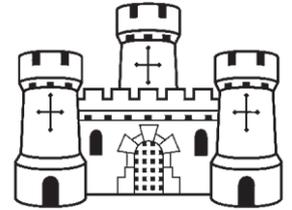


Public Document Pack

Date of meeting Wednesday, 22nd April, 2020
Time 2.00 pm
Venue via Video - Conference
Contact Geoff Durham 742222



**NEWCASTLE
UNDER LYME**
BOROUGH COUNCIL

Castle House
Barracks Road
Newcastle-under-Lyme
Staffordshire
ST5 1BL

Cabinet

AGENDA

PART 1 – OPEN AGENDA

- 1 APOLOGIES**
- 2 DECLARATIONS OF INTEREST**
To receive declarations of interest from Members on items included in the agenda.
- 3 MINUTES OF A PREVIOUS MEETING** (Pages 5 - 12)
To consider the Minutes of the meeting held on 18 March, 2020
- 4 CORONAVIRUS PANDEMIC UPDATE** (Pages 13 - 18)
- 5 BRAMPTON MUSEUM REDEVELOPMENT PROJECT** (Pages 19 - 24)
- 6 KIDSGROVE SPORTS CENTRE REFURBISHMENT** (Pages 25 - 32)
- 7 FORWARD PLAN** (Pages 33 - 38)
- 8 QUESTIONS TO THE CABINET** (Pages 39 - 40)
- 9 DISCLOSURE OF EXEMPT INFORMATION**
To resolve that the public be excluded from the meeting during consideration of the following reports, because it is likely that there will be disclosure of exempt information as defined in the paragraphs of Part 1 of Schedule 12A (as amended) of the Local Government Act 1972.

ATTENDANCE AT CABINET MEETINGS

Councillor attendance at Cabinet meetings:

- (1) The Chair or spokesperson of the Council's scrutiny committees and the mover of any motion referred to Cabinet shall be entitled to attend any formal public meeting of Cabinet to speak.
- (2) Other persons including non-executive members of the Council may speak at such meetings with the permission of the Chair of the Cabinet.

Public attendance at Cabinet meetings:

- (1) If a member of the public wishes to ask a question(s) at a meeting of Cabinet, they should serve two clear days' notice in writing of any such question(s) to the appropriate committee officer.
- (2) The Council Leader as Chair of Cabinet is given the discretion to waive the above deadline and assess the permissibility if the question(s). The Chair's decision will be final.
- (3) The maximum limit is three public questions at any one Cabinet meeting.
- (4) A maximum limit of three minutes is provided for each person to ask an initial question or make an initial statement to the Cabinet.
- (5) Any questions deemed to be repetitious or vexatious will be disallowed at the discretion of the Chair.

10 URGENT BUSINESS

To consider any business which is urgent within the meaning of Section 100B(4) of the Local Government Act 1972.

Members: Councillors S Tagg (Chair), S. Sweeney (Vice-Chair), T. Johnson, H. Maxfield, P. Northcott and J Waring

ONLINE COMMITTEE MEETING JOINING INSTRUCTIONS

The meeting of the Cabinet will begin at 2pm on Wednesday, 22 April.

This meeting will be held virtually using Zoom.

Watching the Meeting

You can attend the meeting in the following ways:

Web: <https://zoom.us/j/99643040515>

Using the Zoom App

Telephone: 0330 088 5830 or 0131 460 1196

The Conference ID for telephone and Zoom App users is: 996-4304-0515

You do not require a password or pre-registration to access this committee meeting. Please note, as an attendee you will only be able to watch the meeting. You will not be able to vote, ask questions or discuss the materials presented to the committee.

Questions and Representations

The Chair or spokesperson of the Council's overview and scrutiny committees and the mover of any motion referred to Cabinet shall be entitled to attend any formal public meeting of Cabinet to speak

Other persons including non-Executive Members of the Council may speak at such meetings with the permission of the Chair of Cabinet

If you would like to ask a question or make a representation at the meeting, please inform Committee Services by emailing geoff.durham@newcastle-staffs.gov.uk not later than 12pm on the day before the meeting. In your email, please include your name, a contact telephone number, details of the item you would like to speak on and if you are asking a question, the question itself. If you cannot be identified to ask your question during the meeting, the meeting Chairperson will ask the question for you.

When joining the webinar using the App or Web link, please ensure that you enter the name you have registered to speak under as your screen name, so that you can be identified during the meeting and asked to speak at the appropriate time

If you will be joining the webinar by phone please ensure that you inform our Committee Services team of the number you will be using and make sure that your Caller ID is not blocked – this will allow us to identify you during the meeting and facilitate you speaking to the committee.

CABINET

Wednesday, 18th March, 2020
Time of Commencement: 2.00 pm

Present:- Councillor Simon Tagg – Chair
Councillors S. Sweeney, T. Johnson, H. Maxfield and J Waring
Officers David Adams, Martin Hamilton, Jan Willis, Simon McEneny and Daniel Dickinson

1. **APOLOGIES**

Apologies were received from Councillor P Northcott.

2. **DECLARATIONS OF INTEREST**

There were no declarations of interest stated.

3. **MINUTES OF A PREVIOUS MEETING**

Resolved: That the Minutes of the meeting held on 12 February, 2020 be agreed as a correct record.

4. **LEADER'S STATEMENT IN RESPONSE TO CV-19**

The Leader, Councillor Simon Tagg stated that the Council's main aim was to continue service delivery.

Over the last week, officers and Members had been preparing for staff absences, responding to daily government advice, and focusing on service delivery and that the democratic decision making process continues, using technology. A Government announcement was expected to assist with that, in particular removing the need for the Annual Council meeting in May.

The Leader and Cabinet expressed their thanks to the Executive Management Team led by the Chief Executive to keep the Council in readiness to respond and to keep services functioning. The Council would play a key role in assisting businesses in line with announcements and government support.

This was a worrying time for everyone and the Leader added that the Council would do what it could to re-assure, co-ordinate and assist.

Councillor Helena Maxfield reiterated all that the Leader had said adding that the Council was doing a good job and that officers had the full support of Cabinet moving forward.

Councillor Trevor Johnson stated that the situation was being monitored at the depot in respect of waste recycling day by day to respond and keep on track.

Councillor Stephen Sweeney echoed all that had been said.

Councillor Jill Waring stated that she was confident that the Council were doing a great job in this difficult time.

5. CCTV POLICY

A report was submitted to Cabinet seeking approval for the adoption of a Closed Circuit Television (CCTV) Policy for the Borough Council.

The Portfolio Holder for Community Safety and Wellbeing, Councillor Maxfield stated that it reflected good practice and was good for the residents.

Councillor Sweeney added that it was good for the protection of the public and fully supported it as did Councillor Waring.

The Leader stated that the Policy covered all CCTV use, not just in the town centre but across the Borough. The Policy also ensured that our use of CCTV (including body cameras) was appropriate and that the public and staff were protected.

- Resolved:**
- (i) That the proposed CCTV Policy for introduction and implementation in the Borough be approved.
 - (ii) That Responsible Owners (ROs) be tasked to review and refresh the Privacy Impact Assessments (PIAs) in place for existing Council CCTV schemes to ensure that they comply with the approved CCTV Policy approach.

6. REVIEW OF THE HOUSING ALLOCATIONS POLICY

A report was submitted to Cabinet presenting proposed changes to the current Housing Allocations Policy which would introduce a joint policy with Aspire Housing ensuring a single policy and application process for customers.

