

## **Community Safety Committee**

**Tuesday, 10 January 2017 at 14:00**

**County Hall, County Hall, West Bridgford, Nottingham, NG2 7QP**

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### **AGENDA**

1	Minutes of last meeting held on 8 Nov 2016	5 - 8
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	Community Safety Budget Update - request for funding	9 - 14
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6	Update on the work of the Community and Voluntary Sector Team	21 - 24
7	Update on Key Trading Standards Matters	25 - 34
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9	Update on progress of the Trading Standards Commercial Development Program	41 - 44
10	Update on Emergency Management and Registration Services	45 - 50
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## 12 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 paragraph 3 of the Local Government (Access to Information) (Variation) Order 2006 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**

## 13 Exempt Appendix to Review of fees and charges report

- 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 David Ebbage (Tel. 0115 977 3141) 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 **COMMUNITY SAFETY COMMITTEE**

Date **Tuesday 8 November 2016 at 2.00 pm**

**membership**

Persons absent are marked with `A`

**COUNCILLORS**

Glynn Gilfoyle (Chairman)

Chris Barnfather  
John Clarke  
Maureen Dobson  
Alice Grice

Bruce Laughton  
Rachel Madden  
Darrell Pulk  
Stuart Wallace

**OFFICERS IN ATTENDANCE**

Vicky Cropley	}	Adult Social Care, Health & Public Protection
Rob Fisher		
Sarah Houlton		
David Ebbage	}	Resources
Sally Gill	}	Place
Cathy Harvey		

**MINUTES OF THE LAST MEETING**

The minutes of the last meeting held on 27 September 2016 were confirmed and signed by the Chairman.

**APOLOGIES FOR ABSENCE**

None

**DECLARATIONS OF INTERESTS BY MEMBERS AND OFFICERS**

None

**POLICING IN NOTTINGHAMSHIRE**

DCC Simon Torr gave a short presentation to Members on the current situation in Nottinghamshire with policing.

**RESOLVED 2016/056**

That the contents of the presentation be noted.

### **COMMUNITY SAFETY BUDGET – REQUEST FOR FUNDING**

Vicky Cropley, Group Manager, Trading Standards & Community Safety sought approval for committing a total of £12,500 from the Community Safety Initiatives Budget.

The following point was outlined in the report:-

- In relation to the £5,000 for Heartstone project, if no other source of funding was found, the Committee agreed to work the funding up to £10,000.

### **RESOLVED 2016/057**

The following spends from the Community Safety Initiatives Budget for 2016/17 be approved:-

- a) Local Integrated Working (£5,000)
- b) Heartstone Digital in Nottinghamshire (£5,000)
- c) Virtual Reality Goggles (£2,500)

### **COMMUNITY SAFETY UPDATE**

Vicky Cropley updated the committee about Key Community Safety matters.

### **RESOLVED 2016/058**

That the various developments in the areas of work contained in the report be noted.

### **UPDATE ON THE WORK OF THE COMMUNITY AND VOLUNTARY SECTOR TEAM**

Sally Gill, Group Manager, Planning updated Members on the work of the Community and Voluntary Sector Team.

### **RESOLVED 2016/059**

That the work undertaken by the Community and Voluntary Sector team be noted.

### **UPDATE ON KEY TRADING STANDARDS MATTERS**

Sarah Houlton, Trading Standards updated the Committee on Key Trading Standards matters and to seek approval to increase the Trading Standards establishment by 0.2FTE. She outlined the following point in the report:-

- A recent case which involved a resident with mental health problems lost over £150,000 over a 5 month period and also signed their house over to someone anonymous. The team are working closely with the Police to support the victim

- The team were pleased with the outcomes of Operation Spinnaker with 5 out of the 10 victims receiving prison sentences adding up to 6 years. The other 5 receiving suspended sentences.

The Chair thanked the Trading Standards team on all the work they have done and in particular with the Operation Spinnaker case.

#### **RESOLVED 2016/060**

That the committee:-

- 1) Noted the updates from the previous meeting and the various developments in the areas of work contained in the report
- 2) Approved the increased Trading Standards staffing establishment by 0.2FTE Band B Level 4 Trading Standards Officer.

#### **REGISTRATION SERVICE FEES FOR 2017/18 AND 2018/19**

Rob Fisher provided information about the Registration Service Fees and to seek approval for new and amended fees for 2018/19.

#### **RESOLVED 2016/061**

That the Committee:-

- 1) Noted the background information within the report
- 2) Approved the proposed new and amended fees for 2018/19

#### **UPDATE ON EMERGENCY MANAGEMENT & REGISTRATION SERVICES**

Rob Fisher provided an update on recent key activities and events in the work of the Emergency Planning Team and of Registration and Celebratory Services.

#### **RESOLVED 2016/062**

That the recent key activities and events in the work of the Emergency Planning Team and Registration and Celebratory Services be noted.

#### **WORK PROGRAMME**

#### **RESOLVED 2016/063**

That the work programme be noted.

The meeting closed at 4.10pm

**CHAIRMAN**



## **REPORT OF THE SERVICE DIRECTOR SOUTH NOTTINGHAMSHIRE AND PUBLIC PROTECTION**

### **COMMUNITY SAFETY BUDGET UPDATE: REQUEST FOR FUNDING**

#### **Purpose of the Report**

1. To seek approval for committing a total of **£19,272.32** funding from the Community Safety Initiatives Budget for 2016/17.

#### **Information and Advice**

##### **Community Safety Budget**

2. Each year, a proportion of the Community Safety Budget is allocated to initiatives across the County that are designed to reduce crime, disorder and anti-social behaviour, reduce the fear of crime, and increase levels of community safety and confidence within our communities. Initiatives are targeted at vulnerable communities, and are designed to tackle the issues that are causing the most harm to communities and individuals.
3. Funding approved to date from the “initiatives” element of the Community Safety Budget for 2016/17 are summarised in the following table:

The total funding available within the Community Safety Initiatives budget for 2016/17 is:	<b>£212,380</b>
Funding from the OPCC for the Community Safety Team acting as the “Accountable Body” for the grant received from the OPCC*.	<b>£25,000</b>
<b>Total</b>	<b>£237,380</b>
Vulnerable Persons Panels: Social Worker	(up to) £32,000
Contribution to the work of the Safer Nottinghamshire Board: Locality Working	£100,000
The Heartstone Odyssey	£5,000
Safer Nottinghamshire Board Workshop	£680
Dragon’s Den Style Project 8	£3,750
Promoting Community Cohesion	£10,000
Hawtonville Community	£3,500
Contribution towards the Complex Needs Worker/Homelessness Support in Newark	£5,000
Commemoration Event – Battle of the Somme	£300



Video Conferencing Equipment	£5,812
Horse Awareness Campaign	£450
Illegal Fishing Signage	£700
Animal Movements Control (Electronic Identification Devices (EID's)	£1,300
Locality Integrated working	£5,000
Heartstone Digital in Nottinghamshire	£5,000
Virtual Reality Goggles for Road Traffic Collision Reduction	£2,500
<b>Current Balance</b>	<b>£56,388</b>

(\*£25,000 received from the Office of the Nottinghamshire Police and Crime Commissioner (OPCC) for acting as the "Accountable Body" for the grant received from OPCC. Monitoring and co-ordinating use of this funding, ensuring maximum impact by effective interface with other funding sources. Providing lead officer support to SNB Champions for priority thematic/geographic work areas. Providing communication messages as appropriate.)

#### **United Nations International Day of Persons with Disabilities - £250**

4. The annual International Day of Persons with Disabilities, which this year took place on the 3<sup>rd</sup> December 2016, aims to promote empowerment, inclusion and access to reduce inequalities in society. This day is celebrated internationally to increase public awareness, acceptance and understanding of people with disabilities.
5. The community safety team, together with colleagues in the Disabled Employees Support Network (DESN) and Notts Unison organised an event in recognition of this day.
6. This event was opened by the County Council Leader Councillor Alan Rhodes and attended by members of the corporate leadership team. The programme consisted of various presentations, plus a Q & A session on Employment for People with Disability.
7. The request for £250 contributed towards delivery of this event.

#### **Best Bar None – Third and Final Year - £7,500**

8. The Nottinghamshire Best Bar None (BBN) scheme was launched in April 2015 to raise standards in licensed premises around the county, with the aim of reducing alcohol related crime and disorder. Other objectives include improving relationships between the licensed trade and the authorities.
9. This committee previously contributed £15,000 from the Community Safety Budget (2013/14) for year one and £15,000 (2014/15) for year two, with a similar amount provided by the Nottinghamshire Police and Crime Commissioner in enabling BBN to be the first national county wide scheme.
10. Findings from the first year baseline evaluation of BBN, released in 2016 identified that:

- Membership increased - from 81 applications, with 71 accreditations in year one, with 87 applications being received so far in year two (accreditation results will be known early 2017.)
  - The BBN scheme has had a positive effect on the relationships between the statutory bodies and the trade, and has also seen the venues put in place additional policies and procedures, and refresh themselves and their staff on existing ones.
  - It is too early to identify if this scheme has made a significant impact on crime figures as baseline figures have only been collected for the first time in year one, plus there have been changes to the crime recording system part way through the 2015/16 financial year. However an evaluation will be undertaken.
  - The scheme promotes and encourages best practice and recognising those licensed premises that are well managed, that achieve compliance with the high standards set by the scheme and take customer safety seriously.
  - Recognition that the BBN scheme is already highly regarded by the national governing body for the scheme.
  - The BBN participated in a pilot of the national benchmarking scheme, plus invited to sit on the national standards review board.
11. The BBN is the very first county-wide BBN scheme, hence there is other national interest in seeing the first three years through, in order to review what effect a county-wide scheme can have, as well as build sustainability after year three.
  12. Support is provided by the Community Safety team in seeing that the BBN scheme achieves its objectives, plus builds an exit plan for sustainability.
  13. Sponsorship generated in year two has been sufficient to request a reduced amount of £7,500 from the community safety budget for the third and final year, with a £15,000 contribution from the Office of the Police Crime Commissioner enabling an exit and sustainability plan to be put in place.

