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Chairman: Councillor R.V. Blaney
Vice-Chairman: Councillor D.J. Lloyd

Members of the Committee:

Councillor R.J. Jackson
Councillor R.B. Laughton
Councillor A.C. Roberts
Councillor D. Staples
Councillor Mrs A.A. Truswell (Opposition Spokesperson)

Substitute Members

Councillor Mrs C. Brooks
Councillor P.C. Duncan
Councillor T. Wendels
Councillor Mrs Y. Woodhead

MEETING: Policy and Finance Committee

DATE: Thursday 25 February 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 Nigel Hill on 01636 655243.

AGENDA

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2. Declarations of Interest by Members and Officers and as to the Party Whip	
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Policy Items for Noting	
None	
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None	
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8. Appointment of Contractor for the New Build	To follow

NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of the **POLICY & FINANCE COMMITTEE** held in Room G21, Kelham Hall, Newark on Thursday 28 January 2016 at 6.03pm.

PRESENT: Councillor R.V. Blaney (Chairman)
Councillor D.J. Lloyd (Vice- Chairman)

Councillors: R.J. Jackson, R.B. Laughton, A.C. Roberts and D. Staples.

SUBSTITUTE: Councillor Mrs C. Brooks for Mrs A.A. Truswell.

ALSO IN Councillors: P.C. Duncan, Mrs P. Rainbow and T. Wendels.

ATTENDANCE:

76. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Mrs A.A. Truswell.

77. DECLARATIONS OF INTERESTS BY MEMBERS AND OFFICERS AND AS TO THE PARTY WHIP

Councillor R.B. Laughton declared a personal interest in relation to Agenda Item No. 6 – Proposed Sports Hub Development, Bowbridge Road, Newark – as his children play for Newark Hockey Club.

78. DECLARATIONS OF INTENTIONS TO RECORD THE MEETING

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

79. MINUTES FROM THE MEETING HELD ON 3 DECEMBER 2015

The minutes from the meeting held on 3 December 2015 were agreed as a correct record and signed by the Chairman.

80. HOUSING GROWTH: SECTION 106 ACQUISITION - WELLOW ROAD, OLLERTON

The Business Manager – Strategic Housing presented a report which outlined proposals to acquire the freehold interest of eight new build dwellings that formed part of the Section 106 (S106) affordable housing contribution at Wellow Road, Ollerton. The proposal was in line with the Council's housing growth programme with one mechanism being to secure housing growth through the acquisition of S106 affordable units.

Details of the Wellow Road development and the proposal, including the financial and risk appraisals, were set out in the report. It was proposed that the Council accept the offer made by Avant Homes to acquire eight x 2 bed four person houses at a price of £1 per unit in addition to receiving a commuted sum contribution of £40,000 in relation to the development at Wellow Road. This was because the offer gave a positive investment return to the Housing Revenue Account Business Plan, would

contribute towards meeting evidenced housing need, assist in delivering the Council's housing growth agenda and bring additional affordable housing units to the Council's housing stock. It was noted that the offer made would form a revised S106 affordable housing contribution on the development at Wellow Road, Ollerton, seeing a reduction from the original planning permission approval of twenty two affordable housing units to eight.

The Committee considered how best to maintain the properties as affordable social housing accommodation into the future and whether these should be held by the Council's housing company.

During the debate on this item Councillor D. Staples proposed and Councillor Mrs C. Brooks seconded a proposal that officers be requested to negotiate with Avant Homes with a view to purchasing all 22 units on an affordable housing basis. This proposal was lost with 2 votes for and 5 against.

AGREED (with 5 votes for and 2 abstentions) that:

- (a) the acquisition of the freehold interest in the eight new build affordable homes for the sum of one pound only from Avant Homes, in addition to receiving a commuted sum payment of £40,000 be approved, forming a revised Section 106 affordable housing contribution for the development at Wellow Road, Ollerton; and
- (b) subject to the satisfactory completion of the further work as set out in paragraph 4.8 of the report, the Director - Resources/Safety be given delegated authority to enter into a contract with the developer to acquire the freehold interest in the eight new build affordable homes and, if possible, the properties to be held within the Council's wholly owned housing company, Newark and Sherwood Homes, in order to secure their long term availability as affordable social housing.

Reason for Decision

The acquisition of the freehold interest in Section 106 affordable homes at Wellow Road, Ollerton, will provide affordable social housing, contribute to delivering housing growth, meet the wider strategic priorities of the Council, meet locally evidenced housing need and help maintain a viable Housing Revenue Account Business Plan.

81. PROPOSED SPORTS HUB DEVELOPMENT AT BOWBRIDGE ROAD, NEWARK

The Committee considered the report of the Deputy Chief Executive which provided an overview of progress on the proposed sports hub development at Bowbridge Road, Newark and sought approval of a feasibility study and entering into a Partnership Agreement with Newark Town Council and Newark Sports Association (NSA).

Initially it was envisaged that NSA would take a lead role in developing and operating and managing the sports hub site. This was reflected in the terms of a Partnership Agreement which were approved by the Council, but which were never executed. The Council had however, subsequently received advice that the project was unlikely to receive funding from Sport England and the National Governing Bodies unless the project was seen as being led by the District Council which was a fundamental change in the nature of the District Council's role in bringing forward the development. It was clear that significant external funding would be required in order to ensure that the project would be delivered, as there was currently no capital commitment towards the project from the District Council.

The District and Town Council jointly commissioned LK2 to undertake a feasibility study on the provision of a sports hub at the Bowbridge Road site. The feasibility study looked at the optimum facilities mix for the site, having regard to existing provision within the area, potential funding opportunities and an analysis of future management and operational structures. The feasibility study had been the subject of discussion and clarification at Project Steering Group meetings which had been established to progress the project. It was considered that the feasibility study would be important in supporting any funding bids to Sport England and to relevant National Governing Bodies.

The Town Council, District Council and NSA had agreed a Partnership Agreement which it was hoped would satisfy the funding partners. Essentially this would provide for NSA to act as the accountable body in delivery of the first phase of the project, namely the cycle track, with the District Council acting as the accountable body on the delivery of the remainder of the facilities.

It was reported that if a decision was taken that the District Council should act as accountable body for Phase 2 of the Project it was likely that Sport England and the National Governing Bodies would require the District Council to act as guarantor for any funding which was awarded. At this stage it was difficult to quantify the risk to which the Council might be exposed. However these could potentially include both a risk of capital overruns in project delivery and a revenue deficit in the future operation and management of the facility. To mitigate these potential risks, the intention would be, if necessary, to reduce the range of facilities to be provided on the site to reflect the capital funding available.

AGREED (with 5 votes for and 2 against) that:

- (a) the feasibility study for the proposed sports hub development at Bowbridge Road, Newark, noting the need to ensure access from the Sustrans Route to the new leisure centre, be approved;
- (b) the Deputy Chief Executive, in consultation with the Chairman and Major Opposition Spokesperson of the Policy & Finance Committee, together with the Chairman and Major Opposition Spokesperson of the Leisure & Environment Committee, be given delegated authority to conclude a Partnership Agreement between Newark & Sherwood District Council, Newark Town Council and Newark Sports Association relating to the delivery of the sports hub project and in relation to its

future operation and management, with such agreement recognising the District Council's role as accountable body in the delivery of phase 2 of the Sports Hub project and the potential financial risks that may arise as a consequence. The Partnership Agreement will reflect the document attached as Appendix 1 to the report, with such amendments as may be necessary to satisfy the relevant funding bodies;

- (c) a further report be brought to the Policy & Finance Committee on 30 June 2016 after detailed budgets, a detailed business plan, an associated programme of use and a project risk register have been developed for the project;
- (d) approval be given to the allocation of appropriate S106 monies towards the overall project; and
- (e) the Chairman of the Policy & Finance Committee be appointed to represent the District Council on the Partnership Strategic Group.

Reason for Decision

To progress the development of a sports hub at Bowbridge Road, Newark.

82. POLICY & FINANCE COMMITTEE REVENUE BUDGET 2016/17-2020/21

The Assistant Business Manager – Financial Services presented a report which informed Members of the budget and scale of fees and charges for the areas falling under the remit of the Policy & Finance Committee for 2016/17 and future years. A summary of the current budget proposals were attached at Appendix A to the report together with a schedule of fees and charges pertaining to the Committee which were attached as Appendix B. A revised Appendix A was circulated to the Committee which reflected the adjustment in the grounds maintenance budget as agreed by the Leisure & Environment Committee.

The current draft budget showed a reduction in 2016/17 and the report gave details of how the reduction was calculated. It was reported that the budget would reduce further during the financial year as strategic savings were agreed and implemented. Also shown were the major variances between 2015/16 and 2016/17.

AGREED (unanimously) that:

- (a) the final Committee budget as shown in the revised Appendix A to the report be recommended to the Policy & Finance Committee at its meeting on 25th February 2016 for inclusion in the overall council budget; and
- (b) the scales of fees and charges as shown at Appendix B to the report be recommended to the Policy & Finance Committee at its meeting on 25 February 2016 and Council on 10 March 2016.

Reason for Decision

To ensure that the final budget proposals for 2016/17 to 2020/21 and the level of fees and charges for 2016/17 are recommended to the Policy & Finance Committee on 25 February 2016.

83. HOUSING REVENUE ACCOUNT BUDGET AND RENT SETTING 2016/17

The Assistant Business Manager – Financial Services presented a report in relation to the Housing Revenue Account Budget and rent setting for 2016/17. The report showed the actual outturn of the Housing Revenue Account for the year 2014/15; examined the proposed income and expenditure on the Housing Revenue Account for 2016/17; and in accordance with Section 76 of the Local Government and Housing Act 1989, made recommendations to avoid a deficit on the Housing Revenue Account. The report also set out indicative figures of income and expenditure for the financial years 2017/18 to 2020/21.

The report also made recommendations to adjust rent levels and service charges with effect from April 2016. These had been calculated in accordance with Government guidance which was in line with the rent setting policy agreed by the Policy & Finance Committee on 29 January 2015. On 8 July 2015 the Government announced that local authorities must reduce social rents by 1% for each year for four years as from 2016/17. It was therefore recommended that the rent setting policy should be amended in line with the new guidance and rents reduced accordingly.

The report also sought to determine charges for garage rents, plots and garage ports, housing support service charges and the annual management fee payable to Newark and Sherwood Homes in accordance with the Management Agreement.

The setting of the budget and the approval of rent levels at the Council Meeting in February 2016 would allow the required time to notify tenants of proposed changes to rents in accordance with the legislation. It was noted that since April 2012 the Housing Revenue Account had been self-financing and there was no longer any central government control though Housing Revenue Account subsidy. Other controls continued to exist such as the cap on overall Housing Revenue Account debt and the ring fencing of the account.

In presenting the report the Assistant Business Manager – Financial Services advised of the implications of the Housing and Planning Bill and Welfare Reform and Work Bill which were still being debated in Parliament, as such there were still no final details. She informed Members that details regarding the provisions of the Bill were still emerging and that the overall position was unclear however only yesterday the House of Lords had recommended, and the Government's Minister for Housing had appeared to accept, that the rents for supported housing accommodation should be excepted from the required 1% reduction in rents. There was still clarity awaited about the definition of "supported housing", but current information suggested that this would include the Council's designated supported housing. Clearly, if this was the case, this would help with the viability of the HRA Business Plan.

AGREED (unanimously) that:

- (a) the Rent Setting Policy shown in Appendix C to the report be revised to follow the new Government guidance in accordance with the Welfare reform and Works Bill on the rent reduction (to also reflect the proposed exceptions to the required rent reduction in relation to supported housing); and
- (b) the following recommendations be made to Council at its meeting on 9 February 2016:
 - i. the Housing Revenue Account budget for 2016/2017 as set out in Appendix A to the report be recommended to Council on 9 February 2016;
 - ii. the Management and Maintenance Fee for 2016/2017 of £7,707,390 be noted;
 - iii. the rent of all general needs properties in the Housing Revenue Account be decreased by 1% in accordance with Welfare Reform and Works Bill, and the rent of all supported housing properties covered by the exception under the Bill to be increased by CPI + 1%;
 - iv. that the support charges in Appendix B to the report should be increased by 0.9% in line with CPI + 1%, rounded up to the nearest 5 pence;
 - v. that other services charges should be increased by 0.9 % with effect from April 2016;
 - vi. that garage, garage plot and garage port rents are increased by 0.9% in line with CPI + 1% with effect from 1 April 2016;
 - vii. that I to vi above are to take effect as from 1 April 2016; and
 - viii. the rent of all new lets of supported housing properties be increased by 10% on the first occasion that they are re-let after 1 April 2016.

Reason for Decision

To enable the HRA budget for 2016/2017, the rent levels, garage rent, garage plots, garage ports and Housing Support Service Charge levels to be recommended to Council.

84. REQUEST TO INCREASE THE LEISURE EQUIPMENT BUDGET LINE WITHIN THE CAPITAL PROGRAMME

The Director - Customers presented a report which sought to increase the budget for fitness equipment within the Council's Capital Programme. The current Programme contained a budget of £518,000 for procurement of new fitness equipment in 2016/17. However the capital cost of the new equipment for the three leisure centres owned by the Council was £663,407, a difference of £145,407. The reasons for this difference were set out in the report.

AGREED (unanimously) that £145,407 be added to the Council's Capital Programme.

Reason for Decision

To enable the procurement of up to date, technologically advanced equipment, to ensure the competitiveness of the Council's leisure offer.

85. UPDATE ON NEW OFFICES - BUILD

The Moving Ahead Programme Manager presented a report which provided an update on the current progress with appointing a contractor to undertake the build of the new Council offices. It was reported that fourteen contractors had submitted a pre-qualification questionnaire and of these five had been shortlisted to submit a tender. Subsequently two of the shortlisted companies declined to proceed to the tender stage. The Council's project managers and cost consultants Gleeds, advised that the next two highest scoring contractors did not meet the requirements and therefore it was decided to proceed with the remaining three contractors to avoid delay.

In presenting the report the Moving Ahead Programme Manager advised that two of the contractors had requested a two week extension of the deadline for the submission of tenders which had been agreed as this did not result in any delay in the process. It was still anticipated that work would commence on site in March 2016.

AGREED (unanimously) that:

- (a) the update report be noted; and
- (b) Members be informed of the appointed contractor at the conclusion of the procurement process.

Reason for Decision

To ensure Members are updated with progress in building the new council offices.

86. PERFORMANCE MANAGEMENT MID YEAR UPDATE 2015/16

The Business Manager – Policy and Performance presented a report which provided the Members with a selection of performance information falling under the remit of the Committee.

As Chairman of the Economic Development Committee, Councillor D.J. Lloyd requested that a number of the performance indicators should be referred to the Economic Development Committee given their content.

AGREED (unanimously) that the report be noted.

Reason for Decision

To keep Members informed of the latest performance information relating to the Policy & Finance Committee.

87. MINUTES FROM THE MEETINGS OF THE STRATEGIC HOUSING LIAISON PANEL HELD ON 25 NOVEMBER 2015

The Committee considered the minutes from the meeting of the Strategic Housing Liaison Panel held on 25 November 2015.

AGREED (unanimously) that the minutes of the Strategic Housing Liaison Panel held on 25 November 2015 be noted.

Reason for Decision

To ensure Members of the Policy & Finance Committee remain up to date and aware of issues considered by the Strategic Housing Liaison Panel.

88. URGENCY ITEM - PALACE THEATRE HEATING SOLUTION

The Committee noted the decision to instruct RG Carter to Palace Theatre boilers in line with the strategy outlined in the urgency item.

AGREED (unanimously) that the urgency item be noted.

Reason for Decision

The boiler system at the Palace Theatre was no longer fit for purpose and posed a significant financial and reputational risk to the business.

89. EXCLUSION OF THE PRESS AND PUBLIC

AGREED (unanimously) that under Section 100(A) of the Local Government Act 1972, the press and public be excluded from the meeting during discussion of the following items of business on the grounds that they involved the likely disclosure of exempt information as defined in Paragraphs 1, 2 and 3 of Schedule 12A of the Act and that the public interest in maintaining the exemption outweighed the public interest in disclosing the information.

90. OUTCOME OF OMBUDSMAN INVESTIGATION

The Committee considered the exempt report presented by the Director – Safety in relation to the outcome of a recent ombudsman investigation.

(Summary provided in accordance with 100C(2) of the Local Government Act 1972).

91. URGENCY ITEM – SECTION 151 OFFICER

The Committee noted the urgency item in respect of the Section 151 Officer.

(Summary provided in accordance with 100C(2) of the Local Government Act 1972).

Meeting closed at 7.40pm.

Chairman

PAY POLICY STATEMENT 2016

1.0 Purpose of Report

- 1.1 To review the content of the Pay Policy Statement 2016 and, subject to any necessary revisions, recommend the same to Council for approval.

2.0 Background Information

- 2.1 In accordance with Section 38 (1) of the Localism Act 2011, Newark and Sherwood District Council along with all other English and Welsh local authorities were required to produce a Pay Policy Statement for 2012/13 and for each financial year thereafter. In complying with the duties in respect of pay accountability, the Council must have regard to any guidance issued or approved by the Secretary of State, in summary:

- 2.1.1 A Pay Policy Statement for a financial year must set out the authority's policies for the financial year relating to:

- the remuneration of the authority's lowest-paid employees (together with a definition of "lowest-paid employees") and the reasons for adopting that definition;
- the relationship between remuneration of Chief Officers and that of other officers (pay multiples); and
- the remuneration of Chief Officers.

- 2.1.2 The statement should also set out the authority's policies for the financial year relating to:

- a) the levels and elements of remuneration for each Chief Officer;
- b) remuneration of Chief Officers on recruitment;
- c) increases and additions to remuneration for each Chief Officer;
- d) the use of performance related pay for each Chief Officer;
- e) the use of bonuses for each Chief Officer;
- f) the approach to the payment of Chief Officers on their ceasing to hold office under or to be employed by the authority, and
- g) the publication of and access to information relating to remuneration of Chief Officers.

- 2.1.3 The term 'remuneration' covers:

- a) the salary or, the amount payable in the case of Chief Officers engaged by the authority under a contract for services;
- b) payments, made by the authority to the Chief Officers for those services;
- c) any bonuses payable by the authority to Chief Officers;
- d) any charges, fees or allowances payable by the authority to Chief Officers;
- e) any benefits in kind to which the Chief Officers are entitled as a result of the Chief Officer's office or employment;
- f) any increase in or enhancement of the Chief Officer's pension entitlement where the increase or enhancement is as a result of a resolution of the authority; and

- g) any amounts payable by the authority to the Chief Officer on the Chief Officer ceasing to hold office under or be employed by the authority, other than amounts that may be payable by virtue of any enactment.

2.2 Existing legislation already required the Council to publish statements relating to certain elements of officer remuneration, details of which are set out below:

- Regulation 7 of the Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006, requires an authority to formulate, review and publish its policy on making discretionary payments on early termination of employment;
- Regulation 66 of the Local Government Pension Scheme (Administration) Regulations 2008 requires the Council to publish its policy on increasing an employee's total pension scheme membership and on awarding additional pension.

The appropriate links to published policies and information are included within the Pay Policy Statement.

2.3 In addition other regulations provide for disclosure of remuneration of senior employees including details of severance payments within the Council's annual statement of accounts.

1.4 Guidance issued by the Department for Communities and Local Government during 2013/2014 set out the arrangements for approval of severance packages in excess of £100,000. The 2014/2015 pay policy statement adopted by the Council included arrangements for approving severance packages over £75,000 and arrangements for delegation regarding Settlement Agreements.

3.0 Proposals

3.1 Summary of Changes to the 2016/17 Pay Policy Statement

3.1.1 Changes to the pay policy statement have been summarised below:

- The statement has been updated to reflect revisions to the Living Wage recommended by the Living Wage Foundation during November 2015.
- A paragraph has been included to set out the Council's approach to how it will manage "off payroll" arrangements for individuals operating at Chief Officer level in accordance with the DCLG Guidance (March 2015) regarding Use of severance agreements and "off payroll" arrangements.

3.2 Current Status

A copy of the Pay Policy Statement has been appended to this report for review.

3.3 Consultations

3.3.1 Pay Negotiations

- Chief Officers (to include Deputy Chief Executive/Directors/Business Managers graded NS17)

Following receipt of a pay claim from the union side of the JNC the employers' side has provided a full and final offer (as set out below) and is awaiting a response from the union.

- One per cent on basic salary with effect from 1 April 2016
- One per cent on basic salary with effect from 1 April 2017

Once agreed the increase will be effective from 1st April 2016 and the salary details contained within the statement will be updated accordingly.

- NJC (to include Business Managers graded up to NS16 and all other employees of the Council)

The National Employers met with the trades unions on the 3rd and 9th of December to continue negotiations regarding pay for officers engaged on National Joint Council terms, often referred to as Green Book. Following completion of the meeting the employers made a final pay offer (as set out below) and the Trades Unions are currently in the process of consulting their members.

From 1 April 2016:	From 1 April 2017:
• On SCP 6, £900 (equivalent to 6.6%)	• On SCP 6, £500 (equivalent to 3.4%)
• On SCP 7, £900 (equivalent to 6.6%)	• On SCP 7, £500 (equivalent to 3.4%)
• On SCP 8, £900 (equivalent to 6.5%)	• On SCP 8, £475 (equivalent to 3.2%)
• On SCP 9, £900 (equivalent to 6.4%)	• On SCP 9, £400 (equivalent to 2.6%)
• On SCP 10, £900 (equivalent to 6.3%)	• On SCP 10, £375 (equivalent to 2.5%)
• On SCP 11, £300 (equivalent to 2.0%)	• On SCP 11, £300 (equivalent to 1.9%)
• On SCP 12, £300 (equivalent to 2.0%)	• On SCP 12, £300 (equivalent to 1.9%)
• On SCP 13, £250 (equivalent to 1.6%)	• On SCP 13, £300 (equivalent to 1.9%)
• On SCP 14, £250 (equivalent to 1.5%)	• On SCP 14, £300 (equivalent to 1.8%)
• On SCP 15, £200 (equivalent to 1.2%)	• On SCP 15, £300 (equivalent to 1.8%)
• On SCP 16, £200 (equivalent to 1.2%)	• On SCP 16, £250 (equivalent to 1.5%)
• On SCP 17, £175 (equivalent to 1.01%)	• On SCP 17, £225 (equivalent to 1.3%)
• On SCPs 18 and above, 1.0%	• On SCPs 18 and above, 1.0%

The total increase to the national pay bill resulting from this offer is 2.4% over two years (covering the period 1 April 2016 to 31 March 2018). Approximately 0.4% of this figure is designed to meet immediate obligations under the National Living Wage and to start the process of moving toward the expected level of the Living Wage by 2020. The final offer is at the limit of affordability for councils.

