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**Nottingham
City Council**

Nottingham City Council Communities and Environment Scrutiny Committee

Date: Wednesday, 4 December 2024

Time: 2.00 pm

Place: Ground Floor Committee Room - Loxley House, Station Street, Nottingham,
NG2 3NG

Councillors are requested to attend the above meeting to transact the following business

Director for Legal and Governance

Governance Officer: Kate Morris

Contact: kate.morris@nottinghamcity.gov.uk

- 1 Appointment of Vice Chair**
- 2 Apologies**
- 3 Declarations of Interests**
- 4 Minutes** 3 - 10
To confirm the minutes of the meetings that took place on 4 September 2024 and 18 September 2024
- 5 Shape the Vision - Consultation on Library Service Budget Proposals** 11 - 44
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To note the responses received.
- 8 Recommendation Tracker 24/25** 61 - 76
To note the responses received.
- 9 Work Programme** 77 - 86
To note the work programme

In the course of its work the committee considers information from a range of different sources, including hearing from contributors at its meetings. To ensure the efficient and effective conduct of business, contributors to meetings will be agreed by the Chair in advance. Members of the public, and other interested stakeholders are welcome to submit comments on matters on the Committee's work programme via the Governance Officer listed at the top of this agenda.

If you need any advice on declaring an Interest in any item on the agenda, please contact the Governance Officer shown above, if possible before the day of the meeting.

Citizens are advised that this meeting may be recorded, including by members of the public. Any recording or reporting on this meeting should take place in accordance with the Council's policy on recording and reporting on public meetings, which is available at www.nottinghamcity.gov.uk. Individuals intending to record the meeting are asked to notify the Governance Officer shown above in advance.

Nottingham City Council

Communities and Environment Scrutiny Committee

Minutes of the meeting held in the Ground Floor Committee Room - Loxley House, Station Street, Nottingham, NG2 3NG on 4 September 2024 from 2.01 pm to 3.18 pm

Membership

Present

Councillor Patience Uloma Ifediora
Councillor Imran Jalil (Chair)
Councillor David Mellen
Councillor Shuguftah Quddoos
Councillor Andrew Rule

Absent

Councillor Faith Gakanje-Ajala
Councillor AJ Matsiko
Councillor Devontay Okure

Colleagues, partners and others in attendance:

Mark Bradbury - Contracts and Compliance Manager
Councillor Neghat Khan - Leader of the Council and Executive Member for Strategic Regeneration, Transport and Communications
Adrian Mann - Scrutiny and Audit Support Officer
Kate Morris - Scrutiny and Audit Support Officer
Lyndsey Morrison - Highways Programme Lead
Colin Parr - Corporate Director for Communities, Environment and Resident Services

16 Changes to Membership

The Committee noted that Councillor Devontay Okure had replaced Councillor Sam Gardiner as a member of the Committee.

17 Apologies for Absence

Councillor Devontay Okure - personal reasons

18 Declarations of Interests

None

19 Minutes

The Committee confirmed the minutes of the meetings held on 11 July 2024 as a correct record and they were signed by the Chair, subject to the correction of the spelling of Councillor David Mellen's name under Item 10 – Declarations of Interests.

20 Streets for People

Councillor Neghat Khan, Leader of the Council and Executive Member for Strategic Regeneration, Transport and Communications, Colin Parr, Corporate Director for Communities, Environment and Resident Services, Mark Bradbury, Contracts and Compliance Manager, and Lyndsey Morrison, Highways Programme Lead, presented

a report highlighting the outcomes of the first phase of the Streets for People (SfP) project, and the learning that will be used to inform the delivery of the upcoming second phase. The following points were raised:

- a) The first SfP project started in 2022, combining national Levelling Up grants and Local Transport Plan (LTP) funds totalling £11.5 million into a two-year programme to improve local neighbourhoods. The funding was divided across all city wards based on their latest population and deprivation statistics. Following a process of citywide engagement with residents, potential projects were put forward by local people and then prioritised by the ward councillors under three key themes: highway maintenance, traffic management and road safety, and clean and green.
- b) The range of local projects carried out as part of the SfP developed footways and roads, created five urban greening areas with more trees and improved waste management. They also contributed to the delivery of a range of strategic objectives and local outcomes as set out in the Strategic Council Plan. A strong communications approach was taken to ensure that people knew what projects were being done in their area, and residents were contacted to inform them of the start of upcoming works. Feedback was also sought after the works were completed and a 'lessons learned' process was carried out to inform how the delivery of future SfP projects could be improved.
- c) The SfP projects were completed on time and within budget, to achieve the intended outcomes. Work was coordinated with any other related improvements or maintenance planned in the area, to ensure efficient delivery. Care was taken to ensure that spaces were properly tidied up after works were completed, and appropriate future maintenance plans were put in place.
- d) As a result of the first SfP project, a further £5.85 million has been secured from the Government's Local Transport Plan (LTP) for investment during 2024/25 as part of a second SfP programme. Engagement has resumed in all wards to plan the most needed projects to be carried out across the next year from September 2024 – and discussions are underway with the new East Midlands Combined County Authority (CCA) on how the delivery of SfP schemes might continue in the future.

The Committee raised the following points in discussion:

- e) The Committee asked how it would be ensured that the new trees and urban greening areas were maintained effectively. It was explained that the Council's Landscapes, Parks and Gardens teams would manage the new greened areas, but the Green team would also engage closely with residents on achieving effective local ownership of and care for community assets. The types of planting carried out were both low maintenance and drought-tolerant. A targeted approach is in place for future planned tree maintenance work. However, viable and sustainable ongoing management and maintenance does need to be considered carefully as part of the planning for new tree planting and urban greening projects.
- f) The Committee asked how SfP activity was coordinated with both other Council teams and wider partners (such as utilities providers) to ensure that newly

completed works were not then immediately dug up for other reasons. It was reported that the SfP project team engages as closely as possible with all partners to ensure that it is not necessary for new work to be dug up for other purposes for at least two years. However, sometimes there is a need for unplanned-for work to be carried out and this will be managed on a case-by-case basis.

- g) The Committee asked how residents in places with only street parking were supported when SfP works were carried out – particularly where street parking restrictions were in place across the wider area. It was set out that parking practicalities for residents would be considered as part of planning the delivery of SfP work, and that the Council's Parking Enforcement teams would be engaged with as part of the process.
- h) The Committee asked whether it would be possible to fund a third phase of SfP, and how the funding weighting to more deprived areas was calculated. It was explained that any further phases of SfP would be funded through the devolved CCA. However, the Council has a proven delivery model in place and the SfP project has attracted interest from other partners within the CCA, so it will be possible to put a strong funding case forward. There will be a significant focus within the CCA on developing effective connectivity between communities across the whole region. Local deprivation is calculated to an established model in consultation with the Planning Policy team, with a portion of the overall funding then allocated across the most deprived areas as additional investment.
- i) The Committee asked how road potholes could be addressed as part of the SfP programme. It was reported that, generally, best practice is for potholes to be filled as part of wider planned capital work – rather than being filled with temporary patches, which deteriorate rapidly. Pothole repairs are approached in the context of risk, so potholes in cycle lanes are prioritised due to the particular danger that they can pose to cyclists. Addressing potholes effectively is a national issue, but it needs to be balanced against ensuring investment in other important neighbourhood improvements.
- j) The Committee asked how effective street sweeping was being delivered, and how the new bins installed as part of SfP would be emptied regularly where specialist equipment was required to do this. It was set out that a review will be carried out to ensure that there is the right distribution of low loaders in place so that the larger public litter bins can be emptied effectively. Some wards purchased a street sweeper as part of a SfP scheme, and sweepers are distributed across the city.
- k) The Committee asked what learning had arisen from the first phase of the SfP programme, and how this could be applied to the delivery of other projects across the Council. It was explained that the project team had engaged closely with all involved teams across the Council. A full log of lessons learned has been produced for the SfP programme, which forms part of the resources available to all other Council teams for planning the delivery of future projects.
- l) The Committee considered that, ultimately, the SfP represented a very positive programme of investment in local neighbourhoods, with projects planned and

delivered through effective consultation and engagement with ward councillors and residents. It noted that, where existing public litter bins being changes as part of a SfP project were still serviceable, they could be relocated to replace other poor-quality bins elsewhere. The Committee also noted that care should be taken to ensure that the statistics in relation to deprivation were kept up to date, as levels of deprivation in city communities would change over time.

The Chair thanked the Leader of the Council, the Corporate Director for Communities, Environment and Resident Services, the Contracts and Compliance Manager, and the Highways Programme Lead for attending the meeting to present the report and answer the Committee's questions.

Resolved:

- 1) To request that further information is provided on:**
 - a) how it will be ensured that the appropriate low loaders are available for emptying the larger new bins that require them;**
 - b) the number and locations of the new trees planted as part of the Streets for People schemes;**
 - c) the number and distribution of the additional street sweepers required; and**
 - d) how Section 58 Notice costs are passed back to the appropriate utilities provider.**

21 Work Programme

The Chair presented the Committee's current Work Programme for the 2024/25 municipal year. The following points were discussed:

- a) The Committee discussed what approaches could be taken to develop effective engagement with the wider public in the context of the business on its work programme, as part of informing the Committee's scrutiny of issues at its meetings.
- b) The Committee noted that work was underway to plan items concerning the reviews of both the city's libraries and community centres. The work to deliver biodiversity targets and a Child Friendly City were also raised as potential topics for future scrutiny.
- c) It was proposed that the Committee should hold an additional meeting on 18 September 2024 to ratify the recommendations of its Review Group regarding the Heat Network Options, as these would need to be included as part of the report being taken to the Executive Board for resolution at its meeting on 22 October, ahead of the Committee's next meeting on 6 November.

Resolved to hold an additional meeting of the Committee on Wednesday 18 September 2024 at 1:30pm.

22 Recommendation Tracker

Communities and Environment Scrutiny Committee - 4.09.24

The Chair presented the latest responses received in relation to the recommendations made by the Committee to the Council's Executive.

The Committee noted the Recommendation Tracker.

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Nottingham City Council

Communities and Environment Scrutiny Committee

Minutes of the meeting held at LH 0.06 - Loxley House, Station Street, Nottingham, NG2 3NG on 18 September 2024 from 1.30 pm - 1.32 pm

Membership

Present

Councillor Imran Jalil (Chair)
Councillor Patience Uloma Ifediora
Councillor David Mellen
Councillor Devontay Okure
Councillor Andrew Rule

Absent

Councillor Faith Gakanje-Ajala
Councillor AJ Matsiko
Councillor Shuguftah Quddoos

Colleagues, partners and others in attendance:

Mary Lester - Director of Resident Services
Kate Morris - Scrutiny and Audit Support Officer

23 Apologies

Councillor Faith Gakanje-Ajala - Personal Reasons
Councillor AJ Matsiko - Work Commitments
Councillor Shuguftah Quddoos - Personal Reasons

24 Declarations of Interests

None

25 Outcome of the Heat Network Options Review

The Scrutiny and Audit Support Officer introduced the item reporting the outcome of the Heat Network Options Review. The review had decided, alongside the Executive member, that as the work to develop and assess the range of options open to the Council was still underway that this review would be extended to include an additional meeting once further work had been done.

The committee noted that a further review meeting would be arranged in the future to consider the developing work.

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**Communities & Environment Scrutiny Committee
4 December 2024**

Shape the Vision – Consultation on Library Service Budget Proposals

Report of the Statutory Scrutiny Officer

1 Purpose

- 1.1 To consider the information presented within the report and at the meeting setting out the findings from the public consultation on the Library Service proposals that took place between 28 May and 19 August 2024 around achieving the budget saving agreed in the MTFP and consider whether any recommendations to the Executive Member for Carbon Reduction, Leisure and Culture arise from the discussion for consideration towards reaching final recommendations to take forward for Executive Board decision.

2 Action required

- 2.1 The Committee is asked:
 - 1) to make any comments or recommendations in response to the report from the Executive Member for Carbon Reduction, Leisure and Culture;
 - 2) to consider whether any further scrutiny of the issue is required (and, if so, to identify the focus and timescales).

3. Background and Context

- 3.1 As part of the approved 2024-2027 MTFP The Library Service is required to make budget savings between 2024-2026 of £1.524m. The service must make these financial savings whilst continuing to provide its statutory duty as part of the Public Libraries and Museums Act 1964.
- 3.2 Due to the size of the saving to be achieved, equivalent to 38% of the total library budget, the library service will need to fundamentally transform its service offer and as part of this, review every aspect of the current delivery. In line with the aims of Nottingham City Council's Performance and Improvement Plan the library service needs to become more financially sustainable whilst consistently delivering a service which residents can trust and rely on.
- 3.3 Where any significant changes are to be made, and to mitigate against community challenge and judicial review, the Library Service needs to demonstrate to the community, DCMS and other stakeholders that these changes continue to deliver its statutory duty of providing a comprehensive and efficient library service for all those who live, work or study in the area. This requires following a robust process, including extensive community consultation, providing an evidenced based

rationale, and equalities impact assessment in line with DCMS statutory guidance.

