

Date: 2 March 2016

Dear Sir/Madam,

COUNCIL MEETING – 10 MARCH 2016

Notice is hereby given that a meeting of the Newark and Sherwood District Council will be held in the Council Chamber, Kelham Hall on Thursday, 10 March 2016 at 6.00pm.

Yours faithfully



A.W. Muter
Chief Executive

AGENDA

Pages

- | | | |
|----|--|--------|
| 1. | Apologies for absence | |
| 2. | Minutes of the meeting held on 9 February 2016 | 4 – 11 |
| 3. | Declarations of Interests by Members and Officers | |
| 4. | Declaration of any Intentions to Record the Meeting | |
| 5. | Communications which the Chairman or the Chief Executive may wish to lay before the Council | |
| 6. | Communications which the Leader of the Council and Committee Chairmen may wish to lay before the Council | |
| 7. | Questions from Members of the Public | |
| 8. | In accordance with Rule No. 10 to receive Petitions from Members of the Council (if any) | |

9.	Revenue Budget and Council Tax Setting for 2016/17	12 - 28
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19.	Notices of Motion	

- (i) In accordance with Rule No 13.1, Councillor Mrs A.A. Truswell will move and Councillor D.B. Staples will second a motion to the following effect:

“This Council regards the current turmoil in the national Housing Policy with dismay and concern.

Our Housing Business Plan has been disrupted by the sudden u-turn from a CPI +1% policy of rent increases to one of enforced CPI -1% rent reductions, by the Pay to Stay deal, by the extension to Housing Associations of the Right to Buy, which has severely disrupted the local housing market and our ability to deliver more affordable homes, and by the requirement to sell off more valuable council homes without being able to use the receipts to address housing need. Furthermore the impact on the public rented sector through abandoning long term tenancies runs counter to other government policies to try and engage with problem families.

No Council can deliver the affordable housing our people needs in the maelstrom and uncertainty of this continual disruption.

We ask that this Council writes a letter to our two MPs and to the Housing Minister expressing our disappointment, explaining our difficulties, and urging a more measured and informed approach. We ask for proper consultation before the headlong rush into legislation in the hope of real progress in addressing housing needs. We also urge the Local Government Association to act more vigorously to challenge Government Housing policy.”

20. Questions from Members of the Council

DELEGATED DECISIONS

- | | | |
|-----|---|--------------------------------|
| 21. | (a) Policy & Finance Committee – 25 February 2016 | PF1 – PF6
(Exempt) PF7– PF8 |
| | (b) Audit and Accounts Committee – 10 February 2016 | AA1 – AA5 |
| | (c) Planning Committee – 1 March 2016 | To Follow |
| | (d) Councillors’ Commission – 25 February 2016 | CC1 – CC5 |

NOTES:

- (1) The Conservative Group will meet at 5.00pm in Room G21 prior to the Council Meeting.
- (2) The Labour Group will meet at 5.00pm in Room G23 prior to the Council Meeting.
- (3) The Independent Group will meet at 5.00pm in Room F19 prior to the Council Meeting.
- (4) Tea and coffee will be available in the Group Meeting Rooms.

NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **NEWARK & SHERWOOD DISTRICT COUNCIL** held in the Council Chamber, Kelham Hall, Newark on Tuesday, 9 February 2016 at 6.00pm.

PRESENT: Councillor I. Walker (Chairman)
Councillor A.C. Roberts (Vice-Chairman)

Councillors: Mrs K. Arnold, D. Batey, R.V. Blaney, Mrs B.M. Brooks, Mrs C. Brooks, Mrs I. Brown, M. Buttery, M. Cope, Mrs R. Crowe, R. Crowe, Mrs G.E. Dawn, Mrs M. Dobson, P.C. Duncan, K. Girling, G.P. Handley, R.J. Jackson, R.B. Laughton, J. Lee, D.J. Lloyd, Mrs S.M. Michael, N. Mison, D.R Payne, P. Peacock, Mrs P. Rainbow, Mrs S.E. Saddington, Mrs S. Soar, D. Staples, F. Taylor, Mrs L.J. Tift, Mrs A.A. Truswell, B. Wells, T. Wendels and Mrs Y. Woodhead.

APOLOGIES FOR ABSENCE: Councillors: G. Brooks, D.J. Clarke, D. Thompson and K. Walker

Prior to the transaction of business the Council stood in silence in memory of Karen Woodward.

52. MINUTES

AGREED that the minutes of the meeting held on 15 December 2015 be approved as a correct record and signed by the Chairman.

53. DECLARATIONS OF INTERESTS BY MEMBERS AND OFFICERS

- NOTED: - (a) the list of interests declared as shown in the schedule circulated at the meeting; and
(b) the additional interest which was declared at the meeting as follows:-

<u>Member</u>	<u>Agenda Item No.</u>
Councillor Mrs R. Crowe	Agenda Item No. 14(d) - Delegated Decisions – Planning Committee – 5 January 2016 - Minute No. 120 – Former Piano School, Mount Lane, Newark (15/01260/FULM) – Personal Interest as a Trustee of St Leonard’s Hospital Trust.

54. DECLARATION OF ANY INTENTIONS TO RECORD THE MEETING

Other than the Council recording in accordance with usual practice, there were no declarations of intentions to record the meeting.

55. COMMUNICATIONS FROM THE CHAIRMAN AND CHIEF EXECUTIVE

The Chairman made presentations to the following winners of the staff Pride Awards for 2015:

'We're Proud of You Award' – Beverley McMillan, Housing Support Officer (Older People).

'Unsung Hero Award' – Susan Miller, Anti-Social Behaviour Officer.

Team of the Year Award – Democratic Services.

The Chairman also thanked those Members who were able to attend the New Year Civil Service at Edwinstowe and advised of the following upcoming events:

Saturday, 12 March – hot buffet reception at the National Civil War Centre.

Monday, 14 March – Raising the Flag for the Commonwealth at Kelham Hall.

Sunday, 17 April – Civic Service at Elston Church.

56. COMMUNICATIONS FROM THE LEADER OF THE COUNCIL AND COMMITTEE CHAIRMEN

Councillor R.V. Blaney encouraged all Members to respond to the questionnaire relating to the future provision of ICT equipment.

57. HOUSING REVENUE ACCOUNT BUDGET AND RENT SETTING 2016/17 - 2020/21

The Council considered the joint report of the Directors – Resources and Safety concerning the Housing Revenue Account budget for 2015/2016. Under the Council's Constitution the Housing Revenue Account Self Financing Business Plan would be formulated and reviewed by the Policy & Finance Committee and recommended to Council for approval. A major element of the Business Plan comprised the annual Housing Revenue Account budget.

The annual Housing Revenue Account budget for 2016/17 and financial plan to 2020/21, including proposals for rent levels for 2015/16, was considered by the Policy & Finance Committee at their meeting held on 28 January 2016. Members of the Homes & Communities Committee were invited to attend in order for their views on the budget, financial plan and rent setting to be considered prior to any recommendations being made to the Council. The Council's Rent Setting Policy was reviewed by the Policy & Finance Committee as part of the budget setting process.

The report considered by the Policy & Finance Committee on 28 January was attached as an appendix to the report. This detailed proposals for the Management Fee, rent levels and long term and short term housing growth. The Policy & Finance Committee also considered recommendations to adjust rent levels and service charges with effect from 4 April 2016.

In presenting the report the Leader of the Council advised that updates were still being received from the Department for Communities & Local Government about the government's proposals within the Welfare Reform & Work Bill to reduce social rents by 1% for a four year period from April 2016 in addition to the one year exception to the 1% rent reduction for designated supported housing. Councillor R.V. Blaney moved and Councillor D.J. Lloyd seconded proposed amendments to the recommendations to reflect the latest position in respect of government proposals.

AGREED (unanimously) that:

- a) the Housing Revenue Account budget for 2016/2017 as set out in Appendix A to the Policy & Finance report, as attached to the report be approved;
- b) the Management and Maintenance Fee for 2016/2017 of £7,707,390 be noted;
- c) the weekly rents of all general needs properties in the Housing Revenue Account be decreased by 1% in accordance with the Welfare Reform and Works Bill, and the rent of all supported housing properties covered by the exception under the Bill be increased by CPI +1% with effect from 4 April 2016;
- d) that Members consider the housing support charges listed in 5.1 of the report and in Appendix B to the Policy & Finance report and agree an increase of CPI plus 1% (0.9%) to the next 5p, with effect from 4 April 2016;
- e) other services charges should be increased by 0.9 %, in line with CPI plus 1%, with effect from 4 April 2016;
- f) garage, garage plot and garage port rents be increased by 0.9% in line with CPI plus 1%, with effect from 4 April 2016; and
- g) the rent of all new lets of supported housing properties be increased by 10% on the first occasion that they are re-let after 1 April 2016 subject to this being in accordance with the provisions of the Welfare Reform and Works Bill.

(Councillor K. Girling arrived following the conclusion of this item).

58. MEMBERS ALLOWANCES INDEPENDENT REMUNERATION PANEL

The Council considered the report of the Chief Executive which informed Members of the recommendations of the Members Allowances Independent Remuneration Panel. The Council must consider the report of the Panel before it sets a scheme of Members Allowances in accordance with the Local Authorities (Members Allowances) (England) Regulations.

The report of the Independent Panel was considered by the Councillors' Commission at their meeting held on 22 January 2016 who recommended the Council adopt a new scheme in accordance with the recommendations of the Panel.

The Panel had taken account of the evidence submitted to it and a range of benchmarking information. The significant changes recommended by the Panel included:

- Consolidation of the IT allowance into the Basic Allowance and a basic allowance of £4,700;
- Removing the restriction which limits any member to a single Special Responsibility Allowance;
- Raising the allowance paid to the Leader of the Council to £13,000;
- Creating a Special Responsibility Allowance for the Deputy Leader of £2,600;
- Raising the Special Responsibility Allowance for the Main Opposition Group Leader to £4,500;
- Raising the Special Responsibility Allowances of the Chair and Vice Chair of the Planning Committee to £5,298 and £977 respectively.

The Panel also referred to the potential for the Council to undertake its standards work without a separate Committee. In the event that this change was carried out, a Special Responsibility Allowance for the Chair of the Standards Committee would not be required. The Councillors' Commission recommended that the Monitoring Officer bring a report forward on the future operation of the standards regime and that a decision on this should be deferred until that report was considered.

AGREED (unanimously) that:

- a) the report and recommendations of the Independent Remuneration Panel on Members' Allowances, and the recommendation of the Councillors' Commission be accepted; and
- b) the Council adopt a scheme of Members' Allowances in accordance with the recommendations of the Independent Remuneration Panel.

59. COMMUNITY GOVERNANCE REVIEW - CAYTHORPE PARISH COUNCIL

The Council considered the report of the Chief Executive which sought to approve draft proposals for the Community Governance Review of Caythorpe Parish Council. In accordance with the Local Government and Public Involvement in Health Act 2007 the Council has responsibility for undertaking community governance reviews. The Council received a request from Caythorpe Parish Council on 19 October 2015 to undertake a Community Governance Review to increase the number of their parish councillors from five to six.

At their meeting held on 10 December 2015 the General Purposes Committee approved the terms of reference for such a review and consultation on the terms of reference closed on 22 January 2016. One response was received during this consultation process from Caythorpe Parish Council and this was circulated to all members of the General Purposes Committee. The next stage of the review was to publish Draft Proposals for consultation. The Members of the General Purposes Committee would be consulted on any representations received during this consultation period and final proposals would be recommended to the Council meeting to be held on 10 March 2016.

AGREED (unanimously) that:

- (a) the draft proposals as set out in Appendix A to the report be approved; and

- (b) the draft proposals are published in accordance with the review timetable.

60. NOTICES OF MOTION

In accordance with Council Procedure Rule No 13.1, Councillor Mrs G.E Dawn moved and Councillor Mrs I. Brown seconded a motion to the following effect:

“As Councillors will appreciate the Robin Hood Hotel has been an eyesore at a major gateway entrance to the town for too long. Members of the public are losing patience with the situation. It is difficult to ascertain whether a planning application is imminent or not.

Newark Town Council recently passed a motion that called upon Newark and Sherwood District Council to take all necessary enforcement action against the owners of the property to ensure that the building is wind, watertight and structurally sound and to enforce the now expired contract between Newark and Sherwood District Council and the site owners. The formal response from Newark and Sherwood District to the Town Council addressed none of the above issues.

Therefore we propose that the Council:

1. Now take all necessary enforcement action to enforce the now expired contract between Newark and Sherwood District Council and the site owners; and
2. Ensure that the building is wind, watertight and structurally sound.”

In accordance with Council Procedure Rule No. 26.4, Councillor R.V. Blaney moved and Councillor D.J. Lloyd seconded an amendment to the motion to change the final paragraph to read as follows:

“Therefore we propose that the Council:

1. Now take independent legal advice and determine the most appropriate action to secure compliance with the contract between Newark & Sherwood District Council and the site owners; and
2. Ensure that the building is kept windproof, watertight and structurally sound.”

In accordance with Council Procedure Rule 25.4 Councillors Mrs G.E. Dawn and Mrs I. Brown accepted the amendment which accordingly became the substantive motion.

The substantive motion, on being put to the vote was declared carried unanimously.

(Councillor Mrs C. Brooks left the meeting during consideration of the Motion).

61. QUESTIONS FROM MEMBERS OF THE COUNCIL

Details of three questions put forward from Councillor Mrs A.A. Truswell and the replies given are attached as Appendix A to these minutes.

62. DELEGATED DECISIONS

(a) Policy & Finance Committee – 28 January 2016

(i) Minute No. 81 – Proposed Sports Hub Development at Bowbridge Road, Newark

Councillor D. Staples sought assurances that the Partnership Strategic Group established would not commit the Council to any future expenditure and the Partnership Agreement would highlight the Council's responsibility for the health of people in the district and not simply supporting those who already play sports.

Councillor R.V. Blaney confirmed that the Strategic Group would have no decision making powers so any such decisions would need to go through the relevant Council committee. He also advised that the Partnership Agreement itself would not contain such detail but that the document was necessary as a background document to support bids submitted to relevant funding bodies.

(b) Economic Development Committee – 6 January 2016

(c) Homes & Communities Committee – 18 January 2016

(d) Leisure & Environment Committee – 26 January 2016

(e) Planning Committee Meetings – 5 January and 2 February 2016

(f) Councillors' Commission - 22 January 2016

Meeting closed at 7.11 pm.

Chairman

QUESTION ONE

Question from Councillor Mrs A.A. Truswell to the Chairman of the Policy & Finance Committee:

Does the Leader of the Council agree with his colleagues on the County Council that there should be a Nottinghamshire County unitary authority?

Reply from Councillor R.V. Blaney:

No.

Supplementary Question from Councillor Mrs A.A. Truswell:

Could you inform us of your party's position in respect of unitary authorities?

Reply from Councillor R.V. Blaney:

Neither the Conservative Councillors on this Council nor the County Council, stood for election with a proposal for unitary authorities in their manifesto, nor is it a Conservative Party policy.

QUESTION TWO

Question from Councillor Mrs A.A. Truswell to the Chairman of the Policy & Finance Committee:

Does the Leader of the Council believe we should still be taking on financial debt to move to new offices, if his own members on the front bench believe this Council should be dissolved?

Reply from Councillor R.V. Blaney:

Our new offices will be funded in part through the sale of Kelham Hall. Whether the balance is funded by borrowings or from our own resources will be a decision taken at the appropriate time. However, the move from Kelham Hall will reduce our costs by c£500,000 a year which will help us to maintain and enhance our front-line services.

The office move was a key manifesto commitment on which all members on these benches were elected in May 2015.

Supplementary Question from Councillor Mrs A.A. Truswell:

Does the Leader agree that we should be pursuing building a new office and not look for alternative accommodation given the uncertain future for the authority?

Reply from Councillor R.V. Blaney:

Yes we should pursue the new office accommodation.

QUESTION THREE

Question from Councillor Mrs A.A. Truswell to the Chairman of the Policy & Finance Committee:

Would the Leader of the Council please update us on the “Devolution Deal” as I understand that Councillor Kay Cutts’ motion to the County Council has created a lot of uncertainty.

Reply from Councillor R.V. Blaney:

I am grateful to Councillor Mrs Truswell for providing me with the opportunity to update the Council on the latest situation with the Devolution Deal. Firstly, let me say that the cause of the uncertainty to which she refers is more widely-based than she suggests. It is clear that, whilst the Government wishes to do a ‘Deal’ with the Derbyshire and Nottinghamshire partners similar to those it has concluded successfully in other parts of the country, it finds itself in something of a bind because of obstacles being put in the way, not least by a number of our MP’s, both Conservative and Labour, who seem more concerned about a perceived loss of their influence.

It is a pity that whilst local government leaders are working hard to try and secure a ‘Deal’, I am growing increasingly concerned about whether the Government can get its act together to offer us one.

In line with our most recent Council decision on the Devolution Deal, I am continuing to work with the other eighteen Leaders in Nottinghamshire and Derbyshire so that we can get to a point where an informed choice can be made. If we are able to do a ‘Deal’, it is likely that it will need to be signed ‘in principle’ by the middle of March. In common with other Deals, this would be a ‘high level’ document signed by the Leaders and a Government minister setting out the broad arrangements for devolution and governance. There would then be public consultation about the arrangements for a single combined authority whilst due diligence is carried out on the detail of the devolution arrangements. The opportunity for this Council to consider and determine its response to the detail of the Deal, the outcome of public consultation and the proposed governance arrangements would then come in October of this year.

The current draft of the ‘Deal’ has been made available to members and to the public. Members will have noted that the title of the deal has migrated from the original ‘D2N2’ via the ‘East Midlands’ and is now the ‘North Midlands’, both changes at the suggestion of Whitehall. There is even a hint at present that it should revert to ‘East Midlands’. Continually changing advice about the name rather sums up the lack of clarity coming from central government.

So, in summary, if there is to be a ‘Deal’, it will be taken forward by this Council under the delegation approved by the Council at its meeting on 10 November 2015. I will ensure that members are informed as soon as we know. After that, we will have a period of consultation and due diligence before we can debate and consider the detail of the Deal, the outcomes of public consultation and the Governance arrangements. At that point, in October 2016, this Council will make its decision.

REVENUE BUDGET AND COUNCIL TAX SETTING FOR 2016/17

- 1.0 The Council is required by the Local Government Finance Act 1992 to set a Council Tax for 2016/2017.
- 2.0 The Council Tax Base for the Council, together with the Council Tax Base for all Parish Councils within the District and the Business Rates Base, have been determined in accordance with the regulations. These figures are shown in recommendation 2 of this report.
- 3.0 In setting the level of Council Tax for 2016/2017 it is necessary to consider the requirements of the Council Tax Collection Fund for 2016/2017. This incorporates the District Council's Council Tax Requirement, Parish Council Precepts, and the Council Tax requirements of Nottinghamshire County Council, the Nottinghamshire Police and Crime Commissioner and the Nottinghamshire Fire and Rescue Service.
- 4.0 The Policy Committee meeting held on the 25 February 2016, recommended that the District Council's Council Tax Requirement for 2016/2017, excluding Parish Council precepts, should be £11,193,930 as detailed in the Council's Budget Book for 2016/2017.
- 5.0 As part of the budget process, the views of the operational committees have been taken into account along with views of the Commercial Ratepayers through the statutory consultation.
- 6.0 The Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014 require that for authorities operating a Committee system, "immediately after any vote is taken at a budget decision meeting of an authority there must be recorded in the minutes of the proceedings of that meeting the names of the persons who cast a vote for the decision or against the decision or who abstained from voting". Members will be aware that this applies to all parts of Recommendation 3 a-j in this report.
- 7.0 All Parish Council precepts have now been received. Parish precepts total £2,577,404.96. Consequently the total Council Tax Requirement for the District Council is £13,771,334.96 (ie £11,193,930 plus £2,577,404.96) (see recommendation 3(c)). Individual Parish Council precepts are shown in the table below.

