

Culture Committee

Tuesday, 06 May 2014 at 10:30

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

AGENDA

- | | | |
|----|--|---------|
| 1 | Minutes of the last meeting held on 1 April 2014 | 3 - 6 |
| 2 | Declarations of Interests by Members and Officers:- (see note below)
(a) Disclosable Pecuniary Interests
(b) Private Interests (pecuniary and non-pecuniary) | |
| 3 | Apologies for Absence | |
| 4 | Service Update for Period 10 March to 13 April 2014 | 7 - 10 |
| 5 | Performance Reporting Quarter 4, 2013-14 | 11 - 14 |
| 6 | Creation of Temporary Part-Time Janitor Post at Bestwood Country Park | 15 - 18 |
| 7 | Maintaining Customer Standards for Catering and Hospitality at Country Parks | 19 - 22 |
| 8 | Greenwood Community Forest Partnership | 23 - 28 |
| 9 | Sherwood Forest Regional Park Board | 29 - 30 |
| 10 | Work Programme | 31 - 34 |

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 Martin Gately (Tel. 0115 977 2826) or a colleague in Democratic Services prior to the meeting.

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

minutes

Meeting

CULTURE COMMITTEE

Date

1 April 2014 (commencing at 10:30 am)

Membership

Persons absent are marked with `A`

COUNCILLORS

John Knight (Chairman)
Alan Bell (Vice-Chairman)

Pauline Allan
Chris Barnfather
Steve Carroll
John Clarke
John Cottee
Maureen Dobson
Sybil Fielding
Alice Grice
Roger Jackson

Ex-officio (non-voting)

A Alan Rhodes

OTHER COUNCILLORS IN ATTENDANCE

None.

OFFICERS IN ATTENDANCE

Peter Gaw - Group Manager Libraries, Archives & Information
Sally Gill – Group Manager Planning
Carol Newman – Team Manager – Library Service Development
Philippa Milbourne – Children Families and Cultural Services
Jason Mordan – Conservation
Heather Stokes – Team Manager, Conservation
Martin Gately - Democratic Services Officer

MEMBERSHIP

It was reported that Councillor Rachel Madden had been appointed to the Committee in place of Councillor Tom Hollis for this meeting only and that Councillor Steve Carroll had been appointed in place of Councillor Sybil Fielding.

MINUTES OF THE LAST MEETING HELD ON 4 FEBRUARY 2014

The minutes of the last meeting held on 3 December were confirmed and signed by the Chairman subject to amendments.

APOLOGIES FOR ABSENCE

None.

DECLARATIONS OF INTEREST

Councillor Barnfather declared a private interest as a service user of the services under consideration for increase in item 5 (Nottinghamshire County Council Adult and Community Learning Service Priorities for 2014/14). Councillor Grice also declared a private interest in the same item due to her voluntary work for the same service.

SERVICE UPDATE

RESOLVED 2014/009

That the update on a range of initiatives being undertaken to improve and enhance the quality of life for Nottinghamshire people be noted.

NOTTINGHAMSHIRE COUNTY COUNCIL ADULT AND COMMUNITY LEARNING SERVICE: PRIORITIES FOR 2014/2015

RESOLVED 2014/010

- 1) That information on the national and local context for community learning be noted.
- 2) That ACLS Service Priorities and activity for 2014/2015 be approved.
- 3) That expenditure relating to the receipt of a provisional allocation of £2,145,428 from the Skills Funding Agency be approved in principle
- 4) That approval be given for an hourly tuition fee of £2.75 to be applied for the 2014/15 academic year
- 5) That approval be given to the Fees Policy for 2014/15 as outlined in Appendix 1.

A STRATEGY FOR NOTTINGHAMSHIRE LIBRARIES- 6 MONTHLY PROGRESS REPORT: JULY-DECEMBER 2013

RESOLVED: 2014/011

That the implementation of the strategy for Nottinghamshire libraries between July and December 2013 be noted.

BOOKSTART PROGRAMME UPDATE AND WORK WITH EARLY YEARS

RESOLVED: 2014/012

That the update on the Bookstart programme in Nottinghamshire and work with Early Years be noted.

ANNESLEY WOODHOUSE COMMUNITY PARTNERSHIP LIBRARY

RESOLVED: 2014/013

That development of a Community Partnership Library in Annesley Woodhouse be approved.

LIBRARIES, ARCHIVES, INFORMATION AND LEARNING HEALTH AND WELLBEING OFFER

RESOLVED: 2014/014

1. That the contribution made by the Library Service towards the health and wellbeing agenda be noted
2. That the report be presented to the Health and Wellbeing Board for noting.
3. That the report be presented to Public Health Committee for noting.

RESTRUCTURE OF THE LIBRARIES AND ARCHIVES SERVICE

RESOLVED: 2014/015

That the proposed new staffing structure and revised staffing establishment for the Libraries and Archives Service be approved as set out in the report.

CRESWELL HERITAGE TRUST PARTNERSHIP AWARD FOR 2014/15

RESOLVED: 2014/016

That the partnership funding of £50,000 to Creswell Heritage Trust to support its operating costs for the financial year 2014/15 be confirmed, subject to a similar level of award being made by Derbyshire County Council.

