



4 October 2017

Dear Sir/Madam

A meeting of the Finance and Resources Committee will be held on Thursday 12 October 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 - 8

The Committee is asked to confirm as a correct record the minutes of the meeting held on 13 July 2017.

4. REFERENCES

- 4.1 Housing Committee
20 September 2017
Future of the Retirement Living Scheme

The Committee were informed of the options available for the future of the Retirement Living Service. It was highlighted that the current service was no longer fit for purpose. This was attributed to the works required to modernise schemes that had aged and Retirement Living staff being required to care for tenants with complex health needs. It was proposed that an option study be commissioned to identify how to develop a more robust service for tenants and staff.

RECOMMENDED to the Finance and Resources Committee that a sum of £20,000 be allocated from HRA reserves to fund an Options study for the future of the Retirement Living Service.

- 4.2 Housing Committee
20 September 2017
Warm Homes on Prescription Scheme

The Committee were informed of the proposed Warm Homes on Prescription Scheme. It was noted that the Council were exploring the option to join with other authorities within Nottinghamshire to pool resources and allocate funding from Disabled Facilities Grants to fund the Warm Homes on Prescription Scheme. A capital budget could be established for the scheme utilising £20,000 from the 2017/18 Disabled Facilities Grants budget along with an unspent £46,500 from the 2016/17 Disabled Facilities Grants budget for assistive technology.

RESOLVED that the introduction of the Warm Homes on Prescription Scheme be approved and RECOMMENDED to the Finance and Resources Committee that a budget of £66,500 be allocated to the scheme in the 2017/18 capital programme to be funded from the Better Care Fund.

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

PAGES 9 - 22

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

6. CAPITAL PROGRAMME 2017/18 UPDATE PAGES 23 - 34
- To report upon capital expenditure incurred in 2017/18 up to 31 August 2017 along with the planned financing of the 2017/18 capital programme and to seek approval for a number of capital budget variations in the current financial year.
7. GRANT AID REQUESTS FROM PARISH COUNCILS PAGES 35 - 39
- To consider requests for grant assistance in accordance with the protocol for the consideration of grant aid to parish and town councils.
8. SECTION 106 ITPS ALLOCATIONS PAGES 40 - 42
- To update Committee with progress on the outstanding ITPS schemes approved by Cabinet on 15 March 2016 and by this Committee on 21 November 2016 and 6 February 2017, and to recommend the addition of an additional scheme.
9. BUDGET TIMETABLE AND BUDGET CONSULTATION 2018/19 PAGES 43 - 52
- To advise the Committee on the budget consultation process for 2018/19 and to set out the proposed timetable and budget scrutiny process.
10. WORK PROGRAMME PAGE 53
- To consider items for inclusion in the Work Programme for future meetings.
11. EXCLUSION OF PUBLIC AND PRESS
- The Committee is asked to RESOLVE that, under Section 100A of the Local Government Act, 1972, the public and press be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraphs 1, 2 and 3 of Schedule 12A of the Act.**
12. BEESTON SQUARE – ANNUAL REPORT 2017 PAGES 54 - 56
13. BRAMCOTE LEISURE CENTRE HEALTH SUITE BUDGET OVERSPEND PAGES 57 - 58
14. BEESTON SHOPMOBILITY PAGE 59 – 60
15. EMPLOYMENT MATTERS URGENT ITEM

This was circulated separately from the agenda as per the notices.

FINANCE AND RESOURCES COMMITTEE

13 JULY 2017

Present: Councillor P D Simpson, Chair

Councillors: T P Brindley
M Brown (substitute)
E Cubley
D A Elliott
G Marshall
P J Owen
J M Owen (substitute)
K E Rigby (substitute)
A W G A Stockwell

Apologies for absence were received from Councillors S A Bagshaw, S C Carr, S Easom, R I Jackson and M Radulovic MBE.

1. **DECLARATIONS OF INTEREST**

There were no declarations of interest.

2. **MINUTES**

The minutes of the meeting held on 20 March 2017 were confirmed and signed.

3. **REFERENCES**

Community Safety Committee
20 April 2017
FOOD HYGIENE STAFFING

The Committee had considered the request to increase the resources available to the Food Hygiene Inspection Team to deal with outstanding food hygiene inspections. It was agreed that the inspections were an important function of the Council.

RESOLVED that the expenditure for the appointment of contractors to complete the backlog of outstanding food hygiene inspections be approved.

Leisure and Environment Committee

14 June 2017

MEMORIAL TESTING IN CEMETARIES

The Committee had received an update on the safety checks and repairs undertaken to the memorials in the Borough's cemeteries.

RESOLVED that an additional £15,000 be allocated to the 2017/18 budget for the memorial safety testing programme with funding from 2017/18 revenue contingencies.

Policy and Performance

4 July 2017

INTERIM HOUSING MANAGER

The Committee had considered that since being appointed on 22 March 2017, the Interim Housing Manager had provided the necessary resource to progress a number of projects. To complete these projects an extension to the current contract was required. An extension for three months was proposed with the number of hours reduced from 37 to 33 hours per week.

RESOLVED that the extension of the contract for the Interim Housing Manager for a further three months be approved.

Policy and Performance

4 July 2017

ESTABLISHMENT REVIEW – CORPORATE COMMUNICATIONS

RESOLVED that the changes to the establishment of the Corporate Communications Team as set out in the report be approved.

Policy and Performance

4 July 2017

ESTABLISHMENT REVIEW – FINANCE SERVICES

RESOLVED that, with effect from 1 October 2017, the establishment changes to the Accountancy section within the Finance Services Team as set out in the report be approved.

Policy and Performance

4 July 2017

BEESTON SQUARE UPDATE

RESOLVED that:

- 1. A supplementary capital estimate of £15,000 in 2017/18 for works to enable interim uses of the former Beeston bus station funded from 2017/18 capital contingencies be approved.**

2. **A supplementary revenue estimate of £50,000 in 2017/18 for additional project management support costs for Beeston Square funded from General Fund reserves be approved.**

Policy and Performance

4 July 2017

COMPLAINTS FUNCTION

RESOLVED that the changes to the establishment of the Democratic Services team as set out in the report be approved.

Policy and Performance

4 July 2017

REBALANCING OF ENVIRONMENT BUDGETS

RESOLVED that the rebalancing of the salary and agency budgets within the frontline refuse, street cleansing and grounds maintenance services be approved.

Jobs and Economy

6 July 2017

TOUR OF BRITAIN: NOTTINGHAMSHIRE LEG

The Jobs and Economy Committee had recommended that up to £5,000 be allocated from revenue contingencies to fund the part of the Tour of Britain cycle race that was to come through Broxtowe.

There was a debate between members who were concerned about the disruption this would cause to traffic in the north of the Borough and those who considered it an important cultural event that would put Broxtowe on the map. Whether the Council was obligated to make a contribution to the event was discussed. A motion was put to the meeting that the Committee refuse the £5,000 to fund the Tour of Britain, Nottinghamshire Leg. On being put to the vote the motion was carried.

RESOLVED that the recommendation to allocate up to £5,000 towards the Tour of Britain Nottinghamshire Leg, funded from 2017/18 Revenue Contingencies not be approved.

4. STATEMENT OF OUTTURN ACCOUNTS UPDATE AND OUTTURN POSITION 2016/17

The Committee noted the revenue and capital outturn position for 2016/17 and the update on progress with the preparation of the draft annual statement of accounts for 2016/17.

There was a discussion about the use of agency staff in the Environment Division. It was noted that six permanent posts had been added to the

establishment to ensure the services were not overly reliant on agency staff. Six agency posts had been retained.

The Committee considered the underspend on employee costs from the Housing Revenue Account. It was noted that four Retirement Living Officer posts and a number of skilled trades posts had remained unfilled. The restructure had removed these posts from the establishment.

Debate progressed on to the increase in income from vacated properties and how this had been achieved. It was noted that the temporary accommodation that had been used to prevent homelessness was now being used to accommodate those who had been discharged from hospital, but required assistive technology. There was a charge for providing this service.

RESOLVED 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.**

5. TREASURY MANAGEMENT AND PRUDENTIAL INDICATORS – ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2017

The Committee noted the treasury management activity and the actual prudential indicators for 2016/17, in particular that where loans had matured, they had been changed to short term loans and that the Council's investments in loans had been reduced. The Council had taken out five new loans totalling £6million in May 2016 to finance part of the purchase of the lease for Beeston Square. It was noted that the funds gained from investments had reduced significantly since the financial crash in 2008. There was discussion about the importance of investing in institutions with high credit ratings to avoid risk.

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

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.

It was noted that the grants for 2nd Kimberley Scout Group, Toton Coronation Hall Community Association and New Stapleford Community Association were notional, as they gave an estimate of rents that could be charged should buildings owned by Broxtowe Borough Council be hired out commercially.

Representations were made to the Committee by Councillor Richard McRae concerning the New Stapleford Community Association. The Chief Executive was asked to look into the issues raised by Councillor McRae.

There followed a discussion regarding the grant aid request from Voluntary Action Broxtowe. It was proposed by Councillor P J Owen and seconded by Councillor A G W A Stockwell that no grant be given to Voluntary Action Broxtowe. An amendment to the proposal was put by Councillor D A Elliott and seconded by Councillor G Marshall that a decision on the request for grant aid be deferred until a Service Level Agreement was in place for inspection by the Committee. On being put to the meeting the amendment was lost. On being put to the meeting the motion was carried.

There was a discussion concerning the request for funds from the Beeston Community Resource Centre. A proposal was made and seconded that there should be no award made because the Centre had benefitted from £22,500 from Nottinghamshire County Council and had £36,000 in reserves. There was concern that refusing the grant would impact on essential services for people in recovery from significant mental health problems.