	PARISH	PRECEPT 2016-17 £
1	Alverton	-
2	Averham	*
3	Balderton	254,455.00
4	Barnby in the Willows	2,500.00
5	Bathley	1,365.00
6	Besthorpe	5,884.00
7	Bilsthorpe	60,000.00
8	Bleasby	10,500.00
9	Blidworth	71,880.00
10	Bulcote	3,000.00

	PARISH	PRECEPT 2016-17 £
11	Carlton-on-Trent	2,866.00
12	Caunton	4,750.00
13	Caythorpe	2,000.00
14	Clipstone	90,350.00
15	Coddington	14,259.00
16	Collingham	25,189.15
17	Cotham	-
18	Cromwell	850.00
19	Eakring	3,660.00
20	East Stoke	****
21	Edingley	4,000.00
22	Edwinstowe	110,360.34
23	Egmanton	1,650.00
24	Elston	17,000.00
25	Epperstone	8,404.47
26	Farndon	51,000.00
27	Farnsfield	62,430.00
28	Fiskerton-cum-Morton	6,900.00
29	Girton and Meering	1,434.00
30	Gonalston	-
31	Grassthorpe	-
32	Gunthorpe	16,769.00
33	Halam	7,500.00
34	Halloughton	400.00
35	Harby	3,136.00
36	Hawton	1,250.00
37	Hockerton	850.00
38	Holme	-
39	Hoveringham	11,865.00
40	Kelham	*
41	Kersall	**
42	Kilvington	-
43	Kirklington	5,300.00
44	Kirton	5,000.00
45	Kneesall	**
46	Langford	***
47	Laxton & Moorhouse	3,000.00
48	Lowdham	66,285.00
49	Lyndhurst	-
50	Maplebeck	-
51	Meering	-
52	Newark	833,838.00
53	North Clifton	1,400.00
54	North Muskham	15,495.00

	PARISH	PRECEPT 2016-17 £
55	Norwell	4,600.00
56	Ollerton and Boughton	315,865.00
57	Ompton	**
58	Ossington	-
59	Oxton	9,500.00
60	Perlethorpe-cum-Budby	1,500.00
61	Rainworth	57,500.00
62	Rolleston	6,250.00
63	Rufford	4,335.00
64	South Clifton	1,030.00
65	South Muskham	9,500.00
66	South Scarle	3,700.00
67	Southwell	199,394.00
68	Spalford	-
69	Staunton	-
70	Staythorpe	*
71	Sutton-on-Trent	21,960.00
72	Syerston	700.00
73	Thorney	2,040.00
74	Thorpe	****
75	Thurgarton	5,500.00
76	Upton	6,388.00
77	Walesby	35,000.00
78	Wellow	5,500.00
79	Weston	3,568.00
80	Wigsley	-
81	Winkburn	-
82	Winthorpe	***
83	Fernwood	68,979.00
84	Kings Clipstone	9,500.00

PARISHES GROUPED FOR PRECEPT PURPOSES

*	Averham, Kelham, Staythorpe	3,060.00
**	Kneesall, Kersall, Ompton	2,192.00
***	Winthorpe, Langford	8,569.00
****	East Stoke, Thorpe	2,500.00
	Total	2,577,404.96

8.0 The Government Grant and net retained Business Rates form part of the District Council's General Fund, and are not part of the Collection Fund. These amounts total £5,032,091 for 2016/17 and are shown as recommendation 3(d).

- 9.0 In setting the level of Council Tax for 2016/2017, it is necessary to assess if any adjustment is necessary due to the level of Council Tax collection prior to 2016/2017. This involves calculations according to the provisions of the Local Authorities (Funds)(England) Regulations 1992, as subsequently amended. The position of the Council Tax Collection Fund was examined on the 15 January, 2016, as required by the Regulations, and it is considered that an adjustment is necessary to the level of Council Tax for 2016/2017 in respect of the Council Tax Collection Fund.
- 9.1 Due to the successful collection of Council Tax, and the prompt action taken to collect arrears, there is a surplus on the Council Tax Collection Fund even though targets of 99% have been set for each year since 1997/98
- 9.2 Any surplus on the Collection Fund has, by law, to be apportioned between the District Council, the County Council, the Police Authority and the Fire Authority in proportion to their respective calls on the Collection Fund for the previous year. The surplus apportioned to each organisation must be returned directly to the taxpayer in the form of a reduction in Council Tax. It cannot be spent by the Council.
- 9.3 The proportion of the surplus due to Newark & Sherwood District Council is £37,379, equivalent to a reduction in the Band D level of Council Tax of £1.00. This reduction is shown at recommendation 3(e).
- 10.0 There are no District Council Special Expenses for 2016/2017. The amount shown in recommendation 3(g) of £2,577,404.96 for special items relates to Parish Precepts only.
- 11.0 The basic level of tax (ie the level of tax for Band D properties) for District Council Services in areas where no parish charge is levied is £163.85 as shown in recommendation 3(h).
- 12.0 Recommendation 3(i) shows the basic level of tax for Band D properties in each parish, including parish charges where appropriate.
- 13.0 The basic level of tax for Band D properties is then multiplied by the appropriate statutory factor for each valuation band in order to arrive at the level of tax for District and Parish services for each valuation band. The resulting figures are shown at recommendation 3(j).
- 14.0 These figures then have to be added to the level of tax set by Nottinghamshire County Council for the provision of its services. Nottinghamshire County Council has set a precept on Newark and Sherwood District Council's collection fund for 2016/2017 of £48,243,451.00, equivalent to a Band D Council Tax of £1,290.66. Council Tax figures for each Band are set out in recommendation 4.
- 15.0 The Nottinghamshire Police & Crime Commissioner has set a precept on Newark & Sherwood District Council's Collection fund for 2016/2017 of £6,724,837.90, equivalent to a Band D Council Tax of £179.91. Council Tax figures for each Band are set out in recommendation 5.
- 16.0 The Nottingham and Nottinghamshire Fire & Rescue Service (the "Combined Fire Authority") has proposed a precept on Newark & Sherwood District Council's Collection fund for 2016/2017 of £2,760,432.00, equivalent to a Band D Council Tax of £73.85. Council Tax figures for each Band are set out in recommendation 6.

- 17.0 The total recommended levels of Council Tax for 2016/2017 for each Council Tax valuation band in each parish is shown in recommendation 7.
- 18.0 The level of Council Tax for Newark and Sherwood District Council services only is:

Valuation Band

A	B	C	D	E	F	G	H
£	£	£	£	£	£	£	£
109.23	127.44	145.64	163.85	200.26	236.67	273.08	327.70

- 19.0 From 2012/13, the Government replaced the former Council Tax Capping provisions with regulations requiring a Council Tax referendum to be held where a Council proposes a Council Tax increase in excess of a level set by the Secretary of State. For 2016/17, the level of Council Tax increase that would trigger a referendum has been set at 2.0% and £5.0. Having carried out the necessary calculation, the Council's budget and Council Tax do not exceed the threshold and so do not trigger a referendum. This is reflected in recommendation 8.
- 20.0 The total level of Council Tax, including the requirements of Nottinghamshire County Council, the Nottinghamshire Police & Crime Commissioner and the Nottinghamshire Fire & Rescue Service, for areas where there is no parish precept is:

Valuation Band

A	B	C	D	E	F	G	H
£	£	£	£	£	£	£	£
1,138.84	1,328.66	1,518.45	1,708.27	2,087.88	2,467.50	2,847.11	3,416.54

21.0 RECOMMENDATIONS that:

1. the revenue estimates for 2016/2017 and the medium term plan for 2016/17 to 2020/21, as submitted in the Council's Budget book be approved;
2. it be noted that the following amounts have been determined for the year 2016/2017 in accordance with regulations made under Section 31(B) of the Local Government Finance Act 1992:-
 - (a) 37,378.90 being the amount calculated by the Council in accordance with regulation 3 of the Local Authorities (Calculation of Council Tax Base) Regulations 1992, as its Council Tax Base for the year;
 - (b) £38,550,196 being the net business rate yield after transitional arrangements and rate retention;
 - (c) Part of the Council's Area

	PARISH	TOTAL LOCAL TAX BASE
1	Alverton	22.87
2	Averham	111.47
3	Balderton	2,987.82
4	Barnby in the Willows	105.73
5	Bathley	114.74
6	Besthorpe	79.89
7	Bilsthorpe	859.42
8	Bleasby	385.80
9	Blidworth	1,067.62
10	Bulcote	137.91
11	Carlton-on-Trent	86.62
12	Caunton	198.99
13	Caythorpe	141.17
14	Clipstone	1,178.40
15	Coddington	547.57
16	Collingham	1,095.24
17	Cotham	41.58
18	Cromwell	98.60
19	Eakring	173.25
20	East Stoke	52.87
21	Edingley	180.87
22	Edwinstowe	1,657.56
23	Egmanton	129.00
24	Elston	268.29
25	Epperstone	262.25
26	Farndon	802.69
27	Farnsfield	1,118.50
28	Fiskerton-cum-Morton	413.52
29	Girton and Meering	50.19
30	Gonalston	47.12
31	Grassthorpe	25.24
32	Gunthorpe	310.76
33	Halam	191.17
34	Halloughton	38.02
35	Harby	112.56
36	Hawton	33.66
37	Hockerton	80.49
38	Holme	38.91
39	Hoveringham	169.29
40	Kelham	85.93
41	Kersall	22.27
42	Kilvington	13.66
43	Kirklington	169.09
44	Kirton	112.66
45	Kneesall	89.30
46	Langford	41.28

	PARISH	TOTAL LOCAL TAX BASE
47	Laxton & Moorhouse	112.17
48	Lowdham	990.99
49	Lyndhurst	5.84
50	Maplebeck	46.63
51	Meering	-
52	Newark	7,954.95
53	North Clifton	71.48
54	North Muskham	394.91
55	Norwell	210.87
56	Ollerton and Boughton	2,532.62
57	Ompton	21.98
58	Ossington	39.70
59	Oxton	264.92
60	Perlethorpe-cum-Budby	72.96
61	Rainworth	1,748.93
62	Rolleston	156.62
63	Rufford	229.28
64	South Clifton	119.59
65	South Muskham	193.05
66	South Scarle	87.12
67	Southwell	2,808.04
68	Spalford	32.57
69	Staunton	26.14
70	Staythorpe	42.17
71	Sutton-on-Trent	495.30
72	Syerston	89.10
73	Thorney	94.74
74	Thorpe	33.66
75	Thurgarton	223.54
76	Upton	185.62
77	Walesby	416.59
78	Wellow	190.18
79	Weston	134.05
80	Wigsley	42.97
81	Winkburn	31.38
82	Winthorpe	284.72
83	Fernwood	919.12
84	Kings Clipstone	122.56
	Total Rounded	37,378.90

PARISHES GROUPED FOR PRECEPT PURPOSES

	Averham, Kelham, Staythorpe	239.57
	Kneesall, Kersall, Ompton	133.55
	Winthorpe, Langford	326.00
	East Stoke, Thorpe	86.53

being the amounts calculated by the Council, in accordance with regulation 6 of the Regulations, as the amounts of its Council Tax base for the year for dwellings in those parts of its area to which one or more special items relate;

3. that the following amounts be now calculated by the Council for the year 2016/2017 in accordance with Sections 31 to 36 of the Local Government Finance Act 1992:-

- (a) **£79,739,744.96** being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) to (4) of the Act;
- (b) **£65,968,410.00** 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;
- (c) **£13,771,334.96** being the amount by which the aggregate at 3(a) above exceeds the aggregate at 3(b) above, calculated by the Council, in accordance with section 31A(4) of the Act, as its Council Tax requirement for the year;
- (d) **£5,032,091.00** being the amount of Revenue Support Grant (£1,776,668 and net retained Business Rates (£3,255,423) which the Council estimates will be payable for the year into its general fund
- (e) **£37,378.90** being the amount which the Council has estimated in accordance with regulations issued under Section 97(3) of the Local Government Finance Act 1988 as its proportion of the surplus on the Council Tax Collection Fund;
- (f) **£232.81** being the amount at 3(c) above less the amount at 3(d) above less the amount at 3(e) above all divided by the amount at 2(a) above calculated by the Council in accordance with Section 31B(1) of the Act, as the basic amount of its Council Tax for the year;
- (g) **£2,577,304.96** being the aggregate amount of all special items referred to in Section 34(1) of the Act, the Council resolves there being no other special items;

(h) **£163.85** being the amount at 3(f) above less the result given by dividing the amount at 3(g) above by the amount at 2(a) above, calculated by the Council in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no special item relates.;

(i)

	PARISH	BASIC TAX (£)
1	Alverton	163.85
2	Averham	*
3	Balderton	249.01
4	Barnby in the Willows	187.50
5	Bathley	175.75
6	Besthorpe	237.50
7	Bilsthorpe	233.66
8	Bleasby	191.07
9	Blidworth	231.18
10	Bulcote	185.60
11	Carlton-on-Trent	196.94
12	Caunton	187.72
13	Caythorpe	178.02
14	Clipstone	240.52
15	Coddington	189.89
16	Collingham	186.85
17	Cotham	163.85
18	Cromwell	172.47
19	Eakring	184.98
20	East Stoke	****
21	Edingley	185.97
22	Edwinstowe	230.43
23	Egmanton	176.64
24	Elston	227.21
25	Epperstone	195.90
26	Farndon	227.39
27	Farnsfield	219.67
28	Fiskerton-cum-Morton	180.54
29	Girton and Meering	192.42
30	Gonalston	163.85
31	Grassthorpe	163.85
32	Gunthorpe	217.81
33	Halam	203.08
34	Halloughton	174.37
35	Harby	191.71
36	Hawton	200.99
37	Hockerton	174.41

	PARISH	BASIC TAX (£)
38	Holme	163.85
39	Hoveringham	233.94
40	Kelham	*
41	Kersall	**
42	Kilvington	163.85
43	Kirklington	195.19
44	Kirton	208.23
45	Kneesall	**
46	Langford	***
47	Laxton & Moorhouse	190.60
48	Lowdham	230.74
49	Lyndhurst	163.85
50	Maplebeck	163.85
51	Meering	163.85
52	Newark	268.67
53	North Clifton	183.44
54	North Muskham	203.09
55	Norwell	185.66
56	Ollerton and Boughton	288.57
57	Ompton	**
58	Ossington	163.85
59	Oxton	199.71
60	Perlethorpe-cum-Budby	184.41
61	Rainworth	196.73
62	Rolleston	203.76
63	Rufford	182.76
64	South Clifton	172.46
65	South Muskham	213.06
66	South Scarle	206.32
67	Southwell	234.86
68	Spalford	163.85
69	Staunton	163.85
70	Staythorpe	*
71	Sutton-on-Trent	208.19
72	Syerston	171.71
73	Thorney	185.38
74	Thorpe	****
75	Thurgarton	188.45
76	Upton	198.26
77	Walesby	247.87
78	Wellow	192.77
79	Weston	190.47
80	Wigsley	163.85
81	Winkburn	163.85
82	Winthorpe	***
83	Fernwood	238.90

	PARISH	BASIC TAX (£)
84	Kings Clipstone	241.36

PARISHES GROUPED FOR PRECEPT PURPOSES

	Parish	Basic Tax (£)
*	Averham, Kelham, Staythorpe	176.62
**	Kneesall, Kersall, Ompton	180.26
***	Winthorpe, Langford	190.14
****	East Stoke, Thorpe	192.74

being the amounts given by adding to the amount at 3(h) above the amounts of the special item or items (if any) relating to dwellings in those parts of the Council's area mentioned above divided in each case by the amount at 2(b) above, calculated by the Council, in accordance with Section 34(3) of the Act, as the basic amounts of its Council Tax for the year for dwellings in parts of its area including those parts to which one or more special items relate.

Recommendation 3(j) shows the basic level of tax for all property Bands in each parish, including parish charges where appropriate. This is shown on the following two pages.

3(j)

Part of the Council's area, being the Parishes of:-	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H
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		£	£	£	£	£	£	£	£
1	Alverton	109.23	127.44	145.64	163.85	200.26	236.67	273.08	327.70
2	Averham	*	*	*	*	*	*	*	*
3	Balderton	166.01	193.67	221.34	249.01	304.35	359.68	415.02	498.02
4	Barnby in the Willows	125.00	145.83	166.67	187.50	229.17	270.83	312.50	375.00
5	Bathley	117.17	136.69	156.22	175.75	214.81	253.86	292.92	351.50
6	Besthorpe	158.33	184.72	211.11	237.50	290.28	343.06	395.83	475.00
7	Bilsthorpe	155.77	181.74	207.70	233.66	285.58	337.51	389.43	467.32
8	Bleasby	127.38	148.61	169.84	191.07	233.53	275.99	318.45	382.14
9	Blidworth	154.12	179.81	205.49	231.18	282.55	333.93	385.30	462.36
10	Bulcote	123.73	144.36	164.98	185.60	226.84	268.09	309.33	371.20
11	Carlton-on-Trent	131.29	153.18	175.06	196.94	240.70	284.47	328.23	393.88
12	Caunton	125.15	146.00	166.86	187.72	229.44	271.15	312.87	375.44
13	Caythorpe	118.68	138.46	158.24	178.02	217.58	257.14	296.70	356.04
14	Clipstone	160.35	187.07	213.80	240.52	293.97	347.42	400.87	481.04
15	Coddington	126.59	147.69	168.79	189.89	232.09	274.29	316.48	379.78
16	Collingham	124.57	145.33	166.09	186.85	228.37	269.89	311.42	373.70
17	Cotham	109.23	127.44	145.64	163.85	200.26	236.67	273.08	327.70
18	Cromwell	114.98	134.14	153.31	172.47	210.80	249.12	287.45	344.94
19	Eakring	123.32	143.87	164.43	184.98	226.09	267.19	308.30	369.96
20	East Stoke	****	****	****	****	****	****	****	****
21	Edingley	123.98	144.64	165.31	185.97	227.30	268.62	309.95	371.94
22	Edwinstowe	153.62	179.22	204.83	230.43	281.64	332.84	384.05	460.86
23	Egmanton	117.76	137.39	157.01	176.64	215.89	255.15	294.40	353.28
24	Elston	151.47	176.72	201.96	227.21	277.70	328.19	378.68	454.42
25	Epperstone	130.60	152.37	174.13	195.90	239.43	282.97	326.50	391.80
26	Farndon	151.59	176.86	202.12	227.39	277.92	328.45	378.98	454.78
27	Farnsfield	146.45	170.85	195.26	219.67	268.49	317.30	366.12	439.34
28	Fiskerton-cum-Morton	120.36	140.42	160.48	180.54	220.66	260.78	300.90	361.08
29	Girton	128.28	149.66	171.04	192.42	235.18	277.94	320.70	384.84
30	Gonalston	109.23	127.44	145.64	163.85	200.26	236.67	273.08	327.70
31	Grassthorpe	109.23	127.44	145.64	163.85	200.26	236.67	273.08	327.70
32	Gunthorpe	145.21	169.41	193.61	217.81	266.21	314.61	363.02	435.62
33	Halam	135.39	157.95	180.52	203.08	248.21	293.34	338.47	406.16
34	Halloughton	116.25	135.62	155.00	174.37	213.12	251.87	290.62	348.74

35	Harby	127.81	149.11	170.41	191.71	234.31	276.91	319.52	383.42
36	Hawton	133.99	156.33	178.66	200.99	245.65	290.32	334.98	401.98
37	Hockerton	116.27	135.65	155.03	174.41	213.17	251.93	290.68	348.82
38	Holme	109.23	127.44	145.64	163.85	200.26	236.67	273.08	327.70
39	Hoveringham	155.96	181.95	207.95	233.94	285.93	337.91	389.90	467.88
40	Kelham	*	*	*	*	*	*	*	*
41	Kersall	**	**	**	**	**	**	**	**
42	Kilvington	109.23	127.44	145.64	163.85	200.26	236.67	273.08	327.70
43	Kirklington	130.13	151.81	173.50	195.19	238.57	281.94	325.32	390.38
44	Kirton	138.82	161.96	185.09	208.23	254.50	300.78	347.05	416.46
45	Kneesall	**	**	**	**	**	**	**	**
46	Langford	***	***	***	***	***	***	***	***
47	Laxton & Moorhouse	127.07	148.24	169.42	190.60	232.96	275.31	317.67	381.20
48	Lowdham	153.83	179.46	205.10	230.74	282.02	333.29	384.57	461.48
49	Lyndhurst	109.23	127.44	145.64	163.85	200.26	236.67	273.08	327.70
50	Maplebeck	109.23	127.44	145.64	163.85	200.26	236.67	273.08	327.70
51	Meering	109.23	127.44	145.64	163.85	200.26	236.67	273.08	327.70
52	Newark	179.11	208.97	238.82	268.67	328.37	388.08	447.78	537.34
53	North Clifton	122.29	142.68	163.06	183.44	224.20	264.97	305.73	366.88
54	North Muskham	135.39	157.96	180.52	203.09	248.22	293.35	338.48	406.18
55	Norwell	123.77	144.40	165.03	185.66	226.92	268.18	309.43	371.32
56	Ollerton and Boughton	192.38	224.44	256.51	288.57	352.70	416.82	480.95	577.14
57	Ompton	**	**	**	**	**	**	**	**
58	Ossington	109.23	127.44	145.64	163.85	200.26	236.67	273.08	327.70
59	Oxton	133.14	155.33	177.52	199.71	244.09	288.47	332.85	399.42
60	Perlethorpe-cum-Budby	122.94	143.43	163.92	184.41	225.39	266.37	307.35	368.82
61	Rainworth	131.15	153.01	174.87	196.73	240.45	284.17	327.88	393.46
62	Rolleston	135.84	158.48	181.12	203.76	249.04	294.32	339.60	407.52
63	Rufford	121.84	142.15	162.45	182.76	223.37	263.99	304.60	365.52
64	South Clifton	114.97	134.14	153.30	172.46	210.78	249.11	287.43	344.92
65	South Muskham	142.04	165.71	189.39	213.06	260.41	307.75	355.10	426.12
66	South Scarle	137.55	160.47	183.40	206.32	252.17	298.02	343.87	412.64
67	Southwell	156.57	182.67	208.76	234.86	287.05	339.24	391.43	469.72
68	Spalford	109.23	127.44	145.64	163.85	200.26	236.67	273.08	327.70
69	Staunton	109.23	127.44	145.64	163.85	200.26	236.67	273.08	327.70
70	Staythorpe	*	*	*	*	*	*	*	*
71	Sutton-on-Trent	138.79	161.93	185.06	208.19	254.45	300.72	346.98	416.38
72	Syerston	114.47	133.55	152.63	171.71	209.87	248.03	286.18	343.42
73	Thorney	123.59	144.18	164.78	185.38	226.58	267.77	308.97	370.76

