

**When telephoning, please ask for:** Member Services  
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**Our reference:**  
**Your reference:**  
**Date:** 18 January 2016

To all Members of the Community Development Group

Dear Councillor

A meeting of the **Community Development Group** will be held on Tuesday 26 January 2016 at 7.00 pm in the Council Chamber, Civic Centre, Pavilion Road, West Bridgford to consider the following items of business.

Yours sincerely



Service Manager Corporate Governance

### **AGENDA**

1. Apologies for absence
2. Declarations of Interest
3. Notes of the Meeting held on Tuesday 20 October 2015 (pages 1 - 10)
4. Update on the delivery of Rural Broadband in Rushcliffe

The report of the Executive Manager - Transformation is attached (pages 11 - 13).

5. Review of Waste Strategy

The report of the Executive Manager - Neighbourhoods is attached (pages 14 - 30).

6. Work Programme

The report of the Service Manager Corporate Governance is attached (pages 31 - 32).

### Membership

Chairman: Councillor T Combellack  
Vice-Chairman: Councillor L B Cooper  
Councillors Buschman, J Donoghue, M J Edwards, R A Inglis, K A Khan,  
A L R A Pell and R G Upton

## Meeting Room Guidance

**Fire Alarm Evacuation:** in the event of an alarm sounding please evacuate the building using the nearest fire exit, normally through the Council Chamber. You should assemble in the Nottingham Forest car park adjacent to the main gates.

**Toilets** are located opposite Committee Room 2.

**Mobile Phones:** For the benefit of others please ensure that your mobile phone is switched off whilst you are in the meeting.

**Microphones:** When you are invited to speak please press the button on your microphone, a red light will appear on the stem. Please ensure that you switch this off after you have spoken.

**NOTES  
OF THE MEETING OF THE  
COMMUNITY DEVELOPMENT GROUP  
TUESDAY 20 OCTOBER 2015**

Held at 7 pm in the Council Chamber, Civic Centre, Pavilion Road,  
West Bridgford

**PRESENT:**

Councillors T Combellack (Chairman), B Buschman, L B Cooper,  
M J Edwards, J E Greenwood (Substitute for J Donoghue), R A Inglis,  
A L R A Pell and R G Upton

**ALSO IN ATTENDANCE:**

Councillor R L Butler  
S Short East Midlands Councils

**OFFICERS PRESENT:**

D Banks Executive Manager - Neighbourhoods  
D Dwyer Strategic Housing Manager  
A Goodman Member Support Officer  
J Sheil Housing Strategy and Development Officer

**APOLOGIES FOR ABSENCE:**

Councillors J Donoghue and K A Khan

**8. Declarations of Interest**

There were none declared.

**9. Notes of the Previous Meeting**

The notes of the meeting held on Tuesday 14 July 2015 were accepted as a true record.

The Group noted Councillor Pell's comments in respect of the Item on New Energy Initiatives. The Chairman informed the Group that the Notes of the meeting were designed to be a summary of the discussion and not a verbatim record.

Members were pleased that an article on nature conservation and grants had been included in the latest edition of Rushcliffe Reports, the Council's residents' magazine. The Chairman requested that a Briefing Note be sent directly to the Parish Councils.

**Action            The Community Development Manager to send a briefing note on the availability of conservation grants to the Parish Councils**

## 10. **Asylum and Immigration**

A copy of a Home Office briefing note containing key facts on the Syrian Resettlement Programme was circulated to Members of the Group.

Ms Short, the lead officer on the East Midlands Strategic Migration Partnership, informed the Group that the Partnership was hosted by East Midlands Councils and included representatives from local government, health, education, police and the Home Office. She explained that the refugee situation was moving quickly and updates on information were being regularly issued. On 24 August 2015 the Government sent a letter to Chief Executives of Councils that did not already participate in asylum dispersal, to request their involvement. Currently Leicestershire, Nottinghamshire and Derbyshire County Councils already participated in asylum dispersal schemes. The increase in asylum numbers and the current housing market meant that it had become difficult to procure enough properties to meet the need. East Midlands Councils supported this initiative of writing to local Councils. Broxtowe Borough Council and Gedling Borough Council had already agreed to become dispersal areas as part of a two tier arrangement, involving the district councils providing housing and Nottinghamshire County Council providing social care. It was envisaged that 2,600 people would be accommodated over five years in the East Midlands, 1,000 in Leicestershire, 800 in Nottinghamshire and 800 in Derbyshire. This was the equivalent of 9% of the intake for the United Kingdom, of which 30% would be families, the rest single males.

In September the Government agreed to expand the existing Syrian Vulnerable Person Resettlement Scheme to resettle 20,000 refugees during this Parliament. Participation in the Scheme was voluntary, however following various meetings with Council Leaders and Chief Executives, there appeared to be broad support. The Government had announced a funding package for year 1 of the scheme, of £8,500 per adult, with additional money for health and education. Currently discussions were ongoing in respect of the funding for years 2 to 5 and an announcement was expected before the Local Government Settlement announcement. Additions to the programme included people with medical needs, survivors of torture, a connection to the United Kingdom, gender issues and those with different political views. An application process would be used to identify those eligible and security checks would be carried out at three stages in the process, in addition to medical assessments. Conversations would then take place with local authorities to match families to the appropriate location and to identify housing and support packages. Refugees would be able to access the job market and be eligible for benefits.

In response to questions Ms Short confirmed that security checks would be carried out prior to the refugees arriving in the United Kingdom. The first check would be done as part of the initial application to the Home Office against their name and date of birth. The second check would be against the Department of Work and Pensions records to see if they had previously resided in the United Kingdom. The third would be carried out when the travel documents were examined by Border Control. Once an individual had been accepted under the resettlement scheme they would have refugee status for five years.

In respect of the settlement scheme for 20,000 refugees announced by the Government, Members enquired if these were in addition to the 30,000 already agreed. Ms Short explained that there were 26,000 asylum seekers at present about 5,000 of which were Syrian. She confirmed that the figure of 20,000 was individuals not families and that these included the most vulnerable to life in the refugee camps. The Syrian Resettlement Programme would be in addition to other schemes and would be at a rate of 4,000 per year over the next five years. Members questioned the numbers in respect of net migration and the numbers of asylum seekers. Ms Short explained that the number of asylum seekers was low, as it was mainly students and people with firm offers of work that entered the United Kingdom. She agreed to provide Members with up to date figures.

