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Our reference:
Your reference:
Date: 14 September 2016

To all Members of the Council

Dear Councillor

A meeting of the RUSHCLIFFE BOROUGH COUNCIL will be held on Thursday 22 September 2016 at 7.00 pm in the Council Chamber, Civic Centre, Pavilion Road, West Bridgford to consider the following items of business.

Yours sincerely



Deputy Monitoring Officer

AGENDA

Opening Prayer

1. Apologies for absence.
2. Declarations of Interest.
3. Minutes

To receive as a correct record the minutes of the Meeting of the Council held on Thursday 30 June 2016 (pages 4 - 8).

4. Mayor's Announcements.
5. Leader's Announcements
6. Chief Executive's Announcements
7. Approval of the Statement of Accounts 2015/16

The report of the Executive Manager – Finance and Corporate Services is attached (pages 9 - 17).

8. Proposed Introduction of a Public Space Protection Order

The report of the Executive Manager – Neighbourhoods is attached (pages 18 - 24).

9. Future External Audit Procurement

The report of the Executive Manager – Finance and Corporate Services is attached (pages 25 - 35).

10. Scrutiny Annual Reports 2015/16

The report of the Executive Manager – Finance and Corporate Services is attached (pages 36 - 58).

11. Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012

It is RESOLVED that the public be excluded from the meeting for consideration of the following item of business pursuant to Regulation 4 (2) of the above Regulations on the grounds that it is likely that exempt information may be disclosed as defined in paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972.

12. Civic Centre Disposal

The report of the Chief Executive will follow.

13. Notice of Motions

- a) The following Notice of Motion will be proposed by Councillor R M Jones and seconded by Councillor S J Hull

This Council is committed to accountability and openness to the residents we represent and requests that the minutes of the Growth Boards be in the public domain with the usual exceptions of where there are matters of an individual and personal nature and tenders for and commercial contracts

- b) The following Notice of Motion will be proposed by Councillor K A Khan and seconded by Councillor R M Jones

Given that there appears to be activity to select one or more persons to look at the whole of West Bridgford for a Growth Board, the Council requires that any selected person will provide transparency of their activities and outcomes to all the elected Borough representatives for West Bridgford and to the residents of West Bridgford.

14. To answer questions under Standing Order 11(2).

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.

**MINUTES
OF THE MEETING OF THE
COUNCIL
THURSDAY 30 JUNE 2016**

Held at 7.00 pm in the Council Chamber, Civic Centre, Pavilion Road, West Bridgford

PRESENT:

Councillor G Davidson – Mayor
Councillor L B Cooper – Deputy Mayor

Councillors R A Adair, K P Beardsall, N A Brown, M Buckle, B Buschman, R L Butler, H A Chewings, J N Clarke, T Combellack, J E Cottee, A M Dickinson, M J Edwards, A J Edyvean, J E Greenwood, S J Hull, Mrs C E M Jeffreys, R M Jones, K A Khan, N C Lawrence, E J Lungley, A MacInnes, G R Mallender, S E Mallender, D J Mason, S C Matthews, G S Moore, A L R A Pell, E A Plant, F A Purdue-Horan, S J Robinson, Mrs J A Smith, J A Stockwood, J E Thurman, R G Upton, D G Wheeler, J G A Wheeler

OFFICERS PRESENT:

D Banks	Executive Manager – Neighbourhoods
N Carter	Deputy Monitoring Officer
A Graham	Chief Executive
P Horsfield	Monitoring Officer
P Linfield	Executive Manager – Finance and Corporate Services
D Mitchell	Executive Manager – Communities
V Nightingale	Constitutional Services Officer

APOLOGIES FOR ABSENCE:

Councillors J Donoghue, R Hetherington, R A Inglis, Mrs M M Males, A Phillips

OPENING PRAYER

The Meeting was led in prayer by the Mayor's Chaplain and a minute's silence was held out of respect for Councillor Martin Suthers who passed away recently.

10. Declarations of Interest

There were none declared.

11. Minutes

The minutes of the meeting held on Thursday 19 May 2016 were received as a correct record and signed by the Mayor.

12. Mayor's Announcements

The Mayor informed Councillors that a memorial service would be held for Councillor Suthers at All Saints Church in Bingham on Friday 8 July.

He informed Councillors that he had attended nineteen events since the beginning of the municipal year and there were two in particular that he would like to tell Councillors about. Firstly, the Soar Boating Club annual rally last weekend was a lot of fun, the Mayor reported that he was asked to take the tiller of a narrow boat by the Commodore and received lots of strange looks piloting it down the river. The second event enjoyed by the Mayor recently was the 1-day cricket international at Trent Bridge which saw a thrilling match between England and Sri Lanka at which victory came down to the last ball.

The Mayor also reported that he had recently appointed two Mayoral Cadets to support him through his year in office. He presented a certificate of appointment to Rebekah Oldknow from the Air Cadets. Jamie Bramley from the Army Cadets was abroad playing the bugle at the service to commemorate the Battle of the Somme. He was expecting them to attend a number of his events such as the Civic Service at Bingham Methodist Church at the end of July and to assist in fund raising activities for his chosen charity Maggie's.

13. Leader's Announcements

There were no announcements by the Leader at this meeting.

14. Chief Executive's Announcements

There were no announcements by the Chief Executive at this meeting.

15. Positive Futures

Councillor Cottee presented a proposal for the future delivery of Positive Futures within Rushcliffe from January 2017 onwards. He explained to Councillors that Positive Futures had been launched in 2009 in Cotgrave but had expanded in more recent years to Radcliffe on Trent, Bingham and Keyworth. Councillor Cottee reported that the project had been very successful in improving the life chances for young people, their attainment at school and future employability. In June, Cabinet decided to support the project for a further four years at a cost of £110,000 per annum and this has been forwarded to Council in view of the required increase in budget provision.

Councillor Chewings reported that Positive Futures had made a huge impact within her local community and that she was very pleased that the scheme had been expanded to other local areas so they could benefit too. She further urged all communities to support and use this valuable resource. She then drew Councillor's attention to Appendix A and asked how the targets had been set. Councillor Cottee explained that once the ongoing targets were agreed they would be circulated to members. He acknowledged the dedication and skills of the Positive Futures staff.

Councillor Thurman was very pleased to see that East Leake was under discussion for something other than housing and he was happy to fully endorse the recommendation.

Councillor Purdue-Horan reported that he had been lucky enough to attend a meeting of the Positive Futures team and their partners (including schools). He felt that the team were a credit to both the organisations they represented.

Councillor Clarke thanked his fellow Councillors for their views and added that he felt that this scheme was part of what made Rushcliffe a great place to live. He was regularly approached by members of his community with positive feedback about the scheme who recognised the value of us all working together for the benefit of young people – long may it continue.

RESOLVED that the Council

- a) Supports the extension of the Positive Futures programme from January 2017 to December 2020 (4 years delivery) at a cost of £110,000 per annum.
- b) Supports the targeting of Positive Futures work to young people aged 9yrs and above within the catchment areas of East Leake Academy, South Nottinghamshire Academy, South Wolds Academy and Toothill School.
- c) Delegate authority to the Executive Manager - Communities in consultation with the Portfolio Holder for Community Services to establish agreed targets for performance monitoring and approval of any future amendments to the focus of the project.

16. Revision of the Hackney Carriage and Private Hire Convictions and Fitness Policy

Councillor Mason presented the revised Hackney Carriage and Private Hire Convictions and Fitness Policy which contained changes that were important to protect the public including young children and vulnerable adults. She informed Councillors that the Policy had been revised along with other local authorities in Nottinghamshire to ensure that all standards are the same across the county. Training has taken place and was well received. Section 1.3 of Appendix A contains the backbone of the policy and presents what the Council is responsible for. Continuing, Councillor Mason drew attention to section 3.6 referring to checks made with the Disclosure and Barring Service and to section 3.7 referring to other records the Council may use to make a decision. Councillor Mason concluded by thanking officers and members of the Licensing Committee for drawing up such a thorough policy.

Councillor MacInnes welcomed the revised policy and considered it to be a much more robust document with public protection at its heart. He reminded Councillors that there is still significant negative publicity of abuse by Taxi Drivers, especially when taking children to school, and that the revised Policy was necessary to protect our residents and also gave Taxi Drivers clear guidelines of what was considered acceptable behaviour.

Councillor Jones endorsed the revised policy and as he had dealt with cases of child abuse in the past he fully supported the robust stance taken in the document. He advised Officers to be wary of individuals presenting at different authorities as different people.

Councillor Clarke thanked Councillors for their support and reminded them that the LGA monitored the effectiveness of the licensing policy framework nationally.

Councillor Mason also thanked fellow Councillors for their support for the revised Policy.

RESOLVED that the Council approves the revised Hackney Carriage and Private Hire Convictions and Fitness Policy as presented.

17. To answer questions under Standing Order 11 (2)

a) Question from Councillor H Chewings to Councillor S Robinson

'In the budget and financial strategy that members voted on at full Council on 3rd March 2016 in the project appraisal form (page 62 project name: Cotgrave regeneration) it states that the completion date for the regeneration of Cotgrave including a vibrant town centre would be completed by March 2018. This is less than 2 years away which is not long when you consider that no plans have been submitted to the planning department at Rushcliffe Borough Council.

Councillor Robinson what reassurances can you give myself, Members and the people of Cotgrave that this project will be 100% completed to a high standard with minimal disruption to shop keepers and shoppers by March 2018?'

Councillor Robinson responded that the Council had a very robust tendering process and that he had every confidence in Officers to draft a contract which met the overall aims of the project.

b) Question from Councillor R Jones to Councillor J Cottee

'What criteria was used to determine the number of school children likely to be in trouble and on the verge of exclusion in recently extending Positive Futures and its mentor support from Cotgrave, Radcliffe, Bingham and Keyworth to young people in secondary school catchment areas which now include East Leake?'

Councillor Cottee reminded Councillors that Positive Futures started in Cotgrave which had been identified as an area of deprivation with increasing levels of antisocial behaviour. The project then moved to Keyworth where a similar trend has been observed. The project has not been taken into West Bridgford as it is felt that the town has more to offer young people than other areas and as there is limited funding the Council has to prioritise resources within the community.

c) Question from Councillor R Jones to Councillor R Butler

'Given the Cabinet's positive declaration in December to participate in the Syrian Vulnerable Persons Relocation Scheme and positive first step; how will

further accommodation be provided at what level so this Council plays its full and proportionate part within the Governments commitments?’

Councillor Butler was pleased to report that Rushcliffe is ahead of other councils in Nottinghamshire. Given recent events, he commented that the Council was awaiting further guidance from the Home Office on future targets. Private landlords were now aware of the issues facing refugees following the recent Landlords Forum. He concluded by adding that this was a difficult situation which may be fluid but that the Council would do its best to find places if requested.

d) Question from Councillor N Lawrence to Councillor N Clarke

‘Following the result of the EU Referendum which resulted in a vote for the UK to leave the European Union, could the Leader outline what he feels will be the potential impact on the Borough Council as an organisation?’

Councillor Clarke told Councillors that he felt it was important to keep a close eye on the changing political landscape following the Referendum. There may be a further squeeze on finances but that it would be important to keep lobbying the LEP to keep services at a local level and focus on creating jobs and generating Economic Growth locally. Councillor Clarke felt that projects previously funded by the EU could potentially be at risk and that he would be looking to central government to redistribute the funding locally that is no longer going to the EU.

