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

Members of the Committee:

Councillor P.C. Duncan
Councillor R.J. Jackson
Councillor R.B. Laughton
Councillor P. Peacock
Councillor D. Staples (Opposition Spokesperson)

Substitute Members

Councillor Mrs C. Brooks
Councillor A.C. Roberts
Councillor Mrs L.J. Tift
Councillor T. Wendels

MEETING: Policy and Finance Committee

DATE: Thursday 23 February 2017 at 6.00pm

VENUE: Room G21, Kelham Hall

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

If you have any queries please contact Nigel Hill on 01636 655243.

AGENDA

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NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of the **POLICY & FINANCE COMMITTEE** held in Room G21, Kelham Hall, Newark on Thursday, 26 January 2017 at 6.00pm.

PRESENT: Councillor R.V. Blaney (Chairman)

Councillors: P.C. Duncan, R.J. Jackson, R.B. Laughton, D.J. Lloyd, P. Peacock and D. Staples.

59. APOLOGIES FOR ABSENCE

There were no apologies for absence.

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

There were no declarations of interest.

61. DECLARATIONS OF INTENTIONS TO RECORD THE MEETING

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

62. MINUTES FROM THE MEETING HELD ON 1 DECEMBER 2016

The minutes from the meeting held on 1 December 2016 were agreed as a correct record and signed by the Chairman.

63. HOUSING GROWTH

The Business Manager – Strategic Housing presented a report which provided an update on progress with the Housing Revenue Account (HRA) development programme and advised of the potential to designate HRA finance to a site acquisition fund. The report also provided details of the opportunities to deliver further housing growth through the submission of a ‘HRA Capacity’ proposal and funding application to the Department for Communities and Local Government’s (DCLG) Estate Regeneration Programme.

In respect of the HRA development programme it was reported that the procurement of a development contractor would be concluded by March and, subject to planning permissions being granted, the first tranche of schemes were scheduled to commence on site during April 2017.

In respect of site acquisitions it was reported that the opportunity for the HRA to acquire sites had now been financially modelled within the parameters of the HRA Business Plan. The modelling had concluded that if the current development programme was extended for an additional year this would release £2M capacity within the HRA Business Plan to establish a site acquisition fund. This would enable the Council to establish a site acquisition fund, to bring additionality to the current programme and / or increase the HRA land portfolio for future programmes and ensure that the approved development programme delivered a consistent number of new units each year.

The report also advised that the Council, in partnership with Newark and Sherwood Homes, submitted a 'HRA Capacity' proposal to DCLG Ministers for consideration. The proposal had been made under the umbrella of the 'Local Authority Housing Group' and it put forward a case on how minor adjustments in Government housing policy could give local authorities the ability to accelerate existing development programmes and enable additional new homes to be delivered. This would enable the approved development programme to be accelerated from 5 to 3 years. Should the bid be successful a further report would be submitted to the next meeting of the Committee to be held on 23 February 2017 to consider proposals to progress the work programme.

AGREED (unanimously) that:

- (a) taking into account the issues and opportunities, as detailed in paragraphs 3.4 to 3.16 of the report, a prudent financial approach and some flexibility be adopted in the progression of the development programme to enable the creation of a £2m site acquisition fund over the period of the programme, with the finance available to be apportioned between capital and revenue costs as determined by the Director – Safety and the Business Manager & Chief Financial Officer – Financial Services;
- (b) the decision above be reflected in the Council's Capital Programme; and
- (c) the submission of the HRA Capacity proposal and Estate Regeneration funding bid be noted, with further updates being provided to Members once the outcome was known.

Reason for Decision

The HRA development programme will contribute to the Council's housing growth agenda and wider strategic priorities, meeting the evidenced housing need across the district for all tenures and maintain a viable HRA Business Plan.

64. CONSULTATION - FUNDING FOR SUPPORTED HOUSING

The Business Manager – Strategic Housing presented a report which set out a draft Council response to the Department for Communities and Local Government (DCLG) and Department of Work and Pensions (DWP) 'Funding for Supported Housing' consultation document.

The consultation sought views on the government's plans for a new 'housing costs funding model' for supported housing, as well as views on how funding for emergency and short term placements should work. The consultation identified five issues that government wanted to be explored through the consultation process to develop the detail that would underpin the new approach to funding for supported housing. These issues were detailed in the report.

The questions being asked in the consultation document and the proposed Council response, which had been informed by conversations held with Newark & Sherwood Homes, were attached as Appendix A to the report.

AGREED (unanimously) that the response to the Government's consultation on 'Funding for Supported Housing' (as detailed in Appendix A to the report) be approved.

Reason for Decision

To ensure that the Council submits its response to the Government's consultation on Funding for Supported Housing within the deadline for submissions of 13 February 2017.

65. NEWARK LORRY PARK SAFETY ENHANCEMENTS

The Director - Communities presented a report which sought approval to implement various measures to enhance safety at the Newark Lorry Park. The lorry park now provided for overnight parking of HGVs, access to the busy Live Stock Markets which take place on Wednesdays and Saturdays and also access for the construction traffic associated with building the new Council office. Given the nature of the multiple use site it was considered that there were greater risks associated with vehicle movements and interaction with pedestrians.

To ensure the Council met its statutory obligations it had commissioned an assessment by an independent safety consultant to undertake an assessment of the risks and to put forward recommendations to assist with the mitigation of those risks. The risks identified by the safety consultant related largely to the potential risk of collision with vehicles and pedestrians using the site. The Business Manager - Markets and Car Parks along with the Council's Safety Officer had considered the safety consultant's report and compiled an appropriate action plan which was attached as Appendix B to the report.

An estimate of costs for the recommended risk mitigation measures were £19,700 capital and £19,120 forecast annual revenue costs. It was proposed that the risk mitigation measures as contained within the action plan should be implemented without delay.

AGREED (unanimously) that:

- (a) the enhanced safety proposals as detailed in the Action Plan, attached as Appendix B to the report, be approved and implemented as soon as possible; and
- (b) the project be added to the Council's Capital Programme.

Reason for Decision

To ensure that the Council can demonstrate that it has considered and responded to the recommendations contained in the safety consultant's report.

66. OLLERTON HALL

The Deputy Chief Executive presented a report which provided an update following the acquisition of Ollerton Hall. Since acquiring the property the Council had now undertaken works to remove the unauthorised extensions and to render the building safe, secure and wind and water tight. It was reported that a sum of £25,000 had been allocated by the Nottinghamshire Pre-Development Fund for feasibility studies in respect of Ollerton Hall.

In addition a heritage significance report was currently being commissioned and there was a possibility of this being jointly funded by Heritage England. Essentially this would identify remaining elements of the building which were considered to be important in terms of the weight to be given to securing their retention and protection. It was estimated that the report would cost in the region of £5,000 to £10,000. Following the conclusion of the heritage significance report the next step would be to commission a design and planning brief for Ollerton Hall. This document would provide a framework for the future use of the building and, potentially, some limited development within the grounds.

The report suggested that a task and finish group would be the most appropriate vehicle to give detailed consideration to the future of the building, options for its disposal and the level of the Council's involvement in its restoration. The Committee welcomed the suggestion that the task and finish Group visit the building and suggested that a representative of Ollerton & Boughton Town Council be invited to that site visit.

AGREED (unanimously) that:

- (a) progress on completion of the demolition of the unauthorised works to the property and works to render it safe, secure and wind and water tight be noted;
- (b) a task and finish group be established with the terms of reference as set out in the Appendix to the report; and
- (c) the Task and Finish Group comprise of all members of the Policy & Finance Committee with the three local ward members being invited as observers, unless they were to substitute for a Policy & Finance Committee member.

(Councillor D. Staples advised at the meeting that Councillor B. Wells would substitute for Councillor P. Peacock on the Task and Finish Group).

Reason for Decision

To consider the establishment of a task and finance group to consider options for the future of Ollerton Hall and to make recommendations to the Policy & Finance Committee.

67. POLICY AND FINANCE COMMITTEE REVENUE BUDGET 2017/18 - 2021/22

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 2017/18 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.

The current draft budget showed a reduction in 2017/18 and the report gave details of how the reduction was calculated. A budget briefing was presented to an informal meeting of this Committee in December 2016 at which a number of savings were suggested by officers and these had been incorporated into the figures presented in the report. Also shown were the major variances between 2016/17 and 2017/18.

AGREED (unanimously) that:

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

Reason for Decision

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

68. HOUSING REVENUE BUDGET ACCOUNT AND RENT SETTING 2017/18

The Financial Services Accountant presented a report in relation to the Housing Revenue Account Budget and rent setting for 2017/18. The report showed the actual outturn of the Housing Revenue Account for the year 2015/16; examined the proposed income and expenditure on the Housing Revenue Account for 2017/18; 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 2018/19 to 2021/22.

The report also made recommendations to set rent levels and service charges with effect from April 2017. In the past 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. The rent setting policy was 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 2017 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 through 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.

AGREED (unanimously) that the following recommendations be made to the Full Council at its meetings on 14 February 2017:

- (a) the Housing Revenue Account budget for 2017/2018 as set out in Appendix A to the report be recommended to Council on 14 February 2017;
- (b) the Management and Maintenance Fee for 2017/2018 of £8,083,310 be noted;
- (c) the rent of all properties in the Housing Revenue Account be decreased by 1% in accordance with Welfare Reform and Works Bill;
- (d) that other services charges and support charges should be increased by 2 % with effect from April 2017;
- (e) that garage, garage plot and garage port rents are increased by 2% in line with CPI +1% with effect from 1 April 2017.

Reason for Decision

To enable the HRA budget for 2017/2018, the rent levels, garage rent, garage plots, garage ports and Housing Support Service Charge levels to be recommended to Council.

69. CAPITAL PROGRAMME MONITORING TO 30 NOVEMBER 2016

The Financial Services Accountant presented a report which monitored the progress of the overall capital programme since the last progress report to the Committee on 1 December 2016. Appendices A and B to the report provided details of the capital projects over their whole life to illustrate total budget, expenditure, progress and explanations for any amendments. Appendix C to the report listed any proposed amendments to the capital programmes since it was last approved on 1 December 2016. Appendix D to the report listed all the current schemes with expenditure to date against the latest budget approved by the Policy & Finance Committee on 26 January 2017 and the subsequent overall financing position was shown at Appendix E to the report.

The Financial Services Accountant advised of an additional scheme agreed by the Economic Development Committee for maps and signage for Newark town centre, and of an underspend in respect of the scheme for works to Wellow Green hostel.

AGREED (unanimously) that the variations listed in Appendix C be approved and the Programme shown in Appendix D be accepted as the latest approved Capital Programme.

Reason for Decision

To enable the Capital Programme to be amended to reflect changes to resources available and better clarity of the cost and phasing of projects.

Meeting closed at 7.16 pm.

Chairman

PAY POLICY STATEMENT 2017

1.0 Purpose of Report

1.1 To review the content of the 2017 Pay Policy Statement (which reflects the known position as at 31 January 2017) 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.

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

2.3 The Transparency Code also carries specific legal requirements to publish pay multiples, a list of employees with remuneration above £50k (in brackets of £5k), names of employees earning in excess of £150k and an organisation chart for the top 3 tiers of the organisation which includes details regarding levels of responsibility for people/budget and services.

2.4 Guidance issued by the Department for Communities and Local Government (DCLG) 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.

2.5 The DCLG also issued guidance during March 2015 regarding the use of severance agreements and 'off payroll' arrangements. Following receipt of the guidance the policy was updated to include a specific paragraph around the use of 'off payroll' arrangements.

3.0 Proposals

3.1 Summary of Changes to the 2017/18 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 2016 (increase from £8.25 to £8.45 per hour); and
- updates to salary scales to reflect recent pay awards;
- updates to Market Supplements paragraph to reflect national guidance;
- insertion of additional clause regarding arrangements for pay for officers engaged on JNC terms carrying out a corporate (as opposed to Business Manager) role at senior level below the post of Director.

3.2 Current Status

A copy of the Pay Policy Statement has been appended to this report for review (refer to **Appendix A** - please note that links to relevant documents will be inserted into the Statement (as is currently) when the document is published on the Council's website).

3.3 Consultations

A summary of negotiations/consultations that will impact on the contents of the Pay Policy Statement within the financial year are summarised below.

3.3.1 Pay Negotiations

Members will recall that previous negotiations relating to pay for officers engaged on JNC/NJC terms included a two year deal. A summary of the % increase agreed for the forthcoming financial year has been included below:

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

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

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

From 1 April 2017:

- On SCP 6, £500 (equivalent to 3.4%)
 - On SCP 7, £500 (equivalent to 3.4%)
 - On SCP 8, £475 (equivalent to 3.2%)
 - On SCP 9, £400 (equivalent to 2.6%)
 - On SCP 10, £375 (equivalent to 2.5%)
 - On SCP 11, £300 (equivalent to 1.9%)
 - On SCP 12, £300 (equivalent to 1.9%)
 - On SCP 13, £300 (equivalent to 1.9%)
 - On SCP 14, £300 (equivalent to 1.8%)
 - On SCP 15, £300 (equivalent to 1.8%)
 - On SCP 16, £250 (equivalent to 1.5%)
 - On SCP 17, £225 (equivalent to 1.3%)
- On SCPs 18 and above, 1.0%

Increases agreed as part of the negotiation have already been included within the Council's budget.

A review of the Pay Spine for officers engaged on NJC terms is currently ongoing at a national level. The aim of the review is to develop a new Pay Spine suitable for implementation from the 1st April 2018 that would be compliant with the National Living Wage and address the issue of pay differentials. In the event that an agreement cannot be reached with the Trades Unions an advisory Pay Spine will be made available for local implementation.

3.3.2 Exit Payment Recovery Regulations

On 20 December 2015 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. The consultation closed on 25 January 2016. Although it was originally intended to bring the regulations in last year there has been some slippage in the timetable. The most up to date information confirms that a draft was due to be laid before Parliament either just before or after the New Year with an effective date anticipated early 2017. No further updates have been received on this matter since December.

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

A consultation was issued by the government on 31 July 2015 regarding proposals to legislate for a £95,000 cap on the total value of exit payments (which include pay in lieu or notice, redundancy and *ex gratia* payments) made to an individual in relation to their exit from public sector employment. The consultation closed on 27 August 2015.

