

When telephoning, please ask for: Helen Tambini
Direct dial 0115 914 8320
Email democraticservices@rushcliffe.gov.uk

Our reference:
Your reference:
Date: Monday, 6 July 2020

To all Members of the Cabinet

Dear Councillor

A Virtual Meeting of the Cabinet will be held on Tuesday, 14 July 2020 at 7.00 pm to consider the following items of business.

The public part of the meeting will be live streamed via YouTube for the public to listen and view via the link: <https://www.youtube.com/user/RushcliffeBC>

Note: 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



Sanjit Sull
Monitoring Officer

AGENDA

1. Apologies for Absence
2. Declarations of Interest
3. Minutes of the Meeting held on 9 June 2020 (Pages 1 - 6)
4. Opposition Group Leaders' Questions
To answer questions submitted by Opposition Group Leaders on items on the agenda.
5. Citizens' Questions
To answer questions submitted by citizens on the Council or its services.

KEY DECISION

Rushcliffe Borough
Council Customer
Service Centre

Fountain Court
Gordon Road
West Bridgford
Nottingham
NG2 5LN

Email:
customerservices
@rushcliffe.gov.uk

Telephone:
0115 981 9911

www.rushcliffe.gov.uk

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

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

6. Crematorium (Pages 7 - 16)

The report of the Chief Executive is attached.

NON-KEY DECISION

7. Budget Q4 (Pages 17 - 36)

The report of the Executive Manager- Finance and Corporate Services is attached.

8. Covid-19 Update Report (Pages 37 - 48)

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

9. Rushcliffe Equality Scheme (Pages 49 - 62)

The report of the Chief Executive is attached.

Exclusion of Public

To move “That under Regulation 21(1)(b) of the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972”.

NON-KEY DECISION

10. Moorbridge Road Industrial Units (Pages 63 - 76)

The report of the Executive Manager – Transformation is attached.

Membership

Chairman: Councillor S J Robinson

Vice-Chairman: Councillor D Mason

Councillors: A Edyvean, R Inglis, G Moore and R Upton

Meeting Guidance

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

Recording at Meetings

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

Rushcliffe Borough Council is committed to being open and transparent in its decision making. As such, the Council will undertake audio recording of meetings

which are open to the public, except where it is resolved that the public be excluded, as the information being discussed is confidential or otherwise exempt.



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MINUTES OF THE MEETING OF THE CABINET

TUESDAY, 9 JUNE 2020

Held virtually at 2.00 pm and live streamed on
the Rushcliffe Borough Council YouTube channel

PRESENT:

Councillors S J Robinson (Chairman), D Mason (Vice-Chairman), A Edyvean, R Inglis, G Moore and R Upton

ALSO IN ATTENDANCE:

Councillors B Buschman, N Clarke, B Gray, R Jones, S Mallender, J Stockwood, C Thomas, J Walker and J Wheeler

OFFICERS IN ATTENDANCE:

L Ashmore
P Linfield

Executive Manager - Transformation
Executive Manager - Finance and
Corporate Services

K Marriott
D Mitchell
S Sull
H Tambini

Chief Executive
Executive Manager - Communities
Monitoring Officer
Democratic Services Manager

APOLOGIES:

There were no apologies.

66 Declarations of Interest

There were no declarations of interest.

67 Minutes of the Meeting held on 12 May 2020

The minutes of the meeting held on Tuesday, 12 May 2020 were declared a true record and signed by the Chairman.

68 Opposition Group Leaders' Questions

Question from Councillor Gray to Councillor Robinson.

“As we have previously discussed Rushcliffe is in a far healthier financial state than many councils. With the current government support only covering 32% of what the council has paid out during this crisis what calls will this Council be making to government to make sure the shortfall is made up?”

Councillor Robinson responded by confirming that there was currently a severe deficit, which reflected the current crisis. He advised that both he and the Chief Executive were in regular contact with the District Councils' Network (DCN), the Local Government Association (LGA) and East Midlands Councils. On 22 May,

he and the Chief Executive had taken part in a meeting with the Secretary of State, Robert Jenrick MP, and discussed the deficit and the measures the Government was considering to cover it. He confirmed that the Council had attained significantly more funding from the second tranche compared to the first tranche, which was in excess of £1m; however, a deficit remained. The Council's Section 151 Officer was in regular dialogue and provided updates to the Government regarding the Council's finances. The Council was in a strong financial position; however, it would continue to use its links with the DCN, the LGA and other authorities to impress upon the Government the importance of managing the deficit. A revised budget, which would reflect the Council's current financial position would be taken to Council in September 2020. Two Budget Workshops had been arranged for all Councillors before that meeting.

Question from Councillor Thomas to Councillor Edyvean.

"How will the grant mentioned in 4.5.2 of the Budget Update be publicised and allocated to ensure that high streets and commercial areas across the whole borough will be supported in reopening safely?"

Councillor Edyvean responded by stating that the Council would be looking at how this European grant could be used across the whole Borough to minimise risk and maximise safe environments for everyone as businesses reopened. It was also hoped that Town and Parish Councils would have a role to play in supporting their local communities. It would also be discussed at the Growth Boards over the next few weeks. It was reiterated that the grant was not directly available to businesses and would be used to aid businesses.

Councillor Thomas asked a supplementary question to Councillor Edyvean.

"Do you have any idea what sort of things you will be looking for to aid businesses if Rushcliffe is actually spending the money?"

Councillor Edyvean responded by stating that the European grant had multiple restrictions and it was likely to be used for creating safe environments and the Council was considering its best use.

69 **Citizens' Questions**

There were no questions.

70 **Chapel Lane Development**

The Portfolio Holder for Business and Transformation presented the report of the Executive Manager – Communities providing an update on the next stage of development of a leisure centre, community hall and office buildings at Chapel Lane, Bingham.

The Portfolio Holder for Business and Transformation clarified that the Cabinet report had been published prior to the last meeting of the Bingham Leisure Centre Member Working Group. The Member Working Group was advised that any views it had would be considered when the report was discussed at Cabinet. He advised that the recommendation would be amended to reflect the views of the Member Working Group and those would be detailed with the

proposals for the recommendation.

The Portfolio Holder for Business and Transformation stated that notwithstanding any impact of Covid-19, it was recognised that the new facilities were an important part of the infrastructure of an expanding community. The Council was eager to continue to deliver major projects; however, it should be recognised that questions continued to be raised on the office market of the future. At this stage the Council was looking to approve the step of a detailed tender based on approved RIBA stage 4 designs and cost plans. Some costs had risen; although the overall costs were still in line with the original budget of £20m. Variations to forecast costs were detailed in the report. The recommendations also covered the advice given by the Council's outside consultants to consider when the tender was issued, taking into account cost uncertainties in the short term as the building industry stabilised. It also covered the agreement of the Member working Group that the preferred procurement route should be through the Procurement Partnerships Framework as opposed to the traditional 'Official Journal of the European Union' (OJEU) procurement process. It was recommended that a Basic Asset Protection Agreement (BAPA) was entered into with Network Rail, which was standard practice to protect both parties when work was being undertaken in proximity to a railway line.

The Portfolio Holder for Business and Transformation proposed the recommendation as outlined in the report, subject to the following amendments to parts c) and e) to reflect the views of the Member Working Group:

- c) responsibility for proceeding to tender be delegated to the Executive Manager for Communities in consultation with the Section 151 Officer and the Portfolio Holder for Business and Transformation and the Portfolio Holder for Finance.

- e) negotiation and completion of the Basic Asset Protection Agreement (BAPA) with Network Rail be delegated to the Executive Manager for Communities in consultation with the Section 151 Officer, the Monitoring Officer, the Portfolio Holder for Business and Transformation and the Portfolio Holder for Finance.

In seconding the recommendation, including the amendments to recommendations c) and e), Councillor Inglis acknowledged the hard work undertaken by everyone involved in the project, and stated the importance for Bingham and its catchment area to have good leisure facilities as the current leisure centre was no longer fit for purpose. The proposal would provide a valuable community asset, not just for sport, with the inclusion of office space and a large community hall receiving major funding from the Bingham Community Chest and Section 106 contributions. The Council was mindful of the economic impact of Covid-19; however, it was committed to providing new indoor leisure facilities supported by the excellent relationship with the Toothill Academy for the continued use of the outdoor sports amenities there. The report highlighted the work already achieved and the continued positivity and agreement at all levels to move forward. As with all major projects there were risks, some manageable, with others highlighted as unforeseen; however, options to revise the design were in place to meet any emerging factors.

Councillor Robinson reiterated the thanks given to the cross-party Member Working Group, which had been regularly meeting for the past 12 months and the input of all consultees had been particularly valuable. Whilst the current financial situation was difficult, the Council was making a big statement and commitment to continue with the project and provide the best facilities for local residents in Bingham and the surrounding areas.

It was RESOLVED that:

- a) the RIBA stage 4 design and cost plan recommended by the Member Group as detailed in Appendix 1 and 2 of the report, which is in line with the approved budget be approved;
- b) the Procurement Strategy as recommended by the Member Group to use the Procurement Partnerships Framework be approved;
- c) responsibility for proceeding to tender be delegated to the Executive Manager for Communities in consultation with the Section 151 Officer and the Portfolio Holder for Business and Transformation and the Portfolio Holder for Finance.
- d) a report be brought back to Cabinet with the outcome of any tender exercise to seek approval for any phasing of the build, the procurement timetable and to appoint a construction contractor; and
- e) negotiation and completion of the Basic Asset Protection Agreement (BAPA) with Network Rail be delegated to the Executive Manager for Communities in consultation with the Section 151 Officer, the Monitoring Officer, the Portfolio Holder for Business and Transformation and the Portfolio Holder for Finance.

71 Finance Update

The Portfolio Holder for Finance presented the report of the Executive Manager – Finance and Corporate Services providing an update on the budget position reported to Cabinet on 12 May 2020 of the projected impact of Covid-19.

The Portfolio Holder for Finance confirmed that this was the second report on the impact of Covid-19 on the Council's budget and as expected figures were constantly changing, although not significantly. Continued uncertainty was anticipated in relation to a possible second spike and to the speed of economic recovery. Local policy decisions would also have a bearing on the budget, particularly the reintroduction of car parking charges and the reopening of leisure centres. The Cabinet would continue to be updated at each meeting, with a revised budget reported to the Council meeting in September 2020. Everyone was aware of the graveness of the situation, particularly for local businesses and communities and it was important that everyone worked together to ensure Rushcliffe's remained a great place to live and work.

The Portfolio Holder for Finance welcomed the Central Government funding of £1.23m; however, it was clear even in the short term that it would be insufficient to meet the budget shortfall. The budget gap was expected to be at least £2.87m, with the funding covering 43% of that. In respect of Revenue

Budget pressures, the loss of car parking income was highlighted, it was hoped that car parks would be reopened soon; although future usage could be impacted, particularly in the short term. The report noted the loss of income from Development Control, Building Control and community events over the past four months, together with a loss of rental income from the Council's tenants. £1.45m costs had been incurred mainly from supporting Parkwood Leisure, the use of agency staff to support waste collection and additional accommodation to support the homeless. Ongoing discussions were taking place with Parkwood on the short to medium term impact on the leisure position and the budget impact. In respect of capital receipts, the timing and expected amount would differ from that anticipated before Covid-19. The viability of existing projects would need to be reassessed, including the impact of the leisure contract and potential timings for the Bingham Hub. There was ongoing uncertainty regarding the construction market; however it was hoped to have greater understanding of market conditions when the Council went out to tender for the Bingham Hub. As of 24 May 2020, Council Tax receipts were reduced by £880k, which would cause a deficit in the collection fund, which would need to be recovered over the next two financial years. Business Rates had been largely unaffected because of the significant relief granted to the sector; however, the situation would continue to change and need to be monitored. The Council had reacted quickly to ensure that over £17m in Business Grants had been paid out to 88% of eligible businesses. On 1 June 2020, the Council had launched its discretionary scheme, with 67 applications received and considered for a fund of £972k. Given its discretionary nature, the scheme had created challenges in development and implementation, and staff were thanked for their hard work and dedication in dealing with this additional workload, which had been welcomed by the local business community. The report referred to the work of the Council and its approach to assisting the recovery of the economy in Rushcliffe, and a report on business support and economic recovery would be submitted to the Growth and Development Scrutiny Group. The Council had managed its resources well and held a healthy level of reserves, which enabled it to deal in the short to medium term with the economic crisis; however, the Council's financial resilience going forward would be severely tested and would require a revised Medium Term Financial Strategy (MTFS) to deliver its corporate objectives, with a report planned for Council in September 2020.

In seconding the recommendation, Councillor Mason referred to the uncertain and challenging times ahead and the difficult decisions that would have to be made. The Council was committed to moving forward and responding both quickly and flexibly to the evolving situation.