**Action Ms Short to provide the Group with up to date figures in respect of asylum seekers and net migration**

Members were disappointed that there would be no Government funding to provide language support for refugee children, as learning English was vital. Ms Short explained that the original scheme had included language support and agreed to feedback Members comments to the Local Government Association. The wrap around support package included transport from the airport, initial help with the house and translation services. In respect of other forms of support, Coventry Council had done a lot of work already in respect of English language courses and childcare support. The Nottingham Refugee Forum was an existing organisation that provided support and Nottinghamshire County Council would commission services on behalf of the district councils. The cost of health treatment was included in the Government package however it was uncertain whether the cost of translation services was included. Ms Short agreed to investigate how this would be funded.

**Action Ms Short to provide the Group with information in respect of the funding for translation services**

In response to questions on how many refugees would be allocated to Rushcliffe, Ms Short confirmed that currently the Syrian Vulnerable Persons Scheme was voluntary and there were no allocations. The individual authorities would decide the numbers they received based on the level of housing they could provide, however it stated in the dispersal letter that the Government could instruct Councils to accommodate asylum seekers. If additional family members applied to join the refugees in the United Kingdom they would be subject to the normal immigration process and as such there would be no additional funding for the Council

The Chairman thanked Ms Short for attending the meeting and answering Members questions.

The Group received a presentation by the Executive Manager – Neighbourhoods on the Council's current position in respect of the Syrian Vulnerable Persons Resettlement Scheme. He reminded Members that at the meeting in September, Council had agreed a motion 'to reaffirm the Council's commitment to work collaboratively with neighbouring Councils and East Midlands Strategic Migration Partnership to support the Home Office in identifying appropriate solutions in line with government policy, available

resources and local expectations. He explained that the main focus of the Council's involvement in the scheme was not to provide a dispersal centre.

The Executive Manager – Neighbourhoods outlined the recent activity undertaken in respect of the Syrian Vulnerable Persons Resettlement Scheme. Officers had been working closely with East Midlands Strategic Migration Partnership and had been liaising with Ms Short. A Nottinghamshire and City Local Authority's Coordinating Group had been formed to prepare an offer to the Home Office on how many people could be accommodated, where they would be housed and when the Councils would be in a position to receive them. Representatives from Social Services, health, education and the Police were also involved in the planning of the implementation of the scheme. The Coordinating Group were looking to utilise the services of an existing refugee support network based in Nottingham, to lead on the day to day funded support for families irrespective of their location. Funding details had been released by the Government for year one of the scheme, based on the principle that partners should not be economically disadvantaged, however details for years two to five were yet to be received.

The Executive Manager – Neighbourhoods informed the Group of the options available to the Council for participation in the scheme. These included setting aside rooms Hound Lodge in West Bridgford to provide accommodation for up to eight families at one time. Hound Lodge was owned by the Council and currently provided 16 units of accommodation for accepted homeless households. However, due to excellent prevention work by officers, there was a low occupancy level by Rushcliffe residents. Therefore income had been maximised by renting rooms to neighbouring local authorities, aiming for maximum occupancy at all times. Consideration needed to be given to the suitability of the accommodation for housing 'vulnerable' people, potentially with health needs, for periods of up to five years, in small rooms with shared facilities. There would be an impact on the Housing waiting list and availability of general accommodation.

The Strategic Housing Manager confirmed that a kitchen and toilet facilities were shared by the occupants of two bedrooms. Currently the Lodge could be used by other local authorities to house homeless asylum seekers outside of this scheme, usually supported by Nottinghamshire County Council. The turnover of occupants varied, depending on the time it took to find suitable housing, however refugees would be given priority and could be rehoused within six weeks. The eight rooms that would be set aside would be clustered together in order that the refugees were not isolated.

Another option would be to utilise the currently empty former Caretakers Bungalow on Boundary Road in West Bridgford. The three bedroomed property had recently been vacated and authorisation had been given for a capital disposal of between £175,000 and £200,000. The property needed an estimated £20,000 to £30,000 of remedial work to improve the heating system and address other defects, before it could be brought into use. However participation in the Scheme would give the Council the opportunity to seek government funding to finance the work. The bungalow could be used to provide accommodation for a family of up to five and the layout could benefit families with a physical disability, subject to further adaptive work.

Other options available to the Council included working in partnership with Metropolitan Housing to proactively identify suitable properties in the borough. Allocations would still be via the Choice Based Lettings scheme, although this would impact on the number of properties available to those already on the housing waiting list. Another option would be to utilise offers of help from local residents, of which four had been received. However consideration would need to be given to the suitability and size of accommodation given the 'vulnerable' status of the refugees and the sustainability of the offer over a five year period.

The Executive Manager – Neighbourhoods concluded the presentation by requesting Members' feedback on their desire to participate in Syrian Vulnerable Persons Resettlement Scheme, any preferred method of support, the scale that could be offered and the proposed timing. Following consideration by the Group, a future report to would be presented to Cabinet to agree the Council's strategy and approach.

In response to questions, the Strategic Housing Manager confirmed that any refugee family housed in the bungalow would be eligible to be put on the housing list. Although it was envisaged that this was unlikely and as councils could not offer short term tenancies, they would probably stay for the duration. However Members felt that some families might feel isolated and would seek to be relocated to different areas to be nearer to their family or other refugees. If the Council disposed of the bungalow, the capital receipt would only cover the cost of purchasing one flat in West Bridgford.

In respect of timescales, Members were informed that rooms in Hound Lodge could be made available in six to eight weeks and the bungalow could be ready after Christmas, subject to completion of the works.

Some Members expressed concern that unless there was a supply of suitable homes available to move on to, families housed initially on a temporary basis at Hound Lodge could remain there indefinitely. The Strategic Housing Manager explained that, as refugees they would qualify for inclusion on the housing register and would be allocated housing through the Choice Based Lettings Scheme. Some Members questioned the impact this would have on the people already on the waiting list and how this would be justified to those unhappy at having to wait longer. The Strategic Housing Manager explained that individual details of allocations were not made available, only that the applicant had qualified. Although the Council could not control local views, it was always transparent about how they qualified. As Hound Lodge and the Bungalow were temporary accommodation they were exempt from the allocation system. Currently the average waiting time on the housing list for high priority applicants was between eight and twelve weeks, with low priority having to wait longer. Refugees could be directed to private landlords, however it was unlikely they would be able to afford the rent as they would only be in receipt of housing benefit. Although there were incentives available for private landlords it would still be difficult. Members felt that other options should be explored including the Watersports Centre, although it was accepted that the location was isolated.

