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To all Members of the Corporate Overview Group

Dear Councillor

A Meeting of the Corporate Overview Group will be held on Tuesday, 2 September 2025 at 7.00 pm in the Council Chamber, Rushcliffe Arena, Rugby Road, West Bridgford to consider the following items of business.

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

Yours sincerely

A handwritten signature in black ink, appearing to read 'S Pregon'.

Sara Pregon  
Monitoring Officer

## AGENDA

1. Apologies for Absence
2. Declarations of Interest  
[Link to further information in the Council's Constitution](#)
3. Minutes of the meeting held on 17 June 2025 (Pages 1 - 10)
4. Health and Safety Annual Report (Pages 11 - 26)  
Report of the Director – Neighbourhoods
5. Financial and Performance Management (Pages 27 - 56)  
Report of the Director – Finance and Corporate Services
6. Feedback from Scrutiny Group Chairmen
7. Feedback from Lead Officers

Postal address

Rushcliffe Borough  
Council  
Rushcliffe Arena  
Rugby Road  
West Bridgford  
Nottingham  
NG2 7YG



## 8. Consideration of Scrutiny Group Work Programmes (Pages 57 - 74)

### Report of the Director – Finance and Corporate Services

#### Membership

Chair: Councillor G Williams

Councillors: T Combellack, M Gaunt, H Parekh, L Plant, D Simms and L Way

<b>Meeting Room Guidance</b>
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<b>Recording at Meetings</b>
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National legislation permits filming and recording by anyone attending a meeting. This is not within the Council's control.

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## **MINUTES OF THE MEETING OF THE CORPORATE OVERVIEW GROUP TUESDAY, 17 JUNE 2025**

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

### **PRESENT:**

Councillors G Williams (Chair), M Gaunt, H Parekh and D Simms

### **OFFICERS IN ATTENDANCE:**

C Caven-Atack	Head of Corporate Services
S Whittaker	Head of Finance
C Evans	Head of Economic Growth and Property
E Palmer	Communications and Customer Services Manager
E Richardson	Democratic Services Officer

### **APOLOGIES:**

Councillors T Combella, L Plant and L Way

#### **1 Declarations of Interest**

There were no declarations of interest.

#### **2 Minutes of the meeting held on 25 February 2025**

The minutes of the meeting held on 25 February 2025 were agreed as an accurate record and were signed by the Chair.

#### **3 Equality, Diversity and Inclusion Scheme Update and Diversity Annual Report 2024 to 2025**

The Head of Economic Growth and Property presented the Equality, Diversity and Inclusion (EDI) Scheme Update and Diversity Annual Report 2024 to 2025 to the Group and provided an overview of the key aspects of the report.

The Head of Economic Growth and Property confirmed that this report was brought to the Group on an annual basis and as such some statistical data, for example about ethnicity and age had not significantly changed since it was last presented to the Group. She noted that applications for vacancies were higher than they had been historically and that some posts had received a high number of applications, but it was expected that Local Government Reform would have some impact on staffing in the future.

In relation to EDI Maturity Assessment, the Head of Economic Growth and Property explained that the Council had asked BDO, the Council's Internal

Auditors, to carry out this assessment to review the Council's approach and governance arrangements and training schedule and she highlighted some of the strengths and recommendations made by them. She informed that Group that the Council's EDI Steering Group met on a quarterly basis, that the Council had introduced a new Equality Impact Assessment process, that its website was Shaw Trust accredited, that it had achieved Carer Friendly Accreditation and that it coordinated the joint membership for partners within the primary care network to the Sunflower Hidden Disabilities campaign.

The Head of Economic Growth and Property provided an overview of projects completed through the previous year, including adopting a Rushcliffe Borough Council Play Strategy, with a focus on disability and inclusion and space for girls, making inclusive play improvements at a number of the parks within the Borough, providing UKSPF grants to parish councils to provide inclusive play equipment in their local parks, making public realm improvements in West Bridgford, providing grant funding to the Framework Knitters, holding a number of events, such as the Lunar New Year event, and providing support for local residents to improve their employment skills and help them get back into work.

Looking forward to 2025/26, the Head of Economic Growth and Property said that the Council would carry out a refresh of its EDI scheme, would work with Nottinghamshire County Council regarding Community Cohesion Networks, deliver a women and girls golf and cricket programme, establish links with various community groups such as Hong Kong Notts, deliver another Lunar New Year event, continue to enhance play areas within the Borough and support businesses with a focus on accessibility and benchmark its application process and employment offer.

Councillor Simms asked how much of the work being out by the Council was legislative and how much of it was gold standard and whether it was possible to define how much the Council spent on EDI work. The Head of Economic Growth and Property said that the Council had an equality duty to assess how its policies and procedures affected people protected under the Equality Act but that the Council did not have a specific equality and inclusion Officer and rather incorporated this consideration into its work across the Council as an enhancement rather than at a significant cost.

Councillor Simms asked whether it would be possible to identify the cost of extra time spent time, including attendance at meetings, by Officers on EDI focussed work. The Head of Economic Growth and Property said that it would be possible to make an estimate of Officer time but said that much was work which Officers would be carrying out anyway and much work carried out by Officers and the Council had been funded through grants.

Councillor Gaunt asked about grants for businesses and the Head of Economic Growth and Property said that high street grants were currently available with a focus on enhancing accessibility and how to better communicate what your business offered in terms of accessibility. The Council also funded a business advisor and linked in with the Careers and Enterprise Company.

Councillor Parekh asked about UKSPF funding for events for ethnic minority groups and asked whether there was any benchmarking or criteria that was

used to determine allocation. The Head of Economic Growth and Property said that there weren't any criteria and whilst there was often a target community group for events such as for the Lunar festival, they were open to everyone. She said that a focus had been on new groups coming to the local area and supporting them establishing a community and making connections within the area, but that the Council was thinking about future resourcing and if there were other groups that wished to hold events, linking into community cohesion networks and working with other colleagues.

The Chair commented how well attended the Lunar festival had been and asked if there were any other resources available to support the Hong Kong community and other ethnic groups. The Head of Economic Growth said East Midlands Council had received some funding to support Hong Kong Notts activities with engagement and access to services and the Council would look to work with them. The Communications and Customer Services Manager added that the Council had circulated recycling leaflets translated into Mandarin to primary schools and local centres to meet a specific need and was also listening to try to meet the wider community needs.

The Chair asked about the Council's support for women and girls in sport, noting that women's participation in sport had greatly increased. The Head of Economic Growth and Property said that she would take this away and provide an update to the Group.

It was **RESOLVED** that the Corporate Overview Group:

- a) considered and endorsed the information provided for the diversity annual report
- b) reviewed the action taken so far as a part of the Equality, Diversity and Inclusion Scheme action plan and made suggestions for future action or areas of focus.

#### 4 **Financial and Performance Management**

The Head of Finance presented the Q4 Financial Monitoring report for 2024/25 and took the Group through the key aspects of the report.

The Head of Finance said that the revenue budget had an overall revenue efficiency position of £2.4m as set out in Tables 1 and 2 and Appendix A, with some of the larger variances arising from planning income and appeals, housing support cost increases and favourable variances from income on investments and contractual savings. The Council had also experienced some variances in grant income and business rates. She said that the variances had been appropriated to reserves or future commitments or carried forward as identified at Appendix E.

The Head of Finance referred to movements in revenue reserves with most significant activity relating to the creation of a recycling reserve, land for carbon offsetting, West Bridgford Town Centre regeneration, Disabled Facilities Grant and Local Government Reorganisation.

In relation to Capital, the Head of Finance noted the overall underspend position of £5.109m of which the majority had been carried forward for future projects already committed.

In relation to Special Expenses, the Head of Finance said that there had been an overspend of circa £50k largely due to a loss of income

In relation to the Statement of Accounts, the Head of Finance said that they had been published on 11 June 2025

The Communications and Customer Services Manager presented the Performance Monitoring Scorecards and summarised that the Council had experienced high levels of demand but that performance was generally stable.

The Communications and Customer Services Manager said that there were eight indicators which hadn't reached target, including the percentage of household waste recycling and it was hoped that recycling measures being introduced by the Council, such as glass kerbside collections later in the year, and food waste collection in 2026, would help with this.

In relation to recycling contamination, the Communications and Customer Services Manager said that work to improve this was continuing with communications campaigns about recycling.

The Communications and Customer Services Manager said that whilst the target for usage of community facilities had not been met, progress was being made and the Council had recruited a new Facilities Manager and Facilities Supervisor and was installing a new meeting room AV system and making improvements at Sir Julian Cahn, all of which it was hoped would help increase external bookings. The Council was also promoting its facilities through social media to increase its audience. He added that there was high usage of playing fields and parks.

The Communications and Customer Services Manager referred to Rushcliffe Oaks Crematorium and explained that there had been lower death rates over the year but that the Council was reaching out and listening to the requirements of the wider community and stakeholders to try to meet the local need. He said that the Crematorium had been shortlisted for an APSE Innovation Awards for sustainable memorialisation and had experienced a 36% increase in growth compared to the previous year.

In relation to Councillor e-learning, the Communications and Customer Services Manager said that this had improved over the past year and that introduction of the single sign on had made it easier for Councillors to access the training. E-learning would be reviewed in more depth at the next Member Development Group meeting scheduled for July 2025.

The Chair asked whether the recent dry weather had had any impact, such as from having to water pitches more often. The Communications and Customer Services Manager said that installation of 4G pitches had been to help mitigate against variances in the weather and he would feedback if there were any impacts that had been identified.

Councillor Gaunt said that he had attended a service at the Crematorium recently and commended the excellent facility and staff.

Councillor Gaunt asked about stalled s106 sites and the Head of Finance said that housing providers often had access to other grant funding which they would use before applying to the Council but that the Council was continuing to look at options.

The Chair asked about employers National Insurance and the Head of Finance said that the Council's grant funding had been confirmed and that it would be just under half of the anticipated costs.

The Chair referred to bookings for community buildings and community pitches and the Communications and Customer Services Manager confirmed that they could be booked separately and that the bookings would be counted separately.

It was RESOLVED that the Corporate Overview Group scrutinised:

- a) the 2024/25 revenue position and efficiencies identified in **Table 1**, the variances in **Table 2** (and **Appendix A**)
- b) the changes to the earmarked reserves as set out at **Appendix B** along with the carry forwards and appropriations to reserves in **Appendix E**
- c) the capital carry forwards outlined in **Appendix C** and summarised in **Appendix F**
- d) the update on the Special Expenses outturn at paragraph 4.17 and in **Appendix D**, and
- e) performance exceptions (detailed in paragraphs 4.22 to 4.27) to judge whether further scrutiny is required.

## 5 **Review of Strategic Tasks**

The Head of Corporate Services presented the Review of Strategic Tasks report to the Group and explained that the Council had adopted its current Corporate Strategy in December 2023 and as part of the adoption process, a review of progress against previous targets had been presented to this Group. She said that the Group had found the update to be helpful and had asked to receive future reviews, of which this was the first of those update reports.

The Head of Corporate Services explained that the report provided a summary of progress against twelve of the tasks within the Corporate Strategy over the past eighteen months and that the intention was to continue to provide an annual update to the Group hereafter which would reflect progress that had been made in that year.

Councillor Parekh asked about grants available for people who lived in older properties, for improvements such as insulation and solar panels and asked if it

was known how many properties had benefited within the Borough. The Head of Corporate Services said that she would provide an update to the Group.

Councillor Parekh asked if there were any areas where the Council had not made progress as expected. The Head of Corporate Services said that work was currently progressing as expected but that there were some tasks which were harder to deliver at pace, but that all had started and two had completed.

The Chair said that the report was very useful and would be helpful to look back in future years at what had been achieved.

It is **RESOLVED** that Corporate Overview Group:

- a) reviewed the progress reported against each strategic task set in the 2024-2027 Corporate Strategy contained within Appendix One
- b) highlighted any potential areas for scrutiny during the coming year.

## 6 **Feedback from Scrutiny Group Chairmen**

The Chair read a report submitted by Councillor Way in advance of the meeting as she was unable to attend, which reported that the main agenda item from the last Growth and Development Scrutiny Group meeting on 26 March 2025 had been Management of Open Spaces on New Developments and that a Good Practice Guide had been presented and discussed in detail by the Group.

There were no other updates as there were new Chairs in place for the other scrutiny groups and no meetings had been held as yet in this civic year.

## 7 **Feedback from Lead Officers**

The Head of Corporate Services referred to a suggestion from the last Corporate Peer Challenge review that the Council may wish to review its scrutiny process. As part of that, she asked Councillors to review other local authority scrutiny arrangements and report any which they thought were examples of good scrutiny to her so that the Council could review and learn from them.

## 8 **Consideration of Scrutiny Group Work Programmes**

The Chair confirmed that two scrutiny requests had been submitted. The first of which had been submitted by Councillor Combella relating to **Rushcliffe Flood Risk Update**. The Group agreed for this request to come forward and for it to be programmed for the Communities Scrutiny Group meeting on 16 October 2025.

The Chair confirmed that the second scrutiny request had been submitted by the Head of Economic Growth and Property in relation to **East Midlands Freeport (EMF)**. The Group agreed for this request to come forward and for it to be programmed for the Growth and Development Scrutiny Group meeting on 16 July 2025.



The Chair requested that Councillors and Officers put forward suggestions for any areas of work that they would like to scrutinise.

It was **RESOLVED** that the Corporate Overview Group:

- a) considered any additional items for scrutiny from the current Cabinet Forward Plan, Corporate Strategy, Medium Term Financial Strategy, Capital and Investment Strategy and Transformation and Efficiency Programme/Productivity Plan (Appendix One)
- b) determined any additional topics to be included in a scrutiny group work programme for 2025/26 for each of the scrutiny groups as presented on newly submitted scrutiny requests (Appendix Two)
- c) reviewed the current work programme for each of the scrutiny groups (Appendix Three).