If the Trades Unions agree following close of consultation with their members the increase will be effective from 1st April 2016 and the salary details contained within the pay policy statement will be updated accordingly.

3.3.2 Exit Payment Recovery

On the 20th December the government issued a consultation on the draft regulations giving effect to powers in the Small Business, Enterprise and Employment Act 2015, which allow for the recovery of exit payments when a public sector employee earning over £80,000 returns to the public sector after exit. It is intended to make these provisions effective from April 2016. The consultation closed on the 25th January 2016. East Midlands Councils worked closely with the LGA to collate local authority responses and put forward questions/concerns in relation to the draft. The Council will continue to monitor the position and ensure that the Pay Policy Statement is amended as necessary once the final regulations and associated guidance documents are published.

3.3.3 Public Sector Exit Payment Cap

On the 31st July the government issued a consultation regarding proposals to legislate for a £95,000 cap on the total value of exit payments made to an individual in relation to their exit from public sector employment. The consultation closed on the 27th August 2015. Similar to the above East Midlands Councils worked with the LGA to provide a response to the consultation on behalf of Local Authorities.

It is intended that the cap will be introduced in summer/autumn 2016. The Council will continue to monitor the position and ensure that the Pay Policy Statement is amended as necessary once the final regulations and associated guidance documents are published.

4.0 Equalities Implications

This policy has been developed with due regard and consideration for other policies, procedures and agreements currently in operation within the Council and follows the completion of any equality impact assessment, details of which are held in Human Resources. Given that the changes proposed to the policy are fairly minimal no adverse implications have been noted.

5.0 Impact on Budget/Policy Framework

The financial effects of the pay policy are reflected in the Council's budget to be presented to the Policy and Finance Committee on the 25th February 2016.

6.0 Comments of Director - Resources

Refer to comments set out under section 5 of this report.

7.0 RECOMMENDATION

That Members review the content of the Pay Policy Statement for 2016 and subject, to any amendments, recommend the same to Council for approval.

Reasons for Recommendation

In order to comply with Section 38 (1) of the Localism Act 2011.

Background Papers

Localism Act 2011

The Code of Recommended Practice for Local Authorities on Data Transparency

Localism Act: Openness and accountability in local pay: Guidance under section 40 of the Localism Act - February 2012

Openness and Accountability in Local Pay: Guidance under Section 40 of the Localism Act 2011 – Supplementary Guidance - February 2013

Local Government Transparency Code 2014

DCLG – Use of severance agreements and off payroll arrangements - March 2015

For further information please contact Tracey Mellors on extension 5219.

Andrew Muter
Chief Executive

T J Mellors
Business Manager – Human Resources & Legal

NEWARK AND SHERWOOD DISTRICT COUNCIL

Pay Policy Statement

1. Introduction

1.1 This document sets out a Statement of Pay Policy for Newark and Sherwood District Council (the Council) for 2016/17 as required by Section 38 (1) of the Localism Act 2011. The Pay Policy Statement includes details about the remuneration of Chief Officers at the time of recruitment as well as arrangements relating to increases and additions to remuneration, the level and elements of remuneration including salary, bonuses and benefits in kind, the use of performance related pay and bonuses as well as the approach to the payment of Chief Officers on ceasing to hold office. The Statement also considers the lowest pay and median pay levels in the organisation.

2. Objectives of the Policy

2.1 The objectives of the policy are to:

- ensure transparency in respect of the arrangements for rewarding staff in the organisation and fairness in respect of the reward relationship between the highest and lowest paid; and
- ensure that all decisions on pay and reward for Chief Officers comply with the parameters defined within this Pay Policy Statement.

3. Policy Statement

3.1 The Council recognises the importance of administering pay in a way that:

- attracts, motivates and retains appropriately talented people needed to maintain and improve the Council's performance and meet future challenges;
- reflects the market for comparable jobs, with skills and competencies required to meet agreed delivery and performance outcomes;
- operates within the provisions of Chief Officers pay and conditions as set out in the Joint Negotiating Committee for Chief Executives and Chief Officers of Local Authorities;
- operates within the provisions of the national agreement on pay and conditions of service as set out in the National Joint Council for Local Government Services; and
- is affordable and transparent.

4. Scope of the policy

4.1 Individuals Affected

This policy covers all employees within the organisation including those defined as a Chief Officer within Section 2 of the Local Government and Housing Act 1989.

4.2 Council Policies

4.2.1 This statement sets out the Council's policy with regards to:

- the remuneration of the authority's lowest-paid employees (together with a definition of "lowest-paid employees") and the reasons for adopting that definition;
- the relationship between remuneration of Chief Officers and that of other officers (pay multiples); and
- the remuneration of Chief Officers.

4.2.2 The statement also sets out the Council's policy in relation to:

- a) the levels and elements of remuneration for each Chief Officer;
- b) remuneration of Chief Officers on recruitment;
- c) increases and additions to remuneration for each Chief Officer;
- d) the use of performance related pay for each Chief Officer;
- e) the use of bonuses for each Chief Officer;
- f) the approach to the payment of Chief Officers on their ceasing to hold office or to be employed by the authority, and
- g) the publication of and access to information relating to remuneration of Chief Officers.

4.3 Pay Bargaining - the National Context

4.3.1 The Council is a member of the Local Government Employers Association for national collective bargaining purposes in respect of Chief Executives, Chief Officers and other employees of the Council. Separate negotiations and agreements are in place for each of these groups. Changes arising from national negotiations linked to remuneration generally take effect from the 1st April each year and on occasions when negotiations conclude after this day any amendments to pay become retrospective to the 1st April.

4.3.2 In accordance with the terms and conditions of employment for Council employees it is the Council's policy to implement national agreements regarding pay. In circumstances where nil pay is awarded as part of the collective bargaining process the Council will apply the same principle.

4.4 Remuneration of the Council's Lowest Paid Employees

4.4.1 All posts with the exception of Chief Officers engaged on JNC terms are evaluated using the Greater London Provincial Council (GLPC) Job Evaluation Scheme. This scheme was introduced during 2005 following the conclusion of single status negotiations. At the same time the Council also introduced a new grading structure to establish the link between evaluated posts and the Council's pay scales.

4.4.2 For the purpose of this policy the Council's "lowest paid employees" are defined as those employees on the lowest pay point available for use by the Council for substantive roles as determined through use of the approved job evaluation scheme and grading structure. This does not include grades or pay points set aside as trainee or development scales but relates to the minimum point for a competent employee appointed in to a defined role.

4.4.3 In accordance with the current pay scales the lowest substantive point at which a Council officer can be paid is £13,614. This is in accordance with the nationally approved pay scales which are subject to change in line with the national collective bargaining arrangements as detailed earlier within the policy.

4.5 Living Wage

4.5.1 During April 2013 the Council adopted a policy of paying all employees a Living Wage through the application of a pay supplement to fund the difference between the hourly rates (defined at the lowest substantive point at which a Council officer can be paid i.e. £7.08 per hour) and the Living Wage set by the Living Wage foundation (currently set at £8.25 per hour). By adopting this policy the Council ensure that the lowest paid employees (refer to definition at 4.4) receive at least the Living Wage for each hour that they work.

4.5.2 The Living Wage to be applied during the 2016/17 financial year will be the rate set out above. In the event that the Living Wage increases in year as part of the annual review conducted by the Living Wage Foundation the Council will have regard to this when developing the pay policy statement for the 2017/18 period.

4.6 Pay Multiples

4.6.1 The Council does not explicitly set the remuneration of any individual or group of posts by reference to a simple multiple of another post or group of posts. The use of multiples cannot capture the complexities of a dynamic and highly varied workforce in terms of job content and skills required. Nor can it ensure that employees are treated fairly and equitably in respect of the value and level of a role that they undertake.

4.6.2 In terms of overall remuneration packages the Council's policy is to differentiate by setting different levels of basic pay to reflect the level of responsibility in line with the approved job evaluation scheme or as determined locally for Chief Officers engaged on JNC terms.

4.6.3 In determining pay for Chief Officers engaged on JNC terms, the Council would not expect remuneration of its highest paid employee to exceed **10** times that of the lowest group of employees, nor would the Council expect the remuneration of the highest paid employee to exceed **7** times that of the median¹ average earnings across the Council.

Pay Multiples – ([link to be inserted](#))

5. Remuneration of Chief Officers

5.1 For the purpose of this policy Chief Officer includes Chief and Deputy Chief Officers as defined by Section 2 of the Local Government and Housing Act 1989, some of whom may not be employed on Chief Officer's terms and conditions of service. For ease of reference a list of posts to which this policy applies along with the relevant sub sections of the Local Government and Housing Act 1989 has been set out below:

- Chief Executive/Head of Paid Service (Section 2 (6) of the Act);

¹ Within the Hutton Review it was suggested that the most appropriate pay multiple to track is that of top executive earnings to the median earnings of each organisation's workforce. Refer to para 2 Hutton Review of Fair Pay in the Public Sector: Final report (March 2011).

- Deputy Chief Executive (Section 2 (6) and (7) of the Act);
- Directors (Section 2 (7) of the Act);
- Statutory Officers (Section 2 (6) of the Act);
- Business Managers (Section 2 (8) of the Act).

5.2 For the purpose of this policy the term remuneration includes:

- a) the salary or the amount payable in the case of Chief Officers engaged by the authority under a contract for services;
- b) payments made by the authority to the Chief Officers for those services;
- c) any bonuses payable by the authority to Chief Officers
- d) any charges, fees or allowances payable by the authority to Chief Officers;
- e) any benefits in kind to which the Chief Officers are entitled as a result of the Chief Officer's office or employment;
- f) any increase in or enhancement of pension entitlement where the increase or enhancement is as a result of a resolution of the authority, and
- g) any amounts payable by the authority to a Chief Officer on ceasing to hold office under or be employed by the authority, other than amounts that may be payable by virtue of any enactment.

5.3 Chief Executive/Head of Paid Service

5.3.1 Terms and Conditions of Service

The Chief Executive is engaged on Local Authority Chief Executives conditions of service, negotiated by the Joint Negotiating Committee (JNC). The Chief Executive also assumes the role of Head of Paid Service on behalf of the Council.

[Terms and Conditions for the Chief Executive \(link to be inserted\)](#)

5.3.2 Remuneration

In line with the nationally agreed terms the salary paid to a Chief Executive is determined locally by the employing authority.

The current salary scale for the post of Chief Executive was determined prior to the appointment of the current post holder, having regard to the labour market rate for the position of a Chief Executive of a district of this size, coupled with local market factors relating to salary. This included arrangements for annual incremental progression until such time as the post holder reached the top of the scale.

Details in relation to the current salary scale for the Chief Executive are set out below:

Scale point 1	£94,686
Scale point 2	£104,841
Scale point 3	£113,490

Note: The role of Head of Paid Service forms an integral part of the Chief Executive's role and is rewarded as part of the substantive role.

5.3.3 Remuneration on Recruitment

When determining the most appropriate scale point at which to offer the post, consideration is given to the individual's qualifications, experience and current level of remuneration (where appropriate). Having considered all of these factors the panel will then determine the most appropriate scale point at which to make an offer to the successful candidate so as to ensure that the offer is attractive and one which is likely to be accepted.

In the event that the post of Chief Executive becomes vacant a report including recommendations relating to the salary scale to be applied in these circumstances would be submitted to full Council for their consideration before the post was advertised.

5.3.4 Increases and additions to Remuneration

- Incremental Progression
Once an officer has been appointed they will receive annual increments until such time as they reach the top of the salary scale subject to achieving satisfactory annual performance assessments.
- Pay Awards
Any pay awards are negotiated as part of the collective bargaining arrangements as detailed earlier within the policy.
- Expenses
In accordance with nationally agreed terms the Council shall pay reasonable out-of-pocket expenses actually incurred.

5.3.5 Arrangements for the Post of Returning Officer

In accordance with the national agreement the Chief Executive is entitled to receive and retain the personal fees arising from performing the duties of returning officer, acting returning officer, deputy returning officer or deputy acting return officer and similar positions which he or she performs subject to the payment of pension contributions thereon, where appropriate.

In accordance with the agreement the Chief Executive's salary is deemed to be inclusive of all other fees and emoluments with the exception of returning officer duties where separate policy arrangements apply. Details of the policy relating to the appointment and remuneration of Returning Officer are set out below.

The Chief Executive has been formally appointed to act as the Council's Returning Officer. This extends to the role of Deputy Acting Returning Officer for UK Parliamentary Elections, Local Returning Officer for European Parliamentary Elections and Nottinghamshire Police and Crime Commissioner Elections and Counting Officer for any national referendums. The fees associated with these elections are determined nationally by the Ministry of Justice/Home Office.

The Chief Executive also acts as Deputy Returning Officer for Nottinghamshire County Council elections, fees for which are determined by Nottinghamshire County Council. These appointments are independent of the Council.

For local government elections the Returning Officer can claim specific fees which are determined on a local county wide basis across Nottinghamshire having regard to the fees set for national elections.

5.3.6 General Terms and Conditions

In accordance with the national agreement the Chief Executive shall enjoy terms and conditions in all other respects no less favourable than those accorded to other officers employed by the Council.

5.4 Deputy Chief Executive/Directors/Business Managers graded at NS17 on JNC terms

5.4.1 Terms and Conditions of Service

The Deputy Chief Executive and Directors are all engaged on the Conditions of Service for Chief Officers of Local Authorities, negotiated by the Joint Negotiating Committee (JNC). Some Business Managers graded at NS17 are also engaged on these terms. In addition to the above some of the post holders assume a statutory role which is recompensed in accordance with the Statutory Officers Honorarium Scheme.

[Terms and Conditions for Chief Officers \(link to be inserted\)](#) and [Statutory Officers Honorarium Scheme \(link to be inserted\)](#)

5.4.2 Remuneration

In line with the nationally agreed terms the salary paid to the Deputy Chief Executive or a Director is determined locally by the employing authority.

The current salary scale for Chief Officers engaged on Chief Officer's terms is set out below.

5.4.3 Pay Scale for Deputy Chief Executive

Scale point 1	£85,520
Scale point 2	£86,647
Scale point 3	£90,785
Scale point 4	£93,542

Note: The role of Deputy Head of Paid Service forms an integral part of the Deputy Chief Executive's role and is rewarded as part of the substantive role.

5.4.4 Pay Scale for Directors

Scale point 1	£66,300
Scale point 2	£68,595
Scale point 3	£71,400
Scale point 4	£73,695
Scale point 5	£76,500

A list of posts included for the purpose of this policy has been set out below:

Director – Community
Director – Customers
Director – Resources
Director – Safety

5.4.5 Pay Scale for Business Managers (NS17) engaged on JNC terms

Zone 1/SCP1 £44,880
Zone 1/SCP2 £45,900
Zone 1/SCP3 £46,920
Zone 1/SCP4 £47,940

Zone 2/SCP1 £48,960
Zone 2/SCP2 £49,980
Zone 2/SCP3 £51,000
Zone 2/SCP4 £52,020

Zone 3/SCP1 £53,040
Zone 3/SCP2 £54,060
Zone 3/SCP3 £55,080
Zone 3/SCP4 £56,100

The arrangements for assigning officers to Zones are included in the [Pay and Grading Arrangements](#) (link to be inserted) document for Officers engaged on JNC Chief Officer Terms and Conditions of Service.

A list of post holders engaged under JNC terms has been included below:

Business Manager - Economic Growth
Business Manager - Environmental Health
Business Manager - Finance
Business Manager - Growth Development
Business Manager - HR and Legal
Business Manager - Revenues and Benefits
Business Manager – Sports and Arts Development
Business Manager – Strategic Housing
Business Manager – Waste, Litter and Recycling

5.4.6 Remuneration on Recruitment/Appointment

When determining the most appropriate scale point at which to offer a post, consideration is given to the individual's qualifications, experience and current levels of remuneration (where appropriate). Having considered all of these factors the panel will then determine the most appropriate scale point at which to make an offer to the successful candidate so as to ensure that the offer is attractive and one which is likely to be accepted.

In circumstances where Business Managers are offered revised terms of employment on JNC conditions of service they will be aligned to the nearest highest pay point on the pay scale if they are appointed to Zone 1 or to the lowest scale point if they are appointed to Zone 2 or 3.

5.4.7 Increases and additions to Remuneration

- Incremental Progression

Incremental progression within the Director scale is by annual increment until the top point of the grade is reached. Before an annual increment is awarded, it must be clear that, Directors:

- Have made satisfactory progress against the targets set in their previous performance appraisal;
- Demonstrate, continues to demonstrate or has made substantial progress towards achieving the Council's defined competences for a post at the Director level.

Compliance with these requirements will be assessed through the Council's performance management and appraisal mechanisms, and a decision on whether an annual increment will be paid (where applicable) will be made as part of that process.

Full details of the Pay and Grading Arrangements for Officers engaged on JNC Chief Officer Terms and Conditions of Service can be accessed by following the attached link [\(link to be inserted\)](#)

Once a Business Manager has been appointed to JNC conditions of service they will receive annual increments until such time that they reach the top of the salary scale subject to achieving satisfactory annual performance assessments.

- Pay Awards

Any pay awards are negotiated as part of the collective bargaining arrangements as detailed earlier within the policy.

- Honoraria and Ex-gratia Payments

The Council currently operates an honorarium scheme for officers undertaking statutory officer roles. There are three statutory officer roles within the Council, details of which are set out below:

- Head of Paid Service
- Monitoring Officer *
- Chief Finance Officer (commonly referred to as the Section 151 Officer)

**No Honorarium is paid for carrying out these duties at the substantive level but a payment is made for deputising at this level.*

In addition to the above the scheme also outlines the arrangements for recompensing officers that assume the role of Deputy Monitoring Officer and S151 Officer.

Details of the scheme including information relating to the post holders that are currently in receipt of such payments can be accessed by following the attached link [\(link to be inserted\)](#)

- Expenses
In accordance with the national agreement the Council shall pay reasonable out-of-pocket expenses actually incurred.

5.4.8 Arrangements for Election Duties

In accordance with the national agreement Officers are entitled to receive and retain the personal fees arising from carrying out the duties of Deputy Returning Officer and/or Deputy Acting Returning Officer (where applicable).

5.4.9 General Terms and Conditions

In accordance with the national agreement except whether other terms and conditions are referred to in the agreement the Deputy Chief Executive and Directors shall enjoy terms and conditions not less favourable than those accorded to other officers employed by the Council.

5.4.10 Appointment of officers to JNC Terms and Conditions of appointment

In circumstances where a Business Manager post is evaluated under the Council's approved Job Evaluation Scheme and receives a score of 739 they will be offered a revised contract of employment on JNC terms. If they accept the offer they will be subject to the Pay and Grading Arrangements for Officers engaged on JNC Chief Officer Terms and Conditions of Service.

5.4.11 Arrangements regarding Collaboration

If an opportunity for shared services arises under the Gedling, Newark and Sherwood, Rushcliffe (GNSR) collaboration agreement this may impact on terms and conditions of employment including salary levels should an officer take on responsibility for managing a service(s) across more than one Council. If there are any changes that arise in year that fall outside the parameters of the Pay Policy Statement it is proposed that these changes be approved by the Policy and Finance Committee.

5.5 Business Managers

5.5.1 Terms and Conditions of Service

A number of the Business Managers are engaged on the National Agreement on Pay and Conditions of Service negotiated by the National Joint Council for local government services commonly referred to as NJC or Green Book terms.

A list of post holders engaged under NJC terms has been included below.

Business Manager - Administration
Business Manager – Car Parks & Markets
Business Manager – Community Safety
Business Manager – Customer Services and External Communications
Business Manager – Democratic Services
Business Manager – Housing Options, Energy & Home Support

Business Manager – ICT
 Business Manager – Heritage, Culture and Visitors
 Business Manager – Parks & Amenities
 Business Manager – Policy & Commissioning
 Business Manager – Planning Policy
 Business Manager – Procurement
 Business Manager – Technical Support (Growth)

Terms and conditions relating to Chief Officers that assume the role of Business Manager is available within the [National Agreement on Pay and Conditions of Service](#). (link to be inserted)

5.5.2 Remuneration

In line with the nationally agreed terms the Council have adopted the Greater London Provincial Council (GLPC) Job Evaluation Scheme. The scheme became effective on the 1st October 2005 following completion of the negotiations relating to single status.

The Council also has a pay policy outlining arrangements in respect of:

- [Protection of Earnings](#)
- Standby Payments
- Call-out Payments
- Weekend Working
- Night Working
- Shift Allowances
- [Overtime Rates](#)
- Bank Holiday Working
- Market Supplements

[Standby and Call out Arrangements](#) [Extract from Single Status Agreement](#)

The current salary scale for Business Managers engaged on NJC terms is set out below.

