

Policy Committee

Wednesday, 20 March 2019 at 10:30

County Hall, West Bridgford, Nottingham, NG2 7QP

AGENDA

- | | | |
|----|--|---------|
| 1 | Minutes of meeting held on 13 February 2019 | 5 - 10 |
| 2 | Apologies for Absence | |
| 3 | Declarations of Interests by Members and Officers:- (see note below) (a) Disclosable Pecuniary Interests (b) Private Interests (pecuniary and non-pecuniary) | |
| 4 | Criminal Finances Act 2017 - Preventing Tax Evasion | 11 - 18 |
| 5 | Investing in Nottinghamshire - Delivering the Council Plan through a second phase of the Smarter Working Programme | 19 - 32 |
| 6 | Changes to the Protection of Property and Pets and Funeral Arrangements Policy | 33 - 46 |
| 7 | Armed Forces Covenant Strategy and Action Plan | 47 - 58 |
| 8 | Arc Partnership Update as at Quarter 3 2018-2019 | 59 - 64 |
| 9 | Housing Infrastructure Fund (HIF) Bid Submission | 65 - 72 |
| 10 | Appointments to Outside Bodies - East Midlands High Speed 2 (HS2) Skills and Supply Chain Board.docx | 73 - 76 |
| 11 | Attendance at Local Government Association Annual Conference and Exhibition 2019 | 77 - 78 |

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| 12 | Operational Decisions Quarterly Update October - December 2018 | 79 - 84 |
| 13 | Disposal of land at Fields Farm Close, Willoughby-on-the-Wolds | 85 - 92 |
| 14 | County Supplies - Lease of the County Supplies Site, Huthwaite | 93 - 96 |
| 15 | Work Programme | 97 - 102 |
| 16 | EXCLUSION OF THE PUBLIC | |

The Committee will be invited to resolve:-

“That the public be excluded for the remainder of the meeting on the grounds that the discussions are likely to involve disclosure of exempt information described in Schedule 12A of the Local Government Act 1972 and the public interest in maintaining the exemption outweighs the public interest in disclosing the information.”

Note

If this is agreed, the public will have to leave the meeting during consideration of the following items.

EXEMPT INFORMATION ITEMS

17 County Supplies - Lease of the County Supplies Site, Huthwaite - Exempt Appendix

- Information relating to the financial or business affairs of any particular person (including the authority holding that information);

Notes

- (1) Councillors are advised to contact their Research Officer for details of any Group Meetings which are planned for this meeting.
- (2) Members of the public wishing to inspect "Background Papers" referred to in the reports on the agenda or Schedule 12A of the Local Government Act should contact:-

Customer Services Centre 0300 500 80 80

- (3) Persons making a declaration of interest should have regard to the Code of Conduct and the Council's Procedure Rules. Those declaring must indicate the nature of their interest and the reasons for the declaration.

Councillors or Officers requiring clarification on whether to make a declaration of interest are invited to contact Keith Ford (Tel. 0115 977 2590) or a colleague in Democratic Services prior to the meeting.

- (4) Councillors are reminded that Committee and Sub-Committee papers, with the exception of those which contain Exempt or Confidential Information, may be recycled.
- (5) This agenda and its associated reports are available to view online via an online calendar - <http://www.nottinghamshire.gov.uk/dms/Meetings.aspx>

Meeting **POLICY COMMITTEE**

Date **Wednesday 13 February 2019 (commencing at 10.30 am)**

membership

Persons absent are marked with `A`

COUNCILLORS

Mrs Kay Cutts MBE (Chairman)
Reg Adair (Vice-Chairman)

Chris Barnfather
Richard Butler
Samantha Deakin
Kate Foale
Stephen Garner
Glynn Gilfoyle
Kevin Greaves
John Handley
Richard Jackson

Bruce Laughton
David Martin
Philip Owen
John Peck JP
Mike Pringle
Alan Rhodes
Stuart Wallace
Muriel Weisz

OTHER COUNCILLORS IN ATTENDANCE

Nicki Brooks
Jim Creamer
Yvonne Woodhead

OFFICERS IN ATTENDANCE

Anthony May
Sara Allmond
Jacob Barker
Angie Dilley
Noel McMenamin
Anna O'Daly-Kardasinska
Marjorie Toward
Nigel Stevenson
James Ward

Chief Executives Department

Melanie Brooks
Paul Johnson

Adult Social Care and Health Department

Colin Pettigrew

Children, Families and Cultural Services Department

Adrian Smith
David Hughes
Nicola McCoy-Brown
Sue Summerscales

Place Department

Sajeeda Rose

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D2N2 Local Enterprise Partnership

1 MINUTES

The Minutes of the last meeting held on 23 January 2019, having been previously circulated, were confirmed and signed by the Chairman.

2 APOLOGIES FOR ABSENCE

No apologies for absence were received.

The following temporary changes of membership for this meeting only were reported:-

- Councillor John Handley had replaced Councillor John Cottee;
- Councillor Kevin Greaves had replaced Councillor Joyce Bosnjak;
- Councillor David Martin had replaced Councillor Zadrozny.

3 DECLARATIONS OF INTEREST BY MEMBERS AND OFFICERS.

None.

4 NOTTINGHAMSHIRE COUNTY COUNCIL – VISITOR ECONOMY STRATEGY AND RESOURCING

The Committee noted that the appendix to the report had been published on the County Council's website in line with statutory requirements, but had initially not been included in the published papers. Copies had subsequently been circulated to all members. It was confirmed that this in no way prevented consideration of the item.

RESOLVED: 2019/010

- 1) That the Nottinghamshire County Council's Visitor Economy Strategy be adopted.
- 2) That a Tourism Summit be hosted by Nottinghamshire County Council to launch the Nottinghamshire Visitor Economy Strategy.

5 HIGH SPEED 2 (HS2) GROWTH – DELIVERY PHASE

RESOLVED: 2019/011

- 1) That the case for continued investment in the delivery team be endorsed.
- 2) That dialogue with Government and key delivery partners be maintained to further scope the evolutionary steps to establishing a delivery body.
- 3) That a request be submitted to the Finance and Major Contracts Committee to approve an allocation of contingency of up to £250,000 to fund the work of the HS2 delivery team in 2019/20.

6 D2N2 LOCAL ENTERPRISE PARTNERSHIP, THE CITY OF NOTTINGHAM AND NOTTINGHAMSHIRE ECONOMIC PROSPERITY COMMITTEE AND MIDLANDS ENGINE PARTNERSHIP

Sajeeda Rose, Chief Executive of the D2N2 local Enterprise Partnership, attended the meeting and provided an update on the work of her organisation and on wider partnership working.

RESOLVED: 2019/012

That a revenue contribution of £62,500 be approved to support the D2N2 (Derby, Derbyshire, Nottingham, Nottinghamshire) Local Enterprise Partnership (LEP) for the 2019-2020 financial year, subject to the submission of a request to the Finance and Major contracts Committee for the £62,500 contribution to the D2N2 LEP in 2019-2020 to be funded from contingency.

7 RESULTS FROM THE 2018 NOTTINGHAMSHIRE RESIDENTS' SURVEY

RESOLVED: 2019/013

- 1) That it be agreed that the results of the Residents' Survey be used to inform development of the Council's service delivery plans and budget setting.
- 2) That a further report be taken to a future meeting of Policy Committee, setting out proposals for a refreshed approach to seeking the views of and engaging with residents on key issues going forward.

8 THE GREAT WAR ONE HUNDRED YEAR COMMEMORATIONS

RESOLVED: 2019/014

- 1) That the development of proposals to commemorate the unveiling of the memorial in 2019 be agreed.
- 2) That a request be made to Finance & Major Contracts Committee to approve an additional £25,000 to fund the completion and unveiling of the memorial in 2019.
- 3) That future updates on this area of work be made to the Communities and Place Committee.
- 4) That appropriate publicity be undertaken as part of the programme of events.

9 SCHOOLS AND EARLY YEARS FUNDING: AGREEMENT OF THE LOCAL FUNDING FORMULA FOR 2019-2020

RESOLVED: 2019/015

- 1) That the recommendations of the Schools Forum, as outlined at Appendix 1 to the report, to distribute available funding between Nottinghamshire schools, academies and early years providers in 2019-2020 be approved.

- 2) That the significant budget pressures within the High Needs Block and the challenges posed in addressing them be acknowledged.
- 3) That the current activity with key stakeholders to address these challenges be endorsed.

10 DIRECT PAYMENTS POLICY: UPDATE TO THE DISCLOSURE AND BARRING SERVICE SECTION

RESOLVED: 2019/015

That the proposed changes to the Direct Payments Policy at Appendix 1 to the report be approved.

11 INDIVIDUAL CONTRIBUTIONS TOWARDS THE COST OF CARE AND SUPPORT

RESOLVED: 2019/016

- 1) That a revision to the Contributions Policy as approved by Policy Committee on 17 October 2018 to reflect two levels of Minimum Income Guarantee, rather than three, for use in the calculation of care contributions as set out in paragraph 17 of the report be approved
- 2) That further phasing of the implementation of the new rate for people under pension credit age between April and November 2019 as set out in paragraph 16 of the report be approved.

12 FORMER RUFFORD COLLIERY TIP: RE-WORKING PROJECT

RESOLVED: 2019/017

That approval in principle be given for the recovery of waste coal fines from the site of the former Rufford Colliery Tip by Haworth Estates, through a lease or licence, and subject to a grant of planning permission for the proposed development.

13 RESPONSE TO 'HANDS OFF GEDLING' PETITION PRESENTED TO THE CHAIRMAN OF THE COUNTY COUNCIL

RESOLVED: 2019/018

- 1) That the update on Local Government Reorganisation contained in this report be noted and the Lead Petitioner be informed accordingly.
- 2) That the outcome of the consideration by Policy Committee be reported back to Full Council.

14 RUDDINGTON YOUTH AND COMMUNITY CENTRE – PROPOSED DISPOSAL

RESOLVED: 2019/019

- 1) That approval be given to sell the property to Ruddington Parish Council on terms outlined in the exempt appendix, pending interest from community interest groups.
- 2) That, should an offer be made by a community interest group, and the terms are no less favourable than the Heads of Terms outlined in the exempt appendix, that delegated authority be given to the Corporate Director, Place, to approve the terms of disposal in consultation with the Chair of the Committee.

15 WORK PROGRAMME

RESOLVED: 2019/020

That, following consideration by Members, no amendments were required to the Work Programme.

16 EXCLUSION OF THE PUBLIC

RESOLVED: 2019/021

That the public be excluded for the remainder of the meeting on the grounds that the discussions were likely to involve disclosure of exempt information described in paragraph 3 of the Local Government (Access to Information) (Variation) Order 2006 and the public interest in maintaining the exemption outweighed the public interest in disclosing the information

17 RUDDINGTON YOUTH AND COMMUNITY CENTRE – PROPOSED DISPOSAL - EXEMPT APPENDIX

RESOLVED: 2019/022

That the information set out in the report be noted.

The meeting closed at 12.25 pm.

CHAIRMAN

REPORT OF CHAIR OF GOVERNANCE AND ETHICS COMMITTEE**CRIMINAL FINANCES ACT 2017 – PREVENTING TAX EVASION****Purpose of the Report**

1. To approve the adoption of the Policy Statement in order to protect the Council from potential criminal charges of failing to prevent the facilitation of tax evasion.

Information***Criminal Finances Act 2017 – Preventing Tax Evasion***

2. There is a statutory requirement for the Council to prevent the facilitation of tax evasion by staff and “contractual associates”. Contractual associates are persons who perform services for or on behalf of the Council or who are acting in the capacity of persons performing such services. This includes the adoption of a corporate policy statement.
3. Part 3 of the Criminal Finances Act 2017 creates a new criminal offence where a corporate body fails to prevent the facilitation of tax evasion by its staff and contractual associates. Governance procedures are already in place that should meet the Act’s requirements; there is no suggestion that the Council tolerates tax evasion, or that staff engage in such behaviour. However, adopting an explicit, corporate policy will help the Council defend any future allegation that it has facilitated tax evasion.
4. The policy attached at **Appendix A** reiterates that staff and contractual associates must:
 - always follow Council policies, procedures and guidance;
 - never help anyone else evade tax;
 - tell management if criminal activity is suspected;
 - attend any appropriate training offered.
5. It is a requirement that the policy on preventing the facilitation of tax evasion has top level commitment. The policy has been endorsed by the Corporate Leadership Team and, at its meeting on 18 December 2018, the Governance and Ethics Committee determined to recommend its adoption by the Policy Committee. Once adopted, the policy will be communicated to current staff and included in induction training for new members of staff. The policy will also be published on the Council’s public website.
6. Internal Audit has undertaken a risk assessment of potential exposure to the Criminal Finance Act, as part of an update to the established fraud risk assessment. As a result of this assessment, and if the policy is adopted, it is proposed that on-line training will be

developed for staff with the highest risk of exposure, for example in the areas of: invoice processing; property transactions; BACS payments; payroll and pensions processing, etc. Staff with a lower risk of exposure will be supported by general awareness training promoted through the Intranet and Team Talk articles.

Other Options Considered

7. The Council could decide not to adopt a policy statement in order to actively demonstrate measures to prevent the facilitation of tax evasion but this could expose the Council to potential criminal offences.

Reason for Recommendation

8. To protect the Council from the potential of criminal offences by establishing a corporate policy that supports the activities taken to prevent the facilitation of tax evasion.

Statutory and Policy Implications

9. This report has been compiled after consideration of implications in respect of crime and disorder, data protection and information governance finance, human resources, human rights, the NHS Constitution (public health services), the public sector equality duty, safeguarding of children and adults at risk, service users, smarter working, sustainability and the environment and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

Financial Implications

10. Current resources would need to be utilised to develop training materials and additional expenditure is not envisaged. The adoption of the policy statement could save the Council the cost of defending any future allegations or criminal charges.

RECOMMENDATION

- 1) Policy Committee approves the adoption of the policy statement on failing to prevent the facilitation of tax evasion.

Councillor Laughton
Chair of Governance and Ethics Committee

For any enquiries about this report please contact:

Rob Disney
Group Manager Assurance

Constitutional Comments (KK 11/02/19)

11. The proposal in this report is within the remit of Policy Committee.

Financial Comments (SES 06/02/19)

12. The financial implications are set out in paragraph 10 of the report.

Background Papers and Published Documents

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

Electoral Division(s) and Member(s) Affected

- All

CRIMINAL FINANCES ACT 2017 – PREVENTING TAX EVASION – POLICY STATEMENT

1. Background

Under the Criminal Finances Act 2017, the Council, if found to be facilitating tax evasion, could face an unlimited fine and consequent damage to its reputation. The Council will be guilty of the offence where a third party commits tax evasion, which a member of staff (or a contractual associate) has in some way assisted unless the Council can establish a defence by demonstrating that it has put suitable procedures in place.

The Council aims to conduct its financial affairs in a law abiding manner and does not tolerate either the commissioning or facilitation of tax evasion.

The Council already has a range of policies, procedures and guidance that underpin its financial activities.

To prevent tax evasion, Council staff (and contracted associates) should:

- always follow Council policies, procedures and guidance;
- tell management if any criminal activity is suspected;
- attend any appropriate training offered.

Specifically, staff and associates must not knowingly do anything that helps someone else evade tax.

Note in this context though that the Council is only responsible for the actions of associates in respect of things they do for, or on behalf of, the Council. Other than this the Council is not responsible for the way contractors manage their business.

2. The Law

Part 3 of the Act entered into force on 30 September 2017, and creates the corporate criminal offence of failure to prevent the facilitation of tax evasion.

Tax evasion is the illegal non-payment or under-payment of taxes, usually as the result of making a false declaration (or no declaration) of taxes due to the relevant tax authorities, which results in legal penalties if the perpetrator is caught.

Tax avoidance, by contrast, is seeking to minimise the payment of taxes without deliberate deception. This is often legitimate but is sometimes contrary to the spirit of the law, e.g. involving the exploitation of loopholes.

Importantly the corporate criminal offence of facilitation only applies to tax evasion. The third party must be found guilty of tax evasion before the Council can be found to have facilitated it.

3. **Defences**

It is a defence to the corporate criminal offence of facilitating tax evasion if the Council can prove that it has in place such prevention procedures as it is reasonable to expect in the circumstances.

Government guidance suggests an appropriate set of prevention measures which gives due recognition to the following:

- risk assessment;
- the proportionality of risk-based prevention procedures;
- top level commitment;
- due diligence;
- communication (including training);
- monitoring and review.

The Council must ensure a policy on prevention is brought to the attention of all staff. This policy is, therefore, published on the Council's Intranet.

4. **Obligations of Staff and Associates**

Staff and associates are reminded that they are required at all times to abide by the Council's policies, procedures and guidance. Failure to comply with these policies, procedures and guidance, including in particular failure to comply with the obligations detailed in this policy, may result in disciplinary action for staff and the termination of arrangements with associates.

Should staff or associates be concerned that another employee or associate is facilitating a third party's tax evasion, they should report this to their line manager. The whistle-blowing policy can also be engaged.

5. **Risk Assessment**

The Council's systems of control are designed to ensure regularity. Management should consider risks from the 'Failure to prevent the facilitation of Tax Evasion within the established risk assessment procedures. Internal Audit conducts periodic compliance checks on the completion of corporate and departmental risk registers, paying specific attention to areas of high risk.

6. **Proportionality of risk-based prevention procedures**

The Council has governance processes and procedures to address specific counter fraud risks. These processes include this policy and the whistle-blowing policy which are part of the counter fraud and corruption strategy. The Council also has procedures in place for segregation of duties where appropriate and to counter fraud. Members and senior officers provide the high level commitment to such risk based prevention procedures with are supported by service directors' commitment to the counter fraud agenda. The S151 officer promotes this agenda through work undertaken by the Head of Internal Audit who has a role to promote compliance with counter fraud arrangements and raise awareness amongst staff. The council operate an established Fraud Response Plan and actively promote prevention procedures through the Annual Fraud Report and

active e-learning. Management assurance is provided through the assurance mapping identified in **Table 1**.