### **Work Programme 2025/26 – Corporate Overview Group**

2 September 2025	<ul style="list-style-type: none"> <li>• Standing Items <ul style="list-style-type: none"> <li>○ Feedback from Scrutiny Group Chairs</li> <li>○ Feedback from Lead Officer</li> <li>○ Consideration of Scrutiny Group Work Programmes</li> <li>○ Financial and Performance Management</li> </ul> </li> <li>• Rolling Items <ul style="list-style-type: none"> <li>○ Health and Safety Annual Report</li> </ul> </li> </ul>
18 November 2025	<ul style="list-style-type: none"> <li>• Standing Items <ul style="list-style-type: none"> <li>○ Feedback from Scrutiny Group Chairs</li> <li>○ Feedback from Lead Officer</li> <li>○ Consideration of Scrutiny Group Work Programmes</li> <li>○ Financial and Performance Management</li> </ul> </li> <li>• Rolling Items <ul style="list-style-type: none"> <li>○ Customer Feedback Annual Report</li> <li>○ Mid-point Review of the Corporate Strategy</li> </ul> </li> </ul>
24 February 2026	<ul style="list-style-type: none"> <li>• Standing Items <ul style="list-style-type: none"> <li>○ Feedback from Scrutiny Group Chairs</li> <li>○ Feedback from Lead Officer</li> <li>○ Consideration of Scrutiny Group Work Programmes</li> <li>○ Financial and Performance Management</li> </ul> </li> <li>• Rolling Items <ul style="list-style-type: none"> <li>○</li> </ul> </li> </ul>

### **Work Programme 2024/25 – Governance Scrutiny Group**

19 June 2025	<ul style="list-style-type: none"> <li>• Internal Audit Progress Report</li> <li>• Internal Audit Annual Report</li> <li>• Annual Fraud Report</li> </ul>
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	<ul style="list-style-type: none"> <li>• Annual Governance Statement (AGS)</li> <li>• Capital and Investment Strategy Outturn</li> </ul>
25 September 2025	<ul style="list-style-type: none"> <li>• Risk Management Update</li> <li>• Going Concern</li> <li>• Capital and Investment Strategy Update</li> <li>• Internal Audit Progress Report</li> <li>• Statement of Accounts</li> <li>• External Audit Completion Report</li> </ul>
4 December 2025	<ul style="list-style-type: none"> <li>• Internal Audit Progress Report</li> <li>• Annual Audit Letter and Value for Money Conclusion</li> <li>• Capital and Investment Strategy Update</li> <li>• RIPA Review</li> </ul>
5 February 2026	<ul style="list-style-type: none"> <li>• Internal Audit Progress Report</li> <li>• Internal Audit Strategy</li> <li>• Risk Management Update</li> <li>• Risk Management Strategy</li> <li>• Capital and Investment Strategy Update</li> <li>• External Annual Audit Plan</li> <li>• Asset Management Plan</li> <li>• Capital and Investment Strategy 2026/27</li> </ul>

#### **Work Programme 2025/26 – Growth and Development Scrutiny Group**

	Items / Reports
16 July 2025	<ul style="list-style-type: none"> <li>• East Midlands Freeport</li> </ul>
22 October 2025	<ul style="list-style-type: none"> <li>•</li> </ul>
28 January 2026	<ul style="list-style-type: none"> <li>•</li> </ul>
25 March 2026	<ul style="list-style-type: none"> <li>•</li> </ul>

#### **Work Programme 2025/26 – Communities Scrutiny Group**

	Items / Reports
24 July 2025	<ul style="list-style-type: none"> <li>• Performance of Metropolitan Thames Valley Housing</li> </ul>
16 October 2025	<ul style="list-style-type: none"> <li>• Rushcliffe Flood Risk Update</li> </ul>
22 January 2026	<ul style="list-style-type: none"> <li>•</li> </ul>
2 April 2026	<ul style="list-style-type: none"> <li>• Carbon Management Plan Update</li> </ul>

#### **Actions:**

Minute No.	Action	Officer Update	Responsible/
3.	The Chair asked for information about the Council's support for women and girls in sport	Head of Economic Growth and Property	
5.	Councillor Parekh asked about grants available to people who	Head of Corporate Services	

	live in older properties, for improvements such as insulation and solar panels, and asked if it was known how many properties had benefited within the Borough	
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The meeting closed at 8.00 pm.

CHAIR

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## **Corporate Overview Group**

**Tuesday, 2 September 2025**

## **Health and Safety Annual Report**

### **Report of the Director of Neighbourhoods**

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

- 1.1. Attached to this report is a copy of the Council's Annual Health and Safety Report which provides a summary of the Council's occupational health and safety performance during the period 1 April 2024 to end of March 2025.
- 1.2. The Annual Report is structured in such a way as to reflect Health and Safety Executive (HSE) guidance. It summarises the Council's health and safety policies, procedures and activities which have taken place over the last year. It also sets out training programmes delivered, provides numerical and statistical data, and the proposed health and safety objectives for the year.
- 1.3. The report will be presented to Corporate Overview Group which will highlight the main points to consider within the report.

#### **2. Recommendation**

It is RECOMMENDED that the Corporate Overview Group:

- a) considers the detailed information contained within the Annual Health and Safety Report
- b) notes that a new permanent Health and Safety Advisor has been appointed
- c) notes the significant progress made against the health and safety goals and objectives previously agreed by Corporate Overview Group for the financial year 2024/25; and
- d) endorses the proposed health and safety objectives for 2025/26 as set out in the report.

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

- 3.1. Best practice suggests all organisations produce and publish an annual health and safety report.
- 3.2. Setting health and safety objectives within a plan helps to maintain good levels of performance and to ensure continued progress in health and safety across the Council.

#### **4. Supporting Information**

- 4.1. Details are contained within the Annual Health and Safety Report attached at Appendix One. This includes reviewing the health and safety performance of the Council, current safety risk profile, appointment of new Health and Safety Advisor and summary of the Health & Safety Executive (HSE) visit.
- 4.2. In addition, the following objectives have been set for 2025/26:
- Prioritise the review and update of policies that are over 3 years old
  - Continue to improve the induction programme for high-risk work areas
  - Health and safety compliance audits of medium to low risk areas across the authority
  - Risk assessment and training audit continuation
  - Continue to deliver appropriate workplace health initiatives in line with employees' needs
  - Review duty to manage Asbestos to ensure all RBC occupied buildings are compliant
  - Review of lone worker procedures and controls.

#### **5. Risks and Uncertainties**

- 5.1. There is a risk of health and safety performance declining if objectives are not agreed and delivered as set out in the Annual Report.

#### **6. Implications**

##### **6.1. Financial Implications**

Appropriate budget provision is made for the discharge of the health and safety function within the Council. There could be a financial impact to the Council if it failed to deliver effective health and safety management across the organisation resulting in a serious breach of health and safety legislation. The implementation of Terrorism the (Protection of Premises) Act 2025 (Martyn's Law) will require increased security provisions at Events organised by the Council. This will have financial implications for the West Bridgford Special Expense budget for events held in the Town Centre.

##### **6.2. Legal Implications**

The effective organisation and delivery of the Council's arrangements for health and safety is important to ensure compliance with relevant health and safety legislation.

##### **6.3. Equalities Implications**

Health and safety policies have been equality impact assessed. There are no direct equalities implications from the Annual Report.

#### 6.4. Section 17 of the Crime and Disorder Act 1998 Implications

There are no direct crime and disorder implications from the Annual Report.

#### 6.5. Biodiversity Net Gain Implications

There are no biodiversity net gain implications from the Annual Report.

### 7. Link to Corporate Priorities

The Environment	Good compliance with health and safety legislation will have a positive impact on protecting the local environment
Quality of Life	Effective health and safety management of Council functions helps to ensure services and facilities which are safe for public use thus having a positive impact on resident's quality of life
Efficient Services	The delivery of services that are compliant with health and safety legislation is an integral part of ensuring efficient and effective services
Sustainable Growth	Health and safety supports and enables the delivery of sustainable growth

### 8. Recommendations

It is RECOMMENDED that the Corporate Overview Group:

- a) considers the detailed information contained within the Annual Health and Safety Report
- b) notes that a new permanent Health and Safety Advisor has been appointed
- c) notes the significant progress made against the health and safety goals and objectives previously agreed by Corporate Overview Group for the financial year 2024/25; and
- d) endorses the proposed health and safety objectives for 2025/26 as set out in the report.

<b>For more information contact:</b>	David Banks Director of Neighbourhoods Tel: 0115 9148438 dbanks@rushcliffe.gov.uk
<b>Background papers available for Inspection:</b>	
<b>List of appendices:</b>	Health and Safety Annual Report 2024/25

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# HEALTH AND SAFETY ANNUAL REPORT

April 2024 to end March 2025

## **1.0 INTRODUCTION**

- 1.1 This annual report sets out the Council's occupational health and safety performance during the twelve-month period 1 April 2024 to 31 March 2025. As with previous reports it is split into a number of sections highlighting the key issues. It also sets out new policies which have been implemented as part of the control measures within the corporate health and safety framework.
- 1.2 Furthermore, the update provides an indication of the effectiveness and success of the health and safety control measures the Council has in place with evidence showing training delivered, progress towards meeting health and safety aims and objectives and the number of accidents recorded.

## **2.0 RISK PROFILE**

- 2.1 The risk profile for the Council remains high, with 2 high risk depots; Streetwise and Eastcroft and 2 medium risk sites namely Rushcliffe Country Park and Rushcliffe Oaks.

## **3.0 PROVISION OF HEALTH AND SAFETY ADVICE AND SUPPORT**

- 3.1 We recruited a permanent Health and Safety Advisor working 18.5 hours a week from April 2024 to ensure better resilience, availability and understanding of our internal teams and processes.

## **4.0 HEALTH AND SAFETY EXECUTIVE (HSE) VISIT**

- 4.1 The Health and Safety Executive (HSE) who are the enforcement body for health and safety at Rushcliffe Borough Council carried out a targeted visit in response to a notification for an employee diagnosed with vibration white finger (although it is believed that exposure to vibration was with a previous employer). Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR), Rushcliffe Borough Council is required by law to notify HSE about certain occupational diseases.
- 4.2 The HSE Inspector visited on 30 January 2025 to discuss compliance with Hand Arm Vibration controls and health surveillance, this included a full audit of the control measures including policies, procedures, risk assessments, equipment and monitoring and training of staff using vibrating equipment.
- 4.3 There were no material breaches found by the HSE during the visit on 30 January 2025 with regards to Hand Arm Vibration. Some recommendations were made which have already been addressed, this included reviewing our Hand Arm Vibration policy and giving consideration to purchasing monitoring equipment for staff to use to determine personal Hand Arm Vibration exposure or whether it was more beneficial to invest in less vibrating equipment. Streetwise opted for purchasing electric blowers and strimmer's rather than petrol operated equipment which has significantly reduced vibration.
- 4.4 HSE are required to carry out a full inspection on site when they have completed a visit in relation to a RIDDOR report. The HSE inspector returned to the

Streetwise Bingham Depot site on 12<sup>th</sup> February 2025. No material breaches were noted, only a few verbal recommendations made, which have been addressed.

## 5.0 KEY ACTIVITIES

### Policy Review

- 5.1 Some policies that were due for a review in 2024/25 have not been updated due to other priorities in workload. This is low risk as it's only best practice to review every 3 years and there has been no change in legislation to impact the policies. Any outstanding policies have been placed onto the review programme for 2025/26.

The following policies are due for a review and update in 2025/26 as they will be over 3 years since their last review:

- Asbestos Policy
- Bomb threat policy
- COSHH Policy
- Display Screen Equipment Policy
- Emotional Wellbeing and Stress Management Policy
- Fire Policy
- Legionella Policy
- Lone Working Policy
- Manual Handling Policy
- Noise at Work Policy

New policies that are required include:

- The Terrorism (Protection of Premises) Act 2025 also known as Martyn's Law -To improve security at venues holding events of 200 people or more and review how they respond to terrorist threats
- Body worn camera, CCTV and recording devices policy.

### Health & Safety Audits/Visits

- 5.2 Health and safety visits have been undertaken by the new Health and Safety Advisor at Rushcliffe Country Park, Streetwise and R2Go Eastcroft Depot. The purpose of which was a risk assessment and training audit, vehicle and pedestrian activity observations and to assess other general health and safety issues.

### Training

- 5.3 Health and safety training needs are identified in a number of ways including Personal Development Reviews (PDRs), regular one to ones, team meetings and through the Executive Management Team. The Health and Safety Advisor also ensures that training is consistent with our duties and legal responsibilities.
- 5.4 All new starters undergo a thorough induction which details areas to be covered on day 1 of employment, week one and end of week two. This covers a number of health and safety areas such as fire evacuation, first aiders and accident reporting. This is then followed up with more detailed e-learning modules where appropriate.

- 5.5 The following health and safety training was organised through Human Resources in the last 12 months.

Course Subject	Number of Staff who's training is in date	% of those requiring training who have been trained	Outcome/impact
Fire safety Training e-learning	225	97%	Refresher training for staff on fire safety issues. There are 231 employees who have access to the e-learning.
Display Screen Equipment e-learning	196	85%	On-line training and assessment of computer workstations. 231 employees have been given access to the e-learning.
Legionella awareness e-learning	42	95%	This training is for all staff who need to be aware of the risks of Legionella within the workplace. 44 staff require this training.
Asbestos awareness e-learning	50	96%	This training is for all staff who need to be aware of the risks of Asbestos within the workplace 52 staff require this training.
Manual handling e-learning	190	82%	Basic manual handling awareness for low-risk staff. 231 employees have been given access to the e-learning package.
Emergency First Aid at Work	39		This 1-day qualification is designed to give first aiders working in low-risk environments the skills they need to deal with a first aid emergency.
Risk assessment	12		This half day course provides information on the risk assessment process and how to undertake them.
Personal Safety Training	20		A 1 day course helping staff deal with verbal and physical aggression in the workplace.
IOSH Managing Safely course	13 attended. 11 passed.		A 3 day accredited course to upskill Managers with regards to health and safety

- 5.6 The above training is supported by significant on the job training within all Service Areas. Training at the Depots is delivered in a number of ways including tool box talks which are brief practical sessions for employees on site. Other types of training also include for example robust induction training specific to the job role, tasks and equipment used, and driver training. The aim of the training is to ensure that the job is carried out in the correct safe manner to reduce accidents.