CHANGES TO ENGLISH HERITAGE AND THE ENTERPRISE AND REGULATORY REFORM ACT

RESOLVED: 2014/017

That the report be noted.

WORK PROGRAMME

Derek Higon indicated that departmental officers would be working to develop the work programme

RESOLVED: 2014/018

The work programme and its contents were noted.

The meeting closed at 12:00 pm.

CHAIRMAN

REPORT OF THE SERVICE DIRECTOR, YOUTH, FAMILIES AND CULTURE**SERVICE UPDATE FOR THE PERIOD 10 MARCH TO 13 APRIL 2014****Purpose of the Report**

1. To update the Committee on a range of initiatives being undertaken to improve and enhance the quality of life for Nottinghamshire people.

Information and Advice**LIBRARIES, ARCHIVES, INFORMATION AND COMMUNITY LEARNING****Southwell Library Opening Hours Consultation**

2. Southwell Library's opening hours are under review to ensure that they reflect the wishes of the local community. To this end a customer consultation exercise is currently being undertaken, both within the library and online, giving customers a choice of two options: option one involves maintaining the existing hours whilst option two offers the possibility of opening for three hours on Thursday mornings - a previously closed day. These extra opening hours also involve closing at 5.00pm, one hour earlier, on three of the least busy weekdays.
3. During Newark Library's closure for planned maintenance and its subsequent refurbishment, Southwell Library has opened all day on Thursdays. This appears to have proved popular with Southwell customers and local businesses, including traders from the new Thursday morning market in the town.
4. The public consultation closes on Saturday April 28th and the results will be reported back to Culture Committee as a matter of course.

Randomfest at Worksop Library on 15 March 2014

5. On Saturday 15 March Nottinghamshire Libraries in conjunction with Youth Services put on Randomfest, an indoor festival for young people at Worksop Library. The festival is the indoor version of the popular young adults summer festival held at Kings Park in Retford.
6. The day ran from 11.00am till 6.00pm and proved to be popular. The morning had a variety of popular workshops introducing attendees to drumming, djing and song writing. The morning also featured an acoustic stage giving young local musicians an opportunity to play in public.

7. This was followed by the main stage in the afternoon which hosted a selection of quality young local bands playing full sets. All participants valued the opportunity to play a public set with quality sound equipment etc.
8. The day proved popular with local young adults with over 130 attending and many attending all day. Advertising for the event took place through Worksop Library and through local schools and youth clubs, work undertaken by youth services. The day proved to be a good opportunity to showcase Worksop Library and youth services to local young adults.
9. Randomfest was a popular addition to Worksop Library's young adult activities, spearheaded by HeadSpace, a group of young adults who help to plan and deliver activities for young adults at Worksop Library.

ACLS Seminar – 9 April 2014

10. A very successful seminar was held at County Hall on the morning of 9 April designed to raise awareness of the Adult and Community Learning Service's scope and activities and to encourage cross-working by other Services within the County Council.
11. Forty people from a range of Services including Support for Schools, Day Services, Employment Inclusion, Arts, Children's Centres, Economic Regeneration and Libraries all took part in a carousel session providing information on the key aspects of ACLS delivery. This was followed by lively roundtable discussions, giving the opportunity for further information sharing and exploring more effective ways of working together in the future.

LAI&L Re-validate Customer Service Excellence Certification

12. Libraries, Archives, Information and Learning (LAI&L) has successfully retained Customer Service Excellence Certification (CSE) after hosting an annual compliance visit from the CSE Assessor on 18 March 2014.
13. The Assessor commended Libraries, Archives, the Education Library Service and Adult and Community Learning for continuing to improve its services and for maintaining high levels of customer satisfaction. Furthermore, LAI&L has been awarded three Compliance Plus elements for outstanding best practice. These are for:
 - Further embedding and demonstrating a corporate commitment to put the customer first
 - Further demonstration of how you empower staff
 - The extended use of staff insight in formulating policies, procedures, processes and practices.

Library Management System

14. Nottinghamshire Libraries undertook to lead the procurement for a new Library Management System contract on behalf of 5 East Midlands authorities. The tender and

evaluation process was completed in March 2014 with the result that NCC's current provider, SirsiDynix, is the preferred vendor. Contracts and plans are now being finalised

15. The new consortium, to be known as 'EMLIB', currently consists of Nottinghamshire, Nottingham City, Leicestershire, Derby City and Rutland, but is open to other authorities joining at a later stage. All 5 authorities will migrate to the new system during 2014-15.
16. The consortium brings a range of service benefits to library customers, including the possibility of universal membership at all 159 libraries, and access to a much wider range of stock than any one authority can provide.
17. The EMLIB consortium also attains significant financial savings through a competitive offer by the successful vendor. Nottinghamshire expects to save a minimum of £110,000 over a 5 year period.
18. The tender has been successfully completed with the help and cooperation of the NCC Procurement team and ICT Services.