74	Thorpe	****	****	****	****	****	****	****	****
75	Thurgarton	125.63	146.57	167.51	188.45	230.33	272.21	314.08	376.90
76	Upton	132.17	154.20	176.23	198.26	242.32	286.38	330.43	396.52
77	Walesby	165.25	192.79	220.33	247.87	302.95	358.03	413.12	495.74
78	Wellow	128.51	149.93	171.35	192.77	235.61	278.45	321.28	385.54
79	Weston	126.98	148.14	169.31	190.47	232.80	275.12	317.45	380.94
80	Wigsley	109.23	127.44	145.64	163.85	200.26	236.67	273.08	327.70
81	Winkburn	109.23	127.44	145.64	163.85	200.26	236.67	273.08	327.70
82	Winthorpe	***	***	***	***	***	***	***	***
83	Fernwood	159.27	185.81	212.36	238.90	291.99	345.08	398.17	477.80
84	Kings Clipstone	160.91	187.72	214.54	241.36	295.00	348.63	402.27	482.72

Parishes joint for Precept purposes

*	Averham, Kelham, Staythorpe	117.75	137.37	157.00	176.62	215.87	255.12	294.37	353.24
**	Kneesall, Kersall, Ompton	120.17	140.20	160.23	180.26	220.32	260.38	300.43	360.52
** *	Winthorpe, Langford	126.76	147.89	169.01	190.14	232.39	274.65	316.90	380.28
** **	East Stoke, Thorpe	128.49	149.91	171.32	192.74	235.57	278.40	321.23	385.48

being the amounts given by multiplying the amounts at 3(i) above by the number which, in the proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the number which in that proportion is applicable to dwellings listed in valuation band D, calculated by the Council, in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands.

4. it be noted for the year 2016/2017 that the Nottinghamshire County Council has stated the following amounts in precepts issued to the Council, in accordance with Section 40 of the Local Government Finance Act 1992, for each of the categories of dwellings shown below;

Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H
£	£	£	£	£	£	£	£
860.44	1,003.85	1,147.25	1,290.66	1,577.47	1,864.29	2,151.10	2,581.32

5. it be noted for the year 2016/2017 that the Nottinghamshire Police and Crime Commissioner has stated the following amounts in precepts issued to the Council in accordance with Section 40 of the Local Government Finance Act 1992, for each of the categories of dwellings shown below;

Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H
£	£	£	£	£	£	£	£

119.94	139.93	159.92	179.91	219.89	259.87	299.85	359.82
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6. it be noted for the year 2016/2017 that the Nottinghamshire Fire and Rescue Service has proposed the following amounts in precepts issued to the Council in accordance with Section 40 of the Local Government Finance Act 1992, for each of the categories of dwellings shown below; and

Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H
£	£	£	£	£	£	£	£
49.23	57.44	65.64	73.85	90.26	106.67	123.08	147.70

7. having calculated the aggregate in each case of the amounts at 3(j) and 4, 5 and 6 above, the Council, in accordance with Section 30(2) of the Local Government Finance Act 1992, hereby sets the following amounts as the amount of Council Tax for the year 2016/2017 for each of the categories of dwellings shown on the following pages:

Recommendation 7									
Part of the Council's area, being the Parishes of:-	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H	

		£	£	£	£	£	£	£	£
1	Alverton	1,138.84	1,328.66	1,518.45	1,708.27	2,087.88	2,467.50	2,847.11	3,416.54
2	Averham	1,147.36	1,338.59	1,529.81	1,721.04	2,103.49	2,485.95	2,868.40	3,442.08
3	Balderton	1,195.62	1,394.89	1,594.15	1,793.43	2,191.97	2,590.51	2,989.05	3,586.86
4	Barnby in the Willows	1,154.61	1,347.05	1,539.48	1,731.92	2,116.79	2,501.66	2,886.53	3,463.84
5	Bathley	1,146.78	1,337.91	1,529.03	1,720.17	2,102.43	2,484.69	2,866.95	3,440.34
6	Besthorpe	1,187.94	1,385.94	1,583.92	1,781.92	2,177.90	2,573.89	2,969.86	3,563.84
7	Bilsthorpe	1,185.38	1,382.96	1,580.51	1,778.08	2,173.20	2,568.34	2,963.46	3,556.16
8	Bleasby	1,156.99	1,349.83	1,542.65	1,735.49	2,121.15	2,506.82	2,892.48	3,470.98
9	Blidworth	1,183.73	1,381.03	1,578.30	1,775.60	2,170.17	2,564.76	2,959.33	3,551.20
10	Bulcote	1,153.34	1,345.58	1,537.79	1,730.02	2,114.46	2,498.92	2,883.36	3,460.04
11	Carlton-on-Trent	1,160.90	1,354.40	1,547.87	1,741.36	2,128.32	2,515.30	2,902.26	3,482.72
12	Caunton	1,154.76	1,347.22	1,539.67	1,732.14	2,117.06	2,501.98	2,886.90	3,464.28
13	Caythorpe	1,148.29	1,339.68	1,531.05	1,722.44	2,105.20	2,487.97	2,870.73	3,444.88
14	Clipstone	1,189.96	1,388.29	1,586.61	1,784.94	2,181.59	2,578.25	2,974.90	3,569.88
15	Coddington	1,156.20	1,348.91	1,541.60	1,734.31	2,119.71	2,505.12	2,890.51	3,468.62
16	Collingham	1,154.18	1,346.55	1,538.90	1,731.27	2,115.99	2,500.72	2,885.45	3,462.54
17	Cotham	1,138.84	1,328.66	1,518.45	1,708.27	2,087.88	2,467.50	2,847.11	3,416.54
18	Cromwell	1,144.59	1,335.36	1,526.12	1,716.89	2,098.42	2,479.95	2,861.48	3,433.78
19	Eakring	1,152.93	1,345.09	1,537.24	1,729.40	2,113.71	2,498.02	2,882.33	3,458.80
20	East Stoke	1,158.10	1,351.13	1,544.13	1,737.16	2,123.19	2,509.23	2,895.26	3,474.32
21	Edingley	1,153.59	1,345.86	1,538.12	1,730.39	2,114.92	2,499.45	2,883.98	3,460.78
22	Edwinstowe	1,183.23	1,380.44	1,577.64	1,774.85	2,169.26	2,563.67	2,958.08	3,549.70
23	Egmanton	1,147.37	1,338.61	1,529.82	1,721.06	2,103.51	2,485.98	2,868.43	3,442.12

24	Elston	1,181.08	1,377.94	1,574.77	1,771.63	2,165.32	2,559.02	2,952.71	3,543.26
25	Epperstone	1,160.21	1,353.59	1,546.94	1,740.32	2,127.05	2,513.80	2,900.53	3,480.64
26	Farndon	1,181.20	1,378.08	1,574.93	1,771.81	2,165.54	2,559.28	2,953.01	3,543.62
27	Farnsfield	1,176.06	1,372.07	1,568.07	1,764.09	2,156.11	2,548.13	2,940.15	3,528.18
28	Fiskerton-cum-Morton	1,149.97	1,341.64	1,533.29	1,724.96	2,108.28	2,491.61	2,874.93	3,449.92
29	Girton	1,157.89	1,350.88	1,543.85	1,736.84	2,122.80	2,508.77	2,894.73	3,473.68
30	Gonalston	1,138.84	1,328.66	1,518.45	1,708.27	2,087.88	2,467.50	2,847.11	3,416.54
31	Grassthorpe	1,138.84	1,328.66	1,518.45	1,708.27	2,087.88	2,467.50	2,847.11	3,416.54
32	Gunthorpe	1,174.82	1,370.63	1,566.42	1,762.23	2,153.83	2,545.44	2,937.05	3,524.46
33	Halam	1,165.00	1,359.17	1,553.33	1,747.50	2,135.83	2,524.17	2,912.50	3,495.00
34	Halloughton	1,145.86	1,336.84	1,527.81	1,718.79	2,100.74	2,482.70	2,864.65	3,437.58
35	Harby	1,157.42	1,350.33	1,543.22	1,736.13	2,121.93	2,507.74	2,893.55	3,472.26
36	Hawton	1,163.60	1,357.55	1,551.47	1,745.41	2,133.27	2,521.15	2,909.01	3,490.82
37	Hockerton	1,145.88	1,336.87	1,527.84	1,718.83	2,100.79	2,482.76	2,864.71	3,437.66
38	Holme	1,138.84	1,328.66	1,518.45	1,708.27	2,087.88	2,467.50	2,847.11	3,416.54
39	Hoveringham	1,185.57	1,383.17	1,580.76	1,778.36	2,173.55	2,568.74	2,963.93	3,556.72
40	Kelham	1,147.36	1,338.59	1,529.81	1,721.04	2,103.49	2,485.95	2,868.40	3,442.08
41	Kersall	1,149.78	1,341.42	1,533.04	1,724.68	2,107.94	2,491.21	2,874.46	3,449.36
42	Kilvington	1,138.84	1,328.66	1,518.45	1,708.27	2,087.88	2,467.50	2,847.11	3,416.54
43	Kirklington	1,159.74	1,353.03	1,546.31	1,739.61	2,126.19	2,512.77	2,899.35	3,479.22
44	Kirton	1,168.43	1,363.18	1,557.90	1,752.65	2,142.12	2,531.61	2,921.08	3,505.30
45	Kneesall	1,149.78	1,341.42	1,533.04	1,724.68	2,107.94	2,491.21	2,874.46	3,449.36
46	Langford	1,156.37	1,349.11	1,541.82	1,734.56	2,120.01	2,505.48	2,890.93	3,469.12
47	Laxton & Moorhouse	1,156.68	1,349.46	1,542.23	1,735.02	2,120.58	2,506.14	2,891.70	3,470.04
48	Lowdham	1,183.44	1,380.68	1,577.91	1,775.16	2,169.64	2,564.12	2,958.60	3,550.32
49	Lyndhurst	1,138.84	1,328.66	1,518.45	1,708.27	2,087.88	2,467.50	2,847.11	3,416.54
50	Maplebeck	1,138.84	1,328.66	1,518.45	1,708.27	2,087.88	2,467.50	2,847.11	3,416.54
51	Meering	1,138.84	1,328.66	1,518.45	1,708.27	2,087.88	2,467.50	2,847.11	3,416.54
52	Newark	1,208.72	1,410.19	1,611.63	1,813.09	2,215.99	2,618.91	3,021.81	3,626.18
53	North Clifton	1,151.90	1,343.90	1,535.87	1,727.86	2,111.82	2,495.80	2,879.76	3,455.72
54	North Muskham	1,165.00	1,359.18	1,553.33	1,747.51	2,135.84	2,524.18	2,912.51	3,495.02
55	Norwell	1,153.38	1,345.62	1,537.84	1,730.08	2,114.54	2,499.01	2,883.46	3,460.16
56	Ollerton and Boughton	1,221.99	1,425.66	1,629.32	1,832.99	2,240.32	2,647.65	3,054.98	3,665.98
57	Ompton	1,149.78	1,341.42	1,533.04	1,724.68	2,107.94	2,491.21	2,874.46	3,449.36
58	Ossington	1,138.84	1,328.66	1,518.45	1,708.27	2,087.88	2,467.50	2,847.11	3,416.54
59	Oxton	1,162.75	1,356.55	1,550.33	1,744.13	2,131.71	2,519.30	2,906.88	3,488.26
60	Perlethorpe-cum-Budby	1,152.55	1,344.65	1,536.73	1,728.83	2,113.01	2,497.20	2,881.38	3,457.66
61	Rainworth	1,160.76	1,354.23	1,547.68	1,741.15	2,128.07	2,515.00	2,901.91	3,482.30
62	Rolleston	1,165.45	1,359.70	1,553.93	1,748.18	2,136.66	2,525.15	2,913.63	3,496.36
63	Rufford	1,151.45	1,343.37	1,535.26	1,727.18	2,110.99	2,494.82	2,878.63	3,454.36
64	South Clifton	1,144.58	1,335.36	1,526.11	1,716.88	2,098.40	2,479.94	2,861.46	3,433.76
65	South Muskham	1,171.65	1,366.93	1,562.20	1,757.48	2,148.03	2,538.58	2,929.13	3,514.96
66	South Scarle	1,167.16	1,361.69	1,556.21	1,750.74	2,139.79	2,528.85	2,917.90	3,501.48

67	Southwell	1,186.18	1,383.89	1,581.57	1,779.28	2,174.67	2,570.07	2,965.46	3,558.56
68	Spalford	1,138.84	1,328.66	1,518.45	1,708.27	2,087.88	2,467.50	2,847.11	3,416.54
69	Staunton	1,138.84	1,328.66	1,518.45	1,708.27	2,087.88	2,467.50	2,847.11	3,416.54
70	Staythorpe	1,147.36	1,338.59	1,529.81	1,721.04	2,103.49	2,485.95	2,868.40	3,442.08
71	Sutton-on-Trent	1,168.40	1,363.15	1,557.87	1,752.61	2,142.07	2,531.55	2,921.01	3,505.22
72	Syerston	1,144.08	1,334.77	1,525.44	1,716.13	2,097.49	2,478.86	2,860.21	3,432.26
73	Thorney	1,153.20	1,345.40	1,537.59	1,729.80	2,114.20	2,498.60	2,883.00	3,459.60
74	Thorpe	1,158.10	1,351.13	1,544.13	1,737.16	2,123.19	2,509.23	2,895.26	3,474.32
75	Thurgarton	1,155.24	1,347.79	1,540.32	1,732.87	2,117.95	2,503.04	2,888.11	3,465.74
76	Upton	1,161.78	1,355.42	1,549.04	1,742.68	2,129.94	2,517.21	2,904.46	3,485.36
77	Walesby	1,194.86	1,394.01	1,593.14	1,792.29	2,190.57	2,588.86	2,987.15	3,584.58
78	Wellow	1,158.12	1,351.15	1,544.16	1,737.19	2,123.23	2,509.28	2,895.31	3,474.38
79	Weston	1,156.59	1,349.36	1,542.12	1,734.89	2,120.42	2,505.95	2,891.48	3,469.78
80	Wigsley	1,138.84	1,328.66	1,518.45	1,708.27	2,087.88	2,467.50	2,847.11	3,416.54
81	Winkburn	1,138.84	1,328.66	1,518.45	1,708.27	2,087.88	2,467.50	2,847.11	3,416.54
82	Winthorpe	1,156.37	1,349.11	1,541.82	1,734.56	2,120.01	2,505.48	2,890.93	3,469.12
83	Fernwood	1,188.88	1,387.03	1,585.17	1,783.32	2,179.61	2,575.91	2,972.20	3,566.64
84	Kings Clipstone	1,190.52	1,388.94	1,587.35	1,785.78	2,182.62	2,579.46	2,976.30	3,571.56

Parishes joint for Precept purposes

*	Averham, Kelham, Staythorpe	1,147.36	1,338.59	1,529.81	1,721.04	2,103.49	2,485.95	2,868.40	3,442.08
**	Kneesall, Kersall, Ompton	1,149.78	1,341.42	1,533.04	1,724.68	2,107.94	2,491.21	2,874.46	3,449.36
***	Winthorpe, Langford	1,156.37	1,349.11	1,541.82	1,734.56	2,120.01	2,505.48	2,890.93	3,469.12
*** *	East Stoke, Thorpe	1,158.10	1,351.13	1,544.13	1,737.16	2,123.19	2,509.23	2,895.26	3,474.32

- 8. determine that the Council's basic amount of Council Tax for 2016/17 is not excessive in accordance with principles approved under Section 52ZB Local Government Finance Act 1992 and that the referendum provisions in Chapter 4ZA do not apply for 2016/17. As the billing authority, the Council has not been notified by a major precepting authority that its relevant basic amount of Council Tax for 2016/17 is excessive and that the billing authority is not required to hold a referendum in accordance with Section 52ZK Local Government Finance Act 1992.**

Background Papers

Local Government Finance Act 1992

Local Government Finance Act 2012

Localism Act 2012

Regulations and Directions issued annually under the above Acts

For further information please contact Nicky Lovely, Acting Section 151, Officer - on 01636 655317.

R. V. Blaney
Leader of the Council

D. Dickinson
Director - Resources

CAPITAL PROGRAMME 2016/17 TO 2020/21

1.0 Purpose of Report

1.1 To approve the Council's Capital Programme 2016/17 to 2020/21.

2.0 Background Information

2.1 At its meeting on 25 February 2016 the Policy & Finance Committee considered the proposed Capital Programme for the period 2016/17 to 2020/21 and agreed to recommend it to the Council subject to two amendments which were agreed. A copy of the report including the two amendments is attached at **Appendix 1** and it has been used to prepare the Capital Programme section of the budget booklet.

3.0 Proposals

3.1 Taking into account the resources available as set out in section 2.0 of **Appendix 1** the Capital Programme 2016/17 to 2020/21 proposes investment of £44.6m (Housing Services £32.9m and General Fund £11.7m) over the 5 year period.

3.2 This expenditure is financed by a combination of Government Grants, Third Party Contributions, Capital Receipts, Revenue Support (through the Major Repairs Reserve) and internal/external borrowing.

4.0 RECOMMENDATIONS that:

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

Background Papers

Nil

For further information please contact Mike Marriott - Accountant on ext. 5327.

D. Dickinson
Director – Resources

CAPITAL PROGRAMME 2016/17 TO 2020/21**1.0 Purpose of Report**

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

2.0 Resources Available

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

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

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

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

3.0 Proposals

3.1 General Fund

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

3.2 Housing Revenue Account

Asset Management

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

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

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

Housing Growth

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

3.3 Transport, Plant, Equipment & Technology

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

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

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

4.0 Financing

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

5.0 RECOMMENDATION

It is recommended to Council on 10th March 2016 that:

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

Reasons for Recommendations

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

Background Papers

Nil.

For further information please contact Mike Marriott on Ext 5327.