Table 1 – Tax Evasion – Assurance Mapping

| KLOE | 1 st Line | 2 nd Line | 3 rd Line |
|---|--|--|-----------------------|
| <i>Tax Evasion</i> | | | |
| Corporate arrangements to prevent the facilitation of tax evasion | System procedures to prevent the facilitation of tax evasion | Management monitoring of systems and reporting | Internal Audit Review |

7. **Due Diligence**

Reasonable care and caution is exercised when processing all financial transactions, particularly high value/high risk payments. Regular monitoring takes place and particular caution is exercised when making payments to new suppliers. Specific controls are maintained in relation to payments being processed through the Business Service Centre who undertake checks on vendors prior to payments.

8. **Communication and Training**

All staff, especially those identified through the Criminal Finance Act exposure assessment will be made aware of this policy via on-line training. Other staff will receive awareness training through the induction process. Training will be developed for staff with the highest risk of exposure, this may include staff involved with procurement; invoice processing; property transactions; BACS payments; Payroll & Pensions etc. Training will be provided through general awareness and the completion of specific on-line training modules. Awareness Information will also be made available to all staff on the Council's Intranet.

9. **Monitoring and Review**

The Chief Executive's Department, through the S151 Officer will consider risks associated with the 'Failure to prevent the facilitation of Tax Evasion' through its Departmental Risk register. Internal Audit will routinely review the compilation and assessment of risks that drive the risk register. The Group Manager – Financial Services will review compliance to guidance materials through the processing of payments. Internal audit will periodically review compliance with such processes. This Policy will be subject to review every two years by the S151 Officer and revisions will be reported to the Governance and Ethics Committee and the Policy Committee.

10. **Top Level Commitment**

This policy has been endorsed by the Corporate Leadership Team.

11. **Further Information**

Further information can be obtained from the Group Manager Financial Services.



REPORT OF THE LEADER OF THE COUNTY COUNCIL

Investing in Nottinghamshire: Delivering the Council Plan through a second phase of the Smarter Working Programme

Purpose of the Report

1. To seek approval to redirect the Smarter Working Programme with a new set of principles to drive transformation across County Council services in the pursuit of Council Plan outcomes, investing in Nottinghamshire.
2. To seek approval in principle to a number of changes to the Council's operational estate in order to facilitate Phase 2 of the Smarter Working Programme and support service based transformation.
3. To seek approval of funding to undertake detailed analysis, concept, planning and design work to support the review of the current accommodation portfolio and develop firm proposals to deliver revenue savings.

Background and information

4. The County Council has an ambitious vision. The Council Plan, Your Nottinghamshire, Your Future sets out our priority outcomes for the people and businesses of the County. The Council's Place Strategy identifies key activities to invest in our communities and the local economy, including the opportunity to bring forward iconic developments on the County Hall campus and County Council-owned land.
5. The Council has made positive progress in improving the productivity of our workforce and incorporating new ways of working. The first phase of the Smarter Working programme has delivered new mobile technology to frontline social work staff and improved technology to staff who are predominantly office based. Smarter Working has improved working environments across the majority of the Council's County office estate through the provision of ergonomic office furniture, alternative meeting and team collaboration spaces, and the implementation of desk ratios, which maximise the utilisation of the estate.
6. Phase 2 of the Smarter Working programme comes forward at a time when the Council is investing in new technologies, as part of the transformation of services across the organisation. Phase 2 of Smarter Working will align with the Council's Digital Development Programme, ensuring our customer and staff experiences are

enhanced through reducing response times, joining up access to services and improving productivity.

7. Critical service transformation programmes within both the Adult Social Care & Health (ASCH) and Children and Family Services (CFS) Departments are also underway and the Smarter Working Programme will contribute to these programmes through this proposed major re-design of the Council's property estate. For example, the Remodelling Practice Programme in the Children and Family Services Department is introducing a new model of practice for early help and social care, to support improved practice, recruitment and retention of social work staff and more cost effective service delivery. Phase 2 of the Smarter Working programme will act as an enabler to the new practice model and support the Department to provide this revised model of services to some of the most vulnerable children and families. Similarly in Adult Social Care and Health, recent research studies have shown the benefits of co-location with health services. Phase 2 of Smarter Working will bring benefits through increased co-location and integration of health and social care services, which is complementary to the newly established Integrated Care System.
8. A modern and sustainable corporate estate is critical to the success of these new models for service delivery. Many of the buildings from which critical services operate currently are now beyond their 30-year average life, and require substantial planned maintenance over and above the budget. Many of these buildings are not fit to deliver modern, flexible and integrated public services.
9. It is important that Phase 2 of the Smarter Working Programme is underpinned by robust principles, particularly given the potential levels of public investment, which will be required to deliver this ambitious programme. As a consequence, the following principles have been developed to guide the Programme:
 - i. Investing in Nottinghamshire to maximise the strategic impact of the location of the Council's office estate and the use of the Council's assets for economic impact and regeneration.
 - ii. To facilitate the productivity and effectiveness of our workforce and services, driven through, new technology, integration of service transformation and realignment of the operational estate.
 - iii. To develop more fit for purpose local accommodation in a way that meets operational need, is reflective of changing service models, including through joint or integrated working with partners, and is future-proofed for the future.
 - iv. To ensure the Council has appropriate buildings in local communities, close to where service users live.
 - v. To mobilise and empower the Council's workforce with new technology and an average, 6:10 desk ratio in all office buildings.
 - vi. To maximise the Council's current assets, maximising the use of these properties, releasing surplus accommodation to offer best value for money in the overall programme.
 - vii. To achieve greater certainty and security by operating in office accommodation owned by the County Council rather than leased from the market.

- viii. To support a more effective workforce, with less travel “downtime”, less costly travel and improved access to our offices/services through public transport and better parking provision.
 - ix. To ensure effective and efficient deployment of Facilities Management in a way that provides a safe, sustainable, corporate and compliant office and service environment.
 - x. To improve our environmental impact through a reduced carbon footprint of the Council’s estate and improved sustainable transport solutions.
10. In addition to supporting services with transformation and operational delivery, there are a range of cashable benefits. These will be quantified through further detailed work proposed later in this report. Anticipated benefits include:
- i. Delivering better public services in local communities and improved outcomes for residents and businesses in Nottinghamshire.
 - ii. Bringing forward investment, jobs and housing in Nottinghamshire, unlocking developments on County Council-owned land.
 - iii. Increasing the productivity of the Council’s workforce through provision of a modern office environment and associated technology.
 - iv. A right-sized estate which will minimise the ongoing maintenance requirements in the long term.
 - v. The generation of capital receipts.
 - vi. Reduction in overall revenue running costs, reduced energy consumption and improved environmental impact.
 - vii. Opportunities to explore the potential for commercial revenue income.

Scope and Parameters

11. The County Council owns a significant land and property estate valued at in excess of £1bn. The initial scope of Phase 2 of the Programme covers 12 of our current office buildings.
12. The overall annual running costs of these 12 buildings is £2,975,000 (2018/2019 budget). In addition, over the next 5 years, there is an estimated £5,215,000 of planned maintenance costs to these buildings.
13. In order to fulfil the principles set out in paragraph 9, the Programme is structured around four geographical areas. These meet service user need and fit with service models in Children’s and Adults Services.
- Bassetlaw
 - Newark and Sherwood
 - Ashfield and Mansfield
 - Broxtowe, Gedling & Rushcliffe
14. The principles and initial cashable benefits have been tested across the estate in each of these four areas, resulting in the proposals set out later in this report.

Shaping Phase 2 of the programme

15. To move forward the delivery of the principles above in each of the 4 geographic areas, a second phase of the Smarter Working Programme is proposed. Once approved, the Programme will report to the Improvement and Change Sub Committee alongside other corporate and service transformation programmes, seeking formal decisions on policy matters at Policy Committee. Decisions related to allocating resources including amending the capital programme and receiving Latest Estimate Cost reports will be reported to Finance and Major Contracts Committee.
16. The programme will be delivered in accordance with the Council's programme and project management methodology. This is a cross-cutting corporate project and will rely on engagement from all Departments of the Council. The Council's Corporate Leadership Team has supported and driven the project to this stage and will oversee implementation, from a management perspective.
17. This report sets out a framework for the realignment of the Council's operational estate. In order to take the programme forward and to ensure appropriate due diligence and governance, a series of more detailed feasibility studies, design, planning and refurbishment plans are required. This work will provide accurate and detailed costings and timescales. Therefore, funding is sought for a range of projects, which are set out later in this report.
18. This further work will confirm cashable and non-cashable benefits, together with the necessary capital investment, opportunities for capital receipts and programme delivery plans. This work will be shaped by the principles of the Programme. Specific delivery plans will set out the timescales for each of the projects. These delivery plans will also ensure appropriate engagement from services across the Council.
19. Following completion of the further work, reports will be presented to the relevant Committee in accordance with Royal Institute of British Architects (RIBA) plan of work gateways. This will allow Members to consider the detail of project cost information, designs as well as cashable and non-cashable benefits.

A framework to realign the operational estate

20. By applying the principles and target benefits in paragraphs 9 and 10 of this report, to the initial 12 buildings in scope across the 4 geographic areas, it is proposed that the County Council vacates the following buildings, subject to further detailed work as set out below:

| <i>Geographical area</i> | <i>Buildings considered for release/disposal</i> | <i>Strategic fit with principles</i> |
|---------------------------------|--|---|
| Bassetlaw | Chancery Lane | 1, 2, 3, 4, 5, 7, 8, 9, 10 |
| Newark and Sherwood | Bevercotes House | 1, 4, 5, 6, 8, 9, 10 |
| Mansfield and Ashfield | Mercury House and the Piazza | 1, 2, 3, 4, 5, 6, 7, 8, 9, 10 |
| Broxtowe, Gedling, Rushcliffe | Trent Bridge House, Sir John Robinson House and Prospect House | 1, 2, 3, 4, 5, 6, 7, 8, 9, 10 |

Note: Of the initial 12 buildings in scope the ones which will be retained are County Hall, Welbeck House, Thoresby House, Meadow House and Lawn View House.

21. Where necessary, the County Council will use its land assets to design and build appropriate new accommodation subject to design, planning and cost analysis. In addition, a number of other County Council-owned properties will be assessed for conversion or refurbishment to accommodate some of the services currently based in these buildings.
22. Based on initial modelling, gross revenue annual revenue savings in the region of £1.348 million are estimated, with potential net capital receipts of approximately £5.5 million. These estimates do not include potential other cashable and non-cashable benefits (such as the avoidance of planned maintenance), which will be quantified through further work. The necessary capital investment will also be determined by the more detailed work.

The Initial Proposals

23. The following paragraphs set out the initial proposals for each of the 4 geographical areas.

Bassetlaw - Retford

24. The County Council operates services for Children and Families and the Registration Service from Chancery Lane in Retford. There are up to 78 employees who use this building, mainly for office accommodation and meeting space. Chancery Lane does not currently operate at a 6:10 desk ratio. In addition, there is a ceremonial room. The Council does not own the land on which this building is situated. In accordance with the principles for Smarter Working 2, it is proposed to exit Chancery Lane but retain appropriate local service provision in Retford through utilisation of other County Council-owned buildings.
25. The services which are based at Chancery Lane have been consulted and are supportive of this move. Work is underway to identify alternative County Council accommodation for Children's Services and the Registration Service. This work is aligned with the Children and Family Services Department Remodelling Practice Programme to ensure joined up solutions are identified and no detriment to service users.
26. A range of benefits have been identified, in particular the opportunity to move to more modern and fit for purpose accommodation close to where service users live. Similarly, office accommodation will be secured which will ensure the Children's Social Workers are provided with locations and facilities which best support service delivery. There is evidence to support the contribution made to the recruitment and retention of social workers through the provision of suitable office accommodation and technology. In this case, most of the cashable benefits arise from removal of the need to spend £315,000 on planned maintenance at Chancery Lane. Additionally, the annual revenue running costs of Chancery Lane are £46,000. After offsetting estimated extra costs, a small revenue saving is anticipated. The exact figure will be identified after the relocation programme has been confirmed

Newark and Sherwood – Ollerton

27. In Ollerton, the County Council operates from three buildings on the Sherwood Energy Village. It is proposed to reduce the Council's office estate in Ollerton from three to two buildings. Specifically, it is proposed to vacate Bevercotes House, marketing the property for lease or sale.
28. Through the current phase of the Smarter Working Programme, all 130 Council employees located in Bevercotes House are being accommodated within the two remaining buildings on the Sherwood Energy Village. This is being achieved through the use of new technology, new ways of working and a reduced desk ratio. There is no adverse impact on local service provision as a result of this proposal.
29. The annual revenue running costs of Bevercotes House are £64,000 and it is anticipated that these savings will be made in full. Cashable benefits also include removal of the need to spend £58,000 on planned maintenance at Bevercotes House.
30. Some minor design and capital works are necessary to facilitate the commercial letting of Bevercotes House – the estimated costs for these are set out later in this report.

Ashfield - Annesley

31. The County Council leases two large buildings on the Annesley Business Park; Mercury House and the Piazza. These house the Council's Customer Services Centre, the Adult Access Team and the Multi-Agency Safeguarding Hub (MASH). The benefits in the co-location of these services have long been recognised and many of these have been accrued by their current configuration. That said, it is considered that further benefits could be accrued by co-location in a single building. In fact, these services were designed to be co-located in their entirety but their success meant they outgrew Mercury House, making it necessary to move the MASH and Adult Access Team to the Piazza in 2016
32. In accordance with the principles underpinning Smarter Working 2, it is proposed to bring forward proposals to vacate Mercury House and the Piazza. The County Council has the opportunity to relocate these services locally in a proposed new build on the Top Wighay site, close to Hucknall and Annesley. Top Wighay is a site entirely in the Council's ownership, which has remained undeveloped for several years. The County Council was recently successful in securing an allocation of a £5 million grant from Homes England to facilitate housing and employment opportunities on the site. This grant can be used to fund vital infrastructure works.
33. Mercury House and the Piazza are leased at an annual cost of £477,000. A break clause in the lease would allow the Council to consider exiting these buildings in February 2021. In order to do this, the break clause must be triggered before February 2020. Whilst these are modern buildings, the lease arrangements are such that there is insufficient parking with no prospect of acquiring additional parking provision. This lack of parking has a profound impact on the employees of the County Council and partners who provide these critical, front-line services. As the County Council does not own the buildings, there is a risk that the already significant annual rental costs would

increase in future. The current lease has a break-clause in 2021, although there may be scope for a short-term extension to ensure business-continuity (depending on the timescales of the proposed new-build).

34. A purpose built solution for these services will resolve the significant and damaging parking issues, and is in line with the principles of Smarter Working 2, especially as options for readily available replacement accommodation is limited. In addition, the following factors are important:
- i. The bespoke needs of these critical front line services, which are heavily dependent on specialist technology, secure connections and sharing of information, and extended hours of working.
 - ii. Co-location of MASH provision with partners, in particular the Health Service and Police in the Multi Agency Safeguarding Hub (other agencies are also located in the MASH).
 - iii. The benefits of co-locating all these services into one building, which accrue from shared back-office, systems, processes, information-sharing, and the shared use of new, customer-orientated technology. Despite dealing with different client groups, the services are united by their customer-facing nature.
 - iv. The benefits of relocating these services in close proximity to where most of the current, well trained, motivated and committed staff live. These staff groups are increasingly hard to recruit and retain.
 - v. In previous times, a key consideration in respect of the location of these services has been the value they add to the local economy. This remains a priority, given the likely negative impact of withdrawing these services and jobs from this area of Nottinghamshire. Between the Piazza and Mercury House, there are 259fte employed across multiple agencies.
 - vi. Need for adequate parking and access to public transport.
35. Developing a new build on Top Wighay will have the additional benefits of providing an anchor tenant on the County Council owned employment site within the wider development. This will significantly aid the marketing of the site and act as a catalyst for economic growth in the area, providing new jobs and new homes for local people. Planning guidance from the Local Planning Authority is that the site has the potential to accommodate 805 new homes. As a result, the development will generate additional revenue for the Council through Business Rates and Council Tax.
36. The services and agencies which operate from the Piazza and Mercury House will be centrally involved in their design, incorporating the latest in new technology to support service delivery.
37. Through the further work described below, cost estimates and timescales will be provided to inform a detailed business case for the proposed new build on Top Wighay. This work will also calculate estimated savings in the running costs of the new building, compared to the costs of running the Piazza and Mercury House. It will also examine the capital costs and methods of funding a new building, including the offset between capital finance, and savings on lease payments. In doing so, the whole-life costs of this project will be presented.

Broxtowe - Beeston

38. Prospect House in Beeston is a property which the Council leases. It provides accommodation for Children's and Adults' Services and does not currently work on a 6:10 desk ratio. In accordance with the proposed principles, it is proposed to exit Prospect House. Local service provision in Beeston will be retained through utilisation of other County Council-owned buildings in Beeston and the surrounding area.
39. In addition, opportunities will be explored to provide office and/or touchdown facilities in Eastwood, which is an area identified as being important by service-providers.
40. There are a range benefits for the services in providing more accessible, convenient and modern accommodation in this area of the County. Cashable benefits mainly derive from removal of the need to spend £223,000 of planned maintenance on Prospect House. The annual revenue running costs of Prospect House are £175,000. After offsetting extra costs elsewhere, it is anticipated a modest additional ongoing revenue saving will be achieved. This saving will be calculated as part of the ongoing work.

