



5 July 2017

Dear Sir/Madam

A meeting of the Finance and Resources Committee will be held on Thursday 13 July 2017 in the New Council Chamber, Town Hall, Beeston commencing at 7.00pm.

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

Yours faithfully

Chief Executive

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

### 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 - 6

The Committee is asked to confirm as a correct record the minutes of the meeting held on 20 March 2017.

4. REFERENCES PAGES 7 - 9  
To consider references with budget implications from committees that have been approved since the last meeting of this committee on 20 March 2017.
5. STATEMENT OF ACCOUNTS UPDATE AND OUTTURN POSITION 2016/17 PAGES 10 - 28  
To report on the revenue and capital outturn position for 2016/17 and provide an update on progress with the preparation of the draft annual statement of accounts for 2016/16.
6. TREASURY MANAGEMENT AND PRUDENTIAL INDICATORS – ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2017 PAGES 29 - 44  
To inform the Committee of treasury management activity and the actual prudential indicators for 2016/17.
7. GRANTS TO VOLUNTARY AND COMMUNITY ORGANISATIONS, CHARITABLE BODIES AND INDIVIDUALS INVOLVEMENT IN SPORTS, THE ARTS AND DISABILITY MATTERS 2017/18 PAGES 45 - 61  
To consider requests for grant aid in accordance with the provisions of the Council's Grant Aid Policy.
8. CITIZENS ADVICE BROXTOWE – GRANT AID 2017/18 PAGES 62 - 75  
To consider a request for grant aid in accordance with the provisions of the Council's Grant Aid Policy.
9. DURBAN HOUSE, EASTWOOD – MINOR WORKS PAGES 76 - 77  
To seek Committee approval to provide the funding for a series of minor external maintenance works at Durban House, Eastwood.
10. KIMBERLEY LEISURE CENTRE – REPLACEMENT SWIMMING POOL COVER PAGE 78  
To report the exercise of Standing Order 32 powers by the Chief Executive in respect of the replacement of the swimming pool cover at Kimberley Leisure centre.

11. ASSET DISPOSAL PAGE 79

To update the Committee with sites being considered for disposal and to consider approval to progress marketing to the point of sale where appropriate.

12. WOLLATON ROAD ALLOTMENTS  
IRRIGATION SUPPLY PAGES 80 - 81

To consider measures to improve the water supplies at Wollaton Road Allotments in Beeston.

13. WORK PROGRAMME PAGE 82

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

14. 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 paragraph 3 of Schedule 12A of the Act.**

15. SALE OF FISHPOND COTTAGE, BRAMCOTE  
AND RETENTION/USE OF SURROUNDING  
LAND FOR REDEVELOPMENT PAGES 83 - 85

## **FINANCE AND RESOURCES COMMITTEE**

**20 MARCH 2017**

Present: Councillor P D Simpson, Chair

Councillors: S A Bagshaw  
T P Brindley  
S J Carr  
E Cubley  
S Easom  
R I Jackson  
P Lally  
G Marshall  
P J Owen  
A W G A Stockwell

Apologies for absence were received from Councillors D A Elliott and M Radulovic MBE.

### 76. **DECLARATIONS OF INTEREST**

Councillor T P Brindley declared a non-pecuniary interest in agenda item 4, as he is the Honorary Secretary of the Chilwell Community Centre, minute no. 78 refers. Councillor R I Jackson declared a non-pecuniary interest in agenda item 4, having given grant aid to the Chilwell Community Association, minute no. 78 refers.

### 77. **MINUTES**

The minutes of the meeting held on 6 February 2017 were confirmed and signed.

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

The Committee considered requests for grant aid in accordance with the provisions of the Council's Grant Aid Policy and noted the grants awarded under delegated authority.

In respect of Eastwood Tennis Club, members noted that a grant awarded by the Council in 2015/16 in the sum of £960 had not been used for its prescribed purpose and had been diverted, without Council approval, to an alternative use. Members therefore requested that any further grant awarded

would only be paid after the receipt of documentation confirming that the objective of the grant had been met. The Deputy Chief Executive stated that he would ensure that an appropriate mechanism would be put in place.

**RESOLVED that the applications be dealt with as follows:**

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

79. PERFORMANCE MANAGEMENT REVIEW OF BUSINESS PLAN PROGRESS – SUPPORT SERVICE AREAS

The Committee considered information on progress against outcome targets identified in the Business Plans for support services areas.

Members expressed concern at current sickness absence levels and queried the mechanisms in place for attendance management purposes. The Chief Executive responded that the latest absence figures available pursuant to publication of the agenda indicated that the figure to the end of February 2017 was 9.5 days; a reduction from the 10.1 days indicated in the report. The Council's attendance management policies required managers to take action in relation to long term sickness absence with assistance from the HR team. Attendance management policies and procedures are compared with those of other authorities and more detailed analysis of trends would be brought back to Committee for further consideration.

Members were concerned at the apparent lack of progress with the tram compensation claim and the likelihood that the target may slip further back. The Committee requested receipt of more detailed information on a regular basis.

The restructure of the Council Offices reception arrangements and possible residual costs associated in light of the DWP's withdrawal of its intention to occupy the building was queried. Officers stated that costs had been incurred in relocating staff to create space intended for the DWP to occupy. The office space could now be let out to alternative users. It was noted that the decision regarding DWP had been taken at a national rather than a local level and was disappointing in terms of the lost opportunity to provide an integrated local hub, particularly with the pending introduction of Universal Credit.

The target of June 2018 for transfer of the Land Charges function to the Land Registry was queried. Officers responded that there had been a delay in notification of which authorities would be in the first tranche and therefore the only information available was that the transfer would take place between now and 2023.

A member suggested that the merits of pursuing the exploration of commercial opportunities for the provision of health and safety support to parish councils should be reconsidered since some parish councils had their own external providers for that purpose.

The reduction of the sundry debtors backlog was queried and concern was expressed at the focus on write-offs at the expense of continuing to chase the debts. Officers outlined the process for recovering outstanding debts and stated that more detailed figures would be made available to members. A significant backlog of sundry debt had accrued over a number of years with little likelihood of being paid which had had to be addressed. Resources would be focused on ensuring the pursuing of debts which were more likely to yield positive recovery. The Leader reiterated that debts written-off would be reinstated if the Council became aware of significant changes associated with the debtors.

Members requested an updated figure on the effect on employee turnover following the transfer of employees to Liberty Leisure. The Chief Executive would circulate the information to members.

Members queried the reasons for one in ten complaints not being responded to within three working days. It was stated that this was due to the dedicated Complaints Officer having left the authority in the summer of 2016 and not having been replaced. The Democratic Services section had been restructured to incorporate complaints and the performance level should now improve.

A query was raised regarding the statistics for Housing Benefit (HB) overpayments recovered as a percentage of the total amount of HB overpayment and how these related to the accompanying note. Officers would circulate an update to members.

80. CAPITAL PROGRAMME 2016/17 UPDATE

Members received an update on capital expenditure incurred in 2016/17 up to 28 February 2017 along with the planned financing of the 2016/17 capital programme. Approval was sought for a number of capital budget variations in the current financial year.

Officers stated that the Council was on target to spend a minimum of 90% of the 2016/17 programme by 31 March 2017. Requests for any carry forward of unspent 2016/17 budget would be brought before the Committee on 13 July 2017.

**RESOLVED that the capital budget variations for 2016/17 set out in appendix 3 to the report be approved.**

81. BUSINESS RATES REVALUATION 2017

The Committee considered the proposed changes in respect of Business Rates with effect from April 2017 and the impact that this would have on rate payers and the Council.

Members noted that the proposals were unlikely to have a significant impact for Broxtowe. The purchase of the forecasting toolkit had proved an invaluable asset in conducting an analysis of the data contained within the report.

82. APPOINTMENT OF INTERIM HOUSING INCOME MANAGER AND INTERIM HOUSING MANAGER

Members were advised of additional estimates required for an interim Housing Income Manager to manage the delivery and transition of rent recovery procedures and an interim Housing Manager to progress actions in the Housing Strategy. It was noted that, if approved, a significant element of the costs would be charged to the Housing Revenue Account.

Councillor G Marshall proposed a recorded vote which was seconded by Councillor S A Bagshaw. The voting was as follows:

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

**RESOLVED that:**

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

83. WORK PROGRAMME

The Committee considered items for inclusion in its future Work Programme and proposed that sickness absence levels be included within the Work Programme in light of its discussions on working days lost due to sickness at minute no. 79.

**RESOLVED that the Work Programme be approved, subject to the inclusion of sickness absence levels.**

84. 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 3, 5, 7 and 12 of Schedule 12A of the Act.**

85. CONTRACT FOR THE SUPPLY OF PRINTED ELECTION STATIONERY

In accordance with S100B(4) of the Local Government Act 1972, the Chair agreed that the above-named item could be considered as a matter of urgency in order that it could be resolved within the necessary timescale.

**RESOLVED that the contract awards in respect of Lot 1 and Lot 2 for the Supply of Printed Election Stationery be awarded to Print Image Network Limited.**

86. IRRECOVERABLE ARREARS

Members queried the circumstances behind a number of the proposed write offs, particularly where there was an error by the Council. Officers stated that the financial impact of any write-off of Council bad debt would be shared with other precepting bodies.

**RESOLVED that the arrears in excess of £1,200 on national non-domestic rates, council tax, rents, housing/council tax benefit overpayment and sundry debtors as set out in the report be written-off**



and the exercise of the Deputy Chief Executive's delegated authority under financial regulation 5.9 be noted.

87. BRAMCOTE LEISURE CENTRE HEALTH SUITE –  
BUDGET AND AWARD OF CONTRACTS

**RESOLVED** that a revised budget of £210,000 be approved and that Ackroyd be appointed as main works contractor, and to note that tenders are being invited for the supply and installation of the equipment

## Report of the Deputy Chief Executive

**REFERENCES**1. Purpose of report

To consider references with budget implications from committees that have been approved since the last meeting of this Committee on 20 March 2017.

2. Background

Under the Council's Procedure Rules (Scope of Arrangements and Delegations) the Finance and Resources Committee is responsible for control of financial matters. The role of the Committee is:

*To consider and recommend to the Council the overall capital programme and revenue budget [and]*

*i) To approve requests for supplementary capital and revenue estimates.*

The items set out in the appendix were approved at committee meetings since 20 March 2017 and, as no allowance has previously been made for these in the 2017/18 revenue or capital budgets, they now require the approval of the Finance and Resources Committee for their subsequent inclusion.

The additional use of the General Fund and HRA balance over and above that originally approved in the 2017/18 budget will be reflected in the 2018/19 budget report to this committee on 15 February 2018.

**Recommendation**

**The Committee is asked to RESOLVE that the requests for supplementary revenue and capital estimates for 2017/18 as set out in the appendix be approved.**

Background papers

Committee reports referred to in the appendix

## APPENDIX

Committee	Date	Reason	Capital / revenue	2017/18 Financial impact (£)	Proposed funding source
Community Safety	20/4/17	To request approval for the funding of temporary agency staff to deal with outstanding food hygiene inspections and approve expenditure for the appointment of contractors to complete the backlog of outstanding food hygiene inspections	Revenue	15,000	General Fund
Leisure and Environment	14/6/17	To undertake a memorial safety testing programme	Revenue	15,000	Revenue contingencies
Policy and Performance	4/7/17	To extend the contract for the Interim Housing Manager for a further three months	Revenue	21,800	HRA balance (subject to year-end apportionment to GF)
Policy and Performance	4/7/17	To implement changes to the establishment of the Corporate Communications Team	Revenue	250	General Fund
Policy and Performance	4/7/17	To implement changes to the establishment of the Finance Services Team	Revenue	23,150	General Fund
Policy and Performance	4/7/17	To carry out works to enable interim uses of the former Beeston bus station	Capital	15,000	Capital contingencies
Policy and Performance	4/7/17	To procure additional project management support for Beeston Square phase 2	Revenue	50,000	General Fund
Policy and Performance	4/7/17	To implement changes to the establishment of the Democratic Services Team	Revenue	2,700	General Fund
Policy and Performance	4/7/17	To rebalance the staffing and agency budgets and implement changes in the establishment of the Environmental Services division	Revenue	24,700	General Fund
Jobs and	6/7/17	To contribute to the costs associated with bringing the	Revenue	5,000	Revenue

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Economy		Nottinghamshire leg of the 2017 Tour of Britain to Broxtowe			contingencies
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## Report of the Deputy Chief Executive

**STATEMENT OF ACCOUNTS UPDATE AND OUTTURN POSITION 2016/17**1. Purpose of report

To report on the revenue and capital outturn position for 2016/17, provide an update on progress with the preparation of the draft annual statement of accounts for 2016/17, approve the revenue and capital carry-forward requests to the 2017/18 year and inform the Committee that the Policy and Performance Committee will be tasked with considering variances to the revenue estimates.

2. Background

The accounts for 2016/17 have been finalised, subject to audit, and show an underspending on the General Fund revenue account of £425,701 and an underspending on the Housing Revenue Account (HRA) of £759,294 when compared to the revised estimates. A summary of the revenue accounts is provided in appendix 1 whilst appendix 2 summarises the position on capital. Policy and Performance Committee considered any variances in excess of the delegated revenue virement limit of £5,000 and also in excess of 1% of the revised estimate at their meeting of 4th July 2017.

The Accounts and Audit (England) Regulations 2015 require that the responsible financial officer certifies the presentation of the annual accounts before 30 June in readiness for the audit. An update on progress in producing the statement will be given at the Committee. The audited statement of accounts, together with the external auditor's Annual Governance report, will be presented to the Governance, Audit and Standards Committee on 25 September 2017.

**Recommendation**

**The Committee is asked to RESOLVE that:**

- 1. The accounts summary for the financial year ended 31 March 2017 subject to audit, be approved.**
- 2. The revenue carry forward requests outlined in section 2 of appendix 1 be approved and included as supplementary revenue estimates in the 2017/18 budget.**
- 3. The capital carry forward requests outlined in appendix 2b be approved and included as supplementary capital estimates in the 2017/18 budget.**

Background papers

Nil

## APPENDIX 1

**REVENUE ACCOUNTS OUTTURN SUMMARY 2016/17****1. Summary of General Fund and Housing Revenue Account Expenditure**

1.1 The following table summarises the position for 2016/17:

<u>GENERAL FUND</u>	<u>Revised</u>	<u>Actual</u>	<u>Variation</u>	
	<u>Estimate</u>	<u>2016/17</u>	<u>£</u>	<u>%</u>
	<u>£</u>	<u>£</u>	<u>£</u>	<u>%</u>
<u>Net expenditure</u>				
Housing	763,300	271,231	(492,069)	(64.5)
Environment	5,387,150	4,769,104	(618,046)	(11.5)
Business Growth	1,061,500	1,012,354	(49,146)	(4.6)
Community Safety	1,883,350	1,943,295	59,945	3.2
Health	2,600,400	2,259,246	(341,154)	(13.1)
Revenues, Benefits and Customer Services	725,500	1,005,887	280,387	38.6
Resources	(2,133,050)	(1,378,368)	754,682	(35.4)
ICT and Business Transformation	0	0	0	0.0
Sub-total	10,288,150	9,882,749	(405,401)	(3.9)
Contingency/Policy Reserve	20,300	0	(20,300)	(100.0)
<b>TOTAL GENERAL FUND</b>	<b>10,308,450</b>	<b>9,882,749</b>	<b>(425,701)</b>	<b>(4.1)</b>
<u>Financed by:</u>				
Council Tax	(5,309,740)	(5,309,740)	0	0.0
Share of previous year council tax collection fund surplus	(86,600)	(86,600)	0	0.0
Revenue Support Grant	(1,413,461)	(1,413,461)	0	0.0
Non Domestic Rates (NDR)	(2,685,387)	(3,175,472)	(490,085)	18.3
Share of previous year NDR collection fund deficit	0	155,628	155,628	N/A
NDR – Section 31 Grant	(401,500)	(461,866)	(60,366)	15.0
NDR Growth Levied by NCC - Returned	0	(17,400)	(17,400)	N/A
Growth Levy / (Safety Net) to/(from) Notts NDR Pool	200,000	(133,990)	(333,990)	(167.0)
Net (surplus)/deficit	611,762	(560,153)	(1,171,915)	(191.6)
General Reserves B/F	(4,134,520)	(4,134,520)	0	0.0
Transfer to/(from) other reserves	(68,582)	(51,808)	16,774	(24.5)
<b>General Reserves balance C/F</b>	<b>(3,591,340)</b>	<b>(4,746,481)</b>	<b>(1,155,141)</b>	<b>32.2</b>

<u>HOUSING REVENUE</u> <u>ACCOUNT</u>	<u>Revised</u> <u>Estimate</u> 2016/17	<u>Actual</u> 2016/17	<u>Variation</u>	
	£	£	£	%
Expenditure	11,599,600	10,754,507	(845,093)	(7.3)
Income	(16,467,700)	(16,474,327)	(6,627)	0.0
Appropriations	5,446,400	5,538,826	92,426	1.7
Deficit/(Surplus)	578,300	(180,994)	(759,294)	
Working balance B/F	(2,293,800)	(2,293,800)	0	
Deficit/(Surplus)	578,300	(180,994)	(759,294)	
<b>Working balance C/F</b>	<b>(1,715,500)</b>	<b>(2,474,794)</b>	<b>(759,294)</b>	

Note: Figures in brackets in the revised estimate and actual columns indicate a net income amount. Figures in brackets in the variation column indicate a net saving or underspend.