Members felt that there was an urgent need to provide accommodation and as Rushcliffe was a prosperous area, the Council should be proactive and willing to voluntarily participate in the scheme from its commencement.

It was AGREED that:

- a) Cabinet be informed that the Community Development Group support the Council's voluntary participation in the Syrian Vulnerable Persons Resettlement Scheme, and
- b) Officers further investigate the Hound Lodge and Caretakers Bungalow options.

## 11. **Housing Delivery Plan 2016 - 2021**

The Strategic Housing Manager gave a presentation to the Group on the Rushcliffe Housing Delivery Plan 2016-2021 and the plans to address key housing priorities during the lifetime of the Plan. She explained that housing was important as there were clear linkages with health and it had a major positive effect on the local economy. By the year 2031, the overall population of Rushcliffe was projected to increase by 11%, with the number of residents over 65 increasing by 47%. Over 3,000 new affordable homes were required over the next seven years to meet the new and emerging need. Although Rushcliffe was an affluent area there were pockets of deprivation and large rented areas. As house prices were higher they were least affordable and the demand for social housing outstripped supply. In the Borough 16% of all households were in fuel poverty.

The Strategic Housing Manager outlined the reasons for producing the Housing Delivery Plan. She informed Members that the aim was to raise awareness amongst key stakeholders about the housing challenges facing the Borough and the Council's actions in response. It would also position the Council as a forward-looking and flexible authority, focused on outcomes and projects. In addition it would establish a framework for working with a range of partners to improve housing and housing support, and would accord with the Council's priorities. She explained that the Council's current Housing Strategy, which was published in 2009, ran to 2016 and contained 51 actions. The Deregulation Act which came into force in March 2015 repealed the statutory duty stated in the Local Government Act 2003 for Local Authorities in England to prepare a Housing Strategy. The changing economic climate and devolved powers would bring greater freedom and opportunities to find local solutions to increase housing supply. It was therefore proposed to publish an accessible and concise Housing Delivery Plan as a public statement of priorities for housing and the actions being taken to secure improvements which would link to the revised Rushcliffe Borough Council Corporate Plan.

A consultation was undertaken, for an eight week period during July to September 2015, with over 500 key stakeholders including, neighbouring Local Authorities; members of the Rushcliffe CVS, Registered Providers, Town and Parish Councils, Elected Members and a range of other key stakeholders. Consultees were asked to give their views on whether the vision/ themes of the Housing Strategy 2009-2016 were still appropriate, the main challenges and opportunities around housing, how other organisations could assist in the

delivery of key priorities and how the priorities linked with those of partner organisations. The majority of respondents agreed that the overall vision and themes of Supply, Quality and Inclusion, contained in the 2009-2016 Strategy were still appropriate. Respondents recognised the challenges of delivering the Plan with reduced resources. They also highlighted the need for more older person's accommodation and to ensure homes were energy efficient. The issues of long term empty homes and the affordability and quality of rented accommodation were also raised.

The Strategic Housing Manager informed Members that the Vision of the Plan was for every household to have real housing choice and to enjoy living in a good quality home that meets their needs'. The three Key Priorities that officers would work with Partners to achieve this were as follows;

- Supply – delivering housing growth including affordable housing to meet the needs of our diverse communities
- Quality – ensuring that existing and new homes are of a high standard and contribute to improving the health of our residents
- Inclusion – tackling homelessness and provision of effective housing related support for residents

During the life of the Plan there would be many key challenges and opportunities for the Council. These included reducing resources, the high cost of housing in Rushcliffe, welfare reform, Government announcements relating to Right to Buy, reduction in social rent allowance, Devolution, working in different ways to deliver affordable housing and encouraging investment in homes to promote independent living. It would be supported by an action plan containing targets against the three priorities identified, which would be updated on an annual basis. An Equalities Impact Assessment has been undertaken and no major changes or adverse impacts had been identified.

In response to questions the Strategic Housing Manager explained that there would be some exemptions as part of the current national proposal to extend the Right to Buy. As developers were no longer required to provide housing for socially rented schemes, there had been much discussion regarding developers providing “starter homes” for first time buyers at below the market rates. As some developers were unable to provide the required level of Affordable Housing due to viability issues, one option was that the Council could subsidise schemes through its Capital Programme. The Executive Manager – Neighbourhoods confirmed that, as recently considered at the Budget Workshops, there was £1.2 million currently left in reserves to deliver housing. Although the money had been used carefully over the years, alternative models for delivering affordable housing would be required once the fund had exhausted.

In respect of the Housing Register and bedroom eligibility, Members requested a breakdown of the numbers on the list and how many bedrooms the applicants required.

**Action      The Housing Strategy and Development Officer to provide the Group with a breakdown of the numbers on the Housing Register and the amount of bedrooms they required**

The Strategic Housing Manager confirmed that under occupancy was a priority and that incentives were given to assist residents to move to smaller properties in order to free up family houses. The Council had a policy of requesting that bungalows were provided on new housing developments. However this was increasingly difficult due to viability issues and developers could “meet the need” by providing flats, although bungalows had been provided on some sites.

In respect of empty properties in the Borough, the Executive Manager – Neighbourhoods informed Members that the Council had been successful in reducing the number of long term empty properties from 629 in 2009 to 379 in October 2015. Empty properties were inspected every three months and were now subject to the full council tax charge after six months, as a deterrent to keeping properties empty for a longer period than necessary.

It was AGREED that the Group endorse the draft Housing Delivery Plan, prior to it being presented to Cabinet for approval.

**12. Work Programme**

The Group considered the report of the Service Manager – Corporate Governance that set out details of the proposed work programme for the municipal year 2015/16.

The Executive Manager – Neighbourhoods informed the Group that an Item on the Review of the Waste Strategy would be considered at the meeting in January 2016. Consequently, the Item on Reputation Management would now be considered at the meeting in May and the Work Programme was amended to reflect the changes.

The Group AGREED the Work Programme as set out below:

<b>Date of Meeting</b>	<b>Item</b>
26 January 2016	<ul style="list-style-type: none"><li>• Rural Broadband Update</li><li>• Review of Waste Strategy</li><li>• Work Programme</li></ul>
May 2016	<ul style="list-style-type: none"><li>• Reputation Management</li><li>• Work Programme</li></ul>

The meeting closed at 9.35 pm.