Gedling - Arnold

41. Sir John Robinson House, (also known as the Home Brewery Building) is a large, County Council-owned property, converted to provide office accommodation, largely for Children's and Adult services. Whilst the building has received investment over recent years, it does not reflect the Council's smarter ways of working, neither does it provide a modern environment for these vital, front-line services. Moreover, the building requires significant ongoing maintenance (see below) and is less efficient or sustainable to operate than modern purpose built office buildings.
42. As a consequence, it is proposed to exit and dispose of Sir John Robinson House and retain appropriate local service provision for the Gedling district and the areas surrounding the north of the City of Nottingham. Replacement provision in the area will be identified through further feasibility and design work, with a range of options under consideration. Work is underway to align alternative premises with the needs of service-users and the current and future operating models of the services. It is worth noting that these services are increasingly mobile, using the Council's new technology to the extent where they rely less on fixed accommodation bases of the size which have previously been provided.
43. Feedback from a recent market appraisal is that a commercial office development in Sir John Robinson House is unattractive, requiring a significant outlay of capital investment. There is however, interest in converting the building for residential purposes. This would require a change of use and engagement with the local Planning Authority, which will be undertaken as part of the feasibility and planning work set out later in this report.
44. In addition to a potential capital receipt (subject to planning permissions), cashable benefits derive from removal of the need to spend £183,000 at Sir John Robinson House on necessary urgent maintenance. The annual revenue running costs of Sir

John Robinson House are £200,000. Further work to quantify savings on these revenue costs will be undertaken as part of the feasibility and planning work set out below.

Rushcliffe – West Bridgford

45. This area has two main property elements; firstly in relation to Trent Bridge House and secondly the main County Hall Campus.
46. Trent Bridge House is a 1970's tower-block style, the freehold for which is owned by Nottinghamshire County Cricket Club. The County Council has lease agreements for both the office and the car park with the Cricket Club. There is extremely limited parking and the building is the subject of a number of restrictive covenants, making alternative use problematic. It is in good condition having been properly maintained and recently modernised. However, in accordance with the outlined principles we will seek to exit this leasehold property.
47. The future use of the building and the site will be subject to the conditions of the lease. This will require negotiation with Nottinghamshire County Cricket Club as the freeholder. This is particularly important in respect of the restrictive covenants, which are currently in place.
48. The County Hall site provides the main civic centre for NCC operations and is the democratic hub for the Council. It currently houses 1,172 FTE, comprising Members and Officers. The County Hall site is owned by the County Council and is expected to provide the cornerstone of the Council's long term property strategy.
49. It currently comprises three buildings: The main building (H block), the Riverside Building and the Data Centre. These latter two are of CLASP system construction. The Data Block is shortly to be vacated once ICT migration to the Cloud services has been completed. The Riverside building is operating beyond its life expectancy and while refurbishment is possible it may not be cost effective. In addition, the demolition of another former CLASP building on site has given rise to a potential development opportunity for a new build on the land occupied by the CLASP type buildings.
50. Building new premises at County Hall has many benefits and is in line with the principles of the Programme. A project of this nature is a significant undertaking, requiring substantial up-front investment. An important aspect of this business case will be its cost-effectiveness, and "whole-life" value for money. The relationship between capital receipts, running costs, potential income and the estimated capital costs of a new building will be presented in a detailed business case.
51. In particular, the business case will examine the potential market for tenants for the proposed new building, including the Council's own services, commercial occupiers and the Council's arms-length organisations, and other aligned service providers. It will also consider the potential for flexible conference and assembly space based upon the premise of a modern, flexible, multi-use venue.
52. The business case will also examine the contribution that other revenue savings and capital receipts, accrued across the entire Programme, could make to the whole-life costs of a new building.

53. In the short term, Trent Bridge House gives access to useful decant space and can act as a 'float' to smooth the phasing of other elements of the Smarter Working 2 Programme.
54. Cashable benefits from this proposal include a reduction in annual revenue costs of £386,000 of Trent Bridge House. These would be offset in part by the running costs of replacement accommodation.

Moving the proposals forward to delivery

55. In accordance with the terms of our service contract, Arc Partnership will be engaged as professional advisors, to support delivery of the programme. Arc has established a strong track record for cost effective, programme management, and efficient delivery of capital projects. Subject to approval of this report, Arc will implement a programme of work including:
 - i. feasibility,
 - ii. planning,
 - iii. design and, if necessary or appropriate
 - iv. construction work
56. Arc will employ Royal Institute of British Architecture (RIBA) standards for the work, moving through the various gateways, with regular reports to the relevant Committee for approval to proceed.
57. Work to inform the detailed programme brief, space planning, service delivery, temporary arrangements, ICT and qualitative considerations will be delivered by the in-house Property Service. This will require additional short-term capacity and resourcing. The Corporate Programme and Projects Team will also support the work to engage services across the Council.
58. Subject to the appropriate approval and gateways set out in this report, the total cost for delivering the programme is estimated at £2.375m, not including build costs. It is proposed that Policy Committee request that Finance and Major Contracts Management Committee allocate a working budget of up to £2.4m for the programme. In order to draw down this resource, the programme will report to the Finance and Major Contracts Management Committee at each gateway to secure approval to proceed and provide latest estimate costs to assure Members of best value for money.
59. Of the costs outlined for the programme, £2.153m is deemed to be capital expenditure. These elements will meet the Financial Code's Capitalisation criteria. Specifically, it is attributable to bringing the asset to the location and condition necessary for it to be capable of operating in the manner intended.
60. The remaining costs of £222,000 are revenue costs and relate to the provision of alternative designs or studies that cannot be capitalised.
61. The costs will allow significant progress to be made. In summary they will provide the council with;

- a. **Rushcliffe: West Bridgford** – To prepare the Concept Design and preliminary costs for the proposed new build on the former Clasp Block site, including options of final design (£665,000 of which £560,000 capital and £105,000 revenue)
- b. **Ashfield: Annesley** – To prepare a Developed Design and costings for the proposed new build on the Top Wighay site and any other associated works to allow for exit of current accommodation (£850,000 Capital)
- c. **Broxtowe: Beeston** – To prepare the Concept Design and preliminary costs for the re-purposing of County Council owned assets including appropriate access to car parking (£50,000 Capital)
- d. **Newark and Sherwood: Ollerton** – To prepare the Concept Design and preliminary costs for the creation of a new Staff Car Park, allowing the sale or lease of Bevercotes House with associated Car Parking (£20,000 capital)
- e. **Gedling: Arnold** – to prepare designs and cost appraisals for different options and to seek planning permission for the change of use of Sir John Robinson House. (£460,000 of which £420,000 capital and £40,000 revenue).

62. Programme - wide capital costs, covering legal fees, marketing of property, minor works, planning fees and additional concept designs requests are included within the overall proposed capital costs. A breakdown of the latest estimated costs is set out in the table below:

| | |
|--|-----------------|
| Legal Fees | £20,000 |
| Valuations & Agency Fees | £25,000 |
| Planning Fees | £30,000 |
| Concept Designs for service re-provision in Council-owned assets | £100,000 |
| Minor Works | £20,000 |
| TOTAL | £195,000 |

Staff Resources

63. This is a large and complex programme of work and in order to proceed, additional capacity is considered necessary.
64. It is proposed to acquire specialist support at a cost of £135,000. This will be acquired externally through an agency with £58,000 being directly attributable to bringing the proposed assets into use (and is therefore capital expenditure). The remaining £77,000 (revenue costs) is required to back-fill posts and to provide additional capacity for the programme management.

| | |
|---|-----------------|
| Development Surveyor | £22,000 |
| Client Technical Support | £36,000 |
| Property Client Officer (backfill for LTS) | £46,000 |
| Additional external support for Asset Management Planning | £31,000 |
| TOTAL | £135,000 |

65. Programme Management and Space Planning resources will continue to be provided from the County Council's Programmes and Projects team. The specific impact on

other services will be assessed as part of the further work for each site, and any further resources required will be included in further reports.

Financial Implications

66. The initial view and estimates of financial implications are outlined within the proposals contained in the body of the report. Financial impact and detailed estimates will be developed as part of the further work. Detailed business cases will follow confirmation of direction of travel on individual cases.

Other Options Considered

67. The proposals contained within this report are considered to be the optimal solution, in line with the principles and parameters set out in paragraphs 9 and 10. Further, more detailed options appraisal will be developed, as appropriate, within the scope of the future work.

Reasons for the Recommendations

68. To outline and seek approval to an extension of the Smarter Working (2) Programme and for further detailed work on the identified proposals for the rationalisation of the office estate.
69. To outline and seek approval in principle to a number of changes to the Council's operational estate.
70. To seek funding to undertake detailed analysis and planning work.

Statutory and Policy Implications

71. This report has been compiled after consideration of implications in respect of crime and disorder, data protection and information governance, finance, human resources, human rights, the NHS Constitution (public health services), the public sector equality duty, safeguarding of children and adults at risk, service users, smarter working, sustainability and the environment and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

RECOMMENDATIONS

- 1) To approve the extension of the Smarter Working Programme and principles (set out in paragraph 9) to drive Phase 2 of the Programme.
- 2) To approve in principle the outlined changes to the Council's operational estate in order to facilitate Phase 2 of the programme.
- 3) To approve funding to undertake detailed design and planning work to deliver the realignment of the Council's property estate and provide further details on costs and

revenue savings and request that Finance and Major Contracts Management Committee allocate a working budget of up to £2.4m, for the programme.

Councillor Kay Cutts
Leader of the County Council

For any enquiries about this report please contact:

Adrian Smith, Corporate Director – Place
Tel: (0115 9773680)

Constitutional Comments (HD – 12/03/2019)

The recommendations within the report fall within the remit of Policy Committee. In line with the Council's Financial Regulations, the detailed proposals will be the subject of further decisions by the relevant Committees, including oversight by Finance and Major Contracts Management Committee as the programme evolves. The terms of any property disposals must be determined at the appropriate time in accordance with the relevant legislative requirements and the Council's Financial Regulations.

Financial Comments (KP – 08/03/2019)

The financial implications of the proposals are set out in the report. The proposed capital funding of £2.153m will be the subject of a bid to Corporate Asset Management Group (CAMG) for inclusion in the capital programme. The revenue funding of £0.222m will be the subject of a recommendation to Finance & Major Contracts Management Committee for an allocation from contingency. Further detailed reports will be brought to the appropriate Committee as the schemes are developed.

Human Resources Comments (GE – 11/03/2019)

The first phase of the Smarter Working Programme delivered new technology to front line and office-based staff and improved working environments across the Council's office estate.

Phase 2 of the Smarter Working Programme will align with the Council's Digital Development Programme and realign and invest in the Council's property estate to enhance customer and staff experiences. Locally based, modern, fit for purpose buildings will support improved practice, motivation, recruitment and retention of staff as part of service transformation and implementation of new models of service delivery across services. The programme also seeks to enhance opportunities for more flexible working, reduce travel and down-time and improve access to office accommodation through sustainable public transport and better parking provision.

The numbers and locations of staff potentially impacted by the proposed changes are set out in the body of the report.

Services have been consulted on their future transformation plans and accommodation needs and this is reflected in the proposals. Staff and trades union colleagues are aware of the proposed changes. A more detailed Communication plan is under development to ensure that staff and local managers are kept updated as work progresses and timescales for specific changes are confirmed. Trades Union colleagues will be kept updated through the Council's Joint Consultative and Negotiating process.

Any changes impacting on staff will be implemented in line with the Council's collectively agreed policies and supporting guidance. For example, in relation to travel and disturbance allowances.

Background papers and Published documents

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

- Smarter Working Programme Policy Committee Report - (November 2016)
- Smarter Working Programme Improvement & Change Sub Committee - (December 2017)
- Development of the County Hall campus Policy Committee Report – (March 2018)
- Proposals for the future of Sir John Robinson House Policy Committee Report – (March 2018)

Electoral Division(s) and Member(s) affected

All

**REPORT OF THE CHAIRMAN OF THE ADULT SOCIAL CARE AND PUBLIC
HEALTH COMMITTEE****CHANGES TO THE PROTECTION OF PROPERTY AND PETS AND
FUNERAL ARRANGEMENTS POLICY****Purpose of the Report**

1. To seek approval of the proposed changes to the Protection of Property and Pets and Funeral Arrangements Policy, attached as **Appendix 1**.

Information

2. Under Section 47 of the Care Act 2014, the Council has a duty to arrange for the protection of property for an adult being cared for away from home:
 - a. **either** where the adult has been assessed as eligible for social care support and their needs are met in accommodation, such as a care home, **or** the adult has been admitted to hospital. **And**
 - b. it appears to the Council that there is a danger of loss or damage to the moveable property because the adult is unable to protect or deal with the property, and no suitable arrangements have been or are being made. Moveable property includes pets.
3. The requirement to review the current policy and practice arose from an internal audit recommendation and the need to review the efficiency and effectiveness of all Council services, especially in light of the Council's current budget gap.
4. At the September 2018 meeting, the Adult Social Care and Public Health Committee gave approval to:
 - a) hold a six week consultation on a proposal to revise the current policy to reduce the time the local authority will store property or board pets from 28 days to 7 or 2 days.
 - b) bring a further report to the Committee on the outcome of the consultation process.

Results of Consultation

5. A questionnaire was sent out through the Consultation Hub on 27th September and ended on 8th November 2018. A total of 50 people responded to the consultation.

6. **Question 1** of the consultation asked people which group they belonged to.

Response 76% were Nottinghamshire County residents, 4% were service users and 16% were relatives, carers or friends of a service user. 4% did not answer this question.

7. **Question 2** of the consultation asked people to consider to what extent they agreed or disagreed with 3 options, as described below:

- a) **No change to current policy, i.e. for the Council to continue to pay for the storage of property and care of pets for up to 28 days, with a possible 28 day extension**

Response

- 32 respondents strongly agreed or agreed
- 9 respondents strongly disagreed or disagreed
- 7 respondents neither agreed or disagreed
- 2 respondents did not answer this question.

- b) **A change to the current policy: reduce number of days to 7 days and an extension of 7 days in exceptional circumstances**

Response

- 17 respondents strongly agreed or agreed
- 32 respondents strongly disagreed or disagreed
- 1 respondent did not answer this question.

- c) **A change to the current policy: reduce number of days to 2 days and an extension of 2 days in exceptional circumstances**

Response

- No one strongly agreed or agreed
- 49 respondents strongly disagreed or disagreed
- 1 respondent did not answer this question.

8. **Response to question 2:** a significant proportion of respondents (64%) wanted no changes to be made to the current policy (option A). 64% are not in favour of option B and 98% were not in favour of option C.

9. **Question 3** asked respondents to make comments about the proposals. Half the respondents completed this question:

Response to question 3:

- a) all comments referred to the importance of pets to the wellbeing of the service users. *"Pets are really valuable to people and knowing they are safe..... aid recovery, so is more cost effective in the long term".*
- b) two comments were made about the service user paying for the service if they had the finances. *"I do think that IF patients can afford it and family are able to arrange it then this should be paid for by the patient".*

- c) some comments indicated that reducing the number of days may cause more work for other people. *“I appreciate that the current arrangements are costly to the council but they are only used when a service user has no other option for care of a pet and so by reducing the time will simply put more pressure on service users and workers to make alternative arrangements which could impact on her mental health negatively potentially extending hospital stay even longer.”*

10. In conclusion, there will be no change to the number of days for the reasons listed below:

- in recognition of the outcome of the consultation exercise
- a reduction of the number of days to 7 or 2 days is insufficient time for service users to make alternative arrangements and could hamper their recovery time. It would also have a significant impact on social care workers' time as they would have to get involved more frequently in making arrangements for property or pets.

11. Savings will be realised through:

- reducing the budget by £30,000 which has been the approximate underspend for the last two years
- the pet care procurement exercise where a set figure will be offered to the potential provider
- the tightening up of the current policy and process. For example, social care workers will work with service users to identify and set in place advance arrangements, as part of any assessment or review, for individuals such as family, relatives, close friends or other representatives who could be called upon to intervene and look after property/pets, where service users are unable to fulfil this responsibility themselves.

12. Changes to the policy were considered by Adult Social Care and Public Health Committee on 4th February 2019 and recommended to Policy Committee for approval.

Other Options Considered

13. Options B and C to restrict Council funding to 7 or 2 days for storing property and boarding pets are not recommended as they were not supported by the public consultation. They are deemed to be insufficient time for service users to make alternative arrangements. These time limits would also impact on social workers time as they may have to get involved more frequently in making arrangements.

Reason/s for Recommendation/s

14. Amendments to the policy will be made which will ensure more advance planning is completed with pet owners which will help to reduce cost. The tightening up of invoice collection, introduction of repayment plans if costs are incurred, and the future procurement exercise will also make the service more efficient.

15. The report to Adult Social Care and Public Health Committee in September 2018 identified the need for a procurement exercise. This will commence in April 2019 to seek a

provider who will manage and coordinate care provision delivering a cost effective service. Equity of service across the County will be required, reducing the costs and stress associated with transporting pets long distances. The quality of care will be paramount so pets will be cared for appropriately and receive veterinary treatments in a timely fashion, if required.

Statutory and Policy Implications

16. This report has been compiled after consideration of implications in respect of crime and disorder, data protection and information governance, finance, human resources, human rights, the NHS Constitution (public health services), the public sector equality duty, safeguarding of children and adults at risk, service users, smarter working, sustainability and the environment and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

Data Protection and Information Governance

17. In line with recent changes to legislation introduced by the General Data Protection Regulations (GDPR) Act, a summary data privacy impact assessment (DPIA) has been completed.

Financial Implications

18. No additional implementation costs are envisaged as the associated work outlined in this report would be undertaken by existing staff.
19. The Protection of Property and Pets and Funeral Arrangements budget for 2019/20 will be decreased by the £30,000 underspend.

Human Resource Implications

20. No direct impact on staff posts has been identified in any of the changes described.

Public Sector Equality Duty implications

21. This proposal will impact on adults who have been assessed as eligible for social care support and their needs are met in accommodation, such as a care home, the adult has been admitted to hospital, and it appears to the Council that there is a danger of loss or damage to their moveable property (including pets) because the adult is unable to protect or deal with the property, and no suitable arrangements have been or are being made.

Implications for Service Users

22. The Council will pay for costs up to 28 days (unless extensions are agreed), to allow service users to make alternative arrangements. During this time, Social Workers would be expected to endeavour to resolve such situations at the earliest opportunity, without the need for the Council to incur additional costs.

23. The Council would work with the service user to implement a repayment plan if continuing storage/boarding rather than expect the service user to make arrangements for payment at the time.