Scale/Band	Min SCP/Salary	Medium SCP/Salary	Maximum SCP/Salary	Post
NS13	40 – £34,746	41 - £35,662	42 - £36,571	Business Manager – Administration Business Manager – Procurement Business Manager – Technical Support (Growth)
NS14	43 – £37,483	44 - £38,405	45 - £39,267	Business Manager – Car Parks and Markets
NS15	46 – £40,217	47 - £41,140	48 - £42,053	Business Manager – Democratic Services Business Manager – Housing Options, Energy and Home Support Business Manager – ICT Business Manager – Parks & Amenities

				Business Manager – Policy and Commissioning Business Manager – Planning Policy
NS16	49 - £42,957	50 - £43,837	51 - £44,756	Business Manager – Community Safety Business Manager – Customer Services and External Communications Business Manager – Heritage, Culture and Visitors

Note: Changes to grade may occur in year as a consequence of revisions to job description(s) requiring re-evaluation of the post under the terms of the current job evaluation scheme.

5.5.3 Remuneration on Recruitment

When determining the most appropriate scale point at which to offer a post, consideration is given to the individuals qualifications, experience and current levels of remuneration (where appropriate). Having considered all of these factors the panel comprising of a Deputy Chief Officer or above will then determine the most appropriate scale point at which to make an offer to the successful candidate so as to ensure that the offer is attractive and one which is likely to be accepted.

5.5.4 Increases and additions to Remuneration

- Incremental Progression
Once an officer has been appointed they will receive annual increments until such time that they reach the top of the salary scale subject to achieving satisfactory annual performance assessments.
- Pay Awards
Any pay awards are negotiated as part of the collective bargaining arrangements as detailed earlier within the policy.
- Honoraria and Ex Gratia Payments
Statutory Officers
The Council currently operates an honorarium scheme for certain officers undertaking statutory officer roles or deputising in those roles (see ante). There are three statutory officer roles within the Council, details of which are set out below:
 - Head of Paid Service
 - Monitoring Officer
 - Chief Finance Officer commonly referred to as the Section 151 Officer)

In addition to the above the scheme also outlines the arrangements for recompensing officers that assume the role of Deputy Monitoring and Deputy S151 Officer. Ordinarily these roles are undertaken by Chief Officers engaged on JNC terms, however the scheme allows for officers engaged on NJC terms to undertake these roles as may be necessary from time to time.

Details of the scheme including information relating to the post holders that are currently in receipt of such payments can be found in the [Statutory Officers Honorarium Scheme \(link to be inserted\)](#)

Other

Officers engaged on NJC conditions of service may in some circumstances receive honorariums/ex gratia payments as a consequence of undertaking duties in part or full at a higher level. The amount payable will be different according to each individual set of circumstances to be determined by the respective Director in conjunction with the Human Resources Section. Further details relating to the terms outlined within the NJC conditions of service can be accessed by following the attached link [(needs to be honoraria extract document here)]

- Market Supplements

In accordance with existing policy it is acknowledged that there may be posts where the evaluated rate is insufficient to attract suitable candidates or to retain existing staff. If such a case is identified by management, the circumstances must be market tested to ensure that the payment of a market supplement through research, national and local labour market comparisons can be objectively justified. If research provides evidence to demonstrate that a market supplement is justified, the proposed payment and amount will be referred to the Council's Joint Consultative Committee (JCC) for consideration prior to approval by the Council's Corporate Management Team (CMT). In addition, any such payments will be reviewed and monitored on a half yearly basis by the JCC to determine whether continued payment is still justified. Any payment may be varied or withdrawn as a result of the review. The decision of CMT will be final.

- Expenses

In accordance with the agreement the Council shall pay reasonable out-of-pocket expenses actually incurred.

Meals and Accommodation Charges

Officers will receive subsistence rates based upon the approved rates. Further details in relation to current rates can be found in the [Guidance on Travel and Subsistence Allowances \(link to be inserted\)](#) document.

5.5.5 Arrangements for Election Duties

In accordance with the national agreement Officers are entitled to receive and retain the personal fees arising from carrying out the duties of Deputy Returning Officer and/or Deputy Acting Returning Officer (where applicable).

5.5.6 General Terms and Conditions

Parts 2 and 3 of the green book including localised arrangements can be found in the [National Agreement on Pay and Conditions of Service \(link to be inserted\)](#)

5.6 General Policies in relation to Remuneration and Recruitment

These policies apply irrespective of status and/or terms that officers of the Council are engaged on.

5.6.1 Performance Related Pay and Bonuses

The Council does not currently operate any form of performance related pay or bonus schemes.

5.6.2 Benefits in Kind

The Council does not currently provide any form of benefits in kind to employees engaged by the Council.

5.6.3 The Local Government Pension Scheme and Policies with regard to exercise of discretion.

All employees of the Council have the option to join the Local Government Pension Scheme (LGPS). The scheme is a statutory scheme and operates on the basis of employee/employer contributions with employee contribution rates differing according to earnings. Details of the scheme including current contribution rates can be accessed by following the attached link. www.lgps2014.org

The scheme provides for exercise of discretion that allow for retirement benefits to be enhanced. The Council will consider each case on its own merits in accordance with the parameters defined within the policy.

Details in relation to any discretion that may be afforded in respect of pension augmentation can be found in [the Redundancy and Discretionary Compensation Policy \(link to be inserted\)](#). This policy applies to all officers of the Council irrespective of their status.

5.6.4 Payment of Chief Officers on their ceasing to hold office under or to be employed by the Council

Arrangements relating to the provision of termination payments for the loss of office for Chief Officers and all other officers leaving the authority on the grounds of redundancy, efficiency and early retirement are outlined in the Council's policy. Details in relation to any discretion that may be afforded in respect of pension augmentation can be found in the [Redundancy and Discretionary Compensation Policy \(link to be inserted\)](#). This policy applies to all officers of the Council irrespective of their status.

5.6.5 Severance Packages over £75,000

Where a member of staff applies for voluntary redundancy or early retirement or is made compulsorily redundant the pension and redundancy entitlements are determined by the Chief Executive in consultation with the Discretionary Payments Panel which is made up of the Chief Executive, the Section 151 Officer and another Chief Officer.

In the case of any voluntary redundancy, compulsory redundancy or early retirement in respect of a member of staff where the cost to the Council exceeds £75,000, the Chief Executive shall not determine the matter until he has first consulted a Member Panel comprising the Leaders of all political groups of the Council.

In determining the "cost to the Council" for the purposes of this policy, the following will be included:

- the cost of early release of pension (pension strain);
- the cost of any pension enhancement;
- the cost of any redundancy payment;
- the cost of any holiday pay, other fees or pay in lieu of notice.

In determining the “*cost to the Council*”, pension benefits which have been bought by the employee will be disregarded.

Note: The Council will also have regard to the proposed introduction the Public Sector Payment Cap and where appropriate update the policy to reflect any legislative changes that occur in year.

5.6.6 Settlement Agreements

The Chief Executive has delegated authority to determine the terms of Settlement Agreements relating to any member of staff.

In the case of any proposed Settlement Agreement in respect of a Chief Officer, the Chief Executive shall not determine the terms of the Settlement Agreement until he has first consulted a Member Panel comprising the Leaders of all political groups of the Council.

5.6.7 Recruitment of Officers in receipt of a Local Government Pension/Fire Fighters Pension, Severance or Termination Payment

When considering employing individuals in receipt of a local government pension or fire fighter pension the Council is required to have regard to the policy on Pension Abatement as determined by the relevant Administrative Body for the Pension Scheme e.g. Nottinghamshire County Council. It should be noted that the Administrative Body for the purposes of discretion may differ according to the location where the individual was previously employed.

The Council’s current policy in relation to the appointment of former staff as consultants requires that any ex-employee who has taken voluntary redundancy or early retirement be not engaged as a consultant (including under a contract for services) without a formal committee resolution.

The Council will not presume against re-employing former members of staff who have received a payment for redundancy, severance or any other reasons defined under the terms of a settlement agreement if the Council is satisfied that the individual is the best candidate for the post. Likewise the Council will not presume against employing individuals who have received severance or termination payments by another organisation listed on the Redundancy Modifications Order if the Council is satisfied that the individual is the best candidate for the post.

Where appropriate the Council will also have regard to the regulations and any associated guidance notes produced concerning Exit Pay Recovery for officers returning to the public sector follow exit.

This policy applies to all posts that are advertised within the Council irrespective of their status and is in-keeping with the Council’s policy on Recruitment and Selection in respect of ensuring equality of opportunity.

5.6.8 Use of "Off Payroll" Arrangements

For the purpose of this policy "off payroll" arrangements refer to individuals engaged directly under a contract for services (rather than employed direct by the Council) operating at the Chief Officer level.

Although the Council will not presume against employing individuals under a contract for services they will only do so in exceptional circumstances for a temporary period of time.

6. Publication and Access to Information

6.1 A copy of this document will be published on the Council's website along with any supporting documents referenced within.

6.2 In addition the Council also publish data on the internet as part of the wider transparency agenda relating to the publication of senior salary information. For the purpose of this exercise the Council publish details relating to post holders earning £50,000 or above in accordance with the threshold preference expressed by the Government.

7. Equality Impact Assessment

7.1 This policy has been developed with due regard and consideration for other policies, procedures and agreements currently in operation within the Council and follows the completion of an equality impact assessment, details of which are held in Human Resources.

8. Approval/Review

8.1 Before it takes effect, the pay policy statement has to be approved by a resolution of the Council.

8.2 In accordance with existing constitutional arrangements proposed amendments to terms and conditions of employment are referred to the Policy and Finance Committee for consideration and approval, before being referred through to the JCC to allow for consultation and/or negotiation (where appropriate). Approval of Human Resources policies and procedures are delegated to the Head of Paid Service after prior consultation at the Joint Consultative Committee.

8.3 Given that the policy statement relates to terms and conditions of employment as well as making reference to Human Resources policies and procedures it is appropriate for the content of the policy to be considered by the Policy and Finance Committee and any amendments made thereto before the policy is referred on to full Council for approval.

8.4 Any proposed changes to terms and conditions of employment including salary arising from collaboration activities e.g. shared services will be subject to the prior approval of the Policy and Finance Committee.

- 8.5 A review of the policy statement will take place annually and the contents of the policy referred to full Council for approval in advance of the financial year to which it relates. In certain circumstances it may be necessary to review the policy in year as a consequence of changes to legislation and/or organisational requirements. In the case of legislative changes where the Council has no discretion the policy statement will be automatically amended to reflect the revised legislation. In any case where there is discretion or where it is proposed to make in year changes to reflect organisational requirements such changes may be approved by Policy and Finance.

REVENUE BUDGET - PROPOSED BUDGET 2016/17 AND MEDIUM TERM FINANCIAL PLAN FOR 2016/17 TO 2020/21

1.0 Purpose of Report

1.1 To enable the Policy & Finance Committee to consider spending proposals and make recommendations to Council for the Budget 2016/2017 and preliminary projections for 2017/2018 to 2020/2021.

2.0 Introduction

2.1 This report sets out details of the proposed budget for the Council for the financial year 2016/2017. The budget proposals were formulated in accordance with the framework set out in the Council's Constitution with an original report being presented to the Policy & Finance Committee on 10 September 2015.

2.2 This budget also includes indicative overall budgets for the following four financial years, i.e. 2017/2018 to 2020/2021.

2.3 The level of discretionary fees and charges for services provided by the Council are considered as part of the budget process rather than being implemented piecemeal throughout the year. This is considered later in the report with fees and charges for each business unit being shown in a separate booklet, available in the Members' Room and circulated to Group Leaders. The fees and charges will be included in the electronic budget book and circulated to all Members for the Council meeting on 10 March.

2.4 The Local Government Finance Settlement ("the Settlement") provides key figures for Government Grant that forms a part of the Council's budget. The draft settlement was announced on December 17 2015. The final settlement was received on 8th February 2016.

2.5 Members will be aware that the Council is part of business rates pool with other Nottinghamshire Authorities. A projection of available resources under Business Rates Retention has been completed.

2.6 The District Council have been working with a company, Analyse Local, to produce sound and prudent estimates of potential losses in business rates resulting from appeals lodged with the Valuation Office, which is a government agency. There are a number of very large companies who make up a significant amount of the Council's NNDR base and for whom an appeal could lead to the loss of a substantial sum of money. As a result of this it is prudent to set aside a large provision for appeals within the NDR collection fund.

2.7 At this stage, the Medium Term Financial Plan has been prepared using these forecasts which, as a result of the contribution to the provision result in a lower NDR share for the District Council at the end of the financial year. After the tariff has been paid to central government, the amount of retained NDR is less than the baseline funding shown in the settlement figures. The shortfall is £110,380 (Line 33 of Appendix A) and no growth is included in the budget for 2016/17.

- 2.8 NDR Growth in 2013/14 (£698k) and 2014/15 (£759k) has been added to the Council's revenue reserves therefore in order to mitigate the effect of creating a prudent reserve for NDR appeals it is proposed to bring in a contribution from reserves of £345,010 (Line 24 Appendix A)
- 2.9 This report has been prepared by the Resources Directorate in conjunction with the appropriate Committees and relevant budget holders.
- 2.10 In accordance with the Constitution, all Members, Directors and Business Unit Managers have been involved with the preparation of the budget.
- 2.11 The detail budget sheets showing the proposed budget for each Committee have been deposited in the Members' Room.

3.0 Proposed Budget 2016/2017 - Finance Settlement Figures

- 3.1 The table below shows the figures for the years 2015/16 through to 2019/20. The key figure is the "Settlement Funding Assessment" which is part Revenue Support Grant and part retained Business Rates and forms the overall amount of funding receivable by the Council. It should be noted that funding for the Council Tax Support Scheme is no longer separately identifiable.

	2015/16	2016/17	2017/18	2018/19	2019/20
	£'000	£'000	£'000	£'000	£'000
Revenue Support Grant	2,623,636	1,776,668	1,048,593	592,374	82,785
Retained Business Rates	3,337,986	3,365,803	3,432,003	3,533,249	3,646,178
Total Settlement Funding Assessment	5,961,622	5,142,471	4,480,596	4,125,623	3,728,963

- 3.2 The funding for 2016/17 is broadly consistent with that estimated and previously included in the Council's provisional estimates and no further savings need to be made as a result of the Settlement.
- 3.3 For the years 2017/18 to 2019/20 the Revenue Support Grant declines more sharply than originally forecast and there is little increase in baseline funding from business rates as inflation is close to zero.

4.0 Council Tax Freeze Grant

- 4.1 There has been no announcement of a Council Tax Freeze Grant for 2016/17. The grant announced for 2015/16 and grants for previous years have been consolidated into the NNDR/RSG settlement figures for Government Grant.
- 4.2 Local Authorities with responsibility for adult social care will be given an additional 2% on their current Council Tax referendum threshold, with the proceeds to be used entirely for adult social care. In Newark & Sherwood it will be the County Council who may choose to increase Council Tax by an additional 2% over and above the referendum threshold.
- 4.3 Where Councils do increase Council Tax, the Council Tax Requirement is used to determine the level which would trigger a referendum. DCLG have now issued the criteria for triggering a referendum which is that the relevant basic amount of council tax for 2016-17 is 2%, or more than 2% greater AND £5 greater than its relevant basic amount of council tax for 2015-16.

4.4 The £5 referendum principle had initially been announced in the Autumn Statement, applying only to those District Councils with band D Council Tax falling in the lowest quartile, however when the final settlement extended this to ALL District Councils. For Newark and Sherwood District Council this means that it is possible to raise the Band D Council Tax by £5 before the requirement to hold a referendum is triggered. This would allow the level of Council Tax to be increased by 3.1% for 2016/17.

4.5 Once again, for Newark and Sherwood DC the relevant basic amount for each year includes Internal Drainage Board levies.

5.0 Proposed Budget 2016/2017 - General Principles

5.1 The budget round for 2016/17 has been less difficult than previous years as the Council identified strategic areas where significant savings could be achieved without cutting services – this was largely through devolution to Town & Parish Councils, the setting up of Active4Today to manage the Council’s leisure facilities and collaboration with other local authorities. The development of the visitor hub with the Palace Theatre, National Civil War Centre – Newark Museum and the Newark Tourist Information Centre will achieve savings in the future, as will the building of a new Council headquarters which will work with other partners to bring better accessibility to a wide range of public services by working together with other public sector partners.

5.2 The draft settlement proposals for the next 4 years, 2016/17 to 2019/20 indicate a reduction in revenue support grant greater than was anticipated in the Medium Term Financial Plan (MTFP) produced in March 2015. There are also further proposals for the complete review of the local government finance system before the end of this Parliament – these will be referred to later in this report.

5.3 Reductions in Government grant are expected to continue and the Government are committed to phase out Revenue Support Grant but will continue to need Councils to contribute funding in order to meet the overall reductions in local government funding set in the Spending Review in 2015. Where this is the case the Government proposes to adjust the relevant Council’s tariff or top up under the Business Rate retention scheme. First draft projections indicate that the Council’s cumulative savings requirement over the following 4 years of the Medium Term Financial Plan is £2.1m. It must be recognised that national or local policy changes could result in variations to these figures.

5.4 Due to the pressures identified and the level of funding cuts expected in 2016/17 and future years it is necessary to consider a medium term strategy to meet the shortfall, particularly in 2019/20 and 2020/21 when it is anticipated that around £1m will be required each year.

5.5 In the March 2013 Budget, the government announced that a flat rate state pension will be introduced from April 2016. This will mean an end to employees in local government pension schemes being able to "opt out" of the state second pension and an end to the 3.4% rebate in National Insurance contributions that public sector employers currently benefit from for those employees that have opted out. This will cost the Council approximately £230,000 per year from 2016/17.

5.6 The appropriate bases agreed centrally and used in the preparation of the budget are:

- | | |
|---|---|
| (a) Average Interest Rate
re External Debt | <p>2016/17 4.3% (HRA). During the period of the medium term financial plan loans will mature and will have to be replaced. This may offer opportunities to reduce the debt rate if they can be replaced with loans at a lower interest rate.</p> <p>There is currently no general fund borrowing, however future prudential borrowing will be based on the prevailing rates at the time the funding is needed.</p> <p>Officers are reviewing future capital projects and determining the extent to which new borrowing may be required.</p> |
| (b) Debt Charges | <p>Debt charges are based on the existing debt of the Council plus new debt to be incurred to finance the approved capital programme, and is calculated in accordance with the prudential system of local government capital finance.</p> |
| (c) Employers
Superannuation | <p>12.5 %. The next actuarial review will be carried out as at 31st March 2016 with any change to be implemented in 2017/18. This percentage covers future service only and the monetary amount (Line 20) is to cover historic deficits. This figure is reduced by a contribution from the HRA in respect of the pension earned by employees who transferred to NSH when the company was set up.</p> |
| (d) Employees | <p>The budget was prepared using a 1% increase for 2016/17 and future years to include pay, increments and all other salary costs.</p> |
| (e) General Inflation | <p>Inflation is added in as appropriate but offset by savings elsewhere.</p> |
| (f) Capital Charges | <p>Under the Accounting Code of Practice Local Authorities are required to show capital charges for the use of their assets based on the current market value. Members will appreciate however that these amounts have been included within the estimates to show the true cost of delivering local services and that they are required to be reversed at lines 6 and 7 to ensure that the overall Council Tax is not inflated</p> |

5.7 All other increases, apart from those for which central provision has been made had to be found by each Committee from within its target. This includes National Non-Domestic Rate contributions at 49.7p in the pound (48.4p where small business rate relief applies).

6.0 Proposed Budget 2016/2017 – Summary

6.1 The Council's annual budget is shown in detail in the Appendices to this report. The overall position is summarised in Table 1:

TABLE 1	Estimate 2016/2017
	£
Total service budgets	12,572,620
Less capital reversals	-1,815,030
Net Service Expenditure	10,757,590
Other net Expenditure	<u>436,340</u>
Council Tax Requirement excluding Parishes	11,193,930

7.0 Service Expenditure after Reversal of Capital Charges Appendix A (Line 17)

7.1 Service expenditure after capital charges have been reversed (Line 17) shows an increase of £300,480. The major savings which have been incorporated into services budgets are identified below:

- The transfer of leisure centre management to Active4Today
- Increased development control income
- The devolution of a number of services to Town and Parish Councils.

7.2 The budget includes additional expenditure to expand the current green waste collection service. It is anticipated that this should show a neutral cost in the later years of the medium term financial plan as the scheme attracts more customers.

7.3 The budget also includes the impact of external pressures. These items include the impact of the national economic climate. The following additional expenditure is included in the budget:

- Apprenticeship Levy – announced in Summer Budget 2015 (Line 14)
- Estimated costs of Pensions Auto Enrolment (Line 15)
- Increase in the Employers national insurance payable (Line 16)

7.4 Significant strategic savings are shown in the base budget for 2015/16 in lines 9 to 12 of the revenue budget – the actual savings from these initiatives have now been built into the service budgets. These are:

7.4.1 Active4Today – the wholly owned company delivering leisure centres and sports development was operational from 1 June 2015. The estimated saving in 2016/17 is £277,750.

7.4.2 The devolution of services to Town and Parish Council's across the District has saved an estimated net £211,900, after paying grant of £229,000 to Newark Town Council as part of the devolution agreement. The Council continues to look for further devolution across the district. So far the main services which have been devolved include provision of markets, public conveniences and parks & open spaces.

- 7.4.3 Collaboration and Service Redesign – savings are being delivered through joint working with Gedling and Rushcliffe Borough Councils. Final agreement is currently being reached on a joint Building Control service with South Kesteven and Rushcliffe Borough Council.
- 7.4.4 Accommodation move – savings have been included in the Medium Term Financial Plan for 2017/18 onwards when it is anticipated that the Council will relocate its headquarters.
- 7.5 Officers and Members continue to work closely to look for savings in the provision of services.

8.0 Employee Plan 2016 -17 (Appendix C)

- 8.1 The Employee Budget for 2015/2016, produced early in 2015, predicted an decrease of 87.47 full-time equivalents (FTE's) to an establishment of 360.56 FTE's at 31 March 2016. In the current review staffing levels are estimated to be 379.17 FTE's as at 31 March 2016.
- 8.2 It is currently estimated that the establishment at 31 March 2017 will decrease to 369.42 Full Time Equivalents. This decrease is largely due to the TUPE transfer of Building Control to South Kesteven District Council
- 8.3 The anticipated establishment at 31 March 2017 is subject to change due to the ongoing commissioning process, devolution and possible implications of the collaborative working arrangements with Gedling and Rushcliffe.

