



9 April 2018

Dear Sir/Madam

A meeting of the Policy and Performance Committee will be held on Tuesday, 17 April 2018 in the New Council Chamber, Foster Avenue, Beeston, commencing at 7.00pm.

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

Yours faithfully

Chief Executive

To Councillors:

S J Carr  
M J Crow (Vice Chair)  
S Easom  
D A Elliott  
J C Goold  
A Harper

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

## AGENDA

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTEREST

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

3. MINUTES

PAGES 1 - 6

The Committee is asked to confirm as a correct record the minutes of the meetings held on 6 February 2018 and 15 February 2018.

#### 4. REFERENCES

##### 4.1 Local Joint Consultative Committee – 8 March 2018 REDEPLOYMENT POLICY AND PROCEDURE

The Joint Committee considered the revised Redeployment Policy and Procedure. It was noted revised Policy had been condensed in order to provide greater clarity. The length of time an employee may spend on the Redeployment Register was stated as 26 weeks from when the employee was placed on to the Register.

A copy of the policy is circulated separately with this agenda.

**RECOMMENDED to the Policy and Performance Committee the revisions to the Redeployment Policy and Procedure within the Conditions of Service for employees be approved.**

##### 4.2 Local Joint Consultative Committee – 8 March 2018 RECOGNITION OF TRADE UNIONS AND FACILITIES SUPPORT POLICY

The Joint Committee considered the revised Recognition of Trade Unions and Facilities Support Policy. The Policy had been revised to reflect changes in government legislation in relation to the Trade Union Act 2016.

The Joint Committee requested that an amendment be made to policy to provide greater clarity to the Council existing Personal Relationships at Work Policy.

A copy of the policy is circulated separately with this agenda.

**RECOMMENDED to the Policy and Performance Committee the replacement, within the Conditions of Service for employees, of the Time Off for Trade Union Duties and Facilities Support Policy by the new Recognition of Trade Unions and Facilities Support Policy be approved subject to the aforementioned amendment being made.**

##### 4.3 Local Joint Consultative Committee – 8 March 2018 JOB EVALUATION POLICY

The Joint Committee considered an amendment to the Policy and Procedures for Evaluation and Re-evaluation of Posts. It was proposed that the Policy be updated with a single statement being added to section 3.8, Scarcity Rating. The proposed amendment reads as:

'In order to qualify for the scarcity rating the post in question must have been advertised on three consecutive occasions with no successful candidates or where we have been successful after three consecutive attempts but failed to retain a candidate for longer than 12 months.'

**RECOMMENDED to the Policy and Performance Committee that the amendment to the Job Evaluation Policy be approved.**

5. EQUALITY AND DIVERSITY ANNUAL REPORT 2017/18 PAGES 7 - 21  
To provide members with an annual review of activity and outcomes in respect of the Council's equality and diversity work.
6. BEESTON TOWN CENTRE REDEVELOPMENT PAGES 22 - 23  
To update members on progress on The Square Phase 2 in Beeston.
7. REGULATION OF INVESTIGATORY POWERS ACT 2000 PAGE 24  
To inform members of the use of the Regulation of Investigatory Powers Act 2000 powers and to amend the Policy and Guidance document.
8. PART 2 LOCAL PLAN – VIABILITY UPDATE PAGE 25  
To seek authority to set aside standing orders regarding procurement to allow Broxtowe to commission work on behalf of Broxtowe, Rushcliffe Borough and Nottingham City Councils.
9. FUTURE OF THE TOWN HALL, BEESTON – EXPRESSIONS OF INTEREST PAGES 26 - 34  
To report to Committee the latest developments on the future of the Town Hall in Beeston and to seek approval for the criteria for assessing expressions of interest and detailed business cases.
10. REVIEW OF CORPORATE PLAN PROGRESS AND FINANCIAL PERFORMANCE PAGES 35 - 51  
To report progress against outcome targets linked to Corporate Plan priorities and objectives and to provide an update as to the latest financial performance as measured against the budget.
11. CHANGES TO LOCAL GOVERNMENT ASSOCIATION PAGE 52  
To confirm the Council's membership of the new incorporated Local Government Association
12. GRANT AID REQUEST PAGE 53  
To invite Councillors to consider recommending to the Finance and Resources Committee that the Council make a financial contribution towards a memorial for Owen Jenkins.

13. WORLD WAR 1 MEMORIAL CONTRIBUTION PAGE 54
- To invite Councillors to recommend to the Finance and Resources Committee that the Council make a financial contribution to a new First World War memorial to ensure the remembrance of those who died in the Great War.
14. WORK PROGRAMME PAGE 55
- To consider items for inclusion in the Work Programme for future meetings.
15. EXCLUSION OF PUBLIC AND PRESS
- The Committee is asked to RESOLVE that, under Section 100A of the Local Government Act, 1972, the public and press be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraphs 1, 2 and 3 of Schedule 12A of the Act.**
16. MEDIATION SERVICE PAGES 56 - 58
17. EMPLOYEE SAVINGS – GENERAL FUND  
REVENUE BUDGET 2018/19 UPDATE PAGES 59 - 78
18. EMPLOYMENT ISSUE PAGE 79
19. BEESTON TOWN CENTRE REDEVELOPMENT –  
APPENDIX 2 PAGE 80
20. FUTURE OF THE TOWN HALL, BEESTON –  
EXPRESSIONS OF INTEREST – APPENDIX 2 PAGES 81 - 84

## POLICY AND PERFORMANCE COMMITTEE

6 FEBRUARY 2018

Present: Councillor R I Jackson, Chair

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

Apologies for absence were received from Councillors S Easom and E Kerry.

### 58. DECLARATIONS OF INTEREST

There were no declarations of interest.

### 59. MINUTES

The minutes of the meeting held on 21 November 2017 were confirmed and signed.

### 60. FUTURE OF THE TOWN HALL, BEESTON – CONSULTATION

An online public consultation regarding the future of the Town Hall was launched on 12 December 2017 and closed on 16 January 2018. Members were informed that the consultation was promoted through the Council's website, social media, internal and external e-mail services and the Beeston and District Civic Society. It was also reported in the Evening Post and on regional TV news bulletins.

The Committee noted the consultation responses and the further investigations being undertaken in response to them. The following comments were amongst those made:

- No decision had yet been made on the subject and groups would have time to make bids and bring them to the Council.
- The clear response of the consultation was to retain the Town Hall.
- There was a feeling amongst residents that the Town Hall was a heritage asset.

- Further investigation into the issue was positive.
- Many residents of the Borough did not have a connection to Beeston and any decision should benefit the whole of the Borough.
- Working practices had changed and it was necessary for the Council to use buildings that were fit for purpose.
- It was important to have commercially costed proposals for alternative uses.

The Committee was informed that no final decision had been made on the future of the Town Hall and that community groups with business plans for its use would be invited to submit their bids. It was proposed by Councillor R I Jackson and seconded by Councillor M J Crow that further investigation be undertaken in response to the consultation.

**RESOLVED that further investigation in to the alternative uses for Beeston Town Hall be undertaken.**

(Councillor G Marshall requested that the minute state that he considered the vote to be procedurally incorrect as the original recommendation did not request a resolution.)

#### 61. BEESTON TOWN CENTRE REDEVELOPMENT

The Committee was updated on progress of the redevelopment of Beeston Town Centre. It was requested that an amendment be made to the Project Board terms of reference to include membership of the Leader of the Opposition or a nominated substitute in addition to consultation with the Leader of the Liberal Democrat Group.

**RESOLVED that:**

1. **The Project Board terms of reference be approved subject to the amendment above.**
2. **The delegations to the Interim Deputy Chief Executive for the finalisation of the heads of terms and the financing of the necessary items outlined in appendix 3 be approved.**

#### 62. HOUSING SITE DISPOSAL OPTIONS

The Council's Housing Strategy 2015-2020 stated that the Council would review all garage sites to assess the need and suitability for use as residential land. A review was completed in 2015 and the Garage Strategy 2015-2020 was produced and considered by the Housing Performance Group which included a strategic action to consider the demolition and redevelopment of sites.

Ten sites had been identified for disposal and each of the sites had previously been approved for this purpose by the Council's Finance and Resources Committee. The Committee was informed that any redevelopment would also require planning permission and consideration was given to the number of

garages still in use at the sites. It was noted that very few of the garages were used for cars.

The difference between affordable and social housing was discussed with particular reference to need in the Borough. There was also a discussion about making the site viable for development by small builders and self-build schemes. It was noted that the specifics of the sale would be brought to a future meeting and it was requested that full costings be provided for the following three options for schemes: a hybrid of affordable and social housing, all social housing and social housing with an element of self-build.

It was proposed by Councillor Richard Jackson and seconded by Councillor M J Crow that hybrid of options one and two be approved, with the sale of a site, or sites, funding the building of affordable housing on the remaining sites. On being put to the meeting the motion was carried.

**RESOLVED that a hybrid of options one and two be approved, with the sale of a site or sites funding the building of affordable housing on the remaining sites.**

63. WATER SAFETY REVIEW

Following the tragic drowning of 13 year-old Josh Boothman in the River Erewash at Stapleford on 24 September 2016, it was decided that officers should initiate a systematic programme of water safety risk assessments on Broxtowe-owned or maintained watercourses. The tragic drowning of 12 year-old Owen Jenkins at Beeston Weir on 10 July 2017 further emphasised the importance of the task. The Committee considered the Water Safety Review, including the suggestion of site visits for all interested parties.

**RECOMMENDED to the Finance and Resources Committee that £33,700 allocated in the 2018/19 capital programme for remedial measures to enhance the safety of watercourses that the Council has a responsibility for.**

64. STAPLEFORD COMMUNITY CENTRE

The Committee noted the update on work towards the creation of a 'fit for purpose' community centre in Stapleford. It was also noted that members would be consulted when options had been identified. There would then be a consultation with a wide range of stakeholders, including all groups who use the existing centres. Assurances were given that Stapleford members would be involved in the design phase so that they could shape proposals. A formal update was requested.

65. MEMBER SOCIAL MEDIA GUIDANCE

Social media advice and training had previously been offered to members but it was considered that new guidance would help set out more clearly what was, and was not, acceptable use of these channels and how they could be used in a way that protected members and the reputation of the Council. Consideration was given to the new Social Media Guidance for members. It was noted that this guidance should be read in conjunction with the Members' Code of Conduct.

**RESOLVED that the Social Media Guidance for Elected Members be adopted.**

66. WORK PROGRAMME

The second round of the Beeston Town Hall consultations was also added to the work programme.

**RESOLVED that the Work Programme, as amended, be approved.**

67. EXCLUSION OF PUBLIC AND PRESS

**RESOLVED that, under Section 100A of the Local Government Act, 1972, the public and press be excluded from the meeting for the following items of business on the grounds that they involved the likely disclosure of exempt information as defined in paragraphs 1, 2 and 3 of Schedule 12A of the Act.**

68. BEESTON TOWN CENTRE REDEVELOPMENT – APPENDIX 4

The Committee noted appendix four of the report.

69. TERMINATION OF SHARED SERVICE AGREEMENT

**RESOLVED that:**

1. **The Director of Legal and Planning revert to his substantive role salary with immediate effect.**
2. **The termination of a shared services agreement should be treated akin to a secondment for the purposes of the Policy and Procedures for the Evaluation and Re-Evaluation of Posts and that accordingly, pay protection provisions do not apply, nor is there a need for a further job evaluation to be carried out.**



70. EMPLOYMENT MATTERS

**RESOLVED** that the decisions regarding the termination of the Director of Legal and Planning Services' employment contract on 7 February 2018 and the related payments in paragraph 3 be postponed.

## POLICY AND PERFORMANCE COMMITTEE

15 FEBRUARY 2018

Present: Councillor R I Jackson, Chair

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

Apologies for absence were received from Councillors S J Carr and E Kerry.

### 71. DECLARATIONS OF INTEREST

There were no declarations of interest.

### 72. EXCLUSION OF PUBLIC AND PRESS

**RESOLVED** that, under Section 100A of the Local Government Act, 1972, the public and press be excluded from the meeting for the following items of business on the grounds that they involved the likely disclosure of exempt information as defined in paragraphs 1 and 2 of Schedule 12A of the Act.

### 73. EMPLOYMENT MATTERS

**RESOLVED** that the termination of the Director of Legal and Planning Services' employment contract on 16 February 2018 and the related payments in paragraph 3 be approved.

## Report of the Chief Executive

**EQUALITY AND DIVERSITY ANNUAL REPORT 2017/18**1. Purpose of report

To provide members with an annual review of activity and outcomes in respect of the Council's equality and diversity work.

2. Background

The Council's Equality and Diversity Policy provides the framework for the Council's approach to the wide-ranging equality and diversity agenda. While incorporating the Council's legal responsibilities as a public body within the meaning of the Equality Act 2010, it also outlines the Council's aims and aspirations for achieving cohesive and inclusive communities and ensuring equal access to services. The Equality and Diversity Annual Report 2017/8 is provided at appendix 1 to this report.

Under the Equality Act, public bodies are required to publish equality objectives that will help them further the aims of the general duty. Equality objectives must be specific and measurable and are intended to help focus attention on the priority equality issues within an organisation and help deliver improvements in policy making, service delivery and employment.

Appendix 2 of the report sets out the Council's Equality objectives for 2018/19 and there follows an action plan for 2018-20 based on these objectives.

**Recommendation**

**The Committee is asked to NOTE the report including information contained in appendix 1 and RESOLVE that the proposed Equalities Objectives and action plan for 2018-20 contained in appendix 2 be approved.**

Background papers

Nil

## APPENDIX 1

**EQUALITIES ANNUAL REPORT 2017/18**

This report highlights the work undertaken and the progress and achievements made by the Council and its partners in the area of equality and diversity during 2017/18.

**1. POLICY CONTEXT**

In Broxtowe we want a society in which everyone can contribute to and benefit from our shared ambitions and priorities. This aim is summed up in our policy statement:

‘Broxtowe Borough Council is committed to promoting equal opportunities, valuing diversity and tackling social exclusion. The Council will aim to provide opportunities that meet the diverse needs of different people and groups of people by ensuring that services and employment opportunities are accessible to all. Everyone will be treated fairly and with respect. Diverse needs will be understood and valued. The Council will aim to eradicate all forms of discrimination.’