The Portfolio Holder for Community Safety and Wellbeing introduced the report advising that this would align systems and the policy and application process.

It would ensure a more streamlined service for the most vulnerable and everyone would get the same information/treatment regardless of how the services are accessed.

Councillor Waring stated that one joint policy made perfect sense. One set of rules was better for the customer, Council & Aspire and would make a positive contribution to homelessness.

Councillor Sweeney endorsed all that had been said adding that this was an example of the great leaps that the Council makes in partnership with Aspire.

- Resolved:**
- (i) That the Joint Housing Allocations Policy be approved.
 - (ii) That it be delegated to the Executive Director – Commercial Development and Economic Growth, in consultation with the Portfolio Holder for Community Safety and Wellbeing authority to amend the Joint Housing Allocations Policy as required to ensure that it accurately

reflects the processes that will apply once a digital housing register is developed

7. ANTI-SOCIAL BEHAVIOUR POLICY REVIEW

A report was submitted to Cabinet seeking approval for the adoption of a revised Anti-Social Behaviour (ASB) Policy and Procedure for the Borough Council following amendments made.

The Portfolio Holder for Community Safety and Wellbeing informed the Cabinet that the Policy was reviewed every two years as good practice and it reflected updates in terminology. The Policy now referred to community triggers and complaints not to be investigated as key updates.

Councillor Waring stated that the Council had a really dedicated Partnerships team and a really clear Policy and Procedure and that the department was acting diligently. The Council now had an up to date Policy.

Councillor Sweeney endorsed all that had been said adding that the Council had an excellent Partnerships team. The Policy would tackle dog fouling, litter and ASB which were key issues particularly for elderly and vulnerable residents.

The Leader and Councillor Johnson endorsed everything that had been said.

Resolved: That the revised proposed ASB Policy and accompanying Procedure for delivery in the Borough be approved.

8. AIR QUALITY - A53 BUS RETROFIT CONTRACT

A report was submitted to Cabinet seeking the approval of the awarding of a contract for the retrofit of buses operated by First Potteries Ltd to bring them up to Euro 6 emission standards.

The Portfolio Holder for Environment and Recycling, Councillor Trevor Johnson advised that a lot of work had been carried out over the last 18 months and he was delighted to bring forward concrete action to address the air quality issue.

The Leader stated that this was the start of a number of actions that needed to be taken in response to the ministerial direction. Funding would be provided by a government grant. This was a good start on the air quality journey to address air quality issues, to try and avoid a clear air zone by introducing other measures. The Council was now waiting for the Government to provide further information on other elements of the scheme required to meet direction requirements.

Councillor Maxfield stated that this was strongly positive with air quality and climate change linked adding that this was an important step.

The Policy was endorsed by Councillor Sweeney as everyone in the Borough deserved to breathe clean air.

Resolved: That the Chief Executive, in consultation with the Portfolio Holder for Environment and Recycling, be authorised to enter into a contract with First Potteries Ltd to:-

- (i) Secure the retrofit of exhaust abatement technology to 25

buses and the replacement of hydraulic fan systems to 18 of these buses with electrically driven fan systems to ensure that buses operating on the A53 Etruria Road achieve compliance with Euro 6 emissions standards.

- (ii) Jointly promote the benefits of using the Euro 6 complaint buses to further reduce traffic related roadside NO2 levels.

9. ADOPTION OF SCHEDULE 2 OF THE NOISE AND STATUTORY NUISANCE ACT, 1993

A report was submitted to Cabinet seeking the adoption of Schedule 2 of the Noise and Statutory Nuisance Act 1993 to enable the Council to issue consents to permit the use of loud speakers in the street after 9pm.

The Portfolio Holder for Environment and Recycling explained that to enable community, out-door events involving amplified sound or music to be played, the Council must adopt this Act. The Act would enable the Council to licence performances that would otherwise be prohibited.

The Leader advised that this was tied to town centre events, such as VE Day celebrations. The Council wanted to be able to support properly managed events and adopting this framework would enable that to happen.

- Resolved:**
- (i) That Schedule 2 of the Noise and Statutory Nuisance Act, 1993 be adopted for application across the Borough of Newcastle-under-Lyme.
 - (ii) That it be delegated to the Executive Director of Operational Services, in conjunction with the Portfolio Holder Environment and Recycling, authority to amend the Council's policies to set out a framework against which applications for consent will be determined.

10. KIDSGROVE SPORTS CENTRE UPDATE

A report was submitted to Cabinet updating Members on the progress made regarding the re-opening of Kidsgrove Sports Centre.

The Leader advised that the Council had been working with the community group for over 18 months now to get the sports centre refurbished and opened to the public. Scoping works had been undertaken and a circa £5.6m cost had been identified. A facilities mix to be provided at centre had been agreed by the community group. Funding had largely been provided in the Medium Term Financial Strategy (£3.1m). This report was being taken to the community group meeting for consideration this evening. £362k demolition costs and the building had been gifted to the Council and confirmation was being sought from Sport England in respect of their £100,000 contribution.

In addition, the Leader was lobbying the Sports Minister for support and was due to attend a meeting in London. Officers were working hard to bring this forward. The Leader recommend that Cabinet accept the scope agreed by the community group; accept the current valuation of £5.6m and note the outside contributions due and those being sought. This report would be recommended to the Kidsgrove Sports Centre Refurbishment Cabinet Panel this evening.

Councillor Waring stated that hopefully the re-opening was one step nearer. This was important for Kidsgrove residents for the next 25 years.

Councillor Maxfield agreed with everything that had been said adding that the sports centre had been very much missed.

Councillor Sweeney stated that 25 years usage would give the return on tax payer's money adding that the sooner things got underway the better

Leader thanked the Executive Management Team, in particular the Executive Director of Commercial Development and Economic Growth and also the officers involved.

Resolved: That the work that has occurred to date since the last Cabinet meeting on this matter be noted and further endorse:

- (i) The scope of work that has been put forward by the Kidsgrove Community Interest Group in line with the expected 25 years life for the facility.
- (ii) The value of the target cost of £5.6m for the scheme that has been worked up with the building contractor, Willmott Dixon, and the Kidsgrove Community Interest Group.
- (iii) That an All-Party Cabinet panel will be convened on the 18th March, 2020 to consider and comment on the scope of works and the revised cost estimates.
- (iv) That further work is being undertaken to confirm the affordability and value for money offered by the scheme including consideration of whether the additional scheme costs can be accommodated within the 2020/21 capital programme through a combination of deferring or viring funding from other capital approved schemes. The local MP is also arranging a meeting with the Sports Minister to discuss additional funding that might be made available for the scheme.
- (v) That officers in consultation with the Portfolio Holder for Corporate and Service Improvement, People and Partnerships will review all of the above with a view to making a recommendation for a contract award in a final decision report.

11. IRRECOVERABLE ITEMS

A report was submitted to Cabinet to consider the writing off of debtor accounts which were deemed irrecoverable.

The Portfolio Holder for Finance and Efficiency, Councillor Stephen Sweeney explained that this was an annual report. It was not ideal to be writing off debts, but it was a necessary measure undertaken with a stringent, careful approach.

The Leader added that the Council was doing everything it could to ensure that the list does not grow on account of CV-19 impacts and this would be done in line with government advice and support, to help the people of Newcastle moving forward.

Resolved: That the items detailed at Confidential Appendix A be considered
irrecoverable for the reasons stated and written off.