Councillor Clarke recognised that there was a real danger of retaliation following the ‘Brexit’ vote, especially an increase in hate crimes. He took the opportunity to condemn all hate crimes and wanted to reassure all residents in Rushcliffe that they are all valued members of their communities.

Supplementary Question

Councillor Lawrence asked what affects Brexit and a new Prime Minister would have on the local devolution deal?

Councillor Clarke replied that in his view it was incumbent on Councillors to keep an eye on the leadership candidates and their views and that he would welcome the opportunity to enter into discussions with the future Prime Minister to strengthen the future position of local government.

The meeting closed at 7.50 pm.

MAYOR

Report of the Executive Manager – Finance and Corporate Services

1. Summary

- 1.1 The 2015/16 Statement of Accounts (**Appendix A**) were considered, along with the External Auditor's (KPMG) Annual Report, by the Corporate Governance Group at its meeting on 8 September 2016. The Corporate Governance Group had no issues that it wanted the Council to consider in the approval of the accounts.
- 1.2 This report requires the Council to approve the Statement of Accounts for 2015/16 and the Management Representation Letter.

2 Recommendation

It is RECOMMENDED that the Council approve:

- a) The Statement of Accounts for 2015/16 (**Appendix A**); and
- b) The Management Representation letter (**Appendix B**).

3 Reasons for Recommendation

- 3.1 To demonstrate compliance with the Code of Practice on Local Authority Accounting in the United Kingdom 2015/16 ('the Code') and various legislation such as the Accounts and Audit Regulations (2011); and to help readers and stakeholders engage with the Accounts and demonstrate good stewardship.

4 Supporting Information

- 4.1 The accounts for Local Authorities are required to be prepared in accordance with the Code of Practice on Local Authority Accounting in the United Kingdom 2015/16 ('the Code') and the Service Reporting Code of Practice for Local Authorities (SerCOP).
- 4.2 The Statement of Accounts 2015/16 at **Appendix A** is included as a separate document. This includes the Council's Annual Governance Statement which, in line with best practice, has been agreed with the Leader and Chief Executive.
- 4.3 The closure of accounts process is complex but, pleasingly, no significant issues have arisen from the audit this year.
- 4.4 **Appendix B** details the management representation letter that was considered by the Corporate Governance Group alongside the Statement of Accounts and the auditors Annual Report. This letter confirms for the auditors

that the Council is satisfied with the validity of the financial statements provided by the Authority to KPMG. If agreed, this letter will be signed at the conclusion of the meeting.

5 Risk and Uncertainties

- 5.1 Failure to adhere to professional accounting practice could lead to potential criticism from the Council's external auditors and inadequate Financial Statements.

6 Implications

6.1 Finance

None

6.2 Legal

None

6.3 Corporate Priorities

Not applicable

6.4 Other Implications

None

For more information contact:	Name: Peter Linfield Executive Manager - Finance and Corporate Services 0115 914 8439 email plinfield@rushcliffe.gov.uk
Background papers Available for Inspection:	Corporate Governance Group Agenda, 8 September 2016
List of appendices (if any):	Appendix A – Statement of Accounts 2015/16 Appendix B – Draft Management Representation Letter

Draft Management Representation Letter

(Letterhead of Client)

KPMG LLP
St Nicholas House
31 Park Row
Nottingham
NG1 6FQ

[Date]

Dear Mr Bush

This representation letter is provided in connection with your audit of the financial statements of Rushcliffe Borough Council (“the Authority”), for the year ended 31 March 2016, for the purpose of expressing an opinion:

- i. as to whether these financial statements give a true and fair view of the financial position of the Authority and the Group as at 31 March 2016 and of the Authority’s and the Group’s expenditure and income for the year then ended;
- ii. whether the financial statements have been prepared properly in accordance with the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2015/16.

These financial statements comprise the Authority and Group Movement in Reserves Statements, the Authority and Group Comprehensive Income and Expenditure Statements, the Authority and Group Balance Sheets, the Authority and Group Cash Flow Statements and the Collection Fund and the related notes.

The Authority confirms that the representations it makes in this letter are in accordance with the definitions set out in the Appendix to this letter.

The Authority confirms that, to the best of its knowledge and belief, having made such inquiries as it considered necessary for the purpose of appropriately informing itself:

Financial statements

1. The Authority has fulfilled its responsibilities, as set out in the Accounts and Audit Regulations 2015, for the preparation of financial statements that:
 - i. give a true and fair view of the financial position of the Authority and the Group as at 31 March 2016 and of the Authority’s and the Group’s expenditure and income for the year then ended;
 - ii. have been prepared properly in accordance with the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2015/16.

The financial statements have been prepared on a going concern basis.

2. Measurement methods and significant assumptions used by the Authority in making accounting estimates, including those measured at fair value, are reasonable.
3. All events subsequent to the date of the financial statements and for which IAS 10 *Events after the reporting period* requires adjustment or disclosure have been adjusted or disclosed.
4. The effects of uncorrected misstatements are immaterial, both individually and in aggregate, to the financial statements as a whole.

Information provided

5. The Authority has provided you with:
 - access to all information of which it is aware, that is relevant to the preparation of the financial statements, such as records, documentation and other matters;
 - additional information that you have requested from the Authority for the purpose of the audit; and
 - unrestricted access to persons within the Authority and the Group from whom you determined it necessary to obtain audit evidence.
6. All transactions have been recorded in the accounting records and are reflected in the financial statements.
7. The Authority confirms the following:
 - i) The Authority has disclosed to you the results of its assessment of the risk that the financial statements may be materially misstated as a result of fraud.

Included in the Appendix to this letter are the definitions of fraud, including misstatements arising from fraudulent financial reporting and from misappropriation of assets.

- ii) The Authority has disclosed to you all information in relation to:
 - a) Fraud or suspected fraud that it is aware of and that affects the Authority and the Group and involves:
 - management;
 - employees who have significant roles in internal control; or
 - others where the fraud could have a material effect on the financial statements; and
 - b) allegations of fraud, or suspected fraud, affecting the Authority's and Group's financial statements communicated by employees, former employees, analysts, regulators or others.

In respect of the above, the Authority acknowledges its responsibility for such internal control as it determines necessary for the preparation of financial statements that are free from material misstatement, whether due to fraud or error. In particular, the Authority acknowledges its responsibility for the design,

implementation and maintenance of internal control to prevent and detect fraud and error.

8. The Authority has disclosed to you all known instances of non-compliance or suspected non-compliance with laws and regulations whose effects should be considered when preparing the financial statements.
9. The Authority has disclosed to you and has appropriately accounted for and/or disclosed in the financial statements, in accordance with IAS 37 *Provisions, Contingent Liabilities and Contingent Assets*, all known actual or possible litigation and claims whose effects should be considered when preparing the financial statements.
10. The Authority has disclosed to you the identity of the Authority's and the Group's related parties and all the related party relationships and transactions of which it is aware. All related party relationships and transactions have been appropriately accounted for and disclosed in accordance with IAS 24 *Related Party Disclosures*.
11. The Authority confirms that:
 - a) The financial statements disclose all of the key risk factors, assumptions made and uncertainties surrounding the Authority's and the Group's ability to continue as a going concern as required to provide a true and fair view.
 - b) Any uncertainties disclosed are not considered to be material and therefore do not cast significant doubt on the ability of the Authority and the Group to continue as a going concern.
12. On the basis of the process established by the Authority and having made appropriate enquiries, the Authority is satisfied that the actuarial assumptions underlying the valuation of defined benefit obligations are consistent with its knowledge of the business and are in accordance with the requirements of IAS 19 (revised) *Employee Benefits*.

The Authority further confirms that:

- a) all significant retirement benefits, including any arrangements that are:
 - statutory, contractual or implicit in the employer's actions;
 - arise in the UK and the Republic of Ireland or overseas;
 - funded or unfunded; and
 - approved or unapproved,have been identified and properly accounted for; and
- b) all plan amendments, curtailments and settlements have been identified and properly accounted for.

This letter was tabled and agreed at the meeting of the Corporate Governance Group on 8 September 2016 and approved by full council on 22 September 2016.

Yours sincerely,

Councillor George Davidson
Mayor of Rushcliffe Borough Council

Peter Linfield
Executive Manager – Finance and Corporate Services

Appendix to the Authority Representation Letter of Rushcliffe Borough Council: Definitions

Financial Statements

A complete set of financial statements comprises:

- A Comprehensive Income and Expenditure Statement for the period;
- A Balance Sheet as at the end of the period;
- A Movement in Reserves Statement for the period;
- A Cash Flow Statement for the period; and
- Notes, comprising a summary of significant accounting policies and other explanatory information.

A local authority is required to present group accounts in addition to its single entity accounts where required by chapter nine of the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2015/16.

A housing authority must present:

- a HRA Income and Expenditure Statement; and
- a Movement on the Housing Revenue Account Statement.

A billing authority must present a Collection Fund Statement for the period showing amounts required by statute to be debited and credited to the Collection Fund.

A pension fund administering authority must prepare Pension Fund accounts in accordance with Chapter 6.5 of the Code of Practice.

An entity may use titles for the statements other than those used in IAS 1. For example, an entity may use the title 'statement of comprehensive income' instead of 'statement of profit or loss and other comprehensive income'.

Material Matters

Certain representations in this letter are described as being limited to matters that are material.

IAS 1.7 and IAS 8.5 state that:

“Material omissions or misstatements of items are material if they could, individually or collectively, influence the economic decisions that users make on the basis of the financial statements. Materiality depends on the size and nature of the omission or misstatement judged in the surrounding circumstances. The size or nature of the item, or a combination of both, could be the determining factor.”

Fraud

Fraudulent financial reporting involves intentional misstatements including omissions of amounts or disclosures in financial statements to deceive financial statement users.

Misappropriation of assets involves the theft of an entity's assets. It is often accompanied by false or misleading records or documents in order to conceal the fact that the assets are missing or have been pledged without proper authorisation.

Error

An error is an unintentional misstatement in financial statements, including the omission of an amount or a disclosure.

Prior period errors are omissions from, and misstatements in, the entity's financial statements for one or more prior periods arising from a failure to use, or misuse of, reliable information that:

- a) was available when financial statements for those periods were authorised for issue; and
- b) could reasonably be expected to have been obtained and taken into account in the preparation and presentation of those financial statements.

Such errors include the effects of mathematical mistakes, mistakes in applying accounting policies, oversights or misinterpretations of facts, and fraud.

Management

For the purposes of this letter, references to "management" should be read as "management and, where appropriate, those charged with governance".

Related Party and Related Party Transaction

Related party:

A related party is a person or entity that is related to the entity that is preparing its financial statements (referred to in IAS 24 *Related Party Disclosures* as the "reporting entity").

- a) A person or a close member of that person's family is related to a reporting entity if that person:
 - i. has control or joint control over the reporting entity;
 - ii. has significant influence over the reporting entity; or
 - iii. is a member of the key management personnel of the reporting entity or of a parent of the reporting entity.
- b) An entity is related to a reporting entity if any of the following conditions applies:
 - i. The entity and the reporting entity are members of the same group (which means that each parent, subsidiary and fellow subsidiary is related to the others).
 - ii. One entity is an associate or joint venture of the other entity (or an associate or joint venture of a member of a group of which the other entity is a member).