The Council recognises that it has a duty to mainstream equality and diversity in all it does. We also understand that we have a duty to exercise leadership to promote fundamental rights such as equality of opportunity and freedom from discrimination and we accept that we are in a unique position as an employer, service provider and community leader to promote equality and prevent discrimination.

**2. EQUALITY AND DIVERSITY POLICY FRAMEWORK**

Broxtowe Borough Council has a strong infrastructure to ensure our commitment to equality and diversity is put into practice. Our policy framework outlines the key elements which contribute to the Council's approach to the equality and diversity agenda.

**2.1 The Equality Framework for Local Government**

The Council is currently accredited at the ‘Achieving’ level of the Equality Framework for Local Government (EFLG). The accreditation acknowledges our strong corporate and organisational commitment to equality and diversity and our collaborative work with partners in tackling discrimination and disadvantage and in improving the quality of life of our residents.

**2.2 Equalities Working Group**

The Equalities Working Group is chaired by the Chief Executive and is attended by senior managers and front line staff from all of the Council's departments and key service areas. Meetings of the group are also attended by trade union representatives. The group drives the equality and diversity work across the Council and is responsible for ensuring actions and targets are mainstreamed both corporately and across service areas. During 2017/18 the group has:

- monitored progress against the Council's published equality objectives.

- overseen progress against equality impact assessments undertaken during the year.
- Worked with the training section on the roll-out of interactive training for equality and diversity through the Broxtowe Learning Zone, including a new programme visual impairment to add to those already developed on autism awareness, deaf awareness, dementia awareness, preventing extremism and learning disability.
- Face to face training opportunity was afforded to employees in partnership with the Police on Trans equality; in partnership with the Holocaust centre on Hate crime and in partnership with the Gay and Lesbian switchboard on LGBT equality.
- Given advice and guidance to initiatives on hate crime, refugees, dementia
- Received reports from the Disability Forum
- Discussed national reports and the implications of recommendations such as those of the Casey review

### 2.3 Equalities Impact Assessments

An equality impact assessment (EIA) is a way of determining that a policy, function or service is delivered fairly to all sections of the community and that it promotes equality wherever possible. If a negative impact on a particular equality group is identified when undertaking an EIA, steps should be taken immediately to remove it if it cannot be justified.

During the course of 2017/18 the following EIAs were completed:

- (a) Green Infrastructure Strategy. Consultation had taken place and the action plan had taken into account the consultation responses received.
- (b) Energy Procurement Strategy. The Strategy highlighted the potential that exists in the future to take into account social value when awarding contracts, which had been encouraged by recent legislation with a view to extracting more value from contracts by, for example, construction companies offering apprentice placements as part of the delivery of a contract and thus helping the Council to achieve its aspirations. Officers were requested to remind staff of the need to consider social value when preparing tender specifications.
- (c) Asset Management Strategy had highlighted the fact that accessibility to operational buildings had 'fallen off the radar' and discussion ensued on the reasons for this.
- (d) Capital Strategy. Beeston Square access/new toilets to be acceptable, energy efficient and environmentally friendly. There was the need for assets of community value to be recognised in the context of equality.
- (e) Business Strategy. When the cash offices had closed a separate impact assessment had been undertaken which was now to be refreshed.
- (f) Tenancy Sustainment Strategy and Procedure. Difficulties in communicating with deaf tenants were noted. There was an e-learning course available to address this.
- (g) The budget 2017/18: comments from the disability forum were considered

- (h) Charges and collection frequencies for waste from commercial and household premises: no adverse impacts
- (i) Aids and Adaptations Policy: new grants for adaptations to properties for people diagnosed with dementia were introduced and grants to enable people to adapt their homes to facilitate hospital discharge as well as to move to more appropriate housing suitable for their needs.
- (j) Consent Streets Order: no adverse impacts.
- (k) Enforcement Policy: this takes into account the needs of vulnerable people and those with protected characteristics when decisions on enforcement are made
- (l) Fraud and Corruption Prevention Policy and Money Laundering Prevention Policy: no adverse impacts
- (m) Customers with additional support needs: this policy is designed to protect and support people including those with Protected characteristics to support their wellbeing and signpost them to support services
- (n) Void management policy: no adverse impacts
- (o) Play strategy: there was a wide ranging consultation underpinning the strategy covering different genders, ages and those with disabilities. Issues highlighted included the need for suitable seating in play areas for adults and carers; swings designed to accommodate a companion; rubber surfacing to be wheelchair friendly and the need to avoid access obstacles
- (p) Land disposals policy: no adverse impacts

The Council will continue to assess the impact of new policies, functions or services or revisions to them to ensure compliance with its legal obligations and to demonstrate that it has considered the impact of its decisions on people who share a protected characteristic.

The Council monitors information regarding its employees, and its recruitment policies, and the annual workforce profile was produced for 2016/17 which is available on the Council's website.

## 2.4 Training

The training section of the Human Resources division has a comprehensive equality and diversity learning programme which is fully endorsed by the corporate Equalities Working Group. As part of the corporate induction course, all new employees receive a copy of the 'Equality and Diversity at Work' handbook which is designed to reinforce the messages contained within the presentation. During the course of 2017/18,

72 employees completed training on the Equalities Act (585 have completed training overall); All PC users were assigned this training to complete within 2 months of the start of their employment.

17 employees completed training on Autism awareness (41 overall)

18 employees completed training on deaf awareness

4 employees completed training on Learning Disabilities (23 overall)

23 employees received training on dementia awareness, through the Broxtowe Learning zone

Learning Zone is accessible from a computer, laptop, tablet or smartphone, enabling users to access the site either at work, as part of their agreed learning programme, or in their own time for personal development

A range of other e-learning programmes have been developed and are made available to employees.

Knowledge and awareness of equality and diversity issues has been designed in to the Council's Core Abilities Framework, which is the competency framework against which employees are assessed and against which annual personal development plans are developed.

## 2.5 Community Engagement

Broxtowe's Communications Strategy provides a framework for consulting with local people and stakeholders in the planning and delivery of services. We have a number of established means of communication including Community Action Teams (CATs), consultation with our tenants and leaseholders through Open Forums, Service Review Groups and Resident Involvement Groups and the Broxtowe Disability Forum.

In addition to these long-established and continuing consultation and engagement mechanisms, the Council undertook a number of additional bespoke consultation and/or engagement exercises during 2017/18 in order to gauge opinion, seek expert advice or to facilitate successful community projects.

Examples of these included consultation involved in developing the Play Strategy; consultations regarding Local Plan part 2 land allocations ; Budget consultation for 2018/19, and consultation regarding the future of Beeston Town Hall.

**The Disability Forum** considered issues such as:

- Air quality: the Environmental Health officer responsible for developing the action plan to address this explained how the actions would assist people with breathing difficulties or heart problems
- Support for visually impaired people in Broxtowe Borough Council
- Access to leisure services : the interim managing director of Liberty Leisure Ltd attended and as a result of the discussion greater flexibility was afforded to gym membership holders who had to suspend their accounts on account of illness
- Discussion as to how Hemlock Happening could be made more accessible
- Concerns about the impact of potholes on wheelchair users: these were passed on to the Highway authority

- The dementia action plan: the members of the group commented on the draft dementia action plan
- Becoming a “disability confident employer” by enabling work experience to be offered to people to support them entering the workforce
- The support being offered to residents and customers with mental health problems through the employment through a partnership with Gedling and Rushcliffe , of a mental health social worker.

## 2.6 Complaints

Of the 269 stage 1 complaints recorded in 2016/17, 99 (37%) were received by the paper and internet complaint forms which request monitoring information. Of the 99 that were received, 53 (54%) were completed with the equalities monitoring data.

### Gender

Male – 26  
 Female – 22  
 Not stated - 5

### Ethnic Groups

White British – 41  
 Irish – 1  
 Other White - 1  
 Other Asian – 1  
 Not stated – 5

### Age groups

<17 - 0	45–59 – 18
18–24 – 3	60–64 – 0
25–29 – 5	65+ – 9
30–44 – 11	Not stated – 5

### Long term health problem that limits daily activity?

Yes – 12  
 No – 37  
 Not stated – 3

The data did not raise any particular concerns in respect of any equality strand.



### **3. EQUALITY AND DIVERSITY ACHIEVEMENTS DURING 2017/18**

This section of the report is intended to highlight some key achievements and developments in 2017/18 both in meeting the needs of vulnerable people and in responding to the aspirations of our diverse communities. Outcomes are highlighted across our corporate priorities.

#### **3.1 Housing**

The Housing Committee decided to undertake a review of its Retirement Living service. A report is expected shortly which will assess the adequacy of supply of Housing for people needing supported housing against the demand that there is for this housing in all areas of the Borough. In addition the fitness of the accommodation for the needs of ageing tenants will be assessed. The model of support offered through the officer structure for tenants living in this accommodation will be reviewed against best practice elsewhere, as will the operation of the lifeline service. This is a significant piece of work which will have far reaching implications which will benefit older people living in Broxtowe

The Council is working with health partners to develop a hospital discharge scheme which will enable support to be provided for people leaving hospital but who need assistance before being able to return to live independently at home. Practical help with technology, including easy to access messaging systems for people in the early stages of dementia and the lifeline system operated by the Council enable many older residents to stay in their own home for longer.

Adaptations to properties for people with disabilities were made in accordance with the policy. To date expenditure of £455,331 has been incurred.

A new policy for people with additional care and support needs was agreed by housing Committee. This provides a clear framework within which Housing Officers are expected to conduct risk assessments and link people with such support needs up with a variety of agencies which can support their needs.

A new rent collection policy was agreed which sets out the support available for vulnerable people who face financial problems.

A Universal credit steering group was set up which includes the CAB, the housing section, Housing benefits section and DWP. This will ensure that there is good planning to support people when Universal credit is introduced later in 18/19.

Following a Housing restructure in October 2017 a new tenancy Sustainment Officer and a new Financial Inclusion Officer were employed. These employees are helping people to sustain their tenancies and helping them manage their resources.

### 3.2 Business Growth

Under this priority the Council seeks to encourage business growth, the regeneration of town centres and in particular the implementation of Beeston town centre phase 2.

By the end of March 2017 Broxtowe had provided a total of **19** work experience placements to students, young job seekers and the long-term unemployed. **6** apprenticeship positions were in place at Broxtowe and many more are provided through the partnership with our Housing Modernisation contractor.

Included within the Eastwood Action plan (another area of higher unemployment), are initiatives which relate to helping young people in Eastwood access employment opportunities, which include working with a company, "Talent Match" to support young people's employability skills. In addition the Job club in Eastwood is proving very successful in helping people with interview practice, writing CVs and in job applications. Some have successfully entered the workforce through the support offered.

### 3.3 The Environment

The Council is committed to protecting the environment and enhancing it for future generations and seeks to achieve this aim through innovative approaches to waste management and recycling, energy reduction, and the management and enhancement of our parks and open spaces.

We recognise that the environment belongs to everyone and we endeavour to work with our community to achieve our objectives. Tree and shrub planting schemes take place with the engagement of local residents and community groups, particularly children and young people.

Our waste and recycling service provides an assisted collections service for domestic refuse. Disabled people, the elderly and the infirm, who may experience difficulty in placing their refuse bins at their property boundary ready for collection, receive a service which enables the bin to be pulled out for them. The service can also be offered on a temporary basis to people recovering from illness or injury or following surgery and which restricts their ability to place their bins at the appropriate collection point. At the end of February 2018, some 982 householders were utilising this service. In addition there are several complexes where all bins are pulled out without having to go through the application process.

### 3.4 Health

Liberty Leisure, the Council's leisure company, continued to provide opportunities to participate in activities regardless of age, gender, ethnic origin or physical ability. These included free swimming sessions for children during the school summer holidays, targeted activities such as Walking Football and Walking Netball for older participants, the 'Walk and Talk' initiative, which included specific opportunities for people with a range of disabilities, and

'Buggy Babes' providing an opportunity for mums with babies to get together and socialise while exercising.

The Health partnership task group continues to deliver a programme of activities to address health inequalities in Broxtowe. This has included delivery of actions to address smoking cessation; reduce drug and alcohol misuse, reduce obesity and improve mental wellbeing.

The Council has developed and delivered a dementia action plan and a child poverty action plan. A multi-agency stakeholder group is meeting to help map services for people diagnosed with dementia in order to help these people link up with support services.

Through the Health task group a learning disabilities network was set up which is helping people with learning disabilities to access services and enabling them to enjoy social opportunities. A case study focusing on Housing has provided valuable insights as to how the housing service can respond better to the housing needs of people with learning disabilities.

The Borough Council has assisted the County Council led initiative to reduce loneliness through a pilot scheme which has operated in Beeston.

Throughout the year, we worked with partners to deliver and support a number of successful community and multi-cultural events across the borough, including the Hemlock Happening and Christmas Lights switch on events.

Free swimming in the school holidays and Free play days run by liberty Leisure in Eastwood Kimberley, Stapleford and Beeston in July and August continue to enable youngsters from low income families to benefit from activity during the school holidays.

During the year, the Broxtowe Community Celebration Group within the Broxtowe Partnership works to celebrate the diversity of our local community and to build positive partnerships between different faith and cultural groups.

The 13<sup>th</sup> annual Community Celebration event was held in July 2017 at its usual venue, Round Hill School, Beeston, where 844 people enjoyed food, music and performances which were representative of faiths and cultures from around the world. 90% agreed that the event was successful in bringing people from different backgrounds together.

The calendar year concluded in December 2017 with the cross-cultural 'Season of Lights' celebration .450 visitors attended including people with a diverse number of backgrounds and beliefs including such as Turkish, Pakistani, Chinese, Muslim, Korean, Afro-Caribbean, Sikh, Russian, Christian, Hindu, Jewish, Pagan, Atheist, Buddhist and a number of Eastern European Communities . The event received very positive feedback.

### **3.5 Community Safety**

Crime disproportionately affects more deprived wards in Broxtowe. The Police and Crime Commissioner funded work which provided additional measures to tackle crime in Eastwood South during 2017/18.

The local community came together in January 2018 to mark the 18<sup>th</sup> annual Holocaust Memorial Day, which the Council is proud to have marked for a number of years. Those attending the ceremony at the Walled Garden at Bramcote Hills Park included civic dignitaries, members, officers, and community leaders, members of the public and young people from across the Borough.