12. FORWARD PLAN

12. FORWARD PLAN

Consideration was given to the Council's Forward Plan of Key Decisions. The Plan was subject to review in light of the CV-19 situation but the Council would continue democratic decision making.

Resolved: That the Forward Plan be received.

13. URGENT BUSINESS

There was no Urgent Business.

14. DISCLOSURE OF EXEMPT INFORMATION

Resolved:- That the public be excluded from the meeting during consideration if the following matter because it is likely that there will be disclosure of exempt information as defined in paragraphs contained within Part 1 of Schedule 12A of the Local Government Act, 1972.

15. IRRECOVERABLE ITEMS CONFIDENTIAL APPENDIX

The contents of the confidential appendix referred to in item 10 of the agenda were considered in detail.

The Portfolio Holder for Finance and Efficiency clarified for Members the background behind some of the items listed. The Council was writing off less than it had anticipated in the budget provision made for irrecoverable items and was in an enviable position compared to very many Councils.

Resolved: That the information contained within the confidential appendix be

received.

COUNCILLOR SIMON TAGG
Chair

Meeting concluded at 2.25 pm

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NEWCASTLE-UNDER-LYME BOROUGH COUNCIL

**EXECUTIVE MANAGEMENT TEAM'S
REPORT TO CABINET**

22 April 2020

Report Title: **Coronavirus Pandemic Update**

Submitted by: **Chief Executive**

Portfolios: **All**

Ward(s) affected: **All**

Purpose of the Report

To inform the Cabinet of the actions being taken across the Council to respond to the Coronavirus pandemic.

Recommendation

1. It is recommended that Cabinet note this report and endorse the work being undertaken to respond to the Coronavirus pandemic.

Reasons

To afford Cabinet an opportunity to publicly consider the actions being undertaken in response to the Coronavirus pandemic.

1. Background

1.1 The Coronavirus pandemic is the greatest single risk to the health and economic wellbeing of the country since the Second World War. In February 2020 the Council established an Incident Management Team to plan the Council's response, ensuring that support to local residents and businesses was provided, that Council services were maintained, and the welfare of officers and members protected. Informal Cabinet have been regularly briefed on the work being progressed, including a daily briefing with the Leader. The approach adopted is based on existing business contingency arrangements and has put the Council in a good position in terms of stepping up its response.

1.2 The Incident Management Team interfaces with a range of groups which have been set up countywide to co-ordinate the response to the pandemic, including the Strategic Co-ordinating Group, and working groups on mortality management and vulnerability.

1.3 The Incident Management Team has met daily throughout March and April to consider the latest information and shape the Council's response, flexing resource to where it is most needed. This report summarises the actions taken and the current position in terms of support to vulnerable people, support to businesses, sustaining Council services and the impact of the pandemic on Council finances.

2. Issues

2.1 This report addresses the current Council response to the pandemic across four areas of work:

- Council Services
- Support for the most vulnerable
- Support for Businesses
- Impact on Council Finances

Council Services

2.2 Over the past number of years the Council has invested in the ability for large numbers of staff to work from home, where this is practical for the role that they fulfil. Ahead of the formal “lockdown” announced on 20th March, this ability was enhanced, enabling the vast majority of office based staff to work from home. The only staff not working from home are those whose role means that this is not practical. This has meant that services such as Planning, Economic Development, Customer Services, and IT etc have been able to carry on with minimal disruption. However, a number of services have been significantly impacted either due to the risk associated with continuing business as usual, the additional demands placed on the service, or due to government guidance. The services experiencing the most significant change are:

- **J2** – Closed to public
- **Museum** – Closed to public
- **Castle House & Kidsgrove Customer Contact facilities** – Closed to the public, with all services being provided online or by phone.
- **Waste & Recycling Collection** – All waste streams are being collected, including Garden Waste. The collection schedule has been adjusted to make the best use of available resource, and to respect the guidance on social distancing. Service performance has been sustained despite a very significant increase in volumes of waste being presented.
- **Streetscene** – Service has been refocussed on priority areas to free up resource to support waste collection, and support social distancing.
- **Bereavement** – Time allocated to each funeral service at the crematorium has been reduced from 40 minutes to 30 minutes to increase capacity, and the numbers able to attend funerals has been reduced to a maximum of 10.
- **Taxi Licencing** – The service is focusing on supporting existing drivers, with no new license applications currently being processed. Taxi testing has been suspended. Nevertheless, through holding remote licensing hearings and other measures in place, there remains an appropriately licenced adequate taxi and hackney carriage fleet in operation.

2.3 In addition to the above, services which involve site visits (eg planning enforcement, environmental health) are continuing, but with risk assessments informing whether or not a particular site visit can be conducted.

2.4 During the early stages of the pandemic steps were taken to ensure that senior Members were provided with the software necessary to both work effectively at home and to engage in video

conferencing. This has provided a foundation for the roll out of virtual committee meetings early in April through the Zoom video conferencing platform. 100% of regulatory business remains on schedule. Approximately 60% of other business remains on schedule.

2.5 Where normal business cannot be carried on (eg J2), staff have, wherever possible, been reassigned to other work. For example, J2 staff now manage the helpline for vulnerable residents and are involved in delivering prescriptions. Staff from across the Council have also been trained to undertake roles in waste and recycling in case staffing levels there need to be augmented.

Support for the Most Vulnerable

2.6 There has been a significant national effort to ensure that the most vulnerable in society continue to have access to food, medicine and support despite the need for them to practice social distancing and, in many cases, not leave their homes. A national food distribution programme has been established to support the most clinically vulnerable; at county level, Staffordshire County Council has established a significant infrastructure to meet the needs of other vulnerable people.

2.7 Recognising that the Borough Council has a particular, and close, relationship with the communities that it serves, the Council has also set up a helpline and online facility for individuals to reach out for assistance. The helpline is staffed by colleagues from J2, is open 7 days a week, and links into the national, and County support arrangements, as well as support arrangements established with the Realise Foundation and Support Staffordshire.

2.8 Across the borough, the voluntary and community sector has played a significant role in ensuring that the most vulnerable residents have access to the support which they need. The Local Area Partnerships have played an important role in ensuring that local support is co-ordinated.

2.9 The helpline, and online facility, serve as an additional safety net for any individuals who require support. Call numbers have been steady at around 150 - 200 per week.

Homeless & Rough Sleepers

2.10 In addition to the helpline, a significant resource has been allocated to supporting those at risk of homelessness. In March the government required District and Borough Councils to provide emergency accommodation for any rough sleepers in their area and provided funds to support this. The Council is currently providing emergency accommodation for 21 individuals.

Hardship Fund

2.11 The Government is providing council tax billing authorities in England with new grant funding to support economically vulnerable people and households in their local area. The Council has received £1.035m for this purpose. The Government's strong expectation is that billing authorities will provide all recipients of working age local council tax support ('LCTS') during the financial year 2020-21 with a further reduction in their annual council tax bill of £150, and this change will be put into effect once the necessary software changes have been made. Additionally, it is anticipated that as the impact of the pandemic increases, more residents will become eligible for the LCTS, which this funding will facilitate. Consideration is being

given to creating a “Helping Hand Fund” with some of the hardship funding, if resources permit.

