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**Our reference:**  
**Your reference:**  
**Date:** Wednesday, 19 September 2018



To all Members of the Council

Dear Councillor

You are summoned to attend a Meeting of the Council to be held in the Council Chamber, Rushcliffe Arena, Rugby Road, West Bridgford on Thursday, 27 September 2018 at 7.00 pm for the purpose of transacting the following business.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Julian Crowle'.

Julian Crowle  
Monitoring Officer

## AGENDA

Opening Prayer

1. Apologies for absence
2. Declarations of Interest
3. Minutes (Pages 1 - 12)  
  
To receive as a correct record the minutes of the Meeting of the Council held on 26 July 2018.
4. Mayor's Announcements
5. Leader's Announcements
6. Chief Executive's Announcements
7. Citizens' Questions

To answer questions submitted by Citizens on the Council or its services.

Rushcliffe Community  
Contact Centre

Rectory Road  
West Bridgford  
Nottingham  
NG2 6BU

**In person**

Monday to Friday  
8.30am - 5pm  
First Saturday of  
each month  
9am - 1pm

**By telephone**

Monday to Friday  
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“The Cabinet’s approval of the creation of an LLP between RBC Enterprises Ltd and PSP Facilities Ltd will influence decisions relating to the future of Council-purchased and other land, local infrastructure and the economy across the borough. Taking into account that the LLP will effectively be a commercial enterprise and not subject to all of the transparency required for local government governance, will the Council give a public assurance that any considerations of the LLP that affect or apply to parts of the borough will be the subject of notification and consultation to the local established Town/ Parish/Meeting bodies, or where such a body does not currently exist, direct consultation with the public or some other body for this purpose?”

**Alan R Harvey**

8. Approval of the Scrutiny Annual Reports (Pages 13 - 46)

The report of the Executive Manager – Finance and Corporate Services.

9. Arrangements for the Monitoring Officer Role (Pages 47 - 52)

The report of the Chief Executive.

10. Notices of Motion

To receive Notices of Motion submitted under Standing Order No.12

“Despite building more houses, including social housing, within the Greater Nottingham Housing Market Area, than any other District over the last 7 years, Rushcliffe is being unfairly penalised under current Government Planning Policy.

This Council would like to express to the Government, in the strongest terms, its frustrations in the delays of developers and landowners in progressing housing sites that have been allocated since December 2014 in our core strategy. This is having an unacceptable impact on the Council’s five year land supply, resulting in approvals being given on appeal on housing allocations that it does not support.

The current housing land supply is 3.1 years due to a lack of delivery by landowners and developers on the major allocated housing sites. The soon to be adopted Local Plan Part 2 will provide Rushcliffe once again with 5 years of housing land supply, but this could quickly be put at risk again through continued inaction by the landowners and developers on the major allocated housing sites.

This Council is calling for government to step up its support in both:

1. Ensuring that developers and landowners progress the developments on these strategic sites and,

2. Increasing the protection for areas outside the core city area, by preventing speculative developments which are not allocated within the Local Plan or the Emerging Local Plan Part 2.”

### **Councillor S J Robinson**

#### 11. Questions from Councillors

To answer questions submitted by Councillors under Standing Order No. 11(2)

<b>Meeting Room Guidance</b>
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**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.

<b>Recording at Meetings</b>
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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.

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## **MINUTES OF THE MEETING OF THE COUNCIL THURSDAY, 26 JULY 2018**

Held at 7.00 pm in the Council Chamber - Rushcliffe Borough Council

### **PRESENT:**

Councillor Mrs M Stockwood (Mayor)  
Councillor Mrs C Jeffreys (Deputy Mayor)

Councillors S Bailey, K Beardsall, A Brown, M Buckle, B Buschman, R Butler, H Chewings, T Combellack, B Cooper, G Davidson, N Clarke, J Cottee, A Dickinson, J Donoghue, M Edwards, A Edyvean, J Greenwood, S Hull, R Inglis, K Khan, R Jones, N Lawrence, J Lungley, A MacInnes, Mrs M Males, S Mallender, D Mason, G Moore, A Phillips, L Plant, F Purdue-Horan, S J Robinson, Mrs J Smith, J Stockwood, J Thurman, R Upton and J Wheeler

### **ALSO IN ATTENDANCE:**

10 Members of the public

### **OFFICERS IN ATTENDANCE:**

D Banks	Executive Manager - Neighbourhoods
M Elliott	Constitutional Services Team Leader
P Linfield	Executive Manager - Finance and Corporate Services
D Mitchell	Executive Manager - Communities
S Sull	Deputy Monitoring Officer
S Whittaker	Financial Services Manager
L Webb	Constitutional Services Officer

### **APOLOGIES:**

Councillors R Adair, R Hetherington, R Mallender and G Wheeler

### **Opening Prayer**

The Meeting was led in prayer by the Mayor's Chaplain, Canon Alan Haydock.

### **11 Declarations of Interest**

Councillor Cottee declared a private interest in agenda item 9, motion 1 and announced that he would not take part in the subsequent discussion and vote on the motion.

### **12 Minutes**

The Minutes of the meeting held on Thursday 24 May 2018 were approved as a correct record and signed by the Mayor.

### 13 **Mayor's Announcements**

The Mayor reported that she had attended many varied events since the last meeting of Council and advised that she was very much looking forward to her first charity fundraising event on 13 October 2018 which was to include an auction with TV personality and auctioneer, Charles Hanson.

The Mayor also referred to the following engagements:

- Attending Abbey Road Primary School with Councillor Mason to promote the highly anticipated Tour of Britain cycle race which was coming to Rushcliffe on 8 September 2018.
- Visiting Archbishop Cranmer School during their 50<sup>th</sup> anniversary celebrations.
- Attending the DNRC handover ceremony from Headley Court to Stanford Hall and meeting the Duke of Cambridge and the Duke of Westminster.

The Mayor also announced that her cadet for 2018/19 was Cadet Flight Sergeant Luke Whitham from 1936 (Newton) Squadron and presented him with a certificate to mark the start of his year as Mayor's Cadet.

### 14 **Leader's Announcements**

The Leader informed the Council that he had attended the ceremony at Stanford Hall that marked the official handover of the DNRC from Headley Court to Stanford Hall and noted how pleased he was that this important facility was now located in Rushcliffe. The Leader also congratulated Councillor Barrie Cooper for raising almost £7,000 for his chosen charity, The Friary during his year as Mayor in 2017/18. The Leader also announced that signs had been placed around the Borough which stated that the use of helium balloons and sky lanterns were prohibited on Council land which and indicated the Council's continued commitment to be for environmental responsible. The Leader also referred to his pride in the Council being named Best Commercial Council of the Year at the prestigious annual Municipal Journal Awards in June in addition to winning the Entrepreneurial Council of the Year award at the Local Government Chronicle Awards in March.

### 15 **Chief Executive's Announcements**

There were no announcements.

### 16 **Citizens' Questions**

There were no questions.

## 17 Statement of Accounts 2017/18

The Portfolio Holder for Finance presented the report of the Executive Manager – Finance and Corporate Services seeking approval for the Statement of Accounts 2017/18 and for approval of the Management Representation letter that confirmed that the external auditors, KPMG, were satisfied with the validity of the financial statements provided by the Council. The Portfolio Holder stated that despite difficult economic circumstances that faced the public sector, the Council had maintained its focus on achieving a viable Medium Term Financial Strategy.

The Portfolio Holder stated that the KPMG auditors had approved the Council's accounts with no major concerns and thanked the Executive Manager – Finance and Corporate Services and the finance team for their hard work in getting the accounts ready on time and meeting the challenges that the bringing forward of the date for when the accounts had had to be finalised this year had presented.

The Portfolio Holder advised that it had been an extremely successful year for Rushcliffe financially which had seen it continuing to have the lowest council tax in Nottinghamshire whilst still delivering excellent services with high resident satisfaction levels. The Portfolio Holder also noted that the Council's Reserves have grown and assured Council that financial issues surrounding capital expenditure underspending would be addressed. The Portfolio Holder also reported that the Council's Strategic Investments had been a success, referencing Chapel Lane in Bingham and the regeneration of Cotgrave Town Centre.

In seconding the report, Councillor Robinson stated the council had a £1.7 million gross income from its investments which placed the Council in a good and sustainable financial position but did note that Brexit did present some uncertainty going forwards, but that the Council was prepared for this uncertainty and that it was always looking at new ways of generating income in order to protect services delivered to residents.

Councillor MacInnes noted that it was excellent to see that the Council's reserves had increased and commended the Executive Manager – Finance and Corporate Services, finance team and the auditors for their work. Councillor Davidson noted his agreement with Councillor MacInnes' comments. Councillor Jones offered further congratulations regarding the statement of accounts and thanked Executive Manager – Finance and Corporate Services, the finance team and the auditors. Councillor Jones expressed concern about the sustainability of the pension scheme with fewer contributors supporting more pensioners as well as the potential borrowing costs involved in providing a new leisure centre at Bingham.

It was **RESOLVED** that:

- a) The Statement of Accounts for 2017/18 be approved.
- b) The Management Representation letter be approved.

## 18 Notices of Motion

### Notices of Motion

- a) The following motion was moved by Councillor Jones and seconded by Councillor Khan

“We call on Nottinghamshire County Council to create a street parking strategy for West Bridgford in cooperation with this Council which improves opportunities for residents and the livelihood of local businesses.”

Councillor Jones in moving the motion explained the need for a street parking strategy for West Bridgford. It was noted that residents who lived in older houses within West Bridgford especially within the Melton Road and Musters Road area would often resort to double parking on the road due to lack of off street parking at their property. Councillor Jones also advised that community groups close to West Bridgford town centre relied heavily on street parking and that lack of parking amenities at community facilities such as churches was exacerbating the issue of lack of parking in West Bridgford. Councillor Jones also expressed his disappointment that recent planning applications with no allocated parking spaces for parking had received any objections from Nottinghamshire County Council as the local highways authority.

The motion was seconded by Councillor Khan who reserved the right to speak.