- 3.4 Following the Council's full budget consultation held in Dec 2023 – Jan 2024, it was agreed that a more detailed presentation of proposals would be developed for public consultation.
- 3.5 The proposals developed for consultation considered a range of factors and criteria including: usage and performance, building costs and maintenance; needs of neighbourhoods, accessibility & nearness to other facilities and financial performance & value for money to ensure the library service can deliver a sustainable comprehensive offer within reduced resources.
- 3.6 Additionally, in developing the proposals, several other options have been considered including community/volunteer run libraries; use of self-serve Technology Enabled Opening (TEO) libraries; and transfer of the service to another provider. These have been assessed against deliverability of the budget target, alongside other statutory, community and operations risks/considerations. These are to be presented as part of the final recommendations for decision.
- 3.7 Throughout the consultation we have been mindful of the equalities considerations that need to shape and inform any future delivery model. An equality impact assessment of the consultation was completed, see Appendix 2, to ensure as many citizens, colleagues, and stakeholders as possible engaged with the library consultation process. Emerging issues from the consultation are being considered and wherever possible mitigations that can be put in place. These will be detailed in Equality Impact Assessment on the final recommendations for the decision report finally taken to Councillors.
- 3.8 It's vital the future service provides modern, warm safe spaces, continues to be a gateway to support services and enhances digital inclusion whilst providing library services in areas of deprivation and economic need.
- 3.9 The proposals put forward for consultation were as follows:
 - Reducing the number of libraries from 15 to 11. With the proposed closure of 4 libraries – Aspley, Basford, Bilborough, and Radford-Lenton.
 - Reduction in opening hours across the network by 123.5 hrs per week, Full details of proposed changes is set out in Appendix 1
 - Reductions around staffing.
 - Reducing the budget for books, IT and other overhead operating costs.
- 3.10 The measures proposed are projected to save £1.524m, allowing the Council to deliver a sustainable library service.

4. Consultation process.

4.1 The consultation exercise on the above proposals took place between 28 May – 19 August 2024. The principles of the consultation were as follows:

- The starting point for the consultation was that ‘No decisions have been made’ and all responses to the consultation will be considered before any decisions are taken about the future of Nottingham City Libraries. This message was reiterated throughout the 12-week process.
- The consultation involved working with organisations and networks across the city to ensure as many people as possible who live, work or study in Nottingham could engage.
- The consultation was also designed to seek innovative solutions’ asking citizens and partners to propose alternative strategies for delivering efficient, comprehensive library services within the budget constraints.

4.2 The consultation programme included the following elements:

- Online Survey Questionnaire (with hard copies available at all libraries).
- Public events - 5 public events were held, including 2 drop in sessions at community venues - with over 100 attendees in total
- Engage Nottingham Hub: Providing information on consultation activity being undertaken by NCC with the opportunity for citizens and stakeholders ‘have their say’.
- Nottingham Libraries Website has a dedicated landing page about the proposals, including Frequently Asked Questions. This dedicated “Shape the Vision” web page saw over 7,000 visits during the consultation period.
- Direct emails sent to 31,000 library users, 19,162 Library Newsletter subscribers, Nottingham City schools, internal and external networks including ACE, BAME, Disabled and LGBT+ staff networks, and a range of community partnerships.
- Direct letters were sent via email to 132 local, regional, and national and stakeholders involved in the library sector including Art Council England (ACE), Department for Digital, Culture, Media and Sport (DCMS), East Midlands Libraries Consortium (EMLIB) and UNESCO City of Literature
- Nottingham City Libraries social media channels were used to promote the consultation including on the Library Facebook page, X (formerly Twitter), and Instagram feeds.
- Staff Engagement Workshop Sessions – two staff engagement sessions took place during August 2024.
- Stakeholder workshop - held 17^h July 2024 with attendees from different NCC departments plus representatives of University of

Nottingham, Nottingham Trent University and UNESCO City of Literature.

- In addition, we received 517 Friends of Meadows Library comments sheets, created by the group in support of the library, which pre-dated the official consultation survey.

5. Headline findings from the Consultation

5.1 A summary of findings is set out in Appendix 1. Some are of the key headlines from this are:

- 5,378 people responded to the survey. 4,360 people/ organisations responded to the main online survey, 624 people completed the main paper survey. 394 children and young people completed the young people version of the survey either online or on paper. 42 organisations responded and 149 of the responses were from Nottingham City Council staff – the respondees were split 66% female and 29% Male. 16% of respondents identified themselves as disabled and 20% respondents were from an ethnic background other than white British.
- 75% of respondent visit a library at least once month, with Central Library being the most visited library.
- 46% of respondents walk to their preferred library.
- Main reason cited for using a library was to borrow books followed by for printing and photocopying and for studying and homework.

5.2 The majority of people were against closures and the reduction in opening hours with many expressing concern about the high levels of disadvantage and deprivation existing in the communities where the libraries were proposed for closure. They were especially concerned about the impact closures would have on children and young people, older people and those with disabilities. They highlighted it would make it harder to use/visit the library, and a vital community resource would be lost. Many expressed concern that working people would struggle to be able to visit the library with proposed opening times.

5.3 Full analysis of the responses and feedback consultation has now taken place. Careful consideration is being given to the views and concerns raised by individuals and communities and the strong opposition to closure before final recommendations are brought forward for decision.

5.4 Any decision will also need to enable the transformation to a sustainable library service that remains relevant and responds to the financial position of the local authority in line with the Improvement plan ensuring financial stability to 2030 and beyond. Some of emerging principles for the final recommendation based on the consultation findings are:

- Opportunity for Community/Voluntary sector management of library buildings as an alternative to closures
- Taking a more considered and tailored approach to respond to needs of the community particularly in relation to opening hours. This has included ensuring all libraries are open on Saturdays and a later closing each week on an area basis.
- Greater use of volunteers to further support the service.
- Closer partnership working with organisations, community groups and educational institutions to explore alternative delivery models and added value.
- The development and more effective use of technology and digital access realigning buildings, staff, and resources to respond to evolving need and demand.
- Using available funding for developments and maximising existing and new income streams.

6. Risks to Deliverability

- 6.1 To successfully implement and deliver the budget savings whilst maintaining the service's statutory responsibility, will require a fundamental change of the entire library service.
- 6.2 Deliverability depends on strong partnerships with community organisations, service agreements, greater use of and support from volunteers, and ongoing support from the Council for training and resources. A well-managed community approach can provide tailored community driven services but requires long term planning and support to be sustainable. Strong partnerships can be highly beneficial, adding resources, expertise, and potential funding streams.
- 6.3 Changes to opening hours is likely to impact on the overall service quality and on public perception of the library service. The community consultation and data driven approach used is able to help us optimise and focus on key hours of usage in order to manage costs and ensure professional support is in place for customers.
- 6.4 Use of volunteers will require training which can be time intensive and costly, and reliance on volunteers may lead to challenges with reliability and retention, however with adequate support structures and clarity of volunteer roles with professional team many of these issues can be mitigated.
- 6.5 Technology initiatives require careful planning for inclusivity and secure infrastructure. Staff training is essential for both the technology itself and digital literacy to support library users efficiently and limit the digital divide.
- 6.6 Overall success will depend on robust community engagement, well-defined partnerships and clear strategies for training and support.

6.7 Finally a key dependency, which may have implications on decisions about the future library network and operational delivery is the outcomes from the Community Centres Review. The current policy approach to community centres may result in some displaced activity, should existing community associations decide not to, or be unable to continue. Any displaced activity could potentially be accommodated by nearby library provision subject to suitable spaces or adaptations.

7. Timetable for final Recommendations for Decision

Timetable and Key Milestones for the Review of Library

Key Milestones	Date(s)
Review consultation and data analysis and update of Library Needs Assessment	August – November 2024
Development of final Recommendations and Equalities Impact Assessment	November - December 2024
Explore alternative community, voluntary and partner opportunities and alternative proposals that have emerged	September 2024 – March 2025
Approval route for final decision engagement including Overview & Scrutiny & Executive Board	December 2024 – February 2025

8 List of attached information

Appendix 1 Consultation Findings – Detailed report
 Appendix 2 Consultation Equalities Impact Assessment

9 Wards affected.

9.1 The proposals put forward for consultation and emerging recommendations will impact on all wards across the Council. The consultation therefore was designed to provide the opportunity for Citywide engagement to inform the future sustainability of the service

10 Contact information

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Library Transformation 2030 – Detailed Consultation Findings

Rationale and approach to the development of the proposals for consultation

The proposal put forward for consultation was as follows:

- Reducing the number of libraries from 15 to 11. With the proposed of closure of four libraries – Aspley, Basford, Bilborough, and Radford-Lenton.
- Reduction in opening hours across the network by 123.5 hrs per week, Full details of proposed changes is set out in Appendix 1
- Staff reductions
- Reducing the budget for books, IT and operating costs.

The measures proposed were projected to save £1.5m, allowing the Council to deliver a sustainable library service.

The key principles for determining the consultation proposal and revised recommendations.

- Usage and performance of library (Visits, book issues, computer use)
- Building costs and maintenance issues (Condition, adaptability and accessibility)
- Restrictions/ Matters linked with premises of occupation of the building (Leases, restrictions, funding agreements)
- Needs assessment of the area (Demographics, deprivation, education, employment, public health)
- Accessibility/ Transport links to other facilities (Bus/ tram routes, other community provision)
- Financial performance (cost of service, cost per user, value for money)
- Outcomes from the consultation

Consultation Findings

Summary analysis of findings from the consultation

The council's financial position means that all expenditure must be reviewed to ensure it is being used in the most efficient and effective way i.e. to meet the Council's duty of best value.

Headlines

A 12-week consultation held between 28th May and 19th August 2024 was undertaken. The principles of the consultation were as follows: No decisions had been made. Responses to the consultation will be considered before any decisions that Nottingham City Council will take about the future of Nottingham libraries. The consultation involved working with organisations and networks across the city to ensure as many people as possible who live, work or study in Nottingham had the opportunity to engage. The consultation was also designed to seek innovative solutions, asking citizens and partners to propose alternative ideas for delivering an efficient, comprehensive library service within the budget constraints.

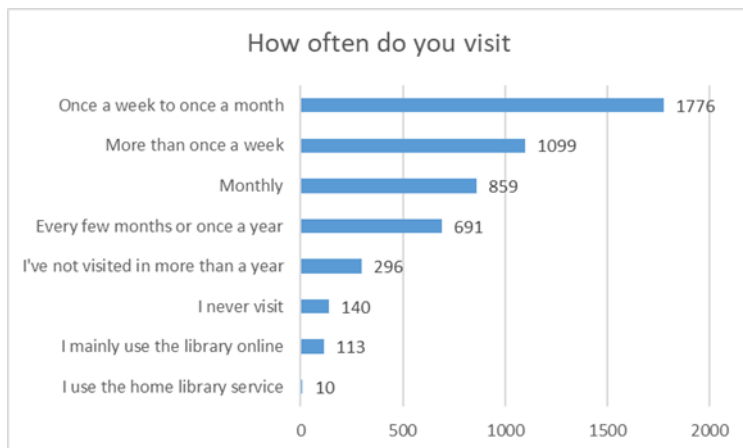
During that period Nottingham City Council invited responses to the consultation via an online survey¹ or paper copy of the survey available at all libraries or on request. 5,378 people responded to the survey. 4,360 people/ organisations responded to the main online survey, 624 people completed the main paper survey. 394 children and young people completed the young people version² of the survey either online or on paper. Forty-two organisations responded and 149 of the responses were from Nottingham City Council staff.

In addition to the survey three public meetings were held (2 in person, one online) and 2 drop-in sessions. One stakeholder workshop and two staff workshops were delivered. The team wrote to 160 schools and nurseries encouraging participation in the consultation and completion of the young people’s survey and wrote to 132 stakeholders³ in Nottingham with an interest in libraries. Five emails were sent to library members during the 12-week period, this resulted in 36,135 unique opens and 50 social media posts were done (across Facebook, Instagram and X) with a reach of 34,819.

The feedback from the consultation has been considered in determining whether and how to proceed with the proposal for the library service put forward during the consultation process.

Headline analysis (survey, staff, stakeholders and public meetings)

85% of those who responded to the main survey were Nottingham City Library members and 36% visited a library in Nottingham at least once a week to once a month. 22% visited more than once a week and 17% visited monthly.



On the children’s and young people’s survey 30.5% of the respondents went to the library more than once a week. Children were also asked what would make them go to a library more often. Responses suggested that young people are interested in more events, workshops, and activities at the library, as well as improvements in facilities such as more comfortable seating areas. Several respondents also highlighted the need for extended or more flexible opening hours, particularly to accommodate visits after school. Other suggestions include better book selections and creating a more engaging community atmosphere through clubs and social activities.

