



*Kelham Hall
Newark
Nottinghamshire
NG23 5QX*

Tel: 01636 650000

www.newark-sherwooddc.gov.uk

Chairman: Councillor P.C. Duncan
Vice-Chairman: Councillor N.B. Mison

Members of the Committee:

Councillor D. Clarke
Councillor M.G. Cope
Councillor G. Dawn
Councillor R.J. Jackson
Councillor J.D. Lee

Councillor Mrs S. Soar
Councillor D. Staples
Councillor Mrs L.M.J. Tift
Councillor K. Walker
Councillor B. Wells

Substitutes

Councillor D. Batey
Councillor Mrs I. Brown
Councillor Mrs R. Crowe
Councillor D. Thompson
Councillor I. Walker

AGENDA

MEETING: Leisure & Environment Committee

DATE: Tuesday, 20 September 2016 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 Catharine Saxton on 01636 655247.

AGENDA

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| 1. | Apologies for Absence | |
| 2. | Minutes of the Meeting held on 28 June 2016 | 1 – 6 |
| 3. | Declarations of Interest by Members and Officers and as to the Party Whip | |
| 4. | Declaration of Any Intentions to Record the Meeting | |
| 5. | Waste Recycling and Cleansing Presentation
<i>A presentation will be provided by Andrew Kirk – Business Manager Waste, Litter & Recycling, Matthew Adey – Assistant Business Manager Waste, Litter and Recycling and Philip Hadfield – Environmental Projects Officer (maximum 40 minutes presentation followed by questions and answers)</i> | |

PART 1 - ITEMS FOR DECISION

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| 11. | Health and Wellbeing/Health Scrutiny | Verbal Update |

CONFIDENTIAL AND EXEMPT ITEMS

None

NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the meeting of the **LEISURE & ENVIRONMENT COMMITTEE** held in Room G21, Kelham Hall, Newark on Tuesday, 28 June 2016 at 6.00 pm.

PRESENT: Councillor P.C. Duncan (Chairman)

Councillors: R.V. Blaney (Ex-Officio), D. Clarke, M.G. Cope,
R.J. Jackson, J.D. Lee, N.B. Mison, Mrs S. Soar,
D.B. Staples, Mrs L.M.J. Tift and B. Wells.

01. APOLOGIES FOR ABSENCE

There were no apologies for absence.

02. MINUTES OF THE MEETING HELD ON 12 APRIL 2016

AGREED that the Minutes of the meeting held on 12 April 2016, be approved as a correct record and signed by the Chairman.

03. DECLARATION OF INTERESTS BY MEMBERS AND OFFICERS

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

04. DECLARATION OF ANY INTENTIONS TO RECORD THE MEETING

The Chairman advised that the proceedings were being audio recorded by the Council.

05. GENERAL FUND BUDGET PERFORMANCE REPORT TO 31 MARCH 2016

The Committee considered the report presented by the Assistant Business Manager Financial Services, which compared the General Fund Leisure & Environment Committee net expenditure for the period ending 31 March 2016 with the profiled budget for the period.

The Chairman sought clarification regarding the Committee's budget for 2016/17 and requested an agreed opening figure against the outturn for 2015/16. The Assistant Business Manager Financial Services confirmed that this information would be circulated to Members of the Committee.

AGREED (unanimously) that:

- (a) the overall position of the Leisure and Environment Committee net expenditure compared to budget at 31 March 2016 be approved; and
- (b) the Committee's budget for 2016/17 including the opening budget figure against the closing figure for 2015/16, be circulated to Members of the Committee.

06. ACTIVE4TODAY – END OF FINANCIAL YEAR UPDATE AND FORWARD PLAN

The Committee considered the report presented by the Director – Customers, which updated Members on the performance of Active4Today for the financial year ending 31 March 2016 and considered plans for 2016/17.

Councillor R.V. Blaney informed the Committee that although he was the Chairman of Active4Today his attendance at this meeting was in the capacity of ex-officio Member of the Leisure and Environment Committee.

A Member sought clarification as to whether there were any concessions for low peak membership for 60+ and students. It was confirmed that concessionary benefits were in place for those groups and also children. Another Member felt that not enough was being achieved to reach deprived areas and encourage people on low incomes to access the Leisure Centre by allowing concessions.

A Member also asked that individual reports for all four leisure centres, including cost, income and performance, be brought to a future meeting of the Committee.

The Managing Director Active4Today confirmed that reports could be submitted regarding three of the Leisure Centres although some information would be company information. Southwell Leisure Centre however operated as a trust in partnership with Active4Today and was a separate registered charity; financial information regarding Southwell was not therefore held by the Company.

A Member sought clarification as to why the Active4Today Accounts had not been audited and considered that as essential due to it being public money. Clarification was also sought regarding which secondary schools had received coaching under the Satellite Clubs programme.

The Managing Director Active4Today confirmed that only companies with a turnover of over £6 million had to undertake an audit process, discussions were taking place with the Council regarding this issue and a £15,000 allowance was in place should an audit be required. Information regarding which schools had received coaching would be circulated to Members of the Committee.

A Member commented that some of his constituents had complained about the new Newark Sports and Fitness Centre and asked how many membership cancellations had been received.

The Managing Director Active4Today confirmed that the number of cancelled memberships could be provided however said that this would not reflect whether the customer was unhappy with the offer. He also expressed his disappointment with that news as he had received overwhelmingly positive feedback from customers and memberships were continuing to increase.

A Member commented that Recommendation (c) within the report was constitutionally incorrect and the wording would need to be amended.

AGREED (unanimously) that

- (a) the positive start to Active4Today's trading be noted;
- (b) that the additional half of the management fee requested by Active4Today in 2015/16 is not paid, whilst a decision on requesting the return of the 50% already paid is deferred until the November meeting of the Leisure and Environment Committee;
- (c) the additional management fee agreed by Active4Today in 2016/17 be kept in abeyance pending the outcome of the work between Active4Today and the council over areas of 'unknowns' in its annual report with the outcome being reported to the November meeting of the Leisure and Environment Committee;
- (d) Active4Today provide the November Committee meeting with a half-year outturn and full year forecast in order that the Committee can make fully informed decisions about the request for any additional management fee as well as the appropriateness of recalibrating the management fee payable in 2017/18 and future years;
- (e) Active 4 Today Ltd be requested to bring draft proposals for the use of the 2015/16 surplus of £359,000 to the September Committee meeting; and
- (f) information regarding which secondary schools had received coaching under the Satellite Clubs programme and the number of cancelled memberships, be forwarded to Members of the Committee.

07. OUTSIDE BODIES

The Chairman informed the Committee that there were six outside bodies that the Leisure and Environment Committee was responsible for, four of which related to Health as follows: Nottinghamshire Health & Wellbeing Board; Newark & Sherwood CCG Stakeholder Reference Group Sub Committee; Newark & Sherwood Health Forum; and Nottinghamshire County Council Health Scrutiny.

The Chairman proposed that the Committee would be better represented on the four health related bodies by the Leisure and Environment Committee Vice-Chairman – Councillor N. Mison, as he had more knowledge regarding health issues due to working in the Health profession and would be supported by Councillor D. Staples on the Health Scrutiny Committee.

The Chairman would represent the Committee on the Joint Waste Management Committee and the Grants Panel.

AGREED that the update be noted.

08. RECONSTITUTION OF WORKING PARTIES/TASK & FINISH GROUPS

The Committee considered the report presented by the Democratic Services Officer, which sought to reconvene the Leisure and Environment Budget Working Party.

The Chairman suggested that in order to be consistent with the two other Operational Committees, the Budget Working Party which had been established by the Committee be disbanded, subject to financial information being presented to the Committee in a simplified and more readily intelligible manner.

AGREED (unanimously) that the Leisure and Environment Budget Working Party be disbanded.

09. ENVIRONMENTAL HEALTH BUSINESS UNIT – REVIEW OF PEST CONTROL AND DOG WARDEN SERVICE

The Committee considered the report presented by the Business Manager – Environmental Health and Licensing which provided an update regarding further work undertaken to review the Animal Welfare and Pest Control Services provided within the Business Unit.

At the meeting of the 12 April 2016 Leisure and Environment Committee Members considered a report setting out various options for the future of both the Pest Control service and the Dog Warden service. Following lengthy discussion it was agreed that some additional information should be provided in a further report.

The report therefore provided information on the Pest Control service discount scheme; a partnership with Rushcliffe Borough Council for the Pest Control service and a possible Joint procurement of the Dog Warden service.

The Business Manager – Environmental Health and Licensing confirmed that currently the Dog Warden and Pest Control services were being provided by two posts, although the Authority was carrying one vacancy.

He also confirmed that Rushcliffe Borough Council was currently considering whether its pest control service should be put into their wholly council owned operating company 'Streetwise' and whilst there may be an opportunity for the Council to work with Rushcliffe to incorporate the Newark and Sherwood pest control service into the same company that would take some time. Bassetlaw District Council however had indicated an interest for a joint procurement of the Dog Warden service. The joint procurement would see advantages in having a single contractor delivering services across two districts, both potentially financial and operationally. Bassetlaw however required a decision from this committee as they were currently ready to release their tender documentation.

Members discussed the proposals and notwithstanding material Officer concerns regarding proportionate costs and workloads, concern was raised regarding the need to have some subsidy for those on low income to access the pest control service, whether that remained in house or was provided by a third party. It was suggested that the joint procurement for the Dog Warden service be pursued with Bassetlaw District Council, but

the Authority remain in contact with Rushcliffe Borough Council to pursue them providing the Pest Control service on the Authority's behalf.

AGREED (with 5 votes for and 4 votes against) that:

- (a) consideration was given to the additional information provided on the specific elements requested from the last meeting;
- (b) the Authority enter into detailed discussions with Bassetlaw regarding the Dog Warden Service and an update report be submitted to a future meeting of the Committee ;
- (c) the Pest Control Service continue in its current form, whilst further work be pursued regarding a Public Sector Partnership for the Pest Control Service with Rushcliffe Borough Council;
- (d) an update report be submitted to a future meeting of the Committee with recommendations regarding the future of the Pest Control Service; and
- (e) the retention of the Dog Warden and Pest Control services be definitively resolved in time for inclusion in the 2017/18 budget.

(Councillors Mrs S. Soar and Mrs L.M.J. Tift left the meeting at this point).

10. PERFORMANCE MANAGEMENT UPDATE – YEAR END UPDATE 2015/16

The Committee considered the report presented by the Business Manager – Policy & Commissioning, which provided a selection of performance information falling under the remit of the Leisure and Environment Committee.

The Director – Community sought clarification from the Committee as to what performance information the Committee would like to receive and suggested that only the headline key performance indicators be submitted to Committee, all other performance indicators could be uploaded on the Members Extranet for Member information.

The Chairman suggested that a meeting take place with the Chairman, Councillor N. Mison (Vice-Chairman) and the Business Manager - Policy & Commissioning to discuss what performance information the Committee would like to receive and a report be submitted to a future meeting of the Committee.

AGREED that:

- (a) the report be noted; and
- (b) a meeting take place with the Chairman, Councillor N. Mison (Vice-Chairman) and the Business Manager - Policy & Commissioning, to discuss what performance information the Committee would like to receive and a report be submitted to a future meeting of the

Committee.

11. UPDATE REPORT ON THE GREEN WASTE SCHEME

The Committee considered and welcomed the report presented by the Director – Community, which informed Members of the successful expansion of the Green Waste Collection Service.

NOTED the successful implementation of the expanded Garden Waste scheme.

12. HEALTH AND WELLBEING/HEALTH SCRUTINY

The Chairman provided an update on the Nottinghamshire Health & Wellbeing Board that he attended. The meeting focused on the sustainability and transformation plan, as people were living longer, the focus was on quality of life. The meeting also discussed the breast feeding initiative which was being undertaken by Nottinghamshire County Council and encouraged across the County.

A Member provided an update on the CCG Stakeholder Group that he had attended where they had discussed the make-up of that Stakeholder Group and the need to get representatives of patient groups i.e. Mind – the national charity which supports mental health, and other voluntary agencies to attend the meetings.

13. CHAIRMAN'S UPDATE

The Chairman provided a verbal update regarding the future work plans for the Committee and informed Members that his intension was to shape the agenda as to what work was required by the Committee rather than what the Committee was given. He suggested the following items be prioritised at future Committee meetings:

- Leisure Centres;
- Waste Management – 20 September 2016 meeting;
- Environmental Health – Proactive and Reactive – Presentation to 15 November 2016 meeting.

The Chairman also requested that the Chairman's Update standing item, be removed from the future agenda of the Leisure and Environment Committee.

AGREED that:

- (a) the verbal update be noted; and
- (b) the Chairman's Update standing item be removed from the future agenda of the Leisure and Environment Committee.

The meeting closed at 7.50pm.

Chairman

REVIEW OF PEST CONTROL SERVICE AND DOG WARDEN SERVICES

1.0 Purpose of the Report

- 1.1 To provide Members with an update on the review of the Pest Control and Dog Warden services.

2.0 Background

- 2.1 At the meeting of the Leisure and Environment Committee in June 2016 Members considered a report setting out various options for the future of the Pest Control service and the Dog Warden service. The recommendations from the Committee are set out below.

AGREED (with 5 votes for and 4 votes against) that:

- (a) consideration was given to the additional information provided on the specific elements requested from the last meeting;*
- (b) the Authority enter into detailed discussions with Bassetlaw regarding the Dog Warden Service and an update report be submitted to a future meeting of the Committee;*
- (c) the Pest Control Service continue in its current form, whilst further work be pursued regarding a Public Sector Partnership for the Pest Control Service with Rushcliffe Borough Council;*
- (d) an update report be submitted to a future meeting of the Committee with recommendations regarding the future of the Pest Control Service; and*
- (e) the retention of the Dog Warden and Pest Control services be definitively resolved in time for inclusion in the 2017/18 budget.*

3.0 Dog Warden Update

- 3.1 Discussion between Newark and Bassetlaw have now commenced and detailed work is being undertaken on drafting contract and tender documents for provision of the Dog Warden service. Bassetlaw are leading on the procurement of the service but with input from both the Environmental Business Unit and Procurement Business Unit from Newark and Sherwood.
- 3.2 It is anticipated that the tender will seek bids for providing both a joint service but also a single service within each authority. This will provide for more opportunities to receive suitable tenders should a joint provider not be forthcoming.
- 3.2 Regular updates will be provided as the process progresses.

4.0 Pest Control update

- 4.1 Further discussions have now taken place with Rushcliffe Borough Council with regard to the use of the 'Streetwise' company as a vehicle for a partnership to deliver the pest control service for Newark and Sherwood. At the present time Streetwise operates within the Rushcliffe Borough area providing ground maintenance and some cleansing functions. Rushcliffe Borough Council is currently considering whether Streetwise is a suitable delivery mechanism for their pest control service.
- 4.2 Officers from Newark and Sherwood DC have had detailed discussions with their counterparts at Rushcliffe to examine the possibility of Streetwise providing a similar grounds maintenance service within Newark and Sherwood. These discussions have revealed that there is a substantial amount of further work on the potential governance models to be put in place prior to this option being considered. As stated earlier pest control services from Rushcliffe are not yet part of the Streetwise delivery model and therefore it can be assumed that incorporating pest control from Newark and Sherwood would not be achievable in the short to medium term and certainly not before that commencement of the 2017-18 financial year.
- 4.3 This therefore does conflict with agreed action (e) from the previous meeting.

5.0 Items for Consideration

- 5.1 Members have considered the various options for the future provision of the pest control service. If a definitive decision is to be made before the start of the 2017-18 financial year the options are limited, particularly taking into account the rejections of other options previously considered.
- 5.2 It is the opinion of officers that two options remain viable. These are set out below.
- 5.3 Option One: Retain in-house service provision
The Council could retain one full time equivalent employee to deliver the pest control service along similar line to that currently provided. This would be straight forward to implement and would add no additional cost to the budget.
- 5.4 Having a single officer to deliver the service would pose some challenges. The resilience of the service would be greatly reduced as there would be no cover for period of leave or sickness absence. There would also be an impact on response times during the busy summer months.
- 5.5 Option Two: Cease to provide the pest control service
The pest control service is a discretionary function that the council is not statutorily required to provide. It is a service well used by the public.
- 5.6 Ceasing the service would mean that no pest control service would be provided by the Council. There are private sector companies that provide this service in the open market. Information on local providers of pest control services could be made available on the internet to assist residents seeking help.