Councillor Edyvean thanked Councillor Jones for proposing the motion and advised that while he fully supported the motion and its aims, he wanted to propose an amendment to the motion as follows.

“Once issues relating to street parking are identified, we will seek to work with Nottinghamshire County Council, and for County to create a street parking strategy for West Bridgford, which improves opportunities for residents and the livelihoods of local business.”

Councillor Edyvean in moving the amendment to the motion advised that it was important for the Council to first understand what the issues were regarding street parking in West Bridgford and what the desired outcomes were before working alongside Nottinghamshire County Council to develop a street parking strategy. Councillor Donoghue seconded the amended motion and reserved the right to speak.

Councillor Jones advised that he had provided details regarding the problems of parking in West Bridgford in moving the original motion. Councillor Clarke disagreed and advised that the problems with regard to street parking in West Bridgford had not been stated adequately in the moving of the original motion and that if the Council first researched into the issues of street parking in West Bridgford it would strengthen the need for Nottinghamshire County Council to develop an on street parking strategy.

Councillor MacInnes referenced with concern the ongoing planning applications which proposed for Victorian houses to be converted into houses of multiple occupation no provision for parking. Councillor MacInnes also



expressed concern that this would have a disadvantageous effect on the ability of households that possessed more than one car to be able to park near their property. Councillor Robinson reiterated Councillor Edyvean's statement that the Conservative Group were in full support of the principles of the original motion but noted the importance of first collecting data from local residents, the West Bridgford Growth Board and other stakeholders in order to fully determine what the issues were in regards to street parking in West Bridgford.

Councillor Sue Mallender stated that because cars were getting bigger there was a greater need for an on street parking strategy in West Bridgford but also noted that there was greater need for residents to be encouraged to use public transport, carpooling and cycling to get about and hoped that there would be better provision for cyclists in the future, especially with the Tour of Britain coming to Rushcliffe in September 2018.

Councillor Davidson stated that if the amendment to the motion was carried it would only slow down the process of producing an on street parking strategy for West Bridgford and asked if Councillor Robinson would commit to producing the data on the issues relating to street parking in West Bridgford by the end of 2018 in order for an on street strategy to be produced as soon as possible. Councillor Khan advised that he was willing to support the amendment to the motion but only if the strategy could be reviewed by the West Bridgford Growth Board and that consideration be made for a reduction of car parking charges in West Bridgford. Councillor Plant noted that a set timescale for the required research and drafting of the strategy should be produced and noted that it was important for the Borough Council to work closely with Nottinghamshire County Council as provision for both on street and off street parking were interlinked. Councillor Lawrence noted that problems with on street parking exceeded the West Bridgford area and suggested if consideration could be made for a Borough wide on street parking strategy.

In response to comments made regarding the amendment to the motion Councillor Edyvean stated that workshops would take place to determine the issues of street parking in West Bridgford and that the West Bridgford Growth Board would be involved in the process. Councillor Edyvean stated that the amendment would give officers at Rushcliffe Borough Council time to research the problems of on street parking before working with Nottinghamshire County Council to develop an on street parking strategy for West Bridgford.

Councillor Cottee stated that he was abstaining from the vote as he was the Chairman of the Communities and Place Committee at Nottinghamshire County Council. On being put to the vote the amendment to the motion was declared as carried.

There was no further debate. On being put to the vote the motion was declared as carried. Councillor Cottee abstained from the vote.

- b) The following motion was moved by Councillor Robinson and seconded by Councillor Mason.

"This Council fully supports the rights of free speech, including the right of any political party to present their message on the streets of Rushcliffe, providing it is in full compliance with the laws and by laws.

However, this Council commits to ensuring local community events organised by Rushcliffe Borough Council are organised to support the objectives of the Authority and that unless expressly authorised there will be:

- i. No organised political group presence to promote, campaign or recruit to a particular ideology or campaign.
- ii. No facilities sanctioned to display political material, banners, or leaflets”

In moving the motion, Councillor Robinson stated that it was important for Council to note the guidelines included in the Local Government Act 1972 with regard to political activity at events. Councillor Robinson noted that the motion had to be brought to the Council following an incident where the Labour Party had been actively promoting themselves in celebrating 70 years of the NHS during the Taste of Rushcliffe and YouNG Market event which had taken place on Central Avenue, West Bridgford on 7 July 2018. Councillor Robinson noted that it was important for political parties to respect the five community events which the Council ran within the Borough every year and that these events should not be used to promote any political ideology or belief, with residents and visitors being able to enjoy the events without political beliefs being promoted. Councillor Robinson stated that Council staff at the event on 7 July had been placed in a difficult position in having to deal with the activity and that it was not acceptable to them to have had to deal with the incident.

In seconding the motion Councillor Mason stated that families should be able to enjoy visiting Rushcliffe Borough Council's community events without being subjected to the promotion of political ideology and that the use of megaphones by some Labour Party members at the event on 7 July had been totally inappropriate and was not acceptable behaviour. Councillor Mason also noted that the behaviour of some of the Labour Party members at the event had been disappointing and had been disrespectful to the YouNG Market entrepreneurs and performers at the event.

Councillor Plant in responding to the motion advised that the local Labour Party had had a stand in West Bridgford for over thirty years and that the stand attended by Labour members and councillors provided residents with an opportunity to raise local and national issues with the Labour councillors and that the presence of the stall had never attracted any complaints. Councillor Plant stated that the stall on 7 July had not been obstructing the highway and that having looked into the matter she was unable to find any by-laws that stated that a political stand would not be allowed at that community event. Councillor Plant noted that the motion lacked clarity and could be misinterpreted in numerous ways for example if an event was taking place in West Bridgford did that mean that an political stand could not be held elsewhere in the Borough on that day. Councillor Plant also questioned how, if at all such a restriction on political activity could be enforced. Councillor Plant reassured Council that the local Labour Party had not attempted to hi-jack the Taste of Rushcliffe Food Festival/YouNG Market but were instead there as part of a national Labour Party event to celebrate the 70th anniversary of the NHS which by coincidence happened to coincide with the Council's event.

Councillor Jones noted that while he did not see a problem with the Labour Party stand that the use of a megaphone had perhaps been inappropriate. Councillor Jones stated that the motion was not precise enough in many ways, for example who would apply for permission and to whom, and could if approved could easily be misinterpreted. In response to his concerns Councillor Jones proposed an amendment to the motion as follows:

“This Council fully supports the rights of free speech and expression as long as this is within the laws of the land such as not inciting racial hatred. This includes the right of political parties to present their message on the pavements of Rushcliffe as long as they do not obstruct the highway. The Council considers that it is not appropriate for organised public political campaigns to occur within or interfere with official community events organised by the Council. The Council accepts that political campaigns can occur in public locations which are nearby Council community events as long as they are clearly separate and do not interfere with access to or egress from the community event and do not interfere or intrude upon the community event by sound, lighting or other electronic means.”

In seconding the amendment to the motion, Councillor Davidson stated that he was supporting the amended motion but could not support the original motion as submitted as it was far too vague and did not include details with regard to spatial limitation.

Councillor Sue Mallender agreed with Councillor Davidson’s comments and noted that those political groups that promoted racial hatred should not be allowed to promote their political ideology on Council land. Councillor Sue Mallender also noted her agreement with Councillor Plant’s comments on the vagueness of the motion and that caution was needed so that the motion could not be misinterpreted as the Council limiting free speech. Councillor Khan also noted that free speech had its limits and that freedom speech should not be allowed to cause harm and as such clear boundaries on what was acceptable and was not acceptable needed to be made clear.

Councillor Clarke noted the excellent quality of life enjoyed by Rushcliffe residents and that Rushcliffe was an area where people wanted to come and live. Councillor Clarke also noted that in his many years in local politics he had seen much political activity, and that while members of different parties had always disagreed the political debate had always been conducted in an atmosphere of mutual respect, however there was a time and a place for debate and that local community events were neither the appropriate time or place. Councillor Clarke noted that the amended motion did not add clarity but instead would create confusion due to its potential subjective interpretation. Councillor Robinson agreed that that the amendment to the motion made it more subjective and that specific guidelines should not need be put in place in order for the Council’s events to be respected parties

Councillor Lawrence noted that local community events would always create a temptation for those involved in politics to express their ideologies to residents but that it also gave events a bad reputation. Councillor Lawrence also raised questions about who would enforce the motion if carried. Councillor Donoghue stated that she had worked as a nurse for the NHS for over 20 years and had

worked hard under both Labour and Conservative Governments for the benefit of patients. Councillor Donoghue stated that she was disappointed that the Labour Party had attempted to hijack the Taste of Rushcliffe/YouNG Market event and the 70th anniversary of the NHS to promote their political beliefs and questioned how this activity celebrated the achievements of the NHS. Councillor Donoghue reiterated that the NHS looked after everybody noted her disappointment that Rushcliffe councillors would participate in this type of activity and noted that the Labour Party should have been representing their constituents rather than promoting political ideology.

Councillor Jones advised that it had been an unfortunate coincidence that the two events had coincided and along with and Councillor Khan raised further concerns about how the proposed motion would be enforced. Councillor Butler noted that the incident on 7 July had been a serious and concerning incident and stated that the Council events staff would be in a position to enforce the requirements of the motion if it was passed. Councillor Moore agreed with the comments of Councillor Butler and noted that the original motion was straight forward and that the motion would be enforced during the five Rushcliffe Borough Council events which were held in West Bridgford every year and that the Council would monitor their events themselves.

In responding to the points raised in the debate on the amendment, Councillor Jones asked for a recorded vote to be taken on the amendment. In accordance with Standing Order 9.2 the vote was taken immediately. The recorded vote was taken as follows.

**FOR:** Councillors H Chewings, G Davidson, M Edwards, S Hull, K Khan, R Jones, A MacInnes, S Mallender, L Plant.

**AGAINST:** Councillors S Bailey, K Beardsall, A Brown, M Buckle, B Buschman, R Butler, T Combellack, B Cooper, N Clarke, J Cottee, A Dickinson, J Donoghue, A Edyvean, J Greenwood, R Inglis, N Lawrence, J Lungley, Mrs M Males, D Mason, G Moore, A Phillips, F Purdue-Horan, S Robinson, Mrs J Smith, J Stockwood, J Thurman, R Upton, J Wheeler.