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

<u>For</u>	<u>Against</u>	<u>Abstention</u>
T P Brindley	D A Elliott	AWGA Stockwell
M Brown	G Marshall	
E Cubley	K E Rigby	
P J Owen		
J M Owen		

It was noted that the application from Hope Nottingham had increased because they were proposing to offer more services and widen the scope of their work. It was proposed by Councillor D A Elliot and seconded by Councillor G Marshall that the full award of £10,000 be made to Hope Nottingham. An amendment to this proposal was put by Councillor P J Owen and seconded by Councillor M Brown that an award of £4,000 be made, in line with the grant given to Hope Nottingham historically. On being put to the meeting the proposal was lost and the amendment was carried.

Councillor J Gould made representations to the Committee to support the application from Hall Park Academy to fund the Prison, Me, No Way Scheme. It was proposed by Councillor A W G A Stockwell and seconded by Councillor M Brown that the full grant be awarded. On being put to the meeting the motion was lost.

RESOLVED that the applications be dealt with as follows:

	Grant Request 2017/18	Grant Awarded
2nd Kimberley Scout Group	6,500	6,500
Toton Coronation Hall Community Association	7,000	7,000
Voluntary Action Broxtowe	7,000	0
Nuthall Age Concern Day Centre	500	500
Beeston Community Resource	4,000	0
Hope Nottingham	10,000	4,000
New Stapleford Community Association	4,000	4,000
RCAN	1,500	0
Beauvale Horticultural Show	500	500
Hall Park Academy	2,000	0
TOTAL	22,500	22,500

7. CITIZENS ADVICE BROXTOWE – GRANT AID 2017/18

The Committee considered a grant aid request put forward by Citizens Advice Broxtowe for £73,750 including £10,000 towards the annual rental of accommodation in the Council Offices.

RESOLVED that £73,750 be awarded to Citizens Advice Broxtowe.

8. DURBAN HOUSE, EASTWOOD – MINOR WORKS

The Committee noted that the Council remained responsible for the maintenance of Durban House. A number of works were required to the exterior of the building and approval was sought to finance these from capital contingencies.

RESOLVED that a supplementary capital estimate for £28,750 in 2017/18 to undertake work at Durban House with funding from capital contingencies be approved.

9. KIMBERLEY LEISURE CENTRE – REPLACEMENT SWIMMING POOL COVER

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 at a cost of £5,000 was noted.

10. ASSET DISPOSAL

The Committee noted that there were six garage sites being put forward for redevelopment, namely Oakfield Road, Stapleford; Felton Close, Chilwell; Lawrence Avenue, Eastwood; Ghost House Lane, Chilwell and south of Whitely Close, Stapleford. There was a discussion about whether the sites could be stipulated for dementia friendly bungalows and it was clarified that this would not be possible. It was noted that any development would be brought before the Planning Committee for determination at the appropriate time.

An amendment to the recommendation was proposed by Councillor G Marshall and seconded by Councillor D A Elliot that the principle of redeveloping the assets has an order of viability prioritising dementia friendly bungalows, then social housing, then private development. On being put to the meeting the motion was lost.

RESOLVED 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.**

11. WOLLATON ROAD ALLOTMENTS IRRIGATION SUPPLY

The Committee considered measures to improve the water supplies at Wollaton Road Allotments in Beeston. A recharge would be made to the Beeston Special Expenses Area to reflect the cost of the capital project, which would include installing a new supply pipe to improve the water supply.

RESOLVED 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 be approved.**
- 2. An appropriate recharge be made to the Beeston Special Expenses Area to reflect the cost of capital in future revenue budgets.**

12. WORK PROGRAMME

The Committee considered items for inclusion in its future Work Programme.

RESOLVED that the Work Programme be approved.

13. EXCLUSION OF PUBLIC AND PRESS

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

14. SALE OF FISHPOND COTTAGE, BRAMCOTE AND RETENTION/USE OF SURROUNDING LAND FOR REDEVELOPMENT

RESOLVED that:

1. The sale of Fishpond Cottage be approved.
2. The principle of redeveloping the former garden and adjacent land for dementia-friendly bungalows (subject to planning approval and the availability of appropriate finance) be approved.
3. Terms of the sale be delegated to the Director of Housing, Leisure and Property Services and the Director of Legal and Planning Services, subject to the sale price being no less than 90% of the independent valuation.

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

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

2. Background

The Corporate Plan 2016-2020 was approved by Cabinet on 9 February 2016. Business Plans linked to the five corporate priority areas of Housing, Business Growth, Environment, Health and Community Safety are reviewed and refreshed annually. In addition the updated Business Plans for the support service areas of Resources; Revenues and Benefits and Customer Services; and ICT and Business Transformation were also approved by this Committee on 6 February 2017.

3. Performance management

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

This quarterly report is intended to provide this Committee with an overview of progress towards Corporate Plan priorities from the perspective of the Business Plans for the support service areas. It provides a summary of the progress made to date on Critical Success Indicators (CSI), key tasks and priorities for improvement in 2017/18 and the latest data relating to Key Performance Indicators (KPI). A summary for each business plan is detailed in the appendix.

Recommendation

The Committee is asked to NOTE the current Key Performance Indicators for 2017/18.

Background papers

Nil

APPENDIX

PERFORMANCE MANAGEMENT

1. Background - Corporate Plan

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

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

2. Business Plans

Business Plans linked to the five corporate priority areas and the support service areas of Resources; Revenues, Benefits and Customer Services; and ICT and Business Transformation were approved by respective Committees at meetings held in January/February 2017. The support services provide support to the key services to assist them in achieving the priorities and objectives.






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









3. Performance Management

As part of the Council's performance management framework, this Committee receives regular reports of progress against the Business Plans for the support service areas. This report provides the quarterly data relating to Critical Success Indicators (CSI) for each area and a summary of the progress made to date on key tasks and priorities for improvement in 2017/18 (as extracted from the Covalent performance management system). It also provides the latest data relating to Key Performance Indicators (KPI).

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

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

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





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







RESOURCES

Critical Success Indicators for Resources




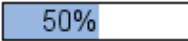

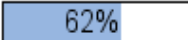



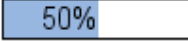

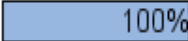
Code	Indicator Description	Achieved 2015/16	Achieved 2016/17	Q1 2017/18	Current Target	Comments (incl. benchmarking)
BV8	Creditor invoices paid within 30 days of receipt (%)	99.23%	99.07%	99.29%	99.00%	Target achieved.
BV12	Working Days Lost to Sickness Absence (Rolling Annual Figure)	9.69	9.73	12.23	7.50	
LALocal_07	Complaints determined by the Local Government/Housing Ombudsman against the Council	10	6	0	0	No complaints determined against the Council in Q1.
LALocal_12	Freedom of Information requests dealt with within 20 working days	100%	100%	94%	100%	In line with ICO guidance a target of 85% of requests sent a response within the appropriate timescales would be acceptable. Currently exceeding the ICO target.

Resources Key Tasks and Priorities for Improvement 2017/18

Status Icon	Action Code	Action Title	Action Description	Progress Bar	Due Date	Comments
Finance Services						
	FP1720_01	Produce Final Accounts by end of May	Accounts produced one month quicker than previously in preparation for new legislative requirement from 2017/18		31-May-2017	Final Accounts completed 23 June 2017. Planning for completing 2017/18 Final Accounts has begun.
	FP1720_02	Participate in a countywide procurement exercise for card processing merchant services (card processing)	Research and source a low cost service for merchant services in accordance with the Council's requirements		31-Mar-2018	No progress anticipated until a Procurement Officer is appointed.

Status Icon	Action Code	Action Title	Action Description	Progress Bar	Due Date	Comments
Council Property						
	CP1620_01	Pursue tram compensation claim	Pursue tram compensation claim	<div style="border: 1px solid black; width: 100px; height: 15px; background-color: #4f81bd; color: white; text-align: center; padding: 2px;">25%</div>	31-Mar-2018	The Council's advisors state that any claim is unlikely to be settled until late 2017/18. Due date revised from March 2016.
	CP1620_02	Restructure Council Offices reception arrangements at Foster Avenue	Restructure Council Offices reception arrangements at Foster Avenue	<div style="border: 1px solid black; width: 100px; height: 15px; background-color: #4f81bd; color: white; text-align: center; padding: 2px;">5%</div>	30-Sep-2017	DWP have withdrawn plans to move into the Council Offices as part of a national re-think.
	CP1620_03	Implement the Asset Management Plan 2016-21	Implement the Asset Management Plan 2016-21	<div style="border: 1px solid black; width: 100px; height: 15px; background-color: #4f81bd; color: white; text-align: center; padding: 2px;">0%</div>	31-Mar-2020	Target date in Resources Business Plan is stated as April 2021.
Human Resources						
	HR0912_01	Commence implementation of the competency framework	All managers required to undertake relevant and appropriate training in accordance with new programme	<div style="border: 1px solid black; width: 100px; height: 15px; background-color: #4f81bd; color: white; text-align: center; padding: 2px;">76%</div>	31-Dec-2017	E-learning course on new Performance Appraisals launched February 2017. Seminars organised March- July 2017 to implement Competency Framework. Due date revised from 30 June 2016.
	HR1417_03	Review of payroll processes to introduce electronic forms	Review of payroll processes to introduce electronic forms	<div style="border: 1px solid black; width: 100px; height: 15px; background-color: #4f81bd; color: white; text-align: center; padding: 2px;">5%</div>	31-Mar-2018	Business case is being prepared. To be completed by 30 June 2017. Pilot stage to follow.
	HR1518_01	Member learning and development programme in Broxtowe Learning Zone	Provide comprehensive Member Learning and Development using the Broxtowe Learning Zone	<div style="border: 1px solid black; width: 100px; height: 15px; background-color: #4f81bd; color: white; text-align: center; padding: 2px;">98%</div>	30-Mar-2018	Members are advised of new e-learning modules as they are created in Broxtowe Learning Zone.




