#### **Fly grazing DVD - £4,000**

14. The request for £4,000 from the community safety initiatives budget will support the production and promotion of the recently adopted fly grazing guidance produced by Newark and Sherwood District Council.
15. In providing a consistent approach amongst partners across the county and the general public when dealing with horse related issues, the DVD will provide a simple explanation of the roles and responsibilities for local agencies and details of the processes involved.
16. The DVD will form part of the proposed rural crime event in spring 2017.

### **Extended Winter Provision - £7,000**

17. Since 2011, Public Health England (PHE) have produced an annual Cold Weather Plan, which includes recommendations for local authorities and partners to take action and raise awareness of the adverse effects of cold weather on the local population.
18. Within this national plan, PHE identify homeless/street sleepers as one of the four population groups most at risk of excess winter deaths.
19. As a result, all local authorities are obligated to produce a Severe Weather Emergency Protocol (SWEP) to ensure that no one is street homeless in periods of extreme cold weather. The SWEP protocol is instigated when the temperature is forecast to drop to zero degrees (or below) for three consecutive nights.
20. Homeless Link also provides guidance to support local partnerships in developing their SWEP's and other suitable responses towards rough sleeping during the winter and periods of severe weather.
21. Although the SWEP guidance is designed to support local authorities to provide Severe Weather Emergency Protocol responses, in order to prevent deaths of people sleeping rough during the winter, there is currently no additional funding for enhanced provision.
22. The request for £7,000 contribution from the Community Safety Initiatives budget would help to provide enhanced provision across the county, with each district receiving an allocation of £1,000
23. The use of this funding will assist districts working in partnership with voluntary and faith groups in strengthening their activity to protect vulnerable people, in this instance those sleeping rough during the winter weather based on local priorities.

### **Installation of Motorcycle Barrier (Papplewick Lane – Hucknall Ashfield) - £522.32**

24. The footpath situated between 29 and 33 Papplewick Lane provides a link which is a popular route used by a significant number of local people as a major thoroughfare. There is considerable evidence that this footpath link is also used frequently by motorcyclists hence, the indiscriminate use of motorcycles is putting pedestrians at risk.
25. The installation of a motorcycle barrier would prevent the inappropriate use by motorcyclists, or at least, reduce speed significantly. It is proposed the Community Safety Committee approve the installation cost of £522.32 in order to address a number of issues around ASB and road safety in this location.
26. The barriers will be constructed using pedestrian safety barriers in a 'triple chicane' format and will be designed in meeting the requirements of the Disability Discrimination Act. The amount of £522.32 is based on Via East Midlands carrying out the installation works. If approved, the barrier will become part of the highway and maintained by Via.

## **Other Options Considered**

27. There will be other options for use of the 2016/17 community safety initiatives budget and proposed spends of the remaining balance **£37,115.68** will be the subject of future reports to the Community Safety Committee.

## **Reason/s for Recommendation/s**

28. Community Safety remains one of the key concerns for the residents of Nottinghamshire. The recommendations contained within this report will enable funding to action a range of targeted projects, specifically designed to combat issues of crime and disorder, anti-social behaviour and fear of crime. Any reductions in these issues will encourage the development of strong, healthy and vibrant communities thus reducing risks to those deemed as vulnerable within those communities

## **Statutory and Policy Implications**

29. This report has been compiled after consideration of implications in respect of crime and disorder, 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, sustainability and the environment and ways of working 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**

30. The report proposes total expenditure of £19,272.32 which can be contained within the initiatives element of the Community Safety Budget for 2016/17.

## **RECOMMENDATION**

That Members approve the following proposed spends of £19,272.32 from the Community Safety Initiatives Budget for 2016/2017:

- a) Best Bar None - £7,500 (Final year)
- b) Fly-grazing DVD - £4,000
- c) United Nations International Day of Persons with Disabilities - £250
- d) Extended Winter Provision - £7,000
- e) Motorcycle Barrier - £522.32

**Paul McKay**

**Service Director, South Nottinghamshire & Public Protection**

**For any enquiries about this report please contact:**

Vicky Cropley, Team Manager Community Safety x 72040, or Yvette Armstrong, Community Safety Officer, Trading Standards & Community Safety x73058.

### **Constitutional Comments (SLB 29/12/2016)**

32. Community Safety Committee is the appropriate body to consider the content of this report.

### **Financial Comments (KR 29/12/2016)**

33. The financial implications are contained within paragraph 30 in 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.

- Draft Fly-grazing Protocol
- United Nations Division for Social Policy and Development Disability
- Public Health England Cold Weather Plan 2015
- Homeless Link - Severe Weather Emergency Protocol and Extended Weather Provision 2016

### **Electoral Division(s) and Member(s) Affected**

- All

**REPORT OF THE SERVICE DIRECTOR, SOUTH NOTTINGHAMSHIRE AND  
PUBLIC PROTECTION****COMMUNITY SAFETY UPDATE****Purpose of the Report**

1. To update the Community Safety Committee about key Community Safety matters.

**Information and Advice**

2. The Community Safety team is currently working on a cohort of issues across the county with a number of partners, community safety partnerships and the voluntary sector.

**Junction 27**

3. The Community Safety team undertook a collaborative media response with Nottinghamshire Police in responding to reports of a slight increase in car cruising at junction 27, which appeared to have occurred when MFN closed for the season at the end of October. (MFN is a meeting place in Derbyshire for car enthusiasts)
4. Nottinghamshire County Council's media team worked with local TV and radio in raising awareness about the Court Injunction at Junction 27, as did Nottinghamshire Police.
5. In addition to media awareness, additional police patrols were put in place for two consecutive Sundays to monitor the situation, resulting in the serving of injunction notices to a number of individuals.
6. Overall, the collaborative work undertaken has had a positive impact, resulting in one or two vehicles appearing in the area since October, with no further complaints received to date. Police officers continue to pay regular attention to the area, plus members are updated on activities and actions undertaken.

**Crime in Rural Areas Strategy/Action Plan – 2017/19 - Consultation**

7. The overall aim of the Crime in Rural Areas Strategy and Action Plan is to acknowledge that rural crime, by its nature, impacts predominantly on the rural communities of Bassetlaw, Newark and Sherwood, but also rural villages in Mansfield, Ashfield, Rushcliffe, Gedling and Broxtowe.

8. Originally, the Crime in Rural Areas Strategy and Action Plan was scheduled for one year however, given the often complex nature of crime and ASB issues and the time in building trust within local communities and partners, the strategy/plan has been extended to cover a two year period, i.e. 2017 to 2019.
9. At present, the contents of this plan are very broad and now need to incorporate the local dimension and issues from each district plus wider partners.
10. Consultation commenced on the 12<sup>th</sup> December 2016 with district community safety partnerships (CSP), public, private and voluntary sector organisations and elected members.
11. In providing the opportunity for each partner to make their key contributions to the action plan, in making it relevant to each district, comments have been invited asking:
  - (a) What headline Priority should be addressed;
  - (b) What type of local crime/issues is occurring in rural areas
12. Deadline for responses to be sent to [Yvette.armstrong@nottsc.gov.uk](mailto:Yvette.armstrong@nottsc.gov.uk) by Monday 16<sup>th</sup> January 2017.
13. Although currently in its planning stages, it is proposed to hold a rural crime event to discuss more about rural issues across the county. A provisional date of March 14<sup>th</sup> 2017 has been set, subject to venue availability.

## **Hate Crime**

14. The community safety team is working with the South Nottinghamshire Community Safety Partnership (CSP) to develop and strengthen their response to hate crime and the practical steps that partners can adopt to tackle this issue.
15. This work will include, ensuring that each agency has appropriate procedures in place to tackle hate crime, both within their own organisation and within local communities. A key development will be ensuring that people feel confident to report issues. The CSP will ensure that work aligns with the Safer Nottinghamshire Board Hate Crime Strategy and action plan and will work closely with the Hate Crime Manager from Nottinghamshire Police.

## **Community Safety - Netherfield**

16. Together with the South Nottinghamshire Community Safety Partnership, the community safety team is currently refreshing its action plan designed to tackle crime, disorder and anti-social behaviour in Netherfield. The refreshed plan will ensure that Netherfield remains safe and secure and the fear of crime continues to reduce.
17. Work will include developing relationships and working agreements with the retail outlets at the Victoria Retail Park, continued work to improve services to the survivors of domestic abuse and work with the licencing trade to ensure a safe night time economy.



### **Community Engagement - Tolney Lane - Gypsy Romany Traveller Liaison (GRT)**

18. A range of partners from Bassetlaw Newark and Sherwood Community Safety Partnership, including - The Gypsy Romany Traveller Liaison Officer - Nottinghamshire Police and Newark and Sherwood Community and Voluntary Service, are working together to engage with marginalised and underrepresented communities to increase their engagement and to promote community cohesion including members of the Gypsy and Traveller community.

### **Travellers Movement Conference (TMC) - Gypsy Romany Traveller Liaison (GRT)**

19. The Gypsy Romany Traveller officer attended the Education workshop at this year's Travellers Movement Conference 2016. The workshop discussed concerns about the current state of education provision for GRT children nationally. The term 'the lost generation' of children who are being 'encouraged' into Elective Home Education (EHE) or dropping outside the system.
20. Big issues of discussion focused on:
  - It would seem losing children at transition is common and there is little follow up. Also it has been known for schools to have them listed as travelling but again not following up if they do not return.
  - High rate of exclusions experienced by this group of children and how this affects their education.
  - Low rates of attention, achievement, retention etc.
  - A request from Baroness Whittaker's office for information with regards the education of GRT children across the country, which will be shared with colleagues in education.

