy Fees Counsel Fees Policy and Performance Committee on 16 November 2016 agreed to allocate an initial £40,300 to meet the cost of an external investigative into various allegations. These costs have been charged to both consultancy fees and counsel fees. The Finance and Resources Committee on 13 July 2017 will be asked to approve the carry forward of the net underspend (£4,200) into 2017/18 to meet the cost of concluding this work.	0 65,000	25,000 35,822	25,000 (29,178)	 (44.9)

RESOURCES

<u>Cost Centre</u>	Revised Estimate	Actual	Variation	
	2016/17 £	2016/17 £	£	%
<u>Legal Services (contd)</u>				
Court Costs HMCTS costs relating to taking non payers of sundry debtors to court are now being captured separately. A budget will be established for this from 2017/18 which there is no budget	0	9,802	9,802	
Miscellaneous Legal Charges Recovered There was an under-recovery of legal charges when compared with the 2016/17 revised estimate.	(35,000)	(28,471)	6,529	(18.7)
Constitution Health Check Council agreed on 28 October 2015 to establish a one-off budget for £5,000 to fund external legal advice to ensure the Council would be compliant with all legal requirements when changing from the Cabinet to the Committee system as its governance model. This work is still ongoing. The Finance and Resources Committee on 13 July 2017 will be asked to approve the carry forward of the £3,700 underspend into 2017/18 to enable this work to be concluded.	5,000	1,300	(3,700)	(74.0)
<u>Land Charges</u>				
Miscellaneous Expenses	30,000	45,167	15,167	50.6
Government Grants The Council has received additional grant funding from the Department for Communities and Local Government (DCLG) to compensate claimants that should not have been charged for personal searches. The net cost shown above will be met from a reserve established some years ago to receive DCLG grants and use them to provide compensation accordingly.	(5,750)	(11,069)	(5,319)	92.5
Land Charges income (VAT)	(125,000)	0	125,000	(100.0)
Land Charges income (no VAT) As at 31 March 2017 the Government had not introduced VAT on certain land charges as planned. When this is brought into operation budget and actual income will be aligned. Income received in 2016/17 exceeded the revised estimate.	0	(149,466)	(149,466)	

RESOURCES

<u>Cost Centre</u>	Revised Estimate	Actual	Variation	
	2016/17 £	2016/17 £	£	%
<u>Post Room</u>				
Pre-paid Stationery	0	10,503	10,503	
Stationery Recharges	0	(7,074)	(7,074)	
<p>In 2016/17 it was decided to account for the purchase and issue of pre-paid stationery in the same manner as that for postage. Budgets will be established for the expenditure and income from 2017/18. Whilst the variances shown for expenditure and income in 2016/17 are in excess of the £5,000 threshold for reporting purposes, the net variance is less than £5,000.</p>				
Postal Charges	115,000	106,225	(8,775)	(7.6)
Post Room Recharges	(125,000)	(118,583)	6,417	(5.1)
<p>A higher volume of postage use was anticipated when producing the 2016/17 revised estimate than was actually realised with a corresponding impact upon the amount recharged to departments. Whilst the variances for expenditure and income are in excess of the £5,000 threshold for reporting purposes, overall the net variance is within the £5,000 limit.</p>				
<u>Tea & Vending</u>				
Salaries	14,800	8,573	(6,227)	(42.1)
<p>This underspend arose due to one of the Tea Assistant posts being vacant. Both posts were removed from the establishment by Policy and Performance Committee on 18 January 2017.</p>				
<u>Finance Department - Management</u>				
Salaries	177,250	196,324	19,074	10.8
<p>This overspend was due to a combination of the number of vacancies being less than the 3% vacancy rate target and the appointment of a Commercial Manager for which no budget was allocated in 2016/17. The 2017/18 budget includes provision for the Commercial Manager post.</p>				
<u>Finance Department - Audit</u>				
Salaries	210,800	216,638	5,838	2.8
<p>This overspend was due to the number of vacancies being less than the 3% vacancy rate target.</p>				

RESOURCES

<u>Cost Centre</u>	Revised Estimate	Actual	Variation	
	2016/17 £	2016/17 £	£	%
<u>Finance Department - Accountancy</u>				
Salaries	278,650	247,567	(31,083)	(11.2)
Agency Staff	0	20,336	20,336	n/a
A high number of vacancies during the year resulted in a requirement to utilise agency staff in order to ensure that the service was maintained and key deadlines met.				
<u>Miscellaneous Resources</u>				
Movement in Bad Debt Provision	0	37,998	37,998	n/a
A new approach to for the calculation of the bad debt provision for sundry debtors was adopted in 2016/18. A budget will be set for this from 2017/18 onwards.				
Kimberley Triage Service	12,150	589	(11,562)	(95.2)
Cabinet on 6 January 2016 agreed to establish an improved out of hours emergency response service for the Council. The identifiable costs associated with this have been less than anticipated.				
Interest on Investments	(134,400)	(145,905)	(11,505)	8.6
Interest received on investments has exceed the 2016/17 revised estimate as a result of active management of the Council's surplus cash balances including greater use of long-term investments.				
Other Income	(16,000)	(51,593)	(35,593)	222.5
Other income has been significantly more than expected in 2016/17. This has included £22,200 received from Liberty Leisure in respect of the purchase of their opening stock balances.				

RESOURCES

<u>Cost Centre</u>	Revised Estimate	Actual	Variation	
	2016/17 £	2016/17 £	£	%
<u>Miscellaneous Resources (cont'd)</u>				
REFCUS Reversal	(708,300)	(713,333)	(5,033)	0.7
Impairment Reversal	(9,248,950)	(8,234,450)	1,014,500	(11.0)
Replacement Reversal	(63,000)	(90,643)	(27,643)	43.9
<p>These variances reflect the actual level of capital expenditure incurred in 2016/17 on specific schemes as compared with the capital programme, Contra entries within the other priority areas result in no overall effect on the Council's net expenditure.</p>				
Interest Recharge to HRA	(2,456,800)	(2,475,142)	(18,342)	0.7
<p>Interest rates on short-term borrowings replaced in 2016/17 were higher than budgeted for, resulting in a higher than anticipated recharge.</p>				
<u>Corporate Communications</u>				
Salaries	164,550	146,152	(18,398)	(11.2)
Agency	0	5,315	5,315	N/A
<p>A higher than anticipated number of vacancies during 2016/17 required the use of agency staff in order to ensure the Corporate Communications service performed its function effectively.</p>				
<u>Beeston Square</u>				
Property related expenditure	0	46,925	46,925	n/a
<p>Since the lease was purchased from Henry Boot plc in May 2016, additional costs have arisen for which no budget provision was made. These include significant repairs and maintenance expenditure.</p>				
Rent	(595,000)	(536,497)	58,503	(9.8)
<p>Rent received from tenants Beeston Square tenants in 2016/17 was lower than budgeted due to some empty units and some rent for the year having been settled as part of the lease purchase transaction.</p>				
Management Fee Income	(59,500)	(23,991)	35,509	(59.7)
<p>The management fee received in respect of Beeston Square in 2016/17 was lower than anticipated because some income for the year was combined into the lease purchase transaction.</p>				