COUNTRY PARKS AND GREEN ESTATES

19. After two months of very wet conditions, March ended with a run of fine weather which saw country park visitor numbers increase rapidly in the run up to Easter. The Mother's Day weekend proved particularly popular at Rufford Abbey with two lunch sittings in Rufford's Savile Restaurant fully booked and all space in the Talbot Suite fully booked two weeks in advance of the day. In general it was a good period for the in-house catering team. Sales were up 12% against the previous year.
20. However, an increasing trend towards peaks and troughs of demand highlights the longstanding problem of limited all-weather car parking at Rufford Abbey at those times of year when damp ground makes parking on grass problematical. Limited parking capacity is one of the issues which will be examined in the Conservation Management Plan currently being compiled for the site.
21. A national initiative by Heritage Lottery and NESTA recently offered £100,000 of external funding for innovative ideas to make parks more financially sustainable in the long term. The Country Parks Service partnered with the Engineering Faculty of the University of Nottingham to submit a bid for a system to analyse the potential of countryside sites for energy generation. The bid passed the initial round and a representative from each organisation was invited to London to present ideas to the funding panel. If successful, the external funding would pay for a specialist appointment within the University, using the County's 'Green Estate' sites as its initial area of research.

RECOMMENDATION

- 1) That the update on a range of initiatives being undertaken to improve and enhance the quality of life for Nottinghamshire people be noted.

Derek Higton
Service Director, Youth, Families and
Culture

For any enquiries about this report please contact:

Derek Highton
Service Director, Youth, Families and Culture
T: 0115 9773498
E: derek.highton@nottsc.gov.uk

C0411

REPORT OF THE SERVICE DIRECTOR, YOUTH, FAMILIES AND CULTURE

PERFORMANCE REPORTING 2013/14

Purpose of the Report

1. The purpose of this report is to provide the Committee with an overview of performance during the 2013/14 financial year, covering activities from April 2013 to March 2014.

Information and Advice

2. At the meeting on 5 November 2012, the Committee agreed to receive a quarterly report, which reviews performance across the full range of cultural services provided for children, young people and families that fall within its remit. These reports will be in addition to other reports that may be presented to the Committee from time to time providing detailed performance-related information about specific cultural services initiatives or projects.
3. This report forms the final quarterly performance report for 2013/14, i.e. reports on performance between 1 April 2013 and 31 March 2014.

Performance Reporting for 2012/13

4. As agreed at the meeting on 5 November 2012, quantitative performance reporting to the Committee will be measured via a combination of:
 - outcome based key performance indicators (KPIs)
 - key service indicators that will be measured against objectives within each of the cultural services business plans
 - a summary of key achievements across the relevant service areas.
5. The list includes a number of KPIs that reflect priorities within the Council's Strategic Plan, and which will also therefore be reported to the Policy Committee.
6. The performance data for the period 1 April 2013 – 31 March 2014, as described above, is set out in the table at **Appendix A**. This provides a summary across all service areas, providing performance data and analysis for the financial year 2013-14.
7. The activities, key performance indicators and service level indicators which are reported here have been selected by cultural services managers to provide information on the key development activities planned for 2013/14, plus a summary of performance achieved across the key service areas.

Other Options Considered

8. The process for presenting performance information set out in this report is in line with corporate guidance, which has itself been established following an appropriate analysis of alternative options.

Reason/s for Recommendation/s

9. The recommendation for quarterly reporting to Committee, and the KPIs that will form the basis of the report, is in line with the established processes of reporting and publishing performance information across all of the services within the Children, Families and Cultural Services Department.

Statutory and Policy Implications

10. This report has been compiled after consideration of implications in respect of finance, public sector equality duty, 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/S

- 1) That the Committee notes the performance of the Council's cultural services during the period 1 April 2013 – 31 March 2014.

Derek Higton
Service Director, Youth, Families and Culture

For any enquiries about this report please contact:

Jon Hawketts
Group Manager, Planning, Performance and Quality Assurance
T: 0115 9773696
E: jon.hawketts @nottsc.gov.uk

Constitutional Comments

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

Financial Comments (KLA 17/04/13)

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

Background Papers and Published Documents

None.

Electoral Division(s) and Member(s) Affected

All.

Youth, Families and Cultural Services REPORT TO COMMITTEE

Our Performance from April 2013 to March 2014

What have we achieved?

Country Parks & Green Estates	Progress the creation of a new visitor centre for Sherwood Forest in partnership with Discovery Attractions	⊙
	Implement a new Development Plan for Sherwood National Nature Reserve	⊙
	Implement a new Development Plan for Rufford Abbey Country Park	✓
	Prepare new Development Plan for Bestwood Country Park	○
	Increase volunteer engagement for Country Parks and Green Estate	✓
	Implement the Green Estate Strategy and Plan	✓
Cultural & Enrichment	Develop a remodelled Community Sports and Arts Service	⊙
Libraries, Archives, Information & Learning	Undertake the new Archives extension	⊙
	Develop the new Mansfield Central, Worksop and West Bridgford Libraries as strategic sites in the County	✓
	Respond to the Government's requirements regarding Community Learning Trusts for adult education provision	⊙
	Ensure a development response to OfSTED inspection areas for improvement is delivered across the Adult Education Service	⊙
	Continue to develop a re modelled library network, locating services in best locations	○