6.0 Financial Comments

- 6.1 Ceasing the discretionary pest control service will achieve small annual revenue savings, although as other services transfer or cease there will be the potential to reduce the cost of central services and achieve further savings across the Council's revenue budget as a whole.
- 6.2 It will be necessary to continue to provide the statutory dog warden service and there are potential savings from the joint procurement of the service with Bassetlaw. Any potential savings cannot be identified until the contracts are agreed.

7.0 Equalities Implications

- 7.1 The Council does currently offer a reduced rate for pest control treatments for customers in receipt of specified benefits. If no in house service is provided it is likely that customers will have to pay the market rate for their pest control treatment.

8.0 RECOMMENDATIONS:

- (a) Members are asked to note update on the progress in relation to the dog warden services; and**
- (b) consider the options set out on the future of the pest control service and indicate preferred option on the future of the pest control service.**

Reason for Recommendation

To ensure that the provision of the pest control and dog warden services continue to meet the needs of the Council.

Background Papers

Nil

For further information please contact Alan Batty 655467

Karen White
Director - Safety

BREASTFEEDING FRIENDLY PLACES

1.0 Purpose of the Report

- 1.1 To provide the Health with information regarding the implementation of breastfeeding friendly places, which is a key strategic action within the county Health and Wellbeing plan.
- 1.2 To Seek Member support for Newark and Sherwood DC becoming a Breastfeeding friendly organisation.

2.0 Background

- 2.1 The World Health Organisation (WHO), UNICEF and the UK Government all recommend that babies should be exclusively breastfed for their first six months of life to achieve optimal growth, development and health.
- 2.2 Breastfeeding improves health outcomes for both mothers and children and makes a significant contribution to health at the population level. Improving breastfeeding rates has been identified as a national and local priority.
- 2.3 Rates of Breastfeeding
Breastfeeding rates are measured by initiation of breastfeeding at birth and prevalence of breastfeeding at 6 to 8 weeks.
- 2.4 Initiation of breastfeeding in Nottinghamshire was 69% in 2014/15, lower than the England average of 74%.
- 2.5 Prevalence of breastfeeding in Nottinghamshire was 40% in 2014/15 compared to an England average of 44%. Breastfeeding prevalence is particularly low in Mansfield and Ashfield (30%), Newark and Sherwood (35%), Bassetlaw (37%) and Nottingham North East (39%).

3.0 Breastfeeding friendly premises

- 3.1 Breastfed babies feed frequently and need to be able to feed whenever required. Mothers, particularly younger mothers, cite fear of breastfeeding in public as a barrier to continuing to breastfeed. It is important that mothers feel comfortable and welcome to breastfeed wherever they choose.
- 3.2 The implementation of a breastfeeding friendly places initiative aims to address this and is currently being piloted in Gedling. A provider, Nottinghamshire Healthcare Trust, has been commissioned to support the rollout of the initiative across Nottinghamshire over 2016/17.
- 3.3 As part of the pilot a pathway for accreditation has been developed in conjunction with Gedling District Council in order that organisations can apply to become breastfeeding friendly. Venues are then supported with information and advice on being breastfeeding

friendly. Subject to meeting defined standards venues may be accredited as a breastfeeding friendly venue.

- 3.4 Organisations that sign up to being breastfeeding friendly are asked to adopt a positive breastfeeding friendly approach, including providing a welcoming, clean and comfortable environment for breastfeeding mums, and to ensure all staff are supportive of their needs. Venues taking part display window and till stickers letting people know they are welcome to breastfeed, as well as posters and leaflets offering further information and support.

4.0 Proposals

- 4.1 It is proposed that Newark and Sherwood DC acknowledges the benefits of breastfeeding and becomes a breastfeeding friendly place. In simple terms this would mean providing a welcoming, clean and comfortable environment for breastfeeding mums where the public have access to the Council's buildings.
- 4.2 It is further proposed that the Health Improvement Officer based within Environmental Health and Licensing Business Unit works with the County Council to identify and support local breastfeeding friendly places within the Newark and Sherwood district.

5.0 RECOMMENDATIONS:

- (a) Members are asked to note the plans to implement breastfeeding friendly places across 2016/17;**
- (b) agree that Newark and Sherwood District Council becomes a breastfeeding friendly organisation; and**
- (c) officers work with the County Council to identify and support the scheme within the Newark and Sherwood District.**

Reason for Recommendation

To provide a suitable environment within which breastfeeding can take place and to ensure that the provision of breastfeeding friendly places within the district is increased.

Background Papers

Nottinghamshire County Council - Report to the Health and Wellbeing Board. June 2016

For further information please contact Alan Batty 655467

Karen White
Director - Safety

MANSFIELD AND DISTRICT CREMATORIUM JOINT COMMITTEE – ANNUAL STATEMENT OF ACCOUNTS

1.0 Purpose of Report

1.1 To present the Annual Statement of Accounts for the Mansfield and District Crematorium Joint Committee, to the Leisure & Environment Committee.

2.0 Background Information

2.1 The Councillors' Commission at their meeting held on 4 March 2014 requested that the Annual Statement of Accounts for the Mansfield and District Crematorium Joint Committee be presented to the Leisure & Environment Committee for consideration.

3.0 Proposals

3.1 The Annual Statement of Accounts for the Mansfield and District Crematorium Joint Committee are attached as **Appendix A**. The relevant Minute from the 27 June 2016 meeting of the Mansfield and District Crematorium Joint Committee is also attached as **Appendix B** for information.

4.0 RECOMMENDATION

That the Leisure & Environment Committee notes the Annual Statement of Accounts for the Mansfield and District Crematorium Joint Committee.

Reason for Recommendation

In accordance with the recommendation of the 4th March 2014 meeting of the Councillors Commission.

Background Papers

Nil.

For further information please contact Nigel Hill, Business Manager Democratic Services, on Ext: 5243

Kirsty Cole
Deputy Chief Executive

MANSFIELD AND DISTRICT CREMATORIUM JOINT COMMITTEE

**ANNUAL STATEMENT OF ACCOUNTS
2015/2016**

MANSFIELD AND DISTRICT CREMATORIUM JOINT COMMITTEE
ANNUAL STATEMENT OF ACCOUNTS 2015/2016

CONTENTS

- Statement of Accounting Policies
- Report of the Treasurer of Joint Crematorium Committee
- Core Financial Statements**
- Summary Income and Expenditure Statement
- Balance Sheet
- Notes to the Accounts
- Audit Certificate
- Annual Governance Statement
- Nottinghamshire County Council Pension Fund – Actuary Report

STATEMENT ON ACCOUNTING POLICIES

General Principles

The Statement of Accounts has been prepared in accordance with the 2015/2016 Code of Practice on Local Authority Accounting issued by the Chartered Institute of Public Finance and Accountancy (CIPFA) It incorporates all Statements of Accounting Practice and International Financial Reporting Statements applicable to local authorities, as approved by the UK's Accounting Standards Board.

Debtors and Creditors

The accounts are kept on an accruals basis so that expenditure and income is matched to the year to which it relates.

Creditors

Payments to creditors are included in the accounts where the payments relate to goods or services received prior to 1 April 2016. Any payments in advance (before 1 April 2016), which relate to the 2016/2017 financial year are shown as prepayments.

One exception to this relates to electricity and similar periodic payments. These are included as at the date of meter readings rather than apportioned between two financial years. This policy is consistently applied each year and therefore does not have a material effect on the accounts.

Debtors

Income from debtors is included for amounts where the income relates to goods and services provided by the Crematorium Joint Committee prior to 31 March 2016. Any income received before 1 April 2016, which relates to the 2016/2017 financial year is shown as receipts in advance.

This policy is consistently applied each year and therefore does not have a material effect on the accounts.

Interest Charges

Interest on investments is calculated using the 7-day LIBOR Interest Rate.

Pensions

The Joint Committee makes a contribution to the Nottinghamshire County Council Pension Fund. The funding level is determined by an actuary valuation. This takes into account investment returns and future liabilities to determine whether the contribution rate needs to be increased. The liabilities have been assessed based on the latest full valuation of the scheme at 31 March 2016.

Report of the Treasurer of Joint Crematorium Committee

To

Mansfield and District Joint Crematorium Committee

27 June 2016

MANSFIELD AND DISTRICT JOINT CREMATORIUM COMMITTEE

ANNUAL STATEMENT OF ACCOUNTS 2015/2016

1. SUMMARY

This report presents the Annual Report and Statement of Accounts for 2015/2016 showing the Committee's financial position as at the 31 March 2016 and the revenue and capital activity during the financial year.

2. RECOMMENDATIONS

- (i) The Statement of Accounts as presented in Appendix A for the financial year 2015/2016 is approved.
- (ii) That approval be given to the 2015/2016 surplus distribution as detailed in paragraph 4.4

3. BACKGROUND

- 3.1 The Annual Statement of Accounts is a statutory document which must be produced and approved by the Committee prior to 30 June 2016. The statement informs interested parties of the financial position of the Mansfield and District Joint Crematorium as at the end of the financial year i.e. 31 March 2016 and shows the financial activity during that period (1 April 2015 to 31 March 2016) together with any significant factors affecting the Committee and its finances.
- 3.2 Due to the implementation of the Local Audit and Accountability Act 2014 from 1 April 2015, there is no longer a requirement to appoint an external auditor to carry out a separate annual audit of accounts for the Mansfield and District Joint Crematorium Committee. A decision was approved confirming that Assurance Lincolnshire (previously known as Audit Lincolnshire) continue to undertake an annual audit of accounts for the Mansfield and District Joint Crematorium Committee, Appendix D.

- 3.3 Assurance Lincolnshire has reviewed the Accounts and has issued a certificate which states that the financial position of the Joint Crematorium is presented fairly, See Appendix C.
- 3.4 The accounts as shown in this document have been prepared in accordance with the latest Code of Practice on Local Authority Accounting in order to provide the necessary detail for subsequent consolidation into the accounts of the two constituent authorities.
- 3.5 The Joint Crematorium Committee is required to produce an Annual Governance Statement, which includes the future actions required on internal control issues, See Appendix E.

4 COMMENTS ON THE STATEMENT

4.1 Income and Expenditure Statement (Appendix A)

This account summarises the resources that have been generated and consumed in providing services and managing the Crematorium during the year, including the day to day expenses and related income.

4.2 Income

The total income received during 2015/2016 was £1,593,181 compared to £1,687,141 in 2014/2015. This represents a decrease of £93,960 (5.57%).

4.2.1 Cremation Fees

The total income generated from Cremation Fees during 2015/2016 was £1,549,258 compared to £1,646,150 in 2014/2015, a decrease of £96,892 (5.89%). This is due to a number of contributory factors:

- Cremation fees (including £18.50 medical referee fee) were increased by £35.00 on 1 April 2015 from £548.50 to £583.50 (6.38%).
- The number of cremations decreased by 319 (11.3%) from 2,812 in 2014/2015 to 2,493 in 2015/2016.

4.2.2 Other Income

- During 2015/2016 £8,942 was received from the Cremation Abatement of Mercury Emissions Organisation (CAMEO) compared to £6,503 during 2014/2015. The 2015/2016 income is the allocation from the CAMEO burden sharing scheme covering the period January to December 2014.
- The interest from investments has increased by £97 during the 2015/2016 year to £6,269. The amount of investments held total £1,277,214.

4.3 Expenditure

The total expenditure incurred during 2015/2016 was £867,578 compared to £852,668 in 2014/2015. This is an increase of £14,910 (1.7%).

- 4.3.1 Employee expenses (Appendix B, Table 1) have increased by £17,943 to £366,713 (4.9%). This is primarily due to the pension liability costs of £25,875 which are included within employee expenses but then deducted as shown in

the Financing and Investment Income and Expenditure section of the Expenditure Statement in Appendix A.

- 4.3.2 Premises related costs have increased by £11,064 up to £344,278 compared to £333,214 in 2014/2015. Appendix B, Tables 2 and 3 identify the main areas of repairs, maintenance and premises related expenses.
- 4.3.3 The costs of supplies and services have decreased by £2,996 down to £133,808 compared to £136,804 in 2014/2015. Appendix B, tables 4 to 7 identifies the main areas of expenditure.
- 4.3.4 An amount of £1,611 has been paid for internal audit services provided by Newark and Sherwood District Council (Assurance Lincolnshire).
- 4.3.5 The provision for potential bad debts has increased by £4,608 to £8,920. This is because the value of debts outstanding at 31 March 2016, (which are older than 90 days), has increased to £4,276 compared to £489 in 2014/2015. The provision for bad debts is based on the age of the debts; the older the debt is the higher percentage provision is required. This is summarised in Appendix B, Tables 9 and 10.

4.4 Overall Position

The overall position at 31 March 2016 is a surplus of £725,603 which is a decrease of £108,870 (13.05%) compared to a surplus of £834,473 in 2014/2015. The full amount of the surplus will be distributed as follows based on the annual throughput of each Authority in 2015/2016

The surplus distributed is summarised below:

2015/2016 Surplus Distribution	£	%
Ashfield District Council	329,424	45.4%
Mansfield District Council	317,161	43.7%
Newark and Sherwood District Council	79,018	10.9%
Total Surplus	725,603	100.0%

5 BALANCE SHEET

- 5.1 The Balance Sheet shows the value of assets and liabilities recognised by the Joint Committee as at the Balance Sheet date, as shown in Appendix A. The net assets of the Joint Committee (assets less liabilities) are matched by the reserves held by the Joint Committee.

5.2 Long Term Assets

- 5.2.1 Property, Plant and Equipment

At 31 March 2016 the value of the property, plant and equipment is £1,840,959. The value of the assets has increased by £16,709 during the year 2015/2016. Revaluations of fixed assets are planned at five yearly intervals. Surpluses/deficits arising on the valuation of fixed assets are

credited or debited to the Revaluation Reserve Account. The last revaluation was completed 31 March 2012 and the next is due within the 2016/2017 financial year. A summary of fixed assets is included in Appendix B, Table 12.

5.3 Current Assets

5.3.1 Short Term Investments

	31 March 2015 £	31 March 2016 £
Investment held with Mansfield District Council	1,293,923	1,277,214

5.3.2 Short Term Debtors

	31 March 2015 £	31 March 2016 £
Funeral Directors	190,704	185,221

5.3.3 Cash and Cash Equivalents

Balances classified as 'Cash Equivalents' fit the definition of being short-term, highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.

The net balance of Cash and Cash Equivalents is made up of the following elements at the Balance Sheet date:

	31 March 2015 £	31 March 2016 £
Petty Cash	100	100
Bank	730,886	640,418
Total	730,986	640,518

5.4 Current Liabilities

5.4.1 Short Term Creditors

	31 March 2015 £	31 March 2016 £
Local Authorities	834,473	725,603
Other Bodies	27,410	35,721
Total	861,883	761,324

5.4.2 Provisions

	31 March 2015 £	31 March 2016 £
Provision for Bad Debts	4,312	8,920

6 RESERVES

Reserves are reported in two categories;

- a) Useable Reserves – These are reserves which the Joint Committee may use to provide services, subject to the need to provide a prudent level of reserves and any statutory limitations on their use.
- b) Unusable Reserves – The Joint Committee is not able to use these reserves to provide services. This category of reserves hold unrealised gains and losses (for example the Revaluation Reserve), where amounts would only become available to provide services if the assets are sold.

6.1.1 In accordance with the latest Code of Practice on Local Authority Accounting, the Capital Adjustment Account is maintained in the Balance Sheet;

6.1.2 There are two useable reserves in operation:

- a) Capital Fund – This reserve represents amounts set aside to finance expenditure on fixed assets.
- b) General Reserve – This represents the balance of the undistributed surpluses.