Councillor Robinson reiterated previous comments and emphasised the importance of continued Government support for Councils and their partners in such unprecedented times. As the revised budget would be considered in September 2020, it was hoped that by then income streams would have returned and be revitalised, along with capital receipts. The Executive Manager for Finance and Corporate Services and his team were thanked for their hard work during such challenging times, and it was a great testament to the Council that it had faced the Covid-19 crisis in such a strong financial position. The next few months would be crucial for the Council, with difficult decisions to be made and it was hoped to see some positive signs going forward as the Council continued to support local communities and businesses.

It was RESOLVED that:

- a) the revised financial impact of Covid-19 on the Council's Medium Term Financial Strategy (MTFS) and the inclusion of these estimates and use of reserves and balances in the revised budget due be taken to full Council be noted; and
- b) a report on business support and economic recovery be considered by the Growth and Development Scrutiny Group.

Exclusion of Public

It was resolved that under Regulation 21(1)(b) of the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

72 Abbey Road Update

The Portfolio Holder for Business and Transformation presented the report of the Executive Manager – Transformation providing an update on the Abbey Road Depot redevelopment.

It was RESOLVED that:

- a) the disposal of the former Abbey Road depot land for the revised offer for the development of 76 new homes, with at least 30% affordable and in accordance with the Design Code and Masterplan be authorised; and
- b) the revised expected capital receipt and the impact on the Medium Term Financial Strategy (MTFS) to be reflected in the revised MTFS to be presented to Full Council in September 2020 be noted.

The meeting closed at 2.37 pm.

CHAIRMAN



Cabinet

Tuesday, 14 July 2020

Crematorium Update

Report of the Chief Executive

Cabinet Portfolio Holder for Business and Transformation – Councillor Andy Edyvean

1. Purpose of report

- 1.1. In December 2019, Cabinet authorised the acquisition of the Stragglethorpe site as shown in **Appendix A** for the development of a crematorium (as agreed at Cabinet - November 2018) and subject to appropriate due diligence. The site, with full planning permission, has now been purchased by the Council.
- 1.2. The same report authorised the Chief Executive to undertake a procurement exercise for the delivery of a crematorium in line with the planning permission and the provision within the capital programme. The process for appointing a design team is now underway. However, in light of the financial impact of Covid-19 on the Council's Medium Term Financial Strategy and projected budget gap, it is prudent that cabinet consider the project in the present climate. Officers are therefore seeking an affirmation Cabinet, before awarding the contract for a design team.
- 1.3. Additionally, in December 2019, Cabinet requested a further report on the proposed operating model for the crematorium be presented to Cabinet in spring 2020. This report contains further detailed about the preferred operating model, upon which a decision is required.
- 1.4. This report provides Cabinet with an update on the project and outlines the consideration of new technologies in the industry which align with the corporate priority of The Environment.

2. Recommendation

It is RECOMMENDED that Cabinet:

- a) Authorises the Chief Executive to appoint the successful multi-disciplinary design team to develop detailed designs for the crematorium and perform contract administration and management duties for the construction contract;
- b) Agrees that the in-house operating model provides the best return for the Council and this should be developed working alongside the wider bereavement sector;

- c) Asks the Chief Executive to continue investigations into new technologies to enable the delivery of a greener crematorium for the Borough within the project budget;
- d) Confirms the commitment to delivering the build of the crematorium within the capital programme and projected revenue impact. Should pre-tender build estimates be over budget, a further report will be brought to Cabinet; and
- e) Asks the Corporate Overview group to allocate the appropriate scrutiny group to review and make comment on detailed designs prior to build tenders being advertised for the construction.

3. Reasons for Recommendation

- 3.1. There is demand within the Borough for a modern and efficient crematorium facility, development of the proposed crematorium will meet said demand, and investment in the facility makes sound economic sense for the Council.
- 3.2. The Crematorium will provide a modern, accessible community infrastructure for the residents of Rushcliffe, a borough which has been tasked by government with delivering a large increase in housing (an additional 13,150 homes with the adoption of the Local Plan), and will therefore see a corresponding growth in population and services required. In order for the Crematorium to be delivered in accordance with the project timescales, a design team must be appointed to commence work on the detailed designs as soon as possible.
- 3.3. It is expected that the Crematorium will provide a revenue return for the council estimated at £50m over the next 40 years using the in-house model, this represents a financial return of 9%. Based on current assumptions, an in-house operating model will deliver the greatest revenue return for the Council.

4. Supporting Information

4.1. Background

- 4.1.1. The Council commissioned Peter Mitchell Associates (independent experts in the bereavement sector) to undertake a study into the need and feasibility of developing an additional crematorium in Rushcliffe. The study indicated that a new crematorium in Rushcliffe could expect to undertake in excess of 1000 cremations annually, without accounting for population increases. With the threshold of viability currently at 750 cremations annually, a new crematorium is considered both a necessary piece of community infrastructure and a financially viable proposition.
- 4.1.2. The site at Stragglethorpe was selected as best meeting a wide range of requirements and was purchased with full planning permission by the Council in January 2020.

- 4.1.3. In order to progress the delivery of the crematorium on this site, the Council must now appoint a project management led multi-disciplinary design team to move forward.
- 4.1.4. A procurement exercise to appoint this design team is due to begin this month, using the Crown Commercial Services framework. Submissions will be evaluated and a shortlisted bidders will be invited to interview. Subject to authorisation from Cabinet, financial checks and due diligence, officers would seek to award the contract for this work by September 2020.
- 4.1.5. With an estimated nine month period to work up full designs and procure a construction partner, and then a 12 month build period to allow for some establishment of the landscaping, it is envisaged that the new facility could open in spring 2022.

4.2. Environmental Considerations

- 4.2.1. A new form of technology known as resomation is expected to soon be available in the UK. This is a more environmentally friendly option where the cremation is undertaken using water. The technology is currently used in the United States and Canada but is not yet licensed in the UK. Officers are keeping a close watch on the development of this technology to ascertain whether it could be utilised in the development of the Rushcliffe Crematorium. This would enable the Council to offer more environmentally friendly cremations.
- 4.2.2. Officers are also looking into electric cremators rather than gas. Electric cremators are new to the market, but potentially a more environmentally friendly option.
- 4.2.3. Rushcliffe's Carbon Neutral target will be embedded in all aspects of the project, not just in respect of the cremator equipment but also in terms of building design and materials.

4.3. In-house Operating Model

- 4.3.1. The most favourable operating model to the Council would be for the Council to run the Crematorium in-house. Not only would the in-house model be most financially beneficial for the Council (significant Corporation Tax saving) but would enable the Council to maintain control of quality and is thought to be the preferred option for other stakeholders such as local funeral directors and residents in part due to the strong reputation the Council has.
- 4.3.2. Alternative operating models considered include:
 - a) The Council setting up a trading company to run the crematorium at arm's length which would attract corporation tax on any surplus made (currently 19%). The comparison of annual surplus, NPV and IRR between this option and an in-house model, are detailed in **Appendix B**.

- b) Leasing the finished crematorium to a third party to run and operate – the Council would not see the rewards of ownership and, therefore, this option is not considered viable.

Option	Net Present Value (NPV)	Internal Rate of Return (IRR)	Projected Cumulative Surplus Inclusive of VAT & Corporation Tax			
			10 Years	20 Years	30 Years	40 Years
In-house	£11,243,231.78	8.89%	5,096,990	15,271,710	29,860,810	50,470,590
Trading Company	£8,015,664.12	8.06%	4,990,690	13,232,210	25,049,510	41,743,590
Benefit of in-house operation over Trading Company	£3,227,567.65	0.83%	106,300	2,039,500	4,811,300	8,727,000

5. Alternative options considered and reasons for rejection

- 5.1. Rather than proceeding with the development, the Council could sell the site and leave the delivery of a new crematorium in the Borough to the wider market. The planning status of the site would likely generate private development interest resulting in the delivery of this much needed community infrastructure. This option would not provide a revenue return to the Council which could be used to contribute to other community infrastructure projects and would reduce Council influence on the design and operation of the facility. Therefore, this option is not currently recommended.
- 5.2. The Council could choose to appoint a private operator for the crematorium. However, feedback from local residents and businesses following the granting of planning permission has been that they would prefer this to be a Council-run facility. Appointing a private operator would also result in a diminished revenue return for the Council. Therefore, this option is not currently recommended.

6. Risks and Uncertainties

- 6.1. If the Council decides not to invest in a new crematorium and chose to leave provision to the wider market there is no guarantee that this much needed community infrastructure would be delivered in a timely manner or even at all. This is a lower risk, however, than that the market will deliver the site anyway with reduced input from the Council.
- 6.2. The financial case is predicated on certain assumptions including number of cremations undertaken, running costs, staffing and borrowing costs. Balanced against these assumptions is also the opportunity to expand the facility in the future. There may be additional costs if the Council is able to implement the new resomation technology (these have yet to be determined). If this is deemed an appropriate way forward, further reports to Cabinet would be provided.

- 6.3. There is a risk that Covid-19 may impact on the build cost of this project resulting in the pre-tender build estimated being over budget. In this case, a further report will be submitted to Cabinet. Conversely, the crisis may result in more competitive tendering.

7. Implications

7.1. Financial Implications

- 7.1.1. The Council has made a capital provision of £6.5m for the purchase of land and the construction of a crematorium. The land was acquired in 2020 at a cost of £1.33m including associated legal costs, leaving £5.17m for the construction of buildings, fitting out (including cremation equipment) and landscaping.
- 7.1.2. The Council could make a VAT saving of approximately £850k on the build and fit-out costs by setting up a trading company to manage and run the crematorium. However, taking into account the ongoing corporation tax that would then be payable on any surpluses, the in-house model generates a better return over the life of the asset (see paragraph 4.2.3) and, therefore, the in-house model is recommended.
- 7.1.3. The Council expects a return of £50m over a 40 year period (£45m net of borrowing costs) (see paragraph 3.2) and the Medium Term Financial Strategy will be updated accordingly, with the Transformation Programme being revised as necessary.

7.2. Legal Implications

- 7.2.1. The procurement will be completed in accordance with the relevant regulations
- 7.2.2. The terms of the contract will be subject to legal review.

7.3. Equalities Implications

- 7.3.1. The crematorium will be a secular facility although services may be religious in content. Some religions do not undertake cremations and residents from these religions, as well as other residents whose preference is burial, will continue to be buried after death rather than cremated. However, at present cremations account for 79% of funerals in England and Wales and this project seeks to meet this particular need. There are also several burial grounds, both religious and secular, in the Borough.
- 7.3.2. An Equality Impact Assessment will be undertaken as part of the next phase of the design work on the project.

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

7.4.1. Any new build that the Council is involved in will look to design out crime and ensure security and safety of the site.

8. Link to Corporate Priorities

Quality of Life	Sensitive after-life care and bereavement services are an essential part of the quality of life for residents, their friends and family members. This scheme will provide timely services in a peaceful location with modern and flexibly sized accommodation.
Efficient Services	This is an opportunity for the Council to invest its capital in new services for its residents which will be run in an efficient manner with high levels of care and customer service for the bereaved as the priority.
Sustainable Growth	The level of housing growth in the Borough is 13,150 during the life of the Local Plan. This will lead to an additional population growth and the crematorium is an example of the community infrastructure that is needed to support population growth.
The Environment	The designs for the crematorium will include carbon offsetting and energy efficiency measures as far as is practicable in line with the Council's commitment to become carbon neutral. As set out in paragraph 5, the Council will investigate the new, more environmentally friendly resomation technology with a view to becoming a market leader in this field.