A Statutory Instrument was laid before parliament on 24 January 2017 which brings s41 of the Enterprise Act 2016 into force on 1 February 2017 (this is an enabling provision which allows the cap regulations to be made). Final details regarding the regulations and associated guidance is now awaited from East Midlands Councils and once received the Pay Policy Statement along with any other associated policies/procedures will be updated to reflect legislative requirements.

4.0 Equalities Implications

4.1 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. Given that the changes proposed to the policy are fairly minimal no adverse implications have been noted.

5.0 Impact on Budget/Policy Framework

5.1 The financial effects of the pay policy are reflected in the Council's budget to be presented to the Policy and Finance Committee on 23 February 2017.

6.0 Comments of S151 Officer

6.1 Refer to comments set out under section 5 of this report. Should any changes be made to the Pay Policy as a result of changing legislation, the impact on the Council's budget will be considered at that time.

7.0 RECOMMENDATION

That Members review the content of the Pay Policy Statement for 2017 and, subject to any amendments, recommend the same to Council for approval.

Reasons for Recommendation

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.

A Muter
Chief Executive

T J Mellors
Business Manager – HR, OD and Legal Services

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 2017/18 as required under 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 Chief Officers 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 being 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 1 April each year and on occasions when negotiations conclude after this day any amendments to pay become retrospective to 1 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 £15,014. 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 In 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. £7.80 per hour) and the Living Wage set by the Living Wage foundation (currently set at £8.45 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 2017/18 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 2018/19 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 document [\[link to document to be inserted\]](#)

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 Officers' 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:

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).

- Chief Executive/Head of Paid Service (Section 2 (6) of the Act);
- 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 Chief Executive [\[link to document to be inserted\]](#)

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 £96,589
 Scale point 2 £106,948
 Scale point 3 £115,770

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 became 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 Returning 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 document to be inserted](#)]
Statutory Officers Honorarium Scheme [[link to document 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	£87,239
Scale point 2	£88,388
Scale point 3	£92,610
Scale point 4	£95,422

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	£67,633
Scale point 2	£69,974
Scale point 3	£72,835
Scale point 4	£75,176
Scale point 5	£78,038

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/Senior Officers (NS17) engaged on JNC terms

Zone 1/SCP1 £45,782
Zone 1/SCP2 £46,823
Zone 1/SCP3 £47,863
Zone 1/SCP4 £48,903

Zone 2/SCP1 £49,944
Zone 2/SCP2 £50,985
Zone 2/SCP3 £52,025
Zone 2/SCP4 £53,065

Zone 3/SCP1 £54,106
Zone 3/SCP2 £55,146
Zone 3/SCP3 £56,187
Zone 3/SCP4 £57,228

The arrangements for assigning officers to Zones are included in the Pay and Grading Arrangements document [\[link to document to be inserted\]](#) 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 and Regeneration
Business Manager - HR, OD and Legal Services
Business Manager - Revenues and Benefits
Business Manager - Sports and Arts Development
Business Manager - Strategic Housing
Business Manager - Waste, Litter and Recycling

Should the Council appoint senior officers on JNC terms to carry out a Corporate role outside of the Business Manager structure these officers will be paid at a % of the Director pay scales. The % may differ according to the content of the job role, prevailing rates of pay for comparator roles and equality considerations.

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 clearly evidenced that Director:

- Have made satisfactory progress against the targets set in their previous performance appraisal;
- Demonstrates, 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 document 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: [\[link to document to be inserted\]](#)

- 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 – 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 – Planning Policy

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 document [\[link to document to be inserted\]](#).

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 (which includes arrangements for officers engaged on JNC terms)

[\[link to document\(s\) referenced above to be inserted\]](#)

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 – £35,444	41 - £36,379	42 - £37,306	Business Manager – Administration
NS15	46 – £41,025	47 - £41,967	48 - £42,899	Business Manager – Democratic Services Business Manager – ICT Business Manager – Parks & Amenities Business Manager – Planning Policy
NS16	49 - £43,821	50 - £44,718	51 - £45,656	Business Manager – Community Safety Business Manager – Customer Services and External Communications Business Manager – Heritage, Culture and Visitors

				Business Manager – Housing Options, Energy and Home Support
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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 document [\[link to document to be inserted\]](#)

- 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 [\[link to document to be inserted\]](#).

- Market Supplements

The Council recognises that financial pressures and pay restraints have impacted on the ability of public sector employers to compete in the labour market. Where the Council finds it difficult to recruit to specific posts and / or retain employees in those posts, the payment of a Market Supplement to base salary may be necessary as set out within the single status agreement. Typically, a Market Supplement is paid where the 'going rate' for a specific job or specialism is higher than that offered by the Council and it has been unable to recruit/or is struggling to retain current post-holders as a result. In circumstances where this does occur the Council will follow the approved policy recently updated in accordance with national guidance. [\[link to document to be inserted\]](#)

- 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 Allowance [\[link to document to be inserted\]](#).

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 document [\[link to document to be inserted\]](#).

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 document 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 document 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. Where appropriate the panel may comprise the nominated deputy for the Chief Executive or the Section 151 Officer.

Appeals against a decision of the Discretionary Payments Panel will normally be determined by an appeal panel comprising either the Chief Executive, their nominated deputy, the Section 151 Officer, their nominated deputy or another Chief Officer provided that they have not been involved in the initial determination. However in the case of Chief Officers any appeal shall be determined by the Policy and Finance Committee or a sub-committee appointed on their behalf acting as an appeal panel.

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 Statutory Instrument laid before parliament on the 24 January 2017 which brings s41 of the Enterprise Act 2016 into force on the 1 February 2017 (this is an enabling provision which allows the cap regulations to be made). Final details regarding the regulations and associated guidance is now awaited from East Midlands Councils and once received the Statement along with any other associated policies/procedures will be updated to reflect legislative requirements.

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.

HOUSING GROWTH: ACCELERATED CONSTRUCTION – LOCAL AUTHORITIES

1.0 Purpose of Report

1.1 To seek approval to submit an expression of interest to the Homes and Communities Agency's (HCA) Accelerated Construction Programme.

2.0 Background Information

2.1 On 3 January 2017 the HCA published details of an 'Accelerated Construction Programme' it states that government want to provide a tailored package of support to ambitious local authorities who would like to develop out surplus land holdings at pace.

2.2 The publication of this programme is very much aimed to support the government in meeting its objective to deliver one million new homes by 2020.

2.3 There is no single approach to accelerated construction that government expect to support and their intention is to support a range of proposals at different scales and in locations where there is sufficient demand for housing.

2.4 Full details of the programme can be found below and expressions of interest need to be submitted by 28 February 2017:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/581520/Accelerated_construction_Eol.pdf

2.5 In submitting an expression of interest government expect a local authority to set out (detailed at paragraph 11 of the programme):

- ***A clear pipeline of surplus land owned or to be acquired by the local authority which can be brought forward for housing.*** This should include data and details of the location, size, potential housing capacity, current use, planning status (e.g. sites outside Local Plans) and any remediation or infrastructure requirements. It would also include setting out which sites you would prioritise for support through the programme.
- ***The support and expertise that will be required to accelerate development of housing on surplus sites.*** Indicate the barriers and blockages to development and broadly what capacity support and investment would help get homes started by the end of this Parliament.
- ***A supportive planning environment.*** We expect expressions of interest to clearly demonstrate how relevant planning permissions for sites are likely to be forthcoming in principle.

3.0 District Council – Expression of Interest

- 3.1 In the short period time given to consider the ‘accelerated construction programme’ relevant officers of the Council have met to discuss the potential opportunities of this, along with considering the availability and status of land in the Council’s ownership.
- 3.2 Officers have also met with the HCA to further explore the details of the programme and what support would be offered, which ranges from providing increased capacity resource, removing blockages, using the HCA’s Development Partner Panel and the identification/use of the appropriate government funding schemes.
- 3.3 Further to a desk top appraisal of sites in the Council’s ownership, the land that was deemed the most appropriate for the programme which would enable accelerated housing delivery was the key ‘transformational project’ from the Bridge Ward Neighbourhood Study focussing on the growth and regeneration of the Yorke Drive estate in Newark; along with proposals for delivering new homes on the Lincoln Road playing fields.
- 3.4 The Committee will note that the above site is already subject to a ‘Capacity & Enabling’ funding bid to government under the Estate Regeneration Programme, as reported to the Committee’s meeting on 26th January 2017 (Agenda Item No.5).
- 3.5 In this respect the accelerated construction programme states that:

‘In designing our support offer to you, we will ensure it complements, but does not duplicate, interventions being made under other programmes.’

- 3.6 The local HCA office has also confirmed that the inclusion of a site being considered under another government programme is acceptable.

4.0 Proposals

- 4.1 In considering the detail contained within the above paragraphs it is proposed that an expression of interested is submitted to the HCA under its Accelerated Construction programme for the Council owned site at Lincoln Road playing fields, associated with the growth and regeneration of the Yorke Drive estate in Newark.

5.0 Equalities Implications

- 5.1 In taking forward the housing development programme under the Council’s growth agenda, equality implications will be considered and assessed against the delivery of additional housing to ensure the evidenced housing need across all tenures and communities is addressed.

6.0 Impact on Budget/Policy Framework

- 6.1 Within the contents of the main report all the budgetary and policy framework requirements have been considered.

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

7.1 There are no budgetary implications for the Council by putting forward an expression of interest to the HCA under its Accelerated Construction programme for its site at Lincoln Road playing fields, and the growth and regeneration of the Yorke Drive estate in Newark.

8.0 RECOMMENDATION

That an expression of interested be submitted to the HCA under its Accelerated Construction programme for the Council owned site at Lincoln Road playing fields, associated with the growth and regeneration of the Yorke Drive estate in Newark.

Reason for Recommendation

The acceleration of housing delivery will contribute to the Council’s housing growth agenda and wider strategic priorities, meeting the evidenced housing need across the district for all tenures.

Background Papers

Nil.

For further information please contact Karen White (5240) or Rob Main (5930).

Karen White
Director – Safety

REVENUE BUDGET - PROPOSED BUDGET 2017/18

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 2017/2018.

2.0 Introduction

- 2.1 This report sets out details of the proposed budget for the Council for the financial year 2017/2018. 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 22 September 2016.
- 2.2 The global environment has changed considerably over the last 5 years and austerity has now become the new normal. In light of this, the Council needs to change its approach to financial planning generally. To ensure that the Council is able to take forward its priorities there is a need to carry out a complete review of the financial situation including reserves and future funding streams. To facilitate this, the decision has been taken that this year the budget and medium term financial planning processes will be reported separately to Committee and Council. This report, therefore, only sets out the 2017/18 budget. The revised medium term financial plan will be brought to committee later in the financial year and will inform the budget strategy in September.
- 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. The fees and charges will be included in the electronic budget book and circulated to all Members for the Council meeting on 9th March 2017.
- 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 15th 2016. The Parliamentary debate on the final 2017/18 Local Government Finance Settlement has been confirmed for Wednesday 22nd February. The final settlement figures will be reported verbally to the Policy & Finance Committee meeting.
- 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 forecast of NDR income is a significant part of the Council's budget. For the 2017/18 financial year, the forecast is based on a new valuation list produced by the Valuation Office, which is a government agency. The revaluation has led to an increase in NDR income, which is partially offset by an increase in the tariff paid to government in 2017/18. However, it is possible that a further element of this income may have to be paid to the government in 2018/19 due to uncertainties around their calculation of the impact due to the revaluation. The District Council have also 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. There are a number of very large

companies who make up a significant amount of the Council's NDR base and if an appeal from one of these is awarded, it would lead to the Council paying out 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. This year it has been necessary to increase the provision to take account not only of appeals already lodged and under consideration, but also any appeals which may result from the 2017 revaluation.

- 2.7 After setting aside the appeals provision, there is some growth in Business Rates, but as mentioned above, it is possible that this may need to be paid to government in 2018/19. It is therefore prudent to keep this growth in a reserve until the level of tariff payment is determined next year. If the tariff does not increase, the money will be released back into the general fund to support the 2018/19 budget.
- 2.8 This report has been prepared by the Resources Directorate in conjunction with the appropriate Committees and relevant budget holders.
- 2.9 In accordance with the Constitution, all Members, Directors and Business Unit Managers have been involved with the preparation of the budget.
- 2.10 The detail budget sheets showing the proposed budget for each Committee are available on the Members' Extranet.

3.0 Proposed Budget 2017/2018 - Finance Settlement Figures

- 3.1 The table below shows the figures for the years 2016/17 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.

	2016/17	2017/18	2018/19	2019/20
	£'000	£'000	£'000	£'000
Revenue Support Grant	1,776,668	1,048,592	592,374	82,785
Retained Business Rates	3,365,803	3,434,519	3,545,017	3,671,136
Total Settlement Funding Assessment	5,142,471	4,483,111	4,137,391	3,753,921

- 3.2 The funding for 2017/18 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.

4.0 Council Tax Freeze Grant

- 4.1 There has been no announcement of a Council Tax Freeze Grant for 2017/18. The final grant payable for 2015/16 and grants for previous years have been consolidated into the NNDR/RSG settlement figures for Government Grant. It is not anticipated that this grant will be a feature of future budgets.
- 4.2 Local Authorities with responsibility for adult social care were given an additional 2% on their Council Tax referendum threshold in 2016/17, with the proceeds to be used entirely for adult social care. It was anticipated that this policy would be for 2% per year up to 2019/20. In recognition of the particular pressures on adult social care services, especially in the next 2 years, social care authorities will now be able to introduce the rise sooner.

They will have the freedom to increase by up to 3% in 2017/18 and 2018/19, but still cannot exceed 6% in total over the three year period. In Newark & Sherwood it will be the County Council who may choose to increase Council Tax by an additional 2% to 3% 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 2017-18 is 2% or more, or the greater of 2% up to £5 more than its relevant basic amount of council tax for 2016-17. This would allow the level of Council Tax to be increased by up to 3.05% should Members consider this appropriate.
- 4.4 The £5 referendum principle also applies to those Police & Crime Commissioners whose band D Council Tax falls within the lowest quartile.
- 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 2017/2018 - General Principles

- 5.1 The budget round for 2017/18 continues the strategic savings from previous years – 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 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 is anticipated to achieve significant savings in future years.
- 5.2 The draft settlement proposals for the next 3 years, 2017/18 to 2019/20 remains in line with the announcement in 2016/17 as a result of the Council accepting the 4 year settlement deal. 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 2016. Where this is the case the Government proposes to adjust the relevant Council’s tariff or top up under the Business Rate retention scheme.
- 5.4 The appropriate bases agreed centrally and used in the preparation of the budget are:
 - (a) Average Interest Rate re External Debt 2017/18 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.