6.1.3 There are two unusable reserves in operation:

- a) Pension Reserve – This represents the value of the pension fund assets and liabilities, as shown on page 10 in Appendix F.
- b) Capital Adjustment Account – This represents the balance of surpluses or deficits arising from the periodic revaluation of fixed assets.

Summary of Reserves		31 March 2015	31 March 2016
		£	£
Useable Reserves:			
Capital Fund		1,265,668	1,248,959
General Reserves		158,000	158,000
Unusable Reserves:			
Pension Reserve		-642,000	-635,000
Capital Adjustment Account		1,750,000	1,766,709
Total Reserves:		2,531,668	2,538,668

7. OPTIONS AVAILABLE

7.1 Members of the Committee could not approve the Statement of Accounts or request amendments to the contents therein. However, there is a statutory requirement to approve by 30 June 2016.

8. RISK ASSESSMENT OF RECOMMENDATIONS AND OPTIONS

Risk	Risk Assessment	Risk Level	Risk Management
The statement is not approved by 30	This is a statutory deadline; not meeting this deadline will	Low	Ensure that the date set for Members of the

June 2016.	result in a qualification of the audit report		Committee to consider this report is met
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The preparation of the Statement of Accounts is a statutory requirement.

9. IMPLICATIONS

- (a) Relevant Legislation:
Should the Members of the Committee not approve the Statement of Accounts, the Committee would be in breach of the Accounts and Audit Regulations 2015.
- (b) Human Rights: It is not considered that individual human rights will be infringed.
- (c) Equality and Diversity: No direct impact
- (d) Climate change and environmental sustainability: No direct impact
- (e) Crime and Disorder: No direct impact
- (f) Budget /Resource: There are no budget / resource implications.

10. BACKGROUND PAPERS

A full set of working papers, Statements of Recommended Practice, CIPFA standards and regulations are held within the Financial Services Department.

Report Author - Wendy Gregson
Designation - Senior Finance Advisor
Telephone - 01623 463305
E-mail - wgregson@mansfield.gov.uk

**Mansfield and District Crematorium Joint Committee
Income Statement**

2014/2015		2015/2016
£		£
-1,483,380	Cremation Fees	-1,403,370
-43,622	Memorials/Columbarium Vaults	-42,114
-52,670	Medical Referees Fees	-46,491
-41,496	Organists Fees	-33,283
-24,982	Book of Remembrance	-24,000
-1,646,150	Cremation Fees	-1,549,258
-6,503	CAMEO	-8,942
-170	Containers	-154
-6,673	Other Income	-9,096
	<u>Recharges to other Local Authorities</u>	
-27,786	Mansfield District Council	-27,658
-360	Ashfield District Council	-900
-28,146		-28,558
-6,172	Interest On Investments	-6,269
-1,687,141	Total Income	-1,593,181

**Mansfield and District Crematorium Joint Committee
Expenditure Statement**

2014/2015 £		Table	2015/2016 £
348,770	Employee Expenses	1	366,713
113,099	Repairs & Maintenance	3	130,207
220,115	Premises Related Expenses	2	214,071
333,214	Premises Expenses		344,278
98,636	Cremation Costs	4	92,608
3,323	Audit Fees	5	1,611
8,100	Computer Expenses	6	8,603
26,745	Other Supplies & Services	7	30,986
136,804	Supplies & Services		133,808
38,517	Central Support Services	8	44,046
857,305	TOTAL REVENUE EXPENDITURE		888,845
-4,637	Provision for Bad & Doubtful Debts	9	4,608
	Financing and Investment Income and Expenditure		
0	Interest on Pension Liability		21,000
0	Remeasurement of Net Assets / (Defined Benefit)		-46,875
0	Charges for impairment of non-current assets		0
852,668	Total Expenditure		867,578
-1,687,141	Total Income		-1,593,181
-834,473	Net Surplus / (Deficit)		-725,603
	Distribution of Surplus:		
368,170	Mansfield District Council		317,161
378,934	Ashfield District Council		329,424
87,369	Newark & Sherwood District Council		79,018
-834,473	NET SURPLUS DISTRIBUTED		-725,603

Mansfield and District Crematorium Joint Committee
Balance Sheet

2014/2015		2015/2016
£		£
1,824,250	Property, Plant and Equipment	1,840,959
1,824,250	Long Term Assets	1,840,959
1,293,923	Short Term Investments	1,277,214
190,704	Short Term Debtors	185,221
730,986	Cash and Cash Equivalents	640,518
2,215,613	Current Assets	2,102,953
-861,883	Short Term Creditors	-761,324
-4,312	Provisions	-8,920
-866,195	Current Liabilities	-770,244
-642,000	Net Pension Liability	-635,000
-642,000	Long Term Liabilities	-635,000
2,531,668	Net Assets	2,538,668
	Financed by:	
	<u>Usable Reserves:</u>	
1,265,668	Capital Fund	1,248,959
158,000	General Reserve	158,000
	<u>Unusable Reserves:</u>	
-642,000	Pension Reserve	-635,000
1,750,000	Capital Adjustment Account	1,766,709
2,531,668	Total Reserves	2,538,668

Signed: Date

M. Andrews - CPFA

Treasurer

Mansfield and District Joint Crematorium

NOTES TO THE ACCOUNTS

1. Investments

The amount of investments held total £1,277,214. These have been placed with Mansfield District Council on seven days notice.

2. Further details of expenditure:

Table 1

2014/2015	Employee Expenses	2015/2016
£		£
240,390	Basic Pay	246,264
25,882	Overtime	24,319
15,702	National Insurance	15,592
60,577	Pension Liability	79,000
350	Wages - Other Pay	245
209	Superannuation	0
4,952	Redundancy Payments	0
708	Advertising - Appointments	541
0	Training Expenses - Staff	582
0	Car Allowance	85
0	Interview Expenses	85
348,770	Total	366,713

Table 2

2014/2015	Premises Related Expenditure	2015/2016
£		£
106,522	NNDR - Business Rates	108,953
159	Rent	159
11,321	Insurance	12,793
47,946	Electricity	39,426
45,913	Gas	45,161
4,653	Water	4,767
2,534	Cleaning Materials	2,812
1,067	Cleaning Contracts	0
220,115	Total	214,071

Table 3

2014/2015	Repairs and Maintenance	2015/2016
£		£
74,404	Cremator repairs	105,998
	<u>Building Repairs:</u>	
5,130	Remembrance cabinet refurbishments	0
3,437	Electrical repairs	2,473
3,269	Roof Repairs / Guttering	0
2,810	Surveys	0
1,700	Flooring / Curtains / Upholstery	1,700
0	Fire prevention	1,209
648	WC repairs / Water pipes	141
0	Hearing induction loop	230
648	Air conditioning repairs	358
0	Water pipe repairs	540
638	Miscellaneous	129
18,280		6,780
	<u>Grounds Maintenance:</u>	
490	Snow / Ice treatment	0
1,557	Tools / Equipment / Materials	697
1,630	Fuel / Candle oil	542
3,790	Plants / Seeds / Soil / Weedkiller	4,495
1,380	Window cleaning	1,380
2,214	Pond maintenance	2,871
1,875	Alarms / CCTV	2,460
1,111	EPA annual fee	1,111
14,047		13,556
	<u>Machinery Repairs:</u>	
2,333	Organ repairs / service	1,083
0	Music / Camera equipment	1,030
1,542	Catafalque / Bier	0
665	Vaccuum cleaners	499
1,828	Tractor maintenace	1,261
6,368		3,873
113,099	Total Repairs and Maintenance	130,207

Table 4

2014/2015	Cremation Supplies and Services	2015/2016
£		£
52,838	Fees - Medical referees	46,302
25,185	Fees - Organist	20,640
8,544	Memorial plaques	10,031
9,353	Book of Remembrance - inscriptions	12,423
0	Memorial cards / Miniature books	0
2,716	Caskets / Containers	3,212
98,636	Total	92,608

Table 5

2014/2015	Audit Fees	2015/2016
£		£
1,323	Newark & Sherwood DC	1,611
2,000	Grant Thornton	0
3,323	Total	1,611

Table 6

2014/2015	Computer Expenses	2015/2016
£		£
1,800	BACAS Annual support	1,800
6,240	Music Engine annual support	6,240
8,040	Maintenance:	8,040
60	Computer	102
0	Printer	461
60	Hardware:	563
8,100	Total	8,603

Table 7

2014/2015	Miscellaneous Expenses	2015/2016
£		£
3,306	Printing & Stationery	7,544
5,474	Telephones	7,061
3,426	Tools, Equipment & First Aid supplies	1,387
123	Furniture / Office Equipment	1,568
3,413	Uniforms	1,926
3,546	Postages	2,817
2,000	JCC Committee Fees	2,000
2,022	Subscriptions	2,067
1,194	ICS - Waste Collections	767
1,446	Advertising	3,297
200	Contributions	225
595	Hire of vending machines	327
26,745	Total	30,986

Table 8

2014/2015	Central Support Services	2015/2016
£		£
5,090	Head of Finance, Revenue & Property Services	5,660
1,741	Accountancy	1,823
2,452	Debtors/Recovery Services/CSU	2,059
5,779	Human Resources	5,495
1,119	Business Support / Creditors	1,215
2,246	Payroll	2,869
2,626	Financial Information Systems	2,974
2,271	Internal Audit	2,417
5,081	Information Technology	11,085
6,283	Trade Waste Service	6,503
1,805	Design Services & Building Control	409
1,139	Postal / Electricians/ Copiers / Telephones	864
885	Risk Management & Environmental Services	673
0	Legal Services	0
38,517	Total	44,046

3. Provisions

A provision for potential bad debts has been included in the accounts for 2015/2016. The value of the provision is £8,920. The provision has been increased by £4,608.

Table 9

2014/2015	Provision for Bad Debts	2015/2016
£		£
190,704	Debtors at 31 March	185,221
4,312	Provision required:	8,920
8,949	Provision b/fwd at 01 April	4,312
-4,637	Change in Provision	4,608

Table 10

Debtors Summary	2014/2015	2015/2016	Change
	£	£	£
Ageing:			
Over 90 days	489	4,276	3,787
29 to 89 days	39,360	48,576	9,216
1 to 28 days	150,855	132,370	-18,485
Total Debtors	190,704	185,221	-5,483

4. Publicity

Expenditure on staffing and general advertising is required to be disclosed by Section 5 of the Local Government Act 1986.

Table 11

2014/2015	Advertising	2015/2016
£		£
708	Staff Vacancy Adverts	541
1446	Other Adverts	3297
2,154	Total	3,838

5. Fixed Assets

Summary of Fixed Assets as at 31 March 2016.

Table 12

Fixed Asset Summary					
	31 March 2013	31 March 2014	31 March 2015	31 March 2016	Total
Mercury Abatement	1,559,078	21,720	0	0	1,580,798
Roadways	28,622	0	0	0	28,622
Thorseby Hall Extension	235,389	0	0	0	235,389
Floral Hall - Roof	60,587	0	0	0	60,587
Thorseby Hall - Canopy	58,924	0	0	0	58,924
Thorseby Hall - Foyer	57,619	0	0	0	57,619
Newstead Hall - repairs	60,760	0	0	0	60,760
Garage	0	8,337	0	0	8,337
New Land Infrastructure	0	0	0	16,709	16,709
Chapel of Rest - Conversion	0	8,541	0	0	8,541
Greenhouse	0	7,500	0	0	7,500
Asset revaluation at 31.03.2012	-282,827	0	0	0	-282,827
	1,778,152	46,098	0	16,709	1,840,959

AUDIT OF MANSFIELD CREMATORIUM
FINAL ACCOUNTS 2015/2016

Remit

An audit of the Mansfield Crematorium accounts 2015/16 has recently been undertaken by the Principal Auditor, Assurance Lincolnshire.

Opinion

In our opinion, the statement of accounts presents fairly the position of the Crematorium as at the 31st March 2016 and its income and expenditure for the year there ended.

Auditor: Amanda Hunt

Certification of Mansfield Crematorium Accounts 2015/16



Nicky Lovely

Section 151 Officer to Newark & Sherwood District Council

RECORD OF DECISION BY
CORPORATE DIRECTOR/HEAD OF SERVICE

Corporate Director/Head of Service Head of Finance, Property and Revenue Services	Date of Decision: 18 November 2015
Title/Reference: CHANGES TO THE AUDIT REQUIREMENTS FOR THE ACCOUNTS OF THE MANSFIELD AND DISTRICT JOINT CREMATORIUM COMMITTEE	
Consultee member (if applicable):	
Key Decision? No	Delegation Reference: 15/28/MA
Report and background papers Yes <input type="checkbox"/> Public <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Confidential <input type="checkbox"/>	
<p>Record of Decision</p> <p>(i) That Audit Lincolnshire continues to undertake an annual audit of accounts for the Mansfield and District Joint Crematorium Committee.</p> <p>(ii) That due to the implementation of the Local Audit and Accountability Act 2014 from 1 April 2015, there is no longer a requirement to appoint an external auditor to carry out a separate annual audit of accounts for the Mansfield and District Joint Crematorium Committee. Therefore the Joint Committee no longer procures the services of an external audit provider.</p>	
<p>Reasons for decision</p> <p>Currently an audit is carried out by Audit Lincolnshire on behalf of the Joint Committee and a further separate audit costing £2,000 per annum is undertaken by Grant Thornton to meet the requirements of the Audit Commission Act 1998. From 1 April 2015, the implementation of the Local Audit and Accountability Act 2014 means that Joint Committees will no longer be required to have their accounts separately audited. The Mansfield and District Crematorium Joint Committee's constitution does not require the arrangement for a second audit and all parties to the joint agreement agree that a further external audit is no longer required.</p>	
<p>Alternative options considered and rejected</p> <p>Do nothing. This will mean that an external audit will continue to be undertaken for which there is no requirement. This would continue to cost the Joint Committee £2,000 per annum.</p>	

Decision subject to call in: Yes

Notes:

Signed: 

Date: 18/11/15

Contact Officer: Wendy Gregson – Senior Finance Advisor Tel 01623 463305 email wgregson@mansfield.gov.uk

Mansfield & District Joint Crematorium

ANNUAL GOVERNANCE STATEMENT

2015/2016

It is a requirement that a separate Governance Statement is produced for any joint committees for approval by their relevant management body. The Mansfield & District Joint Crematorium has adopted Mansfield District Council's governance arrangements as detailed below.

1. Scope of Responsibility

- 1.1 Mansfield District Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively. Mansfield District Council also has a duty under the Local Government Act 1999 to make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness.
- 1.2 In discharging this overall responsibility, Mansfield District Council is responsible for putting in place proper arrangements for the governance of its affairs, facilitating the effective exercise of its functions, and which includes arrangements for the management of risk.
- 1.3 Mansfield District Council has approved and adopted a code of corporate governance, which is consistent with the principles of the CIPFA/SOLACE Framework *Delivering Good Governance in Local Government*. A copy of the code is on our website or can be obtained from the Civic Centre, Chesterfield Road South, Mansfield, NG19 7BH. This statement explains how Mansfield District Council has complied with the code and also meets the requirements of Accounts and Audit (England) Regulations 2015, regulation 6(1) which requires all relevant bodies to prepare an annual governance statement.

2. The Purpose of the Governance Framework

- 2.1 The governance framework comprises the systems and processes, and culture and values, by which the authority is directed and controlled and its activities through which it accounts to, engages with and leads its communities. It enables the authority to monitor the achievement of its strategic objectives and to consider whether those objectives have led to the delivery of appropriate services and value for money.

- 2.2 The system of internal control is a significant part of that framework and is designed to manage risk to a reasonable level. It cannot eliminate all risk of failure to achieve policies, aims and objectives and can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of Mansfield District Council's policies, aims and objectives, to evaluate the likelihood and potential impact of those risks being realised and to manage them efficiently, effectively and economically.
- 2.3 The governance framework has been in place at Mansfield District Council for the year ended 31 March 2016 and up to the date of approval of the statement of accounts.

