



**NEWARK &
SHERWOOD**
DISTRICT COUNCIL

*Kelham Hall
Newark
Nottinghamshire
NG23 5QX*

Tel: 01636 650000

www.newark-sherwooddc.gov.uk

Chairman: Councillor R.B. Laughton
Vice-Chairman: Councillor T. Wendels

Members of the Committee:

Councillor Mrs K. Arnold
Councillor Mrs B.M. Brooks
Councillor Mrs C. Brooks*
Councillor Mrs I Brown
Councillor M. Buttery

Councillor R. Crowe
Councillor K. Girling
Councillor Mrs S.M. Michael
Councillor A.C. Roberts
Councillor D. Thompson

Substitutes:

Councillor D.J. Clarke
Councillor Mrs G.E. Dawn
Councillor Mrs P. Rainbow
Councillor Mrs S. Soar
Councillor Mrs L.M.J. Tift

AGENDA

MEETING: Homes & Communities Committee

DATE: Monday, 16 January 2017 at 6.00pm

VENUE: Room G21, Kelham Hall

**You are hereby requested to attend the above Meeting to be held at the time/place
and on the date mentioned above for the purpose of transacting the
business on the Agenda as overleaf.**

If you have any queries please contact Helen Brandham on 01636 655248.

AGENDA

Page Nos.

1. Apologies for Absence
 2. Declarations of Interest by Members and Officers and as to the Party Whip
 3. Declaration of any Intention to Record the Meeting
 4. Minutes of Meetings held on 7 November 2016 3 - 8
- PART 1 – ITEMS FOR DECISION**
5. Homes & Communities Committee Revenue Budget – Grants & Concessions 9 – 11
 6. Homes & Communities Committee Revenue Budget 2017/18 to 2021/22 12 – 23
 7. Adoption of Fly-Grazing Guide 24 – 41
 8. Shared Empty Homes Officer with Mansfield District Council 42 – 45

PART 2 – ITEMS FOR INFORMATION

None

CONFIDENTIAL AND EXEMPT ITEMS

None

NEWARK & SHERWOOD DISTRICT COUNCIL

Minutes of the **HOMES & COMMUNITIES COMMITTEE** held on Monday, 7 November 2016 in Room G21, Kelham Hall at 6.00pm.

PRESENT: Councillor R.B. Laughton (Chairman)
Councillor T. Wendels (Vice-Chairman)

Councillors: Mrs K. Arnold, Mrs B.M. Brooks, Mrs. C. Brooks, M. Buttery, R. Crowe, K. Girling, Mrs P. Rainbow (substitute), A.C. Roberts and D. Thompson

SUBSTITUTES: Councillor Mrs P. Rainbow substituting for Councillor Mrs S.M. Michael

ALSO IN ATTENDANCE: Councillor Mrs L.M.J. Tift

75. APOLOGIES FOR ABSENCE

Apologies for absence were submitted by Councillors Mrs I. Brown and Mrs S.M. Michael

76. DECLARATION OF INTEREST BY MEMBERS AND OFFICERS AND AS TO THE PARTY WHIP

NOTED: that no Member or Officer declared any interest pursuant to any statutory requirement in any matter discussed or voted upon at the meeting.

77. DECLARATION OF ANY INTENTION TO RECORD THE MEETING

NOTED: that there would be an audio recording of the meeting undertaken by the Council.

78. MINUTES OF THE MEETING HELD ON 12 SEPTEMBER 2016

AGREED (unanimously) that the Minutes of the meeting held on 12 September 2016 be approved as a correct record and signed by the Chairman.

79. SHERWOOD & NEWARK CITIZENS ADVICE – CORE SERVICE PERFORMANCE OUTTURNS 2015/16

The Committee considered the report jointly presented by the Business Manager – Housing & Safeguarding and Jackie Insley, Chief Officer (CAB) in relation to the performance targets in respect of core advice service provision as set out in the Service Level Agreement between the SNCAB and the Council, for which grant funding was awarded.

The Chief Officer, Jackie Insley, circulated to Members a document which summarised the lengthy Appendix to the report (the Annual Report). She acknowledged that whilst the majority of the targets had been met, some had not and this was due to the complexity of the issues presented. She advised Members of the work undertaken by the CAB, noting that they were heavily reliant on volunteers and that they were extremely appreciative of the financial assistance given to them by the Council which enabled them to continue their work in the district. She noted that the charity was undergoing significant changes on a national level and that every effort was being made to secure additional funding. She also advised that the SNCAB could assist the Council in a scrutiny role as they had a wealth of information which they could share.

Members noted that the targets set within the SLA were extremely challenging and that the SNCAB were to be applauded for the numbers of people assisted through the service that they provided. Although they added that ideally they would like to see the levels drop as this would indicate that there were less people in need of assistance. They also stated that the achievements of the SNCAB were a tribute to the late Councillor Stan Crawford, who had been instrumental in the initial stages of negotiations to establish the organisation.

The Chairman of the Committee asked Jackie Insley to pass both his and the Committee's thanks on to all the volunteers, since without their efforts the service could not be provided. He added that he was pleased to see that clients were being assisted with accessing the Severn Trent Water Big Difference Scheme and being assisted to switch their energy supplier, both of which could make a significant difference to their household outgoings.

AGREED (unanimously) that:

- (a) the contents of the report be noted, particularly the performance outturns and annual reports regarding the provision of core advice services to residents in the district by Sherwood & Newark Citizens Advice; and
- (b) the target outturn for the number of clients seen per year remain unchanged.

80. SYRIAN VULNERABLE PERSONS RESETTLEMENT SCHEME

The Committee considered the report presented by the Business Manager – Housing & Safeguarding in relation to the proposed localised model for the resettlement of Syrian refugees in the district, which was in accordance with the requirements set out in the Government's Syrian Vulnerable Persons Resettlement Programme.

The report provided Members with background information on the Scheme and the Government's pledge to resettle (within the UK) up to 20,000 refugees who had fled Syria over a 5 year period. It provided information on funding from the Home Office and how the Scheme was being progressed within the East Midlands and within Nottinghamshire. Details of the proposal for the district were provided, including how this was being developed and actioned i.e. sourcing of accommodation and

community support. Members were also provided with information on other migratory pressures and details were given on the three major Government programmes that were currently in operation, these being: Syrian Resettlement (as per the report); Asylum Dispersal; and Unaccompanied Children Seeking Asylum.

Also in attendance at the meeting was Stephanie Webber (Manager of the Community Cohesion Team) from Nottingham City Council, which was the lead authority in this matter. She advised Members that the City Council had taken a large number of families for resettlement last year and were in a position to share their experiences with all the other local authorities within the district with whom they were working in partnership.

Members agreed that this Scheme was to be welcomed with one Member stating that he had travelled to Jordan some three years ago and had some experience, albeit limited, of the different cultures and conditions in the middle east. He added that it was nothing new for this country to welcome new people from different cultures and that every effort must be made to remove children from countries where they were at risk.

The Chairman of the Committee advised Members that all voluntary organisations were to be contacted with a view to assisting and facilitating the resettlement, orientation and integration into the community of the refugees. He added that if Members knew of any organisation which could assist with this he would be grateful if they could be asked for their support, whether it be with donations of furniture, food, clothing; befriending and mentoring; conversational English practice or even redecorating and furnishing properties in readiness for habitation.

AGREED (unanimously) that:

- (a) the Council's commitment to the Scheme be endorsed and the per capita figures of 40-45 individuals (approximately 10 households maximum) to be resettled in the district over the next 5 years, be approved;
- (b) the proposed delivery model to enter into a Memorandum of Understanding with Nottingham City Council as the accountable body for managing funds from the Homes Office and the commissioning of activities under a Casework Contract and Community Contract in accordance with their Contract and Procedure Rules and Data Protection Policy and Protocols, be approved; and
- (c) the letter attached as Appendix B to the report to mobilise community and voluntary sector partners to support and join a Newark & Sherwood Resettlement Partnership be approved and that Councillor R.B. Laughton, as Chairman of the Homes & Communities Committee be the figurehead for that letter.

Councillor K. Girling left the meeting at this point and did not take part in any debate or voting on the following matters.

81. CAPITAL WORKS AT TEMPORARY ACCOMMODATION – SEVEN HILLS, NEWARK

The Committee considered the report presented by the Business Manager – Housing & Safeguarding in relation to a scheme for some capital works required at the temporary accommodation at Seven Hills, Newark in order to address health and safety requirements.