Support for Businesses

2.12 The Government has put in place a range of support packages for small businesses, as outlined below. For Newcastle-under-Lyme, these will be administered by the Borough Council:

- 12-month business rates holiday - Businesses with a rateable value of up to £12,000 are currently exempt from business rates under the Small Business Rate Relief scheme. The government has now introduced a business rates retail holiday for businesses in the leisure, hospitality and retail sectors for 2020/21. The Council will receive a Section 31 grant to cover the loss in business rates income as a result of this measure, forecast to amount to £3.502m. This measure will be implemented by the Council through re-issuing NNDR bills reflecting the reduction;
- Small business grant funding of £10,000 for all business in receipt of small business rate relief or rural rate relief;
- Grant funding of £25,000 for retail, hospitality and leisure businesses with property with a rateable value between £15,000 and £51,000;
- To cover two grant programmes, the Council has received £23.876m, and work is well advanced to process these grants. Our records indicate that some 2,040 businesses in the borough are eligible for one of these grants, and to date we have received over 1,500 applications. To date we have paid out c£10m to over 55% of applicants thanks to a huge effort by the team processing and validating applications. A critical factor influencing the speed with which businesses receive their grant is the accuracy of information which they provide in support of their application. Grant eligibility is subject to rigorous checks to avoid fraud, in line with government requirements, and therefore incomplete or inaccurate applications will delay pay-outs.

Financial Impact

2.13 The Pandemic is already having a significant impact on the Council’s financial position. An initial tranche of government funding saw £65,000 come to the Council. A further tranche of funding was announced by Government on 18th April but, at the time of writing, the allocation to this Council is unknown.

2.14 The Council’s revenue budget relies on service income from fees and charges of c£850k per month across a wide range of services. A number of the Council’s services have closed to the public, e.g. Jubilee 2, Markets and the Museum, there is also likely to be a significantly reduced demand for a number of other services, e.g. planning applications and licensing, whilst charges for parking have been effectively waived in the interim period due to absence of enforcement activity and a requirement to provide free parking for NHS and care staff. Across the business, it is estimated that income of c£500k will be lost during each month depending upon Government support and the Council’s actions or savings which can be made in those service areas which are income dependant.

2.15 In addition to the loss of income, the Council is experiencing additional costs in some areas, with the most significant of these being in Waste & Recycling where additional costs of treating recycling product amounts to over £65k per month. Additional costs have also been

incurred in vehicle hire and staffing in order to maintain the service whilst complying as far as possible with the government's social distancing requirements. Additional costs are also being incurred in emergency accommodation for homeless people, rough sleepers and domestic abuse victims and interest costs.

2.16 Across the Council additional costs amount to c£134k per month.

2.17 In the longer term, any impact on either business rates collection (due to business failure) or Council Tax collection (due to non-payments) will materialise in 2021/22. A 10% reduction in the collection rate would cost the Council £180k per month in lost collection fund revenues.

2.18 The immediate consequences of the Coronavirus on the Council's financial position will depend significantly on duration of the lockdown and on the scale and timing of government financial support. Without significant government support the Council will not be in a position to balance its budget even if additional in year savings proposals are brought forward and spend on both revenue and capital programmes were curtailed. In a worst case scenario, were the government financial support insufficient in the context of the current budget position, consideration would need to be given to formal actions, including the S151 Officer issuing a S114 notice. Ahead of such an event, detailed consultation would take place with MHCLG.

2.19 The legal and statutory implications that could arise if significant financial support from the government are not forthcoming are detailed under section 6 below.

2.20 The Council is lobbying both through our local Members of Parliament and through national networks, as part of sector wide lobbying, to press the case for appropriate government support to address Covid-19 related costs and loss of income. Cabinet continues to work closely with the Executive Management Team to ensure prudent and well-timed financial planning contingency measures.

3. **Proposal**

3.1 Cabinet are recommended to note this report.

4. **Reasons for Proposed Solution**

4.1 This report serves to brief Cabinet on the work being undertaken to address the Coronavirus pandemic, and the financial impact that the pandemic is having on the Council.

5. **Options Considered**

5.1 N/A

6. **Legal and Statutory Implications**

6.1 Addressing the impact of Coronavirus locally has involved adjusting some service provision. When making such changes there are a number of legal and statutory implications to take into account. These are all appropriately factored into decision taking by the Incident Management Team.

6.2 The most pressing legal and statutory implications at this time centre around the requirements of Section 114 of the Local Government Finance Act 1988. S114(3) requires the S151 Officer to make a report to Council if it appears that the authority's expenditure during a financial

year is likely to exceed the resources available to it, and therefore make it impossible to balance the budget.

6.3 In the event that a S114 report is made, Full Council must meet within 21 days to decide what action to take in respect of the report. This typically involves a re-configuration of the budget so to cover the actual or anticipated expenditure. This invariably requires difficult decisions about immediate, and significant cost cutting measures. The authority cannot enter into any new expenditure during this period without the consent of the S151 Officer, which can only be given in very limited circumstances. The Council's response to the S114 report must be notified to the external auditor. Ultimately external audit and government intervention can follow if a balanced budget position cannot be assured.

7. **Equality Impact Assessment**

7.1 None directly arising from this report.

8. **Financial and Resource Implications**

8.1 The Council's General Fund balance as at 31st March 2019 was £1.548m. Careful monitoring of the financial position will be required over coming weeks and months leading to prompt corrective action where necessary to ensure that reserves are not exhausted and the Council remains in a position of being able to deliver a balanced budget position in the current financial year and beyond.

9. **Major Risks**

9.1 The Coronavirus Pandemic, in the round, represents a significant risk to the Council. This report sets out how that risk is being addressed.

10. **Sustainability and Climate Change Implications**

10.1 N/A

11. **Key Decision Information**

11.1 This is not a key decision

12. **Earlier Cabinet/Committee Resolutions**

12.1 None

13. **List of Appendices**

13.1 None

14. **Background Papers**

14.1 None

NEWCASTLE-UNDER-LYME BOROUGH COUNCIL

EXECUTIVE MANAGEMENT TEAM'S REPORT TO

Cabinet
22 April 2020

Report Title: Brampton Museum Redevelopment Project

Submitted by: Executive Director Commercial Development and Economic Growth

Portfolios: Leisure, Culture & Heritage

Ward(s) affected: All

Purpose of the Report

To inform the cabinet of the successful funding application to the National Lottery Heritage Fund and to provide an update on the progress of the Brampton Museum Redevelopment project, including benefits to the community.

Recommendation

That

1. The grant from the National Lottery Heritage Fund is accepted
2. The Executive Director for Commercial Development and Economic Growth in consultation with the Executive Director for Resources and Support Services and the Portfolio Holder for Leisure, Culture and Heritage be given delegated authority to approve the level of match funding required from the Council towards this project, once the outcome of further grant applications and final costs have been determined.

Reasons

To ensure that funding opportunities are maximised for the Borough, in achieving Council Plan objectives

1. Background

1.1 In November 2019 officers submitted an application to National Heritage Lottery Fund (NLHF) to support the planned redevelopment of the Brampton Museum and Art Gallery.

1.2 On advice from the NHLF the application was made to the under £250,000 funding stream for a small amount of capital costs and a larger amount for a three year activity programme.

1.3 In March NHLF awarded the Brampton Museum £248,700 which was the full amount applied for.

1.4 The funding will support the following:

- Creation of an extension for a new, dedicated temporary exhibitions space
- Three year funding for a new member of staff and materials to deliver an activity plan to help more visitors and a wider range of visitors learn about the Borough of Newcastle's heritage and culture
- Promotion and audience development to widen the demographic of visitors and volunteers

- Increase and diversify income to enable the museum to deliver its activities with less direct financial support from the council
- Reconfiguring internal rooms to extend the capacity of the archive and create a dedicated research area with appropriate storage to manage the newly acquired library and council archive collections and keep them in good condition and promote wider access.
- Recruiting and training more and a wider range of volunteers to catalogue and digitise the new collections
- Reinterpreting the ground floor galleries to use the collections to tell new stories to better engage visitors.