3. The Governance Framework

Vision and Priorities

- 3.1 The Council's vision and priorities are contained in its Corporate Plan, which is reviewed and updated on an annual basis as part of the annual strategic planning and budget development process. All departments have service delivery plans which link to the Corporate Plan and are monitored on a regular basis.

The vision of Mansfield District Council as stated in its Corporate Plan and Annual Performance Report 2015 is to:

“create a positive image of Mansfield which supports people, businesses and investment in the area, and improves confidence, pride and dignity, so that everyone can enjoy a good quality of life in their neighbourhood”

The Council's vision defines its priorities and what it is trying to achieve. How it will do this is defined by three broad corporate values of “Quality”, “Respect” and “Openness”.

Underpinning its values is the Council's commitment to equality which is exemplified by its achieving level 3 of the Equality Framework.

The priorities for 2015/2016 are:

- Regeneration and employment: Revitalising our District, town centres and neighbourhoods, encouraging inward investment and creating a climate for job creation and growth
- Reducing crime and disorder: Making the District a safer place to live, work and visit by working with partners to reduce crime and antisocial behaviour
- Vulnerable people: Supporting the most vulnerable people within our District to help them live independent and fulfilled lives

- Housing: Ensuring there is an adequate supply of good quality, well managed housing which is accessible and affordable to those who need it
 - Protecting the environment: Delivering a local plan for the provision of housing, parks, green spaces and commercial and retail development that ensures a high quality sustainable environment and promotes active lifestyles
- 3.2 The Council's Medium Term Financial Strategy (MTFS) for 2016/2017 to 2019/2020 supports the Corporate Plan and identifies its financial implications. It shows the approach the council will take in order to deliver its services and priorities within its financial constraints and in doing so how it will look to provide value for money
- 3.3 The Council is currently undertaking a transformation exercise called the "Change for the Future programme" to ensure that it has the necessary resources to deliver its priorities over the period of the MTFS. This will involve a review of all Council services to determine the best method of delivery and to ensure that processes and procedures are streamlined so that services are delivered efficiently and effectively.

Quality of Services

- 3.4 The Council has invested in establishing feedback mechanisms for service users. These take various forms including e-consultation which is used to measure satisfaction. All aspects of customer feedback are used to shape strategy and service delivery including focus groups, customer experience feedback and more formal questionnaires. The Council has an ongoing commitment to community engagement and empowerment.
- 3.5 The Council has a performance management software package which brings together all the Council's performance data in one place and enables effective monitoring of performance in respect of key indicators.
- 3.6 The Council's "Change for the Future programme" which has the principal objective of supporting, across the whole Council, excellent value for money, customer satisfaction and outcome based performance underpinned by customer focused services.
- 3.7 The Council's Procurement Strategy aims to promote effective procurement across the whole organisation and ensures that procurement planning supports the Council's Corporate Plan. The Corporate Contracts Register assists in ensuring efficient contract management and contributes to the effective monitoring of Council spending and the delivery of value for money.

- 3.8 The Council has in place a corporate complaints system which ensures effective monitoring and action is taken where appropriate.

Constitutional Matters

- 3.9 The Mansfield & District Crematorium Joint Committee has adopted a constitution, which details how the Crematorium operates and its decision making policies and procedures.

Codes of Conduct

- 3.10 The Council has adopted codes of conduct for both members and employees and also has a protocol for member/employee/partner relations. The codes include reference to the need to declare any interest which may conflict with the individual's role at the Council, with registers maintained for any such interest to be recorded and monitored.
- 3.11 Compliance with the member and employee codes of conduct is monitored by the Council's Standards and Personnel Committees respectively.
- 3.12 The Council has in place a whistle-blowing code which ensures that any referrals under the code are fully investigated, with findings reported to the Statutory Officers, senior managers and the Audit Committee.

Policies, Procedures, Laws and Regulations

- 3.13 The Director of Governance is designated as the Council's Monitoring Officer. It is the function of the Monitoring Officer to ensure compliance with established policies, procedures, laws and regulations. After consulting with the Head of Paid Service and Chief Finance Officer, the Monitoring Officer will report to Full Council if he considers that any proposal, decision or omission would give rise to unlawfulness or maladministration. Such a report will have the effect of stopping the proposal or decision being implemented until the report has been considered.
- 3.14 The financial management of the authority is conducted in accordance with the relevant provisions of the Constitution and the Council's Financial Regulations. The Council has designated the Director of Commerce and Customer Services as the Chief Finance Officer in accordance with Section 151 of the Local Government Act 1972.
- 3.15 The Council's Local Code of Corporate Governance fully conforms with the governance requirements of the CIPFA Statement on the *Role of the Chief Financial Officer in Local Government*.

- 3.16 The Council maintains an Internal Audit Service, which operates in accordance with the Accounts and Audit Regulations 2015, the Public Sector Internal Audit Standards (PSIAS) and CIPFA's Local Government Application Note. The Internal Audit Charter defines the Internal Audit Service's role within the Council with an overall aim of delivering a risk based audit plan in a professional, independent manner to provide the authority with an opinion on the level of assurance it can place upon the internal control environment and to make recommendations to improve it. One of its key objectives is to promote good corporate governance by raising awareness of best practice in respect of internal controls and the requirements of relevant Council strategies and regulations such as financial and contract regulations, anti-fraud strategy and whistle-blowing code.
- 3.17 The Council has robust and effective policies and procedures relating to the use of resources and the corporate governance framework, including Financial Regulations and Contract Procedure Rules, Scheme of Delegation, IT Strategy and Anti-Fraud and Corruption Strategy. There is a mechanism in place for measuring the effectiveness of the Anti-Fraud Strategy with an annual report being presented to the Audit Committee.

Risk and Opportunity Management

- 3.18 The Council recognises that it has a responsibility to identify, evaluate and manage risks whilst still creating a fertile climate for innovation. It therefore supports a structured approach through the implementation of its risk and opportunity management strategy.
- 3.19 The Council has in the main an overall informed and cautious appetite for taking significant risk to achieve the priorities identified within its Corporate Plan and for providing services in support of this.
- 3.20 The Council has a Risk and Opportunity Monitoring Group which has defined terms of reference to monitor the effective delivery of the risk and opportunity management strategy across the authority. In addition the Council's Audit Committee is responsible for monitoring the effective development and operation of risk management.
- 3.21 The significant operational risks identified for the Crematorium are fully mitigated by its Business Continuity Plan which is approved by the Mansfield & District Crematorium Joint Committee.

Audit Committee

- 3.22 The Council has an Audit Committee which is fully compliant with the guidance provided in CIPFA's *Audit Committees – Practical Guidance for Local Authorities 2013 edition*.

The Constitution states that:

“The purpose of the Audit Committee as a Sub-Committee of the Council is to provide independent assurance of the adequacy of the risk management framework and the internal control environment. It provides independent review of the authority’s financial and non-financial performance to the extent that it affects the authority’s governance, risk management and control frameworks, and oversees the financial reporting and annual governance processes. It also oversees internal and external audit, helping to ensure efficient and effective assurance arrangements and reviews the Council’s arrangements for achieving value for money”

Development and Training Needs

- 3.23 There is an induction programme in place for newly appointed officers and members, with their ongoing training needs being determined by means of one to one discussions with members and annual interviews of employees in accordance with the Council’s personal development scheme.
- 3.24 There are opportunities for members and officers to update their knowledge on a regular basis by using the Council’s training and development programme, which includes training on corporate governance.
- 3.25 The Council also has a peer coaching and mentoring programme for members and has a management development programme for officers based upon the Council’s management competencies.
- 3.26 In accordance with the Member Development Charter for the East Midlands, the Council has a comprehensive member development programme in place.
- 3.27 The Council’s Employee Charter gives a commitment to embrace national training initiatives and details the rights and responsibilities of staff in relation to training and development.

4. **Review of Effectiveness**

- 4.1 Mansfield District Council has responsibility for conducting, at least annually, a review of the effectiveness of its governance framework including the system of internal control. The review of effectiveness is informed by the work of the senior managers within the authority who have responsibility for the development and maintenance of the governance environment, the Audit and Information Assurance Manager’s annual report, and also by comments made by the external auditors and other review agencies and inspectorates.

- 4.2 The process that has been applied in reviewing the effectiveness of the Council's governance framework includes:
- The Council has carried out a self assessment of its compliance with the CIPFA Statement on the *Role of the Head of Internal Audit in Local Government* as part of the annual effectiveness review of the system of internal audit with no areas of non-compliance being identified
 - The Audit and Information Assurance Manager's review of the Council's level of compliance with its adopted Local Code of Corporate Governance, which is to be reported to the Audit Committee in July 2016, identified no significant governance issues relating to the Mansfield and District Joint Crematorium, although other areas were identified where it was considered that there was an opportunity for further improvement. An action plan to address these has been produced, with progress being monitored by the Corporate Leadership Team and the Audit Committee
 - The Standards Committee monitors members' compliance with the Code of Conduct and considers any action required from this monitoring. No significant issues have been identified
 - The Council's Financial Regulations and Contract Procedure Rules have been reviewed during 2015/2016 and a Select Commission 3 Task and Finish group is currently reviewing the effectiveness of the Council's procurement arrangements
 - The Council's counter fraud and corruption arrangements and have been reviewed and improved during 2015/2016 to ensure that they continue to be effective and are fully compliant with both the Local Government Counter Fraud and Corruption strategy 2016-2019 and CIPFA's Code of Practice on "managing the risk of fraud and corruption"
 - The Council's risk and opportunity management arrangements have been further developed during 2015/2016 to ensure that they are fully compliant with good practice guidance
 - The Council's Constitution is currently being reviewed
 - The Council has a number of Select Commissions which provide an overview and scrutiny role. They can "call in" a decision which has been made by the Executive or an officer (where the decision is a key decision) but not yet implemented, to enable them to consider whether they consider the decision is appropriate. They also enquire into issues which are of local concern
 - The Audit Committee received a variety of reports during 2015/2016 both from internal assurance providers and from external audit in accordance with its terms of reference as detailed in the Council's constitution.

- The audit of the Joint Crematorium accounts carried out by Assurance Lincolnshire gave an unqualified opinion
- No areas for improvement were identified from Internal Audit’s systems review of the Joint Crematorium
- Internal Audit is responsible for monitoring the quality and effectiveness of systems of internal control in line with its Charter. It has undertaken planned reviews of internal control procedures across all departments and across a range of functions in the Council. A risk assessment model is used to formulate a three year audit plan from which the annual plan is approved by the Audit Committee. The reporting process for Internal Audit requires the findings and recommendations from each review, along with the agreed action plan to be reported to senior officers and members and to the Audit Committee. The process includes quarterly reviews of the agreed actions to ensure that they have been implemented
- The Audit and Information Assurance Manager’s Annual Report for 2015/2016 concluded that the internal control environment was both robust and effective and therefore an unqualified opinion was given. This opinion was based upon a methodology which assigns assurance levels to individual review findings and standards that need to be achieved by the overall internal control environment. It also concluded that, based upon the results of the approved Quality Assurance and Improvement Programme (QAIP), the Internal Audit Service had conformed to the PSIAS and its Charter
- External Audit’s Annual Governance report, which summarises the findings from their 2014/2015 audit work gave an unqualified opinion on the financial statements and did not identify any material weaknesses in the design or operation of internal control.
- Any breaches of the Council’s IT policies are investigated, with the findings reported to ensure that appropriate corrective action has been carried out and to identify any corporate learning opportunities.

5. Significant Governance Issues

- 5.1 There are no significant governance issues for 2015/2016 in respect of the Mansfield and District Joint Crematorium

Chairman of Joint Committee

Date

Treasurer

Date

Mansfield and District Joint Crematorium

Nottinghamshire County Council Pension Fund

Pension accounting disclosure as at 31 March 2016
Prepared in accordance with IAS19

11 April 2016

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1. Introduction

We have been instructed by Nottinghamshire County Council, the administering authority to the Nottinghamshire County Council Pension Fund (the Fund), to undertake pension expense calculations in respect of pension benefits provided by the Local Government Pension Scheme (the LGPS) to employees of Mansfield and District Joint Crematorium (the Employer) as at 31 March 2016.

This report is addressed to the Employer and its advisers; in particular, this report is likely to be of relevance to the Employer's auditor.

These figures are prepared in accordance with our understanding of International Accounting Standard 19 (IAS19 (2011)).

This advice complies with all Generic Technical Actuarial Standards (TASs) and the Pensions TAS.

As this is the first time we have been asked to provide an IAS19 report for the Employer, we have provided prior-year comparators for the year to 31 March 2015. As we do not have access to full information, these are estimates only but we do not believe the estimations made would lead to a material distortion in the results compared to if full information was available.

The figures quoted will form the basis of the balance sheet and funding status disclosures to be made by the Employer as at 31 March 2016 in respect of its pension obligations under the LGPS. The projected pension expense calculations for the year to 31 March 2017 may be used for the purpose of any interim financial reporting during the year to 31 March 2017. However, it may subsequently be necessary to adjust these projections following the occurrence of any material events such as curtailments, settlements or the discontinuance of the Employer's participation in the Fund.

Please note we have not made any allowance for IFRIC14 in our calculations. We would be happy to speak to the Employer or their auditor if more information is required.

However, IAS19 also requires the disclosure of any other employer provided pension benefits which are not paid from the Fund itself: examples include additional pensions paid on retirement under the Discretionary Payment Regulations.

We have only valued such additional liabilities, which would not be covered in the formal LGPS valuation, to the extent that they have been notified to us and are as disclosed in Section 3 of this report.

2. Characteristics of defined benefit plans and associated risks

The LGPS is a defined benefit statutory scheme administered in accordance with the Local Government Pension Scheme Regulations 2013, is contracted out of the State Second Pension and currently provides benefits based on career average revalued salary and length of service on retirement.

The administering authority for the Fund is Nottinghamshire County Council. The Pension Fund Committee oversees the management of the Fund whilst the day to day fund administration is undertaken by a team within the administering authority. Where appropriate some functions are delegated to the Fund's professional advisers.

As administering authority to the Fund, Nottinghamshire County Council, after consultation with the Fund Actuary and other relevant parties, is responsible for the preparation and maintenance of the Funding Strategy Statement and the Statement of Investment Principles. These should be amended when appropriate based on the Fund's performance and funding.

Contributions are set every three years as a result of the actuarial valuation of the Fund required by the Regulations. The next actuarial valuation of the Fund will be carried out as at 31 March 2016 and will set contributions for the period from 1 April 2017 to 31 March 2020. There are no minimum funding requirements in the LGPS but the contributions are generally set to target a funding level of 100% using the actuarial valuation assumptions.

On the Employer's withdrawal from the Fund, a cessation valuation will be carried out in accordance with Regulation 64 of the LGPS Regulations 2013 which will determine the termination contribution due by the Employer, on a set of assumptions deemed appropriate by the Fund Actuary.

In general, participating in a defined benefit pension scheme means that the Employer is exposed to a number of risks:

- Investment risk. The Fund holds investment in asset classes, such as equities, which have volatile market values and while these assets are expected to provide real returns over the long-term, the short-term volatility can cause additional funding to be required if a deficit emerges;
- Interest rate risk. The Fund's liabilities are assessed using market yields on high quality corporate bonds to discount future liability cashflows. As the Fund holds assets such as equities the value of the assets and liabilities may not move in the same way;
- Inflation risk. All of the benefits under the Fund are linked to inflation and so deficits may emerge to the extent that the assets are not linked to inflation; and
- Longevity risk. In the event that the members live longer than assumed a deficit will emerge in the Fund. There are also other demographic risks.

In addition, as many unrelated employers participate in the Nottinghamshire County Council Pension Fund, there is an orphan liability risk where employers leave the Fund but with insufficient assets to cover their pension obligations so that the difference may fall on the remaining employers.