- iii. Both entities are joint ventures of the same third party.
- iv. One entity is a joint venture of a third entity and the other entity is an associate of the third entity.
- v. The entity is a post-employment benefit plan for the benefit of employees of either the reporting entity or an entity related to the reporting entity. If the reporting entity is itself such a plan, the sponsoring employers are also related to the reporting entity.
- vi. The entity is controlled, or jointly controlled by a person identified in (a).
- vii. A person identified in (a)(i) has significant influence over the entity or is a member of the key management personnel of the entity (or of a parent of the entity).

Key management personnel in a local authority context are all chief officers (or equivalent), elected members, the chief executive of the authority and other persons having the authority and responsibility for planning, directing and controlling the activities of the authority, including the oversight of these activities.

A reporting entity is exempt from the disclosure requirements of IAS 24.18 in relation to related party transactions and outstanding balances, including commitments, with:

- a) a government that has control, joint control or significant influence over the reporting entity; and
- b) another entity that is a related party because the same government has control, joint control or significant influence over both the reporting entity and the other entity.

Related party transaction:

A transfer of resources, services or obligations between a reporting entity and a related party, regardless of whether a price is charged.



Council

22 September 2016

**Proposed Introduction of a Public Space
Protection Order**

8

Report of the Executive Manager – Neighbourhoods

1. Summary

- 1.1.** This report seeks authorisation to introduce a new Public Space Protection Order which is proposed will control the activities of street drinking and rough sleeping in key areas of West Bridgford and Edwalton.
- 1.2.** It is intended that the controls will replace the existing Designated Public Protection Order covering central West Bridgford whilst also responding to the evidence and community concerns of such inappropriate behaviour in wider public places.
- 1.3.** The proposal has been shaped and finalised following a full public consultation process and has been scrutinised by the Council's Community Development Group.

2. Recommendation

It is RECOMMENDED that

- a) a Public Space Protection Order be made to control street drinking and rough sleeping in the areas set out in **Appendix 1 and 2**, and
- b) that the current delegation to the Executive Manager – Neighbourhoods be amended to authorise the use of all enforcement powers included in the Anti-Social Behaviour, Crime and Policing Act 2014 including the use of Community Protection Notices and Fixed Penalty Notices for breaches of the Public Space Protection Order.

3. Reasons for Recommendation

- 3.1.** Under the Anti-Social Behaviour, Crime and Policing Act 2014 there is the provision for local authorities to introduce measures to address anti-social behaviour in public places. Essentially, the Act replaces three existing powers with one new power – the Public Space Protection Order (PSPO).
- 3.2.** The new orders are more flexible and can be applied to a much broader range of issues, with local authorities having the ability to design and implement their own prohibitions or requirements where certain conditions are met. These being that the Council must be satisfied on reasonable grounds that activities carried out in a public space will have or are likely to have:
 - A detrimental effect on the quality of life of those in the locality
 - Are persistent or continuing in nature

- Are unreasonable
 - And justify the restrictions imposed.
- 3.3.** A local authority can make a PSPO in respect of any public space within its administrative boundary. The definition of public space is wide and includes any place to which the public or any section of the public has access, on payment or otherwise, as of right or by virtue of express or implied permission.
- 3.4.** It is proposed that the Council introduce a PSPO to replace and extend the existing Designated Public Places Order (which covers Central Avenue/Bridgford Road areas) to control street drinking and rough sleeping in the areas identified in **Appendix 1 and 2**.
- 3.5.** Failure to abide by these orders will result in the issue of a fixed penalty of £100 with an early repayment reduction to £60, which if not paid may then result in prosecution (maximum fine £1000 for most offences).
- 3.6.** The need for a PSPO to control street drinking and rough sleeping activities has been generated through the Council and its partners (Neighbourhood Police Team and Streetwise Environmental Ltd) collating evidence of the detrimental impact that these behaviours and their associated activities can have on public safety and environmental quality e.g. public littering, urinating, defecating etc.
- 3.7.** The orders can be in place for a maximum of three years with no minimum time limit and are designed to be flexible and responsive to need. There is no limit on the number of times that orders can be renewed as long as the need is still present; however, such action will require a further consultation.

4. Supporting Evidence

- 4.1.** In addition to working and consulting with community safety partners, ward members and other local stakeholders on the development of the proposal, the Council has also carried out a full public consultation. This was launched on 1 July 2016 and closed on 12 August 2016.
- 4.2.** The key issues emerging from the consultation were as follows:
- a) Support from relevant ward members of the Council who recognise some of the problems and the need for this additional control measure
 - b) Support from the County Council to include key open spaces within the geographical area of the proposed PSPO
 - c) Support from Nottinghamshire Police and the Police and Crime Commissioner
 - d) Fifteen public responses to the consultation, nine in support, two neutral and four raised concerns regarding the rough sleeping element only
 - e) Ensuring that the Council continues to work closely with the third sector and other homelessness support services who provide assistance to people in need.
- 4.3.** The Council's Community Development Group scrutinised the final proposal for the PSPO and the consultation feedback at their meeting on 23 August 2016. In addition to providing supportive comments the Group endorsed the introduction of the PSPO.

5. Risk and Uncertainties

- 5.1. The law gives the Council powers to deal with nuisance behaviour adversely affecting the community. The primary operational risk of not having a PSPO is that operational activities would be hampered if the Council or key partners such as the Police were unable to utilise PSPO powers.
- 5.2. The consultation feedback provides an overview of the respondent's views on whether the behaviours which the drafted PSPO covers should be seen by the Council as being so serious as to require those additional powers. The risk of proceeding with powers which are beyond those which the public and key stakeholders consider are required is that those powers are seen to be unfair or unreasonable which could be to the detriment of the reputation and effectiveness of the Council.
- 5.3. An Equalities Impact Assessment has been undertaken which identified no major or adverse impact.

6. Implications

6.1. Finance

There is a financial implication in that the control areas will need to be signed to allow enforcement; this is expected to be in the region of £3,500 with signage targeted at identified hotspots and specific control areas. There are sufficient funds within Neighbourhoods budgets to support the initial costs and it is anticipated that the ongoing costs of enforcement will be contained within existing community safety budgets. Any income generated by payment of fixed penalty notices will be directed back into the delivery of the service.

6.2. Legal

The implementation of the PSPO can be challenged by any interested person within six weeks of the making of the Order, the challenge is made at the high court. Anyone who is directly affected by the making of the PSPO can challenge the Order. A challenge can be made on the basis that the Council does not have the power to make the Order or that the particular prohibitions or requirements are unnecessary or that procedurally the Order is defective.

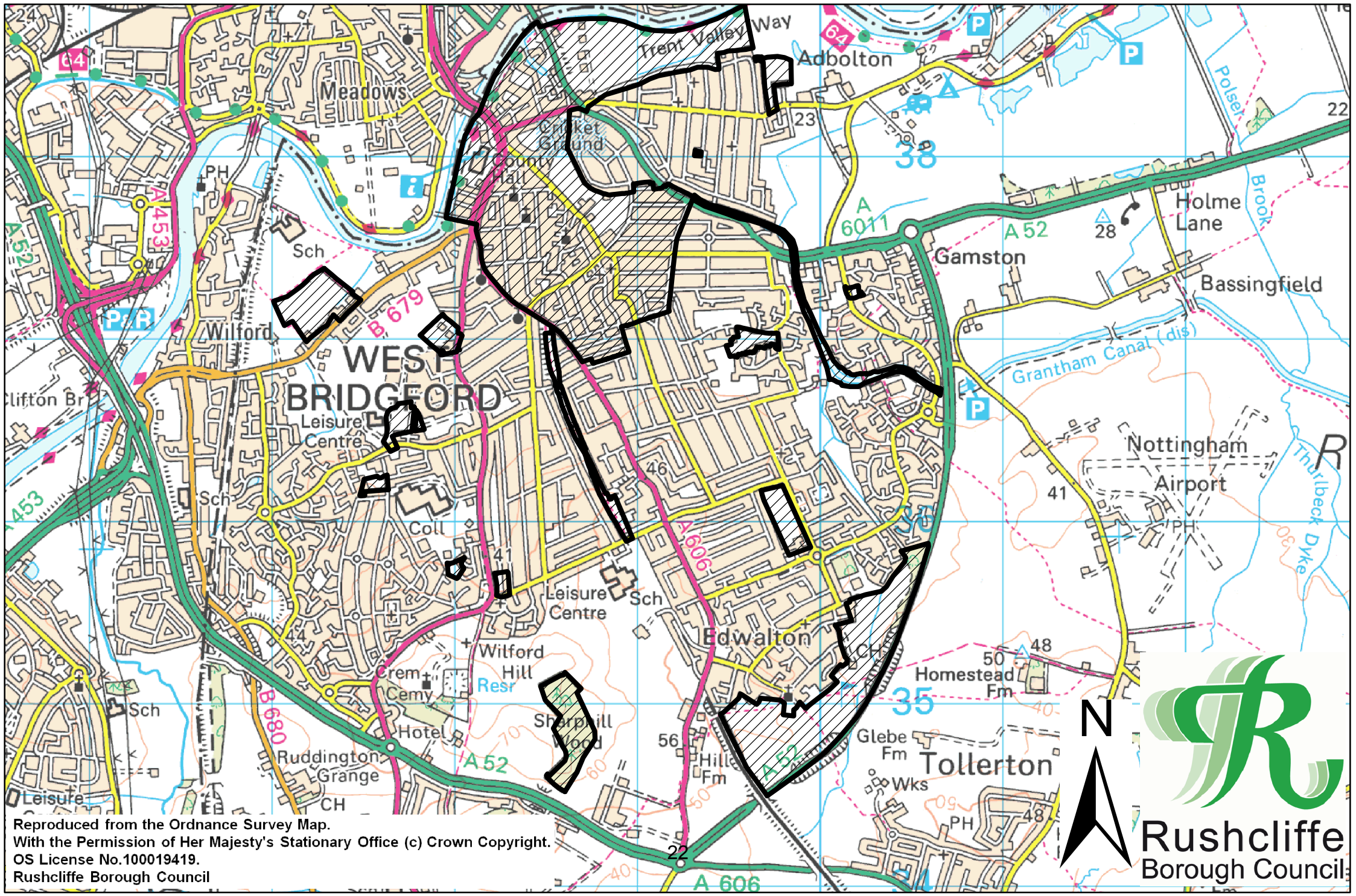
6.3. Corporate Priorities

- 6.3.1. **Maintaining and enhancing our resident's quality of life** – Ensuring that appropriate controls are in place to manage street drinking and rough sleeping are an important tool to help maintain a safe, attractive and clean environment all of which has a significant positive impact on our residents quality of life

6.4. Other Implications

None

For more information contact:	David Banks Executive Manager - Neighbourhoods 0115 914 8438 email DBanks@rushcliffe.gov.uk
Background papers Available for Inspection:	a) Draft PSPO Consultation Notice b) FAQ's c) Consultation Process and Consultees d) Report to Community Development Group – 23 August 2016 e) Equality Impact Assessment
List of appendices (if any):	Appendix 1 – Map of Proposed PSPO Areas Appendix 2 – List of Streets to be included in the PSPO