A breakdown of the transfer to/from other reserves within the above table relating to the General Fund is given below:

<u>Reserve</u>	<u>Balance B/F</u> £	<u>Transfer</u> <u>to/(from) General</u> <u>Fund in year</u> £	<u>Balance C/F</u> £
Vehicle Renewals	(587,839)	0	(587,839)
Local Council Tax Support	(87,513)	87,513	0
Land Charges	(142,205)	5,314	(136,891)
Elections	0	(30,000)	(30,000)
Mortgage Scheme	(25,534)	(11,900)	(37,434)
Stationery On-Cost	(881)	881	0
<b>TOTAL</b>	<b>(843,972)</b>	<b>51,808</b>	<b>(792,164)</b>

- General Reserves have now been combined such that the General Fund Reserve now encompasses the former Business Growth Reserve, LAA Reward Grant Reserve and the New Homes Bonus Reserve. There is no restriction on how these reserves may be used so long as it is for General Fund purposes.
- the Local Council Tax Support Scheme Reserve was created in 2012/13 with the balance of any funding remaining from that provided by the government to bring about the implementation of the new scheme. The reserve was intended to offset the cost of changes to the Support Scheme. As the scheme has now been established for some years and achieved a level of stability, the balance on this reserve was transferred to the General Fund reserve in 2016/17.
- a reserve was created in 2010/11 in respect of land searches. At a national level legal challenges are still being mounted in respect of fees previously charged for personal searches. New legislation introduced in 2010/11 declared that such charges should not be made in future and the authority has complied with this ruling. The government paid £5,755 to Broxtowe in 2016/17 in addition to sums received in previous years to help meet any legal compensation that may be payable. Whilst compensation totalling £11,069 was paid in 2016/17, further compensation may be payable in future years and it is intended that the reserve will be used to meet this cost.
- a reserve was created in 2011/12 in respect of elections into which it is intended to make a contribution each year thereby avoiding the need to find large funding in the year that the borough council elections take place. A contribution of £30,000 was made to the reserve in 2016/17.
- a reserve was created in 2013/14 in respect of the Local Authority Mortgage Scheme (LAMS), which was approved by Council on 18 December 2013. As part of the approval process it was agreed that a reserve be created into which any additional premium interest earned on the deposit with Lloyds Bank would be placed and that this would be used to offset the cost of any mortgage defaults, should any occur. Whilst no such defaults have occurred to date, a sum of £11,900 was transferred to the reserve in 2016/17.
- a reserve was created some years ago in respect of the issue of stationery at Kimberley Depot to enable funds to be in place to meet the cost of future purchases. New accounting arrangements that have been introduced for activities at Kimberley Depot mean that this reserve is no longer required.



1.2 Reasons for variationsa) General Fund

The overall General Fund underspending of £425,701 resulted in a net increase in the General Fund Reserve of £611,961 as against a budgeted reduction of £543,180 after taking account of the movement in other reserves. The main variations from the revised estimate are as follows:

<b>Item</b>	<b>Variation: Overspend/ (Underspend)</b>	<b>Comments</b>
1	(191,300)	Net revenue carry forward requests which are detailed in paragraph 2.1.
2	(130,500)	There was a significant underspend on employee costs due to vacant posts but this was partly offset a requirement to address these vacancies through overtime payments to existing employees and the use of agency staff. There were also a number of one-off redundancy costs in 2016/17 that should result in reduced employee costs in future years (see below).
3	98,950	There were one-off redundancy costs in 2016/17 that should result in reduced employee costs in future years.
4	287,150	The net cost of housing benefit payments in 2016/17 (after allowing for housing benefit subsidy income received from central government, discretionary housing payment grant income and recovered overpayments) was higher than budgeted.
5	119,200	Income received from planning fees was significantly less than the budget of £400,000 due primarily to few major applications than had been anticipated. It is expected that the number of major applications will increase now that the site allocations have been determined in the Part 2 Local Plan.
6	(26,350)	More income was received from interment and grave purchase fees at cemeteries than had been anticipated, primarily as a result of the decision to increase fees and charges at the Council's cemeteries by 10% in order to align more closely with the charging policy of Erewash Borough Council.
7	(24,450)	Income received from land charges was significantly in excess of that which had been anticipated.
9	41,850	There was a significant overspend on the replacement of wheeled bins.

a) General Fund (cont'd)

Item	Variation: Overspend/ (Underspend)	Comments
13	137,050	There was an overspend on refuse collection agency staff expenditure to cover vacant posts which have now been filled, to support the growing garden waste income collection and to meet the ongoing need for drivers to cover absences.
14	48,200	There was an overspend on grounds maintenance agency staff required to cover vacant posts.
15	84,350	There was an overspend on grounds maintenance subcontractors due to seasonal demands and the requirement to cover vacant posts.
16	(28,600)	Court costs incurred in respect of council tax and non domestic rates were £2,250 greater than the budget of £50,000 whilst the amount of court costs recovered was £30,850 greater than the budget of £200,000.
17	58,500	Rent received from tenants of Beeston Square was lower than budgeted due to a number of empty units and some rent for the year having been settled as part of the initial lease surrender transaction.
18	35,500	The management fee received from the management of the Beeston Square complex was lower than anticipated because some income for the year was combined into the initial lease surrender settlement.
19	86,350	Homelessness grant income from the Department for Communities and Local Government (DCLG) budgeted to be received in 2016/17 was combined into the main Revenue Support Grant (RSG).
	<b>595,900</b>	

b) Housing Revenue Account

The underspending of £759,294 on the HRA is mainly due to the following factors:

Item	Variation: Overspend/ (Underspend)	Comments
1	(2,800)	Revenue carry forward requests which are detailed in paragraph 2.2.
2	(486,150)	There was an underspending on employee costs in 2016/17 due primarily to the number of vacant posts during the year.
3	73,000	A revised method for calculating bad debt provisions was introduced in 2016/17 and resulted in an overspend for the year.
4	74,100	There was a greater revenue contribution to the cost of capital expenditure in 2016/17 than had been anticipated due to undertaking capital expenditure that had been expected to take place in 2017/18.
5	84,250	Subcontractor costs in housing repairs were higher than budgeted as a consequence of the number of vacant posts throughout the year.
6	(107,450)	Housing repairs materials and waste disposal costs were lower than expected.
7	41,750	Housing repairs contractors costs were higher than budgeted.
8	(128,300)	Additional income was generated through a concerted effort in 2016/17 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.
	<b>(451,600)</b>	

## 2 Revenue items to be carried forward

## 2.1 General Fund - total amount £191300

Item	Carry Forward Amount	Comments
1	50,000	Housing - Consultants The Housing Committee on 19 July 2016 approved the allocation of £50,000 for work to set up a Housing Delivery Company. This work has not progressed as intended and it is anticipated that this will now be addressed in 2017/18.
2	8,200	Planning Policy - Counsel Fees A budget of £20,000 was established in 2015/16 to meet the cost of counsel fees associated with future planning applications. Limited expenditure of £6,950 and £4,835 was incurred in 2015/16 and 2016/17 . The remainder of this budget is expected to be spent in 2017/18 and therefore a carry forward is requested.
2	28,800	Neighbourhood Planning Support There was a budget of £31,950 in 2016/17 to support town and parish councils undertake work to produce Neighbourhood Plans. Due to work on the Core Strategy and Part 2 Local Plan, expenditure of £3,407 was incurred in 2016/17. A carry forward of the remaining budget into 2017/18 is requested to allow the intended work to be undertaken.
3	8,100	Assistance to Local Businesses The budget for this activity in 2016/17 (including a carry forward of £5,050 from 2015/16) was £26,050. Expenditure incurred in 2016/17 was £17,931 and, given the significance of this work, it is requested that the underspend of £8,100 be carried forward to 2017/18.
5	15,750	Town Centre Management This is the sum remaining out of the £120,000 received from the Government's High Street Innovation Fund towards encouraging businesses in town centres. It is anticipated that this will be spent in 2017/18.
6	3,450	Stapleford Town Centre 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 £7,400 was spent in 2013/14 with a further £4,200 in 2014/15, £4,650 in 2015/16 and £300 in 2016/17. The balance remaining is required to allow further work to be undertaken in 2017/18.

## 2 Revenue items to be carried forward

## 2.1 General Fund (cont'd) - total amount £191300

Item	Carry Forward Amount	Comments
7	10,000	Partnership Development 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 to enable the Council to commission work to access external funding directed to joined up and partnership working. No expenditure was incurred in 2016/17 and it is requested that this budget be carried forward to 2017/18 to enable the planned work to be undertaken.
8	5,450	Energy Efficiency An underspend of £5,450 arose on this budget in 2016/17 from the Council not having to contribute as much to the Local Authority Energy Partnership (LAEP) in 2016/17 as had been expected. It is requested that this budget is carried forward into 2017/18 to allow the funding of the cycle centres to continue to September 2017.
9	4,650	Digitisation of Cemetery Records 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. A carry forward of the remaining budget of £4,650 into 2017/18 is requested to enable this project to be concluded in 2017/18.
10	6,000	Community Planning - Crime Invoices that total 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 now have to be paid in 2017/18. A carry forward of the unspent budget from 2016/17 into 2017/18 is requested in order to meet this cost.
11	0	South Nottinghamshire Community Safety Partnership Some projects with original scheduled completion dates in 2016/17 will be concluded in 2017/18. A carry forward of expenditure and income budgets of £55,250 (net £0) into 2017/18 is requested to fund this.

## 2 Revenue items to be carried forward

## 2.1 General Fund (cont'd) - total amount £191300

12	4,200	<p>Consultancy and Counsel Fees</p> <p>The Policy and Performance Committee on 16 November 2016 agreed to allocate an initial £40,300 to meet the cost of an external investigation into various allegations. These costs have been charged to both consultancy fees and counsel fees. It is requested that the net underspend of £4,200 is carried forward into 2017/18 to help meet the cost of concluding this work.</p>
13	3,700	<p>Constitution Health Check</p> <p>Council agreed on 28 October 2015 to establish a one-off budget 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 and, as such, it is requested that the remaining budget be carried forward to 2017/18 to meet any further costs that may arise.</p>
14	25,000	<p>ICT - Software Maintenance</p> <p>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 ICT systems of each authority to exchange information electronically and a budget of £25,000 was allocated for this. The work has been delayed for reasons outside of the control of the Broxtowe ICT service. Therefore, the carry forward of this unspent £25,000 budget into 2017/18 is requested to allow this work to be undertaken.</p>
15	18,000	<p>ICT - Hardware Maintenance</p> <p>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. This invoices will now be paid in 2017/18 and the carry forward of this budget from 2016/17 into 2017/18 is required to meet this cost.</p>
	<b>191,300</b>	

## 2.2 Housing Revenue Account - total amount £2800

Item	Carry Forward Amount	Comments
1	400	Sponsorship income was received in 2016/17 that relates to the May 2017 garden competition and will be spent during 2017/18.
2	2,400	£34,400 of funding from NHS Nottingham West Clinical Commissioning Group was brought forward to 2016/17 for the Older Persons and Retirement Living initiatives. Expenditure of £32,000 was incurred in 2016/17 and a carry forward of the remaining £2,400 to 2017/18 is requested.
	2,800	

## APPENDIX 2

**CAPITAL OUTTURN SUMMARY 2016/17**

Details of the individual schemes are given in appendix 2a whilst appendix 2b lists the requested sums totalling £1,205,400 to be carried forward for inclusion in the 2017/18 capital programme. Details of how the expenditure in 2016/17 has been financed are given below. At the end of 2016/17, all capital receipts remaining are earmarked towards part funding schemes carried forward to 2017/18. This is line with the assumptions made when the budget for 2016/17 was approved. All housing right to buy receipts that have been accumulated up to the end of 2016/17 will be utilised to part fund the Council's housing new build programme.

Capital expenditure in 2016/17 totalled £17,790,559 which equates to a performance of 91% capital spend against the programme. The overall financing, as compared with

	<b><u>Budget</u></b> <b><u>2016/17</u></b> <b><u>(£)</u></b>	<b><u>Actual</u></b> <b><u>2016/17</u></b> <b><u>(£)</u></b>	<b><u>Difference</u></b> <b><u>(£)</u></b>
<b>Expenditure</b>	<b>19,455,300</b>	<b>17,790,559</b>	<b>(1,664,741)</b>
Financed by:			
Better Care Fund	652,750	506,528	(146,222)
Rushcliffe Borough Council	60,000	48,213	(11,787)
Nottinghamshire County Council	1,300	0	(1,300)
Insurance Settlement	317,050	327,073	10,023
Waste Recycling Environmental Ltd (WREN)	31,100	32,858	1,758
DECC/NEA	10,000	7,227	(2,773)
Net Compensation	371,350	133,387	(237,963)
6C's Growth Point	28,000	0	(28,000)
Other Bodies	46,850	29,250	(17,600)
Section 106 Receipts	263,150	204,691	(58,459)
Direct revenue financing – General Fund	24,400	21,821	(2,579)
Direct revenue financing – HRA	2,989,600	2,961,765	(27,835)
Usable capital receipts – General Fund	290,050	220,715	(69,335)
Usable capital receipts - HRA	1,342,350	1,169,323	(173,027)
Borrowing	8,862,700	8,412,229	(450,471)
Major Repairs Reserve - HRA	3,451,100	3,378,419	(72,681)
Capital Reserve	422,550	42,097	(380,453)
Vehicle Renewals Reserve	291,000	294,963	3,963



**CAPITAL OUTTURN SUMMARY 2016/17 cont'd**

The main reasons for the variations to the financing are caused by general underspending on capital schemes. As regards the capital carry forward requests totalling £1,205,400 as set out at appendix 2b, the proposed financing of these schemes is as follows:

<b>Source</b>	<b>Value (£)</b>
Better Care Fund	146,200
Borrowing	411,000
S106 Monies	61,350
Additional Tram Compensation	187,650
6C's Growth Point	28,000
Rushcliffe Borough Council	5,900
Other Bodies	16,000
Usable Capital Receipts - HRA	195,000
Usable Capital Receipts - General Fund	154,300
<b>TOTAL</b>	<b>1,205,400</b>

**FINAL CAPITAL ACCOUNTS 2016/17****APPENDIX 2a**

	<b>Total Budget £</b>	<b>Actual 2016/17 £</b>	<b>Expenditure %</b>
<b><u>CAPITAL EXPENDITURE SUMMARY</u></b>			
BUSINESS GROWTH	353,150	337,060	95
ENVIRONMENT	927,400	700,427	76
HEALTH	986,150	522,384	53
COMMUNITY SAFETY	5,500	5,177	94
RESOURCES	8,020,000	7,745,880	97
CORPORATE SERVICES	389,150	153,323	39
HOUSING	8,773,950	8,326,308	95
<b><u>TOTAL</u></b>	<b>19,455,300</b>	<b>17,790,559</b>	<b>91</b>
<b><u>DETAILED SCHEMES</u></b>			
<b><u>BUSINESS GROWTH</u></b>			
Replacement Vehicles and Plant	291,000	294,963	101
Resurface Victoria St Car Park Eastwood	18,150	0	0
Asset Management – Planned Maintenance	44,000	42,097	96
<b><u>ENVIRONMENT</u></b>			
Eastwood Town Council – Community Room Upgrade	10,000	5,000	50
Awsorth Parish Council	5,000	5,000	100
Brinsley Parish Council – Play Area repairs	4,000	0	0
St Michaels Church – access improvements	4,400	0	0
Grants to Voluntary Organisations	5,500	5,500	100
Eastwood Cemetery Chapel – Phase 2	330,800	344,287	104
Real Time Traffic Light Control	11,550	11,550	100
Broxtowe Country Trail ( S106 ITPS)	16,400	17,473	107
Beeston Parish Church – LED Lighting	24,400	21,821	89
CCTV Installn-Beeston Interchg to the Square (S106)	10,000	0	0
Bus Stop Infrastructure-Nuthall Area (S106 ITPS)	10,000	10,000	100
Beeston Street Furniture (S106 Environment)	1,950	1,960	101
Watnall Green – Footpath & Fencing	1,250	1,234	99
Eastwood Community FC – 3G Pitch Development	60,600	60,580	100
St Catherines Churchyard, Cossall - Imprmts	6,000	0	0
Ilkeston Rd Rec – outdoor gym equipment	10,000	10,776	108
Cemetery Footpaths & Roadway Imprmts 15-16	7,250	7,105	98
Rushcliffe BC – Pay & Display Machines	60,000	48,213	80
Hetley Pearson Rec Ground	6,650	6,742	101
Parks & Open Spaces Imprmts (S106)	14,850	0	0
Real Time Bus Info – Eastwd to Kimb (S106 ITPS)	30,000	30,000	100
Pedestrian Signage – DH Lawrence Museum	5,000	5,057	101