Human Resources (Continued)













Status Icon	Action Code	Action Title	Action Description	Progress Bar	Due Date	Comments
	HR1620_01	Review opportunities for shared HR working with other local authorities	Review opportunities for shared HR working with other local authorities		31-Mar-2018	Due date revised from 31 March 2017.
	HR1620_02	Review of People Strategy	Review of People Strategy		31-Mar 2018	People Strategy has been reviewed and a draft is being prepared. Due date revised from 31 March 2018.
	HR1620_03	Review of Council's apprenticeship programme	Review of Council's apprenticeship programme and the development of a new Apprentice Strategy in preparation of the introduction of Apprenticeship Levy in April 2017		31-Dec-2017	
	HR1720_01	Introduce 20 new online Broxtowe Learning opportunities by 2020	Expand the range of opportunities to develop employee skills by adding a further 20 modules to Broxtowe Learning Zone by 2020		31-Mar-2020	In Quarter 1 2017/18 three new e-learning modules were introduced.
	HR1720_02	Review the Employee Induction Programme	Ensure staff are equipped with the knowledge they need to perform at a high level		31-Mar-2018	
Health & Safety						
	H&S1620_02	Completion of Health and Safety Action Plan	Completion of Health and Safety Action Plan		31-Mar-2017	All Health and Safety activities in the 2016/17 schedule completed.

Status Icon	Action Code	Action Title	Action Description	Progress Bar	Due Date	Comments
Legal and Administrative Services						
	DEM1518_01	Implementation of committee management system	Implementation of committee management system		31-May-2018	Discussions are continuing with Rushcliffe regarding joint procurement in 2017/18. Due date revised from 31 May 2017.
	DEM1518_02	Transfer of Land Charges function to Land Registry	Transfer of Land Charges function to Land Registry		04-Jun-2019	Discussions on migration of Land Charges information to the Land Registry's system are ongoing. Due date revised from 4 June 2018.
	LA1620_01	Establish legal service partnership with Rushcliffe	Establish legal service partnership with Rushcliffe		30-Nov-2017	The Legal element of the Shared Services will not be continued.
	LA1620_02	Reduce sundry debtors backlog	Reduce sundry debtors backlog		31-Dec-2017	There was a temporary pause in processing new sundry debts due to staff vacancy which has now been filled. Due date revised from 30 April 2017.
	LA1620_03	Complete Administration Review	Complete Administration Review		31-Mar-2017	Policy and Performance Committee on 4 July 2017 agreed the report presented.

Resources Key Performance Indicators 2017/18

Status Icon	PI Code & Name	2015/16	2016/17	Q1 2017/18	Current Target	Short Term Trend	Long Term Trend	Notes
		Value	Value	Value				
Finance Services								
	FPLocal_01 Percentage of sundry creditors paid by BACS	86.3%	87.6%	90.1%	90%			

Status Icon	PI Code & Name	2015/16	2016/17	Q1 2017/18	Current Target	Short Term Trend	Long Term Trend	Notes
		Value	Value	Value				
Finance Services (Continued)								
	FPLocal_02 Percentage of sundry debtors raised in any one financial year paid in that year	88.5%	80.5%	75.4%	90%			Comparable with previous years at this period.
	FPLocal_03 Percentage of planned audits completed in the year	92%	91%	-	90%			Data collected annually.
	FPLocal_09 Percentage of invoices paid within 20 days	97.8%	97.4%	98.2%	95.0%			
Council Property								
	CPLocal_01 % Industrial units vacant for more than 3 months	0%	0.5%	3.3%	5%			
	CPLocal_02 Percentage of tenants of industrial units with rent arrears	0%	0.1%	-	3%			Data collected annually
Human Resources Services								
	BV16a Percentage of Employees with a Disability	8.08%	7.46%	7.52%	10.00%			
	BV17a Ethnic Minority representation in the workforce - employees	6.76%	7.04%	7.10%	7.50%			
	HRLocal_06 Percentage of annual employee turnover	16.61%	16.31%	2.91%	10%			
	HRLocal_07 Percentage of employees qualified to NVQ Level 2 and above	84%	85%	86%	87%			

Status Icon	PI Code & Name	2015/16	2016/17	Q1 2017/18	Current Target	Short Term Trend	Long Term Trend	Notes
		Value	Value	Value				
Legal and Administrative Services								
	LALocal_04 The percentage of complaints acknowledged within 3 working days	89%	82.25%	79%	100%			
	LALocal_06 Formal Complaints dealt with internally	20	10	3	15			The number of complaints dealt with internally at Q1 is slightly higher than for the same period in the previous two years.
	LALocal_08 The number of individually registered electors in the borough	82,204	84,621	-	85,500			Data from electoral register published December 2016.
	LALocal_13 The percentage of successful prosecutions in the Magistrates Court	90%	87%	-	90%			Data collected annually.





REVENUES, BENEFITS AND CUSTOMER SERVICES





Critical Success Indicators for Revenues and Benefits

Covalent Code	Indicator Description	Achieved 2015/16	Achieved 2016/17	Q1 2017/18	Current Target	Comments (incl. benchmarking)
BV9	Council Tax collected	98.3%	98.5%	29.9%	24.6%	Performance in this area continues to be in line with the profile. Marginally higher than the previous year, this is expected to improve through the year. The use of Direct Debit payment method continues to be encouraged.
BV10	Non-domestic Rates collected	98.3%	98.7%	30.1%	24.7%	Above Q1 Target overall performance is equivalent to previous years.




Covalent Code	Indicator Description	Achieved 2015/16	Achieved 2016/17	Q1 2017/18	Current Target	Comments (incl. benchmarking)
BV66a	Housing Rent collected as a proportion of the rent owed	98.1%	98.3%	91.7%	99.0%	The Council has an Interim Head of Housing who will be working closely with the Head of Revenues and Benefits to target this area and improve rent collection performance.







Revenues and Benefits and Customer Services Key Tasks and Priorities for Improvement 2017/18

Status Icon	Action Code	Action Title	Action Description	Progress Bar	Due Date	Comments
	RBCS1620_01	Manage the introduction of Universal Credit	Manage the introduction of Universal Credit	<div style="width: 50%;"><div style="background-color: #4f81bd; height: 10px;"></div></div> 50%	31-Mar-2020	Universal Credit roll out continues at a slow pace within Broxtowe Borough Council.
	RBCS1620_03	Replace the current Customer Relationship Management (CRM) system	Replace the current CRM system	<div style="width: 10%;"><div style="background-color: #4f81bd; height: 10px;"></div></div> 10%	30-Apr-2018	The business case is still awaiting approval from ICT. Current supplier (Northgate) has issued formal notice that the current application will not be supported after 31 March 2018. Discussions have taken place with all users to establish required functionality of any replacement system.
	RBCS1620_04	Introduce a new report scheduling system	Introduce a new report scheduling system	<div style="width: 100%;"><div style="background-color: #4f81bd; height: 10px;"></div></div> 100%	30-Jun-2016	Revenues and Benefits team have evaluated the potential purchase of PTC scheduler from Civica. However, it has decided to postpone the purchase of this until further information is known of the potential savings that can be made through a joint purchase between Broxtowe and Erewash.
	RBCS1620_06	Update the Council's face to face customer contact	Update the council's face to face customer contact	<div style="width: 5%;"><div style="background-color: #4f81bd; height: 10px;"></div></div> 5%	31-Mar-2018	Plans for the Reception area are being reviewed following withdrawal of DWP.







Status Icon	Action Code	Action Title	Action Description	Progress Bar	Due Date	Comments
	RBCS1620_05	Widen the use of e-forms	Widen the use of e-forms	<div style="width: 33%;"><div style="background-color: #4f81bd; height: 10px;"></div></div> 33%	30-Sep-2017	Three potential suppliers have provided demonstrations of their products and these are currently being evaluated. It is expected that a preferred supplier will be agreed during September 2017.
	RBCS1620_07	Develop a counter-fraud strategy and function as part of shared service	Develop a counter-fraud strategy and function as part of shared service	<div style="width: 10%;"><div style="background-color: #4f81bd; height: 10px;"></div></div> 10%	30-Sep-2017	Working with Internal Audit the Revenues and Benefits Sections will help develop a counter fraud strategy. Draft strategy to be presented to Governance Audit and Standards Committee on 27 March 2017. Due date revised from 30 September 2016.
	RBCS1620_08	Implement the pre-eviction protocol for rent areas and the actions arising from the KPMG report	Implement the pre-eviction protocol for rent areas and the actions arising from the KPMG report	<div style="width: 60%;"><div style="background-color: #4f81bd; height: 10px;"></div></div> 60%	30-Apr-2017	This area remains on-going and is part of the work that Rents Team will be working towards.
	RBCS1720_01	Develop a greater integrated Revenues and Benefits Department with Erewash BC`	Integrated service where the Revenues and Benefits service, between the two Councils, is working together	<div style="width: 10%;"><div style="background-color: #4f81bd; height: 10px;"></div></div> 10%	31-Oct-2017	The Council will be reporting to members in October 2017 with recommendations of further developed integrated Revenues and Benefits Services with Erewash BC.

