

## Communities Committee

Wednesday, 15 December 2021 at 10:30

County Hall, West Bridgford, Nottingham, NG2 7QP

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### AGENDA

1	Minutes of last meeting held on 3 November 2021	3 - 6
2	Apologies for Absence	
3	Declarations of Interests by Members and Officers:- (see note below) (a) Disclosable Pecuniary Interests (b) Private Interests (pecuniary and non-pecuniary)	
4	Nottinghamshire Archives Service Overview	7 - 10
5	Communities Performance Report for Quarter 2 2021-2022 Place Core Data Set	11 - 20
6	Approval of Applications to Covid Partnership Social Recovery Fund and Community Hub Food Plan Fund	21 - 32
7	Nottinghamshire Household Support Fund Progress	33 - 46
8	Update on Key Emergency Planning Matters	47 - 54
9	Work Programme	55 - 58

### 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 Noel McMenamin (Tel. 0115 993 2670) or a colleague in Democratic Services prior to the meeting.

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

Meeting	Communities Committee
Date	03 November 2021 (commencing at 10:30 am)

**Membership**

Persons absent are marked with an 'A'

**COUNCILLORS**

John Cottee (Chairman)  
Tom Smith (Vice-Chairman)

Mike Adams	Sue Saddington
Pauline Allan	Jonathan Wheeler
Sinead Anderson	Daniel Williamson
Stephen Garner	Elizabeth Williamson
Glynn Gilfoyle	

**OFFICERS IN ATTENDANCE**

Mick Allen	-	Place Department
Derek Higton	-	Place Department
Aidan La Mola	-	Place Department
Fiona Needham	-	Place Department
Adrian Smith	-	Place Department
Mark Walker	-	Place Department
Noel McMenamin	-	Chief Executive's Department

**1. MINUTES OF LAST MEETING HELD ON 15 SEPTEMBER 2021**

The minutes of the meeting held on 15 September 2021, having been circulated to all Members, were taken as read and were signed by the Chairman.

**2. APOLOGIES FOR ABSENCE**

None.

**3. DECLARATIONS OF INTERESTS**

Councillor Elizabeth Williamson declared an interest in published Item 5 'Approval of Applications to Covid Partnership Social Recovery Fund and Community Hub Food

Plan Fund' as the organiser of Brinsley Food Bank, which did not preclude her from speaking or voting.

#### **4 URGENT ITEM – NOTTINGHAMSHIRE HOUSEHOLD SUPPORT FUND**

The Chair of the meeting was of the opinion that this item, although not included on the agenda, should be considered as a matter of urgency in accordance with Section 100(b)(4)(b) of the Local Government Act 1972, in view of the special circumstances that central government had allocated up to £5.6 million to the County Council to support those most in need this winter to support economic recovery from the Covid pandemic, and the funding had to be spent by end March 2022.

The Committee was advised that £2.3 million was to be allocated to initiatives falling under the responsibility of the Children and Young People Committee, with this Committee having oversight for allocating the remainder.

#### **RESOLVED 2021/021**

That the following be approved:

- (1) The Communities Committee was to provide oversight of those elements of the Nottinghamshire Household Support Fund not led the Children and Young People Committee;
- (2) Further detailed development by officers of the Nottinghamshire Household Support Fund, based on the principles set out in the report;
- (3) The launch of the Scheme by mid-November 2021, or as soon as possible thereafter;
- (4) A further report be brought to the December 2021 meeting of the Committee to ratify the confirmed Scheme.

#### **5. COMMUNITIES PERFORMANCE REPORT FOR QUARTER 1 2021-2022 PLACE CORE DATA SET**

During debate, it was agreed that measures to increase footfall in libraries, including co-location of services to create more community hubs, would be explored further.

#### **RESOLVED 2021/022**

That, subject to investigating measures to improve footfall in libraries, no further action was required in relation to performance information on the Council's services for Communities Committee for the period 1 April 2021 to 30 June 2021.

**6. APPROVAL OF APPLICATIONS TO COVID PARTNERSHIP SOCIAL RECOVERY FUND AND COMMUNITY HUB FOOD PLAN**

**RESOLVED 2021/023**

That:

- (1) The applications for funding at Appendix 1 to the report be approved;
- (2) The applications that have received partnership approval set out at Appendix 2 to the report be noted.

**7. CULTURAL SERVICES STRATEGY REFRESH**

During debate, it was agreed that arrangements could be made to visit sites featured in the report.

**RESOLVED 2021/024**

That:

- 1) the Committee supported the draft Cultural Strategy at Appendix A to the report;
- 2) a further report on the final refreshed Strategy, accounting for Member and partner input, be presented to the Committee in early 2022.

**8. MODERN SLAVERY AND HUMAN TRAFFICKING STATEMENT**

**RESOLVED 2021/025**

That the following be approved:

- 1) the updated Statement at Appendix A to the report, demonstrating the Council's ongoing commitment to ensuring that there were no victims of slavery or human trafficking employed directly by the Council, in its commissioned services or supply chains;
- 2) the publication of the updated Statement on the public website.
- 3) the receipt of further information on cases reported by District to understand the scale and impact of modern slavery and modern trafficking at the local level.

**9. UPDATE ON KEY TRADING STANDARDS AND COMMUNITIES ISSUES**

During debate, it was confirmed that arrangements were being put in place with partners to mark the Queen's Platinum anniversary.

**RESOLVED 2021/026**

That:

- (1) the updates were considered and that no additional actions were highlighted;
- (2) the post EU Exit Business Support Network be ratified;
- (3) the completion date for capital funded Local Improvement Scheme projects be extended to 31<sup>st</sup> March 2022.

#### **10. WORK PROGRAMME**

It was explained that the Work Programme was subject to additions, amendments and deletions in response to emerging and shifting priorities on an ongoing basis.

#### **RESOLVED 2021/020**

That, subject to considering items on Household Support Fund and a more detailed report on Modern Slavery at future meetings, the Committee's work programme be agreed.

