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Direct dial 0115 914 8511
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Our reference:
Your reference:
Date: Monday, 4 March 2024

To all Members of the Cabinet

Dear Councillor

A Meeting of the Cabinet will be held on Tuesday, 12 March 2024 at 7.00 pm in the Council Chamber, Rushcliffe Arena, Rugby Road, West Bridgford to consider the following items of business.

This meeting will be accessible and open to the public via the live stream on YouTube and viewed via the link: <https://www.youtube.com/user/RushcliffeBC>
Please be aware that until the meeting starts the live stream video will not be showing on the home page. For this reason, please keep refreshing the home page until you see the video appear.

Yours sincerely



Gemma Dennis
Monitoring Officer

AGENDA

1. Apologies for Absence
2. Declarations of Interest

[Link to further information in the Council's Constitution](#)

3. Minutes of the Meeting held on 13 February 2024 (Pages 1 - 8)
4. Citizens' Questions
To answer questions submitted by citizens on the Council or its services.
5. Opposition Group Leaders' Questions
To answer questions submitted by Opposition Group Leaders on items on the agenda.

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Monday, Tuesday and Thursday
8.30am - 5pm
Wednesday
9.30am - 5pm
Friday
8.30am - 4.30pm

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NON-KEY DECISIONS

6. Revenue and Capital Budget Monitoring 2023/24 - Financial Update Quarter 3 (Pages 9 - 32)

The report of the Director – Finance and Corporate Services is attached.

7. Mobile Homes Fees Policy 2024-2029 (Pages 33 - 48)

The report of the Director – Neighbourhoods is attached.

Membership

Chair: Councillor N Clarke

Vice-Chair: Councillor A Brennan

Councillors: R Inglis, R Upton, D Viridi and J Wheeler

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 at the far side of the plaza outside the main entrance to the building.

Toilets: Are located to the rear of the building near the lift and stairs to the first floor.

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.

Recording at Meetings

The Openness of Local Government Bodies Regulations 2014 allows filming and recording by anyone attending a meeting. This is not within the Council's control.

Rushcliffe Borough Council is committed to being open and transparent in its decision making. As such, the Council will undertake audio recording of meetings which are open to the public, except where it is resolved that the public be excluded, as the information being discussed is confidential or otherwise exempt



MINUTES OF THE MEETING OF THE CABINET

TUESDAY, 13 FEBRUARY 2024

Held at 7.00 pm in the Council Chamber, Rushcliffe Arena,
Rugby Road, West Bridgford
and live streamed on Rushcliffe Borough Council's YouTube channel

PRESENT:

Councillors N Clarke (Chair), A Brennan (Vice-Chair), R Inglis, R Upton, D Virdi and J Wheeler

ALSO IN ATTENDANCE:

Councillors Bird, Birch, Gaunt and J Walker

OFFICERS IN ATTENDANCE:

L Ashmore	Director of Development and Economic Growth
G Dennis	Monitoring Officer
P Linfield	Director of Finance and Corporate Services
K Marriott	Chief Executive
H Tambini	Democratic Services Manager

46 Declarations of Interest

There were no declarations of interest made.

47 Minutes of the Meeting held on 12 December 2023

The minutes of the meetings held on Tuesday, 12 December 2023 were agreed as a true record and signed by the Chairman.

48 Citizens' Questions

There were no citizens' questions.

49 Opposition Group Leaders' Questions

Question from Councillor J Walker to Councillor Brennan

"How has the Council engaged the wider community when making decisions on how to spend the UKSPF?"

Councillor Brennan thanked Councillor Walker for her question and advised that the UKSPF was a national Government programme, which set out the criteria for projects to be considered eligible for funding, together with the types of outcomes that the programme should deliver. This was the third and final year of the programme and had two elements, the grant funding for community groups and businesses and funds available for Rushcliffe Borough Council's

directly delivered projects and commissioning. Councillor Brennan stated that the grant funding element had been signed off by Cabinet in October 2023, and if approved this evening, the Council's schemes would be signed off. The funding available to the Council had been approved on the basis of an Investment Plan, based on the Council's Corporate Priorities, which had been subject to extensive consultation by residents and Councillors. Since the start of the UKSPF in 2022, the Council had engaged with various groups to help shape and design the scheme, and in addition to previous updates, a session had recently been held for Councillors outlining the commissioned projects detailed in the report. An extended workshop had been held to consult with the Strategic Growth Board and various partners and stakeholders, and that Board would oversee the programme delivery going forward. Councillor Brennan advised that many other groups had been consulted including the Town and Parish Council Forum, the Rushcliffe Community Cohesion Network, the Rushcliffe Business Partnership and various other voluntary and community groups and businesses.

Councillor Walker thanked Councillor Brennan for her response, referred to talk that there had been competition between community groups, and asked a supplementary question as to whether there was a more inclusive and less competitive way to spread out the community funds and engage with groups in a more proactive way.

Councillor Brennan stated that as this was the last year of the scheme, it was not known what would replace it and the Council could look at improving community engagement going forward if there was a similar scheme in the future. Councillor Brennan advised that officers had spent considerable time feeding back to community groups, both the successful and unsuccessful ones, including an evaluation with them, and at no point had there been any feedback to suggest any perceived unfairness due to direct competition between groups. The scheme was oversubscribed, with over 77 applicants; however, not all projects were suitable, and Councillor Brennan stated that it was important for the process to have some competitive element to ensure that the best schemes came forward.

50 2024/25 Budget and Financial Strategy

The Cabinet Portfolio Holder for Finance, Transformation and Governance, Councillor Virdi presented the report of the Director – Finance and Corporate Services outlining the Council's proposed budget for 2024/25, the five-year Medium Term Financial Strategy (MTFS) from 2024/25 to 2028/29, which included the revenue budget, the proposed Capital Programme, the Transformation and Efficiency Plan, the Capital and Investment Strategy, and the Pay Policy Statement.

Councillor Virdi referred to the recent very challenging economic environment that the Council had faced and stated that the budget demonstrated the Council's ability to cope with those issues, whilst continuing to deliver excellent services. In that context, Councillor Virdi advised that the projected budget deficit over the next five years was considered to be manageable at £1.6m, and it was important that the Council continued to plan carefully to avoid the same problems faced by other Councils. Given the high inflation rate,

Councillor Virdi advised that consequently some fees and charges were being increased, including garden waste and car parking charges.

Cabinet noted that Rushcliffe continued to have the lowest Council Tax in Nottinghamshire and remained amongst the lowest 25% in the country. There was an option to raise Council Tax overall by 3%, which would equate to £5.17; however, the £5 increase was the preferred amount, which would help local residents, although it would mean approximately £289k less revenue for the Council over the next five years. Councillor Virdi referred to the financial pressures faced by Councils, and was proud that Rushcliffe had no external debt, and was the only Council in Nottinghamshire in that position. Cabinet was advised that the Council would not become complacent and would continue to ensure that its planning was prudent, sustainable and affordable.

Councillor Virdi advised that as the Council's capital resources were diminishing they were being carefully managed to ensure future funding would be available, with the Capital Programme for the next five years estimated at £24.8m, which continued to demonstrate the Council's commitment to economic growth, meeting housing targets, supporting the vulnerable, improving services for residents, whilst focusing on the environment. In addition, the Council would remain a key partner in the both the Freeport and future Combined Authority, the benefits of which would go far beyond the five-year Strategy. Councillor Virdi referred to the continued challenges faced in balancing budgets and reminded Cabinet that this Council was in a far better position than many others, and that it would continue to develop its Transformation and Efficiency Plan.

Councillor Virdi referred to the Local Government Final Settlement, details of which had been received on 5 February 2024. Given the ongoing financial challenges being faced, the Government had provided an additional £600m in funding, of which Rushcliffe Borough Council had received £128k. It was proposed that £28k of the funding would be used for a Flood Grant and to reinvigorate the existing Flood Resilience Storm Grant Reserve, with the remaining £100k set aside for the Climate Change Reserve and earmarked for potential spend in relation to improving biodiversity net gain. Cabinet noted that in relation to this funding, the Secretary of State had asked all Councils to produce Productivity Plans by the end of 2024. Councillor Virdi advised that as a well-run Council, there would be nothing new in respect of operational matters, with the Transformation and Efficiency Plan continuing, to ensure that the tasks set by the Secretary of State would be met. Cabinet was advised that some changes would be required to the report submitted to Council to take account of this Final Settlement, together with changes to the MTFs to reflect the points raised.