Revenues and Benefits Key Performance Indicators 2017/18

Status Icon	PI Code & Short Name	2015/16	2016/17	Q1 2017/18	Current Target	Short Term Trend	Long Term Trend	Notes
		Value	Value	Value				
	BV78a Average speed of processing new HB/CTB claims (calendar days)	18.0	14.1	13.2	16.0			Performance continues to improve in respect of New Claims processing.

Status Icon	PI Code & Short Name	2015/16	2016/17	Q1 2017/18	Current Target	Short Term Trend	Long Term Trend	Notes
		Value	Value	Value				
Revenues and Benefits (Continued)								
	BV78b Average speed of processing changes of circumstances for HB/CTB claims (calendar days)	8.3	5.9	7.0	5.0			Although the performance shows a slight step backwards, when compared with Q1 for 2016/17, 7.1 days, it is an improvement. It is anticipated that the end of year performance will be an improvement on 2016/17.
	BV79b(ii) HB overpayments recovered as % of the total amount of HB overpayment debt outstanding	27.4%	27.8%	16.9%	29.0%			When comparing this indicator it is important to do so against each Q1 from previous years. In 2016/17 the performance was 9.4%, in 2015/16 8.09%. Evaluating the trend, an improvement can be seen and work will continue through the year to achieve the target.

Customer Services Key Performance Indicators 2017/18




Status Icon	PI Code & Short Name	2015/16	2016/17	Q1 2017/18	Current Target	Short Term Trend	Long Term Trend	Notes
	CSDData_02 Calls Handled	78,923	81,809	30,282	85,000			Data now recorded being quarterly from April 2017.
	CSDData_03a % of calls abandoned of those offered to the Council	15.4%	21.8%	21.2%	15.0%			Data now recorded being quarterly from April 2017.


ICT AND BUSINESS TRANSFORMATION

Critical Success Indicators for ICT and Business Transformation







Covalent Code	Indicator Description	Achieved 2015/16	Achieved 2016/17	Q1 2017/18	Current Target	Comments (incl. benchmarking)
ITLocal_01	System Availability	99.7%	98.9%	99.8%	99.5%	
ITLocal_05	Virus Protection	99.5%	100%	99.5%	100%	

ICT and Business Transformation Key Tasks and Priorities for Improvement 2017/18

Status Icon	Action Code	Action Title	Action Description	Progress Bar	Due Date	Comments
	IT1718_01	Digital Strategy Implementation	Implementation of the technology and processes required to enable effective integration between front and back office systems on a principle of Digital by Default.	<div style="border: 1px solid black; background-color: #e0e0e0; padding: 2px;">10%</div>	31-Mar-2018	
	IT1718_14	ICT Security Compliance	PCI-DSS & Government Connect - Maintain compliance with latest Security standards and support annual assessments.	<div style="border: 1px solid black; background-color: #e0e0e0; padding: 2px;">5%</div>	31-Dec-2017	
	IT1718_20	Open Housing System Upgrade	This project will provide the necessary resource to assist the upgrade of the Capita OpenHousing system and implement the Total Mobile working solution	<div style="border: 1px solid black; background-color: #e0e0e0; padding: 2px;">34%</div>	31-Mar-2018	

Status Icon	Action Code	Action Title	Action Description	Progress Bar	Due Date	Comments
	IT1718_17	E-Facilities	Purchase and implement the necessary hardware and software to enable the development of the Council's Mobile Working approach and facilities. Will include the initiation of pilot projects to trial available mobile working facilities across a number of functions. In subsequent years to enable the continued development of the Council's e-facilities. 01) IDOX Public Access \ Consultee Access 02) Housing trial of mobile devices	<div style="border: 1px solid black; width: 100px; height: 15px; background-color: #4F81BD; position: relative;">19%</div>	31-Mar-2018	Includes: Civica Icon upgrade E-Store Mobile Oracle upgrade

ICT and Business Transformation Key Performance Indicators 2017/18

Status Icon	PI Code & Short Name	2015/16	2016/17	Q1 2017/18	Current Target	Short Term Trend	Long Term Trend	Notes
		Value	Value	Value				
	ITLocal_02 Service Desk Satisfaction	99.2%	98%	100%	99%			
	ITLocal_04 BBSi Programme Completion	97.9%	86%	14.4%	100%			This reduction in performance in 2016/17 was mainly due to long term staff sickness and an inability to recruit into vacant posts.

Report of the Interim Deputy Chief Executive

CAPITAL PROGRAMME 2017/18 UPDATE1. Purpose of report

To report upon capital expenditure incurred in 2017/18 up to 31 August 2017 along with the planned financing of the 2017/18 capital programme and to seek approval for a number of capital budget variations in the current financial year.

2. Background

Appendix 1 sets out the 2017/18 capital programme on a scheme by scheme basis and shows expenditure incurred on all capital schemes up to 31 August 2017. The 2017/18 capital programme includes schemes totalling £1,790,400 that were carried forward from 2016/17.

Appendix 1 shows that capital expenditure totalling £2,719,007 (or 32% of the planned 2017/18 capital programme) had been incurred by 31 August 2017.

Included in the 2017/18 capital programme are schemes totalling £718,400 that are on a “reserve list” and will be brought forward for formal approval to proceed once a source of funding is identified.

Appendix 2 sets out how it is anticipated that the 2017/18 capital programme is to be financed along with details of the capital receipts that are likely to be available for capital financing.

Examination of progress against the approved capital programme for 2017/18 along with the receipt of additional information has identified a number of schemes where the budget needs to be amended. Further details are set out in appendix 3.

Recommendation

The Committee is asked to:

- 1. NOTE the expenditure on the 2017/18 capital programme to 31 August 2017 and the planned financing of the 2017/18 capital programme in appendices 1 and 2.**
- 2. RESOLVE that the capital budget variations for 2017/18 as set out in appendix 3 be approved.**

Background papers

Nil

APPENDIX 1

	Total Budget	Actual to	
	2017/18	31/08/2017	Expenditure
	£	£	%
<u>CAPITAL EXPENDITURE SUMMARY</u>			
JOBS AND ECONOMY	0	0	0
LEISURE AND ENVIRONMENT	788,150	412,410	52
FINANCE AND RESOURCES	1,136,600	90,311	8
HOUSING	5,803,000	2,183,436	38
RESERVE LIST	718,400	32,850	5
<u>TOTAL</u>	8,446,150	2,719,007	32
<u>DETAILED SCHEMES</u>			
<u>LEISURE AND ENVIRONMENT</u>			
<u>ENVIRONMENT</u>			
Eastwood Town Council – Community Room Upgrade	5,000	0	0
Brinsley Parish Council – Play Area Repairs	4,000	0	0
St Michaels Church – access improvements	4,400	0	0
Eastwood Cemetery Chapel – Phase 2	0	(8,481)	0
Wollaton Rd Allotments Irrigation Supply	16,000	0	0
Leyton Cres Rec'n Gr'd – New Play Equipment	16,000	0	0
Judson Ave – Fencing & Gate Works	9,200	0	0
Judson Ave Play Area - Improvements	5,000	0	0
CCTV Installn-Beeston Interchg to the Square (S106)	10,000	0	0
Replacement Vehicles & Plant	327,000	233,248	71
Beeston Shopmobility (S106 ITPS)	15,000	0	0
St Catherines Churchyard, Cossall - Imprmts	6,000	0	0
Banks Rd Open Space-Access & Other Works	8,000	0	0
Smithurst Rd Play Area - Upgrade	36,500	13,000	36
Broadgate Park Play Area - Refurbishment	8,000	0	0
Toton Flds Open Space-Path Surface & Wetland Scrape	13,000	0	0
Hall om Wong Open Space – Path & Pond Works	11,000	0	0
Brinsley Headstocks-Create pond & wetland scrapes	4,000	0	0
Bennerley Viaduct (S106 ITPS)	20,000	0	0
Parks & Open Spaces Imprmts (S106)	42,650	1,800	4

	Total Budget 2017/18	Actual to 31/08/2017	Expenditure
	£	£	%
<u>HEALTH</u>			
BLC – Health Suite Refurbishment	197,850	150,974	76
BLC – Replacement Fitness Gym Equipment	8,600	9,000	105
BLC – Replacement Hot Water Cylinders	15,000	0	0
KLC – Replacement Swimming Pool Cover	5,000	4,997	100
KLC – Replace Pool Chassis & Pipework	950	1,188	125
KLC – Replacement Fitness Gym Equipment	0	6,170	0
CO – Replacement Fitness Gym Equipment	0	233	0
Leisure Centres – Internet Connection Cost	0	281	0
<u>FINANCE AND RESOURCES</u>			
<u>RESOURCES</u>			
DWP – Council Office Refurbishment	350,000	0	0
Rushcliffe BC-Pay & Display Machines	5,900	(5,811)	(98)
Former Beeston Bus Station – Interim Uses	15,000	2,065	14
Durban House – Minor Works	28,750	0	0
Beeston Square – Phase 2 (Net Compensation)	236,150	34,273	15
Capital Contingency	(1,750)	0	0
<u>ICT SERVICES</u>			
IT Replacement Programme	130,000	8,417	6
IT Replacement Programme (c/fwd from 2016/17)	46,350	0	0
E Facilities	40,000	0	0
E Facilities (c/fwd from 2016/17)	24,900	0	0
Leisure Management System	0	4,111	0
Replacement of MFD Photocopier Estate	63,000	0	0
VoIP Telephony	50,000	0	0
Committee Administration System	15,000	0	0
Fleet Management System (Chevin)	21,550	21,674	101
Technical Infrastructure	50,000	25,582	51
Technical Instructure (c/fwd from 2016/17)	61,750	0	0

