Nottinghamshire County Council

Community Safety Committee

Tuesday, 26 February 2013 at 14:00

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

AGENDA

1	Minutes of the last meeting held on 8 January 2013	3 - 8
2	Apologies for Absence	
3	Declarations of Interests by Members and Officers:- (see note below) (a) Disclosable Pecuniary Interests (b) Private Interests (pecuniary and non-pecuniary)	
4	Police and Crime Plan 2013-2018 - presentation by Chris Cutland, Deputy Police and Crime Commissione	
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10	Review of Charges Made for Advice and Support Provided to Business in 2013-14	53 - 58
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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.

Nottinghamshire County Council

minutes

Meeting	COMMUNITY SAFETY COMMITTEE
Date	Tuesday, 8 January 2013 at 2:00pm

membership
Persons absent are marked with `A'

COUNCILLORS

Mick Murphy (Chairman)
David Taylor (Vice-Chairman)

Glynn Gilfoyle
John H Hempsall
Rachel Madden
Mike Quigley MBE
Mel Shepherd MBE
Parry Tsimbiridis
June Stendall

EX-OFFICIO MEMBER (NON-VOTING)

A Councillor Mrs Kay Cutts

OFFICERS IN ATTENDANCE

Martin Done	(Policy, Planning & Corporate Services)
Robert Fisher	(Adult Social Care, Health & Public Protection)
Paul McKay	(Adult Social Care, Health & Public Protection)
Chris Walker	(Policy, Planning & Corporate Services)
Mark Walker	(Adult Social Care, Health & Public Protection)
Tony Shardlow	(Policy Planning & Corporate Services)
Barbara Brady	(Consultant in Public Health)
Martin Gately	(Policy Planning & Corporate Services)

MINUTES

The minutes of the last meeting held on 20 November 2012 were confirmed and signed by the Chairman.

APOLOGIES FOR ABSENCE

None were received.

DECLARATIONS OF INTEREST BY MEMBERS AND OFFICERS

None.

PUBLIC HEALTH PRESENTATION – SUBSTANCE MISUSE COMMISSIONING AND SERVICES

The committee received a detailed, comprehensive presentation on substance misuse and the links between alcohol and drug use and the crime rate.

UPDATE ON KEY TRADING STANDARDS MATTERS

Consideration was given to a report on key trading standards matters.

RESOLVED 2013/001

That the report be noted.

CHANGES TO THE TRADING STANDARDS STAFFING ESTABLISHMENT

Consideration was given to a report on changes to the Trading Standards Staffing Establishment.

RESOLVED 2012/002

That the existing Trading Standards staffing structure be disestablished with effect from 8th January 2013 and the amended staffing structure for the Trading Standards Service be confirmed as follows with effect from 8th January 2013:

(a) 18.8 fte (695.6 hours) Trading Standards Officers, level 1 / 2 (Grade 4/5, scp 19-28) and the post be allocated an approved car user allowance

(b) 8 fte (296 hours) Trading Standards Officers, Level 3 (Band A, scp 29-34) and the post be allocated an approved car user allowance

(c) 7.6 fte (281.2 hours) Trading Standards Officers, Level 4, (Band B, scp 34-39) and the post be allocated an approved car user allowance

(d) 4 fte (148 hours) Team Managers (Band D, scp 42-47), and the post be allocated an approved car user allowance

(e) 1 fte (37 hours) Group Manager, (Band F, scp 56-61) and the post be allocated an approved car user allowance

(f) 1 fte (37 hours) Officer Coordinator, (Grade 4, scp 19-23)

(g) 1 fte (37 hours) Financial Investigation Officer, (Band B, scp 34-39) and the post be allocated an approved car user allowance

(h) 1 fte (37 hours) Intelligence Manager, (Band A, scp 29-34) and the post be allocated an approved car user allowance

(i) 1 fte (37 hours) Information Manager, (Grade 5, scp 24-28)

(j) 2 fte (74hours) Intelligence Support Officers, (Grade 3, scp 14-18)

(k) 2 fte (74 hours) Administrative Assistants, (Grade 2, scp 9-13)

(l) 3 fte (111 hours) Technical Assistants, (Grade 2, scp 9-13).

UPDATE ON EMERGENCY MANAGEMENT AND REGISTRATION SERVICES

Consideration was given to an on recent key activities and events of the County Council's Emergency Planning Team and of Registration and Celebratory Services

RESOLVED 2013/003

That the report be noted.

REGISTRATION SERVICE FEES FOR 2013/2014 AND 2014/2015

Consideration was given to a report on the process for the setting of Registration Service fees and to seek approval form fees for 2013/2014 and 2014/2015..

RESOLVED 2013/004

1. That the .proposed Registration Service fee be approved, while noting that these may need to be adjusted in response to any imposed changes to national fees, and:
2. Extending the availability of enhanced ceremonies in Registration Offices to 7pm on Saturdays from May to September.

DOMESTIC VIOLENCE UPDATE REPORT

Consideration was given to a report informing Members of progress with Domestic Homicide Reviews undertaken since March 2012.

RESOLVED 2013/004

1. That the Committee note the report and commit a further £10,000 from the Community Safety budget to provide funding to support Domestic Homicide Reviews in 2013/2013.
2. the Committee agree an allocation of £10,000 in the budget for 2013-14 for any further reviews in that year
3. the re-commissioning timetable for Domestic Violence Awareness Training be revised to begin in April 2013 not October 2012 as previously agreed

MAN ENOUGH CAMPAIGN

Consideration was given to a report informing Members about progress in the Man Enough Campaign to raise awareness about domestic violence.

RESOLVED 2013/005

1. the Committee fully endorses the Man Enough Campaign on behalf of the County Council and encourages staff and residents of the County to make individual pledges.

2. the Committee continues to work with partners in the Safer Nottinghamshire Board to maintain and develop services that seek to reduce domestic violence in Nottinghamshire and provide support to domestic violence victims.

HATE CRIME TRAINING PROGRAMME

Consideration was given to a report seeking approval for funding from the Community Safety budget for a training programme which is designed to tackle Hate Crime against some of the most vulnerable members of our community.

RESOLVED 2013/006

1. That the sum of £10,000 is allocated from the Community Safety budget to fund a Hate Crime training programme
2. That this report be taken to Grant Aid Sub-Committee for information

KEEP ON TRACK SAFETY BOOKS

Consideration was given to a report introducing the Keep on Track Safety books which tackle issues of anti-social behaviour, cyber-bullying, arson, domestic violence, road safety, hate crime, theft and vandalism.

RESOLVED 2013/007

1. That the County Council, with its partners, continues to build on the successful outcomes already achieved by the On Track Partnership
2. That the County Council agrees to fund the additional Keep on Track Safety Books to the sum of £6,900 for three new safety books

WORKING WITH VULNERABLE COMMUNITIES

Consideration was given to a report seeking for a programme designed to work with, protect and strengthen some of the most vulnerable communities within the County.

RESOLVED 2013/008

1. That the sum of £53,750 is allocated from the Community Safety Budget as a contribution to the programme, “Working with Vulnerable Communities”
2. That this funding is met from a temporary transfer from the underspend in the staffing element of the Community Safety budget 2012/2013.

WORK PROGRAMME

A report on the Committee’s proposed Work Programme for 2012/3 was considered. During discussion, The Chairman agreed to invite the Police and Crime Commissioner to a future meeting of the committee.

RESOLVED 2013/009

That the work programme be noted.

The meeting closed at 3.25 pm.

CHAIRMAN
M_08JAN2013

Nottinghamshire County Council

Report to Community Safety Committee

26 February 2013

Agenda Item:5

REPORT OF SERVICE DIRECTOR, POLICY, PLANNING AND CORPORATE SERVICES

COMMUNITY SAFETY UPDATE

Purpose of the Report

1. The purpose of this report is to inform Members of the Committee about crime performance in relation to quarter three of 2012/13, highlights of the strategic assessment outlining priorities and revised partnership plus areas for 2013/14 and the Police and Crime Plan of Nottinghamshire's Police and Crime Commissioner.

Information and Advice

2. **Crime Performance Quarter Three 2012/13**

2.1 The following table and commentary are taken from the Safer Nottinghamshire Board Qtr 3 performance report :

	Ashfield	**Mansfield**	**Bassetlaw/N&S**	**South Notts**
All Crime	On target	On target	On target	On target
Serious Acquisitive crime – (informal target set)	Below county average	Above county average (5.1-10%)	Above county average (5.1-10%)	Below county average
Violent crime	Target nearly met (-0.7%)	Target not met (-7.7%)	Target not met (-11.6%)	Target not met (-3.1%)
Domestic Violence 5.1 increase of DV incident reports 5.2 decrease in DV recorded crimes	5.1 – On target 5.2 – Target not met (-12%)	5.1 Target not met (-9%) 5.2 Target not met (-3%)	5.1 Target not met (-3%) 5.2 Target not met (-11%)	5.1 Target met 5.2 Target met
Anti-social behaviour	On target	On target	On target	On target

Substance misuse	Not known yet	Not known yet	Not known yet	Not known yet
Hate crime 7.1 increase in hate crime incidents 7.2 reduction in total hate crime 7.3 hate crime repeat victimisation	7.1 – Target not met 7.2 – On target 7.3 – Target not met	7.1 – Target not met 7.2 – On target 7.3 – Target not met	7.1 – Target not met 7.2 – On target 7.3 – Target not met	7.1 – Target not met 7.2 – On target 7.3 – Target not met
Youth crime	On target	On target	On target	On target

2.2 Year-to-date reductions (YTD 2011/12 – YTD 2012/13) in the County have been achieved against the following crime categories:

- All crime – down by 15% (5,036 less victims/offences)
- Domestic Burglary – down by 16.9% (296 less victims/offences)
- Vehicle crime – down by 3.8% (127 less victims/offences)
- Theft of a motor vehicle – down by 19.7% (164 less victims/offences)
- Robbery – down by 28.2% (80 less victims/offences)
- Violent crime – down by 4.7% (329 less victims/offences)
- Violence Against the Person (VAP) – down by 4.1% (257 less victims/offences)
- VAP with injury – down by 6.8% (191 less victims/offences)
- Racial hate crime offences show a decrease of 14.6% (26 less offences)
- Disabled hate crime offences have reduced by 68.2% (15 less offences)
- Homophobic offences show a reduction of 29.6% (16 less offences)
- Religious offences down by 25% (2 less offences)
- Total hate crime overall is down by 26.3% (75 less offences)

2.3 Performance **risks** to highlight are as follows:

- Violent crime remains a major concern. The highest violent crime rates are in Ashfield and Mansfield, which accounts for 40% of violent crime in the county. There are increasing trends in domestic violence offences in Bassetlaw over the last 12 months. Domestic violence offences account for approx. 40% of Violence Against the Person (VAP) offences this quarter and approx. 50% over the last 12 months.
- Substance misuse - 25% of clients in drug treatment have been in treatment for over 6 years. Re-presentations of those who had successful completions continue to exceed the national average by some margin.
- Reducing re-offending – an ongoing risk to SNB performance is the violent offenders who are aged 18-21 years old. County performance is line with national averages but shows a declining picture over the last 4 cohorts. Quarter 3 has seen an increase in reconviction rates, with 8 out of the 15 SNB priority areas not meeting their target. This compares to the previous quarter, where only 1 SNB priority areas did not meet their target. However, this performance has not had an overall impact on reconviction rates for the districts linked to these wards, which are all performing within target.

2.4 Performance plans to show what is being done to tackle the issues include the following:

- Reducing re-offending – there are planned changes to the Reducing re-offending Board which will focus on high risk cases. Local performance measures have been introduced which are showing marked improvements over the last 12 months. SNB probation mentors have been introduced in the Partnership Plus Areas – only 3 areas continue not to meet the local reducing re-offending targets.
- Use of restorative justice continues and targets are being exceed (10% of all detections)
- Substance misuse performance reports will be aligned with SNB performance cycle and will include localised breakdown of information in the future.

3. County Strategic Assessment for 2013/14

3.1 The 2013/14 Nottinghamshire County Strategic Assessment informs the Safer Nottinghamshire Board (SNB) strategic planning and commissioning process, through identification of key priorities which will have a significant impact on crime, disorder and substance misuse.

3.2 This Strategic Assessment continues to utilise geographic prioritisation. The holistic approach will enable the causes of crime as well as symptoms to be addressed in each geographical area. Given current financial and resource concerns, this offers an efficient means of tackling crime; ensuring resources are targeted where they will have the largest impact on crime reductions and on communities.

3.3 At the SNB meeting on 15th February 2013, it was agreed that the following priorities and revised partnership plus areas will be the focus for 2013/14. The Community Safety Partnerships have agreed on the following priorities and Partnership Plus areas:

Priorities

Domestic Violence
Violent crime
Reducing Re-offending
Anti Social behaviour
Substance misuse
Youth Issues
Hate crime

Partnership Plus Areas

Worksop South East (Bassetlaw)
Portland (Mansfield)

Worksop North West (Bassetlaw)
Sutton-in-Ashfield East (Ashfield)
Carr Bank (Mansfield)
Castle (N & S)
Kirkby-in-Ashfield East (Ashfield)
Hucknall East (Ashfield)
Sutton-in-Ashfield Central (Ashfield)
Netherfield and Colwick (Gedling)
Woodlands (Mansfield)
Hucknall Central (Ashfield)
Magnus (N & S)
Eastwood South (Broxtowe)
Worksop South (Bassetlaw)

4. Police and Crime Plan

4.1 On the 15th November 2012, Nottinghamshire had its election for the first Police and Crime Commissioner. As Members will be aware, Paddy Tipping was the successful candidate, taking office on the 22nd November 2012. Chris Cutland was subsequently appointed as the Deputy Police and Crime Commissioner.