9.0 Review of Fees and Charges

- 9.1 A number of charges for services administered by the local authority are set by statute and the timing and review is therefore prescribed by Central Government. There remain however, a number of services where the Council does have the ability to review and if necessary amend its charges or charging regime.
- 9.2 In accordance with the Council's Constitution, each service area should consider the level of fees and charges to be implemented the following financial year as part of the overall process of service planning and budget formulation.
- 9.3 The proposals for the levels of fees and charges to be implemented from 1 April 2016 are available in the Members' Room and a copy has been circulated to all Group Leaders and will be included in the electronic budget book circulated to all members at Council on 10 March 2016.

9.4 Building Control Fees and Charges

- 9.4.1 Fees for Building Control will be set by South Kesteven as part of the Building Control Partnership. Once they are set they will be advertised on the Council's web site.

9.5 Planning Pre-Application Advice

- 9.5.1 The Council provides a comprehensive pre application advice service, which includes amongst other things consultation with key stakeholders. The aim of this service is to deliver wherever possible, timely, responsive, constructive and reliable advice so as to save significant resources by allowing an applicant not to pursue schemes which are unacceptable, or have to be modified once they've been submitted.

9.5.2 The scales of fees for pre-application advice are shown in Appendix D.

9.6 Car Parking Fees and Charges

9.6.1 Car Parking fees & charges were approved by Policy & Finance Committee at its meeting on 5 November 2015 and are reported here for noting only.

9.6.2 The fixed charge for lorry parking has increased from £12.50 to £13.50 and where a meal voucher is purchased with parking from £15.50 to £16.50.

9.6.3 Car parking charges can be seen in Appendix F.

9.7 Markets Fees and Charges

9.7.1 The Newark Market is now operated by Newark Town Council.

9.7.2 Southwell market charges are set out in Appendix G.

9.8 Licensing Fees - General

9.8.1 Appendix I provides a list of the discretionary fees for all types of licensing functions under the responsibility of the Homes & Communities Committee – Safety, Hackney Carriage and Private Hire. Fees have been increased by an average of 2%.

9.8.2 The discretionary fees under the Gambling Act 2005 have been increased by approximately 2%. Discretionary fees are also shown in appendix J.

9.8.3 Fees set by Statute under the Gambling Act 2005 are shown in appendix J. There are currently no proposals by Government to increase fees in 2016-17.

9.9 Environmental Health Fees and Charges

9.9.1 The Environmental Health Service has a range of services, some statutory and some discretionary, for which it imposes a charge. All charges are reviewed each year and where possible are compared to the other Local Authorities in the region and to the private sector if they are in competition as a direct service provider.

9.9.2 The tables set out in Appendix K show the current level of charges for licences and the proposed increase for 2016/17.

9.9.3 No changes are proposed to commercial pest control fees. These can be found in Appendix L.

9.10 Leisure Centre Fees and Charges

9.10.1 The charges for use of Leisure facilities are now the responsibility of Active4Today.

9.11 The National Civil War Centre and Resource Centre

9.11.1 Following discussion at the Leisure & Environment Committee on 24th November 2015 it was recommended to increase the annual pass charges whilst still offering good value for money for multiple visits to the Museum.

9.11.2 A further report was taken to Leisure & Environment Committee on 26th January 2015 detailing charges proposed for speakers at external events and room hire, which brings the hire charges in line with those at the Palace Theatre.

9.11.3 A scale of proposed fees and charges can be seen in Appendix P.

9.12 Culture Fees and Charges

9.12.1 Fees and charges for the Palace Theatre remain largely unchanged from 2015/16 however theatre hire is now subject to VAT and this is having an impact on local theatre hirers. Charges can be seen in Appendix Q.

9.13 Parks and Amenities Fees & Charges.

9.13.1 Fees and charges for Parks and Amenities have been increased between 2% to 17%. Fees for the Newark Castle grounds and undercroft are shown on in Appendix R.

9.14 Trade Refuse Fees and Charges

9.14.1 Businesses within the district have to pay for the collection and disposal of the waste that they generate and the Council offers a competitive service. Costs and, therefore, charges are divided into collection and disposal, the latter of which is set by Nottinghamshire County Council as our Waste Disposal Authority.

9.14.2 Trade waste contract charges and charges for removal of bulky household waste are set out in Appendix S.

9.15 Street Name and Numbering

9.15.1 Street Name and Numbering charges remain unchanged and can be seen in Appendix T.

9.16 Other Fees and Charges

9.16.1 Local Land Charges fees can be seen in Appendix E and have been increased in accordance with inflation. Charges for advertising in the 'Voice' Magazine can be seen in Appendix H. Public Conveniences charges can be seen in Appendix R and the charges for recovery action taken on unpaid Council Tax and NNDR can be seen in Appendix U. As reported to Policy & Finance Committee on 3 December 2015 the level of court costs for non-payment of Council Tax and Business Rates was reduced at the Policy & Finance Committee on 4 June 2015. This followed a hearing where the London Borough of Haringey were challenged to demonstrate that costs were at a reasonable level. Subsequently the Nottingham Magistrates Court advised that there should be justification of costs requested at liability order hearings. Certain elements of the costs can no longer be taken into account therefore the level of costs were reduced.

10.0 Capital Financing net of Interest Receivable (Line 19)

- 10.1 The capital financing costs are the best estimate at this time. However due to their nature and composition they are subject to change on a regular basis. This reflects movements in the financial markets as well as changes to the predicted cashflow.
- 10.2 There is a reduction in net Capital Financing costs shown at line 19 in 2016/17. The reduction reflects the decision by the Director of Resources to continue with the policy of not replacing HRA loans as they mature but replacing them with internal investment from the General Fund. The position will be monitored as there is a need to ensure that both the general fund capital programme and any future housing growth will need to be fully funded and may ultimately result in the need for the HRA to borrow externally in the future.
- 10.3 The Council's Treasury Strategy is the subject of a separate report which is being considered by Audit and Accounts Committee prior its submission to Council on the 10 March. The budget assumes that long term borrowing will be undertaken by the HRA using fixed rate PWLB at an average rate of 3.5% during the life of this medium term financial plan.
- 10.4 The investment income figure reflects the historically low interest rates which can be earned and also the policy, outlined in 10.2 above of using funds available for investment to reduce the borrowing requirement. Interest receivable reflects the estimated interest to be earned based on the projected cash flow for the year 2016/2017. It has been assumed that the average rate of interest earned on treasury investment during 2016/17 will be 0.621% with very gradual increases in future years.

11.0 Contribution from/(to) Reserves (Lines 23/24)

- 11.1 Each year the Section 151 Officer of a local authority is required under Section 26 of the Local Government Act 2005 to review the amount of reserves and provisions that the authority holds. This review is carried out primarily to ensure that reserves and provisions are not allowed to be 'run down' to an imprudent low level, taking into account their purpose and likely use. In undertaking this review it is also necessary to ensure that amounts do not become over provided for. With this in mind a review of reserves held by the Authority has been undertaken. It has been decided that contributions can be brought into the General Fund in 2016/2017 to meet the revenue costs of administering the Growth Investment Fund and the Moving Ahead Project.
- 11.2 An additional contribution to the localism reserve of £50,000 has been set aside to assist in meeting any additional costs for Parish & Town Councils where services are delivered at a more local level.
- 11.3 A further £62,000 has been allocated from the Growth Investment Fund to contribute to Economic Growth in line with the decision of Economic Development Committee on 21 October 2015.
- 11.4 As detailed in paragraph 2.8 a contribution from reserves of £345,010 offsets the reduction in NDR growth and baseline funding as a result of increasing the provision for NDR appeals.

12.0 Section 31 Grants (Line 27)

12.1 Section 31 Grants are those grants payable by the Government where they have limited the amount of business rate collectable by a local authority – this is as a result of small business rate relief, retail relief, multiplier cap and business rate inflation cap.

13.0 General Fund Balance

13.1. At its meeting in September 2015 Policy & Finance Committee approved a recommendation that the District Council should aim to maintain General Fund balances at approximately £2.9m. The General Fund working balance at the end of the financial year 2014/15 was £2.939m. In order to maintain the level of balances it is intended that other appropriate reserves will be used in the first instance to fund any one-off costs arising and balances will only be used when these reserves have been fully utilised.

14.0 Parish Precepts

14.1 Parish/Town councils are required to ‘precept’ for their net expenditure from the District Council’s General Fund. Because of this, the amount of Parish Precepts forms part of the District Council Tax Requirement.

14.2 The Local Government Finance Act 2012 brought in changes to the way that Council Tax benefits are paid – now treating them as a discount. The Council Tax base now needs to take into account the Local Council Tax Support Scheme and this reduces the Council Tax Base. This will impact on all classes of local authority including town and parish councils as well as the District Council and major precepting authorities.

14.3 The Government grant settlement for 2016/17 does not separately identify any grant with regard to the potential impact of changes to the Council Tax base on town and parish councils, although the notes with the settlement suggest that the support has been included in the total grant again this year.

14.4 At its meeting on 19 September 2013 Policy & Finance Committee approved a policy on grants to Parish Councils in which it was agreed that:

- Since the parish element of grant funding for Council Tax support is no longer explicitly identified, and the Council is experiencing ongoing cuts to its own grant funding, the Council's policy is that:
- From 2014/15 no further grant will be paid to parish and town councils that received less than £500 grant in 2013/14.
- For all other parish and town councils, the grant paid will be reduced to zero over the three financial years 2014/15, 2015/16 and 2016/17.
- The amount of grant for 2016/17 is £64,310 and this has been allocated to Parishes according to the amount of grant for 2013/14 and subject to the constraints above. Parish and Town Councils have been notified of the amounts of grant receivable. This is the final year that grant will be paid to Parishes.

14.5 The precepts for parish/town councils are not fully known at this time. However tables including the actual parish precepts and grant funding will be circulated at the Council meeting on 10 March 2016.

15.0 Revenue Support Grant and Non-Domestic Rates (NDR) (Lines 31 to 34)

15.1 Under the NDR system, the Department of Communities and Local Government sets the rate in the pound payable. For 2016/17, the rate in the pound has been set at 49.7p (48.4p where Small Business Rate Relief applies).

15.2 A new scheme relating to the distribution of business rates took effect from 1 April 2013. Instead of passing all of the rates collected to central Government to be redistributed as formula grant, councils now pass 50% of the rates collected to central Government, and 10% to major preceptors. The amount passed to central Government is redistributed as formula grant. The amount retained by councils is subject to a tariff or top-up to leave the amount that central Government has determined is the Council's baseline funding need. The system is likely to be subject to further change – see section 17.9 of this report.

15.3 For 2016/17, Newark & Sherwood District Council's retained business rates has been assessed as £3.366m and the Revenue Support Grant from central Government will be £1.776m, giving total funding of £5.142m. This does not include any additional revenue generated and retained by the Council, including any amount generated through the Nottinghamshire Business Rates Pool.

15.4 As detailed in paragraphs 2.6 and 2.7 the prudent decision to increase the provision for NDR appeals has resulted in a reduction in the share of business rate income for the District Council which results in zero growth and a shortfall in business rate funding of £110,380. This reflects the risk of losses on appeals where the District Council's NDR base is made up of a small number of high value hereditaments such as Center Parcs, Knowhow and the power stations.

15.4 The government has offered all authorities the certainty of a four year settlement detailing the minimum amount of RSG they will receive each year from 2016/17 until 2019/20. In order to obtain this certainty, authorities will be required to explain how they plan to spend the funding to benefit their residents over the next four years. Very little detail is available of what this might entail, therefore it is proposed that the decision on whether to accept a four year settlement is delegated to the S151 Officer once clarification of the requirements is provided by central government.

16.0 Council Tax Requirement

16.1 The Newark & Sherwood District Council Annual Revenue Budget for 2016/2017 is £11,193,930 as shown in Table 1 and Appendix A (Line 30 Column C). This is offset by Government Grant of £1,776,668 and retained NDR of £3,365,803 less a shortfall in baseline funding of £110,380 as a result of the increase in the provision for NDR appeals. This leaves a net call on the Collection Fund before Parish Precepts are added of £6,161,839 (Line 35).

17.0 Subjective Analysis

17.1 A subjective analysis showing the total service expenditure and income for 2016/2017 according to type is shown in Appendix B.

18.0 Risk Assessment and Sensitivity

- 18.1 Under Section 25 of the Local Government Act 2004 the statutory Section 151 Officer, the Director of Resources, is charged with reporting on the robustness of the estimates made. This section fulfils that statutory requirement.
- 18.2 In considering the overall level of budget proposed and the sensitivity of income and expenditure levels it should be noted that:-
- A 1% increase in Council Tax is equivalent to a sum of £60,080 net expenditure
 - A £1 increase in Council Tax is equivalent to a sum of £37,380 net expenditure
- 18.3 As with all District Councils the costs of staffing make up a considerable part of the budget. As shown in paragraph 5.5 an allowance of 1% has been made within the budget for a national pay award and any increments due. To the extent that any future national agreement exceeds that figure the impact will need to be met from Council reserves. For every 1% increase in staffing costs a further £116,080 would require to be found from the Council's balances to the extent that other savings or staff reductions could not be made to offset the increase. It is not considered that this presents a significant risk for 2016/17.
- 18.4 A substantial part of the net budget is dependent on the buoyancy of income streams thus offsetting the expenditure falling to be met from the General Fund and hence Council Taxpayers. Account has been taken within the 2016/17 budget of the levels of income which are considered to be achievable. However, any significant underperformance on income will give rise to a subsequent increase in the net expenditure in the year and therefore place an unbudgeted demand on the Council's revenue balances. A 1% drop in income from fees and charges across all service areas would be equivalent to an amount of £46,170 or a tax increase of £1.24 or 0.8%. The risk of a fall in income streams from Leisure facilities is met by Active4Today.
- 18.5 Income from most income streams is currently meeting budget targets. The income budget for the National Civil War Centre – Newark Museum has been revised now that there is a known base of visitor numbers for the first year of operation.
- 18.6 In 2016/17, it is essential that the incomes stream from all areas is monitored closely. The Corporate Management Team continues to scrutinise income levels on a regular basis.
- 18.7 Within the 2016/17 budget it has been necessary to find savings in order to keep the level of expenditure (and hence Council Tax) to an acceptable level. Some of these items are highlighted in Section 7.1 and 7.3 above. In order to maintain the long-term financial stability of the budget and future viability of services it is essential that the savings projected in this budget are fully achieved.
- 18.8 At the time of constructing the budget a number of uncertainties exist which could cause significant variation to the projected levels of expenditure and income reflected within the budget. The most significant areas in addition to those identified as income above are:

18.8.1 Interest Rates

The Authority pays and receives a significant amount of interest as reflected in line 19 of Appendix A, comprising estimated capital financing costs £840,760 and investment interest £687,520. These amounts have been calculated taking into account various factors such as cash flow, level of capital receipts available, levels of anticipated balances and reserves, and the anticipated interest rates achievable during the year. To the extent that variations occur in the above areas, the level of interest paid and received in the year may fluctuate from that anticipated.

The impact of a 1% interest rates change is not significant in terms of the Council's overall budget.

18.8.2 General Inflation

Services are required to stand the impact of general inflation within their budget targets. The Bank of England forecasts that the level of inflation will remain around its target level of 2%.

Inflation puts further pressure on non-pay budgets and there is a risk that this will impact on the level of expenditure in 2016/17. It should be noted that the allowance for inflation covers the period up to March 2017. At the time of writing this report the figure for CPI for January 2016 was not available; the figure for December 2015 was 0.5%

18.8.3 National Living Wage

The introduction and increase in the National Living Wage will have an impact on the Medium Term Financial Plan however until further details are announced it is not possible to quantify the risk this places on future budgets. In addition to payment of the minimum wage it is considered that salary scale points 6 – 8 will be removed. The impact on salaries of staff employed above these grades in order to maintain differentials has not yet been determined.

18.8.4 Apprenticeship Scheme

In addition to the Apprenticeship Levy (Appendix A Line 14) the Council will be required to fund additional apprentices within the organisation. As yet the costs of this have not been determined but it is anticipated that a report will be brought to Policy & Finance Committee during early summer 2016.

18.8.5 Reserves and Provisions

As referred to at paragraph 11.1 above, in carrying out the statutory review of Reserves and Provisions now necessary under the Local Government Act 2005. The position is set out in paragraph 11.1 to 11.3, above.

18.9 New Local Government Finance System

18.9.1 The 2015 Comprehensive Spending Review set out a new deal for local government, requiring local authorities to make efficiency savings but also received further powers to generate growth for their areas. It is envisaged that by the end of this Parliament local government will retain 100% of business rate revenues to fund local services.

- 18.9.2 The detail behind this announcement is not available; therefore it is not possible to predict the impact on individual local authorities. The Government proposals indicate that the system of top ups and tariffs which redistributes revenues between local authorities will be retained, therefore continuing to retain central control. It is not known how the business rates collected will be split between the different precepting authorities.
- 18.9.3 As part of these reforms additional responsibilities will be devolved to local authorities, for example the funding of administration of housing benefit for pensioners. They also propose to consult on options to transfer responsibility for funding public health and are considering giving more responsibility to councils to support older people with care needs.
- 18.9.4 Consultation on the 100% business rate retention scheme is expected in summer 2016.
- 18.9.5 The Government is consulting on reforms to New Homes Bonus, with the possibility of reducing the length of payments from 6 to 4 years. Savings that the Government achieves from this are proposed to be used to fund social care.
- 18.10 The construction of this year's budget has required the Council to make savings across the Authority. There is also a need to continue to "drive out" efficiencies in the future. It is essential that the savings identified are achieved and provided that this is the case I consider that this budget does not place an unacceptable risk on the overall financial health of the Authority.

19.0 Medium Term Financial Plan

- 19.1 Looking forward to identify financial constraints and challenges which may occur in the future has always been a part of Newark and Sherwood's strategic approach to finance. The purpose of the financial plan is to identify the challenges facing the Council in the next five year period and to plan to meet these ensuring sufficient resources exist to enable the aims and objectives of the Council to be met. The Medium Term Financial Plan is combined with the annual budget. It is felt that this approach will give one comprehensive document covering both the current year's annual plan (2016/17 budget) and the 5 year Medium Term Financial Plan (2016/17 to 2020/21) of the Council's finances.
- 19.2 Under current projections there is a need for the Council to find significant savings in the next four years, currently estimated as a cumulative amount of £2.1m. This is after the strategic savings shown in lines 9 to 12. It is essential that the Council continues to find efficiencies to enable these amounts to be found with minimal impact on the current level of services being delivered. In view of the level of savings required, it is essential that the Council continues to deliver savings over the period of the Medium Term Financial Strategy.

20.0 RECOMMENDATIONS

It be recommended to Council on 10 March 2016 that:

- (a) the Employee Plan shown in Appendix C be noted;**

- (b) the following amounts be now calculated by the Council for the year 2016/2017 in accordance with Sections 31 to 36 of the Local Government Finance Act 1992 as amended by the Localism Act 2011:-
- (i) **£77,162,340** being the aggregate of the amounts which the Council estimates for items set out in Section 31A(2)(a) to (f) of the Act (the gross District Council expenditure for 2016/17);
 - (ii) **£65,968,410** being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3)(a) to (d) of the Act (the gross District Council income for 2016/17); and
 - (iii) **£11,193,930** being the amount by which the aggregate at (a)(i) above exceeds the aggregate at (a)(ii) above, calculated by the Council, in accordance with Section 31A(4) of the Act, as its Council Tax Requirement for the year;
- (c) the figures shown as (b)(i) and (b)(iii) above to be increased only by the amount of Parish Precepts for 2016/2017;
- (d) the budget figures included in the report be the Council's budget for 2016/2017 and Medium Term Financial Plan for 2016/2017 to 2020/2021; and
- (e) the decision to accept a four year settlement is delegated to the Section 151 Officer, after consultation with the Leader, Deputy Leader and Leader of the Opposition once clarification of requirements is provided by central government.

Reason for Recommendations

To enable Policy & Finance Committee to make recommendations to full Council of the amounts to be calculated in accordance with Sections 31 to 36 of the Local Government Finance Act 1992 as amended by the Localism Act 2011 for the purposes of setting Council Tax levels for the year 2016/2017.

Background Papers

Summary of Discretionary Fees and Charges for 2016/17

For further information on the budget please contact Amanda Wasilewski on extension 5738 or Nicky Lovely on extension 5317.