David Dickinson
Director - Resources

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

GENERAL FUND	EXTERNAL FUNDING	NSDC COSTS	TOTAL SCHEME COST	BEFORE 2015/16	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21
TA1211	Newark, New Leisure Centre	2,787,117	7,534,882	10,321,999	1,596,950	7,251,659	1,473,390	0	0	0
TA1214	Leisure Centre Access Road Enhancement	0	197,025	197,025		197,025	0	0	0	0
TA3050	National Civil War Centre	3,590,864	2,047,200	5,638,064	4,533,184	954,880	150,000	0	0	0
TA3050	NCWC other NCC funded Expenditure	300,000	0	300,000		300,000	0	0	0	0
TA3051	Newark Civil War Town Trail	200,000	0	200,000	135,107	64,893	0	0	0	0
TA3052	Palace Theatre/Museum Integration	0	1,605,929	1,605,929	50,691	1,555,238	0	0	0	0
TA3053	Museum Improvements	0	750,000	750,000		155,000	297,500	297,500	0	0
TA3054	Palace Boiler Replace	0	98,000	98,000	0	98,000	0	0	0	0
TA3286	Information Technology Investment	0	1,526,841	1,526,841	125,551	166,290	580,000	470,000	80,000	80,000
TA	CUSTOMERS	6,877,981	13,759,877	20,637,858	6,441,483	10,742,985	2,500,890	767,500	80,000	80,000
TB2250	Vehicles & Plant (NSH)	0	675,000	675,000	0	0	0	675,000	0	0
TB2253	Vehicles & Plant (NSDC)	114,048	5,065,519	5,179,567	949,157	2,178,815	40,000	78,000	132,000	1,113,595
TB3057	Maun Valley Phase II	60,000	0	60,000	57,226	2,774	0	0	0	0
TB3154	Castle Gatehouse Project	40,000	20,000	60,000		60,000	0	0	0	0
TB3158	Hawtonville School Playing Field	20,000	87,742	107,742	84,619	23,123	0	0	0	0
TB3159	Humberstone Road Open Space, Southwell	54,837	0	54,837	54,262	575	0	0	0	0
TB3252	Newark Castle Essential Works Ph I	111,101	204,140	315,241	306,109	9,132	0	0	0	0
TB3263	Sconce & Devon Park Restoration Ph II	1,512,742	88,842	1,601,584	1,571,617	29,967	0	0	0	0
TB6145	Grant to Farndon Sports Pavilion	43,099	0	43,099	28,449	14,650	0	0	0	0
TB6147	Contribution to Cycle Route Improvements	32,634	0	32,634	25,000	7,634	0	0	0	0
TB	COMMUNITY	1,988,461	6,141,243	8,129,704	3,076,439	2,326,670	40,000	78,000	807,000	1,113,595
TC1000	New Council Offices	0	7,607,628	7,607,628	80,075	2,221,925	4,648,108	657,520	0	0
TC2280	Ollerton Hall acquisition and works	100,000	250,000	350,000	61,919	288,081	0	0	0	0
TC3017	Workshop Frontage Improvements	0	111,100	111,100	0	1,160	109,940	0	0	0
TC3132	20 Baldertongate Repairs	14,800	0	14,800		14,800	0	0	0	0
TC3282	Energy Saving Proposals	7,000	220,664	227,664	227,664	0	0	0	0	0
TC	RESOURCES	121,800	8,189,392	8,311,192	369,658	2,525,966	4,758,048	657,520	0	0
TE3110	Newark Signage Strategy	0	108,624	108,624	0	108,624	0	0	0	0
TE3266	Growth Point (Grant Funded)	109,332	3,557	112,889	112,889	0	0	0	0	0
TE3266	Growth Point (Internally Funded)	0	449,121	449,121	0	449,121	0	0	0	0
TE3267	Rural Broadband Provision	0	250,000	250,000	0	165,000	85,000	0	0	0
TE3268	Southern Link Road Contribution	2,105,674	394,326	2,500,000	0	2,500,000	0	0	0	0
TE	GROWTH	2,215,006	1,205,628	3,420,634	112,889	3,222,745	85,000	0	0	0
TF3161	Balderton land drainage	9,105	2,895	12,000	2,895	9,105	0	0	0	0
TF3220	Major Flood Alleviation	150,000	0	150,000	0	150,000	0	0	0	0

GENERAL FUND		EXTERNAL FUNDING	NSDC COSTS	TOTAL SCHEME COST	BEFORE 2015/16	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21
TF3222	Works to Wellow Green Hostel	0	150,000	150,000	81,944	68,056	0	0	0	0	0
TF	SAFETY	159,105	152,895	312,000	84,839	227,161	0	0	0	0	0
	TOTAL GENERAL FUND	11,362,353	29,449,035	40,811,388	10,085,308	19,045,527	7,383,938	1,503,020	887,000	1,193,595	713,000

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

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

Appendix C - VEHICLES, PLANT, EQUIPMENT & TECHNOLOGY

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

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

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

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

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

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

APPENDIX D - CAPITAL PROGRAMME SUMMARY						
	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21
COMMITTED SCHEMES EXPENDITURE						
Housing Services	10,854,711	7,115,339	6,858,800	6,388,800	6,388,800	6,156,600
Other Services	19,045,527	7,383,938	1,503,020	887,000	1,193,595	713,000
Total Expenditure	29,900,238	14,499,277	8,361,820	7,275,800	7,582,395	6,869,600
CAPITAL EXPENDITURE FINANCING						
Net Internal and External Borrowing Approval	3,282,299	5,783,303	1,225,020	0	1,188,595	708,000
Government Grants	5,086,048	465,000	465,000	465,000	465,000	465,000
Contributions from Third Parties	3,148,946	0	0	0	0	0
Community Infrastructure Levy	0	0	0	0	0	0
Capital Receipts Bought forward	2,699,198	2,187,722	2,081,433	8,354,683	7,618,933	7,765,183
Capital Receipts in year	5,558,764	146,250	6,546,250	146,250	146,250	146,250
Capital Receipts Carried forward	-2,187,722	-2,081,433	-8,354,683	-7,618,933	-7,765,183	-7,911,433
Capital Reserve	4,380,461	1,604,135	8,500	8,500	8,500	8,500
Revenue Support	7,932,244	6,394,300	6,390,300	5,920,300	5,920,300	5,688,100
Total Resources Available	29,900,238	14,499,277	8,361,820	7,275,800	7,582,395	6,869,600

Extract of the Report to the Strategic Housing Liaison Meeting:

STRATEGIC LIAISON HOUSING MEETING

12 October 2015

1. Asset Management Strategy:

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

a) Asset Management Strategy Title

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

b) Update of the Housing Needs Data

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

c) Stock Sustainability

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

3. Asset Management Programme:

The following changes have been included:

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

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

Noted – no amendments identified

TREASURY MANAGEMENT STRATEGY STATEMENT 2016/17

1.0 Introduction

- 1.1. In January 2010 the Council adopted the Chartered Institute of Public Finance and Accountancy's *Treasury Management in the Public Services: Code of Practice 2011 Edition* (the CIPFA Code) which requires the Council to approve a treasury management strategy before the start of each financial year.
- 1.2. In addition, the Department for Communities and Local Government (CLG) issued revised *Guidance on Local Authority Investments* in March 2010 that requires the Council to approve an investment strategy before the start of each financial year.
- 1.3. This report fulfils the Council's legal obligation under the *Local Government Act 2003* to have regard to both the CIPFA Code and the CLG Guidance.
- 1.4. The Council has borrowed and invested substantial sums of money and is therefore exposed to financial risks including the loss of invested funds and the revenue effect of changing interest rates. The successful identification, monitoring and control of risk are therefore central to the Council's treasury management strategy.

2.0 External Context

- 2.1. **Economic Background:** Domestic demand has grown robustly, supported by sustained real income growth and a gradual decline in private sector savings. Low oil and commodity prices were a notable feature of 2015, and contributed to annual CPI inflation falling to 0.1% in October. Wages are growing at 3% a year and the unemployment rate has dropped to 5.4%. Mortgage approvals have risen to over 70,000 a month and annual house price growth is around 3.5%. These factors have boosted consumer confidence, helping to underpin retail spending and hence GDP growth, which was an encouraging 2.3% in the third quarter of 2015. Although speeches by the Bank of England's Monetary Policy Committee (MPC) members sent signals that some were willing to countenance higher interest rates, the MPC held policy rates at 0.5% for the 81st consecutive month at its meeting in November 2015. Quantitative easing (QE) has been maintained at £375bn since July 2012.
- 2.2. China's growth has slowed and its economy is performing below expectations, reducing global demand for commodities and contributing to emerging market weakness. US domestic growth has accelerated but the globally sensitive sectors of the US economy have slowed. Strong US labour market data and other economic indicators however, suggest recent global turbulence has not knocked the American recovery off course. The Federal Reserve did not raise policy rates at its meetings in October and November, but the statements accompanying the policy decisions make a rate hike in December 2015 a real possibility. In contrast, the European Central Bank finally embarked on QE in 2015 to counter the perils of deflation.

- 2.3. **Credit Outlook:** The varying fortunes of different parts of the global economy are reflected in market indicators of credit risk. UK Banks operating in the Far East and parts of mainland Europe have seen their perceived risk increase, while those with a more domestic focus continue to show improvement. The sale of most of the government's stake in Lloyds and the first sale of its shares in RBS have generally been seen as credit positive.
- 2.4. Bail-in legislation, which ensures that large investors including local authorities will rescue failing banks instead of taxpayers in the future, has now been fully implemented in the UK, USA and Germany. The rest of the European Union will follow suit in January 2016, while Australia, Canada and Switzerland are well advanced with their own plans. Meanwhile, changes to the UK Financial Services Compensation Scheme and similar European schemes in July 2015 mean that most private sector investors are now partially or fully exempt from contributing to a bail-in. The credit risk associated with making unsecured bank deposits has therefore increased relative to the risk of other investment options available to the Council; returns from cash deposits however remain stubbornly low.
- 2.5. **Interest Rate Forecast:** The Council's treasury advisor Arlingclose projects the first 0.25% increase in UK Bank Rate in the third quarter of 2016, rising by 0.5% a year thereafter, finally settling between 2% and 3% in several years' time. Persistently low inflation, subdued global growth and potential concerns over the UK's position in Europe mean that the risks to this forecast are weighted towards the downside.
- 2.6. A shallow upward path for medium term gilt yields is forecast, as continuing concerns about the Eurozone, emerging markets and other geo-political events weigh on risk appetite, while inflation expectations remain subdued. Arlingclose projects the 10 year gilt yield to rise from its current 2.0% level by around 0.3% a year. The uncertainties surrounding the timing of UK and US interest rate rises are likely to prompt short-term volatility in gilt yields.

A more detailed economic and interest rate forecast provided by Arlingclose is attached at **Appendix A**.

3.0 **Local Context**

- 3.1. The Council currently has £92.4m of borrowing and £27.3m of investments (as at 31 December 2015). This is set out in further detail at **Appendix B**. Forecast changes in these sums are shown in the balance sheet analysis in table 1 below.

Table 1: Balance Sheet Summary and Forecast

	31.3.15 Actual £m	31.3.16 Estimate £m	31.3.17 Estimate £m	31.3.18 Estimate £m	31.3.19 Estimate £m
General Fund CFR	18.0	19.7	24.0	23.5	22.6
HRA CFR	104.2	104.2	104.2	104.2	104.2
Total CFR	122.2	123.9	128.2	127.7	126.8
Less: Other debt liabilities	0.2	0.2	0.2	0.2	0.2
Borrowing CFR	122.0	123.7	128.0	127.5	126.6
Less: External borrowing	94.0	91.8	95.7	95.7	95.7
Internal borrowing	28.0	31.9	32.3	31.8	30.9

- 3.2 The underlying need to borrow for capital purposes is measured by the Capital Financing Requirement (CFR). The Council's current strategy is to maintain borrowing and investments below their underlying levels, sometimes known as internal borrowing.
- 3.3 The Council has an increasing CFR due to the capital programme, but a relatively small level of investments and will assess the capital financing need to borrow, taking into account the ability for internal borrowing.
- 3.4 CIPFA's *Prudential Code for Capital Finance in Local Authorities* recommends that the Council's total debt should be lower than its highest forecast CFR over the next three years. Table 1 shows that the Council expects to comply with this recommendation during 2016/17.

4.0 Borrowing Strategy

- 4.1. The Council currently holds £92.4 million of loans (as at 31 December 2015), an increase of £1.2 million on the previous year, as part of its strategy for funding previous years' capital programmes. The Council's current capital programme shows we may need to borrow up to £5m in 2016/17, and may also need to borrow additional sums in future years.
- 4.2. **Objectives:** The Council's chief objective when borrowing money is to strike an appropriately low risk balance between securing low interest costs and achieving cost certainty over the period for which funds are required. The flexibility to renegotiate loans should the Council's long-term plans change is a secondary objective.
- 4.3. **Strategy:** Given the significant cuts to public expenditure and in particular to local government funding, the Council's borrowing strategy continues to address the key issue of affordability without compromising the longer-term stability of the debt portfolio. With short-term interest rates currently much lower than long-term rates, it is likely to be more cost effective in the short-term to either use internal resources, or to borrow short-term instead.
- 4.4. By using internal resources, the Council is able to reduce net borrowing costs (despite foregone investment income) and reduce overall treasury risk. The benefits of internal borrowing will be monitored regularly against the potential for incurring additional costs by deferring borrowing into future years when long-term borrowing rates are forecast to rise. Arlingclose will assist the Council with this 'cost of carry' and breakeven analysis. Its output may determine whether the Council borrows additional sums at long-term fixed rates in 2016/17 with a view to keeping future interest costs low, even if this causes additional cost in the short-term.
- 4.5. In addition, the Council may use short-term loans (normally for up to one month) to cover unexpected cash flow shortages.
- 4.6. **Sources:** The approved sources of long-term and short-term borrowing are:
- Public Works Loan Board (PWLB) and its successor body
 - Any institution approved for investments (see below)
 - Any other bank or building society authorised to operate in the UK
 - UK public and private sector pension funds

- Capital market bond investors
- UK Municipal Bonds Agency plc and other special purpose companies created to enable local authority bond issues

4.7 In addition, capital finance may be raised by the following methods that are not borrowing, but may be classed as other debt liabilities:

- operating and finance leases
- hire purchase
- sale and leaseback

4.8 The Council has previously raised the majority of its long-term borrowing from the Public Works Loan Board but it continues to investigate other sources of finance, such as local authority loans and bank loans, which may be available at more favourable rates.

4.9 **LGA Bond Agency:** UK Municipal Bonds Agency plc was established in 2014 by the Local Government Association as an alternative to the PWLB. It plans to issue bonds on the capital markets and lend the proceeds to local authorities.

4.10 **LOBOs:** The Council holds £16.5m of LOBO (Lender's Option Borrower's Option) loans where the lender has the option to propose an increase in the interest rate as set dates, following which the Council has the option to either accept the new rate or to repay the loan at no additional cost. £9.5m of these LOBOS have options during 2016/17, and although the Council understands that lenders are unlikely to exercise their options in the current low interest rate environment, there remains an element of refinancing risk. The Council will take the option to repay LOBO loans at no cost if it has the opportunity to do so.

4.11 **Short-term and Variable Rate loans:** These loans leave the Council exposed to the risk of short-term interest rate rises and are therefore subject to the limit on the net exposure to variable interest rates in the treasury management indicators below.

4.12 **Debt Rescheduling:** The PWLB allows authorities to repay loans before maturity and either pay a premium or receive a discount according to a set formula based on current interest rates. The Council may take advantage of this and replace some loans with new loans, or repay loans without replacement, where this is expected to lead to an overall cost saving or a reduction in risk.

5.0 Investment Strategy

5.1. The Council holds invested funds, representing income received in advance of expenditure plus balances and reserves held. In the first 9 months of 2015/16, the Council's investment balance has ranged between £13.6 and £27.3 million. Levels available for investment are affected by capital expenditure and will continue to be monitored.

5.2. **Objectives:** Both the CIPFA Code and the CLG Guidance require the Council to invest its funds prudently, and to have regard to the security and liquidity of its investments before seeking the highest rate of return, or yield. The Council's objective when investing money is to strike an appropriate balance between risk and return, minimising the risk of incurring losses from defaults and the risk of receiving unsuitably low investment income.

- 5.3. **Strategy:** Given the increasing risk and continued low returns from short-term unsecured bank investments, the Council will consider diversifying into more secure asset classes during 2016/17. All of the Council's surplus cash is currently invested in short-term unsecured bank deposits, and money market funds.
- 5.4. **Approved Counterparties:** The Council may invest its surplus funds with any of the counterparty types in table 2 below, subject to the cash limits (per counterparty) and the time limits shown.

Table 2: Approved Investment Counterparties and Limits

Credit Rating	Banks Unsecured	Banks Secured	Government	Corporates	Registered Providers
UK Govt	n/a	n/a	£ Unlimited 20 years	n/a	n/a
AAA	£5m 3 years	£10m 10 years	£10m 20 years	£5m 10 years	£5m 10 years
AA+	£5m 2 years	£10m 4 years	£10m 5 years	£5m 4 years	£5m 4 years
AA	£5m 1 year	£10m 2 years	£10m 3 years	£5m 2 years	£5m 4 years
AA-	£5m 1 year	£10m 2 years			£5m 4 years
A+	£5m 6 months	£10m 1 year			£5m 2 years
A	£5m 6 months	£10m 1 year			£5m 2 years
A-	£5m 3 months	£10m 6 months			£5m 2 years
BBB+	£0.25m next working day only	£5m 3 months			£0.25m 1 year
BBB	£0.25m next working day only	£0.25m next working day only			n/a
None		n/a			£5m 2 years
Pooled funds	£10m per fund				

This table must be read in conjunction with the notes below.

- 5.5. **Credit Rating:** Investment decisions are made by reference to the lowest published long-term credit rating from Fitch, Moody's or Standard & Poor's. Where available, the credit rating relevant to the specific investment or class of investment is used, otherwise the counterparty credit rating is used.

- 5.6. **Banks Unsecured:** Accounts, deposits, certificates of deposit and senior unsecured bonds with banks and building societies, other than multilateral development banks. These investments are subject to the risk of credit loss via a bail-in should the regulator determine that the bank is failing or likely to fail. Unsecured investment with banks rated BBB+ or BBB are restricted to overnight deposits at the Council's current account bank. The Council's current account bank (Natwest Bank plc) is rated at BBB+.
- 5.7. **Banks Secured:** Covered bonds, reverse repurchase agreements and other collateralised arrangements with banks and building societies. These investments are secured on the bank's assets, which limits the potential losses in the unlikely event of insolvency, and means that they are exempt from bail-in. Where there is no investment specific credit rating, but the collateral upon which the investment is secured has a credit rating, the highest of the collateral credit rating and the counterparty credit rating will be used to determine cash and time limits. The combined secured and unsecured investments in any one bank will not exceed the cash limit for secured investments.
- 5.8. **Government:** Loans, bonds and bills issued or guaranteed by national governments, regional and local authorities and multilateral development banks. These investments are not subject to bail-in, and there is an insignificant risk of insolvency. Investments with the UK Central Government may be made in unlimited amounts for up to 20 years.
- 5.9. **Corporates:** Loans, bonds and commercial paper issued by companies other than banks and registered providers. These investments are not subject to bail-in, but are exposed to the risk of the company going insolvent. Loans to unrated companies will only be made as part of a diversified pool in order to spread the risk widely.
- 5.10. **Registered Providers:** Loans and bonds issued by, guaranteed by or secured on the assets of Registered Providers of Social Housing, formerly known as Housing Associations. These bodies are tightly regulated by the Homes and Communities Agency and, as providers of public services; they retain a high likelihood of receiving government support if needed.
- 5.11. **Pooled Funds:** Shares in diversified investment vehicles consisting of the any of the above investment types, plus equity shares and property. These funds have the advantage of providing wide diversification of investment risks, coupled with the services of a professional fund manager in return for a fee. Money Market Funds that offer same-day liquidity and very low or no volatility will be used as an alternative to instant access bank accounts, while pooled funds whose value changes with market prices and/or have a notice period will be used for longer investment periods.
- 5.12. The Council may consider investing in Property Funds. Discussions with the Councils treasury advisers Arlingclose have identified the potential to invest in managed property funds, whereby a third party pools investments from local authorities to purchase commercial properties and earn lease income from them. The third party manages the property portfolio removing the need for local authorities to have the relevant expertise, and the return on investment is usually higher than for equivalent investments with financial institutions. These funds should only be used for longer term investments to achieve a reasonable return; therefore the decision to invest in them will be made in conjunction with consideration of the use of internal reserves to fund the capital programme.