Councillor Virdi concluded by thanking Councillors for their input during the Budget Workshops, which had been very constructive and had helped to plan the budget, and the Finance Team for their continued hard work during very challenging times.

In seconding the recommendation, the Leader echoed the thanks given to officers in ensuring that the Council continued to have very stable finances, with prudent use of tax payers money, and with the Council's financial position

envied by many. Whilst not being complacent, the Leader stated that this was due to the hard work of officers, which had been confirmed at the recent Peer Review, when everyone had been very impressed with the positive financial position at Rushcliffe. The Leader advised that the additional funding would be put to good use by helping residents who had been affected by flooding but were not covered by the Government's stringent regulations, and the additional investment to help mitigate and prevent future flooding was important, as was the funding to help with climate change and biodiversity.

In welcoming the report, Councillor J Wheeler stated that although no one liked to raise Council Tax, it was necessary and it was important to show residents what was being delivered for that, including all the investment taking place in the Borough. Councillor Wheeler referred to the £100k allocated to the Climate Change Reserve, which would help to enhance the Borough's Green Spaces, which would be beneficial to all residents.

It was RESOLVED that Cabinet RECOMMENDS to Council that it:

- a) adopts the budget setting report and associated financial strategies 2024/25 to 2028/29 (attached Annex) including the summarised Special Expenses budget at Appendix 1, Budget Summary at Appendix 2, changes to fees and charges regarding Garden Waste and Car Parking (Appendix 5) and Transformation and Efficiency Plan at Appendix 7;
- b) adopts the Capital Programme as set out in Appendix 3;
- c) adopts the Capital and Investment Strategy at Appendix 8;
- d) adopts the Second Home Premium at Section 3.4 and any notification of further exemptions to be adopted and incorporated into a revised policy;
- e) sets Rushcliffe's 2024/25 Council Tax for a Band D property at £157.88 (increase from 2023/24 of £3.93 or 2.55%);
- f) sets the Special Expenses for 2024/25 for West Bridgford, Ruddington and Keyworth, Appendix 1, resulting in the following Band D Council Tax levels for the Special Expense Areas:
 - i) West Bridgford £59.44 (£55.95 in 2023/24)
 - ii) Keyworth £4.69 (£4.38 in 2023/24)
 - iii) Ruddington £3.29 (£3.68 in 2023/24);
- g) adopts the Pay Policy Statement at Appendix 6; and
- h) delegates authority to the Director – Finance and Corporate Services to make any minor amendments to the Medium-Term Financial Strategy (MTFS) once the final local government finance settlement is received and advise the Finance Portfolio Holder accordingly, to be reported to Full Council.

The Cabinet Portfolio Holder for Business and Growth, Councillor Brennan presented the report of the Director – Development and Economic Growth, outlining proposals for the final year of funding (2024/25) for the UK Shared Prosperity Funding (UKSPF) programme, which followed on from previous reports to both Cabinet and the Growth and Development Scrutiny Group.

Councillor Brennan confirmed that this was the final year of a three year programme, with an allocation of £1,635,250. The report related specifically to schemes directly commissioned by the Council, as the grant pot element for community groups and businesses had already closed, with applications being assessed, as detailed in Paragraphs 4.1 to 4.3 of the report. Councillor Brennan advised that the remaining pot available for direct delivery and commissioning by the Council stood at £1.2m and the importance of ensuring that any proposed schemes would be deliverable was noted, as all spending had to be completed by the end of March 2025. To manage that, Councillor Brennan advised that four themes had been identified, as detailed in Paragraph 4.7 of the report, together with details of the proposed projects, which it was hoped would deliver a wide range of outcomes related to the Council's Corporate Priorities and the Investment Plan, which had been submitted to Government in support of the funding process. The list might be subject to change, if circumstances required, and Councillor Brennan advised that it was therefore being recommended that the Leader, Chief Executive and S151 Officer be granted delegated authority to make those changes.

Cabinet was advised that there were also two jointly commissioned projects with Gedling and Broxtowe Councils, the Rushcliffe Accelerator Business Support Programme and the Active Work Programme. As well as those schemes, Councillor Brennan stated that the employment and skills funding element of the UKSPF was starting in Year 3, to replace the previous European Social Funded projects, and this element would now deliver a number of local schemes as detailed in Paragraph 4.11 of the report. Councillor Brennan concluded by advising that the programme would be overseen by the Rushcliffe Growth Board, and Councillors would continue to be updated.

In seconding the recommendation, Councillor Inglis acknowledged the benefits that UKSPF funding had brought and hopefully would continue to bring and referred to the hard work involved for officers in processing the applications already received. Councillor Inglis hoped that everyone in the Borough would benefit in the future as those projects came forward.

Councillor J Wheeler referred to the achievements over the previous two years and the difference it had made to local communities throughout the Borough, by providing additional projects, in addition to statutory services. The proposed wide range of funding for the final year would make a real difference to the Borough and it was hoped that in the future, there would be other opportunities to carry on.

Councillor Upton echoed Councillor Wheeler's comments that it was pleasing to see funding spread across the Borough and considered this UKSPF funding

to be more focused on smaller communities than the previous European Union Regional Fund. The Leader agreed with those comments.

It was RESOLVED that:

- a) the UKSPF activity delivered in 2023/24 be recognised;
- b) the proposals for UKSPF in 2024/25 be endorsed; and
- c) sign-off of refinements to proposals for 2024/25 be delegated to the Leader, Chief Executive and S151 Officer, with both the revenue and capital implications reported in future financial reports to Cabinet and the Medium Term Financial Strategy to Full Council.

52 Potential Relocation of the West Bridgford Customer Service Centre

The Cabinet Portfolio Holder for Leisure and Wellbeing, ICT and Member Development, Councillor J Wheeler presented the report of the Director – Finance and Corporate Services outlining proposals regarding a potential relocation of the West Bridgford Customer Service Centre.

Councillor Wheeler advised that several years ago, following the closure of the Police Station, a new site on Gordon Road had been identified as suitable for the Customer Service Centre, to help improve footfall in a struggling area, whilst maintaining a presence in the town centre, as many people still preferred to access services face to face. Since Covid, engagement had changed dramatically; however, it was acknowledged that many people still preferred to access services in person. Councillor Wheeler confirmed that talks had taken place with the County Council, to explore the relocation of the Customer Service Centre to West Bridgford Library, allowing residents to access all services in this one, accessible, prime location, close to good bus routes and next to a car park. Cabinet was advised that there would be a financial saving, and the move would also allow a business unit to be brought back into use on Gordon Road, which was now thriving. Councillor Wheeler concluded by stating that this was the best option going forward and confirmed that none of the other sites around the Borough would be affected, with the same opening hours and excellent levels of service would be maintained.

In seconding the recommendation, Councillor Upton supported this approach, having very little risk, a financial saving, bringing great synergy of services and potentially returning a commercial unit back into the town centre.

The Leader agreed that this new location would be an excellent ‘one stop’ shop, and subject to finding a tenant for the unit, it would present significant savings.

Councillor Brennan stated that by using its investment and creative thinking well, the Council could contribute to keeping Rushcliffe’s high streets and town centres vibrant, given that so many had struggled since Covid.

It was RESOLVED that:

- a) exploring the relocation of the Customer Service Centre to West Bridgford Library as soon as possible in conjunction with Inspire, who operate the site on Nottinghamshire County Council's behalf be approved; and
- b) the Council's Property team be requested to work with partners to market the existing Fountain Court premises to find a suitable tenant in line with its lease obligations at the site.

The meeting closed at 7.35 pm.