	Total Budget 2017/18 £	Actual to 31/08/2017 £	Expenditure %
<u>HOUSING</u>			
Disabled Facilities Grant	752,450	101,731	14
Assistive Solutions Lending Scheme	46,500	0	0
Central Heating Replacement	1,361,950	645,779	47
Modernisation Programme	1,984,850	1,021,119	51
Major Relets	144,100	59,663	41
Disabled Adaptations	362,450	83,378	23
Bexhill Ct – Scooter Storage	20,000	0	0
Lift Replacement Programme	23,000	25,207	110
Window & Door Replacement	301,800	99,073	33
External Decoration & Pre Paint Repairs	588,600	170,224	29
New Build – Bexhill Court	0	(40,514)	0
HRA Contingency	27,900	900	3
Housing System & DMS Replacement	189,400	16,875	9
<u>SCHEMES AWAITING 2017/18 FUNDING</u>			
Resurface Victoria St Car Park Eastwood	18,150	1,650	9
BLC – Replacement of Flat Roofs	132,000	12,000	9
BLC – Replacement of Main Pool Windows	67,000	0	0
BLC – Replacement of Teaching Pool Windows	10,000	0	0
BLC – Replacement Intruder Alarm	15,000	0	0
B LC – Refurbish Fitness Gym Changing Rooms	27,500	2,500	9
BLC – Replacement of Dance Studio Windows	7,000	0	0
BLC – Pool Surrounds Refurbishment	40,000	0	0
Bramcote LC – Replace High Voltage Transformer	31,000	0	0
KLC – Replacement Youth Fitness Gym Equipment	60,000	0	0
KLC – Re-paint Car Park Lines & Customer Walkways	5,000	0	0
KLC – Replacement Pool Circulation & Shower Pumps	8,000	0	0
KLC – Replacement of Suspended Ceilings & Flooring	42,000	0	0
KLC – Replacement of External Cladding	39,600	3,600	9
KLC – Renewal of Stairwell & Spectator Balcony	45,000	0	0
Energy Management Database	7,950	0	0
Invest to Save (Carbon Management Plan)	19,200	600	3
Cemeteries/Closed Churchyards-Footpath Improvements	30,000	2,500	8
Parks and Open Spaces Improvements	60,000	5,000	8
Asset Management – Programmed Maintenance	44,000	4,000	9
Kimberley Depot – Roadway Repairs	10,000	1,000	10

APPENDIX 2

Planned Financing of 2017/18 Capital Programme

Source of Financing	Value (£)
Major Repairs Reserve	3,483,700
Direct Revenue Financing – Housing Revenue Account	1,289,900
Better Care Fund	798,950
Usable Capital Receipts – Awaited (GF Schemes)	718,400
Borrowing – General Fund	694,000
Vehicle Renewals Reserve	327,000
Department for Work and Pensions	350,000
Usable Capital Receipts – Housing Revenue Account	250,450
Tram Compensation	187,650
Usable Capital Receipts – General Fund	133,850
Section 106 Receipts – Parks and Open Spaces	79,150
Section 106 Receipts – ITPS	45,000
6C's Growth Point	28,000
NCC Supporting Local Communities	25,200
Housing Revenue Account Contribution to General Fund	(20,000)
General Fund Receipt from Housing Revenue Account	20,000
Tesco	13,000
United Living	8,000
Rushcliffe BC	5,900
Direct Revenue Financing – General Fund	5,000
Wollaton Road Allotment Holders Association	3,000
Total	8,446,150

Capital Receipts

(i) General Fund

General Fund capital receipts available at 31 August 2017 for the financing of capital expenditure were approximately £332,550.

The 2017/18 capital programme includes £236,150 brought forward from 2016/17 from an original budget of £325,000 approved by the Policy and Performance Committee on 18 May 2016 for specialist legal, land and procurement advice for Beeston Square. It is intended that this will be funded using £48,500 from General Fund capital receipts and £187,650 from further NET compensation. Should further NET compensation not be received then the £187,650 will need to be met from General Fund capital receipts.

The planned financing of the 2017/18 capital programme shown in the table above assumes that General Fund capital receipts of £133,850 will be utilised. If the further NET compensation of £187,650 is not forthcoming then a total of £321,500 General Fund capital receipts will be required to finance anticipated capital expenditure in 2017/18. As the total receipts available at 31 August 2017 were £332,550 then this should ensure that there are sufficient resources available to finance the 2017/18 capital programme should there be no further NET compensation.

As reported to the Policy and Performance Committee on 4 July 2017, a sum of £70,000 has been awarded to the Council from the Nottingham Pre-Development Fund initiative for investigatory and options appraisal work in respect of Beeston Square. This could be used to help meet the cost of the legal, land and procurement advice work.

The Policy and Performance Committee on 8 March 2017 resolved that the sale of the former cash office site at 15, Nottingham Road in Eastwood be approved with the final terms for disposals being delegated to the Director of Housing, Leisure and Property Services in consultation with the Deputy Chief Executive. The site has not yet been sold but any resulting capital receipt will be available for the financing of capital expenditure.

(ii) Housing Revenue Account

Housing Revenue Account (HRA) capital receipts available at 31 August 2017 for the financing of capital expenditure were almost £994,050. This was comprised of capital receipts of £545,900 brought forward from 2016/17 along with receipts of £622,050 arising from the sale of 11 council houses in the period from 1 April 2017 to 31 August 2017 less a payment of £173,900 that was required to be made to the Department for Communities and Local Government (DCLG).

Should receipts from the sale of council houses in 2017/18 continue at the same rate in the remainder of the year then, after allowing for payments to be made to the DCLG, there will be sufficient HRA capital receipts available at 31 March 2018 to meet the anticipated requirement for financing 2017/18 capital expenditure of £250,450 as set out in the table above.

APPENDIX 3

1. Council Office Refurbishment (DWP Co-Location)

Policy and Performance Committee on 18 May 2016 agreed to include £350,000 in the 2016/17 capital programme for works at the Council Offices in Beeston to enable the Department for Work and Pensions (DWP) to move into the building. The work was to involve the creation of space to be occupied by the DWP along with a new reception area and it was intended that the cost of this work would be met in full by the DWP.

Changes in personnel at the DWP led to delays in signing the relevant agreements and the Finance and Resources Committee agreed on 6 February 2017 to carry forward the budget of £350,000 into 2017/18.

Notification was subsequently received from the DWP later in February 2017 that, due to a reassessment of their priorities at a national level, they would no longer be looking to move into the Council Offices. Discussions were held with DWP officers locally who confirmed that this was the case and that the proposed work to facilitate the co-location will not now proceed. Therefore the £350,000 budget allocation can be removed from the 2017/18 capital programme.

2. New Ways of Working Project

Policy and Performance Committee on 4 July 2017 agreed to establish a project team to oversee the move of staff and facilities from the Town Hall to the Council Offices in Beeston to enable the Town Hall to be redeveloped. The project team comprising representatives from various departments has been established and is chaired by the Chief Executive. The project is being conducted under the heading of "New Ways of Working" and is seeking to introduce more modern working practices as well as a reduction in office space.

In order to meet the cost of building and other work to enable the project to proceed, it is proposed that an initial capital budget of £100,000 be established. Due to the lack of available capital receipts to meet the cost and the reluctance to add further to the Council's existing borrowing levels, it is proposed that the cost be met from the Council's General Fund reserves. These amounted to over £4.7m at 31 March 2017 but are anticipated to fall significantly during this and following years.

The 2017/18 capital programme already includes £130,000 for replacement ICT equipment (plus £46,350 carried forward from 2016/17) and it is anticipated that a significant proportion of this will be used to meet costs associated with the New Ways of Working Project.

The project should upon completion result in a capital receipt for the Council from the disposal of the Town Hall site but both the size and timing of this are not known at present.

Further reports will be submitted to the Policy and Performance Committee on progress of the project and how the initial capital budget allocation is being utilised.

3. Kimberley Depot – Video Conferencing

In establishing the New Ways of Working Project as set out above, a requirement has been identified to implement video conferencing at Kimberley Depot. This should create the opportunity for more efficient working practices at the site and align with the New Ways of Working Project being undertaken in Beeston.

The equipment and associated costs for the scheme are estimated to be £6,000. There is no available budget in the 2017/18 capital programme for this and the 2017/18 capital contingency has already been allocated to other projects. It is proposed that the cost of introducing video conferencing at Kimberley Depot be met by a revenue contribution in 2017/18.

4. Assistive Solutions Lending Scheme

The Finance and Resources Committee on 9 January 2017 agreed to include £46,500 in the 2016/17 capital programme towards an assistive solutions lending scheme following a successful bid to Nottinghamshire County Council. The scheme was intended to provide assistive living technology to individuals meeting the qualifying criteria that would help them to remain safe in their own home with the cost being met from the Better Care Fund.

No expenditure was incurred on this scheme in 2016/17 and the Finance and Resources Committee agreed on 13 July 2017 to carry forward the budget of £46,500 into 2017/18.

Due to the limited progress on this scheme and the opportunity to utilise this funding for other schemes (see below), it is proposed that this scheme be removed from the 2017/18 capital programme.

5. Warm Homes on Prescription

The Housing Committee on 20 September 2017 approved the introduction of a Warm Homes on Prescription scheme alongside other local authorities in Nottinghamshire. This involves the authorities working together with health partners to “prescribe” warm and healthy housing across the county. Following an assessment of the energy efficiency of the home of a “high risk” patient (someone with a long term condition made worse by cold temperatures), a range of measures are taken to increase the warmth of the patient’s home such as heating and insulation works.