Rushcliffe
Borough Council

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Rushcliffe Borough Council

**Street Index, list of streets to be included in the Public Space
Protection Order**

Abbey Circus	Mabel Grove
Abbey Road	Manvers Road
Abingdon Road	Marlborough Court
Albert Road	Melton Grove
Annesley Road	Melton Road
Avon Gardens	Millicent Grove
Balmoral Avenue	Millicent Road
Blake Road	Musters Road
Bridge Grove	Orston Road East
Bridgford Road	Oxford Road
Byron Road	Park Avenue
Central Avenue	Patrick Road
Church Croft	Pavilion Road
Church Drive	Peveril Court
Clumber Road	Portland Road
Colwick Road	Priory Road
Davies Road	Radcliffe Mount
Edwalton Avenue	Radcliffe Road
Edwinstowe Avenue	Rectory Road
Eltham Road	Rosebery Avenue
Epperstone Road	Rushworth Avenue
Ethel Road	Sandringham Avenue
Exchange Road	Scarrington Road
Florence Road	Stratford Road
Fox Road	Terrian Crescent
George Road	Thoroton Road
Glebe Road	Trent Side North
Gordon Road	Trent Side
Hawkesworth Road	Tudor Road
Henry Road	Tudor Square
Highfield Grove	Violet Road
Highfield Road	Welbeck Road
Hound Road	Wellington Crescent
Loughborough Road	William Road
Ludow Avenue	

**Parks, Playgrounds, Common spaces to be included in the Public
Space Protection Order**

Adbolton Lane Play Area
Alford Road Playing Fields
Ambleside (Gamston) Play Area
Boundary Road Playing Fields
Bridge Fields Park
Bridgford Park
Buckfast Way Open Area
Collington Common
Denton Drive Play Area
Edwalton Golf Course
Grantham Canal Towpath
Gresham Playing Fields
Greythorne Drive Play Area
Ten Acres (Adbolton Lane) Playing Fields
The Green Line
The Hook
Oak Tree Close Play Area
Sharphill Woods
West Park

Report of the Executive Manager – Finance and Corporate Services

1. Summary

- 1.1 The Local Audit and Accountability Act 2014 brought to a close the Audit Commission and established transitional arrangements for the appointment of external auditors and the setting of audit fees for all local government and NHS bodies in England. On 5 October 2015, the Secretary of State Communities and Local Government (CLG) determined that the transitional arrangements for local government bodies would be extended by one year to also include the audit of the accounts for 2017/18.
- 1.2 When the current transitional arrangements come to an end on 31 March 2018, the Council will be able to move to local appointment of the auditor. There are three broad options open to the Council under the Local Audit and Accountability Act 2014 (the Act): to make a stand-alone appointment; set up a Joint Auditor Panel / local joint procurement arrangements; or opt-in to a sector-led body (SLB).
- 1.3 In response to the consultation on the new arrangement, the LGA successfully lobbied for councils to be able to 'opt-in' to an SLB appointed by the Secretary of State under the Act. An SLB would have the ability to negotiate contracts with the firms nationally, maximising the opportunities for the most economic and efficient approach to procurement of external audit on behalf of the whole sector.
- 1.4 The organisation the LGA have worked with to be the SLB is Public Sector Audit Appointments Ltd (PSAA), a company that already exists and works on areas such as setting audit fees across the sector.
- 1.5 It was recommended to the Corporate Governance Group on 28 June 2016 that Full Council support the SLB approach and therefore the use of PSAA to manage the procurement process. Since the meeting, in July 2016 PSAA have been approved by the DCLG as a SLB. A formal decision to 'opt-in' must be made by Full Council hence the reason for this report.

2. Recommendation

- 2.1 It is RECOMMENDED that Full Council agree to 'opt-in' to the LGA's SLB approach to procure future external audit contracts and the use of Public Sector Audit Appointments Ltd (PSAA) as the body to manage the process.

3. Reasons for Recommendation

- 3.1 To comply with legislation and ensure value for money is attained in procuring external audit services.

4. Supporting Information

4.1 Options for local appointment of External Auditors

- 4.2 There are three broad options open to the Council under the Local Audit and Accountability Act 2014 (the Act):

- Option 1 - to make a stand-alone appointment;
- Option 2 - set up a joint Auditor Panel / local joint procurement arrangements; or
- Option 3 - opt-in to a sector-led body.

4.3 Option 1 – Stand Alone Appointment

- 4.4 In order to make a stand-alone appointment the Council will need to set up an Auditor Panel. The members of the panel must be wholly or a majority independent members as defined by the Act. Independent members for this purpose are independent appointees, this excludes current and former elected members (or officers) and their close families and friends. This means that elected members will not have a majority input to assessing bids and choosing which firm of accountants to award a contract for the Council's external audit. A new independent auditor panel established by the Council will be responsible for selecting the auditor.

- 4.5 Setting up an auditor panel allows the Council to take maximum advantage of the new local appointment regime and have local input to the decision.

- 4.6 However, recruitment and servicing of the Auditor Panel, running the bidding exercise and negotiating the contract is estimated by the LGA to cost in the order of £15,000 plus on going expenses and allowances. The Council will not be able to take advantage of reduced fees that may be available through joint or national procurement contracts and the assessment of bids and decision on awarding contracts will be taken by independent appointees and not solely by elected members.

4.7 Option 2 – Joint Auditor Panel

- 4.8 The Act enables the Council to join with other authorities to establish a joint auditor panel. Again this will need to be constituted of wholly or a majority of

independent appointees (members). Further legal advice will be required on the exact constitution of such a panel having regard to the obligations of each Council under the Act and the Council need to liaise with other local authorities to assess the appetite for such an arrangement.

4.9 The costs of setting up the panel, running the bidding exercise and negotiating the contract will be shared across a number of authorities and there is greater opportunity for negotiating some economies of scale by being able to offer a larger combined contract value to the firms.

4.10 However, the decision making body will be further removed from local input, with potentially no input from elected members where a wholly independent auditor panel is used or possibly only one elected member representing each Council, depending on the constitution agreed with the other bodies involved. The choice of auditor could be complicated where individual Councils have independence issues. An independence issue occurs where the auditor has recently or is currently carrying out work such as consultancy or advisory work for the Council. Where this occurs some auditors may be prevented from being appointed by the terms of their professional standards. There is a risk that if the joint auditor panel choose a firm that is conflicted for this Council then the Council may still need to make a separate appointment with all the attendant costs and loss of economies possible through joint procurement.

4.11 *Option 3 – Sector-Led Body*

4.12 In response to the consultation on the new arrangement the LGA successfully lobbied for Councils to be able to 'opt-in' to a Sector Led Body (SLB) appointed by the Secretary of State under the Act. An SLB would have the ability to negotiate contracts with the firms nationally, maximising the opportunities for the most economic and efficient approach to procurement of external audit on behalf of the whole sector.

4.13 The costs of setting up the appointment arrangements and negotiating fees would be shared across all opt-in authorities and by offering large contract values the firms would be able to offer better rates and lower fees than are likely to result from local negotiation. Any conflicts at individual authorities would be managed by the SLB who would have a number of contracted firms to call upon. The appointment process would not be ceded to locally appointed independent members, instead a separate body is set up to act in the collective interests of the 'opt-in' authorities. The LGA are considering setting up such a body utilising the knowledge and experience acquired through the setting up of the transitional arrangements.

4.14 However, individual elected members will have less opportunity for direct involvement in the appointment process other than through the LGA and/or stakeholder representative groups. In order for the SLB to be viable and to be placed in the strongest possible negotiating position the SLB will need Councils to indicate their intention to opt-in before final contract prices are known.

4.15 Conclusion and Next Steps

- 4.16 The Council have until 31 December 2017 to make an appointment. In practical terms this means one of the options outlined in this report will need to be in place by spring 2017 in order that the contract negotiation process can be carried out during 2017.
- 4.17 The LGA are working on developing a Sector Led Body. In a recent survey, 58% of respondents expressed an interest in this option. Greatest economies of scale will come from the maximum number of councils acting collectively and opting-in to a SLB. A formal decision to opt-in will be required at a later stage.
- 4.18 The LGA is strongly supportive of the SLB approach as it believes this offers best value to councils by reducing set-up costs and having the potential to negotiate lower audit fees.
- 4.19 The Executive Manager's (Finance and Corporate Services) recommendation is that Full Council should approve the SLB approach. 'Frequently Asked Questions' and associated responses are appended to this report regarding the process and the use of PSAA.

5. Other Options Considered

- 5.1 The three options to consider are highlighted in the report at paragraphs 4.1 to 4.14.

6. Risk and Uncertainties

- 6.1 There is no immediate risk to the Council, however, early consideration by the Council of its preferred approach will enable detailed planning to take place so as to achieve successful transition to the new arrangement in a timely and efficient manner.

5. Implications

5.1 Finance

Opting-in to a national SLB provides maximum opportunity to limit the extent of any increases by entering in to a large scale collective procurement arrangement and would remove the costs of establishing an auditor panel.

5.2 Legal

Section 7 of the Local Audit and Accountability Act 2014 (the Act) requires a relevant authority to appoint a local auditor to audit its accounts for a financial year not later than 31 December in the preceding year. Section 8 governs the procedure for appointment including that the authority must consult and take account of the advice of its auditor panel on the selection and appointment of a local auditor. Section 8 provides that where a relevant authority is a local

authority operating executive arrangements, the function of appointing a local auditor to audit its accounts is not the responsibility of an executive of the authority under those arrangements.

Section 12 makes provision for the failure to appoint a local auditor: the authority must immediately inform the Secretary of State, who may direct the authority to appoint the auditor named in the direction or appoint a local auditor on behalf of the authority.

Section 17 gives the Secretary of State the power to make regulations in relation to an 'appointing person' specified by the Secretary of State. This power has been exercised in the Local Audit (Appointing Person) Regulations 2015 (SI 192) and this gives the Secretary of State the ability to enable a Sector Led Body to become the appointing person.