9. Recommendations

It is RECOMMENDED that Cabinet:

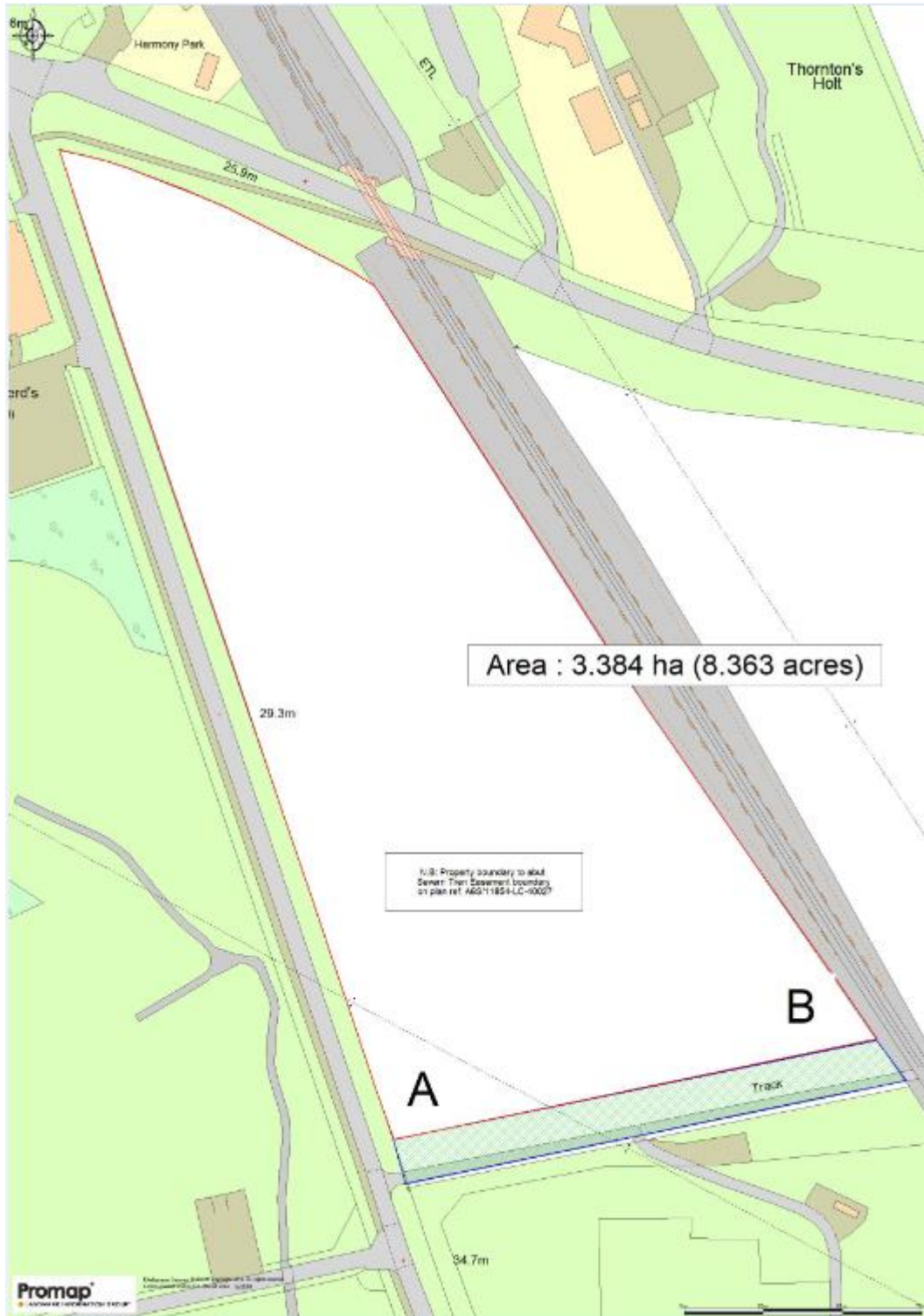
- a) Authorises the Chief Executive to appoint the successful multi-disciplinary design team to develop detailed designs for the crematorium and perform contract administration and management duties for the construction contract;
- b) Agrees that the in-house operating model, provides the best return for the Council and this should be developed working alongside the wider bereavement sector;
- c) Asks the Chief Executive to continue investigations into new technologies to enable the delivery of a greener crematorium for the Borough within the project budget;
- d) Confirms the commitment to delivering the build of the crematorium within the capital programme and projected revenue impact. Should pre-

tender build estimates be over budget, a further report will be brought to Cabinet; and

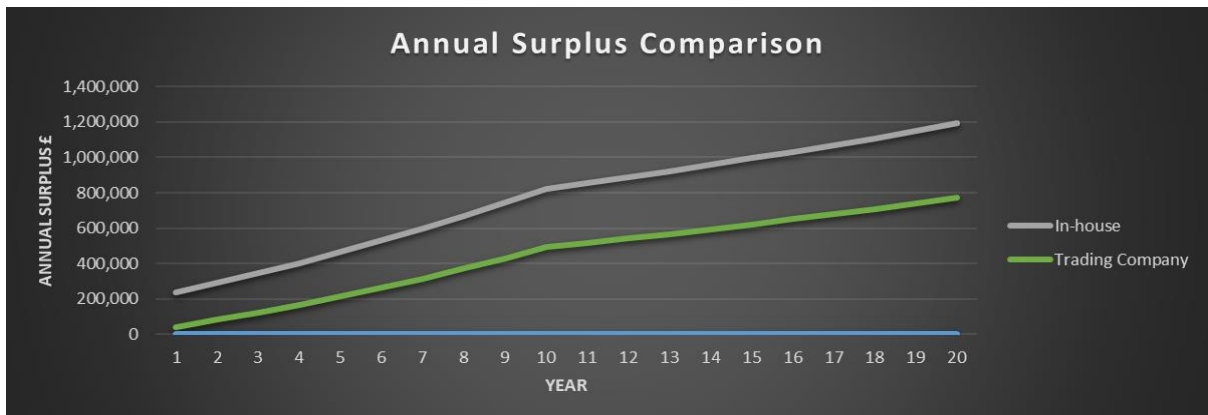
- e) Asks the Communities Scrutiny Group to review and make comment on detailed designs prior to build tenders being advertised for the construction.

<p>For more information contact:</p>	<p>Cara Prendergast cprendergast@rushcliffe.gov.uk 0115 914 8224</p> <p>Ginette Taylor gtaylor@rushcliffe.gov.uk 0115 914 8334</p>
<p>Background papers available for Inspection:</p>	<p>Report to Cabinet 13 November 2019 'Strategic Land Acquisition for Potential Crematorium'</p> <p>Report to Cabinet 9 December 2019 'Crematorium'</p>
<p>List of appendices:</p>	<p>Appendix A – Identified site, Main Road Stragglethorpe</p> <p>Appendix B - Comparison of annual surplus, NPV and IRR between two main operating models considered.</p>

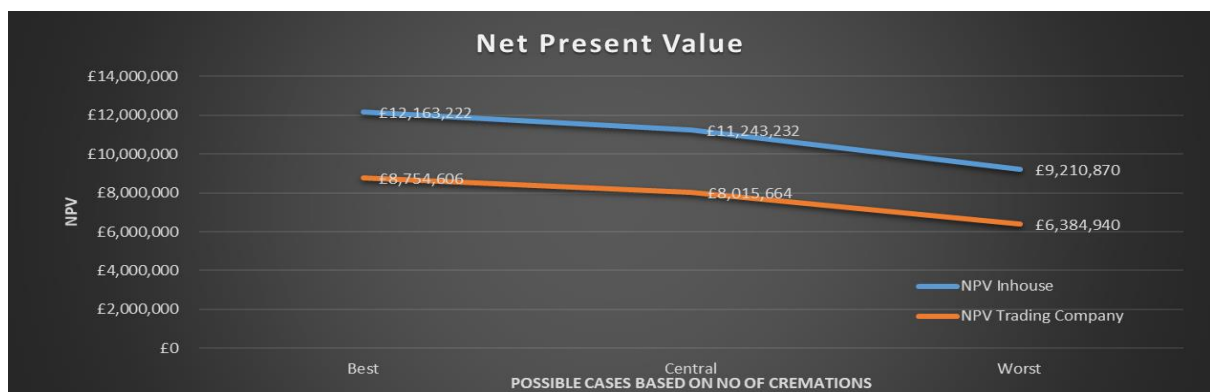
Appendix A: Identified site, Main Road, Stragglethorpe



Appendix B: Comparison of annual surplus, NPV and IRR between two main operating models considered.



Comparison in annual surplus between the two main operating models.



Comparison of Net Present Value after 40 years between the two main operating models.



Comparison of Internal Rate of Return between the two main operating models.

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Report of the Executive Manager - Finance and Corporate Services

Cabinet Portfolio Holder for Finance - Councillor G Moore

1. Purpose of the report

- 1.1. The purpose of this report is to outline the year-end financial outturn position for 2019/20, linked to the closure of accounts process and previous financial update reports. The draft Statement of Accounts has been prepared and was approved by the Executive Manager – Finance and Corporate Services by 9 June 2020.
- 1.2. Due to additional work pressures as a result of Covid-19 the approval of the draft accounts was only nine days later than planned (and earlier than many authorities). This is well within the statutory deadlines, which have been extended as a result of the Covid-19 pandemic to 30 August 2020 with approval of the audited statements now 30 November 2020.

2. Recommendation

It is RECOMMENDED that Cabinet:

- a) Notes the 2019/20 revenue position and efficiencies identified in **Table 1** and approves the carry forwards in **Table 2**;
- b) Approves the associated changes to the earmarked reserves as set out at **Appendix B** and recommends for Full Council approval the transfer of 3 reserves totalling to £0.524m as stated at paragraph 4.8 to the Organisation Stabilisation Reserve from 2020/21;
- c) Notes the re-profiled position on capital and approves the capital carry forwards outlined in **Appendix C**;
- d) Notes the update on the Cricket Club loan in Section 5.

3. Reasons for Recommendation

- 3.1. To accord with good financial governance and the Council's Financial Regulations.

4. Supporting Information

- 4.1. The Council is required to categorise its income and expenditure as either revenue or capital. The General Fund account deals with the Council's revenue income and expenditure, where spend is incurred on day to day expenditure or on items used within the year. Capital income and expenditure is included in the capital programme. The Financial Outturn, for both Revenue and Capital, is presented below.

Revenue Outturn

- 4.2. The net revenue position shows a transfer to reserves of £1.348m (originally planned to be a transfer to reserves of £425k adjusted down to £197k to reflect carry forward commitments) a net increase of £1.151m and equivalent to 10% of the net budget. The majority of the transfer is the distribution of the Nottinghamshire Pool Surplus of £0.409m (which is partially offset by the growth payment to the pool) and the realised increase in renewable energy business rates from 2018/19 (0.381m). The remaining transfer (£0.619m) arises from revenue efficiencies reported throughout the year mainly due to additional planning income, increased investment income, car park receipts and rental income from investment properties.

Table 1: Revenue Outturn Position

	Quarter 4			
	Original Budget t £'000	Revised Budget t £'000	Actual £'000	Variance £'000
Communities	1,237	1,317	1,238	(79)
Finance & Corporate Services	4,660	4,708	4,537	(171)
Neighbourhoods	5,241	5,142	5,121	(21)
Transformation	1,687	1,775	1,427	(348)
Net cost of services	12,824	12,942	12,323	(619)
Capital Accounting Reversals	(2,333)	(2,333)	(2,333)	0
Minimum Revenue Provision	1,000	1,000	1,000	0
Total Net Service Expenditure	11,491	11,609	10,990	(619)
Grant Income (New Homes Bonus and new burdens)	(1,935)	(1,825)	(1,823)	2
Business Rates (including SBRR)	(3,767)	(3,767)	(4,301)	(534)
Council Tax	(6,646)	(6,646)	(6,646)	0
Collection Fund Surplus	300	300	300	0
Total Funding	(12,048)	(11,938)	(12,470)	(532)
Surplus (-)/Deficit on Revenue Budget	(557)	(329)	(1,480)	(1,151)
Capital Expenditure financed from reserves	132	132	132	0
Net Transfer to (-)/from Reserves	(425)	(197)	(1,348)	(1,151)

Technical adjustments reversed through reserves				
Reduction in value of Financial Investments				1,238
In-year (surplus)/deficit on collection fund				(376)
In-year increase in renewable energy increase				(109)
Net after statutory adjustments				(398)

- 4.3 Technical adjustments for the collection fund are made to account for entries that are required to be reported in the accounts (the in-year surplus) but are reversed through reserves with no impact on the general fund. These accounting adjustments relate to Business Rates surplus £0.35m, Renewable energy £0.109m and Council Tax Surplus £0.026m.
- 4.4 The Covid-19 pandemic has had a negative effect on the economic outlook and has directly affected the Council's Treasury Investments (see Cabinet 12 May 2020). There has been a reduction in the value of the financial assets held by the Council and as at 31 March 2020 this was £1.2m. This reduction in value is charged to the revenue account in 2019/20, in accordance with statute. However, this reduction is reversed through reserves and therefore does not affect the bottom-line revenue position.

Business Rates

- 4.5 The Council ensured the discretionary business rates reliefs were applied, resulting in 55 businesses benefitting from £0.429k of additional discretionary rates relief.
- 4.6 The Council ensures businesses maximise the benefit of the relief available. As can be seen below 407 businesses benefitted from the various types of relief, amounting to £0.698m. Note these are different to the various reliefs and grants linked to Covid-19 which impact on 2020/21 and reported in our separate ongoing finance update reports on Covid-19.