### **Honour Based Violence Event**

21. The community Safety Team organised an awareness raising event for practitioners and partner agencies of Honour Based Violence and Forced Marriage within local communities, with a focus on how this can relate to Eastern European and Gypsy Traveller communities across Bassetlaw and Newark and Sherwood.

### **Complex Needs Worker pilot scheme.**

22. Each year, funding provided by this committee contributes to the work of the Safer Nottinghamshire Board for locality working enabling a number of responses affecting local communities to be delivered.
23. A post has been commissioned from Framework Housing Association to work with the six individuals with the most complex needs, whose behaviour impacts most in the town centre of Newark and require the greatest interventions to help with their needs as a result of their conditions and their vulnerabilities.



24. These individuals display evidence of Mental Health problems which are often untreated as they are masked by substance/alcohol misuse and are exacerbated by Homelessness. Behaviours commonly seen are:
- Street Begging, including aggressive and intimidating begging
  - Nuisance behaviour, allied to alcohol/drug misuse, including aggression, drunk and disorderly, etc.
  - Rough sleeping, including leaving a good deal of detritus in public places
  - Shop Theft
  - Criminal Damage, allied to leaving rubbish and urinating/defecating in doorways, etc.
  - Public Nuisance, as open drug use and intimidating behaviour can prevent members of the public from feeling confident to visit the town centre.
25. This work has proved successful with some of the most complex individuals gaining a greater control of their lives and their health, and the impact on the town centre has been recognised. It is the case; however, that those who were identified to be included in the project were the most problematic and the course of engaging with them has never been smooth; nor was it expected to be, and there is still a good deal of work to be carried out in this area.
26. There have been reductions in the rough sleeping in the town centre, and indeed, during the last winter period, when the severe weather shelter was opened, there were no individuals requiring this. There has also been a significant reduction in complaints from members of the public of alarm, harassment and distress and there have been no more complaints about rubbish left by those begging.
27. This post has been extended, thanks to further funding provided by this committee and that of the PCC to the end of March 2017.

### **High Sheriff National Crimebeat Awards 201-15**

28. As with previous years, support will be provided from the community safety team in supporting the High Sheriff, Judy Naake with the National Crimebeat Awards 2016 – 17. This will be the sixth year the Community Safety Team have assisted the High Sheriff with the co-ordination of the County submissions for the National award scheme.
29. Submissions put forward by the community safety team have led to several locally established projects, supported by this committee to be show cased at a National level, including Dragons Den Style Project, “I Pledge to Keep On Track” Youth Crime Prevention Programme and “In Our Hands” project.
30. This year’s entry ‘The Heartstone - Digital Innovation Project’ has been put forward in demonstrating where young people have a significant role in the management and delivery of the project.
31. Further updates will be provided to this committee.

## **Vulnerable Persons Social Worker Update**

32. The Social Worker (Community Safety) – South Nottinghamshire, has been working with partners across Broxtowe, Gedling and Rushcliffe in providing advice and guidance around mental health services/interventions, pathways and provision.
33. This guidance has assisted partner agencies within the Vulnerable Persons Panel (VPP) around possible action/recommendations for supporting individuals with mental health needs, plus contact details for involved social care workers if already in receipt of services or making referrals to social care if this is required.
34. The main focus of this work has been around reducing risks to self, reduce the risk of entering statutory services, building resilience, promoting independence and self-management, highlighting good practice and establishing clear pathways for individuals that do not access statutory services.

## **Community Safety Hubs – Ashfield and Mansfield**

35. In November 2016 there was a launch of the new community safety hub at Mansfield District Council that brings together teams from Nottinghamshire Police and the District Council's community safety department to provide a more joined up approach to dealing with crime, disorder and safety issues. The move to a shared centre follows a national trend of public sector organisations working more collaboratively and there are other similar successful partnership hubs already in Nottinghamshire. The new community safety hub for Ashfield will be launched in January 2017.
36. Other partners will also be working from these hubs, including Women's Aid and WAIS, and hot desking space will be provided for Nottinghamshire County Council to be part of this working approach.

## **Other Options Considered**

37. None

## **Reasons for Recommendations**

38. It is recommended that the Community Safety Committee notes the various developments in the areas of work contained in this report.
39. The report is a regular update to the Community Safety Committee to keep them abreast of local and national developments and our community safety work.

## **Statutory and Policy Implications**

40. This report has been compiled after consideration of implications in respect of crime and disorder, 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, sustainability and the environment and ways of working 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**

41. This report contains no additional financial implications, with activity reported or that proposed being contained within the existing service budget.

### **RECOMMENDATION/S**

- 1) It is recommended that the Community Safety Committee notes the various developments in the areas of work contained within this report.

**Paul McKay**

**Service Direct, South Nottinghamshire and Public Protection**

**For any enquiries about this report please contact:**

Vicky Cropley, Team Manager Trading Standards & Community Safety x 72460 or Yvette Armstrong Community Safety Officer, Trading Standards & Community Safety x 73058

### **Constitutional Comments**

42. This report is for noting only

### **Financial Comments (KRP 29/12/2016)**

43. There are no financial implications arising from the contents 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.

- Police and Crime Plan 2016-2018

### **Electoral Division(s) and Member(s) Affected**

- All

## **REPORT OF THE CORPORATE DIRECTOR OF PLACE**

### **UPDATE ON THE WORK OF THE COMMUNITY AND VOLUNTARY SECTOR TEAM**

#### **Purpose of the Report**

1. To update members of the Community Safety Committee on the work of the Community and Voluntary Sector Team.

#### **Information and Advice**

2. The priorities of the team have been identified as working in partnership with the voluntary and community sector:
  - to improve preventative and core services that help strengthen the local community;
  - to streamline the corporate grant aid process; and
  - to promote localism by working with communities to increase community involvement in the way services are shaped and delivered.
3. A key strategic priority for the Council is to ensure that Nottinghamshire has strong communities that are safe and thriving. The reality of the challenges faced means that the Council of the future will be different in the way it is shaped, organised and how services are delivered. The Council is committed to working in partnership with local communities, voluntary groups and volunteers to provide services.
4. Work being undertaken by the team seeks to support ways to develop and strengthen engagement with communities, moving towards a changed landscape of local services with new and innovative models being implemented. The contribution made to improving public services and well-being in Nottinghamshire by communities and the voluntary sector is recognised and supported through both an extensive grant aid programme and direct hands-on support from Community Officers.
5. Over recent years economic circumstances have drastically changed how organisations are funded with the result that only the most well organised third sector groups can thrive and provide a valuable contribution to the local community. Only by being robustly established and equipped to respond to new challenges can the wealth of voluntary sector organisations across the County maximise the positive impact that they have on local communities.

## **Working with Communities**

6. The work of the Community and Voluntary Sector Team underpins the Council's commitment to building on its reputation of working in partnership with the community and voluntary sector to help build local capacity. The range and scope of activities which members and officers are involved in seek to help to drive programmes with communities to deliver local solutions and move towards providing services in a different way.
7. The Council has several important roles to play in supporting communities to:
  - Build a strong sense of community, capacity and pride through collaborative partnerships.
  - Engage in the planning and delivery of services.
  - Generate and sustain their own capacity to respond to the challenges which Nottinghamshire faces.
8. Building confident and stronger communities is especially important within the current climate and the Team has been working with different communities across Nottinghamshire to help support local activities. These activities bring individuals together to celebrate the uniqueness of localities by helping to encourage and empower communities to take ownership and pride in the places they live and the people they live with. Examples of this include:

## **Community Empowerment and Resilience - Age Friendly Nottinghamshire Pilot Progress**

9. As people get older they face increasing challenges. An age friendly community with policies, services and structures which take account of the physical and social environment, brings huge benefits.
10. The concept behind the pilot and wider programme is "To delay or prevent the need for intervention by partners delivering public services through enabling Nottinghamshire communities to be more empowered and resilient." The evaluation framework, currently in development, will aim to identify: How effective the pilot has been in reducing loneliness and isolation to delay or prevent deterioration and the need for social/health care intervention and how efficient the pilot has been in mobilising social action by getting individuals and communities to do more to help themselves and each other
11. The objectives of the programme are to foster a whole community approach which has co-design and collaboration as its core values and which encourages and enables a resilient Voluntary and Community Sector [VCS] across Nottinghamshire to empower residents to co-design and co-deliver local services.
12. Following a robust recruitment and selection process, three Neighbourhood Co-ordinators have been appointed with an anticipated start date of 16th January 2017. The pilot will run for 18 months, focusing on areas of the county with a high prevalence of loneliness.

## **Mansfield Woodhouse Community Allotment**

13. Mansfield Woodhouse Community Allotment has been supported by the Community & Voluntary Sector team along with Mansfield District Council and Bowring's Transport. It has

been funded by Nottinghamshire County Council's Supporting Local Communities Fund. The project aims to support people with disabilities in growing fruit, vegetables and flowers in specially-built raised beds. Many local residents are actively using the allotment and the group are now in a position to apply for Lottery funding in order to extend the site to incorporate a compost toilet, polytunnel and possibly a classroom.

### **Getaway Club – Stapleford**

14. The Community & Voluntary Sector team is supporting the Getaway Club to find new volunteers and providing advice to help improve systems and governance which could help them secure funding and further support. The club, operating out of Stapleford Youth Centre, provides a weekly 2 hour session for adults with learning disabilities and has around 40 regular attendees, mainly from across Broxtowe. It has been successfully delivering activities and social events for over 20 years. They have a couple of committed volunteers but are incredibly stretched and are in need of new volunteers.

### **Kingsway Hall – Winter Warmer Event**

15. The Community & Voluntary Sector team provided support to Kingsway Hall to organise a Winter Warmer event on the 28<sup>th</sup> November 2016. Cllr Alan Bell & Cllr Colleen Harwood supported the event. The Chairman of the Council, Cllr Yvonne Woodhead and Cllr Joyce Bosnjak attended the event which was well attended by local elderly & vulnerable residents. A hot meal was provided and key guest speakers spoke about current issues that might affect local communities, including information from Trading Standards on recognising which scams are being used at present. Agencies in attendance included Notts Fire & Rescue; County Enterprise Foods; Mansfield District Council Assist Team; Jigsaw and Age UK Nottinghamshire. Entertainment was provided free of charge by a local singer.