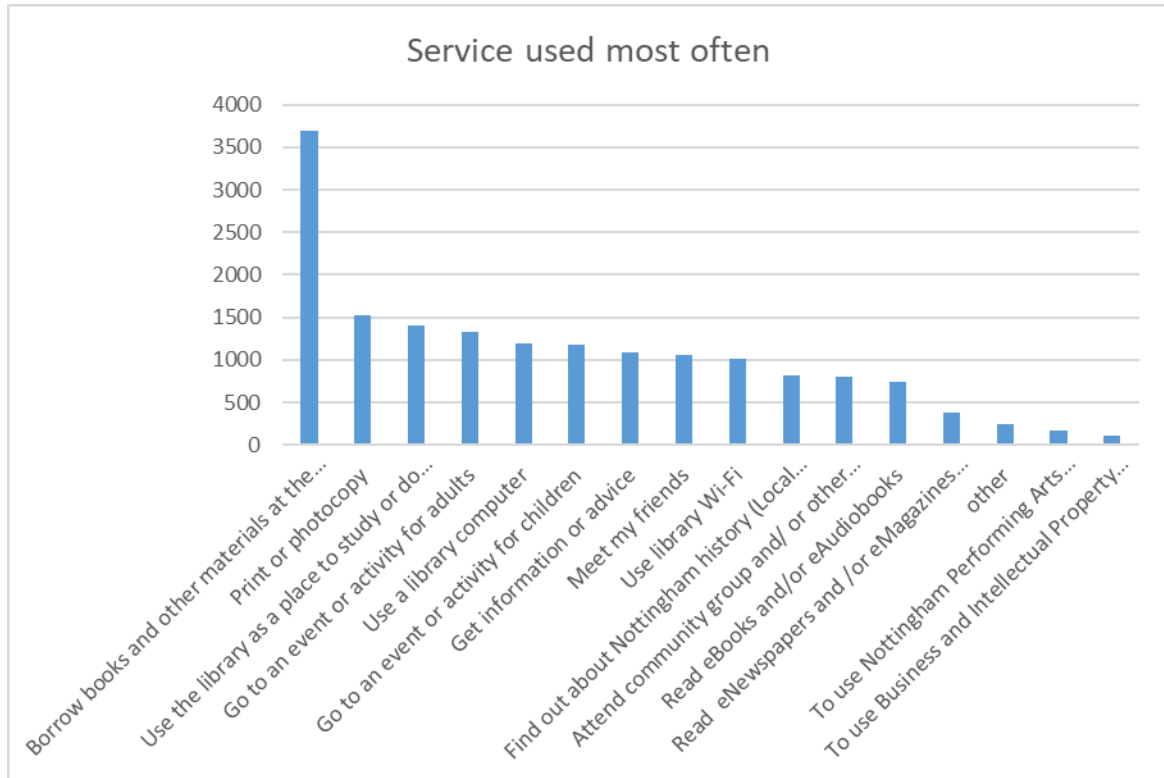
On the main survey the most used services were borrowing books 22%, printing or photocopying 9%, a place to study 8% or to go to an event or activity for adults 8%. A sizeable number mentioned attending specific events or workshops that cater to niche interests, such as local history sessions,

¹ See appendix x for survey questions.

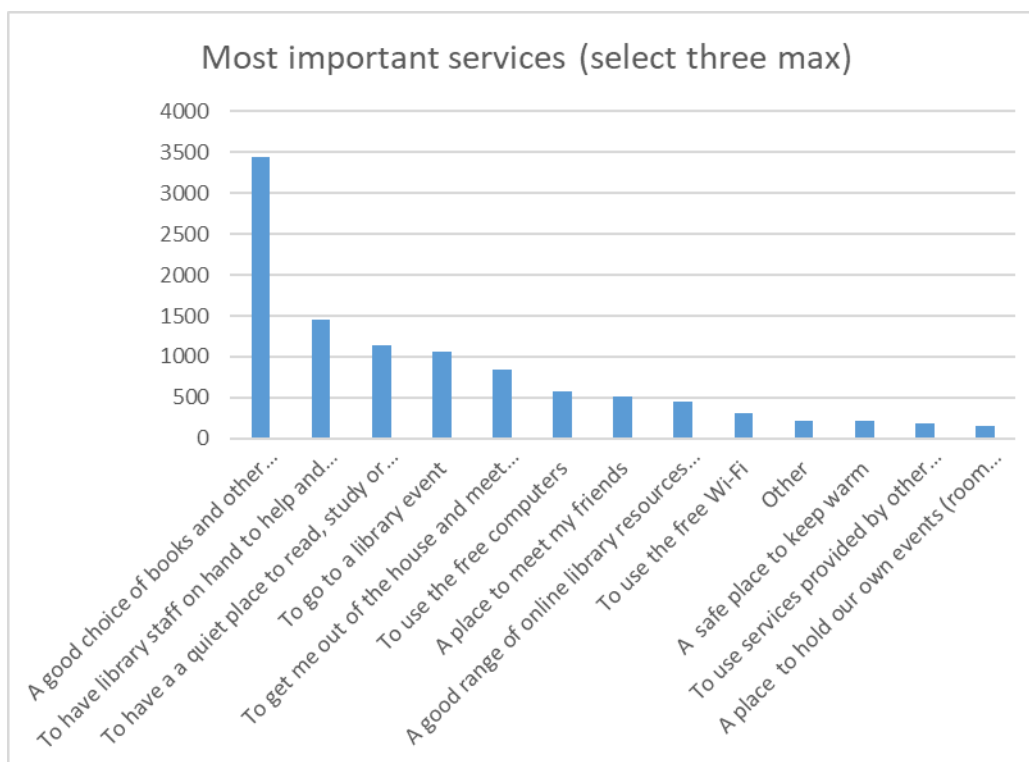
² See appendix x for young people survey questions.

³ See appendix x for a full list of the stakeholders written to

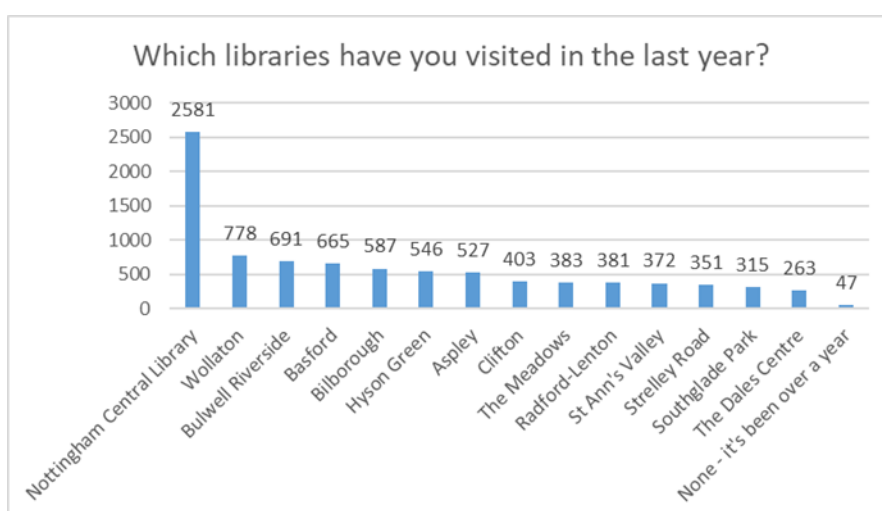
creative writing groups, or technology tutorials. Others used the library primarily for accessing resources like local archives, genealogy materials, or specialised reference collections. Several respondents emphasized the importance of the library as a social space where they meet friends, participate in community activities, or simply enjoy a quiet, safe environment. Additionally, some individuals pointed out that they visit the library mainly to use it as a workspace, especially for group studies or meetings, taking advantage of the library's infrastructure like meeting rooms and free Wi-Fi.



The most important reason for visiting was a good choice of books 33%, library staff on hand for help or advice 14%, a quiet place to study/ read 11% and to go to a library event 10%. A lot of the 'other' comments were reiterating their selection(s) or stating, "all of them." Some emphasized the importance of libraries as quiet and accessible spaces for studying, research, and professional work, particularly for those who may not have such environments at home. The social and cultural benefits that libraries bring via events and workshops was mentioned in several comments.



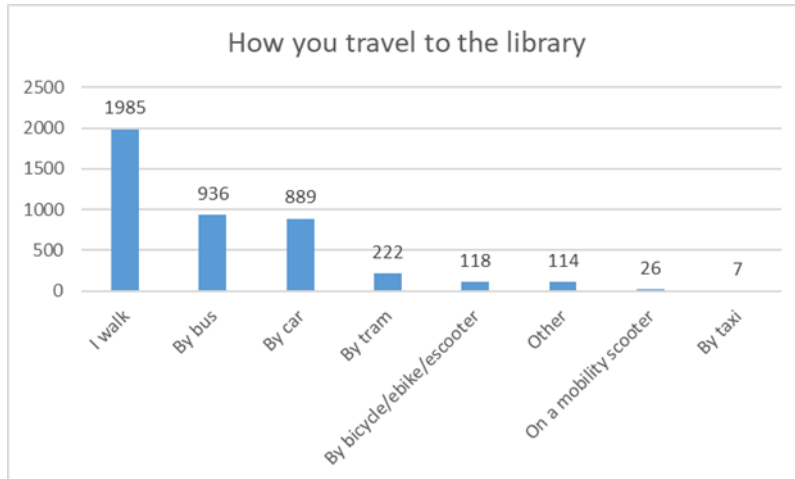
On the main survey we asked respondents to identify which libraries they visited in the last year and could select up to three. The most visited by far was Nottingham Central Library with 29% of respondents (2,581) saying they had been there in the last year. (NOTE: Nottingham Central Library opened on Nov 28th, 2023, and so has not even been open a full year). The next most visited by survey respondents was Wollaton, Bulwell and Basford. (NOTE: This is not in line with usage patterns – Basford according to physical visit statistics collected over the last 5 years is the 13th most visited library out of the fifteen libraries, the high number of responses from Basford users is likely due to Basford being under threat of closure)



On the children's and young people's survey there was a slight difference to the most visited libraries with Central library coming out top (45.5%) followed by Radford-Lenton (27%) and Bilborough (16%) the high numbers for Radford-Lenton may be because a local school completed the survey as a school activity or Radford-Lenton as one of the libraries facing closure may have seen a greater take

up of adults encouraging children to show their support to protect the service. We asked on the young people’s survey who did they usually go to the library with? Most responded with their parent/s/guardian/s (50%) followed by my family (brother/ sister/ cousin/ grandparent) 37% and my friends 32%.

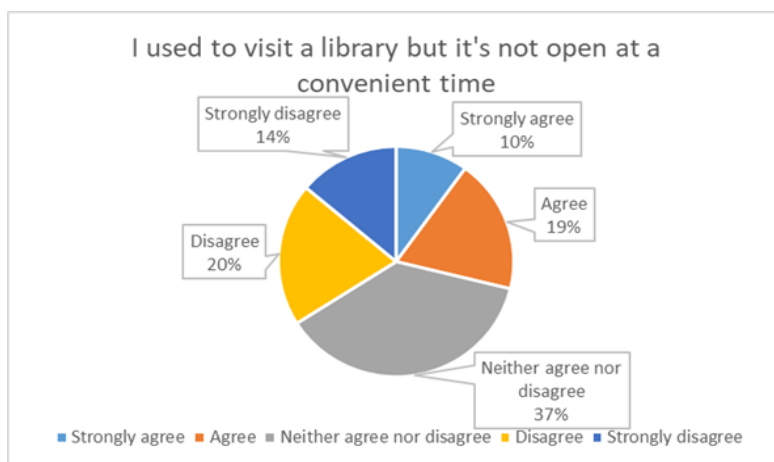
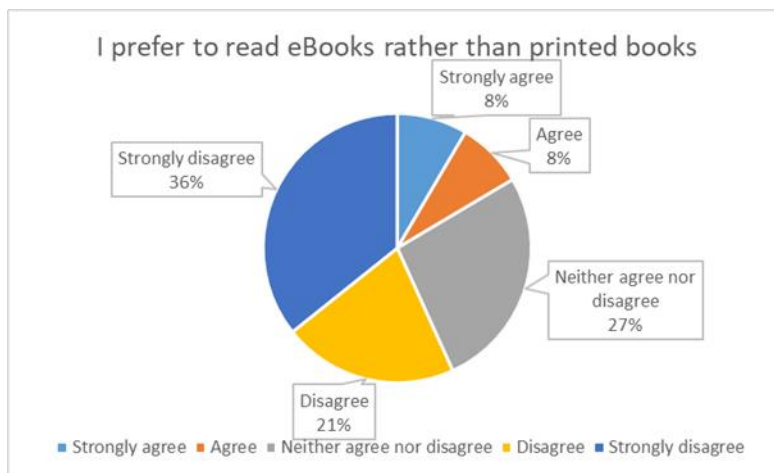
We also asked how people travel to library – the most popular option was to walk (46%) followed by bus 22% and car 21%.



Barriers to Library Use

We also wanted to know if people did not visit the library – why they did not. 11% of those who responded said they had not visited a library in more than a year, never visit or mainly use the library online. The main reason was Other 20%, I can find what I need online 19% or it is difficult for me to get to a library. In terms of ‘other’ many respondents expressed concerns related to personal circumstances, such as time constraints due to work or family commitments, which make visiting a library difficult. Some mentioned a lack of awareness about the library's offerings, feeling that they were not well informed about the services, events, or new acquisitions available. Others pointed out that the physical environment of libraries, such as outdated facilities, uncomfortable seating, or inadequate lighting, discouraged them from visiting. A few respondents also mentioned that they prefer alternative forms of entertainment and learning, such as online courses or streaming services, which they find more convenient and accessible than visiting a physical library. Additionally, some highlighted issues related to health or mobility, indicating that they are unable to visit due to physical challenges. These varied responses reflect a mix of personal preferences, logistical challenges, and perceptions about the library's environment and services.

We asked low/ non-library users if their reasons for not visiting was because they preferred to read eBooks or if opening times were a barrier to use. Interestingly neither seemed to be the reason for not using they physical library offer.