CHAIR

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Cabinet

Tuesday, 12 March 2024

Revenue and Capital Budget Monitoring 2023/24 – Financial Update Quarter 3

Report of the Director – Finance and Corporate Services

**Cabinet Portfolio Holder for Finance, Transformation and Governance,
Councillor D Viridi**

1. Purpose of report

- 1.1. This report presents the budget position for revenue and capital as at 31 December 2023. The financial position was presented to Corporate Overview Group 20 February 2024, with no significant issues raised.
- 1.2. Given the current financial climate, particularly the inflationary increases and impact on residents' cost of living, it is imperative that the Council maintains due diligence with regards to its finances and ensures necessary action is taken to ensure a balanced budget is maintained.
- 1.3. There is a predicted net revenue budget efficiency of £0.665m for 2023/24 mostly as a result of Business Rates Pool surplus and additional grants received. This represents a variance of 4.53% of Net Service Expenditure. This is proposed to be transferred to reserves as discussed below. The position is likely to change as further variances are identified in the final quarter.
- 1.4. There is a capital budget underspend projected of £3.880m, this is primarily due to Rushcliffe Oaks Crematorium £1.188m, Support for Registered Housing Providers £0.747m, Bingham Leisure Centre post opening enhancements £0.733m, Disabled Facilities Grants £0.332m and unallocated contingency £0.180m.

2. Recommendation

It is RECOMMENDED that Cabinet approves the attached report noting:

- a) the projected revenue budget efficiency for the year of £0.665m and proposals to transfer to reserves (para 4.1);
- b) the projected capital budget efficiencies of £3.880m including carry forwards of £0.430m to 2024/25 (para 4.7); and
- c) the projected outturn position of £2.3k underspend for Special Expenses (para 4.5).

3. Reasons for Recommendations

To demonstrate good governance in terms of scrutinising the Council’s on-going financial position and compliance with Council Financial Regulations.

4. Supporting Information

Revenue Monitoring

- 4.1 For this financial year, the overall budget variance is projected to be an efficiency of £0.665m with proposals to transfer to reserves given in **Appendix A**.
- 4.2 **Table 1** below summarises the main variations from revenue efficiencies and pressures (full summary at **Appendix B**).

Table 1: Main Items Impacting on the Current Revenue Budget

Projected in year costs/(efficiencies)	Pressure/(efficiency) 2023-24 £'000	Reason
Planning	304	Reduction in demand from new developments resulting in loss of income from planning fees, performance agreements and land searches. Q2 was £259k and shows a worsening position.
Legal Services	455	Property related legal claim plus associated legal expenses
Rushcliffe Oaks Crematorium	400	Income target originally set too high as growth will happen more gradually than originally modelled. Cost of grounds maintenance.
Streetwise	295	Hire of vehicles
Grant income	(323)	Homelessness top-up and Homes for Ukraine grants underspends (carry forward request)
Utilities	(257)	Pessimistic budget set at height of volatility, projection based on current position identifies savings
Depot & Contracts	(181)	Leisure contract efficiencies (£149k) and increase in garden waste income (£32k)
Revenues & Benefits	(160)	Increase in costs recovered, £140k relates to Housing Benefit overpayments
Diesel	(108)	Reduction in the price of diesel and postponement of more expensive HVO (Hydrotreated Vegetable Oil) transition
Economic Development	(100)	Development corporation rephased £50k 2024/25 and £50k 2025/26
Other Variances	18	
Net Revenue cost/(efficiencies)	343	

Grant Income	(161)	New burdens and other funding
Business Rates	(305)	Lower Business Rates Pool Levy payment than budgeted
Business Rates Pool	(573)	Share of pool surplus
Business Rates Surplus/deficit	31	
Total Net Projected Budget Variance	(665)	

4.3 The main adverse variances arise from:

- Rushcliffe Oaks Crematorium –the income budget was set assuming a target 60 cremations per month from the outset rather than an initial lower target in the first few months allowing for growth in the new service. Since opening April 2023, income has been lower than expected due to a lower number of cremations. There continues to be an average of 38 cremations per month, the industry is currently experiencing low demand across the sector in Nottinghamshire and the business case and projections have been reworked based on this
- Streetwise are currently forecasting a budget pressure of £0.295m predominantly on vehicle hire whilst the recommendations from an independent report on carbon reduction are implemented along with action to purchase the light vehicle hire fleet which has now taken place
- Demand for planning services in relation to new developments has declined due to interest rates impacting housing demand, resulting in a loss of income of £0.304m
- £0.455m is also required in relation to a property related legal claim.

The main favourable variances arise from:

- Grant income relating to homelessness and homes for Ukraine, underspend to be added to earmarked reserves
- Utilities savings: a pessimistic budget was set at a time of high price volatility; this has been revised based on expected usage in-year
- Leisure contract efficiencies £0.149m, and increased income from garden waste £32k
- Costs recovered on Housing Benefit overpayments £0.14m, Council Tax and NNDR
- The transition to the use of HVO (Hydrotreated Vegetable Oil) a joint project with Nottingham City Council, has been delayed due to their current financial constraints; however, discussions remain ongoing. HVO is 30% more expensive than diesel and in addition the cost of diesel has reduced resulting in expected savings of £0.108m
- Development Corporation: £167k was allocated in the budget for the third and final payment to the East Midlands Development Company (EM DevCo) which was set up as a proposed forerunner to a statutory development corporation for the Ratcliffe on Soar Power Station site, Toton and Chetwynd Barracks and East Midlands Airport. Due to the delay in the passing of the Levelling Up and Regeneration Act, which received Royal Assent in October last year, a statutory development company has not yet been set up. It has been anticipated that either a locally-led urban development company or a Mayoral development company linked to the proposed East Midlands Combined County Mayoral Authority may be set up. Approval was granted at Cabinet on 12 December 2023 to move the £0.1m underspend to reserves

and release in 2024/25 (£50k) and 2025/26 (£50k) in order that the Council can continue to support the work of the EM DevCo over the next two years.

There is a £0.343m net overspend on cost of services; however, a rise in interest income and costs recovered help to offset some of this. Increased income attributable to the Nottinghamshire Business Rates pool surplus, a lower Business Rates Levy (a charge to Government based on Business Rates Growth) and additional grant income deliver an overall projected efficiency of £0.665m for 2023/24. Appendix A details the proposed use of this; transfer of £0.335m to specific grant reserves, £0.2m to the organisation stabilisation reserve for cost pressures, £0.1m to the Development Corporation reserve, with the balance allocated to the climate change reserve.

- 4.4 The Revenue Monitoring statement by service area is attached at **Appendix A** and includes grant income, Minimum Revenue Provision (MRP) (funded by the New Homes Bonus) and income from Business Rates and Council Tax. Detailed variance analysis as at 31 December 2023, is attached at **Appendix B**.
- 4.5 **Appendix E** shows the Quarter 3 position on the Special Expenses budget. The expenditure is currently expected to be £2.3k below budget due to Community Halls reduced income linked to the cost of living; however, this has been offset by utilities savings due to a pessimistic budget set at a time of volatile pricing. This position may change in the final quarter.

Capital Monitoring

- 4.6 The updated summary of the Capital Programme monitoring statement and funding position is shown at **Appendix C** as at 30 December 2023. **Appendix D** provides further details about the progress of the schemes, any necessary re-phasing, and highlights efficiencies.
- 4.7 The current Capital Programme budget of £12.417m includes rephasing of £7.068m (£6.068m to 2024/25, £1m 2025/26) approved at Quarter 2. The projected outturn is £8.537m, resulting in an underspend of £3.880m. Further carry forwards of £0.430m have been identified and are requested to be approved to 2024/25. These are summarised in **Table 2** below.

Table 2: Carry Forwards requested to 2024/25

Scheme	Amount to be rephased £'000
Rushcliffe Oaks	150
Manvers Business Park Enhancements	100
Greythorn Drive Play Area Special Expense	80
Rushcliffe Country Park Play Area	75
Bridgford Park Kiosk	25
Total carry forward requests	430

The remaining £3.450m underspend is due to the following main areas:

- Rushcliffe Oaks Crematorium £1.188m - the final retention is yet to be released, savings arise from a VAT provision, which is not required in 2023/24, however a carry forward of £0.150m is requested for this risk in 2024/25

- Support for Registered Housing Providers £0.747m - meetings taking place with Registered Providers, Developers and New Homes England to explore opportunities to commit this provision
- Bingham Arena Leisure Centre £0.733m - for post opening enhancements, this is now a confirmed saving
- Disabled Facilities Grants was topped up by £0.5m of RBC resources of which £0.332m currently remains uncommitted, any unspent amount at year end will be requested to be carried forward and utilised in 2024/25
- Contingency £0.180m
- Arena Enhancements £0.103m earmarked for reception and corridor floors, if works are not completed in year this will be requested to be carried forward to 2024/25
- Gresham Sports Park Redevelopment £79k savings realised
- Lutterell Hall Enhancements Special Expense £77k works not yet identified, savings may be realised
- External Door/Window Upgrades Various Sites £46k no works yet identified.