The meeting concluded at 11.50 am

**Chairman**

## **REPORT OF THE SERVICE DIRECTOR, PLACE AND COMMUNITIES**

### **NOTTINGHAMSHIRE ARCHIVES SERVICE OVERVIEW**

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

1. To provide Committee with an introduction to the Nottinghamshire Archives service.

#### **Information**

##### **Context**

2. The County Council has statutory responsibilities under the Local Government (Records) Act 1962 and the Local Government Act 1972 to make proper provision for records. It is also recognised as a place of deposit for public records under the Public Records Acts 1958 and 1967 and as the Diocesan Record Office for the Diocese of Southwell and Nottingham under the Parochial Registers and Records Measure, 1978 as amended 1992.
3. The County Council has delivered the service through its contractual arrangements with Inspire (Culture, Learning and Libraries) since April 2016.
4. The service collects, preserves and provides public access to the archives of Nottinghamshire and Nottingham. The service is provided within a reciprocal agreement with Nottingham City Council.
5. The National Archives provides national leadership and coordination for places of deposit for public records and administers the archives accreditation scheme. Nottinghamshire Archives is an accredited archive service.
6. The archives service is based in a purpose-built building that meets international standards for places of deposit ensuring safety and preservation of original documents and manuscripts. The oldest document dates from 1155.
7. In addition to the range of documents, maps, photographs, plans, letters and diaries, the service also has a growing digital archive of documents that have been 'born digitally' and have never been in a physical format. Recent investment in the picture archive and sophisticated digital management software, Preservica, allow the service to preserve and access digital content now and in the future.
8. The service aims to collect and provide access to the historical record of life from across Nottinghamshire from that of public institutions to individuals.
9. The service has been managed alongside the library service since 1969 and uses the library network to promote and provide access to archives including provision courses, talks and exhibitions. The Great Nottinghamshire Local History Fair held in May each year

in Mansfield Central Library brings together many heritage organisations from across the county.

10. Current projects include the upgrading of the archives online catalogue, the development of the Inspire Picture Archive, and the digitisation of parish registers.
11. As a result of Covid lockdowns, the onsite services were closed to the public for several months. The service continued to offer an online enquiry, reprographics and research service. When permitted to do so by government regulations, services were offered via an appointment system to allow for social distancing and to provide a Covid safe environment. Remote volunteers continued their work on the retro conversion of the pre-digital catalogues publishing online over 30,000 new entries.

## **Performance**

12. The most recent sector benchmarking report is from the 2018 Archives and Record Association National Surveys Group which concerned onsite visitors to UK Archives. The 2020 survey was cancelled due to the Covid lockdown. 95% of respondents were either satisfied or very satisfied with the welcome to the building with the attitude of staff scoring a mean of 9.7 out of 10 (national average is 9.8), and the quality and appropriateness of staff advice gaining 9.7 (national average is 9.7). 96% of respondents were “inspired to find out more” with the national average being 99%. The archive service overall scored a mean of 9.3 out of ten, which was the national average.
13. In 2016 Nottinghamshire Archives successfully gained the status of Accredited Archive Service as assessed by The National Archives. The service is due to be reassessed before March 2023.

## **Other Options Considered**

14. No other options were considered.

## **Reason for Recommendations**

15. To enable the Committee to exercise its delegated responsibility.

## **Statutory and Policy Implications**

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

## **Financial Implications**

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

## RECOMMENDATIONS

- 1) To inform the Committee of the statutory archive responsibilities of the County Council.
- 2) To note the comparative performance of the Archive Service.

**Derek Higton**  
**Service Director, Place and Communities**

**For any enquiries about this report please contact:** Peter Gaw, Chief Executive Officer – Culture, Learning and Libraries– Inspire, T: 0115 977 420, E: peter.gaw@inspireculture.org.uk

### **Constitutional Comments (EKH 09/11/2021)**

18. This report is appropriate to be considered by Communities Committee and they have the power to make any resolution resultant upon the recommendation.

### **Financial Comments (SES 09/11/2021)**

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

### **Background Papers and Published Documents**

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

- Development Plan, Nottinghamshire Archives and Records Management Service for the 21<sup>st</sup> Century. Nottinghamshire County Council. 2012.
- Archives and Central Library memorandum of understanding and statement of services. Nottinghamshire County Council Culture Committee 2 July 2013.

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

- All.



## **REPORT OF THE SERVICE DIRECTOR FINANCE, INFRASTRUCTURE & IMPROVEMENT**

### **COMMUNITIES PERFORMANCE REPORT FOR QUARTER 2 PLACE CORE DATA SET**

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

1. To provide the Committee with an update of performance for Communities Committee for quarter 2 2021/22 (1 July 2021 to 30 September 2021).

#### **Background**

2. The Council's Planning and Performance Framework establishes the approach that the Council takes to planning and managing its performance to deliver effective and responsive services.
3. The Council has agreed that the key measures of its performance will be defined through a number of core data sets which are detailed in its Council Plan and each of its Departmental Strategies. Performance against these core data sets is reported to committee every three months (quarterly) to support the performance management of the delivery of services.
4. Key measures from the existing Council Plan (2017-2021) will continue to be reported until a new Council Plan can be established, and the subsequent core data set agreed upon.
5. At Full Council on November 25<sup>th</sup>, 2021, the Nottinghamshire Plan 2021-2031 was unanimously agreed. The Nottinghamshire Plan is a new, ambitious plan for the County Council, which sets out the strategic vision for the future of Nottinghamshire and the local authority. The Place Leadership team will begin working on revising performance indicators to support the plan and its ambitions over the coming weeks.