4.2 The Police and Crime Commissioner is required to produce a five year Police and Crime Plan (summary at Appendix 1) for Nottinghamshire which must be published no later than 31st March 2013. Policy Committee considered the Plan at its meeting on 13th February 2013.

4.3 The draft Police and Crime Plan has seven strategic priority themes:

- Protect, support and respond to victims, witnesses and vulnerable people
- Improve the efficiency, accessibility and effectiveness of the criminal justice process
- Focus on those local areas that are most affected by crime and anti-social behaviour
- Reduce the impact of drugs and alcohol on levels of crime and anti-social behaviour
- Reduce the threat from organised crime
- Prevention, early intervention and reduction in re-offending
- Spending money wisely

4.4. Each of the seven strategic priority themes has a number of key activities, which will be undertaken by the Police and Crime Commissioner, Nottinghamshire Police and a range of partners, a key one of which is the County Council.

4.5 The draft Police and Crime Plan also promotes a “locality focussed” approach to tackling the issues of crime, disorder and anti-social behaviour. This is the type of approach that was adopted by the Safer Nottinghamshire Board in 2012/13, identifying 15 areas of the County that would attract targeted actions and funding to improve their crime and anti-social behaviour levels. To date, this approach has been extremely successful with crime rates in these 15 areas falling by 21% and anti-social behaviour by 33%. The Safer Nottinghamshire Board will be seeking to repeat this approach for 2013/14, which will link with the draft Police and Crime Plan.

Financial details

5. There are no financial implications arising from this report.

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.

7. **Recommendation**

7.1 Members are asked to note the report.

Background Papers Available for Inspection

Nottinghamshire County Strategic Assessment 2013/14
Nottinghamshire Community Safety Agreement Plan 2011/14
Nottinghamshire Police and Crime Commissioner Police and Crime Plan 2013-18
(www.nottinghamshire.pcc.police.uk/Public-Information/Police-and-Crime-Plan.aspx)

Martin Done, Service Director Communications and Marketing

For any enquiries about this report please contact: Chris Walker, Temporary Group Manager, Safer and Engaged Communities, x 72460 or Yvette Armstrong, Community Safety Officer, Safer and Engaged Communities x73058.

Appendix 1
Police and Crime Plan 2013-18

Nottinghamshire
POLICE & CRIME
COMMISSIONER

Draft Police and Crime Plan 2013-2018 Summary

Foreword

Nottinghamshire's Police and Crime Commissioner: Paddy Tipping

Nottinghamshire's Deputy Police and Crime Commissioner: Chris Cutland

Welcome to the Summary of Nottinghamshire's first Police and Crime Plan, which explains the key strategic priorities for action over the next five years for policing and crime in Nottingham and Nottinghamshire.

On 15 November 2012, Nottinghamshire had its election for the first Police and Crime Commissioner. The Deputy Commissioner and I are absolutely determined, to speak up for you with a strong voice through working with partners across community safety and criminal justice services, to address the policing and crime issues facing victims and citizens of Nottingham and Nottinghamshire, my pledges are to:

- Campaign against Government funding cuts to Nottinghamshire's Police budget.
- Improve Community Policing across Nottinghamshire by taking on 150 extra Police Officers and 100 Police Community Support Officer's.
- Work in partnership to reduce anti-social behavior by 50%.
- Give extra priority and resources to domestic violence and crimes against girls and women.
- Ensure that the victims of crime are treated as people, not cases, and will properly fund Victim Support.
- Be fair, honest and will protect tax-payers money.

We will be work with the Chief Constable and other partners, and particularly the Police and Crime Panel to deliver and improve the performance of policing Nottinghamshire, to cut crime and anti-social behaviour and to continue to build trust and confidence in policing.

As the Police and Crime Commissioner, I want to be known as **"The Peoples' Commissioner"**. We police by consent in this country and I will serve by consent. We want your support to make this happen.

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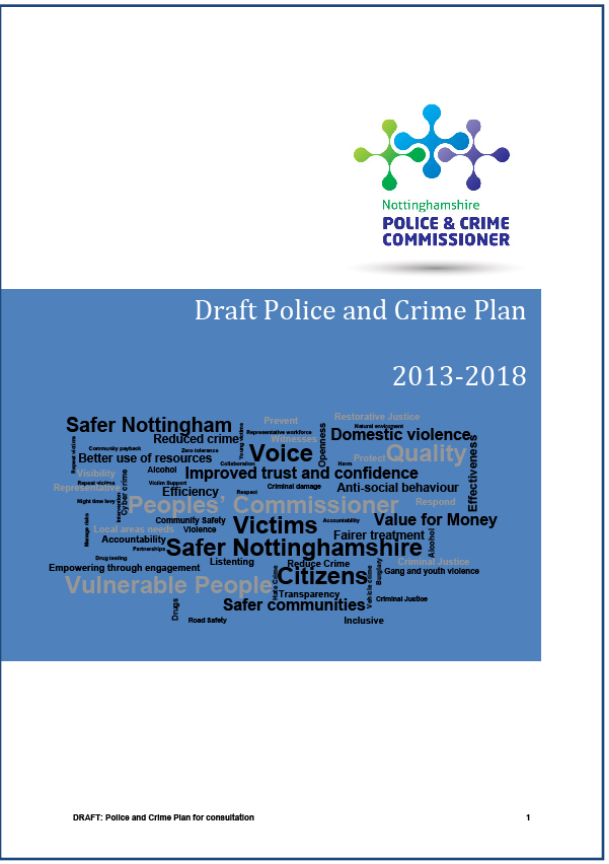
- Introduction
- Approach & Principles
- Strategic Framework
- Vision & Pledges
- Core Values
- Strategic Priority Themes
- Next Stages

Introduction



What is this document for?

The aim of this Summary is to provide an overview of the draft Police and Crime Plan 2013-2018. The Draft Plan has been produced based on the Nottingham and Nottinghamshire Joint Partnership Strategic Assessment.

The Commissioner is required to:

- To produce a five-year Police and Crime Plan as soon as practicable upon taking office, which will be monitored throughout the year and refreshed with actions to be delivered annually.
- Consult with the Chief Constable in preparing the Plan.
- Provide the Police and Crime Panel with the Plan prior to publication. The Panel has no veto power but must make a report &/or recommendations about the Plan to the Commissioner.
- Must have regard to the Panel's report &/or recommendations of the Panel.
- The Commissioner must keep the Plan under review.

This version is specifically designed to further enhance consultation and engagement before the finalising of the Plan for publication by the 31 March. It will be used together with other products such as formal consultations, focus groups and surveys to provide the evidence base for the priorities for policing and crime for the final Plan.

Approach & Principles

Nottinghamshire POLICE & CRIME COMMISSIONER

Approach

The development and preparation of the Plan has been based on:

- The Commissioner's Manifesto commitments.
- Strategic futures scanning on national, regional and local issues utilising political, economic, social, technological, environmental, legal and organizational (PESTELO) analysis.
- Community consultation and engagement analysis covering victim and community consultation, surveys, forums, focus groups and neighbourhood meetings.
- Joint Partnership Strategic Assessment from the Force and community safety and criminal justice partnerships' analysis of current and emerging intelligence and performance threats and opportunities.
- Analysis from inspections, audits and reviews.
- Analysis of performance data and progress against the current Chief Constable's Policing Plan.
- Analysis of Force resources, budgets and crime and policing grants.

Principles

- Victims being at the heart of decision making.
- Smart commissioning.
- Local delivery.
- Transparency and engagement.
- Outcomes focused.
- Working in partnership.

Strategic Framework

Nottinghamshire POLICE & CRIME COMMISSIONER

Building Social Capital

Police and Crime Plan 2013-2018

Vision

'The Peoples' Commissioner'

...giving victims and citizens a bigger **voice** in policing to achieve a safer Nottingham and Nottinghamshire...

To achieve outcomes of:
- Safer communities
- Improved trust and confidence in policing
- Delivering value for money policing services

To achieve objectives of:
- Reduced crime and anti-social behaviour
- Fairer treatment of victims and citizens
- Better use of resources

To be measured by demonstrating:
- Ranked in the top 10 police forces for reducing crime
- Ranked in the top 5 forces for victims satisfaction
- Efficient and effective use of budget and resources
- Increased representation of BME through recruitment

Reducing crime and anti-social behaviour by working with communities, businesses, partners, voluntary and third sector.

Pledges

- Campaign against Government funding cuts to Nottinghamshire's Police budget.
- Improve Community Policing across Nottinghamshire by taking on 150 extra Police Officers and 100 Police Community Support Officer's.
- Work in partnership to reduce anti-social behavior by 50%.
- Give extra priority and resources to domestic violence and crimes against girls and women.
- Ensure that the victims of crime are treated as people, not cases, and will properly fund Victim Support.
- Be fair, honest and will protect tax-payers money.

Community Engagement and Consultation

We Value

- **Victims** – by listening and taking action to protect and safeguard vulnerable people
- **Openness** – by putting victims and the public at the heart of open and transparent decision making
- **Inclusiveness** – by working effectively working with communities and businesses to tackle crime and anti-social behaviour
- **Communities** – by ensuring fairness, respect and accountability to victims and communities
- **Empowering** – by engaging with victims and communities to help shape policing services and build stronger partnerships

Strategic Themes and Key activities for the Delivery Plan

Protect, support and respond to victims, witnesses and vulnerable people	Improve the efficiency, accessibility and effectiveness of the criminal justice process	Focus on those local areas that are most affected by crime and anti-social behaviour	Reduce the impact of drugs and alcohol on levels of crime and anti-social behaviour	Reduce the threat from organised crime	Prevention, early intervention and reduction in re-offending	Spending your money wisely
C Develop a Victims Strategy' and Commissioning Framework based upon evidence of need. C Work with 'Victim Support' to secure funding for Anti-Social Behaviour Case Workers. C Improve support to young victims of crime. C Through better understanding, protect and reduce violence to young women and girls in gangs. C Protect, support and respond to repeat victims of domestic abuse, especially high and medium risk. C Protect and support victims of sexual violence. C Improve BME experience of policing through better engagement and being more responsive to needs. F Working in partnership with other organisations to focus on hate crime. F Ensure Stop and Search transparency and proportionality. F Ensure the police workforce continues to respect and represents the communities it serves. P Promote and develop opportunities for local communities, individuals and businesses to work together to reduce crime. P Improve witnesses and victims experience and participation levels in the Criminal Justice system by removing barriers.	C The Commissioner will work with Criminal Justice Partners to agree ways in which the Criminal Justice System can be more accessible to all communities. C Monitor the effectiveness of the Youth Justice and Criminal Justice System, including timeliness and compliance with national standards on sentencing decisions. F Improve the timeliness and quality of case files. F Digitalise the way case files are produced and transferred. P Improve the effectiveness and support of victims and witnesses going through the Criminal Justice System. P Ensure that all agencies deal fairly with offenders from all backgrounds. P Promote and align community payback with local neighbourhood priorities to improve the local environment. P Develop opportunities to involve victims of anti-social behaviour and crime in neighbourhood justice. P Providing public information on the sentencing and names of offenders.	C Combat crime and create safe public open spaces, such as the Forest Recreation in the City. C Explore the benefits and evidence for creating safer school routes. C Improve public transport safety and introduce with partners a safer Cab Scheme. C Continue to support partnership working on high impact neighbourhoods across the City and partnership priority areas across the County. C Work with partners to protect local natural environments from issues of trespass and damage and reduce rural crime of theft and improve cross border working. F Zero tolerance to violence. F Work with partners to achieve a safe and secure night time economy for the City and other towns. F Work with social landlords, private landlords and other partners in combating anti-social behaviour. F Reduce crime by designing out opportunities in residential, business and commercial developments. F Improve the continuity of police officers to achieve sustainable workforce planning for neighbourhood policing and other specialist policing services.	C Better alignment of partnership budgets to reduce alcohol and drug misuse. C Work to ensure that alcohol is a strategic and resource priority for all partners. C Work with local authorities to create safer night time economy. F Continue to provide drug testing, assessment and wrap around support for drug misusing offenders. P Improve drug and alcohol treatment and assessment in custody, prisons and the community. P Increase the use of Civil and Criminal Enforcement remedies to manage the impact of excessive drinking. P Develop interventions to prevent and tackle 'illegal highs' to address the impact on violent crime. P Ensure the robust enforcement of licensing conditions of pubs and clubs causing the most concerns. P Consider and explore the benefits of family drug and alcohol courts.	C Work in partnership to manage the national threat assessment and meet the Strategic Policing Requirement (cyber crime, terrorism, public order, and civil emergencies). C Encourage greater regional collaboration between Forces for crime , criminal justice and operational support. C Support the Ending Gang Partnership programme and enhance community involvement. C Promote activities to build active communities to improve relationships and community cohesion. F Co-operate and share information across force boundaries to manage risks and threats. F Pursue criminals through the courts to confiscate and seize assets to ensure no one profits from crime. F Ensure neighbourhoods are free from organised crime. F Proactively investigate and manage individuals involved in the sexual exploitation of women and children. F Deter and prevent the use of the roads by criminals through ANPR and reduce the number of people who are seriously injured or killed on the roads.	C Work in partnership to address the mental health needs of offenders and the impact of substance misuse and alcohol. C Provide positive activities for young people at most risk of getting involved in offending and anti-social behaviour. F Reduce re-offending and deter the number of persistent and problematic offenders through robust offender management (statutory and non-statutory), in addition to proactively managing dangerous offenders, perpetrators of domestic abuse and individuals involved in shoplifting. P Actively manage through MAPPA dangerous sex and violent offenders to reduce the threat to communities. P Expand the use of restorative justice by partners and roll out the new conditional Youth Caution Scheme. P Intervene early and provide support to complex and priority troubled families. P Save resources through co-location and shared services such as; AURORA, Targeted Youth Support, MASH, Local anti-social behaviour and Offender Management Teams.	C Create a partnership fund and provide resources to local communities to help resolve local problems and concerns. C Build resource allocation for policing from zero based budgets to improve value for money. C Achieve greater financial savings from existing regional collaboration. C Review the policing estate and custody arrangements in Worksop and the north of the county. C Build sustainability into policing and reduce the carbon footprint and improve energy management. C Recruit more volunteers, including cadets, Parish Constables, Specials, Neighbourhood Watch and 'Mystery Shoppers' to support of the work of the Commissioner. F Invest in police leadership and the development of sergeants and inspectors. F Improve the recruitment, retention and progression of for BME and other officers and staff to reflect the local community. F Improve attendance by reducing sickness and stress related absence of police officers and police staff. F Redesign the Police workforce and expand the use of civilian investigators.