4.8 The Council was due to receive capital receipts of £7.5m in the year, primarily from the disposals of land at Hollygate Lane and Candleby Lane Industrial Estate. £3.7m (50%) for Hollygate Lane has been received, with balances due in 2024/25. The current projected overall variance is likely to mean that any borrowing requirement can be met from internal resources with no recourse to borrow externally this financial year. However, there is a risk if the anticipated receipts are delayed further, which will mean a higher level of short-term, internal borrowing and this will also impact on interest earned on the Council's cash balances.

Pressures Update

- 4.9 Staff pay increases represents a significant annual cost pressure to the Council, which will need to be funded in 2024/25 onwards, this forms part of the MTFs to be approved by Council in March 2024. In addition, the potential associated impact on service provision contracts such as leisure are being monitored.
- 4.10 Inflation peaked in October 2022 at 11.1%. In December 2023, this had dropped to 4%, it is expected to continue to be above the Government's target for 2023/24, with the potential to fall back to 2% in 2025. This will continue to impact on both contracts that are index linked and those due for renewal, and on fuel and utilities. Inflation will be reflected in the 2024/25 budget but remains a risk.
- 4.11 There is also the potential knock-on effect that the increased cost-of living may have on collection rates for Council Tax and Business Rates and on fees and charges as household disposable incomes contract. The potential financial impact on Council Tax and Business Rates would be an increase in Collection Fund deficit and ultimately a pressure on the budget. Table 3 below shows the position at Quarter 3.

Table 3 – Collection Rates

Description	2023/24	2022/23	Increase/(Decrease)
Sundry Debtors	95.86%	95.69%	0.17%
Council Tax	84.99%	85.33%	(0.34%)
Business rates	88.46%	87.32%	1.14%

The position on collection rates will continue to be monitored. Given the challenges on residents and businesses this represents a relatively positive position.

- 4.12 The four most significant targets in the Council's Transformation Programme for 2023/24 are Rushcliffe Oaks Crematorium (£0.116m), the Parkwood Contract (£0.139m), Streetwise insourcing (£0.1m) and Planning Performance Agreements (£75k). At Quarter 3, a total of £0.298m of savings is projected against a full year target of £0.622m a shortfall of £0.324m mostly relating to income at the Crematorium, additional Streetwise costs as discussed in paragraph 4.3 and £47.5k relating to income from Environmental Health Primary Authority contracts not materialising (due to a lack of appropriately qualified resource being available).
- 4.13 The value of the Council's Multi Asset investments or pooled funds is currently at £14.02m, a £0.985 loss against original investment, this has improved from £1.4m loss reported in Quarter 2. The Council hold £0.973m in reserves to smooth the impact of the movements in value with a further £0.2m budgeted to be added in year - a total of £1.173m. It should be noted that the value of these assets only represents around 14% of total investments but deliver 32% of the Council's overall return on investments. They are long term investments and form part of the Council's Capital and Investment Strategy approved by Full Council as part of the MTFS. There is a statutory override currently in place which allows any movement in capital value to be reversed through unusable reserves removing the impact on the revenue account. This has been extended to 31 March 2025; however, it is prudent to maintain a reserve whilst we retain such investments.

Conclusion

- 4.14 The financial position in the revenue budget is showing a projected overspend of £0.343m; however, due to a lower than anticipated Business Rates Levy charge and the Business Rates Pool surplus distribution, there is a projected overall budget efficiency of £0.665m. Inflation and the consequential rising costs of living and pay award present significant risks to the Council's budget. These risks have been built into the budget setting for the MTFS and are mitigated by the prudent use of reserves. The Council will wherever possible utilise any underspend to increase reserves to mitigate future risks.
- 4.15 The position in 2023/24 on capital is currently positive and there will still be no need to externally borrow this financial year. Challenges can arise during the year, such as sourcing labour and materials and inflated costs, which may still impact on the projected year-end position, and this will continue to be reported. In the long-term it will be more challenging to meet rising capital demands (such as DFGs and Waste Collection) with diminishing resources and rising costs. Headroom in the budget will be required to ensure future capital commitments can be met.
- 4.16 It is assumed that the Government's proposed funding reforms (Business Rates Reset, New Homes Bonus and Fairer Funding review) will not take place until at least 2026/27 and there remains little prospect of a longer-term settlement with a potential General Election in 2024, which could change the political agenda. The autumn spending failed to give any long-term clarity beyond one

year and there were no significant new funding streams. This continues to make longer term forecasting challenging.

- 4.17 Challenges still exist such as meeting the Council's own environmental objectives and positively, upside risks to provide more employment opportunities, and economic and environmental development in the Borough by actively championing the Freeport and Development Corporation. As the economic background remains volatile it is imperative that the Council continues to monitor and maintain control over its expenditure, identifies any impact from changing income streams, maintains progress against its Transformation Strategy and retains a healthy reserves position to help manage risks.

5 Alternative options considered and reasons for rejection

There are no other options proposed for consideration.

6 Risks and Uncertainties

- 6.1 Failure to comply with Financial Regulations in terms of reporting on both revenue and capital budgets could result in criticism from stakeholders, including both Councillors and the Council's external auditors.
- 6.2 Areas such as income can be volatile and are particularly influenced by public confidence and the general economic climate and Government legislation. The impact of this has not been significant at this stage but is being closely monitored. The impact on income and expenditure likely to be affected by the inflationary increases will be taken into account during budget setting for 2024/25.
- 6.3 Any delay in anticipated capital receipts will mean that a higher level of temporary internal borrowing will be required. This can, however, be accommodated due to the level of cash reserves. There will be an opportunity cost by way of lost interest on sums invested. There remains a risk in the event of the need to borrow externally that the cost to the Council would be significant due to the current level of interest rates.
- 6.4 There are significant budget risks going forward: most immediately relating to inflation increases and pay costs and the resulting impact on income receipts and in the medium term linked to potential changes to the Business Rates system and Fairer Funding by Central Government (although this is now unlikely to materialise until 2026/27); Government policy in relation to waste collection has now been delayed until 2025 and beyond. The Council remains committed to the Freeport and Development Corporation opportunities.
- 6.5 Business Rates is subject to specific risks given the volatile nature of the tax base with a small number of properties accounting for a disproportionate amount of tax revenue. Ratcliffe-on-Soar Power Station is due to close in 2024 although this now accounts for a much smaller proportion of the Business Rates and therefore a reduced risk. Furthermore, changes in Central Government policy influences Business Rates received and their timing, for example policy changes on small Business Rates relief such as the decoupling of the small and standard business rates multiplier announced in the autumn statement.

6.6 The Council needs to be properly insulated against potential risks hence the need to ensure it has a sufficient level of reserves, as well as having the ability to use reserves to support projects where there is ‘upside risk’ or there is a change in strategic direction. Sufficient reserve levels are critical in ensuring the Council can withstand the financial shocks and maintaining sufficient reserves to address significant risks remains a key objective of the Council’s MTFS and is good financial practice.

7 Implications

7.1 Financial Implications

Financial implications are covered in the body of the report.

7.2 Legal Implications

There are no direct legal implications arising from this report. It supports the delivery of a balanced budget.

7.3 Equalities Implications

There are no direct equalities implications arising from this report.

7.4 Section 17 of the Crime and Disorder Act 1998 Implications

There are no direct Section 17 implications arising from this report.

7.5 Biodiversity Net Gain Implications

There are no direct Biodiversity Net Gain implications arising from this report.

8 Link to Corporate Priorities

The Environment	The budget resources the Corporate Strategy and therefore resources all Corporate Priorities.
Quality of Life	
Efficient Services	
Sustainable Growth	

9. Recommendation

It is RECOMMENDED that Cabinet approves the attached report noting:

- a) the projected revenue budget efficiency for the year of £0.665m and proposals to transfer to reserves (para 4.1);
- b) the projected capital budget efficiencies of £3.880m including carry forwards of £0.430m to 2024/25 (para 4.7); and
- c) the projected outturn position of £2.3k underspend for Special Expenses (para 4.5).