## Action Sheet

### Community Development Group - Tuesday 20 October 2015

Minute Number	Actions	Officer Responsible
9 Notes of the Previous Meeting	Send a briefing note on the availability of conservation grants to the Parish Councils	Community Development Manager
10 Asylum and Immigration	a) provide the Group with up to date figures in respect of asylum seekers and net migration  b) provide the Group with information in respect of the funding for translation services	East Midlands Strategic Migration Partnership
11 Housing Delivery Plan 2016 - 2021	Provide the Group with a breakdown of the numbers on the Housing Register and the amount of bedrooms they required	Housing Strategy and Development Officer
12 Work Programme	None	

## RESPONSES

Minute Number	Actions	Officer Responsible	Response
9 Notes of the Previous Meeting	Send a briefing note on the availability of conservation grants to the Parish Councils	Community Development Manager	A briefing on nature conservation and grants will be sent to Parish Councils before the start of the next financial year, as the budget for nature grants has been fully allocated for the 2015/16 financial year
10 Asylum and Immigration	a) provide the Group with up to date figures in respect of asylum seekers and net migration  b) provide the Group with information in respect of the funding for translation services	East Midlands Strategic Migration Partnership	All the latest government information on asylum seekers and immigration can be found at the following  <a href="https://www.gov.uk/government/publications/immigration-statistics-april-to-june-2015/asylum">https://www.gov.uk/government/publications/immigration-statistics-april-to-june-2015/asylum</a>  There is no specific funding identified for translation as this is a matter for local authority discretion particularly in relation to children who need English as an additional language
11 Housing Delivery Plan 2016 - 2021	Provide the Group with a breakdown of the numbers on the Housing Register and the amount of bedrooms they required	Housing Strategy and Development Officer	Information emailed to Group



## Community Development Group

26 January 2016

### Update on the Delivery of Rural Broadband in Rushcliffe

# 4

## Report of the Executive Manager – Transformation and Operations

### 1. Summary

- 1.1. Over the past 3 years, Nottinghamshire County Council has been leading a programme to deliver fibre broadband across Nottinghamshire. This is a multi-million pound programme which will result in 98% of Nottinghamshire premises being able to access a network, capable of delivering superfast broadband by 2018.
- 1.2. Members will receive a presentation from Matt Lockley, Acting Programme Director, Economic Development and Devolution, Nottinghamshire County Council on:
  - What's already covered (Contract 1)
  - What's planned for coverage in Contract 2
  - Not spots and next steps

### 2. Recommendation

It is RECOMMENDED that the Community Development Group consider and make comments on the presentation from Nottinghamshire County Council Officers on the rollout of fibre broadband in the Borough and to note issues raised in relation to 'not spots'.

### 3. Supporting Evidence

- 3.1. Better Broadband for Nottinghamshire is a £31m partnership between the County Council and a range of funding partners including Central Government, European Regional Development Fund, D2N2 Local Enterprise Partnership, BT and the area's district, borough and City councils. Rushcliffe Borough Council has contributed £245,000 to the programme.
- 3.2. The programme builds on from the commercial roll out of fibre based broadband which alone provided superfast access to 86% of properties in Nottinghamshire. As a result of the Better Broadband for Nottinghamshire programme, over 95% of properties across the county will gain superfast access by March 2016.
- 3.3. In May 2015 Nottinghamshire County Council announced a £6.3m deal to extend the reach of fibre further. This Contract 2 rollout will increase coverage to 98% of homes and businesses across the county by spring 2018.

- 3.4. In the first stage of the Better Broadband programme (by March 2016), Rushcliffe's superfast coverage will increase from 73% to 92.4%, with almost 9,500 properties gaining superfast broadband access for the first time.
- 3.5. Rushcliffe will receive a further 3.6% uplift in coverage through the Contract 2 rollout, ensuring 96% superfast coverage by June 2017, when all work in Rushcliffe will be complete.
- 3.6. Some properties in the final 4% in Rushcliffe will have access to fibre broadband which will provide a speed uplift from their current service. However, this will be below the 24Mbps minimum speed to be considered superfast.
- 3.7. The final 4% represents around 2,000 properties in Rushcliffe which will not have access to superfast broadband by the end of Contract 2. Nottinghamshire County Council is looking at all possible funding and technical solutions to increase coverage to as many unserved properties as possible over the coming years.
- 3.8. The Government, through their delivery arm, Broadband Delivery UK, is also currently piloting a number of different projects with different suppliers across the country to identify the most efficient way of providing coverage to the most hard to reach parts of the UK. The pilots will run until March 2016 and evidence and findings will be published later in 2016.

#### **4. Risk and Uncertainties**

- 4.1. The results of Government pilot schemes may have an impact on what becomes available to reach the final 4% of properties in Rushcliffe with a superfast solution. Further funding, if it became available, would also enable more properties to be enabled with access to fibre broadband.

#### **5. Implications**

##### **5.1. Finance**

There are no financial implications contained in this report.

##### **5.2. Legal**

There are no legal implications.

##### **5.3. Corporate Priorities**

- Supporting economic growth to ensure a sustainable, prosperous and thriving local economy.
- Maintaining and enhancing our resident's quality of life.

##### **5.4. Other Implications**

None

<b>For more information contact:</b>	Name Catherine Evans Job title Economic Growth Manager 0115 914 8552 email <a href="mailto:cevans@rushcliffe.gov.uk">cevans@rushcliffe.gov.uk</a>
<b>Background papers Available for Inspection:</b>	None
<b>List of appendices (if any):</b>	None



Rushcliffe  
Borough Council

Community Development Group

26 January 2016

Draft Rushcliffe Waste Strategy 2016 - 2020

5

## Report of the Executive Manager - Neighbourhoods

### 1. Summary

- 1.1. This report sets out the key issues for the new draft Rushcliffe Waste Strategy 2016 -2020 and the future plans for how Rushcliffe will continue to manage its waste in line with the waste hierarchy.

### 2. Recommendation

It is RECOMMENDED that the Group endorse the draft Waste Strategy 2016 - 2020 prior to it being presented to Cabinet.