The Refugee Steering group met regularly to oversee arrangements to support the welfare of those settling in our area under the Vulnerable People's resettlement programme.

## APPENDIX 2

**BROXTOWE'S EQUALITY OBJECTIVES**

Through these five broad headings and the targeted work identified under each one we propose to address our main priorities for improving our understanding of the inequalities in the borough, addressing identified needs and fostering good relations between our diverse communities.

**Develop our knowledge and understanding of the communities we serve**

- Develop a consolidated database of borough profile data and undertake an annual review of the statistical profile of Broxtowe and the disaggregated ward and community profiles.
- Improve the quality of data about the issues affecting disadvantaged and minority groups including those protected under the Equality Act.

**Identify and deliver actions which aim to narrow the gap in outcomes between disadvantaged groups and the wider community**

- Work with partner agencies to identify health inequalities within disadvantaged groups and sections of the community and deliver targeted work through the Health Task Group of the Broxtowe Partnership.
- Work with partners on the South Nottinghamshire Community Safety Partnership to deliver targeted work to tackle crime and anti-social behaviour and improve outcomes for vulnerable people.
- Deliver the pledges we have undertaken to tackle and alleviate child poverty in Broxtowe as part of our Child Poverty Strategy.
- Continue to deliver actions to address the needs of minority and vulnerable groups including work on supporting people to live well with dementia, work to tackle loneliness and to support those with mental health problems and learning disabilities.

**Improve service design and delivery through improved communication and engagement with our communities**

- promote the use of customer engagement and feedback to inform the way services are designed and delivered.
- improve and strengthen existing community engagement mechanisms through Community Action Teams, service review groups, disability forum and local community groups and ensure consultation and engagement outcomes are fed back into the policy making arena.

**Embed equalities throughout the Council**

- Develop our workforce planning and profile data to improve the quality of protected characteristic information.
- Undertake a self-assessment against the criteria of the 'Excellent' accreditation of the Equality Framework for Local Government.

- Continue to deliver equality awareness training as part of the corporate induction process for employees and members.
- Continue to provide equality and diversity training to all employees and members.
- Improve the quality and quantity of information on the Council's website and improved monitoring of targeted outcomes.
- Learn from case study "customer journey" studies in order to progress understanding of the experience of customers with protected characteristics of the council's services.

**Foster good relations between our communities**

- Continue to support and promote events and activities that bring people together, celebrating the diversity of the borough and contributing to community cohesion.
- Improve the way in which refugees and asylum seekers are supported within the community with the assistance of voluntary effort within the community.

## APPENDIX 2

## EQUALITY AND DIVERSITY ACTION PLAN 2018-2019

Action Code & Title		Assigned To	Due Date
<b>Objective 1: Develop our knowledge and understanding of the communities we serve</b>			
1.1 Keep Borough Profile Data under review to understand community changes and risks	Ruth Hyde	Ruth Hyde	31-Mar-2019
1.2 Continue to improve the quality of data about disadvantaged and minority groups.	Ruth Hyde	Ruth Hyde	31-Mar-2019
1.3 Continue to develop and improve the disaggregation of borough data at the ward and LSOA level	Ruth Hyde	Ruth Hyde	31-Mar-2019
1.4 Promote electoral registration and participation in democracy in the light of under-represented groups	Ruth Hyde	Sue Rodden	31-Mar-2019
<b>Objective 2: Identify and Deliver actions which aim to narrow the gap in outcomes between disadvantaged groups and the wider community</b>			
2.1 Complete actions contained within Health Task Group Action Plan to promote wellbeing including Support for cancer awareness Suicide prevention Brief intervention training Making every contact count training	Alex McLeish	See action plan which allocates specific actions to individuals	31-Mar-2019
2.2 Review and update the Child Poverty Action Plan	Jayne Fletcher	See action plan which allocates specific actions to individuals	31-Mar -2019
2.3 Deliver the actions contained within the Eastwood Action Plan	David Gell	Joy Balchin See supporting	31-Mar-2019

Action Code & Title		Assigned To	Due Date
		action plan	
2.4.Update and implement the Council's Dementia action plan and continue to support initiatives to address loneliness and support people with mental health needs	David Gell	Alex McLeish See supporting action plan	31-Mar-2019
2.5 Complete the customer journey study into the experience of people with learning disabilities of living in Broxtowe through the learning disabilities network	David Gell	Alex McLeish	31-Mar-2019
<b>Objective 3: Improve service design and delivery through improved communication and engagement with our communities</b>			
3.1 Work through local plan part 2 and neighbourhood plans to make provision for the identified accommodation needs of gypsy travellers	Steffan Saunders	David Lawson	31 <sup>st</sup> Dec -2018
3.2 Work to improve the way refugees and asylum seekers are supported and integrated into the community	David Gell	Sarah North Jayne Fletcher	31-Mar--2019
3.3. Ensure the roll out of E-learning and face to face training for employees to improve awareness of equalities issues	Ruth Hyde	Rachel Zaccaria	31-Mar-2019
<b>Objective 4: Embed equalities throughout the council</b>			
4.1. Update the workforce profile for 2017/18	Ruth Hyde	Keith Commons	31-Dec-2019
4.2. Identify actions required to achieve the "Excellent" accreditation of the Equality Framework for local Government	Ruth Hyde	Ruth Hyde	31-Dec-19
4.3 Review and Revise the Corporate Equality and Diversity Policy	Ruth Hyde	Ruth Hyde	31-Mar-2019
<b>Objective 5: Foster good relations between our communities</b>			
5.1 Support and provide community events to promote equality and diversity including			



Action Code & Title		Assigned To	Due Date
<ul style="list-style-type: none"> <li>Holocaust Memorial Day</li> </ul>	Sarah Yates	Sarah Yates	27-Feb-2019
<ul style="list-style-type: none"> <li>Community celebration event</li> <li>Season of Lights event</li> </ul>	Ruth Hyde Ruth Hyde	Sajada Akbar Sajada Akbar	July 2018 December 2018
<ul style="list-style-type: none"> <li>Hemlock Happening</li> </ul>	Chris Laxton-Kane	Alex Khan	July 2018
<ul style="list-style-type: none"> <li>Christmas lights switch on events</li> </ul>	Chris Laxton-Kane	Alex Khan	December 2018

## Report of the Interim Deputy Chief Executive

**BEESTON TOWN CENTRE REDEVELOPMENT**1. Purpose of report

To update members on progress on The Square Phase 2 in Beeston.

2. Background

Committee will recall that the Council has agreed to act directly as developer for a cinema and food and beverage development at the top end of the site, with a residential development at the bottom end of the site, linked by public realm. The estimated cost of the development is approximately £10.865 million over the next three years.

3. Key Updates

- Planning permission will be sought in the next few weeks, following a brief further public consultation.
- A design review panel has been held.
- Discussions continue with the prospective cinema and various food and beverage (F&B) operators.
- The Council has now secured sufficient funding to cover pre-construction costs.

It is recommended that no construction contract is let until such time as the following have been secured:

- Cinema conditional agreement for lease
- Rent payable under the above (plus any other forward lease commitments) sufficient to cover estimated interest payable on the project capital borrowing.
- Planning permission for leisure element
- Legally-binding sale agreement for residential site.

4. Financial implications

These are outlined in appendix 1. A marketing update is included in the confidential section of the agenda at appendix 2.

**Recommendations**

**The Committee is asked to RESOLVE that no construction contract is let until such time as the conditions set out above have been secured.**

Background papers

Nil

Financial implications

The capital programme 2018/19 – 2020/21 approved at Finance and Resources Committee on 15 February 2018 included £10.865 million over the next three years for the Beeston Town Centre redevelopment.

The planned financing of the capital programme assumes at this stage that the estimated £10.865 million cost will be met by borrowing. Whether the Council needs to borrow the entire £10.865 million or a reduced amount will be heavily influenced by the following factors;

- The sale of the residential element
- The level of tram compensation received
- Any funding that may be received from the D2N2 Local Enterprise Partnership.

Whilst the level of budget allocated to this initiative is set by members, responsibility for deciding the methods used to finance this expenditure is delegated to the Interim Deputy Chief Executive in his role as Section 151 Officer. Details of financing measures taken will be reported to members at the earliest opportunity.

The Finance and Resources Committee on 18 May 2016 allocated a budget of £325,000 for specialist legal land and procurement advice for Beeston Square. It is intended that this is met from a combination of General Fund capital receipts, tram compensation and £70,000 received from the Nottingham Pre Development Fund. The total expenditure incurred against this budget to date is £211,795.

It is anticipated that securing the conditions necessary to allow the construction contract to be let including the procurement of a building contractor to the point of contract award would cost up to £800,000. It is presently anticipated that this will be met from the £10.865 million as set out above. If any further budget allocation is required then this will be brought before members for consideration.

## Report of the Chief Executive

**REGULATION OF INVESTIGATORY POWERS ACT 2000**1. Purpose of report

To inform members of the use of the Regulation of Investigatory Powers Act 2000 (RIPA) powers and to amend the Policy and Guidance document.

2. Detail

The Policy and Guidance document should be regularly reviewed by members to ensure it remains fit for purpose.

The Council has made no use of the RIPA powers since July 2015. This is due to the fact that the only use being made by the Council was in connection with investigations into benefit fraud, and this function transferred back to the Department of Works and Pensions. However, Officers are required to undergo refresher training under the e-learning system to prepare for the possibility of the RIPA powers being used in a new area.

The Policy and Guidance Document refers to two positions which need to be filled. The most senior position is that of Senior Responsible Officer which has up until now been filled by the Director of Legal & Planning Services. It is now proposed that this role will be performed by the Chief Executive and the Policy and Guidance Document requires amending to this effect.

3. Financial implications

There are no financial implications.

**Recommendation**

**The Committee is asked to NOTE the use of RIPA powers and RESOLVE that the Policy and Guidance document be amended to name the Chief Executive as the Senior Responsible Officer.**

Background papers

Nil

## Report of the Chief Executive

**PART 2 LOCAL PLAN – VIABILITY UPDATE**1. Purpose of report

To seek authority to set aside standing orders regarding procurement to allow Broxtowe to commission work on behalf of Broxtowe, Rushcliffe Borough (RBC) and Nottingham City (NCC) Councils.

2. Detail

Viability work was undertaken two years ago and was commissioned via the Greater Nottingham Joint Planning Advisory Board. The work now needs refreshing to ensure viability evidence is up to date at the point our Part 2 Local Plan is submitted which is due to take place after Jobs and Economy Committee in June.

The work was undertaken by David Lock Associates supported by the Nationwide CIL Service and it makes good planning and financial sense to use the same consultants again as it will save time, duplication of work and ultimately cost. The fee for Broxtowe is £10,000 which is comfortably within the procurement threshold of needing to get three tenders (£25,000). However, Broxtowe have been asked to commission the work on behalf of our neighbours at RBC and NCC and the total cost of this is £30,000 as it makes sense to have a single contract.

3. Financial implications

It is expected that to set aside the normal procurement arrangements will save money. A different consultant without the baseline work from 2 years ago is likely to cost more. In addition the work for BBC in isolation is £10,000 which does not need committee approval.

**Recommendation**

**The Committee is asked to RESOLVE that the normal procurement arrangements are set aside to allow Broxtowe to commission viability update work on our own behalf and on behalf of this Council's two neighbouring councils at a total cost of £30,000.**

Background papers

Nil

## Report of the Interim Deputy Chief Executive

**FUTURE OF THE TOWN HALL, BEESTON - EXPRESSIONS OF INTEREST**1. Purpose of the report

To report to Committee the latest developments on the future of the Town Hall in Beeston and to seek approval for the criteria for assessing expressions of interest and detailed business cases.

2. Background

Members will recall the reports and meetings of 3 October 2017 and 6 February 2018 relating to the potential future of the Town Hall in Beeston. Committee resolved to consult widely on possible options for the future of the Town Hall in Beeston and then to invite groups to submit more specific proposals.

3. Expressions of interest

The Council launched an invitation to submit expressions of interest on 7 March 2018 and the closing date was 3 April 2018. It is a two stage process; organisations successful at stage 1 will then be invited to submit a full business case. These business cases will be considered by officers and a report with recommendations will be brought back to the 4 July 2018 meeting of this committee.

Appendix 1 contains details of the proposed criteria to be used in the assessment process.

The confidential appendix 2 contains further details of the expressions of interest received, a brief summary is given below:

- One consortium of four community groups
- One faith group
- One developer
- One student co-operative

4. Financial implications

There are none immediately arising from this report, although any future decision on the future of the town hall could clearly have significant financial implications.

**Recommendation**

**The Committee is asked to RESOLVE that the proposed assessment criteria given in appendix 1 be approved and to NOTE the expressions of interest submitted detailed in appendix 2 along with the officer commentary.**

Background papers

Nil

Proposed assessment criteria

**INVITATION TO TREAT (ITT) FOR FREEHOLD OR LEASEHOLD INTEREST IN  
BEESTON TOWN HALL  
SUBJECT TO CONTRACT**

**Introduction**

In March 2018, Broxtowe Borough Council invited Expressions of Interest (EOI) from organisations wishing to occupy Beeston Town Hall if vacated by the Council.

As the sponsor of one or more of these short-listed EOI, you are now invited to prepare a more detailed and final bid. All such offers will be considered at the Full Council Meeting scheduled for 17 October 2018, following which the successful bidder(s) (if any) will be notified and invited to enter into a formal contract for sale or lease as appropriate.

Please note that the Council reserves the right not to accept the highest or indeed any offer.

**Property details**

Floor plans and a location plan were provided as part of the EOI information pack. These remain valid for the subject ITT

The Council's policy on the Disposal of Land and Property will apply to any use, letting or disposal of the Town Hall. A copy of the full policy document will be found on the Council's website.

Please note that Devonshire Avenue car park is to be retained for use by Council employees who need to use their vehicles as part of their daily jobs and is not therefore available for Town Hall users during weekday office hours. This car park may be available outside of these times under a separate licence agreement, depending on demand for general town centre parking to support other new initiatives such as the proposed cinema development on the former bus station site.