We then asked if there was another reason why they did not visit a Nottingham City library. Among the respondents who provided additional reasons for not visiting a Nottingham City Library, several key themes emerged. Many individuals mentioned that they prefer using digital resources, finding them more convenient than visiting a physical library. Some respondents indicated a lack of interest or need for the services offered by libraries, either due to personal preferences or because they find alternatives that better fit their lifestyle. Others cited practical barriers such as poor accessibility, parking difficulties, or inconvenient library locations as significant deterrents. Health concerns were also frequently mentioned as reasons for avoiding public spaces like libraries. Additionally, a few respondents shared that past negative experiences, including unfriendly staff or outdated facilities, have discouraged them from returning. These responses highlight a mix of convenience, personal preference, and situational factors influencing their decision not to visit the library.

We then asked all respondents what the impact of the proposal would have on their ability to do the following:

	It will make it much easier	It will make it a little easier	It won't make much difference	It will make it a little harder	It will make it much harder	Not sure
Visit a library close to where you live, work or study	11.4%	1.3%	30.6%	15.9%	36.4%	4.4%
Visit a library at a convenient time for you	11.1%	2.0%	20.5%	20.4%	41.8%	4.2%

Access other council services or community activities at the library	9.3%	2.4%	26.7%	15.8%	36.2%	9.7%
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Unsurprisingly most stated the proposed changes of less libraries and fewer opening hours would make it much harder for them to visit a library close to where they live, visit at a time convenient and access services/ activities at the library.

We then asked three open ended/ free text questions.

Proposed Library Closures

What comments do you have on the impact of the proposed closing of Aspley, Basford, Bilborough and Radford-Lenton libraries?

The responses reflected deep concern and disappointment among the community. The most frequent objections were due to the levels of deprivation and disadvantage already existing in those communities that library closure would only exacerbate. Many respondents emphasized the vital role these libraries play in providing access to educational resources, especially for children, the elderly, those with disabilities and low-income families who may not have alternative access to books, the internet, and other services. The libraries were also described as essential community hubs that foster social interaction, support social and mental wellbeing, and offer warm, safe spaces for all, particularly in areas with limited public amenities. The potential closures were seen as a significant loss, not only in terms of resources but also for the sense of community and support these libraries provide. Respondents urged the council to reconsider the decision, highlighting the long-term negative effects such closures could have on social equity, education, and community cohesion. Many expressed concern about the difficulty or cost associated with travelling to other libraries if their local one were closed and some expressed concern that closure would have a negative impact on the remaining network putting greater pressure on existing services.

Based on the comparison between the overall responses and those from people who specifically visited the Aspley, Bilborough, Basford, or Radford-Lenton libraries, a notable difference in sentiment emerges: Respondents who had visited these libraries expressed a much stronger and more personal opposition to the proposed closures. Their comments often highlighted deep emotional connections to these specific libraries, describing them as vital parts of their daily lives and integral to their communities. They were particularly concerned about losing access to essential services and the negative impact on community cohesion.

A minority 2.5% were in favour of closures or recognised it would be worth closing under used libraries to protect the wider library network and a small number suggested the closure of other libraries instead – particularly those in what are perceived as more affluent areas. A number of comments suggested the closing of libraries not part of Nottingham City’s network – highlighting the need for clarity on what is the responsibility of the City Council, Nottinghamshire County Council and privately owned libraries.

Respondents made a number of suggestions which were also reflected in the responses to the next two questions. These included asking for more resources/ applying for funding, reduce hours instead of close buildings, use volunteers, encourage/ promote greater library use, free or discounted travel to other libraries, a mobile library, maximise income opportunities, work with partners, move libraries into other community buildings.

Opening Hours

The next question was What comments do you have about the impact of the proposed reduced opening hours across the libraries?

LIBRARY OPENING HOURS WITH 4 CLOSURES: ASPLEY, BASFORD, BILBOROUGH and RADFORD LENTON								
LIBRARY	COMMENTS		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Nottingham Central Library	10-5.30 Mon-Fri, 10-4 Sat	Current Hours	9.00-6.00	9.00-6.00	9.00-7.00	9.00-6.00	9.00-6.00	9.00-4.00
		Proposed hours	10.00-5.30	10.00-5.30	10.00-5.30	10.00-5.30	10.00-5.30	10.00-4.00
Aspley Library	Closed to public but retain building to become a hub for NPALS, Local Studies overflow, Hamper delivery service, stores.	Current Hours	9.00-6.00	9.00-6.00	9.00-6.00	Closed	9.00-6.00	9.00-1.00
		Proposed hours	Closed	Closed	Closed	Closed	Closed	Closed
BASFORD LIBRARY	Closed	Current Hours	9.00-1.00	2.00-6.00	Closed	9.00-6.00	Closed	9.00-1.00
		Proposed hours	Closed	Closed	Closed	Closed	Closed	Closed
Bilborough Library	Closed	Current Hours	9.00-6.00	9.00-6.00	Closed	9.00-6.00	9.00-1.00	9.00-1.00
		Proposed hours	Closed	Closed	Closed	Closed	Closed	Closed
Bulwell Riverside Library	Reduce full days to 10am-5pm, instead of 9am-6pm. Closure on Saturdays.	Current Hours	9.00-6.00	9.00-6.00	9.00-6.00	9.00-6.00	9.00-6.00	9.00 - 1.00
		Proposed hours	10.00-5.00	10.00-5.00	10.00-5.00	10.00-5.00	10.00-5.00	Closed
Clifton Library	Reduce full days to 10am-5pm, instead of 9.30am-5.30pm. Closure on current half day (Wednesday).	Current Hours	9.30-5.30	9.30-5.30	9.30-1.00	9.30-5.30	9.30-5.30	9.30-1.00
		Proposed hours	10.00-5.00	10.00-5.00	Closed	10.00-5.00	10.00-5.00	10.00-1.00
The Dales Centre	Reduce full days to 10am-5pm, instead of 9am-5.30pm. Full day opening on current half day (Tuesday).	Current Hours	9.00-5.30	9.00-1.00	9.00-7.00	Closed	9.00-5.30	9.00-1.00
		Proposed hours	10.00-5.00	10.00-5.00	10.00-5.00	Closed	10.00-5.00	10.00-1.00
Hyson Green	Reduce full days to 10am-5pm, instead of 9am-6pm. Closure on Saturdays.	Current Hours	9.00-6.00	9.00-6.00	9.00-6.00	9.00-6.00	9.00-6.00	9.00 - 1.00
		Proposed hours	10.00-5.00	10.00-5.00	10.00-5.00	10.00-5.00	10.00-5.00	Closed
Meadows Library	Reduce full days to 10am-5pm, instead of 9am-6pm, half day opening on Fridays and 1pm closure on Saturdays.	Current Hours	9.00-6.00	Closed	9.00-6.00	2.00-6.00	9.00-6.00	10.00-2.00
		Proposed hours	10.00-5.00	Closed	10.00-5.00	1.00-5.00	1.00-5.00	10.00-1.00
Radford - Lenton Library + NPALS	Closure. NPALS relocated to an alternative library that will remain open	Current Hours	9.00 -1.00	Closed	9.00-6.00	Closed	9.00-1.00	9.00-1.00
		Proposed hours	Closed	Closed	Closed	Closed	Closed	Closed
Sherwood Library	Reduce full days to 10am-5pm, instead of 9am-6pm.	Current Hours	9.00-6.00	9.00-6.00	9.00-6.00	Closed	9.00-6.00	9.00-1.00
		Proposed hours	10.00-5.00	10.00-5.00	10.00-5.00	Closed	10.00-5.00	10.00-1.00
Southglade Park Library	Change full days to half days, close on Fridays and open 10-1pm on Saturdays.	Current Hours	9.00-6.00	Closed	9.00-6.00	9.00-6.00	9.00-1.00	9.00-1.00
		Proposed hours	2.00-5.00	Closed	10.00-1.00	2.00-5.00	Closed	10.00-1.00
St Ann's Valley Library	Reduce full days to 10am-5pm, instead of 9am-6pm. Closure on Saturdays.	Current Hours	9.00-6.00	9.00-6.00	9.00-6.00	9.00-6.00	9.00-6.00	9.00 - 1.00
		Proposed hours	10.00-5.00	10.00-5.00	10.00-5.00	10.00-5.00	10.00-5.00	Closed
Strelley Road Library	Reduce full days to 10am-5pm, instead of 9am-5.30pm. Full day opening on current half day (Tuesday).	Current Hours	9.00-6.00	9.00 - 1.00	9.00-6.00	Closed	9.00-6.00	9.00 - 1.00
		Proposed hours	10.00-5.00	10.00-5.00	10.00-5.00	Closed	10.00-5.00	10.00-1.00
Wollaton Library	Reduce full days to 10am-5pm, instead of 9am-6pm. Closure on current half day (Wednesday).	Current Hours	9.00-6.00	9.00-6.00	9.00-1.00	9.00-7.00	9.00-6.00	9.00-1.00
		Proposed hours	10.00-5.00	10.00-5.00	Closed	10.00-5.00	10.00-5.00	10.00-1.00

Many respondents emphasised that reduced hours would significantly limit their ability to access library services, particularly for those who rely on libraries for studying, working, or accessing digital resources outside of traditional work hours. The reduced hours were seen as especially detrimental to families, students, and working individuals who may only be able to visit during evenings or weekends. Some respondents also expressed worries that reduced hours could lead to a decline in library use, which might further justify future cuts or closures, creating a negative cycle. Additionally, there was concern that the reduced availability could disproportionately affect vulnerable populations, including the elderly, low-income families, and those without internet access at home, for whom libraries are a crucial resource. There was also concern about the cost/ difficulty of travelling to another library. Also a worry was the impact on people's social and mental wellbeing and increased risk of loneliness, opportunities for people to access places of learning, literacy being reduced, a loss of opportunity for reading for pleasure and fostering a learning/reading culture and how reduced accessibility of libraries will impact communities and the future aspirations of children.

Overall, the sentiment was that reducing library hours would erode the accessibility and effectiveness of these essential community hubs.

A small number of those who responded to this question (110) agreed with the proposal and some thought it better to reduce opening hours than lose a library (481). 630 people suggested alternative opening hours to the proposal. These included:

- 1 or 2 late night openings during the week
- Earlier opening hours
- Seasonal hours – afternoons/ evenings in the summer, daytime in the winter
- Increase evening/ weekend and reduce morning opening.
- Stagger hours/ evening opening across libraries.
- Nottingham Central library to retain or increase opening hours.
- Respond to community need at individual libraries rather than having consistent opening times across the network.
- Extend opening hours through technology enabled opening (TEO) or use of volunteers.
- Increase income opportunities to offset retaining opening hours.
- Close half days for more full days and
- Longer hours in school holidays

Alternative Ideas and Suggestions

The final question asked ‘what other suggestions do you have to improve library services without additional cost to the Council? (This question received the lowest number of responses of the 3 (2,740 provided comments compared to 4,984 who answered the first question about the proposed closure of 4 libraries). The responses to the question revealed a strong community interest in preserving and enhancing library offerings through creative and collaborative means. Many respondents proposed greater involvement of volunteers, including themselves or community groups to assist in running libraries, organizing events, and maintaining operations. Others suggested forming partnerships with local businesses, schools, and non-profits to share resources and responsibilities, potentially hosting joint programs or sponsored activities. Ideas for generating revenue were also common, such as holding community fundraisers, charging small fees for special events, libraries having cafes or pop-up shops, or encouraging donations. Additionally, several respondents recommended optimising existing spaces for multiple community uses, such as meetings, workshops, or exhibitions, to maximise value without extra cost. There was also a sizeable number of comments saying that they believe volunteers are not the way forward and that libraries need librarians/ skilled library staff to run effectively.

We then looked specifically at how organisations responded to this question. The suggestions were varied and reflective of the specific missions of each group. Organisations often suggested leveraging their existing resources or networks to support library services. For example, educational institutions offered to collaborate on joint educational programs, while community-focused organisations emphasized their ability to mobilise volunteers to help run library activities or maintain facilities. Some organisations also proposed partnerships to host events or workshops that could draw more community engagement to libraries, thereby supporting their sustainability. A few organisations with a focus on digital resources suggested ways to integrate more online services, potentially reducing physical costs. These responses highlight a broad willingness among organisations to contribute to the continued success of library services in their respective communities.

Personal data

Considerably more females responded to the survey (66%) and the best represented age group was 35-44 (21%). Ethnic minorities were slightly underrepresented compared to Nottingham 2021 Census data with 8.4% of main survey respondents identifying as being Asian/Asian British (Bangladeshi, Chinese, Indian, Kashmiri, Pakistani or Other), 4.7% identified as Black/ Black British (African, Caribbean, Other). 3.7% Identified as Mixed (White & Asian, White & Black African, White & Black Caribbean, Other). There was good representation of those who identified as disabled (16%).

Full analysis of the responses and feedback to the consultation has now taken place and the views and concerns raised by individuals and organisations are carefully considered in the final recommendations being put forward. The decision needs to enable the transformation to a sustainable library service that remains relevant and responds to the financial position of the local authority. The key themes that emerged from the consultation that are taking forward for further development/ investigation include:

- Opportunity for Community / voluntary sector management of library buildings as an alternative to closures
- Improved co-ordination with other services delivered at the neighbourhood level with potential shared use of community spaces and stronger partnership working.
- Taking a more considered and tailored approach to respond to needs of the community and to reflect the cost of that delivery particularly in relation to opening hours.
- The development and more effective use of technology and digital access realigning buildings, staff, and resources to respond to evolving need and demand.
- Secure funding for future developments whilst maximising existing and new income streams.