The report set out that a strategic review of the Council’s temporary accommodation provision within the district had been commenced but the works as detailed in the capital appraisal project form attached as Appendix A to the report were necessary prior to the review being finalised in order to address the aforementioned health and safety responsibilities.

In response to when the outcome of the Review would be known, the Business Manager advised that this would be early in the new year. A Member of the Committee queried the cost of decoration within the appendix noting that the figure quoted in paragraph 2.3 was different to that within paragraph 2.4. The Business Manager advised that she would seek clarity on the matter.

AGREED (unanimously) that Policy & Finance Committee be recommended to allocate capital funding for the proposed capital works required urgently for the temporary accommodation at Seven Hills, Newark as detailed within the report and appendix.

82. COUNCIL’S DRAFT REVENUE BUDGET 2017/18 TO 2021/22

The Committee considered the report presented by the Assistant Business Manager – Financial Services to relation to progress made, to-date, on the budget for 2017/18 and future years.

The report set out the overall strategy of how the budget was to be developed and the timetable for this. The report provided information as to the current financial environment for local government. A four year funding settlement (to 2019/20) to provide funding certainty and stability which enabled more proactive planning of service delivery and support strategic collaboration with local partners was available as part of the 2016/17 Local Government Finance Settlement. However, this was only in relation to Revenue Support Grant and Rural Services Delivery Grant, which in 2019/20 would equate to £113,000. Paragraphs 5.0 to 5.5 of the report noted the already approved budget strategy, and set out the estimated savings therefrom. Details of the Draft Revenue Budget Proposals were set out in Paragraph 6.0 to 6.7.3.

The Assistant Business Manager advised that the formulation of the draft budget for the current year had been difficult due to the amount of unknown factors in local government funding and that details of the Committee’s fees and charges would be brought to the next meeting. She noted that it was challenging to reduce the budget for this particular Committee as many of the costs were of a statutory nature.

AGREED (unanimously) that:

- (a) a review of fees and charges in accordance with the Corporate Charging Policy be undertaken;
- (b) the current draft Committee budget be incorporated into the overall service budget to be reported to the Policy & Finance Committee at its meeting to be held on 1 December 2016; and
- (c) the Business Manager & Chief Financial Officer – Financial Services continue to formulate budget proposals for formal consideration at the meeting of the Homes & Communities Committee to be held on 16 January 2017 for recommendation to the Policy & Finance Committee meeting to be held on 25 February 2017.

83. HEALTH PROGRESS UPDATES ON:
NOTTINGHAMSHIRE HEALTH & WELLBEING STRATEGY: HOUSING; AND
NOTTINGHAM & NOTTINGHAMSHIRE SUSTAINABILITY TRANSFORMATION PLAN

The Committee considered the report presented by the Business Manager – Strategic Housing which provided information on the progress made in embedding housing into the Health & Wellbeing agenda and on the development of a Sustainability Transformation Plan (1016-2021) for Nottingham and Nottinghamshire.

The report detailed the importance of housing within the Health & Wellbeing Strategy and listed the positive contribution towards many of the Strategy's priorities in paragraph 3.2 of the report. In relation to the Nottingham & Nottinghamshire Sustainability Transformation Plan, the established five key areas were listed within the report together with details of the Housing and Environment Chapter which was proposed to support the aforementioned key areas.

Members agreed that the report highlighted the importance of housing for the health and wellbeing of the district's residents and that the improvement to the standards within peoples' homes was to be welcomed.

AGREED (unanimously) that the contents of the report be noted.

84. NEWARK AND SHERWOOD HOMES – ANNUAL DELIVERY PLAN

The Committee considered the report presented by the Business Manager – Strategic Housing in relation to the adoption of the Annual Delivery Plan with Newark and Sherwood Homes ("the Company") for the financial year covering 2017/18.

The report set out that the Company and the Council had worked together to ensure that the Company's key activities for that year reflected the Council's strategic priorities and work streams and these were listed at paragraph 3.3 of the report.

In considering the report, a Member stated that the targets were the same as in the previous year and suggested that these could have been amended to 'stretch' the Company

AGREED (unanimously) that:

- (a) the current progress of the key activities identified in the current Annual Delivery Plan (2016/17) be noted; and
- (b) the 2017/18 Annual Delivery Plan for the Council's housing company, Newark and Sherwood Homes, be approved and implemented.

The meeting closed at 6.50pm

Chairman

HOMES & COMMUNITIES COMMITTEE REVENUE BUDGET – GRANTS AND CONCESSIONS

1.0 Purpose of Report

1.1 To enable Members to consider, in the context of the revenue budget, current grants given to a small number of Parish Councils falling under the remit of the Homes & Communities Committee for 2017/18 and/or future years.

2.0 Background Information

2.1 The Council currently pay four grants, totalling approximately £30,000, to three Parish Councils to cover their loan payments in respect of loans taken out some considerable time ago. The details of these arrangements, all of which were made a minimum of 20 years ago, are set out below:

a) **Farnsfield Parish Council**

A loan was made by the District Council to Farnsfield PC under the Local Government Act 1972 for £15,000 for the purchase of a building to be used as a village centre. The District Council makes a grant to the PC to cover the cost of the loan payments. The balance outstanding as at 31/03/16 was £9,121.35. The repayments are a fixed sum of £1,873.87 per annum. The final instalment is due in 2023/24.

b) **Farnsfield Parish Council**

The PC took out a loan with the Public Works Loan Board (PWLB). The balance outstanding as at 31/03/16 was £21,108.72 and the repayments are a fixed sum of £7,601.62 per annum, which the District Council covers by way of a grant. The best information that the District Council has on this loan is that the last payment will be made in 2019/20.

c) **Rainworth Parish Council**

Rainworth PC took out a loan with the PWLB and the District Council makes a grant to cover the cost of the loan repayment, which is a fixed sum of £14,394.44 per annum. The balance outstanding as at 31/03/16 was £19,418.18. The final instalment is due in July 2017.

d) **Blidworth Parish Council**

Blidworth PC took out a loan with the PWLB and the District Council makes a grant to cover the cost of the loan repayment, which is a fixed sum of £6,274.62 per annum. The best information that the District Council has on this loan is that the balance outstanding is approximately £20,000 and that the last payment is due in August 2019.

2.2 A search of both the District Council's and the Parish Council's respective archive records has not revealed the existence of any formal agreements under which these grants have been made. It is assumed therefore that it is a historic arrangement dating back to when the loans were first taken out because the Parish Councils were, at the time, unable to afford the loan payments. A search has also been made of the Council's minutes, but no formal decision relating to this arrangement has been found, therefore it is likely that these arrangements were made under officer delegated powers.

- 2.3 An informal briefing of Members of the Homes & Communities Committee took place on 7 November 2016 to scrutinise the budget and continue to look for ways to achieve further savings in 2017/18 and future years. Members present at that briefing requested further information on the grants made to the three Parish Councils to enable the Committee to consider the future position going forwards, in light of the challenging budget position of the District Council. It is important that the Committee continues to scrutinise and review its budget in order to achieve additional savings in future years at a time when the Council is facing reducing government grants and other financial pressures.

3.0 Parish Council Budget Precepts

- 3.1 The precepts and tax bases for the three Parish Councils for the 2016/17 financial year are set out below together with an assessment, based upon these figures and the annual loan repayments, as to the extra additional Band D that the Parishes would need to raise if the District Council were to withdraw the grants:

Farnsfield Parish Council

Tax Base £1118.50

Precept £62430

Loan a) which runs until 2023/24 – additional £1.67 on Band D

Loan b) which runs until 2019/20 – additional £6.80 on Band D

Rainworth Parish Council

Tax Base £1748.93

Precept £57500

Loan c) which runs until July 2017 – additional £8.23 on Band D

Blidworth Parish Council

Tax Base £1067.62

Precept £71880

Loan d) which runs until August 2019 – additional £5.88 on Band D

- 3.2 Information on the parish precepts for 2017/18 will not available until late January/early February 2017.
- 3.3 Given that the grants have been in place for a number of years and the Parishes may have already made decisions about their precepts and budgets for 2017/18, if the Committee was minded to recommend the withdrawal of the grants, it may be reasonable to give a period of notice of such withdrawal.