For more information contact:	Peter Linfield Director – Finance and Corporate Services 0115 914 8439 plinfield@rushcliffe.gov.uk
Background papers Available for Inspection:	Council 2 March 2022 – 2023-24 Budget and Financial Strategy Cabinet 11 July 2023 – Financial Outturn Report Cabinet 12 September 2023 – Q1 Revenue and Capital Monitoring Cabinet 4 December 2023 – Q2 Revenue and Capital Monitoring
List of appendices (if any):	Appendix A – Projected Revenue Outturn Position 2023/24 – December 2023 Appendix B – Revenue Variance Explanations – December 2023 Appendix C – Capital Programme 2023/24 – December 2023 Appendix D – Capital Variance Explanations 2023/24 December 2023 Appendix E – Special Expenses Monitoring December 2023

Projected Revenue Outturn Position 2023/24 – December 2023

	Original Budget £'000	Revised Budget £'000	Projected Outturn £'000	Projected Outturn Variance £'000
Chief Execs	2,314	2,319	2,791	472
Development and Economic Growth	(155)	55	609	554
Finance & Corporate	4,100	4,078	3,751	(327)
Neighbourhoods	7,648	8,242	7,886	(356)
Net Service Expenditure	13,907	14,694	15,037	343
Capital Accounting Reversals	(1,895)	(1,895)	(1,895)	0
Minimum Revenue Position	1,311	1,311	1,311	0
Total Net Service Expenditure	13,323	14,110	14,453	343
Grant Income (including New Homes Bonus)	(2,054)	(2,054)	(2,215)	(161)
Business Rates (including SBRR)	(4,905)	(4,905)	(5,783)	(878)
Council Tax	(7,953)	(7,953)	(7,953)	0
Collection Fund Deficit	506	506	537	31
Total Funding	(14,406)	(14,406)	(15,414)	(1,008)
Net Transfer to/(from) Reserves	1,083	296	761	665
Amounts committed from underspend				
OS Reserve for cost pressures				200
Homes for Ukraine funding to reserves				173
Homelessness funding to reserves				150
Development Corporation (£50k 24/25, £50k 25/26)				100
Cremator sinking fund				30
Smoke control funding to reserves				12
Total committed from underspend				665
Net Budget Deficit/(Surplus)				0

Revenue Variance Explanations**Adverse variances in excess of £25,000**

Service	Income/Expenditure Type	Reason	Projected outturn variance £'000
Planning Management	Income	Planning fees income due to reduction in demand from new developments	304
Legal Services	Supplies & Services	Property related legal claim and associated solicitors' fees	455
Rushcliffe Oaks Crematorium	Income	Target assumed full capacity of 60 cremations per month from day one, revised projection is a more realistic estimation	340
Streetwise	Transport Related	Hire of vehicles	295
Depot & Contracts	Premises Related	Joint use agreement and utilities at Toothill	127
Capitalisation of salaries	Income	Internal charge to capital for staff time less than budgeted	118
ICT	Employees Expenses	Cost of transitioning to an outsourced service desk including agency (£81k), salary savings (£72k), first year contract cost (£53k)	62
Rushcliffe Oaks Crematorium	Premises Related	Cost of grounds maintenance not included in the budget	60
Depot & Contracts	Transport Related	Price of rubber has increased, and replacement levels continue to be a budget pressure	50
Property Services	Income	Reduced rent and service charge income due to vacancies at the point this is offset somewhat by utilities savings.	35

Service	Income/Expenditure Type	Reason	Projected outturn variance £'000
Depot & Contracts	Employee Expenses	Agency (£70k) offset by salary savings (£36k)	34
Depot & Contracts	Supplies & Services	Mainly due to £33k car park SLA 22/23 increased charges offset by increase in income	34
Strategic Housing	Income	Delay in implementation of digital alarms which have a higher service charge	33
Total Adverse Variances >£25k			1,927

Favourable variances in excess of £25,000

Service	Income/Expenditure Type	Reason	Projected outturn variance £'000
Utilities	Supplies & Services	Pessimistic budget set at time of unknown rising costs has been reduced	(257)
Environmental Health	Income	Homes for Ukraine funding for hosted family's transition	(173)
Revenues & Benefits	Transfer Payments/Income	Increase in costs recovered, Housing benefit makes up the majority £140k due to several larger cases	(160)
Strategic Housing	Income	Homelessness top-up funding	(150)
Depot & Contracts	Income	Parkwood contract savings £91k, additional income for Green Waste £32k	(123)
Economic Development	Supplies & Services	Development corporation rephased to £50k 2024/25 £50k 2025/26	(100)
Streetwise	Employee Expenses	Salary savings (£137k) net of overtime (£45k)	(92)

Service	Income/Expenditure Type	Reason	Projected outturn variance £'000
Depot & Contracts	Income	Reduction in price of diesel and delay in implementation of HVO (Hydrotreated Vegetable Oil) as a fuel source	(80)
Financial Services	Income	Larger investment balances than expected	(83)
Community Development	Income	All weather pitches usage higher than budget	(67)
Contingency	Contingency	Remaining contingency not committed at this stage	(65)
Depot & Contracts	Third party payments	East Leake Leisure Centre Increase in utilities budget for 23/24 not wholly required	(58)
Planning Policy	Income	Income from secondment not backfilled	(55)
Depot & Contracts	Supplies & Services	Savings on replacement bin purchases	(37)
Environmental Health	Employee Expenses	Staff savings due to vacancies now filled	(33)
Streetwise	Transport Related	Reduction in price of diesel	(28)
Total Favourable Variances >£25k			(1,561)
Other minor variances			(43)
Total Variance			343

Capital Programme 2023/24 December 2023

Expenditure Summary	Original Budget £'000	Current Budget £'000	Projected Actual £'000	Projected Variance £'000	Comments
Development and Economic Growth	1,470	2,875	773	(2,102)	Anticipated savings on Bingham Hub and the Crematorium.
Neighbourhoods	7,796	9,009	7,411	(1,598)	Support for RHPs not wholly committed as options continue to be assessed (£0.750m). Projected underspend on DFG's (£0.332m) will need to be carried forward to support future demand.
Finance & Corporate Services	160	353	353	0	
Contingency	150	180	0	(180)	Capital Contingency balance not yet allocated.
	9,576	12,417	8,537	(3,880)	
FINANCING ANALYSIS					
Capital Receipts	(3,387)	(6,115)	(3,906)	2,209	Use of capital receipts reduced due general contingency and contingency on Bingham Hub not fully allocated and potential savings on the crematorium.
Government Grants	(795)	(3,066)	(3,039)	27	
Use of Reserves	(1,450)	(842)	(710)	132	
Grants/Contributions	0	(73)	(73)	0	
Section 106 Monies	(2,944)	(2,321)	(809)	1,512	Release of S106s for Affordable Housing, commitments not yet identified. Projected underspend on Bingham Leisure Centre. Greythorn Drive Play Area works now slipped to 2024/25.
Internal Borrowing	(1,000)	0	0	0	Projected actual expenditure due to potential savings Bingham Hub and Rushcliffe Oaks Crematorium together with rephasing of schemes means there is no need to borrow this year.
	(9,576)	(12,417)	(8,537)	3,880	
NET EXPENDITURE	0	0	0	0	

Capital Variance explanations 2023/24 December 2023

	Current Budget £'000	Budget YTD £'000	Actual YTD £'000	Variance £'000	Projected Actual £'000	Variance £'000	Comments
DEVELOPMENT AND ECONOMIC GROWTH							
Compton Acres Fencing Special Expense	30	29	19	(10)	21	(9)	Works complete. Fees yet to be charged, £9k saving.
REPF Capital Grants	149	74	34	(40)	147	(2)	Rural England Prosperity Fund nearly wholly committed.
UKSPF Capital Grants	147	58	18	(40)	147	0	UK Shared Prosperity Fund grants committed.
Manvers Business Park Enhancements	100	0	0	0	0	(100)	Roller Shutter vehicle doors out to tender early 2024, procurement will be done by year end. Works to follow in 2024/25, carry forward required.
Unit10 Moorbridge Enhancements	30	30	35	5	35	5	Additional enhancement works required including provision of accessible toilet and shower. Flooring work complete. Current overspend to be met from capital contingency.
Bridgford Park Kiosk	25	0	0	0	0	(25)	Planning approval obtained to construct a dedicated staff toilet for the kiosk. Building regulations application to be made and works to be tendered. Carry forward required.
Colliers Business Park Enhancements	40	40	22	(18)	30	(10)	Contract let to install new water supply pipework to mitigate liability issues nearing completion. Additional Barriers and Bollards to be assessed (£10k). Capital Contingency allocation processed.
Abbey Circus Fencing Special Expense	35	32	21	(11)	22	(13)	Works complete. Fees yet to be charged. £13k saving.