Costs and values

The Council is open-minded as to whether a freehold sale or leasing solution will be favoured. In either scenario, it is important that proposers understand the financial implications of taking on the Town Hall. Their ability to afford these will be tested in detail through this ITT.

To assist interested parties with their financial forecasts, the table below is a summary of running costs for the last financial year.

Revenue	£ cost 2016/17
Annual planned and reactive maintenance	10,340
Pay and superannuation of cleaning /caretaking/support service	16,178
Alarm system	75
Air conditioning	239
Lift maintenance	278
Fire equipment maintenance	2,012
Civic amplifier system maintenance	1,171
Lightning conductor maintenance	294
Automatic door maintenance	445
Electrical testing	689
Trade refuse collection	4,583
Gas	4,658
Electricity	26,188
NNDR (2017 list) <i>NB: Charitable organisations may be entitled to relief or exemption from rates.</i>	25,595
Water	2,215
Cleaning materials	848
Towel supply	801
Window cleaning	400
Equipment tools	19
Security	351
Insurance premium	8,949
Grounds maintenance	1,419
<b>Subtotal annual revenue expenditure</b>	<b>107,748</b>

Furthermore, purchasers or long term tenants will be required to assume responsibility for periodic capital repairs – these can be considerable in an historic building. You are encouraged to undertake your own assessment of these repairs but should be aware that significant investment in replacing / upgrading heating systems, bringing the lift up to modern accessibility standards and window replacement will likely be required over the next few years. (These underlying liabilities are one reason why the Council is relocating its services to more efficient and economic buildings.)

In addition to these running costs, proposals that anticipate the grant of a lease will need to make due allowance for payment of rent as the Council is required by law to achieve “best consideration” when disposing of an asset. As a guide, the open market rental value in existing use and condition has been estimated at around £50,000 per annum.



For an outright purchase, the Council would expect to receive in excess of £500,000 for an unencumbered freehold sale. This is based on independent valuation advice. Finally, any conversion or alteration works required to suit the proposed new uses will need to be fully funded by the occupier(s) / owner(s).

NOTE: In exceptional circumstances, the Council *may* be prepared to consider financial support for compelling proposals that confer substantial community benefit and/or assist directly with delivery of core Council strategic objectives. This support may be in the form of reduced rent, grants towards capital works or other appropriate initiatives.

### Planning

The current permitted use for the Town Hall is as office accommodation.

Any proposals involving a change of use will require consent from the Local Planning Authority. This is also Broxtowe Borough Council, but applicants should note that planning is a statutory function separate to the Council's property ownership function.

The cost of planning and any other necessary consents will be the responsibility of the applicant.

General enquiries may be made of the planning department, but interested parties will not be required to submit a formal application as part of their response to this invitation.

A recent third party application to list the building was rejected by Historic England. Notwithstanding, the Council will give more favourable consideration to proposals that retain valued features of the building. These are: The front elevation, stained glass panel on the half-landing (which could be relocated) and potentially the staircase.

The Council will similarly favour proposals that include retention of the Town Hall in substantially its existing form. Demolition and redevelopment is the least favoured option and will only be entertained if no suitable alternatives emerge from the subject process.

### **Access**

Appointments can be made to inspect the Town Hall by arrangement with: **John Delaney, Head of Property Services, Broxtowe Borough Council.**  
[john.delaney@broxtowe.gov.uk](mailto:john.delaney@broxtowe.gov.uk)

## Guidance for Proposers

It is unlikely that the Council will retain any residual presence in the Town Hall in the medium to long-term. It will therefore favour proposals that address how the entire building will be used and managed. If your plans only require a part of the building and/or occasional use, you are encouraged to develop a joint solution with other like-minded organisations.

The Council is open to bids from both community and commercial organisations who may be able to secure the Town Hall's future, make a positive contribution to the viability and vibrancy of Beeston Town Centre and strengthen the local community. This process is intended to provide a medium to long-term (if not permanent) solution for the Town Hall and it is therefore essential that bidders are able to demonstrate that their plans are affordable and sustainable. This is why the Council now requires your response to the EOI to be amplified with detailed financial, business and organisation information. It is acknowledged that this may represent a considerable burden for some organisations. If you wish to discuss any aspect of your proposal on a confidential basis before committing to the production of such information, please contact John Delaney, Head of Property Services at Broxtowe Borough Council, as above.

Your response should therefore address the following:

### About you / the organisation you represent

NB: Proposals made on behalf of one or more organisations are welcome, but you will need to fully explain the working arrangements between partners and identify which organisation will take the lead role. Separate organisation and financial details will be required for each party involved.

1. Type of organisation (partnership / company / charity / etc.)
2. If a company or charity, please enclose your Certificate of Incorporation and/or Charity Registration Document.
3. For other organisations, date of formation.
4. Official registered address
5. Communication address (if different) and main contact details.
6. Description of primary activities
7. Geographical area of operation
8. Full list of all Directors / Officers / Persons of Significant Control with a summary CV for each listing:
  - a. Date of birth
  - b. Relevant professional qualifications
  - c. Time with organisation
  - d. Experience in the type of work your organisation undertakes
  - e. How engaged (employee / volunteer / investor / etc.)
  - f. Commitment to charity (full-time / part time (state % full time equivalent) )
  - g. Any anticipated change in the above if your proposal is accepted
9. Organisation structure – now and proposed

**Financial standing**

NB: If your proposal is for a start-up business or organisation to operate from the Town Hall, you will need to clearly demonstrate how this will be funded and how commitments to maintain the building, together with the payment of rents and other occupation costs, will be guaranteed.

1. Bank details
2. Accountant details
3. Copies of accounts for last 3 years.
4. If latest set of formal accounts relates to a period ending more than 6 months ago, up-to-date management accounts
5. Details of significant liabilities (if not shown in accounts)
6. Details of funding (if not shown in accounts)
7. Any planned changes if proposal is accepted (e.g. sale of existing assets, relocation, surrender of leases, new borrowing arrangements, etc.)

**Proposed use**

1. Proposed building use (e.g.: offices, art gallery, restaurant, etc.)
2. With this require planning consent? If yes, explain how the proposed use will address relevant planning policies.
3. Brief description of any significant changes required to the Town Hall to facilitate the proposed use(s). Simple plans and elevations should be submitted to illustrate these.
4. Please explain how any public access to the building will be maintained.
5. Are you hoping to purchase the building or take a lease with full repairing obligations?

**Business case**

Please include a detailed business plan as part of your application. This should clearly demonstrate that your proposal for the Town Hall is realistic, sustainable and affordable. There is no specific requirement for how this plan is structured, but it should normally contain the following information as a minimum:

- a) Description of the proposal
- b) Demand and competition analysis
- c) Marketing plan
- d) Resources plan
- e) Management plan
- f) Cash flow forecast (income and expenditure) for the first 5 years of operation
- g) Details of capital investment required and sources of funding
- h) Executive summary

**Statement of community benefit (non-commercial offers)**

1. Please explain how your proposal will provide social and/or economic and/or environmental benefits to the local community.
2. Please explain how your proposal will encourage diversity and work to improve community cohesion and reduce inequalities.

3. Please explain how your proposal will contribute to the Council's own priorities and strategic objectives.

Conflicts of interest

Bidders are reminded that any personal relationships between proposers, their immediate families and/or business associates with Officers or Members of Broxtowe Borough Council must be declared within your bid document. Whilst the existence of such relationship(s) will not automatically result in proposals being dismissed, failure to declare such will.

**Submission details**

Two paper copies of bids are required to be submitted as below, together with 1 electronic copy on disc.

These should be sent to: **John Delaney, Head of Property Services, Broxtowe Borough Council**

Either by e-mail to: [john.delaney@broxtowe.gov.uk](mailto:john.delaney@broxtowe.gov.uk)

Or post / delivery in person to: **Town Hall, Foster Avenue, Beeston, Notts. NG9 1AB**

**To arrive not later than 12:00 noon on Friday 15 June 2018**

**Evaluation Criteria**

Bids will be assessed based upon a combination of commercial and quality criteria within the overall context of the Council's Disposal of Land and Property Policy, as referenced above. These will be scored and weighted as detailed below. Any zero scores will generally result in a bid being disqualified as non-compliant (save for community benefit in a wholly commercial offer).

Element	Weighting
Commercial (purchase price / rent)	35
Robustness of organisation	10
Financial standing	15
Proposed use – specific reference to retention of building or features, public access, contribution to vibrancy and vitality of town centre, strengthen community.	15
Business case	20
Statement of community benefit	5
TOTAL	100%

### How we will score commercial element of applications (35%):

We will score rent or purchase offers using the following formula:

$$\frac{\text{Your bid}}{\text{Highest alternative bid}}$$

#### NOTE:

- Rental bids that are not straight line (i.e. they are stepped or similar) will be averaged over the first 5 years.
- If the highest alternative bid is less than the target figures set out in this ITT, then the latter will be used.

#### EXAMPLES:

- If your bid is a rent of £35,000 per annum and the highest alternative is £55,000, you will score 0.636 (35,000/55,000)
- If you offer £250,000 to buy the property and the highest alternative is £500,000, you will score 0.5 (250,000/500,000)

**How we will score quality element of applications (65%):**

<b>Score</b>	<b>Requirements to attain Score</b>
<b>0</b>	<b>Completely unsatisfactory/unacceptable response</b> No response to the question or serious deficiencies in meeting the required standards. The risk to the Council is very high.
<b>1</b>	<b>Poor response</b> The proposals provide only limited evidence that the specified requirements will be met and / or demonstrate significant omissions and / or demonstrate only a limited level of quality. The risk to the Council is high.
<b>2</b>	<b>Acceptable response in most areas</b> The response is compliant in most areas, but in some areas falls short of the required standards. The proposals provide evidence that reasonable quality will be met where detailed, but with some material omissions. The risk to the Council is medium.
<b>3</b>	<b>Good response</b> The response is compliant and meets the contract standards. The proposals provide evidence that the specified requirements will be met, with no more than minor omissions and where any concerns are only of a minor nature, and demonstrate reasonable quality. The risk to the Council is low.
<b>4</b>	<b>Outstanding response</b> The response is fully compliant, with no omissions, and clearly indicates a full understanding of the contract. The proposals provide strong evidence that all of the specified requirements will be consistently delivered to a high level of quality. The risk to the Council is very low.

Each bidder will be provided with a copy of the anonymised scoresheet for all compliant bids once a final decision has been made. No other feedback may be given other than that which may be required by law.

**Address for Queries**

Any queries regarding this information pack and/or details required within your Expression of Interest should be addressed to **John Delaney, Head of Property Services, Broxtowe Borough Council** as per the contact details above.

**Privacy Policy**

The expression of interest you submit will be retained for up to 6 years in electronic and/or hard copy format for the sole purpose of assessing your interest in the town hall. Whilst commercial confidentiality will be maintained wherever possible and appropriate, your submission, or a redacted version thereof, may be subject to release under Freedom of Information and other legislation.

Please also confirm in your submission that you are happy for it to be passed on in whole or in part to the Council's external professional advisors for the sole purpose of assisting the Council in assessing your submission.

## Joint report of the Chief Executive and the Interim Deputy Chief Executive

**REVIEW OF CORPORATE PLAN PROGRESS AND FINANCIAL PERFORMANCE**1. Purpose of report

To report progress against outcome targets linked to Corporate Plan priorities and objectives and to provide an update as to the latest financial performance as measured against the budget.

2. Background

The Corporate Plan 2016-2020 was approved by Cabinet on 9 February 2016. Business Plans linked to the five corporate priority areas of Housing, Business Growth, Environment, Health and Community Safety were approved by the respective Committees in January 2017.

3. Performance management

As part of the Council's performance management framework and to meet the commitment to closely align financial and performance management, the Business Plans for the priority areas are considered alongside detailed revenue budget estimates, the capital programme and other financial information. The relevant Committees receive regular reports during the year which review progress against their respective Business Plans, including 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 made towards Corporate Plan priorities and the latest data relating to Critical Success Indicators (CSI), identified as a means by which outcomes relating to corporate priorities and objectives can be measured. This summary is detailed in appendix 1.

4. Financial performance

A summary of the financial position as at 28 February 2018 with regard to the employee budgets, major income headings and progress against achieving the savings target set as part of the budget is included in appendix 2. A summary of the capital expenditure position to 28 February 2018 is also included.

The Council's Procurement and Contracts Officer left the Authority in June 2017. The Council has recently been through an external recruitment exercise for the post; however, the post was not recruited to. Therefore, it is requested that an interim appointment be made over the next few months. Costs will be met within the existing staffing budget. Good progress has been made in reducing rent arrears. In order to meet the challenges of Universal Credit and implementation of the new Capita system it is recommended that an Interim Rents Recovery Manager is appointed to lead the rents team, with a view to the team eventually be transferred to the Housing Department. This post will be funded through the HRA.

**Recommendation**

**The Committee is asked to:**

- 1. NOTE the progress made in achieving the Corporate Plan priorities and with regard to the financial position for 2017/18.**
- 2. RESOLVE that an Interim Procurement Officer and Interim Rents Recovery Manager be appointed.**

Background papers: Nil

**PERFORMANCE MANAGEMENT**1. Corporate Plan

The Corporate Plan 2016 - 2020 was approved by Cabinet on 9 February 2016. It sets 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 this period, the Council will focus on the priorities of Housing, Business Growth, Community Safety, Health and Environment.

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

2. Business Plans

A series of Business Plans linked to the five corporate priority areas were approved by the respective Committees in January 2017.

The Business Plans detail the projects and activities undertaken in support of the Corporate Plan 2016-20 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 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 a high level report of progress against Corporate Plan priorities on a quarterly basis. The report provides a summary of the progress made to date towards achieving the corporate priorities and objectives. It also provides the latest data relating to Critical Success Indicators (CSI), which have been identified as a means by which outcomes relating to corporate priorities and objectives can be measured.

Further operational performance data, such as Key Performance Indicators (KPI) and Management Performance Indicators (MPI) are monitored by the respective Committee and/or General Management Team/Senior Management Team as appropriate. Similarly, the Business Plans for the support service areas (Bereavement Services, ICT and Business Transformation, Resources and Revenues, Benefits and Customer Services) are not being considered here at this stage.



Each of the five priorities is considered separately below:

## 1. HOUSING

The Council's priority for Housing is “**A good quality affordable home for all residents of Broxtowe**”.