#### **Information and Advice**

6. The full Core Data Set is included in Appendix A, and when considering the appendix it should be noted that:
  - The previous figures are for the preceding quarter or financial year (2020/21), although in some cases this is highlighted as not applicable where the data is unavailable for the previous quarter/annual.
  - The appendix also indicates whether the measure is
    - a cumulative measure (C) which shows performance from 1 April 2021 to 31 March 2022,
    - a measure which is reported annually (A),

- or a measure which only includes the value for the individual quarter

7. The report highlights those core data set measures which have been identified as a risk in the appendix based on the latest performance figures.
8. The report also acknowledges Inspire, who commenced provision of a range of cultural and learning services from April 2016, including the Council's library services. Supported by the Council, Inspire has implemented a programme of investment to modernise public libraries and develop a range of cultural and learning services on behalf of the Council.

## Core Data Set

### Libraries

9. The previous performance indicator of number of library visits has been changed to library service engagement and visits as this better reflects the performance of the service and how users engage with it following the introduction of Covid19 restrictions and wider cultural shifts in user habits. The indicator still includes physical library visits, however, now also takes into account website visits, online library catalogue visits, attendance to virtual events, participants to outreach visits, contacts with ASK Inspire and home delivery.
10. For Q2 21/22, the total number of engagement and library visits was 790,113, against a quarterly target of 937,500 (annual target of 3,750,000). These targets have been agreed between Inspire and the Council and reflect a typical year, unaffected by Covid19 restrictions.
11. As to be expected physical visits are still down considerably, which reflects limited customer confidence in utilising public spaces and the slow return to town centres and the high street, whilst virtual interactions continue to be very high. Evidence from across the country suggests that library services in many areas are not yet fully open, whereas in Nottinghamshire all sites are now open in a covid secure way and largely at pre pandemic opening hours. A breakdown of engagement has been provided:

Engagement with service	Quarterly Target	
214,774 physical visits	575,000	
139,900 website visits	100,000	
409,478 online library catalogue visits	250,000	
6,983 attendance at virtual events	250	
2,956 participants to outreach visits	250	
15,453 contacts with ASK Inspire	11,750	
569 home delivery/home library service	250	

### Registration Services

12. The General Register Office (GRO) sets a national target of 90% for deaths registered within five days. Internal authority target has not been set for this year due to the pandemic and severe issues we have been experiencing with the RON system (registration online) The GRO compliance officer will no doubt look at this again in the coming months, however they have made it clear this is not a priority at the moment.
13. The percentage of deaths registered within five days during the months of July, August and September were 60%, 29% and 49%, respectively, which resulted in quarter 2 outcome of 53%. The Covid Act is still in place, therefore all deaths are being register over the telephone, however, the service is hugely reliant on hospitals and GP surgeries to send the MCCD (medical certificate cause of death) in a timely manner. The service regularly write to all concerned and asks for their cooperation in this matter but, whilst the Covid act is in place, the service has no control over when MCCD's are received. The Covid Act can only be in place until March 2022; the service are currently at the process of returning to face to face appointments, however it is hoped an extension will granted.

### **Trading Standards**

14. While the pandemic has initially limited the number of inspections able to take place in terms of illicit tobacco, the intelligence picture was still gathered and worked upon. This has meant that now inspections of shop premises are happening again, the team has increased knowledge in terms of the suspects and premises being used.
15. The service has continued to carry out illicit tobacco inspections, resulting in the seizure of 94,150 grams of illicit tobacco in September 2021, with a retail value of £37,660. For Q2, the total retail value of illicit tobacco seized was £46,350.
16. Throughout the pandemic the service has continued to support and protect vulnerable residents from scams and doorstep crime, predominately through engagement over the phone and in writing, rather than making personal visits. Visits are now starting to take place again, particularly to install call blockers to stop vulnerable consumers from becoming victims of scams and offer support via our partnership network.
17. A doorstep crime awareness project is currently being undertaken. Barbers and hairdressers are being visited in specific areas of Nottinghamshire to try and raise awareness of doorstep crime. It is recognised that hairdressers and barbers are often well established in the community and have ongoing relationships with consumers, therefore it is hoped that raising awareness of doorstep crime in this sector, will provide hairdressers and barbers with the knowledge of what to look out for and when to encourage a consumer to get some advice and support.

### **Communities Service**

18. The Communities service's hard work continued via the Community Support Hub, which brought together partners and volunteers to ensure that the vulnerable did not suffer unnecessary hardship due to Covid, from the delivery of essential medicines and food, to supporting mental health through books. This work is continuing and evolving with the demands from communities as they continue to live with the ever present covid risks.
19. A significant number of Local Improvement Scheme (LIS) revenue projects have been adversely impacted by the pandemic (i.e. many projects suspended, cancelled or

adapted their activity in response to the COVID-19 restrictions). Consequently, it has been difficult for groups to provide monitoring information for Q2 due to other emergency response priorities & challenges. Therefore, the figure provided is an estimate based on the year 1 monitoring information and makes some assumptions taking into account the information provided by groups regarding suspension/cancellation of their LIS project activity.

## **Finance Performance**

20. The 2021/22 revenue budget for the Communities Committee is £19.442 million. At the end of September 2021, the forecast outturn against this budget is £18.789 million resulting in a forecast underspend of £653,000. A summary of the Communities financial performance is included as Appendix B. The main reasons for forecast under and over-spending are set out below.
21. Culture and Enrichment is forecasting an overspend of £200,000 due to reduced income at Holme Pierrepont Water Sports Centre arising from cancelled/delayed events and reductions in people staying in accommodation, with consequent reduced income from food and beverage sales, resulting from COVID.
22. Registration services are forecasting an underspend of £313,000 due to ceremonies that had to be cancelled due to the pandemic being rescheduled for the current financial year.
23. Trading Standards are forecasting an overspend of £82,000 due to expected commercial income being lower than budgeted due to COVID.
24. The Communities team is forecasting an underspend of £862,000 due to reduced spending on the Local Improvement Scheme as there has been no capital bidding round in 2021/22.
25. Catering services are forecasting an overspend of £118,000 after a budget adjustment of £1.026 million to reflect the impact of COVID-19 on the financial performance of the service. The Schools Catering service is forecasting a revised overspend of £118,000 due to reduced sales of meals and increasing costs. Sales after schools reopened in September are expected to improve due to the lifting of COVID related restrictions but are expected to be lower than in previous years. Following the budget adjustment West Bridgford catering is forecasting a breakeven financial position.