	Current Budget £'000	Budget YTD £'000	Actual YTD £'000	Variance £'000	Projected Actual £'000	Variance £'000	Comments
Highways Verges: Cotgrave/Bingham/Cropwell Bishop	0	0	0	0	0	0	Officer investigation of sites continues to prioritise work plan. Highways Authority will need to be consulted. No commitments yet and £100k provision reprofiled to 24/25.
Traveller Site Acquisition	0	0	0	0	0	0	The capital programme contained £1m for site acquisition and development. This has now been reprofiled to 2024/25. A second call for sites in the Borough has been requested.
Cotgrave Phase 2	50	38	11	(27)	30	(20)	Main contract completed 21/22. Peripheral works still to be commissioned for the Public Realm: new path, landscaping, seating, and trees. These works to be tendered. Carry forward will be required to meet commitments.
Bingham Leisure Hub	833	133	47	(86)	100	(733)	Opened 20 February 2023. Final account agreed. £730k of this year's provision originally earmarked for post opening enhancements has been reprofiled to 2024/25 and redirected to support works at Cotgrave Leisure Centre. The old leisure centre pool has been decommissioned.
Water Course Improvements	0	0		0	0	0	Works originally re-profiled to 2023/24 and packaged together with 2023/24 provision to achieve efficiencies. Potential to fund from UKSPF in 2024/25 so has been

	Current Budget £'000	Budget YTD £'000	Actual YTD £'000	Variance £'000	Projected Actual £'000	Variance £'000	Comments
							rephased. Rugby Road bank planned.
The Point	95	65	50	(15)	95	0	Upgrade office lighting £150k completed 22/23; common area lighting to be done; balcony work completed; and ramp roller shutter to be done.
Bingham Market Place Improvements	68	62	55	(7)	61	(7)	Works complete, £5k fees to be charged. Saving potentially £7k but paving enhancements may be required.
Rushcliffe Oaks Crematorium	1,273	0	(14)	(14)	85	(1,188)	Total provision including purchase of the land £8.5m. Building operational early April 2023. Retention still to be released. Credit arises from over accrual for Cremator 2022/23. This year's programme included a provision of £783k for the potential repayment of VAT in partial exemption threshold was breached. The threshold will not now be breached giving rise to a saving. There may be a potential VAT liability in 2024/25 of approx. £150k which will need to be carried forward. This will continue to be monitored.
Keyworth Cemetery	0	0	0	0	0	0	
	2,875	561	298	(263)	773	(2,102)	
NEIGHBOURHOODS							
Vehicle Replacement	2,521	973	277	(696)	2,521	0	9 Refuse Collection Vehicles on order (6 invoiced Jan 2024 with further 3 due for delivery by year

	Current Budget £'000	Budget YTD £'000	Actual YTD £'000	Variance £'000	Projected Actual £'000	Variance £'000	Comments
							end). 2 sweepers to be procured for Streetwise operations.
Support for Registered Housing Providers	1,179	0	16	16	432	(747)	Commitments of £432k: £56k for 50% due on Practical Completion for 7 units of affordable housing on Garage Sites Ph 2 (£24k due in 24-25 for remaining 3 units); £36k 1 affordable rent unit in Ruddington; £340k for 4 units Nicker Hill: Meetings taking place with RPs/Developers and Homes England to explore opportunities to commit the provision.
Disabled Facilities Grants Discretionary Top Ups	98	98	73	(25)	98	0	Due to spending pressures on Mandatory Disabled Facilities Grants (DFG's), Cabinet 12 July 2022 approved amendment of the policy to temporarily suspend use of the Discretionary pot until a review of the national formula allocation is undertaken. This provision is to meet existing commitments and includes £40k top-up from Notts County for two DFGs.
Disabled Facilities Grants (DFG)	1,202	709	659	(50)	870	(332)	There is continued pressure on the Mandatory DFG provision. An additional allocation of £66k has been made by DLUCH for 23/24 but RBC has had to commit its own resources to support service delivery.

	Current Budget £'000	Budget YTD £'000	Actual YTD £'000	Variance £'000	Projected Actual £'000	Variance £'000	Comments
Hound Lodge Enhancements	0	0	0	0	0	0	The future of Hound Lodge is currently being assessed. Sum not committed. £250k rephased to 24/25.
Arena Enhancements	128	67	6	(61)	25	(103)	Some work required to upgrade reception and corridor floors. Work also to be undertaken on fire dampers.
Car Park Resurfacing	96	66	16	(50)	96	0	Bridgford Road out to tender, works on site Feb/Mar.
Cotgrave & Keyworth Leisure Centre Enhancements	1,526	961	571	(390)	1,500	(26)	Design work in progress. Working to finalise contracts with Henry Riley and Leisure Energy. Salix Grant Funding of £1.215m awarded which needs 12% match funding £146k from the Climate Change Reserve - budget adjustments processed for these. £1.5m of provision rephased to 24/25
Old Bingham Leisure Centre Improvements	42	42	44	2	44	2	Provision to support decommissioning of BLC, minor overspend
Gresham Sports Park Redevelopment	139	101	39	(62)	60	(79)	PO raised for £25k for swale works. More works to be commissioned. £10k needed for core cable replacement to lighting. Savings will be realised.
RETROFIT Grants	480	0	0	0	480	0	New Government Initiative. Outline delivery plan to be drafted upon assessment of tenders.
Gamston Community Centre Enhancements Special Expense	6	6	3	(3)	6	0	To support any carbon reduction work from the environmental energy audit. £6k committed electric

	Current Budget £'000	Budget YTD £'000	Actual YTD £'000	Variance £'000	Projected Actual £'000	Variance £'000	Comments
							replacement of gas water heater. Potential government grant funding to be made available for Community Halls. £50k of the provision rephased to 24/25.
HUG2 (Home Upgrade Grant) Green Energy Grants	356	0	0	0	356	0	New initiative, fully funded by Government Grant.
Lutterell Hall Enhancements Special Expense	77	0	0	0	0	(77)	Sum not yet committed
HUG (Home Upgrade Grant) and LAD3 (Local Authority Delivery) Green Energy Grants	455	455	43	(412)	435	(20)	New initiative, fully funded by Government Grants. Funds were to be spent by 31 March 2023 but deadlines extended: HUG1 31 May 2023 and LAD3 30 Sept 2023. A further invoice for £392k to be processed. £20k underspend.
Gresham Sports Pavilion	73	68	71	3	75	2	Flooring works complete at £7k. Changing Places Toilet works complete £55k. Fees to be charged, minor overspend. Risk and cost pressure associated with Legionella investigation.
Rushcliffe Country Park Play Area	100	0	0	0	25	(75)	Out to tender, works to commence Q4 and Q1 2024/25. Carry forward required.
Rushcliffe Country Park Visitor Centre	161	143	141	(2)	161	0	Development works complete, opening ceremony took place Oct 2022. Footpath now complete; £28k for Sail Canopies to be funded from a Will Benefactor. Zero discharge toilets completed. Additional path

	Current Budget £'000	Budget YTD £'000	Actual YTD £'000	Variance £'000	Projected Actual £'000	Variance £'000	Comments
							work to be undertaken, order placed, to be funded from UKSPF.
External Door/Window Upgrades Various Sites	46	0	0	0	0	(46)	To be undertaken ad hoc, U10 Moorbridge is next.
Capital Grant Funding	15	0	0	0	15	0	Works complete, final grant to be released Jan 2024.
Edwalton Community Facility Spec Exp	2	2	2	0	2	0	Planning application fee processed, to Oct Planning Committee and then works have to align with the build out of the site. £498k of the provision rephased to 2024/25. Detailed design and cost plan to follow.
Adbolton Play Area Spec Exp	87	87	87	0	87	0	Works complete.
Greythorn Drive Play Area Spec Exp	105	0	0	0	25	(80)	Scheme to be funded from S106 Contribution. Out to tender, works to start Q4 and Q1 2024/25. Carry forward required.
Bridgford Park Play Area Spec Exp	10	7	5	(2)	5	(5)	Replacement roundabout and upgraded benches
Boundary Road Play Area	70	0	2	2	70	0	Work completed. Invoices to be processed.
West Park Julien Cahn Pavilion Special Expense	35	33	23	(10)	23	(12)	£13k enhancement and essential works to be undertaken in August. £10k additional budget from English Cricket Board for Cricket Wicket. £475k of the provision rephased to 24/25.
	9,009	3,818	2,078	(1,740)	7,411	(1,598)	
FINANCE & CORPORATE SERVICES							
Information Systems Strategy	353	297	218	(79)	353	0	Rollout of the ICT Alignment Strategy to meet business needs and embrace