1.6 In addition to NLHF funding, Newcastle-under-Lyme Civic Society have contributed £100,000 towards the new temporary exhibition gallery.

1.7 £30,000 has been secured from the Arts Council Creative People and Places Fund through the Appetite programme administered by the New Vic. This will fund 3 years of Heritage Weeks celebrations including the 2023 850th Newcastle-under-Lyme Charter celebrations.

1.8 Additional funding of £30,000 has been earmarked from Section 106 towards the capital costs of the activity space

1.9 The Friends of Brampton Museum are funding up to £4,000 for research room and talks equipment.

1.8 An application for £100,000 to the Landfill Communities Trust is still outstanding, with a decision due in May 2020.

1.9 The Council's capital programme has £355,000 for the build over the next 3 years. Some of this funding will need to be brought forward. A further £45,000 was included in the 2019/20 Capital Programme and this allocation has now been spent (£44,024 to date) in getting the project through feasibility, design and obtaining planning permission.

1.10 £30,000 has been allocated for wifi connection and any savings on this spend can be allocated the project capital costs.

2. **Issues**

2.1 A building contractor has been procured through the SCAPE framework and they have priced the capital works at £768,400, with an assumed start on site date of 22 June 2020. This is more than our quantity surveyors (QS) estimate of £626,000. The contractor's estimate is therefore currently being evaluated by the QS.

2.2 Although officers have brought in external funding of £542,000 for this project (£275,000 towards the capital works), there is currently a significant shortfall of capital funding.

3. **Proposal**

3.1 It is proposed that Members accept the funding from NHLF; and

3.2 Delegate authority to the Executive Director for Commercial Development and Economic Growth, in consultation with the Executive Director for Resources and Support Services the Portfolio Holder, to approve the level of gap funding required from the Council towards this project, once the outcome of further grant applications and final costs have been determined.

4. **Reasons for Proposed Solution**

4.1 To ensure that funding opportunities are maximised for the Borough, in achieving Council Plan objectives

5. **Options Considered**

5.1 Members can choose to accept or decline the NLHF grant.

5.2 Members can approve delegated decision arrangements for the Executive Directors referred to in the report, or request that a further report be brought back to Cabinet Committee for decision once all costs and grants are finalised.

6. **Legal and Statutory Implications**

6.1 On receiving a grant from NLHF we will be subject to terms and conditions as specified in their 'Standard Terms of Grant'. This ensures that the museum will remain open to the public for a period of 20 years and will be managed and maintained appropriately. The NLHF terms and conditions typically provide the ability for NLHF to clawback grant funding if the Council does not meet its obligations under the scheme.

6.2 All procurement, building control and planning will need to be undertaken in consultation with appropriate officers and following NuLBC policy guidance.

7. **Equality Impact Assessment**

7.1 As part of the NLHF application clear evidence was provided to demonstrate that the heritage of the Borough held at the museum would be more accessible and accessible to a wider audience reflective of the demographic of the Borough and a particular emphasis is placed on engaging young people as volunteers. .

8. **Financial and Resource Implications**

8.1 Of the external funding obtained per section 1 of this report, £275,000 is specifically for the purposes of the capital works (albeit £100,000 from the Landfill Communities Trust is yet to be confirmed), this together with the £400,000 included in the capital programme gives total funding of £675,000.

8.2 Expenditure to date on the project amounts to £44,024, leaving remaining funding of £630,976, £137,424 short of the quotation received.

8.3 The Museum Purchases Fund has an unused balance of £65,732. Using the full balance of this fund would bring the shortfall on the capital works down to £71,692.

8.4 The £100,000 funding from the Landfill Communities Trust is yet to be confirmed and is therefore a major risk, if this funding is not received the shortfall on the capital works would increase to £171,692.

8.5 The capital programme does not allow for this shortfall. The Council is working to try and secure this grant and reduce the building costs to the allocated budget and discussions are ongoing.

9. **Major Risks**

- 9.1 Technical - Missed Completion Date. Mitigated by contract management through SCAPE Framework, which has a reputation for completing on time and to budget
- 9.2 Organisational - Programme Risks. Mitigation as above.
- 9.3 Economic - Controlling Costs. Mitigation as above.
- 9.4 Financial - Reduced level of funding available. One funding application remains to be determined but positive soundings are being received now that all other grant funding is in place.
- 9.5 Social - project fails to meet community needs/ aspirations. Robust consultation was undertaken as part of the preparations for the project, with both users and non-users of the museum service.
- 9.6 Management - Lack of capacity to deliver the project. An experienced design team and contractor have been procured by the Council to support Officers in the delivery of this project.
- 9.7 Delay in recruiting staff. Robust recruitment procedures are in place at the Council and there is professional interest from the museum's sector in both the project and the fixed term co-ordinators position that goes with it.
- 9.8 Coronavirus – the effect on capacity and construction practices will be assessed and reviewed as part of the project programme and contract monitoring.

10. **Sustainability and Climate Change Implications**

10.1 All requirements met in order to secure planning permission including Arboriculture Survey and Report, Conservation Area Consultation Report & Heritage statement.

10.2 There is no impact on:

- a) Protected and priority species:
- b) Designated sites, important habitats or other biodiversity features
- c) Features of geological conservation importance

10.3 An Ecological Appraisal has been carried out and recommendations will be met.

10.4 The new extensions will include heat pumps for heating, LED lighting, natural vent (automatic windows) over cooling, Photocell (external Lights) PV array. Use of high natural light levels; heat recovery system and low water use taps and toilets.

11. **Key Decision Information**

11.1 This is not a key decision a further report will follow, seeking approval to award the construction contract.

12. **Earlier Cabinet/Committee Resolutions**

- 12.1 Heritage Cabinet Working Group 12/09/19 Information received
- 12.2 Planning Development permission granted 11/11/2019
- 12.3 Heritage Cabinet Working Group 12/03/2020 Information received.

13. **List of Appendices**

13.1 None

14. **Background Papers**

14.1 None

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NEWCASTLE-UNDER-LYME BOROUGH COUNCIL

**EXECUTIVE MANAGEMENT TEAM'S
REPORT TO**

**Cabinet
22 April 2020**

Report Title: Kidsgrove Sports Centre Refurbishment

Submitted by: Executive Director Commercial Development and Economic Growth

Portfolios: Corporate and Service Improvement, People and Partnerships

Ward(s) affected: Kidsgrove & Ravenscliffe

Purpose of the Report

To approve the development of the work package for full design and cost information prior to an award of contract and the financing arrangements for the refurbishment of Kidsgrove Sports Centre.

Recommendation

That Cabinet

- 1. Authorises the development of the pre-contract work package for full design and cost information for the refurbishment and redevelopment of Kidsgrove Sports Centre and Swimming Pool, through the SCAPE Framework, in the sum of £479,500**
- 2. Authorises the Executive Director – Commercial Development and Economic Growth, in consultation with the Leader & Portfolio Holder, to agree any reasonable variations to the pre-contract work package price required as a result of detailed and intrusive survey work being undertaken in April & May 2020**
- 3. Notes that the cost of the project is now £5.6m of which £3.151m is currently included in the 2020/21 capital programme and approves a supplementary capital estimate of up to £2.5m (and any necessary virements) to cover the final all-inclusive capital cost of the project (based on the project appraisal).**

Reasons

The procurement of this contract will allow the council to fulfil its commitment to provide sports facilities in Kidsgrove that are modern, attractive and high quality that meet public expectations.