	<b>Total Budget £</b>	<b>Actual 2016/17 £</b>	<b>Expenditure %</b>
<b><u>ENVIRONMENT cont'd</u></b>			
Coronation Park Skate Park-footpath link	9,500	10,054	106
Coronation Park – resurfacing of footpaths	6,000	6,412	107
Coronation Park – upgrade entrances	4,500	5,079	113
Coronation Park – remove old skate park	6,300	6,526	104
Inham Nook CCTV Camera/Column	3,200	3,200	100
Brinsley Headstocks Local Nature Reserve	31,100	32,858	106
Banks Road Open Space - Access and Other Works	8,000	0	0
Real Time Bus Displays – February 2017	40,000	40,000	100
Greasley Parish Council – Heating System Upgrade	4,000	4,000	100
Smithurst Road Play Area Upgrade	36,500	0	0
Broadgate Park Play Area Refurbishment	8,000	0	0
Toton Fields Open Space-Path Surface & Wetland Scapes	13,000	0	0
Cemetery Footpaths & Roadway Improvements	27,500	0	0
Hall om Wong Open Space - Path & pond works	11,000	0	0
Brinsley Headstocks-Creation of pond & wetland scrapes	4,000	0	0
Parks and Open Spaces Improvements	60,000	0	0
Invest to Save (Carbon Management Plan)	19,200	0	0
<b><u>HEALTH</u></b>			
Leisure – Bodi Trax	11,400	11,400	100
Bramcote LC – Replacement Lockers	17,000	17,000	100
Kimberley LC – Replacement Vending Machines	12,000	8,000	67
Bramcote LC – Health Suite Refurbishment	210,000	12,172	6
Bramcote LC – Replacement Fitness Equipment	224,950	216,351	96
Kimberley LC – Replace Pool Chassis & Pipework	14,000	13,063	93
Kimberley LC – Replace Fitness Gym Equipment	163,700	162,224	99
Bramcote LC – Replacement of Hot Water Storage	15,000	0	0
Bramcote LC – Regrout Main Pool Floor	0	(2,910)	0
Chilwell Olympia – Replace Fitness Gym Equipment	85,000	85,085	100
Bramcote LC – Refurbish Fitness Gym Changing Rooms	27,500	0	0
Bramcote LC – Pool Surrounds Refurbishment	40,000	0	0
Bramcote LC – Replace High Voltage Transformer	31,000	0	0
Kimberley LC – Replace Pool Circulation & Shower Pumps	8,000	0	0
Kimberley LC – Replace Suspended Ceilings & Flooring	42,000	0	0
Kimberley LC – Replace External Cladding	39,600	0	0
Kimberley LC – Renew Stairwell & Spectator Balcony	45,000	0	0

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	<b>Total Budget £</b>	<b>Actual 2016/17 £</b>	<b>Expenditure %</b>
<b><u>COMMUNITY SAFETY</u></b>			
Noise Monitoring Equipment	5,500	5,177	94
<b><u>RESOURCES</u></b>			
Beeston Square – Phase 2 (Net Compensation)	325,000	88,846	27
Beeston Square – Phase 2 –Car Park/Toilet Block	46,350	44,541	96
Beeston Square – Purchase of Lease (Borrowing)	7,610,250	7,585,834	100
Sale of 14 Devonshire Ave	17,800	17,802	100
Capital Contingency	20,600	0	0
DWP Council Office Refurbishment	0	8,856	0
<b><u>CORPORATE SERVICES</u></b>			
IT Replacement Programme	60,000	13,641	23
E Facilities	66,850	41,950	63
VoIP Telephony	50,000	0	0
Revenues Forecasting Toolkit	8,000	8,000	100
Superfast Broadband in Broxtowe	11,250	11,476	102
Committee Administration System	15,000	0	0
Fleet Management System (Chevin)	30,200	8,669	29
Technical Infrastructure	80,000	18,257	23
Bramcote LC - Kiosk	7,450	6,115	82
Leisure – Internet Connection costs	30,000	13,715	46
Leisure – Prescribe Software	30,400	31,500	104
<b><u>HOUSING</u></b>			
Disabled Facilities Grants	606,250	506,528	84
Assistive Solutions Lending Scheme	46,500	0	0
Gas Central Heating Replacement	1,777,000	1,640,041	92
Notts Warm Homes on Prescription Project	10,000	7,227	72
Modernisation Programme	3,471,200	3,536,355	102
Major Relets	120,200	126,119	105
Disabled Adaptations	307,000	271,568	88
Bexhill Ct – Scooter Storage	20,000	0	0
Lift Replacement Programme	75,500	52,482	70
Door Replacement Grants	1,300	0	0
Window & Door Replacement	421,600	452,879	107
External Decoration & Pre Paint Repairs	662,900	714,888	108
New Build – Bexhill Court	884,950	916,961	104
HRA Contingency	27,900	0	0
Housing System & DMS Replacement	290,650	101,260	35
Electrical Testing/Voids - Vehicles	51,000	0	0

**CAPITAL EXPENDITURE 2016/17**  
**PROPOSED CAPITAL ITEMS TO BE CARRIED FORWARD INTO 2017/18**

## APPENDIX 2b

<b><u>Scheme</u></b>	<b><u>Amount (£)</u></b>	<b><u>Comments</u></b>
<b><u>Environment</u></b>		
Eastwood Town Council – Community Room Upgrade	5,000	Works in progress at year end
Brinsley Parish Council – Play Area repairs	4,000	Funds already committed
St Michaels Church – access improvements	4,400	Funds already committed
CCTV Installn-Beeston Interchg to the Square (S106)	10,000	Funds already committed
Rushcliffe BC – Pay & Display Machines	5,900	Works in progress at year end
St Catherines Churchyard, Cossall - Imprmts	6,000	Funds already committed
Banks Road Open Space - Access and Other Works	8,000	Funds already committed
Smithurst Road Play Area Upgrade	36,500	Funds already committed
Broadgate Park Play Area Refurbishment	8,000	Funds already committed
Toton Fields Open Space-Path Surface & Wetland Scapes	13,000	Funds already committed
Hall om Wong Open Space - Path & pond works	11,000	Funds already committed
Brinsley Headstocks-Creation of pond & wetland scrapes	4,000	Funds already committed
Parks & Open Spaces Imprmts (S106)	14,850	Funds already committed
<b><u>Health</u></b>		
BLC - Health Suite Refurbishment	197,850	Works in progress at year end
BLC - Replacement Fitness Gym Equipment	8,600	Works in progress at year end
KLC - Replace Pool Chassis & Pipework	950	Works in progress at year end
BLC - Replacement Hot Water Cylinders	15,000	Funds already committed
<b><u>Resources</u></b>		
Beeston Square – Phase 2 (Net Compensation)	236,150	Works in progress at year end
<b><u>Corporate Services</u></b>		
Committee Administration System	15,000	Funds already committed
IT Replacement Programme	46,350	Funds already committed
VoIP Telephony	50,000	Funds already committed
Fleet Management System	21,550	Works in progress at year end
Technical Infrastructure	61,750	Funds already committed
E-Facilities	24,900	Works in progress at year end

**CAPITAL EXPENDITURE 2016/17**  
**PROPOSED CAPITAL ITEMS TO BE CARRIED FORWARD INTO 2017/18**

## APPENDIX 2b

<u>Scheme</u>	<u>Amount (£)</u>	<u>Comments</u>
<b><u>Housing</u></b>		
Disabled Facilities Grant	99,700	Funds already committed
Assistive Solutions Lending Scheme	46,500	Funds already committed
Housing System and DMS Replacement	189,400	Works in progress at year end
Gas Heating Replacement	136,950	Works in progress at year end
Housing Modernisation Programme	(65,150)	Overspend to be offset against 2017/18 schemes
Major Relets	(5,900)	Overspend to be offset against 2017/18 schemes
Lift Replacement Programme	23,000	Funds already committed
External Decoration and Pre Paint Works	(52,000)	Overspend to be offset against 2017/18 schemes
Disabled Adaptations	35,450	Funds already committed
Bexhill Court - Scooter Storage	20,000	Funds already committed
Window and Door Replacement	(31,300)	Overspend to be offset against 2017/18 schemes
<b>TOTAL</b>	<b>1,205,400</b>	

## Report of the Deputy Chief Executive

**TREASURY MANAGEMENT AND PRUDENTIAL INDICATORS - ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2017**1. Purpose of report

To inform the Committee of treasury management activity and the actual prudential indicators for 2016/17.

2. Detail

This report meets the requirements of both the CIPFA Code of Practice on Treasury Management and the CIPFA Prudential Code for Capital Finance in Local Authorities. During 2016/17 the minimum reporting requirements were that an annual treasury management strategy be approved in advance of the year, a mid year report and finally an annual report be produced following the year describing the activity compared to the strategy. This report fulfils this requirement.

The Council is required to comply with both Codes through regulations issued under the Local Government Act 2003.

The CIPFA Code of Practice on Treasury Management required the Section 151 Officer to operate the treasury management function in accordance with the treasury management strategy approved at the Council meeting of 2 March 2016. Details of all borrowing and investment transactions for 2016/17 together with the balances at 31 March 2017 and treasury management limits on activity are provided in appendix 1. There are no issues of non-compliance with these practices that need to be reported to the Committee.

Under the CIPFA Prudential Code for Capital Finance in Local Authorities, the Council is required to prepare a number of prudential indicators against which treasury management performance should be measured. Performance against prudential indicators is given in appendix 2.

**Recommendation**

**The Committee is asked to NOTE the annual report for the year ended 31 March 2017.**

Background papers

Nil



## APPENDIX 1

1. Borrowinga) Debt Outstanding and Transactions during the Year

Loan debt outstanding as at 31 March 2017 together with comparative figures for 31 March 2016 are shown below:

	Amount Outstanding at 31 March 2017 £	Amount Outstanding at 31 March 2016 £
Short Term Loans	13,557,237	7,792,543
Long Term Loans:		
Public Works Loan Board	79,797,584	79,805,272
Local Authorities	2,000,000	0
Barclays Bank	3,000,000	0
	98,354,821	87,597,815

Short term loans outstanding at 31 March 2017 include £549,549 invested with the Council by the Bramcote Crematorium Joint Committee at 31 March 2017. This equivalent figure was £785,609 as at 31 March 2016.

The short term loans outstanding at 31 March 2017 consists of two loans of £1.0m each from Hyndburn Borough Council, two loans of £1.0m and £2.0m each from Tendring District Council, a loan of £1.0m from Hartlepool Borough Council, a loan of £2.0m from Lichfield District Council and two loans of £3.0m and £2.0m from Basildon District Council. Short term loans outstanding at 31 March 2017 also include nominal PWLB annuities totalling £7,687.

The long term loans outstanding at 31 March 2017 includes a two year loan of £2.0m at 0.85% from the London Borough of Hounslow that is due to mature on 29 May 2018.

The Council has a loan of £3.0m at 4.19% with Barclays Bank that is due to mature on 4 February 2073. This was initially a Lender's Option Borrower's Option (LOBO) loan whereby the lender could, in theory, exercise the right to amend the interest rate on the loan on 4 February each year until the loan matures.

Barclays Bank announced on 21 June 2016 that they had decided to cancel all the embedded options within standard LOBO loans. This effectively converted their LOBOs into fixed rate loans. It removed the uncertainty around both the interest rate and the maturity date for the Council's £3.0m loan with Barclays Bank.

Overall, debt was kept under review in order to match the level of borrowing with the financing requirement for assets, based on analysis of the Council's balance sheet with the aim of maintaining the Council's borrowing at the most efficient level in line with the prudential framework for capital finance.

The approved budget for 2016/17 indicated that further borrowing of £1,117,500 would be required to help fund the 2016/17 capital programme. However, as set out in 1 (c) below, additional borrowing was undertaken in 2016/17 in order to assist with the financing of the purchase of the lease for Beeston Square from Henry Boot plc and in an attempt to bring greater alignment between the overall borrowing level and the Council's underlying need to borrow as measured by the capital financing requirement (CFR).

b) Loan Replacements

Short term loans at 31 March 2016 included a £1.0m loan for six months at 0.42% from Hartlepool Borough Council that matured on 28 July 2016. This loan was replaced upon maturity with a further £1.0m loan for six months from the same local authority but at 0.47%. This replacement loan matured on 30 January 2017 and was replaced with a further £1.0m loan from Hartlepool Borough Council for six months at 0.33% and which is due to mature on 31 July 2017.

Short term loans at 31 March 2016 also included a £2.0m loan for six months at 0.45% Vale of Glamorgan Council that matured on 22 August 2016. This loan was partly replaced upon maturity with a £1.0m loan from Tewkesbury Borough Council for six months at 0.25%. This part replacement loan matured on 22 February 2017. It was decided not to immediately replace the other £1.0m of the loan from Vale of Glamorgan Council due to the Council's high level of investments at that time and the need to mitigate against credit risk. However, when the £1.0m loan from Tewkesbury Borough Council matured on 22 February 2017 a replacement £2.0m loan was taken out with Lichfield District Council for one year at 0.45% and which will mature on 19 February 2018.

The remaining short term loan at 31 March 2016 was a £1.0m loan for six months at 0.45% from Tendring District Council that matured on 1 August 2016. This loan was replaced upon maturity with a further £1.0m loan for one year from the same local authority but at 0.38%. This loan is due to mature on 31 July 2017.

c) New Borrowing 2016/17

The Council took out five new loans totalling £6.0m in May 2016 as part of the financing of the purchase of the lease for Beeston Square from Henry Boot plc. The duration of these loans ranged from six months to two years and the interest rates ranged from 0.50% to 0.85%.

The first loan taken out was with Hyndburn Borough Council on 13 May 2016 for £1.0m for one year at 0.55%. The second loan taken out was also with Hyndburn Borough Council on 16 May 2016 for £1.0m for one year at 0.55%. The third loan taken out was with Tendring District Council on 18 May 2016 for £1.0m for six months at 0.50%. When this loan matured on 18 November 2016 it was not immediately replaced. The fourth loan taken out was on 26 May 2016 with the London Borough of Hounslow for £2.0m for two years at 0.85%. The fifth and final loan was also taken out with Tendring District Council on 26 May 2016 for £1.0m for nine months at 0.52%. This loan matured on 27 February 2017 and, once again, was not immediately replaced.

A review of the Council's borrowing level against the underlying need to borrow as measured by the CFR was undertaken in March 2017. This resulted in three additional loans each of six months duration being taken out. The first loan was with Basildon District Council for £2.0m at 0.45% and is due to mature on 18 September 2017. The second loan was with Tendring District Council for £2.0m at 0.45% and is due to mature on 20 September 2017. The third loan is also with Basildon District Council but for £3.0m at 0.44% and is due to mature on 29 September 2017.

d) Debt Profile and Short-Term Borrowing

i) Debt Profile

The Council's debt had an average of 10.89 years to maturity at 31 March 2017 (31 March 2016 – 13.11 years). The average interest rate payable at that date was 2.92% (31 March 2016 – 3.22%).

The one-off preferential rates offered by the PWLB for the £66.446m additional loans taken out in March 2012 as part of the reform of council housing finance and the maturity profiles for these loans have a significant impact upon both the average interest rate payable and the debt profile.

ii) Short Term Borrowing

As set out in 1 (a), (b) and (c) above, the approach to short term borrowing undertaken during 2016/17 was either to replace existing loans upon maturity, to meet the financing requirements of the purchase of the lease for Beeston Square from Henry Boot plc or to align the overall level of borrowing with the Council's need to borrow as measured by the CFR.

No additional short-term borrowing for cash flow or other purposes was necessary during the financial year.

d) Debt Restructuring

The Section 151 Officer in association with the Council's treasury management advisors carefully scrutinises the Council's loan portfolio to identify potential opportunities to achieve a reduction in risks and/or savings in interest costs by prematurely repaying loans and refinancing them on similar or different terms.

No suitable debt restructuring opportunities were identified in 2016/17.

2. Investmentsa) Investment Policy

The Council's investment policy is governed by CLG Guidance and was incorporated in the annual investment strategy approved at the Council meeting on 2 March 2016. The investment activity during 2016/17 conformed to the approved strategy with security of capital being the Council's main investment objective.

Counterparty credit quality was assessed and monitored with reference to credit ratings and other available information. The minimum long-term counterparty credit rating determined for the 2016/17 investment strategy was BBB+ (or equivalent) across the Fitch, Standard and Poor and Moody's credit rating agencies.

In keeping with the CLG Guidance, the Council sought to maintain a sufficient level of liquidity through the use of money market funds (MMFs) and overnight deposit/call accounts. The Council had no liquidity difficulties in 2016/17.