Balanced Scorecard / MTFP (Savings Programme)

• Satisfaction of victims with the service they have received. • Percentage of people who agree that the Police and Council are dealing with local anti-social behaviour and other crime issues. • Reduce the number of repeat victims of domestic violence, anti-social behaviour and hate crime.	• Improve file quality and timeliness. • Improve the effectiveness of trials.	• Reduction in All Crime across the Force. • A 50 per cent reduction in anti-social behaviour incidents across the Force. • Increase in positive outcomes of recorded offences.	• Reduction in theft and violence where substance misuse is a contributing factor. • Successful treatment outcomes for IOM (Integrated Offender Management) offenders.	• Reduction of Killed or Seriously Injured (KSIs) on Nottinghamshire's roads. • Increase in the number of Proceeds of Crime Act (POCA) confiscation and forfeiture orders. • Reduce the Force threat, harm and risk assessment.	• A continued reduction in First Time Entrants (FTEs) into the Youth Justice System. • Reduce the number of prolific offenders from re-offending.	• Confirmed efficiencies. • Overall spend v budget. • Sickness data for all staff. • BME recruitment, retention and progression for BME officers and staff to reflect the local community.

Key for activities: C for the Commissioner, F for the Force, P for Partners

Delivering good governance

Principle 1: Focusing on the purpose of the PCC and the Force, and on outcomes for the community, and creating and implementing a vision for the local area

Principle 2: Leaders, officers and partners working together to achieve a common purpose with clearly defined functions and roles.

Principle 3: Promoting values for the PCC and demonstrating the values of good governance through upholding high standards of conduct and behaviour

Principle 4: Taking informed and transparent decisions which are subject to effective scrutiny and managing risk.

Principle 5: Developing the capacity and capability of the PCC, officers of the PCC and the Force to be effective.

Principle 6: Engaging with local people and other stakeholders to ensure robust public accountability.

Vision & Pledges

Nottinghamshire POLICE & CRIME COMMISSIONER

"The Peoples' Commissioner" – by giving victims and citizens a bigger voice in policing to achieve a safer Nottingham and Nottinghamshire.

Pledges from the Commissioner's Manifesto:

- Campaign against Government funding cuts to Nottinghamshire's Police budget.
- Improve Community Policing across Nottinghamshire by taking on 150 extra Police Officers and 100 Police Community Support Officer's.
- Work in partnership to reduce anti-social behaviour by 50%.
- Give extra priority and resources to domestic violence and crimes against girls and women.
- Ensure that the victims of crime are treated as people, not cases, and properly fund Victim Support.
- Be fair, honest and protect tax-payers money.

The Commissioner has also signed up to the key partnership pledges, charters and priorities which include:

- Victims Support Pledges.
- Youth Charter.
- RSPCA Animal Welfare Charter.

Core Values

Nottinghamshire POLICE & CRIME COMMISSIONER

The Commissioner has developed **core values** to help define the things that are important in the way we work and the way we interact to deliver the Plan. The vision is about '***what we do***' and the values are about '***how we do it***', which the Commissioner is clear through providing a bigger **voice** in policing through:

- **Victims** by listening and taking action to protect and safeguard vulnerable people.
- **Openness** by putting victims and the public at the heart of open and transparent decision-making.
- **Inclusiveness** by working effectively with communities and businesses to tackle crime and anti-social behaviour.
- **Communities** by ensuring fairness, respect and accountability to victims and communities.
- **Empowering** by engaging with victims and communities to help shape policing services and build stronger partnerships.

The core values underpin our approach and we are developing a framework that describes the behaviours and standards which include:

- Working and co-operating with partner organisations in developing and implementing local crime and disorder strategies.
- Engaging and consulting with the public, victims of crime and businesses.
- Ensuring resources to support the Strategic Policing Requirement to address national risks, harm and threats.
- Having regard to the safeguarding of children and vulnerable adults, promoting the welfare of children and equality and diversity.
- Co-operating with local criminal justice bodies to provide efficient and effective criminal justice services.
- Developing a corporate social responsibility approach to environmental sustainability.

Outcomes, objectives & measures

Nottinghamshire POLICE & CRIME COMMISSIONER

To achieve **outcomes** of:

- Safer communities.
- Improved trust and confidence in policing.
- Delivering value for money policing services.

To achieve **objectives** of:

- Reduced crime and anti-social behaviour.
- Fairer treatment of victims and citizens.
- Better use of resources.

To be **measured** by demonstrating being:

- Ranked in the top ten police forces for reducing crime.
- Ranked in the top five forces for victim satisfaction.
- Efficient and effective use of budgets and resources.
- Increased representation of black and ethnic minorities (BME) through recruitment.

Strategic Priority Themes

Nottinghamshire POLICE & CRIME COMMISSIONER

In deciding the priorities for policing and crime the Commissioner has taken account of the findings of the national, regional, local landscape, consultation with victims and communities and the Joint Partnership Strategic Assessment, which together have identified the following seven strategic priority themes:

- Protect support and respond to victims, witnesses and vulnerable people.
- Improve the efficiency, accessibility and effectiveness of the criminal justice process.
- Focus on those local areas that are most affected by crime and anti-social behaviour.
- Reduce the impact of drugs and alcohol on levels of crime and anti-social behaviour.
- Reduce the threat from organised crime.
- Prevention, early intervention and reduction in re-offending.
- Spending your money wisely.

Strategic Priority 1

Nottinghamshire POLICE & CRIME COMMISSIONER

Protect support and respond to victims, witnesses and vulnerable people.

- Develop a Victims' Strategy and Commissioning Framework based upon evidence of need.
- Work with 'Victim Support' to secure funding for Anti-Social Behaviour Case Workers.
- Improve support to young victims of crime.
- Through a better understanding, protect and reduce violence to young women and girls in gangs.
- Protect, support and respond to repeat victims of domestic abuse, especially high and medium risk and sexual violence.
- Improve BME experience of policing through better engagement and being more responsive to needs.
- Working in partnership with other organisations to focus on hate crime.
- Ensure Stop and Search transparency and proportionality.
- Ensure the police workforce continues to respect and represents the communities it serves.
- Promote and develop opportunities for local communities, individuals and businesses to work together to reduce crime.
- Improve witnesses and victims experience and participation levels in the Criminal Justice system by removing barriers.

Key Performance Measures:

- Satisfaction of victims with the service they have received.
- Percentage of people who agree that the Police and Council are dealing with local anti-social behaviour and other crime issues.
- Reduce the number of repeat victims of domestic violence, anti-social behaviour and hate crime.

Strategic Priority 2

Nottinghamshire POLICE & CRIME COMMISSIONER

Improve the efficiency, accessibility and effectiveness of the criminal justice process.

- The Commissioner will work with Criminal Justice Partners to agree ways in which the Criminal Justice System can be more accessible to all communities.
- Monitor the effectiveness of the Youth Justice and Criminal Justice System, including timeliness and compliance with national standards on sentencing decisions.
- Improve the timeliness and quality of case files.
- Digitalise the way case files are produced and transferred.
- Improve the effectiveness and support of victims and witnesses going through the Criminal Justice System.
- Ensure that all agencies deal fairly with offenders from all backgrounds.
- Promote and align community payback with local neighbourhood priorities to improve the local environment.
- Develop opportunities to involve victims of anti-social behaviour and crime in neighbourhood justice.
- Providing public information on the sentencing and names of offenders.

Key Performance Measures:

- Improve file quality and timeliness.
- Improve the effectiveness of trials.

Strategic Priority 3

Nottinghamshire POLICE & CRIME COMMISSIONER

Focus on those local areas that are most affected by crime and anti-social behaviour.

- Combat crime and create safe public open spaces, such as the Forest Recreation in the City.
- Explore the benefits and evidence for creating safer school routes.
- Improve public transport safety and introduce with partners a safer Cab Scheme.
- Continue to support partnership working on high impact neighbourhoods across the City and partnership priority areas across the County.
- Work with partners to protect local natural environments from issues of trespass and damage and reduce rural crime of theft and improve cross border working.
- Zero tolerance to violence.
- Work with partners to achieve a safe and secure night time economy for the City and other towns.
- Work with social landlords, private landlords and other partners in combating anti-social behaviour.
- Reduce crime by designing out opportunities in residential, business and commercial developments.
- Improve the continuity of police officers to achieve sustainable workforce planning for neighbourhood policing and other specialist policing services.

Key Performance Measures:

- Reduction in All Crime across the Force.
- A 50 per cent reduction in anti-social behaviour incidents across the Force.
- Increase in positive outcomes of recorded offences.

Strategic Priority 4

Nottinghamshire POLICE & CRIME COMMISSIONER

Reduce the impact of drugs and alcohol on levels of crime and anti-social behaviour.

- Better alignment of partnership budgets to reduce alcohol and drug misuse.
- Work to ensure that alcohol is a strategic and resource priority for all partners.
- Encourage local authorities to implement the late night levy.
- Continue to provide drug testing, assessment and wrap around support for drug misusing offenders.
- Improve drug and alcohol treatment and assessment in custody, prisons and the community.
- Increase the use of Civil and Criminal Enforcement remedies to manage the impact of excessive drinking.
- Develop interventions to prevent and tackle ‘illegal highs’ to address the impact on violent crime.
- Ensure the robust enforcement of licensing conditions of pubs and clubs causing the most concerns.
- Consider and explore the benefits of family drug and alcohol courts.

Key Performance Measures:

- Reduction in theft and violence where substance misuse is a contributing factor.
- Successful treatment outcomes for IOM (Integrated Offender Management) offenders.

Strategic Priority 5

Nottinghamshire POLICE & CRIME COMMISSIONER

Reduce the threat from organised crime.

- Work in partnership to manage the national threat assessment and meet the Strategic Policing Requirement (cyber crime, terrorism, public order, and civil emergencies).
- Encourage greater regional collaboration between Forces for crime, criminal justice and operational support.
- Support the Ending Gang Partnership programme and enhance community involvement.
- Promote activities to build active communities to improve relationships and community cohesion.
- Co-operate and share information across force boundaries to manage risks and threats.
- Pursue criminals through the courts to confiscate and seize assets to ensure no one profits from crime.
- Ensure neighbourhoods are free from organised crime.
- Proactively investigate and manage individuals involved in the sexual exploitation of women and children.
- Deter and prevent the use of the roads by criminals through ANPR and reduce the number of people who are seriously injured or killed on the roads.

Key Performance Measures:

- Reduction of Killed or Seriously Injured (KSIs) on Nottinghamshire's roads.
- Increase in the number of Proceeds of Crime Act (POCA) confiscation and forfeiture orders.
- Reduce the Force threat, harm and risk assessment.

Strategic Priority 6

Nottinghamshire POLICE & CRIME COMMISSIONER

Prevention, early intervention and reduction in re-offending.

- Work in partnership to address the mental health needs of offenders and the impact of substance misuse and alcohol.
- Provide positive activities for young people at most risk of getting involved in offending and anti-social behaviour.
- Reduce re-offending and deter the number of persistent and problematic offenders through robust offender management (statutory and non-statutory), in addition to proactively managing dangerous offenders, perpetrators of domestic abuse and individuals involved in shoplifting.
- Actively manage through MAPPA dangerous sex and violent offenders to reduce the threat to communities.
- Expand the use of restorative justice by partners and roll out the new conditional Youth Caution Scheme.
- Intervene early and provide support to complex and priority troubled families.
- Save resources through co-location and shared services such as; AURORA, Targeted Youth Support, MASH, Local anti-social behaviour and Offender Management Teams.

Key Performance Measures:

- A continued reduction in First Time Entrants (FTEs) into the Youth Justice System.
- Reduce the number of prolific offenders from re-offending.

Strategic Priority 7

Nottinghamshire POLICE & CRIME COMMISSIONER

Spending your money wisely.

- Create a partnership fund and provide resources to local communities to help resolve local problems and concerns.
- Build resource allocation for policing from zero based budgets to improve value for money.
- Achieve greater financial savings from regional collaboration
- Review the policing estate and custody arrangements in Worksop and the north of the county.
- Build sustainability into policing and reduce the carbon footprint and improve energy management.
- Recruit more volunteers, including cadets, Parish Constables, Specials, Neighbourhood Watch and 'Mystery Shoppers' to support of the work of the Commissioner.
- Invest in police leadership and the development of sergeants and inspectors.
- Improve the recruitment, retention and progression of for BME and other officers and staff to reflect the local community.
- Improve attendance by reducing sickness and stress related absence of police officers and police staff.
- Redesign the Police workforce and expand the use of civilian investigators.

Key Performance Measures:

- Confirmed efficiencies.
- Overall spend v budget.
- Sickness data for all staff.
- BME recruitment, retention and progression for BME officers and staff to reflect the local community.