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.

Officers are reviewing future capital projects and determining the extent to which new borrowing may be required.

- (b) Debt Charges
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.
- (c) Employers Superannuation
14.5 %. The actuarial review carried out as at 31st March 2016 increased the employers cost to 14.5% from 2017/18. The budget was prepared prior to the information being received from the actuary therefore the difference between the previous % (12.5%) and the revised figure is shown as part of the lump sum below the line at Line 10. This percentage covers future service only and the additional monetary amount (Line 11) 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.
- (d) Employees
The budget was prepared using a 1% increase for 2017/18 and future years to include pay, increments and all other salary costs.
- (e) General Inflation
Inflation is added in as appropriate but offset by savings elsewhere.
- (f) Capital Charges
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 24 and 25 to ensure that the overall Council Tax is not inflated.

5.5 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 for Council-owned properties at 47.9p in the pound (46.6p where small business rate relief applies).

6.0 Proposed Budget 2017/2018 – 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 2017/2018
	£
Total operating income & expenditure	13,641,060
Less capital reversals	(1,809,400)
Net Service Expenditure	11,831,660
Other net Expenditure	<u>164,530</u>
Council Tax Requirement excluding Parishes	11,996,190

7.0 Service Expenditure after Reversal of Capital Charges Appendix A

7.1 Service expenditure after capital charges have been reversed (Lines 24 & 25) shows a reduction of £621,450.

Line		2016/17	2017/18	variance
5	Total service budgets	12,262,620	11,640,720	(621,900)
15	Other operating income & expenditure	2,005,520	2,000,340	(5,180)
24	Deferred charges	(469,700)	(469,700)	0
25	Capital Charges	(1,345,330)	(1,319,990)	5,630
	TOTAL	12,453,110	11,831,660	(621,450)

The major savings which have been incorporated into services budgets are identified below:

- The transfer of leisure centre management to Active4Today. £167,850
- The income from Newark lorry park shows an increase on the budget for 2016/17 partly from an increase in the level of charges but also as a result of continued use of the top part of the lorry park despite the building work on Castle House. £146,200
- The expansion of the green waste service and savings achieved on refuse transport costs as a result of the opening of the waste transfer station on Brunel Drive. £20,000

7.2 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 8) £42,000
- Estimated costs of Pensions Auto Enrolment (Line 12) £33,500
- Increase in the contributions to the pension fund following the triennial review of the pension fund. (Lines 10 and 11) £286,420

7.3 Officers and Members continue to work closely to look for savings in the provision of services.

8.0 Employee Plan 2017 -18 (Appendix C)

8.1 The Employee Budget for 2016/2017, produced early in 2016, predicted a full-time equivalents (FTE's) establishment of 369.42 FTE's at 31 March 2017. In the current review staffing levels are estimated to be 367.18 FTE's as at 31 March 2017.

8.2 The anticipated establishment at 31 March 2018, based on planned variations currently identified is estimated at 360.53 FTE's.

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 in 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 2017 are available on the Members' Extranet. These will be included in the electronic budget book circulated to all members at Council on 9th March 2017.

9.4 Building Control Fees and Charges

9.4.1 Fees for Building Control are 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 There are no proposals to increase car parking fees & charges.

9.6.2 The fixed charge for lorry parking has increased from £13.50 to £14.50 and where a meal voucher is purchased with parking from £16.50 to £17.50.

9.6.3 Car parking charges can be seen in Appendix F.

9.7 Markets Fees and Charges

9.7.1 Newark & Southwell markets are now both operated by the respective Town Council.

9.7.2 The Newark Riverside market charges are set out in Appendix G.

9.8 Culture Fees and Charges

9.8.1 Fees and charges for the Palace Theatre remain largely unchanged from 2016/17. Charges can be seen in Appendix H.

9.9 National Civil War Centre – Newark Museum

9.9.1 The Business Manager Heritage, Culture & Visitors has recommended a reduction in the annual pass charges which is anticipated to increase the yield through a better upselling rate.

9.9.2 A new charge is proposed on top of the group admission charge whereby for an additional £5 per head the group (20 and above) will be able to handle artefacts.

9.9.3 The Business Manager is currently looking to attract large commercial groups to the town and is offering tours of the town, castle and church with free coach parking at the lorry park.

9.9.4 A scale of proposed fees and charges can be seen in Appendix I.

9.10 Parks and Amenities Fees & Charges.

9.10.1 Fees for hire of parks & playing fields and Newark Castle grounds and undercroft are shown in Appendix J.

9.11 Licensing Fees - General

9.11.1 Appendix L 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.

9.11.2 The discretionary fees under the Gambling Act 2005 are shown in appendix M.

9.11.3 Fees set by Statute under the Gambling Act 2005 are shown in appendix M. There are currently no proposals by Government to increase fees in 2017-18.

9.12 Environmental Health Fees and Charges

9.12.1 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.

9.12.2 The tables set out in Appendices N to P show the current level of charges for licences and the proposed increase for 2017/18.

9.12.3 The pest control service previously offered by the District Council has now ceased. Charges for the Dog Warden service are shown in Appendix Q.

9.12.4 Private water supplies fees and charges are shown in Appendix R and Miscellaneous Environmental Health charges in Appendix S.

9.13 Leisure Centre Fees and Charges

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

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 Appendices U and V.

9.15 Lowdham Cemetery

9.15.1 Whilst charges for Lowdham Cemetery are shown at Appendix W, the transfer of the cemetery to Lowdham Parish Council is still in progress.

9.16 Street Name and Numbering

9.16.1 Street Name and Numbering charges remain unchanged and can be seen in Appendix X.

9.17 Other Fees and Charges

9.17.1 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 K. Public Conveniences charges can be seen in Appendix T and the charges for recovery action taken on unpaid Council Tax and NNDR can be seen in Appendix Y.

9.17.2 Proposals for room hire charges at Castle House are shown in Appendix Z.

10.0 Capital Financing net of Interest Receivable (Lines 16 & 17)

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 an increase in net Capital Financing costs shown at line 18 in 2017/18. The increase reflects the reduction in interest rates for temporary investments in addition to a reduction in future amounts available for investment as these are used to fund capital projects.

10.3 The Council's Treasury Strategy is the subject of a separate report which is being considered by Audit and Accounts Committee prior to its submission to Council on the 9th

March. The budget assumes that long term borrowing will be undertaken by the HRA at a fixed rate with PWLB at an average rate of 4.3% in 2017/18.

- 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 2017/18. It has been assumed that the average rate of interest earned on treasury investment during 2017/18 will be 0.6% remaining constant in future years.

11.0 Contribution from/(to) Reserves (Line 26)

- 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 2017/18 to meet the revenue costs of administering the Growth Investment Fund and the Moving Ahead Project.

- 11.2 Within the Energy and Home Support service the Energy & Home Support reserve is used to provide funding for 0.5 days per week for the E&HS Officer and 100% funding for the E&HS Advisor.

- 11.3 Further to paragraph 2.6, the amount of Business Rate growth forecast for 2017/18 (£1,100,000 Line 20) has been transferred to a reserve pending further information from the Government. Paragraph 2.7 raises a concern that a further element of this income may be required to be paid to the Government in 2018/19.

12.0 Section 31 Grants (Line 22)

- 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 2016 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 2015/16 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 impacts on all classes of local authority including town and parish councils as well as the District Council and major precepting authorities.
- 14.3 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 9th March 2017.
- 14.4 The Government were considering extending the Council Tax referendum principles to larger town and parish councils but have decided to defer their proposals for a further year whilst keeping the levels of those precepts set under close review.
- 15.0 Revenue Support Grant and Non-Domestic Rates (NDR) (Lines 19 to 21)**
- 15.1 Under the NDR system, the Department of Communities and Local Government sets the rate in the pound payable. For 2017/18, the rate in the pound has been set at 47.9p (46.6p 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 18.9 of this report.
- 15.3 For 2017/18, Newark & Sherwood District Council's retained business rates has been assessed as £3.435m and the Revenue Support Grant from central Government will be £1.049m, giving total funding of £4.483m. This does not include any additional revenue generated and retained by the Council, including any amount generated through the Nottinghamshire Business Rates Pool. Following the recent changes of the NDR valuations and the Government's change in the multiplier to reflect losses on appeals there is growth of £1.1m in the current financial year. However the Government had indicated that it anticipated that the changes would have a neutral effect on the amount of retained business rates. It is therefore prudent to keep this growth in a reserve until the level of tariff payment is determined next year. If the tariff does not increase, the money will be released back into the general fund to support the 2018/19 budget.
- 15.4 As detailed in paragraphs 2.6 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. 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 In 2016/17 the government 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. Details of the Council's Efficiency Plan were submitted to government prior to the deadline of 14 October 2016, and it is available on the Council's website. <http://www.newark-sherwooddc.gov.uk/budgets/> It should be noted however, that for this Council, the certainty of funding only applies to Revenue Support Grant and

Rural Services Delivery Grant, which in 2019/20 will only amount to a total of £113k. Confirmation of the 4 year funding was received from CLG on 16th November 2016.

16.0 Council Tax Requirement

16.1 The Newark & Sherwood District Council Annual Revenue Budget for 2017/2018 is £11,996,190 as shown in Table 1 paragraph 6.1. This is offset by Government Grant of £1,048,590, retained NDR of £3,434,500 and business rate growth of £1,100,000. This leaves a net call on the Collection Fund before Parish Precepts are added of £6,413,100 (Appendix A Line 28).

17.0 Subjective Analysis

17.1 A subjective analysis showing the total service expenditure and income for 2017/2018 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 £61,980 net expenditure
- A £1 increase in Council Tax is equivalent to a sum of £37,830 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 £113,810 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 2017/18.

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 2017/18 budget of the levels of income which are considered to be achievable. However, any significant under performance 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 £43,590 or a tax increase of £1.15 or 0.7%. 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 2017/18, 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 2017/18 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 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 lines 16 and 17 of Appendix A, comprising estimated capital financing costs £747,410 and investment interest £554,390. 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 2017/18. It should be noted that the allowance for inflation covers the period up to March 2018. At the time of writing this report the figure for CPI for January 2017 was not available; the figure for December 2016 was 1.6%.

18.8.3 National Living Wage

The National Living Wage (NLW) will increase to **£7.50** per hour from April 2017 for workers aged over 25.

The Council currently pay a non-contractual Living Wage supplement bringing all employees' hourly rates up to at least £8.25 per hour. In November 2016 the Living Wage Foundation raised its rate for workers outside of London to **£8.45** an hour, thereby keeping a significant gap between this voluntary scheme and the compulsory NLW. It should be noted that the Council will continue to make this voluntary payment at £8.25 until the new Pay Policy Statement is agreed at which time payment of the supplement will be reviewed and a decision will be made regarding whether to continue to pay it (at the new rate) or to cease payment at the end of this financial year.

Given the proposed annual increase of the NLW and its ongoing effects on lower graded posts, research has been commissioned from Incomes Data Research (IDR) to inform

national work that is currently progressing on a jointly agreed new pay spine to reflect the Government's future aims for the NLW.

By March 2017, the LGA will be in a position to know whether or not they are likely to get an agreed pay spine with trade unions. If agreement is not possible, then the LGA will be able to provide an employers' advisory pay spine that local authorities can introduce individually. Until that time it will be difficult to quantify the impact on future budgets.

18.8.4 Apprenticeship Scheme

In addition to the Apprenticeship Levy (Appendix A Line 8) the Council will be required to fund additional apprentices within the organisation.

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 as a whole will retain 100% of business rate revenues to fund local services.

18.9.2 The consultation to consider how this might work closed on 26th September 2016 alongside a consultation on needs and how these might be assessed. Government proposals suggest that the 80%/20% tier split currently in favour of billing authorities could be reversed, with the majority of funding going to upper tier authorities to support new responsibilities that will be devolved. Although it is possible that a system of damping will be put in place, this could lead to a funding reduction – central government will still set the level of need and the quantum of business rates income to be retained by individual authorities.

18.9.3 It is not known whether the change to 100% Business Rate Retention in 2019/20 will replace the reset that was due to take place in that year. Any reset could potentially rebase all growth achieved since 2013/14 and move this into the baseline.

18.9.4 The Government has revised the New Homes Bonus scheme with a national baseline for housing growth of 0.4%, below this New Homes Bonus will not be paid. The number of years that payments will be made will reduce from 6 years to 5 years in 2017/18 and to 4 years from 2018/19.

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 RECOMMENDATIONS

It be recommended to Council on 9th March 2017 that:

- (a) the Employee Plan shown in Appendix C be noted;
- (b) the following amounts be now calculated by the Council for the year 2017/2018 in accordance with Sections 31 to 36 of the Local Government Finance Act 1992 as amended by the Localism Act 2011:-
 - (i) £76,994,930 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 2017/18);
 - (ii) £64,998,740 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 2017/18); and
 - (iii) £11,996,190 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 2017/2018;
- (d) the budget figures included in the report be the Council's budget for 2017/2018 and Medium Term Financial Plan for 2017/2018 to 2021/2022; and
- (e) the fees and charges shown in Appendices D to Z be implemented with effect from 1st April 2017.

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 2017/2018.