RECOMMENDATION/S

- 1) That Committee approves the proposed changes to the Protection of Property and Pets and Funeral Arrangements Policy, attached as **Appendix 1**.

Councillor Stuart Wallace
Chairman on the Adult Social Care and Public Health Committee

For any enquiries about this report please contact:

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Constitutional Comments (SLB 08/02/19)

24. Policy Committee is the appropriate body to consider the content of this report.

Financial Comments (DG 08/02/19)

25. The financial implications are contained within paragraphs 18 and 19 of this report.

Background Papers and Published Documents

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

Protection of Property, Pets and Funeral Arrangements Policy - report to Adult Social Care and Public Health Committee on 10 September 2018.

Protection of Property and Pets and Funeral Arrangements Policy - report to Adult Social Care and Public Health Committee on 4 February 2019.

Equality Impact Assessment

Electoral Division(s) and Member(s) Affected

All.

ASCPH634 final

Sections highlighted in yellow below are those that have been amended



Policy Library Pro Forma

This information will be used to add a policy, procedure, guidance or strategy to the Policy Library.

Title: Protection of Property and Pets, and Funeral Arrangements Policy

Aim/Summary: To outline the Council's responsibility for the protection of property, including pets and for funeral arrangements.

Document type (please choose one)

| | | | |
|----------|---|-----------|--|
| Policy | X | Guidance | |
| Strategy | | Procedure | |

Approved by: Policy Committee

Version number: 6

Date approved: 22/4/2015

Proposed review date: new date to be added when revised version becomes live

Subject Areas (choose all relevant)

| | | | |
|---------------------------|---|----------------------|---|
| About the Council | | Older people | X |
| Births, Deaths, Marriages | X | Parking | |
| Business | | Recycling and Waste | |
| Children and Families | | Roads | |
| Countryside & Environment | | Schools | |
| History and Heritage | | Social Care | X |
| Jobs | | Staff | |
| Leisure | | Travel and Transport | |
| libraries | | | |

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| Please include any supporting documents | |
|--|---|
| Forms, letters, a flowchart and guidance are being updated to support this policy. | |
| Review date | Amendments |
| 2019 | Content of the policy amended as a result of internal audit findings, Adult Social Care and Public Health Committee discussions and consultation with the general public. |
| 24.01.2017 | Links amended and Care Act Guidance numbers checked for accuracy |
| 22.4.2015 | Updated in line with the Care Act 2014 |
| 8.7.2013 | Details of Services Team updated, links checked, processes updated. |
| 21.06.2011 | Information included regarding the process for funeral arrangements in care homes. |
| 15.7.2010 | Time limit set for temporary accommodation of pets and property (see section 3.1). Decision number AC/2010/00091 . Links added to updated forms. |
| 13.8.2008 | Updated funding amounts |



Protection of Property and Pets, and Funeral Arrangements Policy

Context

Under Section 47 of the Care Act 2014, the Council has a duty to arrange for the protection of property for an adult being cared for away from home:

Either where the adult has been assessed as eligible for social care support and their needs are met in accommodation, such as a care home, **or** the adult has been admitted to hospital.

AND

It appears to the Council that there is a danger of loss or damage to the moveable property because the adult is unable to protect or deal with the property, and no suitable arrangements have been or are being made. Moveable property includes pets.

Protection of Property and Pets, and Funeral Arrangements Policy

Paragraph 10.94 of the statutory guidance states that, *“this duty.....lasts until the adult in question returns home or makes their own arrangements for the protection of property or until there is no other danger of loss or damage to property. Often a one off event is required such as the re-homing of pets or ensuring that the property is secured”*

The Council also has a duty under Section 46 of the Public Health (Control of Diseases) Act 1984 to arrange a funeral for any person who dies in residential accommodation where there is no other person willing or able to do so.

Responsibilities of the Council

In order to carry out its duties, the Council may:

- Make an inventory of any moveable property
- Ensure the security of the person's property
- Store the property in line with paragraph 10.94 of the statutory guidance
- Terminate the person's tenancy and arrange for the house to be cleared
- Manage the person's estate as appropriate
- Place pets in temporary accommodation or arrange for their adoption
- Make funeral arrangements where necessary

Arrangements for carrying out these duties in the Council are made by: [moved from earlier in the document]

The Business Support Service
Chief Executive's Office
County Hall
Loughborough Road
West Bridgford
Nottingham
NG2 7QP
Tel: 0115 977 2951

The responsibility of the Council ceases upon death, therefore if a service user dies whilst items (including pets) are still in storage or in the care of the Council, the liability for arrangements of the service user's property transfers to the executor or personal representative dealing with the estate.

Scope of this policy

This policy applies to:

- People who need time to arrange for their property, including pets, to be protected because they have been admitted to residential accommodation following a social care assessment arranged by the Council, or they have been admitted to hospital, and no suitable arrangements have been or are being made.

Protection of Property and Pets, and Funeral Arrangements Policy

- People who die in residential accommodation, where there is no other person willing or able to make arrangements for the funeral.

Principles and commitments

- The Council will ensure that the Mental Capacity Act – Two Stage Test for Capacity episode in Mosaic is completed in situations where doubts are raised about the person's ability to make decisions about their property or pets or their ability to give consent for Council staff to enter their property.
- Frontline staff will work with service users to identify and set in place advance arrangements, as part of any assessment or review, for individuals such as family, relatives, close friends or other representatives who could be called upon to intervene and look after property/pets if required, where service users are unable to fulfil this responsibility themselves. [addition]
- Frontline staff will signpost service users to other sources of community support, including from the Voluntary and Community Sector, using tools such as Notts Help Yourself. The Council will take "reasonable steps" to prevent or mitigate the loss of or damage to a person's moveable property in situations where there is no one else to do it. [addition]
- ~~The Council, will as far as possible, respect any known wishes of the deceased person with regard to the funeral service and other arrangements.~~ [deleted as covered later in the document]
- ~~The Council will take "reasonable steps" to prevent or mitigate the loss of or damage to a person's moveable property in situations where there is no one else to do it.~~ [deleted]

Key actions to meet the commitments set out in this policy

Protection of property, including the boarding of pets

The Council will allow the person up to 28 days to make arrangements for the protection of property, including any pets. During this time the Council will pay any storage costs, cost of boarding a pet and the cost of returning the pet to its owner. The social worker must explain to the service user what will happen to their property and/or pet and sign that they understand and agree to the arrangement.

In exceptional circumstances, up to a further 28 days will be allowed for arrangements to be made on a case by case basis and must be approved by a Group Manager.

The assessment of the person's ability to pay will be made by the social worker involved in the case at the point when the person goes into a care home or hospital. If the service user is unable to pay the storage or boarding company for the continued storage or pet boarding, the Council will agree to pay the storage costs and cost of boarding a pet for the 28 days.

If the person is unable to pay and no alternative arrangements have been made and there are no grounds to extend the period of funding then the property will be disposed of and the pet will be rehomed. [addition]

If the person remains in hospital or in a care home beyond 56 days, and no alternative arrangements have been made, they will become liable to pay the storage or boarding company for the continued storage or pet boarding.

Where the service user is liable to pay, the contract becomes directly between the storage or boarding provider and the service user.

In terms of the care of pets, whilst this is incorporated under the remit of “protection of property” there is no definition of protection under the Care Act and therefore it must be given its every day meaning, which would be to keep a pet safe and free from harm. If an animal is suffering from the effects of being boarded for a long period of time then this would not be protecting the animal and re-homing must be considered. If the RSPCA or a qualified vet decides that the pet is too ill or dangerous to be rehomed it will be humanely destroyed. Cases must be dealt with individually.

Property Security

Under certain circumstances the Council is required to make a property secure, for example, where access has been gained by the police whilst serving a mental health warrant or the health of a service user has suddenly deteriorated and access is required by medical services. The Council will arrange and pay for making the property secure.

If a Council officer has to subsequently enter the property they must, under Section 47 (4a) of the Care Act 2014:

- Obtain the consent of the adult concerned, or where the adult lacks capacity to give consent, the consent of the person authorised under the Mental Capacity Act 2005 to give it on their behalf.
- Be satisfied that exercising this power would be in the adult’s best interests, in situations where the adult lacks the capacity to give consent and there is no one authorised under the Mental Capacity Act 2005 to give consent on their behalf.

House Clearances

House clearances may be undertaken when a final decision has been made to terminate a tenancy, and where there is no one else to do it. This involves clearing the house of the service user’s entire property and will be arranged and paid for by the Council. Funds received from any items sold will be used to reimburse the Council for costs incurred. Any remaining funds will go to the service user. A Mental Capacity Act – Two Stage Test for Capacity episode in Mosaic must be completed before this decision is made. The social worker must complete form [Services/Tenancy/2](#) (disposal) before a house clearance is carried out.

Mental Capacity

If there are significant concerns regarding a service user's capacity to make a decision regarding his or her property and pets, the social worker must ensure that a capacity assessment is undertaken.

In circumstances where the capacity assessment indicates a wider lack of capacity with regard to financial decisions and this is felt to be long-standing, consideration must be given to referring the case to the Court of Protection and deputyship. If the person is already under the care of the deputyship service or has an established Lasting Power of Attorney, the social worker must liaise with this person to make arrangements for the property/pets. The person representing the interests of a person who lacks capacity will be responsible for arrangements for property and pets.

Funerals

The County Council is responsible for the funeral arrangements for people in Nottinghamshire and any service user funded by Nottingham City Council in care homes within the County boundary. It is also responsible for arranging a funeral for people who are funding their own care in a residential or nursing home or supported living complex if there is no-one willing or able to do so. The cost of the funeral is claimed back from the estate of the deceased person.

The Council, will as far as possible, respect any known wishes of the deceased person with regard to the funeral service and other arrangements.

- A private funeral will be arranged in accordance with the deceased person's wishes if the person has left written instructions and there are sufficient funds in the person's estate to pay for one.
- In all other situations the appointed funeral director will provide a dignified contract funeral with a coffin taken to the crematorium or cemetery in a hearse attended by bearers. A cremation will be arranged, with the cremated remains being subsequently scattered in the gardens of remembrance, unless it is established that the religion of the deceased person forbids cremation or the deceased expressed a wish, either verbally or written, to be buried. The cremated remains will be given to a friend or family member, if requested. If the person was known to be religious, arrangements will be made for a minister of religion or a religious representative of the faith of the deceased person to conduct a service. If the person was not known to be religious a celebrant will be arranged to conduct a civil funeral.
- If there are no arrangements for flowers, a coffin spray at a cost of approximately £30 should be included.

The Council will claim the cost, or a contribution towards the cost, of the funeral back from the deceased person's estate, whether the funeral is a private or contract arrangement. Payment of funeral expenses takes precedent over all other debts of the estate or beneficiaries to the estate.

Protection of Property and Pets, and Funeral Arrangements Policy

In situations where the Council is not responsible for the funeral arrangements any relatives or close friends of the deceased person will be directed to [Gov.uk for information around Funeral Payments](#).

The Council **does not** get involved in funeral arrangements in the following circumstances: [moved from earlier in the document]

If a person dies whilst living in their own home it is the responsibility of the Environmental Health Department within the appropriate District, Borough or City Council to make the necessary arrangements.

- If a person dies in hospital (NHS) prior to formal admission to a ward, it is the responsibility of the District Council, Public Health Department to make the necessary arrangements.
- If a person dies in hospital (NHS) following admission, it is the responsibility of the Hospital Bereavement Centre where the person died to make the necessary arrangements, unless the person was under the Court of Protection, in which case, the Council is responsible for the arrangements.
- If the person dies in the Queen's Medical Centre it is the responsibility of Nottingham City Council Environmental Health Department.



20 March 2019

Agenda Item: 7

REPORT OF THE LEADER OF THE COUNCIL

ARMED FORCES COVENANT: STRATEGY AND ACTION PLAN

Purpose of the Report

1. The purpose of this report is twofold:
 - To seek Committee approval for the Armed Forces Covenant Strategy and Action plan, Appendix A to this report.
 - To seek Committee approval to apply for and register the County Councils application to seek the Employers Recognition Scheme (ERS) Gold Award.

Information

2. The Armed Forces Strategy sets out the vision and principles which the Council seeks to support. By delivering the plan underpinning this over a period of time, the Council will wherever possible, work to enhance the welfare and wellbeing of the Armed Forces Community for Nottinghamshire.
3. This strategy allows for special consideration in some cases to the Armed Forces Community of Serving Personnel. There are five cross-cutting factors that provide a backdrop to the overall co-ordination of service provision as well as six identified themes. These will form the basis of an action plan to be taken forward into the years ahead.
4. To support the delivery of this work 0.4 FTE Programme Officer resource in the Communities Team, Trading Standards & Communities Service has been allocated.
5. The Chairman of the County Council, Councillor Mrs Susan Saddington signed the Armed Forces Covenant at Southwell Minster on Thursday 6 November 2018. The Armed Forces Covenant, which was enshrined in law in the Armed Forces Act (2011), has at its core the principles that service personnel, veterans, and their families are not disadvantaged by their service and that special provision is made for those who have sacrificed the most, including the injured and bereaved.
6. The Armed Forces Community includes all people who are or have been regulars, reservists or cadets and cadet force adult volunteers and their partners and immediate families. The establishment of clearer, consistent principles and aims across Nottinghamshire will help ensure that those within the armed forces community experience a consistent approach with that of other citizens.
7. The Ministry of Defence Employer Recognition Scheme encourages employers to support the defence of the country and inspire others to do the same. The Scheme encompasses Bronze,

Silver and Gold awards for employers that pledge, demonstrate or advocate support for the Armed Forces community, and align their values and support with the Armed Forces Covenant.

8. Nottinghamshire County Council was awarded Silver in 2017. Each award lasts for three years. It is therefore proposed that Nottinghamshire County Council begin the process to achieve the ERS Gold Award.

Employer Recognition Scheme Gold Award

9. Gold Award applicants must meet the following criteria:

- Organisations must have signed the **Armed Forces Covenant**.
- Employers must have an existing relationship with their National Account Manager/REED/appropriate defence representative.
- The employer must have already stated their intent to be supportive by using the ERS website to register at the Bronze level.
- The employer must proactively demonstrate their forces-friendly credentials as part of their recruiting and selection processes. Where possible, they should be engaged with Career Transition Partnership (CTP) in the recruitment of service leavers.
- Employers must employ at least one individual from the armed forces community category that the nomination covers for example, an employer nominated for support to the Reserves must employ at least one Reservist.
- The employer must actively ensure that their workforce is aware of their positive policies towards defence people issues. For example, an employer nominated for support to the Reserves must have an internally publicised and positive HR policy on Reserves.
- The employer must be an exemplar within their market sector, advocating support to Defence People issues to partner organisations, suppliers and customers with tangible positive results.
- Within the context of Reserves the employer must have demonstrated support to mobilisations or have a framework in place. They must provide at least 10 days' additional leave for training, fully paid, to the Reservist employee.
- The employer must not have been the subject of any negative PR or media activity.

10. Employers can sign themselves up for each award and nominations will be validated to determine the level of defence personnel employment with the organisation and that the employer signed up to the Armed Forces Covenant.

Other Options Considered

11. None.

Reason/s for Recommendation/s

12. That the County Council communicates its intention to support its armed forces community and honour its pledges within the Armed Forces Covenant Armed Forces Act 2011. The Council will benefit by having clear guidance when working with reservists, and a considered process when recruiting a service leaver or veteran. This will provide a framework which helps to manage and continuously improves its processes and reputation by being presented with a Gold Award.

Statutory and Policy Implications

13. This report has been compiled after consideration of implications in respect of crime and disorder, data protection and information governance, finance, human resources, human rights, the NHS Constitution (public health services), the public sector equality duty, safeguarding of children and adults at risk, service users, smarter working, sustainability and the environment and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

RECOMMENDATION/S

- 1) To approve the Armed Forces Covenant Strategy and Action plan reference Appendix A;
- 2) To approve the County Councils application to seek the Employers Recognition Scheme (ERS) Gold Award.

Cllr Mrs Kay Cutts MBE
Leader of the Council

For any enquiries about this report please contact: Cathy Harvey, Team Manager, Communities, T: 0115 977 3415, E: cathy.harvey@nottsc.gov.uk

Constitutional Comments [SLB 25/02/2019]

14. Policy Committee is the appropriate body to consider the content of this report.

Financial Comments [RWK 21/02/2019]

15. There are no specific financial implications arising directly from the report.

HR Comment [GME 25/02/2019]

16. The Council currently employs 4 reservists and provides paid time off for them to attend training camps and other associated activities relating to their service commitments such as Combat Stress events. We have also undertaken work with the Career Transition Partnership to open up our employment opportunities to people leaving the Armed Forces and have attended two dedicated careers events at Newark Showground to invite applications from personnel leaving the services and to demonstrate the range of employment opportunities the Council can offer. For candidates who may have become disabled in the course of their service careers, we offer guaranteed interviews to those meeting the person specification for any advertised role.

Background Papers and Published Documents

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

- 'None'

Electoral Division(s) and Member(s) Affected

- All

Foreword By, Councillor Keith Girling Armed Forces Champion:

As a former member of the British Armed Forces I am immensely proud and honoured to be the Armed Forces Champion for Nottinghamshire County Council and represent our Armed Forces Community. Our Military constantly demonstrate values, skills, commitment and willingness to make the ultimate sacrifice for others. They continually provide a valuable contribution to our society, and the overwhelming majority of our Veterans flourish. I am keen that we should never forget the sacrifice and commitment shown by the men and women who serve and have served the nation, and to that end we are committed to achieving a shared vision of support and mutual benefit. We have a long history of doing this in Nottinghamshire, and it remains our duty to do so.

This strategy builds on that work and sets clear goals and the intent for the collaborative delivery of services that draws upon the wealth of experience of the public sector, armed forces charitable sector, businesses and other organisations in Nottinghamshire who offer skills and knowledge that are vital to make a difference in every part of the county.

By 2028, we aim that every Veteran feels valued, supported and empowered and, in accordance with the Armed Forces Covenant, will never be disadvantaged as a result of their service.