**ABSTENSION:** Councillors Mrs C Jeffreys and Mrs M Stockwood.

On being put to the vote the amended motion was declared as lost.

In debating the original motion, Councillor Robinson stated that Rushcliffe Borough Council events should not need to be monitored for political activity and asked for political parties to be respectful to not hold stands at Rushcliffe Borough Council events. Councillor Robinson stated that Council officers had been put in a difficult situation during the Taste of Rushcliffe/YouNG Market and that this should not happen. Councillor Purdue-Horan advised of his support for the motion and noted that a Labour Party stand at a recent Bingham Town Council event had received some negative feedback from local residents as to its appropriateness of being at the event.

In responding to the issues raised in the debate Councillor Robinson restated his belief that politics and community events should be kept separate, and that while enforcement would be carried out on a case by case basis, the responsibility of adhering to the motion should fall to local political parties

acting considerately and responsibly.

After being put to the vote the motion was declared as carried.

- c) The following motion was moved by Councillor Robinson and seconded by Councillor Edyvean

“This Council acknowledges and celebrates the incredible achievement of being double winners of two of the sectors most prestigious national awards.

By winning both the LGC Entrepreneurial Council and MJ Commercial Council of the Year Awards it reflects the tremendous work done by officers and members to generate new and innovative streams of income. These initiatives have thus enabled this Borough to maintain the very best of front line services and maintain Rushcliffe with the lowest Council Tax charge in Nottinghamshire.”

In moving the motion, Councillor Robinson advised how proud he was that Rushcliffe Borough Council was able to continue to maintain frontline services and the lowest Council Tax charges in Nottinghamshire whilst also maintaining high levels of resident satisfaction in services. Councillor Robinson noted that the Council was able to maintain its front line services due to the Council’s Transformation Strategy which brought in £1.8 million of income annually to the Council. Councillor Robinson also highlighted the employment units at Cotgrave, the reopening of Bridgford Hall and the opening Rushcliffe Arena as some of the Council’s key achievements over the last eighteen months which had enabled the Council to win two prestigious national awards which demonstrated the Council’s commercial approach to income generation.

In seconding the motion, Councillor Edyvean advised that the Council fully embraced commerciality and that business was in the Council’s DNA which had been stated during the recent Corporate Peer Challenge which had taken place in January 2018. Councillor Edyvean also noted that the Council’s awards were welcome but were of secondary importance to the Council’s primary desire to deliver quality services to its residents. Councillor Edyvean highlighted the reopening of Bridgford Hall as great achievement for the Council and that the Hall now generated £120,000 of income per annum for the Council.

Councillor Jonathan Wheeler noted that the Council winning two prestigious awards was a testament to the work of the officers and stated that their hard work was appreciated by the Councillors. Councillor Liz Plant congratulated the Council on behalf of the Labour Party and thanked staff for working hard to generate a substantial income to the Council. Councillor Robinson thanked Councillors Edyvean, Jonathan Wheeler and Plant for their comments and was pleased to note that Rushcliffe was the number one place to live in the East Midlands for quality of life as well as scoring highly with regards to educational achievement and social mobility.

After being put to the vote the motion was declared as carried.

**a) Question from Councillor Jones to Councillor Upton**

“In what way will residents of West Bridgford and their community services benefit from the proposed scheme of Community Infrastructure Charging?”

In response to the question, Councillor Upton stated the Council would decide how to spend the neighbourhood proportion of CIL contributions from any developments in non-parished areas such as West Bridgford and Edwalton. It was noted that the regulations governing CIL required that contributions be spent on, or to support infrastructure in the area where the chargeable development had taken place and that this must be done in consultation with local communities. It was also noted that the exact mechanisms for deciding how such contributions would be spent and for community engagement would be determined during the in between the period of when the CIL was approved and when it would come into force.

**Supplementary Question**

Councillor Jones questioned if the CIL was disadvantageous to non-parished areas within the Borough as they could not qualify for the full 25% of the levy.

Councillor Upton stated that the exact mechanisms were laid down by the regulations of the CIL and that this issue would be looked at during the period of when the CIL was considered for approval and when it would come into force. Councillor Upton advised Councillor Jones to express his concerns in writing during the consultation period so that it could be taken into consideration by the independent examiner.

**b) Question from Councillor Plant to Councillor Robinson**

“Does the Leader agree with me that the leader of the County Council’s unseemly haste for Unitary status for the county without proper consultation and discussion with District and Borough Leaders and a proper business plan is not in the interests of the residents of Rushcliffe and the County as a whole?”

In response to the question, Councillor Robinson stated that the recent meeting of the County Council had approved a business plan to be produced later this year. Councillor Robinson noted that in November 2017 the Council had agreed to increase its dialogue with all local authorities. Councillor Robinson also stated that he had written to the Leader of Nottinghamshire County Council, Councillor Kay Cutts and that he had held a meeting with the Government Minister responsible for Local Government where he had stressed that the District and Borough Councils should receive clearer dialogue from the County Council whilst they were developing their business plan for the creation of a unitary authority. Councillor Robinson noted that the Borough should focus its own priorities of economic growth and should not become distracted.

### **Supplementary Question**

Councillor Plant asked if the Leader agreed that the East Midlands as a region had not received its fair share of funding from the government and that the Leader of the County Council should instead be working with all Leaders of Nottinghamshire District and Borough Councils to lobby for fairer funding within the region instead of asking for the creation of a unitary authority.

In response Councillor Robinson stated that the Council was working at all local Councils and the Local Enterprise Partnership in order to gain recognition for the region.

The meeting closed at 9.06 pm.

MAYOR

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**Council**

**27 September 2018**

**Scrutiny Annual Reports 2017/18**

**Non Key Decision No.17**

## **Report of the Executive Manager – Finance and Corporate Services**

### **1. Purpose of report**

- 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 2017/18.

### **2. Recommendation**

It is RECOMMENDED that Council endorse the work undertaken by the four scrutiny committees.

### **3. Reasons for Recommendation**

- 3.1 To enable Council oversight of the work and operation of its statutory Overview and Scrutiny function, the function's effectiveness and contribution to the work of the Council.

### **4. Supporting Information**

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

#### **Community Development Group**

- Review and Future of YouNG
- Options for Tree Protection and Promotion in Rushcliffe
- The Delivery of Rural Broadband in Rushcliffe
- Rural Public Transport
- Tackling the use of Single use Plastics
- Draft Off-Street Car Parking Strategy 2018-2022

#### **Corporate Governance Group**

- Internal Audit. Including Progress Report 2017/18, Annual Report 2017/18 and Strategy 2018-21
- External Audit Plan 2017/18
- Local Government Pension Scheme (LGPS) and the Nottinghamshire Pension Fund
- Capital and Investment Strategy 2018/19
- Annual Governance Statement
- Approval of the Statement of Accounts 2016/17
- External Auditors Report to Those Charged with Governance 2016/17
- Annual Audit Letter
- Revenue and Capital Budget Monitoring 2017/18

- Risk Management Review and Emergency Planning
- Health and Safety Annual Report 2016/17 and Interim Report
- Certification of Grants and Returns
- Treasury Management outturn and mid-year report
- Implementation of GDPR
- Progress report on ISO27001
- Review of the Constitution

### **Partnership Delivery Group**

- Positive Futures
- The Cooperation Agreement for Fleet Maintenance and Garage
- Services
- Metropolitan Housing Partnership
- The Service Level Agreement with Rushcliffe Community & Voluntary
- Service
- Waterloo Housing Partnership
- Service Level Agreement with Rural Community Action Nottinghamshire
- Review of all Partnerships
- Rushcliffe Business Partnership
- South Nottinghamshire Community Safety Partnership

### **Performance Management Board**

- East Leake Leisure Centre – Carillon Annual Report
- Glendale Golf/Edwalton Golf Course Contract – Annual Review
- Civil Parking Enforcement Contract
- Review of Customer Complaints and Ombudsman Letter 2016/17
- Parkwood Leisure Contract Annual Review
- Equality and Diversity Annual Report 2016/17
- Streetwise Environmental Ltd for 2016/17

## **5. Alternative options considered and reasons for rejection**

5.1. None

## **6. Risks and Uncertainties**

6.1 None

## **7. Implications**

### **7.1. Financial Implications**

7.1.1. None

### **7.2. Legal Implications**

7.2.1. None

### **7.3. Equalities Implications**

7.3.1. None

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

7.4.1. None

**7.5. Other implications**

7.5.1. None

**8. Link to Corporate Priorities**

8.1. The work of the four scrutiny committees supports the Council's Corporate Strategy key themes of :

- Delivering economic growth to ensure a sustainable, prosperous and thriving local economy.
- Maintaining and enhancing our residents' quality of life.
- Transforming the Council to enable the delivery of efficient high quality services.

**9. Recommendations**

It is RECOMMENDED that Council endorse the work undertaken by the four scrutiny committees.

<b>For more information contact:</b>	Peter Linfield Executive Manager – Finance and Corporate Services 0115 914 8439 <a href="mailto:plinfield@rushcliffe.gov.uk">plinfield@rushcliffe.gov.uk</a>
<b>Background papers available for inspection:</b>	None
<b>List of appendices:</b>	Appendix 1 – Annual Scrutiny Report

# Annual Scrutiny Report 2017/18



# Community Development Group

## 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 the Review and Future of YouNG, Options for Tree Protection and Promotion in Rushcliffe, the Delivery of Rural Broadband in Rushcliffe, Rural Public Transport Update, Tackling the use of Single use Plastics and the Draft Off-Street Car Parking Strategy 2018 - 2022.