Next Stages

Nottinghamshire POLICE & CRIME COMMISSIONER

- **Police and Crime Panel Meeting 15th January 2013 – present the Police and Crime Plan**
- **Police and Crime Panel Meeting 6th February 2013 – present the Budget and Precept**
- **Police and Crime Plan launch meetings:**
  - **County 17th January at 6:30pm – Pleasley Landmark Centre, Mansfield**
  - **City – 24th January at 6:00pm – Nottinghamshire Deaf Society, Forest Road**
- **Web based Survey – consultations until mid February**
- **Publish the Final Plan by 31st March 2013**

Nottinghamshire County Council

Report to the Community Safety Committee

26th February 2013

Agenda Item: 6

REPORT OF THE SERVICE DIRECTOR PROMOTING INDEPENDENCE AND PUBLIC PROTECTION

UPDATE ON KEY TRADING STANDARDS MATTERS

Purpose of the Report

1. To update the Committee on key Trading Standards matters.

Information and Advice

2. **Matters arising from the previous meeting** – a report covering the Service's work regarding e-crime is the subject of a separate report on today's agenda.

3. Safe storage of explosives – the work undertaken to ensure safe storage is reported to the Planning and Licensing Committee. The 2012/13 report is being presented in June. This report sets out how a risk based approach is taken to the work, to ensure that safety standards are maintained whilst making the most effective use of resources.

4. **National Trading Standards Board (NTSB)** – the Board has been operational since last April, and has representatives from all regions across the Country. It was created following the Government's Consumer Law Landscape Review. The Board's function is to coordinate Trading Standards activity, through provide funding for national Trading Standards projects such as the Scambuster Teams, the Illegal Money Teams, the Safety at Ports workstreams, and the creation of a national and regional intelligence capability etc.

5. Further, from April, many of the consumer law enforcement roles currently performed by the Office of Fair Trading (and associated central government funding) will pass to the Board to deliver. As of April 2013, the Group Manager for Trading Standards will take over representing the East Midlands Trading Standards authorities on the Board.

6. **Scambusters** – Following the recent review conducted, the NTSB has decided to recommend to Government that all regional teams for 2013/14 are provided with £300,000 of funding. This will represent an increase of just over £50,000 for the East Midlands team the authority hosts. Further, the Board intends to provide an additional £35,000 to the region to provide a regional intelligence function.

7. **Electric Blanket Exchange Campaign** – A good response has been received to the call to persuade vulnerable residents to surrender unsafe blankets. After only two weeks of the

campaign, over 380 eligible blankets had been identified, exceeding the total number of blankets replaced (272) as a result of the 9 test days previously carried out.

8. By offering to deliver the blankets, more success has been achieved in replacing blankets for those less able to get to testing days. 72% of recipients are over 70 years old, with 41% over 80 years old, and 6% over 90 years old. A number of callers have described how their blanket helps them to manage chronic conditions including arthritis and cancer.

9. The campaign has confirmed previous suspicions regarding the use of very old blankets by older residents. Experts advise that all blankets over 10 years old should be replaced due to wear and tear, and key changes in safety standards. 60% of the blankets were estimated by the owner to be over 10 years old, 33% over 15 years old, 19% over 20 years old and 7% over 30 years old - one was identified as a 1968 wedding present. The service will confirm the actual age of the blankets from the serial numbers.

10. Officers are working with a social enterprise in Mansfield called Untapped Resources CIC who are able to recycle the blankets. They support long-term unemployed people back into work through work-based training in recycling.

11. **Illegal Money Lending - Month of Action** - Prior to the campaign, only 3 reports from Nottinghamshire residents had been made to the national loan shark reporting hotline over the previous couple of years. In comparison to other areas with similar demographics, this appeared to represent under-reporting of the true picture in the County. It is early days, but by early January 2013 the hotline had already received two further reports. Trading Standards will continue to monitor the reports received to evaluate the effectiveness of the campaign and to help target efforts in the coming months.

12. As part of the campaign, 164 questionnaires were completed by members of the public to assess knowledge of the level of illegal money lending activity, and to identify areas of the County which may benefit from targeted activity.

13. 83% of respondents understood the meaning of “loan shark”, while 9% knew someone who had been offered a loan without receiving any paperwork, an indication of a potential loan shark. 20% of those loans were identified in Sutton-in-Ashfield and a further 20% in Mansfield, backing up studies of demographic data which indicated Ashfield and Mansfield as the areas likely to have the highest prevalence.

14. **Illicit Alcohol** – The pre-Christmas visits to 50 off-licences found such alcohol in two premises. The visits also identified other significant problems.

15. 15 shops were found to be displaying food past its use-by-date. The worse cases were a mouldy samosa 14 days past its use-by-date, and a pack of sliced chicken 10 days past its use-by-date. Because of the potential health issues, items discovered with mould growth have been submitted to the public analyst for testing. Investigations are ongoing, the service consider a targeted campaign to ensure small retailers are fully aware of their obligations to ensure that food they sell is safe.

16. At one shop, over 80 different foreign labelled prescription medicines were being sold from the premises, which wasn’t a registered pharmacy. Medicines discovered included amphetamines and triple strength ibuprofen, with many of them in blister packs without the

proper packaging and instructions. The trader acted responsibly to take the products off sale until the Medicines and Healthcare Products Regulatory Agency (MHRA) could visit and advise.

17. In January, the Service received a complaint that some Smirnoff vodka, the complainant had purchased from a Mansfield shop, was counterfeit. Officers visited and seized 18 bottles of vodka that have been confirmed as counterfeit. Investigations are ongoing. A press release was issued to warn residents.

18. **Changes to Tuberculosis (TB) testing in Nottinghamshire** - Bovine TB is one of the biggest challenges facing the cattle industry. To improve the controls to stop the spread of the disease**,** the Department for Environment, Food and Rural Affairs (DEFRA) have introduced further requirements on regions which border higher risk areas.

19. The majority of Nottinghamshire farmers have, until recently, been required to undertake TB testing once every 4 years on those animals remaining on their farms. Since 1st January though, this changed to an annual testing interval for all, and further, unless leaving the farm to go for slaughter, farmers can now only move beast where a pre-movement test has been undertaken within the previous 60 days.

20. This new requirement has significant implications both practically and financially for farmers, and the Service is currently working to help them comply.

21. This regime is also likely to affect Newark Livestock Market, with a potential reduction in the number of animals going into non-slaughter markets, where the test within a 60 day period will now be required for all Nottinghamshire cattle. The market has now decided to conduct slaughter markets every Wednesday, whilst 'store' markets will now take place every other Saturday.

22. **Illegal Landing** - The Service received a call from a distressed cat owner in Egypt who informed officers that her cat had appeared at her sister's house having stowed away in the sister's suitcase and survived the flight from Egypt. Having confirmed the cat had had appropriate rabies vaccinations and micro-chipping**,** officers made interim quarantine arrangements, and that it was returned to the owner who duly paid the quarantine and shipping fees.

23. **Food Allergen Recall** - on a recent inspection of a food business based in the County, our officers identified a range of 20 products where the labels on the products did not identify allergens contained in the products. This posed a possible health risk to anyone consuming the products with an allergy to or intolerance of milk, or with sensitivity to sulphites. The Service helped the company to recall the products in question, to investigate how the problem occurred, and to introduce safeguards to ensure it never happens again.

24. **Counterfeit DVD operation -** During December, assisted by Trading Standards and Police officers from Leicestershire, the Service intercepted two Nottinghamshire individuals at East Midlands airport collecting quantities of counterfeit DVD box sets. Subsequent entry warrants were executed at two properties in Nottinghamshire where further counterfeit product was seized, as well as documentation and computer equipment.

25. The high quality copied discs were being sold for approaching normal retail price, causing significant detriment to local businesses and loses to the Exchequer in tax revenue. The investigation into this significant criminal enterprise continues.

26. **Counterfeit clothing operation** - Officers recently executed warrants at the home addresses of two individuals selling counterfeit goods via social media accounts. Products being supplied included clothing, boots, headphones and perfume. The sale of counterfeit and unsafe products via social networking sites is a growing problem which Trading Standards authorities face nationally.

27. **Safeguarding the vulnerable** - the Service continues to focus on helping more vulnerable residents. Two recent examples include:

- Officers are investigating the purchase of a stair lift from a local mobility company who cold called our consumer. The stair lift became faulty within a few days of installation. It became clear that the lift was not as brand new as had been contracted for – further investigations revealed the lift to be second hand; possibly unsafe, and not worth the £3000 paid. Officers have now ensured the lift is safe and suitable for the consumer in the interim, while investigations continue into the trader who supplied the product.

- An elderly vulnerable consumer was sold a powered wheelchair for her disabled husband in her home. The £650 chair delivered was unsuitable. A complaint was made, and a second made to measure chair was ordered, at the discounted price of £950. Following extensive delays the order was cancelled and a full refund on the second chair made. Despite repeated attempts, the company refused to take back the original chair despite it being unsuitable and unused. On the intervention of a Trading Standards Officer a full refund was given, and the business reviewed its policies.

28. **Horse DNA Found in Burgers** – the Food Standards Agencies of Ireland and the UK are investigating how horse and pig meat was found in 27 beef burger products. The nature of the results obtained identified two distinct types of cases, meaning the focus of investigations needed to be different. A four point plan has now been developed to be implemented in conjunction with Government departments, local authorities, and the food industry. Key points are:

    - To continue the urgent review of the traceability of the products identified;
    - To explore further the methodology used for the survey to understand more clearly the factors that may have led to the low level cases;
    - To consider what legal action is appropriate following the investigation; and
    - To work on a UK wide study of food authenticity in processed meat products.

    No Nottinghamshire businesses, as yet, have been specifically identified by the investigations. The Food Standards Agency will contact the Service directly if this changes. The Service will be called upon to participate in the UK wide study of food authenticity.

29. **Food Standards Agency (FSA) Review of Official Food & Feed Controls** – As reported previously, a fundamental review into official (human) food and animal feed controls is taking place. Whilst the review into food controls continues, the findings of the review of animal feed controls have recently been announced.

30. The feed review acknowledges that there has been some improvement nationally in terms of the approach of local authorities and the standard of interventions recently, but still raises concerns regarding resources and consistent application of controls. The review identified a number of steps to improve the situation including:

- Better provision of data between local Authorities and the FSA to improve intervention targeting;
- Improve the shared information on feed matters between Government departments to effectively prioritise interventions;
- Improve the coordination of the national surveillance and sampling programme; and
- Enabling neighbouring local authorities to support each other in undertaking feed controls.

31. The FSA have also agreed to undertake a consultation exercise with local authorities and other parties to determine what other options are available for addressing the issues found.

32. **Food Standards Agency Audit revisit** - the Agency will be revisiting Trading Standards on 27th February 2013 to follow up the feeding stuffs audit it conducted in 2012.

33. **Legal Action Update** - as reported orally to the last Committee Meeting, Darren Sharpe and Christopher Simpson pleaded guilty to several counts of fraud at Crown Court on 4th January. Darren Sharpe was sentenced to 5 years in prison and Christopher Simpson to 18 months in prison. Both were convicted of fraud charges relating to the mis-selling of mobility aids.

34. Carl Mould who was recently sent to prison following action for breaches of the Enterprise Act by mis-selling mobility aids was due to be back in court on the 4th January 2013. Mould did not attend court, but later handed himself into police custody. Mould is being charged with fraud offences, and was sent to the crown court for the case to be dealt with. Mr Mould was remanded into custody until his hearing at the crown court on the 29th January 2013. He was subsequently remanded in custody at this hearing until a further hearing 15th March.

35. On the 10th January, a man who was selling counterfeit DVDs and pornographic DVDs on Hucknall market was sentenced to 120 hours unpaid work and to pay full prosecution costs. The judge also ordered the forfeiture and destruction of all items seized.

36. Mr Rajendran Thurairajah and Mrs Karunathevi Shanmuganathan who pleaded guilty to selling counterfeit Jacobs Creek wine at their shop in Mansfield. They were sentenced at Mansfield Magistrates court on the 24th January 2013. They were both given a £400 fine and ordered to pay prosecution costs of £543 each.

37. A farmer from Misterton and a neighbouring friend are due in court on the 15th of February 2013 for welfare issues around his pig holding. They also face charges of animal by product offences as dead pigs were left on the holding that were accessible to live pigs, birds and vermin risking the spread of disease.

38. Lee James and Nicholas Densham are now due to appear in the Crown Court for an initial hearing on the 22nd February 2013. Trading Standards is alleging that James had been changing customer's orders and sending out different specification steel beams to those

ordered, for financial gain, assisted by Densham. It is still unknown at this time how the two defendants will plead.

Statutory and Policy Implications

39. 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

It is recommended that:

1) the Committee notes the contents of this report.

PAUL MCKAY
Service Director, Promoting Independence and Public Protection
Adult Social Care, Health and Public Protection

For any enquiries about this report please contact:
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Background Papers

None.

Electoral Division(s) and Member(s) Affected

All.

CS24

Nottinghamshire County Council

Report to the Community Safety Committee

26th February 2013

Agenda Item: 7

REPORT OF THE SERVICE DIRECTOR, PROMOTING INDEPENDENCE AND PUBLIC PROTECTION

UPDATE ON EMERGENCY MANAGEMENT AND REGISTRATION SERVICES

Purpose of the Report

1. To provide an update on recent key activities and events of the County Council's Emergency Planning Team and of Registration and Celebratory Services and to highlight forthcoming changes affecting the Coroner Service.

Information and Advice

Emergency Management

Emergency Planning support for schools

2. The Emergency Planning Team takes great pride in the high quality guidance the County Council provides to schools to help them to plan and prepare for emergencies that might affect them. This work has been commended nationally and has contributed to the achievement of prestigious awards in previous years. This year, the local guidance document, 'Coping with a School Emergency', has been reviewed, refreshed and re-released alongside the availability of practical support to schools, should this be required.