The Council attempted to optimise returns commensurate with its objectives of security and liquidity.

b) Interest Received

The total interest receivable for the year amounted to £139,224 (2015/16 - £141,936) and included £14,361 in respect of an investment in a Local Authority Mortgage scheme (LAMS). In addition, investment interest of £86,000 was received in 2016/17 from investments totalling £2.0m made in the Local Authorities Property Fund (LAPF) in 2015/16.

The table in 2 (d) includes details of the changes in the average life of investments during 2016/17.

The average interest rate received on investments was 1.33% in 2016/17 compared to 0.88% in 2015/16. The United Kingdom bank rate dropped from 0.50% to 0.25% with effect from August 2016. Short term money market rates also remained at very low levels and this had a significant impact upon the level of investment income. The average 3 month LIBID (London Interbank Bid) rate during 2016/17 was 0.32%, the 6 month LIBID rate averaged 0.46% and the 1 year LIBID rate averaged 0.70%. The rates of return on the Council's investments reflect prevailing market conditions and the Council's objective of optimising returns commensurate with the principles of security and yield.

c) Investments Placed

A summary of all investments placed during 2016/17 is set out in the table below.

	Balance at 01/04/2016 £000s	Investments Made £000s	Investments Repaid £000s	Balance at 31/03/2017 £000s	Increase/ Decrease in Investments
<b>UK Banks and Building Societies</b>					
Barclays	-	30	-	30	30
Santander UK	-	16,810	(14,810)	2,000	2,000
Standard Chartered	1,000	-	(1,000)	-	(1,000)
Local Authorities Property Fund (LAPF)	2,000	-	-	2,000	-
<b>Money Market Funds</b>					
Standard Life MMF	-	25,680	(23,450)	2,230	2,230
LGIM MMF	-	22,480	(21,495)	985	985
Insight MMF	2,010	34,095	(35,390)	715	(1,295)
Royal London Cash Plus	2,000	1,000	(2,000)	1,000	(1,000)
Federated MMF/ Cash Plus	2,000	3,775	(5,775)	-	(2,000)
<b>Total</b>	<b>9,010</b>	<b>103,870</b>	<b>(103,920)</b>	<b>8,960</b>	<b>(50)</b>

Investments with counterparties such as Santander UK and Money Market Funds are set up as individual accounts where funds can be placed short-term (often overnight) and monies withdrawn as and when required. This has a major impact upon the number of investments made with these institutions during the year.

d) Credit Score Analysis

Counterparty credit quality has been maintained during 2016/17 as demonstrated by the quarterly credit score analysis figures shown in the following table:

Date	Value Weighted Average Credit Risk Score	Value Weighted Average Credit Rating	Time Weighted Average Credit Risk Score	Time Weighted Average Credit Rating	Average Life of Investments (Days)
31/03/2016	4.24	AA-	4.65	A+	22
30/06/2016	4.86	A+	5.63	A	21
30/09/2016	4.89	A+	5.64	A	25
31/12/2016	4.95	A+	5.31	A+	17
31/03/2017	4.98	A+	5.29	A+	9

The value weighted average reflects the credit quality of investments according to the size of the deposit. The time weighted average reflects the credit quality of investments according to the maturity of the deposit.

The table below shows how the credit risk scores are related to credit ratings.

Long-Term Credit Rating	Score
AAA	1
AA+	2
AA	3
AA-	4
A+	5
A	6
A-	7
BBB+	8
BBB	9
BBB-	10

The Council aimed to achieve an average score of 5 or lower in order to reflect its overriding priority of maintaining the security of any sums invested. The minimum credit rating threshold of BBB+ for investment counterparties as set out in the 2016/17 investment strategy equates to a score of 8. The tables above show that the Council achieved the targets for the average credit risk score and credit rating throughout 2016/17.

### 3. Treasury Management Limits on Activity

There are four treasury management indicators that were previously prudential indicators. The indicators are:

- Upper limits on fixed rate exposure – This indicator identifies a maximum limit for fixed interest rates based upon the debt position net of investments.
- Upper limits on variable rate exposure – Similar to the previous indicator this covers a maximum limit on variable interest rates.

- Maturity structures of fixed rate borrowing – These gross limits are set to reduce the Council's exposure to large fixed rate sums falling due for refinancing and are required for upper and lower limits.
- Total principal funds invested for periods longer than 364 days – These limits aim to reduce the risk of long-term investments needing to be realised before their natural maturity dates due to cash flow requirements, which could result in the investment being realised when market conditions are unfavourable.

The purpose of these indicators is to contain the activity of the treasury function within certain limits, thereby reducing the risk of an adverse movement in interest rates impacting negatively on the Council's overall financial position.

	<b>2016/17 Planned Upper</b>		<b>2016/17 Actual 31 March 2017</b>	
<b>Limits on fixed interest rates</b>	100%		87%	
<b>Limits on variable interest rates</b>	40%		13%	
<b>Maturity Profile of Borrowings</b>				
	<b>Lower</b>	<b>Upper</b>	<b>Lower</b>	<b>Upper</b>
Under 12 months	0%	50%	0%	13%
12 months to 2 years	0%	50%	0%	2%
2 years to 5 years	0%	50%	0%	0%
5 years to 10 years	0%	75%	0%	35%
10 years to 20 years	0%	100%	0%	44%
20 years to 30 years	0%	100%	0%	0%
30 years to 40 years	0%	100%	0%	3%
40 years to 50 years	0%	100%	0%	0%
50 years and above	0%	100%	0%	3%

\* The CIPFA Prudential Code for Capital Finance in Local Authorities requires indicators to be set for the maturity structure of fixed borrowing only. The above limits applied equally to total borrowing (fixed and variable borrowing). As suggested in the CIPFA Code of Practice on Treasury Management, all investments (whether fixed or variable rate) with a period of less than twelve months to maturity are regarded as variable rather than fixed rate investments as they are potentially subject to movements in interest rates when they mature. Likewise, any fixed rate borrowing that is due to mature within twelve months is regarded as being at a variable rate as the rate to be paid on any replacement loan could differ from the rate currently being paid.

With regard to the total principal funds invested, the investment strategy 2016/17 proposed that investments would only be made with those institutions on the counterparty list that were viewed as presenting the least risk. The investment strategy 2016/17 set an upper limit for total principal funds invested over 364 days of £3 million.

The Council invested £1.0m in the Royal London Enhanced Cash Plus Fund on 30 November 2016. This was in addition to the investments totalling £2.0m made in the Local Authorities Property Fund (LAPF) in 2015/16.

4. Regulatory Framework, Risk and Performance

The Council has complied with all of the relevant statutory and regulatory requirements which require the Council to identify and, where possible, quantify the levels of risk associated with its treasury management activities. In particular, the Council's adoption of both the CIPFA Code of Practice on Treasury Management and the CIPFA Prudential Code for Capital Finance in Local Authorities means that its capital expenditure is prudent, affordable and sustainable and that its treasury management practices demonstrate a low risk approach.

5. Banking Services

Cabinet on 4 November 2014 resolved that a contract for the provision of banking services be awarded to Barclays Bank for four years from 1 April 2015 with the option to extend this for a further two years.



## APPENDIX 2

Prudential Indicators1. Introduction

The Local Government Act 2003 requires local authorities to comply with the CIPFA Prudential Code for Capital Finance in Local Authorities when carrying out their capital budgeting and treasury management activities. Fundamental to this is the calculation of a number of prudential indicators, which provide the basis for the management and monitoring of capital expenditure, borrowing and investments. The indicators are based on the Council's planned and actual capital spending.

2. Capital Expenditure and Financing 2016/17

The Council undertakes capital expenditure on assets which have a long term value. These activities may either be:

- Financed immediately through the application of capital or revenue resources (capital receipts, capital grants, revenue contributions etc) which has no resulting impact upon the Council's borrowing need; or
- If insufficient financing is available or a decision is taken not to apply resources, the capital expenditure will give rise to a borrowing need.

The actual capital expenditure forms one of the required prudential indicators. The table below shows the actual capital expenditure and how this was financed.

	<b>2015/16 Actual £000s</b>	<b>2016/17 Estimate £000s</b>	<b>2016/17 Actual £000s</b>
General Fund	1,354	11,297	9,978
HRA	7,856	8,158	7,813
<b>Total Capital Expenditure</b>	<b>9,210</b>	<b>19,455</b>	<b>17,791</b>
Financed by:			
Capital Receipts	756	1,955	1,526
Capital Grants	847	1,882	827
Revenue	6,110	6,756	6,865
<b>Unfinanced Capital Expenditure</b>	<b>1,497</b>	<b>8,862</b>	<b>8,573</b>

Further details of capital spending for 2016/17 are reported separately on this agenda.

3. The Council's Overall Borrowing Need

The Council's underlying need to borrow is called the Capital Financing Requirement (CFR). This figure is a gauge of the Council's debt position and represents net capital expenditure in 2016/17 and prior years that has not yet been paid for by revenue or other resources.

Part of the Council's treasury management activity seeks to address this borrowing need, either through borrowing from external bodies or utilising temporary cash resources within the Council.

Whilst additional borrowing can be undertaken or existing loans repaid at any time within the confines of the treasury management strategy, the Council is required by statute to make an annual revenue charge to reduce the CFR. This charge is effectively a repayment of the General Fund borrowing need and is known as the minimum revenue provision (MRP).

The total CFR can also be reduced by:

- The application of additional capital resources (such as unapplied capital receipts); or
- Charging more than the statutory revenue charge (MRP) each year through a voluntary revenue provision (VRP)

The Council's 2016/17 MRP Policy (as required by CLG Guidance) was approved at the Council meeting on 2 March 2016. For expenditure incurred before 1 April 2008, the General Fund MRP was based upon 4% of the CFR at that date. For all unsupported borrowing incurred from 1 April 2008, the MRP was based upon the estimated life of the assets that the borrowing was intended to finance.

There is no statutory requirement to charge MRP to the HRA. However, an authority can charge VRP to the HRA should it wish to do so. The Council meeting on 2 March 2016 determined that no VRP was to be charged to the HRA in 2016/17.

The Council's CFR for 2016/17 represents a key prudential indicator and is shown below.

	<b>General Fund £000s</b>	<b>HRA £000s</b>	<b>Total £000s</b>
<b>Capital Financing Requirement (CFR)</b>			
<b>Opening Balance at 1 April 2016</b>	<b>10,294</b>	<b>80,983</b>	<b>91,277</b>
Add: Unfinanced Capital Expenditure 2016/17 (per above)	8,225	347	8,572
Less: MRP/VRP in 2016/17	(580)	0	(580)
<b>Closing Balance at 31 March 2017</b>	<b>17,939</b>	<b>81,330</b>	<b>99,269</b>

#### 4. Treasury Position at 31 March 2017

Whilst the Council's gauge of its underlying need to borrow is the CFR, the Section 151 Officer can manage the Council's actual borrowing position by either:

- Borrowing to the CFR; or
- Choosing to utilise some temporary internal cash flow funds in lieu of borrowing (under borrowing); or

- Borrowing for future increases in the CFR (borrowing in advance of need)

The figures in this report are based upon the principal amounts borrowed and invested and so may differ from those in the final accounts by items such as accrued interest.

The Section 151 Officer managed the debt position in 2016/17 by, on occasions, choosing to utilise some temporary internal cash flow funds in lieu of additional borrowing.

The treasury position at 31 March 2017 compared with the previous year was:

Actual Borrowing Position	31 March 2016		31 March 2017	
	Principal £000s	Average Rate	Principal £000s	Average Rate
Fixed Interest Rate Debt	87,598	3.14%	98,355	3.06%
Variable Interest Rate Debt	0	0.0%	0	0.0%
<b>Total Debt</b>	<b>87,598</b>	<b>3.14%</b>	<b>98,355</b>	<b>3.06%</b>
<b>Capital Financing Requirement</b>				
CFR – General Fund	10,294		17,939	
CFR – HRA	80,983		81,330	
<b>Total Capital Financing Requirement</b>	<b>91,277</b>		<b>99,269</b>	
<b>Over/(Under) Borrowing</b>	<b>(3,679)</b>		<b>(914)</b>	

## 5. Prudential Indicators and Compliance Issues

Some of the prudential indicators provide either an overview or specific limits on treasury management activity. These are as follows:

### i) Gross Borrowing and the Capital Financing Requirement (CFR)

In order to ensure that over the medium term gross borrowing will only be for a capital purpose, the Council needs to ensure that its gross borrowing does not, except in the short term, exceed the total of the CFR in the preceding year plus the estimates of any additional increases to the CFR for the current and the following two financial years. This allows some flexibility for limited early borrowing for future years but ensures that borrowing is not undertaken for revenue purposes. The table below highlights the Council's gross borrowing position against the CFR.

	<b>31 March 2016 Actual</b>	<b>31 March 2017 Planned</b>	<b>31 March 2017 Actual</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
Gross Borrowing			
- PWLB and Market	86,812	90,805	97,805
- Bramcote Crematorium	786	276	550
<b>Gross Borrowing Position</b>	<b>87,598</b>	<b>91,801</b>	<b>98,355</b>
<b>Capital Financing Requirement (CFR)</b>			
CFR – General Fund	10,294	18,214	17,939
CFR – HRA	80,983	81,330	81,330
<b>Total CFR</b>	<b>91,277</b>	<b>99,544</b>	<b>99,269</b>

The Section 151 Officer can report that gross borrowing was below the CFR at 31 March 2017 as it was at 31 March 2016. Gross borrowing increased during 2016/17 due a number of factors. Five new loans totalling £6.0m were taken out in respect of the financing of the purchase of the lease for Beeston Square from Henry Boot plc. A number of these loans matured during the year and were replaced with similar loans.

An additional £7.0m in loans were taken out in March 2017 to more closely align borrowing with the CFR. This was after a number of years where the Council was under borrowed and using internal resources to assist with the financing of capital expenditure. The CFR increased during 2016/17 due to unfinanced capital expenditure of £8.572m in the year offset by MRP of £0.580m.

As stated above, gross borrowing at 31 March 2017 was below the CFR and it is anticipated that gross borrowing will continue to be below the CFR over the current and following two financial years. Any borrowing decisions will take account of the effect upon the total CFR.

ii) Authorised Limit and Operational Boundary for External Debt

The authorised limit is a statutory limit determined under section 3 (1) of the Local Government Act 2003 and represents the limit beyond which borrowing is prohibited. It reflects the level of borrowing which could be afforded in the short term to maximise treasury management opportunities and cover temporary cash flow shortfalls, but is unlikely to be sustainable over the longer term. The table below demonstrates that during 2016/17 the Council has maintained gross borrowing within its authorised limit.

The operational boundary is based on the probable external debt during the course of the year. The operational boundary is not a limit and actual borrowing can vary around the levels shown for short times. The operational boundary should act as an indicator to ensure the authorised limit is not breached and is a key management tool for in year monitoring of treasury management activities by the Section 151 Officer.

Actual external debt is gross borrowing plus other long-term liabilities. As mentioned previously, gross borrowing includes sums invested with the Council by Bramcote Crematorium. Other long-term liabilities are liabilities outstanding (other than borrowing) in relation to the financing of capital expenditure. They relate to, for example, private finance initiative (PFI) credits or finance leases. The Council did not have such long-term liabilities at 31 March 2017 or at any stage during 2016/17.

	<b>Operational Boundary 31 March 2017 £000</b>	<b>Authorised Limit 31 March 2017 £000</b>	<b>Actual External Debt 31 March 2017 £000</b>
<b>Borrowing</b>	<b>98,600</b>	<b>123,250</b>	<b>98,355</b>
<b>Other Long- Term Liabilities</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total</b>	<b>98,600</b>	<b>123,250</b>	<b>98,355</b>

The Section 151 Officer reports that there were no breaches of the authorised limit during 2016/17. The maximum level of borrowing during 2016/17 was £98.755m.

iv) Total Principal Sums Invested over 364 Days

This limit is intended to contain exposure to the possibility of any loss that may arise as a result of the Council having to seek early repayment of any investments made. If an investment has to be re-paid before its natural maturity date due to cash flow requirements then, if market conditions are unfavourable, there could be an adverse impact upon the Council.

The Council's policy for 2016/17 as set out in the annual investment strategy was to retain the flexibility to invest a proportion of its available balances for a period in excess of 364 days should credit conditions continue to show signs of stabilisation or improvement. An upper limit of £5.0m for these investments was set based upon one third of an estimated in-year average of total investments of £15.0m. Details of investments made for a period greater than 364 days are set out in section 3 of appendix 1.

v) Adoption of the CIPFA Code of Practice on Treasury Management

As per the requirements of the CIPFA Prudential Code for Capital Finance in Local Authorities, the Council adopted the CIPFA Treasury Management in the Public Services: Code of Practice and Cross-Sectoral Guidance Notes at the cabinet meeting of 26 February 2002. The CIPFA Code of Practice on Treasury Management was initially revised in 2009 and then revised again in 2011 to reflect recent developments and anticipated regulatory changes relating to the Localism Act 2011 including housing finance reform and the introduction of the General Power of Competence. The Council has incorporated the changes from the latest revised CIPFA Code of Practice on Treasury Management into its treasury management policies, procedures and practices. All treasury management activity complies with relevant statute, guidance and accounting standards.

vi) The Ratio of Financing Costs to Net Revenue Stream

This indicator as shown in the table below compares net financing costs (borrowing costs less investment income) to net revenue income from revenue support grant, business rates, council tax and rent income. The purpose of the indicator is to show how the proportion of net income used to pay for financing costs is changing over time.