## **Other Options Considered**

26. This report is provided as part of the Committee's constitutional requirement to consider performance of all areas within its terms of reference on a quarterly basis. The departmental strategy was agreed on 24 January 2018 and the format and frequency of performance reporting were agreed by Improvement and Change Sub Committee on 12 March 2018. Due to the nature of the report no other options were considered appropriate.

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

27. This report is provided as part of the Committee's constitutional requirement to consider performance of areas within its terms of reference on a quarterly basis.

## **Statutory and Policy Implications**

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

## **RECOMMENDATION**

29. That Committee notes the performance information provided on the Council's services for communities committee for the period 1 July 2021 to 30 September 2021.

**Nigel Stevenson**

**Service Director for Finance, Infrastructure & Improvement**

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

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## **Constitutional Comments (LPW 04/11/2021)**

30. The Communities Committee is the appropriate body to consider the content of the report. If Committee resolves that any actions are required, it must be satisfied that such actions are within the Committee's terms of reference.

## **Financial Comments (RWK 04/11/2021)**

31. There are no specific financial implications arising directly from the report. The financial performance of the Communities Committee up to the end of Q2 is set out in paragraphs 15 to 20 of the report and in Appendix B.

## **Background Papers and Published Documents**

The performance measures included within appendix A are measures which have previously been included within the performance section of committee reports. These committees are as follows; community safety committee, culture committee, environment and sustainability committee, personnel committee, planning and licensing committee, transport and highways committee, communities and place committee.

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

All

Key Performance Indicators	Nottinghamshire				
	Latest	Target	Previous	Period	Risk
<b>Place Commissioning - Libraries</b>					
<b>Supports Commitment 5 - Nottinghamshire is a great place to live, work, visit and relax</b>					
Number of visits to libraries (C)	1,343,115	1,875,000 (by end of Q2)	553,002	Q2 21/22	A
Customer satisfaction levels at libraries (A)	Reaccredited for Customer Service Excellence 2021	96%	96%	2020/21	
<b>Registration Services</b>					
<b>Supports Commitment 5 - Nottinghamshire is a great place to live, work, visit and relax</b>					
% of deaths registered within five days (with Medical Certificate of Cause of Death present and no coronial involvement)	53%	84%	63%	Q2 21/22	R
<b>Trading Standards &amp; Communities Service</b>					
<b>Supports Commitment 5 - Nottinghamshire is a great place to live, work, visit and relax</b>					
Number of volunteer hours per year contributing to the delivery of those services or activities receiving Local Improvement Scheme support	808,401	800,000	800,000	Q2 21/22	G
<b>Supports Commitment 6 - People are healthier</b>					
Retail value of illicit tobacco seized (C)	£90,720	£600,000	£44,370	Q2 21/22	R
Number and value of unsafe items/products removed from or prevented from entering the supply chain. (C)	0	5,000	8,744 (£269,609)	Q2 21/22	R
<b>Supports Commitment 7 - People live in vibrant and supportive communities</b>					
Growth of Friends Against Scams Schemes (C)	67	500	59	Q2 21/22	R
Number of Vulnerable Individuals with Nominated Neighbours (C)	0	50	0	Q2 21/22	R
% of victims of doorstep crime, scams or other frauds who feel safer in their own homes following tailored interventions.	100%	100%	86%	Q2 21/22	G
Number of doorstep crime, scam, or fraud vulnerable victims assisted (C)	522	450	483	Q2 21/22	G
<p style="text-align: center;">Key: (C) = cumulative measure updated from 1 April to end of reporting quarter            (A) = annual measure updated from previous financial year, or current financial year if quarter 4 and data is            Risk Key: (R ) = Red, (A) = Amber, (G) = Green</p>					



**Communities Committee - Period 6 2021/22**

Previous Forecast Variance P3 £000	Change in Variance £000	Service	Annual Budget £000	Actual Spend £000	Year-End Forecast £000	Latest Forecast Variance £000
33	(33)	Country Parks	452	172	452	0
300	(100)	Culture and Enrichment	432	103	632	200
9	(1)	Emergency Planning	306	207	314	8
(128)	(185)	Registration	54	(1,116)	(259)	(313)
0	0	Coroners	1,517	(75)	1,517	0
0	0	Body Storage Capacity	0	253	0	0
0	0	Libraries, Info and Learning	10,750	3,816	10,750	0
151	(69)	Trading Standards	968	513	1,050	82
(576)	(286)	Communities Team	2,175	(2,183)	1,313	(862)
45	43	Directorate	463	301	551	88
(58)	84	County Enterprise Foods	1,257	775	1,283	26
		<b>Traders</b>				
1,078	(960)	Catering	1,025	2,212	1,143	118
0	0	Cleaning and Landscapes	0	(473)	0	0
0	0	Contribution to Traders	90	0	90	0
<b>854</b>	<b>(1,507)</b>	<b>Communities Total</b>	<b>19,489</b>	<b>4,505</b>	<b>18,836</b>	<b>(653)</b>
		<u>Transfers To (From) Reserves</u>				
0	0	Trading Standards	(47)	0	(47)	0
<b>0</b>	<b>0</b>	<b>Communities Total</b>	<b>(47)</b>	<b>0</b>	<b>(47)</b>	<b>0</b>
<b>854</b>	<b>(1,507)</b>	<b>COMMUNITIES</b>	<b>19,442</b>	<b>4,505</b>	<b>18,789</b>	<b>(653)</b>



**REPORT OF THE SERVICE DIRECTOR, PLACE AND COMMUNITIES****APPROVAL OF APPLICATIONS TO THE COVID PARTNERSHIP SOCIAL RECOVERY FUND AND THE COMMUNITY HUB FOOD PLAN FUND****Purpose of the Report**

1. To seek Committee approval for applications for funding over £5k from the Covid-19 Partnership Social Recovery Fund or the Community Hub Food Plan Fund.
2. To update Committee for oversight purposes of applications for funding for £5k or less from the Covid-19 Partnership Social Recovery or the Community Hub Food Plan Fund.