Background Papers

Summary of Discretionary Fees and Charges for 2017/18

Detailed budget papers are available on the Members' Extranet

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

Nicky Lovely

Business Manager and Chief Financial Officer – Financial Services

SUMMARY OF DISTRICT COUNCIL BUDGET REQUIREMENT

A	B	C	D
Committee	Estimate 2016/17 £	Estimate 2017/18 £	C-B More (Less) £
1 Economic Development Committee	2,172,520	2,058,730	(113,790)
2 Homes & Communities Committee	2,019,340	2,007,080	(12,260)
3 Leisure & Environment Committee	4,691,230	4,383,220	(308,010)
4 Policy & Finance Committee	3,379,530	3,191,690	(187,840)
5 Total Service Budgets	12,262,620	11,640,720	(621,900)
Other Operating Income & Expenditure			
6 CCTV savings	0	(20,500)	(20,500)
7 Parish Support Grant	64,310	0	(64,310)
Other Employee Expenses			
8 Apprenticeship Levy	0	42,000	42,000
9 National Insurance rate increase	230,000	0	(230,000)
10 Pensions - employers % contribution	0	176,730	176,730
11 Pensions - employers lump sum	929,000	1,038,690	109,690
12 Pensions - auto enrolment	80,000	33,500	(46,500)
13 Pensions - Pensions Act	200,340	206,390	6,050
14 Drainage Levy	501,870	523,530	21,660
15 Total other operating income & expenditure	2,005,520	2,000,340	(5,180)
Financing and Investment income & expenditure			
16 Capital Financing Cost	840,760	747,410	(93,350)
17 Investment Interest received	(687,520)	(554,390)	133,130
18 Total Financing and Investment income & expenditure	153,240	193,020	39,780
Taxation and Non Specific Grant Income			
Revenue Support Grant			
19 Formula Grant	(1,776,668)	(1,048,590)	728,078
Non Domestic Rates			
20 (NDR Growth)/Shortfall on baseline funding	110,380	(1,100,000)	(1,210,380)
21 Retained NDR	(3,365,803)	(3,434,500)	(68,697)
Non Domestic Rates S31 Grant			
22 S31 Grants	(757,500)	(946,100)	(188,600)
23 Total Taxation and Non Specific Grant Income	(5,789,591)	(6,529,190)	(739,599)
Contributions to/(from) Reserves and Balances			
Contributions to/(from) Unusable Reserves			
24 Deferred charges	(469,700)	(469,700)	0
25 Capital Charges	(1,345,330)	(1,339,700)	5,630
26 Contributions to/(from) Usable Reserves	(654,920)	917,610	1,572,530
27 Total Contributions to/from Reserves and Balances	(2,469,950)	(891,790)	1,578,160
28 Net Call on Collection Fund	6,161,839	6,413,100	251,261

APPENDIX B

BUDGET SUMMARY - SUBJECTIVE ANALYSIS OF OVERALL SERVICE EXPENDITURE

CODE	DESCRIPTION	2016/17	2017/18	More (Less)
		INITIAL BUDGET	BASE BUDGET	
111	SALARIES AND WAGES	9,537,920	9,217,220	(320,700)
112	OTHER SALARIES/WAGES PAYMENTS	31,390	31,390	0
113	NATIONAL INSURANCE	666,130	863,340	197,210
114	SUPERANNUATION	1,142,770	1,102,130	(40,640)
115	OTHER EMPLOYERS CONTRIBUTIONS	23,190	24,500	1,310
	EMPLOYEE SUB TOTAL	11,401,400	11,238,580	(162,820)
211	REPAIRS AND MAINTENANCE	217,740	208,570	(9,170)
212	ENERGY COSTS	327,710	271,850	(55,860)
213	RENT	190,290	146,640	(43,650)
214	RATES	287,730	289,050	1,320
215	WATER SERVICES	52,980	51,520	(1,460)
216	FIXTURES AND FITTING	200	0	(200)
217	CLEANING AND DOMESTIC	6,230	6,850	620
219	CONTRIBUTION TO FUNDS	444,430	420,810	(23,620)
311	TRANSPORT	1,070,430	935,940	(134,490)
313	CONTRACT HIRE OP LEASE	350	0	(350)
315	CAR ALLOWANCES	113,850	96,930	(16,920)
316	INSURANCE	69,640	68,130	(1,510)
411	EQUIPMENT AND FURNITURE	197,420	202,000	4,580
412	MATERIALS	48,430	36,420	(12,010)
421	INTERNAL	77,840	60,260	(17,580)
431	CLOTHING AND UNIFORMS	24,780	24,270	(510)
441	GENERAL OFFICE EXPENSES	347,350	274,930	(72,420)
451	CONTRACTUAL	1,355,930	1,225,610	(130,320)
452	OTHER SERVICES	599,640	571,450	(28,190)
453	LEASING PREMIUMS	347,490	0	(347,490)
461	COMMUNICATIONS AND COMPUTING	787,990	799,810	11,820
471	STAFF	32,870	31,330	(1,540)
472	MEMBERS	221,600	253,310	31,710
473	CHAIRMAN	10,180	10,180	0
481	GRANTS	410,450	408,480	(1,970)
482	SUBSCRIPTIONS	51,030	47,510	(3,520)
491	INSURANCE	250,300	256,460	6,160
492	CONTRIBS TO FUNDS AND PROVISNS	304,940	233,890	(71,050)
493	OTHER	1,221,560	1,120,240	(101,320)
496	CAPITAL	500	0	(500)
497	DISCOUNTS	8,360	11,360	3,000
611	HOUSING BENEFITS	25,131,390	25,262,000	130,610
612	OTHER TRANSFER PAYMENTS	65,550	65,550	0
711	ADMIN BUILDINGS	925,510	774,280	(151,230)
712	CENTRAL DEPARTMENT SUPPORT	4,543,360	4,546,910	3,550
713	CSS MONTHLY PERCENTAGE RECHGS	123,240	124,140	900
714	CENTRAL EXPENSES	468,920	519,960	51,040
715	DEPARTMENTAL ADMINISTRATION	835,870	728,470	(107,400)
811	LOANS POOL	980	0	(980)
817	DEBT MANAGEMENT EXPENSES	10	0	(10)
821	CAPITAL CHARGE	1,815,030	1,809,400	(5,630)
	RUNNING EXPENSES SUB TOTAL	42,990,100	41,894,510	(1,095,590)
911	GOVERNMENT GRANTS	(25,311,370)	(25,440,880)	(129,510)
922	CONTRIBUTIONS FROM OTHER LAS	(408,430)	(398,580)	9,850
924	PARISH COUNCIL CONTRIBUTIONS	(8,570)	0	8,570
928	RECHARGE NON GF ACCOUNTS	(2,001,660)	(2,020,450)	(18,790)
929	OTHER GRANTS	0	(9,480)	(9,480)
931	SALES	(662,500)	(524,870)	137,630
932	FEES AND CHARGES	(4,351,090)	(4,010,900)	340,190
933	RENTS	(1,419,940)	(1,281,390)	138,550
938	FEES AND CHARGES	(265,410)	(347,890)	(82,480)
939	OTHER RECEIPTS	(696,360)	(716,280)	(19,920)
941	INTEREST	(630)	(630)	0
951	RECHARGE GF REV ACCOUNTS	(6,896,900)	(6,693,750)	203,150
951	RECHARGES	(78,840)	(28,420)	50,420
958	INT CHARGE FOR SERVICES	(6,570)	(6,700)	(130)
961	REVENUE APPROPRIATION ADJUST	(20,610)	(12,150)	8,460
	INCOME SUB TOTAL	(42,128,880)	(41,492,370)	636,510
	COMMITTEE TOTAL	12,262,620	11,640,720	(621,900)

The Employee Budget for 2016/2017, produced early in 2016, predicted a decrease of 9.75 full-time equivalents (FTE's) to an establishment of 369.42 FTE's at 31st March 2017. In the current review staffing levels are estimated to be 367.18 FTE's as at 31st March 2017.

2016/2017		2017/2018		
SERVICE AREA	Actual Employee Establishment at 31.03.16	Planned Employee Establishment at 31.03.17	Planned Variations	Anticipated Employee Establishment at 31.03.18
Chief Executive's	1.00	20.03	0.00	20.03
Deputy Chief Executive	39.70	38.37	1.00	39.37
Community	122.35	147.35	-5.81	141.54
Safety	58.64	99.22	-4.00	95.22
Customers	74.26	62.20	2.16	64.36
Resources	83.22	0.00	0.00	0.00
TOTAL	379.17	367.18	-6.65	360.53
Joint Negotiating Committee	6.00	15.00	0.00	15.00
Grades NS 11-17	88.51	79.37	0.00	79.37
Grades NS 9 -10	49.61	43.47	-2.00	41.47
Below Grade NS 9	235.05	229.34	-4.65	224.69
TOTAL	379.17	367.18	-6.65	360.53

ESTIMATE 2017/2018

It is currently estimated that the establishment at 31st March 2018 will decrease to 360.53 Full Time Equivalents. This reduction is largely due to the TUPE transfer of Markets staff to Newark Town Council, the closure of the Rufford Tourist Information Centre and the closure of the Pest Control Service.

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</p> <p>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>	<p>Fixed Charge of £48</p> <p>This would cover one letter £40+VAT</p>	<p>£57 (£47.5+VAT)</p>
<p>EXEMPTION 2 – COMMERCIAL ENQUIRIES</p> <p>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>	<p>Fixed Charge of £48</p> <p>This would cover one letter £40+VAT</p>	<p>£57 (£47.50+VAT)</p>
<p>PRE-APPLICATION ADVICE ON A DEVELOPMENT PROPOSAL</p> <p>New floor-space or change of use of 10,000 square metres or more or where the site area is 2 hectares or more.</p> <p>Development subject to an Environmental Impact Assessment (EIA).</p>	<p>Fixed charge of £1,200</p> <p>(£1,000+VAT)</p>	<p>Fixed charge of £1,380</p> <p>(£1,150+VAT). This would cover a site visit, up to 3 no. 1 hour meetings) with the case officer and one letter. Schemes requiring a larger Officer input to be agreed on a bespoke basis by the Business Manager, Growth and Development</p>
<p>CATEGORY A – LARGE SCALE MAJOR DEVELOPMENT</p> <p>Residential development of 100 or more dwellings or where the site area is 4 hectares or more.</p>	<p>£1,500</p> <p>(£1,250+VAT)</p>	<p>£1,680</p> <p>(£1,400+VAT)</p>
<p>CATEGORY B – SMALL SCALE MAJOR DEVELOPMENT</p> <p>Residential development of between 10 and 199 dwellings (inclusive)</p>	<p>£840</p> <p>(£700+VAT)</p>	<p>£900</p> <p>(£750+VAT)</p>
<p>CATEGORY C – SMALL SCALE OTHER DEVELOPMENT</p> <p>Examples include:</p> <p>Residential development of between 2 and 9 dwellings or where the site area is below 0.5 hectares.</p>	<p>£480</p> <p>(£400+VAT)</p>	<p>£498</p> <p>(£415+VAT)</p>
<p>CATEGORY D – All OTHER DEVELOPMENT AND CONSENTS NOT WITHIN CATEGORIES A TO C BUT EXCLUDING HOUSEHOLDER DEVELOPMENT</p> <p>Examples include:</p> <p>1 new dwelling.</p> <p>New floor space or change of use of less than 300 sqm</p> <p>Advert Consent.</p>	<p>£180</p> <p>(£150+VAT)</p>	<p>£192</p> <p>(£160+VAT)</p>

CATEGORY E – WIND TURBINES	£1,200 (£1,000+VAT)	£1,200 (£1,000+VAT)
NEW CATEGORY F – HOUSE HOLDER APPLICATIONS works to a house or within its garden. (NB. a fee DOES NOT apply to Listed Buildings in domestic use, for maintenance and repair advice (unless part of a redevelopment proposal – see pre-app categories above), or if the building represents heritage at risk (e.g. if on a risk register and/or in a Conservation Area at risk)	NIL	£57 (£47.50+VAT) unless an exemption has advised that planning permissions required. In which case advice on likely acceptability can be obtained for £24 (£20+VAT).

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.

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. You will receive acknowledgement of your request for the advice within 1 week of a valid request, unless you are informed otherwise. 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.

The target date for responding to a valid request will be 5 weeks, although this cannot always be guaranteed for more complex schemes.

The case officer will:

- Research the history of the site;
- Undertake an unaccompanied site visit (sometimes we may ask you or a representative to attend to gain access and to fact find);
- Consult with key statutory and non-statutory consultees where applicable;
- Identify and assess the prospective application against Council policies and standards;
- Arrange to attend a meeting with the prospective applicant (normally at the Council Offices) where applicable. Where specialist advice is requested at a meeting, the necessary officers will attend subject to availability.
- 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 telephone 01636 650000.

Type of Search	Relevant Act or Order	2016-17 Existing	2017-18 Proposed
<p>LLC1 NSDC</p>	<p>Local Land Charges Act 1975</p>	<p>£25.50 This is the area that will go to Land Registry in due course (assuming things do not change) but NSDC will remain responsible for the data and for providing it to Land Registry</p>	<p>£26 (Note: cannot charge VAT on this search)</p>
<p>Con29 Residential NCC will have input</p>	<p>Local Land Charges Act 1975</p>	<p>£61.50 NCC charged for combined answer to Q5 (which now absorbed into Con 29) and the highway/drainage elements of the Con 29. Charge from NCC is £26 + VAT) See Appendix 1</p>	<p>£62.75 + £10 (difference between £16 NCC have always charged and the £26 NCC now charge) = £72.75 + VAT = £87.30</p>
<p>Con29 Commercial NCC will have input</p>	<p>Local Land Charges Act 1975</p>	<p>£87.00 NCC charged for combined answer to Q5 (which now absorbed into Con 29) and the highway/drainage elements of the Con 29. Charge now £26 + VAT (charge previously was £16 for Con 29 + £20.50 for Q5). See Appendix 1</p>	<p>£88.75 + £10 (difference between £16 NCC have always charged and the £26 NCC now charge) = £98.75 + VAT = 118.50</p>
<p>Con 29 Optional Question Q5. As of 1st July 2016 this question is no longer relevant as a separate charge given that it is part of the revised Con 29 (residential and commercial)</p>	<p>Local Land Charges Act 1975</p>	<p>£20.50</p>	<p>N/A</p>