Updates relating to each of its objectives are provided below:

### Increase the rate of house building on brownfield sites (Ho1)

Responses to the Local Plan Part 2 consultation were reported to the Jobs and Economy Committee on 14 December 2017. Final alterations were proposed to full Council prior to submission of the Plan for examination in 2018. The adoption of the Plan after examination will then secure the five-year land supply of land on which to build houses in Broxtowe.

### Become an excellent housing provider (Ho2)

Good progress is being made in updating Housing policies and procedures. In order to improve processes and ensure compliancy, new Gas Safety and Servicing and Electrical Safety Policies were approved by the Housing Committee on 20 September 2017. At the subsequent meeting on 1 November 2017 both the Voids Management Policy and the Customers with Additional Support Needs Policy were also approved.

An external review of the Retirement Living service has been undertaken during the quarter. Consultation has been completed with officers and members. The findings were recently presented to Housing Committee on 14 March 2018.

The Homelessness team have focused on homelessness prevention work for many years and are currently preparing for the provisions of The Homeless Reduction Act, which comes into force in 2018. This Act introduces requirements for local housing authorities to undertake homelessness prevention work with all those who are eligible for help and threatened with homelessness. An applicant's needs and personal circumstances will be assessed and detailed advice provided in personalised plans that set out the steps that will be taken to either prevent or relieve the applicant's homelessness.

### Improve the quality and availability of the private sector housing stock to meet local housing need (Ho3)

The Council hosted the annual South Nottingham Private Sector Landlords Forum. Presentations were given to landlords from Broxtowe, Gedling and Rushcliffe at the event covering topics such as improving energy performance ratings and legal updates.

Critical Success Indicators for Housing

Indicator Description	Pentana Code	Achieved 2016/17	Target 2017/18	Q3 2017/18	Comments (incl. benchmarking)
Supply of ready to develop housing sites	NI159	72%	100%	-	Decision taken at Jobs and Economy Committee on 26 January 2017 to address the five year housing supply shortfall in the Part 2 Local Plan which was published in September 2017.
Net additional homes provided	NI154	297	360	-	Data collected annually.
Private sector vacant dwellings that are returned into occupation or demolished	HSLocal _11	38	25	24	A total of 54 dwellings have been returned into occupation or demolished to date in 2017/18.
Overall satisfaction	HSTOP _01	93%	87%	89.5%	This indicator shows tenant and leaseholder satisfaction levels with the overall service provided by the Housing Service. We achieved the second highest score in our peer group.

**2. BUSINESS GROWTH**

The Council's priority for Business Growth is '**New and growing businesses providing more jobs for people in Broxtowe and improved town centres**'.

Updates relating to each of its objectives are provided below:

*Increase the number of new businesses starting in Broxtowe (BG1)*

Almost 450 Broxtowe businesses have now received support totalling over £165,000 after the implementation of the final of the Government's three business relief schemes announced in the spring budget. Almost 40 pubs in the Borough have been awarded a £1,000 reduction off their Business Rates as part of the Pub Relief scheme and 11 small businesses have received a reduction as part of the Supporting Small Businesses scheme, which helps those who have lost their entitlement to Small Business Rates Relief as a result of the April 2017 revaluation.

Following its launch in 2015, the Council's online business advice service with Mi Ventures has been helping local businesses to prepare them for starting up or expanding. Any business looking to benefit from the free business advice can visit the Council's website and receive support from experienced business advisors on a range of topics from writing a business plan to marketing and financial bookkeeping.

Entrepreneurial residents and business owners from around Broxtowe have spoken of the ‘great, helpful and efficient advice’ and how the service has ‘really helped [them] out’. Over 90% of those who had used the service either before starting a business or during their first year would recommend it to others and would use it again. In short sessions, businesses are able to get the information and advice they needed quickly, effectively, and completely for free.

*Help our town centres to compete and attract new visitors (BG2)*

A ‘consent streets order’ has been introduced for Beeston. This requires anyone who wishes to trade on the street in certain areas in Beeston to get approval beforehand from the Council and to pay a fee. This process helps to control activity in the town and make shopping a more pleasant experience for those who visit.

*Complete the regeneration of Beeston Town centre and seek opportunities to regenerate town centres throughout Broxtowe (BG03)*

A workshop was held in October 2017 to update Members on the work which has been commissioned to test the financial viability of Beeston Town Centre regeneration proposals and lay out a road map to progress the project.

The annual report on the investment in Beeston Town Centre last year has demonstrated that the Council is making an annual net profit of £50,000 following the decision to invest in the purchase of Phase 1.

Following on from the successful redevelopment of Maycliffe Hall in Stapleford, options for the future use of Cliffe Hill Community Centre and the Police station site are being explored. This may or may not result in improvements to community facilities in the town, depending on choices made by local Members.

**Critical Success Indicators for Business Growth**

Indicator Description	Pentana Code	Achieved 2016/17	Target 2017/18	Q3 2017/18	Comments (incl. benchmarking)
New accounts on web based Business Support Network	ERLocal_01	41	-	1	A live chat box is to be introduced to direct new businesses to access the support network.
Occupancy Rates					
• Beeston	TCLocal_01a	94%	92%	93%	Static from 92% in Q1.
• Kimberley	TCLocal_01b	89%	92%	95%	Increased from 92% in Q1.
• Eastwood	TCLocal_01c	90%	92%	92%	Increased from 90% in Q1.
• Stapleford	TCLocal_01d	87%	92%	85%	Static from 86% in Q1.

Indicator Description	Pentana Code	Achieved 2016/17	Target 2017/18	Q3 2017/18	Comments (incl. benchmarking)
Employment Land take up	ERLocal_02	11,391 sq m	10,000	2,500 estimate	Baseline year was 2016/17. Data is collected annually. Retail Sites was 11,309m <sup>2</sup>
New retail/commercial floor space within town centres	TCLocal_05	0sqm	-	-	Although there was no additional commercial floor space seen in the town centres during 16-17, Beeston Town Centre will benefit significantly from the addition of approx. 4,000sqm of new, high spec commercial floor space, across 6 GF retail units & cinema. This will be achieved through the mixed use development of the former multi-storey car park, bus and fire station site (Beeston phase 2).  There was also an addition of 88sqm of A4 use Eastwood Town Centre (Mellows Mews Micro Pub) trading from August 2017.
Commencement of works for phase 2 of Beeston Town Centre redevelopment	BG1620_09	-	-	-	Commercially sensitive discussions are continuing with a view to commencing works at the end of 2018/19. As reported elsewhere on this agenda a planning application will be submitted within the next few weeks.

### 3. ENVIRONMENT

The Council's priority for Environment is **'The environment in Broxtowe will be protected and enhanced for future generations'**.

Updates relating to each of its objectives are provided below:

*Reduce litter and fly tipping to make Broxtowe cleaner (En1)*

There has been regular, ongoing activity in the period.

*Maintain and improve the green infrastructure of the Broxtowe (En2)*

Preparations have been made to sow two streams of poppies, running down the slopes at King George's Park in Bramcote and Hall-om Wong Open Space in Kimberley. These will serve as a poignant tribute to fallen soldiers and will mark the Centenary of the end of the First World War. The poppy streams have been inspired by the poppy display at the Tower of London as well as the

Ribbon of Poppies project. Seed sowing events are being organised at both sites involving the community.

The Council, working with community groups around the Borough, have secured external funding that will be used to improve and enhance local parks, open spaces and local nature reserves. Working with the Beeston Civic Society, a £50,000 grant has been secured from Waste Recycling Environmental (WREN) towards refurbishing the play area on Broadgate Park in Beeston. A further £50,000 has also been obtained from WREN for the refurbishment of the play area at Leyton Crescent Recreation Ground, Beeston.

In Moorgreen, working in partnership with the Friends of Colliers Wood, a £10,000 grant was awarded to install the "Colliers Wood Activity Space". This is an accessible outdoor area for community use which includes installation of two halves of a colliery winding wheel as a reminder of the sites industrial heritage.

Further projects have also been delivered. The Judson Avenue open space benefited from a £20,000 externally funded makeover to improve the toddlers play area. At Hall-om Wong in Kimberley, a £12,000 grant has been invested in upgrading a path surface to make the site more accessible.

The Business and Projects team work with volunteers to help improve local nature reserves. At Bramcote Hills Park the Nest Box Group has been busy fixing nest boxes to accommodate a number of bird species. During the springtime these will be monitored and the data passed to the British Trust for Ornithology who will use the information to monitor to monitor populations nationally. It will also help show how the habitat improvement work carried out by the Parks team and the Practical Conservation Volunteers is benefiting birdlife in the park.

A Norway Maple was planted by the Mayor of the Borough of Broxtowe, Councillor Halimah Khaled MBE, in memory of Harry and Pat Roe on 30th November at Dovecote Lane Recreation Ground. The Mayor was joined by friends and family of the couple. Harry and Pat were heavily involved in the early day of the Borough's twinning work with Gutersloh in Germany and were active fundraisers of Macmillan Cancer Support.

At Brinsley Headstocks Local Nature Reserve, the Friends of Greenwood brought volunteers from around the County together for a hedge laying training course. Funded by the Big Lottery the course is one of a series providing practical training for conservation volunteers.

*Increase recycling, composting, renewable and energy efficiency projects as resources allow and reduce residual waste (En3)*

There has been regular, ongoing activity in the period.

### Critical Success Indicators for Environment

Indicator Description	Pentana Code	Achieved 2016/17	Target 2017/18	Q3 2017/18	Comments (incl. benchmarking)
Cleanliness of the streets and open spaces within the Borough (levels of litter)	NI195a	4%	3%	5%	A short term decrease in cleanliness, due to mechanical failure with a pavement sweeper. To address this a pavement sweeper has been hired in whilst a permanent replacement for the pavement sweeper has been procured. Cleanliness will return to target by the next quarter.

Indicator Description	Pentana Code	Achieved 2016/17	Target 2017/18	Q3 2017/18	Comments (incl. benchmarking)
Number of fly tipping incidents removed	SSData_01	399	420	63	The number of fly tips in quarter 1 = 72 and in Quarter 2 = 172
Parks achieving Broxtowe Parks Standard %	PSData_09	96%	95%	94%	Sample sites assessed on an annual basis.
Household waste recycled and composted	NI192	41.04%	40.17%	41.75%	This is an estimate for 2017/18 as not all data was available.
Energy Consumption across all operational sites – Total kWh gas and electric ('000)	CPLocal_03	-	8,448	-	2015/16 = 8,649 This data is compiled annually. The data will not available until the final bills for 2016/17 are available and have been inputted into the energy database.

#### 4. HEALTH

The Council's priority and objective for Health is **'People in Broxtowe enjoy longer, active and healthy lives'**.

Updates relating to each of its objectives are provided below:

##### *Increase the number of people who have active lifestyles (He 1)*

The Leisure and Environment Committee approved a new Play Strategy 2017-2025. This ensures the development and sustainability of play facilities for children and young people in Broxtowe. It identifies a range of issues, needs and aspirations for play and contains an action plan prioritizing investment requirement. In the first year resources will be targeted at:

- Dovecote Lane and Bramcote Hills to address issues of dogs and fouling
- Smithurst Road, Giltbrook which requires a full upgrade of the play area
- Hall-om Wong, Kimberley where work is required to address issues of litter and broken glass.

Work with partners to improve the health of the local population (He2)

A community forum covering North Broxtowe meets up to four times per year. The group, which is chaired by an officer from Citizens Advice Broxtowe, is an informal group that comes together to discuss projects and initiatives taking place in the borough to benefit local communities and to see if they can work collaboratively. For further information about the group please contact the CAB.

A new Food Safety Plan for the Food Safety Service was agreed by the Community Safety Committee on 21 September 2017. This, along with the increased staffing approved by Finance and Resources Committee on 8 January 2018, will enable the Council to complete all planned low, medium and high risk food safety inspections.

The Council was represented at a recent meeting to discuss improving the co-ordination of local services to support people living with dementia. Ideas flowing from this meeting will be fed into a new action plan to support the Council's vision to make Broxtowe a place where people can live well with dementia. A report will be submitted to Housing Committee on 14 March 2018.

Work is progressing with partners to participate in a hospital discharge scheme which will enable the Borough to work in partnership to support people needing to leave hospital but not yet able or ready to return to their own homes. Proposals will be put forward to the Housing Committee in due course.

Reduce alcohol related harm in Broxtowe (He3)

There has been regular, ongoing activity in the period.

Critical Success Indicators for Health

Indicator Description	Pentana Code	Achieved 2016/17	Target 2017/18	Q3 2017/18	Comments (incl. benchmarking)
Total Attendances for Leisure and Culture *	LLDATA _E03 _H01 _B01 _K01 _C01 _S01	1,712k	1,686k	409k	The number of attendances is on track to achieve target.
Total Broxtowe Leisure Cardholders	LSDATA _B02  LSDATA _K02  LSDATA _C02	52,500	54,000	51,601	Data is collected annually. The position at quarter 3 is reported for information.

**5. COMMUNITY SAFETY**

The Council's priority for Community Safety is that '**Broxtowe will be a place where people feel safe and secure in their communities**'.

Updates relating to each of its objectives are provided below:

Reduce the amount of anti-social behaviour in Broxtowe (CS1)

A Public Spaces Protection Order has been made in respect of Chilwell Retail Park. This order is designed to help prevent anti social behaviour arising from car cruising in the area.

Reduce domestic violence in Broxtowe (CS2)

The Communities team organised a programme of town centre information days to enable residents to learn more about services in their locality. Workers and partners representing nine organisations gave advice and/or sign-posted 185 members of the public to local services for further help and advice. A wide selection of free information leaflets was available and 248 crime reduction resources were issued, these included window/door alarms, personal attack alarms, property marking pens, 'no cold caller' stickers and purse bells. As a direct result of contacts made during the sessions Victim Care gave talks to two local groups to raise awareness of their service and community safety.

The White Ribbon Campaign is the largest global effort of men working to end male violence against women. The Council has achieved White Ribbon accreditation and employees, remembers and partners are encouraged to support the campaign.