**Information****The Covid-19 Partnership Social Recovery and the Community Hub Food Funds**

3. The Adult Social Care and Public Health Committee approved £800k to support the development of the Community Hub Food Plan from the Contain Management Fund in January 2021. The £1m Covid-19 Partnership Social Recovery Fund was approved by Communities Committee in June 2021.
4. At the September 2021 Communities Committee, Members approved the governance and distribution principles for both funds, including a £50k small projects element to both.
5. A 2 or 3 stage approval process dependant on application value was approved. Firstly, all applications would be channelled through the appropriate Needs Assessment group or the Food Insecurity Network for consideration and endorsement by those with appropriate operational expertise.
6. Stage 2 agreed was that the LRF Humanitarian Assistance Group (HAG) (whilst in operation), would play a key role in giving either partnership endorsement or approval (depending on value) to ensure a whole systems approach to applying the funding that built on the partnership collaboration established during the pandemic.
7. For applications over £5k endorsed by the HAG, stage 3 agreed was that they would be brought to this Committee for formal approval. Those under £5k approved by the HAG could be immediately actioned, but with full details reported to Committee for appropriate Member oversight.
8. At its November meeting, the Committee:

- Approved applications more than £5k for both the Covid-19 Partnership Social Recovery Fund (£297,565) and the Community Hub Food Plan Fund (£136,190).
- Reviewed for oversight purposes applications £5k or under that had been given endorsement by the HAG, for both the Covid-19 Partnership Social Recovery Fund (£8,050) and the Community Hub Food Plan Fund (£28,086).

### **Applications to Consider**

9. **Appendix 1** to this report contains the details of applications over £5k that have been given endorsement by the HAG for both the Covid-19 Partnership Social Recovery Fund (£610,182) and the Community Hub Food Fund (£282,817). This report seeks Committee approval of these applications.
10. **Appendix 2** to this report contains details of applications £5k or under that have been given endorsement by the HAG, for the Community Hub Food Plan Fund (£8,280). There were no applications in this period under £5,000 for the Covid-19 Partnership Social Recovery Fund. This report invites the Committee to review these applications for oversight purposes.

### **Evaluation of the Covid-19 Partnership Social Recovery Fund**

11. The proposals already approved or recommended for approval in this report means that £916k of the original £1m budget for the Social Recovery Fund would have been applied.
12. Members will be aware that the approach used to identify need and suitable proposals for funding to address was a new one, and very much a partnership endeavour, built on the knowledge, understanding, and active engagement of partners.
13. Given that we are now approaching the end of the original funding, it is proposed that an evaluation of the awards is undertaken to assess its impact and to identify any gaps that may remain. If any gaps are identified, it is proposed that officers develop more work to address those gaps and bring proposals to a future Committee.

### **Other Options Considered**

14. Not approving the applications over £5,000. Not undertaking an evaluation of the Covid-19 Partnership Social Recovery Fund.

### **Reasons for Recommendations**

15. The applications recommended for approval have been reviewed and endorsed by the relevant Needs Assessment Group or the Food Insecurity Network as meeting pandemic related needs presenting in our Communities. They have been further reviewed and endorsed by the broader Community Support partnership through the HAG to ensure a joined-up system approach.

### **Statutory and Policy Implications**

16. This report has been compiled after consideration of implications in respect of crime and disorder, data protection and information governance finance, human resources, human

rights, the NHS Constitution (public health services), the public sector equality duty, safeguarding of children and adults at risk, service users, smarter working, sustainability and the environment and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

## **Financial Implications**

17. **Appendix 1** seeks the approval for £610,182 of applications from the £1m Covid-19 Partnership Social Recovery Fund. It further seeks approval of £282,817 of applications from the £800k Community Hub Food Fund.
18. **Appendix 2** details no applications under £5,000 approved by the HAG from the Social Recovery Fund and £8,280 from the Community Hub Food Fund
19. If all applications in **Appendix 1** are approved by Committee, added to those previously approved Committee and those approved in **Appendix 2** and previously approved by the partnership, the balance remaining in the Covid-19 Partnership Social Recovery Fund is £84,203 and in the Community Hub Food Fund £344,627.

## **RECOMMENDATIONS**

That the Committee:

- 1) Approves those applications for funding recommended in Appendix 1;
- 2) Reviews and endorses those applications set out in Appendix 2 that have already received partnership approval; and
- 3) Approves officers to undertake an evaluation of the Covid-19 Social Recovery Fund and bring a paper with proposals to a future Committee meeting based on the findings of that work.

**Derek Higton**  
**Service Director, Place and Communities**

**For any enquiries about this report please contact:** Mark Walker, Group Manager, Trading Standards and Communities, Tel: 0115 977 2173

### **Constitutional Comments (EP 30/11/2021)**

20. The recommendations fall within the delegation to Communities Committee by virtue of its frame of reference.

### **Financial Comments [RWK 01/12/2021]**

21. The financial implications are set out in paragraphs 17 to 19 of the report. The applications for funding detailed in the report will be funded from existing budget provisions.

### **Background Papers and Published Documents**

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

- None

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

- All .