	<b>2015/16 Actual</b>	<b>2016/17 Revised</b>	<b>2016/17 Actual</b>
General Fund	9.2%	8.5%	8.8%
HRA	15.4%	15.8%	15.5%

vii) Incremental Impact of Capital Investment Decisions

This is an indicator of affordability that shows the incremental impact of capital investment decisions on council tax and housing weekly rent levels. The indicator identifies the revenue costs associated with the capital programme for a particular year.

	<b>2016/17 Estimate (£)</b>	<b>2016/17 Actual (£)</b>
Increase in Council Tax – Band D	0.95	4.43
Increase in Weekly Rent Levels	0.03	0.03

The estimates for 2016/17 were based upon assumptions of borrowing £770,650 to fund the General Fund capital programme with borrowing of £346,850 required for the HRA schemes within the capital programme for the year.

The borrowing required to fund the actual capital expenditure in 2016/17 amounted to £8,225,850 for the General Fund and £346,850 for the HRA. The increase in respect of the borrowing for the General Fund was due to the requirement to finance the purchase of the lease for Beeston Square from Henry Boot plc.

vii) HRA Limit on Indebtedness

The Council is required to report the level of the limit imposed at the time of implementation of HRA self-financing by the Department for Communities and Local Government. This has to be compared with the HRA capital financing requirement.

HRA Limit on Indebtedness	<b>2016/17 Approved</b>	<b>2016/17 Revised</b>	<b>2016/17 Actual</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
HRA CFR	81,330	81,330	81,330
HRA Debt Cap (as prescribed by DCLG)	84,475	84,475	84,475
Difference	(3,145)	(3,145)	(3,145)

## Report of the Deputy Chief Executive

**GRANTS TO VOLUNTARY AND COMMUNITY ORGANISATIONS,  
CHARITABLE BODIES AND INDIVIDUALS INVOLVED IN SPORTS,  
THE ARTS AND DISABILITY MATTERS 2017/18**

1. Purpose of report

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

2. Applications and financial position

Details of the grant applications received are included in appendix 1 for consideration. The amount available for distribution in 2017/18 is as follows:

	<u>£</u>
Revenue Grant Aid Budget	169,950
Less: Estimated requirements for:	
Citizen's Advice Broxtowe	73,750
Outstanding Rent Awards/Others (#)	50,500
Less: Other Commitments	1,450
<b>BALANCE AVAILABLE FOR DISTRIBUTION</b>	<b>44,250</b>

(#) – 'Outstanding Rent Awards' includes provision for £4,000 in respect of the attached applications from New Stapleford Community Association.

Members are reminded that they will need to suitably constrain grant awards in 2017/18 if the budget is not to be exceeded. The total amounts requested in this report for 2017/18 total £29,500. The additional sums requested in this report, when compared to the previous year, would amount to £20,500 if all applications are fully supported.

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

**Recommendation**

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

Background papers

Nil



## APPENDIX 1

Applications

The first two applications are in lieu of the 2016/17 rent account, where applications were outstanding at the time of the Committee meeting in March 2017. Provisions were made in the 2016/17 accounts in anticipation of these grants being approved:

<u>Applicant</u>	<u>App'n Ref</u>	<u>Rent Award 2015/16 £</u>	<u>Grant Request 2016/17 £</u>
2 <sup>nd</sup> Kimberley Scout Group	1	6,500	6,500
Toton Coronation Hall Community Assoc.	2	7,000	7,000

The following grant applications have been received for consideration in 2017/18:

<u>Applicant</u>	<u>App'n Ref</u>	<u>Grant Award 2016/17 £</u>	<u>Grant Request 2017/18 £</u>
Voluntary Action Broxtowe	3	No application	7,000
Nuthall Age Concern Day Centre	4	500	500
Beeston Community Resource	5	No application	4,000
Hope Nottingham	6	4,000	10,000
New Stapleford Community Association	7	4,000	4,000
RCAN	8	No application	1,500
Beauvale Horticultural Show	9	500	500
Hall Park Academy	10	No application	2,000
		<b>Total</b>	<b>29,500</b>

\* The estimated outstanding rent awards include provision of £4,000 in respect of the applications from New Stapleford Community Association.

2016/17 Rent Applications**Miscellaneous Category**1. 2<sup>ND</sup> KIMBERLEY SCOUT GROUP

Members will note that this application is in lieu of the 2016/17 rent account, with the application outstanding at the time of the Committee meeting in March 2017. A provision was made in the 2016/17 accounts in anticipation of this grant award.

The 2<sup>nd</sup> Kimberley Scout Group was established in 1955 and is based in Council owned premises at Kettlebrook Lodge on Eastwood Road in Kimberley. The Group has 172 members (both junior members and voluntary helpers) generated from Kimberley and the surrounding areas.

The aim of the Group is to provide activities within the Scout Association organisation. The Group is responsible for the maintenance and up-keep of Kettlebrook Lodge as a community venue. The facilities are currently utilised by the Scouts and Guides organisation, a pre-school playgroup, as a blood donor centre and for other events and functions. It is estimated that over 4,000 people use the facilities every year.

The latest accounts for the year ended 31 March 2016 showed receipts of £23,596 being generated from subscriptions (less capitation), donations, grants, hire of hall, fundraising and other activities. Payments amounted to £26,791, which included premises expenses (rent, heating, lighting, repairs and maintenance), activities/events and the capital purchases of tents and kitchen equipment. Cash and bank balances at 31 March 2016 fell to £12,565. The Group has earmarked £3,000 of these reserves towards maintenance projects at Kettlebrook Lodge including electrical repairs, kitchen refurbishment and other capital projects.

The current tenancy agreement for the Kettlebrook Lodge premises replaced a previous arrangement of charging a peppercorn rent. As part of the Council's aim to secure market rental on its properties, the annual rent has been assessed at £6,500. The 2<sup>nd</sup> Kimberley Scout Group has suggested that it would be unable to sustain a rental charge of this size.

The Council has previously supported 2<sup>nd</sup> Kimberley Scout Group with grant aid towards its rental obligations. The grants awarded in the past four years were as follows:

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

For 2016/17 the 2<sup>nd</sup> Kimberley Scout Group has requested a grant of £6,500 to cover the market rental of Kettlebrook Lodge from 13 November 2016. This grant would be for a period of one year and would be matched by allowances within the premises income budget and therefore leave the Council's overall budget unchanged.

## **Community Associations Category**

### **2. TOTON CORONATION HALL COMMUNITY ASSOCIATION**

Members will note that this application is in lieu of the 2016/17 rent account, with the application outstanding at the time of the Committee meeting in March 2017. A provision was made in the 2016/17 accounts in anticipation of this grant award.

The Toton Coronation Hall Committee and Community Association is responsible for the management and operation of the Coronation Hall on Portland Road in Toton which opened in 1953.

The aim of the Association is to provide a social meeting place for Toton and the surrounding area. A variety of groups utilise the facilities for educational, recreational and sporting activities, including playgroups, keep fit clubs, uniform groups, senior citizen's groups, dance classes, martial arts clubs and family groups. Around 200 people of all ages use the facilities on a weekly basis, with the majority being residents of the borough.

Although a new application was completed, the latest accounts have not been made available for scrutiny. The earlier accounts for the year ended 31 July 2015 showed receipts of £24,940 being generated from hall bookings, grant aid and fundraising. Payments amounted to £21,030 and included rent, caretaking, heating and lighting, water charges and repairs and maintenance. Cash and bank balances as at 31 July 2015 had increased to £27,775. The Association indicated that reserves are earmarked towards refurbishment projects at the hall, such as redecoration, and repairs and replacement programmes.

The current tenancy agreement for the Coronation Hall replaced the earlier arrangement of charging a peppercorn rent. As part of the Council's aim to secure economic rents on its properties the annual rental is £7,000. The Toton Coronation Hall Committee and Community Association has suggested that it would be unable to sustain the tenancy with a rental charge of this size.

The Council has previously supported the Toton Coronation Hall Committee and Community Association with grant aid towards its premises rental with the grants awarded in the past four years being as follows:

2015/16	£7,000
2014/15	£7,000
2013/14	£7,000
2012/13	£7,000

For 2016/17, the Toton Coronation Hall Committee and Community Association has requested a grant of £7,000 to cover the market rental of the Coronation Hall. This grant award would be for a period of one year, with the potential award being matched by allowances within the premises income budget.

### 2017/18 Applications

#### **Volunteer Bureaux**

##### 3. VOLUNTARY ACTION BROXTOWE

An application for grant aid has been received from Voluntary Action Broxtowe (VAB) for consideration.

VAB is the voluntary sector infrastructure support provider for the Borough of Broxtowe. VAB provides a wide range of practical and advice services for local voluntary and community groups across the Borough.

VAB effectively fulfils all the functions of a Council for Voluntary Service (CVS) with its mission to “provide high quality infrastructure support to local organisations and through this, help strengthen communities and deliver more appropriate and effective services for the residents of Broxtowe”. The stated aims and objectives of the charity are to promote the benefit of local inhabitants by associating together the inhabitants, local authorities, voluntary and other organisations in a common effort to improve the quality of life of said inhabitants and in particular, not exclusively, to:

- advance the education, learning and skills of volunteers through the provision of training, advice, assistance and associated activities so that they are better equipped to carry out their role and provide a valuable contribution to their community
- promote the voluntary sector and volunteering generally, the provision of education, learning and skills and services for the social benefit of the local community and similar charitable activities, and to enhance those services provided by the statutory sector by providing a wide range of infrastructure support services including the setting up of networks and forums to facilitate partnerships.

To achieve these aims, VAB supports voluntary and community groups to enable them to build capacity and offer more professional direct services to meet the needs of those most vulnerable in the local community.

### Volunteering

VAB is a fully accredited Volunteer Centre providing volunteer recruitment, support, training and placement with other organisations. The benefits of volunteering are considerable as it enables people to overcome the challenges they face, to learn skills through specialist training and find solutions that benefit the wider community. For older people volunteering is a social activity and thus provides a means to counter social isolation and loneliness. Local organisations also benefit from the experience, expertise, capacity and commitment of older people. Volunteering is a recognised route back into paid employment. VAB regularly assists young people, typically students, with volunteer placements to assist them in gaining work experience and new skills.

In 2016, VAB responded to over 1,000 enquiries for volunteering. VAB directly supports specialist volunteer placements, which currently include 80 placements. It has developed specialist volunteering opportunities through an innovative Day Service Framework Agreement. This service offers training and volunteer opportunities with health and social care support for people with disabilities and long-term conditions, such as learning disabilities, mental health, Down’s Syndrome, Asperger’s etc. This service has recently started and, once established over the next 18 months, it will contribute towards the financial sustainability of VAB.

VAB also offers volunteering opportunities to three young people completing the Duke of Edinburgh Award and college placements.

### Services

Over 600 individual residents and volunteers from across the Borough benefit from VAB services each year. These include around 40 people, aged over 75 years, who are isolated and receive befriending services on a weekly basis to provide company and to monitor their well-being and safety.

Another scheme, 'Move It', assists older people when moving into residential and care homes, as well as supporting families who require low cost services to move locally. Around 150 people per annum benefit from this service.

VAB established 'Nexus', a social integration project, to enable recently resettled people to learn English and employment skills to fully integrate into the community. The project promotes social inclusion; contributing to community safety by raising awareness of the value cultural differences can bring. Participants speak 35 different languages. A range of partners are involved with the project including public protection, police, fire service, Sure Start, schools and the Broxtowe Celebrations Community Group. Over 100 people attend the Nexus service each week.

Regular health and well-being services are offered from VAB premises at Oban House by 'Let's Talk Well-Being', a commissioned health service. ICT courses are provided for older people, which support around 50 individuals.

VAB works with Sure Start organisations in Beeston, Chilwell and Eastwood Sure Start centres and in two local schools (up to 150 families with children).

### Groups

VAB currently supports over 200 voluntary and community sector organisations across the Borough. VAB helps to ensure that these groups are kept well informed, well-funded and are working safely and in line with current charity legislation. VAB has provided essential courses and qualifications in health and safety, first aid, food safety, ICT and health awareness to over 200 volunteers and staff from 120 organisations since September 2016. Specialist funding advice and guidance sessions were held throughout 2016/17 to assist small community groups to set up organisations that provide valuable services to some of the most vulnerable people in our community. A new programme of support will launch in August 2017.

VAB is currently developing an online communication website for small to medium community groups, volunteers and residents. 'In and Around' Broxtowe is a local site that will launch in September 2017. This will be a cost effective local solution to reduce the costs of infrastructure support. The site will provide space for advertisements about local jobs in the voluntary and community sector, volunteering opportunities and services. Community groups will be able to communicate online with partners and funders. The grant aid funding requested will contribute towards the management of this website.

In addition, VAB has established forums and structures across the borough to enable groups to meet and network, share information and to provide a means for statutory partners to engage and consult with various groups. The Community Conference in Greasley in 2017 attracted 80 members of local community groups and volunteers. An outcome of this event was to establish two Community Forums, in the north and south of the Borough that regularly attracts up to 18 people to its meetings.

#### Accommodation

In December 2010, VAB moved into Oban House on Chilwell Road in Beeston, having secured a ten year lease. The decision to move to Oban House (having previously occupied Council owned premises at Cavendish Lodge) has provided VAB more spacious accommodation and provided the opportunity to diversify and maximise a greater variety of income streams through renting out meetings rooms, training facilities and office space to other community groups and charities. Six community projects operate from Oban House, namely Age Friendly, Creative Paths, Inspire Culture, Nexus, Caring Companions and Let's Talk Well-being. VAB also provides a weekly tea room for older people to meet and socialise.

#### Financial

VAB has produced and submitted a Strategic Plan for 2017- 2020. It has also provided its annual report and financial statements for the year ended 31 March 2016 for scrutiny. The charity separates its accounts between restricted and unrestricted funds.

Total income generated in the year amounted to £240,435. This mostly related to grants and donations with £18,749 being unrestricted core funding including contributions received from Garfield Weston Foundation (£10,000) and the Mary Potter Charitable Trust (£3,000). Other sizeable restricted funding was received from the Big Lottery Fund (£122,330), Boots Charitable Trust (£9,000) and the Police and Crime Commissioner's Safety Fund (£5,688). Total expenditure amounted to £216,689, including £95,600 in respect of core funds. This mainly related to staff costs (£126,747 for an average eight employees), rent and services (£38,488), other premises expenses and general operating costs. Total cash/bank balances at 31 March 2016 amounted to £83,306, with £51,283 available as unrestricted funds.

VAB also provided its draft balance sheet for the year ended 31 March 2017 which showed a fall in cash and bank balances to £71,720, although no further details are available at this stage.

The reserve policy is that VAB carries sufficient free reserves to cover its liabilities should it ever fold. The trustees do not believe in amassing large amounts of reserves and feel that donations and other funding entrusted to VAB should be used for the benefit of those in need of its support in the community. It is suggested that the value of unrestricted fund balances held as at 31 March 2016 was sufficient to meet with this reserves policy.

Request

VAB has requested a grant of £7,000 towards its general running costs to provide volunteer services and network development support across the borough. VAB does not currently receive any grants to provide infrastructure services, although it has applied for project funding in 2017 from the Department of Health (£9,400 for the Befriending Project) and the Big Lottery Fund (£77,000 for a social integration project for newly settled, refugee and asylum seeking residents) and various Trusts (£10,000 to support renovation of outbuildings). VAB has designed services that are cost effective and innovative. Future sustainability will be achieved through contract income and commissioned services. Whilst VAB does not anticipate further applications for grant aid, it will need help over the development stage.

The Council supported Voluntary Action Broxtowe for many years, although this is the first application received since 2014/15. The grants awarded in the past four years are as follows:

2016/17	No application
2015/16	No application
2014/15	£5,000
2013/14	£5,000

In addition to the above funding was provided in 2013/14 for Beeston Job Club (£2,500) and Eastwood Job Club (£1,000), with a further grant award in 2014/15 towards the Befriending Project (£1,500).

For 2017/18 Voluntary Action Broxtowe has requested a grant of £7,000 towards its general running costs to provide volunteer services and network development support across the borough.

The grant aid budget does not include any specific provision earmarked for Voluntary Action Broxtowe. Members should note that the revised grant aid policy requires that grant awards of £5,000 or above may be subject to a Service Level Agreement.