- 5.13. Bond, equity and property funds offer enhanced returns over the longer term, but are more volatile in the short term. These allow the Council to diversify into asset classes other than cash without the need to own and manage the underlying investments. Because these funds have no defined maturity date, but are available for withdrawal after a notice period, their performance and continued suitability in meeting the Council's investment objectives will be monitored regularly.
- 5.14. **Risk Assessment and Credit Ratings:** Credit ratings are obtained and monitored by the Council's treasury advisers, who will notify changes in ratings as they occur. Where an entity has its credit rating downgraded so that it fails to meet the approved investment criteria then:
- no new investments will be made,
 - any existing investments that can be recalled or sold at no cost will be, and
 - full consideration will be given to the recall or sale of all other existing investments with the affected counterparty.
- 5.15. Where a credit rating agency announces that a credit rating is on review for possible downgrade (also known as "rating watch negative" or "credit watch negative") so that it may fall below the approved rating criteria, then only investments that can be withdrawn [on the next working day] will be made with that organisation until the outcome of the review is announced. This policy will not apply to negative outlooks, which indicate a long-term direction of travel rather than an imminent change of rating.
- 5.16. **Other Information on the Security of Investments:** The Council understands that credit ratings are good, but not perfect, predictors of investment default. Full regard will therefore be given to other available information on the credit quality of the organisations in which it invests, including credit default swap prices, financial statements, information on potential government support and reports in the quality financial press. No investments will be made with an organisation if there are substantive doubts about its credit quality, even though it may meet the credit rating criteria.
- 5.17. When deteriorating financial market conditions affect the creditworthiness of all organisations, as happened in 2008 and 2011, this is not generally reflected in credit ratings, but can be seen in other market measures. In these circumstances, the Council will restrict its investments to those organisations of higher credit quality and reduce the maximum duration of its investments to maintain the required level of security. The extent of these restrictions will be in line with prevailing financial market conditions. If these restrictions mean that insufficient commercial organisations of high credit quality are available to invest the Council's cash balances, then the surplus will be deposited with the UK Government, via the Debt Management Office or invested in government treasury bills for example, or with other local authorities. This will cause a reduction in the level of investment income earned, but will protect the principal sum invested.
- 5.18. **Specified Investments:** The CLG Guidance defines specified investments as those:
- denominated in pound sterling,
 - due to be repaid within 12 months of arrangement,
 - not defined as capital expenditure by legislation, and

- invested with one of:
 - the UK Government,
 - a UK local authority, parish council or community council, or
 - a body or investment scheme of “high credit quality”.

The Council defines “high credit quality” organisations and securities as those having a credit rating of A- or higher that are domiciled in the UK or a foreign country with a sovereign rating of AA+ or higher. For money market funds and other pooled funds “high credit quality” is defined as those having a credit rating of A- or higher.

- 5.19. **Non-specified Investments:** Any investment not meeting the definition of a specified investment is classed as non-specified. The Council does not intend to make any investments denominated in foreign currencies, nor any that are defined as capital expenditure by legislation, such as company shares. Non-specified investments will therefore be limited to long-term investments, i.e. those that are due to mature 12 months or longer from the date of arrangement, and investments with bodies and schemes not meeting the definition on high credit quality.
- 5.20. **Investment Limits:** A group of banks under the same ownership will be treated as a single organisation for limit purposes. Investments in pooled funds and multilateral development banks do not count against the limit for any single foreign country, since the risk is diversified over many countries.
- 5.21. **Liquidity Management:** The Council maintains a daily cash flow forecast to determine the maximum period for which funds may prudently be committed. The forecast is compiled on a prudent basis to minimise the risk of the Council being forced to borrow on unfavourable terms to meet its financial commitments. Any proposed long term investments are set by reference to the Council’s medium term financial plan, capital programme and cash flow forecast.

6.0 Treasury Management Indicators

- 6.1 **Interest Rate Exposures:** This indicator is set to control the Council’s exposure to interest rate risk. The upper limits on fixed and variable rate interest rate exposures, expressed as the amount of net principal borrowed will be:

	2016/17 £m	2017/18 £m	2018/19 £m
<u>Fixed Rate</u>			
Borrowing	122.3	122.3	122.3
Investments	-5	-5	-5
Net Upper limit on fixed rate exposure	117.3	117.3	117.3
<u>Variable Rate</u>			
Borrowing	30.5	30.5	30.5
Investments	-27.8	-27.8	-27.8
Net Upper limit on variable rate exposure	2.7	2.7	2.7

- 6.2 **Maturity Structure of Borrowing:** This indicator is set to control the Council's exposure to refinancing risk. The upper and lower limits on the maturity structure of fixed rate borrowing will be:

	Upper	Lower
Under 12 months	15%	0%
12 months and within 24 months	15%	0%
24 months and within 5 years	30%	0%
5 years and within 10 years	100%	0%
10 years and above	100%	0%

Time periods start on the first day of each financial year. The maturity date of borrowing is the earliest date on which the lender can demand repayment.

- 6.3 **Principal Sums Invested for Periods Longer than 364 days:** The purpose of this indicator is to control the Council's exposure to the risk of incurring losses by seeking early repayment of its investments. The limits on the total principal sum invested to final maturities beyond the period end will be:

	2016/17	2017/18	2018/19
Limit on principal invested beyond year end	£5m	£5m	£5m

- 6.4. **Operational Boundary for External Debt:** The operational boundary is based on the Council's estimate of most likely (i.e. prudent but not worst case) scenario for external debt. It links directly to the Council's estimates of capital expenditure, the capital financing requirement and cash flow requirements, and is a key management tool for in-year monitoring. Other long-term liabilities comprise finance lease and other liabilities that are not borrowing but form part of the Council's debt.

Operational Boundary	2015/16 Revised £m	2016/17 Estimate £m	2017/18 Estimate £m	2018/19 Estimate £m
Borrowing	139.1	142.6	142.6	142.6
Other long-term liabilities	0.4	0.4	0.4	0.4
Total Debt	139.5	143	143	143

- 6.5 **Authorised Limit for External Debt:** The authorised limit is the affordable borrowing limit determined in compliance with the Local Government Act 2003. It is the maximum amount of debt that the Council can legally owe. The authorised limit provides headroom over and above the operational boundary for unusual cash movements.

Authorised Limit	2015/16 Revised £m	2016/17 Estimate £m	2017/18 Estimate £m	2018/19 Estimate £m
HRA Borrowing	112.5	112.5	112.5	112.5
General Fund Borrowing	39.6	40.3	40.3	40.3
Other long-term liabilities	0.6	0.6	0.6	0.6
Total Debt	152.7	153.4	153.4	153.4

7.0 Other Items

- 7.1. There are a number of additional items that the Council is obliged by CIPFA or CLG to include in its Treasury Management Strategy.
- 7.2. **Policy on Apportioning Interest to the HRA:** On 1st April 2012, the Council notionally split each of its existing long-term loans into General Fund and HRA pools. In the future, new long-term loans borrowed will be assigned in their entirety to one pool or the other. Interest payable and other costs/income arising from long-term loans (e.g. premiums and discounts on early redemption) will be charged/ credited to the respective revenue account. Differences between the value of the HRA loans pool and the HRA's underlying need to borrow (adjusted for HRA balance sheet resources available for investment) will result in a notional cash balance which may be positive or negative. This balance will be measured each month and interest transferred between the General Fund and HRA at the Council's average interest rate on investments, adjusted for credit risk.
- 7.3. **MRP Statement:** The Council is required to set an annual policy on the way it calculates the prudent provision for the repayment of General Fund borrowing. Local Authorities are required to 'have regard' to guidance on Minimum Revenue Provision (MRP) issued by the Secretary of State. This guidance suggests a number of options for calculating MRP but does not preclude other prudent methods that the Council may wish to adopt. This Council will continue to use the Asset Life Method, whereby MRP will be based on the estimated life of the asset for all capital expenditure funded from borrowing, subject to a maximum life of 50 years.
- 7.4. **Investment Training:** The needs of the Council's treasury management staff for training in investment management are assessed as part of the staff appraisal process, and additionally when the responsibilities of individual members of staff change.

Staff regularly attend training courses, seminars and conferences provided by Arlingclose and CIPFA. Relevant staff are also encouraged to study professional qualifications from CIPFA, and other appropriate organisations.

- 7.5. **Investment Advisers:** The Council has appointed Arlingclose Limited as treasury management advisers and receives specific advice on investment, debt and capital finance issues.
- 7.6. **Investment of Money Borrowed in Advance of Need:** The Council may, from time to time, borrow in advance of need, where this is expected to provide the best long term value for money. Since amounts borrowed will be invested until spent, the Council is aware that it will be exposed to the risk of loss of the borrowed sums, and the risk that investment and borrowing interest rates may change in the intervening period. These risks will be managed as part of the Council's overall management of its treasury risks.

8.0 RECOMMENDATIONS that the Council approves:

- (a) the Treasury Management Strategy;
- (b) the investment counterparty criteria listed in paragraph 5.4 of the report;

- (c) the Treasury Management Indicators and Limits set out in paragraph 6 of the report; and**
- (d) the Minimum Revenue Provision statement set out in paragraph 7.3 of the report.**

For further information please contact Tara Beesley, Accountant on Extn. 5328.

David Dickinson
Director – Resources

Arlingclose Economic & Interest Rate Forecast November 2015**Underlying Assumptions:**

- UK economic growth softened in Q3 2015 but remained reasonably robust; the first estimate for the quarter was 0.5% and year-on-year growth fell slightly to 2.3%. Negative construction output growth offset fairly strong services output, however survey estimates suggest upwards revisions to construction may be in the pipeline.
- Household spending has been the main driver of GDP growth through 2014 and 2015 and remains key to growth. Consumption will continue to be supported by real wage and disposable income growth.
- Annual average earnings growth was 3.0% (including bonuses) in the three months to August. Given low inflation, real earnings and income growth continue to run at relatively strong levels and could feed directly into unit labour costs and households' disposable income. Improving productivity growth should support pay growth in the medium term. The development of wage growth is one of the factors being closely monitored by the MPC.
- Business investment indicators continue to signal strong growth. However the outlook for business investment may be tempered by the looming EU referendum, increasing uncertainties surrounding global growth and recent financial market shocks.
- Inflation is currently very low and, with a further fall in commodity prices, will likely remain so over the next 12 months. The CPI rate is likely to rise towards the end of 2016.
- China's growth has slowed and its economy is performing below expectations, which in turn will dampen activity in countries with which it has close economic ties; its slowdown and emerging market weakness will reduce demand for commodities. Other possible currency interventions following China's recent devaluation will keep sterling strong against many global currencies and depress imported inflation.
- Strong US labour market data and other economic indicators suggest recent global turbulence has not knocked the American recovery off course. Although the timing of the first rise in official interest rates remains uncertain, a rate rise by the Federal Reserve seems significantly more likely in December given recent data and rhetoric by committee members.
- Longer term rates will be tempered by international uncertainties and weaker global inflation pressure.

Forecast:

- Arlingclose forecasts the first rise in UK Bank Rate in Q3 2016. Further weakness in inflation, and the MPC's expectations for its path, suggest policy tightening will be pushed back into the second half of the year. Risks remain weighted to the downside. Arlingclose projects a slow rise in Bank Rate, the appropriate level of which will be lower than the previous norm and will be between 2 and 3%.
- The projection is for a shallow upward path for medium term gilt yields, with continuing concerns about the Eurozone, emerging markets and other geo-political events, weighing on risk appetite, while inflation expectations remain subdued.
- The uncertainties surrounding the timing of UK and US monetary policy tightening, and global growth weakness, are likely to prompt short term volatility in gilt yields.

	Dec-15	Mar-16	Jun-16	Sep-16	Dec-16	Mar-17	Jun-17	Sep-17	Dec-17	Mar-18	Jun-18	Sep-18	Dec-18
Official Bank Rate													
Upside risk		0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.50	0.50	0.50	0.50
Arlingclose Central Case	0.50	0.50	0.50	0.75	0.75	1.00	1.00	1.25	1.25	1.50	1.50	1.75	1.75
Downside risk				-0.25	-0.25	-0.50	-0.50	-0.75	-0.75	-1.00	-1.00	-1.25	-1.25
3-month LIBID rate													
Upside risk	0.20	0.30	0.30	0.30	0.35	0.35	0.35	0.35	0.40	0.40	0.40	0.40	0.40
Arlingclose Central Case	0.55	0.60	0.70	0.80	0.95	1.05	1.15	1.30	1.40	1.55	1.65	1.80	1.85
Downside risk		-0.20	-0.30	-0.45	-0.55	-0.65	-0.80	-0.90	-1.05	-1.10	-1.20	-1.20	-1.20
1-yr LIBID rate													
Upside risk	0.25	0.35	0.35	0.35	0.40	0.40	0.40	0.40	0.45	0.45	0.45	0.45	0.45
Arlingclose Central Case	1.10	1.20	1.35	1.45	1.55	1.70	1.80	1.95	2.00	2.10	2.15	2.15	2.15
Downside risk	-0.15	-0.25	-0.35	-0.50	-0.60	-0.70	-0.85	-0.95	-1.10	-1.15	-1.25	-1.25	-1.25
5-yr gilt yield													
Upside risk	0.40	0.50	0.50	0.50	0.55	0.55	0.55	0.55	0.60	0.60	0.60	0.60	0.60
Arlingclose Central Case	1.50	1.55	1.60	1.70	1.80	1.90	2.00	2.10	2.20	2.25	2.30	2.35	2.35
Downside risk	-0.35	-0.45	-0.55	-0.60	-0.70	-0.80	-0.90	-1.00	-1.10	-1.15	-1.20	-1.25	-1.25
10-yr gilt yield													
Upside risk	0.40	0.50	0.50	0.50	0.55	0.55	0.55	0.55	0.60	0.60	0.60	0.60	0.60
Arlingclose Central Case	2.00	2.05	2.10	2.20	2.30	2.40	2.50	2.60	2.65	2.70	2.75	2.80	2.80
Downside risk	-0.35	-0.45	-0.55	-0.60	-0.70	-0.80	-0.90	-1.00	-1.10	-1.15	-1.20	-1.25	-1.25
20-yr gilt yield													
Upside risk	0.40	0.50	0.50	0.50	0.55	0.55	0.55	0.55	0.60	0.60	0.60	0.60	0.60
Arlingclose Central Case	2.45	2.50	2.55	2.55	2.60	2.65	2.70	2.75	2.80	2.85	2.90	2.95	2.95
Downside risk	-0.30	-0.40	-0.50	-0.55	-0.65	-0.75	-0.85	-0.95	-1.05	-1.10	-1.15	-1.20	-1.20
50-yr gilt yield													
Upside risk	0.40	0.50	0.50	0.50	0.55	0.55	0.55	0.55	0.60	0.60	0.60	0.60	0.60
Arlingclose Central Case	2.45	2.50	2.55	2.60	2.65	2.70	2.75	2.80	2.85	2.90	2.95	3.00	3.00
Downside risk	-0.25	-0.35	-0.45	-0.50	-0.60	-0.70	-0.80	-0.90	-1.00	-1.05	-1.10	-1.15	-1.15

Existing Investment & Debt Portfolio Position

Treasury Management Report as at 31st December 2015					
A. Short Term Position					
A1 Temporary Loans					
Lender	Interest paid gross of fee	Type	Date Borrowed	To be Repaid	Period end Balance
Newark & Sherwood Homes	0.36%	Call	n/a	n/a	2,239,830
Southwell LC Trust	0.36%	7 day notice	n/a	n/a	141,079
Active4Today	0.36%	Call	n/a	n/a	833,350
Total Temporary Loans				(a)	3,214,259
A2 Temporary Investments					
Borrower	Interest Rate	Type	Date Invested	To be Repaid	Period end Balance
NatWest SIBA Account	0.25%	Call	n/a	n/a	0
Santander	0.40%	Call	n/a	n/a	5,000,000
Handelsbanken	0.35%	Call	n/a	n/a	155,000
Goldman Sachs Treasury Money Market Fund	0.43%	Call	n/a	n/a	8,582,000
Deutsche Bank Sterling Money Market Fund	0.41%	Call	n/a	n/a	8,560,000
Lloyds TSB	0.57%	32 Day Notice	n/a	n/a	5,000,000
Glitnir ISK balance in escrow		Fixed	16-Mar-12	24-Sep-15	0
Total Temporary Investments				(b)	27,297,000
Bank Balance 31st December 2015				(c)	24,595
A3 Short Term Position - Net Invested/(Borrowed)				(d)=(b+c-a)	24,107,336
Average variable rate earned to date	0.47%				
Average fixed rate earned to date		no current fixed rate investments			
<i>Note - This excludes the Glitnir deposit</i>					
B. Long Term Position					
B1 Long Term Loans					
	Average Interest Rate	Type	Date Borrowed	To be Repaid	
Public Works Loans Board (36 loans)	4.41%	Maturity	Various	Various	72,078,000
Public Works Loans Board (21 loans)	9.06%	Annuity	Various	Various	572,767
Barclays Bank (4 loans)	4.09%	LOBO	Various	Various	13,000,000
BAe Systems Pension Funds (2 loans)	3.75%	LOBO	01-Dec-11	01-Dec-16	3,500,000
Total Long Term Loans				(e)	89,150,768
Please note the interest rate for long term loans is an average of the total loans for each category					
B2 Long Term Investments					
	Interest Rate	Type	Date Borrowed	To be Repaid	
None					
Total Long Term Investments				(f)	0
B3 Net Long Term Position				(g) (e-f)	89,150,768
C. Net Indebtedness				(g)-(d)	65,043,432

PAY POLICY STATEMENT

1.0 Purpose of Report

1.1 To approve the content of the Pay Policy Statement for 2016/17.

2.0 Background Information

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

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

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

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

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

2.1.3 The term 'remuneration' covers:

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

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

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

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

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

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

3.0 Proposals

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

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

- The statement has been updated to reflect revisions to the Living Wage recommended by the Living Wage Foundation during November 2015;
- A paragraph has been included to set out the Council's approach to how it will manage "off payroll" arrangements for individuals operating at Chief Officer level in accordance with the DCLG Guidance (March 2015) regarding Use of severance agreements and "off payroll" arrangements.
- An additional paragraph has been added to clarify the position in respect of appeals by Chief Officers against a decision of the Discretionary Payments Panel to reflect current policy so that there is a single source of reference.

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

4.0 Policy & Finance Committee

4.1 The Pay Policy Statement was considered by the Policy and Finance Committee at their meeting on the 25th February 2016. Members also received an update in relation to various consultations that are on-going including national Pay Negotiations and the on-going government consultations concerning Exit Payment Recovery and the Public Sector Exit Payment Cap. Following consideration it was agreed that:

- a) the Pay Policy Statement for 2016 be recommended to the Council for approval; and
- b) work be undertaken to forecast the national Living Wage in comparison to the Living Wage Foundation Living Wage to inform future Pay Policy Statements.

5.0 Equalities Implications

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

6.0 Impact on Budget/Policy Framework

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

7.0 Comments of Director(s)

Director of Resources – refer to comments set out under section 6 of this report.

8.0 RECOMMENDATION

That the Pay Policy Statement for 2016/17 be approved subject to any necessary revisions.

Reasons for Recommendation

Compliance with Section 38 (1) of the Localism Act 2011.

Background Papers

Localism Act 2011

The Code of Recommended Practice for Local Authorities on Data Transparency

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

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

Local Government Transparency Code 2014

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

For further information please contact Tracey Mellors on extension 5219.

Andrew Muter
Chief Executive

NEWARK AND SHERWOOD DISTRICT COUNCIL

Pay Policy Statement

1. Introduction

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

2. Objectives of the Policy

2.1 The objectives of the policy are to:

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

3. Policy Statement

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

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

4. Scope of the policy

4.1 Individuals Affected

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

4.2 Council Policies

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

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

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

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

4.3 Pay Bargaining - the National Context

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

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

4.4 Remuneration of the Council's Lowest Paid Employees

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

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

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

4.5 Living Wage

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

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

4.6 Pay Multiples

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

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

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

[Pay Multiples](#) document

5. Remuneration of Chief Officers

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

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 the Chief Executive](#) document

5.3.2 Remuneration

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

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

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

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

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

5.3.3 Remuneration on Recruitment

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

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

5.3.4 Increases and additions to Remuneration

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

5.3.5 Arrangements for the Post of Returning Officer

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

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

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

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

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

5.3.6 General Terms and Conditions

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

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

5.4.1 Terms and Conditions of Service

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

[Terms and Conditions for the Chief Officers](#) document
[Statutory Officers Honorarium Scheme](#) document

5.4.2 Remuneration

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

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

5.4.3 Pay Scale for Deputy Chief Executive

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

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

5.4.4 Pay Scale for Directors

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

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

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

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

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

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

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

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

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

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

5.4.6 Remuneration on Recruitment/Appointment

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

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

5.4.7 Increases and additions to Remuneration

- Incremental Progression

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

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

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

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

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: [Statutory Officers Honorarium Scheme](#)

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

5.4.8 Arrangements for Election Duties

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

5.4.9 General Terms and Conditions

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

5.4.10 Appointment of officers to JNC Terms and Conditions of appointment

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

5.4.11 Arrangements regarding Collaboration

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

5.5 Business Managers

5.5.1 Terms and Conditions of Service

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

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

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

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

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

5.5.2 Remuneration

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

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

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

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

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

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

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

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

5.5.3 Remuneration on Recruitment

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

5.5.4 Increases and additions to Remuneration

- Incremental Progression

Once an officer has been appointed they will receive annual increments until such time that they reach the top of the salary scale subject to achieving satisfactory annual performance assessments.