All of the risks above may also benefit the Employer e.g. higher than expected investment returns or employers leaving the Fund with excess assets which eventually get inherited by the remaining employers.

3. Valuation data

Data sources

In completing our calculations for pension accounting purposes we have used the following items of data, which we received from Nottinghamshire County Council:

- The results of the valuation as at 31 March 2013 which was carried out for funding purposes;
- Estimated whole Fund income and expenditure items for the period to 31 March 2016;
- Estimated Fund returns based on Fund asset statements provided (or estimated where necessary) as at 31 March 2013, 31 March 2015 and 31 December 2015, Fund income and expenditure as noted above, and estimated market returns thereafter for the period to 31 March 2016;
- Estimated Fund income and expenditure in respect of the Employer for the period to 31 March 2016; and
- Details of any new early retirements for the period to 31 March 2016 that have been paid out on an unreduced basis, which are not anticipated in the normal employer service cost.

Although some of these data items have been estimated, we do not believe that they are likely to have a material effect on the results of this report. Further, we are not aware of any material changes or events since we received the data.

Employer membership statistics

The table below summarises the membership data, as at 31 March 2013 for members receiving funded benefits, and as at 31 March 2016 for any members receiving unfunded benefits.

Member data summary	Number	Salaries/Pensions	Average age
		£000s	
Actives	11	190	49
Deferred pensioners	4	7	45
Pensioners	2	1	66
Unfunded pensioners	2	0	69

The service cost for the year ending 31 March 2016 is calculated using an estimate of the average total pensionable payroll during the year. The estimated average total pensionable payroll during the year is £269,000, as advised by the Employer. The projected service cost for the year ending 31 March 2017 has been calculated assuming the payroll remains at this level over the year.

Payroll was assumed to be £267,000 in the year ending 31 March 2015 as advised by the Employer.

Scheduled contributions

The table below summarises the minimum employer contributions due from Mansfield and District Joint Crematorium to the Fund over this inter-valuation period. The calculated cost of accrual of future benefits is 14.7% of payroll p.a. The monetary contributions are due to be paid .

Minimum employer contributions due for the period beginning	1 Apr 2014	1 Apr 2015	1 Apr 2016
Percent of payroll	14.7%	14.7%	14.7%
plus monetary amount (£000s)	9	11	14

Mansfield and District Joint Crematorium may pay further amounts at any time and future periodic contributions, or the timing of contributions may be adjusted on a basis approved by us.

Early retirements

We requested data on any early retirements in respect of the Employer from the administering authority for the year ending 31 March 2016.

It is our understanding that there were no new early retirements over the year which were not allowed for at the previous accounting date.

Assets

The return on the Fund (on a bid value to bid value basis) for the year to 31 March 2016 is estimated to be -1%. The actual return on Fund assets over the year may be different.

The estimated asset allocation for Mansfield and District Joint Crematorium as at 31 March 2016 is as follows:

Employer asset share - bid value	31 Mar 2016		31 Mar 2015	
	£000s	%	£000s	%
Equities	581	70%	616	72%
Gilts	26	3%	26	3%
Other bonds	57	7%	61	7%
Property	105	13%	95	11%
Cash	34	4%	28	3%
Inflation-linked pooled fund	24	3%	24	3%
Infrastructure	8	1%	n/a	n/a
Total	835	100%	850	100%

We have estimated the bid values where necessary. The final asset allocation of the Fund assets as at 31 March 2016 is likely to be different from that shown due to estimation techniques.

Based on the above, the Employer's share of the assets of the Fund is less than 1%.

We received the following information from the administering authority regarding the detail of their assets as at 31 December 2015, representing the percentages of the total Fund held in each asset class (split by those that have a quoted market price in an active market, and those that do not).

Employer asset share - bid value	31 Dec 2015	
	% Quoted	% Unquoted
Fixed Interest Government Securities		
UK	3.1%	-
Overseas	-	-
Corporate Bonds		
UK	6.6%	-
Overseas	0.3%	-
Equities		
UK	32.3%	0.1%
Overseas	35.3%	-
Property		
All	-	12.6%
Others		
Private Equity	-	1.9%
Infrastructure	-	0.9%
Inflation linked	-	2.8%
Cash/Temporary Investments	-	4.1%
Total	77.5%	22.5%

We do not have any further detail on the current asset allocation of the Fund; we suggest that if further information is required the administering authority is contacted in the first instance.

4. Actuarial methods and assumptions

Valuation approach

To assess the value of the Employer's liabilities at 31 March 2016 and at earlier accounting dates, we have rolled forward the value of the Employer's liabilities calculated for the funding valuation as at 31 March 2013, using financial assumptions that comply with IAS19.

We only have information on the Employer's unfunded liabilities at 31 March 2016 and thus we have rolled back the value of these to estimate the value at earlier accounting dates.

The full actuarial valuation involved projecting future cashflows to be paid from the Fund and placing a value on them. These cashflows include pensions currently being paid to members of the Fund as well as pensions (and lump sums) that may be payable in future to members of the Fund or their dependants. These pensions are linked to inflation and will normally be payable on retirement for the life of the member or a dependant following a member's death.

It is not possible to assess the accuracy of the estimated value of liabilities as at 31 March 2016 without completing a full valuation. However, we are satisfied that the approach of rolling forward the previous valuation data to 31 March 2016 should not introduce any material distortions in the results provided that the actual experience of the Employer and the Fund has been broadly in line with the underlying assumptions, and that the structure of the liabilities is substantially the same as at the latest formal valuation. From the information we have received there appears to be no evidence that this approach is inappropriate.

To calculate the asset share we have rolled forward the assets allocated to the Employer at 31 March 2013 allowing for investment returns (estimated where necessary), contributions paid into, and estimated benefits paid from, the Fund by and in respect of the Employer and its employees.

The Employer currently participates in the Small Scheduled Bodies pool with other employers in order to share experience of risks they are exposed to in the Fund. At the 2013 valuation, the deficit for the whole pool was calculated and allocated to each employer in proportion to their value of liabilities. The next reallocation will be carried out at the 2016 valuation, should the Employer remain in the pool. Each employer within the pool pays a contribution rate based on the cost of benefits of the combined membership of the pool.

Demographic/Statistical assumptions

We have adopted a set of demographic assumptions that are consistent with those used for the most recent Fund valuation, which was carried out as at 31 March 2013. The post retirement mortality tables adopted are the S1PA tables with a multiplier of 110% for males and 100% for females. These base tables are then projected using the CMI 2012 Model, allowing for a long-term rate of improvement of 1.5% p.a.

The assumed life expectations from age 65 are:

Life expectancy from age 65 (years)	31 Mar 2016	31 Mar 2015
Retiring today		
Males	22.1	22.1
Females	25.3	25.2
Retiring in 20 years		
Males	24.4	24.2
Females	27.7	27.6

We have also assumed that:

- Members will exchange half of their commutable pension for cash at retirement;
- Members will retire at one retirement age for all tranches of benefit, which will be the pension weighted average tranche retirement age; and
- 10% of active members will take up the option under the new LGPS to pay 50% of contributions for 50% of benefits.

Financial assumptions

The financial assumptions used to calculate the results are as follows:

Assumptions as at	31 Mar 2016		31 Mar 2015		31 Mar 2014	
	% p.a.	Real	% p.a.	Real	% p.a.	Real
RPI increases	3.4%	-	3.4%	-	3.7%	-
CPI increases	2.5%	-0.9%	2.5%	-0.9%	2.8%	-0.9%
Salary increases	4.3%	0.9%	4.3%	0.9%	4.6%	0.9%
Pension increases	2.5%	-0.9%	2.5%	-0.9%	2.8%	-0.9%
Discount rate	3.8%	0.4%	3.5%	0.1%	4.6%	0.9%

These assumptions are set with reference to market conditions at the date shown.

Our estimate of the duration of the Employer's liabilities is 23 years.

The discount rate is the annualised yield at the 23 year point on the Merrill Lynch AA-rated corporate bond yield curve which has been chosen to meet the requirements of IAS19 and with consideration of the duration of the Employer's liabilities. This is consistent with the approach used at the last accounting date.

The Retail Prices Index (RPI) increase assumption is set based on the difference between conventional gilt yields and index-linked gilt yields at the accounting date using data published by the Bank of England (BoE), specifically the 23 year point on the BoE market implied inflation curve. The RPI assumption is therefore 3.4% p.a. This is consistent with the approach used at the last accounting date.

As future pension increases are expected to be based on the Consumer Prices Index (CPI) rather than RPI, we have made a further assumption about CPI which is that it will be 0.9% p.a. below RPI i.e. 2.5% p.a. We believe that this is a reasonable estimate for the future differences in the indices, based on the different calculation methods and recent independent forecasts.

Salaries are assumed to increase at 1.8% p.a. above CPI in addition to a promotional scale. As requested by the employer, we have allowed for a short-term overlay from 1 April 2016 to 31 March 2020 for salaries to rise at 1.0% p.a.

Past service costs/gains

Past service costs/gains arise as a result of introduction or withdrawal of, or changes to, member benefits. For example, an award of additional discretionary benefits to a member such as added years by a member would be considered a past service cost.

We are not aware of any additional benefits which were granted over the year ending 31 March 2016.

Curtailments

We have calculated the cost of curtailments arising as a result of the payment of unreduced pensions on early retirement. The Employer may also have to account for non-pension related costs (e.g. lump sum payments on redundancy) but for the avoidance of doubt, we have only calculated the cost of curtailments which affect the Employer's LGPS pension liabilities.

We calculate the cost of curtailments at the point of exit, with interest applied to the accounting date accounted for separately.

Over the year, we understand no employees were permitted by the Employer to take unreduced early retirement that they would not otherwise have been entitled to.

Settlements

We are not aware of any liabilities being settled at a cost materially different to the accounting reserve during the year.

5. Results and disclosures

We estimate that the value of the net liability as at 31 March 2016 is a liability of £635,000.

The results of our calculations for the year ended 31 March 2016 are set out in the appendices below:

- Appendix 1 sets out the Statement of financial position as at 31 March 2016;
- Appendix 2 sets out the Statement of profit or loss for the year ended 31 March 2016;
- Appendix 3 details a reconciliation of assets and liabilities during the year;
- Appendix 4 shows a sensitivity analysis on the major assumptions;
- Appendix 5 shows the Re-measurements in other comprehensive income for the year;
- Appendix 6 contains our estimates of the projected profit and loss account costs for the year ending 31 March 2017. Please note that no allowance has been made for the costs of any early retirements or augmentations which may occur over the year and whose additional capitalised costs would be included in the value of liabilities. It is only an estimate so actual experience over the year is likely to differ. We have not provided balance sheet projections on the basis that they will depend upon market conditions and the asset value of the Fund at the end of the following year.

The figures presented in this report are prepared only for the purposes of IAS19. In particular, they are not relevant for calculations undertaken for funding purposes or for other statutory purposes under UK pensions legislation.

We would be pleased to answer any questions arising from this report.



Ross Anderson FFA
Actuary

Appendix 1 Statement of financial position as at 31 March 2016

Net pension asset as at	31 Mar 2016	31 Mar 2015	31 Mar 2014
	£000s	£000s	£000s
Present value of the defined benefit obligation	1,464	1,486	1,123
Fair value of Fund assets (bid value)	835	850	716
Deficit / (Surplus)	629	636	407
Present value of unfunded obligation	6	6	6
Unrecognised past service cost	-	-	-
Impact of asset ceiling	-	-	-
Net defined benefit liability / (asset)	635	642	413

Appendix 2 Statement of profit or loss for the year to 31 March 2016

The amounts recognised in the profit and loss statement are:	Year to	Year to
	31 Mar 2016	31 Mar 2015
	£000s	£000s
Service cost	79	63
Net interest on the defined liability (asset)	21	18
Administration expenses	-	-
Total loss (profit)	100	81

Appendix 3 Asset and benefit obligation reconciliation for the year to 31 March 2016

Reconciliation of opening & closing balances of the present value of the defined benefit obligation	Year to	Year to
	31 Mar 2016	31 Mar 2015
	£000s	£000s
Opening defined benefit obligation	1,492	1,129
Current service cost	79	63
Interest cost	51	52
Change in financial assumptions	(93)	244
Change in demographic assumptions	-	-
Experience loss/(gain) on defined benefit obligation	-	-
Liabilities assumed / (extinguished) on settlements	-	-
Estimated benefits paid net of transfers in	(75)	(12)
Past service costs, including curtailments	-	-
Contributions by Scheme participants	16	16
Unfunded pension payments	-	-
Closing defined benefit obligation	1,470	1,492

Reconciliation of opening & closing balances of the fair value of Fund assets	Year to	Year to
	31 Mar 2016	31 Mar 2015
	£000s	£000s
Opening fair value of Fund assets	850	716
Interest on assets	30	34
Return on assets less interest	(37)	48
Other actuarial gains/(losses)	-	-
Administration expenses	-	-
Contributions by employer including unfunded	51	48
Contributions by Scheme participants	16	16
Estimated benefits paid plus unfunded net of transfers in	(75)	(12)
Settlement prices received / (paid)	-	-
Closing Fair value of Fund assets	835	850

The total return on the fund assets for the year to 31 March 2016 is -£7,000.

Appendix 4 Sensitivity analysis

Sensitivity analysis	£000s	£000s	£000s
Adjustment to discount rate	+0.1%	0.0%	-0.1%
Present value of total obligation	1,438	1,470	1,503
Projected service cost	71	73	75
Adjustment to long term salary increase	+0.1%	0.0%	-0.1%
Present value of total obligation	1,476	1,470	1,464
Projected service cost	73	73	73
Adjustment to pension increases and deferred revaluation	+0.1%	0.0%	-0.1%
Present value of total obligation	1,498	1,470	1,443
Projected service cost	75	73	71
Adjustment to life expectancy assumptions	+1 Year	None	- 1 Year
Present value of total obligation	1,512	1,470	1,430
Projected service cost	75	73	71

For the adjustment to the life expectancy assumption, we are essentially assuming a member will live a year longer or a year less. For example, under +1 Year we assumed that a member with a 25 year life expectancy is actually expected to live for 26 years.

Appendix 5 Re-measurements in other comprehensive income

Remeasurement of the net assets / (defined liability)	Year to	Year to
	31 Mar 2016	31 Mar 2015
	£000s	£000s
Return on Fund assets in excess of interest	(37)	48
Other actuarial gains/(losses) on assets	-	-
Change in financial assumptions	93	(244)
Change in demographic assumptions	-	-
Experience gain/(loss) on defined benefit obligation	-	-
Changes in effect of asset ceiling	-	-
Remeasurement of the net assets / (defined liability)	56	(196)

Appendix 6 Projected pension expense for the year to 31 March 2017

Projections for the year to 31 March 2017	Year to 31 Mar 2017 £000s
Service cost	73
Net interest on the defined liability (asset)	24
Administration expenses	-
Total loss (profit)	97
Employer contributions	40

Note that these figures exclude the capitalised cost of any early retirements or augmentations which may occur after 31 March 2016. These projections are based on the assumptions as at 31 March 2016, as described in the main body of this report.

NEWARK & SHERWOOD DISTRICT COUNCIL

Minute extract of the meeting of the Mansfield & District Crematorium Joint Committee held at Newark and Sherwood District Council on Monday 27 June 2016 at 2.00pm.

1651. **ANNUAL STATEMENT OF ACCOUNTS**

The Financial Services Manager- Mansfield District Council presented the Annual Statement of Accounts for 2015/16 showing the financial position as at 31 March 2016, and the revenue and capital activity during the financial year. The Statement of Account was a statutory document which required approval prior to 30 June 2016. It was noted that there was no-longer a requirement to appoint an external auditor to undertake a separate audit of the accounts, and that the accounts had been audited by Assurance Lincolnshire (previously Audit Lincolnshire) who had issued a certificate confirming the financial position of the Joint Crematorium was presented fairly.

