

Policy Committee

Wednesday, 12 December 2012 at 10:30

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

AGENDA

- | | | |
|----|--|---------|
| 1 | Minutes of last meeting held on 14 November 2012 | 3 - 6 |
| 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 | Shared Lives - Update | 7 - 14 |
| 5 | Local Authority Mortgage Scheme | 15 - 24 |
| 6 | Policy Statement for Schools | 25 - 34 |
| 7 | Establishment of a Discretionary Nottinghamshire Welfare Assistance Scheme | 35 - 56 |
| 8 | Revised Proposals for New Parliamentary Constituency Boundaries | 57 - 58 |
| 9 | Social Media Policy and Procedure | 59 - 72 |
| 10 | Work Programme | 73 - 78 |

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 Chris Holmes (Tel. 0115 977 3714) 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.

Meeting POLICY COMMITTEE

Date Wednesday, 14th November 2012 at 10:30am

membership

Persons absent are marked with 'A'

COUNCILLORS

Mrs Kay Cutts (Chairman)
Martin Suthers OBE (Vice-Chairman)

Joyce Bosnjak		Philip Owen
Richard Butler	A	Alan Rhodes
Steve Carroll		Ken Rigby
John Clarke		Kevin Rostance
John Cottey		June Stendall
Richard Jackson		Andy Stewart
Eric Kerry		Brian Wombwell
Stan Heptinstall MBE		Martin Wright
Mick Murphy		

ALSO IN ATTENDANCE

Councillor Mel Shepherd MBE
Councillor Vince Dobson
Councillor Chris Winterton

Sally Bates Chair of the Schools Forum

OFFICERS IN ATTENDANCE

Mick Burrows	(Chief Executive)
Barbara Brady	(Public Health)
David Ebbage	(Policy, Planning & Corporate Services)
Martin Done	(Policy, Planning & Corporate Services)
Keith Ford	(Policy, Planning & Corporate Services)
Jayne Francis-Ward	(Policy, Planning & Corporate Services)
Jo Kirkby	(Policy, Planning & Corporate Services)
Zoe Maxey	(Environment & Resources)
Anthony May	(Children, Families & Cultural Services)
Celia Morris	(Policy, Planning & Resources)
Anna Vincent	(Policy, Planning & Corporate Services)
Michelle Welsh	(Policy, Planning & Corporate Services)

The Minutes of the last meeting held on 17th October 2012 having been previously circulated were confirmed and signed by the Chairman.

MEMBERSHIP

The following changes in membership of the Committee were reported:-

- Councillor Kerry replaced Councillor Adair;
- Councillor Rigby replaced Councillor Zadrozny
- Councillor Rostance replaced Councillor Wallace.

APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor Alan Rhodes.

DECLARATIONS OF INTEREST BY MEMBERS AND OFFICERS

The following Members declared a private interest in agenda item 4 – School Funding Reform: Schools Block – Local Funding Formula for 2013/14, which did not preclude them from speaking or voting on that item:-

Joyce Bosnjak
Richard Butler
Steve Carroll
John Clarke
John Cottee
Mrs Kay Cutts
Richard Jackson
Eric Kerry
Stan Heptinstall MBE
Philip Owen
Ken Rigby
Kevin Rostance
June Stendall
Andy Stewart
Martin Suthers
Brian Wombwell
Martin Wright

SCHOOL FUNDING REFORM: SCHOOLS BLOCK – LOCAL FUNDING FORMULA FOR 2013/14

RESOLVED 2012/049

- 1) That the recommendations of the Schools Forum to distribute funding between Nottinghamshire schools and academies in 2013/14, as described in paragraph 17 (table 1) of the Committee report, be approved;
- 2) That the Schools Forum be requested to keep options concerning the size of the lump sum and the primary to secondary ratio under review over the coming months so that further adjustments may be made, if

necessary, for the financial year 2014-15 in the light of national developments in the funding of schools;

- 3) That the transitional funding package set out in paragraphs 13-15 of the Committee report, the impact of which meant that no school would lose on the pupil led element of its budget in 2013/14, be noted.

Councillors Carroll, Clarke and Bosnjak requested that their abstention from the above vote be recorded.

STAFFING PROPOSALS TO SUPPORT ECONOMIC GROWTH AND DEVELOP THE TOURISM POTENTIAL IN THE COUNTY

RESOLVED 2012/050

- 1) That the posts of Senior Economic Development Officer at Band D (£35,430 - £39,855) and Economic Development Officer at Band C (£32,800 - £37,206) be established on a permanent basis from 1 January 2013;
- 2) That the post of Heritage Officer at Band B (£28,636 - £32,800) be established on a two year fixed term contract with effect from 1 January 2013.

OUTCOMES FROM THE COMPLAINTS PROCESS – APRIL 2011 TO MARCH 2012

RESOLVED 2012/051

That the number of complaints received and the proposal to submit a further report to the Committee in six months' time, to provide an update and to outline new criteria for recording and analysing complaints received and lessons learnt, be noted.

SUBSTANCE MISUSE SERVICES IN HMP WHATTON AND HMP RANBY

It was suggested that a further report be brought to Committee in 12 months time detailing progress.

RESOLVED 2012/052

- 1) That the plans for HMP Whatton and HMP Ranby as outlined in the Committee report, be endorsed;
- 2) That the ring fencing of the substance misuse budget for HMP Whatton and HMP Ranby be agreed;
- 3) That a further report be brought to the Committee in 12 months' time detailing the progress made in delivering substance misuse services at Nottinghamshire prisons.

**A JOINT PUBLIC HEALTH FUNCTION FOR NOTTINGHAMSHIRE
COUNTY AND NOTTINGHAM CITY – PROPOSAL FOR
IMPLEMENTATION**

A motion to amend the recommendations in terms of resolution 2012/053 below was moved and seconded.

RESOLVED 2012/053

- 1) That the appointment of Doctor Chris Kenny as the Joint Director of Public Health for Nottinghamshire County and Nottingham City be approved;
- 2) That future reports be brought to Policy Committee within the next six months with regard to further developments towards a joint service.

WORK PROGRAMME

RESOLVED 2012/054

That the work programme be noted.

The meeting closed at 12.06pm.

CHAIRMAN
M_14Nov2012

**REPORT OF THE SERVICE DIRECTOR FOR PERSONAL CARE AND
SUPPORT – YOUNGER ADULTS****SHARED LIVES - UPDATE****Purpose of the Report**

1. The purpose of this report is to seek Policy Committee approval to the Shared Lives policy which was previously supported at the Adult Social Care and Health Committee on the 26th November 2012.

Information and Advice

2. At present the County Council operates an Adult Placement Scheme (APS) providing long-term placements and short-term breaks in a carer's home for adults with a learning disability. This model ensures trained and approved carers are able to look after people in a household environment, providing an alternative to residential care.
3. In 2011/12, the Adult Social Care, Health and Public Protection department developed a business case to propose that the APS service should be developed into a new service, called Shared Lives. Shared Lives is a service delivered by individuals and families within the community to people in need of support in their day-to-day lives. This will move away from the idea of just offering an adult fostering arrangement, to providing a range of flexible support options that promote independence and community inclusion. The scheme will also be expanded to support more adults with a learning disability, as well as other service area groups including mental health, physical disability and older people. This expanded service will allow Shared Lives carers to provide a range of services including long-term and short-term placements, respite, day time support and outreach where a carer acts as extended family to someone living in their own home.
4. Individual carers join the Shared Lives scheme which is registered with the Care Quality Commission (CQC) and managed by a team within Adult Social Care, Health and Public Protection.
5. The existing Adult Placement team has been remodelled to ensure greater efficiencies in management of the service which will allow more carers to be supported within existing resources. The team includes a registered manager and ensures that individual carers meet the CQC standards.
6. The overall financial impact of the remodelled service will be to reduce expenditure for Nottinghamshire County Council as Shared Lives will provide alternatives to residential care

and further increase community living options for a range of service user situations. This is likely to offer more local solutions for adults, especially in areas of higher cost housing.

7. In order to progress the development of the Shared Lives service it has been necessary to review all existing Adult Placement policy and guidance to develop a single Shared Lives policy document. This is attached at **Appendix A**. This document details the context and nature of the service, the eligibility for services and the authority's responsibilities in connection with the service. The Policy Committee are asked to approve the policy prior to publication.
8. It is intended to review and update the carer and service user handbooks in consultation with carers and service users to ensure they appropriately reflect the policy.
9. Shared Lives Plus is a national network supporting individual carers and shared lives schemes throughout the United Kingdom. It has developed a range of policies and procedures which will be drawn upon to develop the local guidance. The Nottinghamshire Shared Lives policy is in line with the principles of Shared Lives Plus.

Statutory and Policy Implications

10. This report has been compiled after consideration of implications in respect of finance, equal opportunities, human resources, crime and disorder, human rights, the safeguarding of children, sustainability and the environment and those using the service and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

Human Resources Implications

11. The department is undertaking an enabling process within the shared lives team as current workers were mainly qualified social workers. Pay protection will apply for two years for those staff who wish to stay as part of the shared lives service. Voluntary redundancy is also an option. A team leader post is being recruited to.

Financial Implications

12. It is expected that the project will save £450,000 over the next three years. This will be made up of real savings from the staffing restructure, income from service user contributions and cost avoidance as an alternative lower cost option to residential care and potentially, though promoting independence, reduce the future costs for individuals moving onto supported living.

Equal Opportunities Implications

13. The service is currently only available to people with learning disabilities. The new developments will offer opportunities for service users from all user groups.

RECOMMENDATION/S

It is recommended that:

- 1) The Committee approve progress made to develop the Shared Lives Service
- 2) The Committee approve the Shared Lives Service policy
- 3) a report on the implementation of the Policy be reported to the Adult Social Care and Health Committee in due course.

JON WILSON

Service Director - Personal Care and Support (younger adults)

For any enquiries about this report please contact:

Cath Cameron Jones

Commissioning Manager

Tel: (0115) 97 73135

Email: Cath.Cameron-Jones/ss/nottsc

Constitutional Comments (LMC 09/11/2012)

14. The Policy Committee may approve the recommendations in the report.

Financial Comments (NDR 01/11/2012)

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

Background Papers

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

- (a) Benefits realisation plan 213.
- (b) AH/2012/00040 – Reconfiguration of Existing Adult Placement Scheme Staff Team – 9th May 2012 (previously published).

Electoral Division(s) and Member(s) Affected

All.

PC11



Shared Lives Policy

1. Context

The County Council, as is reflected in its Strategic Plan 2010-14 is committed to ensuring that Nottinghamshire is a place where people want to live and feel safe. Two of the priorities for securing this are:

- to foster aspiration, independence and personal responsibility
- to securing good quality, affordable services.

This policy sets out how the Shared Lives service will be run in Nottinghamshire to provide good quality, value for money services which actively promotes independence and engagement in the local community.

Shared Lives (previously known as Adult Placement) is a service delivered by individuals and families within the community to people in need of support in their day-to-day lives. The service is based on the principle of sharing family life including the carers' home. The service is commissioned by the County Council and is regulated by the Care Quality Commission.

The service can include:

- Short or long term accommodation and support provided within the carers own home.
- Rehabilitative or transitional support
- Short breaks – a couple of weeks, over night or just for an evening or a day (e.g. if the service user usually lives with their own family or another Shared Lives carer)
- Day time support
- Outreach support where a carer acts as 'extended family' to someone living in their own home.

The service may also offer Homeshare where a carer moves into the home of a person needing support.

Shared lives can provide alternatives to residential care or intensive supported living, day service or outreach provided by a personal assistant or support provider who is paid on an hourly basis to deliver support in a structured manner. Shared Lives can also be used as a short or medium term solution to help an individual develop skills around cooking, cleaning, managing bills and money as well as learning how to engage with the community and find natural support networks before moving onto more independent living.

2. Scope of this policy

This policy will include:

- The responsibilities of the Shared Lives service and clarify how this fits within the wider social care responsibilities of the department.
- The criteria for becoming a Shared Lives carer and the terms and conditions of the role.
- The criteria for becoming a Shared Lives service user.

This policy is intended to act as an umbrella under which guidance and procedures will sit.

3. Principles and Commitments

3.1 Values of Nottinghamshire Shared Lives Service

- Respect – through appropriate support of carers and careful matching of service user needs and skills with carer capacity.
- Promoting independence – the service aims to maximise the independence of all service users and will support the carer to facilitate this.
- Social Inclusion – this service is about sharing lives. It may be that an individual shares a carer's home but just as important is the sharing of the carer's community and wider family networks and support the service user to build and maintain their own community networks.
- Safeguarding – the service has a duty of care to both to the service users and carers. Carers have a duty to care for any service users placed with them.

3.2 Service eligibility

Shared Lives is designed to meet the needs of any adult eligible for social care services that are in need of support to enable them to live within the community. This includes individuals who

- Have a learning disability
- Have mental health issues
- Are older people with age related support or care needs
- Have a physical disability
- Have other disabilities or impairments which cause them to be vulnerable or at risk.