It is proposed that a budget of £66,500 be established in the 2017/18 capital programme for the Warm Homes on Prescription scheme utilising the £46,500 from the Better Care Fund originally earmarked for the Assistive Solutions Lending Scheme (see above) and £20,000 from the 2017/18 Disabled Facilities Grant budget of £752,450 that is also being funded from the Better Care Fund.

6. Handyperson Adaptation Service

Broxtowe Borough Council's 2017/18 allocation from the Better Care Fund includes £56,373 for a Handyperson Adaptation Service (HPAS) that is operated on a countywide basis by Nottinghamshire County Council (NCC). This funding is retained by NCC and reflected in their accounts as opposed to those of the Borough Council although the resulting expenditure is incurred in the Broxtowe area.

7. Beeston Weir – Life Saving Equipment

Following the tragic death of 12 year old Owen Jenkins at Beeston Weir on 10 July 2017, Council officers have held discussions with various partners including Nottinghamshire Police, Nottinghamshire Fire and Rescue Service and the Canal and River Trust as well as with Owen's parents and the local Member of Parliament to discuss measures that can be taken to promote awareness of the dangers inherent in waterways and to enhance the response to any incidents that may arise.

It is proposed that the Council provide appropriate life saving equipment at the site. This is expected to cost £10,000. Attempts will be made to determine whether local businesses or other organisations would be prepared to meet part of the cost. The net cost to the Council would be met by a revenue contribution in 2017/18.

8. Bramcote and Kimberley Leisure Centres – Replacement Pool Hoists

Examination of the swimming pool hoists at Bramcote and Kimberley Leisure Centres has indicated that, due to their condition, they should now be replaced. Whilst no allowance has been made for this in the Capital Programme 2017/18 to 2019/20, the Capital Strategy 2015/16 to 2019/20 approved by Cabinet on 23 June 2015 states that items can be included in the capital programme if they have health and safety implications which must be addressed as a priority.

Quotations have been sought for the delivery and installation of pool hoists at both leisure centres and the figures of £6,350 for each leisure centre have been provided. The cost would be met by a revenue contribution in 2017/18.

9. Commercial Strategy – Invest to Save Programme

The Policy and Performance Committee on 3 October 2017 agreed to adopt a Commercial Strategy 2017-2020. In order to take this forward it is proposed that an initial sum of £50,000 be allocated in the 2017/18 capital programme to establish an "invest to save" budget to allow various initiatives aligned with the Commercial Strategy 2017-2020 to proceed.

The first initiative will be the conversion of a vacant space above the former Yorkshire Bank building in Beeston Square (owned by the Council) for use by start up businesses. It is envisaged that once these businesses have become established that they move to other locations and then leave this space for further start up businesses to move in. This should help to provide employment in the

local area and benefit in the Council in a number of ways including additional income from business rates.

As with the New Ways of Working Project, due to the lack of available capital receipts to fund this £50,000 budget and the reluctance to add further to the Council's existing borrowing levels, it is proposed that the cost be met from the Council's General Fund reserves. These amounted to over £4.7m at 31 March 2017 but are anticipated to fall significantly during this and following years. If this "invest to save" budget produces the anticipated benefits then the cost should ultimately be met by the receipt of additional income.

10. Walker Street (Eastwood) – Transport Feasibility Study

Following the approval by Planning Committee on 22 March 2017 of a scheme to construct 16 dwellings at Walker Street in Eastwood, there is a requirement for the Council to ensure that a transport feasibility study is undertaken. This is expected to cost an estimated £20,000 and this will be met in full by the Homes and Communities Agency. A scheme for the transport feasibility study therefore needs to be included in the 2017/18 capital programme.

11. Kimberley Depot – Roadway Repairs

The 'reserve list' of schemes in the 2017/18 capital programme that will be brought forward for approval to proceed once a funding source is identified includes £10,000 for roadway repairs at Kimberley depot.

The roadways within the site have been subject to limited maintenance in recent years with potholes being patched and regular sweeping undertaken. This has resulted in a significant number of repairs that have little long term impact. In particular, the entrance and access roads to the waste areas are now in such a poor condition that drivers are manoeuvring around the potholes.

In order to meet the waste license requirements of the Environment Agency and to ensure driver safety, it is now considered that the roadways be repaired urgently. Three quotations have been obtained for the required work and the most suitable would cost approximately £10,000. This cost can be met from a number of revenue underspends within Environment including the stores, grounds maintenance and highways contract budgets.

12. E-Facilities Initiatives

The 2017/18 capital programme includes a sum of £40,000 for E-Facilities initiatives. This incorporates initiatives to support the Council's digital strategy.

It is proposed that this budget be used for the acquisition of a new contract for the Council's income management system (known as ICON) from Civica. This would allow the Council to benefit from the latest technology in one of its key system. The contract is a fixed cost contract with no annual RPI/CPI increases. It is also anticipated that it will also result in on-going revenue savings of between £30,000 and £50,000 over the next seven years in license and other costs.

The purchase of the new contract would include an investment in an enterprise licence that would provide the Council with subsequent free upgrades to the system and access to all new modules as these become available, without incurring any additional on-going revenue charges, for the life of the contract. The only additional cost from the additional modules would be implementation and training costs.

Summary of Proposed Changes in Appendix 3 to 2017/18 Capital Programme

<u>Scheme</u>	<u>Original Budget (£)</u>	<u>Revised Budget (£)</u>	<u>Funding Source (£)</u>
Council Office Refurbishment (DWP Co-Location)	350,000	0	
New Ways of Working Project	0	100,000	General Fund Balance
Kimberley Depot Video Conferencing	0	6,000	Revenue Contribution
Assistive Solutions Lending Scheme	46,500	0	Better Care Fund
Warm Homes on Prescription Scheme	0	66,500	Better Care Fund
Disabled Facilities Grants	742,450	722,450	Better Care Fund
Beeston Weir – Life Saving Equipment	0	10,000	Revenue Contribution
Leisure Centres – Replacement Pool Hoists	0	12,700	Revenue Contribution
Commercial Strategy – “Invest to Save” Programme	0	50,000	General Fund Balance
Walker Street (Eastwood) – Transport Feasibility Study	0	20,000	Homes and Communities Agency (HCA)
Kimberley Depot – Roadway Repairs	10,000	10,000	Revenue Contribution
E-facilities (2017/18)	40,000	0	Capital Receipts
Income Management System	0	40,000	Capital Receipts
TOTAL	1,188,950	1,037,650	

Report of the Interim Deputy Chief Executive

GRANT AID REQUESTS FROM PARISH COUNCILS1. Purpose of report

To consider requests for grant assistance in accordance with the protocol for the consideration of grant aid to parish and town councils.

2. Grant aid applications

A request for revenue grant funding has been received from Greasley Parish Council towards the cost of their Christmas lights switch-on event. Greasley has asked the Council to provide a contribution of £1,000 towards the overall cost of the event.

A request for revenue grant funding has also been received from Nuthall Parish Council towards the cost of maintenance at New Farm Lane Cemetery. Nuthall has asked the Council to provide financial support for cemetery maintenance which in 2016/17 cost £3,395 (net) in total.

Details of both of these applications are included in appendix 1.

The agreed protocol for assessing grant aid to parish and town councils is provided for information in appendix 2. Also provided for information is a list of grants awarded under this scheme.

3. Financial position

No budgetary provision exists for grants to parish councils. If members were minded to approve a grant, then an allocation from revenue contingencies would be required for which £10,000 remains uncommitted in 2017/18 (subject to any further reports being considered by other Committees during this cycle).

Recommendation

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

Background papers

Nil

APPENDIX 1

Revenue Grants**Greasley Parish Council – Christmas Lights Switch-on Event**

A grant request has been received from Greasley Parish Council for consideration.

Greasley is planning its annual Christmas lights switch-on event at the Greasley Sports and Community Centre in December. This is a free community event that is open to all. In 2016 the event was attended by around 400 people, a figure which is expected to increase in 2017. This year's event will be moved into the Sports Hall to accommodate an anticipated crowd of 500 people, with the Priory Catholic School arranging a performance involving around 50 children. Due to the event's popularity, the event has grown considerably and is becoming increasingly expensive to arrange.

Greasley Parish Council has requested grant aid of £1,000 as a contribution towards this event which is estimated to cost up to £3,000. This includes the cost of installing new Christmas lights at the Sports Hall to improve the display (£1,500), fireworks display for the event finale (£550), stage hire for the school performance (£356), Santa's grotto and presents (£250), children's entertainment (£100) and other costs including advertising and printing, other equipment, competitions (£150). The Priory Tea Room has donated a Christmas tree for outside and B&Q have been approached again to donate another tree for inside. Morrison's are donating chocolates to give out on the night and local schools will be providing festive posters to decorate the Sports Hall. In order to reduce net costs further, a catering van will be selling food and drinks on the night, with the sale of refreshments anticipated to generate net receipts of around £100.

Greasley Parish Council has an annual budget of £1,500 earmarked for this event. In previous years Greasley has received £400 from the local County Councillors Divisional Fund and will be making a similar request for 2017. No further applications have been made.

Greasley does have a small budget to stage Parish events during 2017/18. Any shortfall in funding would have to be met from this budget, which could regrettably result in other events being scaled back or cancelled later in the year.

Nuthall Parish Council – Cemetery Maintenance

Nuthall Parish Council has requested financial support in 2017/18 for the upkeep of the New Farm Lane Cemetery in Nuthall.