Scope of the strategy

This strategy sets the vision and principles which wherever possible, works to enhance the welfare and wellbeing of the Armed Forces Community for Nottinghamshire. This strategy allows for special consideration in some cases to the Armed Forces Community of Serving Personnel. There are five cross-cutting factors that provide a backdrop to the overall co-ordination of service provision as well as six identified themes. These will form the basis of an action plan to be taken forward into the years ahead.

Cross-cutting factors;

1. Collaboration between organisations
2. Coordination of Veterans' services
3. DATA on the Veteran Community
4. Public perception and understanding
5. Recognition of the Armed Forces Community

Identified Themes:

1. Community and relationships
2. Employment, education and skills
3. Health and wellbeing

Armed Forces Community

The Armed Forces Community consists of all people who are or have been regulars, reservists or cadets and cadet force adult volunteers and their partners and immediate families.

A **Veteran** is defined as anyone who has served for at least one day in Her Majesty's Armed Forces (Regular or Reserve), or Merchant Mariners who have seen duty on legally defined military operations. Under the definition, Veterans have already left the Armed Forces. **Service Leavers** are serving personnel who are planning to leave, who are still under the direct responsibility of the Ministry of Defence. **Reservists** are an integral part of the UK Armed Forces, and this strategy applies to former Reservists. This strategy takes account of the fact that Veterans young and old exist within a wider community of family and friends. It also considers the partners and immediate families of those who have died whilst serving. Cadets and cadet force adult volunteers (CFAV) in the military sponsored cadet organisations are not eligible for recognition as Veterans.

The Armed Forces Covenant

The Armed Forces Covenant, which was enshrined in law in the Armed Forces Act (2011), has at its core the principles that service personnel, veterans, and their families are not disadvantaged by their service and that special provision is made for those who have sacrificed the most, including the injured and bereaved.

Nottinghamshire County Council

Nottinghamshire County Council supports the principles that we can share effective practices and success and that broad outcomes are tailored to local needs. The establishment of clearer, consistent principles and aims across Nottinghamshire will help ensure that those within the armed forces community experience a consistent approach with that of other citizens.

Armed forces charitable sector

The Armed Forces Charitable sector, supplements the core essential services provided by the public sector, by providing additional custom-built support. Charities as a whole provide specialist services for Veterans and the bereaved on a range of issues, including: information helpline, healthcare, and housing throughout Nottinghamshire. Based on their own organisational eligibility criteria, Nottinghamshire County Council will encourage the charitable sector to work together and act as advocates and champions for the armed forces community.

Private sector

An increasing number of private sector organisations across Nottinghamshire recognise the skillsets and experience that Veterans and service leavers can bring into the work place and the business benefits of employing them. Private sector employers are closely engaged with successful transitions to civilian life and employment, and have a pivotal role in providing training and employment. Nottinghamshire County Council will work with and support the work run by the Defence Relationship Management to encourage the private sector to sign the Armed Forces Covenant. Working with employers we will ensure that they establish a clear pathway with the **Career Transition Partnership** to ensure a consistent approach to recruitment.

The Employer Recognition Scheme, The Defence Employer Recognition Scheme encourages employers to support Defence and inspire others to do the same. The Scheme encompasses Bronze, Silver and Gold awards for employer organisations that pledge, demonstrate or advocate support for the Armed Forces community, and align their support with the Armed Forces Covenant.

| CROSS-CUTTING FACTORS | |
|--|--|
| <p>1. Collaboration between organisations</p> <p>Action Points:</p> <ul style="list-style-type: none"> ➤ Provide secretariat for and support to the activities of the Civil and Military Partnership Board – CMPB ➤ Support the activities of the Veterans Information Network Nottinghamshire – VINN ➤ Connect independent organisations and businesses to the wider armed forces partnership ➤ Maintain working relationships with East Midland-Reserve Force & Cadet Association, Defence Relationship Management and REED. | <p>Outcomes:</p> <p>Improved collaboration between organisations offers the British Armed Forces Community coherent support</p> |
| <p>2. Coordination of services</p> <p>Action Points:</p> <ul style="list-style-type: none"> ➤ Draw upon the expertise of all organisations to design and deliver consistent services throughout Nottinghamshire. | <p>The coordination of the British Armed Forces Community service provision delivers consistent aims and principles over time and throughout Nottinghamshire, ensuring that members of the British Armed Forces Community are treated fairly compared to the local population.</p> |

| | |
|---|---|
| <p>3. Data on the Veteran Community</p> <p>Action Points:</p> <ul style="list-style-type: none"> ➤ Customer Service Centre to collect Data – project specific ➤ Work with other organisations to collect Data targeting those in the criminal justice system and to address homelessness. | <p>Enhanced collection, use and analysis of data across the public, private and charitable sectors to build and evidence base to effectively identify and address the needs of Veterans.</p> |
| <p>4. Public perception and understanding</p> <p>Action Points:</p> <ul style="list-style-type: none"> ➤ Promote and support events/activities that project a positive image | <p>That Nottinghamshire value the British Armed Forces Community and understand their diverse experiences and culture.</p> <p>That a positive image reflects the skills and attributes gained whilst serving in the Armed Forces.</p> |
| <p>5. Recognition of the British Armed Forces Community</p> <p>Action Points:</p> <ul style="list-style-type: none"> ➤ Commit to raising awareness of the Armed Forces Covenant throughout Nottinghamshire ➤ Assist universities, schools, history and historical societies and museums to highlight the role of local men and women and their antecedents in service. ➤ Organise and publicise commemorative events | <p>That the service and experience of the British armed forces community is recognised, valued and recorded.</p> |

| KEY THEMES | |
|--|---|
| <p>1. Community and relationships</p> <p>Action Points:</p> <ul style="list-style-type: none"> ➤ Organise and publicise community events ➤ Promote relevant service provision that tackles loneliness and isolation ➤ Ensure all relevant strategies and policies reflect the needs of the British Armed Forces Community. | <p>That members of the British Armed Forces Community are able to build healthy relationships and integrate into their communities</p> |
| <p>2. Employment, education and skills</p> <p>Action Points:</p> <ul style="list-style-type: none"> ➤ Internally and externally work with others to ensure that all key policies relating to recruitment, retention, training and deployment are fit for purpose and reflect the needs of the British armed forces community ➤ Work with service providers and organisations to deliver relevant support | <p>Service leavers and Veterans enter appropriate employment and can continue to enhance their careers throughout their working lives.</p> <p>That statutory provision with regards to Reservists, training and deployment is adhered to.</p> |
| <p>3. Health and wellbeing</p> <p>Action Points:</p> <ul style="list-style-type: none"> ➤ Share effective practice and support collaboration between organisations offering Veterans health and well-being provision ➤ Ensure all relevant strategies and policies reflect the needs of the Armed Forces Community. | <p>Veterans enjoy a state of positive physical and mental health and wellbeing, enabling them to contribute to wider aspects of society.</p> <p>Veterans benefit from better, safer, more effective patient care.</p> |

DRAFT

REPORT OF THE DEPUTY LEADER OF THE COUNCIL**ARC PARTNERSHIP UPDATE AS AT Q3 2018/2019****Purpose of the Report**

1. To update the Committee on Arc Partnership's performance as at Q3, 31 December 2018.
2. To inform the Committee of progress with a number of major construction projects due to be delivered by Arc Partnership on behalf of the Council.
3. To allow Committee to consider whether there are any actions required in relation to the detail contained within this report.

Information**Organisational Context**

4. Arc Property Services Partnership Limited, trading as Arc Partnership, is a Joint Venture Company formed by Nottinghamshire County Council (NCC) and Scape Group (SG) on 1 June 2016, focused upon the delivery of property design, programme management, planned and reactive maintenance services to NCC.

Arc Partnership Q3 Operational and Financial Performance

5. For Arc Partnership employees, the Accident Incident Rate (AIR) as at Q3 was zero. Similarly, the All Accident Incident Rate (AAIR), and the Near Miss Incident Rate (NMIR) was zero. Management, delivery and review of Construction Design and Management (CDM) Regulation requirements, pre-construction, design risk management recommendations, with regard to both projects and programmed works, continues to progress well, with 100% monitoring between NCC and Arc Partnership in train. During the quarter we had no Enforcing Authority visits.
6. Revenues at Q3 are behind forecast, with a major element of this simply related to the phasing of Major Projects. At the end of Q3, Arc Partnership's cash position was positive, and all contractor payments are being managed in line with credit terms, and there are no significant overdue debtors. Whilst this represents a good news story the impact on in-house resources has been considerable with regard to commissions from both NCC and external third parties arriving simultaneously, with additional external design support being brought in through our supply chain partners. The projects to which these commissions relate are ongoing and therefore this has a continuing effect through the remainder of this financial year. Revenues and profit to year end are in line with forecasts.
7. The work To Be Obtained (TBO) target for 2018-2019 has been exceeded, and focus remains on securing work for 2019-2020 and beyond. We have secured 68% of TBO for 2019-2020 with good visibility of opportunities to secure the remaining TBO. Similarly we

have 13% of 2020-2021 secured, again with some visibility of opportunities. However, it is important to note that we only report secured TBO when orders are received from both NCC or third parties.

8. Operational performance as at Q3 remains positive and we have good visibility of future works from Nottinghamshire County Council, new work streams from NCC Inward Investment and Growth Team, and third party growth remains positive and sustainable.
9. The table below summarises, by value band, current live projects commissioned with Arc Partnership from NCC as at Q3.

| Value Band | Total Budget | Number of Projects |
|--------------|--------------------|--------------------|
| £0-50K | £2,417,418 | 160 |
| £50-100K | £2,127,656 | 29 |
| £100-250K | £4,020,127 | 29 |
| £250-500K | £4,491,603 | 13 |
| £500K-1M | £5,677,917 | 9 |
| £1-3M | £2,657,150 | 2 |
| £3M+ | £27,704,444 | 5 |
| Total | £49,096,316 | 247 |

Progress with Major Projects

10. The £5.8m replacement of Hawthorne Primary School in Bestwood, with a new 315 Primary School with a 39-place nursery, capable of expansion to at least 420 places, commenced on site 28 August 2018. The completion date is 30 August 2019, our delivery partner is Kier Group, and the project is currently on programme.
11. A new £3.7m primary school on the former Rolls Royce site in Hucknall, the Hucknall Flying High Academy, and again delivered by Kier Group, is a 210 Primary School with a 26-place nursery, capable of expansion to at least 315 places. The project commenced on site on 24 September 2018, with a completion date of 30 August 2019, and is currently on programme.
12. Planning permission has recently been granted for the replacement of the Newark Orchard School which entails a 140-place new school capable of expansion to 170 places. The overall £15.6m project also includes the demolition of the existing day service building and relocation of the existing day service into temporary accommodation in Woods Court, and subsequent construction of a new day service facility on the former leisure centre site. The projects are being delivered by Willmott Dixon and GF Tomlinson respectively.
13. The completion of Woods Court reconfiguration is scheduled for early March, and the day service relocates to the building on 9/10 March 2019
14. The provision a new vocational block (Phase 3) at Clayfield House Secure Unit commenced on site 16 July 2018, with a completion date of September 2019. The project is being undertaken by Kier Group, and represents the final element of the three-phase project. Phases 1 and 2 were undertaken by Wates Group and Arc Construction Services respectively, with a total scheme value of £9.228m.
15. The new Primary School, at Sharp Hill, Edwalton comprises a 315 place primary school with a 26 place nursery. The school is to be capable of expansion, in the future, to at least 420 primary places and is funded through Section 106 monies. The school is scheduled to open in September 2020, and detailed designs and planning applications are being currently prepared.

16. Work continues in collaborating with NCC's Regeneration and Growth Team, through Arc Partnership's Regeneration Team to bring forward a number of key regeneration, inward investment and growth opportunities for the benefit of the County. Within this relationship, Arc Partnership will become both a direct deliverer and enabler, drawing on the wider resources of its supply chain as 'virtual teams' handpicked to suit the needs of each individual project. NCC's Programme Director is heading up the interface between NCC and Arc.

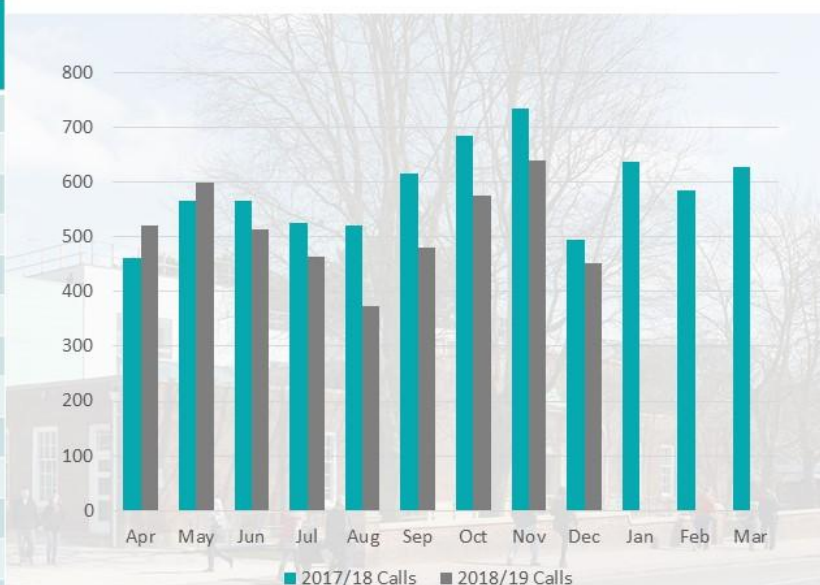
Repairs and Maintenance Works

17. The table below summarises calls to Arc Assist, Servicing and Responsive Repairs for Q3, as compared to the same period in 2017/2018.

Calls to Arc Assist – December 2018

arcpartnership

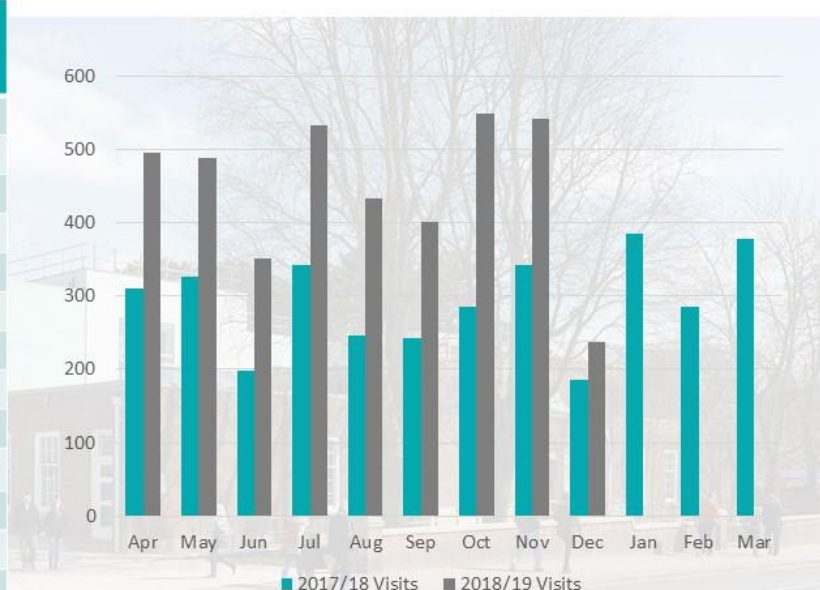
| Month | Calls Received 17/18 | Calls Received 18/19 |
|-----------|----------------------|----------------------|
| April | 462 | 522 |
| May | 567 | 599 |
| June | 567 | 513 |
| July | 525 | 464 |
| August | 521 | 373 |
| September | 615 | 480 |
| October | 684 | 576 |
| November | 734 | 640 |
| December | 494 | 452 |
| January | 637 | |
| February | 585 | |
| March | 629 | |
| TOTAL | 7020 | 4619 |



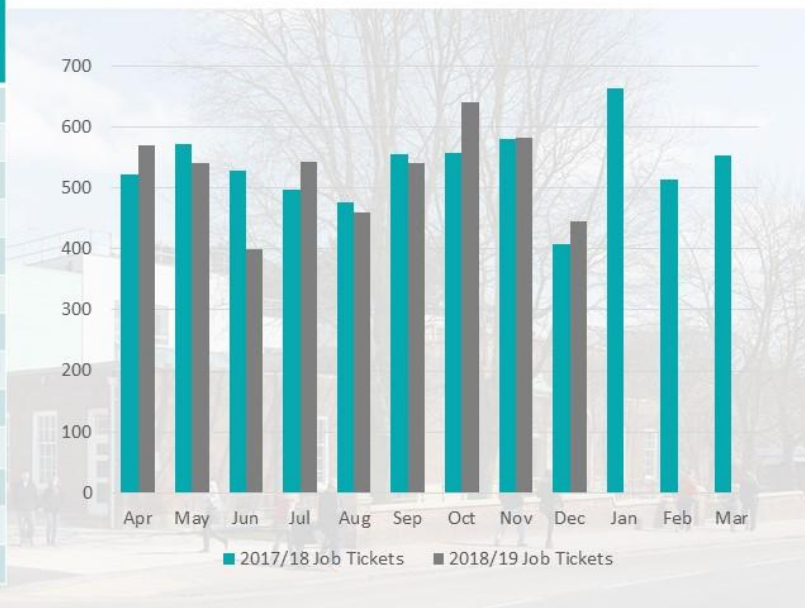
Servicing Schedules – December 2018

arcpartnership

| Month | Number planned 17/18 | Number planned 18/19 |
|-------|----------------------|----------------------|
| Apr | 310 | 496 |
| May | 327 | 488 |
| Jun | 199 | 352 |
| Jul | 343 | 534 |
| Aug | 246 | 433 |
| Sep | 242 | 401 |
| Oct | 286 | 549 |
| Nov | 343 | 542 |
| Dec | 185 | 238 |
| Jan | 385 | |
| Feb | 286 | |
| Mar | 378 | |
| TOTAL | 3530 | 4033 |



| Month | Arc Assist Job Tickets 17/18 | Arc Assist Job Tickets 18/19 |
|-------|------------------------------|------------------------------|
| Apr | 522 | 570 |
| May | 572 | 541 |
| Jun | 528 | 400 |
| Jul | 497 | 544 |
| Aug | 477 | 460 |
| Sep | 556 | 542 |
| Oct | 557 | 641 |
| Nov | 581 | 582 |
| Dec | 408 | 445 |
| Jan | 664 | |
| Feb | 514 | |
| Mar | 553 | |
| TOTAL | 6429 | 4725 |



18. Work is underway with the NCC Client to audit all properties to ensure that all fixed, and loose, equipment that require servicing is captured to ensure 100% compliance. There is a requirement for surveys to ensure all mechanical and electrical equipment is accurately captured on NCC's system (P2 – PPM Schedule).
19. Arc is commencing a process to develop highly time efficient, technology enabled site surveys. Working with partners from Aecom (part of Perfect Circle), and adopting technology used by large scale survey programmes for the Education and Skills Funding Agency (ESFA), Arc will be investing to develop ICT solutions and working practices. These solutions will also enable more efficient working once the anticipated transfer of the NCC Compliance Function (subject to agreement) is undertaken later in 2019/2020.