Equality Impact Assessment (EIA) Tool

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Nasreen Miah	Equality & Employability Consultant	15/05/2024

Glossary of Terms

Term	Description
Wi-Fi	Wireless networking technology which allows devices such as computers, mobile devices and other equipment such as printers to interface with the internet
BSL	British Sign Language
DCMS	Department of Digital, Culture, Media and Sport
iPad	Tablet Computer

Section 1 – Equality Impact (NCC staff/ Service users/ Citizen/ Community impact)

1. a. Brief description of proposal/ policy/ service to be assessed

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The equality impact assessment is on the planned library transformation consultation and engagement programme to ensure as many citizens, staff and stakeholders as possible can engage with the library consultation process and make their voices heard. Hosting a library consultation with a focus on equality is essential for ensuring that library services and resources are accessible, inclusive and responsive to the needs of all the community members. By actively engaging with diverse stakeholders and prioritising equality in decision-making processes libraries can play a crucial role in promoting social justice and fostering a sense of belonging within communities.

The library consultation will involve an online survey, webpage with links to survey and proposals, and 3 face to face public meetings as well as one online public meeting. The face to face public meetings will take the be held at 3 different city locations (Bilborough, Bulwell and City Centre), 1 in the afternoon, 2 in the evening and will provide the opportunity for citizens to come and speak to Nottingham City Council staff and make their thoughts and feelings known about the proposal. In addition to the information available online there will be a consultation ‘hub’ in every library which will have clear signage with the ‘shape the vision’ branding and a dedicated iPad (tablet computer) so library users can complete the survey as quickly and easily as possible. There will be paper copy information packs about the proposal in all hubs. These paper copies will include details of the proposal, the current and proposed opening hours, what the current library offer is and what is being safeguarded and details of the public meetings dates, times and locations as well as accessibility. All

library staff are briefed on the consultation and will be able to provide support on how to complete the questionnaire online (including changing the language of the survey) answering questions and providing paper copies of the survey if citizens would prefer to complete a paper copy than use the digital survey. Librarians will also be able to help the citizen complete the survey if necessary.

There will also be meetings specifically for staff and stakeholders to get encourage engagement and get views on the proposal.

The consultation will be on the Nottingham City Council website and has a dedicated webpage. There will be posters in all libraries. There will be social media posts each with a different focus over the 12 weeks of the consultation on all the main social media channels and there will be a consultation edition of the library newsletter.

Take up of the survey will be monitored using the functionality of Microsoft forms – this will show us if any groups are underrepresented in responded to the survey based on how people respond to the equality questions. Social media posts can then be created to target those groups. There is also the option to do leaflet drops in specific neighbourhoods if there is a particularly low response in some areas of the city.

There is a press release that will go to media outlets on the day on the consultation launch. We anticipate that the consultation will be widely reported in the media which will in turn generate further engagement with the survey.

The consultation and engagement team have worked with sport and culture on developing the public meetings and the online questionnaire and will continue to be engaged during the 12 weeks of the consultation.

1. b. Information used to analyse the equalities implications

Nottingham City Council Library has a statutory duty to deliver a library service that is comprehensive and efficient and provides a service to everyone who lives, works or studies in Nottingham. This is delivered through a network of 14* community libraries: Aspley, Basford, Bilborough, Bulwell Riverside, Clifton, The Dales, Hyson Green, The Meadows, Radford & Lenton, Sherwood, Southglade, St Ann' Valley, Strelley and Wollaton and a central library.

Nottingham City Council needs to make budget savings over the next 2 years of £1.5m across the library service. This equates to 38% of the overall library budget. As such difficult decisions will have to be made. In order to deliver this saving, there has to be a consultation process as there will be material changes made to the delivery of the Council's statutory library service. A more detailed consultation on the library budget saving was agreed as part of the full council budget decision in March 2024 and follows DCMS best practice guidance to minimise community challenge possible judicial review on proposal being put forward.

The consultation will run from Tuesday 28th May 2024 for a period of 12 weeks

The initial budget consultation held in December 2023 – January 2024 for the 2024/ 2025 budget savings proposals <https://www.nottinghamcity.gov.uk/engage-nottingham-hub/closed-consultations/202425-budget-savings-proposals/> included amongst many proposals for savings across the Council the budget proposal 'Review of Library Services'. This elicited 5341 responses from members of the public, Nottingham City Council employees and official responses of organisations. 110 different organisations responded. These included national organisations such as Arts Council England, Citizens Advice and the National Probation Service and a wide range of Nottingham cultural, social, sporting, religious and charity organisations including LeftLion, Nottingham Playhouse, 'Friends of' library groups and the Indian Community Centre. Excluding the organisations, the following statistics were available.

56% of responders were female,

33% male

11% did not respond or responded prefer not to say

52% of responders were between 16-44 years of ages

32% were between 45-74 years of ages

1% were under 16, 6% were over 75 and 9% either didn't respond or preferred not to say

14% of responders identified as disabled

71% identified as not disabled

16% didn't respond or preferred not to say

There was a wide array of ethnicities/ nationalities identified by responders

The largest response, 67%, were from those who identified as White – English, Welsh, Scottish, Northern Irish or British.

The second largest response, 14%, was from those who didn't respond or prefer not to say

Similarly, a wide range of sexual identities were selected by the responders outside of the options presented.

5% identify as bisexual

5% as gay man or gay woman/ lesbian

68% as heterosexual

22% preferred not to say or left the answer blank

1% as other

Religion also provided a broad response:

Agnostic 12%

Atheist 18%

Buddhist 1%

Christian 31%

Hindu 1%

Jewish Less than 1%

Muslim 2%

None 12%

Pagan 1%

Sikh 1%

Other 2%

Prefer not to say or didn't respond 19%

*12 community libraries are currently open, Aspley is temporarily closed due to urgent health and safety issues with the building. Sherwood Library has been rebuilt and the re-opening is planned for Summer 2024.

1. c. Who will be affected and how?

Impact type (NCC staff/ Service users/ Citizens/ Community)	Equality group/ individual	Positive X	Negative X	None X	Reasons for your assessment (Including evidence)	Details of mitigation/ actions taken to advance equality	Details of any arrangement s for future monitoring of equality impact (Including any action plans)
Citizens Page 32	People from different ethnic groups		x		Citizens who do not speak English, or are unconfident in reading/ writing in English due to it not being their first language may struggle to complete the library consultation survey	The survey will be publicised using the methods listed in section 1a. The online form is designed to be anonymous and we ask as part of the how to complete this survey guidance that people don't provide identifying information about themselves. It can be accessed in 84 different languages due to the functionality of the software used. There is a video on the consultation landing page www.nottinghamcitylibraries.co.uk/shape-the-vision explaining how the language option can be changed to their preferred one. A paper copy in the preferred language can also be secured for any of Nottingham City Libraries by asking a member of staff or	The number of completed surveys in languages other than English and what those languages are will be monitored to look at how future marketing can be done in those languages alongside

						visiting the designated hub in each library.	English going forward
Citizens	Men	x			Adults with work, study, young children or caring responsibilities may struggle to attend consultation meetings due to timings.	Three consultation meetings will be held at three different locations across the city. Two will be held in the evening (6:30pm-8:30pm) and one in the day time (2:30pm – 4:30pm) to try and ensure access. An online meeting in the early evening (5:30-7:30pm) will also be held. The details of the sessions will be on the website when it goes live at the start of the consultation and included in a hard copy pack with all the consultation details at every library.	Additional online meetings could potentially be planned for July to accommodate demand. Demand will be assessed by number of attendees at the meetings and comments/ feedback made to staff at the meetings and throughout the consultation in libraries. All comments/ feedback will be noted by staff present at the public events. Different times

							can also be considered based on any feedback.
Page 34	Citizens	Women	x		Adults with work, study, young children or caring responsibilities may struggle to attend consultation meetings due to timings.	Three consultation meetings will be held at three different locations across the city. Two will be held in the evening (6:30pm-8:30pm) and one in the daytime (2:30pm – 4:30pm) to try and ensure access. An online meeting in the early evening (5:30-7:30pm) will also be held. The details of the sessions will be on the website when it goes live at the start of the consultation and included in a hard copy online pack with all the consultation details at every library.	Additional online meetings could potentially be planned for July to accommodate demand. Demand will be assessed by number of attendees at the meetings and comments/ feedback made to staff at the meetings and throughout the consultation in libraries. All comments/ feedback will be noted by staff present at the public

							events. Different times can also be considered based on any feedback.
Page 35	Citizens	Trans	x		Adults with work, study, young children or caring responsibilities may struggle to attend consultation meetings due to timings.	Three consultation meetings will be held at three different locations across the city. Two will be held in the evening (6:30pm-8:30pm) and one in the daytime (2:30pm – 4:30pm) to try and ensure access. An online meeting in the early evening (5:30-7:30pm) will also be held. The details of the sessions will be on the website when it goes live at the start of the consultation and included in a hard copy online pack with all the consultation details at every library.	Additional online meetings could potentially be planned for July to accommodate demand. Demand will be assessed by number of attendees at the meetings and comments/ feedback made to staff at the meetings and throughout the consultation in libraries. All comments/ feedback will be noted by

							staff present at the public events. Different times can also be considered based on any feedback.
Page 36	Citizens	Disabled people/ carers	x		<p>Disabled adults/ carers may struggle to attend consultation meetings due to timings.</p> <p>Adults with mobility issues may struggle to access venues or to stand for long periods of time.</p> <p>Deaf adults may struggle to understand what is being</p>	<p>Three consultation meetings will be held at three different locations across the city. Two will be held in the evening (6:30pm-8:30pm) and one in the daytime (2:30pm – 4:30pm) to try and ensure access. An online meeting in the early evening (5:30-7:30pm) will also be held. The details of the sessions will be on the website when it goes live at the start of the consultation and included in a hard copy online pack with all the consultation details at every library.</p> <p>All locations have been chosen for their ease of access – ramps/ lifts are available and all are on major bus and tram transport routes. There is also disabled parking available on site at Harvey Haddon Leisure Centre and</p>	<p>Additional online meetings could potentially be planned for July to accommodate demand. Demand will be assessed by number of attendees at the meetings and comments/ feedback made to staff at the meetings and throughout the consultation in libraries. All comments/</p>

					<p>said at the consultation meetings.</p> <p>Adults with learning difficulties may struggle to complete the survey</p>	<p>Bulwell Riverside. Seats will be provided.</p> <p>A British sign language interpreter will be working at the 1st public meeting.</p> <p>The survey is written in plain accessible language and a large print version of survey will be available. Library staff will be present to assist anyone who needs help to complete the survey.</p>	<p>feedback will be noted by staff present at the public events.</p> <p>Different times can also be considered based on any feedback.</p>
<p>Citizens</p> <p>Page 37</p>	<p>Pregnancy and maternity</p>	<p>x</p>			<p>Pregnant adults may be uncomfortable at busy public meetings.</p> <p>Breast feeding mothers may need to feed children.</p>	<p>Seating will be available at all meetings</p> <p>All chosen meeting venues have a designated breast-feeding area.</p> <p>There will be an online meeting for those who prefer not to attend in person meetings.</p>	
<p>Citizens</p>	<p>Marriage/Civil Partnership</p>			<p>X</p>			

Citizens	People of different faiths/ beliefs and those with none			X			
Citizens	Lesbian/ Gay/ Bisexual people			X			
Citizens Page 38	Older	x			Older people may struggle to access the survey online. Older people may be uncomfortable at busy public meetings.	There will be a support hub in every Nottingham City library where librarians will be on hand to provide support or to provide paper copies of the survey to those who prefer to complete a hard copy. These areas will be branded with the 'shape the vision' logo and have clear signage and posters. Large print versions of the survey will also be available. Seats will be available at all public meetings.	
Citizens	Younger	x			Some children may find the consultation	A simplified children's version of the survey will be available online and in libraries and copies will be provided to	

					survey too complex	all schools so children can make their views known.	
Page 39	Citizens	Care Experience (Please refer to the guidance notes for further information)		x	<p>Vulnerable young people and adults may struggle to understand or access the survey</p> <p>Socio/economic hardships may prevent people from accessing public meetings or completing the survey online due to lack of online devices or connectivity.</p>	<p>The survey is written in plain accessible language. Library staff will be present to assist anyone who needs help to complete the survey.</p> <p>The public meetings are planned for three different locations around the city and all are on major transport routes. If economic factors prevent travelling to an in-person meeting, there is an online meeting. If citizens don't have digital access, they will be able to use the free Wi-Fi and/or computers at any Nottingham city library to complete the survey online. The consultation 'hubs' will be visible in every library with clear signage and staff available to answer questions and point people where to go to engage.</p>	<p>Unfortunately, the libraries will be closed during the online public meeting.</p> <p>However if feedback is received from citizens either via library staff or through online channels about access to the online meeting the team will look to add another online meeting to the schedule before the end of the consultation to be held when libraries are open.</p>

<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 40</p>	<p>Citizens</p> <p>Other (e.g. cohesion/ good relations, vulnerable children/ adults), socio-economic background.</p> <p><i>Please underline the group(s) /issue more adversely affected or which benefits.</i></p>		<p>x</p>		<p>Vulnerable Adults may struggle to understand or access the survey</p> <p>Socio/ economic hardships may prevent people from accessing public meetings or completing the survey online due to lack of online devices or connectivity.</p>	<p>The survey is written in plain accessible language. Library staff will be present to assist anyone who needs help to complete the survey. and support will be available in every library to complete the survey.</p> <p>The public meetings are planned for three different locations around the city and all are on major transport routes. If economic factors prevent travelling to an in-person meeting, there is an online meeting. If citizens don't have digital access, they will be able to use the free Wi-Fi and/or computers at any Nottingham city library to complete the survey online. The consultation 'hubs' will be visible in every library with clear signage and staff available to answer questions and point people where to go to engage.</p>	<p>Unfortunately, the libraries will be closed during the online public meeting.</p> <p>However if feedback is received from citizens either via library staff or through online channels about access to the online meeting the team will look to add another online meeting to the schedule before the end of the consultation to be held when libraries are open.</p>

1. d. Summary of any other potential impact (including cumulative impact/ human rights implications):

During the consultation period the take-up of the survey will be monitored. The functionality of the software means that all data will be live and can be regularly monitored and reviewed by Nottingham City Council staff. If there are areas or specific groups where there is very low take-up, tools such as leaflet drops or social media posts will be used to encourage completion of the survey by those groups.