The Committee noted that the income had decreased based on the corresponding period in the previous year by £93,960 to £1,593,181. This was mostly due to a lower number of cremations, which, when taken over a ten year period was within trend. However, it was noted that the crematorium at Swanick had now opened which had affected the number of cremations at Mansfield and District Crematorium and also that the Crematorium at Ollerton had increased their fees. There had been no feedback in relation to increasing the fees at Mansfield and District Crematorium. However the Committee agreed this should be monitored. Other income was detailed from Cremation Abatement of Mercury Emissions Organisation (CAMEO) of £8,942, an increase on the previous year, and interest on investments, which was set out in detail in the report.

Expenditure over the period had increased to £867, 578 over the corresponding period the previous year compared to £852,668. This was due to an increase in employee expenses and premises related expenses. The cost of supplies and services had decreased by £2996 to £136, 804.

The total surplus of the year was £725, 603, the distribution of which was as follows-

2015/2016 Surplus Distribution	£	%
Ashfield District Council	329,424	45.4%
Mansfield District Council	317,161	43.7%
Newark and Sherwood District Council	79,018	10.9%
Total Surplus	725,603	100.0%

AGREED (unanimously) that:

- i. The Statement of Accounts for the financial year 2015/16, as presented in Appendix A of the report, is approved; and
- ii. the 2015/16 surplus distribution as detailed in paragraph 4.4 of the report is approved.

ACTIVE4TODAY – EARLY ENGAGEMENT WITH LEISURE AND ENVIRONMENT COMMITTEE OVER THE 2017/18 BUSINESS PLAN

1.0 Purpose of Report

1.1 This report is to provide the Committee with an early view of Active4Today's development thoughts ahead of the presentation of its draft business plan for 2017/18 in November, as well as to update the Committee on work undertaken in relation to the Company's reserves.

2.0 Background Information

2.1 At the previous meeting of the Leisure and Environment Committee in June 2016, Active4Today, the council's wholly owned leisure company, presented its year-end accounts to the Committee.

2.2 Despite only trading for 10 months, as well as completing the de-commissioning process on the Grove Leisure Centre site and moving into the new Newark Sports and Fitness Centre, the company performed strongly, generating a net operating surplus of £359,077.

2.3 Contractually, if Active4Today exceeds its business plan, as it did in 2015/16, it is a matter for the company to approach Leisure and Environment Committee, as the Committee responsible for setting the Company's strategic direction, to set out its rationale for the allocation of a net operating surplus.

2.4 The Company's board acknowledged the strong performance and given the young age of the business, recommended that the £359,077 net operating surplus was moved to three reserves in equal amounts – a contingency reserve, repair reserve and development reserve.

2.5 The rationale was that the Company could, as a new business, face a number of 'unknowns' in 2016/17, which meant that the allocation into reserves was prudent.

3.0 Issues for Leisure and Environment Committee

3.1 Committee members will be aware that whilst the Company's performance is positive, it was not an outcome that was necessarily expected by Active4Today when it approached the Committee in October last year to ask for an additional in-year management fee payment of £75,876 and a further additional payment in 2016/17 of £124,876. Issues arising with VAT and increases in insurance tax liabilities and pension liabilities meant that the Company was forecasting possible cash-flow risks.

3.2 The Leisure and Environment Committee agreed that half of the request for 2015/16 (£37,938) should be paid to Active4Today before 31st March 2016, with the remainder to be paid after this date if the outturn for the first ten months of operation indicated that it was necessary. The additional management fee of £124,876 for the period 2016/17 was added to the Council's 2016/17 revenue budget.

- 3.3 The financial performance of Active4Today in 15/16 showed that in its initial period of trading a net operating surplus of £359,077 was achieved. As such, the Committee resolved, in June, that the outstanding half of the additional management fee requested in 2015/16 was not now paid whilst a decision on requesting the return of the money already paid over should be deferred until the Committee meeting in November when Active4Today is due to present its annual draft business plan.
- 3.4 Furthermore, the Committee resolved that the additional management fee requested by Active4Today in 2016/17 was not paid pending the outcome of work between Active4Today and the Council over areas of 'unknowns' in its annual report with the outcome being reported to the November meeting of the Leisure and Environment Committee. To assist with this, Active4Today were asked to provide the November Committee meeting with a full, half-year outturn position and full-year forecast in order that the Committee could make fully informed decisions about the request for any additional management fee as well as the appropriateness of recalibrating the management fee payable in 2017/18 and future years. The lack of historical data for the Newark Sports and Fitness Centre needs to be noted.
- 3.5 Finally, Active4Today were asked to bring proposals for the use of the 2015/16 surplus to the September Committee as well as an update on any 'unknowns' it was able to resolve over the summer period.

4.0 Proposals

Finance

- 4.1 In its update report (Appendix 1), Active4Today has made progress in a number of its 'unknown' areas from the report which was presented to the Committee in June.
- 4.2 The decision by the Leisure and Environment Committee, in June, not to pay the remaining 50% of the additional management fee requested in 2015/16 means that the overall reserve has reduced by £37,938 to £321,139 as this sum was included as a debtor. Nevertheless, the reserve still contains the half which was paid over in-year. The following paragraphs detail how the company proposes to use the reserve balance to support its cash-flow during 2016/17.
- 4.3 The Company has greater certainty about its Repair and Renewal commitments, which has reduced the forecast from £130,000 to £73,000, whilst the amount contained for Sports Development grants and balances has reduced from £59,000 to £53,200.
- 4.4 Discussions between the Council's Section151 officer and Active4Today have led to agreement that it would be prudent to develop a reserve over VAT adjustments whilst a quantum should also be held in the event that there is an audit requirement which may fall on the Company rather than the Council. This total contingency figure is currently estimated at £95,000.
- 4.5 The Company is also continuing to forecast potential expenditure increases, most notably in increased National Insurance contributions due to government policy changes and increased utility costs in relation to the Newark Sports and Fitness Centre. It is recommended that these should be explored by the Committee in November, when

Active4Today will present its six-month outturn and full-year forecast, which would also include income.

Performance

4.6 Looking at the company's performance indicators, there are number of very positive messages:

- The total number of card holders has increased.
- The "Live leisure centre membership base" for adults and children has continued to grow year by year.
- There are clear signs of channel shift evident through the increase in web bookings.
- The overall position of "Live leisure centre membership base (children)" has been rising year on year.
- The total "number of leisure centre user visits by Children (under 16s)" has improved month on month since April 2016.
- The number of "leisure centre user visits – deprived areas" has been buoyant between May and July 2016.
- The number of community groups supported by Sports Development has increased over the summer to a new peak in July 2016 of 38.

4.7 There are a number of indicators that may warrant consideration in future discussions regarding the company's business plan and development activities.

Seasonally affected by Summer:

- Whilst higher than before the company was set up, the number of web bookings has declined monthly over the summer.
- The "percentage of individuals referred to Active4Today from a health professional – attended a session" significantly decreased in Q4 2015/16 at 71% to 42% in Q1 2016/17 reversing the previous trend.
- Whilst higher than before Active4Today was established, the "Total number of user visits" has declined month on month from a peak of 90,542 in May 2016 to 81,405 in July 2016.

Consider revising indicator:

- The "Live leisure centre membership base for children" at Blidworth has declined year on year since 2014/15 but has risen at other locations. Consider revising this indicator as the facility has a minimal junior offer.

Observations

- The total "number of leisure centre user visits by 16-18 year olds" and "over 65s" remain below the levels prior to the setup of Active4Today.
- The "Live leisure centre membership base for adults" at Blidworth and Dukeries has declined compared with 2015/16.

Active People Survey

4.8 Sport Nottinghamshire has the following vision:

Helping 50,000 people to lead more active lives by 2021. Focusing support on those people that need our help the most.

- 4.9 Its approach to achieving this vision will be to focus on:
- Continuing to reduce the number of people that are inactive.
 - Under-represented groups in our communities:
Across the whole area there will be a focus on people with a limiting illness or disability.

Supplementing the analysis undertaken for this strategy with local information to identify which groups locally have the greatest need e.g. male/female, socio-economic groups, young to middle aged adults, older people

- Giving all young people a foundation of competence and enjoyment to help them positively engage with physical activity and sport during their childhood and beyond.
 - Creating a positive physical activity and sport culture across Nottingham and Nottinghamshire, motivating residents to take part and volunteer as a part of everyday life
- 4.10 Sport Nottinghamshire have analysed the Active People Survey and identified a number of issues for Newark and Sherwood:

- Generally there is a positive picture.
- The number of people participating in 1x30mins of exercise per week is a focus particularly for females and those in socio-economic groups 1-4 (Directors to administration).
- The gender gap is higher than Nottinghamshire and is increasing for those who participate in 1x30mins per week.
- Whilst inactive rates for those with limiting illness or disability are currently better than Nottinghamshire the trend is declining quicker.

Development ideas

- 4.11 The performance issues identified above provide direction on areas that the Council and company could consider within future development activities.
- 4.12 Secondly, the lower levels of visits by 16-18 year olds and over 65s also requires consideration as it may indicate issues with marketing, the offer, pricing, competition, scheduling of activities, etc.
- 4.13 Thirdly, given the health and wellbeing benefits that derive from participation in sports and exercise, the company could develop options that mitigate the issues identified by Sport Nottinghamshire.

5.0 Equalities Implications

- 5.1 The equality implications in this report are highlighted in section 4, whilst an equality impact assessment will be undertaken for the revised business plan.

6.0 Impact on Budget/Policy Framework

- 6.1 Active4Today have now quantified most of the previously “unknown” pressures that they expect to impact on their budget for 2016/17. Whilst it is prudent to allow the surplus generated in 2015/16 to remain in reserves to offset these pressures, it should be noted that there is still an element of uncertainty around the amounts that will be needed. In the event that the costs are less than forecast, Members may wish to consider if this funding should be used to support the strategic aims of the company. If however, the cost pressures identified are larger than forecast, there is still an element of uncommitted surplus to offset this.
- 6.2 If the 2015/16 surplus is retained by Active4Today to offset current year pressures, then it is not considered necessary to pay the extra management fee of £124,876 requested for 2016/17. This would effectively be a saving to the Council.
- 6.3 During discussions with Active4Today, it has been highlighted that many of these pressures need to be included in the company’s budget for 2017/18 and future years as they are no longer “unknown”. During the approval of the 2017/18 business case at the November meeting of this committee Members may wish to see that these pressures are contained within the original management fee proposed, ie. that they are paid for by generating efficiencies elsewhere in the company as is required with other Council budgets.
- 6.4 When the company present the half-year outturn position and full-year forecast to the November meeting of the Committee, Members may wish to consider asking for the £37,938 paid over in October 2015 to be returned to the Council, if performance has continued at a favourable level.

7.0 RECOMMENDATIONS:

- (a) the Committee note the work undertaken to quantify expenditure items; and**
- (b) the Committee comment on items put forward by Active4Today for consideration within its 2017/18 Business Plan**

Reason for Recommendations

To ensure the company is delivering the outcomes required by the council in the most efficient and effective way.

Background Papers

For further information please contact Ged Greaves on Ext 5231.

Matthew Finch
Director - Customers

ACTIVE4TODAY – UPDATE REPORT

1.0 Purpose of Report

1.1 To provide the Leisure and Environment Committee with an update on the performance of Active4Today up to end August 2016, following the Leisure and Environment Committee meeting during June, where several unknowns were identified by Active4Today, which required further investigation and information, before being able to provide an update to the committee.

2.0 Background Information

2.1 Members will be aware that during their meeting in June 2016, Active4Today provided the year end accounts. This showed that the company operated extremely well during a very difficult and uncertain period and ensured that an approach was adopted which minimised as much spend as possible, during the first 10 months of operation. This approach ensured that sufficient balances remained available during the year to meet any unforeseen difficulties which may have arisen and which may not have been known when the company was formed.

2.2 As part of the report, the company declared reserves of £359,077, however, Members were informed that the reserve was required to meet several areas of unknown expenditure which currently little or no information was available. At this stage the company identified a list of potential unknowns and Members were informed that further information would be provided during September 2016. Below are the areas of unknowns, which were presented to Members in June.

2.3 Areas of unknown and development:

- Repairs and renewals currently committed - £130K
- Irrecoverable VAT on year-end adjustments - £30K
- Sports Development grants and balances - £59K
- VAT implications yet to be confirmed - £50K
- Impact of the National Insurance increase - £40K
- Possible external audit of A4T - £15K
- Maintenance contract for the new equipment - unknown
- Newark Sports and Fitness Centre income levels - unknown
- Newark Sports and Fitness Centre staffing resources - unknown
- Newark Sports and Fitness Centre contractual services – unknown

2.4 In addition to the above, Members will also be aware that as part of the final account process, the company identified three areas for reserves, which needed to be held to support the company's sustainability and in turn meet its commitments to the Council, with regards to the contract between both organisations. These reserve areas were identified as:

- Contingency reserve
- Repair reserve
- Development reserve

2.5 At the time of the report and due to the unknowns present, the amount of £359,077 was split equally amongst the three strands and held separately to the revenue budget.

3.0 Current position

3.1 Over the course of the last few weeks, work has taken place to provide greater clarity around the areas of unknowns and the level of real reserve, which may be available to use for emergencies, repairs and renewals and development. Through discussion with the Council's Director of Customers and the Council's Acting 151 Officer, a list of information for Members has been provided below, which offers more detailed information around the areas of unknown.

AREA OF UNKNOWN	DESCRIPTION	FINANCE REQUIRED	RUNNING TOTAL
Removal of intercompany balances	Not drawing down the finance from the Council for the remainder management fee	£37,938	£37,938
Repairs and renewals draw down	To support the repairs and renewals works undertaken within the leisure	£73,000	£110,938
In year budget adjustments	To meet the requirement of National Insurance contribution	£40,000	£150,938
	Increased utility provision to meet the estimated shortfall in expenditure	£40,000	£190,938
	Increased contractual services due to the new facility	£39,000	£229,938
Sports development	Grant to deliver outreach programmes for the Council and company	£53,200	£283,138
VAT, External audit, Income Risk	Still to be confirmed.	£35,000	£318,138

3.2 From the information provided above, it is clear that there are areas of spend, which the company are required to make over the course of 2016/2017 and which could not be contained in the accruals, within the final accounts.

3.3 Whilst several of the areas are still estimated, the company need to make commitments against this finance, in the event it is required in year. Although some of the estimates may change as the year progresses e.g. national insurance, as this will depend on staffing levels of the company, the commitment however, is still required in the event the staffing resource is fully committed, as per the company's required levels.

3.4 Members will also need to be mindful that the leisure centres must be maintained as part of the Active4Today lease and contract with the Council. To do this Active4Today make in year contributions to repairs and renewals to ensure there is sufficient finance available to support the work. It is vitally important that for Active4Today to meet its income targets and in turn meet its outcome set by the Council, of a nil operating balance for the leisure centres by 2020, it can invest in the centres to maintain its income levels. The focus of repairs and renewals work provides schemes which maintain the aesthetics of the building and provide excellent facilities for the customers, in a bid to ensure that the migration of customers to competitors is minimised. In order to do this, sufficient balances must be maintained in the reserve fund to meet these works.

3.5 Historically the leisure services of the Council held repairs and renewals balances of approximately £250/£300K to meet current and future scheduled works. With this in mind, it would be expected that similar reserves are maintained by Active4Today and this was approved by the Board during its meeting in September 2016. This is especially vital now no reserves for repairs and renewals are held by the Council for the leisure centres and with the complexities of the Newark facility, where the cost of works, especially the mechanical and electrical will be costly items, due to the technology which is involved in the work.

4.0 Overview of performance

4.1 During the June meeting of the committee, Active4Today provided the figures on the current performance of the Newark Sports and Fitness Centre, in order Members were aware of how the centre had operated since its official opening on Monday 25th April 2016. Currently the interest in the new facility remains high and Active4Today have received very positive feedback and visitor numbers. Below is an update on how the centre is operating to provide Members with further information on performance to date on some key areas. At the November meeting of the committee, a full performance update will be provided to Members, on the agreed set of performance indicators.