Shared Lives Service Users must

- be aged 18 or over
- meet Nottinghamshire County Council's eligibility for social care services as determined through application of the Fair Access to Care services (FACs) criteria
- have had a self directed support assessment which indicates their level of need could be met appropriately by the service within their indicative budget
- have had a risk assessment which takes into account the kind of family they could be supported by and pose no significant risk
- want to receive support within the community as part of a Shared Lives service.

Service users will make a standard weekly contribution to their board and lodgings and may, following a fairer charging assessment, be required to contribute to the cost of their care and support.

Young People in transition to adulthood aged 16+ may begin the introduction process to live with Shared Lives carers prior to their 18th birthday. This may include overnight stays and introductory visits.

4. Commitments

4.1 A Shared Lives Team to undertake the following roles:

- a. A registered manager for the service to comply with Care Quality Commission requirements
- b. Ensure the service and individual carers meet standards as defined by The Care Quality Commission
- c. Promote the Shared Lives service to ensure care managers from both Health and Social care are aware of the service and know how to refer to the service
- d. Promote the Shared Lives service within the wider community to enable an ongoing recruitment process for Shared Lives carers.
- e. Undertake the initial assessment of potential Shared Lives carers and, where relevant, their family, including ensuring relevant checks with the disclosure and barring service are undertaken.
- f. Make recommendations as to potential carers' suitability to the approval panel.
- g. Undertake an assessment of the home to ensure it is suitable for the delivery of Shared Lives services.
- h. Provide directly or source other appropriate training for initial induction and on-going development of the Shared Lives carers.
- i. Receive service user referrals and ensure a robust process is used to achieve the most appropriate match between the service user's needs and skills and the carers ability and capacity.
- j. Provide on-going support to Shared Lives carers in the form of practical help, support, advice and guidance by way of regular contact and discussion through visits, attendance at meetings and training sessions and by telephone
- k. Engage with the service users' care manager to keep them informed of any issues arising and facilitate contact between the Shared Lives carer and care manager as appropriate.
- l. Support the carer to write and update support plans and risk assessments based on the care manager needs assessment and self directed support plan.

4.2 Shared Lives Carers will:

- a. Be committed to the Shared Lives values and are prepared to undertake training to ensure they have the necessary knowledge and skills to provide a safe and supportive service.
- b. Work within guidance provided in the carers' handbook and within the standards required by the Care Quality Commission.
- c. Engage with the Shared Lives team and the service users' care manager to address any issues with the service or individual service user.
- d. Report any concerns regarding the individual service user, including accidents and significant incidents to the care manager according to Nottinghamshire safeguarding guidance.
- e. Feel supported and appropriately trained to undertake the role of carer with any individual they have been matched with.
- f. Be paid according to the level of need of the service user they are working with and the amount of service provided (e.g. taking into account day care or carer breaks services received from an alternative carer or support provider). Payment will be made up of Housing Benefit, any eligible Continuing Health Care contribution and funding from the County Council in the form of a managed budget or paid directly to the service user in the form of a direct payment.
- g. Have a minimum of four weeks entitlement to carer break services per year.

4.3 Care Managers who:

- a. Will ensure FACS criteria are met
- b. Will undertake the initial self directed support assessment and support plan
- c. Will discuss with the service user or family carers Shared Lives as a support option where appropriate
- d. Will, on referral to the Shared Lives service, ensure all information regarding support needs, including issues relating to risk, are shared with the Shared Lives team.
- e. Will review individual support needs at least annually or where the Shared Lives carer feels there is a change in support required.
- f. Will undertake all usual care management functions relating to the service user including safeguarding, mental capacity assessments.
- g. Pass on any concerns regarding the quality of the support or accommodation to the Shared Lives team.

- h. Will, in the event of a breakdown in the support, be responsible for finding alternative accommodation and or support for the service user.

5. Key actions to meet the commitments set out in the policy

The Council will work with carers and service users to review and develop guidance that is fit for purpose. A service user guide and carer handbook will form part of this guidance to ensure all parties are clear about what is expected of them and what they can expect in return. Shared Lives plus national guidance will be taken into account when developing this local guidance. This will be reviewed annually to ensure best practice is maintained.

The Council will review its procedures around the carer approval process and training programmes on an annual basis to ensure that the most efficient and effective methods are in place which ensure the values of the Shared Lives scheme are promoted.

The Council will facilitate a Shared Lives carer event at least annually to allow carers to meet together and with members of the Shared Lives Team to discuss issues, concerns and share good practice.

An update report will be made to Adult Social Care, Health and Public Protection Committee annually on the progress of the service.

REPORT OF THE CHAIRMAN, FINANCE AND PROPERTY COMMITTEE**LOCAL AUTHORITY MORTGAGE SCHEME****Purpose of the Report**

1. To recommend that the County Council participates and provides finance for the Local Authority Mortgage Scheme (LAMS), which will make it easier for first time buyers to enter the property ladder and assist in alleviating some of the issues around lack of availability of social housing and affordable private rented accommodation.
2. Whilst the County Council is not a housing authority it clearly has a very significant role in terms of promoting economic prosperity within the County. Participation in LAMS, by way of lending to banks in a manner which allows them to make more affordable mortgages available to people who do not currently have the resources to put a significant deposit into a house, will make a significant difference to the property market within the County. There is a potential to aid about 500 first time buyers with a proposed total investment of £15 million in the Nottinghamshire scheme. In addition, there are expected to be knock-on economic benefits to the County of the scheme, although these are more difficult to quantify.

Information and AdviceThe need for support of first time buyers

3. The turmoil in financial and banking markets in recent years has impacted on both the local economy and in particular the local housing market. The requirement by the Bank of England for financial institutions to hold larger amounts of capital has made it less financially viable for banks and building societies to continue to offer mortgages at attractive rates when the prospective purchaser has a relatively small amount of savings to put into the deposit. They are typically now only able to lend to potential house purchasers a maximum of 75% - 80% of the value of the house at attractive mortgage rates. Mortgages are available for some borrowers with a lower deposit, but these tend to be at high interest rates, and greatly reduce the chances of first time buyers obtaining an affordable mortgage.
4. Despite all the economic and financial difficulties, 81% of British adults hope to be home-owners in ten years' time, and 74% aspire to it within two years, according to a new YouGov research article published by the Council of Mortgage Lenders. Aspirations are much higher than current home-ownership levels among those aged under 35, but it is far from clear whether and how people will achieve their home-ownership goal. Notably, most of those who are renting privately or sharing with family or friends are under 35, and more than half of

these (54%) would like to become home-owners over the short term. However, only a third (33%) of those who hope to be home-owners in two years' time actually expect it to happen.

5. Saving a 20% - 25% deposit at the same time as paying rent for either social or private housing is clearly a problem, and one which is impacting greatly on the number of first time buyers who are entering the property market. Without first time buyers there is likely to be a significant period of stagnation within the property market and this is unlikely to be healthy for economic growth – as a simple example, people who are currently saving a large amount of their disposable income with a view to buying their first property could divert this into spending on household goods if they can be released from this need to save.
6. The scheme is aimed at first time buyers, providing help for potential buyers who can afford mortgage payments - but not the initial deposit – to get on to the property ladder. Under the scheme, each Local Authority will be able to specify three qualifying criteria; the maximum level of indemnity, the maximum loan size (based on 95% of maximum property valuation) and the qualifying post codes.
7. In addition, it is estimated that each first time buyer that enters the property market produces a further 4 or 5 transactions further up the chain. This is not the case for newly built houses, where the chain does not exist, and whilst new builds are not specifically excluded from LAMS, not all financial institutions will support new builds through a LAMS. A separate Government backed scheme exists for newly built properties.
8. Consequently, it can be seen that setting up a scheme to help first time buyers has a potential to have a tremendous impact upon the housing market in the county and upon the local economy in general.
9. It should be noted that LAMS will not bypass the normal credit checks that are applied to the granting of a mortgage and will not lead to lending to inappropriate borrowers. Exactly the same credit checks are carried out for a LAMS mortgage that would be carried out for a 95% mortgage where the financial institution is taking all the risk.

How LAMS Works

10. The County Council will lend an amount of money (initially expected to be about £2 million) to a financial institution that has agreed to be part of the scheme. This loan will be for a 5 year period and the interest payable will be a market rate for a 5 year loan plus an additional margin to protect against some of the risks associated with the default by mortgage holders.
11. The loan made to the financial institution is not used to provide the finance for individual mortgages and is merely used as an indemnity against any defaults on the mortgages that occur in the five year period. After this five year period the lender assumes full responsibility for the mortgage and any subsequent defaults, and the loan is returned to the County Council. If there are mortgages that are in arrears by more than a specified period at the end of the five year period, there will be an agreed 'hold back' to cover the possibility of these mortgages ultimately ending in default.
12. For any mortgages granted, the mortgagee will put down a deposit of at least 5% and the County Council's loan to the financial institution will indemnify the rest of the loan, down to a 75% level. In the event of a default on the mortgage the County Council would be required to

cover the amount of the indemnity provided against the mortgage, less any monies recovered as part of the repossession and sale of the property.

13. A limit for the maximum loan value per property will be agreed with the financial institution and this will in effect, and subject to the personal deposit available from the mortgage applicant, set a maximum indemnity per property on which the lender will provide a mortgage under LAMS. As this scheme is specifically for first time buyers and is intended to benefit those who will find it difficult to enter the housing ladder without LAMS, it is proposed that the limit be set to allow properties of up to about £150,000 to be purchased, based on a 5% deposit from the applicant.
14. It is necessary, as part of LAMS, to specify the maximum amount of mortgage that the County Council is willing to guarantee. Assuming a 5% deposit on a £150,000 property (£7,500) is put down by the mortgagee, the mortgage would be for £142,500. This is the maximum mortgage amount that it is recommended that the County Council allows to be made available within the Nottinghamshire LAMS. As a result the maximum indemnity per property that the authority will be liable for is £30,000 (i.e. 20% of £150,000).
15. Each lender will only run one scheme in any given area at any one time, defined by post codes. However, this does not prevent any Authority running a LAMS with any other lender operating in the same defined area. Consequently, since Gedling Borough Council currently operates a scheme through the Lloyds Banking Group the County Council could not also run a scheme with the Lloyds Banking Group in the Gedling area.
16. Each scheme runs for the length of time the invested sum is consumed by successful mortgage applicants (i.e. until the sum has been set to indemnify successful mortgagees). This is a shorter period of time than the money is invested by the County Council in the financial institution (5 years). Hence, based on assumption that all mortgage values are at the maximum of £150,000, up to 33 first time buyers would be supported by every £1 million invested in the scheme (i.e. £1m/£30,000). This indicates that schemes would finish within a shorter period and suggests, hopefully, that it would not take long before the Gedling LAMS nor our first scheme completes and would enable a future County Council LAMS to extend across all of the County area using the Lloyds Banking Group.
17. A full list of post codes to be included within the scheme will be provided to the financial institution, with the exception of post codes within Gedling – which is slightly more complicated due to the fact that it has already launched LAMS within the District, and this is covered later in this report. It is the intention that all post codes that are wholly within the county area (but excluding Nottingham City) will be included within the Nottinghamshire LAMS.
18. Other local authorities that have launched LAMS have had issues with post codes which span more than one district, and on occasions this has led to bad publicity (e.g. a mortgage application was denied on a home that was within a district with a LAMS because it had a post code that encompassed homes in a different district and had been excluded from the scheme). From Nottinghamshire's perspective it is post codes which are shared between Nottinghamshire and Nottingham City and other neighbouring Counties which are an issue and there is no avoiding this at present, although it is possible that future LAMS may be able to resolve this issue. Every effort will be made to limit this; however, it is not possible to guarantee this issue will be eliminated.

19. Any post code can only be included within one LAMS, so those included in the Gedling scheme cannot be included in the Nottinghamshire one. Likewise if a single LAMS is launched across the rest of the County the Districts will not be able to launch their own LAMS with the Lloyds Banking Group whilst ours is still active.
20. If a Nottinghamshire County Council LAMS is approved by members it is intended to move ahead as quickly as possible with it. It is understood that other Districts may be interested in setting up their own LAMS. However, although many of them are looking to take part in LAMS, none are sufficiently well advanced in their consideration. If the first tranche of the Nottinghamshire LAMS scheme is successful the hope is that the Districts and the County can work together for future tranches to increase the amount of funding available, potentially pooling funding in each district area.
21. The intention is ultimately to make £15 million available for LAMS. It will be necessary to use this in a number of tranches as no mortgage lender will be willing to agree to borrow such a large amount at quite a high interest rate, whilst having no guarantee that they will actually be able to issue sufficient mortgages within the scheme to make effective use of the funding. There is a requirement to have some flexibility around how much of the available cash is drawn down in each tranche, and how the interaction with future District Council LAMS will work in practice. The intention to begin with is to invest £2 million in the first tranche to support the Nottinghamshire LAMS.