Any insights gained during this process will inform the development of policies and initiatives that promote equality within the library system and will inform the equality impact assessment on the final library transformation decision.

Section 2 – Equality outcome

Please include summary of the actions identified to reduce disproportionate negative impact, advance equality of opportunity and foster good relations. Please pull out all of the mitigations you have identified and summarise them in this action plan


Equality Outcome	Adjustments to proposal and/or mitigating SMART actions	Lead Officer	Date for Review/ Completion	Update/ complete
Eliminate unlawful discrimination, harassment, victimisation and any other conduct prohibited by the Equality Act 2010.	Alternative language options for the survey as well as large print and a children’s version. BSL interpreter at public meetings. Disability access (ramps, lift etc) at all public meeting venues. Seating at all venues and areas for breastfeeding.	Nigel Hawkins	15/05/2024	07/08/2024

Advance equality of opportunity between those who share a protected characteristic and those who don't	Surveys available online and paper copies. All libraries will have a designated consultation area to encourage input into the process including paper copies, explanations regarding translation and computer/ Wi-Fi facilities.	Nigel Hawkins	15/05/2024	07/08/2024
Foster good relations between those who share a protected characteristic and those who don't				
(Please add other equality outcomes as required – e.g. mitigate adverse impact identified for people with a disability)				

Please note: All actions will need to be uploaded onto Pentana

Section 3 – Approval and publishing

<p>The assessment must be approved by the manager responsible for the service /proposal. Approving Manager details (name, role, contact details):</p> <p>Nigel Hawkins Head of Culture and Libraries Nigel.hawkins@nottinghamcity.gov.uk</p>	<p>Date sent for advice: 07.04.2024</p>
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Approving Manager Signature: 	Date of final approval: 15/05/2024
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For further information and guidance, please visit the [Equality Impact Assessment Intranet Pages](#)
Alternatively, you can contact the Equality and Employability Team by telephone on 0115 876 2747

Send document or link for advice and/ or publishing to: edi@nottinghamcity.gov.uk

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**Communities and Environment Scrutiny Committee
4 December 2024**

Community Centre Review.

Report of the Head of Legal and Governance

1 Purpose

- 1.1 To consider the information presented within the report and at the meeting considering the strategy around the Community Centre review, and the engagement with the public to date. The committee will consider whether any recommendations to the Executive Member for Communities, Waste and Equalities arise from the discussion.

2 Action required

- 2.1 The Committee is asked:
- 1) to make any comments or recommendations in response to the report from the Executive Member for Communities, Waste and Equalities;
 - 2) to consider whether any further scrutiny of the issue is required (and, if so, to identify the focus and timescales).

3 Background information

- 3.1 At the January 2024 meeting of this Committee, members received a report outlining the Service impacts of the 2024/25 budget proposals. Within the report the committee heard that a review of the operating model for Community Centre support would be undertaken with savings over two years of £674,000 proposed
- 3.2 At its July meeting the Committee received a report outlining the work to date on the strategy to achieve the savings set out in the Budget and made a number of recommendations around engagement with the public, community groups and Councillors.

4 List of attached information

- 4.1 Community Centres Review Report.

5 Background papers, other than published works or those disclosing exempt or confidential information

- 5.1 None

6 Published documents referred to in compiling this report

- 6.1 Service impacts of Budget Proposals – Communities and Environment Scrutiny Committee 24 January 2024 (agenda item 4, minute number 23)
- 6.2 Community Centres Review – Communities and Environment Scrutiny Committee 24 July 2024 (agenda item 6, minute number 14)

7 Wards affected

- 7.1 All

8 Contact information

- 8.1 Kate Morris, Scrutiny and Audit Support Officer
Kate.morris@nottinghamcity.gov.uk

Report to Communities and Environment Scrutiny Committee – December 2024

Topic: Communities Centre Review

Prepared by: Shaun Miles, Head of Communities, and Roseanna Crane, Project Manager for Communities Review

1 Purpose

1.2 To update the Overview & Scrutiny Committee on the progress of the Communities Review, including the engagement process to date.

2 Action Required

1. Note progress on engagement to date.
2. Acknowledge next steps as outlined in the paper.

3 Objectives

3.1 As part of the approved 2024-2027 MTFP the Communities review project seeks to deliver the objective 'to remove the subsidy of £613k to communities to NIL Budget' by April 2025. The budget lines for the subsidy consist of; repairs and maintenance for centres, grants for associations, training costs, office facilities and staffing. To deliver this saving the service will have to either transfer or close all community centres.

3.2 The project will operate in line with Corporate Landlord policy regarding lease offers and disposals. The project understands that the Corporate landlords aim is for all future leases to be Full Repairing and Insuring (FRI) as well as a Market Rental Value (MRV) however following engagement amendments to policy are being considered to protect strategic assets. Also, business support sessions to be provided to all associations to enable the development of business plans to support the longer term aim of market rent and self-sustainability.

4 Background and Context

4.1 Community Centre's across the city offer various services, including social, educational, and recreational activities, and act as access points to statutory services. Many provide youth programs, nurseries, health services, and serve as emergency sites (e.g., Covid testing). Centres managed by Community Associations offer volunteer and democratic management opportunities, and they are often used for council functions and as polling stations.

5 Key Actions and Timelines

- **Complete:** Non-closure strategy, standardised lease terms, and mapping of desired essential community assets.

- **Ongoing:** Association and Councillor engagement to assess impact and mitigate risks.
- **Upcoming:**
 - Lease negotiations: Nov 2024 - Mar 2025
 - Revised EIA for displaced groups: Oct 2023 - Jan 2024
 - Executive Board report development: Nov 2024 - Mar 2025
 - Formal staffing consultation: Nov 2024 - Mar 2025
 - Asset transfer to Corporate Landlord: Dec 2024 - Mar 2025

6 Proposed Approach

6.1 The project aims to retain a network of self-sustaining Community Centres. Achieving this will be through offering leases to current associations. The project understands that the corporate aim is for all future leases to be Full Repairing and Insuring (FRI) as well as a Market Rental Value (MRV). However this may be reviewed following engagement feedback.

6.2 Reallocate buildings where lease offer declined and explore if other community groups or third parties are interested in taking it on, through open market.

6.3 Buildings unable to secure a lease with an association, community group or third party will be disposed of via declaring the buildings surplus to the Communities service area and transferring the buildings to the Property Portfolio. Disposal will allow for capital receipts to be gained for the surplus buildings.

6.4 There will be a workstream to support relocating services that are disrupted as part of the project

7.0 Engagement update

7.1 There have been three engagements taking place;

- Association Engagement- 23/09/2024 – 18/11/2024
- Councillor Engagement – 11/09/2025 – 25/10/2024
- Internal Stakeholder Engagement – MS Teams sessions on 15th and 18th October 2024

7.2 The feedback from these engagements have been summarised as;

- Financial concerns - Market rent. Financial concerns – Increased operational costs from absorbing repairs and maintenance, business rates and building compliance
- Increased responsibilities presenting as a risk of volunteer strain and sustainability of association
- Impact on service provision if they are not able to afford new rates due to associations increasing room hire
- Association accountability if unable to be successful in taking on terms
- Heads of Terms does not provide detailed lease terms for their building
- Acquiring historic repairs

7.3 Suggested mitigation

- All three engagements are questioning the possibility of reduced rent
- Phased introduction of aspects of the lease- especially compliance and business rates
- One year break clause
- Still having a NCC support contact
- Purchasing the building

8.0 Key risks

8.1 This table displays some of the key risks the project has identified

Risk	Mitigation Comments
Current associations unable to take on the proposed lease terms; market rent, compliance, repairs and maintenance, volunteer strain and training for new responsibilities	Property to consider the wider business case when offering lease terms. Consideration to policy change to enable strategic assets are protected. Business support sessions.
Impact on current provision (including; nursery, youth, polling and emergency planning)	Understand what services are being offered in the building Relocate service where possible Negotiation building availability for polling and emergency planning
Resistance due to impact on existing services.	Property to consider the wider business case when offering lease terms.
Inability to shape the community service offer for the city	Tolerated risk, but if approved ongoing staff resource will provide ongoing support.
Void buildings –risk of ASB, delays in disposal	Explore option of Tenancy At Will under building guardianship terms Strong communication with Disposal Team and legal RE pipeline of disposals Explore growth bid for void costs
Budget removal and ongoing management costs	Growth bid for additional officer post beyond April 25 to support with residual staffing duties
Property and legal resource to complete large number of leases	Property recruiting interim role Tenancy at Will options explored if needed Legal well cited on upcoming flow of work

9.0 Project Next Steps

9.1

- Continue to manage and mitigate project risks - ongoing
- Complete Association engagement – Nov 24
- Begin lease negotiation – Jan 25-March 25

- Understand the impact of project on Community Centre network and services offered, and develop mitigations to service provision – Nov 24 – Jan 25
 - Revise the Equality Impact Assessment – Nov 24 – Jan 25
 - Consult with staff on potential redeployment or redundancy options Nov 24 – March 25
 - Transfer assets to the Property Portfolio. Jan - March 25
 - Aim to Cease subsidies by April 25.
-

For further information, please contact:

Shaun Miles, Head of Communities

Email: Shaun.miles@nottinghamcity.gov.uk

Communities and Environment Scrutiny Committee

Action & Recommendation Tracker

Date of meeting	A/R	Action/Recommendation	Progress/Notes	Status
4 October 2023	R	<p>Municipal Resources and Waste Strategy 2023-2050 Implementation</p> <p>To make the following recommendations to the Portfolio Holder:</p> <ul style="list-style-type: none"> i. To explore further the potential for temporary/ pop-up recycling points in communities ii. To explore how the green champions and other community networks could contribute to increasing recycling rates and reducing contamination iii. To review the balance between bulky waste collection and fly tipping clearance times; iv. To approach companies regarding their social and corporate responsibility requirements to establish whether they might be able to support waste issues and explore the potential, for a Nottingham waste charter with businesses; v. To make best use of Ward Councillors in consultations and community engagement. 	Response received.	Response attached as an appendix to the recommendation tracker at the 7 February 2024 meeting
8 November 2023	R	<p>Best Value Reviews</p> <p>Make the following recommendations to the Portfolio Holders:</p>	Response received	Response attached as an appendix to the recommendation tracker at the 7

		<p>a) To examine how specific funding available can be used to enable community centres to be ran by the community.</p> <p>b) To explore how the Social Value Framework is used and considered in progressing the Best Value Reviews and how it might shape their recommendations.</p> <p>c) To explore how businesses in Nottingham can be further engaged through Corporate Social Responsibility in relation to investment in the city and local events, etc.</p> <p>d) To ensure that SWAT and PEST analysis is completed on all proposals to be considered arising from the Best Value Reviews.</p> <p>e) Receive a further report on the proposals, consultation and methodology resulting from the Best Value Reviews.</p>		February 2024 meeting
6 December 2023	R	<p>Events</p> <p>1) To recommend that the Portfolio Holder for Leisure and Culture gives consideration to:</p> <p>a) how the participation of volunteers could be increased in supporting public events and how a more joined up approach with other services across the Council could maximise this; and</p> <p>b) how engagement with existing business networks in the city could be maximised to secure sponsorship for public events, and how all City Councillors could be involved in support this.</p>	Response Received	Response attached as an appendix to the recommendation tracker at the 3 April 2024 meeting
	R	<p>2) To recommend that a handbook of upcoming events and their funding needs is produced for all City Councillors to help them start initial</p>		

	R	engagement with potential sponsors within their communities.		
	R	3) To recommend that it ensured that all clean-up activity following a public event covers the appropriate wider area impacted.		
	R	4) To recommend that more information is collected on the level of car travel to public events, to better assess their overall traffic impact on the city.		
	A	5) To request further information on the formal decision-making process that will be followed to decide whether the next Goose Fair should be a five-day or a ten-day event.		
24 January 2024	A	<p>Service impacts of Budget Proposals</p> <p>1) to consider the findings of the 'best value' review of the Council's current carbon neutral activity;</p> <p>2) to review the Council's current Bereavement service offer; and</p> <p>3) to consider the development of the future model for the deployment of Community Protection Officers.</p>	<p>Details to be included in the Report due to come to the November 2024 Committee</p>	<p>Considered at Committee on 3 April 2024</p> <p>Informal Briefing held 5 June 2024</p>
7 February 2024	A	<p>Service impacts of Budget Proposals</p> <p>Links to Equality Impact Assessments be circulated to Committee members</p>		
	R	<p>The Castle</p> <p>1) To consider how pricing and special offers could offer additional benefits to residents of Nottingham City</p>		