Our achievement is rated by: [✓ achieved ⊙ on schedule ○ progress being made, but behind schedule ✕ not started or will not complete]

Country Parks & Green Estates Service		Yr Target	Apr-Mar	On Target?
Number of visitors to our Country Parks and Green Estate sites		(1,500,000)	1,630,228	✓
Generation of external income		(£2,500,000)	£2,708,400	✓
Number of volunteers worked with		(250)	615	✓
Number of volunteer hours supported		(5000)	9,146	✓
Number of public events organised, across country parks and green estate sites		(450)	572	✓
Service user and customer satisfaction levels achieved across the service area		(90%)	97%	✓
Cultural and Enrichment Service		Yr Target	Apr-Mar	On Target?
The number of young people and adults engaged or participating in sports, arts and outdoor education		(118,000)	142,148	✓
The number of active volunteers engaged in delivering sports and arts activities		(1,200)	1,459	✓
Service user and customer satisfaction levels achieved across the service area		(90%)	98%	✓
Libraries Archives Information and Learning Service		Yr Target	Apr-Mar	On Target?
The number of visits to Libraries		(3,100,000)	3,105,538	✓
The number of virtual visits to Libraries		(1,000,000)	1,173,171	✓
The number of Library events and activities		(7,000)	8,942 (est.)	✓
The number of Library loans		(3,500,000)	3,581,351	✓
The number of active Library users		(150,000)	148,438	○
The number of new Library members		(29,000)	38,478	✓
The number of adult learners		(7,500)	7,719 (2012/13)	✓
Percentage of adult learners who started the course that met their expectations		(TBC)	92%(p)	-
The number of Newlinc sessions (public computer access sessions)		(200,000)	336,149	✓
The number of visits to Archives		(5,000)	7,167	✓
The number of virtual visits to Archives		(400,000)	414,579	✓
The number of Archives learning activities/events and number of attendances		(50)/(1,000)	61 / 816	○
The number of file requests for the Records Management Service		(6,000)	7,200	✓
The number of boxes successfully received for the Records Management Service		(3,000)	3,925	✓
Achieve Education Library Service schools buyback rates		(73%)	(annual)	-
Service user and customer satisfaction levels achieved across the service area		(90%)	98% (ELS)	✓

Our achievement is rated by: [✓ on or above target / ○ off target (by less than 10%) / ✕ off target (by more than 10%)]

¹data not yet received in full ²against quarter profile (p) provisional figure (annual) figure not reported on a quarterly basis

(v2 Apr 2014)

REPORT OF THE SERVICE DIRECTOR, YOUTH, FAMILIES & CULTURE**CREATION OF A NEW TEMPORARY PART TIME JANITOR POST AT
BESTWOOD COUNTRY PARK****Purpose of the Report**

1. Bestwood Country Park is managed by the County Council's Country Parks Service. One of its buildings – the Dynamo House – was restored and opened to the public in 2010 with the help of a Heritage Lottery grant. This report seeks approval to set up a temporary part time janitor post for the park, responding to increasing community use of this building.

Information and Advice

2. In 2010 Bestwood Country Park acquired a new facility when the historic former colliery Winding Engine House was restored with the help of a Heritage Lottery grant. The Dynamo House is a single storey brick building nearby in the Engine House complex in Bestwood Village. It houses a small exhibition and back office, a public toilet and a meeting space.
3. A Saturday community-run café now runs in the building, is popular with local people and supported by the local Women's Institute and the Friends of Bestwood Country Park Group. The Friends Group want to expand their activities and this is viewed as a real success in terms of community engagement and importantly fulfils the purpose for which Heritage Lottery funded the project.
4. There is currently no capacity in the existing park staffing structure to service increasing public use of the Dynamo House.
5. The proposal is to divert monies in the park budget currently paid under contract for site cleaning, in order to directly employ a janitor. This role would provide a more flexible and adaptable range of services to the park buildings than just cleaning. The proposed role is to be responsible for keeping buildings on the park clean, tidy, and well maintained, and also to lock and unlock the Dynamo House facility. This will better serve the needs of the park and its customers. A person in the role, around at times that suit the community and park, will also give Dynamo House users a useful point of contact with park staff. The temporary nature of the new post allows flexibility to monitor how well the arrangement works, and to allow for any future changes in parks structure at this time of change.

6. In order for this proposal to be cost neutral, the current internal service agreement between the Country Park and the Landscape and Cleaning DSO would cease. The new janitor would absorb the cleaning work into his or her wider range of duties, and be line managed by the park Site Manager.

Other Options Considered

7. The option of making changes to the DSO cleaning specification was considered e.g. increasing the amount of cleaning time allocated to the Dynamo House. This would satisfy one need. But a janitor post could also lock and unlock premises, provide handyman / woman type services, and carrying out a range of other useful duties, beyond just cleaning.
8. The option of adding duties to the park ranger's or estate warden's role was considered. However, past staffing reductions mean that there is reduced capacity. It would be a more expensive way of getting the work done, as rangers and wardens are paid at a higher rate.
9. The option of doing nothing would negatively affect the community café. To function, it has to pass a periodic Public Health inspection, so cleaning and maintenance standards must be high. Increasing public use of the Dynamo House building is welcome, but creates greater need for daily maintenance, cleaning and safety checks. The 'do nothing' option would conflict with community desire to make more use of a historic building that both Nottinghamshire County Council and Heritage Lottery have invested in.