RESOURCES

<u>Cost Centre</u>	Revised Estimate	Actual	Variation	
	2016/17 £	2016/17 £	£	%
<u>General Properties & Land</u>				
Repairs & Maintenance	25,300	12,883	(12,417)	(49.1)
Rent	(92,850)	(113,223)	(20,373)	21.9
Repairs and maintenance costs in respect of these properties in 2016/17 was significantly less than had been anticipated. The actual rent income includes £22,150 received from the new tenant at Durban House for which no allowance was made in the budget.				
<u>Democratic Representation & Management</u>				
Members' Allowances	263,500	253,162	(10,338)	
This underspend arose as a result of expenditure on members allowances in 2016/17 being £10,450 lower than in 2015/16.				
<u>Capital Charges</u>				
Beeston Square	7,981,600	7,719,221	(262,379)	(3.3)
Miscellaneous	40,900	25,750	(15,150)	(37.0)
The variance in capital charges reflects the actual level of capital expenditure incurred as compared with the capital programme. A contra entry elsewhere within the Resources portfolio results in no effect overall on the Council's net expenditure.				
<u>Council Offices</u>				
Agency Staff	0	7,936	7,936	
A higher than anticipated number of cleaner vacancies during 2016/17 required the use of agency staff in order to ensure the standard of cleaning at the Council Offices was maintained.				
Electricity	23,450	37,989	14,539	62.0
The overspend relates to a combination of a March 2016 invoice (£3,740) not being accrued into 2015/16 (£3,740) and electricity supplier unit charges in 2016/17 increasing compared to 2015/16.				
<u>Town Hall</u>				
Repairs & Maintenance	4,450	10,717	6,267	140.8
This overspend is due to all identifiable costs being coded directly to the relevant site from 2016/17 as opposed to previous years where costs were recharged to a central budget.				

ICT & BUSINESS TRANSFORMATION**SUMMARY**

<u>Cost Centre</u>	Revised Estimate 2016/17 £	Actual 2016/17 £	Variation	
			£	%
Information & Computer Technology	0	0	0	0
ICT Business Transformation	0	0	0	0
Total ICT Services	0	0	0	0

**VARIATIONS BETWEEN ACTUAL AND ESTIMATED INCOME
AND EXPENDITURE 2016/17**








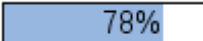

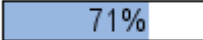
ICT & BUSINESS TRANSFORMATION

<u>Cost Centre</u>	Revised Estimate 2016/17 £	Actual 2016/17 £	Variation	
			£	%
<u>Information & Computer Technology</u>				
Agency Staff A higher than anticipated number of vacancies during 2016/17 required the use of agency staff in order to ensure that service standards were maintained.	0	30,665	30,665	
Software Maintenance Cabinet on 15 December 2015 approved delivery of the Building Control Service through Erewash Borough Council. Whilst the new arrangements have gone live, there is still a key requirement remaining for the IT systems of each authority to exchange information electronically and a budget of £25,000 was allocated for this. This work has been delayed for reasons outside the control of the Broxtowe ICT service. Therefore the Finance and Resources Committee will be asked on 13 July 2017 to approve the carry forward into 2017/18 of £25,000 to allow the work to be undertaken.	507,350	488,204	(19,146)	(3.8)
Hardware Maintenance ICT invoices totalling £18,000 that related to 2016/17 were not received by 31 March 2017 and no creditor provision was made for these. They will now be paid in 2017/18 and a carry forward of unspent budget of £18,000 in 2016/17 into 2017/18 will be required to meet this cost.	80,000	64,262	(15,738)	(19.7)













ICT & BUSINESS TRANSFORMATION

<u>Cost Centre</u>	Revised Estimate	Actual	Variation	
	2016/17 £	2016/17 £	£	%
<u>Information & Computer Technology</u> <u>(cont'd)</u>				
Third Party Payments	56,000	35,388	(20,612)	(36.8)
<p>This budget included a sum for sharing the role of Service Delivery Manager with Rushcliffe Borough Council. This is longer no required and resulted in an underspend in 2016/17.</p>				















Housing Business Plan – Key Tasks and Areas for Improvement

Status	Action Code	Action Title	Action Description	Progress Bar	Due Date	Comments
	HS1520_09	Improvements to partnership working between Housing and Planning teams	Improvements to partnership working between Housing and Planning teams	 100%	31-Mar-2017	Housing worked with Planning on affordable housing requirements, Part 2 Local Plan and increased use of Broxtowe Maps.
	HS1520_12	Improvements to employment skills of residents	Improvements to employment skills of residents	 100%	31-Mar-2017	Developing a Mystery Shopping Team to provide work experience opportunities to tenants and help improve services offered by Housing department.
	HS1520_03	Policies and procedures for housing management	Policies and procedures for housing management	 90%	31-Mar-2017	There have been minor delays with this task. Work has begun to establish a centralised location for all policies and procedures. The Neighbourhoods Service Review Group continues to work on proposals for a Tenant Loyalty Scheme. Both of these should be completed by 31 July 2017.
	HS1520_08	Older Persons Housing Needs Analysis	Older Persons Housing Needs Analysis	 78%	31-Mar-2017	Working Group established to consider changes to the Retirement Living Schemes. Analysis of all visits undertaken by Retirement Living Officers is complete and the data is being used in the review. Work has been delayed due to lack of resources.
	HS1520_17	Improvements to partnership working to address domestic violence	Improvements to partnership working to address domestic violence	 71%	31-Mar-2017	Completion of this action has been delayed due to lack of resources to complete research and analysis.




