4.0 Comments of the Section 151 Officer

- 4.1 The withdrawal of grant funding will save the district council an estimated £51,000 over the course of the next three financial years, with minimal saving in the subsequent three years. This cost, however, will have to be picked up by the three parish councils at a cost of approximately £7,000 per parish which could represent a major increase in their precept requirements.

5.0 RECOMMENDATION

That the Committee considers whether it wishes to make any recommendations, concerning the continuation of the grants currently made to the three parish councils as detailed in this report, to the Policy & Finance Committee at its meeting on 23 February 2017 for inclusion in the overall Council budget for 2017/18 or for future years.

Reason for Recommendation

To consider current grants made to Parish Councils in the context of the this Council's revenue budget proposals for 2017/18 to 20201/22 and make any relevant recommendations concerning these to Policy & Finance Committee on 23 February 2017.

Background Papers

None

For further information please contact Karen White on Extension 5250.

Karen White
Director - Safety

HOMES & COMMUNITIES COMMITTEE REVENUE BUDGET 2017/18 - 2021/22

1.0 Purpose of Report

- 1.1 To inform the Committee of the budget and scales of fees & charges for those areas falling under the remit of the Homes & Communities Committee for 2017/18 and future years.

2.0 Background Information

- 2.1 Business Managers and service budget officers have been working with officers from Financial Services to determine a first draft general fund budget and medium term financial plan. The budgets have been prepared in line with the strategy agreed by Homes & Communities Committee on 22 September 2016.
- 2.2 As part of the budget strategy it was agreed that the functional Committees be requested to look at opportunities for savings in 2017/18 and also any investment potentials which would increase and support revenue income levels, in order to reduce the projected burdens in future years. As part of the 2015/16 final accounts process a sum of £300,000 was identified from savings made during the year and it was recommended that this should be set aside to fund initiatives which would achieve future savings for the authority. Members of this Committee are asked to identify any 'spend to save' initiatives in order that these can be considered by the Policy and Finance Committee and funded from this reserve.
- 2.3 The Homes & Communities Committee met on 7 November 2016 to scrutinise the budget and continue to look for ways to achieve further savings in 2017/18 and future years. The budget proposals attached at **Appendix A** have been developed following consideration by the Committee.
- 2.4 It was agreed that Business Managers should continue to work with officers from Financial Services to formulate a final budget for submission to Policy & Finance Committee on 23 February 2017. The current budget proposals are attached at **Appendix A**. A schedule of fees and charges pertaining to Homes & Communities Committee are attached at **Appendix B**.

3.0 Revenue Budget Proposals

- 3.1 The current draft budget shows an decrease in 2017/18. Direct service expenditure including deferred and capital charges, and all central services recharges currently shows an overall reduction of £12,260 against 2016/17 budget. When central recharges and capital are excluded this becomes a saving of £41,020.
- 3.2 A budget briefing was presented to an informal meeting of this Committee on 7 December 2016. At the briefing a number of savings were suggested by officers and these have been incorporated into the figures presented in this report. The main savings comprised £3,000 on professional fees within Communications & Customer Services and £5,000 on the homeless hostel management costs, with an additional £17,000 being achieved through a further reduction in expenditure and increases in income from the hostels. The further savings have allowed the proposed contribution from the Homelessness reserve to be reduced.

- 3.3 It should be noted that ongoing discussions around the CCTV provision with local authority partners are likely to result in savings. It is anticipated that savings of at least £20,500 will be achieved, but these cannot yet be built into the budget. This figure will be shown 'below the line' in the overall revenue budget when it is presented to Policy Committee on 23 February 2017.
- 3.4 This budget figure includes an average of 2% inflation on expenditure and income, as approved by the Homes & Communities Committee at its meeting on 22 September 2016. It also assumes a 1% increase in salary and wages costs overall in 2017/18 and future years.
- 3.5 Staffing costs account for approximately 59% of the gross service budget (excluding housing benefits, capital and central recharges) and significant budget savings cannot be achieved without affecting staffing levels.
- 3.6 Major variances between 2016/17 and 2017/18 are shown below:
- 3.6.1 A post of Housing Support Worker within Housing Options is 50% funded from the Homelessness Reserve, this is shown centrally 'below the line' as a transfer from reserves.
- 3.6.2 The additional costs within Licensing Admin are to cover maternity leave until mid-2017/18.
- 3.6.3 A detailed copy of individual service budgets is available on the Members' Extranet.

4.0 Fees and Charges

- 4.1 The level of fees and charges has been considered by officers within the framework set out in the Corporate Charging Policy. Proposals for increases in fees and charges are attached at **Appendix B** for consideration and recommendation to Policy & Finance Committee on 23 February 2017 and Council on 9 March 2017.

5.0 Conclusions

- 5.1 It is important that the Committee continues to scrutinise and review its budget in order to achieve additional savings in future years at a time when the Council is facing reducing government grants and other financial pressures.

6.0 RECOMMENDATIONS that:

- (a) the final Committee budget as shown at Appendix A be recommended to Policy & Finance Committee at its meeting on 23 February 2017 for inclusion in the overall council budget; and**
- (b) the scales of fees and charges as shown at Appendix B be recommended to Policy & Finance Committee at its meeting on 23 February 2017 and Council on 9 March 2017.**

Reason for Recommendations

To ensure that the final budget proposals for 2017/18 to 2020/21 and level of fees and charges for 2017/18 are recommended to Policy & Finance Committee on 23rd February 2017.

Background Papers

Detailed budget papers available on the Members' Extranet

For further information please contact Nicky Lovely on Extension 5317 or Amanda Wasilewski on Extension 5738.

Nicky Lovely
Business Manager and Chief Financial Officer – Financial Services

**BUDGET SUMMARY
HOMES & COMMUNITIES**

CODE	DESCRIPTION	2016/17	2017/18	MORE/ (LESS)	2018/19	2019/20	2020/21	2021/22
		INITIAL BUDGET	BASE BUDGET		BASE BUDGET	BASE BUDGET	BASE BUDGET	BASE BUDGET
A10204	MISCELLANEOUS HOUSING (GF)	470,830	471,180	350	471,200	471,210	471,220	471,230
A10212	PRIVATE SECTOR SPEECH CALL	(44,780)	(43,810)	970	(44,190)	(43,870)	(43,600)	(43,290)
A10213	HOUSING OPTIONS	434,460	452,080	17,620	466,790	470,630	474,100	477,980
A10215	STRATEGIC HSG (WAS COMMUNITY)	110,730	98,020	(12,710)	100,400	101,460	102,420	103,520
A10802	ICT	0	0	0	0	0	0	0
A10804	CASHIERS	0	0	0	0	0	0	0
A10809	CUSTOMER SERVICES	0	0	0	0	0	0	0
A10810	COMMUNICATIONS & CUST SERVICES	144,130	145,510	1,380	149,580	150,770	152,780	154,020
A10814	LICENSING ADMIN	5,350	24,410	19,060	18,410	18,530	18,490	21,620
A10816	COMMUNITY SAFETY	97,010	69,200	(27,810)	66,340	67,170	67,890	68,700
A10820	LICENSING ENFORCEMENT	0	0	0	0	0	0	0
A10823	ANTI-SOCIAL BEHAVIOUR	35,990	40,610	4,620	42,810	43,930	45,000	46,130
A10826	DOMESTIC VIOLENCE	31,980	35,140	3,160	36,670	37,210	37,710	38,260
A11126	CCTV	168,330	141,820	(26,510)	126,100	128,060	129,980	131,970
A11607	ENERGY AND HOME SUPPORT	87,520	90,030	2,510	94,340	95,290	96,150	97,080
A11921	GRANTS AND CONCESSIONS	410,700	418,230	7,530	424,300	428,970	428,840	429,100
A11923	EMERGENCY PLANNING	66,120	64,670	(1,450)	66,170	67,010	67,860	68,760
A15013	IS NON STOCK RECHARGES	970	(10)	(980)	0	0	(10)	0
TOTAL		2,019,340	2,007,080	(12,260)	2,018,920	2,036,370	2,048,830	2,065,080