David Dickinson
Director - Resources

A	B	C	D	E	F	G	H
Committee	Estimate 2015-16 £	Estimate 2016-17 £	C-B MORE/ (LESS)	Estimate 2017-18 £	Estimate 2018-19 £	Estimate 2019-20 £	Estimate 2020-21 £
1 Economic Development Committee	1,075,840	771,860	(303,980)	732,190	774,230	821,160	868,510
2 Homes & Communities Committee	1,646,610	2,019,340	372,730	2,013,380	2,017,730	2,005,910	2,019,980
3 Leisure & Environment Committee	6,400,380	6,091,890	(308,490)	6,039,260	6,009,190	6,066,150	6,097,150
4 Policy & Finance Committee	3,176,480	3,379,530	203,050	3,324,880	3,261,260	3,307,000	3,352,470
5 Total Service Budgets	12,299,310	12,262,620	(36,690)	12,109,710	12,062,410	12,200,220	12,338,110
LESS							
Central Reversals							
6 Capital Charges Reversal	1,082,890	1,345,330	262,440	1,294,220	1,286,000	1,307,910	1,264,430
7 Deferred Charges Reversal	369,310	469,700	100,390	469,700	469,700	469,700	469,700
8 Sub-Total after central reversals	10,847,110	10,447,590	(399,520)	10,345,790	10,306,710	10,422,610	10,603,980
LESS							
Projected Savings							
9 Leisure Commissioning	250,000	0	(250,000)	0	0	0	0
10 Devolution	260,000	0	(260,000)	0	0	0	0
11 Collaboration	50,000	0	(50,000)	0	0	0	0
12 Accommodation Move	0	0	0	395,000	500,000	510,000	510,000
13 Sub total after projected savings	10,287,110	10,447,590	160,480	9,950,790	9,806,710	9,912,610	10,093,980
ADD							
Forecast additional costs							
14 Apprenticeship Levy	0	0	0	65,000	65,000	65,000	65,000
15 Pensions Auto Enrolment	170,000	80,000	(90,000)	80,000	80,000	80,000	80,000
16 National Insurance changes	0	230,000	230,000	230,000	230,000	230,000	230,000
17 Sub-total adjusted service expenditure	10,457,110	10,757,590	300,480	10,325,790	10,181,710	10,287,610	10,468,980
ADD							
Centrally Funded Expenditure							
18 Pensions backfunded element	805,000	929,000	124,000	929,000	929,000	929,000	929,000
19 Capital Financing (Net of Res Cap Rec Int)	307,000	153,240	(153,760)	232,400	150,050	112,070	119,190
20 FRS 17 Pensions Adjustment	198,360	200,340	1,980	202,340	204,360	206,400	208,460
21 Drainage Levy	491,020	501,870	10,850	508,760	517,750	526,900	537,440
22 Sub-Total All Expenditure	12,258,490	12,542,040	283,550	12,198,290	11,982,870	12,061,980	12,263,070
LESS							
Centrally Funded Income							
23 Contributions from/(to) Reserves	(170,150)	309,910	480,060	190,790	89,820	90,050	90,280
24 Contribution from Reserves in respect of NDR appeals	0	345,010	345,010	0	0	0	0
25 Council Tax Freeze Grant re 15/16	65,350	0	(65,350)	0	0	0	0
26 Council Tax Freeze Grant re 16/17	0	0	0	0	0	0	0
27 Section 31 Grants	0	757,500	757,500	757,500	757,500	757,500	757,500
28 Sub-Total Expenditure Less Income	12,363,290	11,129,620	(1,233,670)	11,250,000	11,135,550	11,214,430	11,415,290
ADD							
Forecast additional costs							
29 Benefit support grant paid to Parishes	128,520	64,310	(64,210)	0	0	0	0
30 NSDC BUDGET REQUIREMENT	12,491,810	11,193,930	(1,297,880)	11,250,000	11,135,550	11,214,430	11,415,290
31 Formula Grant	2,623,636	1,776,668	(846,968)	1,048,593	592,374	82,785	0
32 Retained Business Rates	3,337,986	3,365,803	27,817	3,432,003	3,533,249	3,646,178	3,714,820
33 Shortfall in Baseline Funding (NDR appeals)	0	(110,380)	(110,380)	0	0	0	0
34 Business Rate growth	620,000	0	(620,000)	410,000	450,000	450,000	450,000
35 NET CALL ON THE COLLECTION FUND	5,910,188	6,161,839	251,651	6,359,404	6,559,927	7,035,467	7,250,470

BUDGET SUMMARY - SUBJECTIVE

ANALYSIS OF OVERALL SERVICE EXPENDITURE

CODE	DESCRIPTION	2015/16 INITIAL BUDGET	2016/17 BASE BUDGET	More (Less)	2017/18 BASE BUDGET	2018/19 BASE BUDGET	2019/20 BASE BUDGET	2020/21 BASE BUDGET
111	SALARIES AND WAGES	10,383,690	9,537,920	(845,770)	9,507,500	9,482,130	9,579,080	9,675,380
112	OTHER SALARIES/WAGES PAYMENTS	31,390	31,390	0	31,390	31,390	31,390	31,390
113	NATIONAL INSURANCE	696,970	666,130	(30,840)	666,970	665,250	672,220	679,090
114	SUPERANNUATION	1,196,740	1,142,770	(53,970)	1,139,470	1,135,730	1,147,200	1,158,620
115	OTHER EMPLOYERS CONTRIBUTIONS	22,840	23,190	350	23,190	23,190	23,190	23,190
	EMPLOYEE SUB TOTAL	12,331,630	11,401,400	(930,230)	11,368,520	11,337,690	11,453,080	11,567,670
211	REPAIRS AND MAINTENANCE	338,920	217,740	(121,180)	218,070	220,930	223,680	226,630
212	ENERGY COSTS	492,440	327,710	(164,730)	332,710	339,250	345,930	352,760
213	RENT	200,990	190,290	(10,700)	191,220	192,160	193,140	194,140
214	RATES	481,770	287,730	(194,040)	272,120	276,800	281,590	286,470
215	WATER SERVICES	112,760	52,980	(59,780)	53,780	54,850	55,950	57,060
216	FIXTURES AND FITTING	200	200	0	200	200	200	200
217	CLEANING AND DOMESTIC	17,770	6,230	(11,540)	6,300	6,330	6,360	6,390
219	CONTRIBUTION TO FUNDS	519,550	444,430	(75,120)	444,940	445,460	446,000	446,540
311	TRANSPORT	1,271,830	1,070,430	(201,400)	1,084,710	1,132,600	1,151,760	1,169,310
313	CONTRACT HIRE OP LEASE	700	350	(350)	360	370	380	390
315	CAR ALLOWANCES	130,490	113,850	(16,640)	115,350	116,730	118,340	119,990
316	INSURANCE	63,750	69,640	5,890	72,690	73,940	75,880	77,400
411	EQUIPMENT AND FURNITURE	284,700	197,420	(87,280)	199,890	202,410	204,770	207,630
412	MATERIALS	57,980	48,430	(9,550)	49,140	49,860	50,600	51,350
421	INTERNAL	48,000	77,840	29,840	79,390	80,970	82,580	84,210
431	CLOTHING AND UNIFORMS	30,250	24,780	(5,470)	25,040	25,300	25,560	25,830
441	GENERAL OFFICE EXPENSES	345,900	347,350	1,450	306,720	309,130	311,580	314,060
451	CONTRACTUAL	1,320,130	1,355,930	35,800	1,333,910	1,309,450	1,323,610	1,339,160
452	OTHER SERVICES	898,780	599,640	(299,140)	597,950	615,990	621,860	626,690
453	LEASING PREMIUMS	337,370	347,490	10,120	357,920	368,660	380,000	391,400
461	COMMUNICATIONS AND COMPUTING	740,080	787,990	47,910	800,500	813,240	826,980	840,960
471	STAFF	34,660	32,870	(1,790)	33,110	33,340	33,580	33,810
472	MEMBERS	220,440	221,600	1,160	223,820	226,060	228,320	230,600
473	CHAIRMAN	10,180	10,180	0	10,180	10,180	10,180	10,180
481	GRANTS	171,250	410,450	239,200	390,810	372,540	346,660	345,530
482	SUBSCRIPTIONS	52,370	51,030	(1,340)	51,890	52,740	53,610	54,510
491	INSURANCE	272,410	250,300	(22,110)	258,560	262,990	270,010	275,190
492	CONTRIBS TO FUNDS AND PROVISNS	282,010	304,940	22,930	262,500	267,150	271,900	276,720
493	OTHER	1,296,220	1,221,560	(74,660)	1,241,040	1,253,940	1,263,520	1,268,870
496	CAPITAL	500	500	0	500	500	500	500
497	DISCOUNTS	9,110	8,360	(750)	7,600	6,790	5,920	5,000
611	HOUSING BENEFITS	27,919,440	25,131,390	(2,788,050)	25,131,390	25,131,390	25,131,390	25,131,390
612	OTHER TRANSFER PAYMENTS	60,220	65,550	5,330	65,550	65,550	65,550	65,550
614	PAYMENTS	0	0	0	0	0	0	0
711	ADMIN BUILDINGS	1,155,980	925,510	(230,470)	942,480	946,140	965,060	979,560
712	CENTRAL DEPARTMENT SUPPORT	5,416,400	4,543,360	(873,040)	4,609,010	4,653,890	4,704,020	4,754,690
713	CSS MONTHLY PERCENTAGE RECHGS	140,270	123,240	(17,030)	125,420	127,450	129,650	131,890
714	CENTRAL EXPENSES	420,690	468,920	48,230	472,820	477,330	481,600	485,760
715	DEPARTMENTAL ADMINISTRATION	951,700	835,870	(115,830)	843,300	847,630	858,450	869,200
811	LOANS POOL	1,040	980	(60)	980	980	980	980
817	DEBT MANAGEMENT EXPENSES	10	10	0	10	10	10	10
821	CAPITAL CHARGE	1,452,200	1,815,030	362,830	1,763,920	1,755,700	1,777,610	1,734,130
	RUNNING EXPENSES SUB TOTAL	47,561,460	42,990,100	(4,571,360)	42,977,800	43,126,930	43,325,470	43,472,640
911	GOVERNMENT GRANTS	(28,234,490)	(25,311,370)	2,923,120	(25,311,370)	(25,311,370)	(25,311,370)	(25,311,370)
922	CONTRIBUTIONS FROM OTHER LAS	(233,590)	(408,430)	(174,840)	(389,550)	(372,270)	(373,880)	(375,380)
924	PARISH COUNCIL CONTRIBUTIONS	(8,490)	(8,570)	(80)	(8,740)	(8,910)	(9,090)	(9,270)
926	RECEIPTS FROM OTHER FUNDS	(7,700)	0	7,700	0	0	0	0
928	RECHARGE NON GF ACCOUNTS	(1,574,570)	(2,001,660)	(427,090)	(1,957,270)	(1,968,520)	(1,983,360)	(1,997,920)
931	SALES	(620,570)	(662,500)	(41,930)	(732,970)	(819,370)	(861,840)	(859,840)
932	FEES AND CHARGES	(6,215,940)	(4,351,090)	1,864,850	(4,341,220)	(4,357,870)	(4,379,190)	(4,396,230)
933	RENTS	(1,330,600)	(1,419,940)	(89,340)	(1,421,630)	(1,422,590)	(1,423,610)	(1,425,150)
935	COMMISSION	(13,040)	0	13,040	0	0	0	0
938	FEES AND CHARGES	(312,800)	(265,410)	47,390	(267,750)	(270,150)	(272,600)	(275,110)
939	OTHER RECEIPTS	(631,400)	(696,360)	(64,960)	(703,870)	(708,470)	(711,380)	(714,570)
941	INTEREST	(610)	(630)	(20)	(630)	(630)	(630)	(630)
951	RECHARGE GF REV ACCOUNTS	(8,090,040)	(6,901,900)	1,188,140	(6,998,030)	(7,057,440)	(7,143,770)	(7,226,090)
958	INT CHARGE FOR SERVICES	(148,140)	(80,410)	67,730	(82,030)	(83,680)	(85,360)	(87,070)
961	REVENUE APPROPRIATION ADJUST	(171,800)	(20,610)	151,190	(21,550)	(20,940)	(22,250)	(23,570)
	INCOME SUB TOTAL	(47,593,780)	(42,128,880)	5,464,900	(42,236,610)	(42,402,210)	(42,578,330)	(42,702,200)
	COMMITTEE TOTAL	12,299,310	12,262,620	(36,690)	12,109,710	12,062,410	12,200,220	12,338,110

REVIEW OF 2015/2016

The Employee Budget for 2015/2016, produced early in 2015, predicted an decrease of 87.47 full-time equivalents (FTE's) to an establishment of 360.56 FTE's at 31st March 2016. In the current review staffing levels are estimated to be 379.17 FTE's as at 31st March 2016.

2015/2016		2016/2017		
SERVICE AREA	Actual Employee Establishment at 31.03.15	Planned Employee Establishment at 31.03.16	Planned Variations	Anticipated Employee Establishment at 31.03.17
Chief Executive's	1.00	1.00	0.00	1.00
Deputy Chief Executive	34.29	39.70	-0.80	38.90
Community	120.61	122.35	-7.95	114.40
Safety	54.44	58.64	-1.00	57.64
Customers	147.77	74.26	0.00	74.26
Resources	89.92	83.22	0.00	83.22
TOTAL	448.03	379.17	-9.75	369.42
Joint Negotiating Committee	6.00	6.00	0.00	6.00
Grades NS 11-17	91.67	88.51	-1.00	87.51
Grades NS 9 -10	50.67	49.61	-3.00	46.61
Below Grade NS 9	299.69	235.05	-5.75	229.30
TOTAL	448.03	379.17	-9.75	369.42

ESTIMATE 2016/2017

It is currently estimated that the establishment at 31st March 2017 will decrease to 369.42 Full Time Equivalents. This decrease is largely due to the TUPE transfer of Building Control to South Kesteven District Council.

APPENDIX D

PLANNING FEES & CHARGES – ECONOMIC DEVELOPMENT COMMITTEE

Development Category	Previous charge	Proposed charge
<p>DO I NEED PLANNING PERMISSION REQUESTS</p> <p>EXEMPTION 1 – DOMESTIC DWELLINGS/ HOUSEHOLDER ENQUIRIES To obtain a view from the Authority as to whether planning permission is required for a an extension to a dwelling or the erection of a building or structure within the garden area (this could include but not be exclusive of a detached garage, erection of fencing, erection of decking, etc)</p>	Fixed Charge of £48 This would cover one letter.	Fixed Charge of £48 This would cover one letter.
<p>EXEMPTION 2 – COMMERCIAL ENQUIRIES To obtain a view from the Authority as to whether planning permission is required for a development proposal (which could include an extension, alteration to an elevation, change in levels) or a change of use</p>	Fixed Charge of £48 This would cover one letter.	Fixed Charge of £48 This would cover one letter.
<p>PRE-APPLICATION ADVICE ON A DEVELOPMENT PROPOSAL New floor-space or change of use of 10,000 square metres or more or where the site area is 2 hectares or more. Development subject to an Environmental Impact Assessment (EIA).</p>	Fixed charge of £1200 This would cover a site visit, up to 3 no. 1 hour meetings) with the case officer and one letter.	Fixed charge of £1200 This would cover a site visit, up to 3 no. 1 hour meetings) with the case officer and one letter.
<p>CATEGORY A – LARGE SCALE MAJOR DEVELOPMENT Residential development of 200 or more dwellings or where the site area is 4 hectares or more.</p>	£1500	£1500
<p>CATEGORY B – SMALL SCALE MAJOR DEVELOPMENT Residential development of between 10 and 199 dwellings (inclusive)</p>	£840	£840
<p>CATEGORY C – SMALL SCALE OTHER DEVELOPMENT Examples include: Residential development of between 2 and 9 dwellings or where the site area is below 0.5 hectares.</p>	£480	£480
<p>CATEGORY D – ALL OTHER DEVELOPMENT AND CONSENTS NOT WITHIN CATEGORIES A TO C BUT EXCLUDING HOUSEHOLDER DEVELOPMENT Examples include: 1 new dwelling. New floor space or change of use of less than 300 sqm Advert Consent.</p>	£180	£180
<p>NEW CATEGORY E – WIND TURBINES</p>	£1200	£1200

In instances where a development proposal may fall within 2 no. categories, for example it may also require an associated Listed Building Consent, the higher fee is payable as opposed to an aggregated payment.

Where it is requested and agreed that that a Senior Manager also attends a meeting with the case officer, an additional charge, based on an hourly rate, may be payable.

Where follow-up advice is required an hourly rate will be charged, which shall firstly be agreed by and paid to the Local Planning Authority

TERMS AND CONDITIONS

All of the above charges are inclusive of VAT.

Standard fees plus VAT must be paid on submission of the request for advice.

Payments can be made over the phone by telephoning 01636 650000. Alternatively payment can be made by cheque, which should be made payable to Newark and Sherwood District Council.

SERVICE STANDARDS AND SUBMISSION REQUIREMENTS

Exemptions (Do I need Planning Permission Requests)

Prospective applicants seeking advice as to whether planning permission is required for either a house extension or household development in a garden are required to complete an Exemption Form 1. Those seeking guidance for commercial proposals in terms of establishing whether planning permission is required should complete an Exemption Form 2. Both forms are available on our website www.newark-sherwooddc.gov.uk/planning/pre-applicationadvice/ and at Kelham Hall. This form sets out the information that is expected from prospective applicants in order for the request to be valid.

All Exemption requests will be responded to wherever possible within 21 days. Building Control will also advise as to whether Building Regulations approval is required. You will receive acknowledgement of your request for the advice within 1 week of a valid request, **unless our response can be issued within 1 week of a valid request**. The Council will advise you if your request is invalid, explaining the reasons why and allowing you time to submit any missing information. Please note that in circumstances where any missing information is not received within 4 weeks of the original submission, the fee will be returned but £25 will be deducted for administration costs.

Pre Application Advice

Prospective applicants seeking exemption or pre-application advice are required to complete either an 'Exemption' or a 'Request for Pre-application Advice' form which is available on our website www.newark-sherwooddc.gov.uk/planning/pre-applicationadvice/ and at our reception at Kelham Hall. This form sets out the information that is expected from prospective applicants in order for the request to be valid.

Within 1 week of receiving a request for pre-application advice, the service will contact you to confirm:

- That your request for advice has been received;
- That the fee, if submitted with the form, is correct or if a fee has not been submitted with the form, what the fee is;
- Any additional information that is required before pre-application advice is offered; and
- The name of the planning case officer who will be providing the advice.

Where a fee has been submitted for advice without all other necessary information and the additional information is not received within 4 weeks of the original submission, the fee will be returned but £25 will be deducted for administration costs.

Within 10 days of receiving a valid request, the case officer will contact you and agree a time and date for a meeting if applicable. Alternatively, the case officer will confirm the timescales for issuing their advice. The target date for responding to a valid request will be 5 weeks, although this cannot always be guaranteed for more complex schemes.

Meetings will normally be held at Kelham Hall.

Where specialist advice is requested at a meeting, the necessary officers will attend subject to availability.

A manager or more senior manager will check the detailed advice note before it is issued (even if that person did not attend any meeting).

The case officer will:

- Research the history of the site;
- Undertake an unaccompanied site visit;
- Consult with key statutory and non-statutory consultees that would normally be contacted at application stage;
- Identify and assess the prospective application against Council policies and standards;
- Arrange to attend a meeting with the prospective applicant at Kelham Hall where applicable.
- Provide a detailed written response in the context of the plans/information provided and meeting discussions which will include a list of supporting documents that would need to be submitted with any application to ensure that it is valid on receipt, a list of possible conditions that could be attached to any similar proposal if submitted (providing that the proposal would not be unacceptable), and details of any responses received from statutory and other consultees through the pre-application process.

Where follow up advice is sought, this must be made in writing and must include the original planning reference given by the Council and clear details of the additional advice being requested. Any such requests will be acknowledged in writing within 1 week and will include an estimate of the cost for the additional advice. If you then wish to proceed the fee must be paid in full prior to any advice being issued.

QUALIFICATION

Any views or opinions expressed are in good faith, without prejudice to the formal consideration of any planning application, which will be subject to public consultation (which will include the relevant Town or Parish Council) and ultimately decided by the Council.

It should be noted that subsequent alterations to legislation or local, regional and national policies might affect the advice given.

Caution should be exercised in respect of pre-application advice for schemes that are not submitted within a short time of the Council's advice letter.

PROCESSING OF SUBSEQUENT PLANNING APPLICATIONS

The planning service will seek to process applications within the DCLG prescribed timescale. However, applications submitted following pre-application advice may take less time to determine. Applications that have been submitted in the absence of any pre-application discussions are likely to be refused without further negotiation where significant amendments are required to make the development acceptable.

CONTACT US

If you have any queries regarding the pre-application advice service please visit our website <http://www.newark-sherwooddc.gov.uk/planning/pre-applicationadvice/> or contact us using planning@nsdc.info or 01636 650000

**LAND CHARGES – Agreed fee increase effective 1st April 2016-
ECONOMIC DEVELOPMENT COMMITTEE**

Type of Search	Relevant Act or Order	2015-2016 Agreed	2016-2017 Existing
LLC1	Local Land Charges Act 1975	£25.50	£25.50
Con29 Residential	Local Land Charges Act 1975	£61.50	£61.50
Con29 Commercial	Local Land Charges Act 1975	£87.00	£87.00
Optional Question Q5	Local Land Charges Act 1975	£20.50	£20.50
Optional Question Q22	Local Land Charges Act 1975	£20.50	£20.50
Optional Questions Remainder	Local Land Charges Act 1975	£10.50	£10.50
Written Enquiries	Local Land Charges Act 1975	£17.50	£17.50
Additional Parcels	Local Land Charges Act 1975	£15.50	£15.50
Personal Search	Local Land Charges Act 1975	NIL	NIL
Light Obstruction Notice – Registration Fee	Rights of Light Act 1959	£69.00	£69.00
Expedited Search – Quick return search	Local Land Charges Act 1975	£16.50	£17.00

Component Data	2015-2016 fee - Residential	2016-2017 fee - Residential	2015-2016 fee - Commercial	2016-2017 fee – Commercial
1.1 a-e	14.29	14.29	23.69	23.69
1.1 f-h	9.70	9.70	15.80	15.80
1.2	FREE	FREE	FREE	FREE
3.1	1.55	1.55	2.10	2.10
3.3	2.83	2.83	4.29	4.29
3.7	2.83	2.83	4.29	4.29
3.8	1.55	1.55	2.10	2.10
3.9	1.55	1.55	2.10	2.10
3.10	1.55	1.55	2.10	2.10
3.11	4.28	4.28	6.24	6.24
3.12	2.83	2.83	4.29	4.29
3.13	2.83	2.83	4.29	4.29

The fees for 2016/17 are subject to revision following discussions between the LGA and the Ministry of Justice. In accordance with legislation, fees are determined on a recovery of cost basis. Subject to agreement by the relevant committee a 2% increase in fees for Expedited Search only is proposed for 2016/17 (rounded up) as this area of works was not included in 2015/16 increase. The service continues to deal with external competition (Personal Search Companies) and with no further increases, the service should continue to maintain its current market share without impact on full year income.