Critical Success Indicators for Community Safety

Indicator Description	Pentana Code	Achieved 2016/17	Target 2017/18	Q3 2017/18	Comments (incl. benchmarking)
Reduction in reported ASB cases in Broxtowe	ComS_011	2,238	1,832	510	Changes in Police recording make year on year comparisons difficult. Cases reported to Nottinghamshire Police Strategic Analytical Unit.  Quarter 1 = 662, quarter 2 = 623
Reduction in ASB cases reported in the borough to Environmental Health, Communities and Housing	ComS_012 ComS_014 ComS_013	569 56 82	541 53 78	114 11 36	Environmental Health -Q1=184/Q2=153 Communities -Q1=8 / Q2=10 Housing -Q1=54 / Q2=37



Indicator description	Pentana Code	Achieved 2016/17	Target 2017/18	Q3 2017/18	Comments (incl.benchmarking)
Repeat high risk domestic abuse cases referred to the Multi-Agency Risk Assessment Conference	ComS_02 4	15 % (15 cases)	19%	-	2017/18 data not yet available. Data expressed a % of the total number of referrals. Target for 17/18 was set prior to data for 16/17 being received and was based on 15/16 figures.
Domestic abuse in the borough	ComS_02 5	533	550	144	Figures represent domestic abuse crime. 423 crimes to date in first 9 months of 2017/18.  Target reduced from 1,488 to reflect that only domestic crimes are now recorded as opposed to domestic crimes and incidents.
Alcohol related referrals to Change-Grow-Live where successful outcome	ComS_08 5			-	New indicator for 2017-18. Data not yet available

## APPENDIX 2

## FINANCIAL PERFORMANCE

Employee Position

The summary position as at 28 February 2018 as regards to the employee budgets is as shown below:

Directorate	Budget to 28/02/2018 £	Actual to 28/02/2018 £	Variance £
Chief Executive's	1,868,289	1,796,136	(72,152)
Deputy Chief Executive's	5,250,942	5,159,139	(94,673)
Legal and Planning Services	1,663,216	1,653,866	6,393
Housing and Property Services	4,027,893	4,007,781	(20,112)
<b>Total</b>	<b>12,810,339</b>	<b>12,616,922</b>	<b>(180,545)</b>

Any overtime in respect of February (paid in March) is not included. In addition to the above costs, there are redundancy and settlement costs to February 2018 totalling £112,606 that also need to be met from the above budget.

The budget figures shown above include agency costs but exclude the 3% vacancy rate and the additional employee savings target set when the 2017/18 budget was approved. This presently totals £497,900 for 2017/18. The table above shows that the Council will fail to meet the 2017/18 vacancy rate and employee savings target.

Some of the most significant variances with regards to employee budgets are shown in the following table below along with accompanying comments:

Employee Budget Heading	Budget to 28/02/18 £	Actual to 28/02/18 £	Variance £	Comments
<b>General Fund</b>				
Deputy Chief Executive and Section 151 Officer	109,996	40,272	(69,724)	Postholder left on 31 July 2017
Interim Deputy Chief Executive/Section 151 Officer (Agency Costs)	-	101,250	101,250	Providing cover for the vacant Deputy Chief Executive and Section 151 Officer post
ICT Business Transformation	77,688	44,161	(33,527)	New Information Governance Officer started in October 2017
Refuse Collection	1,078,596	1,117,436	38,840	Requirement for additional agency staff
Customer Services	499,217	446,930	(52,287)	Number of vacant posts recently filled

<b>Employee Budget Heading</b>	<b>Budget to 28/02/18 £</b>	<b>Actual to 28/02/18 £</b>	<b>Variance £</b>	<b>Comments</b>
Finance – Audit and Control	218,854	175,188	(43,666)	Procurement and Contracts Officer post has been vacant since June 2017
Development Control	312,996	270,122	(42,874)	New posts approved by Policy and Performance Committee on 4 July 2017 being filled
Capital Works	308,321	263,468	(44,853)	New structure approved by Policy and Performance Committee on 4 July 2017. Posts being filled.
<b>Housing Revenue Account</b>				
Head of Housing	61,235	42,034	(19,201)	Post holder left in November 2017
Head of Housing – Agency Staff	54,300	98,511	44,211	Providing cover for the Head of Housing post. The budget is for period to 30 September 2017 only.
Retirement Living	770,166	713,299	(56,867)	Vacant posts within establishment.
Retirement Living – Agency Staff	0	57,566	57,566	Cover for vacant Retirement Living Officer posts.

### **Non-Employee Expenditure Budget Variations**

The most significant variations on non-employee budgets to 28 February 2018 are as follows:

<b>Budget Heading</b>	<b>Budget 2017/18 £</b>	<b>Actual to 28/02/18 £</b>	<b>Comments</b>
<b>General Fund</b>			
Miscellaneous – Consultancy	0	106,046	This includes payments to Richard Powell (£15,600), DKD Associates (£27,200) and Browne Jacobson (£69,850) with regards to investigatory work. A further payment of £6,330 was made to DKD Associates in March 2018.
Miscellaneous - Third Party Payments	0	34,133	Cost of Interim Strategic Director (from Rushcliffe BC) to 31 December 2017.

Budget Heading	Budget 2017/18 £	Actual to 28/02/18 £	Comments
Planning and Development – Advertising	13,000	22,755	There is a legal requirement for the Council to publicise planning applications. Projected expenditure for 2017/18 is £25,600.
Planning and Development – Neighbourhood Planning Support	38,800	5,541	There are currently 10 neighbourhood plans underway. These are ongoing and as such most of the budget will need to be carried forward into 2018/19.
Planning and Development – Local Plan Examination	80,000	293	The local plan was published in September 2017. There is a requirement that it be externally examined. It is expected that most of this budget will need to be carried forward into 2018/19.
Economic Development – Assistance to Local Businesses/Town Centre Management	54,850	22,269	Following recruitment of a post within the team and moving the Town Centres team to within the Planning and Development function, a number of initiatives have accelerated in progress such as the business grant scheme. However it is expected that some of this budget will need to be carried forward to 2018/19.
Grounds Maintenance – Subcontractors	164,500	272,857	Vacancies, seasonal pressures and additional ad-hoc orders for both internal and external works are resulting in a current projected expenditure of £310,000 for 2017/18. The Grounds Maintenance establishment (including agency) is £12,084 underspent and external income is £75,502 higher than budgeted for 2017/18.
GF Hostel Accommodation – Rent Income	(89,000)	(44,818)	Occupancy of hostel accommodation has been less than anticipated. Income in 2016/17 was £69,722.
Housing Strategy – Consultants	50,000	0	Budget initially established at Housing Committee on 19 July 2016 to assist with establishing a Housing Delivery Company. Will now be used to produce a draft House Building Delivery Plan as agreed at Housing Committee on 14 March 2018. Budget likely to be carried forward to 2018/19.
<b>Housing Revenue Account</b>			
Sheltered Housing – Building maintenance and utility costs	475,850	349,452	There are underspends on various budget headings. Outstanding utility invoices are likely to reduce this underspend by the financial year end.
Housing Repairs – Materials	421,600	350,690	This underspend is partly offsetting the cost of the increased use of sub-contractors.

Budget Heading	Budget 2017/18 £	Actual to 28/02/18 £	Comments
Housing Repairs – Sub contractors	250,000	349,851	There has been increased spend on sub-contractors that has been partially offset by vacant posts within the establishment and an underspending on materials costs.
Housing Repairs – Waste Disposal	56,000	9,115	This underspend is partly offsetting the cost of the increased use of sub-contractors.
Contractors Work	206,800	326,067	The use of external contractors on relets work reflects volume of activity in this area.

### Income Budgets

The position to 28 February 2018 in respect of the most significant variable income budgets is as follows:

Income	Annual Budget 2017/18 £	Income to 28/02/2018 £	Latest Projection 2017/18 £	Projected Variance to Budget £
Garden Waste Income	(591,000)	(623,226)	(623,000)	(32,000)
Sale of Glass	(25,000)	(21,990)	(24,000)	(1,000)
Sale of Wheeled Bins	(10,000)	(25,595)	(28,000)	(18,000)
Recycling Credits – Glass	(90,000)	(57,993)	(99,000)	(9,000)
Trade Refuse Income	(524,000)	(552,218)	(553,000)	(29,000)
Special Collections Income	(57,000)	(52,107)	(57,000)	0
Cemeteries – Fees and Charges	(182,550)	(154,134)	(187,000)	(4,450)
Parking P&D Income	(145,000)	(165,007)	(175,000)	(30,000)
Planning Fees	(440,000)	(436,210)	(467,000)	(27,000)
Industrial Unit Rents	(166,850)	(176,724)	(180,890)	(14,040)
Craft Centre Complex Rents	(32,900)	(30,832)	(33,650)	(750)
Misc Legal Charges Recovered	(30,000)	(11,164)	(12,200)	17,800
General Properties Rents	(92,850)	(103,481)	(113,000)	(20,150)
Licence Income	(150,050)	(139,292)	(146,700)	3,350
Land Charges Income	(120,000)	(89,050)	(97,200)	22,800
Interest on Investments	(114,400)	(169,742)	(180,060)	(65,660)
Beeston Square Rent	(650,000)	(607,662)	(650,000)	0
Lifeline	(165,000)	(168,370)	(183,650)	(18,650)
<b>Total</b>	<b>(3,586,600)</b>	<b>(3,584,797)</b>	<b>(3,626,884)</b>	<b>(225,750)</b>

### Notes

- i) Income from garden waste, sale of glass, sales wheeled bins, glass recycling credits and trade refuse in 2017/18 are expected to exceed the original expectation when the budget for the year was set.
- ii) Income from cemeteries is expected to exceed the original expectation although not as much as anticipated earlier in the year due to a decline in demand as the year has progressed.
- iii) Income from pay and display parking has exceeded due the budget for the year as users appear to be increasing the duration of their stay.
- iv) Income from planning fees is expected to exceed the budget as a result of an increase in major applications compared to last year. It is expected that further major applications will start to be submitted now that the site allocations have been determined from Part 2 of the Local Plan, which was published in September.
- v) Income from industrial units is expected to exceed the budget for the year due to a more favourable than budgeted occupancy rate.
- vi) Income relating to the recovery of legal charges across the Council is expected to be short of the 2017/18 budget. Income received in 2016/17 was £28,450.
- vii) Rental income from general properties has already exceeded the budget for the year. Income received in 2016/17 totalled £113,223 and a similar figure is anticipated in 2017/18.
- viii) Land charges income is expected to be below budget for the year due to reduced demand for personal searches. Income received in 2016/17 was £149,466.
- ix) Expected income on investments in 2017/18 is supported by the rate of return on a small number of longer-term investments and by the gain made on early payment of funds due to the Local Government Pension Scheme.
- x) Income received from Lifeline has already exceeded the budget for 2017/18 as well as the 2016/17 income of £161,696.

### Capital Programme

Capital programme expenditure as at 28 February 2018 is summarised as follows:

	<b>Approved Budget 2017/18</b> £	<b>Actual Spend to 28/02/2018</b> £	<b>Proportion of Budget Spent</b> %
General Fund	2,965,150	1,418,458	47.8
Housing Revenue Account	4,704,050	3,642,317	77.4
<b>TOTAL</b>	<b>7,669,200</b>	<b>5,060,775</b>	<b>66.0</b>

The table includes all capital schemes brought forward from 2016/17, as previously approved, in addition to any other budget changes made up to 28 February 2018. No account has been taken of any invoices received but not yet paid or work that has taken place but where no invoices have, as yet, been received.

The most significant schemes with regards to spending to 28 February 2018 are:

Scheme	Budget 2017/18 £	Actual to 28/02/18 £	Comments
<b>General Fund</b>			
Disabled Facilities Grant	809,100	402,854	Additional budget of £76,650 (funded by Better Care Fund) approved at Finance and Resources Committee 15 February 2018. Carry forward to 2018/19 anticipated.
Warm Homes on Prescription	66,500	3,936	Scheme approved at Finance and Resources Committee 12 October 2017. Major Expenditure expected in 2018/19
Chewton Street, Eastwood - Contamination Surveys	70,000	0	Scheme approved at Finance and Resources Committee 30 November 2017. Desktop work commenced. Work due on site in April 2018
IT Replacement Programme	176,350	37,857	New Ways of Working Project will inform the direction of the replacement programme
Replacement of MFD Photocopier Estate	63,000	0	Statistical research started on current capacity and use. Programme needs prioritising.
VoIP Telephony	50,000	0	Research underway- options appraisal required.
Town Hall Migration (New Ways of Working)	100,000	1,343	Scheme approved Finance and Resources Committee 12 October 2017. Scheme has commenced. Update presented to Policy and Performance Committee 6 February 2018.
Beeston Square Phase 2 - Legal, Land and Procurement Advice	236,150	96,614	Member workshop held February 2018 and Project Board composition approved. Project Manager appointed.
<b>Housing Revenue Account</b>			
Central Heating Replacement	1,061,950	739,710	Work progressing. New contractor now on site.
Modernisation Programme	1,984,850	1,668,531	Work progressing as planned

## Report of the Interim Strategic Director

**CHANGES TO LOCAL GOVERNMENT ASSOCIATION**1. Purpose of report

To confirm the Council's membership of the new incorporated Local Government Association (LGA).

2. Background

The LGA has written to all local authorities regarding the new arrangements which will be introduced for the organisation from July 2018. As a means of keeping down membership costs, the LGA's General Assembly, the main decision-making body made up of councillors from its member councils, took a decision in July 2017 to create a new incorporated Local Government Association. This will enable the LGA to be more financially sustainable, invest more in the work it does to support its members as well as keep subscriptions as low as possible.

The LGA will continue in its current form until July when the General Assembly will take a formal decision to disband the unincorporated Association. As part of the transition, councils have been asked to sign up to the new company. The change will not affect any of the benefits of membership or the services available to members.

The LGA provides a range of benefits to Councils. This includes peer group support, sharing of good practise and relevant conferences and events.

3. Financial implications

Membership of the LGA is £10,450 per annum, provision for has been made in the 2018/19 budget.

**Recommendation**

**The Committee is asked to RESOLVE that the Council applies for admission as a Member Authority of the Local Government Association in accordance with the Association's Articles of Association.**

Background papers

Nil



## Report of the Chief Executive

**GRANT AID REQUEST**1. Purpose of report

To invite Councillors to consider recommending to the Finance and Resources Committee that the Council make a financial contribution towards a memorial for Owen Jenkins.