Potential Partners for LAMS

22. There are a number of financial institutions that have signed up to LAMS but there are only currently two that are willing to take part in the cash backed scheme that is the most appropriate for Nottinghamshire. Leeds Building Society has a single branch in Nottinghamshire – in Nottingham City centre. Lloyds Banking Group has a significant branch network across the county and has been the chosen partner for virtually all LAMS that have already been launched and has the experience gained from participating in more than 30 of them.
23. Lloyds are the most appropriate partner for the first tranche of LAMS money in the County. It is expected that other financial institutions will join the scheme in the future and these can be considered for future tranches, but it is recommended that Lloyds are chosen for the first one. Lloyds currently exclude newly built houses from their scheme. The intention will be to work with other financial institutions to potentially increase the number of lenders that could provide a LAMS across Nottinghamshire.
24. If a further appropriate lender joins the scheme before the proposed total indemnity value has been fully utilised it is expected that there will be two Nottinghamshire LAMS running concurrently, via two different lenders. This will help to give potential borrowers choice and assist in getting more mortgages approved more quickly. It is possible that a second lender may have different requirements to Lloyds in terms of relevant County Council approvals and it may, therefore, be necessary to seek them separately. Some of the recommendations of this report are written to satisfy Lloyds' requirements, but this should not be taken to mean that Lloyds will be the only mortgage lender that the authority will consider using.

25. Lloyds Bank 'brand' LAMS as the Local Lend-a-Hand Mortgage Scheme. In addition to the Local Lend-a-Hand Mortgage Scheme Indemnity Deed, the Local Authority Monitoring Officer (Corporate Director for Policy, Planning & Corporate Services) must provide Lloyds TSB Bank plc and Lloyds TSB Scotland plc with an Opinion Letter confirming that the Authority has the power to enter into, observe and perform the terms and obligations required of it under the Scheme. The Authority will also be required to indemnify the Monitoring Officer in respect of any personal liability he or she may incur by providing the Opinion Letter.
26. Both the Opinion Letter and the Monitoring Officer's Indemnity Deed will be in a prescribed form and, in addition to the resolution required to enter into the Mortgage Scheme Indemnity Deed, the Local Authority will need to ensure that there is a suitable resolution or other form of authority for the grant of the Monitoring Officer's Indemnity Deed. These requirements are covered within the recommendations of this report.

Financial Implications

27. Expenditure in a LAMS is treated as any other investment to a financial institution and is covered by the Treasury Management Strategy and Policy approved last February. Funds invested with the Lloyds Banking Group would be treated in the same way as any other long-term bank deposit and would not require the Authority to set aside any additional financing from revenue or capital purposes.
28. The Government holds a significant shareholding in the Lloyds Banking Group and consequently Lloyds is already on the County Council's Approved Lending List and our ability to lend to Lloyds is currently reflected in County Council's Treasury Management Strategy and Policy.
29. Future loans to other financial institutions, for the purposes of a LAMS, would be assessed against the credit and counterparty criteria set out in the Authority's Treasury Management Strategy and Policy.

Management of Risk

30. There are two financial risks to the County Council: firstly that the financial institution defaults on the loan and secondly that their lending criteria are insufficiently stringent and that a significant number of defaults occur. The former of these risks can be minimised, but not alleviated completely, by careful choice of the counterparty. The latter risk is more difficult for the County Council to control and it is important to be comfortable that the financial institution has a risk-aware methodology in respect of the granting of mortgages. It is reasonable to expect them not to take risks with the County Council's money that they would not take with their own, and this has been confirmed.
31. Figures from the Council of Mortgage Lenders show that the incidence of mortgage defaults in 2010 and 2011 was 0.3% of all mortgages. There are no specific figures available for first time buyers and it might be reasonable to assume that the incidence of defaults would be higher, but even if every default was to be for the full amount of the guarantee (i.e. the property was sold for less than 75% of the purchase cost) it would take almost a doubling of this default rate to 'wipe out' the interest premium paid by the financial institution. In 2012 LAMS transactions have attracted interest rates (including the premium) of between 2% to

4.5% p.a. and if this interest (or even a part of it) were to be 'set aside' in a reserve to cover the risk of default, there is unlikely to be a meaningful financial risk to the authority.

32. One of the risks within LAMS is that the financial institution is unable to repay the loan from the Authority at the end of the five year period, due to financial failure. As a bank which is 41% owned by the UK Government, Lloyds is amongst the most secure banks in the world and the risks of lending to them is lower than it is for almost all other financial institutions and they have by far the highest credit rating of any lender participating in the scheme. Consequently, it is felt the risks inherent within lending to Lloyds as part of LAMS are modest. If Lloyds does not exist in five years' time, it is highly likely that most other financial institutions will also have failed and that the UK Government will also be in a very perilous financial position.

Summary

33. LAMS offers an effective and risk-aware method of using the authority's reserves to assist in re-invigorating the local housing market by assisting first time buyers to obtain cost-effective mortgages. These reserves should be returned in full in five year's time and in the interim period an attractive rate of interest will be earned, including a premium to mitigate the possibility of mortgage defaults.
34. LAMS will not promote reckless lending or provide mortgages to those who cannot afford them, but it does reduce the amount of deposit required before a cost-effective mortgage can be obtained.
35. LAMS should assist in providing economic support within the County, and in doing so will help to promote economic prosperity. It is hoped that District Councils other than Gedling (who have already carried out one LAMS) will be encouraged to participate in the scheme in the future, which will be beneficial to them both from an economic prosperity perspective also in their role as housing authorities. If the scheme can assist even a small number of movements out of social housing its advantages will be substantial.
36. If LAMS in Nottinghamshire is successful, a first tranche of £2 million is likely to lead to about 70 first-time buyers entering the property market. Whilst this might seem a low number, consideration needs to be given to the potential impact in assisting over 300 property transactions when taking into account the property chain, together with the wider impact upon the local economy. The follow on tranches, particularly if backed with extra money from the Districts, may have a significant impact on housing and economic activity within the County.
37. The County's Legal Service has been consulted throughout this project. State Aid has been considered and such risks that exist within LAMS will be minimised and managed to the fullest extent possible to ensure compliance. Furthermore, the County Council will be required to give a Data Protection indemnity to Lloyds Bank up to the limit of £1m and £5m (depending upon the circumstances).
38. Since this is a new and exciting initiative to boost the Nottinghamshire economy it is proposed that a report on the progress of the scheme, six months after the launch, is presented to a future meeting of Finance and Property Committee.

Reasons for Recommendations

39. LAMS is a relatively recent development and consequently this is the first time the matter has been considered by Policy Committee.
40. LAMS provides the County Council a very significant role in promoting economic prosperity within the County. Participation in LAMS, by way of lending to banks in a manner which allows them to make more affordable mortgages available to people who do not currently have the resources to put a significant deposit into a house, will assist in 'oiling the wheels' of the property market within the County. This can only be positive for economic growth.
41. There is evidence that there are a large number of individuals, couples and families who are currently in either social housing or private rented accommodation but who have the ability to pay a mortgage and want to buy their first house. The obstacle to them becoming property owners is the need for them to save a significant deposit (sometimes as much as 25% of the property value) before they have access to a mortgage at a reasonable interest rate, or even access to a mortgage at all. LAMS allows these people to buy their first house with a significantly lower deposit than would otherwise be required, and on similar terms to them providing a 25% deposit. The potential for LAMS to assist in 'freeing up' social housing is beneficial to housing authorities and there is an expectation that at least some of the district councils within Nottinghamshire will join LAMS at a later stage. Other authorities have already used LAMS and it has proved that there is demand for the scheme if finance is available to back it.

Statutory and Policy Implications

42. This report has been compiled after consideration of implications in respect of finance, equal opportunities, human resources, crime and disorder, human rights, the safeguarding of children, sustainability and the environment and those using the service and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

RECOMMENDATIONS

43. That Members approve:
- (a) The County Council's involvement in the Local Authority Mortgage Scheme (LAMS), in the sum of £15 million which will be drawn down in a number of tranches;
 - (b) That Lloyds Bank be appointed the initial financial partner with an initial investment of £2 million;
 - (c) That the Corporate Director for Environment & Resources, in consultation with the Corporate Director for Policy, Planning & Corporate Services and the Section 151 Officer, be authorised to appoint further financial institutions who have registered for LAMS, as deemed appropriate, and to arrange for the further deposit of funds as required (including possible further deposits with Lloyds Bank);

- (d) That the LAMS be adopted in accordance with the outline provided within this report and that the following arrangements be approved:
- (i) A total indemnity value of £15 million, which will be drawn in a number of tranches;
 - (ii) A maximum loan size for the authority of £142,500;
 - (iii) The qualifying post codes will be provided to the lender in a schedule to the indemnity deed;
- (e) That the Corporate Director for Environment & Resources be authorised to take all action and/or decisions he considers necessary to give effect to any matter relating to the proper functioning of LAMS;
- (f) That approval be given to the County Council indemnifying the Monitoring Officer in respect of any personal liability that he or she may incur by providing an opinion and providing the Lender with the Opinion Letter in relation to each and every Scheme that the Council enters in to;
- (g) That progress on the scheme is presented to a future meeting of Finance and Property Committee.

Councillor Reg Adair
Chairman of Finance and Property Committee

For any enquiries about this report please contact:

Nigel Stevenson
Group Manager – Financial Strategy & Compliance

Constitutional Comments (JFW 03/12/12)

44. Policy Committee has the authority to agree these recommendations.

Financial Comments (NS 22/11/2012)

45. The risks associated with establishing a Nottinghamshire LAMS are set out in this report and the likelihood of the Authority incurring any material loss is very low. The investment of £2 million in the Lloyds Banking Group would be covered by the Authority's current Treasury Management Strategy and Policy.

46. As indicated in the report, the investment in LAMS would be treated as any other long-term investment and would not require financing from the Authority's revenue budget or capital programme. Interest from the loan to Lloyds would appear as additional interest in the revenue account net of any sum set aside for potential bad debt.

Background Papers

47. None

Electoral Division(s) and Member(s) Affected

All

**REPORT OF THE CHAIRMAN OF THE CHILDREN AND YOUNG PEOPLE'S
COMMITTEE****POLICY STATEMENT FOR SCHOOLS****Purpose of the Report**

1. To invite the Committee to approve the proposed revised Policy Statement for Schools (**Appendix 1**) as recommended by the Children and Young People's Committee.

Information and Advice**Background**

2. The Policy Statement for Schools 2010 has been a key document that has underpinned the development of new partnerships with schools around both admissions and school improvement. Whilst the revised policy, September 2012, remains broadly the same, it now reflects the responsibilities for place planning and admissions. The Local Authority retains a statutory duty to ensure both sufficiency of places as well as the coordination of the admissions process and protocols, particularly around the admission of vulnerable pupils.
3. It should be noted that the Policy Statement for Schools 2010 successfully provided the underpinning principles and rationale to ensure that governing bodies have been able to make the decisions around governance and leadership that are in the best interests of children and parents. Whilst national data for 2012 remains unvalidated, it is to be acknowledged that the outcomes in relation to 5 good GCSEs including English and mathematics has increased by 2.7% to 60.3% against a national drop of 0.4%. At Key Stage 4, Nottinghamshire is now 1.7% above the national average of 58.6% with its national rankings improving from being 79th in 2011 to now being 51st.
4. The amended Policy Statement for Schools now incorporates the responsibilities of the Local Authority to ensure sufficiency of school places, with increased diversity of provision through academies; free schools and studio schools are anticipated in Nottinghamshire in the foreseeable future. The policy also now acknowledges the Local Authority's responsibility to ensure that the Admissions Code 2012 is implemented consistently across the County with particular attention focussed on securing school places for the most vulnerable, including looked after children, children with special educational needs and disabilities and other 'fair access' vulnerable pupils which includes those excluded or at risk of exclusion.

Other Options Considered

5. As the Policy Statement for Schools 2010 has supported accelerated school improvement, particularly within the secondary phase, and reflects both national and local educational policy, it is not appropriate to consider any other options at this time.

Reason/s for Recommendation/s

6. The revised Policy Statement (**Appendix 1**) has been noted and endorsed by the Children and Young People's Committee and is recommended to Policy Committee for approval.
7. The current Policy Statement for Schools 2010 has supported the creation and maintenance of new relationships with schools that have been, and continue to be, focussed on ensuring the provision of good and outstanding schools across the County.
8. The revised Policy Statement for Schools 2012 now reflects the core responsibilities of the restructured 'Support to Schools Service' for place planning, the admissions process and for school improvement in maintained schools that may cause concern.
9. The revised Policy Statement for Schools 2012 reflects the statutory duties of the Local Authority but underpins these statutory responsibilities within the context of partnership working with all schools attended by Nottinghamshire pupils.
10. The revised policy also acknowledges the principles and protocols agreed with all Nottinghamshire schools, academies and academy sponsors following consultation, which is available as a Background Paper.

Statutory and Policy Implications

11. This report has been compiled after consideration of implications in respect of finance, equal opportunities, human resources, crime and disorder, human rights, the safeguarding of children, sustainability and the environment and those using the service and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

Implications for Service Users

12. All schools have been consulted with regard to the revised Policy Statement for Schools as well as the protocols and actions.