Progress continues regarding the transfer of local land charge function (LLC1 searches) to the Land Registry, this will have a significant impact in terms of the Council's fee income. Timetable for implementation of the LLC service to Land Registry in 2017 remains unaffected and local authorities will need to continue providing the service in the interim period.

Migration will not start until the second half of 2017 at the earliest and every authority need's to provide a full LLC service until at least then, and for most authorities well beyond.

Considering the above, we do not anticipate that there will be any change until 2017/18 at the earliest; however a word of caution as timescales are constantly under review. Considering the revised date we do not have to address the potential budget shortfall in 2016/17 but may need to look at this for 2017/18.

Deputy Chief Executive and Business Manager Technical Support will continue to update on progress of project.

CAR PARKS FEES AND CHARGES – ECONOMIC DEVELOPMENT COMMITTEE

NEWARK CAR PARKS	Existing 2015-16		2016-17 Proposed	
INNER TOWN	30 min	£0.50	30 min	£0.50
London Road	1 hour	£1.00	1 hour	£1.00
Balderton Gate	2 hours	£1.50	2 hours	£1.50
Mount Street	2-3 hours	£2.50	2-3 hours	£2.50
Town Wharf	3-4 hours	£4.50	3-4 hours	£4.50
Newark Market Place (Option)	Over 4 hours	£7.50	Over 4 hours	£7.50
Appletongate	After 6pm (Evening Charge)	£1.00	After 6pm (Evening Charge)	£1.00
OUTER TOWN				
Riverside (former Tolney Lane)	1 hour	£1.00	1 hour	£1.00
Riverside Arena	2 hours	£1.50	2 hours	£1.50
Livestock Market	2-4 hours	£2.00	2-4 hours	£2.00
	4-5 hours	£2.50	4-5 hours	£2.50
	5 hours and above	£3.00	5 hours and above	£3.00
SOUTHWELL CAR PARKS	Up to 2 hours	FREE	Up to 2 hours	FREE
King Street	2-3 hours	£1.60	2-3 hours	£1.60
Church Street	3-4 hours	£2.60	3-4 hours	£2.60
Bramley Centre & Library	4-5 hours	£3.60	4-5 hours	£3.60
	5-6 hours	£4.70	5-6 hours	£4.70
	Over 6 hours	£6.00	Over 6 hours	£6.00
Dedicated Motorcycle Bay	Motorcycles parking in general bays must purchase and place in the provided facility a pay and display ticket in accordance with the tariffs displayed at each car park. Motorcycles parking in general bays without following this requirement shall be liable to a Penalty Charge Notice.			
Newark: London Road Balderton Gate, Mount Street Town Wharf Newark Market Place (Option) Appletongate Riverside (former Tolney Lane) Riverside Arena Livestock Market				
Southwell: King Street Church Street Bramley Centre & Library	Motorcycles parked in the dedicated motorcycle bay or area will be able to park free but use of these dedicated bays and areas is limited to 8 hours in any 24hr period.			
LORRY PARKING				
Lorry Parking – Fixed Charge	£12.50		£13.50	
Lorry Parking (with meal voucher)	£15.50		£16.50	

SEASON TICKETS		
INNER TOWN (Newark) (limited issue)	£81.60 per month £163.20 per quarter £652.80 per year*	£84.00 £193 £700 *
OUTER TOWN (Newark) (limited issue)	£45.90 per month £107.10 per quarter £428.40 per year*	£47.00 per month £123 per quarter £450 per year *
KING STREET RESIDENTS (Southwell)	One Payment £51 annual	One Payment £52 annual
CHURCH STREET and BRAMLEY CENTRE & LIBRARY (Southwell) Limited issue	£357 per year	£370 per year
CONTRACT CAR PARK RATES Fixed charge	Quarterly £204.00	£208
Cashless parking to be offered at all Newark Car Parks with transaction costs to be paid to the transaction provider by customer.		

- *Where businesses/their employees buy more than 1 season ticket a 10% discount in annual cost will apply
- Where businesses/their employees buy, more than 1 contract car parking permit in any year, a 10% discount in annual cost will apply.
- The Business Manager for Car Parking and Markets shall have the discretion, subject to confirmation by the Section 151 Officer, to negotiate and agree a discounted parking charge for multiple lorry parking by the same haulier.
- Event parking fee at any Council Car or Lorry Park shall be £5

SOUTHWELL MARKET FEES AND CHARGES – ECONOMIC DEVELOPMENT COMMITTEE

Day	Item	2015/2016 Existing	2016/2017 Proposed
Thursday (5 traders)	Rent	£15.00	£15.00
	1 Additional Stall	£ 8.00	£ 8.00
	Extension	£ 1.00/square metre	£ 1.00/square metre
	Farmers	£18.00	£18.00
	Mobile unit	£6.60/linear metre	£6.60/linear metre
Saturday (18 traders)	Rent	£18.00	£19.00
	1 Additional Stall	£10.00	£10.50
	Extension	£ 1.00/square metre	£ 1.00/square metre
	Mobile unit	£6.60/linear metre	£6.60/linear metre
Charity Stall		£12	£12
Off Site Hire		£18	£18
10% discount of total fees to be applied for Thursday market for Winter period from 1 st Nov- 31 st March.			

ADVERTISING RATES FOR VOICE MAGAZINE – HOMES AND COMMUNITIES COMMITTEE

Size	2015/2016 Existing	2016/2017 Proposed
Full page (210mm wide x 295mm deep)	£1,040 + VAT	£1,060 + VAT
½ page (210mm wide x 147.5mm deep)	£624 + VAT	£636 + VAT
¼ page	£364 + VAT	£371 + VAT
Back (Full page dimensions)	£1,275 + VAT	£1,300 + VAT

LICENSING FEES – HOMES AND COMMUNITIES COMMITTEE

Type of Licence	Relevant Act or Order*	2015/16	2016-17 Proposed	Duration
1 Hypnotism – Grant	Ref 001	£46	£48	Occasional for specific dates
2 Sex Establishment – Grant/Renewal	Ref 002	£3540	£3540	Up to 1 year
3 (a) Hackney Carriage	Ref 003	£208	£210	Annual
(b) Private Hire Vehicle –	Ref 003	£160	£163	Annual
(c) Ambulance Vehicles	Ref 003	£90	£92	Annual
(d) Hackney Carriage/Private Hire Drivers	Ref 003	£94	£110 renewal £175 new applicants	3 years or lesser depending on circumstances
(e) Hackney Carriage/Private Hire Drivers Licence (persons over 65 years)	Ref 003	£32	£40	Per Year
(f) Ambulance Drivers	Ref 003	£63	£70 renewal £90 new applicants	3 years or lesser depending on circumstances
(g) Ambulance Drivers over 65	Ref 003	£22	£25	Annual
(h) Private Hire Operators	Ref 003			
(i) Basic		£145	£150 £250	3 years 5 years*
(ii) Plus per vehicle		£27	£28	
(i) Ambulance Operators	Ref 003			
(i) Basic		£140	£145 £240	3 years 5 years*
(ii) plus per vehicle Plates		£17	£18	
(j) Knowledge Test	Ref 003	£37	£38	One Off
(k) Drivers Test	Ref 003	£37	£38	One Off
(l) Replacement Badge	Ref 003	£16	£16	One Off
(m) Replacement Plate	Ref 003	£39	£39	
(n) Transfer of Plate (No replacement plate to be issued)	Ref 003	£42	£42	One Off
(o) Temporary Plate/ Transfer of Plate (including Plates and magnetic roundals)	Ref 003	£83	£83	One Off

	(p) Temporary Plate/ Transfer of Plate (including Plates and stick on roundals)	Ref 003	£70	£70	One Off
	(q) Temporary & Permanent Magnetic Roundels	Ref 003	£16	£16	One Off
	(r) Additional stick on Roundels	Ref 003	£8	£8	One Off

**Fees have been generally increased by approximately 2%.
Some fees are unchanged to better reflect the actual costs
*A new 5 year duration of licence has been introduced.**

GAMBLING ACT 2005 – DISCRETIONARY FEES

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

No changes are proposed for these fees.

	BINGO	ADULT GAMING CENTRE	FAMILY ENTERTAINMENT CENTRE	BETTING PREMISES (ex tracks)	BETTING ON TRACK
Transitional Fast Track Application	£200	£200	£200	£200	£200
Transitional non-fast track Application	£800	£800	£800	£800	£800
New application	£943	£943	£943	£943	£943
Application for reinstatement of licence	£500	£500	£500	£500	£500
Application for provisional statement	£943	£943	£943	£943	£943
Application to convert provisional statement	£600	£600	£600	£600	£600
Application to Vary licence	£800	£800	£800	£1000	£1000
Application to transfer licence	£33	£33	£33	£33	£33
Notification of Change	£51	£51	£51	£51	£51
Copy of Licence	£16	£16	£16	£16	£16
Annual Fee	£475	£475	£475	£475	£475

GAMBLING ACT 2005 FEES SET BY STATUTE

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

<u>Club Gaming and Club Machine Permits</u>	Existing Operators (transition)	£100	
	New Application	£200	
	Renewal	£200	
	Variation	£100	
	Annual Fee	£50	
	Copy of Permit	£15	
Temporary Use Notice		£100	
Small society Lottery	Exempt Lotteries – Registration Fee	£40	
	Exempt Lotteries – Annual Fee	£20	

LICENSING ACT 2003 – FEES SET BY STATUTE

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

There are currently no proposals by Government to increase the fees in 2016/17

APPENDIX K

ENVIRONMENTAL HEALTH FEES AND CHARGES – LEISURE AND ENVIRONMENT COMMITTEE

	Type of licence	Relevant act or order*	Duration	Notes	2015-16 Existing	2016-17 Proposed
1	Animal Boarding Establishments Initial Renewal	Ref 004	Annual		£156 + VAT fees £109 + VAT fees	159 + VAT fees £111 + VAT fees
2	Home Boarding	Ref 004	Annual		£67 + VAT fees There is an additional charge of £16 per host family when part of a franchise	£68 + VAT fees There is an additional charge of £17 per host family when part of a franchise
3	Dangerous Wild Animals	Ref 005	Annual		£120 + VAT fees	£122 + VAT fees
4	Dog Breeding Initial renewal	Ref 006	Annual		£156 + VAT fees £89 + VAT fees	£159 + VAT fees £91 + VAT fees
5	Riding Establishments Initial Renewal	Ref 007	Annual		£155 + VAT fees £120 + VAT fees	£158 + VAT fees £122 + VAT fees

6	Ear-Piercing, Tattooing, Acupuncture, Electrolysis, Skin piercing and semi- permanent tattooing Person premises	Ref 002	Annual		£89 £104 Where the premises already hold a licence for ear piercing etc £45 person £52 premises	£90 £106 Where the premises already hold a licence for ear piercing etc £46 person £53 premises
7	Massage & Special Treatment Initial Renewal No massage (just sunbeds)	Ref 008	Annual Annual	New renewal fee introduced. Increase in sunbed charge to reflect additional officer time	£145 £104	£160 £145 £120
8	Lasers New Renewal Transfer	Ref 008	Annual		£465 £156 £208	£475 £159 £212
9	Zoos Initial Inspection Renewal Periodic 3 year inspection Transfer	Ref 009	First licence valid for 4 years Renewal valid for 6 years		£414 £312 £312 £156	£420 £318 £318 £159

10	Pet Shops Pet Animals Act 1951 New Renewal	Ref 010	Annual		£156 £101	£159 £103
11	High Hedges 1 st stage 2 nd stage	Ref 011	One Off		£145 + VAT £280 + VAT	£150 + VAT £290 + VAT
12	Licence Application for House in Multiple Occupation Single application Multiple applications at same time Variation of licence	Ref 012	One off		£374 £323 £110	£380 £330 £112
13	Scrap Metal Dealer Site Licence Collectors Licence	Ref 013	Three years		£300 £110	£310 £115
14	Mobile Homes Act 2014	Ref 014		To reflect the variation in the cost of processing the application depending on the size of the site. Depends on total number of pitches	Application fee £353 plus £8.50 per additional unit Annual fee £10 - £15 per pitch. Transfer/a mendment of licence £155 Depositing Site rules £133	Application fee £353 plus £8.50 per additional unit Annual fee £10 - £15 per pitch. Transfer/a mendment of licence £155 Depositing Site rules £133
1-8	The Authority has the discretion to charge a reasonable fee. The increase is approximately 2%					

9	Fee now split to differentiate between Council Element and DEFRA element. The Authority has the discretion to charge a reasonable fee. The increase is approximately 2%
11-12	The Authority has the discretion to charge a reasonable fee. The increase is approximately 2%
13 & 14	New licensing System. Fees agree mid-year by Licensing Committee.

CERTIFICATES, AUTHORISATION AND REGISTER COPIES

TYPE	2015-16 Existing	2016-2017 Proposed	Comments
Health & Purity Certificate	£27	28	
Foot & Mouth Health Certificate	£112	£115	
Condemnation Certificate	£79 per hour + £36 admin + VAT	£82 per hour + £38 admin + VAT	
Applications made under the Local Authority Pollution prevention and Control Regime Copies of Permits Copy of Full Register	£40 + VAT £77 + VAT		No longer required
Environmental Site Reports Home Buyer Version Detailed version	£63 + VAT £177 = VAT	£70 + VAT £185 = VAT	

SERVICE: Pest Control Domestic	2015-16 Existing	2016-2017 Proposed	Comments
Survey of domestic premises	£30 including VAT reduced to £15 plus VAT for means tested benefits. This cost is deducted from any subsequent treatment.	£30 including VAT reduced to £15 plus VAT for means tested benefits. This cost is deducted from any subsequent treatment.	No changes proposed. Service is losing customers and keeping prices at the current level may encourage more people to use the service.
Mice or rats (in house or garden), fleas, bedbugs at domestic premises.	£60 including VAT reduced to £30 including VAT for those on means tested benefits.	£60 including VAT reduced to £30 including VAT for those on means tested benefits.	No changes proposed. Service is losing customers and keeping prices at the current level may encourage more people to use the service.
Wasps at domestic premises	£60 including VAT (reduction to £30 for means tested benefit) £10 including VAT for each additional nest if treated at one visit.	£60 including VAT (reduction to £30 for means tested benefit) £10 including VAT for each additional nest if treated at one visit.	No changes proposed. Service is losing customers and keeping prices at the current level may encourage more people to use the service.
Cluster flies at domestic premises	£80 including VAT	£80 including VAT	No changes proposed. Service is losing customers and keeping prices at the current level may encourage more people to use the service.

PEST CONTROL –COMMERCIAL

SERVICE: Pest Control Commercial	2015-16 Existing	2016-2017 Proposed	Comments
Survey of commercial/business premises	£42 + VAT	£42 + VAT	No changes proposed. Service is losing customers and keeping prices at the current level may encourage more people to use the service.
Insect treatment – commercial/business premises	£62 per hour + materials + VAT	£62 per hour + materials + VAT	No changes proposed. Service is losing customers and keeping prices at the current level may encourage more people to use the service.
Rodent treatment – commercial/business premises	£62 per hour + materials + VAT	£62 per hour + materials + VAT	No changes proposed. Service is losing customers and keeping prices at the current level may encourage more people to use the service.
Wasp treatment - commercial/business premises	£97 +VAT ; and £21 + VAT for each additional nest if treated at one visit	£97 +VAT ; and £21 + VAT for each additional nest if treated at one visit	No changes proposed. Service is losing customers and keeping prices at the current level may encourage more people to use the service.

DOG WARDENS

STRAY DOGS:	2015-16 Existing		2016-2017 Proposed		Comments
<p>This includes Government fee, Local Authority charge, and kennelling costs.</p> <p>Initial seizing and handling charge of £75 + £8 per day food, water and kennel costs.</p>	1 Day	£83	1 Day	£83	<p>No increase is proposed. Owners need to be encouraged to reclaim their dogs. Benchmarking with neighbouring authorities reveals that NSDC charges are high in comparison.</p>
	2 Days	£91	2 Days	£91	
	3 Days	£99	3 Days	£99	
	4 days	£107	4 days	£107	
	5 Days	£115	5 Days	£115	
	6 Days	£123	6 Days	£123	
	7 Days	£131	7 Days	£131	

PRIVATE WATER SUPPLIES

Activity	NSDC charge 2015-16	Proposed charge 2016-2017	Comments
Risk Assessment	Hourly rate x time spent	Hourly rate x time spent	Guidance on fees is provided by the Drinking Water Inspectorate
Sampling	£50	£50	
Investigation	Hourly rate + analysis costs	Hourly rate + analysis costs	
Authorisation	Hourly rate x time spent	Hourly rate x time spent	
Domestic Supplies (Reg 10)	£25	£25	
Check Monitoring (Commercial supplies)	£50 plus analysis costs	£50 plus analysis costs	
Audit Monitoring (Commercial supplies)	£50 plus analysis costs	£50 plus analysis costs	

MISCELLANEOUS CHARGES

SERVICE	2015/2016 Existing	2016/2017 Proposed	Comments
Solicitor's letter for accident investigation. Copy of Photographs relating to accident	£79 hour + VAT £40 + VAT		No longer required
Disabling burglar alarm under Environmental Protection Act 1990 – statutory nuisance	£159 per hour + VAT + alarm company costs + £75 Admin fee + VAT	£170 per hour + VAT + alarm company costs + £75 Admin fee + VAT	
CCTV Drain scans	£122 + VAT per hour or part thereof	£122 + VAT per hour or part thereof	
Emptying Dog Waste Bins	£1.75 + VAT per emptying per bin	£1.77 + VAT per emptying per bin	
Housing immigration check	£80	£80	

***Relevant act/ Order References**

- Ref 001 - Hypnotism Act 1952
- Ref 002 - Local Government (Miscellaneous Provisions) Act 1982
- Ref 003 - Local Government (Miscellaneous Provisions) Act 1976
- Ref 004 - Animal Boarding Establishments Act 1963
- Ref 005 - Dangerous Wild Animals 1976
- Ref 006 - Dog Breeding and Sale of Dogs (Welfare) Act 1999
- Ref 007 - Riding Establishments Acts 1964 and amended 1970
- Ref 008 - Nottinghamshire County Council Act 1985
- Ref 009 - Zoos Licensing Act 1981
- Ref 010 - Pet Animal Act 1951
- Ref 011 - Anti Social Behaviour Act 2003
- Ref 012 - Housing Act 2004
- Ref 013 - Scrap Metal dealers Act 2013
- Ref 014 – Mobile Phones Act 2014

MUSEUMS AND HERITAGE – LEISURE AND ENVIRONMENT COMMITTEE

National Civil War Centre – Newark Museum 2016/17			
Proposed Ticket Types	15/16 Charge Inc VAT	16/17 Charge Inc VAT	Notes
Day Tickets			
Adult	£7	£8	
Concession	£6	£7	
Children 5-16	£3	£3.50	
Children under 5	Free	Free	
Group Visit (10 or more paying)	10% discount	10% discount	
Annual Pass – Adult	£11	£16	
Annual Pass - Concession	£10	£14	
Annual Pass – Children	£5	£6	

OTHER CHARGES			
Other Income	Charge	Additional Information	Proposed 2016-17 inc VAT
Temporary Gallery Hire	Not proposed to have temporary gallery hire available during 2015-16 as our exhibition programme will drive paying visitor numbers	Millgate charge indicated	Not proposed to have temporary gallery hire available during 2016-17 as our exhibition programme will drive paying visitor numbers
Room Hire			
Loans Box Fines	£15	Late return of boxes	£15
Out of District Schools Travel Expenses	Price by request – It is not intended to promote outreach for schools for our first two academic years in order to concentrate visitor volume and income at the Centre. We will consider outreach for schools on a case by case basis and price accordingly.	Flat fee	
Photocopying	£50p A4 £1.00 A3		£1 A4 £1.50 A3

Scan Orders	£5.50 £6.50 £9.00	This price includes VAT . Postage is extra.	£5.50 £6.50 £9.00
Microfiche Copies	£5.00 plus £2.00 admin(very rarely requested)		£5.00 plus £2.00 admin(very rarely requested)
Own Camera	£2.00	It is possible for researchers to use their own camera to take photos of documents and objects. Copyright limitations apply.	£5.00 – reflects time processing charges
Digital reprographics (on plain paper, glossy photo paper, CD or by e mail attachment – please specify	£6.00	Museum staff can take photos of documents or objects for visitors. Please note this service may not be available same day – orders will be processed ASAP. Copyright limitations apply.	£10.00 – reflects time processing charges
Publication	<p>Commercial Organisations (Newspapers, Journals, magazines, TV, etc.) £100.00 per image</p> <p>Local Authority/voluntary/charitable organisations £20.00 per image</p> <p>Corporate Products (annual reports, TV) £100.00 per image</p> <p>Commercial products (cards, calendars, jigsaws etc.) £150.00 per image</p>	<p>There will be no charge for visitors taking photographs on the museum premises, so long as the images produced are for their own personal use and not intended for publication.</p> <p>Cost per image is based on <u>one</u> use only. Two uses will attract two charges per image. Three uses will attract three charges per image. For example, one use is display, two uses is display and publication (book), three uses is display, publication (book) and leaflet.</p>	<p>Commercial Organisations (Newspapers, Journals, magazines, TV, etc.) £100.00 per image</p> <p>Local Authority/voluntary/charitable organisations £20.00 per image</p> <p>Corporate Products (annual reports, TV) £100.00 per image</p> <p>Commercial products (cards, calendars, jigsaws etc.) £150.00 per image</p>

Television/ filming		Contract required from film company	
Long Term Archaeological Storage at Museum Resource Centre	£120 per box and £15.00 per year on going per box	Costs are based on English Heritage Calculations. One off fees.	Increase by £30 to £150 to represent additional costs in dealing with material
Discovery box – Cost per hire	£10 per box for two weeks	Loan period is 2 weeks – fines for late returns	No increase
Education programme @ NCWC	£3.50 (£2.92 net) per head – Half day (2 – 2.5 hr) visit – one facilitated* activity, one self-led activity** £4.95 (£4.13 net) per head – Full day visit – one facilitated activity, two self-led activities. £5.95 (£4.96 net) per head – Full Day visit – two facilitated activities, one self-led activity.	To be paid on day of visit by cash/cheque/card or by invoice	No increase aiming to build business
Outreach programme	Price by request – It is not intended to promote outreach for schools for our first two academic years in order to concentrate visitor volume and income at the Centre. We will consider outreach for schools on a case by case basis and price accordingly.	To be paid by all non-school participants. As above.	