2. Background

Councillors will know from previous discussions at Full Council that a local boy, Owen Jenkins drowned in 2017 in the River Trent, whilst saving some friends who had got into trouble having entered the water. This event has resulted in not just local water safety measures but initiatives throughout Nottinghamshire to improve water safety. Owen's family have set up a charity, called the OWEN network, which is now promoting open water safety amongst schools in Nottinghamshire.

Owen's family and the local community have raised £2,000 towards the £3,500 cost of a memorial for Owen near the location where he died. The Committee is asked to consider a recommendation to Finance and Resources Committee that the Council make a contribution of £1,500 towards this cause.

3. Financial implications

Finance and Resources administer the grants budget within which a provision of £1,500 could be made to support the memorial for Owen Jenkins.

**Recommendation**

**The Committee is asked to CONSIDER a recommendation to Finance and Resources Committee that £1,500 be committed from the grants budget in 18/19 as a contribution towards a memorial for Owen Jenkins and RESOLVE accordingly.**

Background papers

Nil

## Report of the Chief Executive

**WORLD WAR 1 MEMORIAL CONTRIBUTION**1. Purpose of report

To invite Councillors to recommend to the Finance and Resources Committee that the Council make a financial contribution to a new First World War memorial to ensure the remembrance of those who died in the Great War.

2. Background

In order to honour and commemorate all those who gave their lives for King and Country a project has been devised to create a new memorial to be located in the Memorial Gardens on Victoria Embankment, for the entire County and City with a definitive roll of honour listing the names (approximately 14,000 in all) of all those people from the County and City who lost their lives fighting throughout the First World War. The names listed on the Memorial will include those who died in the Chilwell shell filling factory disaster.

Funds have been committed by the City and County Councils (£100,000 each); Districts are invited to commit £10,000 each, and the remaining £30,000 is to be raised through public subscription, from local business and Military Organisations.

3. Financial implications

There was an underspend of £10,000 in the 17/18 grants budget which has been carried over to support the war memorial project should Councillors be minded to support the scheme.

**Recommendation**

**The Committee is asked to CONSIDER a recommendation to Finance and Resources Committee that £10,000 be committed to the Great War Memorial project funded from a carry-over of underspend from the 17/18 grants budget and RESOLVE accordingly.**

Background papers

General information <http://www.nottinghamshire.gov.uk/culture-leisure/heritage/the-great-war-memorial>

## Report of the Interim Strategic Director

**WORK PROGRAMME**1. Purpose of report

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

2. Background

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

3. Work Programme

4 July 2018	<ul style="list-style-type: none"> <li>• Shared Services Annual Report</li> <li>• Beeston Town Centre</li> <li>• Apprenticeship Strategy</li> <li>• Corporate Plan Annual Review</li> <li>• Leisure Facilities Strategy</li> <li>• Stapleford Community Centre</li> </ul>
3 October 2018	<ul style="list-style-type: none"> <li>• Health and Safety Annual Report</li> <li>• Budget Consultation 2019/20</li> <li>• Business Rates Pool and Surplus Distribution</li> <li>• Procurement and Commissioning Strategy</li> </ul>
12 December 2018	<ul style="list-style-type: none"> <li>• Business Strategy Update</li> </ul>

3. Dates of future meetings

- 6 February 2019

(All meetings to start at 7.00 pm)

**Recommendation**

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

Background papers

Nil



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# REDEPLOYMENT POLICY AND PROCEDURE

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# REDEPLOYMENT POLICY AND PROCEDURE

## 1. Introduction

The following sets out the Council's policy on redeployment for all employees and gives guidelines on the procedure to be followed in considering and applying redeployment within the Council.

Redeployment can be described as the transfer of an employee to an alternative job within the organisation. A clear framework setting out agreed principles, incorporating fairness and consistency is essential.

## 2. Scope

Redeployment should be considered:

- For an employee who is unable to continue in or return to their post for health reasons;
- For an employee unable to continue in their post for other reasons (e.g. incapability, change in personal commitments/circumstances, issues relating to bullying/harassment, etc).
- As a means of avoiding or mitigating a redundancy situation.

The council should ensure that redeployment possibilities are fully explored in all such situations prior to any decision to terminate employment.

It is in the Council's interest to seek to retain the benefit of an employee's skills and experience where possible and to continue to gain from any training investment, etc. It is however, important to balance the needs of the employee with the needs of the organisation.

Under employment legislation, the Council is required to demonstrate that it has fully explored redeployment in all dismissal cases other than discipline. Failure to do so could result in a claim for unfair dismissal being justified against the Council.

~~Some employees will be easier to redeploy than others, whilst certain jobs and occupations will be more difficult to fill through redeployment. Each case must be considered individually, taking into account all the relevant circumstances.~~

Where the associated costs of redeployment could significantly affect a placement being made, consultation between ~~the Head of Human Resources~~ **HR** and the relevant Head of Service must be held, prior to any decision being taken.

### **3. Principles**

~~The Personnel Section within the Human Resources Division HR~~ has responsibility for the development and implementation of the policy and procedure, together with the overall co-ordination and management of the process. It is also responsible for providing advice and support to both managers and individuals in this regard.

Managers and supervisors have the main responsibility for ensuring that redeployment is considered in all appropriate circumstances. Managers have a key role in ensuring the employee is fully supported and regularly updated during the redeployment process.

Employees are expected to understand the policy and comply with the procedure, and to be realistic about the job or other options.

### **4. Main Categories of Redeployment**

#### **4.1 Redeployment for Potentially Redundant Employees**

~~In circumstances where the Council's need for a particular post reduces, redeployment must be considered to prevent redundancy arising.~~

#### **4.2~~1~~ Redeployment for Medical Reasons**

Redeployment should be considered when ~~the Occupational Health Physician~~ Occupational Health has ~~declared advised~~ the individual unfit for the full substantive duties of ~~his/her~~ their post.

#### **4.3 Redeployment for Reasons of Harassment/Bullying**

~~Following the conclusion of an Anti-Bullying and Harassment hearing the Deciding Officer may decide to transfer one of the parties.~~

#### **4.4 Redeployment for Reasons in Incapability**

~~Following a Stage 3 Capability hearing the Deciding Officer may decide to redeploy the employee.~~

~~4.2 Redeployment for Reasons of Incapability, Change in Personal Circumstances, Harassment/Bullying~~

#### **4.5 Redeployment for personal reasons**

This situation may include employees who themselves request redeployment (e.g. to a less demanding job). ~~In all cases, account must be taken of individual needs and circumstances.~~ Whilst every effort should be made to accommodate genuine difficulties being experienced by the employee,

redeployment cannot be guaranteed and cases falling into the previous four categories will take precedence. Where appropriate, the Harassment Policy should be referred to.

#### **4.3 Redeployment for Potentially Redundant Employees**

In circumstances where the Council's need for a particular post reduces, redeployment should be considered to prevent redundancy arising.

The above list is not exhaustive.

## **5. PROCEDURE**

### **5.1 Consultation Process**

Once the need for considering redeployment has been identified, the employing manager with assistance from the Personnel Section HR, should start the consultation process with the employee and their trade union representative or workplace representative.

~~The reasons for consideration of redeployment should be carefully explained to the employee. However, all parties need to be clear as to who initiated the discussions. Usually this would be the employing department but occasionally an individual employee may inquire about redeployment on a personal basis.~~

Where an employee agrees to be redeployed, the HR representative should assist the employee to complete a Skills Audit Form. the Personnel Section should forward a copy of the redeployment personal profile for the employee to complete, and they should then arrange to meet with the employee to assist in its completion. The Skills Audit Form aims to provide an all-round picture of the employee and details the transferable skills/abilities, experience and knowledge the employee can offer the Council not only from their current work role, but also from their personal life. Any initial training needs should be identified.

~~The profile aims to provide an all-round picture of the employee and details the transferable skills/abilities, experience and knowledge the employee can offer the Council  
- It also enables the employee to give information about the kind of jobs they would be interested in, the locations, hours, etc. they could work.~~

~~During this meeting, the Personnel representative should discuss the employee's work/career aspirations, needs and interests with them. Realistic opportunities for redeployment should be explored and any initial training needs identified.~~



~~The employee should retain a copy of the profile and details of any vacancies should be confirmed to the employee. A copy of the Job Opportunities sheet should also be sent out on a weekly basis to the employee. The profile should then be used by the Personnel Section to match the employee to any existing vacancies.~~

~~The employee's name will be added to the Redeployment Register for a period not need exceeding 26 weeks. Details of vacancies will be sent to the employee.~~

## **5.2 Consideration of Suitable Vacancies**

~~No vacancies will be approved for internal or external advertisement without HR checking whether there any employees on the Redeployment Register who might be matched to suitable vacancies.~~

~~HR will actively take steps to match an employee on the Redeployment Register to suitable vacancies. A suitable vacancy is one which matches an employee's skills as detailed on their Skills Audit form and is of a similar grade (i.e. one grade higher or one grade lower). A post may still be regarded as suitable even if a period of training is necessary. Employees have 5 working days of being matching to a vacant to confirm their interest.~~

~~Having been matched to a suitable vacancy, the importing line manager and a representative from HR will meet with the employee to discuss and confirm the employee's suitability for the vacant post and what/if any training is required.~~

~~Where more than one employee has been matched against the same vacancy, interviews should be held with the manager and representative HR to assess which is best suited to the vacancy. When an employee's disability means that they are no longer able to remain in their substantive post, a reasonable adjustment may be a transfer without a competitive interview. After an employee is deemed to have the appropriate skills for the post, the line manager will arrange a trial period.~~

~~The Personnel Section will consider all potentially suitable vacancies. Suitable employment usually means a post that matches an employee's profile and is of a similar grade (i.e. one grade higher or one grade lower). Consideration should initially be given to vacancies within the employing Department or Directorate. Employee preferences should be taken into account.~~

~~Where an employee has been matched to a potentially suitable vacant post, no action should be taken to fill the vacancy until the employee has been able to fully explore the opportunity, i.e. by having an informal discussion with the line manager to find out more about the job. Where the employee wishes to be considered for an opportunity which has been advertised (either internally~~

~~or externally), they will be expected to apply for the vacancy in the normal way. Where the employee suffers from a relevant disability and meets the essential criteria, they will automatically be offered an interview.~~

~~An employee has the option of rejecting an opportunity where there are valid reasons. However, they should be advised that failure to accept a reasonable redeployment offer may result in termination of their employment due to no other posts being available. If an employee rejects a redeployment opportunity which is considered to be appropriate, they will have one further opportunity for redeployment but only where one is available and the 26 week timescale allows.~~

~~Where more than one employee has expressed an interest and are matched against the same vacancy, an interview should be held with the appropriate line manager(s) and representative from the Personnel Section. Where the employee has a disability they will automatically be offered an interview. This will be the same as the usual recruitment and selection interview.~~

~~If following the interview, it is concluded that the employee is not suitable for a particular post for valid reasons, this should be explained to the employee. An explanation should also be provided, if an employee is not 'matched' against a particular post.~~

~~An appropriate and reasonable time will be given in which opportunities are sought by the relevant manager, the Personnel Section HR and the employee given the individual circumstances of each case. The seeking of opportunities However seeking to redeploy an employee must not unduly delay other processes under which the employee may be is being considered, i.e. redundancy, ill health, capability. capability and It would be expected that the redeployment procedure in such circumstances would operate alongside other programmes of support.~~

~~If no suitable post is found or redeployment is not achieved within six months 26 weeks from the date on which the employee is first placed on the Redeployment Register, then the employee would be given the appropriate notice of termination in accordance with their contract of employment. The Council would continue to look for suitable alternative posts during the notice period.~~

~~If the employee and manager conclude that there is a serious possibility of redeployment into a particular job, the employee may need to be referred to the Occupational Health Physician to confirm their medical fitness to undertake the duties of the post (e.g. where redeployment is due to ill health).~~

## **6.Trial Period**

~~Following medical clearance, where appropriate, the An employee should will be placed in the post for a trial period of usually 12-8 weeks, with a minimum~~

period of four weeks. ~~The trial period is to enable the employee to find out about the job, its conditions and undertake any essential induction or initial training. It also allows management to make an objective assessment of the employee's suitability for the post. The Personnel Section HR should will confirm the arrangements in writing.~~

~~The progress of the trial should be reviewed regularly using the form at Appendix 1 and a formal review must be held at the end of the fourth week.~~

~~Following the trial period, there should be a further interview to review the position and to consider confirming the employee's appointment on a permanent basis. A further but more limited trial period may be negotiated at which point training needs should be reviewed again and appropriate arrangements agreed.~~

~~A trial period is a temporary appointment and will give no automatic entitlement to the employee being made permanent until the review period is complete and a decision made about the employee's suitability.~~

~~After the interview or following any further a successful trial period, the employee should be formally redeployed into the post. This should be confirmed in writing by the Head of Human Resources HR and a revised contract of employment etc. issued.~~

~~An employee has the option of rejecting an opportunity where there are valid reasons, taking into account alternative vacancies.~~

~~However, they should be advised that failure to accept a reasonable redeployment offer may result in termination of employment due to no other posts being available.~~

~~If an employee rejects a redeployment opportunity which is considered by the Head of Service to be appropriate, they will have one further opportunity for redeployment but only where one is available and time scales allow.~~

### **5.3 Disability and Redeployment**

~~The majority of disabled people become disabled during their working life. As an employer, the Council must consider how best to make reasonable adjustments to retain or redeploy an employee who has particular needs or whose existing condition has changed or is deteriorating, thereby seeking to ensure that the employee is not put at a substantial disadvantage in their job.~~

~~These considerations are not only requirements under Equality Act 2010, but also an integral part of good management practice and the promotion of equal opportunity.~~

~~When considering redeployment opportunities managers will need to consider whether the new post can, if necessary, be adjusted. Effective adjustments include:~~

- ~~• Changes to duties and/or allocating to another employee minor tasks which could not be done by the disabled person;~~
- ~~• Providing practical aids and technical equipment;~~
- ~~• Changes to contracted hours, working arrangements, etc.~~

## ~~6. Development and training for redeployment~~

~~Employees facing redeployment, for whatever reason, will need help and support in considering alternative jobs and roles, and also the possible loss of a job if redeployment efforts are not successful.~~

~~It is important that line managers dealing with potential redeployment consider arranging appropriate training and other support in consultation with the employee and the Personnel Section.~~

~~The training programme may need to take into account any particular or additional needs of a disabled employee which could include specific training to use any adaptations or special equipment provided and/or extending the training over a longer period.~~

~~A range of grants and equipment to assist employees with disabilities to cope effectively at work may be available through Job Centre Plus. The Personnel Section should be contacted for details.~~

## **7. Protection of Earnings**

If the grade of the post into which the employee is matched is lower than the employee's previous substantive grade, the full salary, allowances and benefits will be protected for a period of six months after confirmation into the post. ~~The protection period may be extended at the discretion of the Head of Service who will consider the merits of each case.~~

Where an employee reduces their working hours, their salary would be paid on a pro rata basis.