5.3 Corporate Priorities

Not applicable

5.4 Other Implications

None

For more information contact:	Peter Linfield Executive Manager - Finance and Corporate Services 0115 914 8439 Email: plinfield@rushcliffe.gov.uk
Background papers Available for Inspection:	None
List of appendices (if any):	Appendix A – Public Sector Audit Appointments Frequently Asked Questions



Appointing person: Frequently asked questions

Question	Response
<p>1. What is an appointing person?</p>	<p>Public Sector Audit Appointments Limited (PSAA) has been specified as an appointing person under the Local Audit (Appointing Person) Regulations 2015 and has the power to make auditor appointments for audits of the accounts from 2018/19 on behalf of principal authorities who opt in, in accordance with the Regulations. The 'appointing person' is sometimes referred to as the sector-led body.</p> <p>PSAA is a company owned by the LGA's Improvement and Development Agency (IDeA) and was established to operate the transitional arrangements following closure of the Audit Commission.</p>
<p>2. When will invitations to opt in be issued?</p>	<p>The date by which principal authorities will need to opt into the appointing person arrangement is not yet finalised. The aim is to award contracts to audit firms by June 2017, giving six months to consult with authorities on appointments before the 31 December 2017 deadline. We anticipate that invitations to opt in will be issued before December 2016.</p> <p>In order to maximise the potential economies of scale from agreeing large contracts with firms, and to manage any auditor independence issues, PSAA needs as much certainty as possible about the volume and location of work it is able to offer to firms. Our provisional timetable suggests that we will need to start preparing tender documentation early in 2017, so we will need to know by then which authorities want to be included.</p>

Question	Response
3. Who can accept the invitation to opt in?	In accordance with Regulation 19 of the Local Audit (Appointing Person) Regulations 2015, a principal authority will need to make the decision to opt in at full council (authority meeting as a whole), except where the authority is a corporation sole (such as a police and crime commissioner), in which case the function must be exercised by the holder of the office.
4. Can we join after it has been set up or do we have to join at the beginning?	The Regulations require that once the invitations to opt in have been issued, there will be a minimum period of eight weeks for you to indicate acceptance of the invitation. One of the main benefits of a an appointing person approach is the ability to achieve economies of scale as a result of being able to offer larger volumes of work. The greater the number of participants we have signed up at the outset, the better the economies of scale we are likely to achieve. This will not prevent authorities from joining the sector-led arrangements in later years, but they will need to make their own arrangements to appoint an auditor in the interim. In order to be in the best position we would encourage as many authorities as possible to commit by accepting the invitation within the specified timeframe.
5. Will membership be free for existing members of the LGA?	The option to join the appointing person scheme will be open to all principal local government authorities listed under Schedule 2 of the Local Audit and Accountability Act 2014. There will not be a fee to join the sector-led arrangements. The audit fees that opted-in bodies will be charged will cover the costs to PSAA of appointing auditors and managing the arrangements. We believe that audit fees achieved through large contracts will be lower than the costs that individual authorities will be able to negotiate. In addition, by opting into the PSAA offer, authorities will avoid the costs of their own procurement and the

Question	Response
	requirement to set up an auditor panel with independent members.
6. How will we be able to influence the development of the appointing person scheme and associated contracts with audit firms?	We have not yet finalised the governance arrangements and we are considering the options, including how best to obtain stakeholder input. We are considering establishing a stakeholder engagement panel or advisory panel which can comment on our proposals. PSAA continues to work in partnership with the LGA in setting up the appointing person scheme and you can feed in comments and observations to PSAA by emailing generalenquiries@psaa.co.uk and via the LGA and their Principal Advisors.
7. Will there be standard contract terms and conditions?	The audit contracts between PSAA and the audit firms will require firms to deliver audits compliant with the NAO Code of Audit Practice. We are aware that authorities would like to understand how performance and delivery will be monitored and managed. This is one of the issues that could be discussed with the stakeholder advisory panel (see Q6).
8. What will be the length of the contracts?	The optimal length of contract between PSAA and firms has not been decided. We would welcome views on what the sector considers the optimal length of audit contract. We anticipate that somewhere between three and five years would be appropriate.
9. In addition to the Code of Audit Practice requirements set out by the NAO, will the contract be flexible to enable authorities to include the audit of wholly owned companies and group accounts?	<p>Local authority group accounts are part of the accounts produced under the CIPFA SORP and are subject to audit in line with the NAO Code of Audit Practice. They will continue to be part of the statutory audit.</p> <p>Company audits are subject to the provisions of the Companies Act 2006 and are not covered by the Local Audit (Appointing Person) Regulations 2015. Local authority companies will be</p>

Question	Response
	able to appoint the same audit firm as PSAA appoints to undertake the principal body audit, should they so wish.
10. Will bodies that opt in be able to seek information from potential suppliers and undertake some form of evaluation to choose a supplier?	PSAA will run the tendering exercise, and will evaluate bids and award contracts. PSAA will consult authorities on individual auditor appointments. The appointment of an auditor independently of the body to be audited is an important feature of the appointing person arrangements and will continue to underpin strong corporate governance in the public sector.
11. Will the price be fixed or will there be a range of prices?	The fee for the audit of a body that opts in will reflect the size, audit risk and complexity of the work required. PSAA will establish a system for setting the fee which is fair to all opted-in authorities. As a not-for-profit organisation, PSAA will be able to return any surpluses to participating authorities after all costs have been met.
12. We have shared service arrangements with our neighbouring bodies and we are looking to ensure that we share the same auditor. Will the appointing person scheme allow for this?	<p>PSAA will be able to make appointments to all principal authorities listed in Schedule 2 of the Local Audit and Accountability Act 2014 that are 'relevant authorities' and not excluded as a result of being smaller authorities, for example parish councils.</p> <p>In setting up the new arrangements, one of our aims is to make auditor appointments that take account of joint working and shared service arrangements. PSAA will seek information on such arrangements to allow it to make a sensible distribution of appointments.</p>
13. We have a joint committee which no longer has a statutory requirement to have an external auditor but has agreed in the interests of all parties to continue to engage one. Is it possible to use this process as an option to procure the external auditor for the joint committee?	The requirement for joint committees to produce statutory accounts ceased after production of the 2014/15 accounts and they are therefore not listed in Schedule 2. Joint committees that have opted to produce accounts voluntarily and obtain

Question	Response
	non-statutory assurance on them will need to make their own local arrangements.
14. How will the appointing person scheme ensure audit firms are not over-stretched and that the competition in the market place is increased?	<p>The number of firms eligible to undertake local public audit will be regulated through the Financial Reporting Council and the recognised Supervisory Bodies (RSBs). Only appropriately accredited firms will be able to bid for appointments whether that is through PSAA or an auditor panel. The seven firms appointed by PSAA and the Audit Commission generally maintain a dedicated public sector practice with staff trained and experienced in public sector work.</p> <p>One of the advantages of the appointing person option is to make appointments that help to ensure that each successful firm has a sufficient quantum of work to make it possible for them to invest in public sector specific training, maintain a centre of excellence or hub that will mean:</p> <ul style="list-style-type: none"> • firms have a regional presence; • greater continuity of staff input; and • a better understanding the local political, economic and social environment.
15. Will the appointing person scheme contract with a number of different audit firms and how will they be allocated to authorities?	PSAA will organise the contracts so that there is a minimum number of firms appointed nationally. The minimum is probably four or five (depending on the number of bodies that opt in). This is required, not just to ensure competition and capacity, but because each firm is required to comply with the FRC's ethical standards. This means that an individual firm may not be appointable for 'independence' reasons, for example, because they have undertaken consultancy work at an audited body. PSAA will consult on appointments that allow each firm a

Question	Response
	balanced portfolio of work subject to independence considerations.
16. What will be the process to feed in opinions from customers of current auditors if there are issues?	PSAA will seek feedback on its auditors as part of its engagement with the sector. PSAA will continue to have a clear complaints process and will also undertake contract monitoring of the firms it appoints.
17. What is the timetable for set up and key decisions?	<p>We expect the key points in the timetable to be broadly:</p> <ul style="list-style-type: none"> • establish an overall strategy for procurement - by 31 October 2016; • achieve 'sign-up' of scheme members - by early January 2017; • invite tenders from audit firms - by 31 March 2017; • award contracts - by 30 June 2017; • consult on and make final auditor appointments - by 31 December 2017; and • consult on, propose audit fees and publish fees - by 31 March 2018.
18. What are the terms of reference of the appointing person?	PSAA is wholly owned by the IDeA (the IDeA is wholly owned by the LGA). PSAA will continue to operate as an independent company, although there will be changes to its governance arrangements and its founding documents to reflect the fact that it will be an appointing person rather than a transitional body.
19. Will the appointing person take on all audit panel roles and therefore mitigate the need for there to be one in each individual authority?	Opting into the appointing person scheme will remove the need to set up an auditor panel. This is set out in the Local Audit and Accountability Act 2014 and the Local Audit (Appointing Person) Regulations 2015.

Report of the Executive Manager - Finance and Corporate Services

1. Summary

- 1.1. The Scrutiny annual report, contained at **Appendix 1**, provides a review of the work undertaken by the Council's four scrutiny groups during 2015/16.

2. Recommendation

It is RECOMMENDED that Council endorses the work undertaken by the four scrutiny groups.

3. Reasons for Recommendation

- 3.1. During the year, the following subjects have been scrutinised and monitored.

Community Development Group

- New Energy Initiatives
- Economic Growth Update
- Draft Rushcliffe Nature Conservation Strategy 2016 – 2020
- Asylum and Immigration
- Housing Delivery Plan 2016 - 2021
- Update on the delivery of Rural Broadband in Rushcliffe
- Review of the Waste Strategy

Corporate Governance Group

- Internal Audit
- Progress Report
- Annual Report 2014/15
- Strategy
- External Audit Plan 2015/16
- Annual Governance Statement and Accounting Policies
- Approval of the Statement of Accounts 2014/15 and External Auditors Report To Those Charged with Governance 2014/15
- Annual Audit Letter
- Revenue & Capital Budget Monitoring 2015/16
- Risk Management Review
- Health and Safety Annual Report 2015/16
- Civic Centre Options Fraud and Irregularities 2014/15
- Certification of Grants and Returns – 2014/15
- Treasury Management Strategy Statement, Minimum Revenue Provision Policy Statement and Annual Investment Strategy 2016/17

- Treasury Management Monitoring

Partnership Delivery Group

- Review of the Cooperation Agreement for Fleet Maintenance and Garage Service Provision
- Rushcliffe Business Partnership
- Updated List of Partnerships
- Review of Metropolitan Housing Partnership
- Service Level Agreement Rushcliffe Community & Voluntary Service and Rural Community Action Nottinghamshire Scrutiny
- Review of Waterloo Housing Partnership
- The Bridgford Hall Project
- Review of the South Nottinghamshire Community Safety Partnership
- Emergency Planning

Performance Management Board

- Performance Monitoring
- Civil Parking Enforcement Contract Update 2015
- Edwalton Golf Course Update – September 2015
- Review of Customer Feedback 2014/15
- Edwalton Golf Courses Update – November 2015
- Equality and Diversity Annual Report
- Parkwood Leisure Contract Annual Review
- Review of Streetwise Environmental Ltd for 2015/16

4. Implications

4.1. Finance

None

4.2. Legal

None

4.3. Corporate Priorities

The work of the four scrutiny groups supports the Council's Corporate Strategy.

For more information contact:	Charlotte Caven-Atack Performance, Reputation and Constitutional Services Manager 0115 914 8278 ccaven-atack@rushcliffe.gov.uk
Background papers Available for Inspection:	Annual Reports to each scrutiny group
List of appendices (if any):	Appendix 1 - Annual Scrutiny Report 2015/16

Annual Scrutiny Report 2015/16



Chairman's Foreword

I am pleased to write this foreword to this year's annual report of the Community Development Group. This year our work has been interesting, challenging and rewarding. We have covered many significant topics in order to ensure Rushcliffe communities thrive and prosper.

Thanks must go to the many staff who gave us presentations throughout the year, with particular thanks to those who have supported this Scrutiny Group.

We have scrutinised many topics ranging from our work in nature conservation, housing strategy and the future of waste and recycling in the Borough, the final instalment of our scrutiny into alternative energy sources, and the rollout of superfast broadband.

I would like to thank all Members for their very active involvement, support and professionalism during the meetings and particularly my Vice Chairman, Councillor Barrie Cooper.



Councillor Tina Combellack
Chairman



Councillor Barrie Cooper
Vice Chairman

What we are responsible for

The main role of Rushcliffe's scrutiny groups are to:

- Develop a work programme which scrutinises the Council's priorities.
- Ensure the Group's work helps implement the Council's plans and policies.
- Review, challenge and question how the policy, plans and services are implemented and recommend to Cabinet and Council improvements to services and their performance.
- Ensure the work contributes towards value for money, continuous improvement and best practice.