3. Updates were made to the current version of 'Coping with a School Emergency' and this was then circulated to key groups for consultations during January. Publication of the final version was scheduled for publication on Monday 28th January as this was immediately prior to two County Council 'Services for Schools' marketplace events taking place on 31st January and 1st February. Emergency Planning Officers attend these events, whenever they occur, to provide advice to school representatives and to explain the nature of further support that can be provided. The guidance document makes clear that the County Council will endeavour to provide schools with appropriate assistance at the time of an emergency, and that good preparation is vital to effective emergency management.

Winter Weather Planning and Response

4. Feedback from flooding events in November and December has been used with the outcomes of debriefing meetings to inform adjustments and improvements to local flood response plans. At the same time, emergency plans arising from the lessons of severe snowfall in recent winters have been used to assist response this year.

5. Two County Council emergency plans, in particular, were available to assist during the heavy snowfall seen in late January. The '4x4' plan provides and coordinates the use of 'off-road' capable vehicles to maintain delivery of critical services, while the 'Winter Weather Plan' provides wider support to sustain vital services. The County Council's 'Risk, Safety and Emergency Management Board' met for a routine meeting at the time when the Met Office forecasts provided detailed predictions of the likely extent of snowfall. On this occasion the Board was able to decide that normal business continuity measures and the use of the '4x4' plan was sufficient to cope with the anticipated impact of snowfall. Consequently, it was not necessary to activate the 'Winter Weather Plan' on this occasion.

6. Four-wheel drive vehicles were used as planned, and provided a suitably resilient means of transport for services such as Meals at Home and Homecare in rural areas where roads are impassable by other vehicles. The County Council has twelve 4x4 vehicles available for this work, and the plan provides access to others available from voluntary groups and other organisations. A specific training event on the 4x4 plan was provided by the emergency planning team in September 2012.

Registration and Celebratory Services

Registration Service Staff Training

7. As reported previously, the Registration Service now has a dedicated Training Officer resource to support maintenance and development of this expanding service. This is now delivering specialist training courses to registrars and initial indications are that this is proving successful and beneficial. The first course took place in December, with the theme "Sharing Positive Practise". Other courses cover topics such as Delivering Ceremonies, Registering Marriages, and Basic Notice taking. Feedback from staff attending initial courses has been highly complimentary, and has indicated that participants will be recommending the courses to their colleagues.

Marriage (Same Sex Couples) Bill

8. In January, the Government published its new Bill to enable same-sex marriages to take place in England and Wales. When this is enacted it will affect the work of the County Council's Registration Service, and so necessary arrangements are now being planned.

9. Same-sex couples have been able to enter into civil partnerships since 2005. This entitling them to the same legal rights as married couples for matters such as inheritance, pensions, life assurance, child maintenance, next of kin and immigration rights. The proposed new law will enable same-sex couples the opportunity to get married in civil ceremonies at Register Offices and premises approved for civil ceremonies, as well as in religious ceremonies where a religious institution has formally consented.

10. Significantly for Registration Services, the legislation will also allow couples who have previously entered into civil partnerships to convert their relationship into a marriage. The effect of couples wishing to celebrate this with a ceremony, and other couples wishing to take the opportunity to marry, is likely to create additional demand for registration services.

Coroners

Medical Examiner Proposals

11. The purpose of this section of the report is to advise the Committee of forthcoming changes to the death certification process and the implications this has for the County Council.

12. The Department of Health is currently developing proposals to simplify and strengthen the process of death certification as part of its response to the recommendations of the Shipman Inquiry. It is expected that the changes will require the certified cause of all deaths that are not investigated by a coroner to be independently scrutinized and confirmed by a locally appointed 'Medical Examiner'. The Shipman Inquiry was an independent public inquiry into the issues surrounding the case of the GP Harold Shipman, who was convicted of murdering 15 patients during his time as General Practitioner. The inquiry subsequently established that he committed some 250 murders.

13. Reforms are expected to introduce a unified system of scrutiny of all deaths that do not need investigation by a coroner. This will replace the current system of checks and forms for cremations, and will extend scrutiny to burials. This work will be carried out by a new 'Medical Examiner' service, which will be run by local authorities. The Coroners and Justice Act 2009 sets out the legal basis for the new system while The Health and Social Care Act 2012 includes provision for responsibility for the new service to sit with local authorities following changes to the NHS which will remove primary care trusts from April 2013. It is anticipated that national implementation of the new local medical examiner service will take place in April 2014. A Government consultation on this matter is expected imminently. It is anticipated that Central Government will fund set-up costs, under the 'new burdens' doctrine. Thereafter it will be self-funding based on fees paid by the public. The likely changes will require coroners to carry out more inquests than currently, and the cost of this will fall to local authorities. It is also expected that the new arrangements will necessitate changes in the procedures registrars follow for registering a death.

Statutory and Policy Implications

14. 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 included in the report.

RECOMMENDATION/S

1) It is recommended that the contents of the report be noted.

PAUL MCKAY
Service Director, Promoting Independence and Public Protection
Adult Social Care, Health and Public Protection

For any enquiries about this report please contact:
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Electoral Division(s) and Member(s) Affected

All.

CS22

Nottinghamshire County Council

Report to the Community Safety Committee

26th February 2013

Agenda Item:8

REPORT OF THE SERVICE DIRECTOR, PROMOTING INDEPENDENCE AND PUBLIC PROTECTION

PROPOSED TEMPORARY INCREASE TO THE STAFFING ESTABLISHMENT FOR REGISTRATION AND CELEBRATORY SERVICES

Purpose of the Report

1. To seek approval to increase the establishment of the Registration Service, on a temporary basis, to create capacity for further service development, to improve customer service and to become financially self-sufficient.

Information and Advice

2. The Registration Service has the statutory function of registering births and deaths, taking notices of marriage and civil partnerships, and delivery of the associated ceremonies. The service is responsible for Citizenship Ceremonies, and also offers a range of non-statutory ceremonies such as baby naming, renewal of vows and civil funerals. At the same time, various new services have been introduced including the national 'Tell Us Once' service.

3. The total number of ceremonies delivered by the service in Nottinghamshire has increased by nearly 10% in the last year alone. This is expected to increase further (particularly for the non-statutory ceremonies) as publicity and marketing increases, and based on the recommendations of customers who have been delighted with the service they have received. Further ceremony work is expected to arise with the anticipated enactment of the Marriage (Same Sex Couples) Bill, which is currently passing through parliament.

4. The current Registration Service staffing structure was introduced in March 2012 to implement delegated decisions AH/2012/00007 and AH/2012/00026. This established a current structure of 40 full time equivalent posts. The Service is currently on track to achieve its' objective of becoming financially self-sufficient in 2014- 2015.

The 'Tell us once' service

5. The 'Tell Us Once' (TUO) service is a national initiative for the Department for Work and Pensions that enables a citizen, when registering a birth or death, to inform a number of central and local government departments through a single registration appointment. The service was launched in Nottinghamshire on 3rd November 2011. Feedback to date indicates that the service is highly valued and appreciated by the public, particularly in respect of death registrations.

6. TUO provides significant financial savings for central and local government departments, but there is no funding for the local delivery of the service by registrars. Local authorities had been given to understand that it would be possible to absorb the service within normal registration appointments. However, this has not been the case. Standard registration appointment times were 20 minutes for a birth, and 30 minutes for a death. This has been increased to 30 and 45 minutes respectively to accommodate the TUO service.

7. In addition, TUO is expected to expand due to its success and its popularity, and due to:

   - Increased public knowledge and trust in the service.
   - Verification of Child Benefit forms can be added to the TUO process for births.
   - New workstreams may be added, as central and local government departments appreciate the benefits and associated cost savings.
   - Possible future access to the service by commercial organisations, such as utility companies, who would benefit from notification of births and deaths.

8. The cost of TUO to the Nottinghamshire Registration Service has been calculated as shown below, based on the number of birth and death notifications in the County from 3rd May 2011 to 2nd May 2012, and assuming only a modest take-up rate of 50%.

   Death registrations = 5,661
   2830 x 15 minutes full TUO = 707 hours
   2831 x 5 minutes capture only = 236 hours

   Birth registrations = 8,071
   8071 x 10 minutes = 1345 hours

   Thus the estimated total time required to provide TUO over a full year is 2,288 hours.

   Registrar (Grade 4, SCP 19 – 23, £17,802 – £20,198)
   37 hours per week = 1924 hours per year
   Salary costs (max.) = £20,198
   Superannuation (max.) = £3,696
   Total cost (max) = £23,894

   Therefore, cost of 2,288 hours for TUO = **£28,414 per year**.

The intended introduction of a Nationality Checking Service

9. The Nationality Checking Service (NCS) is an advice service for prospective British Citizenship applicants. It aims to help applicants to make good quality and complete applications, which the Home Office Nationality Group will be able to process quickly. It had been intended to introduce this service in Nottinghamshire, however the capacity to plan for this, to train staff and to launch the service has been utilised in the introduction and delivery of TUO. Political approval for introduction of the service was gained through a Cabinet meeting on 6th April 2011.

10. The approximate income from NCS, based on one registrar working 3 days a week and a fee of £50 per adult and £30 per child is calculated as follows:

Per day:
5 x Adult x £50 = £250
2 x Child x £30 = £60
Total = £310
Multiply by 3 Days = £930 per wk
Multiply by 50 weeks = **£46,000 income** per year

Proposed temporary increase in establishment

11. Following the recent restructuring of the service, and population of the staffing structure by enabling and recruitment to vacancies, managers have been able to assess the staffing increase required. It is proposed that in order to expand the availability of the service in local areas, to increase the cost effectiveness of the offices and to maintain customer satisfaction, it will be beneficial to increase staffing by four FTE posts; one based in the North of the County, two in the centre, and one in the South. It is suggested that these posts are created on a 12 month temporary basis, with the opportunity at the end of this period to consider if there is merit in establishing these as permanent positions.

12. In addition to creating capacity to enable the smooth introduction of NCS, the proposed expansion will contribute to ability of the service to develop other income generation initiatives. For example, to promote the Civil Funeral service for the benefit of families who do not want a religious ceremony. Also, registration managers are working with local businesses in promotional events including our own Wedding Fayres. On the basis of current income from ceremonies, and the realistic prospect of being able to develop this further, it is anticipated that the cost of the additional posts will be met by increased income.

13. In summary, the temporary increase will enable the service to:

- sustain the TUO service without detriment to statutory birth and death registrations;
- offer the benefit of a local NCS service;
- respond fully to increased public demand for statutory and non-statutory ceremonies

Other options considered

14. Options for the future of TUO in Nottinghamshire include continuing to provide the full service, or reducing the service offer only the basic ‘capture’ aspect of the service. Another option is to continue to provide TUO for death registrations where there is most benefit to the customer, but to discontinue TUO for birth registrations. If this were done it would be possible to develop an in-house system of notification to interested Nottinghamshire County Council departments such as Libraries, Schools, Social Care and Blue Badges, although this would negate savings made within the registration service.

Statutory and Policy Implications

15. 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.

Financial implications

16. The cost of four Registrars is as follows (Grade 4, SCP 19 – 23):

For each post (maximum cost, based on SCP 23):

Salary costs (max)	£ 20,198	
National Insurance	£1,322	
Superannuation	£3,696	
Authorised car user	£1,350	(based on 3000 miles)
Total per officer	£26,566	
Total for four registrars	**£106,264**	

17. It is intended that this cost will be recovered by additional income, including that from the introduction of NCS. The service has already successfully reduced its running costs from a budget of approaching £½ million in 2009 - 2010, to £67,000 for the current year.

RECOMMENDATION/S

It is recommended that:

1) the staffing establishment of the Registration Service is increased by four FTE (148 hours) temporary Registrars, Grade 4, SCP 19-23 (£17,802 – £20,198) to be established for a period of 12 months with effect from 1st April 2013 until 31st March 2014, and the posts be allocated authorised car user status;

2) this increase is reviewed after 12 months with consideration being given to making the posts permanent on the basis of a cost-benefit analysis.

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Constitutional Comments (KK 04.02.13)

18. The proposals in this report are within the remit of the Community Safety Committee.

Financial Comments (KAS 07.02.13)

19. The financial implications are contained in paragraphs 16 and 17 within the report.

Background Papers

None

Electoral Division(s) and Member(s) Affected

All.

CS21

Nottinghamshire County Council

Report to The Community Safety Committee

26th February 2013

Agenda Item: 9

REPORT OF THE SERVICE DIRECTOR, PROMOTING INDEPENDENCE AND PUBLIC PROTECTION

REVIEW OF FEES AND CHARGES TO BUSINESSES AND OTHER EXTERNAL ORGANISATIONS 2013/14

Purpose of the Report

1. The purpose of this report is to:

   a. obtain approval for the fees to be charged for metrology services in 2013/14; and

   b. obtain approval for the fees to be charged for other services provided by the Trading Standards Service to external organisations in 2013/14.

Information and Advice

Metrology Fees

2. A source of income to the Trading Standards Service is from fees raised from the verification and stamping of weighing and measuring equipment. In 2012/13 the Service is likely to generate approximately £19,000 from this activity.

3. For 2013/14, the National Trading Standards Board (NTSB) has issued national guidelines on the calculation of metrology fees. Using the principles from this model, it is proposed that the rates for 2013-14 are:

   - Weights & Measures Inspector: - £65 per officer hour
   - Technical Assistant: - £40 per officer hour.

4. It is further proposed that the hourly rate be varied depending upon the circumstances under which the service is requested, for example tests to be carried out on weekends and bank holidays. The proposed variations are set out in the **Appendix** attached.

5. The proposals incorporate (at point 6 of the Appendix) a discretionary power to vary fees under certain circumstances.

Charges for Certain Specialist Services Provided to External Organisations

6. It is recommended that the Service levies charges in appropriate circumstances for services provided to external organisations on a cost recovery basis.