**BUDGET SUMMARY
HOMES & COMMUNITIES SUBJECTIVE SUMMARY**

CODE		2016/17 INITIAL BUDGET	2017/18 BASE BUDGET	More (Less)	2018/19 BASE BUDGET	2019/20 BASE BUDGET	2020/21 BASE BUDGET	2021/22 BASE BUDGET
111	SALARIES AND WAGES	1,534,780	1,552,170	17,390	1,559,970	1,574,570	1,591,310	1,607,190
113	NATIONAL INSURANCE	100,130	138,950	38,820	140,190	141,650	143,160	144,690
114	SUPERANNUATION	174,690	173,220	(1,470)	174,610	176,340	178,120	179,880
	EMPLOYEE SUB TOTAL	1,809,600	1,864,340	54,740	1,874,770	1,892,560	1,912,590	1,931,760
211	REPAIRS AND MAINTENANCE	750	560	(190)	0	0	0	0
212	ENERGY COSTS	2,000	1,500	(500)	0	0	0	0
213	RENT	22,710	20,950	(1,760)	15,650	15,650	15,650	15,650
214	RATES	3,260	2,500	(760)	0	0	0	0
215	WATER SERVICES	350	270	(80)	0	0	0	0
217	CLEANING AND DOMESTIC	280	220	(60)	0	0	0	0
219	CONTRIBUTION TO FUNDS	14,300	16,300	2,000	16,300	16,300	16,300	16,300
315	CAR ALLOWANCES	15,220	14,630	(590)	14,790	14,480	15,110	14,800
411	EQUIPMENT AND FURNITURE	89,680	98,720	9,040	94,680	93,480	86,140	87,150
412	MATERIALS	100	0	(100)	0	0	0	0
421	INTERNAL	0	150	150	150	150	150	150
431	CLOTHING AND UNIFORMS	1,110	1,130	20	1,150	1,170	1,190	1,210
441	GENERAL OFFICE EXPENSES	30,900	30,400	(500)	30,880	31,370	31,870	32,380
451	CONTRACTUAL	20,930	12,350	(8,580)	8,390	8,670	8,960	9,260
452	OTHER SERVICES	73,400	70,540	(2,860)	71,590	72,660	73,750	74,880
461	COMMUNICATIONS AND COMPUTING	179,530	203,920	24,390	211,300	213,520	210,750	213,050
471	STAFF	5,020	4,790	(230)	4,800	4,800	4,820	4,830
481	GRANTS	382,680	380,940	(1,740)	349,700	339,700	339,700	339,700
482	SUBSCRIPTIONS	3,230	3,230	0	3,250	3,270	3,290	3,310
491	INSURANCE	37,490	39,200	1,710	40,230	41,320	42,100	42,920
492	CONTRIBS TO FUNDS AND PROVISNS	234,030	209,900	(24,130)	201,350	205,180	209,090	213,080
493	OTHER	120,200	108,320	(11,880)	123,850	125,440	127,060	128,720
612	OTHER TRANSFER PAYMENTS	65,550	65,550	0	65,550	65,550	65,550	65,550
711	ADMIN BUILDINGS	106,940	78,450	(28,490)	84,170	86,110	87,980	89,860
712	CENTRAL DEPARTMENT SUPPORT	565,500	464,080	(101,420)	504,140	523,080	525,680	530,400
713	CSS MONTHLY PERCENTAGE RECHGS	25,090	24,910	(180)	25,480	25,930	26,340	26,780
714	CENTRAL EXPENSES	0	10,820	10,820	10,820	10,820	10,820	10,820
715	DEPARTMENTAL ADMINISTRATION	9,450	7,280	(2,170)	7,470	7,560	7,640	7,720
821	CAPITAL CHARGE	591,530	671,330	79,800	672,700	672,700	672,700	672,700
	RUNNING EXPENSES SUB TOTAL	2,601,230	2,542,940	(58,290)	2,558,390	2,578,910	2,582,640	2,601,220
922	Contributions From Other Las	(20,460)	(21,440)	(980)	(21,870)	(22,310)	(22,760)	(23,220)
928	Recharge Non Gf Accounts	(515,040)	(620,370)	(105,330)	(621,910)	(625,880)	(626,360)	(631,080)
929	Other Grants	0	(9,480)	(9,480)	(9,670)	(9,860)	(10,060)	(10,260)
931	Sales	(117,200)	(120,200)	(3,000)	(118,270)	(118,350)	(120,430)	(118,510)
932	Fees And Charges	(59,230)	(17,840)	41,390	(17,850)	(17,860)	(17,870)	(17,880)
933	Rents	(156,250)	(168,230)	(11,980)	(170,250)	(172,310)	(174,410)	(176,550)
938	Fees And Charges	(122,780)	(109,170)	13,610	(111,260)	(113,390)	(115,560)	(117,780)
939	Other Receipts	(97,200)	(99,200)	(2,000)	(100,130)	(101,080)	(102,050)	(103,040)
941	Interest	(630)	(630)	0	(630)	(630)	(630)	(630)
951	Recharge Gf Rev Accounts	(1,297,700)	(1,227,300)	70,400	(1,236,060)	(1,247,080)	(1,249,900)	(1,262,570)
951	Recharges	(5,000)	(6,340)	(1,340)	(6,340)	(6,350)	(6,370)	(6,380)
	INCOME SUB TOTAL	(2,391,490)	(2,400,200)	(8,710)	(2,414,240)	(2,435,100)	(2,446,400)	(2,467,900)
	COMMITTEE TOTAL	2,019,340	2,007,080	(12,260)	2,018,920	2,036,370	2,048,830	2,065,080

APPENDIX B**ADVERTISING RATES FOR VOICE MAGAZINE – HOMES AND COMMUNITIES COMMITTEE**

Size	2016-17 Existing	2017-18 Proposed
Full page (210mm wide x 295mm deep)	£1,060 + VAT	£1,081 + VAT
½ page (210mm wide x 147.5mm deep)	£636 + VAT	£649 + VAT
¼ page	£371 + VAT	£378 + VAT
Back (Full page dimensions)	£1,300 + VAT	£1,326 +VAT

LICENSING FEES – HOMES AND COMMUNITIES COMMITTEE

	Type of Licence	Relevant Act or Order*	2016-17 Existing	2017-18 Proposed	Duration
1	Hypnotism – Grant	Ref 001	£48	£50	Occasional for specific dates
2	Sex Establishment – Grant/Renewal	Ref 002	£3,540	£3,540	Up to 1 year
3	(a) Hackney Carriage	Ref 003	£210	£215	Annual
	(b) Private Hire Vehicle	Ref 003	£163	£165	Annual
	(c) Ambulance Vehicles	Ref 003	£92	£95	Annual
	(d) Hackney Carriage/Private Hire Drivers	Ref 003	£110 renewal £175 new applicants	£115 £180	3 years or lesser depending on circumstances
	(e) Hackney Carriage/Private Hire Drivers Licence (persons over 65 years)	Ref 003	£40	£45	Per Year
	(f) Ambulance Drivers	Ref 003	£70 renewal £90 new applicants	£75 £95	3 years or lesser depending on circumstances
(g)	Ambulance Drivers over 65	Ref 003	£25	£30	Annual
(h)	Private Hire Operators (i) Basic (ii) plus per vehicle	Ref 003	£150	£175	3 years
			£250	£300	5 years*
			£28	£30	
(i)	Ambulance Operators (i) Basic	Ref 003	£145	£160	3 years

	(ii) plus per vehicle Plates		£240 £18	£275 £20	5 years*
	(j) Knowledge Test	Ref 003	£38	£40	One-off
	(k) Drivers Test	Ref 003	£38	£40	One-off
	(l) Replacement Badge	Ref 003	£16	£20	One-off
	(m) Replacement Plate	Ref 003	£39	£40	
	(n) Transfer of Plate (No replacement plate to be issued)	Ref 003	£42	£45	One-off
	(o) Temporary Plate/Transfer of Plate (including Plates and magnetic roundals)	Ref 003	£83	£85	One-off
	(p) Temporary Plate/Transfer of Plate (including Plates and stick on roundals)	Ref 003	£70	£75	One-off
	(q) Temporary & Permanent Magnetic Roundels	Ref 003	£16	£15	One-off
	(r) Additional stick on Roundels	Ref 003	£8	£10	One-off

Fees have been generally increased by approximately 2%. Some fees are unchanged to better reflect the actual costs