Scheme	Value of relief awarded	Number of businesses
Retail Discount Scheme	£618,735.10	252
Local Discretionary Scheme	£49,684.60	135
Supporting Small Businesses	£29,571.40	20
Total	£697,991.10	407

Reserves

4.7 There are a number of movements in Reserves largely agreed as part of the budget setting process and budget monitoring for 2019/20. The overall net movement on reserves is of £1.661m detailed at **Appendix B**. This comprises £1.348m from revenue outturn; £235k funding adjustment, £78k relating to capital reserves movements. The key points to note are:

- There are a number of 'transfers out' or use of reserves totalling £2.543m including: £1.042m from the New Homes Bonus reserve, £1m of which is to offset the Minimum Revenue Provision (MRP) arising from internal borrowing to fund the Arena;
- £1.157m is transferred out from the Organisation Stabilisation Reserve. £1m of this was agreed by Council 05.03.20 to create a Climate Change Reserve; £110k meets the Positive Futures grants; the balance released to meet revenue 18-19 carry forward commitments.
- There are a number of 'transfers in' totalling £4.204m that increase reserves. Significant items comprise: £1.621m New Homes Bonus receipts; £1m to create the Climate Change reserve detailed above; and £1.14m to top up reserves and general contingency (£0.6m revenue underspend and £0.5m funding surplus);
- The New Homes Bonus (NHB) Reserve balance at 31.03.20 of £7.186m is largely earmarked to fund internal borrowing in relation to capital projects such as the Arena;
- Overall, whilst the level of Earmarked Reserves is a healthy £13.479m, there are risks going forward in terms of the financial pressures arising from Covid-19 (Cabinet 12 May 2020) and further reductions and commitments from reserves to capital projects. This includes the repayment of internal borrowing for the Arena, which was reliant on NHB receipts and these are predicted to cease at the end of 2022/23. The use of these Reserves to support the Council and maintain services given the impact of Covid-19 will be considered at September Full Council and a revised budget.
- The General Fund balance of £2.604m accords with the Council's approved Medium Term Financial Strategy.

4.8 Given the likelihood that there will be a large transfer from the Organisation Stabilisation Reserve to support the Council's revenue budget (as a result of the financial challenges presented by Covid-19) the earmarked reserves have been reviewed in terms of both their previous and potential use. The following reserves are not planned to be used and it is therefore recommended that these are transferred into the Organisation Stabilisation Reserve, amounting to £0.524m:

- Council Assets and Service Delivery £0.274m;
- Invest to Save £0.15m
- Planned Maintenance £0.1m

Revenue carry forward requests

4.9 The Council is committed to growing the Borough, ensuring it maximises available opportunities, particularly linked to the impact of growth. Below are requests for the use of reserves in 2020/21 (from 2019/20 efficiencies), for both

expected and new revenue commitments totalling £0.265m – detailed in table 2 below.

Table 2: Revenue Budget Carry Forward Requests

Revenue Carry Forward Requests unspent in-year provision			
Development Corporation			100
Shop Front			22
Growth Board			55
Loneliness Reserve			8
General Contingency			85
TOTAL			270

Capital

4.10 The year-end Capital Programme provision totalled £25.302m (see Table 3 and Appendix C). Actual expenditure in relation to this provision totalled £6.061m (27%) giving rise to a variance of £19.241m, £19.181m of which is recommended to be carried forward. This position was expected and reported during the year. Significant commitments have been made with regard to Strategic Asset Investments in the Borough. The complexity of these investments makes timing of the actual spend difficult to predict. In addition, such major decisions do need to be reassessed in the light of significant changes to the financial and economic climate. The Capital Programme will be further updated with the revised budget position at September Full Council.

The main variations are as follows:

- Asset Investment Strategy £6.632m – £4.554m is earmarked for two strategic Asset Investments in the Borough. These two acquisitions will generate revenue income streams to support the revenue budget in future years. The balance of £2.078m is uncommitted;
- Bingham Leisure Hub and Offices £4.408m – detailed design works and surveys were undertaken in 2019/20 with anticipated commencement of the building works in 2020/21;
- Cotgrave Regeneration Scheme Phase II £1.859m – the Public Realm was completed in 2019/20 but enhancements to the second phase of shops continues into 2020/21;
- Industrial Units Moorbridge £1.750m – an initial delay in planning and then a re-design was required due to ground conditions. This scheme is no longer planned to progress and the sum will be returned to the Asset Investment Strategy (subject to separate Cabinet Report);
- Support for Registered Housing Providers £1.396m as officers continue to explore options for the delivery of affordable housing;

Appendix C highlights the main variances and summarises the carry forward amounts (£19.181m); efficiency savings (£69k); overspends (£7k); and acceleration (£2k).

Table 3: Summary of Capital Expenditure 2019/20

CAPITAL PROGRAMME MARCH 2020			
EXPENDITURE SUMMARY	Current Budget	Projected Actual	Projected Variance
	£000	£000	£000
Transformation	13,612	3,890	(9,722)
Neighbourhoods	3,448	1,299	(2,149)
Communities	818	284	(534)
Finance & Corporate Services	7,329	588	(6,741)
Contingency	95	0	(95)
	25,302	6,061	(19,241)
FINANCING ANALYSIS			
Capital Receipts	(6,054)	(5,196)	858
Government Grants	(1,663)	(796)	867
Other Grants/Contributions	(489)	(15)	474
Use of Reserves	(481)	(54)	427
Borrowing	(16,615)	-	16,615
	(25,302)	(6,061)	19,241
NET EXPENDITURE	-	-	-

Financial Outturn Conclusion

- 4.11 The Council continues to face many significant financial challenges notwithstanding Covid-19. The 2019/20 financial outturn position demonstrates how the culture of the Council drives efficiency savings to enable it to invest and grow the borough.
- 4.12 The financial position will assist the Council in facing future financial challenges and in particular the impact of Covid-19 and meet its ambitions to improve services, enhance assets grow the Borough and improve the environment. A number of commitments, both revenue and capital, are identified in the report to be resourced from the improved reserve position, particularly linked to the Council's growth agenda.
- 4.13 A healthy position on reserves is necessary to insulate the Council against significant financial risks (and take advantage of opportunities) it faces both now and in the future. However, the Covid-19 pandemic has placed significant financial pressure upon the Council's resources due to reduced income streams and additional cost pressures. The Council is anticipating a significant budget gap that is unlikely to be fully replenished by additional Government funding. The in-year underspends referred to in paragraph 4.2 will be transferred to the organisational stabilisation reserve to assist the Council in meeting the financial

pressures created by Covid-19 pandemic. A revised budget is due to be presented in September.

- 4.14 Uncertainties prevail surrounding the Comprehensive Spending Review (now delayed from July) and both the business rates revaluation and the Fairer Funding reviews which were due to take place in 2020/21 now postponed to 2021/22. Consequently, it is unlikely that the Council will receive resource allocations for three years as expected, making financial planning for the medium term even more challenging, notwithstanding the impact of Covid-19.
- 4.15 The deadline for submission of the year-end return for Business Rates (NDR 3 form) has also been extended to reflect the additional pressures of Covid-19. The NDR 3 forms would normally have been approved and returned prior to completion of the Statement of Accounts however, the form was not finalised until after the draft statement had been produced. During finalisation of the NDR 3 form, the value of reliefs (that are subject to reimbursement in S31 grants) were amended and this has effectively reduced the amount due to the Council. This report reflects the final position and the Statement of Accounts will be amended before the Accounts are approved at Governance Scrutiny Group.
- 4.16 The year-end Financial Statements are subject to audit by Mazars and will be considered by the Governance Group in September 2020.

5. Cricket Club Loan Update

- 5.1. The Council has received monthly project update reports prior to authorising any loans. Additionally the Section 151 Officers for RBC, Nottingham City Council and Nottinghamshire County Council meet on a quarterly basis with the Cricket Club Finance Director. Monthly loans have been authorised (from October 2016) with £1.878m being loaned at a rate of 4.31% and new loans of £87k at a revised interest rate of 4.77%. Interest repayments totalling £77k were received in the year.
- 5.2. The extension of the Radcliffe Road Stand was completed in 2018/19. Peripheral associated works, supported by the loan, were finalised in 2019/20 and the final tranche of the loan (£15k) was released. At 31 March 2020, a total advance of £1.965m has been made against the original loan approval of £2.7m. The balance of £735k is no longer required.
- 5.3. The impact of Covid-19 on the Cricket Club led to a re-negotiation of the principal due at 31.03.20. The sum of £55k has now been deferred until the end of the loan agreement (2036) or earlier, if the Cricket Club deem this possible (which is anticipated). Principal repayments received total £191k and the loan outstanding at 31.03.20 stands at £1.774m.

6. Alternative options considered and reasons for rejection

- 6.1. There are no other options identified, subject to the views of Cabinet.

7. Risk and Uncertainties

- 7.1. The improved financial position to reserves will assist the Council to meet financial pressures in an increasingly volatile environment. Pressures are emerging from Covid-19, which will require the Council to respond quickly.

7.2 Business rates is subject to specific risk given the volatile nature of the tax base and the complexity of the system particularly at risk of a reduction in tax base due to Covid-19. Changes in central government policy influences business rates received and their timing, for example policy changes on small business rates relief, which makes forecasting both the budget and outturn positions challenging.

8. Implications

8.1. Financial Implications

These are contained within the body of the report with commentary on revenue (Section 4.1 to 4.4), Business Rates (sections 4.5 and 4.6) reserves (section 4.7 to 4.8), capital (section 4.10) and the cricket club loan update (section 5).

8.2. Legal implications

There are no direct legal implications.

8.3. Equalities Implications

There are no direct equalities implications

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

There are no direct crime and disorder implications

9. Link to Corporate Priorities

Quality of Life	The budget resources the corporate plan and therefore resources all corporate objectives.
Efficient Services	
Sustainable Growth	
The Environment	

10. Recommendation

It is RECOMMENDED that Cabinet:

- a) Notes the 2019/20 revenue position and efficiencies identified in **Table 1** and approves the carry forwards in **Table 2**;
- b) Approves the associated changes to the earmarked reserves as set out at **Appendix B** and recommends for Full Council approval the transfer of 3 reserves totalling to £0.524m as stated at paragraph 4.8 to the Organisation Stabilisation Reserve from 2020/21;
- c) Notes the re-profiled position on capital and approves the capital carry forwards outlined in **Appendix C**;
- d) Notes the update on the Cricket Club loan in Section 5.

For more information contact:	Peter Linfield Executive Manager – Finance and Corporate Services 0115 914 8439 email plinfield@rushcliffe.gov.uk
Background papers Available for Inspection:	Previous Revenue and Capital monitoring reports throughout the year Budget Update – Cabinet 12 May 2020
List of appendices (if any):	Appendix A – Revenue Budget 2019/20 – Main Variances Appendix B – Movement in Reserves Appendix C – Capital Programme 2019/20 Outturn

Table 4: Revenue Budget 2019/20 – Significant Variances

ADVERSE VARIANCES in excess of £15,000	Actual
	Outturn
	Variance
	£'000
Communities	
Planning agency costs	39
Celebrating Rushcliffe Awards	15
Land Charges Income	56
Neighbourhood Plan costs	27
Building Control Income	19
Postage	22
Finance & Corporate Services	
Housing Benefits overpayments recovered	146
Bank Charges (card payments)	75
Election Fees	43
Business Rates - RV Finder	16
Increase in bad debt provision	91
Ctax costs recovered less than budget	22
Neighbourhoods	
Employees - waste collection	29
Glendale - management fee waived	22
Vehicle repairs	34
Liquor Licenses down	16
Parkwood payment COVID March 2020	77
Transformation	
Investment Property Income - delayed purchase	35
Total Adverse Variances	784

FAVOURABLE VARIANCES in excess of £15,000	Actual
	Outturn
	Variance
	£'000
Communities	
Development Control Planning Applications	-264
Planning Policy - contribution to post	-30
Finance	
Investment Income - increased balances and higher rate investments	-422
Employee costs	-21
Postage on electoral registration	-15
Reduced printing requests	-19
Housing Benefit payments	-46
Neighbourhoods	
Waste Collection and Recycling - sale of waste bins	-36
East Leake PFI	-73
Streetwise Contract	-30
NCC Recycling Credits	-26
Leisure Management Contract -17/18 Profit Share	-61
Fleet - sale of fuel left in tanks at Abbey Road	-30
Employees – Environmental Health	-25
Car Parking income (events)	-29
Open spaces responsive works	-31
Transformation	
Rental Income at Castle Donnington/Unit 10 Moorbridge and lease surrender at the Point	-115
Staff Vacancies	-247
Economic Development	-70
Legal Service income	-26
Office utilities	-18
Total Favourable Variances	-1,634
Sum of Minor Variances	231
TOTAL VARIANCE	-619

Appendix B

Movement in Reserves	Balance at 01.04.19 £000	Transfers in £000	Transfers out £000	Balance at 31.03.20 £000	Transfers in notes	Transfers out notes
Investment Reserves						
Regeneration and Community Projects	1,690	152	(48)	1,794	Special Expense Capital Charges £132k; Sinking Fund The Hook Skatepark £20k.	The Hook Special Expense Capital works £41k; West Park Capital £2k; Parks Improvement Work £5k.
Council Assets and Service Delivery	274	0	0	274		
Local Area Agreement	122	0	(122)	0		Transferred to Organisation Stabilisation
Investment Properties	123	54	(11)	166	Planned transfer in-year.	Capital works The Point £11k
New Homes Bonus	6,587	1,641	(1,042)	7,186	Grant received in the year £1.621m; £20k underspend on Shop Front Grants.	£1m MRP Arena, £15k Members' Grants, £27k Growth Board and Shop Fronts
Invest to Save	150	0	0	150		
Corporate Reserves						
Organisation Stabilisation	1,784	1,257	(1,157)	1,884	£122k from Local Area Agreement Reserve; £8k provision for Loneliness Reserve £8k; £1.127m from overall underspend.	£1m transfer to Climate Change Reserve; £110k Positive Futures; £47k to meet 18-19 revenue carry forward commitments.
Climate Change	0	1,000	0	1,000	From Organisation Stabilisation Reserve	
Development Corporation	0	100	0	100	From revenue underspends.	
Risk and Insurance	100	0	0	100		
Planning Appeals	349	0	0	349		
Elections	203	0	(152)	51		Planned transfer to offset costs.
Operating Reserves		0	0	0		
Planning	220	0	(11)	209		Local Plan Inspection Costs
Leisure Centre Maintenance	116	0	0	116		