**Age Concern Organisations****4. NUTHALL AGE CONCERN DAY CENTRE**

Nuthall Age Concern Day Centre was established in 1974 and is based at The Spinney on Laurel Crescent in Nuthall. The group generates its membership from the Nuthall area and currently has 30 people, over 60 years of age, using its services.

Nuthall Age Concern Day Centre provides welfare facilities and companionship in a social environment to local elderly residents and those with infirmity. The group meets on a weekly basis, offering a wide variety of activities such as social events and activities, bingo, speakers, quizzes, music and singing, keep-fit and festive parties. The group will provide its members with transport to and from the venue if required.

For the year ended 31 March 2017, income totalling £4,449 was derived from grant aid (from this Council) and donations, subscriptions and proceeds from special events. Expenditure of £3,978 mainly related to transport, insurances and the cost of running events and activities. Cash at bank and in hand as at 31 March 2017 increased to £850.

The Council has supported Nuthall Age Concern Day Centre for many years, with the grants awarded in the past four years being as follows:

2016/17	£500
2015/16	£500
2014/15	£325
2013/14	£325

For 2017/18, Nuthall Age Concern Day Centre has requested a similar grant of £500 towards its transport and insurance costs. The group indicates that its transport costs have increased in recent years because a shortage of volunteer drivers that has resulted in a greater reliance on private taxi firms to provide transport for its members.

### **Caring Organisations**

#### **5. BEESTON COMMUNITY RESOURCE**

Beeston Community Resource is a charity that was formed in March 2015. The charity, which is based at the Middle Street Resource Centre on Middle Street in Beeston, aims to support the mental health and wellbeing of service users and the local population by providing activities and support on a daily basis at its community facilities.

Beeston Community Resource provides a community café, with reasonably priced hot and cold food, support for service users, peer support, art, craft and personal development courses on a regular basis. There is a community garden that is open to all. The charity also offers a variety of volunteering opportunities in the café, reception and garden.

The charity maintains a daily register of people coming into the centre and quantifies what activity they are attending i.e. volunteering, college courses, MindSet activities, use of community café. The charity mainly attracts adults, although it is seeing an increase in younger groups coming into the centre such as Beeston Multiple Birth group. Around 800 users use the facilities per week and this is expected to increase with longer opening hours.

Beeston Community Resource has requested grant aid to assist with the running costs of employing a mental health support worker at the centre. This role is vital in support an increasing section of the local population who are in need of day-to-day support in regards to their mental health issues that is not being received through GPs and other statutory bodies.



By providing this support the charity can show a major saving to society in general and more importantly support the health and wellbeing of a section of the local population who otherwise would feel vulnerable and isolated. Beeston Community Resource has been fortunate to receive a grant from Beeston Consolidated Charity for a part of the funding of this post.

The charity has provided its financial statements for the twelve month period ended 31 March 2016 for scrutiny. Total income of £74,727 was received mainly from grants and donations, room hire and a contribution from MindSet (£12,500). Further grants were received from Nottinghamshire County Council (£22,500), Beeston Consolidated Charity (£15,000) and Friends of Nottingham Mental Health (£700). Expenditure of £38,936 related to employee expenses (£27,369), kitchen equipment, insurances and other general operating costs. The premises are provided by Nottinghamshire County Council under a licence agreement. Cash at bank and in hand as at 31 March 2016 was £35,791.

This is the first application that the Council has received from Beeston Community Resource and for 2017/18 the charity has requested a grant of £4,000 towards the cost of employing a mental health support worker.

#### 6. HOPE NOTTINGHAM

Hope Nottingham is project that is operated from Hope House at the Boundary Road Community Centre in Beeston. The project has around 200 visitors per week, with around 1,000 individuals benefitting from the service each year. Hope House has developed in the last six years from a basic drop-in café to a holistic community hub providing wide ranging support to help people out of crisis and empower them to contribute positively to their community.

The project was originally established in 2005 as part of Hope NG9, the Christian church working together to bring 'Hope to the NG9 area through social action, backed by prayer and word'. From November 2010, local ministers agreed that Hope NG9 should be merged with Hope Nottingham. The charitable objects of Hope Nottingham are to advance the Christian faith and the relief of poverty, sickness and distress amongst the people of Nottingham and surrounding areas

Hope Nottingham provides a free, one-stop community support café, providing holistic support for homeless and vulnerably housed adults to overcome poverty crisis and entrenched deprivation. The project aims to meet basic needs of food, clothing and furniture, provide a listening ear and offer individual mentoring and support with a view to having a positive transformation on the lives of those in need and to enable the positive social re-integration of socially excluded people.

In addition to providing food and friendship, the project aims to mentor individual service users by providing life skills training and creative activities. The project also acts as a hub to which its users can directly access support from specialists on issues such as housing, debt, benefits, substance and alcohol abuse and health.

Hope Nottingham continues to develop working relationships with the Council, Police, Citizens Advice and support agencies in order to meet the needs of its users and the local community. All the expert delivery partners are expected to source their own funding for their input. The various services are integrated together to enable those with complex needs to address several issues simultaneously, as the most effective way to make progress and to avoid them falling through gaps in service provision.

The facilities at Hope House also extend to being a community café and a youth club to provide positive diversionary activities for young people.

The key headlines received from Hope Nottingham in 2016/17 included:

- Improving the health and well-being of local residents
- Providing over 1,450 food parcels in Broxtowe
- Supplying over £10,000 worth of financial assistance to buy specific items such as cookers and washing machines to 100 households
- Providing more accessible independent information, advice and support for the most vulnerable Broxtowe residents
- Providing community based volunteer opportunities for local residents
- Providing employment support and training to around 300 people to enable them to make progress in helping themselves out of poverty relating to welfare, low income, debt, unemployment, dysfunctional lifestyles, mental illness and domestic violence
- Directly supporting individuals in overcoming or avoiding homelessness, with others indirectly supported by referral to mainstream services

Hope Nottingham is working towards further developments for 2017 including:

- From January the Beeston Job Centre will bring job club participants to Hope House each week, to link its programme with Hope Nottingham for its supported work experience programme.
- Developing the Lightbulb Group to help people develop practical workshop skills to create, repair and upcycle timber products and electrical goods, creating potential for people to earn for themselves.
- The modernised Boundary Corner Café will use surplus food from Tesco and other suppliers to provide affordable meals for local people and potential income for those involved. Alongside this there will be a community marketplace, providing an outlet for people making craft and other items for sale.
- The employment pathway programme will begin to offer AIMS award accreditation for life and job skills to help people recognise their own progress and to support them in job applications.

Hope Nottingham has provided the latest accounts for the period ended 30 June 2016 for scrutiny. Hope Nottingham converted from a Charitable Trust to a Charitable Incorporated Organisation from July 2015. The charity separates its accounts between restricted fund and unrestricted funds. Total income generated amounted to £336,373 which mostly related to grants, donations and rental income from use of the church and centre (including an internal notional recharge for premises rental). Total expenditure amounted to £318,843 which included salaries and associated employee costs (£182,742 for an average of five employees with no employee receiving more than £60,000 during the period), premises expenses and other operating costs. Total funds as at 30 June 2016 were £17,530 including unrestricted funds of £10,127. Total cash at bank and in hand was £22,552.

The Council has regularly supported Hope Nottingham, with the grants awarded in the past four years being as follows:

2016/17	£4,000
2015/16	£4,000
2014/15	£4,000
2013/14	£4,000

For 2016/17, Hope Nottingham has requested an increased grant of £10,000 towards the cost of operating the project. Members should note that the grant aid policy requires that grant awards of £5,000 or above may be subject to a Service Level Agreement.

## **Community Associations and Groups**

### **7. NEW STAPLEFORD COMMUNITY ASSOCIATION**

The New Stapleford Community Association is responsible for the management and operation of the Council owned Community Centre on Washington Drive in Stapleford that was first opened in 1972.

The aim of the Association is to provide a community meeting place for Stapleford and the surrounding area. A variety of groups utilise the facilities for educational, recreational and sporting activities, including senior citizen's groups, blood donor sessions, dance and fitness classes, police and community sessions, martial arts clubs and family groups. Over 400 people use the facilities every week, the majority of whom live in the borough.

For the year ended 31 December 2016, New Stapleford Community Association generated income of £25,592 from hall bookings, dances, grant aid, fund raising and membership subscriptions. Total expenditure amounted to £16,698, which included rent, utilities, fixtures, repairs and maintenance and caretaking repairs costs. Total bank balances at 31 December 2016 had increased to £38,703. The Association has earmarked these reserves towards installing electrical, repainting the hall and potentially adding a smaller room in the future (subject to planning).

The current tenancy agreement for the Washington Drive Community Centre was agreed from April 2012 and replaced the previous arrangement of charging a peppercorn rent. The annual market rent for the premises was assessed at £4,000 as part of the Council's aim to secure economic rents on its properties. The Association has suggested that it would be unable to sustain an ongoing rental charge of this size.

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

2016/17	£4,000
2015/16	£4,000
2014/15	£4,000
2013/14	£4,000

For 2017/18, New Stapleford Community Association has requested a grant of £4,000 to cover the market rent. This grant would be for a period of one year and would be matched by allowances within the premises income budget and therefore leave the Council's overall budget unchanged.

### **Conservation and Environmental Groups**

#### **8. RCAN**

RCAN (Rural Community Action Nottinghamshire) was founded in 1924 and is based at the Newstead Centre on Tilford Road in Newstead Village. The trustees of RCAN have agreed a vision "for thriving, sustainable and cohesive rural communities in Nottinghamshire". RCAN has worked actively to improve the quality of services and opportunities for rural communities for 90 years.

The work of RCAN in the borough has continued with their active involvement in providing both strategic and grass roots support, sharing good practice and giving front line support to local community groups. Examples of the recent work undertaken by RCAN include:

- Neighbourhood Planning – Supporting Parish Councils and Residents Associations with the consultation and engagement aspects of neighbourhood planning
- Community Planning – Supporting local communities in identifying needs and aspirations to have a say in the future of their village by developing action plans and supporting parish councils and community groups to address the actions
- Helping to sustain village halls and community buildings by supporting committees with advice on issues such as governance, funding, health and safety and insurance.
- Addressing homelessness issues and offering accommodation related support for traveller groups

- Sustaining and developing services for older people e.g. Befriending and the IT Community Champions initiative, providing sessions to support older people to learn more about computers, email and the internet.
- “Wheels to Work Nottinghamshire” – a transport solution for those living in rural areas in the borough which supports people with access to work or training by providing moped loans for a period of six months
- Bulk oil purchasing supporting residents in a wider scheme that generates its users (for a small membership fee) a saving of around 5p per litre.

RCAN also help projects and extended services in the community by working in partnership with statutory and voluntary organisations and, by actively campaigning on behalf of local communities, they support the resourcefulness of local people in local areas and raise the rural voice by actively campaigning on behalf of local communities.

On a yearly basis, RCAN supports over 100 groups across Nottinghamshire offering support and guidance on governance and funding. Between its various projects RCAN also supports over 300 individuals to learn basic IT, be supported by a befriender or to benefit from the use of a moped.

For 2017, RCAN will continue with current initiatives and ongoing developments including the support of other parishes with community planning and development of actions plans, the facilitation of training sessions aimed at community buildings, including volunteer management, marketing and the role of trustees.

For the year ended 31 March 2016, total income amounted to £857,717 and mainly related to donations, legacies and charitable activities. This included unrestricted income of £129,729. RCAN received unrestricted funding from DEFRA (£55,440) and Notts County Council (£39,868). RCAN also received local authority grants from Bassetlaw (£10,000), Newark & Sherwood (£16,270) and Rushcliffe (£25,000). Total expenditure was £764,529 and mainly related to employee expenses (£425,579), motor expenses, rent, rates and utilities, ICT and other running costs. This included unrestricted spending of £168,527. Total funds amounted to £451,100, including unrestricted funds totalling £79,573. Overall cash at bank as at 31 March 2016 amounted to £162,463.

The Council has supported RCAN for many years with grants towards the cost of its activities in the borough. The grants awarded in the past four years being as follows:

2016/17	No application
2015/16	£1,500
2014/15	£1,500
2013/14	£1,500

For 2017/18, RCAN has requested a grant of £1,500 towards its activities in the borough, particularly to support the salary cost of the Rural Officer providing support and advice to parish councils, community groups and village and community halls.

**Miscellaneous Category**9. **BEAUVALE HORTICULTURAL SHOW**

An application for grant aid has been received from the Management Committee of the Beauvale Horticultural Show. The inaugural Show in August 2014 was organised as an alternative and independent event to the Moorgreen Show that was cancelled. The 2016 one-day event was again held at the Greasley Sports and Community Centre. The event, which was attended by over 350 people, covered various sections of horticulture, with local competitors exhibiting entries for flowers, fruit and vegetables. There were also sections for floral art, culinary, crafts (including demonstrations) and a children's section. The group are now organising a similar event for 2017. The group has already had funding commitments from Greasley Parish Council and from the Nottinghamshire County Councillors Divisional Fund.

The Beauvale Horticultural Show has provided its accounts for the 2016 show. The cost of producing the event was £1,595 including hire of hall, staging and tables, insurances, advertising and printing, prizes and judges fees. Total income amounted to £2,539 and included grants, donations and sponsorship, entry fees from exhibitors and visitors, tombola and refreshments (net). The surplus for the 2016 show was £944. The group acknowledges that the generosity of sponsors to support the Beauvale Horticultural Show, which has helped to establish a working surplus of £3,933 which has been retained in the bank account.

This is the fourth application that the Council has received from the Beauvale Horticultural Society, with the grants awarded in the past four years being as follows:

2016/17	£500
2015/16	£500
2014/15	£500
2013/14	No application

For 2017/18 the Beauvale Horticultural Society has requested a similar grant of £500 towards the cost of holding the next show at the Greasley Sports and Community Centre in August 2017.

10. **HALL PARK ACADEMY**

An application for grant aid has been received from the Hall Park Academy towards the provision of a project titled 'Prison Me? No Way!' Hall Park Academy (formerly Eastwood Comprehensive School) is located on Mansfield Road in Eastwood. The school currently has 650 students on its roll.

Members will be aware that Eastwood South, consisting of Eastwood St Mary's and Eastwood Hilltop, has consistently been one of the top ward areas within South Nottinghamshire for crime and disorder. It has higher levels of multiple deprivations when compared to other areas in the Borough.

Hall Park Academy has worked successfully with the No Way Trust for the past ten years on its 'Prison Me? No Way!' project (PMNW). The No Way Trust is a national educational charity set up in 1995 by prison officers who wanted to make an impact on the lives of young people and turn them away from crime and its consequences by using highly innovative educational techniques. The Trust provides a quality service to help young people make a success of their lives, using a fresh approach that encourages a positive decision making process, designed to reduce or remove the possibility of offending behaviour. The aim is to raise awareness and reduce anti-social behaviour and crime in the local community.

The message that PMNW is able to deliver to young people is invaluable, covering issues such as anti-social behaviour, drug and alcohol use, fire setting and the consequences of crime and internet safety. These are delivered in a way which both engages and educates the students.

It is proposed to run a one-day PMNW workshop session at Hall Park Academy for the whole of Year 9 (around 100 pupils). The structured sessions will be provided by the PMNW team (Prison Officers) with contributions from serving prisoners and representatives from the South Nottinghamshire Community Safety Partnership (including Nottinghamshire Fire and Rescue Service and this Council). In 2016 a full day PMNW session cost £2,600. Although the cost for 2017 is as yet unconfirmed it is likely to be at a similar level.

Participants will meet with serving prisoners to hear their stories about how crime has impacted on their lives and on those around them. The expected outcomes is that by being provided with this unique insight into life behind bars, young people learn about the causes, consequences and penalties of crime and the effects of anti-social behaviour. A sample of comments from students when asked whether they would change their behaviour following a session included "by being more aware of others doing wrong and by leaving bad situations"; "by standing up for myself and not be so easily pushed to do things I don't want to"; and "I won't get involved in serious situations and will focus more on me and my career rather than my friends". The application is supported by the Council's Community Safety team.

The Hall Park Academy is part of the Redhill Academy Trust. The Trustees' Report and Financial Statements for the year ended 31 August 2016 for Redhill Academy Trust were provided for scrutiny. The combined income generated by the Trust for the year amounted to £24.215m (mainly restricted funding) from grants and other income. Total expenditure of £26.998m mainly related to salaries, premises expenses and other costs associated with operating a school. The total funds carried forward at the end of the period were £53.583m which included the Restricted Fixed Asset Funds. Total unrestricted funds were £1.067m.

This is the first grant application that the Council has received from the Hall Park Academy and for 2017/18 it has requested a grant of £2,000 towards the cost of running a full day PMNW session at an approximate total cost of £2,600.

## APPENDIX 2

Delegated Awards

A summary of the grants awarded under delegated authority since April 2017 is included below. The Council's policy in respect of grant aid to voluntary organisations is to award the amount requested by the organisation or the maximum specified whichever is the lower. Additional consideration is given to groups who can demonstrate that they are meeting the particular needs of disadvantaged sections of the community.