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

Councillor Tina Combella  
Chairman



**Councillor T Combella  
Chairman**



**Councillor J E Thurman  
Vice Chairman**

## **What we are responsible for?**

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:

- Review and Future of YouNG
- Tree Protection and Promotion in Rushcliffe
- The Delivery of Rural Broadband in Rushcliffe
- Rural Public Transport in Rushcliffe
- Tackling the use of Single use Plastics
- Off Street Car Parking Strategy 2018 – 2022

## **Review of and Future Delivery of YouNG**

The members of the Community Development Group were tasked by the Council's Cabinet to examine the future delivery option for YouNG following the receipt of an independent report on the initiative. In June 2017 the Group received a presentation from the Chief Executive which provided an overview of YouNG, its achievements to date as well as a range of potential options for its future delivery. The Group also received a presentation from the Principal Community Development Officer who outlined the findings of the independent Report. Finally NGi delivered a presentation that examined how the YouNG initiative was able to help young people succeed in a global environment.

Members of the Group, while being supportive of the broad objectives of the YouNG initiative felt that in order for them to be able to fully evaluate the initiative potential future delivery options, further information was required and agreed that a further report be presented to the Group detailing the future plans for the development and continuation of YouNG.

At its meeting in September, the Group received a presentation from the Executive Manager – Communities who advised the Group that it was being investigated if a collaboration between Positive Futures and the Council could potentially be developed in order for the YouNG initiative to continue. Members of the Group agreed that current employees of YouNG should be given the opportunity to continue their employment at Rushcliffe Borough Council where possible and that YouNG should be promoted to businesses from across the Borough.

The Group felt that moving forward the YouNG project needed to be more focused, concentrating on fewer elements, with its main focus being on increasing business and employability skills for the young people on the programme, supported by an adequate staff resource.

At its meeting in November, the Group received a presentation from the Trent Bridge Community Trust who provided information on a service delivery model for a potential delivery partnership arrangement between YouNG and the Trust. The Group were advised that this partnership would be able to maximise the positive outcomes for the young people on the programme and utilise the funding available to YouNG by utilising the expertise and contacts of the Trent Bridge Community Trust. Members of the Group were supportive of the Trust's proposals to increase YouNG's engagement with local businesses in order to enable greater access to work experience placements and were reassured that the YouNG Ambassadors would continue to promote the opportunities of YouNG in all secondary schools to ensure universal provision throughout the Borough. Members of the Group also supported the proposal that the Council would no longer employ the interns and the ambassadors directly, but would continue to provide overall governance for YouNG.

Members of the Group expressed their support the proposed delivery model, on condition that the Trent Bridge Community Trust could commit to work predominantly with Rushcliffe businesses. Members also requested that the Trent Bridge Community Trust provided quantitative information on the number of work experience placements provided and on the number of young people involved with the project. The Group also agreed that it was essential that the Council provide transitional support to the Trent Bridge Community Trust whilst they establish their delivery of the YouNG Project.

The Council's Cabinet considered a report on the future of YouNG, containing the recommendations made by the Community Development Group on 9 January, 2018 where the Group's recommendations were approved for implementation.

### **Tree Protection and Promotion in Rushcliffe**

The members of the Community Development Group reviewed how the Council protected and promoted trees within the Borough. Members considered various options for addressing the challenge of protecting and promoting trees in the Borough where woodland coverage currently stands at 575 hectares or 1% of the Borough, with this relatively low figure being largely due much of the land in the Borough having been mainly used for arable farming.

At its meeting in August the Group received a report and presentation from the Environment and Sustainability Officer on potential solutions for increasing tree promotion in the Borough, which were then considered by members of the Group. As a result of these considerations a further report was brought to the Group at its November meeting where a range of detailed solutions on tree promotion and protection measures that could be implemented were considered. Members of the Group were particularly in favour of the Tree Warden Scheme, co-ordinated by The Tree Council, which was a national initiative to enable people to play an active role in conserving and enhancing their local trees and woods. Members of the Group were also supportive of the 'free tree scheme', which was currently operating in North West Leicestershire where residents were supplied with trees to plant.

A report detailing the recommendations made by the Community Development Group was considered by the Council's Cabinet on 9 January, 2018 where the Group's recommendations were approved for implementation along with a £50,000 revenue budget over three years to support the initiatives.

### **The Delivery of Rural Broadband in Rushcliffe**

At the February meeting of the Community Development Group members received a progress report on the on the delivery of Nottinghamshire County Council's programme to provide 98% of Nottinghamshire with a fibre broadband network, capable of delivering superfast broadband by 2018. Members of the Group were concerned that between 1800 and 1900 properties in Rushcliffe which did not have access to a high speed network, but were reassured that steps were being taken by Nottinghamshire County Council with their partnership with BT to provide access for these properties to high speed internet access.

The Group will be looking again at rural broadband provision next year to monitor and assess how access to high speed broadband in rural areas is progressing.

### **Rural Public Transport in Rushcliffe**

At the February meeting of the Community Development Group members received a report from the Development and Partnerships Manager at Nottinghamshire County Council on the provision of rural public transport in Rushcliffe. Members of the Group were advised that due to budgetary pressures that County wide that the budget for local bus support was £3.95 million per year, which had been reduced from £7.5 million over the past seven years. Members were concerned there could be changes in how the 11 supported rural bus services in Rushcliffe were provided, but welcomed the assurance that any changes to services would only be made after a full consultation with councillors and service users.

Members of the Group agreed that rural bus services should be more actively promoted to increase usage and that Nottinghamshire County Council should work with the Council's Planning department in order to enable public transport provision in new developments such as Sharphill and Fairham Pastures.

The Group will continue looking at rural public transport provision next year and will be widening their considerations to include rail service provision.

### **Tackling the use of Single Use Plastics**

As a result of the resolution made at Council on 7 December 2017 the Community Development Group were requested to consider the following:

"Rushcliffe Borough Council resolves that in response to environmental concerns about single use plastics, and harm to farmers' livestock, wildlife and the local environment by Chinese lanterns and helium balloons, an item be placed on the community development group scrutiny work programme for 2018 to consider and advise on the following objectives.

- a) Assess the current use and feasibility of reducing single use plastic in relation to Council activities



- b) Consider the mechanisms to ban the use of Chinese lanterns and helium balloons on Rushcliffe Borough Council land and open spaces.
- c) Consider the provision of Council advice and information on single use plastic, Chinese lanterns and helium balloons for local residents, Parish/Town Councils and businesses
- d) Make any recommendations for consideration by Cabinet.”

At the February meeting of the Community Development Group members were provided with information on the corporate working group that had been established to develop actions to be taken by the Council to enable it to deliver a reduction in the use of single use plastics.

The action plan covered four theme areas that were:

- an audit of the single use plastic currently used across the Council in normal council activities
- identifying ways of seeking support from key partners and contractors to encourage them to commit to support similar actions
- running relevant communications and campaigns to influence and change behaviour of residents and businesses in the borough on these issues
- identifying how the Council could prohibit the use of Chinese lanterns and helium balloons at Rushcliffe Borough Council assets and parks and following good practice examples from other agencies such as Nottinghamshire County Council.

Members of the Group welcomed the actions that had been taken and suggested that china cups should be made available instead of plastic cups for the Councillors to use at Rushcliffe Arena. This action was implemented following the meeting. The Group also suggested that more communications material should be produced to inform residents of the different types of plastics that could and could not be recycled.

The Group will be continue to look at the Council’s work to reduce its use of single-use plastics next year and look forward to receiving a progress report regarding the activities included in the action plan in September 2018.

### **Off-Street Car Parking Strategy 2018 – 2022**

At the February meeting of the Community Development Group members were presented with the Draft Off Street Car Parking Strategy 2018 – 2022 for their consideration in advance of the strategy being submitted to Cabinet.

Members of Group supported action taken by the Council in the recent installation of new ticket machines which would be more accurate and reliable in the Council’s West Bridgford car parks. The Group also supported a proposed review of the evening tariff arrangements that residents had reported as finding confusing.

The Group expressed concern about the limited number of car parking spaces for those who lived in newly built houses that led to residents parking on the road. The Group were reassured that The Executive Manager – Neighbourhoods agreed to would discuss with the Executive Manager – Communities to explore if and how a

new requirement of two parking spaces per new build could be introduced for newly built properties.

A report on the draft Off Street Car Parking Strategy which included the comments and suggestions made by the Community Development Group was considered by the Council's Cabinet on 15 May, 2018 where the Draft Off Street Car Parking Strategy was approved for implementation.

### **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.

## **Corporate Governance Group**

### **Chairman's Foreword**

This brief foreword looks back on the busy year of the Corporate Governance Group in 2017/18. 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. This 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 decision making. The group over the past year have judiciously and robustly scrutinised the Council's finances, approach to risk, as well as other corporate issues including associated financial implications such as the Council's pension liability. We also set a working group to review the Council's Constitution, and via this process we have made a significant impact developing the proposals for the introduction of public speaking at Cabinet and Council meetings and the ensuing increased transparency that this brings; and have made the Constitution fit for purpose and becoming more relevant for councillors, officers and residents.

Councillor Kevin Beardsall  
Chairman Corporate Governance Group



**Councillor Kevin Beardsall  
Chairman**



**Councillor George Davidson  
Vice Chairman**

## What we are responsible for?

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. Including changes to the Treasury and Capital Codes of Practice, which includes how we account for Commercial Investments.
- **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 including Progress Report 2017/18, Annual Report 2017/18 and Strategy 2018 - 2021
- External Audit Plan 2017/18
- Local Government Pension Scheme (LGPS) and the Nottinghamshire Pension Fund

- Capital and Investment Strategy 2018/19
- Annual Governance Statement
- External Auditors Report to Those Charged with Governance 2016/17
- Approval of the Statement of Accounts 2016/17
- Annual Audit Letter
- Revenue and Capital Budget Monitoring 2017/18
- Risk Management Review and Emergency Planning
- Health and Safety Annual Report 2016/17 and Interim Report
- Certification of Grants and Returns
- Treasury Management outturn and mid-year report
- Implementation of GDPR
- Progress report on ISO27001
- Review of the Constitution

## **Internal Audit**

### **Internal Audit Progress Reports 2017/18**

The Group received three progress reports on the internal audit plan throughout the year. Members of the Group were pleased to note when they received the final report that the audit plan, which contained 14 assignments had been completed on time and that all assignments had received a positive assurance.