<p>Optional Question Q22.1(common land/commons green) & 22.2 (obtaining register and inspecting it)</p> <p>NCC only (rights of way)</p> <p>As of 1st July 2016 now a 22.1 (common land/commons green), 22.2 (info on maps and statements), and 22.3 (obtaining register and inspecting it) question.</p>	<p>Local Land Charges Act 1975</p>	<p>£20.50</p> <p>NCC fee prior to 1st July 2016 was £16.00 + NSDC admin charge of £4.50</p> <p>NCC fee now for all questions (you can't ask them individually) is £30.00.</p>	<p>£20.92</p> <p>= £14 (the difference between NCC original charge of £16 and new charge of £30) = £34.92</p> <p>+ VAT = £41.90</p>
<p>Optional Questions Remainder</p> <p>NSDC only deal with questions which relate to us. All other questions are answered by NSDC</p>	<p>Local Land Charges Act 1975</p>	<p>£10.50</p>	<p>£10.71 + VAT = £12.85</p>
<p>Written Enquiries</p>	<p>Local Land Charges Act 1975</p>	<p>£17.50</p>	<p>£17.83 + VAT = £21.40</p>
<p>Additional Parcels</p>	<p>Local Land Charges Act 1975</p>	<p>£15.50</p>	<p>£16.00 (<i>Note: Additional parcels can only be charged for on LLC1 therefore no VAT added</i>)</p> <p><i>Additional parcels – No guidance available to customer, however advice provided is on the principle that if parcels are separated by a road, river or parcel land then they would be classed as additional parcels.</i></p>
<p>Personal Search</p>	<p>Local Land Charges Act 1975</p>	<p>NIL</p>	<p>NIL</p>

Light Obstruction Notice – Registration Fee for putting on local land charge	Rights of Light Act 1959	£69.00	£70.50 + VAT = £84.60
Expedited Search – Quick return search (3 day turnaround)	Local Land Charges Act 1975	Additional £17.00	£17.50 + VAT = £21.00 Can add VAT for Con 29 element

CON29 Individual requests	Residential Existing (excl. VAT)	Residential Proposed (excl. VAT)	Residential Proposed (incl. VAT)	Commercial Existing (excl. VAT)	Commercial Proposed (excl. VAT)	Commercial Proposed (incl. VAT)
1.1 a-i	14.29	14.50	17.40	23.69	24.21	29.05
1.1 j-l	9.70	10.00	12.00	15.80	16.08	19.30
1.2*	6.75	6.92	8.30	6.75	6.92	8.30
3.1	1.55	1.58	1.90	2.10	2.17	2.60
3.3	2.83	2.92	3.50	4.29	4.50	5.40
3.7	2.83	2.92	3.50	4.29	4.50	5.40
3.8	1.55	1.58	1.90	2.10	2.17	2.60
3.9	1.55	1.58	1.90	2.10	2.17	2.60
3.10**	8.45	8.58	10.30	8.45	8.63	10.35
3.11	1.55	1.58	1.90	2.10	2.17	2.60
3.12	4.28	4.42	5.30	6.24	6.42	7.70
3.13	2.83	2.92	3.50	4.29	4.50	5.40
3.14	2.83	2.92	3.50	4.29	4.50	5.40
3.15**	5.10	5.21	6.25	5.10	5.21	6.25

* New fee to be introduced

**New fee to be introduced as a result of revised CON29 and CON290

Type of Search	LLC1	Full search Residential	Full search Commercial	Con29 Residential	Con29 Commercial	Con290 (per question)	Q22 (Con290)	Expedited Search	Additional Parcel (per individual parcel)
Proposed fee for 2017-18	£26.00	£26.00 + £72.75 = £98.75 + VAT (CON29 only) £113.30	£26.00 + £98.75 = £124.75 + VAT (CON29 only) £144.50	£72.75 + VAT = £87.30	£98.75 + VAT = £118.50	£10.71 + VAT = £12.85	£34.92 + VAT = £41.90	£17.50 + VAT = £21.00	£16.00

NEWARK CAR PARKS	2016-17		2017-18	
	Existing		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
Town Wharf	2-3 hours	£2.50	2-3 hours	£2.50
Appletongate	3-4 hours	£4.50	3-4 hours	£4.50
	Over 4 hours	£7.50	Over 4 hours	£7.50
	After 6pm (Evening Charge)	£1.00	After 6pm (Evening Charge)	£1.00
OUTER TOWN				
Riverside	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
Dedicated Motorcycle Bay Newark: London Road Balderton Gate, Town Wharf Appletongate Riverside (former Tolney Lane) Riverside Arena Livestock Market	<p>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.</p> <p>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.</p>			

LORRY PARKING		
Lorry Parking – Fixed Charge	£13.50	£14.50
Lorry Parking (with meal voucher)	£16.50	£17.50
SEASON TICKETS		
INNER TOWN (Newark)	£84.00	£84.00
(limited issue)	£193	£193
	£700 *	£700 *
OUTER TOWN (Newark)	£47.00 per month	£47.00 per month
(limited issue)	£123 per quarter	£123 per quarter
	£450 per year *	£450 per year (7 days per week)*
		£350 per year (Monday to Friday only)
CONTRACT CAR PARK RATES	£208 per quarter	£208 per quarter
Fixed charge		£800 per annum
The Palace/Barnby Gate		
CONTRACT CAR PARK RATES	Nil	£500 per annum
Fixed charge		
Pelham Street		
Cashless parking is available 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 responsible 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

DAY	ITEM	2016-17 EXISTING	2017-18 PROPOSED
WEDNESDAY	MARKET STALL	£16	£16
	PITCH	£5.30 PER LINEAR METRE	£5.30 PER LINEAR METRE

	2016-17 Existing	2017-18 Proposed
<p>1 <u>Theatre Hire (plus VAT):</u></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 – week days 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></p> <p><u>Available all year Monday-Friday + off-peak weekends (at our discretion but excluding autumn)</u></p> <p><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 bodies, 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 – week days 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 – week days Non Profit Making/Charity/Voluntary</p> <p>Per day with two performances – weekends Non Profit Making/Charity/Voluntary</p>	<p>£1,000</p> <p>£1,500</p> <p>£1,500</p> <p>£2,000</p>	<p>£1,000</p> <p>£1,500</p> <p>£1,500</p> <p>£2,000</p>

	Conference: Full Theatre (Staffing, technical equipment and catering costs on application)	£2,000	£2,000
3	<u>Theatre Hire : supplementary charges per hour (plus VAT) (not including staffing)</u> Technical/Dress: Commercial Hires Non Profit Making/Charity/Voluntary General Rehearsals: (No lights) Commercial Hires Non Profit Making/Charity/Voluntary Get In/Fit Up/ Get Out Commercial Hires Non Profit Making/Charity/Voluntary	£77.50 £65.50 £65.50 £55.00 £21.50 £18.50	£77.50 £65.50 £65.50 £55.00 £21.50 £18.50
4	<u>Staffing Recharges : per hour plus VAT</u> Technical Manager – week days* Technical Manager - weekends** Technical Officer – week days* Technical Officer - weekends** Technical Assistant – week days* Technical Assistant - weekends** * 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	£33.50 £38.50 £25.50 £29.50 £17.50 £21.50	£34.00 £39.00 £26.00 £30.00 £18.00 £22.00
5	<u>Room Hire : per hour</u> The Workshop (VAT exempt) Non-Profit Making/Charity/Community	£15.50	£15.50
6	<u>Room Hire: Commercial (VAT exempt)</u> Byron Lounge: Meetings per day Byron Lounge: Meetings half day	£265.00 £159.00) £25 per hour)

	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.		
7	<u>Ticket Handling Fee</u>		
	Per Ticket – applicable to all professional productions	£1.50	£1.50
	Per Ticket – applicable to all amateur productions, dependent on overall ticket price	£50p - £1.50	50p - £1.50
8	<u>Palace Membership Scheme (New Charges from 2016-17)</u>		
	Single membership	£11	£11
	Couple's membership	£18	£18
	Junior membership	£8	£8
	Family membership	£30	£30

National Civil War Centre – Newark Museum			
Proposed Ticket Types	2016-17 Charge including VAT	2017-18 Charge including VAT	Notes
Day Tickets			
Adult	£8	£8	To increase yield through a better upselling rate.
Concession	£7	£7	
Children 5-16	£3.50	£3.50	
Children under 5	Free	Free	
Annual Pass – Adult	£16	£15.75	
Annual Pass - Concession	£14	£13.75	
Annual Pass – Children	£6	£5.75	
Groups:	Flexibility to discount to large groups who expect a certain degree of discount		
Group Visit (10 or more paying)	10% discount	10% discount	
After-hours Evening Guided Visit: Minimum of 15 persons, must be booked <u>at least</u> four weeks in advance	£11/head £2 discount for all partner organisations (EH, Art Fund, etc.)	£15/head £2 discount for all partner organisations (EH, Art Fund, etc.)	
Curator Handling Session (on top of day group rate)	New product This is for the discerning group wishing to engage with us a little bit more than just a non-guided visit	£5/head, 20 people	
Large, commercial groups:			
Town Tour	New product	£6/head	All to NSDC
Castle Tour	New product	£6/head	£4 to go to the castle, £2 to NCWC
Church Tour	New product	£6/head	£4 to go to the church, £2 to NCWC
Coach Parking @ lorry park	New product	FOC	FOC

Miscellaneous Charges

	Existing	Proposed 2017-18	
After Dinner speaking	<p>£60 for Newark and Sherwood District</p> <p>£85 for Nottinghamshire/ equivalent area</p> <p>Any further distance = on consideration</p>	<p>£70 for Newark and Sherwood District</p> <p>£90 for Nottinghamshire/ equivalent area</p> <p>Any further distance = on consideration</p>	
Room Hire	<p>All ex VAT</p> <p>AV Equipment included (projector, screen and lectern). There is an element of flexibility built into the fees and charges for non-profit making, allowing the Museum's discretion to offer a further reduction to community groups at a time when the Museum may well be dark, but mindful that our costs and a profit must be covered.</p>		
	<p>Community Space</p> <p>Educational/Training/Meeting: <i>unless it strictly conforms to and progresses our Learning and Participation plans, then it will be discussed.</i></p> <p>Party/staffing intensive operation:</p>	<p>£20/hr</p> <p>£35/hr</p>	<p>£20/hr</p> <p>£35-50/hr</p>
	<p>Research Room</p> <p>Meeting: <i>unless it strictly conforms to and progresses our Learning and Participation plans, then it will be discussed.</i></p>	<p>£25/hr</p> <p>More booking competition with research work</p>	<p>£25/hr</p> <p>More booking competition with research work</p>
	<p>Tudor Hall</p> <p>Major Event:</p> <p>Charity Rate:</p> <p>Meeting:</p> <p>Currently advertised: http://nationalcivilwarcentre.com/roomhire/</p>	<p>£1,000 night or day</p> <p>£795 night or day</p>	<p>£1,000 night or day</p> <p>£795 night or day</p> <p>£375 per day</p>

	Hire a henchman/woman	£100/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.

THE RESOURCE CENTRE & COLLECTIONS			
Hire Location	Existing Charge	Additional Information	Proposed 2017-18
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 plus VAT 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 £60 plus VAT plus £1.00 (£0.83 net) per person
Workshops	Price by request	To be paid in advance when booking	Price by request
Photocopying	£1 A4 £1.50 A3		No change (very rarely requested)
Scan Orders	£5.50 £6.50 £9.00	This price includes VAT. Postage is extra.	No change (very rarely requested)
Microfiche Copies	£5.00 plus £2.00 admin(very rarely requested)	£5.00 plus £2.00 admin(very rarely requested)	No change(very rarely requested)
Own Camera	£5.00 – reflects time processing charges	It is possible for researchers to use their own camera to take photos of documents and objects. Copyright limitations apply.	No change(very rarely requested)
Digital reprographics (on plain paper, glossy photo paper, CD or by e mail attachment – please specify	£10.00 – reflects time processing charges	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.	No change (very rarely requested)

<p>Publication</p>	<p>Commercial Organisations (Newspapers, Journals, magazines, TV, etc.) £100.00 per image</p> <p>Local Authority/Vol. /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>No change</p>
<p>Long Term Archaeological Storage at Museum Resource Centre</p>		<p>£150 per box - Cost is based on English Heritage Calculations. One off fees.</p>	<p>£160 per box - Cost is based on English Heritage Calculations. One off fees.</p>

Learning Charges			
Other Income	Charge	Additional Information	Proposed 2017-18 including VAT
Loans Box Fines	£15	Late return of boxes	No change
Out of District Schools Travel Expenses	Price by request – It is not intended to promote outreach for schools for our first three 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	No change
Discovery box – Cost per hire	£10 per box for two weeks	Loan period is 2 weeks – fines for late returns	No change
Education programme @ NCWC	£3.50 per head – Half day (2 – 2.5 hr) visit – one facilitated activity, one self-led activity £4.95 per head – Full day visit – one facilitated activity, two self-led activities. £5.95 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 change for KS1-KS5 students. New pricing for University/FE students to reflect bespoke nature of events and level of expertise required. £5.00 per head for half day visit £7.00 per head for full day visit

Facility	Purpose		2016-17 Existing	2017-18 Proposed	
Parks & Playing Fields	Football Season (13 matches or more)	Seniors	£490	£500	
		Juniors	£264	£270	
		Mini Soccer	£140	£143	
	Football Pitch (per match)	Seniors	£48	£49	
		Juniors	£28	£29	
		Mini Soccer	£16	£17	
	Hire of Park – commercial use		£400 per day or 5% of ticket sales	£410 per day or 5% of ticket sales	
	Hire of Park – charities		£95 but waived at the discretion of CMT	£97 but waived at the discretion of CMT	
	Circuses		£340 per day	£347 per day	
	Fun Fairs	Large Fair		£330 per day	£337 per day
		Small Fair		£250 per day	£255 per day
	Sponsorship	Bedding Displays		£720 pa	£730 pa
Outdoor Fitness Camps			£6.20 per session	£6.30 per session	
Newark Castle & Gardens	Guided Tours	Adult		£5.00	£5.50
		Child		£2.50	£2.75
		Family		£12.50	£13.50
		Ghost Tour – commercial hire		£400 per event	£410 per event
	Hire of Gardens – charity		£95 but waived at the discretion of CMT	£97 but waived at the discretion of CMT	
	Hire of Gardens – commercial		£400 per day or 5% of ticket sales	£410 per day or 5% of ticket sales	
	Hire of Gardens for weddings	Bandstand		£350	£360
		Undercroft		£350	£360
	Education programme	Half day visit		£2.92 per head	£2.95 per head
		Full day visit		£4.13 per head	£4.15 per head
	Use of Castle for commercial photography/filming			£30 per hour	£30 per hour
Use of Castle Gardens for wedding photographs – professional photographers only			£20 flat fee	£20 flat fee	
Lincoln Road Pavilion	Hire of Pavilion		£9.00 per hour	£9.20 per hour	