Housing Business Plan – Critical Success Indicators

Icon	Code & Short Name	2016/17 Outturn	2016/17 Target	Short Term Trend Arrow	Long Term Trend Arrow	Latest Note
	NI 159 Supply of ready to develop housing sites	72.0%	100%			Decision taken at Jobs and Economy Committee on 26 January 2017 to fully address the five-year Housing supply shortfall in the Part 2 Local Plan, due to be published in June 2017.
	NI 154 Net additional homes provided	297	360			Target was not achieved, although there was a 55% increase in the number of homes provided. This increase is expected to continue as developments are completed in the next year.
	HSTOP10_01 Overall Satisfaction	93.4%	86%			Overall satisfaction is calculated using the question 'Taking everything into account, how satisfied are you with the service provided by Broxtowe Borough Council Housing department.' This result is based on 2571 surveys completed during the year. The question has been included in surveys regarding Allocations, Caretaking, Capital Works, Tenancy and Estates, Retirement Living, Resident Involvement and Right to Buy.
	HSLocal_11_BV64 No of private sector vacant dwellings that are returned into occupation or demolished	38	25			A number of issues have contributed including an increased demand in the private rented sector and more targeted partnership working.








Business Growth Business Plan – Key Tasks and Areas for Improvement




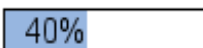

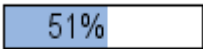

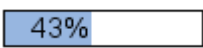


Status	Action Code	Action Title	Action Description	Progress Bar	Due Date	Comments
	JBG1518_01	Review of car parking charges	Review car parking charges following opening and commencement of tram operations		30-Sep-2016	Implemented 1 December 2016.
	JBG1518_02	Develop town centre plans	Develop town centre plans for each of the four principal town centres in the borough		31-Jan-2017	2017/20 Business Plan states due date for this action as March 2017. Action completed 27 January 2017.
	JBG1518_03	Temp parking as part of Beeston Phase 2	Implement temporary parking as part of the Beeston Phase 2 development site		31-Jul-2016	Car park now completed.
	PLACE1215_04	Regulatory implementation of Phase 2 of the Tram	Regulatory implementation of Phase 2 of the Tram Extension.		30-Sep-2016	Completed.
	JBG1417_04	Apprenticeship Campaign	Work with partners to develop an Apprenticeship Campaign		31-Mar-2017	Due Date revised from 31 May 2015. Update as per 2017/20 Business Plan.
	JBG1417_05	Develop a borough wide incentive scheme for employers	Work with partners to leverage investment and develop a borough-wide incentive scheme for employees		31-Mar-2017	Due date revised from 31 March 2015. Update from 2017/20 Business Plan.
	PLACE0912_05	Produce town centre studies as part of the Broxtowe Part 2 Local Plan (publication version)	Eastwood, Kimberley, Stapleford		31-Oct-2016	This is a duplication of JBG1518_02. These actions will be subsumed into the Local Plan Part Two process.



Business Growth – Critical Success Indicators

Icon	Code & Short Name	2016/17 Outturn	2016/17 Target	Short Term Trend Arrow	Long Term Trend Arrow	Latest Note
	TCLocal_01a – Percentage of town centre units occupied: Beeston	94%	91%			
	TCLocal_01b – Percentage of town centre units occupied :Kimberley	89%	91%			
	TCLocal_01c – Percentage of town centre units occupied :Eastwood	90%	91%			
	TCLocal_01d – Percentage of town centre units occupied: Stapleford	87%	91%			
	TCLocal_05 – New Retail and Commercial floor space provided within in Town Centres	0	-			There have been no new units built in the Town Centres and no units have been expanded. This is in line with emerging planning policy which proposes to amend and shrink the Town Centre boundaries in certain locations to increase their long term viability.
	ERLocal_01 – New Accounts on the web based Business Support Network	41	-			2016/17 New Indicator - Baseline year.
	ERLocal_02 – Employment Land Take Up	-	-			Activity is being monitored and data will be published in March 2017.
	BG1620_09 – Appointment of developer – Phase 2 of Beeston Town Centre redevelopment	-	-			Advisor is providing financial options appraisal for consideration by members. Next stage is to tender members' preferred options.
	BG1620_09 – Commencement of works for phase 2 of Beeston Town Centre redevelopment	-	-			Advisor is providing financial options appraisal for consideration by members. Next stage is to tender members' preferred options.






















Environment Business Plan – Key Tasks and Areas for Improvement

Status	Action Code	Action Title	Action Description	Progress Bar	Due Date	Comments
✓	ENV1316_06	Local measurable quality standard for parks and open spaces	Develop a new measurable quality standard for parks and open spaces in the Borough	 93%	31-Mar-2017	Consultation and site assessments ongoing.
✓	GREEN0912_15	Apply a strategic approach to tree management and increase tree planting	Protect valued environment and create new habitats	 100%	31-Dec-2016	Schemes were drawn up for the winter planting programme, including a scheme to sponsor new trees at Bramcote Hills Park, new areas of shrub planting bulb planting and wetland creation.
✓	GREEN1114_05	Review the Climate Change/ Travel Plan	Review the Climate Change/ Travel Plan	 100%	31-Mar-2017	To combine Climate Change Plan/Travel Plan with Carbon Management Plan when it is reviewed.
✓	PLACE0912_11I	Improve play areas and sports facilities at parks and open spaces	Design and install new skate park	 100%	31-May-2016	An action for each site will be created to monitor progress.
✓	ENV1417_02	Increase the trade waste business	Achieve a 10% increase in the number of trade businesses served by the Council's refuse and recycling section.	 100%	31-Mar-2017	To date there has been a 3.5% increase in trade waste contracts (32 businesses). The target is a stretch target against which progress is continually monitored.
✓	ENV1417_04	Community engagement	Community engagement to achieve the corporate recycling target of 50% by 2016	 100%	31-Mar-2017	The Communication Plan is ongoing leaflets produced and distributed for 2016/17. Stretch recycling target is 45% by 2019 as per Waste Strategy approved in November 2017.
✓	ENV1518_05	Council Waste Strategy	Review and update the Council's Waste Strategy	 100%	31-Dec-2016	The Environment and Community Safety Committee approved the Waste Strategy 2016-2020 on 24 November 2016.