- Pay Awards

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

- Honoraria and Ex Gratia Payments
Statutory Officers

The Council currently operates an honorarium scheme for certain officers undertaking statutory officer roles or deputising in those roles (see ante). There are three statutory officer roles within the Council, details of which are set out below:

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

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

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

Other

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

- Market Supplements

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

- Expenses

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

Meals and Accommodation Charges

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

5.5.5 Arrangements for Election Duties

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

5.5.6 General Terms and Conditions

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

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 [Redundancy and Discretionary Compensation Policy](#). 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](#). 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 proposed introduction the Public Sector Payment Cap and where appropriate update the policy to reflect any legislative changes that occur in year.

5.6.6 Settlement Agreements

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

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

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

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

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

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

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

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

5.6.8 Use of "Off Payroll" Arrangements

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

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

6. Publication and Access to Information

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

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

7. Equality Impact Assessment

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

8. Approval/Review

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

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

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

- 8.4 Any proposed changes to terms and conditions of employment including salary arising from collaboration activities e.g. shared services will be subject to the prior approval of the Policy and Finance Committee.
- 8.5 A review of the policy statement will take place annually and the contents of the policy referred to full Council for approval in advance of the financial year to which it relates. In certain circumstances it may be necessary to review the policy in year as a consequence of changes to legislation and/or organisational requirements. In the case of legislative changes where the Council has no discretion the policy statement will be automatically amended to reflect the revised legislation. In any case where there is discretion or where it is proposed to make in year changes to reflect organisational requirements such changes may be approved by Policy and Finance.

NEWARK & SHERWOOD DISTRICT COUNCIL'S STRATEGIC PRIORITIES

1.0 Purpose of Report

- 1.1 This report outlines the proposals for the Council's strategic priorities for the next four years.

2.0 Background Information

- 2.1 Following the District Council elections in 2011, a series of discussions and debates took place formally and informally between Members of the Council to explore and establish strategic priorities to guide the Council up to 2015. These priorities are set out in a report approved by the Council in March 2012.
- 2.2 Following the elections in May 2015, it is appropriate to review these strategic priorities to guide the work of the Council over the next four years. In July it was agreed at the Policy & Finance Committee meeting that further work should be undertaken to bring together information about the challenges faced by the district together with informal briefings so that consideration could be given to new strategic priorities. It was originally proposed that this process should include an informal workshop session before a report was brought to Council. However, due to difficulties in securing a suitable date for a workshop session, and following consultation with the Leader of the Council and the Leader of the Opposition, it was agreed that a report should be brought forward for debate at this Council meeting.
- 2.3 A Background Report has been prepared and a copy has been placed in the Members' Room. This summarises the impact of the strategic priorities over the last four years and sets out some of the strategic context for the district over the coming four years including economic and social factors, the government's legislative programme and the financial context for the Council.

3.0 Proposals

- 3.1 Proposals for the Council's vision and strategic priorities for the next four years are set out below for consideration.
- 3.2 The current vision is: *We want Newark and Sherwood's urban and rural communities to take pride in being vibrant, sustainable and having a high quality of life. To achieve this we want to deliver excellent, appropriate services and value for money.*

It is proposed that this continues to be the Council's vision.

- 3.3 In order of importance, our priorities for the last four years were:

1. Prosperity
2. People
3. Place
4. Public Service

It is proposed that the Council continues to use the themes of **People, Place, Prosperity and Public Service** as themes to frame its strategic priorities and that the themes are of equal importance. These themes would be used to illustrate the impact of four groups of strategic priorities:

- Homes
- The economy
- Safety and cleanliness
- Healthiness

3.4 Proposals for the four groups of priorities are set out below in greater detail.

Homes

- Develop more affordable housing by making maximum use of Section 106 contributions, by acquiring or developing new homes, by reducing the number of empty homes, by bringing forward brownfield land and by recognising that different models and definitions of 'affordable housing' could increase the scope and choice in housing
- Develop a mixed provision of affordable homes which includes starter homes serving the needs of younger people, families with young children and homes for older people
- Increase the availability of supported housing and extra care, ensuring that these choices are extended as widely as possible
- Establish a development company to act as a vehicle for new housing developments
- Develop our lettings policies to maximise support for local people
- Review the Council's own stock and land to encourage appropriate growth and development
- Ensure that planning policies include scope for small-scale development in villages and smaller settlements where the community are in support
- Provide support and signposting to relevant support services and agencies
- Prevent homelessness wherever we can and support which help people manage and prevent indebtedness
- Review the way in which all council policies and services support the most vulnerable in our community

The Economy

- Facilitate events which improve access to jobs and apprenticeships for local people
- Directly engage with schools and colleges on training choices, careers advice and business brokerage
- Develop a scheme of business ambassadors
- Review of the Community Infrastructure Levy to ensure that jobs creation and economic investment are not deterred, including a review of the '123' list and Infrastructure Development Plan
- Support inward investment activities, most especially 'warm leads' and consider direct investment to create appropriate step-up and incubator units
- Improve the promotion of tourism including the development of online and printed media - merge
- Stimulate the development (and coordination) of the Sherwood Forest Regional Park and major projects with the Sherwood Forest Trust and partners
- Support lobbying and feasibility studies to bring the Robin Hood Line into use

- Support and lobby for plans to improve the A46, the associated junctions and roundabouts and , the Newark Southern Link Road
- Support the creation of ‘travel to work’ solutions to connect people to employment opportunities
- Develop the role and impact of the National Civil War Centre
- Work to bring coherence to heritage and landscape strategies and forums for the Sherwood Forest area
- Review our strategies to promote tourism and the visitor economy so that they are integrated with heritage and landscape strategies and develop measures to retain and disperse visitors within the district
- Support the roll-out of broadband into all communities
- Work to secure a solution to bring forward the redevelopment of the Robin Hood Hotel in Newark and Ollerton Hall

Safety and Cleanliness

- Review the use, location and investment in CCTV
- Counter and reduce anti-social behaviour
- Carry out preventative work through Family Intervention Programmes to reduce the impact of costly and entrenched social problems
- Tackle fly-tipping and dog-fouling and encourage reporting and a robust approach to prosecuting offenders
- Encourage a greater engagement with Neighbourhood Watch, Community Contracts and Safer Neighbourhood Groups
- Actively support community litter-picks, reporting of litter nuisance and replace bins where this can help to reduce littering
- Roll-out a Garden Waste collection across the district
- Continue to devolve services to local communities and review residual service delivery options
- Review policies to ensure that S106 contributions are used effectively
- Support flood prevention schemes at a local level
- Develop a programme of Neighbourhood Studies to support community renewal
- Review Conservation Area Character Appraisals (CACAs) and Management Plans (CAMPs), and update where necessary

Healthiness

- Develop the district’s leisure centres managed through Active4Today to encourage sustainable activity and increase leisure activity across the district
- Work to deliver the Playing Pitch Strategy across the District and develop a strategy to ensure there is adequate provision in all areas, including alternative activity provisions where necessary
- Ensure that Sports Hub proposals for the Newark area are linked to and complementary to all other sports and leisure provision
- Engage with and scrutinise the effectiveness of the Clinical Commissioning Groups and NHS Trusts which serve the District
- Support and participate in policy development to address improved public health and ensure that health promotion and illness prevention activities are supported through the activities of the Council, Active4Today and Newark & Sherwood Homes

3.5 In addition, there are a number of corporate priorities which will shape the way in which the Council operates over the coming four years including:

- The commitment to the Community Covenant and specifically the way it shapes the Council's approach to priorities around our lettings policy and support, advice and sign-posting activities
- The need to review central and support services as some activities are reduced or moved into other delivery vehicles
- The ability to increase the range of digital service delivery
- The scope to increase collaboration with neighbouring councils.

3.6 Subject to the Council's decision to agree a set of strategic priorities for the next four years, it is recommended that the priorities are the subject of consultation with key stakeholders and that a report is brought to a subsequent Council meeting to ratify report on the consultation outcomes and ratify the strategic priorities.

4.0 Equalities Implications

4.1 Proposals which are developed as a consequence of establishing strategic priorities will be subject to equalities impact assessments where appropriate.

5.0 Impact on Budget/Policy Framework

5.1 The Council's strategic priorities will guide the development of its policies and budgets over the next four years.

6.0 RECOMMENDATION

That the draft strategic priorities set out in the attached reports are considered along with the supporting information and that the Council agrees to consult with key stakeholders on its draft strategic priorities for the next four years.

Reason for Recommendation

To ensure that the Council has established clear priorities to guide its work between 2016/17 and 2019/20.

Background Papers

None

For further information please contact Andrew Muter on Ext 5200.

Andrew Muter
Chief Executive

STANDARDS COMMITTEE

1.0 Purpose of Report

- 1.1 To consider the recommendation of the Councillors' Commission that the Standards Committee be deleted from the committee structure with its remit being incorporated into the Policy & Finance Committee.

2.0 Background Information

- 2.1 At the Council meeting on 9 February Members considered the report of the Independent Remuneration Panel which raised the possibility of removing the Standards Committee from the committee structure given that it is no longer a statutory requirement to have a dedicated Standards Committee. This would also achieve a saving in removing the allowance currently paid to the Standards Committee Chair.
- 2.2 As a result of the views expressed by the Independent Remuneration Panel, the Council requested that consideration be given as to how the remit of the Standards Committee might otherwise be discharged in the event of its removal from the committee structure.
- 2.3 The Councillors' Commission considered this matter at their meeting held on 25 February 2016.

3.0 Proposals

- 3.1 Following the introduction of the localised standards regime the business of the Standards Committee has reduced considerably.
- 3.2 The Standards Committee currently meets twice yearly. Initial filtering of complaints is undertaken by the Monitoring Officer acting under delegated authority in consultation with the Independent Person. It is however necessary on occasion for the Standards Committee to constitute a hearing panel to conduct a formal hearing where an investigation has been undertaken and an investigating officer has reached a conclusion that there has been a breach of the Code of Conduct.
- 3.3 The Standards Committee currently comprises 8 members appointed in accordance with political balance together with two co-opted Parish representatives who are none voting members and one co-opted none voting Independent Member.
- 3.4 The Council is not obliged to appoint co-opted Parish representatives. This was done by way of good practice in order to provide a voice on the Standards Committee for our Town and Parish Councils. Indeed the majority of standards complaints relate to Town and Parish Councillors rather than to elected members of the District Council.
- 3.5 Similarly there is no requirement to co-opt an Independent Member to the Standards Committee.

- 3.6 In part the appointment of the co-opted Parish Representatives and co-opted Independent Member was made in order to provide a smooth transition from the previous standards regime to the new localised regime. The co-opted Independent Member had previously served as Chairman of the Standards Committee and the parish representatives had previously been co-opted to that committee. As the new localised regime has become embedded, the case for their continued appointment has reduced.
- 3.7 Moreover, the need for an independent voice through the appointment of an Independent Member to the Standards Committee has been significantly reduced by reason of the requirement for the Council to appoint two Independent Persons. The Independent Persons are required to provide comments to the hearing panel on any complaint which is referred for hearing prior to their reaching a decision. Our scheme of delegation also provides a key role for the Independent Persons in acting as consultee when the Monitoring Officer is exercising delegated powers in relation to standards matters.
- 3.8 This ensures that there is a voice which is clearly seen as independent of the Council in dealing with standards issues.
- 3.9 The co-opted parish representatives to the Standards Committee and the independent co-opted member of the Standards Committee have been appointed for a term of office which would ordinarily expire on 17 May 2016.
- 3.10 If the Standards Committee were removed from the Committee structure then their appointments would automatically cease when that decision came into effect. The two co-opted Parish representatives and the independent person co-opted to the Standards Committee currently each receive an allowance of £252.96 per annum.
- 3.11 If they were not reappointed in any new arrangements, this would result in a saving to the Council of £758.88 per annum.
- 3.12 The Council has always adopted a proactive approach towards ethics and standards, recognising the importance of high ethical behaviours. It is suggested that if the remit of the Standards Committee was incorporated within the remit of the Policy and Finance Committee this would recognise the importance with which the Council places ethics and standards.
- 3.13 Accordingly, attached at **Appendix A**, is the proposed amendment to the Constitution which would incorporate the remit of the Standards Committee within the remit of the Policy & Finance Committee.
- 3.14 A hearing panel would continue to be constituted following the completion of a formal investigation into Code of Conduct complaints.
- 3.15 The Constitution already provides that members of the hearing panel may be drawn from the whole membership of the Council. However, it is suggested that the Constitution should expressly state that, whilst the panel may be drawn from the membership of the whole Council, it will normally comprise at least one member of the Policy & Finance Committee.

- 3.16 The Constitution further provides that the hearing panel may include a co-opted parish representative in an advisory capacity in the event of a complaint relating to a parish matter and may include the co-opted Independent Member in an advisory capacity.
- 3.17 Given that it is recommended that there is no longer a compelling need for the appointment of co-opted members to act in this capacity, the relevant provisions in the Constitution would be deleted accordingly.
- 3.18 Members may care to note that a procedure has been introduced whereby the Parish Clerk is invited to attend any hearing which relates to a Town or Parish Councillor within their parish and in this way it is still possible to ensure that the Town or Parish Council continues to feel that it has a voice in the consideration of standards matters. Moreover, the Clerk would be invited to comment, where appropriate, in the course of a standards investigation.
- 3.19 The powers delegated to the Monitoring Officer in respect of standards issues are set out in part 2 of the Constitution at paragraph 7.3.4 and it is recommended that these remain unchanged save for the alteration of clause 8 to delete reference to the Standards Committee and to read as follows “to constitute the membership of any hearing panel constituted to conduct a hearing in relation to a complaint of a Code of Conduct breach”.
- 3.20 Attached at **Appendix B** are the revised Member’s Allowances as a consequence of the above proposals which will need to be incorporated within the constitution.
- 3.21 The Councillors’ Commission agreed the recommendations as set out in paragraph 4 below, for adoption by the Council.

4.0 RECOMMENDATIONS that:

- (a) the Standards Committee be deleted from the Committee structure and its remit incorporated within the remit of the Policy & Finance Committee as set out in Appendix A of the report;**
- (b) the co-opted parish representative and co-opted Independent Member to the Standards Committee not be reappointed to the Policy & Finance Committee or to any hearing panel of the Standards Committee for the reasons set out in the body of the report;**
- (c) the delegated authority to the Monitoring Officer in respect of standards matters remain unchanged save for any consequential changes to reflect the deletion of a dedicated Standards Committee;**
- (d) all procedures and protocols relating to standards matters be amended as necessary to reflect the fact that there is no longer a dedicated Standards Committee;**
- (e) the above arrangements come into effect from the Annual Council meeting in May 2016 (when the appointment of the co-opted representative ceases in any event); and**

- (f) the revised scheme of members allowances as set out at Appendix B be approved and incorporated within the Constitution.**

Background Papers

Nil

For further information please contact Kirsty Cole on Extension 5210.

Kirsty Cole
Deputy Chief Executive and Monitoring Officer

NEWARK & SHERWOOD DISTRICT COUNCIL**CONSTITUTION
MAY 2015****Part Two
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- Key strategic decisions (other than those which must be determined by the Council) including all decisions which have a major impact on a number of Council services or on the Council as a whole and decisions which are deemed significant in terms of impact on the Council's revenue or capital (to be determined by The Head of Paid Service and/or Section 151 Officer in consultation with the Leader).
- All key strategic policies to be adopted by the Council (except those which are reserved to Council for approval) including:-
 - Commissioning Framework
 - Annual Budget Strategy
 - Budget and Council Tax Policy
 - Staffing Budget
 - General Fund Balances and Reserves Policy
 - Corporate Capital Strategy and Asset Management Plan.
 - Risk Management Strategy, Policy and Guidance.
 - Corporate Asset Utilisation and Disposal Strategy.
 - Anti-Fraud Strategy.
 - Financial Strategy.
 - Consultation and Communication Strategy.
 - Leisure and Culture Strategy.
 - Emergency Plan.
 - Equalities and Diversity Policy.
 - Business Continuity Plan.
 - Health and Wellbeing Strategy.
 - Cleaner, Safer, Greener Strategy.
 - Strategy relating to HRA.
- Strategic Housing, including determining and managing the Council's relationship with Newark and Sherwood Homes.
- Formulating the Council's budget proposals and recommending the same to Council for approval (but excluding any matters relating to the Council's leisure company which shall be formulated by the Leisure & Environment Committee).
- Formulating the Council's capital programme and recommending the same to Council for approval (but excluding any matters relating to the Council's leisure company which shall be formulated by the Leisure & Environment Committee).
- Formulating the Council's housing capital programme and recommending the same to Council for approval.
- Formulating, monitoring and reviewing the Council's Housing Revenue Account Self Financing Business Plan and recommending the same to Council for approval.
- Formulating the Council's borrowing and investment strategy and recommending the same to Council for approval.

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- Managing and monitoring the Council’s Capital Programme.
 - Appointment and dismissal of employees (subject to legislative requirements) (*1).
 - Terms and conditions of employment.
 - Procedures for dismissal of employees (subject to legislative requirements).
 - Agreeing secondments pursuant to Section 113 of the Local Government Act 1972.
 - Agreeing voluntary severance terms for the Chief Executive and Chief Officers (*2).
 - Hearing appeals relating to the discretionary elements of pension enhancements for the Chief Executive and Chief Officers where the scheme provides for such a right of appeal.
 - Approving resources for the appointment of a designated independent person.
 - Approving human resources procedures and policies (*3).
 - Pensions and superannuation

NOTES:

- 1* The appointment of staff below Deputy Chief Officer level is the responsibility of the Head of Paid Service or their nominee. Statutory Officer appointments (Head of Paid Service, Monitoring Officer and Section 151 Officer) are expressly reserved to the Council for approval. Certain appointments are the responsibility of the Chief Officer Appointment Panel. Mandatory standing orders relate to the dismissal of certain categories of employees.
- 2* The function of determining pension and redundancy entitlements is delegated to the Discretionary Payments Panel. Normally an appeal would go to the Head of Paid Service or a Chief Officer. An alternative mechanism for appeals is accordingly required in respect of Chief Officers.
- 3* This function has been delegated to the Head of Paid Service after prior consultation at the Joint Consultative Committee.

Determination of:

- HRA Business Plan (including the Asset Management Strategy and Delivery Plan);
- The key strategic outcomes for delivery by NSH over the term of the HRA Business Plan;
- Areas of maximisation of the HRA (ie areas where the HRA could legitimately fund services of benefit to tenants AND the wider community);
- The level and use of surpluses and reserves within the HRA and NSH – ie use to pay down debt or fund other initiatives/development;
- The key performance indicators of NSH;
- ‘Health Check’ of NSH by the Council as the sole shareholder.
- operational decision making in respect of the following: -
 - Procurement.
 - Transformation Programmes.
 - Organisational Development.
 - Member Development.
 - Member Services and Civics.
 - Strategic Risk Management.

-
- Audit Issues (other than matters falling within the remit of the Audit and Accounts Committee).
 - Major Projects.
 - Strategic Commissioning including Decommissioning.
 - Asset Management.
 - Staffing and resourcing issues for the following service areas:
 - Legal.
 - Policy and Commissioning.
 - Human Resources (staffing and resources).
 - Democratic Services.
 - Financial Services
 - Revenues and Benefits.
 - Performance Management.
 - Administrative Services.
 - Audit.
 - Kelham Hall Buildings and Grounds.
 - Acquisition and Disposal of Industrial Units.
 - Approval of payments or other benefits for maladministration under s92 of the Local Government Act 2000, except where it relates to a matter falling within the remit of the Planning Committee or is dealt with by Officers acting under delegated powers.
 - To approve the write-off of any outstanding debt owed to the Council or Newark and Sherwood Homes, above the delegated limit of £10,000.
 - Making recommendations to the Council on standing orders relating to contracts and financial regulations.
 - All cross cutting matters across the Council and any matter/issue not expressly delegated to another Committee.
 - Receiving reports from the following outside bodies:-
 - Local Government East Midlands
 - LGA
 - LGA – Rural Commission
 - LGA – Urban Commission
 - Nottinghamshire and Derbyshire Joint Leaders Board
 - Nottinghamshire Local Authorities Association
 - Rural Community Action Nottinghamshire
 - Determining the Council’s strategic approach to the Local Strategic Partnership.