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

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

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

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

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

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

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

No changes are proposed for these fees

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

GAMBLING ACT 2005 FEES SET BY STATUTE

APPENDIX M

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

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

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

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

ENVIRONMENTAL HEALTH FEES AND CHARGES

APPENDIX O

	Type of licence	Relevant act or order*	Duration	Notes	2016-17 Existing	2017-18 Proposed
1	Animal Boarding Establishments Initial Renewal	Ref 004	Annual	The fees for 2017-18 have been calculated on a full cost recovery basis	£159 £111 + vet fees	£160 £115 + vet fees
2	Home Boarding	Ref 004	Annual	The fees for 2017-18 have been calculated on a full cost recovery basis	£68 There is an additional charge of £17 per host family when part of a franchise	£90 There is an additional charge of £65 per host family when part of a franchise
3	Dangerous Wild Animals	Ref 005	Annual	The fees for 2017-18 have been calculated on a full cost recovery basis	£122 + vet fees	£135 + vet fees
4	Dog Breeding Initial renewal	Ref 006	Annual	The fees for 2017-18 have been calculated on a full cost recovery basis	£159 + vet fees £91 + vet fees	£160 + vet fees £100 + vet fees
5	Riding Establishments Initial Renewal	Ref 007	Annual	The fees for 2017-18 have been calculated on a full cost recovery basis	£158 + VAT + fees £122 + VAT + fees	£160 + vet fees £125 + vet fees

6	<p>Ear-Piercing, Tattooing, Acupuncture, Electrolysis, Skin piercing and semi- permanent tattooing</p> <p>Person</p> <p>premises</p>	Ref 002	Annual	The fees for 2017-18 have been calculated on a full cost recovery basis	<p>£90</p> <p>£106</p> <p>Where the premises already hold a licence for ear piercing etc. £46 person £53 for premises</p>	<p>£115</p> <p>£110</p> <p>Where the premises already hold a licence the charge is £115 per additional treatment</p>
7	<p>Massage & Special Treatment</p> <p>Initial</p> <p>Renewal</p> <p>No massage (just sunbeds)</p>	Ref 008	Annual	The fees for 2017-18 have been calculated on a full cost recovery basis	<p>£160</p> <p>£145</p> <p>£120</p>	<p>£170</p> <p>£145</p> <p>New £165</p> <p>Renewal £120</p>
8	Lasers: New Renewal Transfer	Ref 008	Annual	The fees for 2017-18 have been calculated on a full cost recovery basis	<p>£475</p> <p>£159</p> <p>£212</p>	<p>£475</p> <p>£165</p> <p>£215</p>

	Type of licence	Relevant act or order*	Duration	Notes	2016-17 Existing	2017-18 Proposed
9	Zoos Initial Inspection Renewal Periodic 3 year inspection Transfer	Ref 009	First licence valid for 4 years Renewal valid for 6 years	The fees for 2017-18 have been calculated on a full cost recovery basis	£420 £318 £318 £159	£490 £360 £360 £160
10	Pet Shops Pet Animals Act 1951 New Renewal	Ref 010	Annual	The fees for 2017-18 have been calculated on a full cost recovery basis	£159 £103	£160 £115
11	High Hedges 1 st stage 2 nd stage	Ref 011	One Off	The fees for 2017-18 have been calculated on a full cost recovery basis	£150 + VAT £290 + VAT	£175 £310
12	Licence Application for House in Multiple Occupation Single application Multiple applications at same time Variation of licence	Ref 012	One off	The fees for 2017-18 have been calculated on a full cost recovery basis	£380 £330 £112	£500 £425 £150
13	Scrap Metal Dealer Site Licence Collectors Licence	Ref 013	Three years	The fees for 2017-18 have been calculated on a full cost recovery basis	£310 £115	£350 £130

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 / amendment of licence £155 Depositing Site rules £133	Application fee £355 plus £8.60 per additional unit Annual fee £8.10 Transfer / amendment of licence £160 Depositing Site rules £135
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%					
10 - 14	The authority has the discretion to charge a reasonable fee. The increase is approximately 2%					

CERTIFICATES, AUTHORISATION AND REGISTER COPIES**APPENDIX P**

TYPE	2016-17 Existing	2017-18 Proposed	Comments
Health & Purity Certificate	£28	£30	
Foot & Mouth Health Certificate	£115	£130	
Condemnation Certificate	£120	£150	
Environmental Site Reports Home Buyer Version Detailed version	£70 + VAT £185 + VAT	£80 + VAT £200 + VAT	

STRAY DOGS:	2016-17 Existing		2017-18 Proposed		Comments
This includes Government fee, Local Authority charge, and kennelling costs. Initial seizing and handling charge of £75 + £8 per day food, water and kennel costs.	1 Day	£83	1 Day	£83	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.
	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**APPENDIX R**

Activity	NSDC charge 2016-17	Proposed charge 2017-18	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**APPENDIX S**

SERVICE	2016-17 Existing	2017-18 Proposed	Comments
Disabling burglar alarm under Environmental Protection Act 1990 – statutory nuisance	£170 per hour + VAT + alarm company costs + £75 Admin fee + VAT	£300 + VAT + any external costs	
CCTV Drain scans	£122 + VAT per hour or part thereof	£140 per hour + VAT	
Emptying Dog Waste Bins	£1.77 + VAT per emptying per bin	N/A	
Housing immigration check	£80	£100	

***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

PUBLIC CONVENIENCE CHARGES**APPENDIX T**

Public Convenience	2016-17 Existing	2017-18 Proposed
Gilstrap Centre	20p	20p

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		2016-17 Collect. Charge	2016-17 Disposal Charge	2016-17 Collect. Charge	2016-17 Disposal Charge	2017-18 Collect. Charge	2017-18 Disposal Charge	2017-18 Collect. Charge	2017-18 Disposal Charge
1	140	£2.06	£1.28	£2.06	£0.30	£2.10	£1.28	£2.10	£0.30
2	240	£2.54	£2.20	£2.54	£0.51	£2.60	£2.20	£2.60	£0.51
3	360	£3.12	£3.30	£3.12	£0.77	£3.20	£3.30	£3.20	£0.77
4	660	£4.57	£6.05	£4.57	£1.42	£4.65	£6.05	£4.65	£1.42
5	1100	£6.70	£10.08	£6.70	£2.36	£6.85	£10.08	£6.85	£2.36
6	Pre Paid Sacks	£1.61	£0.44	£1.61	N/A	£1.65	£0.44	£1.65	N/A
7	Clinical	£2.01	£5.80	£2.01	N/A	£2.05	£5.80	£2.05	N/A
Commercial Fridges		2014-15	2015-16	2016-17	2017-18				
8	Per Unit	£75.00	78.75	£82	£85				
9	Collection and Transport	£94.10	£98.80	£102	£105				
Domestic Garden Bins			2016/17 Existing	2017/18 Prop.					
Price per bin			£30	£30					
Cleansing Services Hours			2016-17 Existing	2017-18 Prop.					
1	1		£58	£60					
2	1.5		£87	£90					
3	2		£116	£120					
4	3		£174	£180					
5	4		£232	£240					
6	5		£290	£300					
Emptying bins (cost per empty of bin)			2016/17 Existing	2017/18 Prop.					
Litter bins			£0.55	£0.60					
Dog Bins			£1.77+vat	£1.85 + VAT					

Bulky Waste Charges				
	2016-17	2016-17	2017-18	2017-18
	First Item	Subsequent Item	First Item	Subsequent Item
Domestic Bulky Waste	£12	£6	£13	£7
White Goods including Computer and TV Monitors	£12	£12	£13	£13
Large Items which are not covered by the above charges	£58 per hour		£60 per hour	

Area	Service	2016-17 Existing	2017-18 Proposed
Grants of Exclusive Right	Purchase of Grave – Resident of Parish	£470	£480
	Purchase of Grave – Non Resident of Parish	£940	£960
Burials	Grave Digging	£417	£425
	Burial of Ashes	£120	£122
Memorials	Headstone, Cross, Scroll (max height 2'6")	£160	£163
	Height over 2'6" – extra per foot	£27	£27.50
	Vases (max height 9")	£50	£51
	Additional inscriptions	£50	£51

STREET NAMING & NUMBERING CHARGES

APPENDIX X

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	Existing Charge	Proposed Charge
Adding or amending a name or re-numbering an existing individual property, including notification to external organisations	£25	£25.50
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	£76.50 admin fee plus £25.50 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	£76.50 admin fee plus £25.50 per property for up to 10 properties £76.50 admin fee plus £25.50 per property for first 10 properties, then £10.20 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	£76.50 admin fee plus £25.50 per property for up to 10 properties affected by change £76.50 admin fee plus £25.50 per property for first 10 properties, then £10.20 for every additional property thereafter affected by change

Please note: VAT is NOT applicable to charges made in respect of naming and numbering.

*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	2016-17 £	2017-18 £
Summons	£80	£80
Liability Order	With summons	With summons

NNDR	2016-17 £	2017-18 £
Summons	£100	£100
Liability Order	With summons	With summons

NEW ROOM HIRE CHARGES – CASTLE HOUSE**APPENDIX Z**

Room	Seating Capacity	No Webcasting			To include Webcasting		
		Full Day 9am-5pm	Half-day 4 hrs	Hourly Charge	Full Day 9am-5pm	Half-day 4 hrs	Hourly Charge
Meeting Room	6 or less	£40	£25	£10	£44	£28	£11
Meeting Room	7 to 10	£60	£40	£15	£66	£44	£17
Meeting Room	11 to 20	£100	£60	£25	£110	£66	£28
Civic Suite	up to 100	£280	£170	£60	£308	£187	£66

Includes:

Projectors and screens

Microphone system

Refreshment facilities

Food preparation kitchen for caterers

Other Charges

1. Addition of £1 per person for tea/coffee if required.
2. Buffet and biscuits can be provided at cost plus 15% admin charge.
3. VAT to be added to all charges.

DESK RENTAL

Annual charge £4,350 + VAT

Daily charge £18 + VAT

CAPITAL PROGRAMME 2017/18 TO 2021/22

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 2016/17 – 2021/22 of £8.1m.

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.

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 2016/17 and also in future years are detailed below against the major schemes.

Project	Funding
Housing Revenue Account	
Bowbridge Road – HCA / NSH / NCC	5,325,000
Sub Total HRA	5,325,000
General Fund	
Newark Castle Gatehouse Project	92,600
Newark Sconce & Devon Park Restoration	249,181
New offices	68,500
Southern Link Road (Gov't / GP)	9,086,459
Major Flood Alleviation	150,000
Discretionary Disabled Facilities Grants	175,000
Private Sector Disabled Facilities Grants	2,865,627
Sub Total General	12,689,368
GRAND TOTAL	18,012,368

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 26 January 2017 and those shown in **Appendix D**.

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. This was discussed and scrutinised by Council officers with the Company at the meeting of the Strategic Housing Liaison (SHLP) meeting on 11 April 2016. A realignment, which realises a saving of between £500k and £750k has been amended in the Capital Programme at **Appendix B**.

Housing Growth

The Bowbridge Road extra care scheme has started in earnest in 2016 and we are anticipating these works to be completed November 2017. Along with the works at Bowbridge road this Committee have approved a new build programme that will see an additional 335 new homes been developed over the coming 5 years. Details of projects approved are included within the Capital Programme and are available on **Appendix B**.

Variations made following the last meeting are shown in **Appendix D**.

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.

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 E**.

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 9 March 2017 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 2017/18 to 2021/22 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 10 March 2017, 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.

Nicky Lovely
Business Manager and Chief Financial Officer – Financial Services

APPENDIX A - GENERAL FUND CAPITAL PROGRAMME 2017/18 - 2021/22

		EXTERNAL FUNDING	NSDC COSTS	TOTAL SCHEME COST	BEFORE 2016/17	REVISED - Post Slippage	2016/17	2017/18	2018/19	2019/20	2020/21
GENERAL FUND											
TA1211	Newark, New Leisure Centre	2,787,117	7,534,882	10,321,999	8,339,885	932,114	1,050,000				
TA1214	Leisure Centre Access Road Enhancement	0	156,916	156,916	1,125	155,791					
TA3050	National Civil War Centre	3,654,344	2,112,481	5,766,825	5,450,866	315,958.97					
TA3050	NCWC other NCC funded Expenditure	300,000	0	300,000	288,313	11,686.83					
TA3052	Palace Theatre/Museum Integration	0	1,615,620	1,615,620	1,373,158	242,462					
TA3053	Museum Improvements	0	750,000	750,000	66,387	386,113	297,500				
TA3054	Palace Boiler Replace	0	98,000	98,000	98,000	0					
TA3286	Information Technology Investment	0	1,841,541	1,841,541	208,763	525,988	301,790	320,000	80,000	155,000	250,000
TA	CUSTOMERS	6,741,461	14,109,439	20,850,900	15,826,496	2,570,114	1,649,290	320,000	80,000	155,000	250,000
TB2250	Vehicles & Plant (NSH)	0	675,000	675,000	0	0		675,000			
TB2253	Vehicles & Plant (NSDC)	114,048	5,388,360	5,502,408	2,350,327	768,331	18,000	182,000	1,079,750	712,000	392,000
TB3154	Castle Gatehouse Project	0	117,600	117,600	0	0	117,600				
TB3158	Hawtonville School Playing Field	20,000	87,742	107,742	84,619	23,123					
TB6145	Grant to Farndon Sports Pavilion	43,099	0	43,099	28,449	14,650					
TB6148	Lorry Carpark Extension	0	0	0	0	0					
TB6149	Lorry Carpark - Health and Safety	0	19,700	19,700	0	19,700					
TB	COMMUNITY	177,147	6,288,401	6,465,549	2,463,395	825,804	135,600	857,000	1,079,750	712,000	392,000
TC1000	New Council Offices	68,500	7,539,128	7,607,628	562,416	5,235,892	1,657,520	151,800			
TC2280	Ollerton Hall acquisition and works	100,000	308,664	408,664	91,032	317,632					
TC3017	Workshop Frontage Improvements	0	111,100	111,100	1,160	109,940					
TC3132	20 Baldertongate Repairs	14,800	0	14,800	14,538	262					
TC	RESOURCES	183,300	7,958,892	8,142,192	669,146	5,663,726	1,657,520	151,800	0	0	0
TE3266	Growth Point (Grant Funded)	109,332	3,557	112,889	112,889	0					
TE3266	Growth Point (Internally Funded)	0	449,121	449,121	0	449,121					
TE3267	Rural Broadband Provision	0	250,000	250,000	165,000	85,000					
TE3268	Southern Link Road Contribution	9,105,674	394,326	9,500,000	19,215	1,000,000	8,480,785				
TE	GROWTH	9,215,006	1,097,004	10,312,010	297,104	1,534,121	8,480,785	0	0	0	0
TF3161	Balderton land drainage	9,105	2,895	12,000	2,895	9,105					
TF3220	Major Flood Alleviation	150,000	0	150,000	0	150,000					
TF3223	CCTV Relocation	0	500,000	500,000	0	500,000					
TF3224	Seven Hills	0	69,023	69,023	0	69,023					
TF3225	Maps & Signage Newark Town Centre	0	48,117	48,117	0	48,117					
TF	SAFETY	159,105	620,035	779,140	2,895	776,245	0	0	0	0	0
	TOTAL GENERAL FUND	16,476,019	30,073,771	46,549,790	19,259,036	11,370,010	11,923,195	1,328,800	1,159,750	867,000	642,000