### **Soldiering on Awards 2017**

16. The Veterans Information Network Nottinghamshire (VINN), supported by the C&VS team, has been shortlisted as a finalist for the 2017 Soldiering On Awards under the 'Working Together' category. Two representatives have been invited to attend a Finalist Reception at the House of Lords in February 2017. This Reception will be attended by Lord Dannatt GCB CBE MC DL and Debra Allcock-Tyler Chief Executive Officer of the Directory of Social Change.

### **Cromwell Village Hall**

17. The C&VS team have been working with this community throughout 2016 as a result of a request from Cllr Laughton to assist them with funding applications to refurbish the hall in Cromwell near Newark. This is a listed building and the village have been trying to secure funding since 2012. The committee leading this have been very successful with community engagement and over the past four years have raised several thousand from community events and regular endowments. When the Community & Voluntary Sector team were asked to get involved the community had just had a disappointing funding rejection and were about to submit two further bids to Awards for All and WREN. All applications were approved in October and will provide £7,500 to replace the windows and doors and WREN had approved a grant of £43,000 which will pay for the full refurbishment of the building including a new floor, damp-proofing and new electrical system, toilets and a new kitchen.

## **Other Options Considered**

18. The report sets out how the Council priorities are being addressed.

## **Reason/s for Recommendation/s**

19. To inform Members of Community Safety Committee of work undertaken to support the community and voluntary sector in Nottinghamshire

## **Statutory and Policy Implications**

20. This report has been compiled after consideration of implications in respect of crime and disorder, 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, sustainability and the environment and ways of working 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 note the work undertaken by the Community and Voluntary Sector Team.

**Adrian Smith**  
**Corporate Director, Place**

### **For any enquiries about this report please contact:**

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## **Constitutional Comments**

21. The report is for noting only

## **Financial Comments (SES 21/12/16)**

22. There are no specific financial implications arising directly from this report.

## **Background Papers and Published Documents**

None

## **Electoral Division(s) and Member(s) Affected**

All



10<sup>th</sup> January 2017

Agenda Item: 7

## **REPORT OF THE SERVICE DIRECTOR SOUTH NOTTINGHAMSHIRE AND PUBLIC PROTECTION**

### **UPDATE ON KEY TRADING STANDARDS MATTERS**

#### **Purpose of the Report**

1. The purpose is to update the Committee on key Trading Standards matters.

#### **Information and Advice**

2. **National Audit Office report** – in December, the National Audit Office published its report into the performance of the UK's consumer protection system following a recent review. The Office looked at the system since its previous review in 2011, and also in the context of the threats currently facing consumers.
3. The 2011 review led to a number of significant changes at a national level to the Consumer Law landscape, including the introduction of the Consumer Advice Consumer Service, the creation of the National Trading Standards infrastructure, and the creation of the Consumer and Markets Agency.
4. Entitled "Protecting consumers from scams, unfair trading and unsafe goods", the report focusses on those Government policy matters that fall under the consumer policy remit of the Department for Business, Energy and Industrial Strategy. The report therefore did not consider functions covered by the Trading Standards Service such as Food Safety, Animal Feed, Weights and Measures, Animal Disease, or Licensing.
5. The report found that UK consumers spend £1,160 billion a year on goods and services, and in 2015-16, the value of consumer detriment was estimated at £14.8bn. In 2015-16, it found the estimated costs of the entire consumer protection system to be £165million (1.1% of detriment, or 0.14% of consumer spend), and that there is approximately 200 different bodies in the consumer protection system.
6. Local Authority Trading Standards make up the bulk of those bodies (receiving £124million of funding from Local Authorities, or 75% of overall funding). It further found that since 2011, the budgets for Trading Standards Services have been reduced by 46%, and since 2009 there has been a 56% reduction in the number of Trading Standards Officers.
7. The report makes 11 key findings:
  - The Department does not routinely cost the consumer protection system;



- There is limited robust data on the overall scale of consumer detriment;
  - Consumers are facing increasingly complex and wide ranging threats, in particular from the rise in e-commerce, and scams are being more targeted;
  - The consumer protection bodies have improved data on consumer threats, but significant threats still remain;
  - The Department has improved the overall coordination of consumer protection bodies;
  - The Department has little control over the majority of resources making effective system prioritisation difficult;
  - The loss of resource and downsizing of Local Trading Standards services have led to gaps in coverage at the local level;
  - The system is addressing national and international issues better but long term planning is insufficient;
  - Government's response has not kept pace with the growth of online consumer fraud;
  - The Department has created opportunities for a more preventative approach to consumer protection; and
  - There is no system-wide reporting of the impacts of consumer protection work.
8. The report concluded that UK consumer protection has made progress since the 2011; that the Department has ensured better coordination, and that individual consumer protection bodies have demonstrated they achieved good impacts with limited resources. Further, the nature of commerce is changing, that consumer detriment is increasingly national and international rather than local, and the system has not adapted to these changes.
9. The report also concluded that the local level of the system which receives the majority of funding has suffered from a declining status, significantly reduced capacity, and gaps in coverage which leave consumers inadequately protected. It further concludes that the scale and sustainability of the response at a national level is limited relative to the problem being tackled, system-wide prioritisation of resource is difficult, and whilst improvements to date are welcome, the system is not demonstrating that it provides value for money
10. The report then makes recommendations in 7 areas. They are that the Department should:
- Ensure that detriment is estimated and reported regularly in a consistent manner;
  - Work with the Consumer Protection Partnership to continue to improve intelligence gathering and sharing across the system as a whole;
  - Work with relevant departments, and the Department for Communities and Local Government towards a shared understanding of risk to consumers;
  - Work with relevant departments, and the Department for Communities and Local Government , to ensure that consumer protection skills and capacity are deployed strategically to reflect how and where detriment occurs;
  - Ensure the most appropriate and costs effective tool or intervention is available to the system as whole, including new powers
  - Ensure that its delivery bodies can plan for a longer period than annually; and
  - Together with the Home Office and other government departments, should coordinate their separate activities addressing consumer fraud.

11. This report will be presented to parliament, and may be considered by the Public Accounts Committee, where members take evidence from senior officials of the organisations under scrutiny. The Committee would then publish its own report and recommendations to which Government must respond. It is not yet known whether this report will be considered by the Public Accounts Committee. It is clearly a very important report that officers will need to reflect on over the coming months.

12. The full report can be found at:

<https://www.nao.org.uk/wp-content/uploads/2016/12/Protecting-consumers-from-scams-unfair-trading-and-unsafe-goods.pdf>

13. **Safeguarding the Vulnerable** – the Service continues to intervene to protect our more vulnerable residents:

- Officers are assisting another Trading Standards Authority by taking a statement from a vulnerable Nottinghamshire resident as part of an investigation into a UK based nutritional supplements scam. The pensioner, who has serious health issues, lost a total of £1800 over a 6 months period. The scamsters preyed on her vulnerability by promising bogus health benefits from the extortionately priced nutritional supplements. Some of the money was taken from her account without her consent.
- There are further health concerns from one of the supplements which is suspected of containing traces of lead. Officers are also working to protect her from future telephone scams by the use of a call-blocker and other preventative measures.
- Officers have been giving support to an elderly couple from Rushcliffe, who have spent large quantities of money over the last few years on roof repairs, having been repeatedly targeted by rogue traders. A surveyor commissioned by Trading Standards reported that the work completed was overcharged for, and of substandard quality. Witness statements have been obtained. It is believed that the offenders are from out of the County and Trading Standards are supporting another Authority with their investigation into the rogue traders.
- Concerns were raised regarding a Bassetlaw consumer who was suspected of being the victim of a rogue trader. Trading Standards gave advice to the consumer and also liaised with their social worker and carers to ensure that they were aware of the concerns and put measures in place to prevent any possible further harm.
- An elderly vulnerable Worksop resident has been visited by Trading Standards on several occasions recently regarding some recent gardening work completed by rogue traders. The traders were working in the area and were asked by the resident to commence some work at her property. Rogue traders are using this tactic recently of completing cheap work for one resident in the hope that another will ask for work to be done on their property which they do for an inflated price. In this case a quote of £1,900 was given for a small amount of work and the resident had already paid £600 when Trading Standards were contacted by Nottinghamshire Police. The Police were alerted by the consumer's bank who noted the withdrawal of a large amount of money. A Trading Standards Officer mediated with the trader who is now not seeking any

more monies from the resident and has been made aware of the legal requirements when seeking work. Local PCSO's were updated and were able to monitor the area. The elderly resident is feeling much safer since Trading Standards intervention and is confident how to deal with any doorstep traders in the future.