- 5.7 Induction training in high risk areas has been reviewed and a more stringent induction implemented at Eastcroft Depot.
- 5.8 A recent upgrade to the e-learning system now enables automatic reminders to be sent to employees when training is due and also copies in their manager when training is overdue, this is called “certifications”. In previous years completion rates for some courses was low, however these rates have increased significantly with the aim of ensuring all courses have a minimum of 90% completion rates.

### **Meetings of Health and Safety Groups**

- 5.9 The Council has in place a number of health and safety groups to ensure that health and safety is discussed at relevant levels within the organisation.

<b>Meeting</b>	<b>Frequency of meetings</b>	<b>attendees</b>
Corporate Health and Safety Group	6 monthly	Executive Management Team
Employee Health and Safety Group	6 monthly	Director Neighbourhoods, Health and Safety Advisor, 8 workplace representatives
Legionella, Asbestos and Tree Management Group	6 monthly	Director Neighbourhoods Relevant managers Health and Safety Advisor

- 5.10 Health and Safety is also an area of discussion in staff one to one's and performance development reviews.
- 5.11 In the last year the meetings detailed above have enabled consideration to be given to several issues including training, occupational health, accident statistics, legislation and policy update and service area feedback. It has also enabled sharing of learning from the HSE visits.

### **Occupational Health**

- 5.12 The Council are supported by an external Occupational Health provider who are utilised to provide a host of occupational health packages. Within the last twelve months the services that they have provided specifically relating to health and safety issues have included:

	Attendance numbers Apr 2024 to end March 2025	Comment
Pre-employment medicals	40	All new employees are assessed through a pre-employment questionnaire prior to commencing their role with the Council
Medical examinations	6	To support with sickness absence or managing medical condition in the workplace
Audiology tests	39	Hearing assessments for staff using tools that emit high level of noise
Hand Arm Vibration	2	Employees using vibrating tools complete a HAVS questionnaire on an annual basis. Where

assessments (HAVS)		any symptoms are identified the employee will undergo a physical assessment
HGV Medicals	1	These are required as a part of first HGV qualification and renewed at the age of 45 and every 5 years after this

5.13 Flu injections - Staff were provided with an option to receive a free flu voucher

### **Workplace Health**

5.14 Workplace Health Champions have been involved in a number of promotional activities for staff across the sites including:

- No Smoking Day
- Alcohol awareness week-Staff Matters Article
- Second Hand September - clothes swapping
- Christmas Bake off
- National Puzzle Day including an RBC 50 year celebration themed crossword-mindfulness
- Alzheimer's month

## **6.0 PROGRESS TOWARDS ACHIEVING HEALTH AND SAFETY GOALS**

6.1 At its meeting on 3 September 2024 the Corporate Overview Group supported the following health and safety goals. These were previously set by the Council's Executive Health and Safety Group and are monitored and reviewed by them. Progress is set out below.

<b>H&amp;S Goal</b>	<b>Target date</b>	<b>Action to date</b>	<b>Target met?</b>
Review and update the policies that are over 3 years old	End March 2025	Some policies remain outstanding and have been rolled on to 2024/25	partial
Safety campaign targeted at R2Go around slips/trips and manual handling	End March 2025	Slips/Trips toolbox talk completed January 25 Manual Handling toolbox talk completed February 25	Yes
Health and Safety compliance audits across the Authority	End March 2025	Health and safety visits made to Eastcroft, Streetwise, Rushcliffe Country Park Customer Services sites; West Bridgford Library, East Leake, Bingham	Yes
Continue to support health and safety compliance at Streetwise	End March 2025	Significant time spent at the Bingham Depot site carrying out audits and supporting with HSE visits	Yes

Risk assessment audit	End Dec 2025	Audit in all high risk departments – R2Go, Streetwise, Facilities, Rushcliffe Country Park and Customer Services Hubs.	Yes
Training audit to be undertaken alongside the risk assessment audit to identify any training gaps	End March 2025	Audit across all departments in RBC focussing on high-risk areas first eg Streetwise, Eastcroft, Rushcliffe Oaks. Further audits to be completed	Partial
Continue to deliver appropriate workplace health initiatives in line with employee's needs	End March 2025	See initiatives listed in 5.14	Yes

## 7. PERFORMANCE

### 7.1 *Accident report forms completed*

Corporately the number of accident report forms completed by employees and agency staff within the twelve month period is set out in the following table:

#### **Accident report forms completed**

Establishment figure head count	2016 /17	2017 /18	2018 /19	2019 /20	2020 /21	2021 /22	2022 /23	2023 /24	2024 /25
	285	275	266	257	259	257	259-312	316	315
Eastcroft Depot	18	15	10	10	14	14	13	18	14
Bingham Depot	N/A	N/A	N/A	N/A	N/A	N/A	9	16	10
Arena (Civic)	2	3	2	2	0	0	2	3	2
Community Contact Centre	1	0	0	0	0	0	0	0	0
Community Facilities	1	1	5	0	2	4	2	0	1
<b>Total</b>	<b>22</b>	<b>19</b>	<b>17</b>	<b>12</b>	<b>16</b>	<b>18</b>	<b>26</b>	<b>37</b>	<b>27</b>
<b>Incidence rate</b>	<b>77</b>	<b>69</b>	<b>64</b>	<b>47</b>	<b>62</b>	<b>70</b>	<b>91</b>	<b>117</b>	<b>85</b>

7.2 The table above shows that the number of accidents to employees/agency staff has decreased slightly, which may be reflective of having a permanent Health and Safety Advisor in post and the upskilling of Managers in health and safety.

7.3 The Incidence Rate shows the number of accidents per 1000 employees. This is calculated by the number of accident forms completed, divided by number of employees, multiplied by 1000. The HSE use this formula to compare businesses accident rates, however they only look at number of reportable accidents under RIDDOR and not accident forms completed.

#### 7.4 *Accident reports by type*

The table below sets out the accident figures by type.

##### **Accident Report Forms by type**

	2016 /17	2017 /18	2018 /19	2019 /20	2020 /21	2021 /22	2022 /23	2023 /24	2024 /25
Struck by Moving Object	4	5	3	2	4	5	6	7	6
Strike against fixed object	6	2	1	4	0	2	1	3	2
Slip / Trip / Fall	5	9	5	4	5	8	9	14	8
Manual Handling	7	3	3	2	6	3	6	8	6
Animal attack (e.g. dog)	0	0	5	0	1	0	3	5	1
Other (Shock/Contact with liquids)	0	0	0	0	0	0	1	2	4
<b>Total</b>	<b>22</b>	<b>19</b>	<b>17</b>	<b>12</b>	<b>16</b>	<b>18</b>	<b>26</b>	<b>39</b>	<b>27</b>

7.5 Key points to consider from the figures presented in this table are:

- Slip/trip/fall accidents have decreased significantly this year
- Manual handling accidents have reduced this year
- The 'other' category of accidents have increased, most of these were minor accidents.
- Animal attacks have decreased significantly – this category includes wasp/bee stings and dog bites

#### 7.6 *The number of employee days lost due to accidents*

	2016/ 17	2017/ 18	2018/ 19	2019/ 20	2020/ 21	2021/ 22	2022/ 23	2023/ 24	2024/ 25
Number of days lost	77	161	99	39	15	26	19	161	134



7.7 The number of days off as a result of an accident at work has decreased in this twelve month period when comparing to last year. The number of days absent has fluctuated significantly over the past few years. The average annual figure over the last nine years equates to 81.2 days. You will see from the table in 7.8 below that there were 8 accidents resulting in time off from work, with three accidents accounting for much of the absence.

7.8 The following table shows the incident and injury type for those accidents which resulted in time lost.

Incident Type	Injury type	Location	Time lost in days
Hit by moving object	Whiplash	Streetwise	18 days
Strike against fixed object	Fracture thumb	Streetwise	14 days
Slip trip fall	Bruise leg	R2Go	2 days
Slip, trip, fall	Swollen ankle	R2Go	1 day
Slip, trip, fall	Bruising shoulder/hip/knee	R2Go	87 days
Other	Strain wrist	R2Go	4 days
Slip, trip, fall	Muscle strain back	Streetwise	3 days
Slip, trip, fall	Shoulder strain	R2Go	5 days
<b>Total</b>			<b>134 days</b>

7.9 *The number of RIDDOR injuries, illnesses and dangerous occurrences involving Council employees*

In the 12 month period 3 accidents were reported to the Health and Safety Executive as required by the RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) legislation. This has reduced from the previous year.

In the 12 month period 1 notification was made for a disease linked with a work activity namely hand arm vibration.

7.10 *The number of health and safety enforcement notices*

- 2 visits by the Health and Safety Executive (HSE) to Streetwise Bingham Depot in relation to the same investigation.
- 0 visits from the Fire Service within this 12-month period
- 0 enforcement notices served on the Council.

## 8. THE COUNCIL'S WIDER ROLE IN HEALTH AND SAFETY

- 8.1 The Council has health and safety duties to persons not in its employment, for example members of public visiting our sites. The risk assessment process and management of the Council's services ensures that risks to the public and contractors are assessed at the same time as the risk to our employees.
- 8.2 Actions we've taken as a Council to reduce risks to members of public when visiting our premises and also to those involved in activities with Council staff include:
- Water risk assessments have been completed at sites across the Borough
  - Fire risk assessments completed and in place for all Council occupied buildings
  - Legionella risk assessments have been reviewed and updated for all appropriate sites
  - Asbestos surveys completed and management plans in place
  - The gritting of car parks during periods of inclement weather to ensure safe access to the public
  - Scheduled inspections of play equipment at parks using a new system PSS Live which enables real time recording of inspections and defects ensuring a faster response time
  - Tree monitoring and risk assessments
- 8.3 The proactive actions outlined above help to reduce and manage risk at Council sites and venues. Furthermore, they assist in maintaining low accident statistics for the public and contractors in comparison with the volume and numbers of people involved. The table below set out these figures and provides a previous year comparison.

	2017/ 18	2018/ 19	2019/ 20	2020/ 21	2021/ 22	2022/ 23	2023/ 24	2024/ 25
Member of Public	2	7	16	1	4	4	11	14
Contractor	0	0	0	0	0	0	0	1

## 9. CONCLUSION AND OBJECTIVES

- 9.1 The information reported in relation to the management of health and safety indicates that figures for number of accidents to employees/agency staff has decreased. There has also been a slight reduction in the number of days absent from work as a result of an accident whilst at work when compared to the previous year. Within this 12-month period, 8 accidents resulted in time off from work. As always, employees are encouraged to return to work and this can be helped by the use of the fit note process by the GP which allows employees to return to work earlier on phased return and/or with adaptations to duties.
- 9.2 Significant progress has been made this year on completing the health and safety objectives set at the beginning of the financial year, in particular the work involved in improving on e-learning completion rates and completing health and safety compliance audits across the Council.

9.3 To ensure continuing development in health and safety policies and practice, and, the following objectives have been determined for the forthcoming year. These objectives have been identified by giving due regard to the issues highlighted in the report.

- Prioritise the review and update of policies that are over 3 years old
- Continue to improve induction programme for high-risk work areas
- Health and safety compliance audits of low-risk areas across the authority
- Risk assessment and training audit continuation
- Continue to deliver appropriate workplace health initiatives in line with employee's needs
- Review duty to manage Asbestos to ensure all RBC occupied buildings are compliant
- Review of lone worker procedures and controls

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## **Corporate Overview Group**

**Tuesday, 2 September 2025**

## **Financial and Performance Management Quarter 1**

### **Report of the Director – Finance and Corporate Services**

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

- 1.1. This report outlines the quarter one position in terms of financial and performance monitoring for 2025/26.
- 1.2. The Council continues to face significant financial challenges including rising costs, increased demand for services, and the need to balance budgets while maintaining service quality. Furthermore, complex policy changes and Local Government Reorganisation (LGR) has added an additional level of complexity, presenting both cost pressures and demands on officers and resources. It is imperative that the Council maintains due diligence with regards to its finances and ensures necessary action is taken to ensure a balanced budget is being maintained.

#### **2. Recommendation**

It is RECOMMENDED that the Corporate Overview Group scrutinises:

- a) The projected revenue budget efficiency for the year of £0.637m and proposals to earmark this for cost pressures given in Appendix A and paragraph 4.1.
- b) The projected capital budget efficiencies of £0.681m including the budget changes in Appendix D.
- c) The projected overspend on Special Expenses of £6.3k (paragraph 4.7).
- d) For performance exceptions, to judge whether further information is required.

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

- 3.1. To demonstrate good governance in terms of scrutinising the Council's on-going performance and financial position.