Status	Action Code	Action Title	Action Description	Progress Bar	Due Date	Comments
	ENV1620_07	Implement decision regarding Community Toilets Scheme or review existing facilities	Implement decision regarding Community Toilets Scheme or review existing facilities	 100%	31-Mar-2017	Cabinet resolved that a Community Toilet Scheme would not be progressed and to demolish Beeston Bus Station, close Stapleford toilets when the land is redeveloped and refurbish Kimberley toilets when funds are available. When the land is redeveloped in Beeston and Stapleford consideration will be given to the provision of a public convenience as part of the redevelopment.
	ENV1518_01	Review the Carbon Management Plan	Review of the Carbon Management Plan	 40%	31-Mar-2018	The review is delayed until Autumn 2017.
	ENV1620_01	Provision of commercial cleansing and waste disposal services.	Provision of commercial cleansing and waste disposal services.	 51%	31-Mar-2018	The project would require investment in a weighbridge to accurately weigh waste in order to process accurate charges to customers. The cost of investing in a weighbridge and the supporting technology are not viable at this time.
	ENV1620_02	Refuse rescheduling	Refuse rescheduling	 43%	4-Dec-2017	Revised collection rounds are being prepared based on optimal routing. The rounds are being discussed with staff. Due date revised from 30 June 2017.
	ENV1620_03	Implement the actions identified within the Waste Strategy	Implement the actions identified within the Waste Strategy	 37%	31-Mar-2020	The Waste Strategy was approved on 24 November 2016 by the Environment and Community Safety Committee. Actions within the strategy have been identified for 2016 through to 2020. Some actions have begun to be implemented. There are no clear means of quantifying progress at this early stage.


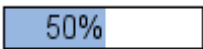













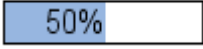

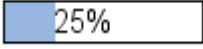
Status	Action Code	Action Title	Action Description	Progress Bar	Due Date	Comments
	ENV1620_04	Franchises and licensing within Parks and Open Spaces	Franchises and licensing within Parks and Open Spaces	<div style="border: 1px solid black; width: 100px; height: 15px; background-color: #4f81bd; position: relative;">80%</div>	31-Mar-2020	Sponsorship of floral bedding has been reviewed.
	ENV1620_08a	Investors in the Environment Audit 2017	Annual Audit for Investors in the Environment accreditation	<div style="border: 1px solid black; width: 100px; height: 15px; background-color: white; position: relative;">0%</div>	31-Jan-2017	At present still on hold hoping to reapply in 2017/18.


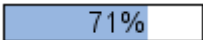








Environment – Critical Success Indicators

Icon	Code & Short Name	2016/17 Outturn	2016/17 Target	Short Term Trend Arrow	Long Term Trend Arrow	Latest Note
	CPLocal_03 – Energy consumption across all operational sites. Total kWh gas/electric ('000)	8,649	8,795			Reduction greater than expected. Some checks have been carried out on figures but still need to do more.
	NI 192 – Percentage of household waste sent for reuse, recycling and composting	41.04%	40.17%			Additional stretch targets submitted to Environment and Community Safety on 22 September 2016 for discussion. Targets are realistic within current recycling behaviours.
	NI 195a – Improved street and environmental cleanliness (levels of litter, detritus, graffiti and fly posting): Litter	4%	3%			Street cleansing services have been under resourced which has resulted in lower cleansing levels.
	NI 196 – Improved street and environmental cleanliness – fly tipping	2	2			
	PSData_07 – Number of local Nature Reserves	15	14			Hall Park completed in 2016 and is a popular site.
	PSData_09 – Percentage of Parks achieving Broxtowe Parks Standard	96%	90%			Sample sites assessed on an annual basis.
	SSData_01 – Number of fly tipping incidents investigated and removed	399				Lower number of fly tipping incidents collected. Monitoring incident reporting system to ensure all fly-tipping incidents are reported.










Community Safety Business Plan – Key Tasks and Areas for Improvement







Status	Action Code	Action Title	Action Description	Progress Bar	Due Date	Comments
✓	COMS1518_02	Review Domestic Violence Policy	Review Domestic Violence Policy	 100%	31-July-2017	Completion date revised from December 2016 as Domestic Violence Coordinator left post and has not been replaced.
✓	COMS1518_04	Review of domestic violence and safeguarding adults training	Review training in respect of domestic violence and safeguarding adults	 100%	06-Oct-2016	Action completed.
✓	COMS1518_06	Develop a Corporate ASB Policy	Develop a Corporate ASB Policy	 100%	29-Jul-2016	Action completed.
✓	COMS1620_01	Develop a Broxtowe Borough Council ASB Policy	Develop a Broxtowe Borough Council ASB Policy	 100%	31-Jul-2016	Policy adopted by the Environment and Community Safety Committee on 14 July 2016.
✓	COMS1620_02	Develop a Broxtowe Borough Council Hate Crime Policy	Develop a Broxtowe Borough Council Hate Crime Policy	 100%	30-Apr-2016	Policy approved by the Environment and Community Safety Committee on 26 May 2016.
✓	COMS1620_03	Develop a Broxtowe Borough Council Safeguarding Adults Policy	Develop a Broxtowe Borough Council Safeguarding Adults Policy	 100%	30-Apr-2016	Policy approved by the Environment and Community Safety Committee on 26 May 2016.
✓	COMS1620_06	Write and develop an e-learning module on domestic violence and abuse	Write and develop an e-learning module on domestic violence and abuse	 100%	30-Nov-2016	E-learning module launched December 2016.
✓	COMS1620_07	Develop and deliver a 12-month domestic violence and abuse awareness training programme	Develop and deliver a 12-month domestic violence and abuse awareness training programme	 100%	31-Dec-2016	E-learning package was published in December 2016.
✓	COMS1620_10	Introduce E-Cins case monitoring software	Introduce E-Cins case monitoring software	 100%	30-Apr-2016	Project complete.

Status	Action Code	Action Title	Action Description	Progress Bar	Due Date	Comments
	COMS1620_12	Develop Information@work for safe storage of Communities information and data	Develop Information@work for safe storage of Communities information and data		30-Apr-2017	On track and project is in ICT Services 2016/17 work plan. Due date revised from March 2017.
	COMS1620_14	Renew CCTV monitoring contract	Renew CCTV monitoring contract		31-Mar-2017	Contract review completed.
	COMS1620_15	Undertake resident survey to ascertain, among other things, perceptions of safety	Undertake resident survey to ascertain, among other things, perceptions of safety		31-Mar-2017	This was included as part of the annual Town Centre survey. The collected for 2016 will provide baseline data.
	COMS1620_17	Revision of conviction policy in respect of taxi licensing	Revision of conviction policy in respect of taxi licensing		30-Jun-2016	Approved by the Licensing and Appeals Committee on 7 June 2016.
	COMS1620_18	Introduction of safeguarding training for all taxi drivers	Introduction of safeguarding training for all taxi drivers		28-Feb-2017	Training session delivered 3 February 2017. Agreement reached for future sessions to be hosted on a rota basis across the County.
	COMS1620_24	Create Food Safety Service Plan	Create Food Safety Service Plan		30-Nov-2016	Action completed.
	COMS 1620_16_a	Develop and deliver 2016 Action Plans for Broxtowe Strategic Partnership	Develop and deliver Action Plans for Broxtowe Strategic Partnership		31-Mar-2017	Due date revised from October 2016.
	COMS1620_05	Develop and deliver a domestic violence and abuse action plan	Develop and deliver a domestic violence and abuse action plan (aligned to the Nottinghamshire Domestic and Sexual Abuse Strategic Framework 2016-18)		31-Jul-2017	Due date revised from 30 September 2016 as Domestic Violence Coordinator left post and has not been replaced.
	COMS1620_09	Write/produce a Members guide on domestic violence and abuse	Write/produce a Members guide on domestic violence and abuse		30 June-2017	Due date revised from 30 December 2016 as Domestic Violence Coordinator left post and has not been replaced.