Performance Management

- Overall responsibility for managing and monitoring council performance against approved estimates of revenue expenditure and income
- Overall responsibility for monitoring council performance against locally set performance indicators
- Monitoring the overall management and performance of Newark and Sherwood Homes

STANDARDS

- Promote and maintain high standards of conduct by members and co-opted members of the authority.
- Assist members and co-opted members of the authority to observe the authority's code of conduct.
- To make recommendations to the Council on the adoption or revision of the members code of conduct and on arrangements for dealing with standards complaints.
- To monitor and review arrangements for dealing with standards complaints.
- To establish an Assessment Sub-Committee to consider written allegations that an elected or co-opted member of Newark & Sherwood District Council or of any Town or Parish Councillor within the district of Newark & Sherwood has failed to comply with the relevant code of conduct, in the event of the Monitoring Officer referring the matter to an Assessment Sub-Committee rather than dealing with the matter under delegated powers in consultation with the Independent Person, and to determine what further action, if any, should be taken in respect of the complaint.
- To consider dispensation requests from members and co-opted members of Newark & Sherwood District Council, unless determined by the Monitoring Officer acting under delegated powers and to appoint a sub-committee to undertake this function on its behalf.
- To consider appeals against the refusal of dispensation requests by the Monitoring Officer acting under delegated authority (and to appoint a sub-committee to undertake this function on its behalf).
- To make recommendations to Council on the adoption of codes and protocols relating to ethical behaviours.
- To adopt codes, protocols and guidance to underpin the arrangements for dealing with standards complaints and related issues.
- To make recommendations to Policy & Finance Committee and Council on the budget so far as it impacts on the role and remit of the Committee.
- To receive and consider Ombudsman reports relating to Standards issues.
- To agree local settlements following a complaint to the Ombudsman in relation to Standards issues.

Membership

7 members. (A link to the current membership of the committee can be found on the Constitution home page).

Hearing Panel

Remit

To conduct a hearing following the completion of a formal investigation into a code of conduct complaint and to take such of the following actions as it considers appropriate:

- (i) Resolve that no further action be taken on the matter.
- (ii) Report its findings to Council (or the Parish Council) for information.
- (iii) Recommend to the Member's Group Leader (or in the case of ungrouped Members, recommend to Council or to Committees) that the Member subject to the complaint be removed from any or all Committees or Sub-Committees of the Council.
- (iv) Instruct the Monitoring Officer to (or recommend that the Parish Council) arrange training for the Member.
- (v) Remove (or recommend to the Parish Council that the Member be removed) from all outside appointments to which he/she has been appointed or nominated by the authority (or by the Parish Council).
- (vi) Withdraw (or recommend to the Parish Council that it withdraws) facilities provided to the Member by the Council such as computer, website and/or email and internet access.
- (vii) Exclude (or recommend that the Parish Council exclude) the Member from the Council's offices or other premises with the exception of attendance at meetings.
- (vii) Recommend other action.

Membership

3 elected Members

NOTE: The Monitoring Officer has delegated authority to constitute the Hearing Panel. The Panel may be drawn from the whole of the membership of the Council but will normally comprise at least one member of the Policy & Finance Committee. The Panel will reflect political balance so far as practicable and normally comprise members drawn from at least 2 political groups

MEMBERS ALLOWANCE SCHEME

1. The basic Members' allowance is £4,700.
2. Special Responsibility Allowances are as follows:

Leader of the Council/Chairman of Policy & Finance Committee	£13,000
Deputy Leader of the Council	£2,600
Leader of Main Opposition Group & Opposition Spokesperson on Policy & Finance Committee	£4,500
Leader of Other Opposition Groups	£770
Opposition Spokespersons on Functional Committees	£977
Chairmen of Functional Committees	£5,298
Vice-Chairman of Policy & Finance Committee	£977
Vice-Chairman of Functional Committees	£977
Chairman of Planning Committee	£5,298
Vice-Chairman of Planning Committee	£977
Chairman of Licensing & General Purposes Committees	£3,129
Vice-Chairman of Licensing & General Purposes Committees	£460
Chairman of Audit & Accounts Committee	£1,795

3. There is no limit as to the number of special responsibility allowances paid to individual Members.
4. For the purposes of qualifying for a special responsibility allowance a political group on the Council needs to comprise of at least four Members.
5. A childcare and dependent carers' allowance of up to £10 per hour will be payable for costs actually incurred, or more in exceptional circumstances at the discretion of the Section 151 Officer, and provided that it is evidenced based.
6. In the event of any part year entitlement due to elections, suspension or changes in special responsibility, payments will be subject to a daily calculation of entitlement.
7. The travel and subsistence expenses for Members be the same as the casual user rate and subsistence scheme for officers.
8. Any Member may, by way of notice in writing, forgo all or part of any allowances.
9. The Basic Allowance and Special Responsibility Allowances are indexed to the annual percentage salary increase for local government staff (at spinal column 49) to be implemented from the start of the municipal year for which it is applicable.
10. This scheme comes into effect on 17 May 2016.

Note – the following annual payments are made outside of the Members Allowances Scheme:

Council's Appointed Independent Persons	£2,064
Chairman of the Council	£3,360
Vice-Chairman of the Council	£670

COMMITTEE REMITS

1.0 Purpose of Report

- 1.1 To consider proposals by the Councillors' Commission for changes to committee remits.
- 1.2 At their meeting held on 25 February 2016 the Councillors' Commission considered proposals to make changes to the Leisure & Environment, Economic Development and Audit & Accounts Committees. These proposals are detailed here.

2.0 Leisure & Environment and Economic Development Committees

- 2.1 Currently responsibility for the Palace Theatre, cultural services, museums and collections (including the Civil War Centre) and Parks and Open Spaces (including Newark Castle and grounds and Queen's Sconce) rests with the Leisure & Environment Committee. In addition the Leisure & Environment Committee has responsibility for developing and adopting policies and procedures in accordance with the Council's Leisure and Culture strategy including the Museums and Heritage strategy.
- 2.2 As the Council's cultural offer plays a key role in its wider tourism offer and hence the economic prosperity of the district it is considered that these functions and responsibilities would better rest within the remit of the Economic Development Committee.
- 2.3 It is therefore recommended that responsibility for developing the Council's Museum & Heritage Strategy and decision making in respect of the Palace Theatre, Cultural Services, Museums & Collections including the Civil War Centre and Parks and Open Spaces (including Newark Castle and grounds and Queen's Sconce) be removed from the remit of the Leisure & Environment Committee and placed within the remit of the Economic Development Committee.

3.0 Audit & Accounts Committee

- 3.1 The Councillors' Commission were asked to consider a review of the remit of the Audit & Accounts Committee in the light of the CIPFA guidance for Audit Committees.
- 3.2 In 2013 the Chartered Institute of Public Finance & Accountancy issued guidance for Audit Committees. This guidance set out what the core functions of an Audit Committee should include.
- 3.3 It then goes on to suggest other areas where Audit Committees could potentially support their authorities by undertaking a wider role in other areas. The guidance includes suggested terms of reference for the Audit Committee. However, it should be emphasised that these are suggested rather than mandatory terms of reference.
- 3.4 The Council's Audit and Accounts Committee had requested that its remit be extended to explicitly refer to the Committee's role in governance.

- 3.5 However, it was considered that the primary responsibility for ensuring the effective governance of the Council should rest ultimately with the Council and with the Policy & Finance Committee.
- 3.6 However, it is at the same time acknowledged that the Audit & Accounts Committee has a role in scrutiny and review to ensure that those arrangements are effective.
- 3.7 The Commission therefore recommended that the remit include express responsibility for reviewing the Council's corporate governance arrangements to ensure that efficient and effective assurance arrangements are in place.

4.0 RECOMMENDATIONS that:

- (a) the remits of the Leisure & Environment and Economic Development Committees be revised as set out in paragraph 2.3 of the report;**
- (b) the remit of the Audit & Accounts Committee be extended as set out in paragraph 3.7 of the report; and**
- (c) these changes be effective as from 1 April 2016.**

Background Papers

Nil

For further information please contact Kirsty Cole on Extension 5210.

Kirsty Cole
Deputy Chief Executive and Monitoring Officer

COUNCILLOR G BROOKS – CONTINUED ABSENCE

1.0 Purpose of Report

- 1.1 To consider approving Councillor G. Brooks continued absence as provided by Section 85 of the Local Government Act 1972.

2.0 Background Information

- 2.1 Councillor G. Brooks has been absent from Council meetings due to illness. His last attendance was at the meeting of the Homes & Communities Committee held on 15th June 2015.

- 2.2 Section 85 of the Local Government Act 1972 provides that:-

“..... if a Member of a local authority fails throughout a period of six consecutive months from the date of his last attendance to attend any meeting of the authority, he shall, unless the failure was due to some reason approved by the authority before the expiry of that period, cease to be a Member of the authority.”

- 2.3 At the meeting held on 10 November 2016 the Council approved Councillor Brooks' absence for a six month period in accordance with Section 85 of the Local Government Act. As such this six month period comes to an end on 10th May 2016. This is the last scheduled Full Council Meeting prior to this date.

- 2.4 Prior to the end of the six month period there are two further scheduled meetings of which Councillor G. Brooks is a member. These are the meetings of the Licensing & General Purposes Committees to be held on 17 March 2016 and the Homes & Communities Committee to be held on 21 March 2016.

3.0 RECOMMENDATION

That the Council consider whether to further approve Councillor G. Brooks continued absence due to illness in accordance with Section 85 of the Local Government Act 1972.

Background Papers

Nil

For further information please contact Kirsty Cole on extension 5210.

Kirstin H Cole
Deputy Chief Executive

COMMUNITY GOVERNANCE REVIEW – CAYTHORPE PARISH COUNCIL

1.0 Purpose of Report

- 1.1 To approve and publish final proposals for the Community Governance Review of Caythorpe Parish Council.

2.0 Background Information

- 2.1 In accordance with the Local Government and Public Involvement in Health Act 2007 the Council has the responsibility for undertaking community governance reviews.
- 2.2 At their meeting held on 9 February 2016 the Council approved draft proposals for the review of Caythorpe Parish Council which would see their number of parish councillors rise from five to six.
- 2.3 The consultation on the draft proposals opened on 10 February 2016 and closed on 29 February 2016. The full review timetable was set out in the terms of reference agreed by the General Purposes Committee on 10 December 2015.
- 2.4 Only one response was received during this consultation process, from Caythorpe Parish Council, supporting the draft proposals, and this was referred to the members of the General Purposes Committee.

3.0 Proposals

- 3.1 A copy of the final proposals are attached as **Appendix A** to the report.
- 3.2 Subject to the Council approving the proposals the Council will adopt a Reorganisation of Community Governance Order. Copies of the Order will be deposited at Kelham Hall and will be available on the Council's website.
- 3.3 The Order will take effect from April 2016 with an election for the increased Parish Council taking place on 5 May 2016.

4.0 RECOMMENDATIONS That:

- (a) the Council approve the proposals for the Community Governance Review of Caythorpe Parish Council as set out in Appendix A to the report; and**
- (b) Officers draw up the Community Governance Order to take effect from April 2016.**

Background Papers - Nil

For further information contact Nigel Hill on 01636 655243.

A.W. Muter
Chief Executive



Community Governance Review of Caythorpe Parish Council

Proposals

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- 1.0 Background Information
- 2.0 Final Proposals
- 3.0 Next Steps
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March 2016

1.0 Background Information

- 1.1 Caythorpe Parish Council made a request to the Council to undertake a Community Governance Review of Caythorpe Parish Council in respect of increasing their number of members.
- 1.2 The District Council approved Terms of Reference for the review on 10 December 2015 and embarked upon a community governance review of the parish arrangements. Comments on the Terms of Reference were sought from local residents and interested parties. One response was received from Caythorpe Parish Council and this was submitted to the members of the Council's General Purposes Committee with draft proposals then being put forward for approval by the Council.
- 1.3 The Council, at its meeting held on 9 February 2016, agreed draft proposals. The consultation on the draft proposals closed on 29 February 2016. Again only one response was received during this consultation, from Caythorpe Parish Council, which re-affirmed their support for the proposals.

2.0 Final Proposals

- 2.1 The District Council's final proposals are as follows: -
 - (a) That the numbers of Councillors on Caythorpe Parish Council be increased from five to six.
 - (b) That the electoral arrangements become effective as from May 2016 with the election for the new Council to be held on 5 May 2016 in order to be combined with the Police and Crime Commissioner election.
 - (c) That the first Caythorpe Parish Council under the new arrangements be for a three year period, to end in May 2019, when the ordinary parish council elections are due.

3.0 Next Steps

- 3.1 In accordance with the terms of reference for the review, the District Council, at their meeting to be held on 10 March 2016, will publish final proposals, having taken into account the representations received during the review.
- 3.2 The Council will inform interested parties, including the Electoral Commission, of the outcome of the community governance review and make any Reorganisation Order that may be required.
- 3.3 The Community Governance Order will take effect in April 2016 to enable the new electoral arrangements to take effect from the date of the Police and Crime Commissioner Election to be held on 5 May 2016.

4.0 Further Information

- 4.1 For further information on the proposals contained with this document, please contact: -

Nigel Hill (Business Manager - Democratic Services) – 01636 655243

4.2 In addition to the information contained in this document the following information is also available: -

- Terms of Reference and Draft Proposals for the Review.
- Previous reports submitted to the General Purposes Committee and Full Council meetings.
- The representation received during the Review.

This information is also available on the Council's website at www.newark-sherwooddc.gov.uk

A. W. Muter
Chief Executive

ICT EQUIPMENT FOR MEMBERS

1.0 Purpose of Report

1.1 To consider recommendations of the Councillors’ Commission in respect of the future provision of ICT equipment for Members.

2.0 Background Information

2.1 The Commission undertook a piece of work to establish with all Members if they wished to be supplied with an appropriate Council owned device or whether they wished to use their own device on which to conduct Council business.

2.2 In respect of the Council owned device Members were given the option of either a laptop or a tablet device.

2.3 Staff from the ICT Business Unit were available prior to the last Council Meeting to assist Members with their selection and the majority of Members have now indicated their preferences and these are set out in the table below:

Option	Number of Members
Use of own personal device	7
Use of Council provided laptop	17
Use of Council provided tablet	9
Preferences for a hybrid device	3
No provision – paper copies only	3

2.4 Based on these details the Commission considered initial cost implications of providing the Council owned devices.

2.5 The Commission considered that the cost of providing a hybrid device were too prohibitive so these were discounted. The financial implications of the proposals are set out in Section 3 of the report.

2.6 In respect of the request from three Members to continue to receive paper copies with no electronic access, the Councillors’ Commission considered:

- the incorporation of the ICT allowance into the Basic Allowance
- the Council’s current policy to migrate away from reliance on printed materials
- the future ability of Council Members to be fully and quickly informed about key decisions
- whether there should be an obligation for all Members to have access to and use electronic equipment, even if it takes more time and support to utilise them effectively (i.e. should there be a ‘no opt out’ policy).

- 2.7 The Commission also considered the possible provision of exceptions for substantiated medical reasons for Members not being able to use devices in meetings.
- 2.8 In addition to the provision of Council owned devices the Commission considered the use by Members of the District Council designated email address rather than personal email addresses.

3.0 Financial Implications

- 3.1 The cost of procuring the laptops & tablets is detailed below. The hybrid device option was investigated but due to the cost (£940.00 per device) has been discounted, so for the 3 members that had expressed interest in this, the figures have been adjusted to reflect 1 further tablet and 2 further laptops.

Option	Number of Members	Cost
Use of Council provided laptop	19	£9,482
Use of Council provided tablet	10	£3,720
		£13,202

NB. If the three Members, who at this stage have indicated no provision, were provided with a laptop, the cost would be a further £1,497.

- 3.2 Procurement of ICT equipment is a capital purchase and as such it is recommended that this scheme is added to the Council's Capital Programme at a total cost of £14,700.
- 3.3 Decisions on financing capital schemes are delegated to the S151 Officer. Financing of the Capital Programme is determined as a whole, taking into account all funding sources available at the time.
- 3.4 There will be an associated revenue cost of approximately £2,366 per annum relating to software licences. This will need to be added to the Council's revenue budget, but will be partially offset by savings in printing and paper.

4.0 Proposals

- 4.1 The Commission are now putting forward recommendations to the Council as to a way forward in respect of the provision of ICT equipment for Members in order to better utilise technology in meetings and minimise the current large numbers of paper copies of agendas which are still being issued.
- 4.2 It was considered that the Council should reaffirm the requirement to utilise the Council's email address because there is no alternative under which the Council would be able to retain its Public Sector Network compliance. Officers from ICT were however asked to establish the procedures adopted by the County Council as it had been suggested that they did forward Council communications to Members personal email addresses. At the time of writing, no response has yet been received from the County Council regarding their policy on this.

- 4.3 The Commission considered the proposal that the ICT Business Unit would roll out the new devices/install software on personal devices in April 2016 and as from May 2016, all Members would be required to use their Council designated email address and utilise devices for all Council business, including using these at meetings.
- 4.4 The Commission however felt that Members should be given April and May to familiarise themselves with their devices with paper copies no longer being sent to Members as from June.
- 4.5 The Commission secured assurances that full support for Members would be available from the ICT Business Unit both during this transitional period and in the medium and longer term.

5.0 RECOMMENDATIONS that:

- (a) the provision of devices, in accordance with Members preferences, be rolled out in April 2016;**
- (b) the scheme be added to the Council's Capital programme;**
- (c) all Members be required to use their Council designated email address to receive all Council communication as from May following the roll out of devices; and**
- (d) Members familiarise themselves with the use of such devices with paper copies of agendas ceasing to be provided from 1 June 2016 (the exception being for those Members with a substantiated medical reason not to use an electronic device).**

Background Papers

Previous reports to the Councillors' Commission and the Council.

For further information please contact Nigel Hill on extension 5243 Sharon Parkinson on extension 5404.

Matthew Finch
Director – Customers

Andrew Muter
Chief Executive

NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of the **POLICY & FINANCE COMMITTEE** held in Room G21, Kelham Hall, Newark on Thursday 25 February 2016 at 6.00pm.

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

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

SUBSTITUTES: Councillor P.C. Duncan for R.B. Laughton.

ALSO IN Councillor T. Wendels.

ATTENDANCE:

92. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors R.B. Laughton and Mrs A.A. Truswell.

Apologies for absence were also given on behalf of Councillors R.J. Jackson and A.C. Roberts for late arrival.

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

There were no declarations of interest.

94. DECLARATIONS OF INTENTIONS TO RECORD THE MEETING

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

95. MINUTES FROM THE MEETING HELD ON 3 DECEMBER 2015

The minutes from the meeting held on 28 January 2016 were agreed as a correct record and signed by the Chairman.

96. PAY POLICY STATEMENT 2016

The Deputy Chief Executive presented a report which sought to review the content of the Pay Policy Statement for 2016 and subject to any necessary revisions to recommend the Statement to the Council for approval.

In accordance with Section 38 (1) of the Localism Act 2011 the Council was required to produce a Pay Policy Statement for each financial year. The Pay Policy Statement 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.

A copy of the Pay Policy Statement for 2016 was attached as an appendix to the report. Changes to the Pay Policy Statement for 2016 were summarised as:

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

When considering the Pay Policy Statement the Committee discussed the importance of understanding the differential between the National Living Wage and the Living Wage Foundation Living Wage.

AGREED (unanimously) that:

- (a) the Pay Policy Statement for 2016 be recommended to the Council for approval; and
- (b) work be undertaken to forecast the national Living Wage in comparison to the Living Wage Foundation Living Wage to inform future Pay Policy Statements.

Reason for Decision

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

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

The Assistant Business Manager – Financial Services presented a report which enabled Members to consider spending proposals and recommendations to the Council for the budget in 2016/2017 and preliminary projections for 2017/2018 to 2020/2021.

The report set out the details of the proposed budget for the Council in 2016/2017. The budget proposals had been formulated in accordance with the framework set out in the Council’s Constitution with the initial report having being presented to the Policy Committee on 10 September 2015. The report also included indicative overall budgets for the following four years to 2020/2021. It was noted that the level of discretionary fees and charges for services provided by the Council were considered as part of the budget process rather than being implemented piecemeal throughout the year. The proposed fees and charges for 2016 were detailed in the report and would be included in the budget book which forms part of the agenda for the full Council Meeting.

The Local Government Finance Settlement provided key figures for Government Grant that formed a major part of the Council's budget. The draft settlement was announced on 17 December 2015 with the final settlement being received on 8 February 2016. It was noted that the Council were part of the business rates pool with other Nottinghamshire Authorities. A projection of available resources under Business Rates Retention had been completed. However it was reported that the Council were working with Analyse Local in order to produce sound and prudent estimates of potential losses in business rates resulting from appeals lodged with the Valuation Office.

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

The report had been prepared by the Resources Directorate in conjunction with the appropriate Committee Members and relevant budget holders. In accordance with the Constitution, all Members, Directors and Business Unit Managers had been involved with the preparation of the budget.