Performance Indicators and monitoring

20. The performance sub-group for the Partnership continues to meet monthly, with NCC participation, allowing agreement on performance but more importantly action planning for continuous improvement. Work continues between Arc Partnership and NCC on amending a number of KPI's in order that they are fit for purpose for 1 April 2019 implementation.
21. On major projects and programmes robust resource, cash, budget and profit forecasting is in place within monthly review, to provide timely reporting to both Major Projects Board and Finance and Major Contracts Committee. We have trialled a quarterly report using the team assessments of project out-turn costs, rather than using the P2 budgets to give a more accurate forecast of out-turns, and this will form part of our reporting to NCC. This information is effectively in advance of P2 forecasting, and gives both Arc and NCC a better, and earlier, appreciation of annual spend, carry-over, and potential funds that can be returned to NCC.
22. Positive progress continues through Arc Partnership's Procurement Team in establishing a detailed procurement register for all supply chain arrangements. This details current supply chain contracts and identifies the timescales for replacement contracts, mitigating inherited weaknesses on supply chain contractual arrangements at the point of transfer.

23. During the period a new risk was added to the Arc Partnership Risk Register entitled **Long Term Viability of Contractors** – Risk score is currently 3/5 (likelihood/impact). There is a policy of intent in place to deal with the failure of a major contractor working on Arc projects. The concept of how this will be dealt with has been formulated and needs to be written up and formalised as a business continuity response in the event that the risk materialises.

Financial Summary

24. As noted in paragraph 6 above, revenues and profit to year end are in line with forecasts.

Other Options Considered

25. None

Reason for Recommendation

26. The Arc Partnership continues to show significant progress on delivering a range of complex projects to programme and within budget.

Statutory and Policy Implications

27. This report has been compiled after consideration of implications in respect of crime and disorder, data protection and information governance, finance, human resources, human rights, the NHS Constitution (public health services), the public sector equality duty, safeguarding of children and adults at risk, service users, smarter working, sustainability and the environment and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

Crime and Disorder Implications

28. There are no direct crime and disorder implications within the report.

Financial Implications

29. Arc Partnership continue to perform strongly, as do Scape Group.

Implications for Sustainability and the Environment

30. Arc have strong environmental credentials, and support the Council by delivering a wide range of sustainable building projects across the corporate estate and schools.

RECOMMENDATION/S

It is recommended that:

- 1) Members consider whether there are any actions required in relation to the detail contained within this report.

For any enquiries about this report please contact: Mick Allen, Group Manager Place Commissioning, Tel: 0115 9774684

Constitutional Comments [AK 21/2/2019]

31. The recommendation falls within the remit of the Policy Committee under its terms of reference.

Financial Comments [RWK 21/02/2019]

32. There are no specific financial implications arising directly from the report.

Background Papers and Published Documents

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

- Arc Partnership KPI Performance Report Quarter 3 - October to December 2018
- Arc Partnership Risk Register – Quarter 3 - October to December 2018

Electoral Division(s) and Member(s) Affected

- All

REPORT OF THE LEADER OF THE COUNCIL

HOUSING INFRASTRUCTURE FUND (HIF) BID SUBMISSION

Purpose of the Report

1. To seek Policy Committee approval to submit the Housing Investment Fund (HIF) bid business case to Homes England by 22 March 2019.

Information

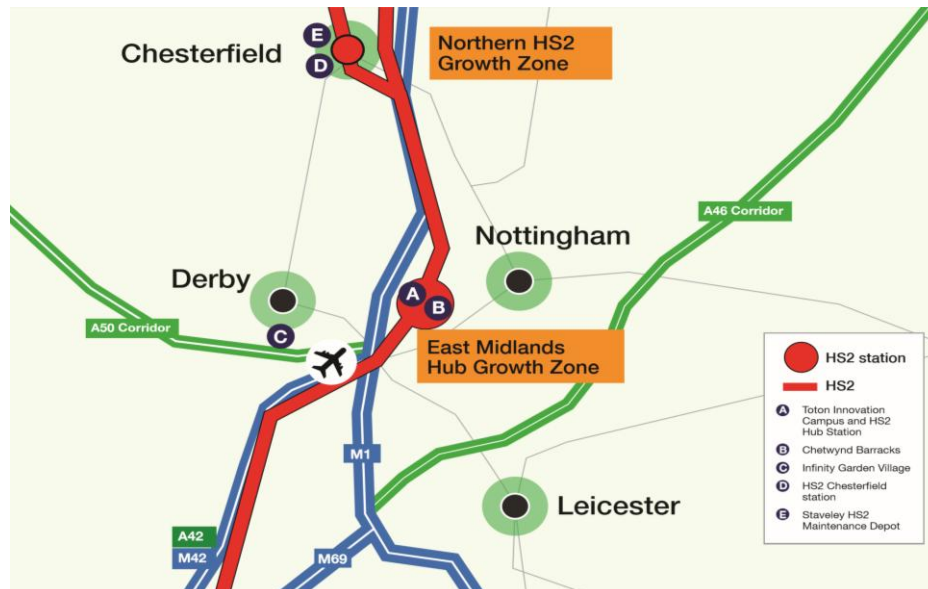
2. The Housing Investment Fund is a government capital grant programme of up to £5.5 billion, which will help to deliver over half a million new homes in total. It is intended to deliver physical infrastructure to support new and existing communities and support ambitious local authorities who want to progress their plans for growth. All funding must be committed by March 2024.
3. In late 2017, Nottinghamshire County Council, working closely with Local Authority partners and in close consultation with Homes England, led the submission of an expression of interest (EOI) for a HIF forward funding bid. At the outset of the HIF forward funding programme, the government required bids to be led by upper tier authorities. In Nottinghamshire the bid is focused on new road infrastructure to unlock high quality housing in the Toton HS2 Growth Hub and adjoining Chetwynd Barracks.
4. The bid entitled “East Midlands HS2 network of garden villages” was derived from the East Midlands HS2 Growth Strategy which was approved by Policy Committee and other partners across the East Midlands in September 2017. The bid is focused on providing key infrastructure to unlock new housing in strategic locations across the East Midlands. The EOI was successful and in March 2018 it was announced it had been shortlisted. The proposal initially involved five sites based on the East Midlands HS2 Growth Strategy and includes sites being promoted by Derby City Council and Derbyshire County Council, working closely with the respective district councils.
5. The HIF bid is now in its second stage with a submission deadline of 22 March 2019. It is proposed that authority to approve the business case to Homes England is delegated to the Corporate Director Place and Section 151 Officer, in consultation with the Chairman of the Policy Committee. The content of the business case will also be agreed with our partner authorities prior to submission.
6. Local authority bids are to be competitively assessed and must demonstrate how well they meet the following criteria:
 - Adopting a strategic approach, with strong local leadership and joint working to achieve higher levels of housing growth in the local area

- Value for money
 - The proposal must demonstrate that delivery is feasible with investment in infrastructure unlocking the delivery of new homes.
7. The East Midlands HIF £76m bid is led by Nottinghamshire County Council in partnership with two other upper tier authorities, Derbyshire County Council and Derby City Council, together with Chesterfield Borough Council, Broxtowe Borough Council and South Derbyshire District Council.
8. A key component of the HS2 Growth Strategy is the identification of two growth zones and an associated network of Garden Villages. In response to this opportunity, local councils in the East Midlands have identified key infrastructure developments that will support the delivery of over 14,000 new homes of a high quality and design with excellent local facilities such as schools and open spaces. The East Midlands HIF bid centres on delivering transformational levels of new homes in each of the following Growth Zones:
- **East Midlands HS2 Hub Growth Zone:** the Hub station site at Toton and the adjacent Chetwynd Barracks, together with the associated Garden Village development at Infinity Garden Village in Derby
 - **Northern HS2 Growth Zone** – the areas around the existing railway station in Chesterfield, which will receive HS2 services via the electrified Midland Mainline and purpose built spur to Clay Cross, and the proposed HS2 Infrastructure Maintenance Depot (IMD) at Staveley which will maintain the line through to Leeds.
9. Led by Nottinghamshire County Council, the bidding process has been a collaboration across East Midlands Councils co-produced with Homes England providing technical support and advice. Homes England have also provided the funding to prepare the bid. Since the expression of interest was submitted the details of the final bid have changed to reflect technical advice from Homes England and the removal and addition of sites in Chesterfield and Derby to reflect deliverability. The proposals have been refined and now focus on the following sites.

| Table 2: HS2 East Midland – Network of Garden Villages (Stage 2) | | |
|---|----------------|---------------|
| Scheme | HIF | Homes |
| Wider Infinity Garden Village ¹ | £25m | 4,700 |
| Toton & Chetwynd | £26.5m | 3,700 |
| Chesterfield Town Centre | £21.95m | 4,210 |
| TOTAL | £76.45m | 12,610 |

¹ This includes a HIF ask of £5m and 800 houses associated with Boulton Moor

10. The map below illustrates the HS2 Growth Zones and network of HS2 Garden Villages.



11. This report focusses primarily on the strategy for Toton and Chetwynd as the sites being promoted within Nottinghamshire. It also provides a preliminary outline regarding the wider context and implications of the bid in terms of Nottinghamshire County Council's proposed role as the accountable body. As detailed below it is proposed to take a delegative approach to implementation. It is envisaged at this stage that the County Council, if the bid is successful in principle, will look to enter into back-to-back agreements with the other authorities participating in the bid i.e. Derby City Council and Derbyshire County Council as the upper tier authorities responsible for the Infinity Park and Chesterfield components of the bid. This is however subject to the outcome of legal advice and discussions with our local authority partners.

12. For a programme of this scale and complexity it is necessary to bring on board the very best advice and expertise at the right time. An expert team of advisers has therefore been brought on board by the partners, using grant funding from Homes England. All consultants engaged to deliver work for the HIF bid have been commissioned in line with Nottinghamshire County Council procurement requirements. The team includes:

- Amion consulting are project managing the bid and providing the overarching economic and business case;
- Thomas Lister are providing commercial agency advice;
- DWF Solicitors have been commissioned to provide specialist legal advice on the compatibility of the HIF bid with state aid regulations. DWF are on the Homes England Legal Panel and are state aid specialists; and
- Faithful and Gould providing an independent review of costs and ensuring value for money.

The above team are working across the programme to review all aspects of the bid. Each area team also has specialists working on the details of their specific proposals.

Progress – Toton & Chetwynd

13. The project specific team for Toton and Chetwynd includes a team of transport planners (AECOM) and traffic modellers (Systra), supported by local authority transport teams. The data provided by this transport modelling will have wider benefits for partners and will be used to inform other projects. Commercial agency advice including land strategy advice has been provided by Cushman and Wakefield with Strategic Planning support provided by Arup. The latter has been crucial to securing greater alignment between the Growth East Midlands HS2 Growth Strategy and Broxtowe Part 2 Local Plan and in particular the potential to realise a development capacity in excess of 4,500 upto 2045.
14. This total is comprised of 3,000 new homes at Toton and 1,500 at Chetwynd Barracks reflecting the capacity figure which Broxtowe BC has included as suggested modifications to the amended Broxtowe Local Plan and its examination. Although the local plan examination process has therefore helped identify a capacity of 4,500, the infrastructure identified in the HIF bid will actually facilitate 3,700 homes.
15. A Strategic Masterplan will be prepared to ensure that growth expected beyond the Plan period is delivered in a co-ordinated and collaborative way. These new homes are therefore in line with local plan growth aspirations delivering new high quality homes with new open spaces and community facilities.
16. Although not the focus for the HIF bid, the infrastructure works also facilitates the future development of the Innovation Campus which could create up to 10,000 high quality jobs.
17. Artist's impression of the vision for Toton, including the Innovation Campus:





18. The HS2 Growth Strategy was endorsed at the Policy Committee meeting held in September 2017. It highlights a three phased approach to improving the highway capacity in the Toton and Chetwynd area. The first phase, Toton Lane Link Road is designed to provide additional capacity to address existing congestion at Bardills Island, whilst also providing a much needed link to the north of Chetwynd Barracks and the creation of improved links between Chilwell and Toton. The HIF bid is focused on providing the essential funding for this critical link.
19. The planning strategy highlights the need for early development to be concentrated along the southern border of the strategic site at Toton. This is subject to detailed and positive consideration through Broxtowe Local Plan public examination. There are, however, a number of impediments to delivering this early phase, including the need to underground high voltage power cables.
20. Together the team has prepared a clear and robust evidence base to support capital investment through the HIF bid. This will be crucial to the delivery of housing at Toton and Chetwynd. It includes up to £26.5m for the construction of the link road, including land assembly and £6m for the undergrounding of high voltage power cables to ensure the realisation of a first phase of development.
21. The programme for growth at Toton continues to build momentum. Recent developments include:
 - Announcements to establish a Development Corporation for growth around Toton and including Ratcliffe and East Midlands Airport;
 - A joint bid by Nottinghamshire County Council and Broxtowe Borough Council for Future Places fund initiative <https://www.architecture.com/campaign/futureplace> ;
 - A linked bid has been submitted by Broxtowe Borough Council to designate Chetwynd as a Garden Community. <https://www.gov.uk/government/publications/garden-communities-prospectus> ; and
 - Representations made to the HS2 Working Draft Environmental Statement consultation including improved north/south and east/west connections through the area.
 - Acknowledgement in the emerging Broxtowe Part 2 Local Plan. The Inspector at the recent Independent Examination Hearing Sessions encouraged further dialogue between

key delivery partners at the two sites to put in place mechanisms to realise the vision set out in the Growth Strategy.

22. A successful HIF bid would enable Nottinghamshire County Council to deliver significant improvements to infrastructure which will benefit current Nottinghamshire residents as well as enabling us to support new and growing communities across the region. Furthermore, it would place us in an even stronger position to deliver our shared vision for Toton set out in the HS2 Growth Strategy as a place where future generations will aspire to live, work and spend leisure time. Connectivity and unlocking housing is critical to this.
23. We have secured letters of support from partners and key stakeholders to include with the HIF bid submission. These will form a vital part of the submission as they will demonstrate local support and engagement in proposals.

Governance and Accountable Body Status – Housing Infrastructure Fund

24. In relation to the wider regional HIF bid itself, in taking on the accountable body status the Council will need to be satisfied that appropriate legal agreements are in place to protect its interests should the bid be successful. At the time of writing, legal advice is being sought on the implications of the authority acting as an accountable body, which will inform future discussions with our partner authorities (Derby City Council and Derbyshire County Council). No legal obligations are placed on the authority at the point of submission of the bid. Legal advice will have been received prior to the signing of any funding agreement and related contract in the event the bid is successful.
25. It is envisaged that in taking on accountable body status Nottinghamshire County Council will liaise with counterparts in Derbyshire County Council and Derby City Council who will take responsibility for their respective projects included in the bid i.e. schemes associated with Infinity Park, Derby together with projects to deliver new homes at Chesterfield.
26. In preparing the bid, the partners, including Nottinghamshire County Council as the lead authority, have secured £175,000 towards the costs of formulating the bid i.e. the costs highlighted in section 13 above. This funding has been secured through Homes England and is being administered through the County Council and the Section 151 Officer.
27. In terms of governance for the HIF bid, there is a Senior Officer Steering Group comprised of officers from each authority. Each of the projects will also be subject to consideration through respective decision making processes within host authorities i.e. Nottinghamshire County Council, Derbyshire County Council and Derby City Council.
28. Furthermore, the projects have wider oversight in terms of HS2 regional governance and specifically in the context of Toton, Chetwynd and Infinity Park, through the Toton Delivery Board and for the Northern Growth Zone, through the Chesterfield & Staveley Delivery Board.

Other Options Considered

29. The 'do-nothing' option was discounted given the alignment with Nottinghamshire County Council's priorities. Not submitting a bid would mean missed opportunities to deliver infrastructure improvements for Nottinghamshire residents and to strengthen our position in relation to delivering the HS2 Growth Strategy ambitions.

Reason/s for Recommendation/s

30. To ensure NCC has sufficient capacity to help drive the delivery of growth at Toton in a way that meets residents & business needs and aspirations. The HS2 programme is vital to the economic prosperity of the County and work needs to progress at pace.

Statutory and Policy Implications

31. This report has been compiled after consideration of implications in respect of crime and disorder, data protection and information governance, finance, human resources, human rights, the NHS Constitution (public health services), the public sector equality duty, safeguarding of children and adults at risk, service users, smarter working, sustainability and the environment and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

Financial Implications

32. The HS2 East Midlands HIF bid has received an award of £175,000 in grant funding from Homes England towards the costs of preparing the bid. Arrangements are in place to draw down this funding. The costs of designing and costing the highways improvements and an initial assessment of the undergrounding of high voltage cables also benefit from match funding from a £1.8m Department for Transport grant being administered through D2N2 LEP (delivered in two tranches of £900,000 in 2018/19 and 2019/20). As such, all costs associated with submitting the bid and associated evidence base can be met from existing budgets.
33. The key issue relates to the implications arising should the bid be successful and Nottinghamshire County Council take on responsibility for the programme as the accountable body.