7. ***E-Crime expertise**:* The Service currently has two trained E-Crime specialists. The authority is in a position to provide this specialist support to others agencies. It is proposed that this should be chargeable at the hourly rate of £60 per officer hour.

8. ***Intelligence Services:*** The Service's Intelligence Hub has skills and access to certain systems that assist the conduct of Trading Standards criminal investigations. The service is in a position to provide intelligence services to other agencies. It is proposed that this should be chargeable at the hourly rate of £60 per officer hour.

9. ***Accredited Financial Investigation Services:*** The Service can provide financial investigation and mentoring services legally required by those training to be financial investigators. Under the Home Office incentivisation scheme, Trading Standards authorities are able to receive a proportion of any assets confiscated from criminals. The Service can provide these services to others. The following rates are proposed:

    - Financial Investigations - dependant on what is in the interests of the County Council, either;

        a. £40 per officer hour, plus an agreed proportion of the incentivisation from monies recovered, as agreed on a case-by-case basis by the Group Manager, Trading Standards; or
        b. £60 per officer hour where there is no realistic prospect of receiving any incentivisation.

    - Mentoring of trainee financial investigators - £60 per officer hour.

Charges for Other Services Provided to External Organisations

10. The Service also receives requests to deliver one-off projects, for example a programme of inspections. Because of the one-off/specialist nature of these approaches, and that they often bring other tangible benefits to the authority, it is proposed that the fee to be charged should be agreed by the Group Manager, Trading Standards on a case-by-case basis.

11. It is further proposed that any fee agreed should not be below a rate equivalent to full cost recovery of the staff time spent directly delivering the activity.

Statutory and Policy Implications

12. 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

13. The above changes all involve an increase in the level of fees charged. The likely impact of this is that the Trading Standards will potentially receive more income.

RECOMMENDATION/S

It is recommended that:

1) the Committee approves the fees and charges proposed in this report and in the attached appendix to be charged by the Trading Standards Service from 1st April 2013.

PAUL MCKAY
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Constitutional Comments (NAB 01.02.13)

14. The Community Safety Committee has authority to approve the recommendations set out in this report by virtue of its terms of reference.

Financial Comments (CLK 13.02.13)

15. The financial implications are contained within the body of the report.

Background Papers

None.

Electoral Division(s) and Member(s) Affected

All.

CS26

APPENDIX

Metrology Fees:

Charges from 1 April 2013 to March 2014
Weights and Measures Act 1985

1. Where at the request of the submitter, any test carried is out on a Saturday, or on a weekday outside the hours of 8.30am-5.00pm (other than a bank holiday) then the hourly rate is increased by 50%.

2. Where at the request of the submitter, any test is carried out on a Sunday or bank holiday then the hourly rate is increased by 100%.

3. Where at the request of the submitter, any test is carried out throughout a weekend, i.e. Saturday and Sunday, then the hourly rate is increased by 75%.

4. Where the Local Authority has to provide test weights and an associated unit, this cost will be charged in addition to the hourly rate.

5. Where a request is made for attendance on site for the purposes of testing equipment and on arrival at the site the equipment is not ready for test and is therefore withdrawn from submission, a fee equal to 100% of the appropriate hourly rate plus travelling time to and return from the site will be charged.

6. The hourly rates included in this report are those which will normally be charged for the submission of items of equipment. The Group Manager Trading Standards and nominated representatives have the power delegated to them to vary the fees charged provided that any such variation still ensures full cost recovery.

7. HM Customs and Excise have concluded that fees may be subject to VAT.

8. Previous LGR guidance is that until such time as the Legislation Reform Order comes into effect reverifications after adjustment will be VAT exempt, whereas other verification work will be subject to VAT.

9. VAT is not chargeable on any work completed under the Measuring Instruments (EEC requirements) Regulations 1988.

Nottinghamshire County Council

Report to the Community Safety Committee

26th February 2013

Agenda Item: 10

REPORT OF THE SERVICE DIRECTOR, PROMOTING INDEPENDENCE AND PUBLIC PROTECTION

REVIEW OF CHARGES MADE FOR ADVICE AND SUPPORT PROVIDED TO BUSINESS IN 2013/14

Purpose of the Report

1. To seek approval to change the pricing structure and fees charged for advice and support provided to Nottinghamshire businesses from 1st April 2013.

Information and Advice

2. For many years, the Trading Standards Service has provided high quality advice and support to Nottinghamshire based businesses, over and above that the authority was required to do by statute. For many years, this was delivered for free.

3. From 1st April 2011, the authority changed its policy and began to levy charges for business advice and support on a cost recovery basis. It withdrew from Home Authority relationships, where free support was offered, and moved to statutory based Primary Authority Partnerships. The changes were the subject of Cabinet decision (resolution number CA/2011/00003).

4. Where businesses do not wish to enter into formal Primary Authority arrangements, the costs for any ad-hoc advice or support delivered in excess of the statutory minimum is also now recovered by making a charge.

The Current Situation

5. There are currently 16 Nottinghamshire based businesses with Primary Authority Partnerships with the Service. These partnerships are tailored to the individual business' needs - Trading Standards offers a wide range of support including the provision of detailed compliance advice, the approval of internal systems, monitoring of consumer complaints, staff training or other bespoke support requested. Further, advice given to businesses and followed within such a relationship is binding by statute on other local authorities, providing the certainty businesses need to trade across local authority boundaries.

6. These partnerships have so far been set up using a model based on charging an hourly rate for trading standards officer time (£50 per hour) delivering a predicted level of support for a one year period. To recover the costs for establishing the partnerships with each business in

the first place, a one-off flat rate set up cost of £500 in the first year of the contract has also been charged. This covers the time spent on initial meetings, the analysis of previous history of the business, and the administration involved in formalising the partnerships with the Better Regulation Delivery Office (BRDO) who oversee the partnerships.

7. Businesses have also been charged a management fee of £750 per annum for each year of the contract. This charge recovers costs associated with the administration and management of the contracts, including the input of managers in ensuring the quality of advice delivered and signing it off.

8. Based on this year's contracted support hours plus management fee (i.e. excluding one-off set-up costs), the cost recovered for 2012/13 using the current charging model is £35,000.

9. The approach of agreeing the level of support required for the upcoming 12 month period benefits the businesses in that they are assured an annual commitment of officer resource, and also enables the Service to plan its resources and manage budgets more effectively.

Other Business Advice

10. During 2012/13 the Service has received £575 from business support from those Nottinghamshire based businesses that do not have a Primary Authority Partnership and that have requested ad-hoc advice. This has been charged at an hourly rate of £50 per hour.

Other Considerations

11. The Service has been exploring how to cultivate long-term relationships with more businesses in order to support economic growth. Entering into Primary Authority arrangements is a key way to achieve this. Feedback from companies who currently do not have partnerships with the authority has indicated that the upfront costs are viewed as too high, and act as a deterrent particularly to smaller enterprises.

12. The Service now has two years experience of delivering Primary Authority Partnerships, and the resource required to develop the partnerships at the outset. Further, the ongoing management input into them has reduced as the Service becomes more familiar with the processes involved, and Trading Standards Officers have become more proficient in delivering a customer focussed service. Therefore, charges to set-up the partnerships and management charges need to be reviewed to reflect this.

13. Consultation with other Trading Standards authorities suggests that a number do not now charge an upfront management fee for Primary Authority partnerships. Many have a simple model based on charging up to £75 per hour based on the time a Trading Standards Officer spends on delivering the support – this figure incorporates the recovery of set-up and management costs. Other authorities use a model of charging a lower hourly officer rate (e.g. £40 for time spent on delivering the support), but then charge management and administration time in addition.

Proposals

14. The Service has established Primary Authority Partnerships with a number of large Nottinghamshire businesses who are fully committed to the scheme. It is believed that in order to attract more small and medium enterprises, changes to the pricing model are required.

15. It is therefore proposed from the 1st April 2013 to:

- Remove the set-up and management costs;
- Increase the hourly officer rate to £60;
- Continue with annual contracts negotiated with Primary Authority businesses at the start of the year; and
- Increase the hourly officer rate for ad-hoc advice/support to £75.

Charges	Current	Proposed
Trading Standards Officer Time	£50 per hour	£60 per hour
Set up cost	£500	Nil
Management Fee	£750 per annum	Nil

Impact of the Proposed Changes

16. The increased Primary Authority hourly rate factors in management and administration time – those costs would therefore be recovered in direct proportion to the hours contracted for. The cost of managing the scheme would be spread over a larger number of partnerships if more businesses enter into partnerships with the authority.

17. By removing the set up and management fees, the costs would be proportionate to the size of the business and the support they require. The majority of businesses currently signed-up are small businesses, so would see a reduction in the annual cost of the partnership if the proposals are agreed.

18. The increased hourly rate for ad-hoc advice puts it at a higher level than advice provided under a Primary Authority arrangement. This reflects the additional resources required to deliver this reactive service outside of an ongoing relationship, where levels of resource are unknown at the start of the year, and a greater proportion of management input is required.

19. Based on current partnerships and the levels of hours currently contracted for, the resulting costs recovered for 2013/14 following the removal of the management fees and increasing the hourly rate, would fall by £7,000 to £28,000 for Primary Authority relationships.

20. However, current partnerships are valued by businesses and it is believed that some will maintain their current financial commitment in return for additional levels of support, therefore mitigating some of this reduction.

21. The removal of the set up and management fees means the proposed pricing model would be fairer to smaller businesses, be more transparent and easy to understand. A greater take up from small and medium sized Nottinghamshire businesses is therefore expected.

22. All charges will be reviewed annually and will be submitted to the Committee for approval.

Statutory and Policy Implications

23. 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

24. The above changes involve a potential shortfall of £7000 to the Service's budget. This will be found from any of the following:

- The additional income received from further Nottinghamshire businesses joining the Primary Authority Scheme, or
- Current businesses with a Primary Authority Partnership increasing their level of contracted support, or
- If the above points do not cover the shortfall then growing or developing other income streams

RECOMMENDATION/S

It is recommended that the Committee agrees to:

1) change the pricing model for Primary Authority Partnerships to remove management and set-up charges

2) increase the hourly rate charged for Primary Authority Partnerships to £60; and

3) increase the hourly rate for ad-hoc business support delivered to £75.

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Constitutional Comments (NAB 01.02.13)

25. Community Safety Committee has authority to approve the recommendation set out in this report by virtue of its terms of reference.

Financial Comments (CLK 13.02.13)

26. The financial implications are contained within the body of the report.

Background Papers

None.

Electoral Division(s) and Member(s) Affected

All.

CS25

Nottinghamshire County Council

Report to the Community Safety Committee

26th February 2013

Agenda Item: 11

REPORT OF THE SERVICE DIRECTOR, PROMOTING INDEPENDENCE AND PUBLIC PROTECTION

E-CRIME INFORMATION REPORT

Purpose of the Report

1. To update the Committee on the Trading Standard's specialist e-crime investigation capability.

Information and Advice

2. "E-crime" is a broad term used to describe criminal activity where a computer or computer network is the source, tool, target or place of a crime.

3. New and developing communication technologies offer massive benefits to business and consumers but they also offer unprecedented opportunities for criminals.

4. E-crime is notoriously difficult to detect and punish owing to its sheer technical complexity. Unseen attackers can strike victims from hundreds or even thousands of miles away. Owing to its nature E-crime is able to evolve with technology with new threats emerging with an alarming degree of regularity.

Specialist E-Crime Officers

5. In 2009, following the introduction of the Home Office National E-crime strategy, the Service recruited two officers to undertake E-crime work. One of these officers has recently become one of only 9 Trading Standards based accredited Covert Internet Investigators (CII).

6. This development has become necessary as criminals are becoming increasingly clever at concealing their identity and the extent of their online criminal activity from law enforcement agencies. Whereas dedicated e-commerce sites such as EBay and Gumtree have been a large marketplace for online counterfeit and unsafe products sold in the UK, sites such as Facebook allow sellers to restrict sales to 'friends'. This activity attempts to conceal online sales from Law Enforcement Agencies and have now become an additional avenue for such products.

7. The work of the CII will involve developing online relationships with suspects in order to gain intelligence and evidence of criminal activity.

8. The Service now has the capability to combat this growing issue by infiltrating hidden online marketplaces. Crucially, because Trading Standards have an accredited CII, the Service is able to carry out such investigations safe in the knowledge that the Service is acting in a manner fully compliant within the legal obligations of the Regulation of Investigatory Powers Act 2000[1] and the Human Rights Act 1998[2].

Examples of E-Crime Work

9. During December 2012 officers seized counterfeit clothes, sunglasses, DVDs and electrical items from two traders who were selling using Facebook. E-crime officers were able to ascertain that the individuals had an expansive network of contacts that they supplied the goods to around the County. These investigations continue.

10. Individuals have also recently been identified selling unsafe baby products such as 'bling' dummies and dummy clips over social network websites such as Facebook. These products posed potential choking hazards to small children through the small parts attached to them. A number were also found to contain toxic adhesives. The individuals concerned engaged with the service and have removed the items from sale.

Popular Scams

11. As well as the tool used for selling counterfeit and unsafe products criminals are frequently targeting computer/smart phone users with a number of scams.

12. The Service continues to receive information regarding computer virus scams, where the consumer receives a phone call saying someone has discovered a virus on their computer. Consumers are told by the caller that their computer is unprotected and are persuaded to pay for a virus protection package when in fact there never was a virus.

13. There have been a number of scams where companies offer to recover people's Payment Protection Insurance (PPI) for a fee. They take a payment from the consumer, but never attempt to obtain the PPI.

14. Residents still receive emails and pop ups about lotteries and competitions where they have to pay a fee to claim their prize. Needless to say the prize never materialises.