Movement in Reserves	Balance at 01.04.19 £000	Transfers in £000	Transfers out £000	Balance at 31.03.20 £000	Transfers in notes	Transfers out notes
Planned Maintenance	100	0	0	100		
TOTAL	11,818	4,204	(2,543)	13,479		
General Fund Balance	2,604			2,604		

CAPITAL PROGRAMME MARCH 2020

	Original	Current	Actual	Variance		Comments
	Budget	Budget			Carry fwd (C)/Saving (S)/Overspend (O)/Acceln (A)	
	£000	£000	£000	£'000		
TRANSFORMATION						
Manvers Business Park Surface/Drain	60	60	2	(58)	C	Contractor appointed; Commencement and completion affected by COVID19.
Colliers Business Park Surface/Drain	30	30	1	(29)	C	Contractor appointed; Commencement and completion affected by COVID19.
Cotgrave Masterplan	-	1,646	1,117	(529)	C	Scheme complete. Carry forward to support works to be carried out in Phase II.
Cotgrave Phase 2	1,900	2,030	170	(1,860)	C	Works affected by COVID10. Full provision likely to be needed plus underspend from Masterplan, scheme will be completed in 2020/21.
Bingham Leisure Hub	5,000	5,000	592	(4,408)	C	Contract for design fees awarded. Surveys well underway. Detailed cost plans keep projected overall expenditure within the £20m budget. Outline bid for £1.6m SUD funds to support office development confirmed.
Manvers Business Park Roof Refurbishment	100	200		(200)	C	Works to be undertaken in 20/21. Carry forward required.
Manvers Business Park Roller Shutters	100	100		(100)	C	Works to be undertaken in 20/21. Carry forward required.
Bridgford Park Public Toilets	25	25		(25)	C	Tenders back Feb .Commencement of work delayed by COVID19.

CAPITAL PROGRAMME MARCH 2020

	Original	Current	Actual	Variance		Comments
	Budget	Budget				
						Carry fwd (C)/Saving (S)/Overspend (O)/Acceln (A)
	£000	£000	£000	£'000		
The Point	-	26	11	(15)	C	Basement Car Park lighting and cleaner store complete. Carry forward to support Car Park waterproofing works.
Arena Car Park Enhancements	-	9		(9)	S	Scheme complete, small saving on overall scheme.
Colliers Way Industrial Units	-	19	2	(17)	C	Connection of foul to public sewer. Commencement of works affected by COVID19
Abbey Road Redevelopment	300	800	460	(340)	C	Professional fees, surveys, and remedial works to support sale of the Depot site.
Fairham Pastures Industrial Units and Infrastructure	3,650					Industrial units not proceeding £1.150m returned to Asset Investment Strategy. £2.5m loan advance not now required so the whole of the provision has been removed.
RCCC Premises 2019/20	-	172	172			Practical completion on 7th Feb and Customer Services team in occupation from 10th Feb.
Bingham Market Place Improvements	35	35	21	(14)	C	Works commenced but completion affected by COVID19.
Transport Safety Infrastructure	-	10	9	(1)	S	Works complete. Small saving.
The Crematorium	1,700	1,700	1,333	(367)	C	Planning approval obtained and land acquisition complete. Carry forward to support construction in 20/21.

CAPITAL PROGRAMME MARCH 2020

	Original	Current	Actual	Variance		Comments
	Budget	Budget				
	£000	£000	£000	£'000		
Industrial Units Moorbridge	1,750	1,750		(1,750)	C	Scheme no longer progressing. Sum to be returned to AIS.
	14,650	13,612	3,890	(9,722)		
NEIGHBOURHOODS						
Wheeled Bins	160	174	151	(23)	S	Balance can be given up as a saving, provision for replacements now in the Waste Collection revenue budget.
Vehicle Replacement	200	200	179	(21)	S	32t Refuse Freighter bought, balance is uncommitted.
Support for Registered Housing Providers	250	1,396		(1,396)	C	£480k contribution committed for second phase garage sites to deliver 30 units of affordable housing. Start on site now anticipated early 20/21.
Assistive Technology	12	12	12			Home alarm units for the vulnerable. Budget fully spent.
Discretionary Top Ups	57	57	20	(37)	C	One top-up grant released. Carry forward balance to support BCF approved works.
Disabled Facilities Grants	454	490	444	(46)	C	Original estimate increased to reflect BCF allocation. COVID19 impact. Carry forward to support commitments.
Hound Lodge Access Control System	25	25		(25)	C	Site works to commence in 20/21.
Arena Enhancements	-	140	25	(115)	C	Enhancements to pre-swim undertaken. Carry forward to address any H & S capital works required.

CAPITAL PROGRAMME MARCH 2020

	Original	Current	Actual	Variance		Comments
	Budget	Budget				
						Carry fwd (C)/Saving (S)/Overspend (O)/Acceln (A)
	£000	£000	£000	£'000		
Car Park Resurfacing	-	220	5	(215)	C	Design fees incurred. Site work in 20/21.
Car Park Improvements - Lighting WB	-	50	2	(48)	C	Design fees incurred. Site work in 20/21.
Car Park Improvements - Lighting Other	-	110	8	(102)	C	Design fees incurred. Site work in 20/21.
CLC Changing Village Enhancements	-	15	10	(5)	C	Works complete, carry forward of balance requested for CLC Fire Doors.
BLC Improvements	-	267	158	(109)	C	£100k upgrade of Athletics Track; £35k for Bingham Fire Alarm; and £25k for replacement pool filters BLC/CLC. Balance for essential H & S capital works identified.
CLC Pool Handling Ventilation System	-	292	285	(7)	C	Works complete. Carry forward request to support CLC Fire Doors.
	1,158	3,448	1,299	(2,149)		
COMMUNITIES						
RCP Toilets and Educational Building	45	45		(45)	C	Scheme to be considered in line with 20/21 Visitor Centre upgrade.
Capital Grant Funding	24	104	45	(59)	C	3 grants released £45k, 1 awaiting completion, 2 pending applications £30k, 1 application currently being assessed to come from balance available £14k.
RCP Vehicle Access Controls	15	15		(15)	C	Scheme to be considered in line with 20/21 Visitor Centre upgrade.

CAPITAL PROGRAMME MARCH 2020

	Original	Current	Actual	Variance		Comments
	Budget	Budget				
						Carry fwd (C)/Saving (S)/Overspend (O)/Acceln (A)
	£000	£000	£000	£'000		
The Hook Play Area	-	35	30	(5)	S	Works complete, final invoices to be processed. Saving to offset Skatepark overspend.
Play Areas - Special Expense	50	100		(100)	C	Scheme proposed for Boundary Road bike track and ancillary works to be delivered in 20/21.
The Hook Skatepark	-	4	11	7	O	Works complete. Minor overspend partially offset by saving £5k The Hook Play Area.
RCP Skatepark	-		2	2	A	Advance design fees for 20/21 scheme.
West Park Fencing and Drainage	-	11	2	(9)	C	Contractor appointed; Commencement affected by COVID19.
West Park Car Park Lighting	-	25		(25)	C	Design work undertaken. Commencement affected by COVID19.
West Park Public Toilet Upgrade	-	20		(20)	C	Design work undertaken. Commencement affected by COVID19.
West Park Julien Cahn Pavilion	-	40		(40)	C	Toilets and bar refurbishment - scheme to be designed, works in 20/21.
Skateboard Parks	250	340	150	(190)	C	£150k ROT grant; £110k RCP in 20/21. Balance £80k unallocated.
Arena Public Art	-	25	24	(1)	S	Works complete, minor saving.
Warm Homes on Prescription	54	54	20	(34)	C	Grants released for works to 6 properties. Carry forward to support BCF approved works.
	438	818	284	(534)		

CAPITAL PROGRAMME MARCH 2020

	Original	Current	Actual	Variance		Comments
	Budget	Budget			Carry fwd (C)/Saving (S)/Overspend (O)/Acceln (A)	
	£000	£000	£000	£'000		
FINANCE & CORPORATE SERVICES						
Information Systems Strategy	160	268	159	(109)	C/S	£100k carry forward request to support delivery of the IT Strategy. £9k saving.
NCCC Loan	-	14	14			Final tranche of loan released. Total loan take up: £1.964m of the £2.7m approved.
Streetwise Loan 19/20	-	400	400			Further loan approval Cabinet 11.06.19 refers. Full loan amount released.
Asset Investment Strategy	-	6,647	15	(6,632)	C	£15k Fees on potential acquisitions. Two potential completions in 2020/21 (£4.554m). Balance available is £2.078m.
	160	7,329	588	(6,741)		
CONTINGENCY						
Contingency	100	95		(95)	C	Provision to give flexibility to the capital programme. Carry forward request to support delivery of the 20/21 programme.
	100	95		(95)		
TOTAL	16,506	25,302	6,061	(19,241)		



Cabinet

Tuesday, 14 July 2020

Budget Update – Covid-19 Implications

Report of the Executive Manager, Finance and Corporate Services

Cabinet Portfolio Holder for Finance, Councillor Gordon Moore

1. Purpose of report

- 1.1. To provide an update on the budget position reported to Cabinet on 9 June 2020 of the projected impact of Covid-19.
- 1.2. Since the previous report, the lockdown restrictions have been further relaxed including the reopening of non-essential retail, pubs and restaurants from 4 July. The risk of a second wave of the virus or a local outbreak and therefore a return to a full local lockdown cannot be ruled out. Furthermore, Government guidance remains 'fluid' all of which makes estimating the full financial impact of the pandemic going forward challenging.
- 1.3. This report provides revised updates to the estimated financial position, including council tax and business rates collection rates and the impact of the easing of the lockdown situation. For *this financial year* the budget gap is expected to be at least £1,25m (expected position) and up to a worst case scenario of £2.47m (this takes into account current Government funding of £1.23m). Further government funding has been announced and we await the detail with regards to this. Whilst this is expected to improve the projected current year financial position, the legacy impact of Covid-19 on future years budgets is to be determined and will correlate with the impact of both the anticipated recession nationally (and locally) and Government policy in terms of funding the public sector.
- 1.4. Whilst a phased release of lockdown has begun, the government has not yet fully lifted the restrictions on Leisure Centres which currently is a significant financial and operational risk for the Council. The delay in opening leisure centres will extend and increase the financial support required by Parkwood Leisure.

2. Recommendation

It is RECOMMENDED that Cabinet notes:

- a) the revised financial impact of Covid-19 on the Council's MTFs and the inclusion of these estimates and use of reserves and balances in the revised budget due be taken to full Council; and

- b) the latest contractual position and the ongoing extension to the Contract Variation agreement with Parkwood Leisure (paragraph 4.2.6).

3. Reasons for Recommendation

- 3.1. To ensure that the potential financial implications from a range of scenarios are considered and the Council is in a position to respond quickly to the changing environment.

4. Supporting Information

4.1. Revenue

4.1.1 The updated government guidance released on 23 June allows the reopening of the hospitality sector including pubs, restaurants, hairdressers and hotels from 4 July with non-essential shops having resumed trading from 15 June 2020. The Council has been actively supporting businesses in their preparation to ensure they are Covid-19 secure, however it is too soon to estimate how quickly the pre-Covid situation will return, if at all this year. The potential scenarios and estimated financial impact reported on 9 June have been updated to reflect the government's most recent advice (Appendix A).

4.1.2 The impact on fees and charges and commercial income has had a significant impact on the Council's funding over the lockdown period and is estimated at £2m for worst-case scenario. The Council has and will continue to incur additional costs estimated at £1.5m worst-case scenario, mostly supporting Parkwood Leisure. More recent costs incurred are in respect of managing parks and open spaces with additional security, enforcement resources and portable toilets.

4.1.3 The Council re-introduced car parking charges on 29 June 2020 and whilst it is too soon to measure the levels of usage, we are assuming 30% of the car parking budget will materialise over the year.

4.1.4 The range of scenarios as shown in Appendix A will be impacted by the speed of recovery from lockdown including the return to previous consumer behaviour and local decisions taken by the Council.