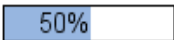


Status	Action Code	Action Title	Action Description	Progress Bar	Due Date	Comments
	COMS1620_13	Review control provisions for control of dogs, drinking in public, etc.	Review control provisions for control of dogs, drinking in public, etc.		31-May-2017	Applications for Public Safety Orders approved by Community Safety Committee at 2 March 2017.
	COMS1620_21	Achieve mediation competency accreditation for existing staff	Users Report - Actions & Pls Achieve mediation competency accreditation for existing staff		31-Dec-2016	This action no longer achievable but the project would be reassessed in six months.
	COMS1620_08	Apply for White Ribbon status / accreditation and promote the Council as a White Ribbon Authority	Apply for White Ribbon status / accreditation and promote the Council as a White Ribbon Authority		30-Nov-2016	Resources are not available to complete the application.
	HE1620_EE01	Health Festival – North/South Broxtowe (1st year)	Health Festival – North/South Broxtowe (1st year)		30-Sep-2016	Action completed.
	HE1620_EE04	Broxtowe Health Partnership review and action plan	Broxtowe Health Partnership review and action plan		30-Sep-2016	Action completed.





Community Safety – Critical Success Indicators

Icon	Code & Short Name	2016/17 Outturn	2016/17 Target	Short Term Trend Arrow	Long Term Trend Arrow	Latest Note
	ComS_012 – Number of ASB cases received by Environmental Health	569	-			New Indicator 2016/17. Slight decrease from 2015/16.
	ComS_013 – Number of ASB cases received by Housing (gen Housing)	84	-			New Indicator 2016/17. Slight decrease from 2015/16.
	ComS_014 – Number of ASB cases received by Community Services	56	-			New Indicator 2016/17. Decreasing since 2013/14.










Icon	Code & Short Name	2016/17 Outturn	2016/17 Target	Short Term Trend Arrow	Long Term Trend Arrow	Latest Note
	ComS_011 – Number of ASB Incidents	2,238	1,928			Increase could also be due to changes in police recording criteria.
	ComS_025 – Number of domestic crimes in Broxtowe borough	n/a	1,518			Data requested but currently unavailable.

Revenues, Benefits and Customer Services Key Tasks and Areas for Improvement


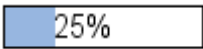



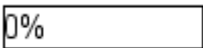

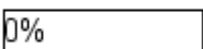

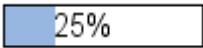






Status	Action Code	Action Title	Action Description	Progress Bar	Due Date	Comments
	RBCS1620_02	Develop a shared service with a suitable local authority partner	Develop a shared service with a suitable local authority partner		31-Mar-2016	Council has entered in to an agreement with Erewash BC for the provision of management between the two authorities.
	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. 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_01	Manage the introduction of Universal Credit (UC)	Manage the introduction of Universal Credit (UC)		31-Mar-2020	Full roll out of UC will not take place within Broxtowe until July 2018. At this point it will only involve new claims. Migration of existing claimants is unknown.
	RBCS1620_03	Replace the current CRM system (Meritec)	Replace the current CRM system (Meritec)		30-Apr-2018	Business case is still awaiting approval from ICT. Supplier (Northgate) has issued formal notice that the current application will not be supported after 31 March 2018. Discussions have taken place with users to establish required functionality of any replacement system.


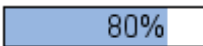









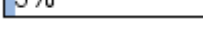

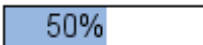

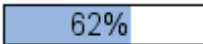
Status	Action Code	Action Title	Action Description	Progress Bar	Due Date	Comments
	RBCS1620_07	Develop a counter-fraud strategy and function as part of shared service	Develop a counter-fraud strategy and function as part of shared service	<div style="border: 1px solid black; width: 100px; height: 15px; background-color: #add8e6; position: relative;"> 10% </div>	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 March 2017.
	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="border: 1px solid black; width: 100px; height: 15px; background-color: #add8e6; position: relative;"> 60% </div>	30-Apr-2017	Ongoing and is part of the work that the Interim Income Manager will be working towards.
	RBCS1620_05	Widen the use of e-forms	Widen the use of e-forms	<div style="border: 1px solid black; width: 100px; height: 15px; background-color: #add8e6; position: relative;"> 33% </div>	30-Sep-2017	Three potential suppliers have provided demonstrations of their products and these are currently being evaluated.
	RBCS1620_06	Update the council's face to face customer contact	Update the council's face to face customer contact	<div style="border: 1px solid black; width: 100px; height: 15px; background-color: #add8e6; position: relative;"> 5% </div>	30-Apr-2017	Project still delayed awaiting approval from DWP. Earliest start date now April 2017. Due date revised from September 2016.


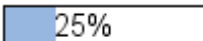



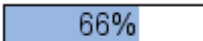

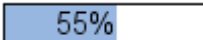
Revenues and Benefits Critical Success Indicators

Icon	Code & Short Name	2016/17 Outturn	2016/17 Target	Short Term Trend Arrow	Long Term Trend Arrow	Latest Note
	BV9 – Council Tax collected (%)	98.5%	98.2%			
	BV10 – Non-domestic Rates collected (%)	98.7%	98.5%			
	BV66a – Rent Collection: Rent collected as a proportion of the rent owed	98.3%	98.8%			





Resources – Key Tasks and Areas for Improvement









Status	Action Code	Action Title	Action Description	Progress Bar	Due Date	Comments
	CP1620_01	Pursue tram compensation claim	Pursue tram compensation claim		31-Mar-2018	FHP advise that any claim is unlikely to be settled until late 2017/18. Due date revised from 31 March 2016.
	CP1620_02	Restructure reception arrangements at Foster avenue	Restructure reception arrangements at Foster avenue		30-Sep-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.
	CP1620_03	Implement the Asset Management Plan 2016-21	Implement the Asset Management Plan 2016-21		31-Mar-2020	
	DEM1518_01	Community Governance Review	Community Governance Review		31-Mar-2020	
	DEM1518_01	Implementation of committee management system	Implementation of committee management system		31-May-2017	Due date revised from April 2017.
	DEM1518_02	Transfer of Land Charges function to Land Registry	Transfer of Land Charges function to Land Registry		04-Jun-2018	Meeting held with Land Registry on 9/1/17 to confirm data quality would be acceptable. No date yet known for when transfer will take place.
	FP1620_01	Produce the Final Accounts by end of May	Produce the Final Accounts by the end of May		31-May-2016	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)		31-Mar-2017	Review of Broxtowe costs completed. Confirmation now required as to whether a county tender for merchant services is to be undertaken.