4.2 Key Performance Points:

- Visits to the new leisure centre from 25th April to 31st August have been positive with 230,373 visits being recorded. This compares to 225,716 at the Grove. The Grove however, is taken from 1st April the previous year and represents 25 further days of trading.
- Adult membership performance to 31st August 2016 is good with 1,283 memberships sold, split between 732 females and 551 males. This is approximately 400 over the expected target. This compares to memberships sold at the Grove the previous year of 455
- Junior membership performance to 31st August 2016 is good with 447 memberships sold. This is approximately 100 over the expected target. This compares to memberships sold at the Grove the previous year of 330
- Increased usage during the daytime – boccia, badminton and table tennis for disability groups, walking football for over 50's (pay and play basis)
- Increased partnership working with other agencies – Everyone Health and N&S CCG preventative projects, Newark Half Marathon
- Further development and capacity has been developed in gymnastics, trampolining and dance sessions
- Extensive holiday activity programmes have been developed for children's activities covering a range of sports and swimming and have been well attended over the summer

5.0 Proposed Business Plan Ideas 2017/2018

5.1 Part of the work which was requested of Active4Today during the meeting in June, was to provide an outline of ideas which would form part of the draft business plan which will be presented to the leisure and environment committee during November.

- 5.2 To support and hopefully influence this work, Councillor Duncan was invited to a presentation made by Sport Nottinghamshire, regarding activity within the district and areas which the district may ask Active4Today to support, as part of the initiative to improve activity participation and in turn the health within the district.
- 5.3 Using the information provided by Sport Nottinghamshire, the Councils Health Plan and the Sports and Physical Activity Plan, the information below has been provided, which Members may wish to consider, as part of the discussions with the company regarding its strategic direction during 2017/2018.

ACTION	IMPACT	COST
Increase Active Card take up - simplify the process and offer free activity on first visit	Improved data capture and insight into users and participation, compare data against national trends	Per head per visit
Develop inclusion policy – concessionary membership already in place, however, this could be developed further	Increased usage of target groups, particularly under-represented groups and people with a limiting illness or disability	Cost per head – no price increase from April 2017
Develop partnerships with other facilities	Increased facility capacity and provision of activities	Expected to be cost neutral as self-financing and supported through existing sports development grants, which are ring fenced
Develop and increase appropriate staff training opportunities	Improve skill base and increase the quality and capabilities of staff	This can be supported through the training budgets, ring fenced grants and support from external funders
Increase the number of volunteers involved in sport - VISPA scheme	Increased number of volunteers supporting sports clubs and leisure provision	No direct cost – officer time
Increase the number of referrals from health professionals to the GP Active exercise referral scheme and increase the range of activities offered	Increased usage across all centres, improvement to health of the district population, reduced usage of public health services	No direct cost – officer time and diversion of staff from income generating areas
Re-establish partnership working and delivery with all secondary schools	Increased participation in sport by 11-18 age group, increased quality and number of volunteers in community settings	TBC

6.0 Equalities Implications

- 6.1 The performance framework includes a range of measures that demonstrate work to improve inequalities in sports and leisure participation. In turn the proposals for the draft business plan contains activity which focuses on areas of the community, where traditionally participation is lower and the health of the community may be below average.

For further information please contact Andy Carolan – Managing Director via email on andy.carolan@active4today.co.uk or via telephone by calling ext. 5710 or 07971 486375

THE BETTER CARE FUND –PROPOSED SCHEMES FOR 2016-17

1.0 Purpose of the Report

- 1.1 To update Members on the schemes that have been identified for potential funding from the district's allocation of the Better Care Fund budget.

2.0 Background

- 2.1 The Care Act 2014 amended the NHS Act 2006 to provide the legislative basis for the Better Care Fund (BCF). It allows for the mandate to NHS England to include specific requirements relating to the establishment and use of an integration fund. It creates a local single pooled budget to incentivise the NHS and local government to work more closely together around people, placing their wellbeing as the focus of health and care services, and shifting resources into social care and community services for the benefit of the people, communities and health and care.
- 2.2 NHS England and the Government allocate the Better Care Fund to local areas based on a framework agreed with Ministers. For 2016-17, the allocation is based on a mixture of the existing Clinical Commissioning Group allocations formula, the social care formula, and a specific distribution formula for the Disabled Facilities Grant element of the Better Care Fund.
- 2.3 The BCF schemes continue to prioritise short- to medium-term actions to build capacity in the health and social care system, and respond to patient and carer feedback to improve the quality and effectiveness of services. By focusing on supporting patients' post-acute illness (reablement, maintenance, and independence), mental health services, care home and specialist accommodation for older people, care for the elderly in the community and the urgent care system, we aim to re-design intermediate care offered in the patient's own home to be more flexible and consequently reduce the number of acute and mental health patient beds. Our BCF schemes are designed around the person, not the condition and aim to address the multiple needs of individuals through better joined up work, communication and integration. In this way, the BCF is a key component to delivering not just the health commissioners' integration plans, but also the overall Health and Wellbeing Strategy. The County have accordingly structured all BCF schemes into six overarching themes:
1. 7 Day Service Provision and Access
 2. Supporting Integration
 3. Transforming Patient Satisfaction
 4. Protecting Social Care Services
 5. Accelerating Discharge
 6. Infrastructure, Enablers, and Other Developments
- 2.4 The Better Care Fund Programme Board is a cross county Group that reports to the Health and Wellbeing Board. It has been established to oversee the implementation of schemes and plans funded by the Better Care Fund budget.

3.0 Disabled Facilities Grants

- 3.1 The legislative framework governing DFGs is provided by the Housing Grants Construction and Regeneration Act 1996. Since 1990, local housing authorities (the district or borough authorities in two-tier counties) have been under a statutory duty to provide grant aid to disabled people for a range of adaptations to their homes.
- 3.2 In 2008-09 the scope for use of DFG funding was widened to support any local authority expenditure incurred under the Regulatory Reform (Housing Assistance) (England and Wales) Order 2002. The aim was to enable authorities to use specific DFG funding for wider purposes, which may be more appropriate for individuals than existing DFG arrangements allowed. Creating greater flexibility allowed the DFG to be used for associated purposes, such as moving home, where this was seen as a more appropriate solution, or funding could be pooled to purchase portable extensions which are suitable for re-use, through improved procurement models.
- 3.3 Since 2010-11, the DFG has been paid to local authorities as an un-ring fenced payment, through a determination under section 31 of the Local Government Act 2003. This means that DFG funding can be pooled with resources from a number of other programmes. It is for local authorities to determine, against local priorities, how they best use these funds.
- 3.4 The DFG allocation for 2015-16, formed part of the BCF allocation to upper tier authorities. In Nottinghamshire, a total of £3.204m was ring-fenced in the BCF allocation for DFGs with amounts, specified by central government, allocated to each district council. The money was given to the district councils at the start of the financial year and did not form part of the BCF “pooled budget”.
- 3.5 The DFG element of the BCF in Nottinghamshire for 2016-17 has increased considerably from that in 2014-15. The amounts for each year are as follows:

BCF Allocation for DFGs to each local authority in Nottinghamshire (£)			
Authority	2014/15	2015/16	2016/17
Ashfield	374,001	482,000	743,713
Bassetlaw	430,172	532,000	917,848
Broxtowe	303,141	377,000	676,273
Gedling	370,964	464,000	820,019
Mansfield	483,194	592,000	993,620
Newark And Sherwood	369,307	465,000	803,085
Rushcliffe	233,054	292,000	520,855
Total	2,563,833	3,204,000	5,475,413

- 3.6 However, the allocation for 2016-17 contains what was the Social Care Capital Grant in 2015-16. This was a sum of £1.9 million and was allocated to the County Council. For 2016-17, it has been divided up between the district councils and forms part of the DFG allocation.

3.7 Department of Health guidance issued at the end of February 2016 states:

The Disabled Facilities Grant (DFG) is for the provision of adaptations to disabled people's homes to help them to live independently for longer. Following the approach taken in 2015-16, the DFG will again be included within the Better Care Fund (BCF). This is to encourage areas to think strategically about the use of home aids/adaptations, use of technologies to support people in their own homes, and to take a joined-up approach to improving outcomes across health, social care and housing. For 2016/17, the funding will be £394m in total, a substantial increase from £220m in 2015/16.

The DFG will be paid to upper-tier authorities in 2016/17. However, the statutory duty on local housing authorities to provide aids and adaptations under the DFG to those who qualify will remain. Therefore, each area will have to allocate this funding to its respective housing authorities (district councils in two-tier areas) from the pooled budget to enable them to continue to meet their statutory duty to provide adaptations to the homes of disabled people, including in relation to young people aged 17 and under.

All funding pooled through the Better Care Fund – including DFG funding – will need to be allocated on the basis of plans that are jointly developed and agreed with relevant local authorities. In the case of the DFG this refers to local housing authorities. Through this local planning process, some areas may agree to invest some of this funding in broader strategic capital projects. However, this is a local decision, to be considered as part of the BCF planning process.

3.8 The guidance also contained the following note with reference to the Social Care Capital Grant:

Social Care (Capital) Grant

To note, the social care capital grant will be discontinued from 2016/17. In order to maximise value for money of central funding the Department of Health has concentrated its social care capital grant funding into the Disabled Facilities Grant, as research suggests it can support people to remain independent in their own homes – reducing or delaying the need for care and support, and improving the quality of life of residents.

The increase in the DFG of £174m outstrips the removal of the Social Care (Capital) Grant, which came to £134m in 2015/16.

3.9 The allocation for DFGs is virtually double the spend that was achieved during 2015/16. The limiting factor for spend any given year is the numbers of referrals received from the County Council. There is currently no waiting list within the district council for applicants for DFGs.

4.0 Use of the DFG and Social Care allocation of the Better Care Fund

4.1 Since the allocation was announced at the start of the financial year there has been much debate across the county as to what type of schemes the DFG/social care funding could and should be used for over the coming year. District and Boroughs authorities have been requested by the County Council to identify potential schemes across their areas that could be funded from the fund. As the allocation now includes an element of social care grant officers from Environmental Health, Strategic Housing and Housing & Safeguarding Business Units have considered a wide range of potential options and have developed the proposals set out below.

- 4.2 The allocation for 2016/17 for Newark and Sherwood is **£803,085** and there was a carry-over from 2015-16 of £55,000 giving a total budget of **£858,085**
- 4.3 Due to the delay in confirming the allocation and uncertainty around the type of schemes that could benefit from the funding it has been necessary for officers to put together some thoughts on the schemes that could be allocated funding from the BCF in order to meet the timescales required by the county council. In essence existing schemes have expanded their remit or have had additional elements added to them. Set out below are the schemes that are suggested as being appropriate for this funding.
- 4.4 The proposed schemes were considered by the Councils Corporate Management Team and it was agreed that these should be submitted for additional scrutiny by the County Chief Executives group so as to try and provide some consistency of approach across the county.
- 4.5 Mandatory Disabled Facilities Grants**
The authority has a duty to deliver the mandatory grants relating to applications for DFGs. The spend on DFGs for in 205/16 was £409,574. It is estimated that on the current level of referral from the county council a budget of around £450,000 to £500,000 will be required to meet the mandatory provision of DFGs.
- 4.6 Discretionary DFGs – Exceedance of Maximum Grant**
Currently the maximum grant payable as a mandatory DFG is £30,000. A small number of schemes each year require funding above this amount. These are normally large schemes for severely disabled clients that require extensive structural work to the property consisting for example of extensions to the accommodation or the installation of an internal vertical lift. The shortfall is met from the County Council Hardship Fund, additional contribution from the client and then if there remains a shortfall, additional discretionary grant from NSDC. This does result in grants taking far longer to process and in a small number of cases the grant not being progressed.
- 4.7 It is considered appropriate that the DFG policy is amended to allow for a discretionary element of a maximum of £10,000 to be awarded for all grants exceeding the statutory maximum of £30,000. It is anticipated that this would require additional expenditure of around £50,000 per year. This would provide top-up assistance to mandatory DFG where the local authority takes the view that the amount of assistance available under DFG is insufficient to meet the needs of the disabled person and their family.
- 4.8 Essential Works to Support of DFG Clients**
The mandatory DFG regime only allows work that is reasonable and appropriate to meet the client's needs to be grant funded. This can often result in adaptations being carried out to a property that is defective in other areas, such as poor insulation or in serious disrepair. This can result in a client having the adaptation completed to allow them to stay in their own home but in a home that in other ways does not meet their needs. Many DFG clients have limited mobility and therefore a cold damp house has a proportionally adverse impact on their health and wellbeing than a more able bodied mobile occupant.

- 4.9 Essential works grants or Minor Works grants as they were previously known were [part of the local housing grant regime during the 1990s and were still being offered up to about 7 years ago. These were low level simple grants designed to address a small number of issues to make a property 'wind and weather tight, safe and warm'. The types of work that would be grant funded were replacement windows, leaking rooves, rewiring and energy efficiency measures, including replacement boilers. These grants were only available to vulnerable households and a maximum of £6,000 was available per property.
- 4.10 An Essential Works Grant in support of DFG clients could be used to ensure that where a DFG is awarded the overall condition of the property is suitable for occupation by that client. The following criteria would apply:
- Maximum grant of £5,000
 - Only apply to clients approved for a DFG
 - Works to make the property wind and weather proof safe and warm.
 - No cosmetic work
- 4.11 **Warm Homes on Prescription**
Local authorities in Nottinghamshire, led by Newark & Sherwood District Council who host the Programme Manager, are working together with health partners, to pilot an innovative way for the health service to 'prescribe' warm and healthy housing across the area.
- 4.12 GP Practices and Integrated Care Teams have been identified in each district/borough council and are contacting 'high risk' patients with long term conditions made worse by cold living conditions, particularly COPD and other respiratory diseases and those at risk of heart attack, stroke and falls.
- 4.13 Home visits are being undertaken to assess the energy efficiency of the home and whether the patient can afford to keep the house at a healthy temperature. A range of actions are then taken to achieve affordable warmth on behalf of the householder, including commissioning heating and insulation works and income maximisation (benefits checks and fuel switching) which will allow the resident to remain independent in their own homes.
- 4.14 Positive impacts on patients' health and wellbeing are anticipated, leading to cost savings to the NHS particularly around anticipated reductions in emergency admissions, readmissions and visits to A&E for these patients.
- 4.15 Despite the successful bid to the National Energy Action Warm and Healthy Homes Fund in October 2015 and funding carried over from a previous Department of Energy and Climate Change funded project, demand currently out strips the funding available for 2016-17.
- 4.16 The proportion of capital funding currently available for Newark and Sherwood is £43,600. Based on our current capacity to deliver, it is proposed an additional £58,000 BCF funding is used to support and expand the scope of the project in Newark and Sherwood (and possibly across Nottinghamshire, if other district/boroughs propose to contribute an element of their BCF funding to the project). Public Health has also recently announced a £60,000 revenue contribution to help perpetuate the service.

4.17 Housing Support (older People) – providing moving assistance and supporting Hospital Discharge

The service currently provided by the Housing Support Worker (Older People) encourages older people to think ahead about their longer term housing needs and aims to empower them to make informed decisions by providing advice, support and practical help with moving home.

4.18 The service promotes independence, improves access to a range of health, social care and voluntary services improving the health and wellbeing of residents, reducing social isolation and helping to maximise income and social capital.

4.19 During 2015/16, 72 referrals were received and 90% had health conditions that were impacting on their housing needs and was the main reason for seeking support. The majority of cases are given advice and support that result in them being able to remain independently in their own homes. 21 households were successfully moved to accommodation more appropriate to their present and future needs (across all housing tenures).

4.20 Whilst not part of the initial Better Together Programme and work being piloted by Mansfield District Council on Hospital Discharge, the service is now taking referrals from the housing team working alongside health and social care staff at Kings Mill Hospital, as part of the discharge service. The aim is to help find solutions to issues such as inappropriate housing and homelessness to expedite safe discharge and prevent re-admissions. During the last nine months 29 complex cases have required intervention and support for bed blocking at Kings Mill and safe discharge in Newark and Sherwood.