## APPENDIX 1

### Recommended Projects for Approval – Social Recovery Fund (over £5,000)

Organisation	Project Summary	Amount Recommended	Location
Mansfield Palace Theatre	A 15-week social meeting project to support physical and mental wellbeing. Funding will enable the project to continue into the new year. It will pay for room hire, tutor and community transport costs.	£7,000	Mansfield
Eastwood People's Initiative	A community-led project to set up a mental health & community hub in Eastwood to bring the community together and empower it. This will pay for volunteer training and expenses, tools for their men in sheds project and heavy-duty outdoor equipment.	£5,755	Broxtowe
Create You Arts	An Arts on Prescription approach to support 20 Care/Adopted Children and families through mentoring. Providing a creative guide to support families to access therapeutic and attachment building activities, referrals will come from NCC social workers. This will pay for volunteer training, expenses, and co-ordination.	£12,100	Mansfield
The Sporting Memories Foundation	A 1-year project providing 3 clubs for residents who live with Dementia, depression, or reduced mobility. The clubs will provide opportunities for exercise, activities, and interaction to improve physical and mental wellbeing. This will pay for volunteer training expenses and community transport costs.	£21,350	Broxtowe
Bassetlaw Action Centre	A partnership application from Bassetlaw Action Centre, Aurora, and Bassetlaw Citizens Advice, seeking funding to employ 1.5 Volunteer Coordinators (0.5 each partner). The post(s) would recruit and support new volunteers to the partner organisations.	£59,154	Bassetlaw
Age UK Nottingham & Nottinghamshire	Funding will pay for a co-ordinator post to enable the One Step At A Time (OSAAT) South Notts project to continue for a further 12 months to build on essential work already in place.	£24,495	Broxtowe, Gedling
NIDAS Nottinghamshire Independent Domestic Abuse Service	To support the delivery of a specialist support service for children and young people (5-25) who have experienced/witnessed abuse within the	£59,962	Mansfield

	family home. This will pay for 2 FTE posts for 12 months to reduce a 25% increase in demand on the service as a result of Covid.		
YMCA Newark & Sherwood	To provide weekly sports sessions for 48 weeks for the Gypsy Romany families in Newark and Sherwood, who have been particularly affected as a result of the pandemic. This will pay for community development and outreach time to support these families.	£13,170	Newark & Sherwood
Nottinghamshire YMCA	To co-design a weekly resident-led activity programme for young homeless people in Mansfield. The activities are targeted at promoting a healthier lifestyle to improve physical and mental well-being. This will pay for an Engagement Coach, venue, kit, and facility hire.	£17,802	Mansfield
Nottingham Forest Community Trust	To deliver a 1-year tackling loneliness programme for around 100 older people and those socially isolated. It will enable them to safely take part in physical activity sessions, targeting their general health and fitness, it will include health walks and mobility exercises. This will pay for a project co-ordinator, venue, kit, and facility hire.	£14,900	Newark & Sherwood
Ten Fifty	To support the re-launch and delivery of "club-nights" for learning disabled and autistic people who have struggled over the past 18 months becoming, more marginalised, lonely, and fearful of social interaction. Helping users re-connect with their community and feel more confident to start socialising again. This will pay for an event planner, door staff and volunteer expenses.	£5,000	Mansfield
Ashfield Voluntary Action	A 12-month project supporting up to 2300 individuals who are frail or living with Dementia (and their carers) to access efficient and targeted support. Funding is for 3 part time posts: This will enable a well-co-ordinated approach ensuring those who need support can access it, leading to increased independence in the community.	£22,513	Ashfield
Hope Community Services	To fund a Digital Support worker - specifically working with homeless people in Bassetlaw.	£20,500	Bassetlaw
Social Action Hub	The project aims to provide a range of workshops, life skills and counselling to help rebuild confidence, self-worth and reconnect young people in their community. This will pay for volunteer training and expenses.	£8,100	Newark & Sherwood
Trent Bridge Community Trust	To deliver 5 x 90-minute sessions per week for 47 weeks focussed on improving physical and mental health of 3 distinct groups	£64,477	Rushcliffe

	(Men/Women/people living with Dementia including carers). This will pay for a mental health co-ordinator, sessional coaches, venue, and equipment hire.		
City Arts	A project engaging people 55+ who are isolated, lonely, and experiencing mental health issues by providing weekly social and creative sessions, outdoors in green spaces. This will pay for a project co-ordinator to engage with and target between 80-120 residents, offering weekly sessions over a 6-month period.	£8,060	Gedling
Active 4 Today Ltd	Providing a weekly private swim session where older people with additional needs can come with support workers/carers/family members to help them gain access to the pool and feel comfortable in the environment. The funding would cover pool hire over 2 years.	£8,840	Newark & Sherwood
Phoenix Farm Open Door Project	To appoint a Covid Recovery Income Support Worker for 12 months providing 25 hrs of support each week.	£7,279	Gedling
Lifespring Church & Centre	Building on the Food Support Programmes delivered by Lifespring funding is requested to launch and support a new Memory Café (Supporting those living with Dementia and carers) and an Autism Unlimited support group for families where there is autism. This will pay volunteer training and expenses, overheads for 2 venues and operating costs.	£19,300	Newark & Sherwood
From the Heart Charity	To create a community hub to deliver services to help the charity support struggling families with clothing, food parcels, furniture, sensory toys, activities, and health & fitness programmes. This will pay for a part time co-ordinator and admin support.	£15,218	Bassetlaw
Farmeco Community Care Farm	To deliver 3 projects (Nature Care, Create with Nature and Experience Days) supporting 300+ people over a 12-month period. Providing structured support to people with less complex mental health problems, social isolation and those experiencing financial difficulties. this will pay for a co-ordinator, admin support, mobility equipment and transport costs for those on low incomes.	£29,980	Newark & Sherwood/ Rushcliffe
The Centre Place	To provide a mental health and well-being worker, supporting young people aged 11-25. The aim of this service is to build resilience, enable the young people to build coping strategies and to equip them with the tools to manage their mental health.	£25,435	Bassetlaw

Netherfield Forum	To support with some of the costs associated with converting a former GP practice into a wide-ranging community hub providing a new Youth Centre, which will also house Scouts, Guides, Rainbows and Brownies and Autistic Youth Group, Disability Sports, Karate, Performing Arts, all supported by NCC Youth Services.	£49,910	Gedling
Fernwood Parish Council	To open and financially support 12 months of a Youth Club every Friday for Young People aged 10-16 in Fernwood. This will pay a Youth Worker, 2 Youth Support Workers, venue and equipment hire	£7,000	Newark & Sherwood
Alzheimer's Society	Dementia Friendly Communities and engagement. To employ a countywide Community Engagement Officer for 2 years – the post will aim to establish a "Dementia Friendly Nottinghamshire". The role will include auditing GP Practices, care homes etc and make recommendations for improvement.	£82,882	Countywide
	<b>Total</b>	<b>£ 610,182</b>	