Status	Action Code	Action Title	Action Description	Progress Bar	Due Date	Comments
	FP1518_01	Fixed Asset Software	Bring the fixed asset software purchased for capital accounting requirements into full use		30-Sep-2015	Software is being used to calculate depreciation for General Fund assets (buildings, equipment and vehicles), Consideration now needs to be given as to how this can be used to calculate depreciation for Council housing stock.
	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	Commercial opportunities have been explored, but there has been little ongoing interest from town and parish councils. The offer of assistance remains open to the town and parish councils.
	H&S1620_02	Completion of Health and Safety Action Plan	Completion of Health and Safety Action Plan		31-Mar-2017	Completed.
	HR0912_04	Review of employee Personal Development Review procedure	All employees in future to have received PDR by a set annual deadline with six month review		30-Mar-2017	Additional support from Learning Pool required prior to implementation across the organisation.
	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.
	HR1620_01	Review opportunities for shared HR working with other local authorities	Review opportunities for shared HR working with other local authorities		31-Mar-2018	Due date revised from 31 March 2017.
	HR1620_02	Review of People Strategy	Review of People Strategy		30-Dec-2017	
	HR1620_03	Review of Council's apprenticeship programme	Review of Council's apprenticeship programme and the development of a new Apprentice Strategy in preparation of the introduction of Apprenticeship Levy in April 2017		31-Jul-2017	Due date revised from 30 April 2017.







Status	Action Code	Action Title	Action Description	Progress Bar	Due Date	Comments
	HS1520_19	Improved partnership working with registered providers	Improved partnership working with registered providers		31-Mar-2018	
	LA1620_03	Complete Administration Review	Complete Administration Review		31-Jul-2017	Work completed by February 2017. Report to Policy and Performance Committee on 4 July 2017.
	LA1620_01	Establish legal service partnership with Rushcliffe	Establish legal service partnership with Rushcliffe		30-Nov-2017	Due date revised from 30 March 2017.
	LA1620_02	Reduce sundry debtors backlog	Reduce sundry debtors backlog		30-Apr-2017	Sundry debt was reduced by 50% by end of Quarter 2. New higher value debts are being resolved. There has been a reduction in resources. Quarter 1 2017/18 will focus on debt write off to further reduce sundry debt.

ICT and Business Transformation – Key Tasks and Areas for Improvement

Status	Action 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	Web Content Management system replacement and redesign of intranet completed.
	IT1617_14	ICT Security Compliance	PCI-DSS & Government Connect - Maintain compliance with latest Security standards and support annual assessments.		31-Mar-2017	Update provided on progress for Finance and Resources Committee Report (21 November 2016).

Status	Action Code	Action Title	Action Description	Progress Bar	Due Date	Comments
	IT1617_17	E-Facilities	Purchase/implement necessary hardware and software to enable the development of the Council's Mobile Working approach and facilities, including initiation of pilot projects to trial available mobile working facilities across functions. In subsequent years to enable the continued development of the Council's e-facilities. 1) IDOX Public/Consultee Access 02) Housing trial of mobile devices		31-Mar-2017	Deferred in 2017\18 1) Oracle 12c upgrade (Purchased await Implementation date) 2) Civica Icon V16 upgrade including Estore Mobile (Purchase and implementation arranged for 26 and 27 April 2017) 3) Implementation of Website & CMS (complete).
	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 OpenHousing system and implement the Total Mobile working solution		31-Mar-2017	Project continuing into 2017/18.
	IT1617_26	Telephony Review	01) Enhanced Telephony Facilities - review IVR / Skype 02) Mobile contract transfer / Phase 3 transfer 03) SIP Trunking		31-Mar-2017	01) Mobile contract transfer / Phase 3 transfer - complete 02) SIP Trunking - complete
	IT1617_27	LocalView Replacement	Implement the LocalView replacement mapping systems ArcGIS Portal and ArcGIS Online. LocalView will be unsupported from July 2016.		30-Jun-2016	Action complete.

ICT and Business Transformation Critical Success Indicators

Icon	Code & Short Name	2016/17 Outturn	2016/17 Target	Short Term Trend Arrow	Long Term Trend Arrow	Latest Note
	ITLocal_01 – System Availability	98.9%	99.5%			Reduction in performance mainly related to third-party outages which were largely caused by downtime with the mobile management software AirWatch and the IP Telephony system. Appropriate account management meetings and escalations have taken place to mitigate the risk of reoccurrence.
	ITLocal_05 – Virus Protection	100%	100%			

Report of the Chief Executive

ANNUAL REVIEW OF THE CORPORATE PLAN 2016-20201. Purpose of the report

To invite councillors to consider whether any adjustment is required to the Corporate Plan priorities, objectives and targets in the light of the experience of the first year of implementation in 2016/17 .

It is not the intention to this report to repeat the performance reports which are presented quarterly to the Committee. The out turn of the previous years' service delivery and financial plans are to be reported to the Finance and Resources Committee on 13 July 2017.

2. Details

Appendix 1 to the report sets out the current Priorities and objectives. Appendix 2 presents a summary of the main achievements in the 2016/17 year. Delivery of the priorities and objectives for 2017/18 through previously agreed business plans is well under way. Appendix 3 is the Annual Performance Report for 2016-17.

The Council has maintained as its priorities the issues which matter most to local people, as evidenced by a consultation exercise conducted at the outset of the plan period. The first year of the plan has seen the taking of major new initiatives in relation to almost all of the priority areas, which demonstrates that the setting of the priorities has been helpful in providing a focus of attention and impetus.