THE RESOURCE CENTRE			
Hire Location	Charge	Additional Information	Proposed 2016-2017
Out of Hours – Guided tours	Out of hours £80 (£66.67 net) plus £1.00 (£0.83 net) per person	Charges do not include refreshments. Tea, Coffee, biscuits – £1 per person Occupancy : Max. 25 people	Out of hours £80 (£66.67 net) plus £1.00 (£0.83 net) per person
In Hours – Guided tours	During working hours £50 (£41.67 net) plus £1.00 (£0.83 net) per person	Charges do not include refreshments. Tea, Coffee, biscuits – £1 per person Occupancy : Max. 25 people	During working hours £50 (£41.67 net) plus £1.00 (£0.83 net) per person
Workshops	Price by request	To be paid in advance when booking	

		Existing	Proposed 2016/17
Centre Visits	After-hours Evening Guided Visit: Minimum of 15 persons, must be booked <u>at least</u> four weeks in advance	£10/head £2 discount for all partner organisations (EH, ArtFund etc)	£11/head £2 discount for all partner organisations (EH, ArtFund etc)
After Dinner speaking		£50 for Newark and Sherwood District £75 for Nottinghamshire/ equivalent area £?? Any further distance = on consideration	£60 for Newark and Sherwood District £85 for Nottinghamshire/ equivalent area £?? Any further distance = on consideration
Room Hire	All ex VAT AV Equipment included (projector, screen and lectern).		
	Community Space Educational/Training/Meeting: <i>unless it strictly conforms to and progresses our Learning and Participation plans, then it will be discussed.</i> Party:	£20/hr £20/hr	£20/hr £35/hr
	Research Room Meeting: <i>unless it strictly conforms to and progresses our Learning and Participation plans, then it will be discussed.</i>	£20/hr	£25/hr More booking competition with research work
	Tudor Hall Major Event: Charity Rate: Currently advertised: http://nationalcivilwarcentre.com/roomhire/	£1000 night or day £795 night or day	£1000 night or day £795 night or day
	Hire a Henchman/woman	£80/evening	£100/evening
	Shop beer	15% price reduction for over 30 beers bought in advance of room hire.	15% price reduction for over 30 beers bought in advance of room hire.

PALACE THEATRE - FEES AND CHARGES - LEISURE AND ENVIRONMENT COMMITTEE

	2015/16 Existing	2016/17 Proposed Average number issued per year Duration
<p>1 Theatre Hire (Plus VAT): <i>Theatre hire is now taxable and this is making a significant difference to the costs for our local theatre hirers.</i></p> <p><u>With Stage & Dressing Rooms as equipped</u></p> <p><u>Full Theatre : 602 Seats</u></p> <p>Per day with one performance - Weekdays Commercial Hire</p> <p>Per day with one performance - Weekends Commercial Hire</p> <p>Per day with two performances - Weekdays Commercial Hire</p> <p>Per day with two performances - Weekends Commercial Hire</p> <p>Week Hire: Monday-Saturday</p>	<p>£1,500</p> <p>£2,000</p> <p>£2,750</p> <p>£3,250</p> <p>£9,250</p>	<p>£1,500</p> <p>£2,000</p> <p>£2,750</p> <p>£3,250</p> <p>£9,250</p>
<p>2 <u>Non-Profit Making/ Charity/ Local</u> <u>Available All year Monday-Friday + Off-Peak Weekends (at our discretion but excluding Autumn)</u> <u>Current Stalls-Only Hirers to be phased into new pricing structure over two years</u></p> <p>There is also an element of flexibility built into the fees and charges for non-profit making, allowing the Theatre's discretion to offer a further reduction to community groups at a time when the Theatre may well be dark, but mindful that our costs and a profit must be covered.</p> <p>Per day with one performance - Weekdays Non Profit Making/Charity/Voluntary</p> <p>Per day with one performance – Weekends Non Profit Making/Charity/Voluntary</p> <p>Per day with two performances - Weekdays</p>	<p>£1,000</p> <p>£1,500</p> <p>£1,500</p>	<p>£1,000</p> <p>£1,500</p> <p>£1,500</p>

	Non Profit Making/Charity/Voluntary	£2,000	£2,000
	Per day with two performances – Weekends Non Profit Making/Charity/Voluntary	£2,000	£2,000
	Conference: Full Theatre (Staffing, technical equipment and catering costs on application)		
3	<u>Theatre Hires : Supplementary Charges Per Hour (Plus VAT)</u> <u>(Not Including Staffing)</u>		
	Technical/Dress:		
	Commercial Hires	£77.50	£77.50
	Non Profit Making/Charity/Voluntary	£65.50	£65.50
	General Rehearsals: (No lights)		
	Commercial Hires	£65.50	£65.50
	Non Profit Making/Charity/Voluntary	£55.00	£55.00
	Get In/Fit Up/ Get Out		
	Commercial Hires	£21.50	£21.50
	Non Profit Making/Charity/Voluntary	£18.50	£18.50
4	<u>Staffing Recharges : Per Hour Plus VAT</u>		
	Technical Manager - Weekdays*	£33.00	£33.50
	Technical Manager - Weekends**	£38.00	£38.50
	Technical Officer - Weekdays*	£25.00	£25.50
	Technical Officer - Weekends**	£29.00	£29.50
	Technical Assistant - Weekdays*	£17.00	£17.50
	Technical Assistant - Weekends**	£21.00	£21.50
	* Plus 20% on all rates for hours worked between 2330 and 0600 hours		
	** Plus 20% on all rates for hours worked between 2330 and 0600 hours and plus 100% for all Bank Holiday working and 120% on all rates for hours worked on Bank Holidays between 2330 and 0600 hours		
5	<u>Room Hires : Per Hour (Plus VAT)</u> <u>Available during core theatre opening times only</u>		
	Theatre Bar: Meetings between 0900 & 0000 Non-Profit Making/ Charity/ Community Commercial		

	Performances between 0900 & 0000	£21.00	£21.00
	Education and Outreach Programmes (external) full day fee: Bar No staging/ technical/ staffing costs	£32.00	£32.00
	Byron Lounge: Non-Profit Making/Charity/Community	£56.00	£56.00
	Commercial	£120.00	£120.00
	The Workshop (VAT exempt) Non-Profit Making/Charity/Community		
	Commercial	£32.00	£32.50
		£15.00	£15.50
6	<u>Room Hires: Commercial (Plus VAT)</u>		
	Byron Lounge: Meetings per day	£265.00	£265
	Byron Lounge: Meetings half day	£159.00	£159
	Flexibility to discount package deals on repeat bookings and block bookings or where a room hire is part of a theatre hire deal. Flexibility to offer rooms at a discounted rate to local and community users at times when the rooms would otherwise be unused, but being mindful that costs must be covered.		
8	<u>Ticket Handling Fee</u>		
	Per Ticket – applicable to all professional productions	£1	£1.50
	Per Ticket – applicable to all amateur productions, dependent on overall ticket price	50p - £1	£50p - £1.50

APPENDIX R

PARKS & AMENITIES

Facility	Purpose		2015/2016 Existing	2016/17 Proposed	No of bookings 2014/15	
Parks & Playing Fields	Football Season (13 matches or more)	Seniors	£490	£490	6	
		Juniors	£264	£264	2	
		Mini Soccer	£140	£140	1	
	Football Pitch (per match)	Seniors	£48	£48	1	
		Juniors	£28	£28	1	
		Mini Soccer	£16	£16		
	Hire of Park – commercial use		£390 per day or 5% of ticket sales	£400 per day or 5% of ticket sales	2	
	Hire of Park – charities		£92 but waived at the discretion of CMT	£95 but waived at the discretion of CMT	0	
	Circuses		£320 per day	£340 per day	1	
	Fun Fairs	Large Fair		£310 per day	£330 per day	0
		Small Fair		£230 per day	£250 per day	2
	Sponsorship	Bedding Displays		£715pa	£720pa	2
	Outdoor Fitness Camps			£6.20 per session	£6.20 per session	0
Newark Castle & Gardens	Guided Tours	Adult	£5.00	£5.00	Total income 2014/15	
		Child	£2.50	£2.50	£4,269	
		Family	£12.50	£12.50		
		Ghost Tour – commercial hire	£390 per event	£400 per event		
	Hire of Gardens – charity		£92 but waived at the discretion of CMT	£95 but waived at the discretion of CMT	0	
	Hire of Gardens – commercial		£390 per day or 5% of ticket sales	£400 per day or 5% of ticket sales	0	
	Hire of Gardens for weddings	Bandstand	£360	£350	6	
		Undercroft	£600	£350	1	
	Education programme	Half day visit	N/A	£2.92 per head	N/A	
		Full day visit	N/A	£4.13 per head	N/A	
Use of Castle for commercial photography/filming		N/A	£30 per hour	N/A		
Use of Castle Gardens for wedding photographs – professional photographers only		N/A	£20 flat fee	N/A		
Lincoln Road Pavilion	Hire of Pavilion		£8.50 per hour	£9.00 per hour	Total income 2014/15 - £2,715	

PARKS AND AMENITIES FEES & CHARGES – LEISURE AND ENVIRONMENT COMMITTEE
PUBLIC CONVENIENCE CHARGES – LEISURE AND ENVIRONMENT COMMITTEE

Public Convenience	2015/2016 Existing	2016/2017 Proposed	Income 2014/15
Gilstrap Centre	20p	20p	£6,750

St Marks Precinct WCs transferred to Newark Town Council, 1/4/15

TRADE WASTE CONTRACT CHARGES - LEISURE AND ENVIRONMENT COMMITTEE

Trade Waste and Recycling / Garden Bins									
We cannot set figures for these services at this time until we have received information from Nottinghamshire County Council and discussed information with partners which may not be until December or later. The current charge for domestic garden bins is £30 each. One charge affects the other if the variation is large we may need to alter the final figures									
		Refuse		Recycling		Refuse		Recycling	
Bin Size		2015/16 Coll Charge	2015/16 Disp Charge	2015/16 Coll Charge	2015/16 Disp Charge	2016/17 Coll Charge	2016/17 Disp Charge	2016/17 Coll Charge	2016/17 Disp Charge
1	140	£2.01	£1.28	£2.01	£0.30	£2.06	£1.28	£2.06	£0.30
2	240	£2.48	£2.20	£2.48	£0.51	£2.54	£2.20	£2.54	£0.51
3	360	£3.05	£3.30	£3.05	£0.77	£3.12	£3.30	£3.12	£0.77
4	660	£4.46	£6.05	£4.46	£1.42	£4.57	£6.05	£4.57	£1.42
5	1100	£6.53	£10.08	£6.53	£2.36	£6.70	£10.08	£6.70	£2.36
6	Pre Paid Sacks	£1.58	£0.44	N/A	N/A	£1.61	£0.44	£1.61	N/A
7	Clinical	£1.98	£5.80	N/A	N/A	£2.01	£5.80	£2.01	N/A
Commercial Fridges									
8	Per Unit	£75.00	78.75	£82					
9	Collection and Transport	£94.10	£98.80	£100			£102.00		
Cleansing Services Hours			2015/16 Existing	2016/17 Proposed					
1	1		£57	£58					
2	1.5		£84.75	£87					
3	2		£113	£116					
4	3		£169	£174					
5	4		£226	£232					
6	5		£282.50	£290					

APPENDIX S

Bulky Waste Charges	<u>2015/16</u>	<u>2015/16</u>	<u>2016/17</u>	<u>2016/17</u>
	<u>First Item</u>	<u>Subsequent Item</u>	<u>First Item</u>	<u>Subsequent Item</u>
Domestic Bulky Waste	£12	£6	£15	£7
White Goods Inc Computer and TV Monitors	£12	£12	£15	£15
Large Items are not covered by above charges		£57 per hour	£58 per hour	

Street Name and Numbering – Schedule of fees – LEISURE AND ENVIRONMENT COMMITTEE

The following fee schedule is relevant to developers, and people requesting the following, to cover amendments to approved street naming schemes and the notification of changes for:

- Amendments to any approved naming schemes that have to be altered due to the developer making amendments. The charge is issued to developers and is applied for alterations received **after** the approved scheme has been issued;
- House owners that wish to name, or alter the name, of their house; and
- Renaming and/or renumbering of an existing street

Proposed fee schedule:

Service	Current charge	Proposed charge
Adding or amending a name or re-numbering an existing individual property, including notification to external organisations	£25	£25
Amendment to approved/existing naming and numbering scheme due to change in plot numbers, or plot positions, including notification	£75 admin fee plus £25 per plot* requiring re-numbering/naming	£75 admin fee plus £25 per plot* requiring re-numbering/naming
Amendment to approved naming and numbering scheme due to change in approved street name (after consultation)	£75 admin fee plus £25 per property for up to 10 properties £75 admin fee plus £25 per property for first 10 properties, then £10 for every additional property thereafter	£75 admin fee plus £25 per property for up to 10 properties £75 admin fee plus £25 per property for first 10 properties, then £10 for every additional property thereafter
Rename or numbering of street where requested by Parish Council and/or residents including notification	£75 admin fee plus £25 per property for up to 10 properties affected by change £75 admin fee plus £25 per property for first 10 properties, then £10 for every additional property thereafter affected by change	£75 admin fee plus £25 per property for up to 10 properties affected by change £75 admin fee plus £25 per property for first 10 properties, then £10 for every additional property thereafter affected by change

*Includes naming of a building and all affected properties (e.g. block of flats)

Terms and Conditions:

1. All requests must be completed on the appropriate form which is available on our website or from Customer Services.
2. All fees must be paid prior to notification being sent.
3. Should the requestor only wish to be issued with new street names and numbers, this service is provided free of charge.
4. Postal codes remain the responsibility of Royal Mail.
5. Newark and Sherwood District Council can only issue street naming and numbering schemes contained within the district boundary.

6. *All street naming and numbering schemes will be issued in accordance with Newark and Sherwood District Councils street naming and numbering policy.*
7. *Any queries or complaints should be directed through the corporate compliments, comments and complaints procedure.*

NON PAYMENT OF COUNCIL TAX/NNDR- POLICY AND FINANCE COMMITTEE

Council Tax	2015/2016 £	2016/17 £
Summons	£100.00	£80
Liability Order	With summons	With summons

NNDR	2015/2016 £	2016/2017 £
Summons	£125.00	£100
Liability Order	With summons	With summons

CAPITAL PROGRAMME 2016/17 TO 2020/21

1.0 Purpose of Report

1.1 In accordance with Financial Regulation 6.2.3, Policy & Finance Committee is required to consider the Capital Programme and recommend to Council the final Programme. This report details the available resources, the Council's existing committed programme and the priority schemes identified.

2.0 Resources Available

2.1 The current Capital Programme includes an estimate of the amount available from useable capital receipts over the period 2015/16 – 2020/2021 of £8.6m. After allocating the receipt from the sale of the Potterdyke car park to the Leisure Centre project, the remaining receipts are made up of accumulated Right to Buy council house sales, the sale of Kelham Hall, land for housing at Bowbridge Road and other sundry items.

2.2 In line with the Council's current Treasury Strategy, wherever possible expenditure will be financed by temporarily 'borrowing' from internal reserves and balances. On reviewing finance available from this source it has been possible to identify further internal resources which can be used temporarily to finance capital expenditure.

2.3 A number of projects within the Capital Programme have already and will continue to benefit from external funding, the amount of external funding estimated to be applied in 2015/16 and also in future years are detailed below against the major schemes.

Project	Funding
Housing Revenue Account	
Supported Housing - Bilsthorpe – NSH	45,150
Wolfit Avenue	470,332
Coronation Street/Grove View Road	473,428
Lilac Close	530,382
Second Avenue, Edwinstowe	347,254
Sub Total HRA	1,866,546
General Fund	
Newark, New Leisure Centre	2,500,000
Newark Civil War Town Trail etc	671,272
Maun Valley Phase II (BBC)	64,893
Newark Castle Gatehouse Project	40,000
Newark Sconce & Devon Park Restoration Ph II	279,148
Contribution to SLR	2,105,674
Private Sector Disabled Facilities Grants	2,794,695
Major Flood Alleviation	150,000
General Fund - Smaller projects collective (below £40k)	87,766
Sub Total General	8,693,448
GRAND TOTAL	10,559,994

3.0 Proposals

3.1 General Fund

Proposals for the General Fund Capital Programme are attached at **Appendix A**. Schemes completed in the current year will be reported as part of the Outturn Report. The figures have been updated to include the proposals approved by Policy & Finance Committee on 3rd December 2015. It also incorporates decisions made post this meeting agreed by Policy & Finance committee in relation to ICT and leisure equipment.

3.2 Housing Revenue Account

Asset Management

The Management Agreement is the overarching legal agreement between the Council and Newark and Sherwood Homes and one of its annual requirements is that the Company will submit to the Council its written proposals for the next year's arrangements for a number of operational and strategic activities including, an Asset Management Programme.

The annual Asset Management Programme is informed by the HRA Asset Management Strategy, developed by the Company, the Strategy has gone through a recent refresh but no substantive changes have been to this. The development programme has been discussed and scrutinised by Council officers with the Company at the meeting of the Strategic Housing Liaison meeting on 12th October 2015. Relevant extracts of the report and minutes of the Panel meeting are at **Appendix E**.

The HRA property investment programme is attached at **Appendix B** for approval and is financed through provisions within the 30 year HRA Business Plan.

Housing Growth

A number of opportunities have been identified and categorised into short, medium and long term schemes. Details of projects approved are included within the Capital Programme are available on **Appendix B**.

3.3 Transport, Plant, Equipment & Technology

The Council currently has vehicles, plant, equipment and technology which it has either financed from its own resources as part of the capital programme or by a leasing contract. The decision on which financing route is made after a full appraisal of the alternatives for each tranche of assets as they come up for replacement. However in order to capture the full impact of this expenditure the full replacement cost is included as capital expenditure.

A schedule of these assets, together with their planned replacement dates is shown at **Appendix C**.

In order to comply with financial regulations and the requirements of the leasing companies it is necessary for members to approve the replacement programme and to delegate the decision on method of financing to the Director – Resources.

4.0 Financing

- 4.1 Subject to the approval of the proposals outlined in section 3.0 above, the current proposals for their financing are shown at **Appendix D**.
- 4.2 When business cases for new schemes are brought to Committee, financing implications of capital expenditure are included in order to assess the viability of the scheme and to enable members to make informed decisions. Once the capital expenditure has been incurred, the financing of the Capital Programme as a whole is arranged by the Section 151 Officer, in line with the Council's Constitution.

5.0 RECOMMENDATION

It is recommended to Council on 10 March 2016 that:

- a) the General Fund schemes shown in Appendix A, the housing services programme in Appendix B and the vehicles, plant and equipment replacement programme in Appendix C be approved as committed expenditure in the Capital Programme;**
- b) the Capital Programme be managed in accordance with Financial Regulation 6.2.3;**
- c) in accordance with the delegation to the Section 151 Officer in the Council's Constitution to arrange financing of the Council's Capital Programme, the Capital Programme for the financial years 2016/17 to 2020/21 be financed so as to maximise the resources available, having regard to the provisions of the Local Government and Housing Act 1989 and subsequent legislation;**
- d) with effect from 11 March 2016, the appropriate Directors be authorised to incur expenditure in respect of all schemes included in the committed Capital Programme; and**
- e) any changes above the limit delegated to the Section 151 Officer (i.e. £10,000), either in funding or the total cost of the capital scheme, be reported to Policy Committee for consideration.**

Reasons for Recommendations

To enable the Capital Programme to be considered by the Policy Committee in accordance with Financial Regulation 6.2.3 prior to its submission to Council.

Background Papers

Nil.

For further information please contact Mike Marriott on Ext 5327.