Crime and Disorder Implications

13. The Strategy and commissioning proposals take account of the Council's duties to reduce crime and anti-social behaviour and to prevent youth offending and re-offending under the Crime and Disorder Act (1998). It also includes measures to ensure the Local Authority can respond to measures within the Legal Aid, Sentencing and Punishment of Offenders Act (2012) on the transfer of responsibilities for funding juvenile remands through the creation of specific supported accommodation provision for young people on bail.

Safeguarding of Children Implications

14. This Policy Statement has been formulated with regard to safeguarding all children. The principles and protocols document, available as a Background Paper, specifically acknowledges the importance of ensuring Fair Access to a school place as a potential safeguarding issue as children and young people without a school place are at risk.

RECOMMENDATION/S

That:

- 1) the proposed revised Policy Statement for Schools be approved.

Councillor Philip Owen
Chairman of the Children and Young People's Committee

For any enquiries about this report please contact:

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Constitutional Comments (NAB 27/11/12)

15. Policy Committee has authority to approve the recommendation in this report.

Financial Comments (NDR 29/11/12)

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

Background Papers

Policy Statement for Schools 2010
Policy Statement for Schools - Principles and Protocols

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

Electoral Division(s) and Member(s) Affected
All.

C0134

Policy Statement for Schools

Purpose

To ensure that every school in Nottinghamshire is a good school.

Principles

In our work with schools and other education providers we will:

- (1) ensure sufficiency of school places
- (2) secure diversity of school provision to increase the opportunity for parental preference
- (3) ensure safe schools with fair access particularly for vulnerable pupils including Looked After Children (LAC) and those who need the protection of the Fair Access Protocol (FAP)
- (4) promote effective leadership and governance
- (5) build capacity to secure sustained and continued improvement
- (6) work collaboratively to support all children and families
- (7) promote the development of self improving schools
- (8) identify and disseminate effective practice
- (9) promote affordability in approaches to place planning, admissions and school improvement
- (10) ensure value for money.

Key Target Groups

School leaders
Governors
Education providers

Guidance

Provided below is a hyperlinked list, setting out a range of useful and relevant statutory and non-statutory guidance. The list will change in line with new documentation from central government. The first set of links will be as shown below:

Current and most relevant Bills and Acts, updated as necessary e.g [Academies Bill](#)
[Children and Young People's Plan](#)
[World Class Primary Programme](#)
[National Challenge](#)
[DCSF- Schools Causing Concern 2007](#)
[Ofsted framework and evaluation schedule](#)
[School Admissions Code](#)
[National College – Models of Leadership](#)
[Guidance on exclusion from school and pupil referral units \(DCSF 2008\)](#)
[Guidance on school behaviour and attendance partnership \(DCSF 2010\)](#)
[Promoting the education achievements of looked after children \(DCSF 2010\)](#)

[The Schools Admissions Code \(2012\)](#)
[The Schools Appeals Code \(2012\)](#)
[The Education Act 2011](#)

Key Requirements

In order to ensure all Nottinghamshire schools are good, we will:

- **Ensure the sufficiency of school places across the County, with increased diversity of school provision to increase opportunities for parental preference**

We shall fulfil the local authority's statutory duty to plan efficiently for the sufficiency of school places across the County. Whilst we acknowledge the importance of parental preference, we also recognise that it will not always be possible to provide every parent with their first choice of school.

We shall encourage the development of an increasingly diverse range of schools through partnerships with schools, school providers and school sponsors to meet basic need as well as to fulfil the local authority's statutory responsibility to ensure a range of school providers that will include Community Schools, Academies, Faith Schools, Free Schools and Studio Schools, which all provide increased choice for parents.

- **Ensure that the arrangements for school admissions are compliant with the Admissions Code February 2012 and that a Fair Access Protocol outlines procedures for admissions, including in-year admissions**

We shall ensure that admissions arrangements are legally compliant during all admissions rounds. The creation of the Place Planning and Admissions Board, chaired by the Service Director for Education, Standards and Inclusion and including a representative from the EFA (with observer status only), will monitor the implementation of The Admissions Code in Nottinghamshire to ensure that the most vulnerable are admitted to schools speedily and appropriately.

Through working in partnership with schools including those which are Academies, Voluntary Aided, Voluntary Controlled, Free Schools or Studio Schools, the Local Authority's 'fair access', LAC and Special Educational Needs & Disabilities (SEND) protocols will ensure that vulnerable children are appropriately admitted to a school. FAP, LAC and SEND protocols will be regularly mediated and reviewed with schools through a range of forums including the Education Trust Boards, Nottinghamshire Association of Governors (NAGs) and the Schools Admissions Forum.

- **Promote a variety of models of leadership, governance and partnership to match local needs and circumstances**

We shall encourage those head teachers and governing bodies who are interested in academy status to make their decisions in the best interest of their pupils. The Local Authority will seek to work in partnership with all

Nottinghamshire schools, irrespective of their status. All schools will be entitled to purchase any Council provided services, as they choose. The legal requirement to promote diversity and choice will be delivered. Schools will be offered advice on the full range of governance, leadership and partnership options open to them. We shall signpost school leaders, governors and education providers to examples of diverse provisions within the County. Where appropriate, we shall develop new partnership arrangements with schools as well as other agencies, such as the National College, to promote choice.

- **Secure strong partnership between schools and wider children's services**

We shall encourage schools to continue to provide extended services in and around schools, such as breakfast and after school clubs. We shall encourage schools to play a full part in the range of provision made to engage with families where there is evidence that children or young people may be at risk of harm, of disengagement or of failing to flourish and achieve at school.

- **Use the full range of strategies and policies available to the Council to support schools**

We shall encourage all schools to engage in partnership work with other schools to share their strengths and to address weaknesses. For example, sharing leadership, management and subject expertise has been shown to benefit all of the partners involved. The Council will use resources, such as those for school improvement, to compensate schools for time and shared expertise. We shall promote good practice through sharing of experience by such means as conferences, meetings and the use of the Council's websites.

- **Provide services to help schools access necessary support to promote the well being of their pupils or guide schools to where such services are available**

We shall provide opportunity for all schools to share with a range of professional partners any concerns about the well being of their pupils, at an early stage of such concern. We shall work in partnership with schools, colleges and employers to ensure that young people have a range of opportunities to fulfil their potential through academic, vocational and employment options. We shall continue to provide and support a range of opportunities for young people to enjoy their leisure and avoid anti-social behaviour.

- **Use the full range of statutory powers to intervene in schools causing concern, where the Council retains power to intervene**

These will be used – but only after appropriate support has first been given. For example, we shall issue a warning notice if a school continually fails to improve standards of discipline and achievement after support has been provided. We will ask Ofsted to bring forward inspection where there is clear evidence of underperformance and inefficient or ineffective response to weaknesses.

- **Use risk management to intervene early and establish clear timelines with regard to outcomes and financial sustainability**

We shall risk assess across schools for which the Council continues to hold accountability, against a set of openly shared criteria. Head teachers will be given early notice of any concerns and of the grounds for such concern.

- **Close or reorganise schools where intervention is not effective**

Where a school, for which the Council retains accountability, shows evidence of inability to improve to acceptable standards, the Council will consider its closure. In such cases the premises may be used to extend another successful school.

- **Enable, where possible, good schools to expand**

We shall include a review of schools' performance into the planning process for the whole estate, so that more children and young people can attend successful schools. In reviewing the Local Authority's basic need requirements, acknowledgement of popular schools will be factored into any plans for expanding school provision wherever possible.

- **Seek out and respond to parents' views on school choices available in their area**

We shall use a range of means, including surveys, parent advice, the admissions process and complaints to ascertain the views of parents and seek, where possible, to expand good and successful schools and, where necessary and possible, close those that are unsuccessful and unpopular. We shall take appropriate account of any new schools established by parents and other providers in our estate management and planning.

Communication

The policy statement and the implications of implementation will be communicated with target groups through:

- **Education Trust, Primary, Secondary and Special Phase Boards and Governors' Board.**

These boards have been established specifically to promote effective consultation between Children, Families and Cultural Services (CFCS) and schools and their governors. The membership of each board consists of nominated head teachers representing other head teachers in their areas. The Governors' Board consists of members of the Nottinghamshire Association of Governors (NAGs) executive and a representative from each of the districts of the County, all nominated by their peers. The boards meet twice annually. Each of the head teacher boards elects a chair who serves on the Education Trust Board, which is itself chaired by the Corporate Director for Children, Families and Cultural Services. A head teacher member of the Education Trust Board serves upon the Children's Trust Board for Nottinghamshire, which brings together,

under the Council's leadership, all those services responsible for the well being of children and young people and their families in the County.

- **Governing Bodies**

These usually meet once termly (3 times a year). Currently 97% of governing bodies buy back the Council's governor services package. Chairs of governors and head teachers are invited to a termly meeting with officers to discuss matters which may arise on their agendas, including usually a small number of reports from the Corporate Director. These meetings, as well as the Council's website, will be used to consult and communicate with school governors.

- **Nottinghamshire Association of Governors (NAGs)**

We shall continue to use the local branch of the National Association of Governors, which meets termly, in order to consult and communicate with governors.

- **Area head teacher meetings**

These meetings are convened by local head teachers and are typically served by a County Council officer, where this is the wish of the head teachers. We shall continue to consult and communicate with head teacher colleagues through these meetings.

- **Schools Admissions Forum**

This is a forum of head teacher representatives from across all school types. It is chaired by a senior Member of the Council and has representatives of the Diocesan Boards of Education. Its purpose is to monitor admissions so that the process is fair and equitable. Where the implementation of this policy statement impacts on admission issues, the Admissions Forum will be consulted.

- **Schools Forum**

This is a forum of nominated head teachers, governors, Diocesan representatives, teaching and non teaching trade union representatives and representatives of voluntary and independent sector providers of education. The group shares with the Council decisions regarding schools' budgets. Where the implementation of this policy statement impacts upon schools' finance issues, the Schools Forum will be appropriately consulted.

- **Diocesan Education Board representatives of the Education Diocesan Board for the Church of England and Roman Catholic schools**

These meet termly with the Corporate Director and other senior officers of the CFCS Department. Where implementation of this policy statement impacts upon provision made through church schools, then the relevant Diocesan representative will be consulted.

- **County Council intranet and public websites**

The policy will be available to schools, Elected Members and officers through the County Council's intranet site, the school's website, known as Wired, and the public website.

- **Briefings for Elected Members and Council officers**

Upon being accepted as policy by County Council, briefings will be offered to Members and officers to explain the changing context of the relationship with schools and the scope and significance of this policy.

Monitoring and Evaluation

The impact of the implementation of this policy will be monitored and evaluated by the Performance Board of the Children, Families and Cultural Services Department. The following outcomes will be evaluated to ensure that the implementation of the policy is effective:

- There will a greater proportion of schools judged, by Ofsted, to be good or better.
- No school will be judged by Ofsted to require special measures or to have serious weaknesses
- There will be increased diversity of models of school organisation, leadership and governance.
- Levels of satisfaction from parents and pupils, indicated in a range of surveys, will improve.
- There will be improvement in all relevant measures in the Children and Young People's Plan, including the eight national indicators with regard to the performance of schools, such as the end of Key Stage results.
- Increase in number of successful schools which have been expanded

C0130a



REPORT OF THE LEADER OF THE COUNCIL

ESTABLISHMENT OF A DISCRETIONARY NOTTINGHAMSHIRE LOCAL WELFARE ASSISTANCE SCHEME

Purpose of the Report

1. To agree to the establishment of a discretionary Nottinghamshire Local Welfare Assistance Scheme to alleviate hardship following the abolition of the Department for Work and Pension administered Community Care Grants and Crisis Loans.

Information and Advice

Background

2. From April 2013 the Department for Work and Pensions (DWP) will no longer provide Community Care Grants or Crisis Loans. To manage this transition the Government has made funds available to upper-tier and unitary local authorities in England to provide "... *emergency provision for vulnerable groups according to local circumstances, in order to meet severe hardship in the way they think best*".
3. Community Care Grants are awarded for a range of expenses, including household equipment, and are intended to support people to return to or remain in the community or to ease exceptional pressure on families. They were also intended to assist with certain travel expenses. Crisis Loans are made to meet immediate short-term needs in an emergency or as a consequence of a disaster when a person has insufficient resources to prevent a serious risk to the health and safety of themselves or their family.
4. In Nottinghamshire, demand for Community Care Grants and Crisis Loans has consistently exceeded available funding. In 2009/10 20,360 applications were made with only 63% of those receiving an award; in 2010/11 applications increased to 22,210 with 65% receiving an award and in 2011/12 applications were 17,490 with 65% of them granted. See Appendix A for details of Social Fund applications and spend in Nottinghamshire 2009-2012; Appendix B for applications by category in the first six months of 2011/12; and Appendix C for applications by demographic.
5. In the guidance received about the funding, local authorities are not required to replicate the previous Community Care Grant and Crisis Loans schemes. Instead councils can, "*flex the provision in a way that is suitable and appropriate to meet the needs of local communities*". The guidance also states "*Whilst the Government recognises the difficulties relating to the boundary between providing financial support and social services, we expect the funding to be concentrated on those facing greatest difficulty in managing their income, and to enable a*

more flexible response to unavoidable need, perhaps through a mix of cash or goods and aligning with the wider range of local support local authorities / devolved administrations already offer. In short, the funding is to allow you to give flexible help to those in genuine need”.