### **Internal Audit Annual Report 2017/18**

Mr Chris Williams, Head of Internal Audit at RSM, the Council's internal auditors, attended the May meeting of the Group and presented the Council's Internal Audit Annual Report 2017/18. It was noted that the report was the last report for the financial year and showed that all audits had been completed for the year, along with the recommendations made. The report highlighted the completion of the Internal Audit Plan for 2017/18 in accordance with the Public Sector Internal Audit Standards. Members of the Group were advised that RSM had concluded that the Council had an adequate and effective framework for risk management, governance and internal control.

The Group considered the report and questioned on what basis were areas considered for audit sampling and how far audits were planned. Members of the Group were advised that the plan was flexible and provided a broad spectrum for internal audit for which a 3-year plan was sufficient.

### **Internal Audit Strategy 2018 to 2021**

The Group received for approval the proposed Internal Audit Strategy 2018/19 – 2020/21. The audit plan had been developed with regard to the Council's corporate objectives, risk profile and assurances framework, as well as other factors affecting the Council in the year ahead, including changes within the public sector. Members of the Group welcomed and approved the adoption and implementation of the strategy.

## **External Audit Plan 2017/18**

Mr Andrew Bush, a Director at KPMG, the Council's external auditors, provided a report for the Group that summarised their plan for external audit activity with regard to the final accounts process and their approach to value for money work in relation to the financial year 2017/18.

Mr Bush highlighted a number of risks concerning the audit, focusing on both financial statements and value for money. Mr Bush provided examples in respect of pension liability, financial resilience and ensuring that the Council's accounts were closed down in a timely manner given the tighter constraints for their completion in the new legislation commencing this year.

The Executive Manager – Finance and Corporate Services provided supporting information and noted that due to new legislation the audit cycle had now changed which meant that Statement of Accounts was now required to be approved by Council by the end of July, rather than by the end of September, as in previous years. Members of the Group welcomed the contents of the External Audit Plan and asked several detailed questions on its content.

## **Capital and Investment Strategy 2018/19**

Members of the Group received a report detailing the Capital and Investment Strategy for 2018/19 to 2022/23 that replaced the Treasury Management and Capital Strategies approved by Full Council in previous years.

A report detailing the Capital Prudential Indicators, Minimum Revenue Provision (MRP), Treasury Management Strategy and Commercial Investments were attached to the officer's report and highlighted the future position of the Council's Capital, Commercial Investments and Treasury plans. The report identified the risks relating to interest rates, use of counterparties for investments and the returns from commercial investments.

The Chairman and members of the Group welcomed the Investment Strategy and noted that it provided a robust spread of risk across the Council's investments and thanked officers for their efforts in creating the strategy.

## **Annual Governance Statement**

The Group received the Annual Governance Statement 2017/18 in accordance with the Accounts and Audit Regulations 2015.

Members of the Group were provided with information and an analysis of the significant governance issues covered in the statement as well as what remedial action would be taken in order to address the risks identified. Members of the Group were satisfied that an action plan addressing issues and risks would be incorporated into the final version of the Annual Governance Statement which would be considered by the Corporate Governance Group, alongside the Statement of Accounts 2017/18 at its meeting in July 2018.

## **External Auditors Report to Those Charged with Governance 2016/17**

Mr Andrew Bush of KPMG presented the Group with the External Auditor's Report to those Charged with Governance 2016/17. The report provided a summary of the key findings arising from the audit of the Council's financial statements for the year ending 31 March 2017 as well as an assessment of the Council's arrangements to secure value for money in its use of resources. Members of the Group were pleased to note that there were no major issues to report and that any matters outstanding were on schedule for successful completion.

## **Approval of the Statement of Accounts 2016/17**

The Statement of Accounts for 2016/17, along with the draft management representation letter was presented to the Group for their approval in advance of being presented at Full Council. Members of the Group were advised that the past year had been particularly challenging for the Finance Team due to the disposal of the Civic Centre and the valuation of the Council's new offices at Rushcliffe Arena. Members were also advised that the increased levels of the Council's various reserves was to deal with future potential risks such as the impact of the United Kingdom leaving the European Union, changes to New Homes Bonus and the localisation of business rates. Members of the Group were satisfied with the actions being taken to mitigate future financial risks, but expressed concern about the Council's ongoing pension liabilities and requested that a representative from Nottinghamshire County Council, who administer the local government pension scheme and the Nottinghamshire Pension Fund, be invited to a future meeting of the Group to provide further information on this issue of concern.

## **Annual Audit Letter**

Members of the Group received the Annual Audit Letter that concluded that no significant issues had arisen during the 2016/17 financial year.

## **Revenue and Capital Budget Monitoring**

The Group received three revenue and budget monitoring reports during the year. At the September meeting the group considered the budget position for both revenue and capital as of 30 June 2017. The Financial Services Manager outlined the key areas of the report and advised that there were currently projected revenue and capital budget surpluses for the year comprising of £12,000 revenue efficiencies and £2,425,000 from capital scheme rephrasing and potential savings. It was noted that this position could improve throughout the remainder of the year as managers continued to drive cost savings, and raise income, against existing budgets. The Financial Services Manager advised that the net efficiency of £2.4 million was mainly due to Highways England not awarding the £1.7 million funding for the A46 RAF Newton Footbridge and re-profiling the of the NCCC loan to align with the anticipated project spend this year by NCCC (which was £0.478m).

Members asked about the status of the Council's loan to Nottinghamshire County Cricket Club. The Group was in agreement that the loan and the Council's support of

the Club was vital in order to fully realise the economic and business benefits that having a world class sporting venue, hosting high profile matches brought to the Borough.

At the December 2017 meeting the Group considered the position for both revenue and capital budgets as at 30 September 2017. The report highlighted the purchase of the new investment property at Bardon and the benefits and risks associated with it. The Executive Manager – Finance and Corporate Services advised the group that currently there were projected Revenue and Capital budget savings for the year made up of £193,000 revenue efficiencies and £7,439,000 from capital scheme re-phasing as well as from identified potential savings. The Group recommended to Cabinet at this meeting to remove £5.75m from the 2017/18 Capital programme, as provisions for the original schemes at Land North of Bingham and RAF Newton were no longer required. This recommendation was subsequently approved by Cabinet.

At the February 2018 meeting the Group considered the Council's budget position for revenue and capital as at 31 December 2017 and were advised of projected efficiency savings of £193,000 and additional funding of £197,000 for the year. It was noted that these could improve further throughout the remainder of the year as managers continued to drive cost savings, and raise income against existing budgets. The Financial Services Manager advised that the Council's financial position to date reflected a number of positive variances including employee cost savings, savings from contracts, additional green waste income, investment income and recovery in housing benefit overpayments. The Financial Services Manager also advised that there were several adverse variances, including an increase in the cost of insurance, variations in the cost of contracts and an increase in the cost of NNDR (Business rates) at East Leake Leisure Centre and the Arena.

Members of the Group noted the overall efficiencies and savings for both revenue and capital, but also noted that opportunities and challenges could arise as a result of external financial pressures, such as business rates, welfare reform and continued financial pressures on individuals, businesses and partners.

### **Risk Management and Emergency Planning**

Members of the Group received reports on, and reviewed on activities associated with the updating of the Council's Risk Register and the work relating to the council's emergency planning and business continuity functions. Members of the Group were advised that the number of risks and their ratings fluctuated throughout the year and that the areas with high risks were in areas that were out of the Council's direct control and where the Council was unable to take mitigating action. Members of the Group were satisfied that risk management was being managed effectively by officers. The Group will continue to monitor the Council's risk management throughout next year.

Members of the Group also received reports on the Council's Emergency Planning activities and were advised that a move to critical plans and checklists had been made as part of a review of the Corporate Emergency Plan.



At its February meeting the Group were provided with information on Emergency Planning and were provided with an overview of the work carried out by the Emergency Planning Officer. The Group was also advised that multi-agency emergency planning exercises had been implemented and that members of the Executive Management Team and the Emergency Planning Officer had attended these events. The Group was satisfied that the Council was effectively prepared for emergencies, but requested that more information regarding the Council's plans were shared with all Councillors to ensure they were fully informed of the Council's Emergency Planning Procedures.

### **Health and Safety Annual Report and Interim Report**

The Group received the Health and Safety Annual Report 2016/17 at the July 2017 meeting that outlined the progress made against the goals set, training, accidents by number and type, injuries and the number of days lost to the Authority and the objectives for 2017/18. Members of the Group were pleased to note the reduction in accidents and the number of days lost which was continuing the downward trend of recent years.

The Health and Safety Advisor delivered a presentation and report of the Council's Health and Safety Six Monthly Update Report at the December 2017 meeting for the six-month period 1 April 2017 to 30 September 2017 that provided information on the Council's progress towards achieving health and safety targets. Members of the Group were pleased to note that further Emergency First Aid training for staff had been completed and that the Council's Work Place Health Champions had been awarded the Nottinghamshire's Workplace Health Silver Award in June 2017, which was 12 months earlier than had been anticipated. Members of the Group are looking forward to receiving further reports next year and reviewing the positive actions that the Council is taking to ensure that staff and the public's health and safety is being managed effectively.

### **Certification of Grants and Returns**

The Executive Manager for Finance and Corporate Services presented members of the Group with a report from the Council's external auditors, KPMG to provide information on the work undertaken during 2017/18 in relation to grant claims and returns for the financial year 2016/17.

The report from KPMG summarised the results of the audit of the Housing Benefit Subsidy Claim 2016/17 and the resultant costs of the audit. It was noted that the audit had identified only two minor errors (which were summarised in KPMG's attached report), and which had both been amended within the claim. Members of the Group welcomed the conclusion that overall, the claim was unqualified and that KPMG had not made any recommendations for improvements for the claims completion process. It was also noted that the actual audit fee was the same as the indicative fee of £6,495 for 2016/17.