All requests under the revised delegated limit of £250 are considered under delegated authority, in conjunction with the Chair of this Committee. This includes applications from individuals involved with sport and the arts. This Committee determines all requests for grants in excess of the £250 maximum.

Groups

Group	Total No. of Members	No. of Broxtowe Residents	Grant Award in 2016/17	Grant Award in 2017/18	Purpose of Grant Award
Bramcote & District Probus Bowls Club	16	16	£100	£100	General running costs, including insurance.
Chilwell Women's Institute	20	Majority	£100	£100	General running costs.
Toton Holiday Zone	300	290	Nil	£100	Costs, including refreshments, sports equipment, craft activities, drama sets etc.
Bramcote and District Probus Club	48	45	£100	£100	Towards a new digital projector
Age Concern Chilwell	20	20	£675	£250	Premises, insurances and transport costs.
Beeston Ladies Probus Club	26	26	£100	£100	General running costs.

Individuals

Name	Grant Award in 2017/18	Purpose of Grant Award
Elissa Bradford	£200	BMX Racing – Cost of training towards and competing for British Cycling at the BMX World Championships in USA in July 2017.
Owen Jordan	£200	Fencing – Contribution towards international competitions and travel.
Jeremy Millensted	£200	Football – Contribution towards cost of playing at Deaflympics in Turkey in July 2017 – kit, transport, hotel and training.
Anna Purchase	£100	Athletics (Hammer) – Contribution towards training costs, kit and competition entry fees.



## Report of the Deputy Chief Executive

**CITIZENS ADVICE BROXTOWE – GRANT AID 2017/18**1. Purpose of report

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

2. Grant aid application

An application for grant aid has been received from Citizens Advice Broxtowe (CAB) and is detailed in appendix 1 for consideration.

Following the most recent scrutiny review of grant aid to voluntary organisations, Cabinet resolved that grant aid should continue to be provided to CAB. However the level of funding should be determined annually by the appropriate Committee on the basis of the CAB's achievement against a specified set of expected activities and outcomes.

In 2016/17, CAB was awarded a grant of £73,750 on this basis, including £10,000 towards the annual rental of accommodation in the Council Offices. The outturn position in respect of the annual service level agreement to 31 March 2017 is provided at appendix 2.

3. Financial position

The overall budget for grants to voluntary organisations in 2016/17 is £169,950. An amount of £73,750 based on the 2016/17 award had been provisionally earmarked from the overall grant aid budget towards CAB. Any grant awarded in respect of the rental obligation considered in the appendix would have no effect on the Council's overall budget, with the award being matched by allowances within the premises income budget.

Members are reminded that they will need to suitably constrain grant awards in 2017/18 if the budget is not to be exceeded. Any additional sums awarded to CAB, over and above the amount provisionally earmarked, would either require an additional allocation from Revenue Contingencies or for grants to be limited in other areas.

**Recommendation**

**The Committee is asked to consider the request and RESOLVE accordingly.**

Background papers

Nil

## APPENDIX 1

**CITIZENS ADVICE BROXTOWE**1. Introduction and Background

A request for grant aid has been received from Citizens Advice Broxtowe (CAB). CAB provides advice and support to the public on a variety of issues including debt, housing, welfare rights, employment and legal matters. CAB was established in 2004 following the merger of the former Beeston and Eastwood bureaux to create a district-based structure with operations that are based at the Council Offices in Beeston and the Library in Eastwood, with some funded outreach sessions also being provided in Stapleford.

2. Application

In the last 12 months, CAB has helped 6,755 clients on a wide range of enquiries. CAB has provided a summary analysis of the 13,003 enquiries that were handled in 2016/17. The majority of these contacts related to debt and benefits matters (70%), with the remaining enquiries being classified as housing, employment, signposting, legal, relationships, financial, consumer, utilities, health, tax, other, travel, immigration and education. CAB has also assisted clients in accessing £2.66m of additional benefits, which makes a huge difference to their wellbeing as well as supporting the local economy.

3. Staffing

CAB currently employs 15 paid staff. In 2016/17 CAB recruited 9 new volunteers to its establishment and is currently grateful to the support of 56 volunteers who provided over 18,000 volunteer hours in the year at an estimated value of £312,000.

Although CAB is run by trustees who serve on the management committee, the day-to-day operation is overseen by the Chief Executive who is assisted by part-time Service Managers and Session Supervisors at both Beeston and Eastwood. Other paid officers include administrative support at each location, a training and quality officer, an outreach worker, a part-time specialist housing worker and three part-time debt workers. It should be noted that CAB is legally required to provide a recognised Session Supervisor for each session run at any location.

A new development for 2017 is the recruitment of a Development Manager, who will assist the Chief Executive to raise the profile of the Charity and increase funding streams in an attempt to ensure sustainability.

Total staff costs in 2017/18 are reported as £288,303. Total employee costs in 2016/17 were £327,000, a decrease of 11.8% on the previous year.

4. Accommodation

In January 2009, CAB moved its Beeston operation into the Council Offices. The lease terms were agreed for the accommodation at a market rental of £10,000 per annum. CAB previously paid a nominal rental at their former premises and the extra rental cost of their accommodation in the Council Offices would significantly increase their overall premises costs. Having only limited financial resources, CAB is unlikely to be able to sustain this charge.

5. Financial Position

CAB has provided its Financial Statements (draft) for the year ended 31 March 2017 for scrutiny. CAB separates its accounts between a restricted fund and an unrestricted fund. For the year ended 31 March 2017, total income generated amounted to £369,571 which mostly related to grants with £162,264 being in respect of unrestricted funds. The majority of unrestricted funding was provided by this Council and Nottinghamshire County Council (£60,132). Significant restricted funding was also received from the Big Lottery Fund – Reaching Communities (£128,472), Money Advice Service (£49,696), Nottinghamshire West Clinical Commissioning Group (£12,140), Smart Meters (£9,999) and Citizens Advice (£7,000). Total expenditure amounted to £347,341, including £211,560 charged to the restricted fund. A breakdown of costs for the year is included in appendix 2.

Total Funds had increased to £415,286 with cash at bank and in hand amounting to £420,001. The CAB reserves policy is to achieve a level of general reserves equivalent to around six months operating costs. A General Fund reserve of £319,517 has been set aside for this purpose.

6. Previous Grant Awards

The Council has supported CAB for many years with the grants awarded in the past four years being as follows:

	Grant Awarded £
2016/17 (including £10,000 rent)	73,750
2015/16 (including £10,000 rent)	73,750
2014/15 (including £10,000 rent)	73,757
2013/14 (including £10,000 rent)	73,757

The grant of £73,750 awarded to CAB in 2016/17 represented 43% of the Council's overall grant aid budget.

7. Request for Grant Aid

CAB has requested a grant of £73,750 in 2017/18, including £63,750 towards general expenses and £10,000 towards the annual rental of accommodation in the Council Offices. CAB has already assumed grant aid at this level in its budgetary projections for the year.

### Additional supporting commentary from CAB

“Income for the financial year 2017/18 reduces significantly when compared to previous years because funding streams will be coming to an end. CAB anticipates an overall budget deficit in 2017/18 of approximately £133,000.

CAB has recently made redundancies and streamlined staffing hours in order to remain viable. The Chief Executive and the management team are actively pursuing both new funds and the continuation of some existing streams as a matter of urgency in order to maintain and expand services where possible. The recruitment of a Development Manager post is aimed at increasing its revenue streams.

Although most of the services are provided face-to-face to local residents, the CAB telephone helpline is available every weekday. This enables people who cannot get into the offices to speak to an adviser.

### Partnerships

CAB links with many different partners to provide a holistic service for its clients. One of the most important partners is Broxtowe Borough Council. Although it cannot list all of its partners in this report, examples of its networking abilities include the following:

- Central Notts Mind

CAB has seen an increase in clients where the presenting issue is clearly that their mental health needs are not being addressed. These clients rely on the service to provide regular contact and emotional support as there is no other support in the Borough. Whilst advisors are fully trained to give empathetic support for clients they are not mental health specialists.

To bridge this gap CAB started a pilot scheme in June 2016 which is still ongoing. ‘Mind’ operates bi-weekly one-to-one advice sessions at the Beeston and Eastwood sites for clients who would benefit from specific mental health support, information and help accessing specialist services. This has been a successful partnership bridging a gap in services for local residents. The service is in high demand and has seen successful outcomes. CAB is currently seeking longer term funding for this project.

- Voluntary Sector – Broxtowe and Nottinghamshire

CAB is working with Voluntary Action Broxtowe (VAB) to create a visible and strong voluntary sector network across the Borough. CAB has been instrumental in keeping a north Broxtowe voluntary group running and is helping VAB replicate this in the south. CAB is also looking at an annual event similar to one held successful in Greasley in March 2017.

As funding streams are harder to find and voluntary sector groups start to struggle, CAB needs to look at a range of issues including sharing resources (staff, premises, expertise and volunteers) to ensure Broxtowe retains the voluntary sector infrastructure to help residents in difficulty. As well as the resources issue, another aim is to ensure the network remains strong to enable us to continue to offer the current wide range of volunteering opportunities for Broxtowe residents.

- Citizens Advice Local Offices across Nottinghamshire

CAB is part of a consortium of five other local Citizens Advice offices working across Nottinghamshire and Nottingham City. They collaborate on funding bids, share resources and expertise and work together to gather evidence for campaign work.

- Nottingham Trent University – Law School

CAB offers work experience placements to students who obtain training to become telephone advisers. This is a module they can choose as part of their degree pathway. CAB runs this opportunity with Derbyshire and District Citizens Advice and the Law School.

### Volunteers

The volunteers give their time freely and last year the value of the volunteer hours was in excess of £312,000. In addition, around 55% of volunteers move onto paid work, partly as a result of the skills and confidence gained as a volunteer. In 2016/17 the volunteers helped clients gain a massive £2.66 million of additional benefits. This not only makes a huge difference to a client's wellbeing but it also adds real value by making more money available to be spent in the local economy.

CAB act as champions and advocates for the local community and can provide a fresh and independent local perspective. CAB is in a strong position within the local area, uniquely placed and already able to call upon a powerful mix of:

- local knowledge/expertise coupled with national presence and profile
- working in the areas of greatest need with the most vulnerable
- supported by volunteers and staff from the local community
- providing evidence based services that demonstrate positive, sustainable outcomes able to adapt and respond to change while retaining trust and independence.

CAB also has the ability to reflect the local circumstances and the diverse communities that it works with and this is a fundamental strength. It is important that local authorities have a sound understanding of the vital role independent advice services have in a democratic society, enabling people to exercise their rights and responsibilities through advice, information, support and representation.

Navigating a complex maze of services and regulations makes access to independent advice essential and can have a negative impact on individuals and communities, in particular those who are already struggling to manage.

In light of the above, it is hoped that Members will see that the award of grant aid would represent real value for money. As a brief demonstration of value, the Council's grant award of £73,750 has helped deliver:

- Over £2.66 million of additional benefits for clients which also support the local economy of Broxtowe
- Providing volunteer hours valued at £312,000
- Prevention of 181 housing evictions, saving the public purse an estimated £9 million
- Over £8.4 million debt handled on behalf of Broxtowe residents.

CAB is also offering volunteering opportunities to people on Jobseekers Allowance in partnership with Beeston Jobcentre and Law Students from Nottingham Trent University.

#### 8. Consideration

Members are asked to consider the following when assessing this application:

- An amount of £73,750 (based on the 2016/17 award) has been provisionally earmarked towards Citizens Advice Broxtowe from the overall grant aid budget for 2017/18.
- The grant awarded in respect of the rental obligation would have no effect on the Council's overall budget, with the potential award having been matched by allowances within the premises income budget.

In accordance with the recommendations made by Cabinet on 2 June 2009 and in response to the review of grant aid to voluntary organisations completed by the People and Places Examination and Inquiry Group, Members should:

- Determine the level of funding on the basis of the CAB's achievement against a set of specified expected outcomes, after duly considering the CAB's expenditure levels and staffing structures.
- Determine the statement of expected activities and outcomes, which might include, for example, the number of beneficiaries and any links to the Council's corporate objectives.
- Determine that a service level agreement be established between the Council and CAB confirming the grant awarded and the statement of expected activities and outcomes as set out above.

## APPENDIX 2

**SERVICE LEVEL AGREEMENT 2016/17**

Citizens Advice Broxtowe has provided the following information in accordance with the terms of the grant previously awarded by Finance and Resources Committee on 19 September 2016 and the Service Level Agreement for 2016/17

**SCHEDULE A – OUTPUT MEASURES** (*Figures for 2015/16 are given in italics*)

Ref	Outcome Area	Total (Apr-Mar)
6.1	Number of new issues (problems) dealt with	13,003 <i>(13,733)</i>
6.2	Number of clients receiving support during the year	6,755 <i>(7,269)</i>
6.3	Average amount of debt handled per client seeking debt advice	£10,600 <i>(£5,977)</i>
6.4	Estimated amount of benefits gained for clients seeking benefit advice	£2.66m <i>(£2.9m)</i>
6.5	Please list the top five advice needs and the number of new social policy issues recorded for each <ul style="list-style-type: none"> <li>• Benefits</li> <li>• Debt</li> <li>• Housing</li> <li>• Employment</li> <li>• Relationships</li> </ul>	4,331 3,481 996 707 513
6.6	Number of staff employed as at 31 March 2017	15
6.7	Number of volunteers available as at 31 March 2017	56
6.8	Number of new volunteers recruited in 2016/17	9
6.9	Number of volunteer hours worked in 2016/17	18,104
6.10	Value of volunteer hours given 2016/17	£312,300

## 6.11 Breakdown of service users and volunteers by gender, age, ethnicity and disability for 2016/17

Description	Service Users		Volunteers	
Gender				
Male	2,972	44%	17	30%
Female	3,783	56%	39	70%
Age				
19 and under	68	1%	-	-
20-49	3,513	52%	17	30%
50-64	1,824	27%	21	37%
65 and over	1,013	15%	18	33%
Not stated	337	5%	-	-
Ethnicity (No. of people who consider themselves to be):				
White British	5,472	81%	51	91%
Black British	203	3%	1	2%
White Other	405	6%	3	5%
Black Other	67	1%	-	-
Asian	203	3%	1	2%
Chinese	66	1%	-	-
Other ethnic group	339	5%	-	-
Disability (No. of people who consider themselves to be):	2,297	34%	2	4%

## 6.12 Please provide a summary analysis to indicate the extent to which the services of CAB have benefited clients.

The Citizens Advice service is independent and provides free, confidential and impartial advice to everybody regardless of race, sex, disability sexuality or nationality. CAB is not simply an advice agency. It is an organisation that helps people to resolve their problems. CAB does this in two ways, through advice and through bringing about policy change. Citizens Advice recognise that people often have many problems which impact on one another and they help people to tackle them.



In 2016/17 CAB handled over 13,000 enquiries on a wide range of subjects including debt, housing and homelessness, family problems and employment issues. Debt and welfare benefits accounted for around 70% of all enquiries. In the last year CAB has handled a staggering £8.4 million of new debt on behalf of clients.

The service makes a real contribution to the most deprived individuals and communities and CAB makes a real difference to people's lives. In 2016/17 CAB helped clients gain almost £2.7 million of additional benefits which makes a huge difference to the client's well-being but it also adds real value by supporting the local economy as in turn there is more money available to be spent locally.

CAB works in partnership with local service providers in the voluntary and statutory sectors and provides outreach advice services within the community targeting our service towards people most likely to be socially excluded.

The following are a few comments that have been received from local clients that have been supported:

- *"My wife died leaving debts, CAB made me feel better after the first appointments"*
- *"Great, non-judgemental and very friendly, I now know how to work my finances a lot better, thank you so much"*
- *"I have been very stressed over a six month period which had made me ill. I feel I need help with my tax credit problems as tax credit helpline just made my problem worse. I feel less stressed knowing my problem is being dealt with"*
- *"I am always treated with respect and understanding; very helpful advice given. I have a big worry regarding my son who has terminal cancer. Help with my debts by CAB gives me peace of mind and enables me to concentrate on caring for my son"*
- *"I feel as though I can set my life back on track. I have been suffering for years with debt mainly left by my violent ex-husband who went bankrupt. I nearly took my own life a few times by overdosing. I am fighting all the time with the debtors. I recently got married but now split through debts. I feel as though is back on track, now I feel as though I have hope and eventually get some kind of life back".*

- 6.13 Please provide a summary analysis of client surveys, to indicate the level of satisfaction with the services of CAB. Also tell us about any changes you have made/plan to make as a result of feedback received.