The Community Development Group's remit is to scrutinise:

- Community priorities and proposed solutions
- Engaging and identifying needs of key groups
- Building relationships to ensure that policies empower communities
- Reputation management gained via communications and promotion
- Town and Parish Councils shared working (identifying opportunities whilst establishing priorities)

A major element of the Group's role is to understand the key issues for residents, and encourage them to give their views about matters of importance. The Group also ensures the Council maintains its excellent reputation via effective communications.

Our work this year

During this year the Group considered many service areas and issues within its scrutiny role, particularly:

- New Energy Initiatives
- Economic Growth Update
- Draft Rushcliffe Nature Conservation Strategy 2016 – 2020
- Asylum and Immigration
- Housing Delivery Plan 2016 - 2021
- Update on the delivery of Rural Broadband in Rushcliffe
- Review of the Waste Strategy

New Energy Initiatives

Members received a presentation from Mr Hawley, a PHD student from the University of Nottingham, and specialist on anaerobic digestion as the final part in their series of presentations about new energy initiatives. The guest speaker informed the Group about the process of anaerobic digestion, how energy was gained through the process and talked about factors which could inhibit or degrade the end product which was methane gas. The Group discussed the Council's role in approving and monitoring any potential facilities in the future.

Economic Growth Update

Members received an update on the work done by the Economic Development Team, since the last update in May 2014, and were made aware of the priorities for 2015/16. Members were informed about the number of active businesses in the

Borough and the rates of growth and demise in the last twelve months, and how these compared with the rest of the county. The Apprenticeship Schemes were also discussed. Members heard about the recently established Strategic Growth Board and the three Local Growth Boards that would sit below it. The £6.3 million of Growth Deal funding, the £1.6 million (across the three authorities) from LEADER, £5.5 million from the European Agricultural Fund for Rural Development (EAFRD) and £10.5 million for Sustainable Urban Development Strategies (SUDs) within the D2N2 area were all discussed.

In respect of the Council's assets, the Group was informed that the industrial units and the RTEC centre were fully let and The Point had only one vacant unit. Heritage Lottery Funding had been awarded for the refurbishment of Bridgford Hall and the rebuild at Rushcliffe Arena was progressing well. Members also received an update on Broadband access across the Borough.

Draft Rushcliffe Nature Conservation Strategy 2016 – 2020

Members reviewed the draft Nature Conservation Strategy 2016-2020. The Group was informed that Rushcliffe has a wealth of nature conservation sites including; 8 sites of Special Scientific Interest (SSSI), 214 local wildlife sites covering 2,000 hectares, 6 local nature reserves, 40 sites managed as nature reserves covering 460 hectares and 7 ancient woodlands. A presentation detailing the key achievements of the previous Strategy was delivered and Members were given the opportunity to direct questions at Officers. The new Strategy aimed to build upon the successes of the previous one and continue the Borough Council's important work in this area including the planting of 20,000 new trees over the life of the Strategy.

Asylum and Immigration

Members received a presentation from external speaker Ms Short, the lead officer on the East Midlands Strategic Migration Partnership, about the Syrian Resettlement Programme. She explained that the refugee situation was moving quickly and updates on information were being regularly issued but that at the present time it was envisaged that 2,600 people would be accommodated over five years in the East Midlands. This was the equivalent of 9% of the intake for the United Kingdom. Members questioned the security checks that would be carried out prior to the refugees arriving in the United Kingdom and the support package offered to new refugees including transport from the airport, initial help with the house and translation services. Members discussed the suitability of Hound Lodge and the Bungalow to house refuge families. 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.

Housing Delivery Plan 2016 - 2021

The Group received a presentation on the Rushcliffe Housing Delivery Plan for 2016-2021 and the plans to address key housing priorities during the lifetime of the Plan. Members were informed that 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%; in addition, 3,000 new affordable homes were required over the next seven years to meet the new and emerging need. Key issues arising from consultation regarding the draft Plan included the need for more older person's accommodation, the need to ensure homes were energy efficient, the affordability and quality of rented

accommodation, and the issue of long term empty properties. Members heard that the Council had been successful recently in reducing the number of long term empty properties to 379 (from over 600 in 2009) and that these were now subject to the full council tax charge after six month as a deterrent to keeping properties empty for a longer period than necessary.

Update on the delivery of Rural Broadband in Rushcliffe

The Group received a presentation from Mr Lockley, Acting Programme Director, Economic Development and Devolution at Nottinghamshire County Council in respect of Fibre Broadband Delivery in Rushcliffe. He informed Members that Better Broadband for Nottinghamshire (BBfN) was a £31 million partnership between the County Council and a range of funding partners, and that Rushcliffe Borough Council had contributed £245,000 to the programme. The aim of the programme was to build on the commercial roll out of fibre based broadband in 2012 which had provided superfast access to 86% of properties in Nottinghamshire, 73% in Rushcliffe, to over 95% of homes and businesses across the county. Mr Lockley updated the Group on the progress of the programme, which was due to be completed by March 2016. Members learnt that the original target, in Rushcliffe, to increase superfast coverage from 73% to 92.4% and to connect an additional 9,500 properties had been exceeded. Members also learnt about 'not spots', areas that would not be able to receive superfast broadband, and about the alternatives available.

Review of the Waste Strategy

Members were presented with the draft Rushcliffe Waste Strategy 2016 -2020 which was due to replace the original Strategy published in 2009. Members were informed that Rushcliffe had an enviable record in regard to waste and recycling, however, to continue to raise recycling rates would take significant financial and technical investment in the future. Waste disposal is the responsibility of Nottinghamshire County Council and, as a consequence, Rushcliffe can only take the waste it collects to their designated disposal sites. Although the Council was keen to see improvements in the range of recycled items collected, such as food and textile recycling, this would have required significant changes at the reprocessing plant in Mansfield, unlikely during the current financial climate. The new Strategy focuses upon improving what is with the Borough Council's control and using our influence with the County Council and its contractor to bring about changes that would increase the amount of waste recycled. Members discussed a number of campaigns and actions groups the Waste and Recycling Service participated in to attempt to educate the public about recycling.

Member Panels

The Group did not establish any Member Panels this year.

Call-ins

The Group did not discuss any call-ins this year.

Looking forward to the year ahead

The Group will continue to help review and shape policy, ensuring improvements are implemented. This will be done by developing a challenging work programme linked to the Council's transformation strategy and four-year plan.

CORPORATE GOVERNANCE GROUP

Chairman's Foreword

This brief foreword looks back on the busy year of the Corporate Governance Group in 2015/16, which was a challenging year due to the untimely death of Mr Peter Steed, the Council's Section 151 Officer and the changes to the Management structure due to the success of Mr Dan Swaine becoming Chief Executive to Bolsover and North East Derbyshire Councils. It has been an interesting and challenging role, particularly in these changing times and a period of on-going financial austerity; however, I am pleased to report that due to the dedication of the staff the Council has had a successful year which reflects well on the governance arrangements in place.

The scrutiny process is vital to challenge and influence how the Council makes decisions to ensure a high service quality. The report demonstrates the variety of areas which the Corporate Governance Group has scrutinised over the past year and the actions taken to ensure the probity and soundness of the Council's decisions.

On a personal note, I would like to thank all members of the Group and the Council's staff for their help and support for the scrutiny process over the past year.



**Councillor Gordon Moore
Chairman**



**Councillor George Davidson
Vice Chairman**

What we are responsible for

The main role of Rushcliffe's scrutiny groups are to:

- Develop a work programme which scrutinises the Council's priorities.
- Ensure the Group's work helps implement the Council's plans and policies.
- Review, challenge and question how the policy, plans and services are implemented and recommend to Cabinet and Council improvements to services and their performance.
- Ensure the work contributes towards value for money, continuous improvement and best practice.

The Corporate Governance Group's responsibilities include:

- **Statement of Accounts** To examine the outturn and statement of accounts and make comments and recommendations to Council.
- **Annual Governance Statement** To consider the annual report on applying the Council's system of internal control and make recommendations to Cabinet on improvements/changes in practice and the acceptance of a draft Statement. This statement ultimately comprises a key element of the Council's Statement of Accounts.
- **Treasury Management** To consider the annual and interim reports on Treasury Management activity and ensure that practice has complied with the approved Treasury Management Strategy, making recommendations to Cabinet as appropriate.
- **Protecting against fraud** To consider the annual report on fraud and irregularities in order to make an informed judgement on the corporate governance and internal control statements, making recommendations to Cabinet on improvements. To consider any matters arising as a result of irregularity referred to it by Cabinet.
- **Capital and Revenue Budget Monitoring** To consider regular reports on progress against the revenue and capital budget, making recommendations to Cabinet on matters requiring its approval and where progress is considered to be unsatisfactory.
- **Internal Audit** To consider periodic reports on the more significant findings of internal audit in order to make an informed judgement on corporate governance and internal control statements, making recommendations to Cabinet on improvements.
- **Risk Management** To consider periodic reports on controls over key risk areas as identified in the risk register in support of making an informed judgement on the corporate governance and internal control statements, making recommendations to Cabinet on improvements.

Our work this year

During this year the Group considered many service areas and issues within its scrutiny role, particularly:

- Internal Audit
 - Progress Report
 - Annual Report 2014/15
 - Strategy
- External Audit Plan 2015/16
- Annual Governance Statement and Accounting Policies
- Approval of the Statement of Accounts 2014/15 and External Auditors Report To Those Charged with Governance 2014/15
- Annual Audit Letter
- Revenue & Capital Budget Monitoring 2015/16
- Risk Management Review
- Health and Safety Annual Report 2015/16
- Civic Centre Options Fraud and Irregularities 2014/15
- Certification of Grants and Returns – 2014/15
- Treasury Management Strategy Statement, Minimum Revenue Provision Policy Statement and Annual Investment Strategy 2016/17
- Treasury Management Monitoring

Internal Audit Progress Report 2014/15

Members received a report from the Council's internal auditors for the financial year 2014/15. They were informed that six internal audits had taken place during this year and no serious concerns were raised; seven medium risk recommendations had been made to officers. All the audits and significant recommendations from the previous year's audits had been completed and work had commenced on the Plan for 2015/16.

Internal Audit Annual Report 2014/15

Members received a report from the Council's internal auditors for the financial year 2014/15 including an overall assessment of the assurances to Members and officers arising from their work last year. Members' attention was drawn to the Internal Audit Opinion which gave an assurance rating of green, the highest achievable conclusion.

Internal Audit Strategy 2015/16 – 2016/17

Members considered a report proposing the Internal Audit Strategy 2014/15 to 2016/17 and the Audit Plan for the 2015/16 financial year. The fee for the internal audit service for 2015/16 was £47,965, an increase of 3.9% on the previous year. However, this was still lower than the £62,220 in 2013/14 and reflected the improved risk profile for the Council.

Health and Safety Annual Report 2015/16

Members considered the Health and Safety Annual Report for the previous year including details of new policies within the corporate health and safety framework. Members were also provided with evidence of training delivered, progress towards meeting health and safety aims and objectives, and the number of accidents

recorded. The report also detailed Health and Safety in Leisure Centres and the new Streetwise Enterprise company.

Civic Centre Options

Members received a report and presentation relating to the options for the future use of the current Civic Centre. These were discussed by Members of the Group and a recommendation was made back to Cabinet.