## **Treasury Management outturn and mid-year report**

The Group received two Treasury Management reports throughout the year, as well as receiving refresher training with other councillors on Treasury Management processes. At its September meeting the Group received a report on the Treasury Management Outturn Position 2016/17 that provided a summary of the transactions undertaken by the Council as part of the Treasury Management function. At its December meeting the Group received a report which summarised Treasury Management activities of the Council for the period 1 April to 30 September 2017.

## **Local Government Pension Scheme and the Nottinghamshire Pension Fund**

Keith Palframan from Nottinghamshire County Council and Graeme Muir from Barnett Waddingham attended the Group's February and provided a presentation to update members on the latest situation regarding the Local Government Pension Scheme (LGPS) and the Nottinghamshire Pension Fund.

The presentation provided information on:

- The role of Nottinghamshire County Council
- Governance arrangements
- Fund management and pooling arrangements
- LGPS Regulations
- Benefits Structure and changes
- Valuation methodology
- Funding strategy
- Deficit levels, revaluation and future risks

The Nottinghamshire Pension Fund was being considered by the Group due to there being a perceived lack of information for Councillors regarding the processes that had led to Rushcliffe Borough Council becoming liable for £20 million of the fund's deficit, and concerns that a similar situation could happen again in the future, negatively impacting on the Borough Council's finances. Members of the Group were reassured that the issues with regard to deficit levels, revaluation and future risks were being adequately dealt with and were under control but did request that ways of increasing communication between Nottinghamshire County Council and Rushcliffe Borough Council be investigated further.

## **Implementation of the General Data Protection Regulation (GDPR)**

The Interim Chief Information Officer provided a report and presentation to provide an update on the implementation the General Data Protection Regulation (GDPR) and the progress being made towards ISO27001.

Members of Group welcomed the good progress that the Council had made in identifying, assessing and implementing the changes required to meet its obligations associated with the new data protection legislation. Members were advised of the work of the GDPR project board and its action plan for ensuring the Council was GDPR ready and noted their approval of the significant progress that had been made and were reassured that the action plan was providing an effective framework for

delivering and embedding further improvements relating to information management and data protection at the Council.

### **Progress Report on ISO27001**

The Interim Chief Information Officer provided a report and presentation to provide a progress report on the Councils Information management arrangements and compliance against the Information Security Management Standard ISO27001:2013 (Standard). The Interim Chief Information Officer advised that the progress the Council had made in relation to management and due diligence around its IT systems and supplier contracts had had a positive impact on some control areas within the standard.

The Interim Chief Information Officer noted that consideration was being given in regard to applying for external assessment against the ISO27001 standard, with this proposal being fully supported by members of the Group.

### **Member Working Group**

#### **Review of the Council's Constitution**

**Lead Member:** Councillor K Beardsall

**Group Members:** Councillors M Buckle, A MacInnes and Mrs J Smith

The task and finish group which had been established to carry out a more in depth review of the Constitution than the "soft touch" review previously endorsed by the Council in December 2016 completed its work during 2017/18. The group worked within the following terms of reference.

- a) To review the accessibility, utility and usability of the current Constitution and improve it;
- b) To review the structure of the Constitution, to improve its content, layout and flow as a practical working document;
- c) To identify and prioritise specific areas of content and procedures for detailed review, noting that, in time, all sections would be reviewed.

The task and finish group met at regular intervals throughout the year and were supported in their work by Glen O'Connell, the Monitoring Officer and Nigel Carter, Service Manager – Finance and Commercial Services. The group established a programme of work and approached the task sequentially through considering and discussing an issues paper on one Part of the current Constitution at one meeting and, then, at the next meeting, discussing the detailed drafting generated by that initial discussion, as well as considering an issues paper on the next Part. During the year, the group considered all parts of the current Constitution and consistently applied terms of reference a) and b), with a view to making changes which would change the Constitution from being a large static document, mainly used as an occasional source of reference for officers, to one which is capable of bringing relevant material to the immediate attention of Councillors, officers and members of the public when it is most relevant to them.

The main changes that were proposed by the group to the Constitution included the deletion of the Articles, with relevant information from them being transferred to other parts of the Constitution, and the use of electronic links to make the constitution more accessible on electronic devices. The group also proposed the introduction of public speaking at Council and Cabinet meeting, opposition group leaders being able to ask questions at Cabinet and for a definition of the role of leader of the main opposition group. The proposed changes to the Constitution, including details of how public speaking would be managed were presented to Councillors in a series of workshops in order that they could provide feedback on the proposals. The feedback received was positive and showed broad support for the proposed changes.

The changes to the Constitution proposed by the task and finish group were endorsed fully by the Corporate Governance Group at its February 2018 meeting where the Group thanked the members of the task and finish group and the officers for their hard work and for completing the work on time and within a challenging timescale. The proposed changes to the Constitution, in respect of executive matters were subsequently considered and approved for implementation by Cabinet in February 2018 and for non-executive matters by Council in March 2018.

### **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 by developing a challenging work programme

## Partnership Delivery Group

### 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. This scrutiny enables us to 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 our partners to want to work with us to benefit our residents.

I would like to thank all my colleagues, especially my Vice Chairman, Councillor Jean Greenwood, for their support throughout the year, for the lively and probing discussions and for their engagement and participation.

My thanks also go to our partners for their support in delivering quality services, and to the council staff for attending meetings and for ensuring that the scrutiny process remains effective and efficient.



**Councillor Mrs J Smith  
Chairman**



**Councillor J 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:

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

## **Our work this year**

The Group's main work was to monitor the services of the Council's partners to help develop policy and consultation prior to Cabinet.

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

- Review of Positive Futures
- The Cooperation Agreement for Fleet Maintenance and Garage Services
- Metropolitan Housing Partnership
- The Service Level Agreement with Rushcliffe Community & Voluntary Service
- Waterloo Housing Partnership
- Service Level Agreement with Rural Community Action Nottinghamshire
- Review of all Partnerships
- Rushcliffe Business Partnership
- South Nottinghamshire Community Safety Partnership

## **Review of Positive Futures**

Members of the Group received a presentation from representatives from Positive Futures and Nottinghamshire County Cricket Club which covered the performance of the Positive Futures project. The Group were advised that the number of young people that Positive Futures had worked with had reduced so that there could be more focused one to one support for individuals. Members of the Group were advised that Positive Futures were looking into the behavioural patterns of young people and offered a counselling service for those who suffered from mental health issues. The Group were also pleased to see the successful expansion of Positive Futures into

East Leake where Positive Futures were working with ten young people. The Group were pleased to endorse the work of the Positive Futures programme and welcomed the positive difference that it made to the lives of young people within the Borough.

### **Review of the Corporation Agreement for Fleet Maintenance and Garage Services.**

Members considered and commented on the performance of the Cooperation Agreement for Fleet Maintenance and Garage Service Provision that the Council had entered into with Nottingham City Council in 2014. The Group were pleased to be informed that following on from a positive performance and a budget saving in 2015/16, the end of year financial outturn for 2016/17 showed a saving of £27,280 against a budget of £282,500.

The Group received a presentation from the Transport Manager at Nottingham City Council and considered the performance indicators which had been revised for the third year of the partnership. The Group were pleased that all targets had been exceeded with the exception of the percentage of vehicles returned to the Depot by 7:00am that had narrowly been missed. The Transport Manager outlined the key highlights of the third year review of the agreement and advised that the City Council was currently in the first year of a full review of the Parking, Fleet and Transport service area which had resulted in the implementation of a Fleet Services Improvement Plan which involved reviewing all systems, agreements and improving customer service and management.

Members of the Group welcomed that the Council would continue to work collaboratively with Nottingham City Council to improve performance by considering other areas for joint working and whether it was beneficial for other local authorities to join the partnership.

The Group were pleased to endorse the work of the cooperation agreement partnership.

### **Review of Metropolitan Housing Partnership**

The Group considered the Council's partnership with Metropolitan Housing Trust and received a report and presentation on the company's work during 2016/17. Members of the Group considered and discussed many issues including, the frequency of turnover of properties, the implementation of fixed term tenancies, levels of anti-social behaviour, customer satisfaction and the performance indicators of their new repairs company 'Metworks.' The Group were pleased to be informed that Metropolitan had recently won a Gold Standard Youth Mark Award and that they were working in partnership with the Trent Bridge Community Trust to deliver local jobs clubs in Cotgrave to support 38 residents into employment. The Group were pleased to endorse the work of the Metropolitan Housing Partnership for 2016/17.

### **Service Level Agreement with Rushcliffe Community & Voluntary Service**

The Group considered a report on the Service Level Agreement with Rushcliffe Community and Voluntary Service and noted that the financial value of the Agreement for 2016/17 was £15,000. The Chief Executive of the Rushcliffe Community and Voluntary Service delivered a presentation which provided the Group with an overview of their work during 2016/17. Members were informed that 52 groups and organisations had been helped which secured £37,426 in funding. It was

also noted that 154 groups were able to develop volunteering opportunities and that 649 residents were supported into volunteering roles. The Group were pleased to note that the Rushcliffe Community Voluntary Service were working with Metropolitan to support them with the Ready4Work Clubs which helped unemployed tenants back into work through volunteering.

The Group were also advised that the Rushcliffe Community and Voluntary Service Office was due to relocate to Abbey Road in November 2017. The Group endorsed the work of the Rushcliffe Community Voluntary Service. It was also agreed that due to a reduction in funding of the Service Level Agreement, the procedures for monitoring performance of the Rushcliffe Community Voluntary Service be managed through the Portfolio Holder for Community and Leisure rather than through Partnership Delivery Group.

### **Review of Waterloo Housing Partnership**

The Group received a report and presentation regarding the partnership work undertaken by the Council and Waterloo Housing. Many issues were scrutinised including, rural exception sites, responsiveness to repairs, welfare reform, levels of complaints, call centre customer service, grounds maintenance, methods to engage with residents, housing allocations and the small turnover of void properties in Rushcliffe. It was also noted that Waterloo Housing were currently in talks regarding merging with Fortis Living in Worcestershire which would take their total housing stock to 45,000 which as a consequence would provide greater capacity for development. The Group endorsed the work of the Waterloo Housing Partnership.