4.21 The post which delivers the service is part time and temporary. £15,000 would fund the post for one year and enable further work to be undertaken and business case developed, which considers learning from Mansfield's pilot evaluation (due June 2016), for a local integrated model.

4.22 Assisted Technology

There is an existing budget for lifelines in the private sector with 838 units being installed and NSH report that expected demand for additional units in 2016/17 is 300 units. The Council hold the budget for this activity under 'Private Sector Speech Call, A10212' and NSH manage the procurement of new units, installation and monitoring of these.

4.23 The current charge for a private sector Lifeline unit is £3.60, (£1.25 rental & £2.35 monitoring). In 2014/15 £62,000 was collected in monitoring and this is allocated to the HRA, minus costs associated with the invoice process. In terms of rental income for the same period £52k was collected which went to the general fund. Anything above the expected annual income is now allocated into an 'R&R' budget to invest in new stock and replace old stock; this presently stands at just under £10k.

4.24 The typical cost of a lifeline unit is £99 and additional costs relate to the purchase of adaptors and pendants, along with there being a range of bolts on to the lifeline system, e.g. fall & smoke detectors.

4.25 At present NSH do not actively market the lifeline service in the private sector, though there continues to be a rising demand set against the districts ageing population. Initial discussions have been held with NSH and through the Strategic Housing Liaison Panel in terms of expanding this service as an area of revenue growth

4.26 As the BCF gives the opportunity to invest in this area it is estimated that £50,000 could be spent in 2016/17.

4.27 During 2016/17 it is proposed that further work is undertaken with NSH to plan for future growth, fully appraise the associated risks and enhance links with health/social care agenda so to inform a programme of capital funding over the short to medium term.

4.28 Handy Person Adaptations Schemes

The Handy Person Adaptation Service (HPAS) aims to provide the help and support people need to keep safe and secure in their home with low cost but high quality essential adaptations and small practical jobs.

4.29 The Service is available to Nottinghamshire residents aged 60 or over, or with a disability, and all work is carried out by professional traders who have been approved by NCC's Trading Standards officers. The jobs undertaken reduce the risk of falls or help vulnerable residents remain living independently and range from fitting hand rails and half steps to changing light bulbs, fitting door locks and putting up shelves and can include key safes if referred by a health professional. Often very small jobs such as fixing loose carpets or installing a hand rail can prevent a fall and avoid a lot of unnecessary distress as well as high costs to health and social care services.

4.30 Currently, Newark and Sherwood District Council contributes circa £12K per annum to the HPAS scheme which, in 2015/16, resulted in 376 HPAS installations; 1/3rd of which were hospital discharge referrals. Utilising the current budget reserve, and assuming NCC's contribution (and demand for this service) remain static, there is sufficient funding to continue to fund the current service up to quarter 4 of 2018/19.

4.31 There is potential for the scheme to be expanded to include a wider range of services with the allocation of BCF funding. However, this would require a feasibility study either across Notts, mid-Notts or locally to inform any potential allocation for 2016/17.

4.32 Lifetime Homes

The Lifetime Homes standard is a set of 16 design criteria that provide a model for building accessible and adaptable homes, which reduces the need for a family to move due to poor health, e.g. mobility problems and make it easier/cheaper to install future adaptations.

4.33 Studies have been undertaken to estimate the additional costs of building a home to the lifetime home standard as seen in the table below, though this is still dependent on a number of variables including the scale of the development.

House Type	4 person, 2 bed	4 person, 3 bed	5 person, 3 bed
Base build area	72.5m ²	78.9m ²	85.00m ²
Extra-over area	4.47m ²	3.78m ²	3.00m ²
Extra cost (£)	£1615	£1570	£1435

4.34 There is an opportunity to provide ‘top up’ funding to both the Council and private developers to build units to the lifetime home standard, further work would be required here to assess the resources required, the approach, risks and number of units that could be delivered.

4.35 Social Care: Extra Care – Older Adults/Young Adults with Learning and Physical Disability

The Council continues to work in partnership with the County Council to deliver new extra care schemes as seen at Bilsthorpe and the pending development on Bowbridge Road. Initial discussions have also commenced with the County to look at the feasibility of a new extra care scheme in Ollerton, though on a smaller scale to that at Bowbridge Road.

4.36 In terms of younger adults work was undertaken to look at a scheme on Bowbridge Road, the County withdrew from this due to the financial model they operate with other Registered Providers. The proposed changes to cap social rent at local housing allowance may give the opportunity to look at the proposals again.

4.37 Current schemes are financed through the County’s existing extra care capital programme (R2 £12) and the younger adults team also have a smaller capital programme. In terms district Council finance this is through the HRA, NSH and HCA grant (where successful).

4.38 In this respect there is the potential for the District Council to utilise capital through the BCF as part of its overall contribution towards such schemes or, alternatively this capital could be allocated to the development of bespoke, one off units meeting an evidenced resident need (such information is held through the housing register and Environmental Health & Licencing BU).

4.39 No capital spend could be made in this financial year due to the work required to draw up these proposals and the approval process that would need to be followed, though an allocation could be set aside to contribute to the finance of such a proposal once the appropriate approvals have been given.

4.40 Private Sector Stock Condition Survey

Local Housing Authorities are required to consider the condition of their housing stock (all tenures) and to develop strategies/approaches to address issues of concern. The Housing Act 2004 states that: ‘A Local Authority must keep the housing conditions in their area under review with a view to identifying any action that may need to be taken by them’. The Government has historically recommended that this requirement should be satisfied by undertaking house condition surveys at least every 5 years*. Generally Local Authorities have an accurate understanding of the public sector housing stock (Council owned or managed and Registered Social Landlords) but have a less detailed picture of the private sector. Physical stock condition surveys have historically provided this knowledge of the private sector.

- 4.41 The last NSDC House Condition Survey was completed in 2006 as part of an East Midlands consortium approach and the data provided by this physical survey is now recognised as outdated. The private housing sector has changed significantly over the last 10 years and the survey results can no longer be relied upon to provide an accurate reflection of the sector and its condition. The project involved a survey of approximately 1200 properties within the district at a cost of approximately £55,000.
- 4.42 The tried and tested methodology for ascertaining stock condition has been to select a statistically accurate sample of property for a given area and to physically visit and survey each and every dwelling. This approach is time consuming, labour intensive and consequently expensive. Given the financial pressures that all Councils now find themselves under it can be difficult to justify tens of thousands of pounds on this type of project. Stock modelling offers a far more economically viable solution whilst providing data of comparable statistical accuracy. The BRE model uses information from a number of recognised high quality national surveys and data sources, including the English House Condition Survey and extrapolates them down to the local area level by establishing relationships between the national survey data and local area data such as the Census and credit rating data. Data in the BRE report provides statistical information about housing conditions and the occupants of those houses which can then be used to inform local housing strategies and programmes.
- 4.43 The stock model is able to provide estimates for private sector housing at dwelling level, Output area, ward and local authority area level and include information about the following:
- Dwellings with a Category 1 Rating System Hazard
 - Dwellings with a Category 1 Excess Cold Hazard
 - Dwellings with a Category 1 Falls Hazard
 - Dwellings in disrepair
 - Vulnerable households
 - Households in fuel poverty (EHS definition)
 - Dwellings with an inefficient heating system.
- 4.44 The Building Research Establishment (BRE) are in a unique position, as a former Government department and have overseen the methodology, delivery, analysis and reporting on the English House Condition Survey (now the English Housing Survey) since its inception over 40 years ago. The BRE are also responsible for the Government Guidance for local authorities on undertaking Local House Condition Surveys. Using this knowledge, the BRE have developed an alternative to the traditional House Condition Survey, known as the Housing Stock Modelling Service.
- 4.45 The issue of private stock condition data has been discussed for some time across a number of service areas and the need for accurate data has been flagged by the housing chapter of the recent JSNA. A number of Nottinghamshire Councils have already or are proposing to implement additional or selective private sector licensing regimes and the type of data provided by the BRE model has been identified as an essential element of applying for Government consent. Whilst this does not apply to NSDC, the level of growth in the private rented sector including houses in multiple occupations does mean that the current level of knowledge of the housing stock and housing tenures is out of date. An updated condition survey would assist future strategies and policy development and inform capital spend going forward to meet BCF themes with a sound evidence base.

4.46 Although the BRE package can be tailored for a specific Authority depending on the information required by that organisation a basic model package is also offered. This made up of Housing Standards Variables, Experian dwelling tenure data licence, MS Access database of all data, and a detailed summary report.

4.47 The total cost of this package is likely to be around £25,000 - £30,000.

4.48 Pre-DFG Adaptations

In the majority of applications for mandatory DFG the enquiry is initiated by the receipt of a formal referral from the Occupational Therapy service of Nottinghamshire County Council. Access to this assessment process is made by contacting the County Council and clients are sign posted to an appropriate assessment team based on the perceived level of need. As DFG is aimed at those in greatest need and with the highest risk to their independence it is inevitable that a significant proportion of enquiries do not result in a DFG referral. Of those that are not referred for mandatory grant their circumstances are often likely to deteriorate and it is accepted that future referral is possible. Existing processes would require the client to re-apply at a later date to be further assessed.

4.49 Typical examples of such circumstances are those clients whose medical condition prevents them from safely accessing a bath but is not so severe that they cannot satisfactorily strip wash. Generally such clients would not be referred for DFG although clearly their circumstances are difficult, undignified and often likely to deteriorate further over time.

4.50 The adoption of a discretionary pre-DFG scheme would allow such clients to be assisted at the point of initial assessment by pre-empting their deteriorating circumstances. Assistance at this stage can often prevent damaging and costly trips and falls and provides an effective use of discretionary assistance in keeping with the goal of the BCF.

4.51 It is proposed that any scheme be limited to those clients that have been assessed by NCC OT services as not yet DFG eligible but due to deteriorating health would benefit from the installation of level access shower facilities and would likely qualify at a later date. The application process would mirror DFG in every other way including the use of test of resources and grant conditions and would utilise the same application paperwork. This model of discretionary assistance has been trialled by Mansfield DC and has proved an effective method for ensuring disabled clients are assisted at the earliest possible opportunity and reduces the likelihood of damaging trips and falls. The process is inherently more efficient as it negates the requirement to re-assess applicants as their circumstances change over time.

4.52 Using data from Mansfield's trial it is predicted that approximately 15 clients could be helped in this way at an average level access shower installation cost of £3500. Such a scheme would require an annual budget of approximately £50,000.

4.53 There is some significant work required in order for an appropriate referral pathway to be established. It is estimated that this could take a period of a few months to put in place and therefore it is not likely that the annual budget of £50,000 would be required during the first year.

5.0 **Financial Implications**

5.1 Set out below is a summary of the above proposals. The table takes account of the revised business cases prepared and submitted to the health and Wellbeing Board.

Scheme	Cost of Scheme	Running Total	Changes following H & WB Board	Running Total
Mandatory DFGs	£500K	£500K -	500	500
Discretionary DFGs – maximum grant	£50K	£550K	50	550
Essential works to support DFG clients	£75	£625	75	625
Warm Homes on Prescription	£70K	£695	70	695
Housing Support (older People) – providing moving assistance and supporting Hospital Discharge	£15k	£710	Nil	
Assisted technology	£50k	£760	50	745
HPAS	Feasibility study required	-	50	795
Lifetime Homes		-	Nil	
Social Care: Extra Care – Older Adults/Young adults with learning and physical disability		-	Nil	
Private sector Stock Condition survey	£30K	£790	Nil	
Pre-DFG Adaptations	£50K	£840	50	845

6.0 **Recommendations of the Better Care Fund Programme Board**

6.1 The proposals set out above were submitted to the Better Care Fund Programme Board in July and having discussed and considered the proposed schemes from all authorities across the county the following was agreed.

1. Recommend to the Health and Wellbeing Board that the budgets proposed by the seven district councils for mandatory and discretionary disabled facilities grants be approved.
2. Recommend to the Health and Wellbeing Board that the schemes proposed by Newark and Sherwood District Council to fund a Housing Support Worker and to undertake a

private sector stock condition survey are refused on the basis that they are not capital schemes and therefore do not meet the conditions of the fund.

3. Recommend to the Health and Wellbeing Board that the funding for the county Handyperson Adaptation Service (HPAS) be fully met from the County Better Care Fund Disabled Facilities Grant allocation. The amount of each district's contribution to be based on their percentage of the overall fund.
4. More comprehensive detail in the form of a Business Plan must be provided in respect of any schemes which are proposed to be financed from the remaining funding.

6.2 Recommendation one above results in £675K being allocated to mandatory and Discretionary Disabled Facilities Grant Schemes. This leaves £183K to allocate to other schemes.

6.3 The results of recommendation three would be to increase Newark and Sherwood's allocation to the Handy Person Scheme from £14,000 to £50,000. This would leave £123K remaining in the fund.

6.4 The Private Sector Housing Stock Condition Survey and the Housing Support Worker were not supported and alternative funding streams will need to be identified if these projects are to be progressed.

6.5 The remaining schemes of those proposed by Newark and Sherwood will need to be supported by a business plan to be considered by the Health and Wellbeing Board. Officers are working to produce the business plans, however, these have been subject to tight timescales in order to meet the programme of meetings for the Health and Wellbeing Board.

6.6 The schemes with their business plans are being considered by the Health and Wellbeing Board on the 7th September. A verbal update on the outcomes will be provided at the committee meeting.

6.7 Members may wish to note that it is not clear from the BCF guidance how underspends or carry-over of budget are to be managed. This may be relevant as the agreement on the schemes is only now being addressed and 6 months of the financial year had passed.

6.8 The Private Sector Stock Condition Survey is considered an important element of the overall housing strategy for the district. Understanding the condition and make-up of the housing stock can help inform future decisions and private sector strategy. In view of this it is proposed the private sector grants budget is used to fund the survey. The current estimate for the work is £25,000 and this can be funded from monies returned to the council through the repayment of Decent Home Grants and thus avoid using the Better Care Fund budget.

7.0 Schemes for Future Years

7.1 The allocation for 2017-18 is not yet known although it is anticipated to be similar to the current years funding. There are some schemes within the current year that are time

limited and will not continue into the new financial year and therefore there will be opportunities to develop new schemes.

- 7.2 It is proposed to bring update reports to the Committee to identify progress and to monitor spend against each of the schemes.
- 7.3 It is further proposed that potential new schemes for 2017-18 financial year are brought to the Committee for consideration during their development and once the budget for 2017-18 is known.
- 7.4 As stated above the monitoring of the Better Care Fund across the county falls within the remit of the Health and Wellbeing Board and it is the Leisure and Environment Committee which has a representative on this Board. However, within the Council many of the functions covered by the fund are within the remit of the Homes and Communities Committee. In view of this a similar report was considered by the Council's Homes and Communities Committee. A verbal update on the recommendations from that Committee will be given during the presentation of this report.

8.0 Financial Comments

- 8.1 It is not yet known what would happen to the Council's allocation of funding if schemes are not identified and money is not spent. In order to avoid the risk of losing this funding, suitable schemes should be approved and started as soon as possible.
- 8.2 The Private Sector Housing Stock Condition Survey is effectively a feasibility study and as such can be funded from capital. There is already money set aside in the capital programme for private sector grants, some of which can be used to fund this work.

9.0 RECOMMENDATIONS:

- (a) Members are asked to note the range of funding options proposed for the use of the Better Care Fund DFG/Social Care fund allocation and indicate their support for the proposed schemes; and**
- (b) further reports on spend against the schemes and future options for the Better Care Fund be presented to future meetings**

Reasons for Recommendations

To ensure that appropriate schemes to deliver disabled facilities grants and other schemes supporting social care are in place.

Background Papers

Better Care Fund Guidance – Department of Health

For further information please contact Alan Batty (Business Manager – Environmental Health) on 655467, Rob Main (Business Manager - Strategic Housing) on 655930 or Leanne Monger (Business Manager - Housing and Safeguarding) on 655545

Karen White
Director – Safety