	A	<p>2) To consider how to engage local businesses and how they can offer support through Social Corporate Responsibility</p> <p>Officers to circulate to committee members a summary on how they engaged with new and emerging communities</p>	Response Circulated 7 November	
6 March 2024	A	<p>Community Safety Partnership</p> <p>1) To request that a briefing note on the results of the report on first time young offenders is circulated to committee members when the report is released in Autumn.</p> <p>2) To consider time tabling an item on the provision of CPO resource, the impact on communities and statutory duties with a focus on community safety for the work programme for 24/25</p> <p>3) To consider time tabling an item updating the committee on community policing following an upcoming restructure.</p>	Timetabled for November 2024	
	R	<p>Safety and Environmental Regulation</p> <p>To recommend to the Portfolio Holder to consider how communications with the public highlight the positive work of the Regulation Services</p>	Response Received	Response attached as Appendix 1 to the Recommendation Tracker at December 2024 meeting
3 April 2024	A	<p>CN28</p> <p>1) To request that an update is provided on the position in relation to Carbon Neutral Nottingham 2028 (CN28) in 12 months' time, and on the Council's response to the final recommendations of the Best Value Report and the work towards delivering its CN28 targets in 6 months' time.</p>		Briefing note Circulated 7 November 2024

	A	2) To request that a Political, Economic, Social and Technological (PEST) analysis is completed on the proposed actions arising from the Best Value Report.		
	A	3) To request that details of upcoming Green Partnership and Energy Hub events are circulated to members of the Committee.		Details circulated April 2024
	A	4) To request that considered comments on the potential carbon impact of proposals are included in all decision-making documents.		Response circulated July 2024
	R	<p>Recommendations to the Portfolio Holder</p> <p>1) To liaise with the Universities to explore research opportunities for green energy generation in Nottingham.</p> <p>2) To discuss with sector leaders around the use of green technology within buildings and consider how this can be applied to Council buildings.</p> <p>3) Consider how Commercial partnerships could be used to progress work towards CN28 targets</p>		Response attached as Appendix 2 to the Recommendation Tracker at December 2024 meeting

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Response to Communities and Environment Scrutiny Committee Recommendations

Committee Date	Recommendation	Response
6 March 2024	<p>Safety and Environmental Regulation Consider how communications with the public highlight the positive work of the Regulation Services</p>	<p>We are doing monthly snapshots which go to Cllr s and the public. We are amalgamating 3 twitter accounts and having one to update on activity. Press releases if appropriate</p> <p>We have no media/comms support any more, we do press releases if we have things that are significant, so as an example we will do an update on Goose Fair activity. There is not much more we can do, we do not have the resources.</p>

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Response to Communities and Environment Scrutiny Committee Recommendations

Committee Date	Recommendation	Response
3 April 2024	<p>CN28</p> <p>Recommendations to the Portfolio Holder</p> <ol style="list-style-type: none"> 1) To liaise with the Universities to explore research opportunities for green energy generation in Nottingham. 2) To discuss with sector leaders around the use of green technology within buildings and consider how this can be applied to Council buildings. 3) Consider how Commercial partnerships could be used to progress work towards CN28 targets 	<p>Nottingham City Council’s Environment and Sustainability Division have a longstanding relationship with both University of Nottingham and Nottingham Trent University. Forums of Engagement include Green Partnerships and the Nottinghamshire Environmental Strategy Working Group. There is also a history of partnering up to support / delivery funding bids.</p> <p>Both Carbon Reduction Projects and Policy Service and Midlands Net Zero Hub have regular dialogue with Sector Leads in various forums. Examples include supporting white papers on Energy Security and the Just Transition. There is dedicated resource in both service areas to support the decarbonisation of the public estate; a current project is a Solar PV project on Harvey Hadden Leisure Centre that will reduce its energy costs.</p> <p>The Services have secured funding to deliver a Local Area Energy Plan and Digital Twin for Nottingham and for the wider Derbyshire and Nottinghamshire Geography. This will detail out the most cost-efficient route to Net Zero over defined periods of time. In parallel to this the Carbon Reduction Projects and Policy team are exploring options around procuring a Strategic Energy Partner / Partners to support and drive both public and private investment in decarbonisation projects in the city.</p>

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Communities and Environment Scrutiny Committee

Action & Recommendation Tracker 2024/25

Date of meeting	A/R	Action/Recommendation	Progress/Notes	Status	
5 June 2024		Refugee Resettlement and Homes for Ukraine Programme		Response Received - Complete	
	A	To circulate the Myth Buster leaflet to Committee members	Update attached – Appendix 1		
	A	Formally record the Committees thanks to the Host Families, the Voluntary Sector and the Council Officers for their continued hard work and dedication	Complete		
	A	Request that the data sets demonstrating performance of service delivery be shared with the Committee Chair.	Under discussion with Chair		
	R	Recommend to the Executive Member that they consider the way communications with the public deliver a balanced view and include positive outcome stories	Response attached – Appendix 2		
	A	Nottingham Green Space Strategy Circulate details of free tennis access for young people to all members.	Underway – See Appendix 3		Response Received – Complete
	A	Circulate the number and a breakdown of responses to the satisfaction survey to committee members.	Underway – See Appendix 3		
	R	To consider the balance within the Strategy between the need to ensure Best value financially and the need to achieve environmental gains.	Response to all recommendation attached – See Appendix 3		
R	To look at the options for a programme suitable for Nottingham City that would be similar to “incredible	As above			

	R	edible” and if appropriate to consider the use decommissioned garage sites in particular as spaces available to be used.		
	R	To consider the development of a habitat land banking scheme designed to increase and promote biodiversity across the city.	As above	
	R	To carry out SWAT and PASTEL analysis on the Work around the development of the Green Spaces Strategy	As above	
	R	To consider how best to educate citizens around the benefits of wild flowers and long grass areas within the city	As above	
24 July 2024		Museum and Galleries Service Review		
	R	Ensure that full consideration is given at an early stage of the business plan development to include robust measures that safeguard assets from disposal	Response to recommendation attached – see Appendix 4	Complete
	R	Community Centre Review To provide clarity to the Committee, on the timeframe within which the approved budget savings need be made, and review what steps have already been taken by officers to progress savings and that these are only taken in line with agreed council policy.	Response to recommendation attached – See Appendix 5	Complete
	R	To consider how Lead Organisations within the different areas can be involved with facilitating public consultation.	As above	
	R	To ensure that communication with Ward Councillors is timely and that public consultation is timely, accessible and meaningful.	As above	

	R	To carry out Health Impact Assessments for all proposals alongside the Equality Impact assessments	As above	
	R	Ensure and evidence that cross council working takes place to liaise with other services (eg children's services, adult social care etc) to make sure that the cost impact of these to statutory services is mitigated	As above	
	A	Finalise the Social Value Matrix and ensure that it is used within the upcoming mapping process	As above	
		For Officers to double check the £26k figure for grants and confirm the figure is correct	Response Circulated to Committee members 19/08/2024	
4 September 2024	A	Streets for People Request that additional information be circulated: <ul style="list-style-type: none"> • information about a back up plan re low loaders for emptying the larger bins. • Additional details/a map of the trees planted as part of the scheme • Details of number/distribution of additional sweepers • Confirmation around section 58 notice costs being passed back to the utilities/provider 	Information circulated 11/11/2024.	Complete
4 December 2024				
8 January 2025				
5 March 2025				

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Overview and Scrutiny actions from June 2024

1. To circulate the Myth Buster leaflet to Committee members

Done. Paper copies available to give out.

2. Formally record the Committees thanks to the Host Families, the Voluntary Sector and the Council Officers for their continued hard work and dedication -

We have thanked the MAF, as part of the Refugee week Myth Launch, Staff. Host Families to be thanked as part of a Questionnaire due to go out regarding host arrangements and integration.

3. Request that the data sets demonstrating performance of service delivery be shared with the Committee Chair.

We are working with the Intelligence Team to interrogate our data and put it into a new format to pull out key information around performance. We have a new Project and Contracts Officer post and they are starting in August and will be working on performance data and can work on this request.

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Response to Communities and Environment Scrutiny Committee Recommendations

Committee Date	Recommendation	Response
5 June 2024	Recommend to the Executive Member that they consider the way communications with the public deliver a balanced view and include positive outcome stories	<p>Myth busting guide produced and launched during Refugee Week and circulated to members and partners.</p> <p>A Thank You email is being sent to Hosts as part of a survey regarding needs and integration.</p> <p>A Host Thank You event is being organised in the Autumn and we will ensure media coverage as a good news story.</p>

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Response to Communities and Environment Scrutiny Committee Recommendations

Committee Date	Recommendation	Response
5 June 2024	<p>Recommend to the Executive Member: To consider the balance within the Strategy between the need to ensure Best Value financially and the need to achieve environmental gains.</p> <p>To look at the options for a programme suitable for Nottingham City that would be similar to “incredible edible” and if appropriate to consider the use decommissioned garage sites in particular as spaces available to be used.</p> <p>To consider the development of a habitat land banking scheme designed to increase and promote biodiversity across the city.</p>	<p>It is hoped that both will be achieved as the implementation of the strategy progresses. The strategy has broad impact across internal and external stakeholders taking a city-wide approach to a Greener Healthier Happier Nottingham. Established blended funding approaches and innovation pathways will be capitalised.</p> <p>Noted. As part of the delivery of the strategy seeking opportunities to empower communities to grow their own produce as well as working in partnership with established community growers will be researched. Partnership working with the landowner supports schemes progressing effectively. There are several allotment sites and existing Community Gardens that provide growing opportunities, along with the miniature display gardens at Woodthorpe demonstrating where small areas can be developed into a container growing space for both food and flowers.</p> <p>Nottingham Green Guardians also provide community growing at sites such as Forest Recreational Ground. Conservation volunteers cover a city-wide year-round programme delivering wide range environmental tree planting, food growing and various projects across city council parks and open spaces.</p> <p>Research has begun in earnest in further understand the potential for Nottingham City Council to develop offsite Biodiversity Net Gain (BNG) units. NCC is working with partners Finance Earth and will</p>

	<p>To carry out SWAT and PASTEL analysis on the Work around the development of the Green Spaces Strategy</p> <p>To consider how best to educate citizens around the benefits of wildflowers and long grass areas within the city</p>	<p>report progress. An initial feasibility study suggested strong opportunity for NCC to progress a business case demonstrating strong due diligence in support of a habitat land bank for Nottingham. Further reports will be developed once the Business Case is completed.</p> <p>The strategy has been developed using a technical report which contextualises and highlights further detail relating to SWOT and PASTEL and is available on the Nottingham City Council's Policy Library Policy Library (nottinghamcity.gov.uk) A best value review is contained within the soon to be published Executive Board report.</p> <p>Each subsequent report relating to the delivery of the strategy will contain SWAT and PASTEL analysis relating to the report theme.</p> <p>The strategy has also completed a full CIA (Carbon Impact Assessment) and an Equality Impact Assessment (EIA)</p> <p>Multi-channel communication campaigns run regularly through the main growing season (March - September) through relaxed mowing schemes and highlight the benefits of promoting Biodiversity across the city.</p>
	<p>Circulate details of free tennis access for young people to all members.</p>	<p>There are opportunities for 'free tennis' currently at Clifton and Lenton Abbey via third party providers (along with 'paid for' sessions and other opportunities). These are being rolled out this summer as part of wider activation of tennis in partnership with the Lawn Tennis Association (LTA) at Nottingham Tennis Centre.</p>

	<p>Circulate the number and a breakdown of responses to the satisfaction survey to committee members.</p>	<p>Once coaching opportunities and further volunteers are in place and trained, it is hoped that this programme will be able to be rolled out across the City's other tennis sites (Valley Road, Vernon and potentially Strelley). There is also the potential to expand the offer later into the year. These should help encourage usage, and hopefully increase family memberships across sites which will in turn make facilities more sustainable, meeting both the LTA funding conditions for the courts, but also the wider aspirations of the LTA at the Tennis Centre</p> <p>As this is the first year of this agreement and model being in place we will be reviewing it with the LTA to refine and evolve the offer as needed over the coming years.</p> <p>Satisfaction surveys are still being carried out for this year. As information is collated, it will be disseminated to members.</p> <p>Satisfaction surveys are carried out annually throughout the Summer months predominantly July and August. Responses are circulated through APSE colleagues to provide benchmarking opportunities with other LA's. Results from this year are currently being collated and more detail will be provided once the final report is produced.</p>
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Response to Communities and Environment Scrutiny Committee Recommendations

Committee Date	Recommendation to Executive Member	Response
24 July 2024	Ensure that full consideration is given at an early stage of the business plan development to include robust measures that safeguard assets from disposal	Full consideration has been given to ensure that all assets of the Museum & Gallery Service are and will remain protected for future generations. The service operates in line with the Museum Accreditation Scheme administrated by Arts Council England. This scheme being the agreed national standards to look to ensure all museums are sustainable, focused and trusted in management and holding of historical collections. The collections held by Nottingham City will remain in the direct management and control of Nottingham City Council.