## 4. Supporting Information

### **Executive Summary**

- 4.1. At Quarter One 2025/26 there is a projected net revenue efficiency of £0.637m. Significant variances are highlighted in **Table 1**, arising mainly from savings in refuse collection resulting from housing development progressing slower than expected, and an unallocated contingency budget. This represents a variance of 4.34% against budgeted net service expenditure. This is proposed to be earmarked for additional cost pressures and financial challenges shown in **Appendix A** mainly to support LGR and Simpler Recycling. Previously we have reported to Cabinet and via the MTFS to Full Council the underfunding from Government for Simpler Recycling. Consequently £0.2m is proposed to be transferred to the Simpler Recycling Reserve.
- 4.2. There is a capital budget underspend projected of £0.681m. Significant variances are highlighted in **Table 2**, notably a £0.610m reduction in expenditure on Warm Homes Grants to match final indicative funding notification.
- 4.3. The position is likely to change as further variances are identified during the year.
- 4.4. The most significant pressures are the effect of inflation and employers National Insurance increases on Council budgets. There is also a potential knock-on effect to income receipts as increased costs affect residents and business and the services they use. Council Tax and Business Rates could also be affected, although current collection rates appear to be stable. LGR is beginning to place demands on both the Council's finances and on officer time, an allocation of £0.661m was made to reserves from 2023/24 underspends with a further £0.456m proposed to support any additional costs incurred from projected 2024/25 budget efficiencies.
- 4.5. The Council is still experiencing increased levels of demand compared to previous years, but performance is stable or above target in most areas, demonstrating the ability of services to respond and adjust resources. There are some indicators not reaching target in the quarter but still highlighting no significant increase in the volume of indicators when compared to quarters in 2024/25. Actions are being taken in each service areas to address any decreases in performance wherever possible.

### **Revenue**

- 4.6. Table 1 below summarises the main variances, with a full summary of all significant variances at **Appendix B**

Table 1 – Significant revenue variances

Directorate	Projected in year cost/(efficiency) £000	Reason
Chief Executive	77	£64k LGR consultancy
Development & Economic Growth	(48)	Part year savings on posts due to staff turnover
Finance & Corporate	(456)	£74k saving on insurance due to lower than anticipated premiums, £40k additional interest income, £339k saving on contingency this includes saving on national payaward compared to budgeted estimate circa £100k
Neighbourhoods	(369)	Mainly due to £175k salaries for Fairham Pastures refuse collection not required in year
Other Grant Income	(46)	Asylum Dispersal, Land Registry, and New Burdens grants
Collection Fund	205	
<b>Projected (under)/over spend</b>	<b>(637)</b>	

### **Special Expenses**

- 4.7. **Appendix F** shows the Quarter 1 position of the Special Expenses budget. The expenditure is projected to be £11.3k above budget. This is mainly due to security improvements to gates at Bridgford Park and responsive works at West park including, doors and grounds repairs. Costs have been incurred due to increased anti-social behaviour patrols at Bridgford Park, however this is offset by funding from the Police and Crime Commissioner (PCC) which has been secured to cover these costs. This could present a budget pressure for Special Expenses going forward.

### **Capital**

- 4.8. The opening capital budget was £8.344m this has been revised to £13.582m, mainly due to carryforwards from 2024/25 and acceleration of schemes from 2026/27. A full list of all budget adjustments can be seen in **Appendix D**.
- 4.9. Table 2 below summarises the main variances, with a full summary of all significant variances at **Appendix C & E**.

*Table 2 – Significant capital variances*

Directorate	Projected in year cost/(efficiency) £000	Reason
Development & Economic Growth	(150)	Bingham Leisure Hub £150k reduction in projection for enhancement works required
Neighbourhoods	(591)	Expenditure on Warm Homes scheme reduced by £610k to match actual grant allocated (indicative grant was £750k actual grant £140k)
Finance & Corporate Services	60	Financial Management System £60k projected overspend, budget was based on estimated costs
	<b>(681)</b>	

### **Pressures Update**

- 4.10. Inflation remains above the Bank of England's target of 2%, at 3.6% in June 2025, an increase from 3.4% in May. Cost pressures continue for the Council, businesses and residents with the potential to impact collection rates and income from discretionary services. Interest rates, although reducing slowly, remain high at 4.25% and consequently the Council continues to benefit from interest on cash and investments which partially offsets some of the increased costs. If we were externally borrowing, then there would be adverse consequences for the budget.
- 4.11. In addition to general cost of living increases, the increase in Employers National Insurance Contributions has impacted both the Council and local businesses. The position on collection rates for sundry debtors, Council Tax and Business Rates will continue to be monitored. Given the challenges, this represents a relatively positive position and will change during the year.

*Table 3 – Collection Rates Quarter 1*

Description	Q1 2025/26	Q1 2024/25	Increase/(Decrease)
Sundry Debtors	96.68%	97.05%	-0.37%
Council Tax	29.30%	29.40%	-0.10%
Business Rates	39.30%	38.20%	1.10%

- 4.12. The Council's Transformation and Efficiency Plan (TEP), is designed to meet emerging financial challenges and is budgeted to deliver £0.824m savings in 2025/26. The three most significant savings targets are; Leisure Strategy (£0.385m) from contract renegotiations, Garden Waste Scheme (£0.132m) and Car Parking (£0.110m) both due to price increases. At quarter one a total of £0.186m has been achieved against a target of £0.206m. Garden waste is behind target with less subscriptions than the same time last year, although this could improve over the summer. Overall though, Garden Waste income has increased compared to the same point last year and the longer term trajectory remains to be seen. Other efficiencies ensures the Council is on course to have a positive budget position.
- 4.13. LGR will continue to gain pace throughout the remainder of the financial year, potentially requiring significant financial outlay, officer time and staff training.



This is a challenging time for the Council, navigating the most significant change to Local Government in decades whilst maintaining day to day service delivery. An appropriation was made from 2023/24 underspends of £0.661m (proposed to be topped up by a further £0.456m) in anticipation of the cost of transition.

### **Conclusion**

- 4.14. The revenue position remains relatively healthy but the position can quickly change especially so early into the new financial year.
- 4.15. The position on capital is positive and whilst long term capital resources are diminishing, it is anticipated that there will be no need to externally borrow this financial year. The capital programme is delivered with little external funding and it is a credit to the financial position of the Council it can continue to invest in its assets for the benefit of its residents. Existing budgets are under pressure from inflation and rising costs of labour and materials, however capital contingency budget is available, followed by reserves if necessary to mitigate the impact. The focus remains on delivering the capital programme alongside demands of LGR.

### **Performance Monitoring – Corporate Strategy 2024-27**

- 4.16. The Corporate Strategy 2024-27 was approved at Council on 7 December 2023. The four themes contained within the 2019-2023 Strategy have been retained and The Environment will continue to be a major priority both in the medium and longer term. This is the second report of the new Strategy and performance will be monitored by theme to better show how corporate tasks and performance indicators for each of the four corporate priorities are progressing. We are approaching a mid-point in the Strategy, and a refresh is planned for this year. This will provide a timely opportunity to align tasks with the emerging Local Government Reorganisation agenda announced by the Government in November 2024. The full corporate scorecard is in **Appendix G**.
- 4.17 Overall, there are eight performance measures that have not met target this year. Primarily these are for community facilities (two performance indicators), Rushcliffe Oaks crematorium (two performance indicators) and waste management (two performance indicators). In July 2024, Corporate Overview Group scrutinised the under-performance of community facilities and the crematorium and as a result action plans were put in place. It will take a while for these services to fully realise the benefits of the work that has taken place, and performance is expected to improve during 2025/26. Waste management performance has been lower than historic levels for a little while whilst waiting for the Environment Act changes to be implemented. Residents will start to see these changes later this year once Simpler Recycling begins with the introduction of glass recycling bins to households. Full explanations for all exceptions can be found in **Appendix G**.

## The Environment










- 4.18 The Corporate Strategy 2024-27 pushes forward actions to improve the environment in Rushcliffe, with major investment made in large projects like Bingham Arena and Rushcliffe Oaks Crematorium. The Council has an ambitious target to achieve net-zero carbon emissions in its own operations by 2030 and much of the planned activity in the next four years will be focussed on this aim.

There are two strategic tasks:

- **Deliver the Climate Change Strategy 2021-2030** – currently 35% progress.
- **Implement the Environment Act commitments** – showing as 20%.

There are six performance indicators in this theme and two of them have not met their target:

- **Cumulative number of fly tipping cases** – there has been three months of higher than expected fly tipping reports despite ongoing enforcement by WISE.
- **Percentage of household waste sent for reuse, recycling and composting** – Nationally recycling and composting rates are dropping and our year-end target of 48% has been reduced from a previous figure of 50%. However, the first quarter has seen a significant drop in green waste collected of over 1000 tonnes due to the dry weather. This will have a significant effect on our overall year end recycling and composting rate with performance likely to be lower than the new revised target. The new Simpler Recycling legislation which includes kerbside glass collected from December, changes to the blue bin input specification and food waste collections in October 2027 will see recycling rise to around 60%.

ENVIRONMENT									
Strategic Tasks					Performance Indicators				
 0	 2	 0	 0		 3	 0	 2	 1	 0
No exceptions					Two exceptions: <ul style="list-style-type: none"> <li>• Percentage of household waste sent for reuse, recycling and composting</li> <li>• Number of fly tipping cases</li> </ul>				

## Quality of Life










- 4.19 Rushcliffe is renowned for providing excellent community facilities for residents and will continue to do so by delivering the Rushcliffe Leisure Strategy 2021-2027. The other task in this theme is Being an active partner in the delivery of the East Midlands Devolution Deal, which is expected to bring extra funding to the whole Derbyshire / Nottinghamshire area. By maximising involvement in the future of the combined authority, Rushcliffe can benefit from the future prosperity that this new Mayoral area provides.

There are two strategic tasks:

- **Be an active partner in the delivery of the East Midlands Devolution Deal** – this task will continue throughout this strategy and is currently at 25%.
- **Deliver Rushcliffe's Leisure Strategy 2021-2027** – progress is currently at 70%.

There are 11 quality of life performance indicators, only one is an exception:

- **Cumulative number of successful homelessness prevention outcomes** – the figure remains out of target, however this is only by one. This is primarily due to fewer registered provider properties being advertised on Homesearch.

QUALITY OF LIFE									
Strategic Tasks					Performance Indicators				
 0	 2	 0	 0		 9	 0	 1	 0	 1
No exceptions					One exception: <ul style="list-style-type: none"> <li>• Cumulative number of successful homelessness prevention outcomes</li> </ul>				

## Sustainable Growth

- 4.20 The Core Strategy is due to be replaced by the Greater Nottingham Strategic Plan which will largely determine development up to 2041.










There are five strategic tasks, progress comments are shown in the Annual Strategic Task Report.

- **Provide community leadership in the redevelopment of the Ratcliffe on Soar site, during and post decommissioning of the power station** – 50% progress.

- **Implement Levelling-up and Regeneration Bill commitments** – 10% progress.
- **Adopt a Greater Nottingham Strategic Plan** – currently 70% progress.
- **Support the delivery of the new employment sites and new homes, including meeting affordable housing targets, at key sites including Fairham, Gamston, RAF Newton and Bingham** – currently 40% progress.
- **Continue to be an active partner in the delivery of the East Midlands Combined County Authority aims and objectives** – 25% We remain an active partner with both senior officers and Councillors engaging with EMCCA officers.

There are 11 sustainable growth performance indicators, only one is an exception:

- **Percentage of appeals allowed against total number of Major planning applications determined by the authority** – One appeal was allowed in this period and there were a low number of determinations resulting in a missed target.

SUSTAINABLE GROWTH									
Strategic Tasks					Performance Indicators				
 1	 5	 0	 0		 6	 0	 1	 0	 4
No exceptions					One exception: <ul style="list-style-type: none"> <li>• Percentage of appeals allowed against total number of Major planning applications determined by the authority</li> </ul>				

## Efficient Services

- 4.21 The Council strives to deliver services in the most efficient way. New ways of working and cost saving where possible will be sought during the four years of this Strategy.










There are three strategic tasks:

- Deliver good value for money in Council operations for residents** – current progress is 25% for 2025/26 and is being monitored through the year with the Medium-Term Financial Strategy (MTFS).
- Conduct a review of the Council's asset base** – 100% this task is now complete.

- c) **Be an active partner in the delivery of Local Government Reorganisation for the Nottinghamshire region** – current progress is 30%.

There are 29 performance indicators falling under the Efficient Services priority. Five are exceptions at this stage of the year:

- **Value of savings achieved by the Transformation Strategy against the programme at the start of the financial year** – The savings target could still be achieved in the remaining 9 months and notwithstanding this at Quarter 1 the revenue budget is projecting an overall budget efficiency of £0.637m of which Transformation Savings contribute towards. This is a positive position in the context of the overall budget
- **Percentage of expected Councillors attending in-person training events this municipal year** – There have been no training events delivered to date.
- **Percentage of Councillors completing e-learning mandatory e-learning modules this municipal year** – Engagement with e-learning modules by councillors has improved over the last twelve months with the introduction of single sign-on and a 'course of the month' email. The Member Development Group has met to discuss this issue and an updated Learning and Development Policy is to be presented to Full Council later this year.
- **Percentage increase in digital transactions** – 11 out of 16 transaction types are lower than in Q1 in 2024-25. Primarily the overall reduction is attributable to lower electoral registrations than last year when the figure was boosted by a Parliamentary election.
- **Income generated from community buildings** – Income figures reflect the current closure of Sir Julian Cahn which is planned to re-open after refurbishment in September 2025. In addition, we have lost some room capacity and bookings due to the installation of the new AV system in the Arena rooms. Some bookings have been moved to other facilities where possible and it is anticipated that the year-end out turn income figure will be close to the target of £123,800 as income increases with the improved facilities.