Funding

6. The funds allocated for Nottinghamshire to establish a scheme for alleviating hardship are:

Year	Development Costs	Programme Funding	Administrative Funding	Total
2012/2013	£17,849			£17,849
2013/2014		£1,784,916	£377,166	£2,162,082
2014/2015		£1,784,916	£345,713	£2,130,629

7. The allocations were announced at the end of August which has left limited time in which to develop a new hardship scheme for Nottinghamshire. Continued funding beyond the current Comprehensive Spending Review period (to March 2015) is unclear.
8. This report proposes a new Nottinghamshire Local Welfare Assistance Scheme to address hardship that will enable the Council to remain within the funding allocated for both administration and in the amounts dispersed. It is recommended that the full £2.1m Central Government allocation is used to fund the Scheme in year one and the development of a scheme for the future (from 2014/15) is then based on the data gathered and the experience gained in the first year of operation.

Proposal to establish a Nottinghamshire Local Welfare Assistance Scheme for Nottinghamshire

9. Work has been undertaken to develop options for the design and delivery of a Nottinghamshire Local Welfare Assistance Scheme for Nottinghamshire. This has been informed by an assessment of other local authorities' approaches and data and information from the DWP. However, it should be noted that in meeting the challenge of establishing a new scheme the Council faces a number of issues and challenges. These include:
- No expertise in administering welfare benefits of this nature
 - Limited access to information to detect fraud
 - Very limited historical data on which to model demand / need
 - A very challenging timetable for implementation by 1 April 2013
10. In light of these issues and the potential impact of the cessation of Community Care Grants and Crisis Loans, it is proposed that the funds allocated should be used to support individuals who may have previously had access to these benefits and cannot meet their need via any other provision. This is a pragmatic approach given the limitations of the current data and the fact that the basis of need is unlikely to change significantly. However, it is possible that any scheme will come under increasing demand due to the current economic climate and the cumulative effects of welfare reform.
11. For individuals in receipt of benefits who face a short-term immediate need for additional monies then the first port of call remains the DWP who will maintain funding to meet such needs. It is proposed that the Nottinghamshire Local Welfare Assistance Scheme will be a scheme of last resort (i.e. it is proposed that awards will only be available where there is no

other alternative and the application process will require evidence to show that attempts have been made to access other provision).

12. The purpose of the new Nottinghamshire Local Welfare Assistance Scheme will be '*to assist individuals in exceptional need out of immediate hardship where they are unable to access other types of support.*' Full details of the policy scheme are set out in the policy attached at Appendix D but the key areas for support would be to:
- a) Offer financial support/living expenses in relation to an emergency or as a consequence of disaster to avoid damage or serious risk to health and safety of the applicant or a member of their family.
 - b) Alleviate immediately in a noticeable and substantial way the exceptional pressure being faced by a family.
 - c) Help the applicant (or family member/carer) to remain living in the community where there is a high risk of the person needing to enter residential accommodation.
 - d) Help the applicant (or family member/carer) to establish his or herself in the community following a stay in residential accommodation where care was provided.
 - e) Help the applicant (or family member/carer) to set up home as part of a planned resettlement programme (following an unsettled way of life).
 - f) Assist with travel expenses to visit a relative who is terminally ill or a relative's funeral, to ease a domestic crisis, to visit a child who is living with another parent pending a court decision or to move to more suitable accommodation.
 - g) Allow an applicant or partner to care for a prisoner or young offender on a temporary license.
13. Eligibility criteria will mirror those for Community Care Grants and Crisis Loans except it is proposed there will be a restriction of one award and two applications per rolling year unless there are exceptional circumstances. It is also proposed that applicants will have to be in receipt of benefits that will form part of the Universal Credit and will have to evidence a residency requirement in the County of one year immediately prior to applying (excluding time spent living in temporary accommodation and in prison).
14. Regardless of the eligibility criteria any financial assistance will be discretionary, which means that even if people meet the priorities for support, they will only get financial assistance if it is judged that their need is paramount, and there sufficient funding in the budget to provide the award. DWP currently operate the Community Care Grant and Crisis Loan schemes in this way. In essence, being eligible to apply for assistance does not confer an entitlement to an award.
15. Awards will be made in vouchers wherever possible with certain exclusions (e.g. food vouchers excluding expenditure on alcohol or tobacco products). The Council will endeavour to source recycled furniture and white goods, but it may not be possible to have this solution in place for the 1 April. In the short term it may be necessary to offer vouchers for new goods until the recycled market has developed sufficiently to manage the demand from not just the Nottinghamshire scheme but also the City Council scheme.
16. It is not considered practical to offer loans as part of the scheme. Unlike the DWP, the Council will not have direct access to benefits payments to individuals from which to secure repayments. The cost of recouping the loans through other means would be uneconomic,

particularly given the high volumes and relatively small value of the average Crisis Loan award.

Scheme Delivery

17. The recommended model for delivery of the Nottinghamshire Local Welfare Assistance Scheme would be a third party organisation engaged via an open, competitive procurement exercise. This is considered to have several advantages. It would purchase capacity from an external organisation to ensure the service is up and running from the beginning of April 2013 as required, without having a detrimental effect on current County Council services. As stated previously the Council does not have expertise in this area, nor does it currently have the capacity.
18. There are a number of organisations who have experience of offering funding or other practical support to people in crisis who will be able to offer whole-service delivery which could include the provision of online user-friendly IT and assessment solutions and access to discounted goods through already-established procurement agreements. If this option were chosen an appropriate specification for the work would be developed and effective contract management and service development would be put in place. The specification for the work would ensure that the service is focused on those who are most vulnerable, checking that the fund is accessible throughout the year whilst ensuring management within the limited financial envelope.
19. It is proposed that the County Council contracts with a third party organisation to provide a managed service for the delivery of the Nottinghamshire Local Welfare Assistance Scheme initially for a period of one year with an annual option to extend for a further year up to a maximum of three years in total.

2014/15 and beyond

20. Options for scheme design have been complicated by the challenges and issues set out in the report, not least the very restricting timetable for implementation and the limited data on which to understand and model need / demand. However, beyond the first year there is scope to enable delivery of service provision that is better equipped to understand the demand, to understand the root causes behind the demand and to design a more responsive service that provides a more sustainable solution in conjunction with a range of stakeholders in Nottinghamshire.
21. It is proposed that the Nottinghamshire Local Welfare Assistance Scheme as set out in this report and the appended policy provides an interim provision in year one (Apr 13 – Mar 14). The learning from year one will then enable the review and development of the provision in accordance with local need in year two (Apr 14 – Mar 15). This review exercise will be conducted in dialogue and consultation with key stakeholders, including voluntary and community organisations in Nottinghamshire.

Other Options Considered

22. The other options considered for delivering the new scheme include creating a new service run by the Council; linking the Welfare Assistance Scheme to existing County Council

services and delivering the Scheme via district and borough councils. The detail of these options are set out below.

Option 1: Creating a new service run by the County Council

23. The Council has very limited relevant experience, skills and capacity to deliver a scheme of the nature proposed within a constrained financial envelope. Creating a new service would involve the recruitment of staff, a new service and significant set up costs.
24. At present, workloads are such that this would inevitably place a strain on the achievement of other Council priorities. On current rough estimates, the service would require a team manager and between up to 15 officers to ensure delivery of the service. Recruitment would have to be commenced, IT systems would need to be either designed or purchased, accommodation would need to be secured and staff would need to be trained prior to April 2013. Significant officer time would be needed to oversee this set up. The estimated cost of this is considered to be more costly than if it were provided externally, given that any external provider is likely to already have the expertise to deliver the service and will therefore be able to draw on scale economies.
25. The risks associated with running the scheme in-house include cost, identifying fraudulent claims, managing the flow of successful applications to keep within the available funds and having a system and service in place and operational from 1 April 2013. For these reasons this is not recommended as the preferred option.

Option 2: Link the Social Fund to existing County Council services

26. Initially it was felt that there might be some advantage to linking the Nottinghamshire Local Welfare Assistance Scheme to an existing Council service and a number of options have been considered in this area, such as alignment with Children's Social Care and Adult Social Care. There are however significant challenges in delivering such a scheme within these existing Council services due to fundamental differences in areas such as customer base and nature of service required as follows:
27. Children's Social Care – Whilst there is some commonality with Section 17 payments (for families with children in need) the Nottinghamshire Local Welfare Assistance Scheme would not align well with Children's Social Care given that a significant proportion of existing Community Care Grant and Crisis Loan claimants do not have children and the skill set of the service lies within the children and families arena. This may also have the effect of increasing social care referrals if this was the way of accessing the support offered through the Scheme.
28. Adult Social Care – Similar challenges exist in Adult Social Care. Whilst Adult Social Care customers are adults, they are mostly older people, whereas the majority of Community Care Grant and Crisis Loan claimants are younger people with a minimal number of claimants who are over 55 years of age. In addition there is no similar scheme run for adults which could be adapted for the new Scheme and the danger of increased social care referrals would be as for Children's Social Care.
29. For the reasons outlined this option is not recommended as the preferred option.

Option 3: Delivery in conjunction with District and Borough Councils

30. Some County Councils such as Leicestershire County Council are working with their districts to design and administer their local hardship schemes. District and borough councils do have expertise and experience in administering benefits and should have access to relevant systems and data. Using the data provided by the DWP the Council could apportion the funds available between the districts and boroughs. However, for this option to be viable all seven districts would need to sign-up and preliminary informal discussions with Heads of Revenues and Benefits or equivalent indicated that there was limited interest in pursuing this. It would now not be feasible to formalise these discussions and negotiate a scheme capable of implementation by 1 April 2013 and, as such, this approach is not recommended as the preferred option.

Reasons for Recommendations

31. The options set out in the report have been identified and analysed based on as much information as is available about the current service and requirements for a new localised scheme.
32. This is a new service for councils that is not easily slotted into current provision. There are risks, given the nature of the work, to placing it in house and disrupting services which are already under significant pressure in the current economic climate.
33. An effective procurement process can achieve the same benefits as in house provision, using the benefits of a collaborative approach to learn more about the demand in the first year and to shape the service around this demand accordingly in subsequent years.

Statutory and Policy Implications

34. This report has been compiled after consideration of implications in respect of finance, equal opportunities, human resources, crime and disorder, human rights, the safeguarding of children, sustainability and the environment and those using the service 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

35. The DWP has issued settlement figures to local authorities for the first two years of their local schemes. The Nottinghamshire County Council allocation is set out at paragraph six. The level of funding being transferred to Nottinghamshire for 2013/14 for scheme funding is 2.6% less than the DWP spent on Community Care Grants and Crisis Loans in Nottinghamshire in 2010/11.

Equalities Implications

36. The Council's procurement process for the new service will be subject to the usual scrutiny required by the Equality Act 2010. Additionally, to provide evidence of anti-discriminatory practice, the new provider of the service will be required to monitor the allocation of the budget by collecting data on recipients with protected characteristics.

37. The Council will carry out monitoring and stakeholder consultation during the first 12 months of the scheme to ensure fair practice. An Equalities Impact Assessment with all information currently available has been completed. It will be reviewed in April 2014.

RECOMMENDATIONS

It is recommended that Policy Committee:

- a. Approves the Policy (at Appendix D) and the proposal to establish a Nottinghamshire Local Welfare Assistance Scheme for Nottinghamshire.
- b. Approves the procurement of a third party organisation to provide a managed service for the delivery of the Scheme in accordance with the approach outlined in this report.
- c. Approves the use of the full £2.1m Central Government allocation to fund the Nottinghamshire Local Welfare Assistance Scheme and to develop longer term solutions.
- d. Require the Service Director for Promoting Independence and Public Protection in consultation with the Leader of the Council, the Service Director of Finance and Procurement and the Group Manager Legal Services, to take the following operational decisions:
 - sign-off the service specification for the Nottinghamshire Local Welfare Assistance Scheme;
 - award the contract;
 - determine the terms and conditions upon which the contract will be awarded;
 - such other action which is considered necessary to achieve the outcomes outlined in this report.

Taking into account the tight deadlines described in this report.

- e. Require the Service Director for Promoting Independence and Public Protection to report to the Policy Committee on the first six months of operation and proposals for operation beyond April 2014.

COUNCILLOR KAY CUTTS
Leader of the Council

For any enquiries about this report please contact:

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Constitutional Comments (SG 26/11/12)

38. The Committee is the appropriate body to decide the issues set out in this Report.

Financial Comments (PDS 26/11/12)

39. The financial implications are set out in paragraph 6 of the report. It is critical that full consideration is given to establishing a set of criteria for accessing this funding that will meet both customer needs, whilst at the same time ensuring that the overall cost of the Scheme is contained within the allocated funding.

Background Papers

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

The Welfare Reform Act 2012

Social Fund Guide – DWP, May 2012

Government response Local support to replace Community Care Grants and Crisis Loans for living expenses in England June 2011.