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Response to Communities and Environment Scrutiny Committee Recommendations

Committee Date	Recommendations to the Executive Member	Response
24 July 2024	<ul style="list-style-type: none"> • To provide clarity to the Committee, on the timeframe within which the approved budget savings need be made, and review what steps have already been taken by officers to progress savings and that these are only taken in line with agreed council policy. • To consider how Lead Organisations within the different areas can be involved with facilitating public consultation. • To ensure that communication with Ward Councillors is timely and that public consultation is timely, accessible and meaningful. • To carry out Health Impact Assessments for all proposals alongside the Equality Impact assessments • Ensure and evidence that cross council working takes place to liaise with other services (eg children’s services, adult social care etc) to make sure that the cost impact of these to statutory services is mitigated • Finalise the Social Value Matrix and ensure that it is used within the upcoming mapping process 	<p>Budget has been confirmed and progress to date including timelines are included in the presentation to be presented to Scrutiny Committee in December 2024.</p> <p>Not required at this stage. Engagement is ongoing directly with associations at this time.</p> <p>Deadline completed 18/11/24</p> <p>A range of ward Councillor engagement sessions have been completed and their feedback will be considered in advance of decisions being formally made. However further meetings with Cllrs are continuing.</p> <p>Will be considered once engagement is completed and a better understanding of the impact of this proposal is known.</p> <p>Engagement with internal stakeholders have been completed via two engagement sessions. A further session will be provided once engagement with associations have been completed.</p> <p>Property colleagues are currently reviewing the social value and market rent policy.</p>

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**Communities and Environment Scrutiny Committee
4 December 2024**

Work Programme

Report of the Statutory Scrutiny Officer

1 Purpose

- 1.1 To consider the Committee's work programme for 2024/25 based on areas of work identified by the Committee at previous committee meetings and any issues raised at this meeting.

2 Action required

- 2.1 The Committee is asked to note the work that is currently planned for the municipal year 2024/25 and make amendments to this programme as appropriate.

3 Background information

- 3.1 The Communities and Environment Scrutiny Committee has been established to carry out the statutory overview and scrutiny functions in relation to matters affecting local communities and the environment including community protection, environmental health, community safety, sport, culture, tourism, waste and cleansing, energy and the environment. This includes:
- a) holding local decision-makers, including the Council's Executive and relevant Boards of the Council's group of companies, to account for their decisions, actions, performance and management of risk
 - b) reviewing existing policies and strategies of the Council and other local decision-makers where they impact on Nottingham citizens
 - c) contributing to the development of new policies and strategies of the Council and other local decision-makers where they impact on Nottingham citizens
 - d) exploring any matters affecting Nottingham and/or its citizens
 - e) make reports and recommendations to relevant local agencies with respect to the delivery of their functions, including the Council and its Executive
 - f) reviewing decisions made but not yet implemented by the Council's Executive in accordance with the Call-in Procedure.

- 3.2 The Committee is responsible for setting and managing its own work programme to fulfil this role. This work programme must have a clear link to its roles and responsibilities and take into account the resources available to deliver it.
- 3.3 In setting a programme for scrutiny activity, the Committee should make sure that each item included on the programme has clear objectives and desired outcomes from its work that add value to the improvement of the Council. Once items have been identified, the scheduling of those items should be timely; sufficiently flexible so that issues which arise as the year progresses can be considered appropriately; and reflect the resources available to support the Committee's work. It is recommended that there is a maximum of two substantive items scheduled for each committee meeting.
- 3.4 The current work programme for the municipal year 2024/25 is attached. There is space for further items to be added to later meetings. This is because some potential issues require further scoping and consideration as to the appropriate timing – once this has been done they will be proposed for scheduling accordingly – and this also allows for flexibility to accommodate issues that arise as the year progresses.
- 3.5 At this meeting the Committee is asked to review its work programme and make amendments to this programme as appropriate.

4 The Strategic Council Plan 2024-27 and the Council Improvement Plan

- 4.1 The vision set out in the Strategic Council Plan (SCP) is that Nottingham will be known as a healthy, aspirational and thriving city, where people feel safe to live and work whatever their age, and an exciting, clean and welcoming place to play, study and visit. Nottingham will be a city that is green and environmentally sustainable, with a strong commitment to fairness, equality and inclusivity. The SCP sets out ten high-level outcomes for Nottingham, and each outcomes has a number of priority activities and interventions to help deliver it within the four-year span of the SCP.
- 4.2 In addition, the Council Improvement Plan (CIP) establishes how the Council will respond to the significant governance and financial challenges that have led to the statutory intervention by Government Commissioners. The CIP represents the overarching framework that holds the Council's improvement activity together and is intended to address the challenges the Council faces while working towards achieving longer-term change to become an organisation that has a clear purpose and direction, is financially sustainable and is well run. Delivering the CIP is intended to provide assurance to citizens, councillors, officers, partners and the Commissioners that the Council is improving the way it operates to deliver, enable and influence better outcomes for Nottingham in the most effective, efficient and economical

way. The CIP sets out three overall aims, with eleven Priority Programmes of Action.

- 4.3 As a result, when planning its work programme, the Committee should consider how an item relates to achieving both the Priority Programmes of Action within the CIP and the wider objectives of the SCP. In scrutinising topics at a meeting, the Committee should seek to investigate what Priority Programmes of Action the issue affects and how improvement is being delivered against these, as well as the progress made to date against the associated performance metrics and that there is a full understanding and effective management of risk.

5 List of attached information

- 5.1 Prioritisation Process document
- 5.2 Work Programme 2024/25

6 Background papers, other than published works or those disclosing exempt or confidential information

- 6.1 None

7 Published documents referred to in compiling this report

- 7.1 [The Strategic Council Plan 2024-27](#)
- 7.2 [The Council Improvement Plan](#)

8 Wards affected

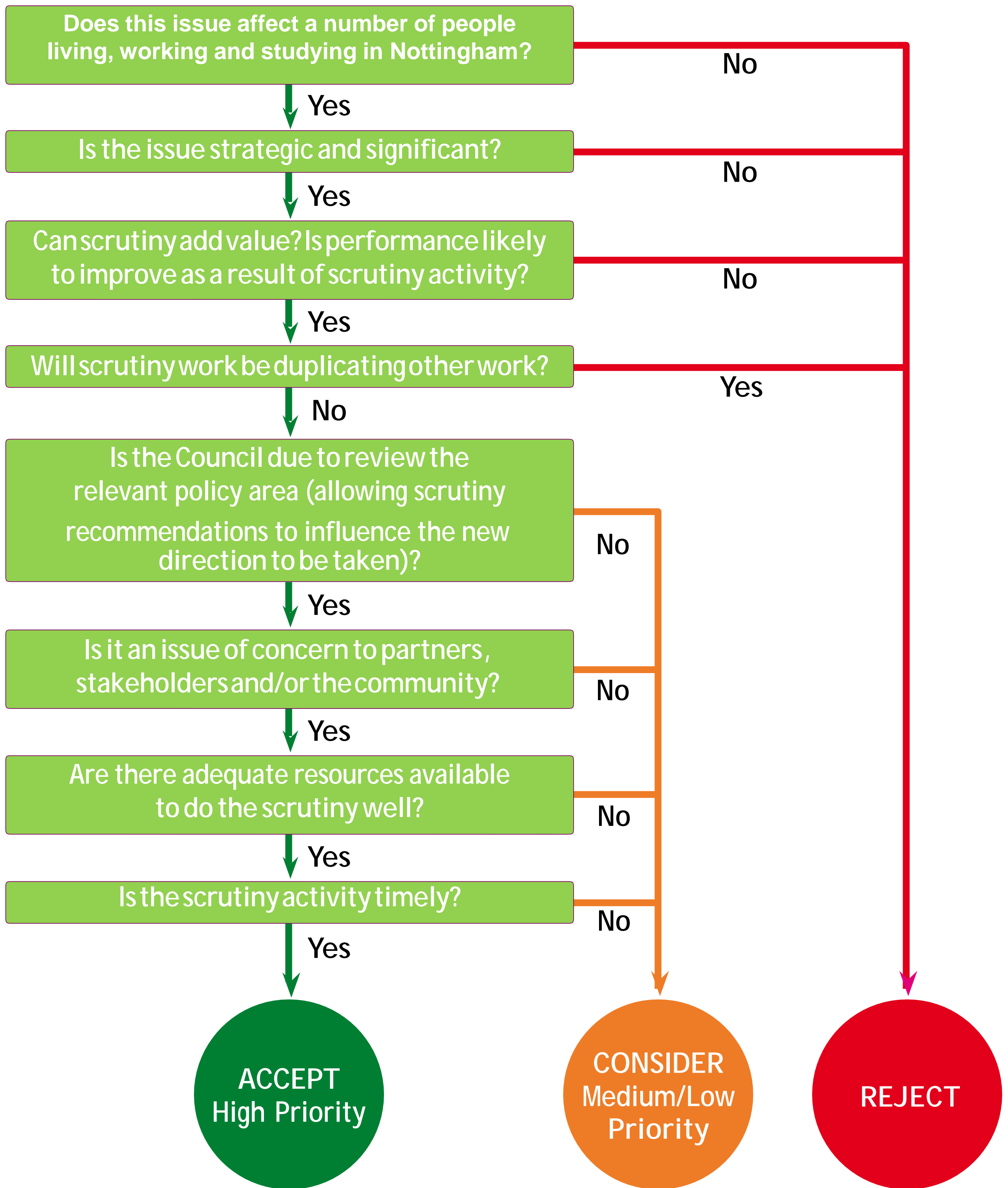
- 8.1 All

9 Contact information

- 9.1 Kate Morris, Scrutiny and Audit Support Officer
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Nottingham City Council Scrutiny Prioritisation Process



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Communities and Environment Scrutiny Committee 2024/25 Work Programme

Date	Items
5 June 2024	<ul style="list-style-type: none"> • Appointment of Vice Chair • Green Space Strategy To consider the development of the Green Strategy, the consultation undertaken, and planned with interested and relevant groups and feed into the development of the Strategy • Ukraine Resettlement Programme To consider the work undertaken by the Council to resettle Ukrainian refugees into the city and how the next 12 months will progress. • Future Meeting Dates • Work Programme 2024/25 and Recommendation Tracker
3 July 2024	<ul style="list-style-type: none"> • Terms of Reference • Museum Service Review Following the completion of the Government Prescribed DMA process to receive an update on the review of museum services, scrutinise proposals following staff consultation and consider implications for citizens accessing the services. • Community Centre Review To consider and scrutinise the proposals for achieving savings set out in the 24/25 budget. • Work Programme 2024/25 and Recommendation Tracker
4 September 2024	<ul style="list-style-type: none"> • Streets for People To consider the work of the Streets for People Programme, assess lessons learned and look ahead to potential funding and projects for phase 2.

Date	Items
	<ul style="list-style-type: none"> • Work Programme 2024/25 and Recommendation Tracker
<p>4 December 2024</p>	<ul style="list-style-type: none"> • Community Centre Review To further consider and scrutinise the strategy for achieving savings set out in the 24/25 budget. • Library Services To consider the strategy to achieve savings following the 24/25 budget process and on completion of public consultation • Work Programme 2024/25 and Recommendation Tracker
<p>8 January 2025 (Single item only)</p>	<ul style="list-style-type: none"> • Impact of the Proposed 2025/26 Budget on Communities & Environment To scrutinise the likely impact of the proposed budget on services within the Communities, Environment and Residents Directorate • Work Programme 2024/25 and Recommendation Tracker
<p>5 March 2025</p>	<ul style="list-style-type: none"> • Community Safety Partnership To review the performance of the Community Safety Partnership, fulfilling the Committee's statutory duty and consider the focus of the strategy refresh. A statutory report that must be received no less than once in every 12 month period • Prevent Agenda To review how changes to Home Office funding streams may impact the Prevent agenda at a local level • Work Programme 2025/26 and Recommendation Tracker

Additional Items to consider for scheduling

- **Health and Safety / Environmental health annual plan**
To review the performance of our commercial and environmental regulation services including CPOs, Food Hygiene, Licensing and environmental health, the challenges the services are facing and the impact these services have on the Council's revenue budgets

- **Green Space Maintenance**
To review the policy approach to green space maintenance and development of city-wide core offer
- **Protect Agenda**
Consider how Nottingham City is preparing for/implementing new measures, the impact these will have on budgets looking to 26/27
- **CN28 – annual performance against targets**
To review the Council's performance against the pledge to become carbon neutral by 2028 and to consider how these may have changed in response to the Best Value Review.
- **Museum and Gallery Services Business Plan**
To consider the business plans and final proposals for the Museum and Gallery Services following the DMA.
- **Waste Strategy Implementation**
To consider the implementation of the waste strategy, to look at lessons learned since implementation, how impactful work around recycling contamination has been. Garden waste scheme review year 1.
- **Centralised Enforcement Model**
To consider the restructure of enforcement teams, following staff consultation, and scrutinise how these changes will impact citizens and services

Reviews:

- **Heat Network Options**
Review agreed at the March 2024 Committee meeting to consider options for the future of the heat network and make any recommendations identified to the Portfolio Holder prior to the formal decision making process.

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