EFFICIENT SERVICES								
Strategic Tasks				Performance Indicators				
 2	 2	 0	 0	 21	 3	 5	 0	 0

EFFICIENT SERVICES	
No exceptions	<p>Five exceptions:</p> <ul style="list-style-type: none"> <li>• Value of savings achieved by the Transformation Strategy against the programme at the start of the financial year</li> <li>• Percentage of expected Councillors attending in-person training events this municipal year</li> <li>• Percentage of Councillors completing e-learning modules this municipal year</li> <li>• Percentage increase in digital transactions</li> <li>• Income generated from community buildings</li> </ul>

## 5 Risks and Uncertainties

- 5.1 Failure to comply with Financial Regulations in terms of reporting on both revenue and capital budgets could result in criticism from stakeholders, including both Councillors and the Council's external auditors
- 5.2 Areas such as income can be volatile and are particularly influenced by public confidence and the general economic climate and Government legislation. Particularly susceptible to volatility will be areas such as Planning Income. Ongoing due diligence with regards to the budget will highlight any potential concerns or indeed upside risk.
- 5.3 The Council needs to be properly insulated against potential risks hence the need to ensure it has a sufficient level of reserves to ensure the Council can withstand unexpected financial shocks, and things we do know about but are unclear of the full financial implications such as the costs of LGR.
- 5.4 There remains much uncertainty as the Government starts to legislate for, and implement, new policies (e.g. Simpler Recycling) and funding reform (Fair Funding Review, Council Tax and Business Rates) aimed at equalising funding support across regions. The full financial impact of this will not be known until the Government's financial settlement is announced, however early indications are that the Government's Settlement Funding Assessment (it's grant income from Government) for Rushcliffe will significantly reduce.
- 5.5 Local Government Reorganisation not only presents financial risks, but it also has the potential to disrupt service delivery (impacting on performance) and makes the recruitment of good employees even more challenging and increases the risk of employees switching sectors; not to mention continuing to ensure staff remain motivated and are upskilled for the changes that lie ahead. Other demands such as digital transformation, climate change

targets, recycling legislation and increased demand for services present a complex and evolving landscape.

## **6 Implications**

### **6.1 Financial Implications**

Financial implications are covered in the body of the report.

### **6.2 Legal Implications**

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

### **6.3 Equalities Implications**

There are no direct equality implications arising from this report.

### **6.4 Section 17 of the Crime and Disorder Act 1998 Implications**

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

### **6.5 Biodiversity Net Gain Implications**

There are no Biodiversity Net Gain Implications arising from this report.

## **7 Link to Corporate Priorities**

The Environment	Successful management of the Council's resources can help the Council deliver on its goals as stated in the Corporate Strategy and monitored through this quarterly report.
Quality of Life	
Efficient Services	
Sustainable Growth	

## **8 Recommendations**

It is RECOMMENDED that

- a) The projected revenue budget efficiency for the year of £0.637m and proposals to earmark this for cost pressures given in Appendix A and paragraph 4.1.
- b) The projected capital budget efficiencies of £0.681m including the budget changes in Appendix D.
- c) The projected overspend on Special Expenses of £6.3k (paragraph 4.7).
- d) For performance exceptions to judge whether further information is required.

<b>For more information contact:</b>	Peter Linfield Director of Finance and Corporate Services Tel: 0115 9148439 plinfield@rushcliffe.gov.uk
<b>Background papers available for Inspection:</b>	Council 6 March 2025 – 25/26 Budget and Financial Strategy Cabinet 8 July 2025 – Financial Outturn 2024/25
<b>List of appendices:</b>	Appendix A – Revenue projected position 2025/26 – June 2025 Appendix B – Revenue Variances over £25k – June 2025 Appendix C – Capital Programme Summary 2025/26 – June 2025 Appendix D – Changes to Capital Budget Appendix E – Capital Variance Explanations June 2025 Appendix F – Special Expenses Monitoring June 2025 Appendix G – Strategic Performance Scorecard



## Projected Revenue Outturn Position 2025/26 – June 2025

2025/26	Original Budget £000	Revised Budget £000	Projected Outturn £000	Projected Variance over/(under) £000
Chief Executive	1,613	1,611	1,688	77
Development & Economic Growth	467	531	483	(48)
Finance & Corporate	4,892	5,155	4,699	(456)
Neighbourhoods	7,939	7,361	6,993	(369)
<b>Sub Total</b>	<b>14,912</b>	<b>14,659</b>	<b>13,863</b>	<b>(796)</b>
Capital Accounting Reversals	(1,895)	(1,895)	(1,895)	0
Minimum Revenue Provision	1,174	1,666	1,666	0
<b>Total Net Service Expenditure</b>	<b>14,191</b>	<b>14,430</b>	<b>13,634</b>	<b>(796)</b>
Grant Income (Including New Homes Bonus)	(3,239)	(3,239)	(3,285)	(46)
Collection Fund	(16,650)	(16,650)	(16,445)	205
<b>Total Funding</b>	<b>(19,889)</b>	<b>(19,889)</b>	<b>(19,730)</b>	<b>159</b>
<b>Net Transfer to/(from) Reserves</b>	<b>5,699</b>	<b>5,460</b>	<b>6,096</b>	<b>637</b>
Financial Management System Upgrade				60
LGR				377
Simpler Recycling				200
<b>Total Committed from underspend</b>				<b>637</b>
<b>Net Budget Deficit/(Surplus)</b>				<b>(0)</b>

## Revenue Variances over £25k – June 2025

## Adverse Variances in excess of £25,000

Department	Reason	Projected Outturn Variance £000
Executive Management Team	LGR proposal	64
Strategic Housing	Emergency accomodation due to increase in demand and shortage in follow on housing	51
Property	Shortfall on Bridgford Hall rents due to changover in tenancy	49
Revenues & Benefits	Council tax support scheme local discounts (care leavers/annexe)	26
<b>Total Adverse Variances</b>		<b>190</b>

## Favourable Variances in excess of £25,000

Department	Reason	Projected Outturn Variance £000
Depot & Contracts	£175k salaries due to Fairham Pastures refuse collection not required in year, £43k savings on diesel, £38k new car parking contract based on charge per ticket expected to deliver savings, £35k sale of waste bins not budgeted as ad hoc	(291)
Financial Services	£40 additional interest, £74k saving on insurance premiums, contingency £336k	(453)
Community Development	£27k Biodiversity Net Gain grant, £30k running costs for Edwalton Community Hall not required in year	(57)
Environmental Health	Taxi licence income projected to be higher than budget as per prior year and current trend	(39)
Economic Development	Salary savings due to maternity and transitional arrangements re Head of Service vacancy	(39)
Planning & Growth	Part year saving on Planning/Environmental Health system officer for IDOX, post now filled	(25)
<b>Total Favourable Variances</b>		<b>(904)</b>
<b>Other minor variances</b>		<b>(82)</b>
<b>Total Variance</b>		<b>(796)</b>

## Capital Programme Summary – June 2025

2025/26	Original Budget £000	Current Budget £000	Projected Actual £000	Projected in year cost/(efficiency) £000	Reason
Development & Economic Growth	761	1,783	1,633	(150)	Bingham Leisure Hub £150k reduction in projection for enhancement works required
Neighbourhoods	7,065	10,602	10,011	(591)	Expenditure on Warm Homes scheme reduced by £610k to match actual grant allocated (indicative grant was £750k actual grant £140k)
Finance & Corporate Services	368	807	867	60	Financial Management System £60k projected overspend, budget was based on estimated costs
Contingency	150	390	390	-	£286k carry forward from 24/25 less allocations to ICT replacement Programme £16k, AV Replacement Programme £30k plus £150k original budget. Remaining £390k not yet allocated (potential £100k each needed for Manvers and Watercourse works)
<b>Total Expenditure</b>	<b>8,344</b>	<b>13,582</b>	<b>12,901</b>	<b>(681)</b>	
<b>Funded By</b>					
Capital Receipts	2,719	4,363	4,337	26	
Government Grants	1,650	2,277	1,667	610	£610k reduction in Warm homes Grant to budget (total grant £1.2m over 3 years) expenditure projection reduced to match
Other Grants & Contributions	56	56	56	-	
Section 106 / CIL	0	692	603	89	
Use of Reserves	3,919	6,194	6,238	(44)	To fund carryforwards
Borrowing	-	-	-	-	
<b>Total Funding</b>	<b>8,344</b>	<b>13,582</b>	<b>12,901</b>	<b>681</b>	

## Changes to Capital Budget – June 2025

Budget Change / Scheme	Adjustments £000	Comment	Funded by	Approval
<b>Original Budget</b>	<b>8,344</b>			
Rephasing/carryforwards from 2024/25	4,938	Mainly carryforwards including; £1.5m Land aquisition for carbon offsetting, £0.398 Cotgrave and Keyworth Leisure Centres, £0.338m Rushcliffe Oaks Crematorium		Approved at Cabinet 2024/25
Disabled Facilities Grant (Discretionary)	80	Budget moved from Mandatory DFG	Virement	Authorised - Director / S151
Disabled Facilities Grant (Mandatory)	(80)	Budget moved to Discretionary DFG		Authorised - Director / S151
AV Replacement System	30	Area first floor meeting room audio visual equipment replacements	Virement	Authorised - Director / S151
Body worn cameras	16	Body worn cameras for Environmental Health & Planning staff	Virement	Authorised - Director / S151
Contingency	(46)	Allocation from contingency		As above
Manvers Business Park Enhancements	16	To meet increased cost of improvements - Budget virement from Colliers BP	Virement	Authorised - Director / S151
Colliers BP Improvements	(16)	Budget not required - Budget virement to Manvers BP		Authorised - Director / S151
Watercourse Improvements	30	To meet increased cost of improvements - budget virement from Walkers Yard	Virement	Authorised - Director / S151
Walkers Yard	(30)	Energy Efficiency works not required - Budget virement to Watercourse Improvements		Authorised - Director / S151
Bridge Field	100	Acceleration of programme	Grant - UKSPF	Authorised - Director / S151
West Park Enhancements (SJC pavillion)	100	Additional works required due to tree roots issues and to include AV & fit out	Grant - UKSPF	Authorised - Director / Cabinet Portfilio Holder
Edwalton Golf Course Enhancements	100	Acceleration of programme	Reserves	Authorised - Director / S151
<b>Current Budget</b>	<b>13,582</b>			

## Capital Variance Explanations – June 2025

Name	Opening Budget	Current budget	Actual YTD	Projected Outturn	Projected Outturn Variance	Comment
<b>Development &amp; Economic Growth</b>						
BINGHAM LEISURE HUB	0	250,000	0	100,000	(150,000)	Post opening enhancements. £72k potential cost of corrections to air conditioning, currently in negotiations with original contractor. £10k Parkwood window tinting.
BINGHAM MARKET PLACE IMPS	0	6,000	(1,205)	6,000	0	
BRIDGFORD PARK KIOSK	25,000	25,000	0	25,000	0	Creation of staff toilet for kiosk.
COLLIERS BP CP SURFACE/DRAIN	16,000	0	0	0	0	Budget moved to Manvers BP.
COTGRAVE BUSINESS HUB	70,000	178,000	0	178,000	0	Cold water supply improvement / enhancement
HIGHWAYS VERGE IMPS	200,000	237,000	0	237,000	0	EMT currently considering, County Council may deliver.
KEYWORTH CEMETERY 22-23	25,000	25,000	0	25,000	0	Awaiting local diocese approval
MANVERS BP ENHANCEMENTS	200,000	220,000	(2,177)	220,000	0	To complete roof repairs. Out to tender soon (end July). £16k virement from Colliers scheme. Risk of increased costs since original estimate, may need up to £100k from contingency.
RBC TOURISM/SIGNAGE	70,000	70,000	770	70,000	0	UKSPF funded project
STREETWISE DEPOT	100,000	176,000	0	176,000	0	Vehicle wash, improvements to warehouse and pedestrian safety. Currently out to tender.
THE CREMATORIUM	0	338,000	3,758	338,000	0	Series of schemes, water feature, external landscaping schemes, air conditioning, enhance PV provision. Meeting mid July to discuss scope of works.
THE POINT	25,000	40,000	235	40,000	0	
WALKERS YD 1a/b and 3	30,000	0	0	0	0	Not cost effective to do anything energy efficiency wise at present. Budget moved to support requirement for Watercourse improvements Radcliffe On Trent.
WATERCOURSE IMPROVEMENTS	0	218,000	0	218,000	0	Additional funding is required for these works due to adopting solution that minimises impact on local houses. Awaiting quote from supplier mid July, approval required from EMT to proceed, risk projection may increase to £300k and require contribution from contingency.
<b>Development &amp; Economic Growth Total</b>	<b>761,000</b>	<b>1,783,000</b>	<b>1,381</b>	<b>1,633,000</b>	<b>(150,000)</b>	