David Dickinson
Director - Resources

APPENDIX A - GENERAL FUND CAPITAL PROGRAMME 2015/16 - 2020/21

GENERAL FUND	EXTERNAL FUNDING	NSDC COSTS	TOTAL SCHEME COST	BEFORE 2015/16	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21
TA1211	Newark, New Leisure Centre	2,787,117	7,534,882	10,321,999	1,596,950	7,251,659	1,473,390	0	0	0
TA1214	Leisure Centre Access Road Enhancement	0	197,025	197,025		197,025	0	0	0	0
TA3050	National Civil War Centre	3,590,864	1,897,200	5,488,064	4,533,184	954,880	0	0	0	0
TA3050	NCWC other NCC funded Expenditure	300,000	0	300,000		300,000	0	0	0	0
TA3051	Newark Civil War Town Trail	200,000	0	200,000	135,107	64,893	0	0	0	0
TA3052	Palace Theatre/Museum Integration	0	1,605,929	1,605,929	50,691	1,555,238	0	0	0	0
TA3053	Museum Improvements	0	155,000	155,000		155,000	0	0	0	0
TA3054	Palace Boiler Replace	0	98,000	98,000	0	98,000	0	0	0	0
TA3286	Information Technology Investment	0	1,526,841	1,526,841	125,551	166,290	580,000	470,000	80,000	80,000
TA	CUSTOMERS	6,877,981	13,014,877	19,892,858	6,441,483	10,742,985	2,053,390	470,000	80,000	80,000
TB2250	Vehicles & Plant (NSH)	0	675,000	675,000	0	0	0	675,000	0	0
TB2253	Vehicles & Plant (NSDC)	114,048	5,065,519	5,179,567	949,157	2,178,815	40,000	78,000	132,000	1,113,595
TB3057	Maun Valley Phase II	60,000	0	60,000	57,226	2,774	0	0	0	0
TB3154	Castle Gatehouse Project	40,000	20,000	60,000		60,000	0	0	0	0
TB3158	Hawtonville School Playing Field	20,000	87,742	107,742	84,619	23,123	0	0	0	0
TB3159	Humberstone Road Open Space, Southwell	54,837	0	54,837	54,262	575	0	0	0	0
TB3252	Newark Castle Essential Works Ph I	111,101	204,140	315,241	306,109	9,132	0	0	0	0
TB3263	Sconce & Devon Park Restoration Ph II	1,512,742	88,842	1,601,584	1,571,617	29,967	0	0	0	0
TB6145	Grant to Farndon Sports Pavilion	43,099	0	43,099	28,449	14,650	0	0	0	0
TB6147	Contribution to Cycle Route Improvements	32,634	0	32,634	25,000	7,634	0	0	0	0
TB	COMMUNITY	1,988,461	6,141,243	8,129,704	3,076,439	2,326,670	40,000	78,000	807,000	1,113,595
TC1000	New Council Offices	0	6,877,138	6,877,138	80,075	2,221,925	3,917,618	657,520	0	0
TC2280	Ollerton Hall acquisition and works	100,000	250,000	350,000	61,919	288,081	0	0	0	0
TC3017	Workshop Frontage Improvements	0	111,100	111,100	0	1,160	109,940	0	0	0
TC3132	20 Baldertongate Repairs	14,800	0	14,800		14,800	0	0	0	0
TC3282	Energy Saving Proposals	7,000	220,664	227,664	227,664	0	0	0	0	0
TC	RESOURCES	121,800	7,458,902	7,580,702	369,658	2,525,966	4,027,558	657,520	0	0
TE3110	Newark Signage Strategy	0	108,624	108,624	0	108,624	0	0	0	0
TE3266	Growth Point (Grant Funded)	109,332	3,557	112,889	112,889	0	0	0	0	0
TE3266	Growth Point (Internally Funded)	0	449,121	449,121	0	449,121	0	0	0	0
TE3267	Rural Broadband Provision	0	250,000	250,000	0	165,000	85,000	0	0	0
TE3268	Southern Link Road Contribution	2,105,674	394,326	2,500,000	0	2,500,000	0	0	0	0
TE	GROWTH	2,215,006	1,205,628	3,420,634	112,889	3,222,745	85,000	0	0	0
TF3161	Balderton land drainage	9,105	2,895	12,000	2,895	9,105	0	0	0	0
TF3220	Major Flood Alleviation	150,000	0	150,000	0	150,000	0	0	0	0

GENERAL FUND		EXTERNAL FUNDING	NSDC COSTS	TOTAL SCHEME COST	BEFORE 2015/16	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21
TF3222	Works to Wellow Green Hostel	0	150,000	150,000	81,944	68,056	0	0	0	0	0
TF	SAFETY	159,105	152,895	312,000	84,839	227,161	0	0	0	0	0
	TOTAL GENERAL FUND	11,362,353	27,973,545	39,335,898	10,085,308	19,045,527	6,205,948	1,205,520	887,000	1,193,595	713,000

APPENDIX B - HOUSING REVENUE ACCOUNT CAPITAL PROGRAMME 2015/16 - 2020/21						
HOUSING REVENUE ACCOUNT	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21
PROPERTY INVESTMENT PROGRAMME						
S91100 ROOF REPLACEMENTS	670	540,000	540,000	540,000	540,000	540,000
S91107 Cemetery Cottage Re-Roof	7,970	0	0	0	0	0
S91108 Roofing 2015/16	302,400	0	0	0	0	0
S91109 Dorwood Court Roofing 2015/16	81,000	0	0	0	0	0
S91110 Flat Roofing Renewals 15/16	147,960	0	0	0	0	0
S711 ROOF REPLACEMENTS	540,000	540,000	540,000	540,000	540,000	540,000
S91200 KITCHEN & BATHROOM CONVERSIONS	0	1,620,000	1,620,000	1,620,000	1,620,000	1,620,000
S91213 Kitchen and Bathrooms 15/16	1,296,000	0	0	0	0	0
S91214 Kitchen and Bathrooms 15/16 Materials	324,000	0	0	0	0	0
S712 KITCHEN & BATHROOM CONVERSIONS	1,620,000	1,620,000	1,620,000	1,620,000	1,620,000	1,620,000
S91300 EXTERNAL FABRIC	0	378,000	378,000	378,000	378,000	378,000
S91314 External Wall Insulation	0	0	0	0	0	0
S91327 Ext Fab & Paint 15/16 Area1	189,000	0	0	0	0	0
S91328 Ext Fab & Paint 15/16 Area2	189,000	0	0	0	0	0
S91329 External Wall Insulation 2015/16	270,000	0	0	0	0	0
S713 EXTERNAL FABRIC	648,000	378,000	378,000	378,000	378,000	378,000
S91400 DOORS & WINDOWS	0	183,600	183,600	183,600	183,600	183,600
S91410 Doors & Windows 15/16	183,600	0	0	0	0	0
S714 DOORS & WINDOWS	183,600	183,600	183,600	183,600	183,600	183,600
S91500 OTHER STRUCTURAL	1,660	54,000	54,000	54,000	54,000	54,000
S91510 DPM Works 2015/16	5,400	0	0	0	0	0
S91511 Walls Re-Rendering	0	54,000	54,000	54,000	54,000	54,000
S91512 14/16 Churchill Drive major structural works	4,100	0	0	0	0	0
S91513 Pump Station Fencing	22,680	0	0	0	0	0
S91514 Pump Station Blower Renewals	4,210	0	0	0	0	0
S91515 Delacy Court Door Panel Renewals	1,930	0	0	0	0	0
S91516 Finlock Gutters Devon Rd	8,530	0	0	0	0	0
S91517 Potwell Close Cill Repairs	960	0	0	0	0	0
S91518 33 Norwood Gardens	1,830	0	0	0	0	0
S91519 35 Warwick Road	2,700	0	0	0	0	0
S715 OTHER STRUCTURAL	54,000	108,000	108,000	108,000	108,000	108,000
S93100 ELECTRICAL	0	680,400	680,400	680,400	680,400	680,400
S93109 Rewires 15/16	594,000	0	0	0	0	0
S93110 Disturbance Allowance 15/16	86,400	0	0	0	0	0
S731 ELECTRICAL	680,400	680,400	680,400	680,400	680,400	680,400
S93200 SMOKE ALARMS	0	0	0	0	0	0
S93205 Carbon Monoxide Detectors	0	270,000	270,000	0	0	0
S732 SMOKE ALARMS	0	270,000	270,000	0	0	0
S93500 HEATING	0	594,000	594,000	594,000	594,000	594,000
S93507 Heating/Boilers 15/16	594,000	0	0	0	0	0
S735 HEATING	594,000	594,000	594,000	594,000	594,000	594,000
S93600 ENERGY EFFICIENCY	59,560	502,200	502,200	502,200	502,200	270,000
S93610 EE Boiler Replacements 2015/16	162,000	0	0	0	0	0
S93611 Voltage Optimisation	32,400	0	0	0	0	0
S93612 Energy Efficient Doors 2015/16	162,000	0	0	0	0	0
S93613 Community Centre Heating	14,040	0	0	0	0	0
S93614 LED Schemes Trent & Dorwood	17,820	0	0	0	0	0
S93615 LED Phase 2	48,600	0	0	0	0	0
S93616 LED Street Lamp Cleveland Square	5,780	0	0	0	0	0
S736 ENERGY EFFICIENCY	502,200	502,200	502,200	502,200	502,200	270,000
S95100 GARAGE FORECOURTS	0	108,000	108,000	108,000	108,000	108,000
S95109 Garages	27,540	27,000	27,000	27,000	27,000	27,000
S95111 2015/16 RE SURFACING WORKS	108,000	0	0	0	0	0
S751 GARAGE FORECOURTS	135,540	135,000	135,000	135,000	135,000	135,000

HOUSING REVENUE ACCOUNT		2015-16	2016-17	2017-18	2018-19	2019-20	2020-21
S95200	ENVIRONMENTAL WORKS	43,415	313,200	313,200	313,200	313,200	313,200
S95250	Communal Lighting	21,600	21,600	21,600	21,600	21,600	21,600
S95252	Flood Defence Systems	10,800	10,800	10,800	10,800	10,800	10,800
S95253	Play Areas	27,000	27,000	27,000	27,000	27,000	27,000
S95254	Estate Remodelling	162,000	162,000	162,000	162,000	162,000	162,000
S95268	Boundary Walls Greenfield Cres Ollerton	37,800	0	0	0	0	0
S95269	H462 Wolfit Avenue Fencing	6,070	0	0	0	0	0
S95270	Env Imp Harby and Ollerton	115,560	0	0	0	0	0
S95271	Burton Court Office	11,880	0	0	0	0	0
S95272	H498 Boundary Walls Henton Road	37,800	0	0	0	0	0
S95273	H517 The Circle, Clipstone	38,880	0	0	0	0	0
S95274	Holles Close Pump Station	10,845	0	0	0	0	0
S95275	William Bailey Major heating repairs	5,010	0	0	0	0	0
S752	ENVIRONMENTAL WORKS	528,660	534,600	534,600	534,600	534,600	534,600
S97100	ASBESTOS	0	108,000	54,000	54,000	54,000	54,000
S97109	Asbestos Surveys 2015/16	32,400	0	0	0	0	0
S97110	Asbestos Removal 2015/16	75,600	0	0	0	0	0
S771	ASBESTOS	108,000	108,000	54,000	54,000	54,000	54,000
S97200	FIRE SAFETY	160	54,000	54,000	54,000	54,000	54,000
S97212	Fire Doors Kings Court	37,800	0	0	0	0	0
S97213	Fire Alarm Replacement	920	0	0	0	0	0
S97214	Vale View Auto Louvres	29,160	0	0	0	0	0
S772	FIRE SAFETY	68,040	54,000	54,000	54,000	54,000	54,000
S97300	DDA IMPROVEMENTS	0	21,600	21,600	21,600	21,600	21,600
S97306	DDA 15/16 Rookwood, Eastfield, Wm Bailey	27,000	0	0	0	0	0
S773	DDA IMPROVEMENTS	27,000	21,600	21,600	21,600	21,600	21,600
S97400	DISABLED ADAPTATIONS	0	432,000	432,000	432,000	432,000	432,000
S97409	Care Plans 15/16	453,600	0	0	0	0	0
S97410	OT's 15/16	32,400	0	0	0	0	0
S774	DISABLED ADAPTATIONS	486,000	432,000	432,000	432,000	432,000	432,000
S97500	LEGIONELLA	0	32,400	32,400	32,400	32,400	32,400
S97501	Legionella 2015/16	56,160	0	0	0	0	0
S791	UNALLOCATED FUNDING	56,160	32,400	32,400	32,400	32,400	32,400
S99100	UNALLOCATED FUNDING	0	54,000	54,000	54,000	54,000	54,000
S99101	Grant Income	-127,683	0	0	0	0	0
S791	UNALLOCATED FUNDING	-127,683	54,000	54,000	54,000	54,000	54,000
	SUB TOTAL PROPERTY INVESTMENT	6,103,917	6,247,800	6,193,800	5,923,800	5,923,800	+5,691,600
AFFORDABLE HOUSING							
SA1012	Buy-back of RTB Council Houses	0	0	0	0	0	0
SA1013	25 supported dwellings - Bilthorpe	45,150	0	0	0	0	0
SA1015	Affordable Rural Housing Grant	260,000	0	0	0	0	0
SA1016	Site A - Wolfit Avenue, Balderton	273,777	31,334	0	0	0	0
SA1017	Site B - Wolfit Avenue, Balderton	313,519	35,795	0	0	0	0
SA1018	Coronation Street/Grove View Rd, Balderton	645,999	61,953	0	0	0	0
SA1019	Lilac Close	658,585	74,754	0	0	0	0
SA1020	Second Avenue, Edwinstowe	427,969	48,703	0	0	0	0
SA1021	Ash Farm Farmsfield	1,176,000	0	0	0	0	0
SA1022	St Leonards Hospital Trust	330,000	0	0	0	0	0
SA1030	HRA Site Development	150,000	150,000	200,000	0	0	0
		4,281,099	402,539	200,000	0	0	0
	SUB TOTAL HOUSING REVENUE ACCOUNT	10,385,016	6,650,339	6,393,800	5,923,800	5,923,800	5,691,600
HOUSING GENERAL FUND							
TF6011	Private Sector Disabled Facilities Grants	469,695	465,000	465,000	465,000	465,000	465,000
	SUB TOTAL HOUSING GENERAL FUND	469,695	465,000	465,000	465,000	465,000	465,000
	TOTAL HOUSING REVENUE ACCOUNT	10,854,711	7,115,339	6,858,800	6,388,800	6,388,800	6,156,600

Appendix C - VEHICLES, PLANT, EQUIPMENT & TECHNOLOGY

NSDC	ASSETS	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21
Leased Assets							
CC120902	Refuse vehicle						
8808001067	Johnston VT650 Sweeper	122,414	0	0	0	0	0
8811001026	Trimax Mower	0	10,000	0	0	0	0
99920034	2 Kubota mowers	0	0	18,000	0	0	0
8809001012	Massey Furguson Tractor and Flail	0	0	0	0	45,000	0
8810001025	7 Refuse vehicles	1,080,000	0	0	0	0	0
NSDC - Leased Assets		1,202,414	10,000	18,000	0	45,000	0

NSDC	ASSETS	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21
Owned Assets - Vehicles and Plant							
E00010	Ransome Mower	0	30,000	0	0	0	0
E00022	Transit Van	23,590	0	0	0	0	0
E00023	Transit Van	23,590	0	0	0	0	0
E00024	Hit squad vehicle	0	0	0	55,000	0	0
E00025	Hit squad vehicle	0	0	0	55,000	0	0
E00026	Ford Ranger Pick-up	0	0	0	0	17,000	0
E00027	Ford Ranger - Grounds Maintenance	0	0	0	0	18,000	0
E00028	Transit Pickup - Grounds Maintenance	0	0	0	0	21,000	0
E00029	Ford Transit - Grounds Maintenance	0	0	0	0	23,000	0
E00030	Ford Transit - Grounds Maintenance	0	0	0	0	23,000	0
E00031	Dropside Transit - Street Cleaning	0	0	0	0	24,000	0
E00032	Dropside Transit - Street Cleaning	0	0	0	0	21,845	0
E00033	Transit Pickup - Grounds Maintenance	0	0	0	0	25,000	0
E00034	Dennis Elite Refuse Collection Vehicle	0	0	0	0	160,000	0
E00035	Dennis Elite Refuse Collection Vehicle	0	0	0	0	160,000	0
E00036	Dennis Elite Refuse Collection Vehicle	0	0	0	0	160,000	0
E00037	Dennis Elite Refuse Collection Vehicle	0	0	0	0	160,000	0
E00038	Dennis Elite Refuse Collection Vehicle	0	0	0	0	160,000	0
E00039	Ford Fiesta - Refuse	0	0	0	0	10,000	0
E00039	Ford Fiesta - Refuse	0	0	0	0	10,000	0
E00040	Ford Connect - Castle Ranger	0	0	0	0	11,250	0

E00040	Ford Ranger - Sconce Ranger	0	0	0	0	11,250	0
E00040	Ford Ranger - Vicar Water Ranger	0	0	0	0	0	0
E00040	Ford Connect - Car Parks	0	0	0	0	11,250	0
E00041	Ford Connect - Pest Control	0	0	0	0	14,000	0
E00041	Ford Connect - Pest Control	0	0	0	0	14,000	0
E00041	Ford Ranger - Pest Control	0	0	0	0	14,000	0
E00042	Johnston CX201 Compact Sweeper	0	0	0	0	0	66,000
E00043	Johnston V651 Road Sweeper	0	0	0	0	0	105,000
E00044	Johnston V651 Road Sweeper	0	0	0	0	0	105,000
E00045	Refuse Collection Vehicle	0	0	0	0	0	160,000
E00046	Refuse Collection Vehicle	0	0	0	0	0	160,000
E00047	DAF Tipper Grab	0	0	0	0	0	25,000
E00052	4 Kubotas	0	0	0	0	0	47,000
E00402	Market Stall	0	0	30,000	0	0	0
E00403	Market Stall	0	0	30,000	0	0	0
E00601	Mobile lifting Equipment	0	0	0	0	0	20,000
E00603	Spider mower	0	0	0	22,000	0	0
E00605	Fitness Equipment - Blidworth	201,082	0	0	0	0	0
E00606	Fitness Equipment - Dukeries	173,278	0	0	0	0	0
E00607	Fitness Equipment - Grove	383,971	0	0	0	0	0
E00608	Fitness Equipment - Southwell	0	0	0	0	0	0
X00005	Ground Maintenance Ranger	16,890	0	0	0	0	0
	New Refuse Vehicle (Garden Waste as per P&F 5.11.15)	154,000	0	0	0	0	0
NSDC - Owned Vehicles & Plant		976,401	30,000	60,000	132,000	1,068,595	688,000
TB2253 NSDC - TOTAL LEASED - OWNED VEHICLES & PLANT		2,178,815	40,000	78,000	132,000	1,113,595	688,000

NSDC	ASSETS	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21
Owned assets - Technology							
E00204	Torex - Leisure Receipting System	0	50,000	0	0	0	0
E00209	Warden Call System	0	320,000	0	0	0	0
	Firewall	20,536	0	0	0	0	0
	x3 Servers (re 70 Citrix Licences)	19,258	0	0	0	0	0

E00220	Citrix Licences (Software)	23,336	0	0	0	0	0
	Palace/Museum Ticketing software	34,410	0	0	0	0	0
	150 Replacement Laptops	0	0	0	80,000	80,000	0
	Server Upgrade for remote access	0	0	0	0	0	25,000
	Professional fees in relation to below	0	0	48,000	0	0	0
	MFD's	0	0	20,000	0	0	0
	Telephony & contact centre	0	0	65,000	0	0	0
	Server hardware (VM ware)	0	0	25,000	0	0	0
	Data circuits installation	0	0	12,000	0	0	0
	Data centre	0	0	300,000	0	0	0
	Web enhancement/channel shit (CRM)	0	60,000	0	0	0	0
	Net app (san)	0	90,000	0	0	0	0
	Replacement programme (feasibility offsite)	0	60,000	0	0	0	0
	Meritec	68,750	0	0	0	0	0
TA3286	NSDC - Owned Assets - Technology	166,290	580,000	470,000	80,000	80,000	25,000

NSDC - TOTAL REPLACEMENT PROGRAMME	2,345,105	620,000	548,000	212,000	1,193,595	713,000
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NSH	ASSETS	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21
Leased Assets							
	22 various vans (used by NSHomes)	0	0	0	400,000	0	0
	10 Various Vans (used by NSHomes)	0	0	0	145,000	0	0
	6 Various Vans (used by NSHomes)	0	0	0	130,000	0	0
NSH TOTAL - Leased Assets		0	0	0	675,000	0	0

APPENDIX D - CAPITAL PROGRAMME SUMMARY						
	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21
COMMITTED SCHEMES EXPENDITURE						
Housing Services	10,854,711	7,115,339	6,858,800	6,388,800	6,388,800	6,156,600
Other Services	19,045,527	6,205,948	1,205,520	887,000	1,193,595	713,000
Total Expenditure	29,900,238	13,321,287	8,064,320	7,275,800	7,582,395	6,869,600
CAPITAL EXPENDITURE FINANCING						
Net Internal and External Borrowing Approval	3,282,299	4,605,313	927,520	0	1,188,595	708,000
Government Grants	5,086,048	465,000	465,000	465,000	465,000	465,000
Contributions from Third Parties	3,148,946	0	0	0	0	0
Community Infrastructure Levy	0	0	0	0	0	0
Capital Receipts Bought forward	2,699,198	2,187,722	2,081,433	8,354,683	7,618,933	7,765,183
Capital Receipts in year	5,558,764	146,250	6,546,250	146,250	146,250	146,250
Capital Receipts Carried forward	-2,187,722	-2,081,433	-8,354,683	-7,618,933	-7,765,183	-7,911,433
Capital Reserve	4,380,461	1,604,135	8,500	8,500	8,500	8,500
Revenue Support	7,932,244	6,394,300	6,390,300	5,920,300	5,920,300	5,688,100
Total Resources Available	29,900,238	13,321,287	8,064,320	7,275,800	7,582,395	6,869,600

Extract of the Report to the Strategic Housing Liaison Meeting:

STRATEGIC LIAISON HOUSING MEETING

12 October 2015

1. **Asset Management Strategy:**

Although all changes have been non substantive, there are a few changes worthy of note.

These are as follows:

a) **Asset Management Strategy Title**

Previously called simply the Asset Management Strategy the document has been renamed NSDC Housing Asset Management Strategy to distinguish this document from the new NSH Asset Management Strategy.

b) **Update of the Housing Needs Data**

Contained within the strategy is data from the latest Housing Market and Needs Assessment undertaken by NSDC in 2014 which supersedes previous information contained within the strategy.

c) **Stock Sustainability**

The Strategy now has enhanced reference to stock sustainability and the importance of this in maintaining a long term viable HRABP. This is particularly important given the additional challenges and impact of the recent proposed changes to the rental income. The strategy makes reference to a stock viability study that is due to commence late 2015 which will provide additional data relating to the long term asset viability.

2. **Asset Management Programme:**

The following changes have been included:

a) Proposed installation of carbon monoxide detectors has been moved backwards one year due to expected legislative requirement not yet coming forward.

b) Legionella Remedial Works – Following the release of new guidance and Approved Code of Practice by the Health and Safety Executive in April 2014 requiring legionella surveys to domestic properties, a sample survey of 500 properties has been completed. Expenditure has been set at £30k to undertake remedial works to the planned 990 properties due to be surveyed in 2016/17. This figure is based upon the initial sample survey findings.

Noted – no amendments identified