Each year CAB carries out surveys with its clients which give an indication of how satisfied they are with the service. The results of the latest survey are as follows:

Description	% satisfied
Overall service	100%
Advice useful	100%
Would use service again	99%
Would recommend to others	99%
Understood by advisor	100%
Know next move	100%
Expectations met	99%
Consultation time	100%
Advice Understandable	99%
Easy to find	100%
Waiting times	99%
Opening times	99%
Location	100%

- 6.14 Please provide feedback from volunteers around the level of satisfaction with the training and support they have received, and any specific outcomes achieved e.g. moving into paid work:

In the last year CAB has recruited nine new volunteer Advisors. As a result of the training provided and the skills and confidence gained whilst working with the CAB, 55% of volunteers have gone onto paid work, both externally and within the CAB service.

- 6.15 Please tell us about some of your work around improving the policies and practices that affect people's lives. Tell us about any changes which have been made both locally and nationally in relation to the top five advice needs:

#### Welfare Reform and Universal Credit

CAB continues its work on the impact of Universal Credit, making sure the experiences of its clients are heard by key policy makers and DWP officials. Working through its national Citizens Advice network CAB will amplify the voice of people here in Broxtowe. CAB will build on our excellent track record in highlighting local mental health service challenges and work with partners to improve support.

Research and campaigns remains a core part of the work of Citizens Advice, delivered by dedicated staff and committed volunteers. This work helps to ensure CAB can resolve more issues for clients, helping them move forward. As a board, CAB trustees are committed to championing and promoting research and campaigns, and look forward to more successes in 2017/18.

A few highlights of successes in 2016/17 include:

### Broxtowe EnergyFest

CAB hosted their annual Big Energy Saving event to help people cut their energy bills.

CAB worked in partnership with Broxtowe Borough Council and Nottingham Energy Partnership helped local people get ready for winter by hosting two special events on how to get the best value for money from their gas and electricity. The event was part of Big Energy Saving Week (31 October - 6 November), a national campaign run by Citizens Advice, Energy Saving Trust and the Department for Business, Energy and Industrial Strategy.

The campaign aims to help people to cut their energy costs by following a three-step rule – check, switch and save. People are encouraged to check their current tariff and compare it with other suppliers, before switching to a cheaper deal if available. They are also given tips on making sure they are saving energy in their home.

### Scams Awareness Month

CAB launched Scams Awareness Month in July 2016 to help stop people falling prey to scams by following a three-step rule – get advice, report it and tell others about it.

National research by Citizens Advice finds scammers are using a variety of tactics to get people to part with their cash, with people losing an average of £2,500 across all types of scam.

Scam methods include vishing whereby scammers cold-call people in a bid to obtain their bank details, and offers of fake services, such as telling people their computer has a virus which they can fix remotely.

The campaign ran in all of its offices and outreaches across Broxtowe during July, although it reports any instances of scams at any time of the year and work with Trading Standards and Action Fraud on these cases.

### National Impact:

CAB into the “Divorced from Reality” report published nationally by Citizens Advice was acknowledged in the report.

CAB have been acknowledged for its input into the basic bank accounts policy report ‘Getting the Basics Right’ which has now been published nationally.

CAB was named in a report due out shortly as a good example of partnership working with the local Jobcentre Plus in Beeston.

- 6.18 Please provide case studies (casework) to indicate some of the outcomes achieved for clients to evidence the top advice needs:  
\* Please note that names have been changed to protect confidentiality.

#### Case Study 1 – Benefits and Housing

Tom\* was referred to the CAB Housing Specialist by the Council following the receipt of an eviction notice for rent arrears. Tom is a 45 year old, white male who is both physically and mentally unwell. He has COPD and emphysema and suffers from anxiety and depression.

Tom was previously in receipt of Employment Support Allowance (ESA) but was found fit for work, despite being quite clearly in poor health at the ESA medical review. He had to apply for Jobseekers Allowance (JSA) after being found fit for work causing a break in Housing Benefit. Tom was facing the possibility of benefit sanctions due to not being able to seek work while he remained on JSA.

The Housing Specialist assisted Tom to complete the court forms to hold off the eviction with the hearing in court being following day. CAB advised Tom on the court process, what steps he should take at court, duty solicitor arrangements and what documents he would need to produce for proof of income.

CAB also referred Tom to the CA Broxtowe Welfare Benefit Specialist to look at a late appeal of his ESA refusal and made an appointment with MIND (providing a fortnightly appointment service for clients at CA Broxtowe offices with low to medium mental health issues to look at coping strategies and referrals for more in depth support). Tom was also given information on income maximisation including Personal Independence Payments.

Tom provided letters regarding his treatment for emphysema and showing that his exercise tolerance is limited to 100 yards and lungs show hyper expansion from X-Ray. Tom also described how he gets into a suicidal state of worry when he has to go to an appointment because he does not want to engage with people. For this reason Tom does not want to ask for help, despite benefits being stopped and needing help to complete benefit forms - which he never did. Tom will not discuss his anxiety with his GP.

CAB attended the court tribunal with Tom due to his poor state of mental health. He was very stressed and tearful during the hearing. The appeal was allowed. Tom was entitled to ESA with the work related activity component and the payment of appropriate arrears. The tribunal recommended that the client should not be reassessed for 12 months. Following the appeal decision CAB helped Tom obtain backdated Housing Benefit to pay off the arrears and prevent the eviction. The total amount in benefits reclaimed was £6,612.

### Case Study 2 – Debt

Joe is a 42 year old with mental health problems. He had been receiving Disability Benefits and Income Support for many years. The local day centre closed in Beeston which removed the support he had previously accessed. Joe failed to attend a work capability interview due to his mental health problems and not coping with life, so all his benefits stopped and he began to get into rent arrears and other debts started to accumulate.

Joe's Housing Association pushed a card through his door which alerted him to the fact that he could be evicted.

Joe did not know where to turn so went to his GP. He had not eaten properly for weeks or washed. Joe had no money so could not put money in the gas and electric meters through winter. His GP drove him to CAB in Beeston to ensure he got help.

CAB worked to put benefits back into place, sorted his debt into manageable payments and got him the additional ongoing support he needed. Whilst Joe waited for his benefits Hope Nottingham helped him with food and toiletries.

### Case Study 3 – Housing

Stuart\* become a single parent to two young teenage children when his wife experienced mental health problems. Due to the stress of the situation and changes in their income they accumulated rent and council tax arrears.

At the point of receiving eviction notices Stuart came to the CAB for help. CAB helped him complete court papers to prevent the hearing taking place and was able to get both housing benefit and council tax benefit backdating fully clearing the arrears. In total CAB claimed back £6,500 in benefits which then gets paid to the Council.

This case seems straight forward but this scenario requires many hours of specialist casework, working in partnership with the Council to prevent a family becoming homelessness.

Stuart has returned to the CAB on numerous occasions since as he now has trust in the organisation and knows he case will be resolved.

**SCHEDULE B – FINANCIAL MONITORING INFORMATION**

In accordance with the Service Level Agreement, Citizens Advice Broxtowe has provided the Council with financial monitoring information. The final outturn for 2016/17 is as follows:

	Budget 2016/17 £	Actual 2016/17 £	Variance £	<i>Actual 2016/17 £</i>
<u>Income</u>				
Income	307,019	369,571	(62,552)	430,223
Total Income	307,019	369,571	(62,552)	430,223
<u>Expenditure</u>				
Salaries etc.	266,000	288,303	22,303	315,698
Accountancy	5,520	5,520	0	5,520
Advertising/Annual Report	1,693	1,445	(248)	755
Business Travel	8,872	5,988	(2,884)	7,762
Courses and Training	4,871	7,410	2,539	2,676
Insurance	1,800	1,432	(368)	1,482
IT Support	5,000	6,448	1,448	5,371
Miscellaneous	1,500	5,193	3,693	3,151
CA Membership	7,500	7,128	(372)	6,821
Postage	3,500	4,602	1,102	946
Printing/Stationery	9,500	9,180	(320)	12,249
Rent/Service Charges	17,000	11,519	(5,481)	17,750
Repairs & Maintenance	200	228	28	266
- Accrual not required	0	(16,000)	(16,000)	0
Telephone	4,276	5,195	919	3,667
Depreciation	1,620	1,128	(492)	1,320
Capital Additions	0	0	0	230
Recruitment	1,500	0	(1,500)	1,091
Transition Fund - Payment to Partners	0	2,622	2,622	0
Total Expenditure	340,352	347,341	6,989	386,755

**DURBAN HOUSE, EASTWOOD – MINOR WORKS**1. Purpose of report

To seek Committee approval to provide the funding for a series of minor external maintenance works at Durban House, Eastwood.

2. Current position

Durban House was leased for 5 years in January 2017 to the Beauty Lounge, as a day spa at an annual rent of £35,000. This results in an income to the Council of £175,000 throughout the duration of the lease. The tenant is responsible for internal and grounds maintenance, with the Council responsible for external maintenance of the building to ensure the building remains in a good state of repair due to its historic value in the local area.

For the last year the building has required maintenance to the chimney stacks, specifically repointing the side and top of the chimneys, to ensure the building remains water tight, and also improved fixing of the ridge tiles which are loose in some places. These works had been deferred pending a decision on the future of the building. Now that the future of the building is clear, and with the kinder summer months in terms of weather, it is timely to undertake the works.

As the building is three storeys high, it will need scaffolding on all four elevations, which is the majority of the expense to undertake these works. It is good practice therefore to undertake all other works that can be accessed from the scaffolding, whilst it is around the building, including cleaning out all guttering, repainting the windows, doors and fascias, and installing new dry fasteners on the ridge tiles.

3. Financial implications

Three quotes have been obtained for the works in accordance with Standing Orders and the estimated costs of £28,750 detailed in the appendix are based on the lowest quote. No provision for these works within the 2017/18 capital programme currently exists. The cost could be met from the 2017/18 capital contingencies of which £55,000 is presently available (subject to other reports on today's agenda).

**Recommendation**

**The Committee is asked to RESOLVE that a supplementary capital estimate for £28,750 in 2017/18 to undertake work at Durban House with funding from capital contingencies be approved.**

Background papers

Nil

The current estimated costs of the works are detailed below:-

Maintenance Works	Cost	Timescale before works would need to be undertaken again
Scaffolding	£15,500	N/A
Clean all Gutters / Downpipes	£1,500	5 years
Install dry ridge tiles	£3,000	15 years
Repoint chimney stacks	£3,250	15 years
Full external re -paint all doors, windows, fascia boards	£5,500	5 years
<b>TOTAL</b>	<b>£28,750</b>	



## Report of the Deputy Chief Executive

**KIMBERLEY LEISURE CENTRE – REPLACEMENT SWIMMING POOL COVER**1. Purpose of report

To report the exercise of Standing Order 32 powers by the Chief Executive in respect of the replacement of the swimming pool cover at Kimberley Leisure Centre.

2. Background

The swimming pool cover at Kimberley Leisure Centre is used every evening and makes a major contribution to the energy efficiency of the site by reducing condensation. It also enhances the fabric of the building.

The existing pool cover was in a very poor condition and needed to be replaced urgently. The Leisure Centre Manager first identified this as an issue back in October 2016. Therefore a scheme to replace the pool cover was included in the 2017/18 capital programme at a cost of £5,000 but placed on a “reserve list” with other items intended to be brought forward for approval to proceed once suitable funding is in place.

The deteriorating condition of the pool cover meant that it became unusable and it was apparent that it needed to be replaced at the earliest opportunity. This was discussed at the Liberty Leisure Board meeting on 20 April 2017 where there was unanimous support for replacing the facility.

A request was made to the Chief Executive for approval to replace the pool cover and this was granted on 16 May 2017.

3. Financial implications

The underspend on the 2016/17 General Fund revenue budget (as reported elsewhere on this agenda) provides a funding source to allow this scheme to be removed from the “reserve list” in the 2017/18 capital programme and to proceed promptly.

**Recommendation**

**The Committee is asked to NOTE the use of Standing Order 32 powers by the Chief Executive to authorise the replacement of the swimming pool cover at Kimberley Leisure Centre at a cost of £5,000.**

Background papers

Nil

## Report of the Director of Housing, Leisure and Property Services

**ASSET DISPOSAL**1. Purpose of report

To update the Committee with sites being considered for disposal and to consider approval to progress marketing to the point of sale where appropriate.

2. Background

Various sites have previously been approved for disposal as they are surplus to operational requirements and suitable for redevelopment. The majority of these sites have been sold for housing development providing much needed additional housing numbers across the Borough.

3. Detail

Broxtowe Borough Council Housing Strategy 2015-2020 states that we will: 'Review all garage sites to assess the need and suitability for use as residential land'. A review was completed in 2015 and the Garage Strategy 2015 -2020 was produced and considered by the Housing Performance Group which includes the strategic action: 'Consider the demolition and redevelopment of sites'.

Six sites have been identified for disposal which are at Oakfield Road, Stapleford; Wesley Place, Stapleford; Felton Close, Chilwell; Lawrence Avenue, Eastwood; Ghost House Lane, Chilwell and south of Whitely Close, Stapleford. Details are provided in the appendix which is circulated separately with the agenda.

4. Financial implications

A successful disposal of the premises listed in the appendix circulated with the agenda will provide the Council with a capital receipt at the current market value of the premises and associated new homes bonus and Council Tax income from future housing. Estimates are provided in the appendix where available. Where the building is currently in use by the Council, disposal will result in reduced maintenance and utility charges. Actual capital receipts and cost implications will be reported to the Committee at the point of disposal.

**Recommendation**

**The Committee is asked to RESOLVE that:**

- 1. Sites for disposal as listed in the appendix be approved.**
- 2. Final terms for disposal to be delegated to the Director of Housing, Leisure and Property Services in consultation with the Director of Legal and Planning Services.**

Background papers

Nil

## Report of the Deputy Chief Executive

**WOLLATON ROAD ALLOTMENTS IRRIGATION SUPPLY**1. Purpose of report

To consider measures to improve the water supplies at Wollaton Road Allotments in Beeston.

2. Background

The Council currently manages six allotment sites in the south of the Borough. Officers have recently been working with the Allotment Holders Association at the Wollaton Road site in Beeston in an attempt to resolve ongoing problems with the water supply. The irrigation supply has deteriorated over a number of years to the extent that it is no longer considered fit for purpose.

3. Proposal

It is proposed to improve the water supply by installing a new larger diameter supply pipe in a 'ring-main' layout. The total cost of this scheme is estimated at £16,000. The first phase would involve the provision of a new mains connection with around 150m of new pipework and three standpipes costing around £6,000. The second phase would complete the loop and provide a good supply to the whole site and would cost in the region of £10,000. The Allotment Holders Association has pledged to provide £3,000 towards the cost of the overall scheme. In the medium-term it is hoped that an effective water supply could encourage the Association to take on the self-management of the site.

4. Financial Implications

There is presently no capital budget provision in 2017/18 for the £13,000 net cost of these works. An allocation from capital contingencies would be required within which £55,000 remains available (subject to other reports on this agenda). Given that the net cost of allotments falls upon the Beeston Special Expenses Area, a recharge will be made to reflect the cost of capital. This will be reflected in future revenue budgets and ensure that council taxpayers in the rest of the Borough do not pick up any aspect of the cost implications.

**Recommendation**

**The Committee is asked RESOLVE that:**

- 1. A supplementary capital estimate of £16,000 for a new irrigation supply at Wollaton Road Allotments with funding of £13,000 from capital contingencies and £3,000 from the Allotment Holders Association; and**
- 2. An appropriate recharge to be made to the Beeston Special Expenses Area to reflect the cost of capital in future revenue budgets be approved.**

Background papers

Nil

**APPENDIX****Wollaton Road Allotments**

The Council manages six allotment sites in Beeston and Chilwell, providing 458 individual plots to local residents. In addition there are two further Council owned sites that are managed by their respective Allotment Associations. The current popularity of allotment gardening has seen the demand for vacant plots remain high.

Officers have been working with the Allotment Holders Association at the Wollaton Road Allotments in Beeston in an attempt to resolve ongoing problems with irrigation at the site. The water supply has deteriorated over the years to the point where it is no longer considered fit for purpose.

Around 70% of the site has a 'fair-to-poor' water supply, with the remainder being considered as a 'very-poor' supply. The pipework is old and arranged in a linear fashion, which results in limited water pressure. Often, it is found that when a couple of taps are turned on, those at the farthest parts of the site have no water supply.

An ideal solution for the whole site would be to install a new larger diameter supply pipe in a 'ring-main' layout at an estimated cost of around £16,000.

The Association had planned to complete the work for themselves. Whilst there was confidence that a scheme could be delivered, the limited funds available would mean that the project would be delivered over an extended period of time. However, the allotment holders have completed some fundraising activities and pledged £3,000 towards the scheme.

## Report of the Director of Legal and Planning Services

**WORK PROGRAMME**1. 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.

12 October 2017	Cash Office Closure Impact Business Strategy Refresh Quarter 1 Performance Asset Disposals
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3. Dates of future meetings

The following additional dates for future meetings have been agreed:

- 30 November 2017
- 8 January 2018

(All meetings to start at 7.00 pm)

**Recommendation**

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

Background papers

Nil