### 3. Reasons for Recommendation

- 3.1. The draft Waste Strategy seeks to:

- Raise awareness among Members, officers, partners and the public about the waste management challenges facing the Borough and the Council's actions in response.
- Position the Council as forward-looking in regard to how it continues to focus on waste reduction and recycling whilst recognising the difficulties in providing additional waste services due to technical and financial restrictions
- Establish a strategy for working with a range of partners to improve waste and recycling services, maintaining existing recycling rates and focusing resources on projects that make a practical difference.
- Continue to deliver cost effective and efficient refuse and recycling services which help resident's to manage their waste

### 4. Background

- 4.1 Rushcliffe has an enviable record in regards to waste and recycling. The recycling2go service was awarded Beacon Status in 2007 and was one of the top performers in the national recycling and composting league tables for many years. It remains the top recycler across Nottinghamshire with recycling and composting rates consistently around 50%.

- 4.2 Rushcliffe Borough Council published its first waste strategy in 2009 to run to 2015. There has continued to be significant progress over the last few years, outlined in the new waste strategy. However, it is recognised that to continue to raise recycling rates will take significant financial and technical investment in the future.
- 4.3 In a two tier local authority arrangement waste collection is carried out by Rushcliffe, as the designated Waste Collection Authority (WCA) whereas disposal arrangements and costs are the responsibility of Nottinghamshire County Council as the Waste Disposal Authority (WDA). Nottinghamshire County Council awarded a 26 year PFI contract to Veolia Environmental Services Ltd in 2006. Rushcliffe are therefore responsible for collecting and delivering waste to contractually designated disposal sites and has limited influence in what can be collected and subsequently recycled.
- 4.4 In Nottinghamshire Rushcliffe is a joint partner in the member led Nottinghamshire Joint Waste Management Committee which meets on a quarterly basis under an agreed terms of reference. Whilst keen to see improvements in the range of recycled items collected and subsequently reprocessed it is recognised that significant changes would be needed at the reprocessing plant in Mansfield that would come at an additional cost to the County Council. Veolia would also need to ensure secure and financially viable end markets for any additional recyclable items collected.
- 4.5 It is recognised that the introduction of future service improvements such as food and textile recycling and an expansion to the existing Materials Recycling facility input specification would be at an additional cost to both Rushcliffe and significantly Nottinghamshire County Council. In the current financial climate further changes are therefore extremely unlikely.
- 4.6 The new Waste Strategy 2016 -2020 therefore looks to maintain or improve where possible Rushcliffe's own recycling and composting rate, keeping a focus on encouraging a reduction in residual waste and delivering an efficient and cost effective refuse and recycling service whilst maintaining existing high resident satisfaction ratings (Currently 75% - resident's survey 2013/14)

## 5. **The New Waste Strategy 2016 - 2020**

- 5.1 The Council's new draft waste strategy attached at **Appendix 1** reflects on past achievement but primarily focuses on how the council can continue to maintain existing recycling and composting rates, reduce waste collected in the grey residual bin wherever possible and the continuation of delivering high quality and cost efficient services.
- 5.2 The new strategy focuses on greater partnership and collaboration and details plans to continue to work with Nottinghamshire County Council and Veolia Environmental Services to explore the expansion of the range of materials collected and investigate the feasibility and costs involved in textile and food waste recycling at the kerbside.

- 5.3 The draft strategy is also supported by a more detailed action plan which will be reviewed on annual basis during the life of the strategy.
- 5.4 The new draft strategy will be distributed to a list of consultees found in the strategy and the consultation process will run until the 19 February 2016, subject to a final report being presented to Cabinet on 8 March 2016.
- 5.5 An Equalities Impact Assessment has been undertaken and no major change or adverse impacts were identified

## 6. Finance

- 6.1. Given the current economic climate and financial challenges, it is envisaged that the vast majority of the actions outlined in the new strategy will be achieved within existing secured and projected resources and budget available to the Council and its partners.

## 7. Legal

- 7.1 There is no statutory requirement to produce a waste strategy. The Council does however have a statutory duty to deliver a refuse and recycling service. There are currently no statutory recycling targets set by central government, although the EU Waste Framework Directive does place an emphasis on members states to, by 2020, ensure at least 50% by weight of waste from households is prepared for re-use or recycled.

## 8. Corporate Priorities

- 8.1 The new waste strategy 2016 -2020 links in with two of the corporate priorities which are;
- **Maintaining and Enhancing our resident's quality of life**
  - **Transforming the Council to enable the delivery of efficient high quality services**

<b>For more information contact:</b>	Darryl Burch Service Manager - Neighbourhoods 0115 914 8405 email <a href="mailto:dburch@rushcliffe.gov.uk">dburch@rushcliffe.gov.uk</a>
<b>Background papers Available for Inspection:</b>	None
<b>List of appendices (if any):</b>	Draft Waste Strategy 2016 -2020

# Rushcliffe Borough Council

## Waste Strategy 2016 – 2020



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# 1. Foreword by Councillor Nigel Lawrence – Portfolio Holder for Environment

The Rushcliffe Borough Council Waste Management Strategy 2016 – 2020 is a strategy for the future to allow for our continued commitment to recycle and compost, wherever possible, over 50% of the waste produced in Rushcliffe

Our previous waste strategy 2009 – 2015 built on the strong position the council were already in, having achieved Beacon Status for waste and recycling in 2006/2007. We have continued to develop the service moving forward, focusing on providing excellent customer care and choice, as well as continuing to invest in new technology to allow for efficient and effective collection services. We have continued to develop our services, and work with partners across Nottinghamshire in order to try and expand the range of services we can provide. We have shared our excellence across district borders and continue to work with partners such as Gedling Borough Council and Newark and Sherwood District Council.

However, we also face increasing pressures in the future to ensure we deliver sustainable and cost efficient services. To do this we will need to continue to work with partners, collaborate and ensure our costs are kept down whilst continuing to deliver our services

The council's priority will be to improve services within existing resources, and where possible our recycling and composting performance, plus increase waste minimisation awareness and encourage behavioural change. This waste management strategy will pave the way for Rushcliffe to continue to manage municipal waste and links to two of the Councils corporate priorities:

- a) **Maintaining and enhancing our residents' quality of life** – through the delivery of high quality waste collection service which is an important foundation of public health
- b) **Transforming the Council to enable the delivery of efficient high quality services** – through the on-going work to maximise the efficiency and effectiveness of waste collection services

The Councils role within the waste hierarchy is influenced by many stakeholders. So we will endeavour to work with all stakeholders from residents to manufacturers, retailers and national bodies who influence the waste industry. In doing so we will also collaborate with our partners, other district councils and Nottinghamshire County Council to deliver a waste collection service that we can all be proud of.