### Recommended Projects for Approval – Community Food Fund (over £5,000)

Organisation	Project Summary	Amount Recommended	Location
Bassetlaw CVS	Food Insecurity Coordinator post and establishment of a Bassetlaw wide Food and Sustainability Network (FAST)	£42,453	Bassetlaw
Cotgrave Community Garden	To support additional staff costs and wider development of the project which provides food distribution, social eating, and mental health support.	£26,200	Rushcliffe
Family Action	To deliver 45 social eating events across 5 venues in Mansfield District. Providing tuition, networking and health and well-being support. To contribute to staffing, food and running costs.	£20,713	Mansfield
Gedling Borough Council	Reconnecting through the Food Programme – A 12-month partnership programme aiming to engage with 1500 people. Building on existing networks and partners and developing new venues and organisations to using food and nutrition to combat loneliness and isolation. This will pay	£25,000	Gedling

	for project co-ordination costs, volunteer training, expenses, and food costs.		
Hope Community Services	Homeless hostel provider looking to establish a garden to work with residents to produce fresh food and improve health and well-being of residents. This will pay for a part time project gardener and gardening tools.	£12,584	Bassetlaw
Ladybrook Enterprises	Mansfield Community Share project offering a range of services with food and nutrition plays a significant part of their offer through Food Parcels and Social Eating. These services are used as a catalyst to support & engage people to address poverty, social isolation, low level mental health issues and loneliness. This will pay for 1FTE Project Worker and 1.5 Community Services Manager/Worker and management costs.	£42,488	Mansfield
Let's All Eat	Meet and Eat Project –Supporting people in receipt of food parcels to learn basic cooking skills. This will pay for staffing, food and venue hire costs.	£13,650	Ashfield
Mansfield CVS	To continue to deliver a food hub distribution centre for the next 12 months. This will contribute to staffing, food and venue hire costs.	£7,752	Mansfield
Muddy Fork	Muddy Fork Good Food Pantry are looking to expand growing capacity on site and increase the distribution of fresh fruit and veg through links with local families in need and partnerships with local organisations. This will pay for staffing and equipment costs.	£9,000	Bassetlaw
Newark & Sherwood District Council	Primary Schools Early Learning and Educational Growing Programme – this will provide a growing kit in partnership with Newark college for every Primary School in Newark & Sherwood.	£10,004	Newark & Sherwood
Ollerton Community Garden Project	Expansion of existing Community Garden and development of a series of social eating events. This will pay for food growing equipment and social eating costs.	£5,527	Newark & Sherwood
Rhubarb Farm	To meet the costs of developing a Crop to Drop project – extending existing fresh food provision to new neighbourhoods across Bassetlaw and Mansfield. This will contribute to staffing, the purchase of a chiller van, fuel, and vehicle maintenance.	£35,046	Bassetlaw/ Mansfield

SEWA DAY	Foodbank providing culturally specific food parcels for vulnerable families – funding will support storage and food costs. This will pay volunteer recruitment, training, expenses, food costs, transport costs and equipment.	£22,400	Rushcliffe/ Broxtowe
Venner Nutrition	Healthy Food Happy Communities project in partnership with Home Start – will work with families and pay for providing healthy plant-based food boxes, learning about new foods, how to shop affordably, how to cook in an easy way, how to eat a healthy diet that the family will love and discover new recipes.	£10,000	Countywide
	<b>Total</b>	<b>£282,817</b>	

## APPENDIX 2

### Previously Approved Projects – Community Food Fund (under £5,000)

Organisation	Project Summary	Amount Approved by the Partnership	Location
1 <sup>st</sup> Balderton Scout Group	Start-up costs to develop a community garden to grow food.	£1,500	Newark & Sherwood
Ashfield District Council	To supplement the Holiday Activity & Food provision in the 5 most deprived areas in Ashfield. By purchasing additional activity packs, 4-hour activity sessions and a hot meal for 200 children	£4,980	Ashfield
Ruddington Pantry	Start-up project aimed at providing access to surplus food in a low-cost community friendly environment and using volunteers in a community hub to support people experiencing loneliness and isolation	£1,800	Rushcliffe
	<b>Total</b>	<b>£8,280</b>	



## **REPORT OF THE SERVICE DIRECTOR, PLACE AND COMMUNITIES**

### **NOTTINGHAMSHIRE HOUSEHOLD SUPPORT FUND PROGRESS**

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

1. This report is to update the Committee on progress to develop the Fund, to ratify the scheme's design, and to seek approval to establish 5FTE temporary posts to provide staff resource to deliver the County's scheme.

#### **Information**

2. Members will recall that the Government allocated £5.6m to the Council to support those in immediate need this winter which needs to be spent by the end of March 2022. The funding is to provide to support with food, energy, and water bills, as well as essential costs related to those items, and (in exceptional cases) to housing costs.
3. A decision was taken at November's Children and Young People's Committee to spend £2.3m of the Fund to provide vouchers to up to 27,500 children for each of the five weeks of school holidays between October and the end of March.
4. Work has continued through the Household Support Fund partnership steering group that includes County, Borough, and District Council colleagues to design and deliver the Nottinghamshire scheme to apply the remaining £3.3m.
5. At the Communities Committee Meeting of the 3rd November, an Urgent Decision report was presented regarding the design and delivery of the remaining £3.3m of the Fund. The Committee decided that:
  - it would provide oversight of the elements of the Fund (£3.3m) not led by the Children and Young Person's Committee
  - further detailed development by officers of the scheme could proceed based on the principles set out in that report
  - the scheme should be launched by mid-November, and
  - that a further report be brought to this Committee to ratify the confirmed scheme.