***a new 5 year duration licence has been introduced.**

GAMBLING ACT 2005 – DISCRETIONARY FEES

These fees are set at the discretion of the local Authority within a framework on minimum and maximums set in statutory regulations

No changes are proposed for these fees

	BINGO	ADULT GAMING CENTRE	FAMILY ENTERTAINMENT CENTRE	BETTING PREMISES (excl. tracks)	BETTING ON TRACK
Transitional Fast Track Application	£200	£200	£200	£200	£200
Transitional non-fast track Application	£800	£800	£800	£800	£800
New application	£943	£943	£943	£943	£943
Application for reinstatement of licence	£500	£500	£500	£500	£500
Application for provisional statement	£943	£943	£943	£943	£943
Application to convert provisional statement	£600	£600	£600	£600	£600
Application to Vary licence	£800	£800	£800	£1,000	£1,000
Application to transfer licence	£33	£33	£33	£33	£33
Notification of Change	£51	£51	£51	£51	£51
Copy of Licence	£16	£16	£16	£16	£16
Annual Fee	£475	£475	£475	£475	£475

GAMBLING ACT 2005 FEES SET BY STATUTE

Permit		Fee	Comments
Family Entertainment Centre	Transitional	£100	
	New	£300	
	Renewal	£300	
	Change of Name	£25	
	Copy Permit	£15	
<u>Prize Gaming Permits</u>	Transitional	£100	
	New	£300	
	Renewal	£300	
	Change of Name	£25	
	Copy Permit	£15	
<u>Gaming Machines in Alcohol Licensed Premises</u>	Notification of up to 2 machines	£50	
	Gaming machine permit for more than 2 –existing operator	£100	
	Gaming machine permit for more than 2 – new operator	£150	
	Variation (number of category)	£100	
	Transfer	£25	
	Annual fee	£50	
	Change of name	£25	
	Copy of permit	£15	
	<u>Club Gaming and Club Machine Permits</u>	Existing Operators (transition)	£100
New Application		£200	
Renewal		£200	
Variation		£100	
Annual Fee		£50	

	Copy of Permit	£15	
Temporary use notice		£100	
Small society Lottery	Exempt Lotteries – Registration Fee	£40	
	Exempt Lotteries – Annual Fee	£20	

LICENSING ACT 2003 – FEES SET BY STATUTE

<u>Type of licence</u>	<u>Current Fee</u>	<u>Comments</u>
Premises licence - Application	Variable	The fee payable depends on the rateable value of the premises which are prescribed / set nationally.
Premises Licence – Annual Fee	Variable	The fee payable depends on the rateable value of the premises which are prescribed / set nationally.
Premises Licence –additional fee for large events	Variable	The fee payable depends on the rateable value of the premises which are prescribed / set nationally.
Premises Licence – Full Variation	Variable	The fee payable depends on the rateable value of the premises which are prescribed / set nationally.
Premises Licence – Minor Variation	£89	
Personal Licence	£37	
Temporary event Notice	£21	

There are currently no proposals by the Government to increase these fees in 2017-18

ADOPTION OF FLY-GRAZING GUIDE

1.0 Purpose of Report

1.1 This report sets out the work that has been done around the subject of 'fly-grazing' in the District and presents a guidance document for managing the illegal placement of horses for adoption.

2.0 Background Information

2.1 'Fly-grazing' is the term used to describe the illegal placement of horses on land. This can lead to a variety of risks such as;

- Horses posing a danger to the public;
- Animal welfare concerns for the horse;
- Damage and/or nuisance caused by the horse;
- Trespassing and illegal grazing, and;
- Risks to staff and the public who get involved in dealing with such situations.

2.2 Concerns about fly-grazing are often reported to the Council from members of the public and the drafted guidance recognises that a wide variety of partner agencies may also be involved e.g. Town Councils, RSPCA etc. Members of the public often express concern for the welfare and wellbeing of horses that have been illegally placed as they may observe them to be without adequate water, food, or shelter. Members of the public can find this very distressing and often expect the Council to act in such situations.

2.3 Data sharing across administrative boundaries is already in place, with Nottinghamshire County Council maintaining a central data base of all cases with the intention of being able to co-ordinate more effective responses as a result.

2.4 The draft guidance, a copy of which has been placed on the Members' Extranet, sets out the range of legislation that can be used to deal with fly grazing and then goes on to set out various contacts that are of use in such cases. It details the actions that various organisations can take when dealing with fly grazing and table 4.4 on page 20 sets out the actions that the district, town, or parish council may take. The Guidance includes the legal notices and forms that can be used to deal with incidents of fly grazing and consequently it is a procedural guide for those who need to take formal action against a horse owner. Finally it also includes a guide for private land owners and sets out a series of steps that a local authority officer can take to support land owners to take appropriate action.

2.5 The guidance document is designed to support the Council's existing Anti-Social Behaviour Policy (2015 to 2018) and some of the powers contained within the Anti-Social Behaviour, Crime and Policing Act 2014 may be used to deal with 'fly-grazing' e.g. a Community Protection Notice (CPN).

- 2.6 The document has been developed by officers of this Council working in close collaboration with Nottinghamshire County Council and has been written in a manner that allows for other local authorities to adopt it without any major alterations to the text being required. The Safer Nottinghamshire Board currently has its Crime in Rural Areas Strategy and Delivery Plan 2017 – 2019 out for consultation and the development of fly-grazing guidance is included within it. The stated aim of developing the guidance in the plan is to reduce traffic related incidents. The guidance actually aims to achieve more than this.

3.0 Proposals

Consultation Findings

- 3.1 As part of the process for developing the fly grazing guidance, a consultation exercise was conducted that sought views from the public and other stakeholders e.g. Parish Council's. The consultation ran for a period of six weeks from 19 August to 30 September and received a total of 138 responses. In general the responses were positive whilst providing some valuable feedback. The vast majority of the responses (95%) were from the public with stakeholders making up the remaining 5% of responders. A summary of the general themes that were raised by consultees and the District Council's responses to these are set out in **Appendix One** to the report.

Public Response to the Consultation

- 3.2 88% of the public response was supportive of the guidance and its purpose. Only a very small number disagreed with the purpose of the guidance (4.5%) with an additional 7.5% not expressing a view either way.
- 3.3 70% of respondents considered the guidance to be relevant to the nature of the problem (abandoned horses) with an additional 28% answering that they didn't know. Only 2% of respondents considered that it was not relevant.
- 3.4 89% of respondents stated that they thought the processes outlined in the guidance were clear with only 5% taking a contrary view. Although the majority of the public who responded thought the guidance was clear it does seem sensible to consider the production of a simplified guide for the public which could be accessed via our website and other routes. This is an action that we propose to take from the feedback received. The public also fed back that they would like a single point of contact when reporting problems and do not really want to have to decide which agency to contact. This is more difficult to achieve as it would potentially place a burden on a single agency and in the case of emergencies this may result in a delay in responding. We will therefore set out the various contact details very clearly in our simplified version of the guide and commit to dealing with a problem if it is reported to us, rather than advising the caller to ring another agency.
- 3.5 Finally, 95% stated that they thought the guide helped them to understand how abandoned horses are dealt with by the various agencies, which is a very positive response.

Stakeholder Response

- 3.6 The stakeholder responses were far less in number (7) but were very positive and supportive of the guidance. The responses suggest that for those areas where fly grazing is a recognised problem and for those organisations who consider the issues around animal welfare to be important, then the guidance is considered to be both thorough and useful.

3.7 The most important point to come out of the consultation exercise with stakeholders was an offer from Help for Horses to work with the Council implementing the guidance. Help for Horses (HFH) is a Nottinghamshire based non-profit charity which has been set up to provide stabling, care and rehabilitation for sick, injured and abandoned horses in Nottinghamshire.

3.8 HFH have suggested setting up an Equine Welfare Officer whose roles and responsibilities would be undertaken by existing HFH's volunteer Welfare Officers. These officers are supported by HFH's veterinary support if required on a particular case. The benefits of such collaboration are considered to be;

1. *Local knowledge and an established relationship.* HFH are a Nottinghamshire charity and the volunteers are local people with a keen interest in horse welfare. The volunteers have access to County-wide networks and an extensive knowledge of the County's environs. We have already worked with HFH on previous cases of abandonment to both parties' satisfaction and so a further development of this partnership arrangement could be a beneficial 'win-win' situation.
2. *Speed and flexibility.* HFH are offering to deliver high levels of flexibility afforded by three committed and expert volunteers who are able to respond quickly to incidents.
3. *Positive publicity at a regional and potentially national level.* The development and promotion of the Fly-Grazing Guidance in collaboration with public and voluntary sector agencies will put the Council in a very positive position with regard to this issue. HFH's suggest that if we accept their proposal we will be able to demonstrate to other local authorities that lack of funding need not be a barrier to implementing the delivery of the Fly Grazing Guidance and may well encourage them to seek mutually beneficial partnerships with local equine charities. This could help the guidance to be adopted more widely across other areas.