Reason/s for Recommendation/s

10. The creation of a temporary part time janitor post would be cost neutral, as it can be achieved by internal reallocation of the parks cleaning budget, which amounts to £9700 per annum.
11. It better suits the changing demands of park users.
12. The change would also better satisfy the ambitions of Heritage Lottery and the local community for the Dynamo House. If Heritage Lottery see their targets fulfilled, they are more likely to look favourably on future grant applications.

Statutory and Policy Implications

13. This report has been compiled after consideration of implications in respect of crime and disorder, finance, human resources, human rights, the public sector equality duty, safeguarding of children and vulnerable adults, service users, sustainability and the environment and ways of working and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

Crime and Disorder Implications

14. Park rangers are often out and about on site in the 690 acre park. A uniformed janitor around park buildings increases their security and deters casual vandalism. The park

has in the past suffered two major arson attacks and a number of attempted break-ins to park buildings.

Financial Implications

15. The new post will be funded by re-allocation of monies currently paid to the Cleaning DSO and is designed to be cost neutral. As set out below, there is the possibility of a small saving to the service per year.

The current cost of cleaning provided by Cleaning and Landscapes DSO for Bestwood Dynamo House and Winding Engine House including on costs and consumables / materials.	
Total	£13,500
New janitor post directly line managed by the country park manager, including both cleaning and janitorial duties, 20 hours per week @ grade 1, spinal point 8, including on-costs	£9,300
Training	£500
Sundries and consumables	£500
Total	£10,300

Human Resources Implications

16. The post is temporary for one year so brings no additional financial burden to the Authority in terms of redundancy payments. It could potentially provide a redeployment opportunity. The creation of the post is more cost efficient than adding duties to staff on higher grades doing more specialised park work.

Public Sector Equality Duty implications

17. The post would not be suitable for a person with mobility restrictions, due to the number of stairs within the Listed Historic Buildings of Alexandra Lodge and the Winding Engine House.

Safeguarding of Children and Vulnerable Adults Implications

18. The janitor post would not come into contact with unsupervised children or vulnerable adults.

Implications for Service Users

19. The creation of the post would enable a service more responsive to park users and in particular to local residents and park users from Bestwood Village. It would better support the community café run by the Friends of Bestwood Country Park.

RECOMMENDATION/S

- 1) That the establishment of a temporary part time janitor post at Bestwood Country Park be approved.

Derek Higon
Service Director, Youth, Families and Culture

For any enquiries about this report please contact:

Linda Hardy
Visitor Services Manager, Country Parks Service
T: 01623 821328
E: linda.hardy@nottsc.gov.uk

Constitutional Comments (SLB 17/04/14)

20. Culture Committee is the appropriate body to consider the content of this report; it is responsible for approving departmental staffing structures as required, subject to HR comments and consultation with the recognised trade unions.

Financial Comments (KLA 25/04/14)

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

Background Papers and Published Documents

None.

Electoral Division(s) and Member(s) Affected

All.

C0404

REPORT OF THE SERVICE DIRECTOR, YOUTH, FAMILIES AND CULTURE**MAINTAINING CUSTOMER SERVICE STANDARDS FOR CATERING AND HOSPITALITY AT COUNTRY PARKS****Purpose of the Report**

1. To seek approval for interim staffing changes to maintain the capacity of catering and hospitality at Rufford Abbey Country Park and Sherwood Forest Country Park in order to meet customer service standards whilst a review of commercial activity is undertaken for implementation in April 2015.

Information and Advice

2. Catering and hospitality at the parks is a substantial and growing business. In 2013, Catering and Hospitality had a net turnover of £1.5m, generating a contribution to the authority of £168,000. Up until the end of January 2014, sales were up 11% and net profit was up 50%.
3. The business operates seven days a week, 364 days a year from 9.00 am until, when weddings are hosted, 1.00 am, trading from nine outlets across Rufford and Sherwood. The catering and hospitality management team (a catering manager band A, a hospitality manager band A and four assistant catering/hospitality managers) provide day-to-day supervision, direction and support for front line staff, and ensure consistency of customer service whenever managers are not in an outlet.
4. Demand for catering peaks on Sundays and Bank Holidays, so managers are required, but this means that, if all managers took their leave and lieu time for working Bank Holidays evenly throughout the year, there would only be two managers on any weekday.
5. With the growth in catering and hospitality, it has become apparent that the level of supervision required reviewing to ensure consistent operational standards and customer service.
6. Re-structuring of commercial activity at the parks has been delayed because of uncertainty over the size and shape the business would need to be, especially in light of the development at Sherwood Forest National Nature Reserve. Work continues to reshape the commercial offer and this proposal is therefore of a temporary nature until April 2015 when a new staffing structure will be introduced following consultation in the Autumn.