Fraud and Irregularities 2014/15

The Group received a report that outlined the successful detection of fraud by the Council in 2014/15. With regard to Council Tax and Housing Benefit Fraud, 70 cases were investigated with 24 of those cases found to be irregular; overpayments of £142,804 had been identified. Officers would now attempt to recover these overpayments. Members were also informed about the Council's participating in a new data-matching initiative using Real Time Information from HMRC regarding earnings and pensions. The Council received 208 referrals between September and February leading to the identification of £70,475 in housing benefit overpayments.

Members were informed that from 1 November 2015, the benefit fraud investigation work of local authorities, DWP and HMRC would be merged into one service known as Single Fraud Investigation Service (SFIS).

Final Accounts Update 2014/15 - Annual Governance Statement and Accounting Policies

The Group was presented with the Council's Annual Governance Statement which would be included in the Statement of Accounts. Members attention was drawn to new content surrounding 'Significant Governance Issues' included following the identification of new risks and opportunities and the changing environment in which the Council operated.

Approval of the Statement of Accounts 2014/15 and External Auditors Report To Those Charged with Governance 2014/15

Members were presented with the Council's statutory Statement of Accounts for 2014/15 and were informed that no significant issues had arisen from the audit this year. The Council's External Auditors KPMG had reported that the Authority had good processes in place for the production of the accounts and good quality supporting working papers. However the closure of accounts process had not been without difficulty, as this was the first year the Streetwise accounts had been produced. Members were informed that the External Auditor anticipated issuing an unqualified audit opinion on the Report to those Charged with Governance (ISA 260) 2014/15 and on the Annual Audit Letter and Value For Money statement.

Treasury Management Outturn Position 2014/15

The Group received the Treasury Management Outturn Position 2014/15 report that provides a summary of the transactions undertaken by the Council as part of the Treasury Management function.

Revenue & Capital Budget Monitoring 2015/16 – Quarter 1 Update

The Group considered the update report detailing significant variances against the profiled budget to 30 June 2015. The Revenue budget monitoring reports indicated an underspend against the profiled budget of £227,000, with a projected favourable variance of £415,000 for the year. Members were informed that the underspend reflected a number of positive variances which, included additional income from a number of major planning applications, better income returns on investments, the lack of current calls made on the contingency budget and on-going rental income from the lease of the garage to Nottinghamshire County Council. In respect of the Capital budget monitoring, Members were informed of a net underspend of £128,000 to the end of June 2015, with a projected favourable variance of £1,735,000 for the year.

Annual Audit Letter

The Group received the Annual Audit letter from the Council's External Auditors KPMG that summarised the progress of the audit for the financial year 2014/15. The fees remained the same at £55,050 and there were no recommendations raised as a result of the audit work.

Internal Audit Progress Report 2015/16

Members were informed that, in line with the audit plan, one report had been finalised since the last meeting of the Group. This was for the area of Transformation and it had been awarded the assurance level of green, the highest achievable and that there were no recommendations.

Health and Safety Interim Report

Members considered the Health and Safety Interim Report for the period 1 April 2015 to 30 September 2015. The report highlighted the key health and safety activities that had taken place since the beginning of the year. These included entering the Council in Nottinghamshire's Work Place Award Scheme, reviewing the Violence at Work Policy and drafting a new Workplace Substance Misuse (Drugs and Alcohol) policy. Members of the Group raised an issue of health and safety in relation to the Council's bin lorries, and in particular reversing procedures. The Group discussed their concerns with the Council's Health and Safety Advisor.

Risk Management Review Update

Members were updated in respect of the Council's Risk Register and the progress made to implement the recommendations resulting from the audit in 2014/15. During the annual audit, three recommendations were made and Members were informed that all three had not been actioned. Members also received an update about the Council's Emergency Planning and Business Continuity procedures.

Treasury Management Six Month Monitoring Report

The Group received the Treasury Management Six Month Monitoring Report that provides a summary of the transactions undertaken by the Council as part of the Treasury Management function.

Revenue & Capital Budget Monitoring 2015/16 – Quarter 2 Update

The Group considered the update report detailing significant variances against the profiled budget to 30 September 2015. The Revenue budget monitoring reports indicated an underspend against the profiled budget of £521,000, with a projected favourable variance of £654,000 for the year. In respect of the Capital budget monitoring, the report indicated a net underspend of £612,000 to the end of September 2015, with a projected favourable variance of £2,815,000 for the year.

Certification of Grants and Returns – 2014/15

Members received a report from the Council's external auditor summarising the work undertaken in relation to the certification of the Council's grant claims and returns for the financial year 2014/15. The Council submitted one return in respect of the Housing Benefit Subsidy for £17.8 million and no errors or issues had been identified. Consequently, the external auditor had certified the claim unqualified without amendment.

Internal Audit Progress Report

Members were informed by the internal auditors that seven reports had been finalised recently with assurance levels for all the audits being green, the highest achievable and as a consequence no recommendations had been made.

Treasury Management Strategy Statement, Minimum Revenue Provision Policy Statement and Annual Investment Strategy 2016/17

The Group considered details of the Capital Prudential Indicators, and the Council's Treasury Management and Investment Strategy, for 2016/17 to 2020/21. Following discussion, both documents were recommended to Council for approval as part of the Council's Medium Term Financial Strategy.

Revenue and Capital Budget Monitoring 2015/16 Quarter 3 Update

The Group considered the update report detailing significant variances against the profiled budget to 31 December 2015. The Revenue budget monitoring reports indicated an underspend against the profiled budget to date of £677,000. In respect of the Capital budget monitoring, the report indicated a net underspend of £1,481,000 to the end of December 2015, with a projected favourable variance of £2,804,000 for the year.

External Audit Plan

Members considered the External Audit Plan 2015/16 that summarised the work that the Council's external auditors KPMG proposed to undertake in respect of the audit of the Council's financial statements. The Audit would be completed in four phases and on conclusion, the findings would be presented to the Group in September in the Report to Those Charged with Governance (ISA 260 report) and the Annual Audit Letter. In line with the Audit Fee Letter presented to the Group in June 2015, the planned fee for the audit was £41,288, a reduction of 25% compared to the previous year.

Internal Audit Progress Report 2015/16

Members were informed by the internal auditors that seven reports had been finalised recently with assurance levels for all the audits being green. All the audits and significant recommendations from the previous year's audits had been completed and work would now commence on the Plan for 2016/17.

Internal Audit Strategy 2016/17 – 2018/19

Members considered the report that detailed the Internal Audit Strategy 2016/17 to 2018/19 and the Audit Plan for the 2016/17 financial year. The fee for the internal audit service for 2016/17 remained at £47,100, compared to £47,965 in 2014/15 and £62,220 in 2013/14, and reflected the improved risk profile for the Council.

Risk Management Update

Members received an update on the progress since December 2015, which included a summary of the activities associated with updating the Council's Risk Register and work relating to emergency planning and business continuity functions. RSM the Council's Internal Auditors had completed the audit of Risk Management and the Council had retained its Green status, the highest level achievable. There had been only one recommendation arising from the audit that the Risk Management Strategy should be refreshed and updated to reflect to ensure it reflected the current operational structure.

Member Panels

The Group did not establish any Member Panels this year.

Call-ins

The Group did not discuss any call-ins this year.

Looking forward to the year ahead

The Group will continue to help review and shape policy, ensuring improvements are implemented. This will be done by developing a challenging work programme linked to the Council's transformation strategy and four-year plan.

Chairman's Foreword

This annual report highlights the work of the Partnership Delivery Group over the past year. Through scrutiny, the Council can review and, if necessary, challenge the outcome of our investment in partnerships with outside bodies. As a result of this scrutiny we should be better informed about the work done in our partnerships. The role of the Partnership Delivery Group is to ensure that our many partnerships are worthwhile, mutually beneficial, and meet their desired outcomes.

Effective scrutiny helps improve accountability, performance, policies, future plans and service quality. We hope that by building good working relationships with our partners, that this ensures better outcomes for our residents and provides even better value for money.

I am confident that our work over the last year has enhanced how we all work together, and that this attracts other partners to want to work with us to benefit our residents.

Thank you to all my colleagues, especially my Vice Chairman, Councillor Jean Greenwood, for the lively and probing discussions and for their engagement and participation.

Thank you also to our partners, and council staff for attending the meetings, and for ensuring that the scrutiny process remains effective and efficient.



**Councillor Jean Smith
Chairman**



**Councillor Jean Greenwood
Vice Chairman**

What we are responsible for

The main role of Rushcliffe's scrutiny groups are to:

- Develop a work programme which scrutinises the Council's priorities.
- Ensure the Group's work helps implement the Council's plans and policies.
- Review, challenge and question how the policy, plans and services are implemented and recommend to Cabinet and Council improvements to services and their performance.
- Ensure the work contributes towards value for money, continuous improvement and best practice.

The Partnership Delivery Group's remit is to scrutinise:

- Make sure existing partnerships are effective, grow and develop
- Help ensure partnership working is the norm to deliver synergy, better asset and resource utilisation, better value for money, remove duplication etc
- Forge public sector partnerships to deliver community benefits
- Develop future partnership working with both the public and private sector

Our work this year

The main work was monitoring services, helping develop policy and consultation prior to Cabinet.

During the year the Group considered many services and issues, particularly:

- Review of the Cooperation Agreement for Fleet Maintenance and Garage Service Provision
- Rushcliffe Business Partnership
- Updated List of Partnerships
- Review of Metropolitan Housing Partnership
- Service Level Agreement Rushcliffe Community & Voluntary Service and Rural Community Action Nottinghamshire Scrutiny
- Review of Waterloo Housing Partnership
- The Bridgford Hall Project
- Review of the South Nottinghamshire Community Safety Partnership
- Emergency Planning

Review of the Cooperation Agreement for Fleet Maintenance and Garage Service Provision

Members received a report and presentation outlining the Council's partnership with Nottingham City Council in respect of fleet maintenance and garage service provision. The partnership has been in operation since April 2014 and maintains vehicles for both Rushcliffe and Streetwise alongside the City Council fleet benefitting all organisations financially. The Group found out how vehicles were maintained both within the garage and in the field. Officers meet weekly to discuss operational matters and performance against the contract was reviewed quarterly.

Rushcliffe Business Partnership

The Group received a presentation outlining the activities and reach of the Rushcliffe Business Partnership. The Council had set up the partnership in 1999 and used its extensive network to engage with local businesses and to support the Council's economic growth priority. The Partnership has over 500 businesses registered on their website, which received approximately 550 hits per week, and over 1,250 followers on social media. Twenty-seven networking events had taken place in 2014/15 and over 200 delegates attended the annual business showcase. The Group was informed that members of the Partnership were normally from small to medium size enterprises based within the Borough and membership was free of charge to any business. In respect of future challenges, Members discovered that small businesses needed incubator units to allow them to grow, which the Council was looking to provide in Cotgrave as part of the Growth Deal funding that had been awarded.

Updated List of Partnerships

Members were presented with a report detailing all of the partnerships that the Council was involved in. This included the strategic partnerships that were regularly considered by the Group and a number of new areas which could be included for scrutiny, such as Streetwise and Bingham Health Centre, due to the Council's rural customer contact point using the same building.