3.9 From the perspective of HFH the advantages of such an arrangement would be:

1. *Provision of a high quality implementation of the guidance.* HFH do have some very skilled and experienced volunteers who will be able to assist in implementing the guidance in a high quality manner. HFH think that this will greatly improve horse welfare and support their aims and objectives.
2. *HFH's status as a representative of the local authority will provide their Welfare Team with authority, credibility and improved security.* Due to an increasing demand for HFH's welfare advice and services, it is thought that their impact will be much greater if HFH have an official status and link with the Council.
3. *Council to cover reasonable expenses.* HFH offer their time, skills and experience in an entirely voluntary capacity. They would, however, like the Council to refund any reasonable expenses incurred in undertaking this role in the same way that we currently cover the transportation costs incurred in removing abandoned horses from Council land. HFH's charges are very reasonable, which is perhaps a reflection of their enthusiasm to develop a relationship which promotes and supports equine welfare.

- 3.10 HFH have agreed that expenses to cover their mileage, paid at the Council's agreed rate would be suitable in cases where HFH have been required to respond. HFH will only be able to respond to cases where they have received a direct instruction from an authorised officer of the Council. A service level agreement with HFH would be drawn up to clearly cover the arrangement, set out required outputs and provide monitoring mechanisms on the level of service provided. Based upon the pilot scheme, referred to in paragraph 3.11 below, it is estimated that the cost of supporting HFH through the SLA would be around £50 to £60 per horse depending on their location. The annual total cost would vary depending on the number of horses illegally placed on Council owned land that required removal. These costs are currently met from existing budgets allocated for the maintenance of Council owned land.
- 3.11 Since running a pilot scheme in 2016, the numbers of cases that involve Council owned land is relatively small. During the pilot period we received thirty one enquiries about 'fly grazing' with only a single case being on our own land. Two enquiries were for Newark and Sherwood Homes and one for Newark Town Council. We would anticipate the figures to remain low whilst a clear message is being sent out to horse owners that this issue will be speedily and effectively dealt with.
- 3.12 To support the effective implementation of the guidance, funding of £4,000 has been secured from Nottinghamshire County Council to produce a ten minute video that explains the issues that are caused by fly grazing. It will also act as another format for those who have difficulty in reading. This can then be offered across various platforms to not only promote the existence of the guidance and the issues surrounding fly grazing but to also educate and advise horse owners who are having enforcement action taken against them.

4.0 Equalities Implications

- 4.1 A full Equalities Impact Assessment was completed as part of the consultation process. This is set out at **Appendix Two**.

5.0 Impact on Budget/Policy Framework

- 5.1 The advantage of the proposed partnership arrangement with HFH's means that no anticipated increase in budgets is required as these costs have already been met during the pilot project from existing budgets. Ultimately the Council will always have discretion over how it exercises its legal powers meaning that the guidance document does not force the Council to take action or place the Council under any legal obligation to act.

6.0 Comments of Section 151 Officer

- 6.1 The adoption of the Fly-Grazing Guide seeks to provide a formal arrangement by means of a service level agreement between NSDC and Help for Horses. NSDC have a pre-existing relationship with Help for Horses where we cover the costs to the charity of removing horses. The proposed SLA will not be financially detrimental and will just formalise/simplify the costs recovered. The costs paid will be at the same rate as the Council's current employee car mileage rates.

7.0 RECOMMENDATIONS that the Committee

- (a) notes the report and approves the adoption of the guidance document by the District Council; and**
- (b) determine whether it wishes to accept the offer from Help for Horses to assist the Council in dealing with cases of abandoned horses, and enter into an SLA on the basis as set out in paragraph 3.10 of the report.**

Reason for Recommendations

The recommendations allow for the formal approval of the guidance and also offer the opportunity to formalise arrangements with the local charity, Help for Horses.

Background Papers

The draft Guide for the Management of Illegally Placed Horses can be accessed on the Elected Members extranet

The full consultation response is available upon request.

For further information please contact Ben Adams on Ext 5232

Karen White
Director – Safety

Summary of the Themes Which Emerged from the Consultation Exercise

Theme	NSDC Response
The policy document is long and complex. A simplified version would be helpful for the general public.	We accept that the general public may find the document long and complex, as the guidance was intended primarily for operational use. Due to the nature of the subject we wanted to be open and allow everyone to see all of the proposed guidance for their comments. It is therefore proposed to produce a summary document in plain English and a simple video guide for those who may have difficulty in understanding written English.
Can additional protection be afforded for travelling communities temporarily tethering horses for short periods?	Working with other authorities we are examining whether council's could provide short term grazing licences allowing people to temporarily graze their horses. However, the Council would still need to consider any application for a licence on its' individual merits and could not compromise public safety to favour any individual group's needs.
The licensing process is cumbersome and inappropriate for wayfarers and travellers using large parcels of verge land to graze horses.	Nottinghamshire County Council Highways Department is responsible for highway land. They have confirmed that they would not issue a licence for grazing on land on or near the public highway.
A single point of contact for reporting fly grazing should exist.	As land falls within the legal responsibility of different owners it is difficult to allocate just one point of contact for this. Each authority would need to deal with issues on their land. The proposed simplified version of the guidance that we are producing will make it simple to report fly grazing incidents to those best placed to deal with it.
Current methods are not working. Why will this make a difference?	The guidance has been written in association with a number of other agencies, all of whom have experience of working with horses or dealing with fly grazing. We have been running a pilot project (based on the guidance) for over a year and have noticed a decrease in the amount of cases recorded on public land. We attribute this reduction to a combination of enforcement and education when dealing with those that chose to 'fly-graze'.
The horses' welfare must be paramount. Should only be destroyed on a vet's advice. What will happen to confiscated horses?	We believe that the guidance is actually a positive step to achieve greater welfare for horses and agree that welfare is of paramount importance alongside the safety of the public. The guidance would only propose to destroy a horse under the direct advice of a vet for health reasons. During the pilot project not a single horse has been destroyed although it is not possible to say that we would never destroy a horse. The preferred route for a confiscated or unclaimed horse would be to rehome it through a charitable route.

<p>Cost and responsibility falls on the organisation/individual and this creates a disincentive to take any action.</p>	<p>Dealing with issues of abandoned horses does have resource implications and the guidance is aimed to give clear advice on how to keep those to a minimum. An abandoned horse on land will also bring with it risks and responsibilities for the landowner. If horses are placed illegally on land we want to encourage swift action to ensure the safety of the public and the welfare of the animal concerned. If landowners choose not to take action that is their decision, however, unless a grazing licence and rent of land is agreed with the horse owner, then the landowner will be responsible for the welfare of the animal and safety of the public on their land. They may also bear liability for any damage or harm caused by the horse whilst on their land.</p>
<p>The guidance and any actions must be in line with the Animal Welfare Act</p>	<p>This point is agreed. All actions are taken in line with the Animal Welfare Act 1971 as amended by the Control of Horses Act 2014.</p>
<p>The guidance requires endorsement by related professional bodies and charities.</p>	<p>We are currently consulting with local horse charities and the British Horse Society for endorsements of this guidance. We have also consulted with professional bodies and animal charities in the preparation of this policy. The full consultation list can be accessed at Appendix Three.</p>



**NEWARK &
SHERWOOD**
DISTRICT COUNCIL

GUIDANCE FOR THE MANAGEMENT OF ILLEGALLY PLACED HORSES 2016 - 2018

EQUALITY IMPACT ASSESSMENT

This document should be completed only after the Equalities Checklist has been completed and it has been determined that a full Equality Impact Assessment is required.

Service Area:

Safety

Section/Service Delivery/Policy Covered by the Assessment

Environmental Health/Community Safety

Stage 1 - What is Being Assessed?