7. The proposal is to create four operational supervisory posts, at grade 4 (subject to job evaluation), to provide additional operational supervision for the commercial provision. It is anticipated that the posts be filled internally on an acting-up basis, by existing catering staff who will have the supervisory elements added to their existing duties. The posts will be offered until 31 March 2015, when it is anticipated that the new structure will have been agreed and implemented. The full-time establishment numbers will not be increased.

Other Options Considered

8. The alternative would be to continue to rely on catering assistant staff to always ensure customer service standards and food safety regulations are met, without support or guidance. Most of the staff are capable of working to these standards without direct supervision, but the risk to the Council will increase as demands on the service increase.

Reason/s for Recommendation/s

9. To seek the approval of the Culture Committee for four temporary full-time additional catering supervisory posts, to ensure that catering and hospitality at the parks can continue to meet customer needs whilst the service is being re-structured. The solution to a current problem is the most cost effective method of building the supervisory capacity required.

Statutory and Policy Implications

10. This report has been compiled after consideration of implications in respect of finance, public sector equality duty, 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. There is an expectation by partners (environmental health, licensing, the police and registrars) that a responsible person is on the premises when our outlets are trading.

Implications for Service Users

11. Maintenance of customer service standards and food safety will be expected by customers.

Financial Implications

12. The full year additional cost of these changes will be £12,200 and will be met from within the existing budgetary provision within Country Parks and Green Estates.

Crime and Disorder Implications

13. These proposals will ensure that the responsible person managing licensed premises will be capable of fulfilling his/her responsibilities in maintaining public order.

RECOMMENDATION/S

- 1) That four temporary full time catering supervisor posts at Rufford Abbey County Park and Sherwood Forest County Park, up to 31 March 2015, be approved.

Derek Higton
Service Director, Youth, Families and Culture

For any enquiries about this report please contact:

Andrew Cox
Commercial Manager
T: 01623 821344
E: andrew.cox@nottscc.gov.uk

Constitutional Comments (LM 17/04/14)

14. The Culture Committee has delegated authority within the Constitution to approve the recommendations in the report.

Financial Comments (KLA 25/04/14)

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

Background Papers and Published Documents

None.

Electoral Division(s) and Member(s) Affected

All.

C0405

**REPORT OF THE CORPORATE DIRECTOR POLICY, PLANNING AND
CORPORATE SERVICES****GREENWOOD COMMUNITY FOREST****Purpose of the Report**

1. To provide members with an update on the work of the Greenwood Community Forest Partnership and how this supports NCC priorities.

Information and Advice**Background**

2. Greenwood Community Forest was established in 1992, as one of 12 Community Forests created to improve the environment of urban fringe areas around England's major conurbations. Greenwood is managed by a partnership, which brings together Nottinghamshire County Council alongside five district and borough councils, plus a number of other organisations (see appendix). The Partnership is steered by a Board, which is currently chaired by Councillor John Knight, representing Nottinghamshire County Council. The Greenwood team comprises three officers who are employed by Nottinghamshire County Council on behalf of the partnership.

Activities

3. The agreed "mission" for Greenwood is "to work in partnership to enable Nottinghamshire's communities to create, care for and to use woodlands and other high quality accessible green spaces in a sustainable way that benefits the environment, landscape and the local economy."
4. Greenwood's Annual Report for 2012-13 (attached) provides information about achievements over the past year, which include:
 - 4.1. Delivery of a community tree planting scheme that resulted in 165 trees being planted by 142 participants, including a number of projects to support climate change adaptation via larger "trees for shade".
 - 4.2. Support and implementation of 11 of the County Council's Local Improvement Scheme projects to benefit biodiversity, amenity and local community aspirations.
 - 4.3. Practical support and encouragement for 39 "Friends" groups that help to improve, care for and promote use of local green spaces.
 - 4.4. Working with the Friends of Greenwood Community Forum to provide an even better network for the individual groups to share information and mutual support.
 - 4.5. Recognising the value of volunteer effort by organising the Greenwood Awards evening, attended by 140 people.

- 4.6. Organising a range of events, including support to two significant public events, “Time Travel Trent Vale” and “Thynghowe and the Forgotten Heritage of Sherwood”.

Links to NCC priorities

5. Greenwood’s activities support a number of the priorities set out within the County Council’s Strategic Plan:
6. The network of “Friends” groups contributes towards the “Supporting Safe and Thriving Communities” priority, by encouraging partnership working and helping people to feel safer within their local parks. It also supports “Protecting the Environment”, by encouraging more people from local communities to become involved in improving their environment and by improving the quality of country parks and open spaces and so increasing public satisfaction.
7. A more attractive environment represents good quality “green infrastructure” that makes Nottinghamshire more attractive for investment and so indirectly helps to “Support Economic Growth”. Greenwood’s organisation of public events can also provide new attractions for the visitor economy.
8. Good quality green spaces also help in “Promoting Health”. Many studies have now confirmed their value in encouraging recreational activity that benefits mental well-being as well as better physical health. Greenwood has promoted walking for health and carried out audits to ensure sites are accessible to everyone.