## 2. Our Past Achievements (Waste Strategy 2009-2015)

Our previous waste strategy covered the period 2009 through to 2015 and incorporated a comprehensive action plan to ensure the Council continued to maintain our high levels of performance. Key achievements during the lifetime of this strategy have included:

- Introduced a highly successful paid for garden waste scheme, helping to ensure the garden waste service remains sustainable whilst supporting recycling objectives
- Increased our income and maximised resources by working cross borders to collect garden waste in Newark and Sherwood
- Reduced our costs with an innovative co-operation agreement with Nottingham City Council who now maintain our fleet of refuse vehicles
- Following an in depth evaluation we have been able to extend the life span of our waste collection vehicles to maximise asset value and reduce capital expenditure
- Following a review of the health care waste service, successfully incorporated Gedling Borough Council's customers into our existing rounds, utilising any spare capacity and increasing income
- Completed a trial of on street recycling litter bins in central West Bridgford
- Continue to work with landlords and students (including attending landlord forums) to promote recycling and reduce contamination
- Continued to raise awareness of 'reduce, reuse and recycle' messages through the 'Bin Smart' and 'Bin There Done That' campaigns
- Ensure we practice what we preach by recycling as much waste as possible that is brought into our Abbey Road Depot
- Enhanced our glass recycling bring sites which now bring in more tonnes of glass than other many other councils who operate more expensive doorstep glass recycling services
- Successful partnership working with trade waste service providers
- Carried out Nottinghamshire first TEEP assessment to ensure our services remained compliant with new legislation
- Invested in new 'in cab' technology to reduce the levels of missed collections and increase customer satisfaction
- Invested in our young people by launching waste and recycling apprenticeships
- Carried out a full review of our tanker waste service, increased our customer database and income ensuring the service was profitable
- Maintaining a high recycling and composting rate for each year and being the top performer across Nottinghamshire
- Contributed at a national level to the Pledge 4 Plastics campaign and Plastics Industry Recycling Action Plan aimed at packaging recovery
- Introduced a new working agreement in 2010 leading to more integrated team working and improved collection services

### 3. Purpose of this Waste Strategy.

There are currently no statutory targets set by the central UK government for recycling rates and whilst there is the overarching EU Waste Framework Directive target, this lack of direct targets, along with other factors such as good progress to date and reducing packaging on many products, is widely acknowledged to be contributing to the plateauing of recycling rates. It is therefore imperative that a suitable strategy and approach is determined in order to encourage recycling and where economically feasible maintain current performance levels.

The underlying core principle of sustainable wastes management is to follow the Waste Hierarchy. The Waste Hierarchy emphasis is prevention as a sustainable method of waste management rather than disposal, this strategy underpins the five principles.



These five principles will consistently run through all of the Council's policies which contribute to waste minimisation in its broadest interpretation. The adoption of these principles will ensure that the Council conforms to the Government's requirements

The aim of this strategy is to work with partners to encourage waste minimisation and where economically feasible increase recycling and composting rates in Rushcliffe Borough Council to exceed local recycling & composting targets of 50% by 2020 whilst taking into account any future legislative requirements.

Rushcliffe will, through publicity and promotion actively look at reducing levels of dry recycling contamination, and continue to promote the recycling2go service. We will continue to explore the technical and economic feasibility, with partners, of collecting and recycling other waste types.

## 4. Residual Wastes. (The Grey Bin)

The Council operates an alternate weekly residual waste collection service 'normal' domestic waste. Capacity is a 240/1100 litre wheeled refuse container with a closed lid policy (no side waste). For a small number of properties who do not have sufficient space or access for a wheeled bin, a grey plastic sack collection system is in place. The Council has responded to the differing needs of its residents and are able to supply additional residual waste bins for those families of five or more or those families who have two or more children in nappies, as well as one bin between two students at student properties. Regular reviews take place at such properties ensuring that recycling is also taking place wherever possible, and that the circumstances are still applicable.

Table 1 below details residual waste tonnage for the last 6 years. As property growth continues in Rushcliffe overall tonnage will increase however due to local and national measures to minimise waste and smaller households it is expected that Kg's of residual waste per household (Table 2) should remain relatively consistent and ideally reduce. It is however noted that consumer buying habits change for many reasons and nationally residual waste per household is beginning to rise again which can be linked to the country's improving financial position and the way this indicator is recorded can change such as the inclusion of street sweepings in 2013/2014

Table 1 – Residual Waste Tonnages

Tonnages	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15
Energy from Waste	14,447	18,184	18,570	17,718	18,520	18,134
Landfill	4,687	1,183	920	2,103	1,413	2,472
Total	19134	19367	19490	19821	19933	20606

Table 2 – Residual Waste Kg/per household

	2010-11	2011-12	2012-13	2013-14	2014-15
KG's of residual waste per household	453	442	436	442	455

### Future Focus

Over the lifetime of this Strategy the Council will;

- a) Work with key partners and stakeholders to encourage waste minimisation
- b) Seek to maximise the transfer of recyclable material from the residual waste stream (grey bin) to the blue bin, green bin or other recycling routes

## 5. Recyclable Wastes.

### 5.1. Kerbside Collections: (The Blue Bin)

The Council operates an alternate weekly collection of mixed dry recyclables (paper, card, mixed food & drinks cans and plastic bottles as well as yoghurt pots/margarine tubs) using 240/1100 litre wheeled refuse containers. For a small number of properties that are unable to house wheeled bins alternative arrangements are in place. Flat packed cardboard can also be placed next to the blue wheeled bin on collection day. The Council will also provide an additional blue bin to help increase recycling and meet customer needs where requested. Regular monitoring of the blue bin takes place to ensure that contamination levels are kept to a minimum. These measures are key to ensure the Council have a robust checking system to help meet the requirements of the revised Waste Framework Directive Regulation 12. As can be seen from table 3 below overall dry recycling tonnages are on the decrease. This trend is occurring across country and is in line with national guidance on reducing packaging thus meeting the waste hierarchy of reduction before recycling.