Name of strategy/policy/service/review being assessed:

Guidance for the Management of Illegally Placed Horses 2016 - 2018

Stage 2 - Who is Carrying out the Assessment?

Members of the assessment team:

Terry Bailey – Anti Social Behaviour Officer.

John Bullock – Equalities Officer.

Others involved in the assessment (external challenge):

Checked by Ben Adams, Business Manager – Community Safety

The Guidance for the Management of Illegally Placed Horses has been shared with Nottinghamshire County Council, the Police and local equine charities.

Stage 3 - aims of the strategy or service

Briefly describe the aims of the strategy or service: 'Fly-grazing' or the illegal placing of horses on land without permission, and abandonment, has been happening in Nottinghamshire over a number of years but has recently developed into a significant problem. Nationally there has also been an increase in the number of complaints and incidents relating to horses tethered and trespassing on council and private land, straying onto highways and footpaths, causing a danger to the public, nuisance and horse welfare.

The guidance has been established in order to give consistency and accurate advice to local authorities and their partner agencies when dealing with horse related issues, particularly in relation to fly-grazing. The document is split into various sections to help establish roles and responsibilities for all agencies and details the processes that are involved.

Whilst the protocol refers to horses specifically, the principles also apply to other similar animals such as donkeys, ponies and their hybrids.

Stage 4 - knowing our customers, communities and employees

List the main customers, employees, users or groups receiving, delivering or affected by, this strategy or service: This guidance has been written for use in and around Nottinghamshire generally, and more specifically within Newark and Sherwood. The guidance will hopefully be offered to other Districts for adoption and subsequent protection of public land. Parts of the policy will also be used to raise awareness within communities about the possible remedies available to them to remove horses, donkeys, ponies and their hybrids from private land owned by charities, farmers and other landowners and will also affect those people who 'fly graze' horses, and members of the public who come into contact with them.

Stage 5 - background information

List any information from previous surveys, customer feedback or any relevant performance information that relates to this strategy or service: Although no specific local data is available, over the past few years it appears that there has been an increase in flygrazing incidents. This could be due to the raised profile of the problem across the district, both on TV and in newspapers, ensuring that more local communities are reporting the problem. The value of horses has also significantly dropped meaning that some can be purchased at little cost. An increase in multi-agency enforcement has resulted in less cases being reported on Council owned land. In addition, private landowners are coming to the District Council for advice on how they can tackle their own cases of illegal flygrazing. This guidance does help in this regard.

Stage 6 - this stage looks at barriers to accessing services and any possible discrimination that customers and communities may face

Age

Access to service			Delivery of service		
Positive Impact	Negative Impact	Nil Impact	Positive Impact	Negative Impact	Nil Impact
		X			X

Please describe any positive impact, negative impact, any barriers or potential discrimination:

- This protocol appears to have no impact upon age.

Please describe any measures you have already got in place to reduce inequality to ensure customers can access this service:

- Not applicable.

Race					
Access to service			Delivery of service		
Positive Impact	Negative Impact	Nil Impact	Positive Impact	Negative Impact	Nil Impact
	X			X	

Please describe any positive impact, negative impact, any barriers or potential discrimination:

The policy does not impact any group in a discriminatory way. The purpose of the action for undertaking the policy is to negate the risks posed to NSDC, minimise any suffering and distress to the animals and minimise any danger to people who enter the land on which the horses are grazing. It is understood that horses and horse ownership are an important part of Gypsy, Roma and Traveller (GRT) culture. As a consequence there could be the view that some of the horses ‘fly-grazing’ on NSDC land may be owned by this community. However, the identification of the horse ownership is very difficult to ascertain. It is likely that the owner(s) will not come forward until the horses are detained and the owner(s) wish to claim them back.

The GRT community is a recognised ethnic minority group under equalities legislation and Members need to be satisfied that due regard has been paid to the impact of the recommendations in this report on that community and that, in the event that its recommendations are accepted (or largely accepted), the consequent management, cost-recovery (for impounding and related costs) and enforcement arrangements pay due regard to the particular needs of members of the GRT community, if found to be responsible.

- At all stages during the implementation of the Council’s policy in relation to the management of horses on Council controlled land, the culture of the key affected group should be treated with respect. In this process, the Council has to ensure that all relevant requirements of law are met and that such strategy as may be implemented is carried out and kept under review in accordance with statutory requirements.

- Implementation of the policy changes and proposals in the report will need to be carefully managed to ensure all communities are well informed and understand the reason for the changes. Particular consideration will need to be given to the GRT community and how best to communicate in an appropriate way, and explain the policy change.

With respect to other race and language considerations, the supporting guidance is usually made available in English and translation arrangements would be made available for those who require alternative reasonable formats.

Please describe any measures you have already got in place to reduce inequality to ensure customers can access this service:

The Authority has access to the Big Word Language Solution Provider. This would enable the delivery of translation and interpreting services. Guidance will be published in an accessible and understandable way.

Gender					
Access to service			Delivery of service		
Positive Impact	Negative Impact	Nil Impact	Positive Impact	Negative Impact	Nil Impact
		X			X

Please describe any positive impact, negative impact, any barriers or potential discrimination:

- This protocol appears to have no impact upon gender.

Please describe any measures you have already got in place to reduce inequality to ensure customers can access this service:

- Not applicable

Disability					
Access to service			Delivery of service		
Positive Impact	Negative Impact	Nil Impact	Positive Impact	Negative Impact	Nil Impact
		X			X

Please describe any positive impact, negative impact, any barriers or potential discrimination:

- Whilst this protocol appears not to impact upon disability, communication and understanding difficulties arising from disability are acknowledged.

Please describe any measures you have already got in place to reduce inequality to ensure customers can access this service:

- Should difficulties with understanding and interpretation arise this protocol will be made available in other formats as requested and assistance will be offered as required.

Sexual Orientation					
Access to service			Delivery of service		
Positive Impact	Negative Impact	Nil Impact	Positive Impact	Negative Impact	Nil Impact
		X			X

Please describe any positive impact, negative impact, any barriers or potential discrimination:

- This protocol appears to have no impact upon sexual orientation.

Please describe any measures you have already got in place to reduce inequality to ensure customers can access this service:

- Not applicable.

Gender reassignment					
Access to service			Delivery of service		
Positive Impact	Negative Impact	Nil Impact	Positive Impact	Negative Impact	Nil Impact
		X			X

Please describe any positive impact, negative impact, any barriers or potential discrimination:

- This protocol appears to have no impact upon gender reassignment

Please describe any measures you have already got in place to reduce inequality to ensure customers can access this service:

- Not applicable

Marriage and Civil Partnership

Access to service			Delivery of service		
Positive Impact	Negative Impact	Nil Impact	Positive Impact	Negative Impact	Nil Impact
		X			X

Please describe any positive impact, negative impact, any barriers or potential discrimination:

- This protocol appears to have no impact upon marriage and civil partnership

Please describe any measures you have already got in place to reduce inequality to ensure customers can access this service:

- Not applicable

Pregnancy and Maternity

Access to service			Delivery of service		
Positive Impact	Negative Impact	Nil Impact	Positive Impact	Negative Impact	Nil Impact
		X			X

Please describe any positive impact, negative impact, any barriers or potential discrimination:

- This protocol appears to have no impact upon pregnancy and maternity

Please describe any measures you have already got in place to reduce inequality to ensure customers can access this service:

- Not applicable

Religion or belief					
Access to service			Delivery of service		
Positive Impact	Negative Impact	Nil Impact	Positive Impact	Negative Impact	Nil Impact
		X			X

Please describe any positive impact, negative impact, any barriers or potential discrimination:

- This protocol appears to have no impact upon religion or belief.

Please describe any measures you have already got in place to reduce inequality to ensure customers can access this service:

- Not applicable

Other Groups or Issues (e.g. socio-economic)					
Access to service			Delivery of service		
Positive Impact	Negative Impact	Nil Impact	Positive Impact	Negative Impact	Nil Impact
		X			X

Please describe any positive impact, negative impact, any barriers or potential discrimination:

- This protocol appears to have no impact upon other groups or issues.

Please describe any measures you have already got in place to reduce inequality to ensure customers can access this service:

- Not applicable.