Name	Opening Budget	Current budget	Actual YTD	Projected Outturn	Projected Outturn Variance	Comment
<b>Neighbourhoods</b>						
ARENA ENHANCEMENTS	0	65,000	0	65,000	0	Furniture for reception area £11k. Potential £15k window retinting - Parkwood part funding. Further requirement for flooring replacements not yet quantified.
BRIDGE FIELD TEEN PARK	100,000	271,000	11,496	300,000	29,000	Proludic, £292k including 4 play areas, Bridge Field Teen Park £116k total, Bridge Field MUGA £50k, Abbey Park adult gym (Section 106) £39k, West Park MUGA (Multi Use Games Area) £89k.
BRIDGFORD PK PLAY AREA SPEC EXP	0	0	(10,000)	0	0	Actual expenditure is a reversal accrual and will be matched with an invoice.
CLC AND KLC ENHANCEMENTS	1,200,000	1,598,000	420,580	1,598,000	0	Complete refurbishment of Cotgrave Lesiure centre is complete and Keyworth Leisure Centre in progress.
DISABLED FACILITIES GRANT	1,040,000	1,307,000	199,568	1,307,000	0	Committed £473k Q1
DISCRETIONARY TOP-UPS DFGs	56,000	136,000	30,029	136,000	0	Discretionary funding has been reintroduced for 2025/26 with £80k moved from mandatory budget.
EDWALTON COMMUNITY FACILITY	840,000	939,000	798	939,000	0	Starting August. Ceiling of £750k for build plus fit out and associated costs.
EGC ENHANCEMENTS	0	130,000	0	130,000	0	Going out to tender re floodworks.
EXTERNAL DOOR & WINDOW UPGRADES VARIOUS	0	46,000	0	46,000	0	
GAMSTON COMMUNITY CENTRE ENHANCEMENTS	0	116,000	0	120,000	4,000	Works due to commence on site July, with completion by September.
GRESHAM SPORTS PARK REDEVELOPMENT	0	62,000	0	30,000	(32,000)	CCTV consultant appointed, project progressing. Exploring grant fund from FA for further work to catering hut, grants up to £50k to 75% of project required £25% match. Other option is to carry forward balance to bolster 26/27 project for Gresham plumbing decarb/Wifi.
GREYTHORN DRIVE PLAY AREA	0	14,000	(2,000)	30,000	16,000	Quotes currently being obtained likely to be around £30k (surface of pitch removed rather than repair, hence expected increase for replacement cost). Potential Sec 106 funding to cover overspend.
LAND ACQUISITION CARBON OFFSETTING	0	1,500,000	0	1,500,000	0	£500k Upper Broughton expected completion in August. Two other land holdings due to be considered by AIG (asset Investment group) in due course.
RCP PLAY AREA	25,000	25,000	26,704	26,700	1,700	Works complete, minor overspend
SUPPORT FOR REGISTERED HOUSING PROVIDERS	0	36,000	0	36,000	0	£36k was carried forward for Platform Housing for 2 affordable units. There is low risk that funds may be required to be accelerated from 26/27 for 21 affordable units.
TOOTHILL SPORTS COMPLEX IMPROVEMENTS	100,000	200,000	0	200,000	0	Ongoing negotiations re athletics track/ hockey pitch lighting, progress may be affected by school rebuild.
VEHICLE REPLACEMENT	2,511,000	2,708,000	0	2,708,000	0	Vehicles - R2Go £231k, £265k Streetwise, £460k 2x Glass Recycling Vchs, £1.250m Glass Recycling Bins .
WARM HOMES GRANT	750,000	750,000	0	140,000	(610,000)	Budget was set on indicative funding of £750k 25/26 and £1.8m 26/27, final allocations are £1.3m over next 3 years £140k capital in 25/26. Fully funded scheme so no realisable saving.
WB - CAR PARK RESURFACING	18,000	38,000	16,851	38,000	0	Any balance after resurfacing will be spent at Bridgford Park.
WEST PARK ENHANCEMENTS	425,000	661,000	88,364	661,000	0	£100k UKSPF funding. Contract Value £610k (SJC Developments) £661k forecast to include AV (£30k) plus fit out
<b>Neighbourhoods Total</b>	<b>7,065,000</b>	<b>10,602,000</b>	<b>782,390</b>	<b>10,010,700</b>	<b>(591,300)</b>	

Name	Opening Budget	Current budget	Actual YTD	Projected Outturn	Projected Outturn Variance	Comment
<b>Finance &amp; Corporate Services</b>						
APPLICATIONS & APPS	0	31,000	0	31,000	0	
AV REPLACEMENT SYSTEM	81,000	189,100	184,740	189,100	0	
DIGITAL STRATEGY	20,000	60,000	0	60,000	0	
FMS REPLACEMENT	0	197,400	0	257,400	60,000	Original budget funded from 23/24 underspends based on estimated costs, additional be funded from 25/26 revenue underspends.
ICT REPLACEMENT PROGRAMME	75,000	103,500	3,118	103,500	0	
ICT SECURITY	0	21,000	0	21,000	0	
TECHNICAL INFRASTRUCTURE	192,000	205,000	(6,990)	205,000	0	
<b>Finance &amp; Corporate Services Total</b>	<b>368,000</b>	<b>807,000</b>	<b>180,867</b>	<b>867,000</b>	<b>60,000</b>	
CAPITAL CONTINGENCY	150,000	390,000	0	390,000	0	£0.286m carry forward from 24/25 less allocations to ICT replacement Programme £0.016m, AV Replacement Programme (£0.030m), potential demand on balance from Manvers £100k and Watercourse improvements £100k.
<b>Contingency Total</b>	<b>150,000</b>	<b>390,000</b>	<b>0</b>	<b>390,000</b>	<b>0</b>	
<b>Grand Total</b>	<b>8,344,000</b>	<b>13,582,000</b>	<b>964,638</b>	<b>12,900,700</b>	<b>(681,300)</b>	







## Special Expenses – June 2025

2025/26	Original Budget	Projected Outturn	Variance	Reasons
<b>West Bridgford</b>				
Parks & Playing Fields	496,000	504,900	8,900	£5k Bridgford Park security improvements £3.2k West park maintenance works,
West Bridgford Town Centre	117,400	119,400	2,000	Potential vehicle mitigation under Martyn's Law
Community Halls	131,300	131,200	(100)	
Repayment of Revenue Deficit	16,000	16,000	0	
Annuity Charges	110,400	110,400	0	
Revenue Contribution to Capital Outlay	100,000	100,000	0	
Sinking Fund (The Hook)	20,000	20,000	0	
<b>Total</b>	<b>991,100</b>	<b>1,001,900</b>	<b>10,800</b>	
<b>Keyworth</b>				
Keyworth Cemetery	9,600	9,600	0	
Annuity	500	500	0	
<b>Total</b>	<b>10,100</b>	<b>10,100</b>	<b>0</b>	
<b>Ruddington</b>				
Ruddington Cemetery	10,400	10,900	500	
<b>Total</b>	<b>10,400</b>	<b>10,900</b>	<b>500</b>	
<b>Total Special Expenses</b>	<b>1,011,600</b>	<b>1,022,900</b>	<b>11,300</b>	












## Strategic Scorecard

### Tasks



Task Status		
	Overdue	The task has passed its due date
	Warning	The task is approaching its due date. One or more milestones are approaching or has passed its due date
	Progress OK	The task is expected to meet the due date
	Completed	The task has been completed











### Performance Indicators

PI Status		
	Alert	Performance is more than 5% below the target
	Warning	Performance is between 5% and 1% below the target
	OK	Performance has exceeded the target or is within 1% of the target
	Unknown	No data reported or data not due for this period (reported annually)
	Data Only	A contextual indicator, no target is set

Long Term Trends		
	Improving	The calculation within Covalent for trend is made from a comparison of the data for the current quarter with the same quarter in the three previous years
	No Change	
	Getting Worse	
	New indicator, no historical data	

















## Environment







Status	Strategic Task	Dates Due Date	Status Progress Bar
	ST2427_01 Deliver Rushcliffe's Climate Change Strategy 2021-2030	31-Mar-2030	<div><div>35%</div></div>
	ST2427_02 Implement the Environment Act commitments	31-Mar-2027	<div><div>20%</div></div>

Status	Ref.	Description	Q1 2025/26			2025/26	2024/25
			Value	Target	Long Trend	Target	Value
	CS_LINS01	Percentage of streets passing clean streets inspections	96.8%	97.5%		97.5%	97.9%
	CS_LINS06	Cumulative number of fly tipping cases (against cumulative monthly comparison for last year)	371	265		1060	1108
There has been three months of higher than expected fly tipping reports despite ongoing enforcement by WISE.							
	CS_LINS18	Percentage of household waste sent for reuse, recycling and composting	47.96%	48%		48%	44.32%
Nationally recycling and composting rates are dropping and our year-end target of 48% has been reduced from a previous figure of 50%. However, the first quarter has seen a significant drop in green waste collected of over 1000 tonnes due to the dry weather. This will have a significant effect on our overall year end recycling and composting rate with performance likely to be lower than the new revised target. The new Simpler Recycling legislation which includes kerbside glass collected from December, changes to the blue bin input specification and food waste collections in October 2027 will see recycling rise to around 60%							
	CS_LINS20	Percentage recycling contamination rate	10.53%	12%		12%	14.76%
	CS_LINS23	Residual waste collected per household, in kilos	112.93	120.00		480.00	471.99
-	CS_LINS77	Percentage reduction of CO2 from the Council's own operations (from 2008/09 baseline)	Reported annually			9%	-56%






## Quality of Life

Status	Strategic Task	Dates Due Date	Status Progress Bar
	ST2427_03 Be an active partner in the delivery of the East Midlands Devolution Deal	31-Mar-2027	<div><div>35%</div></div>
	ST2427_04 Deliver Rushcliffe's Leisure Strategy 2021-2027	31-Mar-2027	<div><div>70%</div></div>









Status	Ref.	Description	Q1 2025/26			2025/26	2024/25
			Value	Target	Long Trend	Target	Value
	CS_LINS25	Number of households living in temporary accommodation	10	18		18	10
	CS_LINS26a	Cumulative number of main housing duty decisions issued	21	21		85	77
	CS_LINS27a	Average length of stay of all households in temporary accommodation	8 weeks	11 weeks		11 weeks	5 weeks
	CS_LINS29a	Cumulative number of successful homelessness prevention outcomes	16	17		70	86
Figure remains out of target; however this is only by one. This is primarily due to fewer registered provider properties being advertised on Homesearch.							
	CS_LINS31a	Percentage of applicants within Bands 1 and 2 rehoused within 26 weeks from the date of application	84%	55%		55%	86.64%
	CS_LINS32	Average number of weeks for all Home Search applicants to be rehoused through Choice Based Lettings	32 weeks	50 weeks		50 weeks	20 weeks
	CS_LINS51	Number of leisure centre users - public	303,873	298,275		1,304,500	1,283,779
	CS_LINS52	Number of Edwalton Golf Courses users	23,032	17,500		50,000	52,943

Status	Ref.	Description	Q1 2025/26			2025/26	2024/25
			Value	Target	Long Trend	Target	Value
	CS_LINS72b	Percentage usage of community facilities	40.1%	40%		40%	45.3%
	CS_LINS80a	Percentage food businesses broadly compliant at first assessment/ inspection	93%	91%		91%	93%
	CS_LINS80g	All crime figures within Rushcliffe per 1000 per head of population	12.45	-		-	44.06













## Sustainable Growth

Status	Strategic Task	Dates Due Date	Status Progress Bar
	ST2427_05 Provide community leadership in the redevelopment of the Ratcliffe on Soar site, during and post decommissioning of the power station	31-Mar-2027	<div><div>50%</div></div>
	ST2427_06 Implement Levelling-up and Regeneration Bill commitments	31-Mar-2027	<div><div>10%</div></div>
	ST2427_07 Adopt the Greater Nottingham Strategic Plan	31-Mar-2027	<div><div>70%</div></div>
	ST2427_08 Support the delivery of the new employment sites and new homes, including meeting affordable housing targets, at key sites including Fairham, Gamston, RAF Newton and Bingham	31-Mar-2027	<div><div>40%</div></div>
	ST2427_13 Continue to be an active partner in the delivery of the East Midlands Combined County Authority aims and objectives	31-Mar-2027	<div><div>0%</div></div>




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Status	Ref.	Description	Q1 2025/26			2025/26	2024/25
			Value	Target	Long Trend	Target	Value
	CS_LIDEG05	Percentage of appeals allowed against total number of Major planning applications determined by the authority	16.7%	10%		10%	8.3%
One appeal was allowed in this period and there were a low number of determinations resulting in a missed target.							
	CS_LIDEG06	Percentage of appeals allowed against total number of Non-Major planning applications determined by the authority	1.4%	10%		10%	1%
	CS_LIDEG07	Number of planning applications received	105	-		-	1561
	CS_LIDEG09	Number of Planning Application decisions issued	291	-		-	1244

## APPENDIX G





















Status	Ref.	Description	Q1 2025/26			2025/26	2024/25
			Value	Target	Long Trend	Target	Value
	CS_LIDEG33	Number of new homes built	Awaiting data in order to calculate this PI, will be available for the next reporting period'			-	
	CS_LIDEG34	Area of new employment floorspace built (sq mtrs)	Awaiting data in order to calculate this PI, will be available for the next reporting period'			-	
	CS_LIDEG41	Level of income generated through letting property owned by the Council but not occupied by the Council	£512,233	£501,025		£2,003,300	£1,977,885
	CS_LIDEG50	Percentage of UKSPF and REPF funding allocated	100%	100%		100%	100%
	CS_LINS24	Number of affordable homes delivered	39	35		150	293
	CS_LINS60	Number of users of paid council car parks	268,668	268,668		1,074,672	993,100
	CS_LINS61	Total car parking income	£284,632.13	£276,050		£1,104,200	£961,550.36

## Efficient Services

Status	Strategic Task	Dates Due Date	Status Progress Bar
	ST2427_10 Deliver good value for money in Council operations for our residents	31-Mar-2027	<div><div>30%</div></div>
	ST2427_12 Conduct a review of the Council's property asset base	31-Mar-2027	<div><div>100%</div></div>
	ST2427_14 Be an active partner in the delivery of Local Government Reorganisation for the Nottinghamshire region	31-Mar-2026	<div><div>30%</div></div>





















Status	Ref.	Description	Q1 2025/26			2025/26	2024/25
			Value	Target	Long Trend	Target	Value
	CS_LIDEG02a	Percentage of major applications dealt with in 13 weeks or agreed period (10 or more houses) – quarterly	96%	70%		70%	96.2%
	CS_LIDEG03a	Percentage of non-major applications dealt with in 13 weeks or agreed period (10 or more houses) – quarterly	91.7%	80%		80%	91.9%
	CS_LIDEG10a	Priority 1 and 2 planning enforcement inspections carried out in target time	95.65%	90%		90%	95.56%
	CS_LIDEG40b	Percentage of council owned units occupied	97.22%	95%		95%	99.07%
	CS_LIDEG42	Percentage of privately owned industrial units occupied	93.9%	92%		92%	94%
	CS_LIDEG60	Number of cremations held at Rushcliffe Oaks	166	155		155	617