1. Background

- 1.1 On 18 March 2020 cabinet agreed that reopening Kidsgrove Sports Centre and swimming pool represented the quickest and lowest cost option for re-providing sports and swimming provision in Kidsgrove. This assumption is based on an estimated target cost of £5.6m through the SCAPE Framework, which is subject to further survey for a greater degree of cost certainty, but establishes a sizeable budget for the refurbishment in which officers have confidence in delivering the scheme of works to reopen the sports centre and swimming pool.

- 1.2 The refurbishment and redevelopment of Kidsgrove Sports Centre and Swimming Pool will enable the centre to fully reopen to the public under community management.

2. **Issues**

- 2.1 At its October 2019 meeting Cabinet agreed in principle to support the refurbishment of Kidsgrove Leisure Centre subject to a number of conditions:
- 2.1.1. Validation and confirmation of full cost estimates for refurbishment of the sports centre;
 - 2.1.2. Satisfactory assurances that following refurbishment the building will have a life expectancy that justifies the required level of investment from the perspective of both affordability and value for money;
 - 2.1.3. Submission and validation of an updated business plan that includes full lifecycle costs and confirms the level of annual subsidy required;
 - 2.1.4. Resolution of the outstanding legal issues relating to the transfer of the property from Staffordshire County Council to the Borough Council;
 - 2.1.5. The CIO strengthening its capacity and governance to enable the project to be delivered and associated public funds safeguarded.
- 2.2 Since the October meeting work has been progressed to address these issues as set out in this report.

Validation of Cost Estimates & Building Life Expectancy

- 2.3 The key issue affecting delivery of the Kidsgrove Sports Centre have revolved around the capital funding challenge, as well as the future operational and financial challenges.
- 2.4 A detailed cost estimate has been prepared through the engagement of Wilmott Dixon via the SCAPE Framework, as reported to Cabinet in March 2020. This evaluation, based on the Community Interest Group's requirements, identified that the cost of a refurbishment would be c. £5.6m. The scope of works costed by Wilmott Dixon specified that the works should deliver a building life expectancy of 25 years.
- 2.5 An evaluation of costs has been completed and it is confirmed that the scheme can be funded with the overall capital programme by carrying forward underspends and vired funds from elsewhere, without the requirement for borrowing.
- 2.6 A briefing note on the project has also been sent to the local MP in preparation for his meeting with the Sports Minister to discuss additional funding that might be made available for the scheme. It is anticipated that Sport England will provide a £100,000 grant and discussions are ongoing presently. The MP, Jonathan Gullis, is also holding an adjournment debate in Westminster in April on the matter.
- 2.7 This procurement will deliver quality sports facilities in Kidsgrove which will meet the needs of local residents. It will provide facilities that will increase physical activity levels and result in enhanced health benefits as well as shaping positive social behaviour and learning opportunities.
- 2.8 The form of contract for this project is NEC Contract with Contractor's Design which will include the opportunity for this council's amendments.

Outstanding Legal Issues

- 2.9 The building is owned by Staffordshire County Council and work is progressing to effect its transfer to the Borough Council, as well as to effect a Lease to the Community Group. In order to progress with survey and design works, the County Council's consent will need to be obtained for any work to take place in advance of the transfer of the land and buildings to this Council. This transfer and an agreement to lease with the CIO are being finalised by the Council's appointed solicitor. The length of the lease to the CIO will reflect the life expectancy of the building.

Updated Business Case and Strengthening the Community Group

- 2.10 Since October 2019 the Community Group has brought additional members onto its board. These members have specific experience in the leisure industry, including community run facilities.
- 2.11 In order to confirm the affordability of the project a review of the CIO's updated Business Case has been completed and financial modelling undertaken to quantify the potential financial underwriting required during the first 5 years of operation. The following table summarises the CIO's business case together with the Council's modelling of best, medium and worse case scenarios:-

| Net (Loss)/Surplus | Pre-Opening | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 |
|------------------------------------|--------------------|---------------|---------------|---------------|---------------|---------------|
| CIO Business Case | (£15,563) | (£64,481) | (£10,746) | £7,116 | £21,198 | £22,874 |
| Best Case 70%-85% latent demand | (£15,563) | (£86,813) | (£34,639) | (£18,158) | (£5,939) | (£6,558) |
| Medium Case 60%-75% latent demand | (£15,563) | (£118,001) | (£66,094) | (£49,623) | (£37,444) | (£38,329) |
| Worst Case 50% - 65% latent demand | (£15,563) | (£149,189) | (£97,491) | (£80,954) | (£68,716) | (£69,601) |

- 2.12 Potential financial scenarios have been modelled using a range of take up percentages in respect of the income generated by latent demand. The following additional assumptions have also been made in respect of those cost elements which are most significant in terms of the potential demand for ongoing operating subsidy:-

- Additional staff sickness cover based on the Council's experience of running Jubilee2
- Annual uplift on utility costs

3. Proposal

- 3.1 This decision report seeks approval to the development of the work package for full design and cost information prior to an award of contract for the refurbishment of Kidsgrove Sports Centre and the financing arrangements for the project.
- 3.2 Currently the contractor, Willmott Dixon, are undertaking a series of intrusive survey works on site to ascertain the validity of the budgets allowed in the initial estimates. This work will be completed by the end of May 2020 and is costing £65,265.

3.3 Upon completion of these surveys and confirmation that the levels of work and budgets allowed within the anticipated budget of £5.6m are sufficient and having made sure that no high risk items go un-investigated, the next phase of work will be detailed design and contract award price build up exercises which will cost a further £479,500, and will be complete in early 2021.

4. **Reasons for Proposed Solution**

4.1 The decision to reopen the facility is supported from a number of aspects:

4.2 The facilities are required to enable activity for health benefits on a localised basis, linked closely to the Council's Sport and Active Lifestyle Strategy;

4.3 The facilities are required for those members of the community that are currently disengaged or inactive;

4.4 The facilities are required for education and extra-curricular needs, given the importance of embedding a life-long activity habit in young people;

4.5 The facilities are required for sport, particularly sports development and talent development aspects;

4.6 The facilities are required for disability sport, including sports development and education links.

5. **Options Considered**

5.1 In confirming the continued need for the Kidsgrove Sports Centre, the Council has confirmed its understanding of the business and strategic need for the facility, through supply and demand modelling using various sources of information which included: feasibility work; Sports England's Active Places Power website; The Leisure Database Company's health and fitness latent demand modelling; and Sport England's Facility Planning Models for pool water and sports halls, to determine elements of the facility mix that are needed.

5.2 Extensive consultation was also undertaken with key Council Officers and stakeholders to inform the feasibility study and future consideration of management / delivery options. The scope of this consultation included group sessions / one-to-one meetings and telephone-based discussions with key council officers; (operational, finance, leisure, planning etc.), portfolio holders / key Council Members, key user / stakeholder groups such as school representatives, Sport Across Staffordshire & Stoke-on-Trent CSP, Staffordshire County Council and the local Kidsgrove Action Group.

5.3 Consultation discussions explored the needs and aspirations of the local community, any competing facilities that should be considered, the facility mix, the location of the centre, financial and planning considerations as well as suggested service improvements and partnerships that could be established to sustain the centre moving forwards.