Where the remuneration is less than previously earned, there may be arrangements/schemes in operation with the local Job Centre Plus operated by government agencies which may make it easier for an individual to accept employment on a lower salary. ~~The Personnel Section should contact Job Centre Plus to determine whether the employee qualifies for any allowances that may be in operation at that time.~~

~~Other changes to conditions of service should be discussed and negotiated in conjunction with the Personnel Section. Cases must be considered on an individual basis.~~

### ~~8. Trial Period~~

~~An employee would not normally be entitled to more than two redeployment attempts.~~

~~Managers should monitor the progress of redeployment in a fair and objective manner against criteria agreed with the employee beforehand. Proper induction and briefing into the new post will be an essential part of a successful redeployment.~~

~~A trial period is a temporary appointment and will give no automatic entitlement to the employee being made permanent until the review period is complete and a decision made about the employee's suitability.~~

~~During a trial period, an employee's original post may be filled on a temporary basis. It would normally only be filled on a permanent basis when the employee is confirmed in the new post or agrees to the post being filled beforehand.~~

### ~~9. Criteria Trial Period Assessment Criteria~~

### ~~Appendix 1~~

~~The following criteria are suggested for determining whether or not a trial period has been successful. This should be agreed in principle with the redeployed employee before the trial starts and form the basis for review discussions between the employee, manager, Personnel Section and Trade Union representative (if applicable), on a regular four weekly basis during the trial period. The manager may believe it necessary to meet more often and this must be confirmed to the employee.~~

- Has there been sufficient induction to the work place and the job?
- Has there been appropriate initial on the job training of skills and knowledge?
- Have agreed performance targets been met overall?
- What has been the employee's use of resources such as finance, people, equipment and information technology?
- What has been the employee's relationship with any internal or external customers during the trial period?
- What has the employee's relationship with other employees been like?

- What has been the employee's level of attendance at work during the trial period?
- If there have been absences or lateness, what were the reasons for these?
- Have any specific needs been met (e.g. adaptations for those with disabilities)?
- Other criteria relevant to the job.

#### **10. Termination of Employment**

~~Where consideration for the redeployment has arisen from the capability procedure, and it has not been possible within reasonable timescales to find suitable alternative employment for the employee within the Council, the relevant Head of Service would consider terminating the contract of employment under the Council's capability policy.~~



Broxtowe  
Borough  
COUNCIL

~~TIME OFF FOR TRADE UNION  
DUTIES AND FACILITIES SUPPORT  
POLICY~~  
RECOGNITION OF TRADE UNIONS  
AND FACILITIES SUPPORT POLICY

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### **TIME OFF FOR TRADE UNION DUTIES AND FACILITIES SUPPORT POLICY**

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## TIME OFF FOR TRADE UNION DUTIES AND FACILITIES SUPPORT POLICY RECOGNITION OF TRADE UNIONS, CONSULTATION AND FACILITIES SUPPORT POLICY

### 1. Introduction

The Council recognises that trade union representatives shall be elected to represent employees and will be the official representatives of the recognised unions. The Council also recognises that it is vital to good employee relations for the workforce to be represented.

A recognised trade union is an independent trade union recognised by the Council for collective bargaining purposes.

Broxtowe Borough Council recognises UNISON and UNITE. Both Trade Unions recognised must provide the Council with appropriate Service Level Agreements and evidence of their branch's status within their Union's organisational constitution e.g. whether the branch is a stand-alone branch or affiliated with a larger branch elsewhere.

This policy ensures there are effective arrangements in place for trade union recognition and also provides guidance to both managers and trade union representatives regarding requests for time off in respect of union duties.

### 2. Aims of the Policy

The general purpose of this policy is to aid and improve the effectiveness of relationships between the Council and the trade unions and to outline the processes, commitments and joint responsibility of both. The Council and the trade unions have a joint responsibility to ensure that agreed arrangements will work to mutual advantage by clarifying reasonable time off for union duties, activities and training.

It is important that the trade unions endeavour to provide sufficient trained representatives for their membership to ensure that the duties do not mainly fall on a small number of people.

The Council recognises that trade union representatives are entitled to take reasonable paid time off to carry out their union duties and also to attend required union training. In addition they are also able to take reasonable unpaid time off when taking part in trade union activities. The trade union representatives have an obligation not to unduly or unnecessarily prolong the time that they are absent from work.

An employee will not be discriminated against or disadvantaged because of their trade union duties/activities.

### 3. Definitions

#### Duties

These include trade union duties related to collective bargaining

#### Individual representation

This includes:

- Terms and conditions, redundancies, job evaluation and trade union facilities
- Meeting with management
- Preparation for those meetings
- Keeping members informed about negotiations

#### Activities

Activities are mainly related to the effective running of the branch

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### 4. Accredited Representation

Elections for the post of trade union representatives will take place annually within the unions. Employees should advise their manager of their intention to stand as a candidate as soon as possible. In this way managers will be able to plan to accommodate the arrangement.

Following the election the trade union will write to or email the ~~Head of Human Resources~~ Human Resources Manager with names of the newly elected representatives. Should an accredited representative leave office or their employment with Broxtowe the trade union needs to inform the ~~Head of Human Resources~~ Human Resources Manager.

The Council reserves the right to contact the Regional Trade Union office to confirm that any elected trade union representative is appropriately trained and to confirm that they are authorised to undertake Trade Union duties.

### 5. Provision of Facilities

Facilities will be made available to the trade unions without charge for them to effectively carry out their duties and to enable them to communicate with their members.

These will include provision of secure office space; notice boards; access to telephone, fax, internal mail, photocopiers, PC's and e-mail. In addition access to meeting rooms will also be available.

## 6. Reasonable Time Off

Whilst acknowledging that there needs to be a framework for time off it is recognised that it is not always possible to be prescriptive about all duties and activities. It is agreed that requests for time off will not be unreasonably refused.

Paid time off will be given for trade union duties during the working day which include any aspect of collective bargaining and representation of individual members.

Payment for paid time off will be the amount the union representative would have earned during the time taken off.

Where management call a meeting they should ensure that it takes place whilst the appropriate representatives are on duty. If the time of the meeting exceeds the normal finishing time, ~~then they should be paid at plain time rate then appropriate time off in lieu or appropriate payment in line with the overtime regulations with apply.~~

**Union Representatives** may carry out some or all of the following:

- Dealing with issues relating to terms and conditions of employment, or the physical conditions in which employees work
- Engagement, termination or suspension of employment
- Allocation of work or the duties of employment as between employees or groups of employees
- Discipline, grievance or capability
- Duties associated with trade union membership
- Facilities for officials of the union
- Machinery for negotiation or consultation and other procedures
- Communicating with members, management, negotiating bodies, full time officials and other trade union officers
- Collective redundancies and where the Transfer of Undertakings Regulations Apply
- ~~Time off for Branch meetings (a maximum of 1 hour per month)~~
- Negotiation of settlement agreements

In addition time will be given for preparation for meetings.

**Union Learning Representatives** are entitled to reasonable paid time off to undertake the following:

- Analysing learning or training needs
- Providing information and advice on learning or training matters
- Arranging learning or training
- Promoting the value of training

- Consulting the employer about these activities

**Health and Safety Representatives** will be involved in:

- Performing their functions under health and safety legislation
- Attending meetings of the Health and Safety Committee and others as and when required

## 7. Procedure for Requesting Time off

Representatives should not leave their work station to conduct union business without permission from their manager and without giving as much notice as possible. In addition they should inform their manager of the general purpose of the time off, the expected location and duration of time off required.

In some circumstances, Human Resources may require a Union Representative at short notice. Whilst this should be kept to a minimum, it should be recognised that it may be unavoidable in certain cases. Human Resources will discuss the matter with the Representative's Line Manager or Head of Service at the time in order to avoid unnecessary disruption to service delivery.

Representatives will be required to complete a recording sheet on a regular basis which will be available to the ~~Head of Human Resources~~Human Resources Manager upon request.

## 8. Reasonableness

No request for time off for trade union duties/activities as outlined in this policy will be unreasonably refused but will be determined by taking into the account the following factors:

- Has there been sufficient information given on which to make a decision?
- What is the purpose of the time off?
- How much time is being requested?
- What period of notice has been given?
- Is it paid or unpaid?

In requesting information from trade union representatives, managers must have due consideration to the issue of confidentiality. In some emergency circumstances it is recognised that representatives may request time off at short notice.

If there is any issue arising from a belief that the time off has been unreasonably refused, this should be referred immediately to the ~~Head of Human Resources~~Human Resources Manager to make a decision.

## 9. Training

Reasonable paid time off will be provided to attend training approved courses. These will include:

- Initial basic training for newly appointed representatives
- Training where a representative has special responsibilities
- Training to deal with changes in negotiation or significant changes within the Council
- Legislative changes which may affect employee relations
- Training that enables a representative to carry out union duties

The Branch Secretary will provide on an annual basis proposed details of essential training requirements for representatives which will need to be agreed with the ~~Head of Human Resources~~Human Resources Manager.

Training courses over and above these may be granted on an unpaid basis dependent on work priorities.

Attendance at annual conference will be granted for one representative and they will be allowed 50% of work time with the remainder being taken either as annual, flexi or unpaid leave.

Adequate advance notice must be given to relevant line managers and representatives must co-operate in making arrangements to cover jobs during their absence.

Part time employees who are required to attend recognised training courses will be paid for their whole attendance even if it exceeds their normal working hours.

## 10. Communication and good relations

The Council is committed to maintaining and promoting good industrial relations and the Human Resources Manager will meet regularly with the Branch Secretary or other nominated representative of both Trade Unions on a regular basis to discuss employment matters and to promote working together for the greater good of the Council and its employees. The Human Resources Manager reserves the right to review this arrangement as and when appropriate.

## 11. Conflicts of Interest

Whilst the Council would not wish to impede any employee in a Trade Union to the right to representation, there may be occasions where it may not be appropriate for a particular elected Trade Union representative to support a particular employee or group of employees due to a potential conflict of interest as outlined in the Personal Relationship at Work Policy. Additionally, in some

circumstances it may not be appropriate for a Trade Union Representative to represent a member or members that they are closely working with in their substantive job role. This will be discussed on case by case basis.

## **12. DOCAS/Check-Off**

DOCAS is an acronym for Deductions of Contribution at Source, known as "check-off". From 10 March 2018, new DOCAS agreements have to be in place to ensure a "reasonable fee" is being paid wherever employers deduct union subs directly from staff wages. The Council has negotiated with the Trade Unions a 0.5% fee as a reasonable charge to enact the monthly union subscriptions via Payroll. The purpose of this is to ensure good use of public funds and to not unnecessarily burden the tax payer for employers who deduct trade union subscriptions via Payroll. The Council will therefore deduct 0.5% every month from the total 'payover' to the Regional Union Office.

## **13. Reporting of Facilities Time**

The Trade Union (Facility Time Publication Requirements) Regulations 2017 implement the requirement introduced by the Trade Union Act 2016 for public-sector employers to report annually on paid time off provided to Trade Union duties and activities. Union calculations must be done in accordance with the Regulations found here: [2017 Publication Regulations](#)

This must be reported by 31 July 2018 and should relate to 1 April 2017 to March 2018. Statistics will be incorporated into the Workforce Profile and published on the Council's website on an annual basis. An example of information required can be found in the link above.

At present, there is no cap determined by Government in relation to facilities time.

## **14. Industrial Action**

The Trade Union Act 2016 made a number of changes in relation to industrial action. These are:

- **Minimum Turnout Requirement:** In all industrial action ballots, at least 50% of those entitled to vote must do so and a simple majority must be in favour of action. So, if 100 members are balloted, at least 50 must vote. If 50 vote, at least 26 must vote yes for there to be a valid mandate. If all 100 vote, 51 would need to vote in favour. Pre-March 2017 ballots just needed a simple majority with no minimum turnout requirement.
- Trade Unions must include detailed information on any ballot papers to its members including a description of the dispute, what kind of action is being

- proposed and associated timescales related to any industrial action proposed.
- When announcing ballot results to the employer, the Trade Union must provide the following information; numbers of members entitled to vote, number of votes cast, numbers of yes and no votes, numbers of spoiled votes, and whether votes cast meets the 50% turnout requirement.
  - Two weeks' notice must be given to the employer where industrial action is proposed, unless seven days' notice is agreeable to the employer.
  - Ballot mandates expire after six months from the date of the ballot or up to nine months if agreed by the employer. A fresh ballot must be taken upon expiry.
  - During any industrial action, Unions must appoint a 'Picket Supervisor' who is familiar with the Code of Practice found here: [Code of Practice \(Picketing\) 2017](#) and must take reasonable steps to inform the Police of contact details and the location of the Picket line. A Picket Supervisor must also provide a letter from their respective Union authorising the picket which should be provided to the employer and the Police upon request. The Supervisor must be present at a picket, be contactable at all times and wear something that easily identifies them as a Picket Supervisor

#### **Other Information.**

The Certification Officer has new powers of investigation and enforcement. It can now investigate a union's compliance with its statutory duties on a complaint from a third party (including employers or the media) or on its own initiative; and can impose a fine of between £200 and £20,000. The Act also introduces a power to, by regulations, require trade unions to pay a levy to fund the Certification Officer role.

In relation to Union political funds, Members joining a trade union from 1 March 2018 will need to opt in to make contributions to a union's political fund (and will be able to opt-out at any time). Also, where a union spends more than £2,000 per annum from its political funds it needs to provide details of that expenditure in its annual return to the Certification Officer.