## APPENDIX G





Status	Ref.	Description	Q1 2025/26			2025/26	2024/25
			Value	Target	Long Trend	Target	Value
	CS_LIDEG61	Income from all activities at Rushcliffe Oaks	£180,640	£162,750		£162,750	£664,832
	CS_LIFCS10	Percentage of invoices for commercial goods and services which were paid by the authority in payment terms	95.49%	98.00%		98.00%	96.12%
	CS_LIFCS15	Value of savings achieved by the Transformation Strategy against the programme at the start of the financial year	£0.186m	£0.206m		£0.825m	£0.749m
The savings target could still be achieved in the remaining 9 months and notwithstanding this at Quarter 1 the revenue budget is projecting an overall budget efficiency of £0.516m of which Transformation Savings contribute towards. This is a positive position in the context of the overall budget							
	CS_LIFCS20	Percentage of Council Tax collected in year	29.27%	29.40%		99.0%	99.10%
	CS_LIFCS21	Percentage of Non-domestic Rates collected in year	39.29%	38.20%		99.2%	98.80%
	CS_LIFCS22 a	Average number of days to process a new housing benefit claim	12.75	12.5		12.5	8.42
	CS_LIFCS22 b	Average number of days to process a change in circumstances to a housing benefit claim	3.03	4		4	3.75
	CS_LIFCS22 c	Average number of days to process a new council tax reduction claim	16.01	17.5		17.5	12.58
	CS_LIFCS22 d	Average number of days to process a change in circumstances to council tax benefit claim	1.95	3.5		3.5	2.4
	CS_LIFCS33	Percentage of time when key ICT systems are unaffected by downtime	99.6%	99.5%		99.5%	97.1%



## APPENDIX G

Status	Ref.	Description	Q1 2025/26			2025/26	2024/25
			Value	Target	Long Trend	Target	Value
	CS_LIFCS43a	Percentage of expected Councillors attending in-person training events this municipal year	0%	65%		65%	54.89%
There have been no training events delivered to date.							
	CS_LIFCS43b	Percentage of Councillors completing e-learning mandatory e-learning modules this municipal year	39.77%	80%		80%	39.77%
Engagement with e-learning modules by councillors has improved over the last twelve months with the introduction of single sign-on and a 'course of the month' email. The Member Development Group is meeting soon and will discuss this issue.							
	CS_LIFCS52	Percentage of complaints responded to within target times	100%	95%		95%	93.4%
	CS_LIFCS62	Percentage increase in digital transactions	-2.88%	1%		2%	2.14%
5 out of 16 transaction types are lower than in Q1 in 2024-25. Primarily the overall reduction is attributable to lower electoral registrations than last year when the figure was boosted by a Parliamentary election.							
	CS_LIFCS65	Percentage of telephone enquiries to Rushcliffe Customer Service Centre resolved at first point of contact	93%	87%		87%	92.67%
	CS_LINS03	Percentage of town centres restored to Grade A cleanliness before 10am	96.94%	90%		90%	97.42%
	CS_LINS04	Streetwise income from external customers and key partners	£100,000	£103,000		£412,700	£529,468
	CS_LINS07a	Percentage of licensing applications processed within target time	96.8%	90%		90%	94.22%
	CS_LINS12	Average length of time for the approval of a DFG	1 week	10 weeks		1 week	2 weeks
	CS_LINS19b	Number of missed bins (residual, dry recycling and garden waste) reported	485	875		3,500	2,993

## APPENDIX G

Status	Ref.	Description	Q1 2025/26			2025/26	2024/25
			Value	Target	Long Trend	Target	Value
	CS_LINS49	Number of empty homes brought back into use	5	2		10	10
	CS_LINS73a	Income generated from community buildings	£23,418.85	£30,950		£123,800	£100,000
Income figures reflect the current closure of Sir Julian Cahn which is planned to re-open after refurbishment in September 2025. In addition, we have lost some room capacity and bookings due to the installation of the new AV system in the Arena rooms. Some bookings have been moved to other facilities where possible and it is anticipated that the year-end out turn income figure will be close to the target of £123,800							
	CS_LINS73b	Income generated from parks, pitches and open spaces	66,535.72	58,460		£295,223	£342,450



## **Corporate Overview Group**

**Tuesday, 2 September 2025**

## **Consideration of Scrutiny Group Work Programmes**

### **Report of the Director – Finance and Corporate Services**

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

1.1. The terms of reference for the Corporate Overview Group accepted at Council in May 2019 clearly state that a key responsibility of this Group is to:

- Create and receive feedback on work programmes for the Growth and Development, Communities, and Governance Scrutiny Groups based on the Cabinet Forward Plan, Corporate Strategy, Medium Term Financial Strategy, Capital and Investment Strategy and Transformation and Efficiency Programme/Productivity Plan.

1.2. Each meeting of the Corporate Overview Group considers the work programmes for the Growth and Development, Communities, and Governance Scrutiny Groups as well as any new Scrutiny Requests put forward by Councillors and Officers. Those items that are agreed for scrutiny are included on a future work programme for one of the four Scrutiny Groups.

1.3. Work programmes for each of the groups were reviewed in June 2025 to ensure they reflected the current priorities of the Council.

#### **2. Recommendation**

It is RECOMMENDED that the Corporate Overview Group:

- a) consider any additional items for scrutiny from the current Cabinet Forward Plan, Corporate Strategy, Medium Term Financial Strategy, Capital and Investment Strategy and Transformation and Efficiency Programme (Appendix One)
- b) determine any additional topics to be included in a scrutiny group work programme for 2025/26 for each of the scrutiny groups as presented on newly submitted scrutiny requests (Appendix Two)
- c) review the current work programme for each of the scrutiny groups (Appendix Three).

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

3.1. To fulfil the requirements of the terms of reference for the Corporate Overview Group and ensure effective scrutiny of decisions.

#### **4. Supporting Information**

- 4.1. The Council's scrutiny structure comprises of one Corporate Overview Group and three additional Scrutiny Groups focused on Growth and Development, Communities, and Governance. The Corporate Overview Group is responsible for setting the work programmes for all scrutiny groups based on the Cabinet Forward Plan, Corporate Strategy, Medium Term Financial Strategy, Capital and Investment Strategy and Transformation and Efficiency Programme/Productivity Plan. Links to these documents can be found at Appendix One.
- 4.2. The Corporate Overview Group considers potential items for scrutiny (submitted by officers and Councillors on a Scrutiny Request Form) at each meeting of the Corporate Overview Group. There are five scrutiny requests submitted for consideration at this meeting as outlined in Appendix Two. It should be noted that two scrutiny requests cover the same topic - shared ownership and other types of affordable housing - highlighting that on this occasion it has not been possible for councillors and officers to agree key lines of enquiry collaboratively.
- 4.3. Draft scrutiny requests were received from councillors to consider LGR Consultation, Digital Transfer, and Hedges and Hedgerows. After discussion with officers, all three were withdrawn. With regard to the Hedges and Hedgerows request, officers will undertake (as an alternative to scrutiny) to produce a short Good Practice Guide on hedgerow management and enhancement which can be made available on line (and physically where appropriate) to farmers, landowners and developers.
- 4.4. Appendix Three shows the work programmes for all scrutiny groups as agreed in June 2025 by the Corporate Overview Group. The Group is asked to consider if the work programmes remain appropriate and achievable for the current year.
- 4.5. There are no items on the work programme for Growth and Development Scrutiny Group and no new Scrutiny Requests for this Group have been received. Therefore it is proposed that the October meeting of this Group is cancelled for lack of business.
- 4.6. Any additional items identified from the Cabinet Forward Plan, Corporate Strategy, Medium Term Financial Strategy, Capital and Investment Strategy and Transformation and Efficiency Programme/Productivity Plan, highlighted by members of the Group or raised by officers, should be assessed against the scrutiny request form to inform the decision to include them on a scrutiny group work programme.
- 4.7. It is important to note that the purpose of scrutiny is to:
  - scrutinise a topic in more depth than the Cabinet can in advance of a Cabinet decision with the purpose of informing the decision to be made by Cabinet

- investigate topics of concern to residents resulting in recommendations to Cabinet with the purpose of improving Council services
- monitor the progress of the Corporate Strategy to ensure the Council is meeting its stated priorities accepting that this may require more in-depth scrutiny of specific strategic projects at appropriate times
- hold the Executive to account on behalf of the residents of the Borough to ensure sound decisions are made.

4.8. The Group is reminded that there will be cases in which scrutiny is not necessary or appropriate at this time. Officers will be clear in providing reasons where they feel this is the case. Councillors are also asked to be mindful of the resources available for scrutiny and listen to the advice of Officers present in the meeting.

4.9. A light touch review of the scrutiny process will be undertaken during 2025/26. This will include a demonstration of 'good' scrutiny (videos or visits), and an evaluation of RBC scrutiny against what is considered to be best practice identifying what's different and recommending any changes to Council. All Councillors have been asked to submit You Tube links of what they consider to be good scrutiny and to send recommendations of what to do more of, do less of and what to stop doing to the Head of Corporate Services.

## **5. Risks and Uncertainties**

5.1. There are no direct risks associated with this report.

## **6. Implications**

### **6.1. Financial Implications**

There are no direct financial implications arising from the recommendations of this report.

### **6.2. Legal Implications**

This report supports effective scrutiny. There are no direct legal implications arising from the recommendations of this report.

### **6.3. Equalities Implications**

There are no direct equalities implications arising from the recommendations of this report.

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

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

### **6.5. Biodiversity Net Gain Implications**

There are no direct biodiversity net gain implications arising from the recommendations of this report.

## 7. Link to Corporate Priorities

The Environment	Scrutiny of issues of concern to residents can lead to improvements in the Environment.
Quality of Life	Scrutiny of issues of concern to residents can lead to improvements in their perceived Quality of Life.
Efficient Services	Scrutiny of issues of concern to residents can lead to more efficient services.
Sustainable Growth	Scrutiny of issues of concern to residents can lead to Sustainable Growth.

## 8. Recommendations

It is RECOMMENDED that the Corporate Overview Group:

- a) consider any additional items for scrutiny from the current Cabinet Forward Plan, Corporate Strategy, Medium Term Financial Strategy, Capital and Investment Strategy and Transformation and Efficiency Programme/Productivity Plan (Appendix One)
- b) determine any additional topics to be included in a scrutiny group work programme for 2025/26 for each of the scrutiny groups as presented on newly submitted scrutiny requests (Appendix Two)
- c) review the current work programme for each of the scrutiny groups (Appendix Three).

<b>For more information contact:</b>	Charlotte Caven-Atack Head of Corporate Services  0115 9148 278 ccaven-attack@rushcliffe.gov.uk
<b>Background papers available for Inspection:</b>	None
<b>List of appendices:</b>	Appendix One – Document Links Appendix Two – Scrutiny Requests Appendix Three – Work Programmes 2025/26

**Links**

***Cabinet Forward Plan***

[Cabinet Forward Plan – August 2025](#)

***Corporate Strategy***

[Corporate Strategy 2024-2027 - Rushcliffe Borough Council](#)

***Medium Term Financial Strategy, Investment Strategy, Transformation Plan***

[Council – March 2025](#)

Appendix

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# Rushcliffe Borough Council – Scrutiny Request

Councillor Request for Scrutiny	
Councillors Thomas, Brown, Way, Billin, and RWalker	
<b>Proposed topic of scrutiny ...</b>	Shared ownership and other types of affordable housing
<p><b>I would like to explore ...</b></p> <p>It is helpful to include why you feel this topic requires scrutiny, what concerns you, what concerns are being raised with you, and how scrutiny will lead to better outcomes or services to residents.</p>	<ol style="list-style-type: none"> <li>1. What are the different types of affordable housing – (as defined by national policies etc)?</li> <li>2. What numbers of each type are currently allocated in newer estates in the various Rushcliffe settlements?</li> <li>3. How is the proportion of each type decided for each new estate?</li> <li>4. How does Rushcliffe influence this decision to ensure the proportion relates to need and is in the best interest of residents rather than driven by profit for the developers and providers?</li> <li>5. How are ward members involved in this decision at the planning stage?</li> <li>6. Is any additional support available/needed for existing residents in shared ownership schemes?</li> <li>7. Does anything need to be fed back to Government?</li> </ol> <p>It is suggested that this topic is dealt with by a scrutiny meeting to explore points 3-7 preceded by a briefing note covering points 1 and 2 to reduce the presentation time.</p> <p>It is appreciated that social rent has been covered by recent scrutiny items – this item is primarily about the other types of “affordable” homes.</p> <p><b>Background</b></p> <p>There have been recent items in the press highlighting difficulties with shared ownership, e.g. <a href="https://www.bbc.co.uk/news/articles/clyz8m8jj4mo">https://www.bbc.co.uk/news/articles/clyz8m8jj4mo</a></p> <p>We are aware of the percentages of affordable housing that Rushcliffe requires. However, there are different types of housing classed under “affordable” – social rent, affordable rent, shared ownership, rent to</p>

	<p>buy, first homes scheme, rural exception sites and other government schemes to help people onto the housing ladder. These are some areas that could be covered:</p> <ul style="list-style-type: none"> <li>• What are the differences between different schemes, and the advantages and disadvantages of each type for the occupier?</li> <li>• What are the experiences of Rushcliffe residents occupying new homes under these schemes?</li> <li>• Should Rushcliffe seek to exert more influence on the type delivered through the planning process, in order to best satisfy need?</li> <li>• How are the providers chosen? Is it purely commercially driven?</li> <li>• How are the purchasers/tenants selected or allocated?</li> <li>• Do occupiers pay estate management fees like freeholders?</li> <li>• What are the routes for occupiers to buy these homes? How many have been purchased to date?</li> <li>• How do they change occupier? Do they remain “affordable”?</li> <li>• How does the co-owner change hands?</li> <li>• What protections for tenants apply to the rental part?</li> <li>• Are there any additional protections that Rushcliffe could/should be providing?</li> </ul>	
<b>I think this topic should be scrutinised because ... (please tick)</b>		Poor Performance Identified
	*	Change in Legislation or Local Policy
	*	Resident Concern or Interest
		Cabinet Recommendation
		Links to the Corporate Strategy
		Other (please state reason) Risk assessment and preparation
<b>What outcomes are you seeking from this scrutiny?</b>	Greater understanding. Possibly changes to policy and processes, greater protection for Rushcliffe residents, and an affordable housing offer that better matches need.	