15. These scams often originate outside the UK and present difficulties for the Service to take enforcement action. In an attempt to protect consumers the Service utilises local press to publicise these issues, as new scams become apparent Neighbourhood Alerts are issued to warn local residents and pass relevant information to Action Fraud (national body for scam reporting). There are currently 7955 Nottinghamshire residents who can be contacted directly by email via the alert system.

Tips for Avoiding Internet Scams

16. There are a number of ways that consumers can protect their identity and money from online scams. They should:

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[1] Regulation of Investigatory Powers Act 2000.
[2] Human Rights Act 1998.

- Create passwords which are long, unique and use a mix of random numbers and lower and upper case letters.

- Only allow someone to remotely access their computer if they are from a trusted source, such as internet service providers.

- Use antivirus software and keep it up-to-date. If they buy software online to make sure it is from a genuine supplier.

- Always use secure sites. A secure site will have a web address beginning with https not http.

- Ensure firewalls are always switched on. A firewall is a security shield that stops scammers getting into your computer.

- Never open suspicious or unknown emails, email attachments, texts or pop up messages. For example an email with an unusually worded subject heading.

- If they do open a scam email, they should not reply to it, click on any links or open attachments. If they have already clicked on a link and opened a website, they should not give any personal information out.

- Consumers should only need to provide personal information when they are logging onto a service such as online banking. Genuine online companies do not contact individuals and ask for log-in details, such as passwords or user ids.

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.

RECOMMENDATION/S

1) It is recommended that the Committee notes the contents of this report.

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Adult Social Care, Health and Public Protection

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Background Papers

None.

Electoral Division(s) and Member(s) Affected

All.

CS23

Nottinghamshire County Council

Report to The Community Safety Committee

26th February 2013

Agenda Item: 12

REPORT OF THE SERVICE DIRECTOR PROMOTING INDEPENDENCE AND PUBLIC PROTECTION

APPROVAL OF THE OFFICIAL FEED & FOOD LAW SERVICE PLAN FOR 2013/14

Purpose of the Report

1. To seek approval by the Committee of the Trading Standards 2013-14 Feed & Food Law proposed enforcement plan.

Information and Advice

2. Section 6 of the Food Safety Act 1990 and section 76 of the Agriculture Act places a duty on this Authority to enforce certain provisions of those Acts in Nottinghamshire regarding food for human consumption and also feeding stuffs for animals. The provisions created by the legislation are known as official feed and food controls.

3. The Food Standards Agency (FSA) has a key role as the central competent authority, not only in overseeing official feed and food controls, but working in partnership with local authorities to help them to deliver the controls. The FSA is therefore pro-active in setting and monitoring standards, coordinating activity and in auditing local authorities' delivery of official controls, in order to ensure that this activity is effective, risk based, proportionate and consistent.

4. The Trading Standards Service is responsible for food and animal feed standards work on behalf of the Authority, which includes labelling and quality controls. The responsibility for (human) food hygiene controls falls to the District Council's Environmental Health Services. The FSA sees service plans as an important part of the process to ensure that national priorities and standards are addressed and delivered locally.

Proposal

5. The FSA places a great deal of importance on ensuring that the Authority's key decision makers are engaged in official feed and food controls work. As such, the Trading Standards Service proposed plan for 2013-14 is attached as an appendix to this report.

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

1) That the Committee approves the Authority's 2013-14 Feed & Food plan as set out in the appendix to this report.

PAUL MCKAY
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Constitutional Comments (NAB 05.02.13)

7. The Community Safety Committee has authority to approve the recommendation set out in this report by virtue of its terms of reference.

Financial Comments (KAS 06.02.13)

8. There are no financial implications in the report.

Background Papers

None

Electoral Division(s) and Member(s) Affected

All

CS27

Nottinghamshire County Council

TRADING STANDARDS SERVICE

FOOD & FEED LAW ENFORCEMENT SERVICE PLAN 2013-14

1. SERVICE AIMS & OBJECTIVES

1.1 *Aims and Objectives*

Our Purpose is to:

To give Nottinghamshire a better Trading Environment

What Matters to our Customers:

Help me solve my problem quickly and stop problems happening to others

Our key strategic aims are:

- ***Tackle the areas of most consumer detriment***
- ***Target the most serious rogue traders***
- ***Protect the most vulnerable consumers***
- ***Help legitimate businesses to trade well***
- ***Tackle the areas compromising consumer safety***
- ***Manage the health and welfare of animal livestock***

1.2 *Links to Corporate Objectives & Plan*

In 2011, the County Council underwent a reorganisation in which the Trading Standards Service moved into the newly created Adult Social Care, Health and Public Protection Department. The Service sits in the Promoting Independence and Public Protection Division within the Department. The purpose of the Adult Social Care, Health & Public Protection Department is to maximise people's independence, keep people safe and support the wellbeing of vulnerable adults.

In 2012, the Authority moved from a Cabinet to a Committee System in respect of political governance. Food and feeding stuffs work is now the direct responsibility of the Community Safety Committee, and regular reports are provided to it on food and feeding stuffs work as appropriate. The current Committee Chair is Councillor Murphy.

The key policies and drivers for the County Council are set-out in the Corporate Business Plan. Food and Feeding Stuffs activity links to this through the Adult Social Care, Health and Public Protection Business Plan 1/4/11 – 30/3/14.

2. BACKGROUND

2.1 *Profile of Nottinghamshire*

Nottinghamshire is a shire county and covers an area of 2,085 sq km (805 sq miles). It has a population of 785,800 people and a workforce of 375,195. The largest concentration of people is found in the Nottingham City conurbation, the suburbs of which lie mostly in the County. The other main towns of the County are Mansfield (99,600), Kirkby-in-Ashfield (20,180) Sutton-in-Ashfield (46,065), Newark-on-Trent (33,850), Worksop (44,055) and Retford (21,755).

About a fifth of the population live outside these areas, mostly in small (under 10,000 population) towns and villages.

2.2 *Organisational Structure*

See **Annex 1** attached.

2.3 *Scope of the Feed and Food Service*

Nottinghamshire County Council is part of the two-tier system of local government in the County which divides responsibilities between the County Council and seven District Councils. As part of this division, Food Standards work is the responsibility of the County Council's Trading Standards Service, whilst Food Hygiene work is the responsibility of the District Councils.

The Service adopts an intelligence led approach to enforcement in line with our purpose and key strategic aims. We also give a commitment to conduct annual enforcement visits at all of our High Risk premises.

Analytical services are provided by an external Public and Agricultural analyst service.

2.3 *Demands on the Food and Feed Service*

As at 31st January 2013, there were 5666 known registered food businesses in Nottinghamshire, 2 approved feed hygiene premises, and 557 Feed Hygiene Registered Premises categorised as shown in the table below:

	High Risk	***Medium Risk***	***Low Risk***	***Total***
Registered Food Businesses	58	2456	3152	**5666**
Approved Feed Hygiene Premises	n/a	n/a	n/a	**2**
Feed Hygiene Registered Premises	7	167	383	**557**

Our Service delivery contacts are as follows:

Trading Standards Service
County House
100 Chesterfield Road South
Mansfield
Nottinghamshire
NG19 7AQ

(Opening hours: Mon-Thurs 8.30am-5.00pm, Friday 8.30am-4.30pm)

Tel: **01623 452005 or 0300 5008080 (Businesses and Enforcement Agencies)**
08454 040506 (Citizens Advice Consumer Services for Consumers)

Fax: **01623 452059**

Website: ***www.nottinghamshire.gov.uk***
Email: ***trading.standards@nottscc.gov.uk***

2.4 *Enforcement Policy*

Where we find problems, we will consider all formal action options, including prosecution. All enforcement action is taken in accordance with the Service's documented Enforcement Policy.

3. SERVICE DELIVERY

3.1 *Interventions at Food and Feeding Stuffs Premises*

In 2013/14 the Service will;

- Carry out programmed inspections in accordance with a risk based approach;
- Conduct an inspection during the year at all food and feed premises rated as *High Risk*;
- Verify that the risk rating of other premises is appropriate, by undertaking a sample of inspections to check compliance at low and medium risk rated premises;
- Move the premise risk rating approach used from the Local Authorities Co-ordinators of Regulatory Services (LACORS) one, to the new National Trading Standards Board (NTSB) scheme;
- Target businesses as a result of appropriate intelligence from complaints received, local and national food audits, food alerts and advice from the FSA;
- Conduct inspections in accordance with the Code of Practice issued under Section 40 of the Food Safety Act 1990, and the Food Standards Agency Feed Law Code of Practice; and
- Carry out appropriate revisits to ensure compliance following problems identified in first inspections.

Where difficulties in interpretation of legislation occur, our officers can seek assistance from a number of internal and external sources, as detailed in our procedures relating to food and feed interventions (OP521 and OP527).

The introduction of the Food Information Regulations is likely to have an extensive impact on the Service over the next couple of years. This is due to the staged transitional periods for various requirements, and because it is the most far reaching codification of labelling for some time.

The level of demand is uncertain, although many of the County's large manufacturers/importers have already sought advice from this Service. In order to ease this impact, the Service will

- Undertake a series of premise specific interventions; and
- Communicate the new requirements regarding loose foods to the retail sector.

3.2 *Food and Feeding Stuffs Complaints*

In 2013/14 the Service will;

- Consider complaints as part of the Service's intelligence-led approach to enforcement in line with our purpose and key strategic aims; and
- Where a complaint is regarding foreign bodies or food safety, officers will promptly refer the complaint to the relevant Environmental Health Department.

In 2012-13 (until end of January), the Service had received 74 Food Standards complaints, 19 feeding stuffs complaints, 22 Home Authority referrals and 35 Trade Enquiries relating to food/feed matters.

Complaints received during the current year have included issues such as alcohol authenticity and contamination, out of date food being sold, and mis-described or mislabelled products.

3.3 *Home Authority and Primary Authority Scheme*

The Service traditionally committed significant resource to the Home Authority Scheme. During 2011, the Service ceased offering Home Authority relationships to Nottinghamshire businesses, and moved to offering Primary Authority Partnerships. As well as providing business with binding compliance advice on other enforcers, the Service is able to recover the costs to the Authority of providing this support.

The Authority currently has entered into Primary Authority Partnerships that cover food matters with 6 businesses, whilst 3 partnerships also cover feeding stuffs.

In 2013/14 we will;

- Request enforcement colleagues to inform us of any issues relating to Nottinghamshire businesses to discharge our duties either as an enforcing authority or to provide basic advice under the Regulator's Compliance Code where appropriate; and
- Inform the originating authority of our actions, and where it is inappropriate for this Authority to take action, will provide relevant information to colleagues to assist them in resolving the matter themselves.

In 2012-13, the Service dealt with enquiries from both Primary Authority Companies and other Nottinghamshire based businesses regarding a wide range of technical issues. Issues included nutritional claims, allergen advice, food incident

management advice, and queries regarding emerging legislation such as the Food Information Regulations.

The Service also dealt with enquiries from feed businesses in areas including labelling requirements, and the importation of feed materials.

3.4 *Advice to Business*

In 2013/14, the Service will:

- Provide Nottinghamshire businesses with free basic legal compliance advice, either verbally, by email or by way of signposting to our web-based business information sheets;
- Confirm verbal advice in a written form; and
- Offer businesses more in-depth bespoke support, charged for on a cost recovery basis.

3.5 *Feed and Food Sampling*

In 2013/14, the Service will;

- Ensure that all sampling activity is intelligence-led, based on an assessment of most harm, and in line with the Service's purpose and key strategic aims;
- Develop a sampling program aligned with the national priorities on Food and Feed once published by the FSA;
- Follow documented procedure for all for food standards and animal feeding stuffs sampling; and
- Continue to source analytical services by the Authority's appointed external Public and Agricultural analyst;

Worcestershire Scientific Services, Worcester WR4 9FA.

In 2012/13, the Service sampled a range of food and feed materials. Some samples were taken following complaints, for example counterfeit alcohol which was tested for toxicity as well as brand authenticity, whilst others were taken during interventions including food past use-by dates tested for safety.

Samples were also taken following nationally agreed priorities identified by the FSA based on known and emerging intelligence, and based on the national priorities. These included:

- Imported feed additives which were tested for contamination;
- Food tested for undeclared allergens, and
- Foods for contamination from dioxins and mycotoxins.

3.6 *Control and Investigation of Outbreaks and Food Related Infectious Disease*

This function is the responsibility of District Councils within Nottinghamshire.

3.7 *Feed/Food Safety Incidents*

In 2013/14, the Service will:

- Follow it's documented procedures for any feed and food safety incidents and feed and food hazard warnings;
- Allocate sufficient resources to effectively deal with such incidents; and
- Take any action in accordance with the relevant Codes of Practice.

The Service receives all appropriate food and feed safety alerts, and action those that directly impact on Nottinghamshire Food and Feed Business Operators.

In 2012-13, the Authority has responded to a number of alerts. One involved ascertaining whether prohibited human food waste had been unlawfully put into animal feeds, which had the potential for affecting the human food chain. Officers also instigated an allergen alert and product recall following an intervention which highlighted a number of labelling inconsistencies which posed potential health risks.