Table 3 – Recyclable Materials Tonnage

Tonnages	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15
MRF Input	8,727	8,599	8,275	7,943	7,714	7,642
Contamination @%	226	223	215	206	317	458
Recycled	8,500	8,375	8,060	7,736	7,397	7,184

However when comparing this data alongside table 1 for overall residual waste tonnages there is an obvious potential for recycling rates to be put under pressure as can be seen in table 4 below

Table 4 - Council Recycling Rates

	Ashfield DC	Bassetlaw DC	Broxtowe BC	Gedling BC	Mansfield DC	NSDC	Rushcliffe BC
2010/11	34%	23%	43%	37%	41%	26%	54%
2011/12	34%	23%	42%	37%	39%	26%	51%
2012/13	34%	22%	41%	36%	36%	24%	51%
2013/14	33%	21%	40%	37%	38%	26%	51%
2014/15	33%	19%	39%	36%	36%	27%	49%

Note this data includes green waste (where applicable) where tonnages can fluctuate dependent on weather conditions

### **Future Focus**

Over the lifetime of this Strategy the Council will;

- a) Seek to reduce contamination levels through publicity and promotion and targeting areas where contamination is particularly prevalent
- b) Investigate methods to support good recycling practice in multiple household situations e.g. provision of 1100 litre bulk containers with clear windows to help reduce contamination levels
- c) Working with key partners to expand the current MRF input specification to allow for a broader range of materials to be recycled

**5.2. Bring Site Collections:**

The domestic waste collection service provides residents with the opportunity to recycle and compost their waste however this service is further supplemented by a network of over 60 bring sites which are located across the Borough.

Bring sites provide an important service to facilitate textile & shoe reuse, food & drinks carton recycling and colour segregated glass recycling, there are some newsprint and card board recycling banks placed around the borough at our super bring sites to help with capacity for larger households. The bring sites feature external sound proofing measures where the need arises and acoustic measures fitted into glass recycling banks to reduce the noise of glass on glass resonating from the container.

In line with reducing the weight of the products they produce as part of their wider responsibilities, the glass industry have been reducing the amount of glass used in in number of glass bottle types which has played a significant contribution in the recent overall reduction in bring site tonnage as shown in Table 5.

Table 5 – Bring site Tonnage

Tonnages	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15
Bring Sites	3,002	2,735	2,700	2,480	2,545	2,342

**Future Focus**

Over the lifetime of this Strategy the Council will;

- a) Explore with partners the technical and economic feasibility for introducing new recycling streams at bring sites

## 6. Organic Wastes. (The Green Bin)

The Council operates an alternate weekly collection of garden waste. This is a discretionary opt in paid for service where residents are registered as members of the Rushcliffe Garden Waste Club. The green wheeled bin is collected on the same day as the blue bin and provides a 240 litre capacity for grass cuttings, leaves, twigs weeds etc. The Council also provides additional green bins up to a maximum of 4 per property again to help increase more efficient composting and meet customer demand. The current arrangements for green waste collections is to suspend them over the Christmas and New Year period to reflect the seasonal reduction in tonnage. In addition and for those who would prefer alternative disposal options, the Council continues to promote home composting and offers compost bins at competitive prices to residents of the Borough through a national framework agreement. The total annual tonnage for organic waste collected is detailed in Table 6.

The Council has also extended the club scheme to provide an alternate weekly collection subscription service for some areas of Newark & Sherwood District Council using a brown bin. This is a partnership agreement to help meet the demand for their residents as well as seeking to maximise the Council's own collection resources.

Table 6

Tonnages	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15
Rushcliffe	11,602	12,385	10,258	11,174	11,509	11,408
Newark & Sherwood						452

### Future Focus

Over the lifetime of this Strategy the Council will;

- a) Identify future partners to further expand the current garden waste club scheme

## 7. Other Wastes

### 7.1. Healthcare Wastes:

Healthcare wastes generated at home is designated as either 'offensive' or 'infectious'. In essence this means most domestic generated healthcare waste can be classed as offensive and be disposed of through the residual (grey bin) wastes stream. The Council will provide additional residual waste containers based on assessed need for offensive domestic generated healthcare wastes, it also provides

a separate collection of infectious wastes on receipt of the healthcare professional's assessment.

#### 7.2. Bulky Wastes:

The Council supports local residents to offer a collection service for items that are not normally disposed of during the normal collection arrangements. Large bulky items are collected by the Council for a small charge on a weekly basis. The Council also promotes re-use wherever possible and offers residents alternatives to disposal such as specific local charities that may be interested in such items.

#### 7.3. Waste Electronic Electrical Equipment: (WEEE)

The Council promotes the use of local registered scrap metal dealers for residents to dispose of WEEE (fridges, washing machines, etc.) Details of such dealers are promoted on the Rushcliffe website.

#### 7.4. Commercial Wastes:

The Council works with other providers to facilitate the delivery of a commercial waste service and encourages business to recycle their waste wherever practicable.

#### 7.5. Effluent Wastes:

The Council provides an emptying service for private and commercial cesspools/grease traps and septic tanks within the Borough. A charge is levied for this service. We offer a 24 hour emergency call out service. The costs for the service vary and are detailed on the Council's website.

#### 7.6. Battery Recycling:

The Council provides a kerbside collection battery recycling scheme in response to resident demand. Our battery recycling service compliments the existing network of recycling points located in many retailers across the borough resulting from the EU Battery Directive, which placed the onus on suppliers of batteries to offer bring back facilities.

### **Future Focus**

Over the lifetime of this Strategy the Council will;

- a) Ensure that bulky waste is, working with local charitable groups, re-used wherever possible as an alternative to disposal

- b) Optimise and expand the number of tanker service customers across Rushcliffe and into other neighbouring districts where financially viable

## 8. New Developments

Developers are made aware, through the planning process, of the Council policy to charge for the provision of refuse wheeled containers.

## 9. New Legislation

The Council will respond to any new legislation brought forward by central government. Rushcliffe Borough Council led on producing a TEEP assessment, (*technically, environmentally and economically practicable*) which became necessary as part of the revised Waste Framework Directive. This helps to provide evidence that the Council is providing the best type of recycling service to produce high quality recyclables.

## 10. Nottinghamshire County Council & Veolia ES

Whilst actual disposal of waste is controlled by Nottinghamshire County Council as the Waste Disposal Authority, landfill is not seen as a sustainable long-term option, this has already become established policy for Rushcliffe Borough Council which views materials collected as a resource rather than a waste.