AGREED (unanimously) that it be recommended to Council on 10 March 2016 that:

- (a) the Employee Plan shown in Appendix C be noted;
- (b) the following amounts be now calculated by the Council for the year 2016/2017 in accordance with Sections 31 to 36 of the Local Government Finance Act 1992 as amended by the Localism Act 2011:-
 - (i) £77,162,340 being the aggregate of the amounts which the Council estimates for items set out in Section 31A(2)(a) to (f) of the Act (the gross District Council expenditure for 2016/17);
 - (ii) £65,968,410 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3)(a) to (d) of the Act (the gross District Council income for 2016/17); and
 - (iii) £11,193,930 being the amount by which the aggregate at (a)(i) above exceeds the aggregate at (a)(ii) above, calculated by the Council, in accordance with Section 31A(4) of the Act, as its Council Tax Requirement for the year;
- (c) the figures shown as (b)(i) and (b)(iii) above to be increased only by the amount of Parish Precepts for 2016/2017;

- (d) the budget figures included in the report be the Council's budget for 2016/2017 and Medium Term Financial Plan for 2016/2017 to 2020/2021; and
- (e) the decision to accept a four year settlement be delegated to the Section 151 Officer, after consultation with the Leader, Deputy Leader and Leader of the Opposition once clarification of requirements was provided by central government.

Reason for Decision

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

98. CAPITAL PROGRAMME 2016/17 TO 2020/21

The Assistant Business Manager – Financial Services presented a report which detailed the available capital resources, the Council's existing committed Programme and the priority schemes identified. The current Capital Programme included an estimate of the amount available from useable capital receipts over the period 2015/16 – 2020/21 of £8.6 million after allocating the receipt from the sale of the Potterdyke car park to the Leisure Centre project. The remaining receipts were made up from accumulated Right to Buy council house sales, the sale of Kelham Hall, land for housing at Bowbridge Road and other sundry items.

In line with the Council's current Treasury Strategy, wherever possible expenditure had been financed by temporarily 'borrowing' from internal reserves and balances. On reviewing finance available from this source it had been possible to identify further internal resources which could be used temporarily to finance capital expenditure. A number of projects within the capital programme had already and would continue to benefit from external funding. The amount of external funding estimated to be applied in 2015/16 and also in future years against the major schemes were detailed in the report.

Proposals for the General Fund Capital Programme were set out in Appendix A to the report. The Housing Revenue Account property investment programme was attached as Appendix B to the report for approval and was financed through the 30 year HRA business plan. A schedule of the vehicle, plant and equipment assets, together with their planned replacement dates was shown as Appendix C to the report. The current proposals for financing were given in Appendix D to the report.

When discussing the Capital Programme Schemes the Committee considered that it would be prudent to project an amount to cover the overspend in respect of the National Civil War Centre and that the additional £595,000 commitment in respect of the Museums Improvements be included in the Programme.

AGREED (unanimously) that it be recommended to Council on 10 March 2016 that:

- (a) the General Fund schemes shown in Appendix A, the housing services programme in Appendix B and the vehicles, plant and equipment replacement programme in Appendix C be approved as committed expenditure in the Capital Programme, subject to the inclusion of £595,000 profiled over the next two years for the Museum Improvements Scheme – TA3053;
- (b) the Capital Programme be managed in accordance with Financial Regulation 6.2.3;
- (c) in accordance with the delegation to the Section 151 Officer in the Council's Constitution to arrange financing of the Council's Capital Programme, the Capital Programme for the financial years 2016/17 to 2020/21 be financed so as to maximise the resources available, having regard to the provisions of the Local Government and Housing Act 1989 and subsequent legislation;
- (d) with effect from 11 March 2016, the appropriate Directors be authorised to incur expenditure in respect of all schemes included in the committed Capital Programme; and
- (e) any changes above the limit delegated to the Section 151 Officer (i.e. £10,000), either in funding or the total cost of the capital scheme, be reported to the Policy & Finance Committee for consideration.

Reason for Decision

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

99. EXCLUSION OF THE PRESS AND PUBLIC

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

100. APPOINTMENT OF CONTRACTOR FOR THE NEW OFFICE ACCOMMODATION

The Committee considered the exempt report presented by the Moving Ahead Programme Manager in relation to the appointment of a contractor for the new council offices.

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

(Councillors R.J. Jackson and A.C. Roberts arrived during the consideration of the exempt item of business).

Meeting closed at 7.09pm.

Chairman

NEWARK & SHERWOOD DISTRICT COUNCIL

Minutes of the meeting of the **AUDIT & ACCOUNTS COMMITTEE** held in Room G21, Kelham Hall on Wednesday, 10 February 2016 at 10am.

PRESENT: Councillor Mrs S.M. Michael (Chairman)

Councillors: Mrs R. Crowe, R.A. Crowe, G.P. Handley and D. Staples.

ALSO IN ATTENDANCE: Nicky Lovely (Business Manager Financial Services NSDC)
Tara Beesley (Accountant NSDC)
Helen Brookes (KPMG)
John Sketchley (Audit Manager (Audit Lincolnshire))
Lucy Pledge (Audit Lincs)

41. APOLOGIES FOR ABSENCE

Apologies for absence were submitted by Jonathan Gorrie (KPMG), David Dickinson (Director – Resources NSDC) and Amanda Hunt (Principal Auditor (Audit Lincolnshire)).

42. DECLARATIONS OF INTEREST BY MEMBERS AND OFFICERS AND AS TO THE PARTY WHIP

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

43. DECLARATION OF ANY INTENTION TO RECORD THE MEETING

The Chairman informed the Committee that the Council was undertaking an audio recording of the meeting.

44. MINUTES OF MEETING HELD ON 4 NOVEMBER 2015

AGREED that the Minutes of the meeting held on 4 November 2015 be approved as a correct record and signed by the Chairman.

45. INTERNAL AUDIT PROGRESS REPORT

John Sketchley and Lucy Pledge from Audit Lincolnshire presented the Internal Audit Progress report covering the period to 31 December 2015. They reported that progress against the audit plan was now at 60% completed and detailed the outcome of audits completed, audits in progress and outstanding recommendations. The Committee noted that of the audits completed all had either received substantial or high assurance and congratulated homelessness and waste management (operational risk management) for achieving a high level of assurance. The Committee considered the report and debated a number of points as detailed.

Within the Key Financial Controls audit, with regard to Treasury Management, it was noted that additions may be needed to the Counterparty list to ensure that the Council did not exceed investment limits within one bank, with increased flexibility to spread the investments across various banks or for a longer period of time.

The Committee questioned the number of recommendations outstanding and in considering the reasons for this highlighted the limited capacity of officers. This was particularly relevant in relation to long term sickness absence and the pressure this created for staff covering workloads. The Committee agreed that a report highlighting the outstanding recommendations and the level of risk that this exposed the Council to should be considered at their meeting in April and the issue raised with the Chief Executive by the Financial Services Manager.

AGREED (unanimously) that:

- (a) the internal progress report be noted;
- (b) a report detailing the outstanding audit recommendations and associated risk be considered by the Committee at their meeting in April; and
- (c) the Business Manager - Financial Services meet with the Chief Executive to consider the outstanding recommendations and reasons for these.

46. DRAFT TREASURY STRATEGY FOR 2016/17

The Committee considered the draft Treasury Strategy for 2016/17 and subsequent years, which set out the expected treasury operations for the period, based on the latest capital programme submitted to the Policy & Finance Committee. The report included Prudential Indicators, Minimum Revenue Provision Policy, Treasury Management Strategy Statement and the Investment Strategy. The Council would consider the Treasury Management Strategy at its meeting on 10 March 2016.

The Committee heard that there had not been much change to the Treasury position in terms of borrowing and lending and the interest rates had not changed significantly. Officers were considering cash flow projected over the next few years to inform external and internal borrowing. The level of internal borrowing was set by the CFR limit which was approved as part of the Treasury Strategy.

It was noted that there was no change to the Counterparty List and officers confirmed that no foreign banks would be placed on the list without prior consultation with the Committee. Advice from the Council's Treasury advisors would also always be sought prior to adding any counterparties to the list.

AGREED that the Committee recommends to Council for approval:

- (a) the Treasury Management Strategy 2016/17;
- (b) the investment counterparty criteria listed in paragraph 5.4 of the report;
- (c) the Prudential Indicators and Limits set out in the report; and

- (d) the Minimum Revenue Provision statement contained in paragraph 7.3 of the report.

47. ANNUAL EXTERNAL AUDIT 2015/16

Helen Brookes (KPMG) presented the Annual External Audit Plan for 2015/16 which set out the proposed work relating to the financial statements and value for money conclusion. The Committee considered details relating to the financial statement audit materiality and significant risks. Within the significant risks it was noted that these were 'standard' risks and there were none that were not also identified as risks to other local authorities. There would now be focus on sustainability within the value for money conclusion. Details of the audit fee were also considered.

AGREED that the Annual External Audit Plan be noted.

48. RISK MANAGEMENT

The Business Manager - Policy and Commissioning, was in attendance to present a report on the Council's Risk Management Process and work undertaken across the Council. The work of the Risk Management Group was detailed, as were the strategic risks and operational risks. The Committee considered the identified risks and requested further information on the process of determining a strategic risk, to ensure they could undertake their role in considering whether the Council's arrangements for risk management were adequate.

AGREED that the Committee noted the report on the Council's risk management approach and related assurance processes.

49. REVIEW OF SIGNIFICANT GOVERNANCE ISSUES HIGHLIGHTED IN THE ANNUAL GOVERNANCE STATEMENT

The Business Manager - Financial Services presented a report which provided an update on the significant issues identified in the Annual Governance Statement. The Committee considered each of the issues, which were: Relocation of the Council Headquarters; Organisational Change; Management of Leisure Services; Collaboration Agreement; and Major Projects.

With regard to collaboration with other local authorities, it was confirmed that when a possible opportunity for collaborative working became apparent, the possibility of working with existing partners was explored before seeking new partners. However, the timing and nature of the work more frequently determined the partner organisation.

AGREED that the report be noted.

50. RESULTS OF THE REVIEW OF THE ASSESSMENT OF EFFECTIVENESS OF THE INTERNAL AUDIT FUNCTION

The Business Manager- Financial Services presented a report which detailed the results of the assessment of effectiveness of the internal audit function. The self-assessment was in two parts. The first reviewed the internal audit function against the Public Sector Internal Audit Standards (PSIAS) and Local Government Advisory Note (LGAN), and the second reviewed the effectiveness of the Committee. This had been undertaken using a questionnaire provided within CIPFA's Practical Guidance for Audit Committees in accordance with the Public Sector Internal Audit Standards.

The review confirmed that the internal audit function was operating in accordance with the PSIAS and that of the 30 questions in the CIPFA questionnaire, the Audit & Accounts Committee demonstrated best practice in 27 areas and partially in 3 areas. An action plan had been included for the areas only partially meeting best practice which included: communicating the role of the Committee across the authority; determining whether good governance was fully referenced within the Committee terms of reference; and obtaining feedback on the work of the committee.

The Committee heard that it was now no-longer a requirement to undertake an annual self-assessment, but an external assessment of the internal audit function must be undertaken every five years. Audit Lincs was proposing to procure this an external review later in the year and then report back to the Committee.

Another point that had been raised during the self-assessment process was the potential attendance of the Chairman of the Committee at the meetings of the Council's Committee Chairs. This had been raised with the Deputy Chief Executive.

AGREED that the Committee:

- (a) notes the results of the review of the effectiveness of the Internal Audit Function;
- (b) notes the results of the Self-Assessment of the Effectiveness of the Audit & Accounts Committee;
- (c) adopts the action plan;
- (d) agrees that a bi-annual review of effectiveness of the Internal Audit function and a self-assessment of the Committee should take place, and that the next assessment should be undertaken in June/July 2017;
- (e) notes that the results of the external assessment of Audit Lincs will be presented to the Committee later in 2016.

51. AUDIT COMMITTEE WORK PROGRAMME

AGREED that Committee noted the work programme.

52. DATE OF NEXT MEETING

NOTED that the date of the next meeting was Wednesday 27 April 2016

The meeting closed at 12.07pm.

Chairman

NEWARK & SHERWOOD DISTRICT COUNCIL

Minutes of the **COUNCILLORS' COMMISSION** held in Room G21, Kelham Hall, Newark on Thursday, 25 February 2016 at 3.07pm.

PRESENT: Councillor: R.V. Blaney (Chairman)
Councillors: J. Lee, D.R. Payne and D. Staples
APOLOGIES: Councillors: G.P. Handley and Mrs A.A. Truswell.

Due to Councillor R.V. Blaney not being in attendance for the start of the meeting, Councillor D. Staples was appointed as Chairman for the start of the meeting.

17. MINUTES OF THE MEETING HELD ON 22 JANUARY 2016

AGREED that the minutes of the meeting held on 22 January 2016 be approved as a correct record and signed by the Chairman.

18. DECLARATIONS OF INTEREST BY MEMBERS AND OFFICERS

There were no declarations of interest.

19. STANDARDS COMMITTEE

(Councillor R.V. Blaney arrived during consideration of this item and assumed the Chair).

The Commission considered the report of the Deputy Chief Executive concerning proposals to delete the Standards Committee from the committee structure. The Independent Remuneration Panel raised the possibility of removing the Standards Committee from the committee structure given that it is no longer a statutory requirement to have a dedicated Standards Committee.

Following the introduction of the localised standards regime the business of the Standards Committee had reduced considerably. Initial filtering of complaints was undertaken by the Monitoring Officer acting under delegated authority in consultation with the Independent Person. It was however necessary on occasion for the Standards Committee to constitute a panel to conduct a formal hearing where an investigation had been undertaken and an investigating officer had reached a conclusion that there had been a breach of the Code of Conduct.

The Council requested that consideration be given as to how the remit of the Standards Committee might otherwise be discharged in the event of its removal from the committee structure. It was suggested that the remit of the Standards Committee was incorporated within the remit of the Policy & Finance Committee as this would recognise the importance with which the Council places ethics and standards. Accordingly, attached at Appendix A to the report was a proposed amendment to the Constitution which would incorporate the remit of the Standards Committee within the remit of the Policy & Finance Committee.

In respect of conducting hearings the Constitution already provided that members of the hearing panel may be drawn from the whole membership of the Council. However, it was suggested that the Constitution should expressly state that, whilst the panel may be drawn from the membership of the whole Council, it would normally comprise at least one member of the Policy & Finance Committee. The Constitution further provided that the hearing panel may include a co-opted parish representative in an advisory capacity in the event of a complaint relating to a parish matter and may include the co-opted Independent Member in an advisory capacity. Given that it was recommended that there was no longer a compelling need for the appointment of co-opted members to act in this capacity, the relevant provisions in the Constitution would be deleted accordingly.

In addition, attached at Appendix B to the report were the revised Member's Allowances as a consequence of the proposals to delete the Standards Committee which would need to be incorporated within the constitution.

AGREED (unanimously) that it be recommended to Council that:

- (a) the Standards Committee be deleted from the Committee structure and its remit incorporated within the remit of the Policy & Finance Committee as set out in Appendix A of the report;
- (b) the co-opted parish representative and co-opted Independent Member to the Standards Committee not be reappointed to the Policy & Finance Committee or to any hearing panel of the Standards Committee for the reasons set out in the body of the report;
- (c) the delegated authority to the Monitoring Officer in respect of standards matters remain unchanged save for any consequential changes to reflect the deletion of a dedicated Standards Committee;
- (d) all procedures and protocols relating to standards matters be amended as necessary to reflect the fact that there is no longer a dedicated Standards Committee;
- (e) the above arrangements come into effect from the Annual Council meeting in May 2016 (when the appointment of the co-opted representative ceases in any event); and
- (f) the revised Scheme of Members Allowances as set out at Appendix B to the report be approved and incorporated within the Constitution.

20. COMMITTEE REMITS

The Commission considered the report of the Deputy Chief Executive concerning proposed changes to committee remits.

In respect of the Leisure & Environment Committee this currently had responsibility for the Palace Theatre, cultural services, museums and collections (including the Civil War Centre) and Parks and Open Spaces (including Newark Castle and grounds and Queen's Sconce). In addition the Leisure & Environment Committee had responsibility for developing and adopting policies and procedures in accordance with the Council's Leisure and Culture strategy including the Museums and Heritage strategy. As the Council's cultural offer played a key role in its wider tourism offer, and hence the economic prosperity of the district, it was considered that these functions and responsibilities would better rest within the remit of the Economic Development Committee. It was therefore recommended that responsibility for developing the Council's Museum and Heritage strategy and decision making in respect of the Palace Theatre, Cultural Services, Museums and Collections including the Civil War Centre and Parks and Open Spaces (including Newark Castle and grounds and Queen's Sconce) be removed from the remit of the Leisure & Environment Committee and placed within the remit of the Economic Development Committee.

In respect of the Audit & Accounts Committee the Commission were asked to consider a review of the remit of the Audit & Accounts Committee in the light of the CIPFA guidance for Audit Committees. The Audit & Accounts Committee had requested that its remit be extended to explicitly refer to the Committee's role in governance. It was acknowledged that the Audit & Accounts Committee had a role in scrutiny and review to ensure that those arrangements were effective and it was therefore recommended that the remit include express responsibility for reviewing the Council's corporate governance arrangements to ensure that efficient and effective assurance arrangements were in place.

The Commission also considered the position in respect of the scrutiny of performance management and whether this should be included within the remit of the Audit & Accounts Committee as it was felt that such scrutiny could be strengthened.

AGREED (unanimously) that it be recommended to Council that:

- (a) the remits of the Leisure & Environment and Economic Development Committees be revised as set out in the report, such changes to be effective as from 1 April 2016;
- (b) the remit of the Audit & Accounts Committee be extended as set out in the report, such change to be effective as from 1 April 2016; and
- (c) a report be brought to the next meeting of the Commission setting out options for strengthening the scrutiny of performance management within the committee structure.

21. ICT EQUIPMENT FOR MEMBERS

The Commission considered the report of the Chief Executive and the Director-Customers concerning the future provision of ICT equipment for Members.

At their meeting held on 20 October 2015 the Commission agreed to establish with all Members if they wished to be supplied with an appropriate Council owned device or whether they wished to use their own device on which to conduct Council business. The results of this exercise were detailed in the report with Members indicating whether they wished to use their own personal device or if their preference was for a Council owned laptop or tablet device. Within the responses three Members also expressed an interest in a hybrid solution with three Members indicating they would only receive information in hard copy paper format. In light of the Members preferences the Business Manager – ICT circulated indicative costings.

The report proposed that the Commission put forward a recommendation to the Council meeting on 10 March 2016 as to a way forward in respect of the provision of ICT equipment to Members in order to better utilise technology in meetings. If the provision of devices was recommended to the Council it was proposed that the ICT Business Unit roll out the new devices / install software on personal devices in April 2016 with the expectation that all Members will use these at council meetings and will use their designated Council email address for receiving Council information.

In light of the cost of the hybrid solution the Commission agreed that these would not be considered as suitable devices to be made available to Members.

Councillor Staples referred to the difficulties Councillor Mrs Truswell was having with her trial Council laptop which were largely based around logging in to the Members extranet and the designated Council email. The Business Manager – ICT confirmed that such a level of security was required as was the requirement to send information to the Council designated email address.

Councillor Staples added that it was essential that the devices provided had appropriate software installed in order to allow for the annotation of documents.

The Commission also discussed the position in respect of those Members who had indicated that they only wanted to receive paper copies of agendas. It was felt that Group Leaders had a responsibility to work with Members in an attempt to remove any unwanted barriers to utilising the new technology. In addition the Commission considered the balance between utilising new technology and ensuring all Members can undertake their democratic role. There would also be possible exemptions due to medical requirements.

In respect of providing paper copies of agendas for Members on the Planning Committee it was considered that these should continue to be provided for a further 1 – 2 meetings but after this point this should be phased out.

The Business Manager – ICT confirmed the ongoing availability of ICT staff to facilitate and support Members with this transition.

AGREED that it be recommended to Council on 10 March that:

- (a) all Members be required to use their Council designated email address to receive all Council communication (unanimous);

- (b) the provision of devices, in accordance with Members preferences, be rolled out in April (3 for and 1 against); and
- (c) Members use April and May to familiarise themselves with the use of such devices with paper copies of agendas ceasing to be provided from 1 June 2016 (the exception being for those Members with a substantiated medical reason not to use an electronic device) (3 for and 1 against).

(The report to Council would need to incorporate full costings for providing devices).

22. DATE OF NEXT MEETING

AGREED that the next meeting of the Commission be held on Tuesday, 31 May 2016 at 3.00pm.

Meeting closed at 4.20pm.

Chairman