Looking forward

9. The Greenwood Partnership is currently discussing its work priorities for the year ahead. Partners have indicated their wish to support both strategic effort to regenerate the landscape and community-based work to stimulate local engagement.
10. The team will seek external funding for projects to provide financial sustainability. One way of doing this is likely to be by working more closely with the network of Friends groups. The team has already supported the Friends of Greenwood Community Forum to bid for funds for further promotion and development of the Forum.

Other Options Considered

11. The report is for noting only.

Reason/s for Recommendation/s

12. To note Greenwood Community Forest’s successes and its support of various NCC objectives (see paragraphs 6-8); to support the County Council’s representative on the Greenwood Board in providing guidance on future priorities.

Statutory and Policy Implications

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

service users, sustainability and the environment and ways of working and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

Financial Implications

14. Nottinghamshire County Council's contribution of £75,689.00 to the Greenwood Partnership is contained within the salary budget of the Conservation team.

Implications for Sustainability and the Environment

15. Greenwood Community Forest helps to create a better environment and by involving local communities and volunteers, to do so in a sustainable way.

RECOMMENDATION/S

To note the report and the attached Annual Report.

Jayne Francis-Ward

Corporate Director Policy, Planning & Corporate Services

For any enquiries about this report please contact:

Malcolm Hackett

Senior Practitioner Greenwood

0115 9696530

Constitutional Comments

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

Financial Comments (SEM 16/04/14)]

The financial implications are set out in the report.

Background Papers and Published Documents

General information on Greenwood Community Forest is available at:

<http://www.greenwoodforest.org.uk>

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 divisions within the districts of Ashfield, Broxtowe, Gedling, Mansfield and Newark & Sherwood:

Arnold North	Pauline Allan/Michael Payne
Arnold South	Roy Allen/Muriel Weisz
Balderton	Keith Walker
Beauvale	John Handley
Beeston North	Steve Carr
Beeston South and Attenborough	Kate Foale
Blidworth	Yvonne Woodhead
Bramcote and Stapleford	Stan Heptinstall/Jacky Williams
Calverton	Boyd Elliott
Carlton East	Nikki Brooks/John Clarke
Carlton West	Jim Creamer/Darrel Pulk
Chilwell and Toton	Richard Jackson/John Doddy
Collingham	Maureen Dobson
Eastwood	Keith Longdon
Farndon and Muskham	Sue Saddington
Farnsfield and Lowdham	Roger Jackson
Hucknall	Alice Grice/John Wilkinson/John Wilmott
Kimberley and Trowell	Ken Rigby
Kirkby in Ashfield North	John Knight
Kirkby in Ashfield South	Rachel Madden
Mansfield East	Alan Bell/Colleen Harwood
Mansfield North	Joyce Bosnjak/Parry Tsimbirdis
Mansfield South	Stephen Garner/Andy Sissons
Mansfield West	Diana Meale/Darren Langton
Newark East	Stuart Wallace
Newark West	Tony Roberts
Newstead	Chris Barnfather
Nuthall	Philip Owen
Ollerton and Boughton	Stella Smedley
Rufford	John Peck
Selston	Gail Turner
Southwell and Caunton	Bruce Laughton
Sutton in Ashfield Central	David Kirkham
Sutton in Ashfield East	Steve Carroll
Sutton in Ashfield North	Jason Zadrozny
Sutton in Ashfield West	Tom Hollis
Warsop	John Allin

Appendix 1: Members of Greenwood Community Forest Partnership

The partnership is made up of:

Local authorities (voting members)

- Nottinghamshire County Council
- Ashfield District
- Broxtowe Borough
- Gedling Borough
- Mansfield District
- Newark & Sherwood

Others (advisory, non-voting)

- Friends of Greenwood Community Forum
- Groundwork
- The Forestry Commission
- Natural England

**REPORT OF CORPORATE DIRECTOR POLICY PLANNING AND
CORPORATE SERVICES****SHERWOOD FOREST REGIONAL PARK BOARD****Purpose of the Report**

1. The purpose of the report is to provide the Committee with an update on the activities of the Sherwood Forest Regional Park Board.

Information and Advice

The Regional Park vision is for “a future for the Sherwood Forest area where the outstanding natural and cultural heritage is locally, nationally and internationally recognised – where vibrant communities, economic regeneration and environmental enhancement thrive together in this inspiring natural setting”. Objectives encompass enhancement of landscape and historic character, promotion of sustainable leisure and tourism and support for agricultural diversification, woodland and rural economy uses which respect local character.

The concept of the Regional Park is being driven by an informal partnership, led by a Board of 20 organisations including the County Council. The Board is currently chaired by Nottinghamshire Wildlife Trust.

The recent work of the Board has been to explore ways that concept of a regional can be delivered and how to achieve this, given financial constraints. Regional Park designation will add value to the work undertaken by all partners.

Two working groups report to the Board:

- Sherwood Funding Working Group – encourages shared funding bids that support the Regional Park aims. A Stage 1 bid to the Heritage Lottery Fund to establish a Landscape Partnership Scheme (LPS) valued at £3.9million was unsuccessful in October 2013. Partners have been encouraged to resubmit the bid and a revised bid will be submitted to the Heritage Lottery Fund at the end of May.
- Sherwood Habitats Steering Group – provides technical support regarding biodiversity and landscape matters. Over the last year, the group has carried out Biodiversity Opportunity Mapping and started to investigate applications of the concept of Ecosystems Services.