## Collaboration

Matrix developed in conjunction with officers?

No

Appendix

# Rushcliffe Borough Council – Scrutiny Request

## Officer Request for Scrutiny

Dave Banks, Deputy Chief Executive and Director of Neighbourhoods

### Proposed topic of scrutiny ...

Shared ownership and other types of affordable housing

### I would like to explore ...

It is helpful to include why you feel this topic requires scrutiny, what concerns you, what concerns are being raised with you, and how scrutiny will lead to better outcomes or services to residents.

1. What are the different types of affordable housing – (as defined by national policies etc)?
2. What numbers of each type are currently allocated in newer estates in the various Rushcliffe settlements?
3. How is the proportion of each type decided for each new estate?
4. How does Rushcliffe influence this decision to ensure the proportion relates to need and is in the best interest of residents rather than driven by profit for the developers and providers?
5. How are ward members involved in this decision at the planning stage?
6. Is any additional support available/needed for existing residents in shared ownership schemes?
7. Does anything need to be fed back to Government?

It is suggested that this topic is dealt with by a briefing note covering points 1 – 6 issued in advance of the meeting with the opportunity of further reviewing the Council's relevant policies e.g. the Local Plan and the Affordable Housing Supplementary Planning documents at the scrutiny meeting whilst also reflecting on point 7 above.

It is appreciated that social rent has been covered by recent scrutiny items – this item is primarily about the other types of “affordable” homes.

### Background

There have been recent items in the press highlighting difficulties with shared ownership, e.g. <https://www.bbc.co.uk/news/articles/clyz8m8jj4mo>

We are aware of the percentages of affordable housing that Rushcliffe requires. However, there are different types of housing classed under “affordable” – social rent, affordable rent, shared ownership, rent to buy, first homes scheme, rural exception sites and other government schemes to help people onto the housing ladder. These are some areas that could be covered:

- What are the differences between different schemes, and the advantages and disadvantages of each type for the occupier? (will include in the briefing)
- What are the experiences of Rushcliffe residents occupying new homes under these schemes? (position will be covered in the briefing)
- Should Rushcliffe seek to exert more influence on the type delivered through the planning process, in order to best satisfy need?
- How are the providers chosen? Is it purely commercially driven? (will be included in the briefing)

	<ul style="list-style-type: none"> <li>• How are the purchasers/tenants selected or allocated? (this is according to national criteria and will be set out in the report)</li> <li>• What are the routes for occupiers to buy these homes? How many have been purchased to date? (information available on government portals, mortgage brokers or housing advisors)</li> <li>• How do they change occupier? Do they remain “affordable”? (will be covered in the report)</li> </ul>	
<b>I think this topic should be scrutinised because ... (please tick)</b>		Poor Performance Identified
	X	Change in Legislation or Local Policy
	X	Resident Concern or Interest
		Cabinet Recommendation
		Links to the Corporate Strategy
		Other (please state reason)
<b>What outcomes are you seeking from this scrutiny?</b>	<ul style="list-style-type: none"> <li>• Greater understanding.</li> <li>• Possible changes to policy and processes</li> <li>• Greater protection for Rushcliffe residents</li> <li>• An affordable housing offer that better matches need.</li> </ul>	

# Rushcliffe Borough Council – Scrutiny Request

Councillor Request for Scrutiny		
Councillor A Phillips		
<b>Proposed topic of scrutiny ...</b>	Asylum Dispersal and Contingency Accommodation and to include HMOs	
<b>I would like to explore ...</b>  It is helpful to include why you feel this topic requires scrutiny, what concerns you, what concerns are being raised with you, and how scrutiny will lead to better outcomes or services to residents.	We need to scrutinise the Asylum Dispersal and Contingency Accommodation used in Rushcliffe and to include HMOs so that the system is used appropriately and not misused. SERCO should be invited to present to the group how the system works and its appropriateness when housing asylum seekers. We need to understand why the system is geared only around the safety of asylum seekers and not our vulnerable residents. We need to scrutinise our planning system around HMOs to see if and how it can be tightened up to give RBC some control of its own destiny. Without scrutiny this is an issue that is only going to grow arms and legs and become a bigger issue as time goes by. As councillors we need to understand the system fully and be able to scrutinise it properly in an open and transparent forum. Residents are raising concerns about the HMOs in certain areas and the ASB that comes with them. We need to be in a position of knowledge in order to deal with this.	
<b>I think this topic should be scrutinised because ... (please tick)</b>	<input type="checkbox"/>	Poor Performance Identified
	<input type="checkbox"/>	Change in Legislation or Local Policy
	<input checked="" type="checkbox"/>	Resident Concern or Interest
	<input type="checkbox"/>	Cabinet Recommendation
	<input type="checkbox"/>	Links to the Corporate Strategy
	<input type="checkbox"/>	Other (please state reason) Risk assessment and preparation
<b>What outcomes are you seeking from this scrutiny?</b>	To be better equipped to understand and deal with Asylum Dispersal and Contingency Accommodation (including HMOs) in our Wards.	

Collaboration	
Matrix developed in conjunction with officers?	Yes

# Rushcliffe Borough Council – Scrutiny Request

Councillor Request for Scrutiny		
Councillor J Chaplain		
<b>Proposed topic of scrutiny ...</b>	Review of debt collection agents by RBC in line with the outcome of the Government's consultation on Council Tax and Enforcement.	
<b>I would like to explore ...</b>  It is helpful to include why you feel this topic requires scrutiny, what concerns you, what concerns are being raised with you, and how scrutiny will lead to better outcomes or services to residents.	<p>The Government is currently reviewing the arrangements for Council Tax billing and collection. Particularly relevant questions to consider include:</p> <ul style="list-style-type: none"> <li>• Question 30: Do you believe the current enforcement is or is not proportionate in the context of council tax collection? Why/why not?</li> <li>• Question 31: What are your views on ways enforcement could better reflect the needs of those in financial or other hardship?</li> <li>• Question 32: What are your suggestions on alternative or additional measures to ensure council tax is paid?</li> <li>• Question 33: What are your views on the current methods available to councils to collect council tax?</li> </ul> <p>Upon the outcome of the review, we would like to understand the Council's current recovery processes and particularly the use of Enforcement Agents (EA), including inviting an EA to the meeting for their perspective. In addition, and linked to the outcome of the Government's Review, whether any changes should be proposed with regard to the Council's Recovery Enforcement Policy.</p> <p>Consider, as part of the scrutiny review, the use of EAs, alternative approaches, comparison with other authorities and what the impact of a change in policy would be.</p> <p>Review other areas of good practice as outcomes from the Government review.</p> <p>The scope can also include understanding related data on Council Tax collection and performance, including:</p> <ul style="list-style-type: none"> <li>• Are the Standard Financial Statement (SFS) developed by the Money and Pensions Service adopted?</li> <li>• Does the Council use the Citizens Advice and Local Government Association's Council tax protocol?</li> </ul>	
<b>I think this topic should be</b>		Poor Performance Identified
	*	Change in Legislation or Local Policy

<b>scrutinised because ... (please tick)</b>	*	Resident Concern or Interest
		Cabinet Recommendation
		Links to the Corporate Strategy
		Other (please state reason)
<b>What outcomes are you seeking from this scrutiny?</b>	<ul style="list-style-type: none"> <li>• Understand the impact of the Government's consultation exercise and its outcomes with any potential changes to the Council's Recovery Enforcement Policy</li> <li>• Understand the Council's current processes with regards to Council Tax Debt Collection and particularly the role of Enforcement Agents</li> <li>• Understand any other outcomes which may impact on Council Tax Debt Collection.</li> </ul>	

### Collaboration

Matrix developed in conjunction with officers?

Yes



# Rushcliffe Borough Council – Scrutiny Request

Councillor Request for Scrutiny	
Councillor Julie Chaplain	
<b>Proposed topic of scrutiny ...</b>	West Bridgford Customer Contact Point
<p><b>I would like to explore ...</b></p> <p>It is helpful to include why you feel this topic requires scrutiny, what concerns you, what concerns are being raised with you, and how scrutiny will lead to better outcomes or services to residents.</p>	<p>I would like to explore the impact, on customers and services, of moving the West Bridgford Contact Point from Fountain Court to West Bridgford Library.</p> <p>Following the Cabinet decision in February 2024 to close the office in West Bridgford to save money, it is important that the Council scrutinises the outcome of that decision by investigating the impact that it has had on residents seeking advice, and the services provided.</p> <p>Residents have raised concerns about the of lack of privacy in the library, conversations have been overheard, including phone conversations, which people have felt should be conducted in private.</p> <p>We feel there is value in scrutinising:</p> <ul style="list-style-type: none"> <li>• The background and rationale for the move and how it was achieved</li> <li>• The nature and volume of customer contact before and after the move</li> <li>• The breadth of services offered before and after the move and whether any changes were made to services at this time</li> <li>• The cost of providing a face-to-face presence in West Bridgford both before and after the move</li> <li>• The benefits of moving the Contact Point from Fountain Court to West Bridgford Library to the Council, other organisations (namely Nottinghamshire County Council), or the local area</li> <li>• Any feedback about the Contact Point – positive or negative – from customers</li> <li>• An understanding of the wider context – how does a face-to-face provision in West Bridgford sit within the Council’s wider Customer</li> </ul>

	<p>Service offering including data and trend analysis across different sites and methods of contact.</p> <p>If possible, we feel it would be valuable for the Scrutiny Group to visit the site prior to the item being scrutinised.</p>	
<p><b>I think this topic should be scrutinised because ... (please tick)</b></p>		Poor Performance Identified
	X	<p>Change in Legislation or Local Policy</p> <p>Change from having a dedicated office space to using a part of the library</p>
	X	Resident Concern or Interest
		Cabinet Recommendation
		Links to the Corporate Strategy
		Other (please state reason)
<p><b>What outcomes are you seeking from this scrutiny?</b></p>	<p>Understanding of the effect of moving the contact point and, if this has been detrimental, an action plan to improve services.</p>	

<b>Collaboration</b>	
Matrix developed in conjunction with officers?	Yes

**Work Programme 2025/26 – Corporate Overview Group**

2 September 2025	<ul style="list-style-type: none"> <li>• Standing Items <ul style="list-style-type: none"> <li>○ Feedback from Scrutiny Group Chairs</li> <li>○ Feedback from Lead Officer</li> <li>○ Consideration of Scrutiny Group Work Programmes</li> <li>○ Financial and Performance Management</li> </ul> </li> <li>• Rolling Items <ul style="list-style-type: none"> <li>○ Health and Safety Annual Report</li> </ul> </li> </ul>
18 November 2025	<ul style="list-style-type: none"> <li>• Standing Items <ul style="list-style-type: none"> <li>○ Feedback from Scrutiny Group Chairs</li> <li>○ Feedback from Lead Officer</li> <li>○ Consideration of Scrutiny Group Work Programmes</li> <li>○ Financial and Performance Management</li> </ul> </li> <li>• Rolling Items <ul style="list-style-type: none"> <li>○ Customer Feedback Annual Report</li> </ul> </li> </ul>
24 February 2026	<ul style="list-style-type: none"> <li>• Standing Items <ul style="list-style-type: none"> <li>○ Feedback from Scrutiny Group Chairs</li> <li>○ Feedback from Lead Officer</li> <li>○ Consideration of Scrutiny Group Work Programmes</li> <li>○ Financial and Performance Management</li> </ul> </li> <li>• Rolling Items <ul style="list-style-type: none"> <li>○ Mid-Point Review of Corporate Strategy</li> </ul> </li> </ul>
xx June 2026	<ul style="list-style-type: none"> <li>• Standing Items <ul style="list-style-type: none"> <li>○ Feedback from Scrutiny Group Chairs</li> <li>○ Feedback from Lead Officer</li> <li>○ Consideration of Scrutiny Group Work Programmes</li> <li>○ Financial and Performance Management</li> </ul> </li> <li>• Rolling Items <ul style="list-style-type: none"> <li>○ Diversity Annual Report and update on the Equality and Diversity Strategy</li> <li>○ Annual Update on Strategic Tasks</li> </ul> </li> </ul>

**Work Programme 2024/25 – Governance Scrutiny Group**

25 September 2025	<ul style="list-style-type: none"> <li>• Risk Management Update</li> <li>• Going Concern</li> <li>• Capital and Investment Strategy Update</li> <li>• Internal Audit Progress Report</li> </ul>
4 December 2025	<ul style="list-style-type: none"> <li>• Internal Audit Progress Report</li> <li>• Annual Audit Completion Report 2024/25</li> <li>• Capital and Investment Strategy Update</li> <li>• RIPA Review</li> </ul>
5 February 2026	<ul style="list-style-type: none"> <li>• Internal Audit Progress Report</li> <li>• Internal Audit Strategy</li> <li>• Risk Management Update</li> <li>• Risk Management Strategy</li> <li>• Capital and Investment Strategy Update</li> </ul>

	<ul style="list-style-type: none"> <li>• External Annual Audit Plan</li> <li>• Asset Management Plan</li> <li>• Annual Audit Letter and Value for Money Conclusion</li> <li>• Capital and Investment Strategy 2025/26</li> </ul>
xx June 2026	<ul style="list-style-type: none"> <li>• Internal Audit Progress Report</li> <li>• Internal Audit Annual Report</li> <li>• Annual Fraud Report</li> <li>• Annual Governance Statement (AGS)</li> <li>• Capital and Investment Strategy Outturn</li> <li>• Constitution Update</li> <li>• Code of Conduct</li> </ul>

### Work Programme 2025/26 – Growth and Development Scrutiny Group

	Items / Reports
22 October 2025	•
28 January 2026	•
25 March 2026	•
xx July 2026	•

### Work Programme 2025/26 – Communities Scrutiny Group

	Items / Reports
16 October 2025	• Rushcliffe Flood Risk Update
22 January 2026	•
2 April 2026	• Carbon Management Plan Update
xx July 2026	•