Electoral Division(s) and Member(s) Affected

All

Appendix A

Community Care Grant and Crisis Loans Applications Data, April 09- March 12

Nottinghamshire	2009/10	2010/11	2011/12
Community Care Grant Applications	5,430	5,500	5,160
<i>Applications Per Week</i>	104	106	99
<i>Awards Made</i>	2520	2350	2220
<i>Award Rate</i>	46.4%	42.7%	43.0%
<i>Average Award</i>	£446	£551	£564
<i>Total Awarded</i>	£1,125,000	£1,295,000	£1,251,300
Crisis Loan Applications	14,930	16,710	12,330
<i>Applications Per Week</i>	287	321	237
<i>Awards Made</i>	10260	12120	9210
<i>Award Rate</i>	68.7%	72.5%	74.7%
<i>Average Award</i>	£101	£96	£63
<i>Total Awarded</i>	£1,037,100	£1,168,500	£581,200
Total Applications for CCGs and CLs	20,360	22,210	17,490
<i>Applications Per Week</i>	392	427	336
<i>Awards Made</i>	12780	14470	11430
<i>Award Rate</i>	62.8%	65.2%	65.4%
<i>Average Award</i>	£169	£170	£160
<i>Total Awarded</i>	£2,162,100	£2,463,500	£1,832,500

Source of Data: Department for Work & Pensions, 2012

Appendix B

Applications in Nottinghamshire by category for the 6 months from April 2011 to September 2011

Community Care Grants	Spend	As % of CCG Cost	Average Award Cost
Applications by Category			
Moving out of residential/institutional accommodation	£ 41,590	6.1%	£245
Helping people to stay in the community	£ 137,470	20.3%	£573
Families under exceptional pressure	£ 432,810	63.8%	£676
Prisoners/offenders on temporary release	£ 130	0.0%	-
Planned resettlement	£ 60,210	8.9%	£753
Travel expenses	£ 5,790	0.9%	£145
Community Care Grant Total	£ 678,000	100.0%	£579
Crisis Loans	Spend	As % of CL Cost	Average Award Cost
Applications by Category			
Leaving care and not entitled to benefit	£ 1,400	0.4%	£47
Leaving care - rent in advance	£ 100	0.0%	-
Disaster e.g. fire, flood, explosion, chemical leaks etc	£ 2,800	0.9%	£56
Emergency travelling expenses	£ 300	0.1%	£30
Lost or stolen money/giro	£ 56,400	18.0%	£61
Capital not realisable	£ 39,000	12.4%	£57
Reconnection of fuel supply	£ 200	0.1%	-
Homelessness - securing accommodation	£ 19,400	6.2%	£323
Benefit spent - living expenses required	£ 132,100	42.2%	£50
JSA disallowance imposed on customer	£ 50,600	16.2%	£202
JSA sanction imposed on customer	£ 400	0.1%	-
Item needs replacement	£ 10,600	3.4%	£88
Crisis Loan Total	£ 313,300	100.0%	£65
Fund Total	£ 991,300		

Source of Data: Department for Work & Pensions, 2011. Latest data available.

Demographic Information

2011/2012 (Full Year)	Crisis Loans	Community Care Grants
Awards & applications rounded to nearest 10		
Summary		
Number of Applications received	12,330	5,160
Total expenditure	£581,200	£1,251,300
Number of Awards	9,210	2,220
Lone Parent Status		
Lone Parent	19%	32%
Not a Lone Parent	64%	42%
Unknown	17%	26%
Age of youngest child	0	
0-5	20%	31%
6-8	3%	3%
9-12	2%	4%
13-16	2%	3%
No children 16 or under	73%	58%
Age of recipient	0	
Under 18	2%	1%
18 to 24	35%	25%
25 to 34	32%	27%
35 to 44	19%	22%
45 to 54	10%	14%
55 to 64	3%	9%
65 to 69	0%	2%
70 to 79	0%	1%
80 to 89	0%	0%
90 and over	0%	0%
Unknown	0%	0%
Household type	0	
Couple	13%	17%
Single Female	36%	50%
Single Male	51%	32%

Source Data: Department for Work & Pensions, 2012
Percentages may not sum to 100% due to rounding

DRAFT DISCRETIONARY NOTTINGHAMSHIRE LOCAL WELFARE ASSISTANCE SCHEME POLICY

Background

As part of the Government's overall plans for welfare reform (as set out in the Welfare Reform Act), Community Care Grants and Crisis Loans for general living expenses which are currently administered by the Department of Work and Pensions (DWP) as part of the Discretionary Social Fund will be abolished from April 2013.

Current DWP (as at Autumn 2012) policy states that Crisis Loans are to meet immediate needs such as general living expenses or items needed following a disaster and entitlement is not dependent upon receipt of a benefit. Community Care Grants (CCG's) are non-repayable grants to enable vulnerable people to live in the community and are conditional upon receipt of an income related benefit.

The Department for Work and Pensions will continue to operate the remaining elements of the Social Fund including Budgeting Loans (intended to help those on benefits spread the cost of intermittent expenses over a longer period) and Alignment Crisis Loans that are needed as a result of delays in the payment of benefits/system failure (for example Tax Credit delays or to cover living expenses up to the first payment of benefits or wages). From April 2013 these will be called Budgeting Advances and Short-Term Advances.

The Government has made funds available to upper-tier and unitary local authorities in England to provide "... *emergency provision for vulnerable groups according to local circumstances, in order to meet severe hardship in the way they think best*".

The Government has stated that it believes any new service is better delivered locally and this will empower local communities to better identify and meet the needs of the most vulnerable.

This document sets out the County Council's draft policy for discretionary financial support under the Nottinghamshire Local Welfare Assistance Scheme.

Purpose and Principles of the Scheme

The purpose of the new the Nottinghamshire Local Welfare Assistance Scheme is to:

Assist individuals in exceptional need out of immediate hardship where they are unable to access other types of support

The Scheme is the responsibility of Nottinghamshire County Council and it will be delivered by [to be inserted following Policy Committee decision 12 December 2012].

The Scheme will seek to provide financial assistance to those people in Nottinghamshire with the highest levels of need where they are unable to meet their immediate short term needs or where they require assistance to maintain their independence within the community.

The scheme will seek to ensure that there is high quality, consistent decision making within agreed service levels.

The policy seeks to treat each applicant fairly and equitably with full consideration given to their circumstances. The scheme will ensure financial assistance will be used as a last resort when all other avenues of support have demonstrably been explored and exhausted; this will help to protect the remaining funds for people most in need.

Consideration will be given to the nature, extent and urgency of the need in every case that is considered.

The policy seeks to meet the particular needs of the County's most vulnerable residents and will be developed and administered in accordance with public sector equality and child poverty duties.

The policy framework within which the service is delivered will seek, over time, to facilitate joined up working with other agencies including not for profit organisations. It will provide an inter referral process which makes effective use of relevant available local services and funding provision.

It is not intended that the scheme will extend to those who have access to sufficient income, savings or suitable forms credit.

The scheme will not cover needs which are more appropriately addressed by other discretionary funds or benefits including Budgeting Advances, Short-Term Advances, localised Council Tax Support and Probation Bonds for rent in advance and Discretionary Housing Payments etc. Where appropriate applicants will be referred to the administrators of these or other relevant discretionary funds.

Targeted Scenarios for Support

In order to ensure that this Nottinghamshire Local Welfare Assistance Scheme is allocated to those who need it most in the County, the scheme will:

- a) take account of local need for people in financial hardship
- b) ensure any financial assistance, is allocated as fairly as possible and
- c) ensure that there is sufficient financial assistance available throughout the whole year, including managing any spend on financial assistance within an appropriate financial model.

Due to the limitations of the resource of the new scheme, even if someone meets the priorities for support, this does not mean that they will be entitled to financial assistance. It will depend on the urgency of their need, and the funding that is available in the budget at that time.

The key areas for support would be to:

- h) Offer financial support/living expenses in relation to an emergency or as a consequence of disaster to avoid damage or serious risk to health and safety of the applicant or a member of their family.

- i) Alleviate immediately in a noticeable and substantial way the exceptional pressure being faced by a family
- j) Help the applicant (or family member/carer) to remain living in the community where there is a high risk of the person needing to enter residential accommodation
- k) Help the applicant (or family member/carer) to establish his or herself in the community following a stay in residential accommodation where care was provided.
- l) Help the applicant (or family member/carer) to set up home as part of a planned resettlement programme (following an unsettled way of life)
- m) Assist with travel expenses to visit a relative who is terminally ill or a relative's funeral, to ease a domestic crisis, to visit a child who is living with another parent pending a court decision or to move to more suitable accommodation.
- n) Allow an applicant or partner to care for a prisoner or young offender on a temporary license

The scheme will aim to target those within the community who have been identified as the most vulnerable and in need of urgent financial assistance or support. The scheme will consider issuing awards under two types of need to those people who require immediate support and to people who require assistance to establish or maintain a home in the community.

Groups most likely to require this form of assistance may include (this list is not exhaustive):

- Families in need of emergency financial support
- Homeless people or rough sleepers
- Older people at risk of harm
- People fleeing domestic violence
- Young people leaving care
- People moving out of institutional or residential care
- Ex-offenders leaving prison or detention centres
- Chronically or terminally ill people
- People with learning difficulties
- People with mental health issues

Applications for awards of immediate financial assistance may include people who:

- Have no essential food
- Need essential goods associated with infants/children
- Require help with emergency travel costs
- Have suffered a major upheaval or disaster

Assistance to establish or maintain a new home in the community may be considered for people who for example (this list is not exhaustive):

- Have been in long term care
- Have left prison
- Have fled domestic violence
- Move to supported accommodation/independent living
- Need essential repairs to heating systems.

Awards could be to help with the provision of:

- Beds
- Bedding
- White goods
- Provision of heating appliances
- Essential domestic appliances/cookware
- Essential domestic furniture
- Clothing for expectant mothers or babies
- Emergency transport costs
- Redecoration following a disaster or due to related health needs.

Awards would not normally be given for:

- A television or satellite cost or repair
- Installation of a telephone or telephone line
- Housing costs or arrears of rent
- Costs normally met by state support or benefits including Universal Credit
- Debts
- Motor vehicle expenses
- TV license
- Where the applicant has access to sufficient income or savings
- Costs associated with care provision
- Shortfalls in Council Tax Support awards or reductions in Housing Benefit including those associated with the social sector size criteria.

Any financial assistance will be discretionary, which means that even if people meet the priorities for support, they will only get financial assistance if it is judged that their need is paramount, and there is enough money left in the budget to fund the award.

Over time, the scheme will actively seek partnership arrangements with local organisations that can provide assistance such as food banks and furniture re-use centres. It will endeavour to work with local businesses to procure goods and services to support an accessible, value for money service.

The policy will also seek to ensure that the support is sustainable. People who submit repeat applications or are identified as in need of requiring another form of assistance will be referred to an appropriate local advice service for support such as budget or debt advice or counselling services. Different support services will be encouraged to work in concert to deliver an approach which would prevent repeat applications.

There will normally be a limit on awards to a maximum of 1 in any rolling 12 month period unless there are exceptional circumstances.

Eligibility

People who will be eligible to apply to the Scheme will be those that:

- Are aged 16 or over
- Are able to demonstrate they have been a permanent resident in Nottinghamshire County for at least one year immediately prior to applying (this excludes time spent living in temporary accommodation and in prison)
- Are in receipt of benefits that will form part of the Universal Credit.
- Leaving care and have a referral from a professional support worker (i.e. a social worker, probation officer etc.)
- Require support to stay in the community and have a referral from a professional support worker (i.e. a social worker, probation officer etc.)
- Have demonstrated they are without immediate resource to meet the basic needs of themselves and / or their dependents.
- Have demonstrated that they have tried to access other more appropriate discretionary funds or benefits

Under new data sharing powers it is anticipated that those administering the scheme will have access to DWP data in relation to income. The Council will consider available data on income and savings to determine if a person is eligible for an award.

All requests will be considered on an individual basis with due account given to the vulnerability and personal circumstances of each applicant.

The amount of remaining available funding will be relevant to the prioritisation of awards and this will require that expenditure is reviewed on a monthly basis. Discretion will be used where necessary, taking into account any impact on public sector equalities duty.

During the course of administering the Scheme, the Council will seek to facilitate working with other agencies (including district councils, voluntary and community organisations) to identify and provide a referral route for potential beneficiaries of the scheme.

The Application Process

The application process will be clear, transparent and accessible, allowing people to request support through a number of access channels.

Applications made from applicants' appointees or their representatives (subject to customer consent) will be considered.

The application process will be designed to provide consistent and fair decision making by gathering appropriate data and supporting information.

The application and the process will be flexible to avoid undue delays and reflect that some awards require more detailed information. Applications will primarily be made via the phone. There will be no facility for face to face interviews

Case management processes and turnaround times will be structured to ensure timely high quality decision making. Applications for emergency assistance will be prioritised with service levels in place for agreed timescales for the decision making, payment of awards and a review process.