Nuthall is the only Parish Council in the area to administer and maintain its own cemetery. If the Parish Council was to cease operating the cemetery, Broxtowe would be obliged to take it over. However, Nuthall would wish to avoid this scenario as the cemetery is currently occupied to around 60%, with an adjoining field earmarked for an extension when required.

Nuthall is seeking funding to assist in keeping the cemetery open and continuing its service to the local community. It has consulted with the Borough Council in the past to explore other funding options available. Previously, Broxtowe has provided revenue grant assistance to Nuthall in respect of the running costs of the cemetery with the latest award by Cabinet on 16 October 2014 for £2,500 towards 50% of the net running costs. The current application is of a similar nature.

Although the priority is to secure the future of the cemetery for the long-term, Nuthall Parish Council would prefer to manage the administration and maintenance of the site itself, so as to maintain the supportive link to local residents when they are at their most vulnerable. With long-serving staff and close community links, Nuthall consider themselves to be best place to offer a more personal service.

The Parish Council has provided a listing of costs incurred and income generated in operating the cemetery in 2016/17. This shows receipts of £12,539 being generated from interments and memorials. Total costs of £15,934 includes staffing and contractor costs associated with grounds maintenance, grave digging and repairs, burial administration, inspections, rates and utilities, materials, waste and refuse and insurances. The annual net cost of operating the site was £3,395. Nuthall suggests that these costs are reasonable in comparison to those of Broxtowe.

Nuthall Parish Council had balances totalling £40,440 at 31 March 2017. As Nuthall is the only parish council to operate a cemetery in the Borough, it has requested that Broxtowe reimburse it for the full amount of the net cost of the cemetery, namely £3,395.

APPENDIX 2

Protocol for consideration of grant aid to parish and town councils

The protocol for the consideration of grant aid requests from parish and town councils was agreed by Cabinet on 8 June 2010. The key provisions are:

1. Grant aid will only be given in support of specific projects or services and not as a general grant towards the services provided by a parish/town council.
2. Revenue grant aid will only be considered towards services which act as a replacement for services which otherwise Broxtowe Borough Council would have to provide or which supplement services which the borough council provides so as to reduce the costs that Broxtowe would otherwise incur.
3. In applying for grant assistance the parish/town council will need to demonstrate how the service or project in question contributes to Broxtowe's aims and objectives as laid out in the Corporate Plan and the Sustainable Community Strategy.
4. In applying for grant aid assistance the parish/town council will need to provide evidence as to why they do not have the financial resources to provide the services or project in question and what the consequences would be for local residents and businesses if the service was withdrawn or the project not completed. This will include a requirement for the parish/town council to detail what other funding sources they have secured (or otherwise) and to provide a statement as to any reserves held and their planned use.
5. Preference will be given to support for the provision of mandatory services as compared with discretionary services.
6. Where grant aid is to cover the cost of a specified service, the parish/town council will be responsible at its own cost for providing an audited statement within six months of the end of the financial year concerned to confirm the amount of expenditure incurred and income received against which grant aid may be payable. Any grant payable would then be adjusted retrospectively if necessary following receipt of such an audited statement.
7. Grant aid will only be in respect of additional costs directly incurred by the parish/town council and will not cover the cost of any general overheads which the parish/town council would otherwise incur anyway as a result of their operations.
8. Grant aid will be cash limited in each year and the responsibility for costs increasing beyond the cash limit will normally rest with the parish/town council. Where such cost increases are considered to be unavoidable and beyond the parish/town council's control, then Broxtowe may be approached to seek a further grant award.

9. Where the parish/town council wishes to vary the service provided for which grant aid has been awarded, this should only take place after full consultation and with the agreement of Broxtowe.
10. Preference will normally be given towards one off capital projects rather than as a regular annual contribution towards the ongoing costs of providing services.
11. The parish/town council shall be required to provide such information as Broxtowe may reasonably request as to the actual outputs and outcomes arising from any service or project where Broxtowe makes a contribution.
12. Any grant contribution that may be awarded by Broxtowe need not be at the rate of 100% of net expenditure incurred but may be at a lesser rate to reflect such as its own corporate priorities, budgetary constraints or the availability of similar services or projects elsewhere.
13. Revenue grant aid will normally only be awarded for one year at a time although an indicative amount for the following year may be given at Broxtowe's discretion. Capital grant aid will be towards the cost of a specific one-off project.
14. Requests for grant aid in respect of a particular financial year should normally be submitted by the end of October of the preceding year at the latest to assist with forward budget planning for both Broxtowe and the parish/town council. Broxtowe will endeavour to make a decision on such requests by the end of December in the year preceding that for which grant aid is requested.

Grant Aid to Parish/Town Councils

The table below lists the grants awarded under this scheme since 2010/11.

Date	Council	Amount £	Purpose
07/09/10	Nuthall Parish Council	4,650	Cemetery maintenance
08/03/11	Stapleford Town Council	2,500	Allotment access (Capital)
29/11/11	Nuthall Parish Council	3,900	Cemetery maintenance
29/11/11	Kimberley Town Council	600	Play equipment insurance
19/02/13	Greasley Parish Council	1,000	Community event
15/10/13	Kimberley Town Council	7,000	War memorial renovation (Capital)
01/04/14	Nuthall Parish Council	2,000	War memorial construction (Capital)
16/10/14	Nuthall Parish Council	2,500	Cemetery maintenance
02/06/15	Cossall Parish Council	350	Memorial plaque
19/04/16	Eastwood Town Council	5,000	Building refurbishment works (Capital)
04/07/16	Greasley Parish Council	4,000	Upgraded heating system (Capital)
19/09/16	Awsorth Parish Council	5,000	Heating system replacement (Capital)
09/01/17	Brinsley Parish Council	4,000	Play facility repairs/replace (Capital)

Report of the Interim Deputy Chief Executive

SECTION 106 ITPS ALLOCATIONS1. Purpose of report

To update Committee with progress on the outstanding integrated transport (ITPS) schemes approved by Cabinet on 15 March 2016 and by this Committee on 21 November 2016 and 6 February 2017, and to recommend the addition of an additional scheme.

2. Background

Further information on the S.106 process and available funding was given in the report to this Committee on 9 January 2017. Progress on outstanding schemes is given in appendix 1.

3. Available funding

The funding presently available for allocation is as follows:

- ITPS North (to be spent on sustainable transport schemes in the north of the Borough only) - £40,230
- ITPS South (to be spent on sustainable transport schemes in the south of the Borough only) – £36,970

4. Proposed additional schemes

It is proposed to undertake improvements to the access to Beeston train station platform 2 on land covered by an access/maintenance agreement between its landowner and the Borough Council. The work is estimated to cost £5,000 and involves improvements to the cross-falls for wheelchair users/mobility scooters on a section of approach path, along with the associated handrails required (see photo in appendix 2).

Responsibility for this section of path was transferred to the Borough Council some years back when the Borough Council funded a new access to platform 2. The land is not owned by the railway industry.

5. Financial implications

These are given in appendix 2.

Recommendation

The Committee is asked to CONSIDER the proposed allocation and to RESOLVE accordingly.

Background papers: Nil

APPENDIX 1

Progress on outstanding schemes approved by Cabinet on 15 March 2016 and by this Committee on 21 November 2016 and 6 February 2017Bennerley Viaduct contribution (£20,000 ITPS North – yet to be spent)

Sustrans continues to work on developing the significant funding package required for the overall scheme to restore and open the viaduct to public use. The Council's contribution will be released as part of the wider funding package. At present the timescale is unknown.

Beeston Shopmobility re-location costs (£15,000 ITPS South – yet to be spent)

Final decisions on Beeston Shopmobility's location have yet to be made. At present the timescale is unknown.

Bus stop infrastructure, Nuthall area (£10,000 ITPS North - spent)

Equipment purchase funded by the Borough Council was undertaken by March 2017 with installation and commissioning funded by the County Council expected by the end of this November.

CCTV installation Beeston transport interchange to The Square
(£10,000 ITPS South – yet to be spent)

The system is expected to be commissioned this October.

Real time bus information (£35,000 ITPS South, £5,000 ITPS North - spent)

15 real time bus stop displays on the following routes:

18 and My 15	Nottingham - Beeston - Stapleford and Ilkeston	Key stops in Broxtowe
two	Nottingham - Ilkeston - Cotmanhay Farm	Key stops in Broxtowe
Skylink and Indigo	Nottingham - Long Eaton - East Midlands Airport	Fill in between key stops in Broxtowe

Equipment purchase funded by the Borough Council was undertaken by March 2017 with installation and commissioning funded by the County Council expected by the end of this November.

APPENDIX 2

Financial Implications

The proposal detailed in the main report would require amendments to the 2017/18 capital programme as follows:

ITPS Finance	ITPS North	ITPS South
Balance available 31 March 2017	£55,230	£64,170
<i>Add payments received since 31 March 2017</i>		
Swallow Hill Homes – (Eastwood Infant and Junior school)	£5,000	
<i>Less previously approved schemes for 2017/18</i>		
Bennerley Viaduct	(£20,000)	
Beeston Shopmobility		(£15,000)
Cycle Training Centres		(£2,200)
CCTV installation Beeston interchange to The Square		(£10,000)
Balance available 12 October 2017	£40,230	£36,970
<i>Proposal in this report</i>		
Beeston station access improvement		(£5,000)
Remaining balance	£40,230	£31,970



Report of the Interim Deputy Chief Executive

BUDGET TIMETABLE AND BUDGET CONSULTATION 2018/191. Purpose of report

To advise the Committee on the budget consultation process for 2018/19 and to set out the proposed timetable and budget scrutiny process.