14. Since the beginning of July 2016 to the end of September 2016 Trading Standards have received 41 notifications of doorstep crime incidents/information. Out of these 17 victims have been supported (either by phone, letter or visit), and two have been stopped from either making further payments or money has been recovered to the value of £6,500. 3 referrals were from Social Services and 4 were from the Police.
15. **Fireworks** - Trading Standards Officers recently completed the high risk inspections in the run up to bonfire night and the sale of fireworks. A total of 29 fireworks inspections took place across the County which included 8 high risk premises and 11 new premises. A total of 7 different Districts or Borough Councils were inspected within Nottinghamshire. Capital FM accompanied a Trading Standards Officer on one of the inspections and a press release followed the broadcast which was covered by several Nottinghamshire radio stations.
16. The firework inspections look at different areas including their safe storage and checking that no premise sells to under 18's. Advice is given during the visit to help businesses around Challenge 25, till prompts and a refusal register. A common issue with fireworks storage is that other easily combustible materials are stored near to, or next to, where the fireworks are stored. This is something that is verbally advised to the trader/premises along with a visit note. These issues are rectified in the officer's presence. Businesses demonstrate to officer their system which is in place to prevent the overstocking of fireworks.
17. During this time the Trading Standards Officer conducting firework inspections liaised with a Community Safety Officer in the Worksop area regarding anti-social behaviour issues with fireworks which had become an issue in the Manton Estate area. Inspections also took place in the Worksop area to ensure that businesses were adhering to their fireworks licence.
18. **Illicit Tobacco** - Currently a total of 21 individuals are on bail for offences relating to the sale and distribution of illicit tobacco. Trading Standards Officers are working closely with other Local Authorities in the region to tackle the problem, as many offenders are located in more than one Local Authority area.
19. Trading Standards Officers have also been working with Her Majesty's Revenue and Customs, where seized tobacco has been identified as 'duty evaded', and HMRC have taken the evidence for their own legal action.
20. Partnership working is a crucial part of the Trading Standards work in tackling illicit tobacco and Trading Standards Officers have delivered training to all front line Environmental Health Officers in the County and has already received intelligence from two Environmental Health Officers regarding the sale of illicit tobacco. PC Rich Cornell has also delivered training to Nottinghamshire Police Officers in the North of the County where there have been identified problem areas.

21. Trading Standards are working with Public Health to develop intelligence sharing on problem areas with a view to Public Health following up any Trading Standards inspections with a mobile clinic for individuals wanting to stop smoking.

22. **E-Cigarettes and Refill containers - Changes in legislation** – On 20<sup>th</sup> May 2016, the European Union Tobacco Products Directive was transposed into UK legislation by the Tobacco and Related Products Regulations 2016. The main requirements and changes are:

- *Notification to the Medicines and Healthcare products Regulatory Agency required (MHRA)* – Producers, manufacturers, and importers must now submit a notification to the MHRA for existing products or new products they intend to put on the market, creating a system of traceability. Producers have to now present complex product information including toxicological data, specifically in relation to the effects on the health of consumers.
- *Retailers must check that all products they are sourcing and supplying have been notified to the MHRA.*
- *Product specifications, and labelling and accompanying information requirements have been set, including:*
  - maximum permitted sizes, and nicotine concentration levels, for refills;
  - prohibition of ingredients posing a risk to human health;
  - requirement for refill containers to be child resistant and tamper evident;
  - requirement to include leaflets with instructions for use/storage, and a recommendation that they should not be used by young people/non-smokers; and
  - requirements to be labelled with the health warning.
- *Systems to Report Adverse Health Effects Plus Product Recall Systems:* Producers will be required to put in place a system to enable information about any adverse health effects to be collated, and they must take corrective action if they become aware that a product is defective or unsafe.
- *Controls on Presentation in Promotions:* Products must not be presented in a way that promotes their use/consumption or creates an impression that they are less harmful than other e cigarettes/refill containers on the market. Advertising to consumers in the press/online is prohibited.

23. There are some transitional provisions with regard to the changes:

- *New Products:* From 20 May 2016 onwards, producers were required to submit a notification to the MHRA 6 months before they intend to put their product on the market. Between 20 May and 19 November products can be put on the market as long as the notification is made at least one day before they are sold for the first time.
- *Products already on the market:* Producers will have until 20 November 2016 to submit a notification for products already on the market. After this date, products not

complying with the TPD can only be sold if they were produced before 20 November 16.

24. From 20 May 2017, all products on the market must fully comply. We are currently in discussions with other agencies on establishing the current compliance level with the new requirements and developing ways to ensure that those in Nottinghamshire are fully compliant in time for May 2017.
25. **Regional “Scambusters” Team – Operation Spinnaker** – On 27<sup>th</sup> and 28<sup>th</sup> October, 10 individuals were sentenced by Judge Rafferty at Nottingham Crown Court for their part in an advertising fraud that targeted small businesses across the United Kingdom and Europe.
26. At the height of their activities, the turnover of the group of businesses is estimated to have been £7m per year. The group used high pressure sales techniques, exaggerated distribution figures and often misleading businesses into thinking that their publications would be promoted at high profile events.
27. Those sentenced were:
- i) Rivers - 6 years imprisonment, 10 years disqualification as a director;
  - ii) Basra - 40 months imprisonment, 6 year disqualification as a director;
  - iii) Simpson - 38 months imprisonment , 6 year disqualification;
  - iv) Draper - 20 months imprisonment , 3 year disqualification as a director;
  - v) Walker - 16 months imprisonment, 3 year disqualification as a director;
  - vi) Chamberlain - 2 years imprisonment suspended for 2 years, 5 year disqualification as a director;
  - vii) Soan (Spicer) - 2 years imprisonment suspended for 2 years, 5 year disqualification as a director;
  - viii) Padan - 6 months imprisonment suspended for 2 years;
  - ix) Taylor - 6 months imprisonment suspended for 2 years; and
  - x) Lal - 3 months s imprisonment suspended for 12 months.
28. In his address to the Court, Judge Rafferty singled out Jonathan Rivers, saying he was the “head, heart and soul”. Judge Rafferty said that Rivers was able to receive £1.7m over the period in question, and that he had managed to put £600,000 into his own pension at the expense of innocent people. Judge Rafferty referred to the co-accused as “siphons”, and as useful lieutenants to Rivers. He said the group pursued victims with “relentless enthusiasm”.
29. The Judge referred to a number of the Victim Personal Statements, and referred to the case of Mr Moyles as the worst example where he had lost £20,000 for absolutely nothing. The Judge said that the case had led to the destruction of Mr and Mrs Moyles, both of who have subsequently died.
30. Judge Rafferty subsequently spoke to our team, recognising that it was a very difficult case, and that it had been expertly prepared. He then went on to commend the investigating officers.

31. Following the sentencing of the first 10, the 2 remaining defendants will appear before Nottingham Crown Court the week commencing 9<sup>th</sup> January 2017. One defendant has already entered guilty pleas in relation to her involvement in the advertising fraud. She will be sentenced on 13<sup>th</sup> January 2017.
32. The other defendant maintains her not guilty plea, and will therefore face a 5 day trial commencing on the 9<sup>th</sup> January.
33. The individuals involved in the fraud continue to be the subject of Proceeds of Crime investigations to determine the 'benefit' that has been obtained through these criminal activities. To date, two confiscation orders have been made against 2 defendants, Draper and Chamberlain, for a total of £122k. This money will go in part to compensate victims. Further Proceeds of Crime hearings will take place during December 2016.
34. **Regional Scambuster Team – potential change of name** – there have been some concerns raised in other parts of the country that the use of the name 'Scambuster' in legal proceedings could be prejudicial to some extent. As such, the National Trading Standards Board, is considering changing the name of all the Teams.
35. The current preferred option following initial consultation is to rename the teams 'National Trading Standards - Regional Investigations Team' with a suffix of each region's initials. The change of name decision will be put to the National Trading Standards Board at its next meeting in January.
36. **Legal Action Update** – In April 2016 Mr Hassan, Mr Salah and Mr Kadir were arrested for the supply and possession of counterfeit and dangerous cigarettes. The supply is connected to the retail store Andrews News and Booze at Sutton in Ashfield. All three were sent to the Crown Court, and appeared on the 23<sup>rd</sup> May 2016. Mr Khadir pleaded guilty to the charges, whilst Hassan and Salah pleaded not guilty, although both have pleaded since this hearing. Sentencing has been put back until the conclusion of the Proceeds of Crime investigation as such sentencing is now listed for the 17<sup>th</sup> February 2017. A third person, Mr Rekant Azizi, has been joined into the case, he has also pleaded guilty and is due for sentence on the same day. Mr Salah had been previously dealt with by Trading Standards for selling dangerous cigarettes in the same shop he was given a 4 month suspended prison sentence with 130 hours unpaid work.
37. Another defendant previously dealt with from this shop was Ms Rudminate, and she was given a conditional discharge, and a costs order of £190.
38. Sherzad Mohammad of Annesley Road Stores and Hucknall Mini Market, Hucknall appeared in the Nottingham magistrate's court on the 10<sup>th</sup> May 2016 charged with the supply and possession of counterfeit and dangerous cigarettes. His case has been sent to the Crown court, he pleaded guilty, and was originally due to be sentenced in October. Further offences have however since been identified, and Mr Mohammed's case has now been listed for trial in June of 2017, where he will also be sentenced for the old matters following a trial for the new matters.
39. There have been a number of seizures and resulting prosecutions in relation to Hucknall Mini Market, including Aziz Hussain who was given 70 hours unpaid work and costs order



of £150, Soren Khder who was given £150 fine and £800 costs order and Dana Mira who was given 100 hours unpaid work and £750 costs.