4.1.5 For *this financial year* the budget gap is expected to be at least £1,25m (expected position) and up to a worst case scenario of £2.47m (this takes into account current Government funding of £1.23m). Further government funding has been announced and we await the detail with regards to this and will report on this in future reports. The 3 pillars of funding announced on 2 July 2020 are:

- A further £500 million of funding to cover local authority spending pressures;
- co-payment mechanism for irrecoverable Sales, Fees and Charges income, with the Government covering 75% of losses beyond 5% of planned income; and

- Phased repayment of Collection Fund deficits over the next 3 years.

Of particular concern is whether any of the above potential Government funding streams will sufficiently support financial challenges in relation to Council leisure provision.

4.2 Leisure Services Contract

4.2.1 Members will recall that the 12 May 2020 Cabinet report stated that *Cabinet receives a future report with recommendations on the future contractual arrangements and the variation with Parkwood/Lex Leisure*. This is an update regarding the recommendation.

4.2.2 Current government advice is that Leisure Centres cannot be made sufficiently Covid-19 secure and this will extend the period for which Parkwood Leisure requires financial support. The Council has been in dialogue with Parkwood Leisure to discuss the phased return to reopening and the expected position in Appendix A reflects this. However, in the light of extended social distancing measures in this sector the Council continues to assess the ongoing viability of each site individually.

4.2.3 Negotiations are ongoing with the various sports clubs at the facilities with a view to balancing the triumvirate of objectives - health and well-being of the community, maximising the use of the assets and the best economic outcome for the Council. The overall adverse impact on the Council's budget as a result of the leisure centres being closed and the legacy impact of Covid-19 is estimated to be around £1m for 2020/21. It is worth noting that we continue to remain in dialogue with Mitie (East Leake Leisure Centre's operator) to support their recovery.

4.2.4 Positively Edwalton Golf Course since it reopened from lockdown has seen an increase in demand. Usage is up 62% on the same time last year for golf and a 48% increase in driving range usage. How sustainable this recovery is remains to be seen as winter approaches and other leisure facilities re-open. The additional income is built into the current financial projections.

4.2.5 Given the challenges the whole leisure market faces and a lack of Council in-house expertise to manage the leisure centres, continuing with the existing contractor remains the best way forward. This ensures continuity of service provision when the leisure centres do open at a time when there is so much volatility as a result of Covid-19 in terms of customer confidence and minimising the risk of the virus spreading; and the impact for the leisure industry as a whole.

4.2.6 Going forward the variation agreement to the contract will be reviewed at 30 September and 31 December 2020 for each quarter. The expectation is that as revenue starts to return back when facilities reopen, ultimately this will reduce the support package from the Council until normality returns. Financial performance is monitored via an open book approach by the Contracts Team supported by Financial Services. The position on the Parkwood contract through the recovery period will continue to be monitored and will be reported

via quarterly financial reports throughout the year to Corporate Overview Group and Cabinet.

4.3 Capital Programme

- 4.3.1 Bingham Hub is currently progressing as planned with the intention of going to tender and any progress thereafter will be dependent upon the results of this exercise and reported to Cabinet.
- 4.3.2 The Council are due to receive capital receipts of £12m from the disposal of surplus operational and investment property namely Abbey Road and Hollygate Lane. Cabinet 09 June 2020 considered a report on the disposal of the Abbey Road site and it was agreed to accept a revised offer for the site which remains a significant receipt in a difficult economic climate. Capital receipts of £8m in relation to Sharphill from 2019/20 remain outstanding.
- 4.3.3 Delays in capital receipts will minimally affect the interest earned on balances as interest rates are low. Significant delays or reductions to capital receipts such as the revised offer for Abbey road will affect the funding of the capital programme and may lead to either internal or external borrowing earlier than planned dependant on the progress of the capital programme and any slippage. Alternatively projects could be delayed or not proceed with if deemed economically unviable.

4.4 Treasury Issues

- 4.4.1 The Council reported previously to Cabinet that the value of the Council's investments in multi-asset and diversified funds had reduced by £1.2m as at 31 March 2020. Further information relating to April and May has been received and this shows an increase in the value of these assets of £0.5m representing 41.6% improvement. If this trend continues, the asset values could potentially recover to pre-Covid levels by the end of the year clearly though there remains much uncertainty going forward.

4.5 Business Rates and Council Tax

- 4.5.1 Three months payment data is now available to further inform estimates regarding collection rates for Business Rates and Council Tax. As at 1 July collection rates for Council Tax had reduced by 1.1% equating to approximately £1m of cash not received. Business Rates are currently largely unaffected (£86k behind) as a result of the significant amount of reliefs (circa £10.5m) granted to the retail, leisure and hospitality sector. This will need to be closely monitored as the position may still change due to trading conditions.
- 4.5.2 Any reductions in income due to the collection fund will cause a deficit in the collection fund that will need to be recovered in 2021/22 and 2022/23 therefore affecting future income streams and the MTFs. It is important to remember the County as the largest preceptor bear the biggest burden of the likely Council Tax collection fund deficit.

4.5.3 At the time of writing the Council has paid out £17.6m in BEIS grants equating to 90.59% to over 1,500 eligible businesses. Hardship Fund allocations totalling £225k in relation to Council Tax support have also been made.

4.5.4 The Council commenced the discretionary grant scheme on 1 June and at the time of writing had received 131 claims, decided on 48 and paid 8 totalling £81k. (8.3% of the total available funds of £0.972m). Applications for the grant have been much lower than anticipated and the lack of evidence or supporting information provided by the applicants have resulted in delays in the decision making process. The criteria are being reviewed to ensure the resources will be allocated to those in need

4.6 Economy

4.6.1 The hospitality sector is one of the worst affected industries of the pandemic and the reopening on 4 July 2020 will boost some much-needed spending in this industry. Reopening is not without challenges and the sector has had to conduct risk assessments and ensure they adhere to government guidelines for safe operation. One of the main obstacles is enabling a sufficient capacity while following the 2m or 1m plus distancing guidelines. An option to accommodate increased capacity is to create temporary pedestrianised areas and expand the use of outdoor space for customers. Nottinghamshire County Council has rejected a request by the Council to temporarily pedestrianise West Bridgford Town Centre.

4.6.2 The Council has not yet incurred any expenditure in relation to the £106k of European funding to support the safe reopening of the high streets although there may be some costs associated with temporary traffic measures. It is anticipated all the funding will be fully utilised by the end of the financial year.

4.6.3 The Bank of England base rate remains at 0.1% and is not expected to increase in the next 18 months with a further cut possible. Not surprisingly growth is low and Q1 saw the largest quarterly fall in household spending.

4.7 Loans to Parishes

4.7.1 The Council has written to all town and parish councils to offer financial support in the form of interest free loans (until 31 March 2021) and 2.5% thereafter. This loan will be made available to councils that cannot cover temporary in year losses with their reserves and who have not previously received any business support grants.

4.8 Conclusion

4.8.1 Whilst the easing of lockdown should relieve some pressure on the Council's budget, additional expenditure is likely to continue particularly in support of the Leisure Centres which currently remains closed and will likely face reduced usage for some time due to social distancing measures. It is yet unknown how quickly income levels from facilities such as car parks will improve, and this will

be closely monitored. Income streams are likely to remain lower than budgeted for some time before returning to anticipated levels.

- 4.8.2 It remains to be seen if there will be further government support to help bridge the budget gap. If this support is not forthcoming, then the likely scenario for the Council would be a £2.48m budget gap just for the current year. The £1.23m received from Central Government will go some way to support the shortfall however there would still remain a funding gap in the short and medium term. There will be a revised budget presented to Full Council in September and the longer-term impact for the MTFs will need to be assessed and the viability of projects such as the Bingham Hub will be revisited.
- 4.8.3 Options the Council will have to consider going forward are revisiting its Transformation Programme (looking at further budget efficiencies), utilising Reserves (particularly the Organisation Stabilisation and Climate Change Reserves), the General Fund Balance; and changes in Minimum Revenue Provision (discussed in the May report); which potentially unlocks New Homes Bonus to support the budget.
- 4.8.4 The timing and value of capital receipts is now uncertain, as is the progress on the capital programme owing to potential difficulty in commissioning work along with potential variations in costs, which may inhibit scheme progress. The timing of borrowing is likely to be sooner rather than later.
- 4.8.5 The Council has managed its resources well and as a consequence has in the past held a healthy level of reserves. This enables it to, at least in the short term, deal with this pan-economic crisis but the financial resilience of the Council going forward is now severely tested and will require a revised MTFs to deliver its corporate objectives. A report is planned for Full Council in September and the position will continue to change as we set a new budget for 2021/22 and beyond (in March 2021).

5 Alternative options considered and reasons for rejection

Options to meet the budget gap will be presented to Full Council in September when a revised budget is produced and consider the options such as those stated at 4.8.3.

6 Risks and Uncertainties

- 6.7 Risk that a balanced budget position is not achieved if mitigating action is not agreed by Full Council when a revised budget is presented.
- 6.8 Risk that the Council may have to issue a Section 114 notice if the Council is unable to replenish lost income or make additional savings and a balanced budget is not achievable. Currently this is not a high risk, but this could change dependent on the legacy issues arising after lockdown and what arises from the 2021/22 financial settlement.

6.9 Further delays to the Business Rates System and Fair Funding Reviews (now delayed until at least 2021) add even more uncertainty to the Council's MTFS going forward.

7 Implications

7.1 Financial Implications

Financial Implications are covered in the body of the report.

7.2 Legal Implications

The Council is required to have a balanced budget. The additional pressures on expenditure and on lost income puts at risk the 2020/21 balanced budget position and puts the Council at risk of issuing a S114 notice. As a prudent authority, a review of the MTFS is appropriate at this time.

7.3 Equalities Implications

There are no direct equalities implications.

7.4 Section 17 of the Crime and Disorder Act 1998 Implications

There are no direct crime and disorder implications.

8 Link to Corporate Priorities

Quality of Life	The budget resources the corporate plan and therefore resources all corporate objectives.
Efficient Services	
Sustainable Growth	
The Environment	

9 Recommendations

It is RECOMMENDED that Cabinet notes:

- (a) the revised financial impact of Covid-19 on the Council's MTFS and the inclusion of these estimates and use of reserves and balances in the revised budget due be taken to full Council; and
- (b) the latest contractual position and the ongoing extension to the Contract Variation agreement with Parkwood Leisure (paragraph 4.2.6).

For more information contact:	Peter Linfield Executive Manager Finance and Corporate 0115 914 8439 plinfield@rushcliffe.gov.uk
Background papers available for Inspection:	Report to Full Council - March 5 2020: 2020/21 Budget and Financial Strategy Report to Cabinet 12 May – Budget Update Report to Cabinet 9 June – Budget Update
List of appendices:	Appendix A – Budget Impact of Covid19 – Sensitivity Analysis Appendix B – 4 Month Impact of Covid19 on the Revenue Budget

Budget Impact of Covid-19 – Sensitivity Analysis

Service Area	20/21 budget (£)	Revised Budget		
		Best Case (£)	Expected Case (£)	Worst Case (£)
Communities	2,907,200	3,131,317	3,445,486	3,698,110
Finance	3,442,800	3,524,110	3,544,110	3,584,710
Neighbourhoods	6,520,700	7,998,247	8,223,897	8,960,524
Transformation	2,000	189,190	213,537	417,170
Corporate Savings		-70,690	-70,690	-70,690
Net Service Expenditure	12,872,700	14,772,173	15,356,339	16,589,824
Variance		1,899,473	2,483,639	3,717,124

Best Case - Complete return to normal after 4 months

Expected Case -Return to normal for most services with phased return for Car Parks, Leisure, Events

Worst Case - situation remains as it is currently for 12 months

4 Month Impact (Best Case) of Covid-19 on the Revenue Budget

4 Months						
	Income Loss (£)	Notes	Additional Expenditure (£)	Notes	Savings (£)	Notes
Communities	267,067	Planning, Land Charges, Building control. Loss of income from facility hire	23,330	Security, Fencing, Sanitiser	-66,280	Positive Futures/Young, some savings on arts and events not going ahead
Finance	20,000	Investment income down due to interest rates and reduced balances	67,935	Cameras for virtual meetings, rebilling and overtime on Revs and Bens	-6,625	Photocopiers/ Member training/hospitality, mayors vehicle
Neighbourhoods	379,539	Car Parking Income, Taxi Licensing, Liquor Licensing	1,098,008	Parkwood additional costs, agency on waste collection, housing accommodation	0	

Transformation	193,840	Property rental income due to 3 month rent holidays and loss of projected income.	6,150	HR health and safety costs and webinars	-12,800	Corporate Training (assumed none for 3 months)
Utilities					-4,640	Assumed 5% across closed facilities
Travel/ Seminars					-13,050	Assumed none for 3 months on those not expected to be travelling
Furloughing of staff					-53,000	Based on savings to the end of June
TOTAL	860,445		1,195,423		-156,395	
NET Total	1,899,473					

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Cabinet

14 July 2020

Rushcliffe Equality Scheme

Report of the Chief Executive

Cabinet Portfolio Holder for Communities, Councillor D Mason

1. Purpose of report

- 1.1. Rushcliffe Equality Scheme was adopted in 2016 and runs to 2020. It is therefore timely that the scheme is reviewed and a new scheme is developed.
- 1.2. Following the significant events of 2020, it is recommended that the review should be rigorous and include Member involvement.