3.8 *Liaison with Other Organisations*

In 2013-14, the Service will:

- Ensure that enforcement action is consistent with that of its neighbouring authorities; and
- Liaise with a range of organisations to appropriate levels in carrying out its food and feed law enforcement function. These include:

  - **Food Standards Agency;**
  - **Public Analyst - Worcestershire Scientific Services;**
  - **District Authorities' Environmental Health Services;**
  - **Environmental Heath Food Group;**
  - **Trading Standards East Midlands (TSEM), and the TSEM Food Group;**
  - **Medicines and Healthcare Products Regulatory Agency;**
  - **HM Revenue and Customs;**
  - **Department of Environment, Food and Rural Affairs (DEFRA);**
  - **Veterinary Medicines Directorate;**
  - **Health Protection Agency (East Midlands);**
  - **International Federation of Spirits Producers Ltd (IFSP);**
  - **Animal Health - Egg Inspectorate; and**
  - **Nottinghamshire Police.**

3.9 *Food and Feeding Stuffs Safety and Standards Promotion*

In 2013-14, the Service will:

- Ensure all promotional work supports the intelligence-led approach to enforcement;
- Ensure it effectively raises awareness of key issues;
- Employ a variety of channels, including;

- Content on our website (information for businesses and consumers etc);
- Media campaigns and press releases;
- Use of social networking media;
- Expansion of our Nottinghamshire web-based Neighbourhood Alert system.

During 2012-13, the Service targeted the issue of counterfeit and illicit alcohol through a campaign of press releases and media interviews. This helped to raise the understanding of the public on the issue, and helped to generate reports from the public on where such alcohol could be found. In a campaign of visits in the run up to Christmas 2012, the incidence of counterfeit alcohol was found to be significantly lower than in the previous year following these interventions.

We have taken prosecutions regarding 4 premises offering for supply counterfeit alcohol since September 2011. 2 more prosecutions are currently pending.

4. RESOURCES

4.1 *Financial Allocation*

In 2013-14, the Service will:

- Invest approximately £155k in food and feeding stuffs enforcement; and
- Vary this level according to a dynamic analysis of emerging needs during the year.

In 2012-13, a similar investment has been made.

4.2 *Staffing Allocation*

In 2013-14, the Service will:

- Authorise it's officers for Feed and Food enforcement following a documented procedure, OP520; and
- Bring in appropriately qualified staff from other agencies or authorities to plug any short term staff resource pressures.

The Service currently employs 7.6FTE food & feed qualified officers, and 3FTE food only qualified officers.

4.3 *Staff Development Plan*

In 2013-14, the Service will:

- Undertake an annual employee performance and development review (EPDR) where training needs and developments needs are established;
- Compile an annual Service Training and Development plan from these needs; and

- Maintain a lead specialist for Food and Feed who will be tasked with dynamically identifying training needs arising from legislative or enforcement practices changes.

The Service has a career scheme based around the national Trading Standards Qualification Framework. Officers are supported to complete relevant modules within the framework. The Service prioritises the attainment of relevant food and feeding stuffs qualifications to ensure discharge of its duties.

In 2012, the Service used the specialist feeding stuffs expertise to support Leicestershire County Council's feed controls work.

5. QUALITY ASSESSMENT

In 2013-14, the Service will:

- Follow it's documented procedure OP401 to ensure a programme of internal audits of our Food & Feed delivery are undertaken;
- Support the principle of peer review with neighbouring authorities within Trading Standards East Midlands; and
- Implement any corrective actions agreed with the FSA following the Feeding Stuffs audit revisit on 27th February 2013.

In September 2011, the Authority was audited by the Food Standards Agency regarding feeding stuffs work. An action plan was developed between the Agency and Service, which has been implemented. A further revisit by the Agency is due to take place on 27th February 2013.

6. REVIEW

6.1 *Review against the Service Plan*

In 2013-14, the Authority will;

- Monitor progress against the plan in accordance with Adult Social Health, Care and Public Protection Department's guidelines;
- Ensure the plan is regularly reviewed by Trading Standards Managers;
- Update the Service's Business Action Plan template with a Current Position and Status colour;
- Provide progress updates to the Performance Improvement Team for monitoring at a Departmental Management level; and
- Report food and feeding stuffs matters to the Community Safety Committee as appropriate for political scrutiny.

In 2012-13, information reports were provided to all Community Safety Committee Meetings outlining relevant food and feeding stuffs work. Copies of these public reports can be viewed at ***www.nottinghamshire.gov.uk***.

6.2 *Identification of any variation from the Service Plan*

In 2013-14, the Service will;

- Identify variations from the plan;
- Analyse the reasons for the variations;
- Develop corrective actions;
- Document these on the Service's Business Action Plan; and
- Review the content of the plan to ensure it continues to meet the needs of our stakeholders.

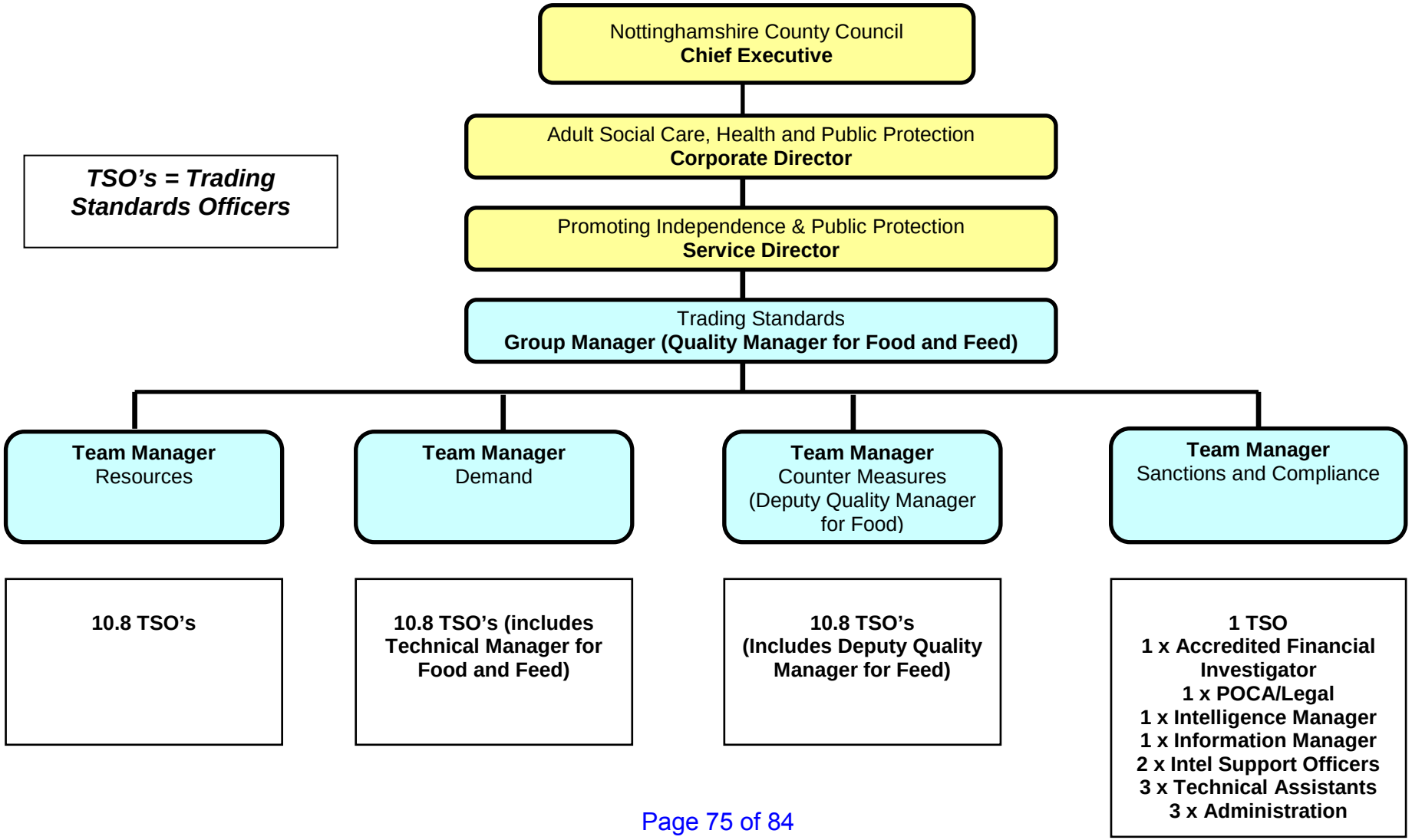
6.3 *Areas of Improvement*

In 2013-14, the Service will;

- Identify areas for improvement; and
- Incorporate in the 2014-15 food and feed law enforcement plan if appropriate, or deal with immediately if required.

Annex 1:

NOTTINGHAMSHIRE TRADING STANDARDS STRUCTURE



Nottinghamshire County Council

Report to the Community Safety Committee

26th February 2013

Agenda Item: 13

JOINT REPORT OF THE SERVICE DIRECTORS FOR PROMOTING INDEPENDENCE AND PUBLIC PROTECTION, AND COMMUNICATIONS AND MARKETING

SAVINGS AND EFFICIENCY PROGRAMME UPDATE

Purpose of the Report

1. To provide an update on progress against the efficiencies savings relevant to the Community Safety Committee.

Information and Advice

Background

2. The budget approved by the County Council in February 2011 required the Council to make savings and efficiencies of £1.744 million for the period 2011/12 to 2014/15 through delivery of 8 projects falling within the remit of the Community Safety Committee.

3. Subsequently, £65,000 savings assigned to one of these, the *Coroners Budget Reduction* project, was withdrawn as it was not possible to deliver the required level of efficiencies. In addition, at the February 2012 County Council budget meeting, it was agreed that the total savings target for the *Trading Standards Staffing Efficiency* project should be increased by £49,000.

4. The current level of savings assigned to this suite of projects is outlined below:

Project	2011 / 12 Savings Target (£'000s)	2012 / 13 Savings Target (£'000s)	2013 / 14 Savings Target (£'000s)	2014 / 15 Savings Target (£'000s)	Total
Cease Healthier Communities Service	187	0	0	0	187
Emergency Management: Increase Income	56	0	0	0	56
Registration Service:	133	98	98	98	427

Project	2011 / 12 Savings Target (£'000s)	2012 / 13 Savings Target (£'000s)	2013 / 14 Savings Target (£'000s)	2014 / 15 Savings Target (£'000s)	Total
Maximising Income Opportunities and Cessation of the Security Guard					
Trading Standards: Regional Working and Income Generation	76	77	0	0	153
Reduction of Grant Aid to Citizens Advice Bureaux	200	0	0	0	200
Trading Standards: Staffing Efficiencies	520	49	0	0	569
Emergency Planning: Staffing Reductions and Efficiencies	136	0	0	0	136
Totals	**1,308**	**224**	**98**	**98**	**1,728**

Progress against the 2011/12 savings target

5. As at the end of March 2012, 94% of the Year 1 (2011/12) efficiencies target assigned to these projects had been achieved. This equated to £1.235 million worth of savings, a shortfall against the target of £73,000. However, overall, the budget for Community Safety and Protection was under-spent.

Progress against the 2012/13 savings target

6. Five of the existing eight efficiency projects, falling within the Community Safety Committee, were completed during 2011/12. The three projects remaining have a combined target of achieving efficiencies of £224,000 during 2012/13, in addition to delivering any savings that slipped from 2011/12 into 2012/13.

7. As at the end of December 2012, one of these projects (Trading Standards: Staffing Efficiencies) has already been completed, achieving its savings of £49,000. Of the remaining two projects, actual savings of £81,000 have been achieved to date, bringing the total actual savings to £130,000 this financial year. This represents 58% of the annual savings target, although some of this includes delivery of savings slippage from 2011/12.

8. Based on current projections, the forecasted year end position is that the remaining target of £94,000 will be achieved in full. Ongoing progress towards achieving the remaining savings targets will continue to be reported to the Community Safety Committee.

Statutory and Policy Implications

9. 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) It is recommended that the Community Safety Committee receive and note the content of this report.

PAUL MCKAY
Service Director, Promoting Independence and Public Protection
Adult Social Care, Health and Public Protection

MARTIN DONE
Service Director, Communications and Marketing
Policy, Planning and Corporate Services

For any enquiries about this report, please contact:
Paul McKay
Tel: (0115) 977 3909
Email: paul.mckay@nottscc.gov.uk

Constitutional Comments

10. Because the report is for noting only, no constitutional comments are required.

Financial Comments (KAS 13.02.13)

11. The financial implications are contained within paragraphs 7 and 8 of the report.

- 24th February 2011 County Council – Budget meeting. The budget report can be found at: 11-12 Budget Report

- 23rd February 2012 County Council – Budget meeting. The budget report can be found at: 12-13 Budget Report.

Electoral Division(s) and Member(s) Affected

All

CS20

Nottinghamshire County Council

Report to Community Safety Committee

26 February 2013

Agenda Item:14

REPORT OF CORPORATE DIRECTOR, POLICY, PLANNING AND CORPORATE SERVICES

WORK PROGRAMME

Purpose of the Report

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

Other Options Considered

4. None.

Reason/s for Recommendation/s

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

Statutory and Policy Implications

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

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: Democratic Services Officer -
Martin Gately
Tel: 0115 977 2826

Constitutional Comments (SLB)

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

Financial Comments (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

Updated 15/02/2013

COMMUNITY SAFETY COMMITTEE - WORK PROGRAMME

April 2013			
Update on key Trading Standards Matters	Update on important developments in the Service	Paul McKay	Mark Walker
Update on Emergency Planning and Registration services	Update report on key activities and events in Emergency Planning and Registration.	Paul McKay	Rob Fisher
Hate Crime	Update on action plan and partnership initiatives	Martin Done	C. Walker
Community Safety Commissioning Proposals 2013/14	Report outlining proposed commissioning priorities for Community Safety Budget for 2013/14	Martin Done	C. Walker
Update of Community Safety	Report outlining key issues for community safety in Nottinghamshire	Martin Done	C. Walker
Community Safety - Police Update	Presentation from Divisional Commander	Martin Done	
Review of Community Safety Budget 2012/13	End of financial year review of initiatives funded by the Community Safety Budget.	Martin Done	C. Walker
Community Safety Agreement	Report outlining the new Community Safety Agreement	Martin Done	C. Walker
Staffing Matters	To include an overview of staffing decision/issues.	All	All