The advantage of maintaining stability in relation to the existing Priorities and Objectives is that there is still much work to be done to further increase housing growth, deliver on the Beeston town centre regeneration proposals, increase economic growth and review the current Economic Regeneration Strategy, deliver the aspirations of the Green Infrastructure Policy, review the Leisure Facilities Strategy, successfully complete the first year of Liberty Leisure and continue to reduce domestic violence and anti-social behaviour.

Recommendation

The Committee is invited to CONSIDER the report and RESOLVE that the Corporate Plan 2016-20 Priorities and Objectives be maintained or amend them accordingly.

Background papers

Nil

APPENDIX 1

Vision

Broxtowe, a great place where people enjoy living, working and spending leisure time.

Housing

Objectives

- Increase the rate of house building on brownfield sites
- Become an excellent housing provider
- Improve the quality and availability of the private sector stock to meet local housing need.

Community Safety

Objectives

- Reduce the amount of anti-social behaviour in Broxtowe Borough Council reduce domestic violence in Broxtowe.

Business Growth

Objectives

- Increase the number of new businesses starting in Broxtowe Borough Council help our town centres to compete and attract more visitors
- Complete the regeneration of Beeston town Centre and seek opportunities to regenerate town centres throughout Broxtowe.

Environment

Objectives

- Reduce litter and fly tipping to make Broxtowe cleaner
- Maintain and improve the green infrastructure of Broxtowe
- Increase recycling , composting and energy efficiency projects as resources allow.

Health

Objectives

- Increase the number of people who have active lifestyles
- Work with partners to improve the health of the local population
- Reduce alcohol related harm in Broxtowe.

APPENDIX 2

The following pages set out main achievements in delivery of the 16/17 Corporate Plan:

- Under the **Housing priority** the granting of planning permissions for housing and the delivery rate of new builds is increasing (300 homes were built in 16/17 compared with 100 the previous year). This is a feature of decisions taken to allocate land for house building and an increased emphasis on house building delivery within the planning section. The Council continues to invest in the improvement of its housing stock.
- Under the **Environment priority** there have been a significant number of schemes delivered to refurbish play areas and equipment, engage with the community on improvements to the environment, maintain and improve the high standards of parks and open spaces and a number of new strategies and action plans have been developed.
- Under the **Health priority**, setting up a new delivery vehicle for leisure facilities has been successful, with investment in existing facilities, savings delivered and attendances at leisure centres maintained. There has been a range of successful projects delivered in partnership to improve the health of the population.
- Under the **Business Growth priority** the acquisition of the freehold of Beeston square was a major initiative which is not only financially advantageous to the council but important to the phase 2 redevelopment proposal. The announcement of the preferred location for the HS2 East Midlands hub station at Toton presents major future opportunities for economic growth. Investment in new staffing for economic development laid the foundations for future work in this area.
- Under the **Community safety priority** new initiatives were taken to address domestic violence and anti-social behaviour, including the setting up of a task group and adoption of a new action plan. However changes to crime recording figures have made it difficult to track outcomes performance against the previous year on a like for like basis.



**Broxtowe
Borough
COUNCIL**

Annual Performance

2016-17

Highlights

£7.5 million investment

purchase of freehold interest of Beeston Square now generating over £0.5 million of annual rental income and enabling Phase 2 of redevelopment



Broxtowe Country Trail opened providing **27 miles of walking and cycling routes** connected to the Erewash Valley Trail

Toton announced as the preferred location for the **East Midlands HS2 hub station**, bringing estimated benefits of between £1.1 - £2.2 billion per year to the region through additional job opportunities, improved local connectivity to key cities in the north and London, investment in infrastructure to support growth and connectivity and well integrated, high quality housing.

Broxtowe Community Safety partnership continues to be amongst the **top performing** in its comparable family group in relation to levels of crime and disorder



Ruth Hyde OBE
Chief Executive



Councillor
Richard Jackson
Leader of the Council

This report aims to give you a flavour of what we have been doing to implement the first year of our Corporate Plan 2016-2020.

Our priorities are Housing, Business Growth, Environment, Health and Community Safety and our aim is for **Broxtowe to be a great place where people enjoy living, working and spending leisure time.**



Establishment of **Liberty Leisure** – a new trading Company to deliver leisure, culture, sports and events at the heart of the community and promote active lifestyles, supported by investment of £700,000 to improve facilities in 2016/17. This initiative is **saving £312,000** annually.

Continued progress on our ambitious, affordable house building programme to **build 300 homes** over 5 years using surplus land and partnerships with Housing Associations including innovative dementia friendly bungalows



Achievements

Find out more about our achievements and how our services have been externally recognised over the next few pages

Annual Performance 2016-17

Highlights a flavour of what we have been doing to implement the first year of our Corporate Plan 2016-2020

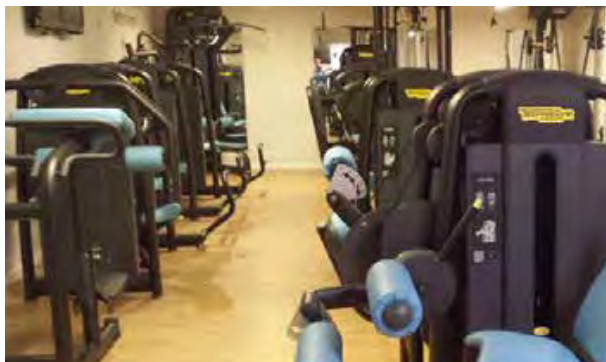


Housing

A good quality affordable home for all residents of Broxtowe

100 private rented tenancies engaged to support housing need and 38 empty homes brought back into use.

515 Council properties have benefitted from **modernisations** to their kitchens and bathrooms.



Free swimming for under 17's and free summer activities in school holidays

Support for Mental Health thanks to a new Mental Health Worker and projects with MIND and Citizen's Advice and support for those with alcohol and substance misuse problems thanks to work with "Change Grow Live"

9 Neighbourhood Plans being developed led by local people in nearly every area to ensure that development corresponds to the needs of the community



923 new homes have been given planning permission



Health

people in Broxtowe enjoy longer active and healthy lives

New sporting challenges and fitness classes to encourage residents to keep fit resulting in **1,711,677** visits to our leisure centres in 2016/17



New businesses signed up to the Healthy Options Takeaway Scheme and work with "Changepoint" to help people with weight management issues





Environment

The environment in Broxtowe will be protected and enhanced for future generations

Community engagement clean up events in our parks and housing schemes to keep the Borough tidy

New Fly Tipping and Litter Action Plan targeting hot spots in the Borough



Refurbished play areas and new play equipment at Coronation Park, Eastwood, Beeston Fields & Ilkeston Road Recreation Grounds and at Long Lane, Attenborough



Business Growth

New and growing businesses providing more jobs for people in Broxtowe and improved town centres



Free Wi-Fi in Stapleford and Stapleford Gateway scheme under way to improve the town centre

Increased **free car parking** in town centres and a new car park at the former Beeston fire station

Consultants engaged to develop plans for the **regeneration of Beeston** town centre

Town Teams supported to increase trade and attract new customers, our town centres having above better than the average vacancy rate.