2. Recommendation

It is RECOMMENDED that Cabinet:

- a) Supports the comprehensive review of the 2016-2020 Equality Scheme,
- b) Asks the Corporate Overview Group to programme member involvement and input into the scrutiny calendar,
- c) Receives a future report on a new and revised Equality Scheme.

3. Reasons for Recommendation

- 3.1. Rushcliffe Borough Council has a long history of working towards greater levels of equality in the borough. This covers many facets, some of which are detailed below. As a public sector organisation it is imperative that the council represents its residents and ensures that its services are accessible to all.
- 3.2. The existing Equality Scheme runs to this year and so it is time to review the scheme and update it to reflect current circumstances and actions required.

4. Supporting Information

- 4.1. There are several diversity strands that are protected from discrimination by law. These are:
 - Age
 - Disability
 - Gender reassignment
 - Marriages and civil partnerships

- Pregnancy and maternity
 - Race – this includes ethnic or national origins
 - Colour or nationality
 - Religion or belief
 - Gender
 - Sexual orientation
- 4.2. Rushcliffe Borough Council is an employer, employing around 275 staff. It is also a provider of services both statutory and discretionary, and a purchaser of goods and services.
- 4.3. Many of the statutory services the council provides are there to support residents in their time of need, eg benefits and housing support. It is extremely important that residents can access these services in an equitable manner.
- 4.4. Equally, the non-statutory services, such as leisure provision and parks and open spaces, should be delivered in such a way to welcome all residents.
- 4.5. As a good employer, it is paramount that Rushcliffe ensures that its employees are treated in a respectful way, and that as far as possible, the make up of the staff is representative of the make up of the residents we serve.
- 4.6. As a key element of local democracy, it is right that councillors should not only understand and represent their constituents' issues, but also act as community leaders in the quest to ensure a fair and respectful society in Rushcliffe.

5. Current Social Landscape

- 5.1. 2020 has been an eventful year to date with huge challenges being presented. The data being gathered by NHS England suggests that people from Black and Minority Ethnic backgrounds have been disproportionately affected by the Covid-19 pandemic. As more data becomes available on this matter and any local trends become apparent, they can be taken into consideration when the new equality scheme is being developed.
- 5.2. As services are reopened, and travel and transport return to a “new normal”, data can be assimilated as to what this will mean for different residents who previously relied on public transport which may not be available in the same way. Their access to services may be affected.
- 5.3. Following the lockdown across the UK and the closure of schools, data is emerging that many children have not been able to engage with home schooling and online lessons during the lock down period and social inequalities may be exacerbated in the aftermath of the Covid-19 pandemic – through loss of income, isolation and lack of access to technology or broadband.
- 5.4. Following the death of George Floyd in the US, there have been demonstrations in support of race equality across the US and elsewhere across the world including the UK.

5.5. In short, many issues (the list above is not exhaustive) have been highlighted in 2020 that need to be considered when reviewing the previous scheme and adopting a new scheme.

6. Alternative Options Considered and Reasons for Rejection

6.1. The Council should have an Equalities scheme.

6.2. The Cabinet could choose not to ask scrutiny to play an active part in the development of the scheme but there is clear interest and a desire from Councillors to be widely involved and engaged. It is anticipated that Sam Maher from East Midlands Councils will support the development of the new scheme and will attend the appropriate scrutiny meeting to work with members and officers.

7. Risks and Uncertainties

The risk is in not updating the Equality Scheme. It is important that the Council reviews the scheme regularly in order to continue to be responsive to residents', staff' and councillors' needs and to ensure that equality considerations are at the heart of what the Council does.

8. Implications

8.1. Financial Implications

There are no financial implications.

8.2. Legal Implications

There are equality strands which are protected by law and the Council must have regard for this.

8.3. Equalities Implications

This is covered in the body of the report.

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

There are no S17 implications.

9. Link to Corporate Priorities

Quality of Life	It is paramount that Rushcliffe residents can access services in an equitable manner. Discrimination should be avoided and may indeed be unlawful and certainly would impact on residents' and staff' quality of life
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Efficient Services	It is shown that staff and councillors work to their best capability if they feel they are accepted and valued members of the organisation, whatever their characteristics
Sustainable Growth	As housing or industrial developments take place across the borough, Equality Impact Assessments will be taken into account
The Environment	There may be some issues linked to public transport and the C-19 recovery that start to come to the fore around the equalities agenda.

10. Recommendations

It is RECOMMENDED that Cabinet:

- a) Supports the comprehensive review of the 2016-2020 Equality Scheme,
- b) Asks the Corporate Overview Group to programme member involvement and input into the scrutiny calendar,
- c) Receives a future report on a new and revised Equality Scheme.

For more information contact:	Kath Marriott Chief Executive 0115 914 8349 kmarriott@rushcliffe.gov.uk
Background papers available for Inspection:	
List of appendices:	<i>Equality Scheme 2016-2020</i>

Rushcliffe Respectful Relationships





Joint Statement

By Rushcliffe Borough Council's Chief Executive and the Leader of the Council

As Chief Executive and Leader of the Council we are committed to supporting the Equality Act 2010 and aim to create an environment where we can all live in harmony and have access to what they need in order to play a full and active part in society, free from fear or discrimination.

We will continue to work to achieve a consistent approach to equality and diversity when delivering all services and as an employer. This underpins everything we do. We will strive to ensure our staff and our residents receive a fair and equitable treatment and we will work to build strong communities.

Our scheme will embed equality into our Council's policies, services and spending plans and help us to be an even better employer. The scheme is a living document which will be constantly under review and will be monitored by the Executive Management Team and Performance Management Board to ensure we meet the evolving needs of the community.

We look forward to seeing positive outcomes and benefits from implementing this scheme. We welcome and value continued comment from all groups and individuals within the local community.



Allen Graham
Allen Graham
 Chief Executive
 Rushcliffe Borough Council

Neil Clarke
Cllr Neil Clarke MBE
 Leader of the Council
 Rushcliffe Borough Council

Introduction

We want Rushcliffe to be a great place for everybody to work, live and visit.

To do this, we will ensure that everyone is treated with courtesy and respect, acknowledging that each individual has unique needs and abilities.

We will ensure that there is no discrimination in the delivery of services or in the Council's role as an employer.

This scheme sets out what the Council will do to make a difference.

This document is for Rushcliffe residents and staff – to show what we will do over the next three years to make Rushcliffe an even fairer place for everyone.

Our borough

Rushcliffe is south of the City of Nottingham. The River Trent extends across towards Newark on Trent in the north east and Loughborough in the South West.

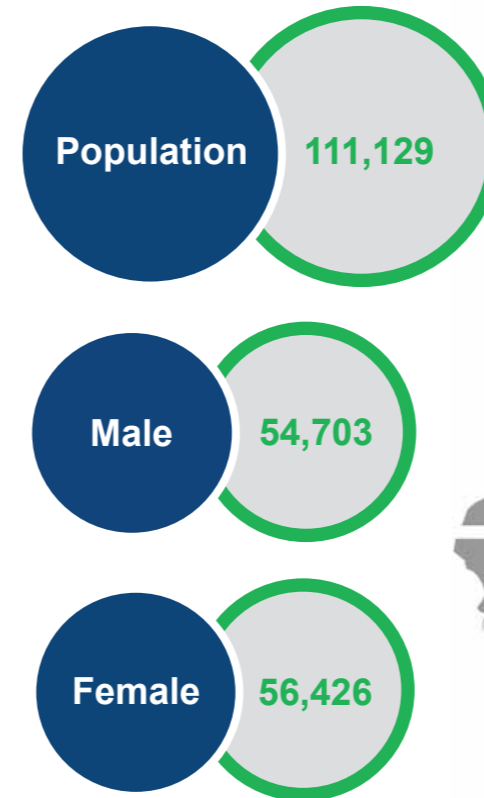
The main centre of population is West Bridgford, a large suburb of Greater Nottingham, where around 41,500 of the Borough's 111,600 population live.

There are six other large settlements – Bingham (population: 9131), Radcliffe-on-Trent (8205), Cotgrave (7203), Keyworth (6733), Ruddington (7216) and East Leake (6337) – and a large number of smaller villages dispersed throughout the remainder of the Borough, which is largely rural in character.

The covers 407 square kilometres.



Rushcliffe's profile



7,625 are non-white

7,540 have a long term health problem or disability which severely limits their day to day activities

Age Profile

Age Range	14 and under	15-19	20-64	65+
Population	19,246	6,610	64,850	20,423

Source: Office of National Statistics 2011 census data



Population

Rushcliffe has proved a popular place to live with the population growing by 14% since the early 1990s.

Much of this is due to in-migration. The Government anticipates that the borough's population will continue to increase in the future. The most recent projections indicate growth to 130,000 people by 2037 (up 23% from 2001), although this calculation is based on past growth rates and does not take into account future house building levels.

Rushcliffe's population is also notable for its more elderly profile. There is a lower percentage of 25-29 year olds in Rushcliffe than is generally the case in the rest of the country and an above average proportion of adults aged over 45 years.

*Source: Office of National Statistics

Socio-economic factors

Rushcliffe is the most affluent local authority area in the county, with full time workers earning on average around £32,498 (in 2014), which is more than 34% higher than the regional level. It ranks only 315th of 326 local authorities on a national deprivation scale: with first being most deprived.

However there are some pockets of relative deprivation, for example, in the Trent Bridge and Cotgrave wards. Historically, unemployment levels in Rushcliffe have been low at around 2.7% in 2011* and this rate is currently one of the lowest in Nottinghamshire

The employment profile of Rushcliffe's resident's shows that the proportion employed in managerial and professional occupations is significantly higher than both regionally and nationally, with a much lower proportion in less skilled occupations.

page 55



Workforce profile

Correspondingly, educationally, Rushcliffe's residents are relatively well qualified, performing better than other council areas in Nottinghamshire.

The profile of jobs within the Borough shows there is a strong service sector base, with jobs in retail, public administration, education and the health sector in particular accounting for 48% of all jobs in Rushcliffe in 2011. The rest of jobs are made up of a variety of other employment types. Established industries include the British Geological Survey at Keyworth and British Gypsum at East Leake.

Due to the attractiveness of the area, property prices are relatively high, with an average house (mid 2013) costing around £200,000 compared with the Nottinghamshire average of £102,467*. Housing affordability is a significant issue within the Borough, with average house prices around eight times average incomes, despite wages being relatively healthy.

Rushcliffe is one of the safest places in Nottinghamshire with a moderate to low crime rate.

Rural areas can suffer significant deprivation in terms of access to essential services (shops, doctors, hospitals, school and broadband etc.) Rushcliffe is a largely rural borough and it is identified as suffering from this type of deprivation in the Greater Nottingham Accessibility Strategy. People without access to a private car are especially vulnerable to this type of deprivation.

The Council employs 286 staff within 4 service areas. The majority of these employees work at three sites – the Civic Centre, the Council's works depot and the Rushcliffe Community Contact Centre. All three sites are based in West Bridgford. The Council also has other smaller sites such as Rushcliffe Country Park in Ruddington and community halls.

The Council's current workforce consists of 57% male and 43% female employees at the above sites, 4% of whom declare that they have a disability.

The Council's workforce age profile shows 4% of 18-24 year olds, just over 2% are over the age of 64 and the greatest age range employed is that between the ages of 45-54.

Our ethnic makeup shows that 3% of the workforce declared that they were from a background other than white British.

As a Council we strive to encourage a wide range of diversity to be employed within the organisation in order to reflect the people we serve in the Borough.

*Source: Office of National Statistics



Our aims

- We want Rushcliffe to be a welcoming place
- We will treat people fairly and aim to meet individual needs
- We want our services to be easy to access for all
- We aim to make Rushcliffe a place where everyone can achieve their potential

We want Rushcliffe to be a welcoming place for everyone

What we have done so far:

1. We aim to remove all hate motivated or offensive graffiti within 24 hours and we investigate all hate motivated complaints of anti-social behaviour working closely with our partners in the South Nottinghamshire Community Safety Partnership.
2. We have reduced council tax bills by a total of £4.8 million, and paid in excess of £17.7 million in housing benefit payments to residents who are out of work or on a low income. We also paid a total of £86,000 to vulnerable tenants by providing discretionary housing payments to those in the greatest need. We have protected working age families with children from changes to council tax benefit regulations with the intention of reducing child poverty.
3. We organise events for different age groups within the community such as Armed Forces Day, Chinese New Year, Proms in the Park and Lark in the Park(a children's play day).
4. It is mandatory for employees to complete the equality and diversity e-learning module, so they know what Rushcliffe expects of the people it employs to make sure there are respectful relationships in Rushcliffe.
5. We ensure that employees are made aware of the standards the Council expects with regards to customer service.
6. Our community facilities are used by a range of groups of varying ages and diversity for events such as civil partnership receptions, weddings for a variety of faiths, play groups and tea dances. In addition, we support the provision of sport and physical activity opportunities with our partners to meet the needs of people with a range of disabilities.
7. We have moved to a new super-centre leisure facility at Rushcliffe Arena in West Bridgford. The new centre has been designed in consultation with various stakeholder groups and will provide access to a wide range of leisure facilities and activities, helping residents to maintain healthy and active lifestyles.