Through a PFI agreement Nottinghamshire County Council in partnership with Veolia Environmental Services, have produced the 2015/16 Nottinghamshire County Council Waste Reduction, Re-use, Recycling and Composting Plan which sets out their approach to increasing recycling rates alongside reducing overall tonnage.

Rushcliffe will continue to work with Nottinghamshire County Council as a key partner and will continue to contribute to both the Nottinghamshire Waste Management Committee and the Nottinghamshire Joint Waste Officers Group.

## 11. Summary

Rushcliffe has an enviable record on waste and recycling and is the top performing collection authority in Nottinghamshire. However this strategy has sought to identify the pressures and constraints placed upon local authorities and key partners which in turn will ultimately shape future waste collection and recycling performance. In particular as pressures on costs increase the Council will continue to look at ways of maintaining performance within existing resources whilst ensuring that customer

service remains at the heart to what we do. Looking to the future we will continue to work closely with partners and explore further joint working opportunities in order to benefit both parties and where possible increase income.

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## Appendix A

<b>WASTE ACTION PLAN</b>		
	<b>Key Actions</b>	<b>Outcomes</b>
1	Review the TEEP assessment annually	<ul style="list-style-type: none"> <li>Working with all districts to review the county wide TEEP assessment with a view to remaining compliant.</li> </ul>
2	Communications campaigns – Promote and deliver <ul style="list-style-type: none"> <li>Bin There Done That – the councils newly launched campaign to reduce contamination and increase recycling.</li> <li>Love Food Hate Waste – national campaign to reduce food waste</li> <li>Recyclenow – use of the national resource to promote recycling where appropriate.</li> <li>On Pack Recycling Labels (OPRL) – making residents aware of what OPRL is on packaging labels and how it can assist when choosing whether to recycle something</li> </ul>	<ul style="list-style-type: none"> <li>To continue to raise awareness of the recycling2go service and help to reduce residual waste, divert recyclable waste from the grey residual bin, increase recycling and reduce contamination levels</li> </ul>
3	Expand the range of recyclable materials taken in the kerbside recycling schemes <ul style="list-style-type: none"> <li>The inclusion of ridged plastics would help to support residents making the right choice about which plastics can be recycled.</li> <li>Additional collection of lightweight plastics isn't likely to increase recycling tonnages and performance on its own however evidence does suggest an increase in overall service participation will increase material capture as a result</li> </ul>	<ul style="list-style-type: none"> <li>Enhanced residents engagement with plastics recycling</li> <li>Increase recycling rates</li> <li>Decrease in contamination levels</li> </ul>
4	Garden waste collections – Expand and promote the service <ul style="list-style-type: none"> <li>Creation of a garden waste members club, inclusion of added value to the service through voucher promotions.</li> <li>Target residual bins that have garden waste included.</li> <li>Raising awareness of the garden waste club benefits</li> </ul>	<ul style="list-style-type: none"> <li>Increase recycling rates</li> <li>Reduction in operational and back office costs during the renewal process</li> </ul>
5	Explore the feasibility of textile recycling <ul style="list-style-type: none"> <li>Work with Nottinghamshire County Councils as the disposal authority.</li> <li>Alternatively, work with schools to realise value. Raise awareness of the value to a school where parents bring textile to the school bank</li> </ul>	<ul style="list-style-type: none"> <li>Diversion of potential residual waste</li> <li>Increase in recycling rates</li> </ul>
6	Explore the feasibility of food waste collections at the kerbside	<ul style="list-style-type: none"> <li>Continue to work with Nottinghamshire County Council to establish a business case for the recycling of food waste.</li> </ul>

		<ul style="list-style-type: none"> <li>• Raised recycling rates (by up to 6%)</li> </ul>
7	Promote recycling initiatives in parish councils	<ul style="list-style-type: none"> <li>• Create local area recycling champions to encourage recycling in villages</li> <li>• Potential for inter village competition to divert recyclables from the grey bin</li> </ul>
8	Explore the recycling of large bulky items of furniture	<ul style="list-style-type: none"> <li>• Ensure that all waste collected as part of the 'bulky waste service' is recycled or re-used</li> </ul>
9	On-going work with our own collection teams to improve customer service, reduce missed collections and decrease contamination levels	<ul style="list-style-type: none"> <li>• Reduce contaminations at source rather than simply refusing to take a bin which, on the face of it, is not overly contaminated.</li> <li>• Reduce missed bins and increase levels of customer satisfaction</li> </ul>
10	Work with Streetwise Environmental Services to ensure all waste delivered to our depot site is recycled wherever possible	<ul style="list-style-type: none"> <li>• Practicing what we preach ensuring as little waste as possible from the depot is sent to energy from waste recovery or landfill</li> </ul>

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## Appendix B - List of Consultees

1. All Parish and Town Councils
2. Environment Agency
3. Nottinghamshire County Council
4. Nottinghamshire District and Borough Councils
5. Rushcliffe Borough Council Environmental Sustainability Officer
6. West Bridgford Local Area Forum
7. Veolia Environmental Services Ltd
8. Streetwise Environmental Services Ltd

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## Report of the Service Manager - Corporate Governance

### 1. Summary

- 1.1. The work programme for the Community Development Group is developed around the corporate priorities that fall within its remit and takes into account the timing of the Group's business in the previous municipal year and any emerging issues and key policy developments that may arise throughout the year.
- 1.2. Members are asked to propose future topics to be considered by the Group, in line with the Council's priorities which are:
- *Supporting economic growth to ensure a prosperous and thriving local economy - Our economy;*
  - *Maintaining and enhancing our residents' quality of life -Our residents;*
  - *Transforming the Council to enable the delivery of efficient high quality services - Our Council.*

### 2. Recommendation

It is RECOMMENDED that the Group notes the report and considers any future topics.

### 3. Reasons for Recommendation

Date of Meeting	Item
26 January 2016	<ul style="list-style-type: none"> <li>• Rural Broadband Update</li> <li>• Review of Waste Strategy</li> <li>• Work Programme</li> </ul>
24 May 2016	<ul style="list-style-type: none"> <li>• Reputation Management</li> <li>• Work Programme</li> </ul>
23 August 2016	<ul style="list-style-type: none"> <li>• Annual Report</li> <li>• Work Programme</li> </ul>
22 November 2016	<ul style="list-style-type: none"> <li>• Work Programme</li> </ul>

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<b>Background papers Available for Inspection:</b>	Nil
<b>List of appendices (if any):</b>	Nil