Applications will normally be limited to a maximum of 2 in any rolling 12 month period unless there are exceptional circumstances. Repeat applications will be considered on a case by case basis. People with a history of repeat applications will be referred to advice for sustainable support such as budgeting or debt advice.

Methods of Assistance

The scheme will seek to provide appropriate methods of awarding support and allow the Council or its agent to decide to whom the award should be made based upon the individual circumstances of each applicant.

Consideration will be given to making awards to the appropriate party which may include:

- The applicant
- Their partner
- An appointee or authorised representative
- Directly to a service or goods provider.

Appropriate methods of payment may include:

- Vouchers for food
- Payments to suppliers of suitable goods or services
- Pre-payment cards
- Goods from suppliers (wherever possible locally sourced)
- Goods and services from non-profit making organisations
- Travel vouchers

Cash payments will be avoided where possible.

Wherever possible recycled furniture and white goods will be sourced and vouchers will exclude expenditure on alcohol or tobacco.

The delivery method of providing support will be flexible in how, when and where awards will be given to reflect the individual requirements of each application.

Loans will not form part of the service provision.

There will be maximum awards for both living expenses and particular items which will be based on an assessment of market cost.

Financial Constraints and Controls

Central Government funding arrangements will be cash limited taking into account the historic data available on past Community Care Grants and Crisis Loans payments.

Annual funding is finite and close and regular monitoring of the Scheme will be required. In the event that there is a local emergency (for example flood or fire) affecting several households the Council may wish to review available funds.

ICT systems will be put in place which provide detailed and robust management information to allow continuous monitoring and real time information in relation to:

- issuing of awards
- methods of payment
- projected expenditure based on current demand
- awards made
- equalities data
- speed of awards and complaints.

All financial management will be subject to monthly and quarterly reporting and review and awards will be made on the basis of available funds.

The policy will seek to deter fraudulent claims and false statements ensuring appropriate controls are in place and swift action is taken where required. Consideration will also be given to reducing the potential for duplicate applications within alternative support provision or neighbouring authorities.

The policy will seek to minimise the potential for fraudulent applications which in turn will maximise the limited funding available for those most in need.

Appeals

There will not be an appeals process as any financial assistance will be allocated on a needs basis and is affected by current demand; and decisions cannot be made regarding an individual without impacting on someone else's competing needs. As there is not an entitlement to assistance, even if a person meets the priorities for support, this does not mean they can be granted financial assistance.

There will however be a complaints process which will ensure that the service can listen to concerns and use a continuous improvement model to ensure the service is always targeted at those most in need in the County.

Policy Review

This policy sets out the arrangements for the Nottinghamshire Local Welfare Assistance Scheme interim provision in year one (Apr 13 – Mar 14). Key facets of the policy will be kept under review and may be amended from time to time by the appropriate authority.

The learning from year one will enable year two (Apr 14 – Mar 15) service provision to be reviewed and developed in accordance with identified local need.

--- ENDS ---

REPORT OF THE CHIEF EXECUTIVE**PUBLICATION OF REVISED PROPOSALS FOR NEW PARLIAMENTARY
CONSTITUENCY BOUNDARIES****Purpose of the Report**

1. To report on the proposals of the Boundary Commission for England of revised proposals for new constituency boundaries in England.

Information and Advice

2. The Boundary Commission has the task of periodically reviewing the boundaries of all the parliamentary constituencies in England. They are currently conducting a review which aims to reduce the number of constituencies in England from 533 to 502. Under the rules constituencies have to have an electorate that is no smaller than 72,810 and no larger than 80,473.

Following the publication of the Boundary Commission's initial proposals in September 2011, and two consultation exercises they have published revised proposals. The Commission are proposing the following constituencies in Nottingham and Nottinghamshire;

Ashfield	Nottingham East
Bassetlaw	Nottingham North & Hucknall
Broxtowe	Nottingham South & West Bridgford
Coalville & Keyworth	Nottingham West
Mansfield	Sherwood
Newark	

Under these proposals the present Rushcliffe and Gedling constituencies will no longer exist.

Full details are available on the Boundary Commission's website
<http://consultation.boundarycommissionforengland.independent.gov.uk/>

The consultation period on these proposals ended on 10th December 2012. Following consultation with the Leader it has been decided not to submit any comments to the Commission.

Statutory and Policy Implications

3. This report has been compiled after consideration of implications in respect of finance, equal opportunities, human resources, crime and disorder, human rights, the safeguarding of

children, sustainability and the environment and those using the service and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

RECOMMENDATION

That the decision not to submit any comments to the Commission on their proposals be noted.

Chris Holmes
Team Manager - Democratic Services

For any enquiries about this report please contact:
Chris Holmes

Background Papers available

None

Constitutional Comments SB(03/12/2012)

This report is for noting only.

Financial Comments (MB 30/11/12)

There are no specific financial implications arising from the report.

Electoral Division(s) and Member(s) Affected

All

REPORT OF THE LEADER OF THE COUNCIL**SOCIAL MEDIA POLICY AND PROCEDURE****Purpose of the Report**

1. To consider the introduction of a social media policy and procedure at Nottinghamshire County Council.

Information and Advice

2. Currently there is a range of social media activity across the Council and this has witnessed significant increase in the number of followers over the past 18 months.
3. The Council uses a range of social media platforms to communicate its own messages and campaigns, including:
 - @NottsCC, @NottsZone, @Nottslibraries, and @GertrudeSavile on Twitter
 - Nottinghamshire, Libraries, A453 Campaign, Visit Sherwood , Rufford Country Park, and Registration Services on Facebook
 - A dedicated Council YouTube channel
 - Flickr photo sharing for events (such as the beacon celebration).
4. Most of these are managed by Communications and Marketing. Where services are managing social media, Communications and Marketing have joint access.
5. In the last 12 months the followers of the Council's main twitter account has risen from 2,800 to over 7,000. The Council has a total of just over 9,600 followers across its twitter accounts. The Council managed Facebook pages have just over 4,000 fans.
6. There is currently a lack of control and consistency in the Council's approach to social media. Without coordination and a centralised process, the Council is left at risk of complaints and legal challenge. This leaves the Council exposed and its reputation and corporate identity are also at risk.
7. The introduction of a policy would resolve these issues.
8. A social media policy and procedure would have the following benefits for the Council:
 - Uphold the Council's reputation and corporate identity
 - Further the Council's strategic vision and support its priorities (by facilitating communication messages)

- Provide a framework and control measures
 - Establish a corporate approach and standards (including best practice)
 - Ensure compliance with legislation, industry codes and other Council policies (e.g. Corporate Identity Policy)
 - Safeguard the image and environment of the county
10. A draft social media policy is included as **Appendix 1** and a social media protocol is included as **Appendix 2** for consideration. This would be supported by the following documents (see background papers):
- A social media risk assessment
 - The code of conduct
 - The E-mail and internet policy

Other Options Considered

12. The following Council services have been consulted as part of the development of the draft policy: Policy; Legal Services; HR, and ICT. All are supportive of the need to establish a framework for social media.

Reasons for Recommendations

13. To secure control, consistency and co-ordinating.
15. To mitigate the risk of complaints or legal challenge.
16. To safeguard the Council's reputation and corporate identity.

Statutory and Policy Implications

17. This report has been compiled after consideration of implications in respect of finance, equal opportunities, human resources, crime and disorder, human rights, the safeguarding of children, sustainability and the environment and those using the service and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

RECOMMENDATIONS

- 1) It is recommended that Policy Committee approves the introduction of a policy for social media.
- 2) It is recommended that Policy Committee notes the importance of social media as highlighted in the presentation.
- 3) It is recommended that the Council's Communication and Marketing service will provide a six-monthly report to Policy Committee on social media usage

Councillor Kay Cutts

Leader of Nottinghamshire County Council

For any enquiries about this report please contact: Matthew Dodd, Group Manager Digital.
Telephone: 0115 9773215, email: matthew.dodd@nottscc.gov.uk

Constitutional Comments (SG 27/11/2012)

The Committee is the appropriate body to decide the issues set out in this Report. Under the Terms of Reference the Committee has responsibility for the implementation of all codes of conduct and practice of the County Council and for determining policies not reserved to the Full Council.

Financial Comments

1. There are no specific financial implications arising from the report.

Background Papers

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

Social Media Risk Assessment
Email and Internet Policy
Code of Conduct

Electoral Division(s) and Member(s) Affected

All



Social Media Policy

Context

Introduction

1. Social media is the term commonly given to online tools which allow people to interact and engage with each other and organisations in some way – by sharing opinions, knowledge, content or interests.
2. Increasing numbers of people are using social networking and content sharing sites such as Facebook Twitter, LinkedIn, Yammer, Flickr, YouTube and Instagram (this is not an exhaustive list). Facebook alone has 38 million users in the UK (as of March 2012)

Purpose

3. The purpose of this policy is to:
 - Respond to the increasing public use of social media as a way to communicate
 - Establish a corporate approach, standards and guidance on the use of social media
 - Further the Council's strategic vision, including promotion of key campaigns, projects and events
 - Oversee how the Council communicate messages to the public, while maintaining its public duties
 - Uphold the reputation of the Council and enhance the image of Nottinghamshire

Scope of this policy

4. This policy is designed to cover Nottinghamshire County Council's use of social media where the content, information, or services are being provided by, or on behalf of, the Council.
5. It also extends to participation on social media sites not managed by the Council where:
 - Contributions are posted directly in a professional capacity (such as contributing to a professional forum)
 - a contribution is by someone who identifies themselves as an employee, Elected Member or any other person employed or contracted either directly or indirectly by the Council or working on the Council's behalf
6. Contributions covered by this policy include, but are not limited to, text, photographs and video.
7. This policy does not cover personal use of social media by employees, Councillors, or other representatives of the council. These are covered in the code of conduct (section D35, appendix 1 paragraphs 31 and 42), or the Members code of conduct. Using personal social media accounts on Council equipment is covered by the Council's email and internet policy (section 5.5)

Principles and Commitments

8. The Council will use social media in a safe, appropriate, and purposefully way to engage and interact with the public, stakeholders, opinion formers, the media and employees in support of the Council's strategic vision and key policy objectives.

9. The Council will abide by any relevant or applicable laws, terms, and conditions, so that the County Council is not exposed to risks.
10. Council use of social media must be undertaken in accordance with the Council's Social Media Protocol, IT Security Policy and Equality and Diversity Policy
11. Use of social media sites will at all times be consistent with the County Council's duty to safeguard children, young people and vulnerable adults, in accordance with relevant statutory requirements and service specific protocols.
12. During the course of their work, employees using social media sites for business purposes must maintain political neutrality and not indicate individual political opinions.
13. The reputation and / or business of the County Council, service users, partners or others connected with the County Council must not be brought into disrepute through use of social media sites.
14. Council social media accounts will only be authorised by the Council's Communication and Marketing service with approval from the relevant Corporate Director.
15. The Council will accept no liability for an individuals' participation on social media sites, whether in a professional or personal capacity. Participants are personally accountable for any contributions they make.

Key actions to meet the commitments set out in the policy

16. The Council's Communications and Marketing service will maintain the Social Media Policy
17. The Council's Communication and Marketing service will promote and maintain the Social Media Protocol.
18. The Council's Communication and Marketing service will maintain a register of all authorised social media accounts.
19. The Council's Communication and Marketing service will manage Council-wide social media accounts on the most popular social media sites.
20. The Council's Communication and Marketing service will provide a six-monthly report to Policy Committee on social media usage



Introduction

1. Nottinghamshire County Council's Social Media Policy commits the Council to make sure its social media activity is:
 - Safe
 - Appropriate
 - Purposeful
 - Legal
2. To ensure Council social media activity meets these requirements, anyone using social media on Council business needs to follow this protocol. Failure to do so may result in disciplinary action being taken.
3. Specific uses of social media, such as with young or vulnerable people will need to comply with any service specific policies and protocols.
4. As participants on social media sites are personally accountable for any contributions, it is strongly suggested the guidance participation is followed.

Scope

5. The scope is defined within the Social Media Policy.

Protocol

Summary

6. When setting up social media accounts, groups, pages or services on behalf of a Council service you will need follow a set procedure:
 - a. Consider the key questions about setting up social media services as given in appendix 1.
 - b. Contact the Communications and Marketing service to get advice before setting anything up. They will provide advice and guidance on the steps involved and whether it is worthwhile to continue.
 - c. Develop a business case for consideration by your Corporate Director.
 - d. Submit the business case to the Communications and Marketing service for approval in line with the Social Media Policy
 - e. Once approved, complete the risk assessment and return it to the Communications and Marketing service

- f. Set up the social media service, ensuring joint administration access with the Communications and Marketing service
- g. Notify your Corporate Director and relevant Committee Chairman
- h. Ensure the social media service is monitored and report any issues to the Communication and Marketing service

Using social media when acting on behalf of the Council or as part of your job

- 7. All requests (internal and external) relating to the setting up of social media services must be directed to the Council's Communications and Marketing service. It will help to consider the key questions outlined in appendix 1.
- 8. Ensure you have the full approval and support of your Corporate Director and an approved business case from Communications and Marketing. The business case is there to help:
 - a. Understand the resources you will need in order to maintain and foster sustainable relationships.
 - b. Make sure you think through why you are deploying social media and what outcome you wish to achieve. For example, if you are inviting public responses then think through how you will make use of the results and how this fits in with other forms of consultation. Ask yourself "Is social media appropriate for this activity?" Appendix 1 outlines an evaluation checklist
 - c. You have a clear plan from the start about how long the association between NCC and the site/profile/page will last.
 - d. Make sure you have a plan for how you intend to monitor and evaluate the success of your activity.
- 9. Use the Council's social media risk assessment process to think through any potential risks and make sure you have plans in place to manage and mitigate for these.
- 10. Ensure that Communications and Marketing are included in the administration of any social media channels set up on behalf of the Council.
- 11. Administration accounts should be set up using a generic Council email address that can be accessed by more than one person wherever possible.
- 12. Where possible, engage with the public through open groups or pages, rather than "friending" or "liking" them, as this can give a false impression of a relationship, or open up information about you to them.