Community Safety

Broxtowe will be a place where people feel safe and secure in their communities

Closure Order and Emergency Prohibition Order used as part of new measures to address anti-social behaviour issues affecting our residents

Public Space Protection Orders designated in Beeston town centre, Beeston North, Toton, Kimberley and Eastwood to control alcohol consumption in public areas

6 high risk domestic violence victims supported with protective measures

Training and awareness projects for front line staff on domestic violence delivery of projects to educate young people on internet safety and healthy relationships

New free surgeries offering legal help and advice for the victims of domestic violence



External recognition for good service delivery

- “Green” accreditation from “Investors in the Environment” - the highest award in the scheme
- Five parks re-accredited with **Green Flag** status, including 10th consecutive year for Bramcote Hills Park, Parks Team also named as finalists in Best Performer Category at the APSE Awards



- Housing Repairs Team shortlisted as finalists for **Most Improved Performers** in Building Maintenance at the APSE Awards
- **Re-accreditation** through National Inspection Council for Electrical Installation Contracting (NICEIC) demonstrating high levels of service offered by the in-house electricians
- Nottinghamshire **Best Bar None Scheme** highly commended at national level for Best New Scheme and Most Innovative Scheme
- **RSPCA Bronze Footprint award** retained by the Council's Neighbourhood Wardens
- Partnership project with United Living and Central College to provide 100 work experience placements and improve tenant engagement won the **Training Award** at the Building Communities Awards and named as a finalist in the Excellence in the Contractor Engagement category at the TPAS awards



- Kimberley Leisure Centre Lifeguard was named **top female lifeguard in the UK** for the second year in a row. The Leisure Centre itself came second overall against 38 other facilities in the UK
- Housing Repairs Team granted “**Worcester Approved Service Provider**” in acknowledgement of the skills and quality of service delivered by the in house gas team. Taking the service back in house saved £150,000 during 2016/17
- D.H. Lawrence Museum received a certificate of excellence from **TripAdvisor** and named a **Hidden Gem** by VisitEngland thanks to a 97% customer service score
- A Council tenant won the **Colin Smith Memorial Prize** for outstanding tenant participation in the East Midlands
- HS2 emerging growth plan won “**Plan of the Year**” in East Midlands RTPi Planning Awards
- Housing Team shortlisted for **three awards** in the **Building Communities Awards** – Corporate Responsibility, Team of the Year and Tenant of the Year



- A Council Officer received a **Police Recognition Award** for his role in helping to prevent a man from committing suicide on the M1 Motorway

- Liberty Leisure won ‘**Sporting Project of the Year**’ for the Get Active team's project #Broxtowegirlscan at the Nottinghamshire Sports Awards



Report of the Director of Housing, Leisure and Property Services

INTERIM HOUSING MANAGER1. Purpose of report

To advise of an additional estimate required for an interim appointment to progress actions in the Housing Strategy.

2. Background

On 20 March 2017 the Finance and Resources Committee approved the appointment of an Interim Housing Manager for three months.

3. Detail

The Head of Housing was absent from her duties with the authority from 20 October 2016 until 24 April 2017. During this time officers who report directly to her undertook duties that would normally fall to the Head of Housing to manage. Due to lack of resources, a number of projects identified in the Housing Strategy were delayed.

Since being appointed on 22 March 2017, the Interim Housing Manager has provided the necessary resource to progress a number of projects including:

- Review of use of guest rooms and communal facilities in Retirement Living
- Review of use of mutual exchanges and transfers
- Pilot of a new way to monitor customer satisfaction
- Review of stock designation

To complete these projects an extension to the current contract is required. An extension for three months is proposed, but with the number of hours reduced from 37 to 33 hours per week.

4. Financial implications

The estimated cost for the Interim Housing Manager is £21,780 (net of VAT). No budget for these expenditure presently exists. 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 the extension of the contract for the Interim Housing Manager for a further three months be approved.

Background papers

Nil

Report of the Director of Housing, Leisure and Property Services

SCHEME OF DELEGATION – PROPERTY LETTINGS AT BEESTON SQUARE1. Purpose of report

To recommend an appropriate scheme of delegation for property lettings at Beeston Square.

2. Background

Committee will recall the Council's purchase of the leasehold interest in Beeston Square from Henry Boot in 2016. The Council inherited a range of leases already granted by Henry Boot, these are all within the range £10,000 to £100,000 per annum. There are currently two vacant properties and some of the other leases are coming up for renewal.

3. Existing scheme of delegation and financial regulations

The Council's Constitution delegates responsibility for annual lettings up to an amount not exceeding the rental currently set out in Financial Regulations to the Director of Housing, Leisure and Property Services in common with the Director of Legal and Planning Services. The amount currently specified in Financial Regulation 14.4 is £10,000. Above this figure all lettings (and by implication the Council's negotiating position) need to be approved by Committee. This is considered unwieldy in relation to The Square and could significantly delay the negotiation and letting process, to the financial detriment of the Council.

4. Proposed scheme of delegation

It is proposed that Financial Regulations be amended to increase the value of delegated powers in respect of Beeston Square only. Because the Council has limited experience of letting high value town centre properties it is proposed that professional external commercial advice be sought at two stages in the process: when determining the Council's initial negotiating position and before finalising the terms of any lease.

Recommendation

The Committee is asked to RECOMMEND to Council that Financial Regulation 14.4 be amended to include: 'In respect of properties in Beeston Square only, lettings, negotiations and settlement of leases and rent for Council owned land or property where the annual rental exceeds £100,000 subject to an independent evaluation and having consulted with the Monitoring Officer and the Section 151 Officer shall be referred to the Policy and Performance Committee for approval.'

Background papers

Nil

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.

3. Work Programme

3 October 2017	Beeston Town Centre Update Beeston Square Update Commercial Strategy People Strategy ICT Strategy Apprenticeship Strategy Health and Safety Annual Report Budget Consultation 2017/18 Shared Services Annual Report
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3. Dates of future meetings

The following additional dates for future meetings have been agreed:

- 21 November 2017
- 6 February 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