	Current Budget £'000	Budget YTD £'000	Actual YTD £'000	Variance £'000	Projected Actual £'000	Variance £'000	Comments
							changing technology. Cloud Based Solutions now being assessed.
	353	297	218	(79)	353	0	
CONTINGENCY							
Contingency	180	0	0	0	0	(180)	Budget movement: Original Budget £150k £100k brought forward from 22-23 £30k allocation Unit 10 Moorbridge; £40k allocation Colliers BP
	180	0	0	0	0	(180)	
TOTAL CAPITAL PROGRAMME	12,417	4,676	2,594	(2,082)	8,537	(3,880)	

Special Expenses Monitoring December 2023

	Original 2023/24 £	Forecast P6 £	Forecast Variance £	Reasons for Variance
<u>West Bridgford</u>				
Parks & Playing Fields	438,100	432,600	(5,500)	Utilities savings
West Bridgford Town Centre	92,100	94,300	2,200	
Community Halls	96,900	104,800	7,900	Gamston room hire below budget offset by utilities savings
Contingency	14,700	11,000	(3700)	
Annuity Charges	100,100	100,100	0	
Revenue Contribution to Capital spending	75,000	75,000	0	
Sinking Fund (The Hook)	20,000	20,000	0	
Total	836,900	837,800	900	
<u>Keyworth</u>				
Cemetery & Annuity Charges	12,700	11,200	(1,500)	Responsive works saving
Total	12,700	11,200	(1,500)	
<u>Ruddington</u>				
Cemetery & Annuity Charges	11,100	9,400	(1,700)	Responsive works saving
Total	11,100	9,400	(1,700)	
TOTAL SPECIAL EXPENSES	860,700	858,400	(2,300)	

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Cabinet

Tuesday, 12 March 2024

Mobile Homes Fees Policy 2024 - 2029

Report of the Director – Neighbourhoods

Cabinet Portfolio Holder for Environment and Safety, Councillor R Inglis

1. Purpose of report

- 1.1. The Council is required to publish a policy if it is to charge for the licensing of mobile home and caravan sites. The Council has an existing policy, and the fees are reviewed on an annual basis to ensure the true cost of the statutory licensing function is reflected.
- 1.2. Cabinet is asked to approve the Mobile Homes Fees Policy 2024-2029.

2. Recommendation

It is RECOMMENDED that Cabinet approves the revised Mobile Homes Fees Policy 2024-2029.

3. Reasons for Recommendation

The existing Mobile Homes Fees Policy was approved in 2021 and expires in 2024. The Caravan Sites and Control of Development Act 1960 (hereafter called the Act) Section 10A allows the Council to charge a fee for certain activities related to the statutory functions associated with the licensing of sites under the Act. For a fee to be charged, a policy is required to be published stating the fees that are applicable.

4. Supporting Information

- 4.1. The Act requires “relevant protected sites” to be licensed by the Council. This is to ensure standards on such sites are maintained and to ensure more effective enforcement when site licence holders fail to comply with their licence obligations. In this context, relevant protected sites to which the legislation applies are typically known as residential parks, mobile home parks or park homes sites. As the requirement to process licence applications is a statutory requirement placed upon the Council, the Act allows for a fee to be charged to cover the costs associated with the activities surrounding this. Prior to a fee being charged, a policy detailing the fees applicable is required to be published. The Council has an existing policy and a methodology established for the calculation of such fees. The fee is reviewed on an annual basis using the

existing methodology and represents the cost to the Council in carrying out the statutory function.

- 4.2. There is no statutory requirement for a consultation on the proposed fee increase. As the fee calculation methodology has not changed and the fees are related to the carrying out of a statutory function, it is proposed that no consultation is undertaken. The current fees as stated in the Council's fees and charges will remain in place for 2024/25 but will be reviewed in accordance with this policy for 2025/26 as part of the budget setting process.

5. Alternative options considered and reasons for rejection

- 5.1. To not increase the fees to represent the costs incurred and to continue with the existing fee structure as laid in the Council's fees and charges.
- 5.2. To no longer charge for the activities and revoke the Fees Policy would result in the Council incurring the full costs without recovering any fees. This option would not align with the Council's Transformation and Efficiency Plan and Medium Term Financial Strategy.

6. Risks and Uncertainties

- 6.1. None identified

7. Implications

7.1. Financial Implications

Approval of this policy will enable the Council to recover costs incurred in delivering this statutory function. Fees should be set at full cost recovery and be reviewed on an annual basis.

7.2. Legal Implications

7.2.1. If an authority decides to charge fees, they must prepare and publish a fees policy before charging any fee in relation to an application for entry or imposing a condition on registration requiring the payment of an annual fee.

7.2.2. If a local authority revises its fees policy, they must publish the revised policy and act in accordance with that policy.

7.3. Equalities Implications

There are no equalities implications identified from this report.

7.4. Section 17 of the Crime and Disorder Act 1998 Implications

None identified.

7.5. Biodiversity Net Gain Implications

None identified.

8. Link to Corporate Priorities

The Environment	Not applicable
Quality of Life	The licensing of caravan sites is for the purpose of protecting the health and safety of its residents and visitors
Efficient Services	Not applicable
Sustainable Growth	Not applicable

9. Recommendation

It is RECOMMENDED that Cabinet approves the revised Mobile Homes Fees Policy 2024-2029.

For more information contact:	Geoff Carpenter Service Manager Public Protection 0115 914 8229 gcarpenter@rushcliffe.gov.uk
Background papers available for Inspection:	Mobile Homes Act 2013: a guide for local authorities on setting licence fees- GOV.UK
List of appendices:	Appendix 1 – Revised Mobile Homes Fees Policy

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Rushcliffe Borough Council

Mobile Homes Fees Policy

2024 - 2029

Contents

1. Introduction
2. Fees charged for site licences
3. Application for a new site licence
4. Transfer / Amendment of an existing site licence
5. Annual fee for existing site licences
6. Fees for depositing site rules
7. Application to register as a fit and proper person
8. Annual fee for inclusion in the register
9. Enforcement Costs
10. Publishing and revising the fees policy

Appendix 1 – Calculating the Application Fee

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1. Introduction

Rushcliffe Borough Council is required to grant caravan site licences under The Caravan Sites and Control of Development Act 1960 (as amended) (CSCDA60) for sites that have planning permission for a caravan site unless they have an exemption under the Act.

The CSCDA60 is amended by the Mobile Homes Act 2013 (MHA 2013) and now provides greater protection to occupiers of residential park homes and caravans and covers buying, selling or gifting of park homes, the pitch fee review process, the deposit of site rules and from 1 July 2021 introduces an application process for site licence holders to register as fit and proper persons.

Local authorities must have a policy setting out how it will set and charge fees in order to comply with legislative requirements. The Council does not make a profit from the fees, they solely cover the costs of carrying out the licensing functions in relation to relevant protected sites. The fees are not designed to include investigation of harassment or matters not related to the site licence as these should be dealt with through other appropriate channels.

This Policy will be used to determine fees that will be levied from 1 April 2024.

2. Fees charged for site licences

Local Authorities may charge fees to cover the costs of their licensing functions in respect of “relevant protected sites”. A relevant protected site is defined by Section 5A (5) and (6) of the Caravan Sites and Control of Development Act 1960.

Fees can be charged for:

- Applications for a new site licence
- Applications to transfer or amend an existing site licence
- Annual fee for administering and monitoring existing site licences
- Fee for Depositing site rules
- Applications to register as a fit and proper person (from 1 July 2021)
- Annual fee for monitoring the fit and proper person register

This policy details the fees to be charged for these functions. The fee levels are calculated based on the estimated average time and costs involved in undertaking the activities involved. Fees are payable at the application stage and are non-refundable.