Implications for Service Users

34. A successful HIF bid will enable the partner authorities involved to upgrade critical local infrastructure, benefitting existing communities as well as enabling the delivery of much needed homes in the region.

Implications for Sustainability and the Environment

35. A successful HIF bid will help to deliver sustainable new development as it will reduce the strain on local resources potentially created through upgrading infrastructure early. The HIF proposal links with other projects aiming to deliver the growth at Toton. These include close consideration of the environment impacts and work is due to take place imminently to develop green infrastructure proposals for Toton and Chetwynd Barracks as part of connectivity and masterplanning commissions.

RECOMMENDATIONS

It is recommended that:

- 1) Authority is delegated to the Corporate Director Place and Section 151 Officer, in consultation with the Chairman of Policy Committee to submit the final version of the Housing Infrastructure Fund Business Case to Homes England.

COUNCILLOR MRS KAY CUTTS, MBE
Leader of the Council

For any enquiries about this report please contact: Adrian Smith, Corporate Director Place,
Tel: 0115 977 3680

Constitutional Comments [SLB 25/02/2019]

36. Policy Committee is the appropriate body to consider the content of this report.

Financial Comments[GB 25/02/2019]

37. The financial implications are set out in the report.

Background Papers and Published Documents

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

- None

Electoral Division(s) and Member(s) Affected

- All

REPORT OF THE RULING GROUP BUSINESS MANAGER APPOINTMENT TO OUTSIDE BODIES – EAST MIDLANDS HIGH SPEED 2 (HS2) SKILLS AND SUPPLY CHAIN BOARD

Purpose of the Report

1. To seek approval to add the East Midlands High Speed 2 (HS2) Skills and Supply Chain Board to the Council's approved outside body list.
2. To agree to the appointment of an Elected Member to the Board as the Council's representative.

Information

3. HS2 Phase 2b provides the opportunity to establish an East Midlands Growth Zone at Toton including the development of the Hub Station and neighbouring sites resulting in the creation of:
 - 170,000 sq m office/research and development floorspace
 - 11,000 sq m retail and other commercial floorspace
 - 11,500 gross jobs and 9,100 net additional jobs
4. A skilled workforce is central to the delivery of these HS2 ambitions. To this end East Midlands Chamber is leading on the establishment of an HS2 Skills and Employability Framework which focuses on the development of the current and future workforce within the region. Five key areas of activity have been identified:
 - inspiring young people
 - building Further Education capacity
 - harnessing the power of our universities
 - support for individuals
 - ensuring our businesses are HS2 ready
5. At the HS2 Executive Board Meeting in December 2018, a revised HS2 governance structure was agreed which included the establishment of an East Midlands HS2 Skills and Supply Chain Board to drive the skills and supply chain work at a strategic level. Membership of this group would be at a senior level and in the case of Local Authorities this would be member representation drawn from the 6 upper tier local authorities.
6. The Skills and Supply Chain Board will meet quarterly.

Other Options Considered

7. Policy Committee could decide not to add the body to the Council's list of Outside Bodies.

Reason for Recommendation

8. To enable the County Council to contribute towards shaping the skills development and supply chain aspects of HS2 at a strategic level.

Statutory and Policy Implications

9. This report has been compiled after consideration of implications in respect of crime and disorder, data protection and information governance finance, human resources, human rights, the NHS Constitution (public health services), the public sector equality duty, safeguarding of children and adults at risk, service users, smarter working, sustainability and the environment and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

Data Protection and Information Governance

10. The Outside Body will be responsible for its own data protection.

Financial Implications

11. None arising from the report.

RECOMMENDATIONS

It is recommended that:

- a) the East Midlands HS2 Skills and Supply Chain Board be added to the Council's approved outside body list and
- b) the Council nominates one elected member to be appointed to the East Midlands HS2 Skills and Supply Chain Board, to be arranged by the Ruling Group Business Manager.

Councillor Richard Butler
Ruling Group Business Manager

For any enquiries about this report please contact:

Nicola M^cCoy-Brown, Group Manager Growth and Economic Development, Telephone number 0115 9772580

Constitutional Comments (CEH 12/03/19)

12. The recommendations fall within the remit of Policy Committee under its terms of reference.

Financial Comments (RWK 11/03/2019)

12. There are no specific financial implications arising directly from the report.

Background Papers and Published Documents

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

- HS2 East Midlands Growth Strategy – Delivery Phase, Report to Policy Committee, published 14 February 2018
- High Speed 2 (HS2) Resource Plan, Report to Policy Committee, published 20 June 2018
- High Speed 2 (HS2) Growth – Delivery Phase report to Policy Committee, published 13 February 2019
- HS2 Skills and Employability Strategic Framework – Fast Track to Inclusive growth across the East Midlands. Available on line at:
http://www.emcouncils.gov.uk/write/HS2_Skills_and_Employability_Strategic_Framework.pdf

Electoral Division(s) and Member(s) Affected

- All

REPORT OF THE LEADER OF THE COUNCIL**ATTENDANCE AT LOCAL GOVERNMENT ASSOCIATION ANNUAL
CONFERENCE AND EXHIBITION 2019****Purpose of the Report**

1. To seek approval for the attendance of three Members and the Chief Executive at the Local Government Association (LGA) Annual Conference & Exhibition in Bournemouth on 2-4 July 2019.

Information and Advice

2. The LGA covers every part of England and Wales, and is the voice of local government. The LGA's annual conference is the largest event in the local government calendar, regularly attracting over 1,400 delegates. This year's event is being held on 2-4 July in Bournemouth.
3. The programme will consist of a mix of cross-party political addresses and other significant plenary sessions by key players throughout the local government community, taking in private and voluntary perspectives. There will also be the opportunity to take part in a variety of workshop and fringe sessions.
4. It is proposed that the Leader and Deputy Leader attend the conference along with the Chief Executive. The remaining place will be offered to the main Opposition group.

Other Options Considered

5. To not send any delegates to the event but this would mean the Council missing out on a valuable opportunity to share best practice and utilise valuable networking opportunities.

Reasons for Recommendation

6. To enable the County Council to be appropriately represented at this year's annual conference.

Statutory and Policy Implications

7. This report has been compiled after consideration of implications in respect of crime and disorder, data protection and information governance, finance, human resources, human rights, the NHS Constitution (public health services), the public sector equality duty, safeguarding of children and adults at risk, service users, smarter working, sustainability and the environment and where such implications are material they are described below.

Appropriate consultation has been undertaken and advice sought on these issues as required.

Financial Implications

9. The cost of each conference place remains at £545 this year (which reflects a reduced rate for LGA Members). The costs for Member attendance and related travel and accommodation will be met from the Democratic Services budget for Member conference fees and will be in accordance with the requirements and rules within the Travel and Accommodation Policy.

RECOMMENDATION

That approval be given for the attendance of the Leader, Deputy Leader, a member of the main Opposition group and the Chief Executive at the Local Government Association Annual Conference and Exhibition.

COUNCILLOR Mrs Kay Cutts MBE
Leader of the Council

For any enquiries about this report please contact: Paula Mullin, Senior Executive Officer T: (0115) 9774298 E-mail: paula.mullin@nottsc.gov.uk

Constitutional Comments (SLB 07/03/19)

The recommendation falls within the remit of Policy Committee by virtue of its terms of reference.

Financial Comments (SES 08/03/19)

The financial implications are set out in paragraph 9 of the report.

Background Papers

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

- The local Government Association's dedicated website for the event –

<https://www.local.gov.uk/events/lga-annual-conference-and-exhibition-2019>

Electoral Division(s) and Member(s) Affected

All

REPORT OF THE LEADER OF THE COUNTY COUNCIL

OPERATIONAL DECISIONS QUARTERLY UPDATE OCT - DEC 2018

Purpose of the Report

1. To update Members on the Operational Decisions taken October to December 2018.

Information and Advice

2. From October to December 2018 there have been 23 decisions.
3. In accordance with the recommendations in the report relevant Electoral Division Members have been invited to comment on appropriate Estate Management decisions that are progressed via all operational decisions (except where Committee have been specifically advised otherwise).
4. Care was taken with disposals and the granting of leases, licences and the like to ensure best consideration has been achieved by reference to and tested against market value(s) and rates. All charges and other fees levied were appropriate and commensurate with the transaction.
5. Details of the decisions taken are shown below: -

| SP | Electoral Division(s) | TITLE | DESCRIPTION / open (extract from Operational decision) |
|-----------|------------------------------|--|---|
| 3426 | Farndon & Trent | Chapel Farm Elston - Surrender of existing tenancy and grant of new lettings | Following a successful Tender exercise, it was proposed to surrender the existing Tenancy early and re-let the holding as 3 Individual lettings to maximise rental income: - Lot 1 69.5 Acres – Land at Elston and Stoke - 3 Year FBT Lot 2 6.979 Acres Thorpe – 3 Year FBT Lot 3 Farmhouse and Paddock 2.078 Acres – 1 Year Common law Tenancy Successful Tender applications achieved offers providing a new total rental income of £20,015pa |
| 3403 | West Bridgford South | Licence for vehicular access to the rear of Byron Road | Licence for 3 residents for vehicular access to the rear of Byron Road. Licence fee £75 per annum. |
| 3424 | Keyworth | Keyworth Primary & Nursery School - Landlord consent for sub-lease renewal | Grant landlord consent licence to the Equals Trust Academy for the renewal of a sublease for Children's play area. Term: 25 years. Initial rent: 850 per annum with RPI increases |

| | | | |
|------|--------------------|---|---|
| 3427 | Ollerton | Unit 1, Trent Court, Boughton Industrial Estate – Landlord's waiver | The Council entered into a Landlord's waiver for machinery in November 2014 at the request of the tenant; the tenant wishes to replace the machinery and a new waiver is required. |
| 3432 | Newark West | Easement at NSK Sports Ground | An Easement to install and maintain premises owned by NCC and Leased to Newark and Sherwood District Council and subleased to the YMCA. |
| 3429 | Warsop | Unit 5, Meden Court, Netherfield Lane, Meden Vale, Warsop - New Lease | Granting of a five year lease to a local company for use as storage for automotive styling accessories. Rental: £11,700 pa Maintenance charge £550 pa |
| 3428 | Warsop | Unit 6, Meden Court, Netherfield Lane, Meden Vale, Warsop - New Lease | Granting of a six year lease to a well-established local company, who deal in classic and vintage motorcycle restoration. Rent: £9,750 per annum Maintenance charge £480 pa |
| 3391 | Arnold South | Ernehale Infant School - Academy Conversion | Conversion to Academy Status. |
| 3392 | Mansfield East | Oak Tree Primary School - Academy Conversion | Conversion to Academy Status. |
| 3423 | Keyworth | Crossdale Drive Primary School – 10 year Lease for use of former caretakers property to run Early Years provision | Amendment to OP/2016/00085. Addition 1 year rent free period to reflect the increased costs incurred and to enable the completion of the agreement. |
| 3430 | Worksop West | Unit 4 Woodland Court - New Lease | A new lease at unit 4 Woodland Court, Shireoaks Triangle. Term: 10 years Rent: £28,000 per annum, payable monthly in advance. |
| 3434 | Blidworth | Sherwood West Children's Centre - Letting of part to Early Years childcare provider | To grant a 5 year lease of part of the Children's Centre building an Early Years Childcare Provider. Annual rent: a peppercorn with a fixed annual Service Charge and Insurance contribution towards the centre's annual running costs |
| 3435 | Radcliffe on Trent | Lease of part of site 01527 to Early Years Childcare provider - Radcliffe on Trent Infant School | Grant a lease for a term expiring on 31st July 2026 of part of the Radcliffe on Trent Infant school site to an Early Years Childcare Provider. Annual rent: a peppercorn |
| 3443 | Southwell | Minster C of E Comprehensive - Conversion to Academy Status | Conversion to Academy status |

| | | | |
|------|----------------------|---|--|
| 3444 | Southwell | Minster C of E Comprehensive - Lease of Caretakers House to Minster C of E Comprehensive School | Lease of the Caretakers property back to the Academy on a term of 10 years with an option to renew for a further 10 years subject to the continued use of the property as the caretaker's residence. The property will revert back to the County Council should the caretaker leave the post in the meantime. Annual rent: a peppercorn |
| 3450 | West Bridgford North | Licence of Part of the roof and plant room at Trent Bridge House | To provide communication for West Bridgford retailers with local police in respect of issues with shop lifting and other associated activity. Term: 10 years Fee: £150 subject to annual RPI increases |
| 3445 | Retford West | Retford Central Children's Centre 03361 - Shared use of part to Early Years Provider | A 5 year agreement for shared use of the Children's Centre building to an Early Years Childcare Provider. Licence fee: A peppercorn |
| 3448 | Hucknall West | Holgate Primary School 01236 - Letting of former Infant block to Early Years childcare provider | A 5 year lease of the former Infant block to an Early Years Childcare Provider. Licence fee: A peppercorn |
| 3449 | Collingham | 01684 Bridge Children's Centre - Letting of part to Early Years childcare provider | A 5 year sub-lease of part of the Children's Centre building to an Early Years Childcare Provider. Licence fee: A peppercorn |
| 3451 | Hucknall | Proposed Garden Licence to the rear of 51 The Drift, Hucknall, Nottingham NG15 8DT | A garden licence was granted to the resident in December 2011 who is now in the process of selling the property. The purchaser is requesting that a new licence be granted to them for use as private garden use only. An annual payment of £125 for the use of the land whilst this licence continues. |
| 3455 | Kirkby South | Annesley Miners Welfare Club car park - New Lease in | NCC are taking a lease for a car park at Annesley Miners Welfare Club. This is to provide car parking for staff at Mercury House and The Piazza which are situated at Sherwood Energy Village. This is due to having existing car parking licenses terminated which has resulted in need to find alternative car parking. |
| 3453 | Warsop | Unit 3, Meden Court, Netherfield Lane, Meden Vale, Warsop - New Lease | A five year lease to a local company for use as storage for milk and a milk float. Year 1 £6,000 Year 2 £6,500 Year 3 £7,000 This averages at £6,500 per annum, £4.36 psf and headlines at £4.69 per sq ft. |
| 3454 | Nuthall & Kimberley | Hollywell Primary School UPRN 02757 – Transfer of Land and property assets to The Foundation School | The freehold transfer of the land and property assets to the Governing Body of Hollywell Primary School which became a Foundation School on 1 st April 2018 |

Other Options Considered

6. Reduce the number of transactions that can be progressed by means of operational decisions, this would lead to a loss of the current advantages outlined within the report which could prove problematic from a governance perspective. Lack of clarity on operational decisions may create uncertainty on whether a legal contract can be concluded without a committee decision.
7. An alternative option is to provide officers with delegated powers on routine estate decisions. This would require a significant change in the Council's constitutional arrangements and brings few added benefits beyond a clear and functioning operational decision process.

Reason/s for Recommendation/s

8. The decision making process requires a quarterly update and annual review to Policy Committee.

Statutory and Policy Implications

9. This report has been compiled after consideration of implications in respect of crime and disorder, data protection and information governance, finance, human resources, human rights, the NHS Constitution (public health services), the public sector equality duty, safeguarding of children and adults at risk, service users, smarter working, sustainability and the environment and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

RECOMMENDATION/S

- 1) To update Members on the Operational Decisions taken October to December 2018.

Councillor Mrs Kay Cutts
Leader of the County Council

For any enquiries about this report please contact:
David Hughes, Service Director - Investment & Growth
Tel: 0115 9773825

10. The reporting back of Estate Management operational decisions taken is in accordance with the procedure for operational decisions previously approved at Policy Committee on 16th May 2018. This area falls within the remit of Policy Committee under its terms of reference.

Financial Comments [RWK 21/02/2019]

11. There are no specific financial implications arising directly from the report.

Background Papers and Published Documents

12. None.

Electoral Division(s) and Member(s) Affected

13. Electoral Division(s): All
Member(s): All

File ref.: /SB/SB/09998

SP: 3476

Properties affected: 09998 - Various NCC Properties/non-property item

REPORT OF THE LEADER OF THE COUNTY COUNCIL**DISPOSAL OF LAND AT FIELDS FARM CLOSE, WILLOUGHBY-ON-THE-WOLDS****Purpose of the Report**

1. To seek approval to submit an outline planning application to change the use for the site (shown B and C on the attached plan) at Fields Farm Close, Willoughby-on-the-Wolds to residential use.
2. To seek approval to market the site for sale subject to a satisfactory outline planning consent. A further report will be taken to Committee once a suitable bidder for the site is found.

Information

3. The site lies in the centre of Willoughby, adjacent to existing housing. The total area of the site is 5.83 acres with the potential available area for development being just over 3 acres.
4. Approximately half of the available site (area marked C on the plan) is not used at all and the other half (area marked B on the plan) has been let to Willoughby Community Park Association (local parish) with the option to determine at 3 months' notice. This area is rarely used open space.
5. Willoughby also have a 30-year lease on an adjoining 2.77 acres (area marked A on the plan) which is used as the community park with a multi-use games area and football pitch.

Timing

6. The site was purchased at auction by Nottinghamshire County Council in 2004 for possible future educational use. It has since been confirmed that the site is no longer required for such use and the area not used as a playground and football pitch has been declared surplus.
7. The vendor, David Wilson Homes sold the site with a two-stage clawback provision. The provision stipulates that the Council must pay to the vendor 25% of the uplift in value from agricultural to residential use upon a successful grant of detailed planning permission up until June 2020. For a successful grant of a detailed planning application after that date the Council must pay 50% of any uplift in value.

8. This is not a large site and it not expected to produce a significant capital receipt, however, the difference in uplift from 25% to 50% is likely to be fundamental in whether any development on site is viable.