Review of Metropolitan Housing Partnership

The Group received a presentation and report from the Metropolitan Housing Partnership, key partners providing 3,737 homes and 783 garages in the Borough. Members were informed that 55 new homes for rent had been built in 2014/15, including properties built on former garage sites and also sheltered housing schemes that had been converted into mainstream housing. In addition, over £430,000 had been invested in modernising homes. With regard to income recovery, the Group was informed that performance was improving and the arrears in the Rushcliffe area had reduced by £75,000. Members found out how the company deals with anti-social behaviour. There had been 188 cases during the last 12 months with 70% classified as resolved; the most common cause of complaints was noise.

Service Level Agreement Rushcliffe Community & Voluntary Service and Rural Community Action Nottinghamshire Scrutiny

The Group considered a report regarding the Rushcliffe Community & Voluntary Service and Rural Community Action Nottinghamshire. Members were informed that during 2014/15 support had been given to 67 community groups, town and parish councils and to parish and neighbourhood plan groups and contact had been made with 1,278 volunteers. Additional funding of £123,818 had been secured in 2014/15 with £458,221 being levered in over the three year agreement. Members discussed the future plans of both groups, their access to funding and how they proposed to use it, and ways of supporting them to meet community needs.

Review of Waterloo Housing Partnership

The Group received a report and presentation highlighting the partnership work undertaken by the Council and Waterloo Housing Group which mainly focused on rural affordable housing and the Choice Based Lettings scheme. To date, 53 affordable homes on seven rural exception sites have been delivered by Midland

Rural Housing, part of the Waterloo Housing Group. Members were informed that the Group worked heavily with the Homes and Communities Agency and had received notification that for the final 50% of the 2015/18 programme grant funding would only now be allocated for shared ownership and or starter home properties. As part of the 2015/18 Homes and Communities Agency programme, Waterloo Housing has been allocated £52,000,000 for developments across the Midlands which equated to 2,750 new homes with 170 indicative units in Nottinghamshire and Derbyshire. Members were informed that £160,000 had been set aside for energy efficiency works which would improve the properties and add value for money for the tenants. In respect of sheltered housing schemes, the Group had improved Epperstone Court's communal lounge and would be upgrading the laundry facilities and the fire alarm system in the coming year.

The Bridgford Hall Project

Members received a presentation about the Bridgford Hall Project. The grade II listed building is being renovated to provide a ground floor modern Registry Office service, and first and second floors apart-hotel for non-residential guests. The Group was informed that the Council had received a Heritage Enterprise Grant enabling the building to be brought back to life. Building work would begin in Spring 2016 and be completed in Spring 2017 as tenancies had been agreed with the future end users, Nottinghamshire County Council and Birchover Serviced Apartments, starting in April 2017. Members learnt about the variety of activities planned to take place during the renovation to keep the local community informed and involved.

Review of the South Nottinghamshire Community Safety Partnership

Members were informed about the performance of the South Nottinghamshire Community Safety Partnership during 2015. Presentations were made by both the Police and the Fire and Rescue Service who are both part of the partnership. Following a six year decrease in crime, this year had seen a 6.3% increase. In Rushcliffe, this was in part due to the increase in bike theft. With respect to the Fire and Rescue Service, the number of incidents had declined over the past year resulting in additional capacity which the Service was using to assist the East Midlands Ambulance Service. The Group was informed that they had a revised Community Safety Strategy 2016-19 which outlined five categories, performance, road safety, persons at risk, older persons and education.

Emergency Planning

Members received a report regarding the Local Resilience Forum. Members learnt that the emergency planning and resilience capability of Rushcliffe Borough Council was delivered via a Service Level Agreement with Nottinghamshire County Council and included other agencies such as the Police, and the Fire and Rescue Service. The Local Resilience Forum is chaired by the Chief Constable of Nottingham and is comprised of strategic level staff from different authorities who consider how each organisation would work together in case of an emergency. Members were informed about the Borough Council staff able to respond in case of emergency and the training they had recently received.

Member Panels

The Group did not establish any Member Panels this year.

Call-ins

The Group did not discuss any call-ins this year.

Looking forward to the year ahead

The Group will continue to scrutinise the Council's work with partners and the new work programme will be confirmed at the first meeting of the new financial year.

PERFORMANCE MANAGEMENT BOARD

Chairman's Foreword

This annual report summaries the main work undertaken by this scrutiny group during the year. Scrutiny ensures the Borough Council makes its decision properly underpinning policy-making on thoroughness, challenge, analysis and evaluation.

We have explored the Council's performance against its strategic tasks and key performance indicators. There have been many areas of strength, balanced against areas where improvement and development is needed. We celebrated and highlighted the good performance and reviewed and investigated areas where improvements are required. Our work has been rewarding and fulfilling. The role of an 'overseer' and 'surveillance' helps the Council to maintain its high standards and value for money in these current difficult financial times.

Thank you to all my colleagues, especially my Vice Chairman, for their input, engagement and participation.



**Councillor Gordon Wheeler
Chairman**



**Councillor Hayley Chewings
Vice Chairman**

What we are responsible for

The main role of Rushcliffe's scrutiny groups are to:

- Develop a work programme which scrutinises the Council's priorities.
- Ensure the Group's work helps implement the Council's plans and policies.
- Review, challenge and question how the policy, plans and services are implemented and recommend to Cabinet and Council improvements to services and their performance.
- Ensure the work contributes towards value for money, continuous improvement and best practice.

The Performance Management Board's remit is to scrutinise performance including:

- Monitoring the Council's overall performance.
- Monitoring performance of specific services and ensuring the Council uses resources effectively.
- Complaints.

Our work this year

Monitoring services, helping develop policy and consultation before Cabinet

During the year, the Group considered a wide range of service areas and issues within its scrutiny role, particularly:

- Civil Parking Enforcement Contract Update 2015
- Edwalton Golf Course Update – September 2015
- Review of Customer Feedback 2014/15
- Edwalton Golf Courses Update – November 2015
- Equality and Diversity Annual Report
- Parkwood Leisure Contract Annual Review
- Review of Streetwise Environmental Ltd for 2015/16

Performance Monitoring

An important aspect of the Board's work is to monitor the Council's performance against its key performance indicators and strategic tasks. As part of the Council's performance management framework, the Board scrutinises performance every quarter. Exceptions and highlights are identified and the Board ensures that appropriate action is taken to bring under-performing tasks and indicators back on track. Some of the issues arising from performance reports discussed this year include:

- Performance targets for answering calls within the Community Contact Centre
- Volume of planning applications and the speed at which they are processed
- Targets for various residents or customer satisfaction based indicators
- Perceived greater need for affordable homes than the target suggests

Civil Parking Enforcement Contract Update 2015

Members received a presentation and report relating to the financial performance of the Civil Parking Enforcement Contract. This contract is delivered in partnership with the County Council and other Nottinghamshire districts and ended the financial year

2014/15 with a financial surplus in the off-street account. The Council's proportion of this surplus was £23,082 which would be used to provide security measures and maintain the car parks in the coming years. A further £14,026 had been saved during the last financial year by transferring car-parking enforcement activity to Broxtowe Borough Council. With regard to Penalty Charge Notices (PCNs), Members were informed that the number issued had decreased as the public were now more aware of the service and that this trend was expected to continue in future years.

Edwalton Golf Course Update – September 2015

Following the presentation of the annual report in February 2015 and the subsequent request from the Board, Members received an update on the performance of Edwalton Golf Courses. Officers were pleased to report that usage figures had improved as a result of new equipment purchased by Glendale and presented seven new strategic objectives that would bring the monitoring in line with other contracts with Parkwood Leisure and Carillion Ltd. Some members of the Board had visited the facility and raised a number of concerns including the cleanliness of the communal areas, the condition of the furniture, the perceived lack of customer care by the staff, the condition and cleanliness of the changing facilities and in particular the toilets/showers and the refreshments available including the pricing policy and the lack of choice. Following a lengthy discussion, Members put forward several ideas for improvements and requested further updates to ensure improvements to the facility were being made.

Review of Customer Feedback 2014/15

Members discussed the Customer Feedback data for 2014/15. In this year there had been 35 complaints, of which 14% had been escalated to stage two, 7 investigations by the Ombudsman (with no judgments against the Council) and 190 compliments.

Edwalton Golf Courses Update – November 2015

Following the last update, Officers had visited the Golf Courses to look at the issues raised by the Board and had created an action plan to address Member's concerns in conjunction with the Golf Course Manager. Members raised additional concerns about inadequate publicity of the venue and the target for customer satisfaction, and made a request for further information on Health and Safety performance. Some 'quick wins', such as the replacement of furniture with items from the Arena that are no longer needed, were identified and actioned.

Equality and Diversity Annual Report

Members received a report which outlined the Council's performance against the objectives in the Single Equality Scheme, which had been adopted in 2012. It was noted that whilst the workforce of the Council did not exactly replicate the demographics of the Borough, officers continued to strive to encourage applications from under-represented areas. Members were reminded that consultation was undertaken regarding any new, or changes to existing, policies and that the Council also undertook equality impact assessments to ensure that any decisions taken did not have an adverse effect. Members were informed that all employees undertook equality and diversity training via an e-learning package, especially new employees.

Parkwood Leisure Contract Annual Review

The Board received the annual report from Parkwood Leisure as well as a presentation from the Parkwood Area Manager. The contract covers five of the Council's six leisure centres. Parkwood reported that they had successfully maintained their Quest accreditation for all centres, transferred many customers to direct debit payments which decreased operating costs and continued to receive high customer satisfaction feedback. In addition, three sites had passed an ISO14001 assessment

Members were informed that this was an unusual year with the closure of Rushcliffe Arena and that this had had an impact on overall usage. The company had been working hard with the clubs which used both Rushcliffe Arena and Rushcliffe Leisure Centre to minimise the impact and to help relocate during the rebuild period. Parkwood reported that they were confident that most groups would return when the new facility opened.

Review of Streetwise Environmental Ltd for 2015/16

For the first time, members of PMB received a report and presentation relating to the performance of Streetwise Environmental Ltd which had transferred over from Partnership delivery Group. As this was the first presentation to the Board, Members were informed about the history of the company, how it had been set up and the prime contract it has with the Council. The Board was informed that the company maintained 10.5 million square metres of open space, cleaned and maintained 800 kilometres of roads, and collected 1,385 tonnes of rubbish from litterbins, street litter and fly tipping. Members were informed that the business was expanding (outside of the prime contract) with the employment of an additional 25 full time equivalents. This has also led to a reduction in the operating costs of the prime contract of £70,000 in year two and a further £40,000 in year 3. The company had also achieved ISO9001.

Members heard that performance was continually monitored and during the past year had highlighted two areas for further improvement – autumn leaf fall and closer working with Highways England in respect of major roads in the Borough. Members were encouraged and pleased to hear about the company's social credentials which include the establishment of a Young Person's Training Programme, continued support to the Friary, Direct Learn for long term unemployed adults, working with Radcliffe on Trent Parish Council and the refurbishment of ex greenhouses at Rockley Park, support at events such as the Christmas Lights Switch On and assisting the Clean for the Queen campaign.

Member Panels

The Board did not establish any Member Panels this year.

Call-ins

The Board did not discuss any call-ins this year.

Looking forward to the year ahead

The Performance Management Board will build on its work over the last year by scrutinising the Council's performance in delivering its priorities for improvement, along with scrutinising key service areas. The new work programme will be outlined at the first meeting of the next financial year.