3. Application for a new site licence

All sites require a site licence to operate (subject to exemptions in the CSCDA60); failure to apply for licence is an offence under Section 1(2) of CSCDA60. The Council may only issue a licence for a site with a valid and correct planning permission for the use. Any application made before the planning status has been awarded must be processed within 6 weeks of the planning decision. Sites which already have the correct planning permission in place should be processed within 2 months of the licence application unless otherwise agreed.

The fee for a new site licence reflects the variation in the cost of processing the application according to the size of the site. See Appendix 1.

4. Transfer / amendment of an existing site licence

Where a licence holder wishes to transfer the licence, an application must be made to the Council, for which a fee is payable. The fee must accompany the application to transfer the licence. Similarly, where a site owner requests an amendment to the site licence conditions the Council can charge a fee for this function. Where significant amendments to the site licence conditions are requested, this is likely to involve a site visit so the fee for this licensing activity will be slightly greater. Applications may also be made by licence holders to vary or cancel conditions; the fee is payable at the application stage.

If the Council deem it necessary to alter conditions, there will be no fee payable. See Appendix 2.

5. Annual fee for existing site licences

All relevant protected sites must pay a licensing fee to the Council (subject to any exemptions stated in this policy). The annual fee covers the costs associated with site inspections and administration to ensure compliance with the site licence conditions. If there is a breach in site licence conditions, further charges may be payable to cover the cost of any enforcement action which may be taken.

Some sites will be exempt from the annual fee, these include:

- Sites for holiday use only or are only permitted to have caravans stationed on them at certain times of the year
- Sites with 3 units or less
- Sites where all caravans are occupied by members of the same family and not run commercially or for financial gain.

These categories of site are exempt from the annual licensing fee as the Council does not intend to carry out routine annual inspections of these sites, however, any complaints will be dealt with as appropriate. See Appendix 3.

6. Fees for depositing site rules

Site Rules are different to the site licence conditions. They are put in place by the owner of a site to ensure acceptable standards are maintained which will be of benefit to occupiers or will promote and maintain community cohesion on the site. The MHA13 states site rules must be agreed between both parties. The Council must keep an up to date register of site rules on relevant protected sites and publish them online.

Before publishing the site rules the Council will ensure the rules deposited have been made in accordance with the statutory procedure – a fee is payable for this function.

Any site rules deposited with the local authority for the first time or applications to vary or delete existing site rules must be accompanied by the appropriate fee. The fee is the same for either a first deposit or for a subsequent variation or deletion. This is because the process will be very similar for all three types of deposits. See Appendix 4.

7. Application to register as a fit and proper person

From 1 July 2021, the Council must be satisfied that the occupier of the land used as a relevant protected site, or a person appointed by the occupier to manage the site is a fit and proper person. The Council must establish and maintain a register of persons they are satisfied are fit and proper to manage a relevant protected site in their area. An application to be included in the register must be accompanied by the fee to cover the cost of administering this function and an application will not be valid until the fee is paid.

There is also provision for the Council to appoint a person to manage a site, with the site owner's consent. In this instance any costs incurred or to be incurred in making the appointment will be recharged to the site owner on the same basis as enforcement costs are calculated. See Appendix 5.

8. Annual fee for inclusion in register

There will be no annual fee for simple inclusion on the register. In the event that specific conditions are added to a fit and proper person determination, then the local authority may charge an annual fee due to the additional work relating to these matters. The Council does not intend to charge for this element.

9. Enforcement costs

Where there has been a breach in a site licence condition which comes to the attention of the Council, we may serve a compliance notice. The CSCDA60 details the elements which a local authority may include when imposing a charge for enforcement action. These include the time involved in deciding to serve and prepare the notice. A detailed breakdown of the relevant expenses will be provided with the compliance notice. Charges will be based on an hourly rate in addition to any other costs incurred for example legal costs.

10. Publishing and revising the fee policy

The fees detailed in this policy have been determined based on experience of dealing with site licensing historically. The Council reserves the right to review and amend this Policy at any time, however it will be revised no later than 1 April 2029. Details of the actual fees to be charged can be found on our website in our fees and charges section.

Appendix 1 - Calculating the Application Fee

To set the fee we can take into account the following matters to determine costs incurred. This charge will be in addition to the annual fee.

Application Fee	Time (minutes)
Log the application, Process Fee (Admin)	30
Validate the application (Licensing Officer)	60
Travel to site (Environmental Health Officer)	30
Inspection of common parts of site (Environmental Health Officer)	120
Inspection time per plot	10
Record details of inspection (Environmental Health Officer)	60
Prepare Draft Licence (Environmental Health Officer)	60
Liaison with Site Owner (Environmental Health Officer)	60
Issue Final Licence (Manager)	60
Subsequent Admin (Environmental Health Officer)	30

Fee Calculation

Admin Officer (AO) – 30 minutes

Licensing Officer (LO) – 60 minutes

Environmental Health Officer (EHO) – 360 minutes (+ 10 mins per plot)*

Manager (MAN) – 60 minutes

Application fee = (Hourly Rate of AO x 0.5) + (Hourly Rate of LO x 1) + (Hourly Rate of EHO x 6) + (Hourly Rate of MAN x 1) + ((Number of plots x (0.166 x Hourly Rate of EHO))

Appendix 2 - Calculating the Transfer / Amendment Fee

To set the fee we can take into account the following matters to determine costs incurred. This charge will be in addition to the annual fee.

Application Fee	Time (minutes)
Log the application, Process Fee (Admin)	30
Validate the application (Licensing Officer)	30
Travel to site (Environmental Health Officer)	30
Inspection of common parts of site (Environmental Health Officer)	120
Record details of inspection (Environmental Health Officer)	30
Prepare Draft Licence (Environmental Health Officer)	30
Liaison with Site Owner (Environmental Health Officer)	30
Issue Final Licence (Manager)	30
Subsequent Admin (Environmental Health Officer)	30

Fee Calculation

Admin Officer (AO) – 30 minutes

Licensing Officer (LO) – 30 minutes

Environmental Health Officer (EHO) – 270 minutes

Manager (MAN) – 30 minutes

Transfer fee = (Hourly Rate of AO x 0.5) + (Hourly Rate of LO x 0.5) + (Hourly Rate of EHO x 4.5) + (Hourly Rate of MAN x 0.5)

Appendix 3 – Calculating the Annual Site License Fee

To set the fee we can take into account the following matters to determine costs incurred.

Annual Fee	Time (minutes)
Process Fee (Admin)	15
Prepare / Review Case & Previous (Environmental Health Officer)	30
Travel to site (Environmental Health Officer)	30
Inspection of common parts of site (Environmental Health Officer)	120
Inspection time per plot	10
Record details of inspection (Environmental Health Officer)	30
Issue Letter (Environmental Health Officer)	60
Follow Up (Environmental Health Officer)	30

Fee Calculation

Admin Officer (AO) – 15 minutes

Environmental Health Officer (EHO) – 300 minutes (+ 10 mins per plot)*

Annual fee = (Hourly Rate of AO x 0.25) + (Hourly Rate of EHO x 5) + ((Number of plots x (0.166 x Hourly Rate of EHO))

Appendix 4 – Calculating the Fee for Depositing Site Rules

To set the fee we can take into account the following matters to determine costs incurred.

Depositing Site Rules Fee	Time (minutes)
Log the application, Process Fee (Admin)	30
Validate the request (Licensing Officer)	30
Update Records, Publish on Website & File (Licensing Officer)	30

Fee Calculation

Admin Officer (AO) – 30 minutes

Licensing Officer (LO) – 60 minutes

Fee = (Hourly Rate of AO x 0.5) + (Hourly Rate of LO x 1)

Appendix 5 – Calculating the Fee to Register as a Fit and Proper Person

To set the fee we can take into account the following matters to determine costs incurred.

Application Fee	Time (minutes)
Log the application, Process Fee (Admin)	30
Validate the application (Licensing Officer)	60
Complete Checks (Environmental Health Officer)	150
Update records (Environmental Health Officer)	30
Issue Decision / Update Public Register (Licensing Officer)	60

Fee Calculation

Admin Officer (AO) – 30 minutes

Licensing Officer (LO) – 120 minutes

Environmental Health Officer (EHO) – 180 minutes

Fee = (Hourly Rate of AO x 0.5) + (Hourly Rate of LO x 2) + (Hourly Rate of EHO x 3)

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