6. **Legal and Statutory Implications**

6.1 Section 2(1) of the Local Government Act 2000 permits local authorities to do anything they consider likely to promote or improve the economic, social and environmental well-being of their area. That would include the intended provision at Kidsgrove Sports Centre.

6.2 As set out in the report, there will be a need to ensure proper and effective agreements are entered into in order to vest the necessary interests in the land and buildings to enable the site to be refurbished and effectively managed once operational. In addition to a lease, there will need to be a management agreement defining the rights and obligations of the various parties which ensures that the council is adequately protected against operating risks. The various contractual arrangements necessary to bring about the refurbishment will have to be

undertaken in accordance with the Council's Contract Procedure Rules and Financial Regulations, which allow procurement through the use of frameworks such as SCAPE.

7. Equality Impact Assessment

7.1 Leisure has an important contribution to make to the wellbeing of the community. Programmes at the Centre can contribute to economic and social activity; improve the health of residents; bring communities together and introduce an identity; enable groups to represent themselves; develop sport and other skills; and provide opportunities for the voluntary sector and community activity.

8. Financial and Resource Implications

8.1 An options appraisal has been completed to compare the value for money offered by refurbishment of the existing Sports Centre and the alternative option of building a new Sports Centre in Kidsgrove. The appraisal compares the quantum and timing of expenditure for each option (design and construction costs, routine maintenance and sinking fund contributions for life cycle costs such as replacement of plant and equipment over the expected life of the building) and converts them to a net present value (NPV). The appraisal has confirmed that the option of refurbishing the existing Sports Centre provides better value for money than the rebuild option with both a lower cash outlay and a lower NPV. The cost of refurbishment will be £5.6m, whilst the cost of a new build would be c.£11.6m. It should be noted that the maintenance & lifecycle costs (£6.578m over 25 years) will be borne by the CIO as part of its operating model, not by the Council.

| Refurbishment Option | Dry Side | | | Wet Side | | | Total £ | NPV £ |
|----------------------|--------------|--------------|-------------|--------------|--------------|-------------|-------------------|-------------------|
| | | 1.00% | 2.00% | | 0.60% | 2.00% | | |
| | Construction | Sinking Fund | Maintenance | Construction | Sinking Fund | Maintenance | | |
| Costs Year 0 | 2,833,692 | | | 2,755,057 | | | 5,588,749 | 5,588,749 |
| Costs | | 1,510,926 | 1,416,846 | | 842,570 | 2,808,566 | 6,578,908 | |
| NPV after 25yrs | | | | | | | | 4,337,215 |
| Total | | | | | | | 12,167,657 | 9,925,964 |
| Rebuild Option | Dry Side | | | Wet Side | | | Total £ | NPV £ |
| | | 0.50% | 1.00% | | 0.30% | 1.00% | | |
| | Construction | Sinking Fund | Maintenance | Construction | Sinking Fund | Maintenance | | |
| Costs Year 0 | 6,043,705 | | | 5,617,133 | | | 11,660,837 | 11,660,837 |
| Costs | | 755,463 | 708,423 | | 421,285 | 1,404,283 | 3,289,454 | |
| NPV after 25yrs | | | | | | | | 2,168,607 |
| Total | | | | | | | 14,950,291 | 13,829,444 |

8.2 The total capital cost of the project amounts to £5.6m. The cost can be accommodated within the existing approved capital programme, subject to a supplementary capital approval to cover the final all-inclusive capital cost of the project (based on the project appraisal). The table below summarises how this supplementary capital approval will be funded. £2m of this expenditure will be incurred in the 2020/21 financial year and the remainder in 2021/22.

| Funding Summary | £ (000) |
|--|----------------|
| Revised budget requirement | 5,600 |
| Original 2020/21 Capital Programme allocation | 3,151 |
| Supplementary budget approval required | 2,449 |
| Funded by: | |
| Staffs County Council Contribution | 363 |
| Sport England Contribution | 100 |
| Virement from 2020/21 Capital Programme | 1,032 |
| Re-allocation of 2019/20 Capital Programme underspends | 704 |
| Use of Capital Contingency | 250 |
| Total | 2,449 |

- 8.3 A project contingency is contained within the overall project budget of £5.6m.
- 8.4 The total expenditure incurred against the capital allocation for the scheme will be monitored and reported to the “Capital, Assets and Commercial Investment Review Group” (CACIRG) as part of the overall Capital Programme.
- 8.5 Based on this modelling of the CIO business case to understand the impact of differential trading and operating experience, there is a potential requirement over the first 5 years of operation of between £40,000 based on the CIO business plan and between £168,000 best case scenario and an extreme worst case scenario of £482,000 based on the Councils modelling. In addition to any operating subsidy required the Council's revenue budget will also bear the cost of 20% of the business rates for the centre estimated at £20k. This level of underwriting is still significantly lower than the operating deficit previously incurred when the Council ran this facility.
- 8.6 The Council will need to make provision in the MTFS for business rates. The first year of trading will inform whether there is an ongoing requirement for underwriting and if so at what level and this will need to be addressed in future years MTFS.
- 8.7 It should be noted that based on the business plan submitted by the CIO the centre will incur losses in the first two years of operation and will not achieve a break-even position until year 6 at the earliest. The CIO have requested that the Council provide cash flow funding of up to £100,000 on a draw down basis until such time as the centre achieves a cash positive position. Appropriate agreements will be entered into once the necessary due diligence checks have been completed through the S151 Officer, in consultation with Legal Services.
9. **Major Risks**
- 9.1 Risk has been considered as part of this report and two main specific high risks are included below:
- 9.1.1 The financial projections supplied by the Community Group are not achieved and the facility runs at either a loss (which the Council has to cover) or closes and the Council takes back possession. The Council will work with the Community Group to support its efforts to maximise income and achieve the projected business plan.
- 9.1.2 There is insufficient capital budget – A sizeable capital allocation, sufficient to re-open the sports centre, is being resourced by the Council without borrowing and the opportunity for external funding is being explored on behalf of the Council.
- 9.1.3 Community expectations - it is clear from the latent demand analysis that the community demand is not currently being met. The refurbished sports centre provides the opportunity to address this. However, there remains a risk that commercial leisure operators will enter the local leisure market seeking to capture of this demand and in particular the more profitable elements.
- 10 **Sustainability and Climate Change Implications**
- 10.1 None specific to this report, but the refurbishment will be updated to comply with current building regulations.
- 11 **Key Decision Information**
- 11.1 This report deals with a key decision on account of the sums involved
- 12 **Earlier Cabinet/Committee Resolutions**

12.1 The following previous reports relate:-

- Cabinet 18 March 2020
- Cabinet 15 January 2020
- Cabinet 6 November 2019
- Cabinet 16 October 2019

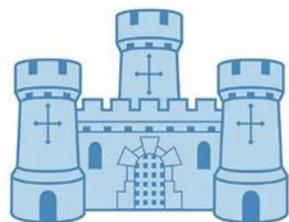
13 **List of Appendices**

13.1 None

14 **Background Papers**

14.1 None

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NEWCASTLE·UNDER·LYME
BOROUGH COUNCIL

Cabinet Forward Plan: Newcastle under Lyme Borough Council

Notice of Key Decisions to be taken under the Local Authorities (Executive Arrangements) (Meetings & Access to Information) (England) Regulations 2012 between 22 April, 2020 and 13 January, 2021

This Plan gives 28 clear days' notice of key decisions which either the Cabinet or individual Cabinet Portfolio Holders expect to take over the next few months. An authority cannot take a key decision without giving 28 clear days' notice unless an urgent decision is required.