Stage 7 - Action Plan and Policy Review

From the previous section list the specific actions required to address any problems you have identified:

Action	Service Plan / Delivery Plan	Officer responsible	Timescale	Resources	Milestones, monitoring and review details
Monitor the protected characteristics as far as practicable, of those involved in 'fly grazing' and ensure that equality information is reasonably collected as part of the process.	Service Plan	Business Manager – Community Safety	An ongoing task with data being available through the production of reports.	A suitable database where protected characteristics can be recorded and reports can be efficiently produced.	Policy review 2018
Protocol to be formally adopted by the Authority	Service Plan	Business Manager – Community Safety	January 2017	n/a	16 th January 2017 – Guidance taken to Homes and Communities committee for consideration and approval.
Formalise the availability of translation services and production of promotional materials in an accessible way.	Service Plan	Business Manager – Community Safety	April 2017	£4000 has been made available from Notts. County Council to fund the production of an educational film around good horse welfare.	Production and distribution of the film. Monitor the number of views online. Policy review 2018
Review protocol in 2018.	Service Plan	Business Manager – Community Safety	February 2018	n/a	Policy review 2018

Date of next review **February 2018**

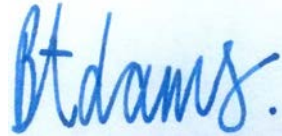
Stage 8 – Outcome(s) of equality impact assessment:

No major change needed The proposed policy is acceptable and does not need any major changes based on the actions agreed.	Adjust the policy/proposal	Adverse impact but continue	Stop and remove the policy and proposal
--	----------------------------	-----------------------------	---

Stage 9 – Confirmation and publish the results

I confirm that these actions are being adopted as everyday practice and if necessary incorporated into the Service Plan or Delivery Plan.

Signed by Lead Officer;



Date: 3 January 2017

Full List of Consultees

1. Nottinghamshire Police
2. Nottinghamshire County Council
3. Newark and Sherwood Homes
4. Notts. Community Housing Association
5. Gypsy and Romany Traveller Group
6. Crown Prosecution Service
7. Office of the Police and Crime Commissioner
8. Parish and Town Councils
9. National Farmers Union & Members
10. Royal Society for the Protection of Cruelty to Animals
11. Help for Horses
12. Bransby Horses
13. Environmental Health Chief Officers Group
14. Bassetlaw and Newark Community Safety Partnership.
15. Enforcement Officers at Newark & Sherwood DC
16. Rural Crime Working Group
17. Derby Legal Services (Equine Bailiff)

SHARED EMPTY HOMES OFFICER WITH MANSFIELD DISTRICT COUNCIL

1.0 Purpose of Report

- 1.1 To provide the Committee with details of a potential joint arrangement with Mansfield District Council to share an Empty Homes Officer currently employed by Mansfield DC.

2.0 Background Information

- 2.1 One of the Council's new strategic priorities within the remit of 'Homes' seeks to reduce the numbers of empty homes. The full priority is set out below.

*'Develop more affordable housing by making maximum use of Section 106 contributions, by acquiring or developing new homes, **by reducing the number of empty homes**, by bringing forward brownfield land and by recognising that different models and definitions of 'affordable housing' could increase the scope and choice in housing'.*

- 2.2 At the meeting of the Homes and Communities Committee in September a report on Empty Homes within the district was considered and the following resolution was agreed:

Officers to further explore the feasibility of sharing an Empty Homes Officer resource with neighbouring local authorities;

3.0 Introduction

- 3.1 There are numerous contributory factors to why homes become and/or remain empty, these include:

- Lack of funds for refurbishment.
- Reluctance to rent out.
- Abandonment.
- Employment linked homes.
- Capital investment properties.
- Probate, estate or legal ownership issues.
- Lack of awareness of options.
- Inaction of owners unable to sell or let.

- 3.2 It is also acknowledged that a long term empty derelict property can have a negative impact on the quality of the local environment, which in turn can create further problems in the local area that may lead to increased fear of crime, attract anti-social behaviour and make a place less attractive for local people to live in.

- 3.3 In Newark and Sherwood empty homes are pepper potted across the district which is distinctly different to authorities such as Ashfield and Mansfield which have large swathes of empty homes owned by portfolio holders.

- 3.4 The number of empty homes in the district can also be closely linked to activity in the housing market, which is currently fairly buoyant and from a strategic perspective it is positive to note that the upturn in the housing market is to some degree redressing the issue of empty homes across the district.
- 3.5 In this respect the table below shows a pattern of decline in the number of long term (6 months+) empty homes across the district over the last 6 years:

Year	Number
2010	915
2011	839
2012	813
2013	679
2014	682
2015	694

Council Tax Records

- 3.6 Currently 211 properties in the district have been empty for more than 2 years.
- 3.7 Although the number of empty properties has been reducing the number of long term empty properties remains stubbornly high. These properties tend not to be responsive to changes in the housing market. Experience has shown that long term empty properties need a substantial amount of time and effort to bring them back into use as they often have complex histories and unresolved problems.
- 3.8 The number of empty homes within Newark and Sherwood and the problems associated with them is not sufficient to warrant the significant resources required for a dedicated post, however, a part time resource tasked with delivering some specific outcomes is considered an appropriate approach.
- 3.9 Mansfield District Council employs a dedicated Empty Homes Officer and discussions have taken place to examine in detail the potential to develop a shared service for this resource.

4.0 Proposals

- 4.1 As stated above it is not considered necessary to have a full time post dedicated to empty homes. However, a part time roll shared with another local authority is considered an appropriate solution.
- 4.2 Mansfield District Council has indicated that it would be willing to enter into a shared service for an Empty Homes Officer. They currently employ a post delivering this function, however, they now feel that they have some spare capacity in this post and would be willing to allow Newark and Sherwood to use the post holder on a 2 days per week basis.
- 4.3 The role within Newark and Sherwood for the Empty Homes Officer would be to address three important outcomes:
- (i) Identify all long term empty properties (more than two years), assess their condition, prioritise those in need of urgent intervention and use all means available to bring them back into use.

- (ii) To analyse and interrogate Council Tax data to ensure accurate recording of empty properties.
- (iii) To work with owners of short term empty properties to examine the potential for linking these to other Council schemes such as Real Homes
- (iv) To develop a policy and procedure for empty homes

5.0 Equalities Implications

5.1 At this point a detailed appraisal on the equalities implications of long term empty homes has not been undertaken. However, it is not thought that there will be any negative equalities implications.

6.0 Impact on Budget/Policy Framework

6.1 The cost of this post for 1 year based on 2 days per week would be £12,981

6.2 There is potential for income to be generated via the New Homes Bonus as the scheme allows long-term empty properties that are brought back into use to be included within the annual submission. For every property brought back into use, New Homes Bonus based on the national average amount of council tax raised by a similar rated property is payable. Up until 31 March 2017, this amount is paid every year for six years. Government policy is changing with effect from 1 April 2017 and New Homes Bonus will be less generous with the period of time payments are receivable reducing, and payments only being due for housing that is added above a baseline. It is not possible to identify the amount that might be received as a result of this work - it will be dependent on which Council Tax Band a property falls within, how long it has been empty and when it is brought back into use.

6.3 It is proposed that the Strategic Priorities Invest to Save Committee fund be used to support this post for 12 months.

7.0 Comments: Business Manager & Chief Financial Officer – Financial Services

7.1 Work has been commissioned by the Revenues and Benefits team in the last two financial years simply to identify previously empty homes that have come back into occupation, to ensure that these are included in the Council Tax Base, and identified in the New Homes Bonus returns. This work was funded using New Homes Bonus and was on a commission basis. New Homes Bonus amounting to approximately £200k per year in both 2015/15 and 2016/17 has been achieved through this work.

7.2 The proposed shared post would be a proactive approach to bringing empty homes back into use, including work of the type previously commissioned, and despite the reduction in payments, could still generate significant income for the Council.

8.0 RECOMMENDATIONS that:

- a) the Committee consider the proposal for a Shared Empty Homes Officer with Mansfield District Council and indicate if they would like to support this proposal,
- b) the Committee confirm that the post be initially agreed for a 12 month period, and that:

c) funding for the post of £12,981 be allocated from the Strategic Priorities Invest to Save Committee fund

Reason for Recommendations

To take forward work on empty properties to meet the Council's strategic priority on empty homes.

Background Papers

Nil

For further information please contact Alan Batty (Business Manager – Environmental Health).

Karen White
Director – Safety