We want our services to be easy to access for all

What we have done so far:

1. We opened the Rushcliffe Community Contact Centre in April 2011. It is located in West Bridgford Police Station in the heart of our main town. The Centre has hearing loops, staff communicate in sign language, leaflets can be made available in large print and type-talk facilities are available. We also have contact points in main villages which makes customer services more accessible.
2. We have a housing advice duty officer and a back-up duty officer for emergency housing issues, at the Community Contact Centre and provide home visits for people who are not able to leave their homes. We also offer translation services for housing advice and homelessness interviews.
3. We have introduced Choice Based Lettings to promote greater housing choice, including prioritising people with physical disabilities to available adapted properties. There is an auto-bid function for vulnerable residents to place bids on vacant properties.
4. We ensure easy access to planning services via our website and the ability to submit applications online and have developed a programme of affordable housing in some of our villages to meet local housing needs.
5. We have undertaken an inclusivity audit at Rushcliffe Country Park and provide a range of targeted facilities including disabled parking and toilets, 8km of wheelchair suitable paths, picnic tables with wheelchair seating and a sensory garden. We also provide a range of 'inclusive' play equipment in our children's play areas.
6. We offer assisted refuse collections – available to people who are unable to move a wheeled bin if there are no able-bodied people living at the address.
7. Our website (www.rushcliffe.gov.uk) meets the 'AA standard' of the Web Content Accessibility Guidelines 1.0 -for example, it works well for people using different technology to view it and pages can be translated into 57 different languages. Our website has also recently been made compatible for users accessing our services via mobile devices.
8. Access to housing and council tax benefit is now easier. Customers can claim benefits online and report changes in circumstances over the phone. Staff carry out home visits to help customers make a benefit claim. We guarantee to process claims in 24 hours if all supporting information is provided.
9. Rushcliffe Reports, our residents magazine, is available in an audio version for blind and partially-sighted residents.



We will treat people fairly and aim to meet individual needs

What we have done so far:

1. We ask for individual requirements prior to Council events and interviews. E.g. access or dietary requirements.
2. We negotiate where possible that all new affordable housing designated for older people is built to Lifetime Homes standards. We consider cultural and/or religious needs of homeless households placed in temporary accommodation where there are shared kitchen/bathroom facilities and work to prevent homelessness.
3. An updated gypsy and traveller accommodation needs assessments is currently being undertaken.
4. We provide work experience for schoolchildren and others who we feel benefit from spending time with us, for example, volunteers. We know that this unpaid work experience gives people a real idea of future career choices.
5. We respect the faith of any deceased individual for whom we have a duty to arrange a burial or cremation.
6. We work with individual employees and relevant organisations to ensure that disabled employees can remain at work.
7. We provide flexible and remote working for staff to enable them to balance work and home life.
8. In partnership with all other Nottinghamshire Councils and a range of voluntary agencies, Rushcliffe BC have signed a 'No to Hate Pledge' which demonstrates our commitment to tackling discrimination, prevent hate and promote diversity.

page 57



We aim to make Rushcliffe a place where everyone can achieve their potential

What we have done so far:

1. We ensure affordable housing is located in areas which provide access to opportunities such as employment, education and participation in the social and economic life of the community.
2. We employ young students attending local schools to promote the Council and the Borough particularly to other young people via social media.
3. We are promoting work experience and innovation through the YouNG brand and the YouNG Market.
4. We are supporting the Positive Futures scheme , helping other young people to meet their potential through sport and social enterprise.
5. We support apprenticeship schemes to give young people work experience and future employment opportunities.
6. We work with our partners to host an annual jobs fair to provide all residents with the opportunity to find out about jobs and training opportunities available in the area, as well as support in accessing these opportunities where required.
7. We support our partners with the ready for work clubs that operate within Rushcliffe, providing information, advice and guidance for job seekers, particularly those who may struggle to access the provision that is based in the neighbouring city centre.



What we want to continue to improve on by 2020:

The Equality Act 2010 sets out some duties which the Council has to follow by law.

We have to:

- Eliminate discrimination, harassment and victimisation.
- Make sure people are treated with equality in mind.
- Create and develop good relations in our communities and in our workforce.
- As part of the law we have to set specific objectives which show how we are going to achieve the duties above.

To find out who our customers are, what they want and how they are treated we will:

We have to:

- Monitor the demographic make-up of our residents and our workforce
- Consult customers and staff, where appropriate
- Carry out equality impact assessments as part of our 4 year plan

page 58 What to do if something goes wrong

Members of the public

If you think your being treated unfairly, contact us on 0115 981 9911 – 8.30am to 5pm, Monday to Friday.

Or visit Rushcliffe Customer Contact Centre, Rectory Road, West Bridgford, Nottingham. NG2 6BN.

Email us at: customerservices@rushcliffe.gov.uk

If you wish to contact a specific member of staff, Council email addresses have the format initialsurname@rushcliffe.gov.uk

Rushcliffe Borough Council employees

If you are concerned about any equality issues, talk to your line manager or to Human Resources. You can also refer to Rushcliffe Borough Council's Confidential Reporting Code see Appendix J page 45 of the Code of Conduct which you will find on the intranet under HR.

Let us know what you think

If you wish to discuss this policy or make any comments or suggestions on the work we are aiming to do to carry out in accordance with this policy, please contact the Performance and Reputation team on:

Tel: 0115 9819911

Email: media@rushcliffe.gov.uk

Appendix One

Rushcliffe Borough Council's equality and diversity policy.

We want Rushcliffe to be a great place for everybody to work, live and visit.

page 59



Rushcliffe Borough Council

Rushcliffe Borough Council recognises that diversity in our communities is a huge asset as everyone has something unique to contribute to the Borough.

As a local employer and public service provider, we tackle discrimination, harassment, intimidation and disadvantage. We set ourselves high standards as an excellent organisation.

Rushcliffe Borough Council will:

1. Set and monitor equality objectives.
2. Make equality an everyday matter.
3. Have a diverse workforce where staff are treated fairly.
4. Take action to eradicate discrimination and inequality.
5. Adopt best practice.
6. Evaluate our equality impact.
7. Change what we do if we find it creates inequality.
8. Work with others to get rid of harassment and intimidation.
9. Influence others we work with to adopt similar high standards.
10. Consult on our policies and procedures where necessary.
11. Use the best communications methods, plain English, translate material where necessary and use suitable communications formats as necessary



Where are we now?

Currently Rushcliffe has reached 'achieving' under the local government equality framework and we want to embed the requirements of Equality Act 2010 in all that we do. Equality impact assessments will continue to be a theme in our four-year-plan to ensure all actions and decisions will be made mindful of our diverse community and our impact on them and our staff. We are aware of our demographics. Rushcliffe is a largely affluent area, with educated, high-earning people living here. People are long-lived and generally prosperous and lead a relatively healthy lifestyle. Rushcliffe is also a safe place to live and on most indices we rate as not deprived in most areas.

We want to remove discrimination on the grounds of:

- Age
- Disability
- Gender reassignment
- Marriages and civil partnerships (but only in respect of eliminating unlawful discrimination)
- Pregnancy and maternity
- Race – this includes ethnic or national origins, colour or nationality
- Religion or belief
- Gender
- Sexual orientation

Putting the policy into action

Responsibility

Elected Members are responsible for determining and scrutinising policies. All reports consider whether the matter being discussed has any diversity implication or otherwise. The equality objective will be monitored on an annual basis by the Performance Management Board.

The Chief Executive and senior management team are responsible for developing and reviewing strategic measures and policies to ensure equality across all employment and service delivery issues within the Council.

All Executive Managers are responsible for making sure policies are implemented, investigating complaints and consulting communities.

All employees are responsible for following the law and Council procedures and encouraging good practice in their team.

How we do it

Rushcliffe Borough Council ensures service areas send Equality Impact Assessments for checking by Service Managers, Executive Managers and the HR team.

Making sure staff know about the policy

Rushcliffe does ensure that all staff are properly trained and understand any relevant service plans and their responsibilities for implementing equality.



Employment practices

Rushcliffe will have regard to equality and diversity in all aspects of employment, from advertising vacancies, recruitment and selection, terms and conditions of employment, training and personal development, to reasons for ending employment. We will do this by:

- Asking only for the skills and qualities actually needed to do the job
- Advertising jobs using methods that reach all communities and in particular methods that allow all groups who are currently under-represented in the workforce to be targeted
- Providing job details and accepting job applications in alternative formats such as large print, offering a minicom service for job queries and making arrangements for the use of interpreters if required in the selection process
- Valuing skills gained through non-traditional or informal work, such as voluntary work and caring responsibilities. The competences gained through this kind of experience will be balanced against those gained through more formal methods
- Making sure that all job applicants, whether redeployment candidates, existing employees or people who do not currently work for the Council, demonstrate that they are qualified, motivated and competent to do the job.
- Redeployment candidates will be given advice and support to assist them to reach the minimum standards required for a post
- Recognising and supporting the potential of all colleagues by offering opportunities for training and personal development
- On a yearly basis reviewing our commitments and what has been achieved to plan ways to improve on them
- Keeping records of applicants' and employees' equality data to make sure this policy is working properly
- Making sure the working environment is supportive and non-threatening by not tolerating any acts of discrimination or harassment, and by

introducing standards of behaviour contained within a code of conduct for all employees and also within our bullying and harassment procedures. Monitoring all cases of disciplinary action and carrying out work to ensure that this action does not disproportionately affect any specific group of colleagues

- Monitoring all cases where colleagues bring a grievance against the Council, their manager or a work colleague and take appropriate action to ensure that grievances do not unfairly or adversely affect any specific group of colleagues
- Ensuring that all managers discuss this policy and any relevant action plans with their teams, including how they can contribute to achieving our equality and diversity aims and objectives.
- Managers will deal with any breaches of the policy and failure to carry out relevant action plans.
- Recognising that the Trade Unions and Employees' Liaison Group representing colleagues make a valuable contribution to equality. We will continue to work with these groups on equality issues

We will specifically address disability issues by:

- Interviewing all disabled applicants who, at the shortlisting stage, show that they meet the minimum requirements to do the job
- Ensuring that proper arrangements are made within the recruitment process to support disabled people to participate
- Making every effort if employees become disabled to ensure they retain their employment with the Council
- Taking action to ensure that all employees are trained to be able to implement our commitments to disabled people
- Providing and accessing funding for workplace adaptations and aids to enable disabled people to obtain and retain employment with the Council.

Decision-making and our policies

Rushcliffe Borough Council will:

- Consider the potential impact and assess the effect on customers and communities of our policies and practices and take action to improve them
- Consider the potential impact on customers and communities before making important decisions
- Carry out equality impact assessments
- Consult with Rushcliffe's Community Cohesion Network to help shape our future plans, decisions and changes.

Working with others

Rushcliffe Borough Council will:

- Work with other public, private, voluntary and community groups in the Borough to ensure that equality and diversity policies and plans similar to our own are adopted and implemented more widely
- Share information, experience and examples of good practice on equality through links with other public, private, voluntary and community organisations
- Promote equality and diversity within partnership working and in our dealings with the media
- Work with Rushcliffe Community Cohesion Network, to develop plans and promote equality of opportunity and to tackle discrimination and disadvantage
- Involve people from Rushcliffe's diverse communities in influencing our work and progress on equality, and in verifying the work we do
- Learn from the equality and diversity policies and plans of other local authorities and organisations.



Buying services from others

Rushcliffe Borough Council will:

- Require any company or business that wishes to be one of our contractors or suppliers to have developed policies on equalities proportionate to their size of operation
- We will monitor the practices of any contractor, or business we employ to provide services on our behalf to contract or purchase from, to ensure they act in accordance with our policies and relevant legislation on equality and diversity
- Follow good practice by having a procurement strategy that gives a clear commitment to equality of opportunity and to tackling discrimination and disadvantage.

Involving communities and consulting with others

Rushcliffe Borough Council will:

Support the Rushcliffe Community Cohesion Network for all forms of consultation and the involvement of communities in the planning of services and decision-making.

Rushcliffe Borough Council Employees

As a Council we will continue to consult over equality issues with the recognised Trade Unions and Employees' Liaison Group.

Let us know what you think

If you wish to discuss this policy, or make any comments or suggestions on the work we are aiming to do to carry out this policy, please contact the Human Resources Team on:

Tel: 0115 914 8265



By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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