40. James Grozier of National Trade Windows was charged with Fraud offences, and offences under the Consumer Protection from Unfair Trading Regulations. He had been taking deposits for work, namely replacement double glazed windows and then not completing the work or refunding the deposits. He pleaded guilty before trial, and was sent to the Crown Court, where he is due to be sentenced on the 16<sup>th</sup> January 2017. Mr Grozier has been prosecuted by the Authority on two previous occasions for similar offences, when he was sentenced to 392 hours unpaid work, and ordered to pay compensation of £6935.
41. Four individuals have been charged with conspiracy to possess criminal property, namely illicit cigarettes. These are Mr Hersh Mohammed, Mr Alan Ali, Bakir Khalidi and Syrwan Mohammed-Ali. This is a joint investigation with Nottingham City Council as two of the premises involved are within the City area. The premises in Nottinghamshire is Outram General Stores at Sutton in Ashfield. A hearing took place in October 2016, where all defendants pleaded not guilty, and a trial date has been set for the 26<sup>th</sup> June 2017.
42. In the previous 12 months, seven other defendants connected with this shop have been prosecuted, all in relation to the possession of illicit cigarettes. Mr Alizadeh was given 80 hours unpaid work with £470 costs. Mr Saidi was given 100 hours unpaid work. Mr Rassul who has been dealt with twice had a combined sentence of 180 hours unpaid work and £300 costs, Mr Kumal £165 fine and £50 costs, Mr Hussaini who has been caught twice was given 150 hours unpaid work and £800 costs, Mr Kheder 60 hours unpaid work and £200 costs and Mr Mohamed £360 fine and £220 costs.
43. Mr William Smith, Mr Andrew Smith and Mrs Christine Smith of Barn Bacon Limited appeared in the Crown Court recently charged with fraud by misrepresentation. The Authority alleges that claims made with regards to meat products being 'free range' and from the businesses own farm are untrue. The trial is now listed for the 24<sup>th</sup> April 2017.
44. On the 10<sup>th</sup> November 2016, Asda Store Ltd pleaded guilty to the supply and possession for supply of 34 products outside of their use by date food, some being several months past their use by dates. The company were fined £75,000 and ordered to pay costs totalling £9000.
45. Members will recall that in September, Tyronne Beard, was given a Confiscation Order by the Nottingham Crown Court. He was ordered to pay £60,081 (available assets), and had a benefit figure declared at £613,163. The available amount must be paid by 23<sup>rd</sup> December 2016. If he fails to pay, he will face a default sentence of 4 months imprisonment. The £60,080.88 has been awarded to be paid to the 65 victims.
46. Mr Hew Abdullah and Mr Abdullah Mohammed are both facing charges in the Crown Court for the possession and supply of illicit cigarettes. They are both from the retail premise Zabcia, Mansfield. They have pleaded not guilty to the charges and are due for trial on the 17<sup>th</sup> July 2016.

### **Other Options Considered**

47. None

## **Reason/s for Recommendation/s**

48. This is an information report.

## **Statutory and Policy Implications**

49. This report has been compiled after consideration of implications in respect of crime and disorder, finance, human resources, human rights, the NHS Constitution (Public Health only), the public sector equality duty, safeguarding of children and vulnerable adults, service users, sustainability and the environment and ways of working 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**

50. This report contains no additional financial implications, with activity reported or that proposed being contained within existing service budget.

## **RECOMMENDATION**

- 1) It is recommended that the Community Safety Committee notes the updates from the previous meeting, and the various developments in the areas of work contained in the report.

**Paul McKay, Service Director, South Nottinghamshire & Public Protection.**

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## **Constitutional Comments**

As this report is for noting only, Constitutional Comments are not required

## **Financial Comments (CT 21/12/16)**

The financial implications are contained within paragraph 50 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.

- 'Commercial Development Unit', Report to Policy Committee, 16<sup>th</sup> November 2016.



- Protecting consumers from scams, unfair trading and unsafe goods, National Audit Office Report, published 15<sup>th</sup> December 2016.

**Electoral Division(s) and Member(s) Affected**

- All

10<sup>th</sup> January 2017

Agenda Item: 8

## **REPORT OF THE SERVICE DIRECTOR FOR ACCESS AND PUBLIC PROTECTION**

### **REVIEW OF FEES AND CHARGES MADE TO BUSINESSES AND OTHER AUTHORITIES BY THE TRADING STANDARDS AND COMMUNITY SAFETY SERVICE**

#### **Purpose of the Report**

1. To obtain approval to amend the charges made to businesses and other authorities by the Trading Standards and Community Safety Service from January 2017 until March 2018.

#### **Information and Advice**

Some information relating to this report is not for publication by virtue of Schedule 12A of the Local Government Act 1972 [Information relating to the financial or business affairs of any particular person (including the Council)].

Having regard to all of the circumstances, on balance the public interest in disclosing the information does not outweigh the reason for exemption because the information would add a limited amount to the public understanding of issues but would significantly damage the Council's commercial position.

#### **The exempt information is set out in the Exempt Appendix 1**

2. Trading Standards provides a range of paid for services to businesses, other local authorities' and government agencies, and the Authority has the discretion, within limits, to set charges for these services.
3. These services include the verification and stamping of weighing and measuring equipment, specialist services to external enforcement bodies (including inspection programmes), support services to businesses under Primary Authority Partnerships, and ad-hoc business advice.
4. Each year, an annual review of the fees and charges has historically been made to coincide with the new financial year. In recent years, the National Trading Standards Board (NTSB) and the Association of Chief Trading Standards Officers have issued guidelines to Authorities with a model on how to determine the full cost recovery charges for such services, and this guidance has been used as the basis for setting charges for such services.

5. In 2016, the Service took part in the pilot process of the Authority's Commercial Development Unit (CDU), and developed a commercial proposal and a plan based on an analysis of the market. The plan involved increasing the level of work the service undertakes for businesses and other local authorities. This plan was approved in November 2016 at Policy Committee.
6. Part of the work in the CDU process included a detailed examination of all the relevant costs of the proposal in order to understand what the full cost recovery charge for Trading Standards professional services could be.

## **Commercial Development**

7. Commercial Development Unit experts were keen to ensure that as part of its commercial plan, the Service addressed any conflict of interest issues, whether real or perceived, that might arise where officers operated as a business advisor and as a regulator. To address any potential conflict, a separate team was created to provide paid for discretionary business support by dedicated officers. The team began operations in December 2016.
8. The new structure also meets the needs of our business customers for high quality, tailored advice, providing for higher levels of technical training and expertise of the staff in the team, and also an improved client management approach. The amended full cost recovery calculations have been based on this new team.
9. The work undertaken to develop the commercial proposal identified differences in both the way that commercial providers charge for their services, and the level of their charges. The current hourly fixed charging method used by Trading Standards historically was identified as being too rigid and not offering the flexibility to offer pricing in line with commercial providers.
10. To achieve the increases in income as soon as possible, and maintain the progress made so far, the review of fees and charges has been brought forward to January. This will allow new business to be undertaken at the new rates and using more commercially attractive pricing strategies earlier.

## **Current Pricing**

11. The Community Safety Committee approved the current fees and charges in March 2016, all on an hourly charge basis, as set out in the table below.

Weights and Measures (Metrology)	Verification and stamping of weighing and measuring equipment	£71 per hour (Weights and Measures Inspector), £39 per hour (Assistant)
Primary Authority	Support under an approved partnership	£64 per hour
Ad-hoc business advice and support	No partnership or existing relationship required	£77 per hour

Professional Services to External Enforcement Authorities	<p>Proceeds of Crime work</p> <p>Other projects and services bringing tangible benefits to the Authority (e.g. one-off programme of inspection)</p>	<p>£64 per hour (no incentivisation) or £44 per hour (plus negotiated share of incentivisation)</p> <p>Fee agreed by Group Manager on a case by case basis, but always in excess of full cost recovery of direct time of staff.</p>
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## Market for Services

12. Trading Standards can provide advice on compliance, audit and training. These markets are served by three types of commercial supplier:

- Small independent businesses;
- Medium sized/regional compliance specialists; and
- National and International companies, offering a full range of services.

13. The work undertaken by the service is unlikely to impact on the small independent businesses, but will be most similar to those offered by medium sized and regional operators.

14. Market research has shown that commercial pricing is not solely based upon an hourly charges, but includes a range of options including day rates, project costs, charges related to the value of the work, size of the company, industry accreditations schemes, and the qualifications of the staff delivering a service.

15. The most common charging mechanism for suppliers is based on a 'Day Rate'. The current industry average day rate for medium and larger businesses are;

- Medium £750 - £850
- National/International £1122 + £193 travel/subsistence

16. The current day rate equivalent charged by the service would be £512 for an 8 hour day, below the market rate.

## Recommended Pricing

17. The full cost recovery rate of the new commercial approach was calculated during the CDU process using a model provided by Corporate Finance colleagues. The full cost recovery rate for year one of operations gave an equivalent maximum hourly rate of £95.75 per hour. The calculation can be found in **Exempt Appendix One**.

18. This rate sets the maximum rate that can be charged. Financial systems to record and ensure the accuracy of this rate will be used.

19. In order to act in a more commercial and flexible manner, this report seeks approval to move away from the hourly charge for business support activities, to a more customer focused pricing structure. It is proposed that alternative pricing structures are used, allowing product specific, flexible pricing, and the scope to offer attractive price offers to businesses based on an assessment of relevant market conditions.
20. It is proposed that charges would be authorised by the Group Manager, Trading Standards and Community Safety, using the full cost recovery rate as the foundation for building them. The rates would be decided using a pricing model suitable for the market in which the service is operating and may vary prices in accordance with market conditions. The rate achieved for all new work reported back to the Committee for scrutiny purposes on a quarterly basis.
21. To choose appropriate models and charges, it is proposed that the following principles are applied:
- a. The maximum average hourly charge should never exceed the Full Cost Recovery rate.
  - b. Pricing models that can be utilised include:
    - Hourly rate;
    - Day Rate;
    - Project Cost; or
    - Specified Activity Cost.
  - c. The maximum day rate would be £766 for an eight hour day
22. In respect of charges made to other External Enforcement Bodies, the Service also receives requests to deliver one-off projects, for example a programme of inspections for another Local Authority. Because of the one-off/specialist nature of these approaches, and that they often bring other tangible benefits to the authority, it is proposed that in line with existing arrangements, the fee to be charged should be agreed by the Group Manager, Trading Standards and Community Safety on a case-by-case basis.
23. It is further proposed that that any fee agreed in such a way should not be below a rate equivalent to full cost recovery of the direct staff time spent delivering the activity.
24. Previous arrangements for weights and measures fees included a rate for technical assistants that may be required to accompany inspectors on site visits. The rate for an inspector is now reflected by the Full Cost Recovery Rate and with limited requirements for technical assistants it is proposed that the current rate of £39 per hour remains and is re-assessed in the 2018/19 charging review.

### **Other Options Considered**

25. All costing options and models were appraised as part of developing the commercial plan for the service as part of the Commercial Development Unit process. The proposal passed the scrutiny test of the Chief Executive panel, and was subsequently approved by Policy Committee on 16<sup>th</sup> November.