### **Service Level Agreement with Rural Community Action Nottinghamshire**

The Group received a presentation from the Delivery and Development Manager at Rural Community Action Nottinghamshire (RCAN) which provided information on the Service Level Agreement with the Council for 2016/17 and for the first nine months of 2017/18. It was noted that with the increased demand for the implementation of Neighbourhood plans, RCAN had held a neighbourhood planning event in March 2017 where 13 Rushcliffe parishes were represented and had resulted in six parish councils asking for follow up appointments in order to take the development of Neighbourhood Plans further. The Delivery and Development Manager noted that during the financial year of 2016/17 support and guidance had been given to 40 different groups, with 11 funding applications submitted and 8 successful applications. The funding for these groups overall was £122,289 which was a £31,289 increase from 2015/16. Following the two successful Town and Parish Forums in 2016/17 the Group noted how useful and informative these events were for Town and Parish councillors to network with each other. It was noted that RCAN were continuing their work with Ruddington and East Bridgford Parish Council to deliver their community led plans. The Group endorsed the work of the Service Level Agreement with Rural Community Action Nottinghamshire.

### **Review of all Partnerships**

The Executive Manager – Neighbourhoods presented a report providing information on all the partnerships that the Council currently maintained, and requested that members of the Group reviewed the procedures for scrutinising the work and performance of each of these partnerships in order that the Group could develop their work programme in highlighting areas for deeper scrutiny as well as considering which partnerships required less frequent consideration. It was recommended that



the Partnership Delivery Group should focus on high profile partnerships as determined by a range of factors such as financial contribution made by the Council or the scale and breadth of outcomes for the community.

The Executive Manager highlighted three new partnerships for potential consideration for scrutiny by the group which were the Communities Nature Conservation partnership with the Nottinghamshire Wildlife Trust, the Building Control Partnership with South Kesteven District Council and the Grantham Canal Partnership with the Canal and Rivers Trust. The Executive Manager also noted that due to a reduction in the financial input made by the Council that the scrutiny of the Rural Community Action Nottinghamshire and Rushcliffe Community Voluntary Service Partnerships could potentially be carried out on a biennial basis in order to allow more time for the Group to scrutinise other partnerships.

The Group agreed that a new work programme be produced with the new partnerships taken into consideration which was subsequently approved by the Group.

### **Rushcliffe Business Partnership Annual Review**

The Group received a presentation on the work undertaken by the Rushcliffe Business Partnership which outlined the history, key aims and objectives, highlights of the past year and priorities for the future of the Partnership. The Service Level Agreement included the delivery of twelve monthly-networking events and one annual, all day showcase event; and the maintenance and upkeep of a dedicated website. In order to support local businesses it was noted that members of the Rushcliffe Business Partnership were being directed to a D2N2 Scale Up programme which offered financial support and coaching to businesses which would help them step up to the next level. It was also noted that Rushcliffe Business Partnership would continue to work with the growth boards in 2018 – 19 in order for them to gain a better understanding of the growth agenda for Rushcliffe.

### **Review of the South Nottinghamshire Community Safety Partnership**

Inspector Craig Berry from Nottinghamshire Police provided a presentation to the Group which covered topics such as changes in demand of policing, crime in Rushcliffe in the past twelve months and integrated partnership working. Members of the Group were pleased to see the introduction of a local policing model from which would see a response team coming under Inspector Berry's control. This model also included the introduction of a new burglary team who commenced work in April 2018. Inspector Berry also informed the Group of the establishment of the multi-agency rough sleeper group which had dealt with 30 cases of rough sleeping within the Borough. Members of the Group welcomed the work of the South Nottinghamshire Community Safety Partnership and are looking forward to reviewing its activities next year.

### **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.

# Performance Management Board

## Chairman's Foreword

This annual report summarises the main work undertaken by this scrutiny group during the year. Effective scrutiny ensures that the Borough Council carries out its decision-making properly, underpinned by thoroughness, challenge, analysis and evaluation and results in quality services.

We have explored the Council's performance against its strategic tasks and key performance indicators. I am confident that our work over the last year has improved Council performance. There have been many areas of strength, balanced against areas where improvement and development are needed. 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, Councillor Hayley Chewings, for the lively and probing discussions, and for their engagement and support.



**Councillor D G Wheeler**  
Chairman



**Councillor H Chewings**  
Vice Chairman

## **What we are responsible for?**

The main role of Rushcliffe's scrutiny groups is 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.
- Overseeing the handling of complaints.

## **Our work this year**

### **Monitoring services, helping develop policy and consultation before Cabinet**

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

- East Leake Leisure Centre Annual Report
- Glendale Golf/Edwalton Golf Course Contract – Annual Review
- Civil Parking Enforcement Contract Update
- Review of Customer Complaints and Ombudsman Letter 2016/17
- Parkwood Leisure Contract Annual Review
- Equality and Diversity Annual Report 2016/17
- Streetwise Environmental Ltd for 2016/17.

### **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:

- Tasks and performance indicators in the Corporate Strategy 2016-20
- Police and crime figures and how they were reported
- The number of fly tipping incidents
- Corporate sickness and how this is reported
- Apprenticeship placements within the Council

- Planning appeals allowed against the Authority's decision
- Councillors' Community Grant Scheme.

### **East Leake Leisure Centre – Carillion Annual Report**

In June 2017, the Board were informed of the new contract management team which sat under the Neighbourhood service and is responsible for overseeing the Council's contracts with other partnerships such as Parkwood Leisure, Nottinghamshire County Council, Broxtowe Borough Council and Carillion.

The Board received a presentation from the Manager at East Leake Leisure Centre outlining the centre's performance and welcomed the positive results, including an increase in gym usage and customer service satisfaction levels continuing to remain high at 93%. Members were pleased to hear about measures undertaken to increase membership including, amendments to timetables, classes targeted at particular age groups, investment in gym equipment, the use of social media to promote services, targeted marketing campaigns to local employers, schools and new housing developments and joint working with other sports partners, all of which had contributed to increased customer usage.

### **Glendale Golf/Edwalton Golf Course Contract – Annual Review**

The Board worked closely in partnership with Glendale Golf throughout the year to support them in improving their performance at Edwalton Golf Course. It was reported that usage remained below target by around 0.2%. It was, however, noted this should be viewed against a national downturn in golf participation of 11% in 2017.

The Managing Director of Glendale Golf provided the Board with a presentation on the performance of the Edwalton Golf Centre during 2017. The presentation covered:

- Strategic objectives 2017-2025 for the golf centre
- Information on investment in the centre's facilities
- Room hire and regular bookings
- Usage figures for 2017
- Information on marketing and social media activities
- Community outreach and engagement activities
- Membership statistics and partnership working with Edwalton Golf Club

Members scrutinised many issues, including publicity and the need for more focused marketing, levels of staffing, the cleanliness of the site, external signage, customer satisfaction levels and the refurbishment of the toilets and function room. Members were provided with details of an action plan that had been devised to address these issues and members were encouraged that a variety of promotional strategies were planned.

Members of the Board were advised that Lex Leisure, an established community interest company had been approached to provide support with the promotion of golfing activities. It was also noted that the arrangement with Lex Leisure would

provide VAT efficiencies for Glendale which would help them move closer to a breakeven point on their contract with the Council.

Members of the Board were satisfied with the positive performance of Glendale Golf and the improvements that had been made over the last year. Members were pleased with the performance of the Golf Centre and welcomed the increase usage of both the course and the facilities, room bookings, including regular weekly slots, were increasing as well as Glendale's activities to engage with the community to increase participation.

Members of the Board are looking forward to monitoring how Glendale's plans for promoting and managing the golf course during the coming year positively affect the financial performance and customer experience of the Edwalton golf course.

### **Civil Parking Enforcement Contract**

The Board received the progress report on the work of the Civil Parking Enforcement Contract in partnership with Broxtowe Borough Council for 2016/17. Members were advised that changes to tariffs had been introduced in West Bridgford based on customer feedback, with a 'step' tariff being introduced starting at 50p for half an hour's stay. In January 2017, new machines had been installed in West Bridgford and Rushcliffe Country Park to enable the Council to offer a greater choice of payment options and the board noted that this had been positively received by the public. Members were also advised that the changes introduced at Rushcliffe Country Park where a voluntary parking contribution had been changed to a compulsory £1 charge, and in Bingham and Radcliffe on Trent where changes had been introduced to provide some short stay parking, had been received well locally.

Members advised of their support for the revised parking arrangements that had been introduced in Bingham and Radcliffe on Trent where a mixture of short and long stay parking had been implemented. Members did, however, express concern regarding the numerous problems with parking across the Borough, and suggested that the provision for more long stay parking provision is investigated for implementation across the Borough.

Members of the Board are looking forward to reviewing this issue next year and reviewing the longer term effects of the changes to parking arrangements that have been introduced.

### **Review of Customer Feedback 2016/17**

Members were provided with, and analysed, customer feedback data for the Council for 2016/17 and noted with approval that the trend for complaints received by the Council continued to show a positive downward trend. Members were also advised that all complaints received had been responded to within the target response times for complaints. Members welcomed the low number of complaints and noted their approval for the efficient manner in which complaints received were dealt with.

Members of the Board complimented the Performance, Reputation and Constitutional Services Manager and Council officers as a whole for the excellent

work they did for the Council and the community. Members of the Board also requested that compliments received should be included in the Councillors' newsletter, Councillors' Connection, each week.

### **Parkwood Leisure Contract – Annual Review**

The Board were advised that following the closure of Rushcliffe Leisure Centre and the opening of Rushcliffe Arena, the contract with Parkwood had been extended to run until 2025. It was noted that the changes to the contract would provide a £2.4m saving over the lifetime of the contract.

The Board received the Annual Leisure Centre Service Report for 2017, which summarised a broad range of information and performance data and provided a comprehensive review of the effectiveness of the contract that Parkwood Community Leisure Ltd provides across the Council's four sites.

Members noted that the closure of Rushcliffe Leisure Centre and the opening of Rushcliffe Arena had gone smoothly and that the new Arena had been a great success, exceeding all expectations. Members were advised of the various promotional and marketing methods Parkwood used to attract and retain customers, and that the access control systems at the four leisure centres monitored customer attendance so that Parkwood could target specific groups with relevant offers.