Participation as an employee or in a professional capacity

- 13. There are many cases where individuals participating on social media sites in a professional capacity can be beneficial (such as support forums, LinkedIn and Yammer). This activity will not be proactively monitored by the Council but Council policies including, but not limited to, the Code of Conduct and Equality and Diversity policy apply online.

14. The basic principles should be followed whenever you are using social media:
- **Be credible.** Be accurate, fair and transparent.
 - **Be consistent.** Encourage constructive criticism and deliberation. Be cordial, honest and professional at all times. You should always be politically neutral.
 - **Be responsive.** Respond to communication and, when you gain insight, share it where appropriate.
 - **Be integrated.** Wherever possible, align online participation with other online and offline communications.
 - **Be legal.** Stay within the law at all times. Remember, you are personally responsible for what you post. As in all publishing, you should be aware of issues such as libel, defamation and slander, so be aware of your language and conduct
15. You are personally responsible for any content you publish so be mindful that it is in the public domain and on the record for a long time.
16. If you participate as a Council employee you should clearly identify yourself and your role and make it clear whether you are acting in your professional capacity
17. Be aware of your association with the council in online spaces. Think about the implications for the Council of “liking”, “befriending” or “favouriting” people, brands, campaigns or pages.
18. Never share confidential or sensitive information. You should know and follow the Information Security Policy. Posts are subject to the Data Protection Act 1998.

Guidance on personal use of social media

19. Whilst the Council's Social media policy does not apply to personal use of social media, the Council's code of conduct does (specifically section D35, appendix 1 paragraphs 31 and 41). Therefore it is sensible to consider how you use social media personally.
20. Whether you choose to create or participate in a personal online social network or any other form of online publishing or discussion is your business. Any views and opinions expressed as a result are your own, therefore it is advisable to use a disclaimer such as: “The views expressed here are my own and do not necessarily represent the views of the County Council.”
21. For those individuals that have access to social media sites on Council equipment you should abide by the E-mail and internet policy (section 5.5) if accessing your personal accounts.
22. If you attract media interest in yourself or the organisation, inform your line manager and the Communications and Marketing

Roles and Responsibilities

23. The Council will:
 - Respond to comments or complaints in a timely fashion, in line with Council policy.
24. The Communications and Marketing service will ensure:
 - The Council's Social Media Policy is upheld
 - Appropriate advice is given
 - That a clear approach is followed for the Council's corporate social media platforms (see Appendix 2)
 - That a list of social media associated with the Council is maintained and publish links to its main accounts and how it manages them on the website at www.nottinghamshire.gov.uk/socialmedia
25. The service retains responsibility for
 - daily monitoring, tracking and responding to all communication received via service-associated social media channels
 - Responding to enquires received within office hours by the end of the working day.
 - Responding to enquires out of office hours by the close of the next working day
 - Ensuring that the risk assessment for its social media channels is kept up to date.

Further information

26. For any queries about this protocol contact the Council's Communications and Marketing service.

Appendix 1

Key questions to discuss with Communications and Marketing when considering using social media.

Key questions:

- What is the purpose? How does this fit in with your overall plan for communications?
- Could you achieve the same effect or better on nottinghamshire.gov.uk
- Does the site appeal to a key demographic not available via nottinghamshire.gov.uk? Is this the right site to engage with your audiences?
- Does anything similar already exist? If it does, would working with an existing presence be better for users and for the Council?
- What commitment are you willing to make to the site? Do you have the resources you need to keep it refreshed and relevant? For how long?
- What is your exit strategy?
- How will you measure success? Try to set a target and a review point before you launch;
- Is your overall investment in time and/or money likely to be worth the benefit the presence is likely to deliver?
- Who will be the accountable and responsible for the content?

Appendix 2 – Communications and Marketing Social Media Approach

Introduction

The Digital team within the Communications and Marketing service is responsible for managing the Council's corporate social media accounts:

- Twitter (www.twitter.com/NottsCC)
- Facebook (www.facebook.com/Nottinghamshire)
- YouTube (www.youtube.com/NottsCC).

Team Purpose

The purpose of the Digital team is to provide the residents of Nottinghamshire with information and services provide by the Council over digital channels.

The Digital team work with a variety of social media platforms to activity engage and inform the public, thereby enhancing the reputation of the Council at a local, regional and national level.

Increasingly people are turning to social media platforms to find, access, and comment on Council services. It is vital that Digital team work effectively on social media platforms to ensure this experience is consistent and managed effectively.

Managing Platforms

The Digital team follow the approach as outlined on the Council's website (www.nottinghamshire.gov.uk/thecouncil/news/social-media).

Posting Updates

The Digital team are responsible for posting content to council's social media platforms.

A social media duty officer is in place each working day. The officer on duty will work with the Media and Marketing teams, and other service areas to provide relevant content about Council services and information via the Council's digital and social media platforms. Where appropriate information will be scheduled out of hours or provision will be made to provide officer cover.

The tone will be personal and approachable, and use clear language. It needs to be clear that it is a human voice. Humour should be used, providing it does not trivialise or offend.

Responding to enquiries

Social media platforms are a two-way medium. Therefore the public can post comments and ask questions.

The social media duty will monitor the Council's social media platforms for enquires and take responsibility for responding.

Where possible, the responses will signpost the most appropriate contact method for resolving the enquiry. This may be the correct email address or phone number to contact the relevant service, or a link to web based services or information.

Given the instant nature of social media, response should be quick. Services will need to understand the priority that is needed in getting an answer if it has not been possible to signpost an enquiry.

Comments that are critical of the Council or its services will be acknowledged. Care will be taken to avoid being drawn into an argument, by focusing on the facts and avoiding political views or statements. A link to either the complaints form, or to find a Councillor should be provided.

**REPORT OF CORPORATE DIRECTOR, POLICY, PLANNING AND
CORPORATE SERVICES****WORK PROGRAMME****Purpose of the Report**

1. To review the Committee's work programme for 2012/13.

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 was drafted in consultation with the Chairman and Vice-Chairman and reported to the first meeting of the Policy Committee in May 2012. It has been reviewed at each subsequent meeting and includes items which can be anticipated at the present time. Other items will be added to the programme as they are identified.
4. As part of the transparency introduced by the new committee arrangements, committees are expected to review day to day operational decisions made by officers using their delegated powers. Such decisions will be included in the work programme on an annual basis and as specific decisions of interest arise.
5. The Policy Committee will be asked to determine policies, strategies and statutory plans developed or reviewed by other Committees of the Council. Committee Chairmen are invited to advise the Policy Committee of any additional policy reviews that are being considered.

Other Options Considered

6. None.

Reason for Recommendation

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

Statutory and Policy Implications

8. This report has been compiled after consideration of implications in respect of finance, equal opportunities, human resources, crime and disorder, human rights, the safeguarding of children, sustainability and the environment and those using the service 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, Policy, Planning and Corporate Services

For any enquiries about this report please contact: Matthew Garrard, Team Manager, Policy, Performance and Research T: (0115) 9772892 E: matthew.garrard@nottsc.gov.uk

Constitutional Comments (SLB 30/04/2012)

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

Financial Comments (PS 2/5/12)

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

Background Papers

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

Electoral Division(s) and Member(s) Affected

All

POLICY COMMITTEE - WORK PROGRAMME

<u>Report Title</u>	<u>Brief summary of agenda item</u>	<u>For Decision or Information</u>	<u>Lead Officer</u>	<u>Report Author</u>
January 2013 16th				
Communications & Marketing Campaigns	Report on the reach of communication and marketing campaigns 2012-13.	Information	Martin Done	Clare Yau
Nottinghamshire Growth Plan	To consider proposals from the Economic Development Committee on 3 July for a Nottinghamshire Growth Plan	Decision	Celia Morris	Matt Lockley
Strategic Performance Report	Report on the overall progress of the County Council towards its strategic priorities over the second quarter of the year.	Information	Celia Morris	Matthew Garrard
Substance Misuse in Nottinghamshire Prisons	To determine the provider of substance misuse services to these prisons following the procurement process	Decision	Chris Kenny	Barbara Brady
Single Access Fund	This report is about providing information on the opportunities which may be present from the Single Access Fund Housing for Homes Real Estate Investment Trust initiative. And to determine the County Council's future interest in this scheme.	Decision	Jon Wilson	Jon Wilson
Review of Lengthsman Scheme	Report on the progress of the Pilot Lengthsman scheme and consider options for the future of the scheme	Decision	Celia Morris	Paula Mullin
National Water Sports Centre	Future management arrangements of the Centre	Decision	Steve Bradley	Steve Bradley
Commissioning arrangements for Children's Centre	To seek approval to award children's centres commissioned contract to new providers	Decision	Justine Gibling	Justine Gibling
Establishment of a Nottinghamshire Community Fund	To consider the establishment of a Nottinghamshire Community fund using moribund and ineffective trust funds where the County Council is the sole trustee	Decision	Jayne Francis-Ward	Caroline Agnew
Youth Homelessness Strategy	Progress report	Information	Derek Higon	Laurence Jones
A collective Energy Switching Scheme for Nottinghamshire	Seeking approval an agreement to launch a scheme	Decision	Jas Hundal	Phil Keynes
February 2013 13th				
Budget 2013-14 - Proposals	To receive the budget recommendations.	Refer to Council	Paul Simpson	
Framework for devolving services to parish/town	To consider the development of the framework as part of the implementation of the Council's Localism Policy	Decision	Celia Morris	Matthew Garrard

<u>Report Title</u>	<u>Brief summary of agenda item</u>	<u>For Decision or Information</u>	<u>Lead Officer</u>	<u>Report Author</u>
councils				
Economic Development Strategy	To consider proposals from the Economic Development Committee for an economic development strategy for Nottinghamshire	Decision	Celia Morris	Matt Lockley
March 2013 13th				
Strategic Performance Report – Q3	Report on the overall progress of the County Council towards its strategic priorities over the third quarter of the year.	Information	Celia Morris	Matthew Garrard
Improvement Programme – Performance	Quarterly report on the progress of the Council's Improvement Programme.	Information	Deborah Hinde	
Review of Complaints	Bi-annual overview of complaints received by the County Council.	Information	Celia Morris	Jo Kirkby
Equalities Plan	To consider the annual equalities plan in accordance with statutory duties arising from equalities legislation.	Decision	Celia Morris	Matthew Garrard
Corporate Peer Challenge	Progress on action plan implementation	Information	Celia Morris	
April 2013 17th				
Legal Settlements	Bi-annual overview of legal settlements reached in the preceding 6 months	Information	Heather Dickinson	
Freedom of Information and Data Protection	Annual report and review of freedom of information and data protection performance and processes	Information	Celia Morris	Jo Kirkby
Workforce Strategy	Reporting on Workforce Strategy progress	Information	Marjorie Toward	
May 2013 22nd				
Community Safety Agreement	To consider proposals from the Community Safety Committee on 23 April for the new community safety agreement	Decision	Jayne Francis-Ward	Chris Walker
Complaints Process	Update and outline of new criteria	Information	Celia Morris	Jo Kirkby
Joint Public Health function developments	Future developments of joint service	Decision	Chris Kenny	
June 2013 13th				
Annual Performance Report 2012/13	Report on the overall progress of the County Council on its strategic priorities over the final quarter of the year and across the whole year.	Information	Celia Morris	Matthew Garrard
Improvement Programme – Annual Report	Annual report of achievements for 2012-13.	Information	Deborah Hinde	

<u>Report Title</u>	<u>Brief summary of agenda item</u>	<u>For Decision or Information</u>	<u>Lead Officer</u>	<u>Report Author</u>
Community Right to Challenge	Review of procedure	Decision	Celia Morris	Matthew Garrard
Broadband Project	Progress on the Broadband Project	Information	Matt Lockley	
July 2013				
Advertising and Sponsorship	Report back on results of previous 12 months	Information	Martin Done	Clare Yau
August 2013				
September 2013				
October 2013				
November 2013				
Substance Misuse	Services in Whatton and Ranby Prison	Information	Barbara Brady	
December 2013				