Other work initiated by the Board has been to pursue recognition of the area within Local Development Frameworks and to look for opportunities to work with Experience Nottinghamshire in promoting Sherwood to visitors.

Other Options Considered

2. As this is report for noting only, it is not necessary to consider other options.

Reason/s for Recommendation/s

3. The report is for noting only.

Statutory and Policy Implications

4. This report has been compiled after consideration of implications in respect of crime and disorder, finance, human resources, human rights, the NHS Constitution (Public Health only), the public sector equality duty, safeguarding of children and vulnerable adults, service users, sustainability and the environment and ways of working and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

RECOMMENDATION/S

1) That the report be noted.

Jayne Francis-Ward

Corporate Director Policy Planning and Corporate Services

**For any enquiries about this report please contact: Sally Gill, Group Manager Planning
0115 9696536**

Constitutional Comments

5. The report is for noting

Financial Comments (SEM 23/04/14)

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

Background Papers and Published Documents

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972. - None

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

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

1. To consider the Committee's work programme for 2014/15.

Information and Advice

2. The County Council requires each committee to maintain a work programme. The work programme will assist the management of the committee's agenda, the scheduling of the committee's business and forward planning. The work programme will be updated and reviewed at each pre-agenda meeting and committee meeting. Any member of the committee is able to suggest items for possible inclusion.
3. The **attached** work programme has been drafted in consultation with the Chairman and Vice-Chairman, and includes items which can be anticipated at the present time. Other items will be added to the programme as they are identified.

Other Options Considered

4. None.

Reason for Recommendations

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

Statutory and Policy Implications

6. This report has been compiled after consideration of implications in respect of 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/S

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:

Martin Gately
Democratic Services Officer
T: 0115 9772826

Constitutional Comments (HD)

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

Financial Comments (PS)

8. 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.

CULTURE COMMITTEE - WORK PROGRAMME 2014-15

<u>Report Title</u>	<u>Brief summary of agenda item</u>	<u>Lead Officer</u>
3 June 2014		
Service update	For noting	Derek Highton/ Sally Gill
Future operating models for Libraries, Archives, Information and Learning Services		Derek Highton
Update on development of Community Partnership Libraries	For noting	Derek Highton
National Water Sports Centre – first year update	For noting	Derek Highton
World War One Centenary Commemoration – progress report	For noting	Derek Highton
Sports Development – future arrangements		Derek Highton
1 July 2014		
Service update	For noting	Derek Highton/ Sally Gill
Review of Green Estates sites - outcomes		Derek Highton
Update on Sherwood Forest Visitor Centre	For noting	Derek Highton
A Strategy for Nottinghamshire Libraries (six monthly progress report Jan to June 2014)	For noting	Derek Highton
Archives – update on capital scheme	Also to include presentation	Derek Highton
Future of Arts Service		Derek Highton
9 September 2014		
Service update	For noting	Derek Highton/ Sally Gill
Performance monitoring (Quarter 1)	For noting	Derek Highton
Future management arrangements for Rufford Country Park		Derek Highton
Review of the Southwell Library Poetry Festival 2014		Derek Highton
Modernisation of Nottinghamshire public libraries		Derek Highton
21 October 2014		
Service update	For noting	Derek Highton/ Sally Gill
The Robin Hood Festival		Derek Highton
Summer Reading Challenge 2014		Derek Highton
Cultural Services Strategic Events – six monthly review	For noting	Derek Highton

<u>Report Title</u>	<u>Brief summary of agenda item</u>	<u>Lead Officer</u>
2 December 2014		
Service update	For noting	Derek Higton/Sally Gill
Performance monitoring (Quarter 2)	For noting	Derek Higton
Fees and Charges 2015/16 – Country Parks and Green Estate	Annual determination	Derek Higton
2014 visitor satisfaction survey in Country Parks		Derek Higton
13 January 2015		
Service update	For noting	Derek Higton/Sally Gill
A Strategy for Nottinghamshire Libraries (six monthly progress report Jul to Dec 2014)	For noting	Derek Higton
3 March 2015		
Service update	For noting	Derek Higton/Sally Gill
Performance monitoring (Quarter 3)	For noting	Derek Higton
Annual review of the County Council Cultural Strategy		Derek Higton
Cultural Services Strategic Events Programme		Derek Higton
Fees and Charges 2015/16 – Libraries, Archives and Information	Annual determination	Derek Higton
28 April 2015		
Service update	For noting	Derek Higton/Sally Gill
ACLS Priorities for 2015/16		Peter Gaw
9 June 2015		
Service update	For noting	Derek Higton/Sally Gill
Performance monitoring (2014/15)	For noting	Derek Higton
Outside bodies report	For noting	Derek Higton/Sally Gill
21 July 2015		
Service update	For noting	Derek Higton/Sally Gill
To be placed		
Idle Valley Management Board	Report from officer group	Sally Gill
Heritage Plan		Sally Gill
Biodiversity Offsetting Pilot Project	Year 1 report on progress	Sally Gill
Conservation Management Plan for Rufford Park		Derek Higton