APPENDIX B - HOUSING REVENUE ACCOUNT CAPITAL PROGRAMME 2017/18 - 2021/22							
	SCHEME	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
HOUSING REVENUE ACCOUNT							
PROPERTY INVESTMENT PROGRAMME							
S91100	ROOF REPLACEMENTS	0	432,000	432,000	432,000	432,000	432,000
S91111	Roofing 2016/17	216,000					
S91112	Flat Roofing 2016/17	324,000					
S711	ROOF REPLACEMENTS	540,000	432,000	432,000	432,000	432,000	432,000
S91200	KITCHEN & BATHROOM CONVERSIONS	0	1,620,000	1,620,000	1,620,000	1,620,000	1,620,000
S91215	Kitchen & Bathroom 2016/17	1,296,000					
S91216	Kitchen & Bathroom materials 2016/17	324,000					
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	48	324,000	324,000	324,000	324,000	324,000
S91330	External Fabric 2016/17 area 1	189,578					
S91331	External Fabric 2016/17 area 2	162,000					
S91332	Chatham Court Windows/Floors	16,200					
S713	EXTERNAL FABRIC	367,826	324,000	324,000	324,000	324,000	324,000
S91400	DOORS & WINDOWS	0	183,600	183,600	183,600	183,600	183,600
S91411	Doors and Windows 2016/17	183,600					
S714	DOORS & WINDOWS	183,600	183,600	183,600	183,600	183,600	183,600
S91500	OTHER STRUCTURAL	351	54,000	54,000	54,000	54,000	54,000
S91511	Walls Re-Rendering	54,000	54,000	54,000	54,000	54,000	54,000
S91520	H535a King Street	821					
S91521	Delacy Court Canopy Removal	3,483					
S91522	DPM works 2016-17	10,800					
S91523	33 Nowood Gardens	1,825					
S91524	1 Manvers View Major Works	38,146					
S715	OTHER STRUCTURAL	109,426	108,000	108,000	108,000	108,000	108,000
S93100	ELECTRICAL	0	648,000	648,000	648,000	648,000	648,000
S93111	Rewires 2016/17	594,000					
S93112	Disturbance allowance 2016/17	86,400					
S731	ELECTRICAL	680,400	648,000	648,000	648,000	648,000	648,000
S93200	SMOKE ALARMS	0	0				
S93205	Carbon Monoxide Detectors	0	0	270,000	270,000	0	0
S732	SMOKE ALARMS	0	0	270,000	270,000	0	0
S93300	PASSENGER LIFTS						
S733	PASSENGER LIFTS	0	0	0	0	0	0
S93500	HEATING	0	594,000	594,000	594,000	594,000	594,000
S93508	Heating replacements 2016/17	594,000					
S735	HEATING	594,000	594,000	594,000	594,000	594,000	594,000
S93600	ENERGY EFFICIENCY	93,474	162,000	162,000	162,000	162,000	162,000
S93618	EE Doors 2016/17	162,000					
S93619	21 Forge Close Air Supply	9,126					
S93620	EWI Winston Court	54,000					
S93621	EE Boilers 2016/17	183,600					
S736	ENERGY EFFICIENCY	502,200	162,000	162,000	162,000	162,000	162,000
S95100	GARAGE FORECOURTS	0	81,000	81,000	81,000	81,000	81,000
S95109	Garages	0	27,000	27,000	27,000	27,000	27,000
S95112	Resurfacing works 2016-17	108,000					
S751	GARAGE FORECOURTS	108,000	108,000	108,000	108,000	108,000	108,000
S95200	ENVIRONMENTAL WORKS	293	162,000	162,000	162,000	162,000	162,000
S95250	Communal Lighting	0	21,600	21,600	21,600	21,600	21,600
S95252	Flood Defence Systems	0	10,800	10,800	10,800	10,800	10,800
S95253	Play Areas	0	21,600	21,600	21,600	21,600	21,600
S95254	Estate Remodelling	5,891	70,200	70,200	70,200	70,200	70,200
S95276	Delacy Court Communal Doors	50,760					
S95277	Knotts Court Environmental	38,880					
S95278	Lovers Lane Flats Drying area	16,200					
S95279	St Marys Gardens	37,000					
S95280	Yorke Drive Barrier	4,428					
S95281	Yorke Drive Communal Doors	3,460					
S95282	Play areas 2016-17	27,000					

	SCHEME	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
S95283	Communal Gas Mains	62,495					
S95284	H581 Door King Street Conservation area	1,696					
S95285	Vine Way Gated Access	19,332					
S95286	Forest Road Fencing	5,999					
S95287	Delacy Court Communal Fire Doors	57,240					
S95288	Boundary Walls 2-4 Lime tree close	5,400					
S95289	Garage/Site/Roofing	54,000					
S95290	Environmental improvements (various)	91,800					
S95291	Parking Boy Lane	21,600					
S95292	Communal Lighting 2016/17	21,600					
S95293	Fencing Various Locations	23,760					
S95294	Coghill Court Communal entrance doors	11,340					
S95295	Local Office Kiosk Project	20,174					
S95296	Delacy Court Scooter Stores	27,000					
S752	ENVIRONMENTAL WORKS	607,348	286,200	286,200	291,600	291,600	286,200
S97100	ASBESTOS	0	108,000	54,000	54,000	54,000	54,000
S97111	Asbestos Surveys 2016/17	43,200					
S97112	Asbestos Removal 2016/17	64,800					
S771	ASBESTOS	108,000	108,000	54,000	54,000	54,000	54,000
S97200	FIRE SAFETY	0	54,000	54,000	54,000	54,000	54,000
S97215	H522 Comm fire door Kings Court	33,480					
S97216	H580 Comm fire door Wolfit Ave	16,200					
S97217	Auto Closer Forge Close	2,160					
S97218	Fire Risk Assessments	23,760					
S772	FIRE SAFETY	75,600	54,000	54,000	54,000	54,000	54,000
S97300	DDA IMPROVEMENTS	0	21,600	21,600	21,600	21,600	21,600
S97307	DDA WORKS 2016-/17	24,840					
S773	DDA IMPROVEMENTS	24,840	21,600	21,600	21,600	21,600	21,600
S97400	DISABLED ADAPTATIONS	0	432,000	432,000	432,000	432,000	432,000
S97411	Adaptation care plans 2016/17	399,600					
S97412	Adaptation OT 1's 2016/17	32,400					
S774	DISABLED ADAPTATIONS	432,000	432,000	432,000	432,000	432,000	432,000
S97500	LEGIONELLA	0	32,400	32,400	32,400	32,400	32,400
S97502	legionella Works 2016/17	32,400					
S791	UNALLOCATED FUNDING	32,400	32,400	32,400	32,400	32,400	32,400
S99100	UNALLOCATED FUNDING	29,160	54,000	54,000	54,000	54,000	54,000
S99101	Grant Income	-145,780	0	0	0	0	0
S791	UNALLOCATED FUNDING	-116,620	54,000	54,000	54,000	54,000	54,000
	SUB TOTAL PROPERTY INVESTMENT	5,869,020	5,167,800	5,383,800	5,389,200	+5,119,200	+5,113,800
	AFFORDABLE HOUSING						
SA1012	Buy-back of RTB Council Houses	0					
SA1013	25 supported dwellings - Bilsthorpe	99,038					
SA1015	Affordable Rural Housing Grant	110,000					
SA1016	Site A - Wolfit Avenue, Balderton	0	29,326				
SA1017	Site B - Wolfit Avenue, Balderton	0	28,229				
SA1018	Coronation Street/Grove View Rd, Balderton	116,437	72,383				
SA1019	Lilac Close	0	59,522				
SA1020	Second Avenue, Edwinstowe	68,549	57,014				
SA1021	Ash Farm Farnsfield	608,469	562,700				
SA1022	St Leonards Hospital Trust	0	330,000				
SA1023	Bowbridge Road	2,947,234	5,894,500				
SA1030	HRA Site Development	196,560	200,000				
SA1031	Site Acquisition	0	800,000	600,000	600,000		
SA1032	New Build Programme	0	5,529,000	5,404,250	5,511,250	5,500,000	5,500,000
		4,146,286	13,562,674	6,004,250	6,111,250	5,500,000	5,500,000
	SUB TOTAL HOUSING REVENUE ACCOUNT	10,015,306	18,730,474	11,388,050	11,500,450	10,619,200	10,613,800
	HOUSING GENERAL FUND						
TF6011	Private Sector Disabled Facilities Grants	540,627	465,000	465,000	465,000	465,000	465,000
TF6012	Discretionary DFG	175,000	0	0	0	0	0
		715,627	465,000	465,000	465,000	465,000	465,000
	TOTAL HOUSING REVENUE ACCOUNT	10,730,934	19,195,474	11,853,050	11,965,450	11,084,200	11,078,800

APPENDIX C - VEHICLES, PLANT, EQUIPMENT & TECHNOLOGY

NSDC		ASSETS	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
Leased Assets								
CC120902	Refuse vehicle							
8808001067	Johnston VT650 Sweeper							
X00007	Fitness Equipment Blidworth							
8811001026	Trimax Mower	10,000						
6611001006	4 Kubota mowers							
99920034	2 Kubota mowers		18,000					
8809001012	Massey Ferguson Tractor and Flail					45,000		
8810001025	7 Refuse vehicles							
Leased Assets			10,000	18,000	0	45,000	0	0
Owned Assets								
E00010	Massey Tractor & Loader				30,000			
E00012	Ransome Mower	0						
E00016	Refuse Truck							
E00016	2 Dennis mowers							
E00016	2 Ransome Mowers							
E00020	Medical Truck							
E00021	Street Sweeping Transit							
E00022	Transit Van							
E00023	Transit Van							
E00024	Hit squad vehicle				65,000			
E00025	Hit squad vehicle				65,000			
E00026	Ford Ranger Pick-up					19,000		
E00027	Ford Ranger - Grounds Maintenance					18,000		
E00028	Transit Pickup - Grounds Maintenance					21,000		
E00029	Ford Transit - Grounds Maintenance					23,000		
E00030	Ford Transit - Grounds Maintenance					23,000		
E00031	Dropside Transit - Street Cleaning					26,000		
E00032	Dropside Transit - Street Cleaning					26,000		
E00033	Transit Pickup - Grounds Maintenance					25,000		
E00034	Dennis Elite Refuse Collection Vehicle					160,000		
E00035	Dennis Elite Refuse Collection Vehicle					160,000		
E00036	Dennis Elite Refuse Collection Vehicle					160,000		
E00037	Dennis Elite Refuse Collection Vehicle					160,000		
E00038	Dennis Elite Refuse Collection Vehicle					160,000		
E00039	Ford Fiesta - Refuse					10,000		
E00039	Ford Fiesta - Refuse					10,000		
E00040	Ford Connect - Castle Ranger					11,250		
E00040	Ford Ranger - Sconce Ranger					11,250		
E00040	Ford Ranger - Vicar Water Ranger					0		
E00040	Ford Connect - Car Parks					11,250		
E00041	Ford Connect - Pest Control					0		
E00041	Ford Connect - Pest Control					0		
E00041	Ford Ranger - Pest Control					0		
E00042	Johnston CX201 Compact Sweeper						70,000	
E00043	Johnston V651 Road Sweeper						110,000	
E00044	Johnston V651 Road Sweeper						110,000	
E00045	Refuse Collection Vehicle						165,000	
E00046	Refuse Collection Vehicle						165,000	
E00047	DAF Tipper Grab						25,000	
E00048	Medical Truck							31,000
E00049	Refuse Collection Vehicle							165,000
E00050	Refuse Collection Vehicle							165,000
E00051	Medical Truck							31,000
E00052	4 Kubotas						47,000	
E00060	Ford Ranger							
E00304	Fitness Equipment - Dukeries	0						
E00402	Market Stall			0				
E00403	Market Stall			0				
E00601	Mobile lifting Equipment						20,000	
E00603	Spider mower				22,000			
E00605	Fitness Equipment - Blidworth	201,082						
E00606	Fitness Equipment - Dukeries	173,278						
E00607	Fitness Equipment - Grove	383,971						
E00608	Fitness Equipment - Southwell	0						
X00005	Ground Maintenance Ranger							
	New Refuse Vehicle (Garden Waste as per P&F 5.11.15)							
	Mower x 1							
	Fiesta Vans - VAT correction Dec 12 - Vat regs							
Owned Vehicles & Plant			758,331	0	182,000	1,034,750	712,000	392,000
TOTAL NSDC VEHICLES, PLANT & EQUIPMENT			768,331	18,000	182,000	1,079,750	712,000	392,000
NSDC								
ASSETS		2016/17	2017/18	2018/19	2019/20	2020/21	2020/21	
Owned Assets								
E00204	Torex - Leisure Receiving System	50,000						
E00207	Replacement computer software	0						
E00208	Servers	0						
E00209	Warden Call System	0		320,000				
E00211	Replacement Laptops			0				
E00215	Desktops & Monitors	0						
E00216	Network Server			0				
E00217	IT Investment Software			0				
E00218	IT Investment Hardware			0				
E00219	25 Laptops					0		
	Laptops 14/15							
	71 Laptops 18/19			0				
	Firewall	551						
	x3 Servers (re 70 Citrix Licences)							
	Citrix Licences (Software)							
	Palace/Museum Ticketing software	13,778					40,000	
E00220	150 Replacement Laptops				80,000		80,000	
	Server Upgrade for remote access						25,000	
	Professional fees in relation to below	200	47,800					
	MFD's							
	Telephony & contact centre	28,100	3,900				10,000	
	Server hardware (VM ware)							
	Data circuits installation		20,000					
	Data centre inc VM Ware, Hardware & Licences, SAN, Network	300,000	220,000					250,000
	Web enhancement/channel shift (CRM)							
	Net app (san)							
	Replacement programme (feasibility offsite)	49,910	10,090					
	Meritec System - separate bid	68,750						
	ICT equipments - Members - separate bid	14,700						
TA3286	Owned Technology	525,988.17	301,790	320,000	80,000	155,000	250,000	
NSH								
ASSETS		2016/17	2017/18	2018/19	2019/20	2020/21	2020/21	
Leased Assets								
	22 various vans (used by NSHomes)			400,000				
	10 Various Vans (used by NSHomes)			145,000				
	6 Various Vans (used by NSHomes)			130,000				
NSH Leased Assets			0	0	675,000	0	0	0