2. Background

Section 65 of the Local Government Finance Act 1992 places a duty upon local authorities to consult representatives of non-domestic ratepayers before setting the budget. There is no specific statutory requirement to consult residents. Local authorities were placed under a general duty to 'inform, consult and involve' representatives of local people when exercising their functions by the Local Democracy, Economic Development and Construction Act 2009 but this was repealed and replaced by more prescriptive forms of involvement by the Localism Act 2011.

For 2018/19 a similar budget consultation process is proposed similar to that adopted for 2017/18 using a web-based survey, publicised through social media.

As with the 2017/18 budget, it is proposed that elements of the budget are reported to the relevant Committees for detailed scrutiny. An overall budget report will then be presented to the Finance and Resources Committee on 15 February 2018 for recommendation to Full Council on 28 February 2018.

Appendix 1 denotes the budget timetable and consultation process. The consultation survey is attached at appendix 2. This includes questions relating to resident's method of access of particular Council services and preferred means of interacting with the Council, to help inform the New Ways of Working project. Social media is ongoing throughout the consultation with specific activities on the following dates:

- Initial press release: 9 October 2017
- Posters distributed across buildings, town and parish councils etc.
- Email Bulletin via email me service: 16 October 2017
- Reminder press release: 6 November 2017
- Email Bulletin via email me service: 17 November 2017

Recommendation

The Committee is asked to RESOLVE that the budget-setting process for 2018/19 be approved.

Background papers

Nil

APPENDIX 1

Budget timetable and consultation process

9 October 2017	Online questionnaire published
27 October 2017	Capital and revenue submissions received
30 November 2017	Online questionnaire closes
November 2017	Compilation of proposed three year Capital Programme
November-December 2017	Scrutiny of services business and financial plans by General Management Team
8 January 2018	Results of budget consultation exercise and draft budget proposals to Finance and Resources Committee. Council Tax base set.
January–February 2018	Scrutiny of service business and financial plans by service Committees
15 February 2018	Budget proposals presented to Finance and Resources Committee
28 February 2018	Budget approved by Council



Help us balance the books

Each year, we ask residents for their views as we start to prepare the budget for the new financial year.

Your views are important to us so please take a few minutes to complete the survey below. Your answers will help inform the budget process.

*** 1. What is your opinion of the following Council services over the last 12 months?**

	Satisfied	No opinion	Dissatisfied	Not used
Household waste collection (black lidded bin)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Garden waste collection (brown lidded bin)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Kerbside Recycling (green lidded bin, glass bag or red-lidded glass bin, textiles)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Street cleanliness (litter collection, graffiti removal, fly tipping, neighbourhood wardens)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Leisure services (leisure centres, arts and culture, sports development)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Planning (planning applications and planning policy)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

	Satisfied	No opinion	Dissatisfied	Not used
Economic Development (support to businesses, regeneration, Town Centre Management, business growth)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Public Protection (licensing, food hygiene inspections, nuisance complaints)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Revenues and Benefits (housing and council tax benefits, business rates and Council Tax)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Housing service (housing options advice, homelessness, provision of affordable housing, tenancies)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Public car parks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Community Safety (anti-social behaviour, domestic abuse, alcohol awareness)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Electoral Services (elections, voting)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Parks & Nature Conservation (parks, open spaces)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Bereavement Services (crematorium, cemeteries)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

2. Any other comments?

*** 3. Please tell us what your preferred and least preferred approach would be to help us balance the budget.**

	Most preferred option	Second most preferred option	Third most preferred option	Least preferred option
Increased council tax levels	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Increased fees and charges	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Provided fewer services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Reduce the number of Council Office buildings	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

*** 4. Of the following Council services, which do you think should have their funding increased, decreased or stay the same?**

	Increased	Stay the same	Decreased
Household waste collection (black lidded bin)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Garden waste collection (brown lidded bin)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Kerbside Recycling (green lidded bin, glass bag or red-lidded glass bin, textiles)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Street cleanliness (litter collection, graffiti removal, fly tipping, neighbourhood wardens)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Leisure services (leisure centres, arts and culture, sports development)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

	Increased	Stay the same	Decreased
Planning (planning applications and planning policy)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Economic Development (support to businesses, regeneration, Town Centre Management, business growth)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Public Protection (licensing, food hygiene inspections, nuisance complaints)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Revenues and Benefits (housing and council tax benefits, business rates and Council Tax)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Housing service (housing options advice, homelessness, provision of affordable housing, tenancies)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Public car parks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Community Safety (anti-social behaviour, domestic abuse, alcohol awareness)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Electoral Services (elections, voting)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Parks & Nature Conservation (parks, open spaces)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Bereavement Services (crematorium, cemeteries)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

5. Any other comments?

*** 6. Overall, how satisfied or dissatisfied are you with...**

	Very Satisfied	Satisfied	Neutral	Dissatisfied	Very dissatisfied
The way in which the Council provides services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Your local area as a place to live	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

7. Any other comments?

*** 8. Do you feel that the Council listens to you?**

- Yes
- No

9. Do you have any other suggestions on how the Council could increase income, reduce costs or make savings to support the budget?

*** 10. How frequently do you access Council services?**

- A few times a year
- Monthly
- Weekly
- Daily

*** 11. Overall, how satisfied are you with the way you can access Council services?**

- Very satisfied
- Satisfied
- Neutral
- Unsatisfied
- Very unsatisfied

*** 12. How do you prefer to conduct business with the Council? Please select your most preferred option and least preferred option.**

	Most preferred	Least preferred
Phone	<input type="radio"/>	<input type="radio"/>
Email	<input type="radio"/>	<input type="radio"/>
Social Media e.g. Facebook, Twitter	<input type="radio"/>	<input type="radio"/>
Online through the website or online forms	<input type="radio"/>	<input type="radio"/>
In person	<input type="radio"/>	<input type="radio"/>
By Post	<input type="radio"/>	<input type="radio"/>
Via a Councillor	<input type="radio"/>	<input type="radio"/>
Other	<input type="radio"/>	<input type="radio"/>

*** 13. Please explain why these are your most preferred and least preferred methods**

*** 14. Would you consider accessing services in another way? Please tick all which apply.**

- | | |
|---|--|
| <input type="checkbox"/> Phone | <input type="checkbox"/> In person |
| <input type="checkbox"/> Email | <input type="checkbox"/> By post |
| <input type="checkbox"/> Social Media e.g. Facebook, Twitter | <input type="checkbox"/> Instant messaging e.g. text, what's app, web chat |
| <input type="checkbox"/> Online e.g. through the website or online form | <input type="checkbox"/> Other |

15. If you answered 'other' please give details



**Broxtowe
Borough
COUNCIL**

Budget Consultation 2018/19

Tell Us About You

We want to make sure that our services are provided fairly and to those who need them. The information collected helps us get a picture of who contacts us, uses or does not access our

services, so will help us improve what we provide and reduce potential barriers to access.

Please answer the questions below by ticking the boxes that you feel most describes you. Some questions may feel personal, but the information we collect will be kept confidential and secure. The better the information is that we collect the more effective our monitoring will be.

16. Which of the following areas do you live in?

- | | |
|------------------------------------|----------------------------------|
| <input type="radio"/> Attenborough | <input type="radio"/> Eastwood |
| <input type="radio"/> Awsworth | <input type="radio"/> Greasley |
| <input type="radio"/> Beeston | <input type="radio"/> Kimberley |
| <input type="radio"/> Bramcote | <input type="radio"/> Nuthall |
| <input type="radio"/> Brinsley | <input type="radio"/> Stapleford |
| <input type="radio"/> Chilwell | <input type="radio"/> Toton |
| <input type="radio"/> Cossall | <input type="radio"/> Trowell |

17. Gender

- Male
- Female
- Transgender

18. Which age group do you belong to?

- | | |
|--------------------------------|-----------------------------|
| <input type="radio"/> Under 18 | <input type="radio"/> 45-59 |
| <input type="radio"/> 18-24 | <input type="radio"/> 60-64 |
| <input type="radio"/> 25-29 | <input type="radio"/> 65+ |
| <input type="radio"/> 30-44 | |

19. Ethnicity

- | | |
|---|---|
| <input type="radio"/> White - British | <input type="radio"/> Black or Black British - African |
| <input type="radio"/> White - Irish | <input type="radio"/> Black or Black British - other background |
| <input type="radio"/> White - other background | <input type="radio"/> Mixed - White and Black Caribbean |
| <input type="radio"/> Asian or Asian British - Indian | <input type="radio"/> Mixed - White and Black African |
| <input type="radio"/> Asian or Asian British - Pakistani | <input type="radio"/> Mixed - White and Asian |
| <input type="radio"/> Asian or Asian British - Bangladeshi | <input type="radio"/> Mixed - other background |
| <input type="radio"/> Asian or Asian British - other background | <input type="radio"/> Chinese |
| <input type="radio"/> Black or Black British - Caribbean | <input type="radio"/> Any other ethnic group |

20. Do you consider yourself as disabled or have any long-term health problems that limit daily activity?

Yes

No



Broxtowe
Borough
COUNCIL

Budget Consultation 2018/19

Thank you for completing this survey

Stay up to date!

Did you know you could stay up to date with Council news and services by subscribing to our Email Me Service?

Simply visit www.broxtowe.gov.uk/emailme, type your email address in to the box and tick which services you'd like email updates on.

Report of the Interim Strategic Director

WORK PROGRAMME1. Purpose of report

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

2. Background

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

30 November	<ul style="list-style-type: none">• Cash Office Closure Update• Budget Strategy• Asset Disposals
-------------	--

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