## **Reason/s for Recommendation/s**

26. The proposal allows a more market focussed pricing strategy which will enable the Authority to attract a higher level of income into the Authority, lowering the net cost of the service.

## **Statutory and Policy Implications**

27. This report has been compiled after consideration of implications in respect of crime and disorder, 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, sustainability and the environment and ways of working 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**

28. Set out in the paragraph 11 to 24 above.

## **RECOMMENDATION/S**

1) That the Committee approves the proposals to use the revised Full Cost Recovery detailed in Paragraph 17 and adopt the charging approach and principles contained in the report.

**Paul McKay**

**Service Director South Nottinghamshire and Public Protection**

**For any enquiries about this report please contact:**

**Mark Walker Group Manager Trading Standards and Community Safety**

## **Constitutional Comments (SLB 21/12/2016)**

Community Safety Committee is the appropriate body to consider the content of this report.

## **Financial Comments (CT 22.12.16)**

The financial implications are referenced in paragraph 28 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.

- 'None'

## **Electoral Division(s) and Member(s) Affected**

- 'All'



**10 January 2017****Agenda Item: 9****REPORT OF THE SERVICE DIRECTOR FOR SOUTH NOTTINGHAMSHIRE  
AND PUBLIC PROTECTION****UPDATE ON PROGRESS OF THE TRADING STANDARDS COMMERCIAL  
DEVELOPMENT PROGRAM****Purpose of the Report**

1. To update the Committee on the progress made by Trading Standards following the outcome of the Service's involvement in the Councils Commercial Development Program.

**Information and Advice****Commercial Development Unit (CDU) Pilot Outcome**

2. As Members will recall, a team from the Service was involved in the pilot of the Authority's Commercial Development Unit process. The commercial proposal and commercialisation plan developed passed the scrutiny test by the Chief Executive panel, and was then subsequently considered and approved by Policy Committee on 16th November 2016 for implementation.
3. The Policy Committee report outlined how the proposal offered the potential opportunity to increase income by £320k per annum by the end of 2019/20, to contribute to the total running costs of the service.
4. This income could offer the opportunity to reduce the net cost of Trading Standards service from £1,143k to £823k over a three year period, if the commercial plan was followed. The approach involves shifting staff resource away from core enforcement work, and into discretionary income generating activity.
5. The report also set out that services that had gone through the pilot process needed to be supported and monitored as commercial plans were implemented. It continued *"This will remain in place for at least the first 12 months, with regular reports taken to the appropriate service committee. Services that fail to hit predicted income targets will be helped by the commercial team to address any issues. Service Committees will be recommended to stop early any commercial activity that is failing with no viable intervention plan."*



## Commercialisation Key Action Plan

6. In order to capture all the necessary actions to implement the new approach, the Trading Standards Commercialisation Key Action Plan was developed as part of the process. The detailed action plan including responsible officers and timescales has been developed and a summary is listed below:
  - Restructure to create a Commercial Services Team
  - Finalise a marketing and promotional plan to develop new, high quality marketing and promotional material for business
  - Redesign and roll out an improved, business focussed web content
  - Develop a training/development plan for key staff, and deliver their immediate needs
  - Design a new pricing model and methodologies for services in line with market models and with finance partners' advice
  - Develop a prioritised list of initial target businesses to approach
  - Develop an account management programme to promote services
  - Consider appropriate branding for the future
  - Review the balance between income generation work internally and externally and recognise the opportunity cost of work undertaken for internal partners
  - Identify partners for broader 'one-stop' offer for regulatory services
  - Review the arrangements for incoming enquiries to the new team
  - Reduce any conflict of interest by changing all necessary documentation and agreements for approval by Nottinghamshire County Council Legal Services
  - Review the delivery model and consider how to maximise the report to Nottinghamshire County Council
7. A number of key performance indicators that have been devised by officers and it is believed that these measures will enable the Committee members to adequately monitor progress of the work being carried out by the Service against the targets set to increase its income. These will be subject to ongoing development and will reflect activity within the 'sales funnel' and assists with remedial actions should financial results fall short of projected performance.
8. The initial key indicators are:

1.	Website analytics	For example, new website traffic and page openings
2.	Marketing performance	For example, newsletter and targeted campaign performance
3.	Number of new contacts	By hourly rate and value
4.	New sales by category:- i. New annual contracts ii. Projects iii. Individual product sales	For example Primary Authority Partnerships For example animal health visits for Nottingham City For example labelling checks
5.	Cumulative additional income	

9. One key issue identified as part of the pilot process was a potential conflict of interest situation between the Service's role as regulator, and as an advisor. To address this, a new team to deliver all commercial work has already been created to resolve this issue, and is working to transfer commercial work from the current service wide staffing arrangements to those officers in the new team. New control and monitoring systems are also being introduced to improve management information, service to customers, and to manage potential conflict of interests in the team.
10. Apart from increasing the volume of sales, the increase in income in the proposal is partly derived from increasing the rates charged for services, up to the full cost recovery rate, where the market allows. As such, a further report on prices is being presented to this Committee meeting.
11. Apart from the progress above, a new marketing and communications plan has also been created and will be reviewed as necessary. Work has started to create new marketing support material in order to reposition the service offer, and new materials for staff are in development. In addition, existing webpages and content needs to be refreshed and enhanced to create separate content for the new commercial services pages, distinct from the free business advice material the authority needs to provide as part of its statutory services.
12. Once new marketing and website material is available, a monthly newsletter focused on compliance and business advice will be launched to provide an active way to communicate with current clients and to attract potential customers. The newsletter will be a key cost effective tool in increasing market awareness of the commercial services on currently offer, and be used to launch new services we have in development.
13. A number of commercial market sectors have been identified as areas to make initial approaches to businesses and these include:
  - Motorhome retailers
  - Food manufacturers
  - Outdoor equipment and clothing
  - Cheese manufacturers
  - Non-food multi-site retailers
  - Protected Food Names
  - For nutritional labelling checking – wholesale bakers

### **Other Options Considered**

14. All options for increasing the level of income to the Service were considered as part of the CDU process.

### **Reason for Recommendation**

15. The implementation of the business case and the level of activity and income generation needs to be monitored by this Committee and therefore Committee members need to be aware of what the implementation program is and the measures put in place to assess whether the Service is delivering the required level of income.

## **Statutory and Policy Implications**

16. This report has been compiled after consideration of implications in respect of crime and disorder, 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, sustainability and the environment and ways of working 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**

17. The additional income generated will assist the Service in contributing to its running costs.

## **RECOMMENDATION**

That the Committee:

- a) notes the content of the Key Action Plan show in Paragraph 6
- b) approves the Key Performance Indicators given in Paragraph 8
- c) notes the targeted sectors listed in Paragraph 13

**Paul McKay**

**Service Director, South Nottinghamshire and Public Protection**

**For any enquiries about this report please contact:**

Mark Walker - Group Manager, Trading Standards and Community Safety

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## **Constitutional Comments (SLB 23/12/2016)**

18. Community Safety Committee is the appropriate body to consider the content of this report.

## **Financial Comments (CT 22.12.2016)**

19. The financial implications are referenced in paragraph 17 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.

- None

## **Electoral Division(s) and Member(s) Affected**

- All

**10 January 2017****Agenda Item: 10****REPORT OF THE SERVICE DIRECTOR FOR SOUTH NOTTINGHAMSHIRE  
AND PUBLIC PROTECTION****UPDATE ON EMERGENCY PLANNING AND REGISTRATION SERVICES****Purpose of the Report**

1. To provide an update on recent key activities and events in the work of the Emergency Planning Team and of Registration and Celebratory Services.

**Information and Advice****Emergency Planning**Flood Alerts and Warnings

2. Towards the end of November 2016, Storm Angus and the bands of heavy rainfall that followed it caused significant flooding in various parts of the UK, particularly in South West England and South Wales. On this occasion, Nottinghamshire escaped the worst impacts, however the Environment Agency did issue eight Flood Alerts and two Flood Warnings regarding rivers in the County. The emergency planning team cascaded these in line with current emergency response plans.
3. In Woodborough, trained Flood Wardens followed local flood plans to close Main Street in the village when triggers were reached and the road became inundated with water from surrounding land. Elsewhere, the Environment Agency issued an 'Operational Warning' in respect of the flood risk to Sherwood Forest Holiday Caravan Park. The Emergency Planning Duty Officer maintained contact with Newark and Sherwood District Council whose officers established that the site operators had no caravans on the part of the site that was at risk. Highways colleagues received requests for sandbags from members of the public who were concerned about flood risk to their properties. However, by reference to the Local Resilience Forum's Sandbags Policy, no sandbags were issued on this occasion.

Cold Weather Alerts System

4. November saw the start of this year's Cold Weather Alert Service provided by the Met Office in collaboration with the Department of Health. This runs to the end of March 2017. During this period the emergency planning team will cascade alerts relating to changes in five alert levels:

- Level 0 – All year round planning
  - Level 1 – Winter preparedness and action programme (This is the current level, from now until the end of March, unless the Met Office issue an alert to raise it)
  - Level 2 – Severe winter weather is forecast – alert and readiness
  - Level 3 – Response to severe winter weather – severe weather action
  - Level 4 – Major incident – emergency response (This will be declared by central government in the event of prolonged severe winter weather)
5. Severe cold weather is defined as temperatures of 2°C or less for at least 48 hours, and/or snow and ice. Advanced warning enables County Council teams and departments to make preparations to maintain services and support vulnerable people.

#### Communicating with the public in emergencies

6. In November, the County Council participated in an emergency planning training exercise led by Nottinghamshire Police that looked at communicating with the public. Around forty communications and emergency planning staff attended from Local Resilience Forum partners. The event focused on communications in a terrorist attack and included a presentation from the UK National Counter Terrorism Security Office regarding the murder of Private Lee Rigby and events that followed. On 7 February, an emergency planning table-top exercise will be held in response to the feedback following the training exercise. This will include table discussions, plenary sessions and debriefs across all participating agencies to consolidate preparedness to warn and inform the public during emergencies.