Other Options Considered

9. The following additional options have been considered:

- (a) Retain the Property: this property is vacant and has been declared surplus to the operational requirements of the County Council and can be sold. If there is a delay in obtaining planning permission beyond June 2020 any development of the site is likely to become unviable. It will continue to incur the maintenance costs such as fly tipping without providing any use for the Council.
- (b) Lease the property: this would be an alternative to outright sale, but the prospects to achieve long term and consistent rental income from the letting of the property are considered to be extremely poor. Any letting interest which might be generated is likely to be short term or sporadic, with the likelihood of significant periods of vacancy. The expected rent for such a letting is minimal, such as keeping horses on the land and may be outweighed by the maintenance costs.

Reason/s for Recommendation/s

10. To enable the sale of a surplus asset and to secure a capital receipt to the County Council.

Statutory and Policy Implications

11. This report has been compiled after consideration of implications in respect of crime and disorder, data protection and information governance, finance, human resources, human rights, the NHS Constitution (public health services), the public sector equality duty, safeguarding of children and adults at risk, service users, smarter working, sustainability and the environment and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

RECOMMENDATION/S

- 1) That approval is given to submit an outline planning application to change the use for the site (shown B and C on the attached plan) at Fields Farm Close, Willoughby-on-the-Wolds to residential use.
- 2) That approval is given to market the site for sale subject to a satisfactory outline planning consent.

Councillor Mrs Kay Cutts
Leader of the County Council

For any enquiries about this report please contact: David Hughes, Service Director, Investment & Growth, Tel: 0115 9773825

Constitutional Comments [CJ 20/02/2019]

12. The recommendations fall within the remit of Policy Committee under its terms of reference.

Financial Comments [GB 21/02/2019]

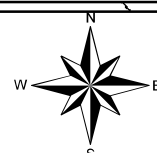
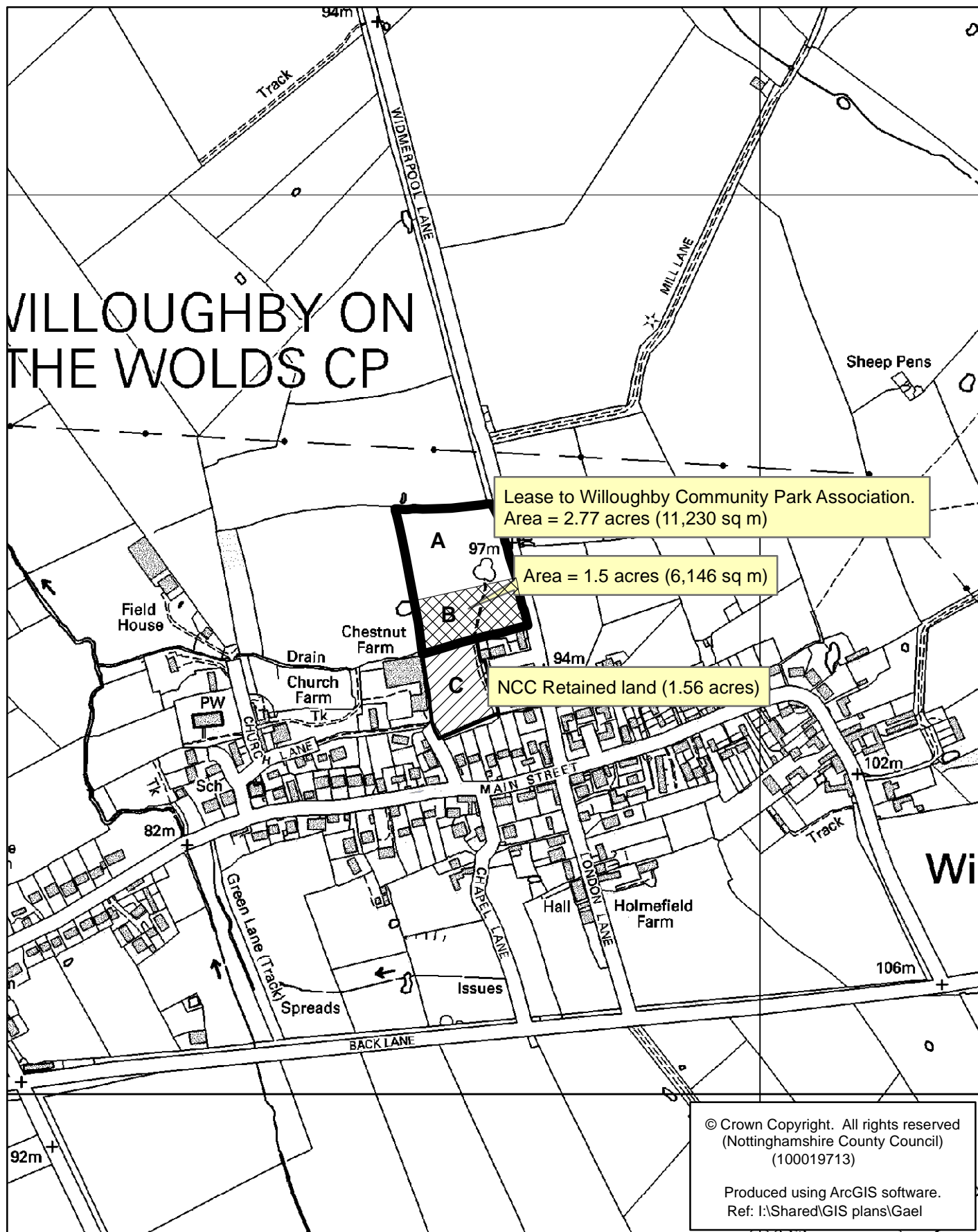
13. There are no financial implications arising directly from this report.

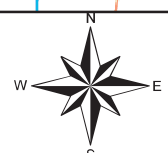
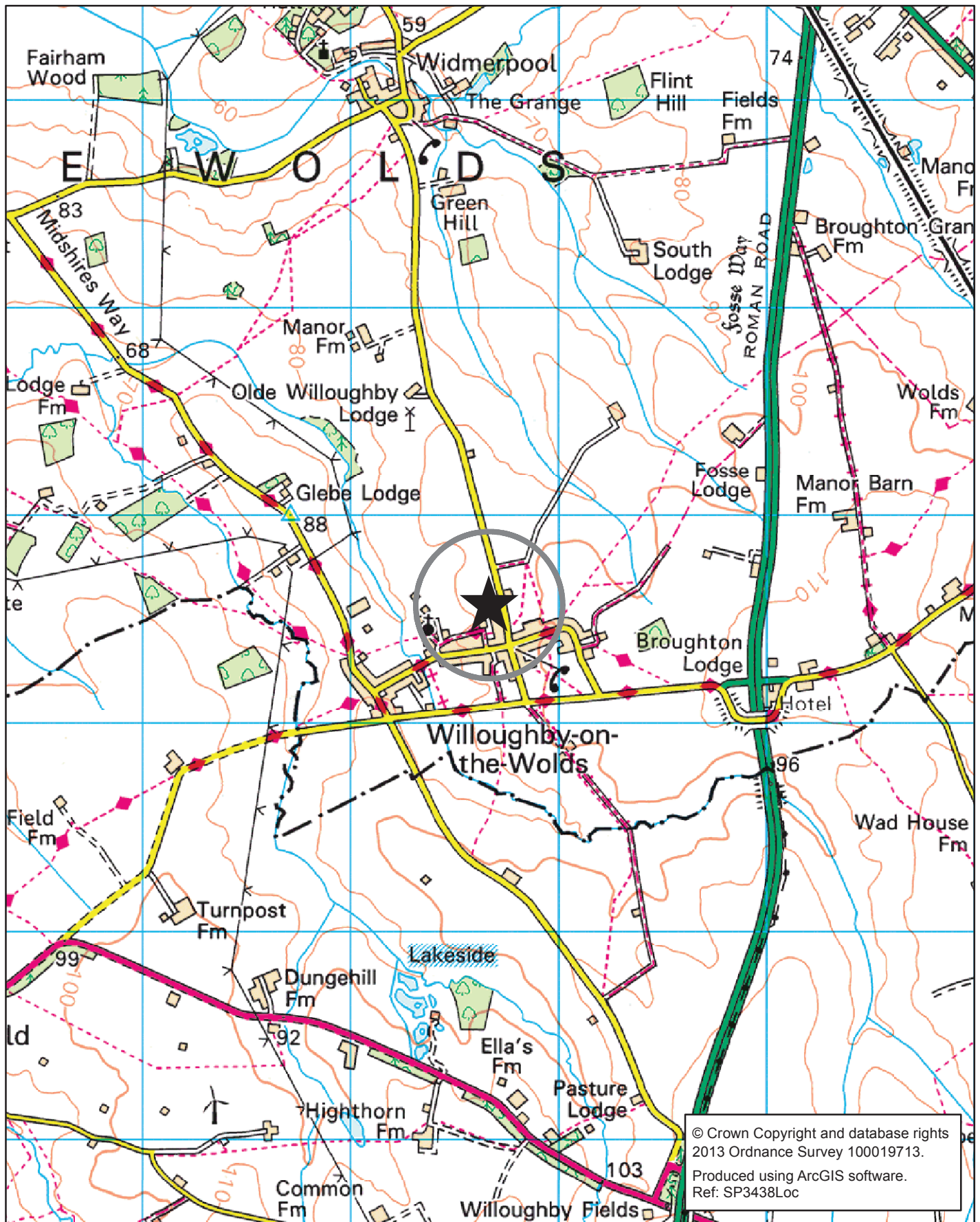
Background Papers and Published Documents

14. None.

Electoral Division(s) and Member(s) Affected

15. Electoral Division(s): Keyworth
Member(s): Councillor John Cottee





20 March 2019**Agenda Item: 14****REPORT OF THE LEADER OF THE COUNCIL****COUNTY SUPPLIES: LEASE OF THE COUNTY SUPPLIES SITE,
HUTHWAITE****Purpose of the Report**

1. To seek approval to grant a lease of the current County Supplies site at Huthwaite, on the terms outlined in the exempt appendix, to the new provider of the County Supplies service, subject to the Corporate Director for Place, in consultation with the S151 Officer, agreeing the details of the terms for the transfer, as approved by the Finance and Major Contracts Committee on 18 March 2019.

Information**Organisational Context**

2. Some information relating to this report is not for publication by virtue of paragraph 3 of Schedule 12A of the Local Government Act 1972. Having regard to the circumstances, on balance the public interest in disclosing the information does not outweigh the reason for exemption because divulging the information would significantly damage the Council's commercial position. The exempt information is set out in the exempt appendix.
3. On 18 March the Finance and Major Contracts Committee considered proposals to transfer the County Supplies service from the Council to another traded service entity owned by another local authority. The financial rationale for the proposed disposal, along with other relevant information, is set out in the report considered by the Committee. The exempt portion of that report is incorporated into section 1 of the attached Exempt Appendix to this report. The proposed transfer of County Supplies service from the Council to another local authority owned provider represents the most cost effective and appropriate option for the Council, notwithstanding the Authority including a discounted rent with the Heads of Terms for the lease of the building

4. County Supplies is based in a County Council owned business unit in Huthwaite. As part of the overall negotiated arrangement for the transfer of the County Supplies business to the new provider, it is proposed that the current internal charging arrangements for County Supplies be transferred to the new external provider. The reason for this is addressed in the Exempt Appendix. This would see the initial period of the lease to 31 March 2020 be below “market rate” by approximately 33.33%. It is likely that the transfer of the County Supplies business to the new provider will be effective from May/June, resulting in a period of up to 11 months where the proposed rent is in place. After this date, the lease arrangements would revert to the full market rate for 2020/21, with a rent review taking place in time for the 2021/22 financial year.
5. The original internal agreement for the rental costs of the Huthwaite site took into consideration dilapidation costs and the poor condition of the site at the point of takeover by County Supplies (August 2018).
6. Additional details for the lease are set out in the attached exempt appendix.

Reasons for Recommendation

7. The proposal adopts a tried and tested approach for a recovering business and revolves around ameliorating the rental cost for a short term period.
8. The proposal supports the transfer of the County Supplies operation to a new provider which will reduce costs for the County Council and help secure the continuing employment of some County Supplies staff.
9. The award of a lease at below market rate requires Policy Committee approval.

Statutory and Policy Implications

10. This report has been compiled after consideration of implications in respect of crime and disorder, data protection and information governance, finance, human resources, human rights, the NHS Constitution (public health services), the public sector equality duty, safeguarding of children and adults at risk, service users, smarter working, sustainability and the environment and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

Financial Implications

11. These are set out in the body of the report and in the attached exempt appendix.

RECOMMENDATION

It is recommended that:

- 1) Approval is given to grant a lease of the current County Supplies site at Huthwaite on the terms outlined in the exempt appendix to the new provider of County Supplies service subject to the Corporate Director for Place, in consultation with the S151 Officer agreeing the details of the terms for the transfer, as approved by the Finance and Major Contracts Committee on 18 March 2019.

**Councillor Richard Jackson,
Chair, Finance and Major Contracts Committee**

For any enquiries about this report please contact: John Hughes, Group Manager, Catering , Facilities Management & County Supplies.

Mob. 07788844272 john.hughes@nottsc.gov.uk

Constitutional Comments

12. This decision falls within the scope of decisions that may be approved by Policy Committee [SSR 10.3.2019]

Financial Comments [RWK 07/03/2019]

13. The financial implications are set out in the exempt appendix.

Background Papers and Published Documents

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

- **EXEMPT** Finance and Major Contracts Committee Report 18 March 2019 Exempt Appendix (and appropriate background papers)

Electoral Division(s) and Member(s) Affected

All

**REPORT OF THE SERVICE DIRECTOR, CUSTOMERS, GOVERNANCE AND
EMPLOYEES****WORK PROGRAMME****Purpose of the Report**

1. To review the Committee's work programme for 2018-19.

Information

2. The County Council requires each committee to maintain a work programme. The work programme will assist the management of the committee's agenda, the scheduling of the committee's business and forward planning. The work programme will be updated and reviewed at each pre-agenda meeting and committee meeting. Any member of the committee is able to suggest items for possible inclusion.
3. The attached work programme includes items which can be anticipated at the present time. Other items will be added to the programme as they are identified.
4. The Policy Committee will be asked to determine policies, strategies and statutory plans developed or reviewed by other Committees of the Council. Committee Chairmen are invited to advise the Policy Committee of any additional policy reviews that are being considered.
5. The following changes have been made since the work programme was published in the agenda for the last meeting.
 - a. The following items were added to the agenda for March 2019:-
 - Office Rationalisation Strategy
 - Armed Forces Covenant – Strategy and Action Plan
 - County Supplies – Future Options
 - Housing Infrastructure Fund (HIF) Bid Submission
 - Appointment to Outside Bodies – East Midlands High Speed 2 (HS2) Skills and Supply Chain Board
 - Attendance at Local Government Association Annual Conference and Exhibition 2019
 - Operational Decisions Quarterly Update October-December 2018
 - b. The following items were deferred from March 2019 to April 2019:

- Planning and Performance Management Framework
 - Road Safety around Schools
- c. The following item was deferred from March 2019 to May 2019:
- Departmental Strategies 2019-2020
- d. The following items were added to the agenda for April 2019:
- Nottinghamshire Carers' Strategy 2018-2020
 - Update on Futures, Advice, Skills and Employment, including Enterprise Adviser Network
 - Green Estates
 - Property Transactions
 - Operational Decisions
 - Disposal of land at Westdale Road, Jacksdale.

Other Options Considered

6) None.

Reason for Recommendation

7) To assist the Committee in preparing and managing its work programme.

Statutory and Policy Implications

8) This report has been compiled after consideration of implications in respect of crime and disorder, data protection and information governance, finance, human resources, human rights, the NHS Constitution (public health services), the public sector equality duty, safeguarding of children and adults at risk, service users, smarter working, sustainability and the environment and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

RECOMMENDATION

That the Committee considers whether any amendments are required to the Work Programme.

Marjorie Toward

Service Director, Customers, Governance and Employees

For any enquiries about this report please contact: Keith Ford, Team Manager, Democratic Services, Tel: 0115 9772590

Constitutional Comments (SLB)

9) The Committee has authority to consider the matters set out in this report by virtue of its terms of reference

Financial Comments (NS)

10) There are no financial implications arising directly from this report.

Background Papers

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

None

Electoral Division(s) and Member(s) Affected

All

POLICY COMMITTEE - WORK PROGRAMME (AS AT 12 MARCH 2019)

| <u>Report Title</u> | <u>Brief summary of agenda item</u> | <u>Lead Officer</u> | <u>Report Author</u> |
|--|--|----------------------------|----------------------------------|
| 24 April 2019 | | | |
| Nottinghamshire Carers' Strategy 2018-2020 | To approve updated strategy. | Colin Pettigrew | Sue Batty / Maggie Pape |
| Disposal of Land at Westdale Road, Jacksdale | To approve land disposal. | David Hughes | Steve Keating |
| Planning and Performance Management Framework | To approve updates to the Council's Planning and Performance Management Framework | Anthony May | Matt Garrard |
| Road Safety around Schools | To seek Committee approval for the outcomes of the cross-party working group established to consider these issues. | Derek Higon | Marion Clay/Gary Wood/Sean Parks |
| Update on Futures, Advice, Skills and Employment, including Enterprise Adviser Network | | Adrian Smith | David Hughes/Marion Clay |
| Green Estates | | Adrian Smith | David Hughes/Sally Gill |
| Property Transactions | | Adrian Smith | David Hughes |
| Operational Decisions | To consider the latest quarterly update for the period January-March 2019. | Adrian Smith | David Hughes |
| 22 May 2019 | | | |
| Improvement and Change Sub-Committee Update on monitoring of Performance | Performance update | Marjorie Toward | Matt Garrard |
| Departmental Strategies 2019-2020 | To agree the updated Departmental Strategies. | | Matt Garrard |
| 19 June 2019 | | | |
| Nottinghamshire Highway Design Guide | Adoption of Guide as policy. | Adrian Smith | Sally Gill |
| 17 July 2019 | | | |
| Safer Nottinghamshire Board Update | To provide an update on the work of the Board. | Anthony May | Vicky Cropley |
| | | | |