General Fund Additions

Project	Capital Description	Additions/ Reductions - 16-17	Additions/ Reductions - 17-18	Additions/ Reductions - 18-19	Additions/ Reductions - 19-20	Additions/ Reductions - 20-21	Additions/ Reductions - 21-22	Comments
TA3286	Investment Technology Project	0	0	0	0	10,000	250,000	New offices replacement programme
TB2253	Vehicles & Plant (NSDC)	14,727	0	0	0	0	0	Correction to budget previously agreed but not amended
TB2253	Vehicles & Plant (NSDC)	0	0	0	0	0	392,000	Replacement programme for 2 refuse vehicles and 2 Medical waste trucks
TB2253	Vehicles & Plant (NSDC)	0	0	0	-42,000	0	0	Removal of Pest control vehicles from the replacement programme
TB2253	Vehicles & Plant (NSDC)	0	-60,000	0	0	0	0	Removal of Market Stalls commitments
TB2253	Vehicles & Plant (NSDC)	0	0	20,000	0	0	0	Revision of Hit Squad vehicle costs, original estimate of £55k increased to £65k for 2 vehicles
TB2253	Vehicles & Plant (NSDC)	0	0	0	8,155	24,000		Revision of numerous vehicles estimated replacement costs
Total additions/Reductions		14,727	-60,000	20,000	-33,845	34,000	642,000	

General Fund - Reprofiting

Project	Capital Description	Movement 16-17	Movement 17-18	Movement 18-19	Movement 19-20	Movement 20-21	Movement 21-22	Comments
TA1211	New Leisure Centre	-750,000	750,000	0	0	0	0	Reprofiling to fit in with current programme, defects and retention to be paid
TA3286	Information Technology Investment	38,210	-358,210	240,000	0	80,000	0	Reprofiling to fit in with the new office project
TB2253	Vehicles & Plant (NSDC)	-30,000	0	30,000	0	0	0	Reprofiling to match to vehicle replacement programme
Total General Fund Re profiting		-741,790	391,790	270,000	0	80,000	0	

HRA Additions/Reductions

Project	Capital Description	Additions/ Reductions - 16-17	Additions/ Reductions - 17-18	Additions/ Reductions - 18-19	Additions/ Reductions - 19-20	Additions/ Reductions - 20-21	Additions/ Reductions - 21-22	Comments
SA1031	Site Acquisition	0	800,000	600,000	600,000	0	0	Funding for Site Acquisitions to compliment the New Build Programme, report tabled and agreed at P&F 26.01.17
SA1032	New Build Programme	0	5,259,000	5,404,250	5,511,250	5,500,000	5,500,000	New Build Programme - Funding required for the next 5 financial years - Total budget (over the 8 year works period) £33.5m
S9's	HRA investment programme	0	-1,026,000	-540,000	-534,600	-572,400	-577,800	Investment programme reduction in order to contribute to the New Build Programme
Total additions/Reductions		0	5,033,000	5,464,250	5,576,650	4,927,600	4,922,200	

APPENDIX E - CAPITAL PROGRAMME SUMMARY						
	<i>2016/17</i>	<i>2017/18</i>	<i>2018/19</i>	<i>2019/20</i>	<i>2020/21</i>	<i>2021/22</i>
COMMITTED SCHEMES EXPENDITURE						
Housing Services	10,730,934	19,195,474	11,853,050	11,965,450	11,084,200	11,078,800
Other Services	11,370,010	11,923,195	1,328,800	1,159,750	867,000	642,000
Total Expenditure	22,100,943	31,118,669	13,181,850	13,125,200	11,951,200	11,720,800
CAPITAL EXPENDITURE FINANCING						
Net Internal and External Borrowing Approval	3,834,710	1,687,290	441,800	2,940,228	2,587,020	1,724,250
Government Grants	2,241,004	9,695,785	465,000	465,000	465,000	465,000
Contributions from Third Parties	2,335,469	3,440,523	0	0	0	0
Community Infrastructure Levy	0	0	0	0	0	0
Capital Receipts Bought forward	2,756,437	2,584,290	7,363,018	4,378,130	4,601,330	4,824,530
Capital Receipts in year	596,250	6,623,200	223,200	223,200	223,200	223,200
Capital Receipts Carried forward	-2,584,290	-7,363,018	-4,378,130	-4,601,330	-4,824,530	-5,047,730
Capital Reserve	5,897,604	8,500	8,500	8,500	8,500	8,500
Revenue Support	7,023,759	14,442,099	9,058,462	9,711,472	8,890,680	9,523,050
Total Resources Available	22,100,943	31,118,669	13,181,850	13,125,200	11,951,200	11,720,800
Net resources before allowing for Earmarked Funds	0	0	0	0	0	0

MOVING AHEAD PROGRAMME – SOUTHWELL AND OLLERTON UPDATE

1.0 Purpose of Report

- 1.1 The purpose of this report is to update Members on the developments of providing Council services in Southwell and Ollerton.

2.0 Background Information

- 2.1 As well as moving to the new Council offices in Newark, the Council have committed to improving the delivery of Council services in both Southwell and Ollerton in recognition of customer demand and need from those areas
- 2.2 In January 2014, the Council in conjunction with the DWP and Ollerton & Boughton Town Council, commenced delivery of a joint service from Ollerton Town Hall. This service currently operates for one day per week on a Wednesday. This service is very popular and clearly demonstrates a requirement for an enhanced service in Ollerton. There is a limited public transport service from Ollerton to Newark and this together with the increased complexity of the queries received proves why a face to face provision in Ollerton is important.

3.0 Southwell

- 3.1 The Council commenced an enquiry service in Southwell library in September 2016 and is open Tuesday 9.30am-4.30pm and Thursday 9.30am-12.30pm (the library closes at 12.30pm on Thursdays).
- 3.2 The library is situated in the central part of Southwell in a modern building and is easy accessible for customers.
- 3.3 The take up of this service is improving and has been warmly received by customers accessing the service. The service will be reviewed after it has been operating for 6 months to identify if the provision meets the demand.
- 3.4 The service is being advertised in both Southwell and the neighbouring villages. In addition to being advertised on the website, social media and notice boards adverts have also been placed in the Bramley magazine which is delivered to all properties in Southwell and the surrounding area. Alternative methods of marketing the service are being considered including advertising the service on the back of car park tickets issued in the Southwell car park.
- 3.5 Between assisting customers staff are utilised with other tasks e.g. responding to customer emails.

4.0 Ollerton

- 4.1 As mentioned earlier in this report the Council do already deliver a service in Ollerton. This is delivered in conjunction with the DWP, Dukeries Community College (ACLS), Ollerton and Boughton Town Council (OBTC). It operates every Wednesday from Ollerton Town Hall. The demand for service continues to increase with at a minimum of 35 customers utilising this service each week.
- 4.2 Ongoing discussions have taken place with Ollerton & Boughton Town Council, Newark & Sherwood CCG and other potential partners regarding future customer access in Ollerton and the surrounding area. OBTC, in conjunction with other partners would like to develop a public services hub in Ollerton. The benefits to both local residents and service providers could be significant and include improving accessibility of services for customers and patients, improved collaborative working across public services and the potential to release other assets in the community to support further regeneration within Ollerton. It would also provide NSDC with a location to deliver an improved customer service function and enable Newark and Sherwood Homes to move from their neighbourhood office on Sycamore Road.
- 4.3 The driver behind OBTC's aspiration for a public service hub in Ollerton is based on concerns that the current health provision in Ollerton does not serve the needs of its residents and will certainly not be able to cope with the projected anticipated growth in population. The CCG have met on a number of occasions with both the council and OBTC to discuss the provision of health care in the Ollerton area and the potential development of a public services hub. Although the CCG accept that there is a potential requirement for additional services the exact details as to what these are have not yet been established.
- 4.5 The ongoing dialogue between the council, OBTC and the CCG has helped to raise the profile within the CCG of the perceived issues with the health provision in Ollerton. The regeneration of the health provision in Ollerton in order to improve health deprivation is included in the Nottingham and Nottinghamshire Sustainability Transformation Plan.
- 4.4 One of the ways the Council could facilitate the OBTC vision is through the One Public estate programme which is pioneering initiative run by the Cabinet Office which provides practical support and funding to Councils to deliver ambitious property focused programmes in collaboration with central government and other public sector partners.
- 4.5 A bid was submitted by the Council to the OPE for funding to support a feasibility study to investigate the creation of a public sector hub in Ollerton. This bid was successful and £50,000 has been approved for the procurement of consultants to carry out the feasibility study.
- 4.6 The terms of OPE dictate that the Council have to be the lead authority for this project. As the majority of the study will be related to health then the CCG will be the most heavily partner involved in this study. Therefore the Council's role is to facilitate and to be able to access funding which supports the OBTC vision. The Council is not the lead on developing the proposals; this will rest with OBTC with support from potential partner organisations.

4.7 The feasibility study will identify which services can be delivered from the public sector hub and whether the site will actually be large enough to accommodate these services together with potential funding options. The enquiry service which the Council in conjunction with other partners currently deliver at Ollerton Town Hall would transfer to the public sector hub.

5.0 Ollerton Alternative Option

5.1 It is recognised that the Town Council's aspiration to develop a public sector hub/health facility is a long term project and if the scheme is developed it is likely to be a number of years before it is operational. However, there is a need to improve the service which the Council currently provides in Ollerton and due to the demand for this service this cannot wait for the public sector hub to become operational.

5.2 A number of discussions have taken place with OBTC regarding increasing the service the Council provide in Ollerton and identifying suitable alternative locations. Working with other partners to delivering the service on a Wednesday has proved to be very successful and has delivered excellent outcomes for the customers. It has not been possible to identify any additional locations in Ollerton which are in a suitable central location to deliver an enhanced service from.

5.3 To overcome this issue and to improve their own office accommodation, OBTC suggested that their Town Hall could be refurbished which would create more space for both the council and other partners to deliver a service from.

5.4 The Council agreed to fund a concept feasibility study to investigate the possibilities for the refurbishment and improvement of Ollerton Town Hall. The study consisted of the following:

- Analysis of the existing building and site
- Options appraisal of extending/converting the existing building
- Options appraisal for new build premises.

5.5 The study confirmed that significant works would be required to upgrade the existing building fabric and services to meet the current regulations. It also identified that although it was possible to extend the building it would be complex and at a high cost. The study recommended that due to the design and layout of the current building the most effective option would be to demolish the existing building and replace it with a new building.

6.0 Funding Options

6.1 The indicative costs were much higher than OBTC anticipated. OBTC do not have the capital to fund this project and do not want to borrow the money to fund this. The Council approached potential partners to see if they would be interested in making a contribution but they did not agree to this their preference is to progress the One Public Estate feasibility study for the development of the public sector hub.

6.2 Unfortunately this potential development does not meet the criteria for either CIL or Section 106 as funding sources.

6.3 The Council have recently been informed that the bid it submitted to the One Public Estate bid as mentioned previously in the report for a feasibility study for a public sector hub in Ollerton was successful and has been awarded the funding to carry out this study. The study will identify partner requirements and funding options for the public sector hub including future health care provision. At the current time the OPE appears to be the most likely solution to develop the long term vision for a public services hub in Ollerton. The council will continue to support OBTC and partners in delivering this aspiration.

7.0 Customer Service Delivery

7.1 As mentioned earlier in this report the Council are committed to improving its delivery of services in Ollerton. Ongoing discussions are taking place with OBTC regarding expanding the current limited weekly face to face service which is delivered in conjunction with the DWP, OBTC and other partners and it is hoped that this service will shortly increase to twice a week. OBTC currently provide the accommodation and reception resource free of charge. However they are considering whether, due to loss of income from the rental of the room in the Town Hall, together with the impact of providing a staffing resource that they will need to charge for this.

7.2 Whilst this will increase and improve the service the Council offer in Ollerton in the short term this is unlikely to meet the actual demand for the service. The long term solution through the OPE bid is attractive to OBTC and partners including ourselves as it will provide a sustainable long term solution.

8.0 Equalities Implications

8.1 Both the Council and its partner organisations are aware of the demographics relating to the Ollerton area. The feasibility study, funded by the One Public Estate, will be mindful of equality implications and will ensure that the findings take into account specific requirements.

9.0 Finance Comments

9.1 The cost of the current service provision at Southwell and Ollerton is contained within the Council's revenue budget.

9.2 The feasibility study relating to the delivery of a public sector hub referred to at 4.5 will be fully funded by the One Public Estate funding.

9.3 Should Ollerton Town Council request a contribution toward the costs of providing accommodation and reception resource, any impact on the revenue budget will be considered at that time, but the costs are expected to be minimal.

10.0 RECOMMENDATIONS that:

- (a) Members note the content of this report, and**
- (b) further updates be presented to this Committee.**

Reason for Recommendations

This report is to keep Members informed of the latest development in the delivery of service in Ollerton and Southwell. There are no recommendations requiring action.

Background Papers

Nil.

For further information please contact Jill Baker on ext. 5810.

Matthew Finch
Director – Customers