“Key decisions” are defined as those Executive/Cabinet decisions which are likely:

- a. to result in the Council incurring expenditure or making savings of an amount which is significant having regard to the Council's budget for the service or the function to which the decision relates. (NB: The financial threshold above which expenditure or savings become significant has been set by the Council at £100,000 Revenue and £250,000 Capital Expenditure).
- b. to be significant in terms of its effects on communities living or working in an area comprising two or more wards of the Borough.

Although it is not a statutory requirement this Forward Plan also contains details of other major decisions likely to be taken by the Cabinet, or individual Portfolio Holders, during the same period.

Occasionally it is not possible to give 28 days' notice of a specific decision and so include the details in the forward plan. In those circumstances urgent key decisions may still be made under the urgency procedures set out in the Access to Information Procedure Rules within the Council's Constitution.

A decision notice for each key decision made is published within 6 days of it having been made.

Whilst the majority of decisions listed in this Plan will be taken at meetings which are open to the public to attend, there may be some decisions which are considered in private meetings because the reports for the meeting contain confidential or exempt information under Schedule 12A of the Local

Government Act 1972 (see below for relevant paragraphs) and the public interest in withholding the information outweighs the public interest in disclosing it.

If you object to a report being considered in private you can tell us why by emailing DemocraticServices@newcastle-staffs.gov.uk or contacting the address below. Any representations received at least 8 working days before the meeting will be published with the agenda together with a statement of the Council's response. Any representations received after this time will be reported verbally to the meeting.

The Cabinet is made up of the Leader, Deputy Leader and Cabinet Members with the following portfolios:

| | |
|--|----------------------------|
| Leader of the Council (Corporate & Service Improvement, People & Partnerships) | Councillor Simon Tagg |
| Deputy Leader & Cabinet Portfolio Holder (Finance & Efficiency) | Councillor Stephen Sweeney |
| Cabinet Portfolio Holder (Community Safety & Well Being) | Councillor Helena Maxfield |
| Cabinet Portfolio Holder (Environment & Recycling) | Councillor Trevor Johnson |
| Cabinet Portfolio Holder (Leisure, Culture & Heritage) | Councillor Jill Waring |
| Cabinet Portfolio Holder (Planning & Growth) | Councillor Paul Northcott |

Paragraphs under Schedule 12A of the Local Government Act 1972 – Exempt Information

1. Information relating to any individual
2. Information which is likely to reveal the identity of an individual
3. Information relating to the financial or business affairs of any particular person (including the authority holding that information).
4. Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under the authority
5. Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
6. Information which reveals an authority proposes;
 - a. to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or
 - b. to make an order or direction under any enactment
7. Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of a crime

Copies of the Council's Constitution and agendas and reports relevant to any key decision may be accessed on the Council's website www.newcastle-staffs.gov.uk or may be viewed during normal office hours and copies or extracts obtained on payment of a reasonable fee (unless the publication contains exempt information) at:

The Chief Executive's Directorate, Castle House, Barracks Road
Newcastle-under-Lyme, Staffordshire ST5 1BL

Telephone 01782 742222 Or Contact: DemocraticServices@newcastle-staffs.gov.uk

| Title of Report | Brief Description of Report | Cabinet Portfolio holder / Officer contact | Decision maker & earliest date decision may be made | Relevant Overview & Scrutiny Committee | Wards affected | Reason for exemption under Sched 12A (if in private session) |
|-------------------------------------|---|--|---|--|----------------|--|
| Planning Advice and Support Changes | To review charges for the provision of pre-application advice to prospective developers | Cabinet Portfolio Holder - Planning and Growth | Cabinet 20 May 2020 | Economy, Environment and Place | All Wards | N/A |
| Self Build Register | To authorise the publication of a self-build register | Cabinet Portfolio Holder - Planning and Growth | Cabinet 20 May 2020 | Economy, Environment and Place | All Wards | N/A |
| Aqua Sauna | To authorise refurbishments to the J2 Aqua Sauna | Cabinet Portfolio Holder - Leisure, Culture & Heritage | Cabinet 20 May 2020 | Economy, Environment and Place | Town | N/A |
| Local Enforcement Plan | To review the existing plan and identify new targets for prioritising planning enforcement work | Cabinet Portfolio Holder - Planning and Growth | 20 May 2020 | Economy, Environment and Place | All Wards | N/A |
| Town Centre Plans | To review and progress Town Centre planning and recovery | Cabinet Portfolio Holder - Corporate and Service | Cabinet 10 June 2020 | Economy, Environment and Place | All Wards | N/A |

| | | | | | | |
|---------------------------------|---|---|--------------------------|----------------------------------|-----------|-----|
| | in the context of CV-19, the Future High Street Fund and Town Deals. | Improvement, People and Partnerships | | | | |
| Q4 Finance & Performance Report | To report on Q4 Finance & Performance | Cabinet Portfolio Holder - Corporate and Service Improvement, People and Partnerships | Cabinet 8 July 2020 | Finance, Assets and Performance | All Wards | N/A |
| Crematorium Grounds Extension | Proposal to design an extension to the existing Crematorium Grounds | Cabinet Portfolio Holder - Environment and Recycling | Cabinet 9 September 2020 | All Relevant Scrutiny Committees | Bradwell | N/A |
| Open Space Strategy Addendum | An addendum to the existing Open Space Strategy is required to ensure that the strategy remains current through the life of the Joint Local Plan. | Cabinet Portfolio Holder - Environment and Recycling | Cabinet 9 September 2020 | Economy, Environment and Place | All Wards | N/A |
| Affordable Funerals | To consider introducing affordable funerals. | Cabinet Portfolio Holder - Environment and Recycling | Cabinet 9 September 2020 | Economy, Environment and Place | All Wards | N/A |
| Air Quality OBC | To authorise the submission of an air quality outline business case | Cabinet Portfolio Holder - Environment and Recycling | Cabinet 9 September 2020 | Economy, Environment and Place | All Wards | N/A |

| | | | | | | |
|----------------------------|--|---|--------------------------|---------------------------------|-----------|-----|
| | | | | | | |
| Gym Refurbishments | To authorise refurbishments of the J2 gym facility | Cabinet Portfolio Holder - Environment and Recycling | Cabinet 9 September 2020 | Economy, Environment and Place | Town | N/A |
| Redeployment Policy | To implement a redeployment policy for the Council. | Cabinet Portfolio Holder - Corporate and Service Improvement, People and Partnerships | Cabinet 9 September 2020 | Finance, Assets and Performance | All Wards | N/A |
| Organisation Change Policy | To implement a new organisation change policy for the Council. | Cabinet Portfolio Holder - Corporate and Service Improvement, People and Partnerships | Cabinet 9 September 2020 | Finance, Assets and Performance | All Wards | N/A |

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Question to the Cabinet at its meeting of 22nd April 2020

Changes to Staffordshire First Responders

West Midlands Ambulance service have banned First Responder vehicles in Staffordshire from using Blue Lights when attending emergency calls. Additionally they are now prevented them from carrying certain vital drugs previously administered by them.

The first responders in the Rural areas often arrive before Paramedics and their early intervention can be the difference between life and death.

Please can the Leader of the Council write and urge the West Midlands Ambulance service to reverse this decision to ensure that the residents within Rural communities can once again be served by an efficient and effective first responder service to supplement the Ambulance service?

In addition please can the Council write to the MP for Newcastle-under-Lyme to ask him to make every effort to reverse this decision?

Cllr Bert Proctor

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