#### Regional emergency mortuary provision

7. Work has continued to develop collaborative regional arrangements for emergency temporary mortuary provision across multiple local authorities. Pre-identified sites across the East Midlands are being approached to formalise agreement for their use of any regional partner. The owners of the principle site in Nottinghamshire have agreed to the proposal and thereby enabled reciprocal arrangements to be established with Derbyshire. Colleagues in Leicestershire and Lincolnshire are engaged in similar talks with their sites. A regional document is in development that will clarify how sites are activated and operated, should the need arise, and who will be the responsible authority and meet all costs incurred.

#### Review of NCC Major Emergency Plan

8. A full review has been completed of the County Council's Major Emergency Plan. The plan provides an overarching strategic framework for the County Council's planning, preparation and response to major emergencies. Consultations included the members of the County Council's 'Risk, Safety and Emergency Management Board' (RSEMB), and the revised plan has been added to the RSEMB Emergency Response OneSpace site for ease of access in an emergency.
9. The aim of the plan is to ensure that NCC as a whole is able to make a well-coordinated response to major emergencies affecting Nottinghamshire, and its objectives are to:
- Set out the statutory responsibilities of NCC under the Civil Contingencies Act (2004)

- Detail NCC's management principles for major emergencies
- Outline the role and responsibilities of those senior managers with specific duties in managing NCC's overall emergency response
- Explain the context for this plan within the multi-agency framework for preparation and response to major emergencies within Nottinghamshire
- Set out the framework of emergency and business continuity plans within NCC, and how these work together

10. For the purposes of the plan, a major emergency is deemed to exist when:

- significant resources are required to respond effectively, or
- where significant disruption to public services is incurred, or
- a response over and above day-to-day working practices is required

11. The initial notification of a major emergency will normally come through to the emergency planning team duty officer. The decision to activate the Major Emergency Plan will be made by the RSEMB Chair with advice from the Group Manager for emergency planning. If required, the RSEMB will convene in the County Emergency Centre and use this facility to co-ordinate NCC's response and link in with the multi-agency response (if established). The Emergency Centre facility, on the Lower Ground floor of County Hall is maintained in a continual state of readiness. It is equipped with the IT and communications provision to manage an emergency.

12. The Major Emergency Plan is on a four-year review cycle and so the next full review will be completed by the end of 2020. Staff who may be required to work in the Emergency Centre are provided with training by the emergency planning team. The latest training event took place on 22 November and further courses will be held in 2017.

### Safety of Sports Grounds

13. Nottingham Forest Football Club has recently been the subject of reports in the press about changes to the club's senior management team, and the possible sale of a majority stake in the club. The club has not released an official statement, but has briefed a member of the emergency planning team, and given assurances that spectator safety continues to be the top priority.

14. A routine in-performance match day inspection, was carried out at the Nottingham Forest verses Newcastle United match on Friday 3 December. This had a particular focus on structural issues, and was carried out by a structural engineer from Via working on behalf of Nottinghamshire County Council. The inspection confirmed previous recent inspection at the City Ground that a very high standard of spectator safety is being maintained.

15. A similar inspection was carried out at the Mansfield Town v Colchester fixture on Saturday 10 December. It was noted that the match passed off well from a safety perspective, and stewards carried out their roles diligently and were well briefed. However some concerns were raised by the inspector regarding restricted views for some spectators in the Ian Greaves Stand due to the relocation of the player's dugouts to the front of this stand. The season ticket holders affected by this have been offered alternative seats, and the club have been asked to produce a report on this matter for discussion at the Safety Advisory Group meeting in January.



## **Registration and Celebratory Services**

### Property

16. The County Council's new registration office at Arnot Hill House, Gedling, is now fully open, providing a full range of registration services. The first wedding ceremony at the venue took place on 27 November.
17. The building is Grade II listed and set award winning gardens with a lake, fountain and ornate rose garden, all providing an attractive backdrop for wedding photographs. Civil marriages ceremonies can take place in two rooms in the building. Most will be in a large room that can accommodate up to 80 people. Alternatively, couples can opt for the registrar's office for more modest, low key wedding ceremony, with a capacity of 20 people.
18. The formal opening ceremony for the registration office was performed by Councillor Gilfoyle on 4 January, in a ceremony that was also attended by Councillor Grice. Gedling Borough Council was represented by the Mayor of Gedling, Councillor Sandra Barnes, and the Leader of the Council, Councillor John Clarke.

### GRO Stock and Security Audit

19. During November, officers from the UK General Register Office (GRO) carried out an audit of the systems and practices of the Nottinghamshire Local Registration Service in respect of the use of secure certificate stock.
20. The Nottinghamshire Registration Service handles around 15,000 certificates each year, for the registration of births, deaths and marriages, and each one is a legal document that could be used for fraudulent purposes if lost or stolen. Audits are undertaken by GRO to provide assurance to the Registrar General and HM Passport Office Senior Information Risk Owner (SIRO) that Local Authorities have systems and processes in place to protect certificate stocks. The audit involved examination of the security arrangements around the receipt, storage and use of certificates. In addition, a review took place of the data storage arrangements and security of, and access to, registration records and information. Audit visits were made to offices where there was:
  - A full check of secure certificate stock issued to all principal officers for reconciliation against records held by the Registrar General
  - Review of procedures in relation to receipt, control and issue of certificate stock and associated record keeping
  - Review of wider security arrangements over locality and storage of certificate stock
  - Review of the security of and access to registration records and information
  - A review of data storage arrangements
21. The overall result is that the Nottinghamshire Registration Service provides "High Assurance" in respect of security for the receipt, storage and use of the secure certificate stock. This is the highest level of outcome possible and means "High level of assurance achieved with limited scope for improving existing arrangements. Significant action is not required". This is an excellent outcome, and is testament to the expertise and professionalism of registration staff.

## **Other Options Considered**

22. None.

## **Reason/s for Recommendation/s**

23. To update the Committee on this area of work contained within its remit.

## **Statutory and Policy Implications**

24. This report has been compiled after consideration of implications in respect of crime and disorder, finance, human resources, human rights, the NHS Constitution (Public Health only), the public sector equality duty, safeguarding of children and vulnerable adults, service users, sustainability and the environment and ways of working 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**

25. There are no financial implications for Emergency Planning or Registration budgets.

## **RECOMMENDATION**

It is recommended that the Committee notes the update on recent key activities and events in the work of the Emergency Planning Team and of Registration and Celebratory Services.

**PAUL MCKAY**

**Service Director, South Nottinghamshire and Public Protection**

**For any enquiries about this report please contact:**

Robert Fisher, Group Manager, Emergency Planning and Registration

Tel: 0115 977 3681, Email: [robert.fisher@nottsc.gov.uk](mailto:robert.fisher@nottsc.gov.uk)

## **Constitutional Comments**

26. As this report is for noting only, no Constitutional Comments are required.

## **Financial Comments (KRP 29/12/2016)**

27. There are no financial implications arising from the contents of this report

## **Background Papers and Published Documents**

- None

## **Electoral Division(s) and Member(s) Affected**

- All





**10 January 2017****Agenda Item: 11****REPORT OF CORPORATE DIRECTOR, RESOURCES****WORK PROGRAMME****Purpose of the Report**

1. To consider the Committee's updated work programme for 2016/17.

**Information and Advice**

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 has been drafted in consultation with the Chairman and Vice-Chairman, and includes items which can be anticipated at the present time. Other items will be added to the programme as they are identified.

**Other Options Considered**

4. None

**Reason/s for Recommendation/s**

5. To assist the committee in preparing its work programme.

**Statutory and Policy Implications**

6. This report has been compiled after consideration of implications in respect of crime and disorder, 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, sustainability and the environment and ways of working and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

## **RECOMMENDATION**

- 1) That the committee's work programme be noted, and consideration be given to any changes which the Committee wishes to make.

**Jayne Francis-Ward**  
**Corporate Director, Resources**

**For any enquiries about this report please contact:**

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### **Constitutional Comments (SLB)**

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

### **Financial Comments (NS)**

8. There are no financial implications arising directly from 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.

- None

### **Electoral Division(s) and Member(s) Affected**

- All

## **COMMUNITY SAFETY COMMITTEE - WORK PROGRAMME**

<b><u>Report Title</u></b>	<b><u>Brief summary of agenda item</u></b>	<b><u>Lead Officer</u></b>	<b><u>Report Author</u></b>
<b>21 February 2017</b>			
Update on the work of the Community and Voluntary Sector Team	Update on key issues in this service area.	Sally Gill	Cathy Harvey
Update on key Trading Standards matters	Update on key issues in this service area.	Paul McKay	Mark Walker
Update on key Community Safety matters	Update on key issues in this service area.	Paul McKay	Vicky Cropley
Update on Emergency Management and Registration Services	Update report on key activities and events in Emergency Planning and Registration	Paul McKay	Rob Fisher
Trading Standards Commercialisation Update		Paul McKay	Mark Walker
<b>28 March 2017</b>			
Update on the work of the Community and Voluntary Sector Team	Update on key issues in this service area.	Sally Gill	Cathy Harvey
Update on key Trading Standards matters	Update on key issues in this service area.	Paul McKay	Mark Walker
Update on key Community Safety matters	Update on key issues in this service area.	Paul McKay	Vicky Cropley
Update on Emergency Management and Registration Services	Update report on key activities and events in Emergency Planning and Registration	Paul McKay	Rob Fisher

<b><u>Report Title</u></b>	<b><u>Brief summary of agenda item</u></b>	<b><u>Lead Officer</u></b>	<b><u>Report Author</u></b>
Regulation of Investigatory Powers Act	Annual report on recent surveillance activity undertaken.	Paul McKay	Mark Walker
<b>20 June 2017</b>			