Members endorsed the way in which Parkwood was fulfilling its contract with the Council and welcomed the innovative ways it was using to encourage attendance which would impact positively on the health and wellbeing of local residents.

### **Equality Annual Report 2016/17**

The Board received a report setting out the Council's performance against the objectives in the Council's Single Equality Scheme during 2016/17.

The information contained in the report of the Strategic Human Resources Manager compared the demographic information for the Borough, using the latest census information, with that of the workforce. Data on the demographics of the Borough as well as Workforce Equality information were included as appendices to the officer's report. The Strategic Human Resources Manager noted that equality impact assessments are undertaken on key policies and strategies in order to ensure that new policies did not adversely affect residents of the Borough with protected characteristics.

Members noted with concern the lack of diversity within the makeup of employees within the Council but recognised that this was an issue shared with Nottinghamshire County Council. It was noted that as the demographic of the Borough as a whole was predominantly white that this would continue to be a challenge. Members of the Board also commented on the gender pay gap and enquired about the Council's Pay Policy Statement. The Strategic Human Resources Manager advised that the Gender Pay Gap report was ongoing and would be reported to the Performance Management Board when completed. Members are looking forward to reviewing this information when it is available.

## **Review of Streetwise Environmental Ltd for 2017/18**

At its March meeting, the Board received a presentation on the performance of, and the partnership with Streetwise Environmental Ltd on their delivery of the Council's street cleansing and grounds maintenance functions under the prime contract arrangement. The presentation provided information on the performance of Streetwise over the last year and on the Company's future plans and initiatives. The presentation covered:

- Expansion of Services
- Services delivered to the Council
- Key Performance Indicators
- Achievements
- Training and Equipment
- Social Values and Initiatives
- Expansion and Growth – future plans

Members of the Board welcomed that Streetwise had continued to perform strongly against targets in all key performance and qualitative performance aspects during 2017/18. Members were provided with a comprehensive list of Streetwise's performance against key performance indicators (KPI's) with particular highlights including:

- The summer bedding display in West Bridgford continuing to provide significant visual benefits in the Town Centre and its popularity with local residents and businesses.
- Efficiently dealing with an overall increase in the number of fly tipping cases in 2017 and some particularly large and difficult cases involving unauthorised encampments.

Members were also provided with information on areas of performance that the Council had been working on with Streetwise including:

- A review of mechanical sweeping schedules to ensure a sustained focus on detritus cleansing in key locations across the Borough.
- Closer collaboration with Highways England and its appointed contractor Amey on trunk road cleansing to allow sharing of lane closures to allow for litter picking to safely take place on trunk roads.
- A review of autumn leaf sweeping to ensure an efficient and effective autumn leaf fall cleansing programme for 2018 to ensure residual problem areas were addressed.

Members noted, with approval, how quickly Streetwise was growing as well as how the cleanliness of streets in the Borough had improved which many residents had commented about. Members were advised of the high level of expectation with regard to service levels that the Council and residents had and advised that Streetwise always aimed to achieve maximum performance levels and not just to meet minimum levels of performance in order to meet contractual KPI's.



Members enquired about Streetwise plans for future expansion and were informed that Streetwise had set out a five year business plan which had been approved by the company's Strategic Board and that it aimed to maximise growth by bidding for, winning and delivering larger contracts. Members were also provided with information in respect of the move of operations from Abbey Road Depot to Bingham and were advised that this would be delivered on a phased transfer of services so that the move would not have a negative effect on the ability of Streetwise to provide continuity in services across the Borough.

Members of the Board are looking forward to monitoring performance throughout next year as well as the opportunities for growth and challenges provided by the move of operations from the Abbey Road Depot in West Bridgford to Bingham.

### **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 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.

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**Council**

**27 September 2018**

**Arrangements for the Monitoring Officer Role**

**Non Key Decision No. 26**

## **Report of the Chief Executive**

### **1. Purpose of report**

- 1.1. To appoint to the role of the Council's designated Monitoring Officer.

### **2. Recommendation**

**It is RECOMMENDED that** Mrs Sanjit Sull is appointed and designated as the Council's Monitoring Officer from 1 October 2018.

### **3. Reasons for Recommendation**

- 3.1. Legislation and the Council's Constitution dictate that the Council Monitoring Officer appointed by Full Council. This is also covered in the Legal Comments section of this report.

### **4. Supporting Information**

- 4.1. On 7 December 2017 it was resolved by Council to designate Mr Julian Crowle as the Council's Monitoring Officer subject to written confirmation by the previous Monitoring Officer (Mr O'Connell) that he was satisfied that Mr Crowle met the standards required to fulfil the role. (Minute No.36 2017/18). A letter was sent to all group leaders on 16 May 2018 (Appendix A) and therefore the appointment of Mr Crowle took effect from 1 June 2018.
- 4.2. On 18 September 2018, written notice has been received from Mr Crowle that he wishes to cease his employment with the Council. Following the retirement of Mr Paul Cox, Mrs Sanjit Sull was appointed as the Council's Borough solicitor managing the Legal Services Team and is qualified to fulfil the roles and duties of the Councils monitoring officer.
- 4.3. As previously reported following an ongoing process within Broxtowe it was not possible to re-commence the joint arrangement, therefore following a review undertaken by the Deputy Chief Executive a plan was identified regarding how the duties and designation of the Monitoring Officer could be re-incorporated within the Council's establishment.
- 4.4. The review also focused on how the legal team could be enhanced to support the growing demands for commercial and property legal advice, supporting

the growth agenda whilst also boosting our capability to generate income from external agencies and partners.

- 4.5. As a result, and following the retirement of Mr Paul Cox, a decision was made to appoint Mrs Sanjit Sull as the Borough Solicitor. Mrs Sull is a fully qualified solicitor and has extensive Local Government experience, she also has benefited from designation as the Deputy Monitoring officer in previous Authorities and is currently the Council's Deputy Monitoring Officer.
- 4.6. This report therefore recommends a low risk approach and pathway to complete the reintegration of the Monitoring Officer duties within the Council's establishment.
- 4.7. Therefore I am recommending that Mrs Sanjit Sull is appointed the Council's Monitoring Officer with effect from 1 October 2018.

## **5. Alternative options considered and reasons for rejection**

- 5.1. There are no recommended other options.

## **6. Risks and Uncertainties**

- 6.1. Failure to appoint a suitable Monitoring Officer could result in the Council taking decisions without properly considering legal implications.

## **7. Implications**

### **7.1. Financial Implications**

- 7.1.1. There are no financial implications as costs have been built into the Council's budget for 2018/19

### **7.2. Legal Implications**

- 7.2.1. There is a statutory requirement under Section 5 of the Local Government and Housing Act 1989 for the Council to appoint a Monitoring Officer. The role of this officer is to conduct certain functions contained within this part of the Act and other relevant legislation. In essence, the Monitoring Officer oversees legality and governance issues, particularly in the conduct of business, and has a duty to report to the Council if they think any proposal, decision or omission would give rise to unlawfulness or maladministration. Under section 5 of the 1989 Act, it is also the Monitoring Officer's responsibility to nominate any required deputies.
- 7.2.2. The Monitoring Officer will also promote and maintain high standards of probity and will advise Members on compliance with the Council's Code of Conduct. In addition, the Monitoring Officer will ensure decisions, reports and other papers are publicly available and Registers of Interest are maintained.

**7.3. Equalities Implications**

7.3.1. There are no Equalities implications arising from this report

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

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

**7.5. Other implications**

7.5.1. There are no other implications arising from this report

**8. Link to Corporate Priorities**

8.1. Transforming the Council to enable the delivery of efficient high quality services

**9. Recommendation**

**It is RECOMMENDED that Mrs Sanjit Sull is appointed and designated as the Council's Monitoring Officer from 1 October 2018.**

<b>For more information contact:</b>	Allen Graham Chief Executive 0115 914 8349 agraham@rushcliffe.gov.uk
<b>Background papers available for Inspection:</b>	Council Report 7 December 2017 – Arrangements for the Monitoring Officer Role

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**When telephoning, please ask for :** Allen Graham  
**Telephone no :** 0115 9148349  
**Email:** agraham@rushcliffe.gov.uk  
Our Reference :  
Your Reference :  
Date : 16 May 2018

Cllr Simon Robinson  
Cllr Alistair MacInnes  
Cllr Rod Jones  
Cllr Sue Mallender  
Cllr George Davidson

Rushcliffe Community  
Contact Centre  
Rectory Road  
West Bridgford  
Nottingham  
NG2 6BU

Dear Councillor,

**Re: Appointment to the role of Monitoring Officer**

Following on from the agreement at full Council on 7<sup>th</sup> December 2017 for the mentoring and supporting of Julian Crowle, Solicitor, in order for him to assume the role of the Council's Monitoring Officer.

The recommendation was that this appointment would be based on written confirmation by Glen O'Connell the interim Monitoring Officer as to his satisfaction that Julian Crowle meets the standards required to fulfil this role.

I am pleased to report that Glen O'Connell has endorsed Julian's capabilities to assume this role and I am in the process of confirming this with Julian, please see below a copy of the e-mail confirmation I have received from Glen.

In accordance with the recommendation, Julian will commence in the role on 1 June 2018.

I am sure you will also wish to thank Glen for the work he has completed for the Council during his time here.

Yours sincerely,



Allen Graham  
Chief Executive

**In person**  
Monday to Friday  
8.30am - 5pm  
First Saturday of  
each month  
9am - 1pm

**By telephone**  
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By e- mail

Dear Allen

In accordance with the decision of Council on 7 December 2017, I am writing to you to confirm that, since that meeting, I have involved Julian Crowle extensively in all aspects of my work as Monitoring Officer and am completely satisfied that he meets the standards required to fulfil the role of the Borough Council's Monitoring Officer. I understand, from Juli, that the leaders of the political groups will now be advised of this.

Glen O'Connell  
Interim Monitoring Officer  
Rushcliffe Borough Council