#### **Recent Progress**

6. **Appendix One** to sets out the approach, eligibility criteria and the original planned timetable of phased rollout to deploy the residual funding developed by the partnership Steering Group.

7. The phased rollout of the scheme commenced on 15<sup>th</sup> November, and applications have been processed and support provided since that date where an assessment of need and eligibility has been made by nominated partnership professionals.
8. **Household Support Fund Central Team** - As agreed by the partnership steering group, the County Council has taken the lead in centrally managing, administering and co-ordinating the delivery of the £5.6m funding.
9. To undertake this, a small team of five posts sitting within the Trading Standards and Communities Service has been recruited to. In line with appropriate delegated authorities, temporary posts were offered and recruited to on a secondment basis, subject to ratification by this Committee.
10. The posts and their associated total costs for the period from appointment to the 31<sup>st</sup> March are:

Post	Band	FTE	Total Cost to 31 <sup>st</sup> March £	Start Date
Project Manager	Band C	1.0	19,533	18/11/2021
Project Officer	Band A	1.0	14,563	22/11/2021
Project Officer	Band A	1.0	10,160	01/01/2022
Business Support Administrator	NJE Grade 4	2.0	20,618	22/11/2021
	<b>Total</b>	<b>5</b>	<b>£64,874</b>	

11. **Support delivered** – the paragraph's below set out summary information regarding the support delivered at the time of writing, 5th of December 2021.
12. School Holiday Vouchers - The amounts for vouchers deployed by setting for the October **Distribution** Holiday for those children eligible for Free School Meals are:

Channel	Total Value £
Schools and Academies	750,795
Early Years Providers	71,250
Colleges	12,495
Inspire	1,560
RNN Group (Training Provider)	1,560
Education Other than at School (EOTAS)	2,910
<b>Total</b>	<b>£840,570</b>

**Note:** some of this funding will not have been fully spent, and so any residual will therefore be returned by the providers.

13. **Other support** – as at 5th December, 554 Households have been provided with £42,006 of Support, broken down between 'food' totalling £27,649 and 'energy' totalling £14,357. 348 of

these households have children, and 206 households were without children. Households can receive support for both food and energy if required.

14. For the 206 households without children supported, 164 food awards totalling £6,919 were made and 120 energy awards were made totalling £5,880.

15. For the 348 households with children supported, 292 food awards totalling £20,730 were made, and 173 energy awards were made totalling £8,477.

### **Other Options Considered**

16. Not creating a central team to administer the funding.

### **Reasons for Recommendations**

17. There is pressing needs for support in Communities that the money funding should be used to alleviate as soon as possible.

### **Statutory and Policy Implications**

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

### **Financial Implications**

19. £5.6m has been awarded to the Council, and £2.3m has already been committed at the Children and Young People's Committee on 1<sup>st</sup> November 2021, leaving £3.3m remaining to cover the costs of support and other reasonable administrative costs incurred.

20. The costs of the Household Support Fund team until 31<sup>st</sup> March is £64.9k and can be met from the Fund as reasonable administration costs.

21. A maximum of £840.6k has been provided to children eligible for Free School Meals to provide food during the October school holidays out of the £2.3m approved. The balance remaining for the Christmas and February holidays to provide food vouchers to those entitled to Free School Meals is £1,459,400.

22. As at 5th December, 555 Households have been provided with £42,006 of support.

23. Once the support cost of £42,006 and the cost of the central team of £64,874 has been applied, the balance remaining of the £3.3m funding is currently £3,193,120.

### **Human Resources Implications**

24. The recruitment process to fill the temporary roles has taken place in accordance with relevant Nottinghamshire County Council human resources recruitment and selection procedures. Relevant existing job descriptions were utilised to ensure the timely recruitment to the posts.

## **RECOMMENDATIONS**

That the Committee:

- 1) Ratifies the Household Support Fund design and progress made to deploy the Fund as set out in the report.
- 2) Ratifies the recruitment to the 5FTE temporary posts established within the Trading Standards and Communities Service to administer delivery of the Fund
- 3) Approves the continuance of the temporary posts until the end of March 2022
- 4) Approves the use of £64.9k of the Fund to cover the 5FTE posts
- 5) Approves that a further report be brought to the next Committee to update and to ratify further development of the scheme.

**Derek Higton**  
**Service Director, Place and Communities**

**For any enquiries about this report please contact:** Mark Walker, Group Manager, Trading Standards and Communities, Tel: 0115 977 2173

### **Constitutional Comments (EKH 02/12/21)**

25. The report falls within the remit of Communities Committee. Given the urgent need to action and spend this grant funding given to the Council Officers will need to work with Finance colleagues to get the grant funding included within the Council's revenue budget and reported to the appropriate place in accordance with the Financial Regulations in due course.

### **Financial Comments (RWK 06/12/21)**

26. This report provides information on the proposed use of £5.6 million awarded to the County Council to support those in immediate need this winter. All the costs detailed in the report will be funded from the sum awarded. There will be no additional costs to the County Council.

### **Human Resources Comments (JP 02/12/21)**

27. The HR implications are contained within the report.

### **Background Papers and Published Documents**

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

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

- All



## Approach and Eligibility Criteria for the Nottinghamshire Household Support Fund

### 1) Background

£421 million has been made available to County Councils and Unitary Authorities in England to support those most in need this winter. The funding covers the period 06 October 2021 to 31 March 2022 inclusive. Local Authorities have discretion on how this funding is used.

Nottinghamshire has been allocated **£5.6 million** to support households who would otherwise struggle to buy food, pay essential utility bills, or meet other essential living costs. **At least 50% of the funding is ringfenced and must be applied to vulnerable households with children** (under 19 years), whilst the remainder (**maximum 50%**) is available for **vulnerable households without children** (including individuals).

As with previous similar schemes, it is intended to **provide vouchers for food for 27,500 children and young people eligible for free school meals during the 5 weeks of school holidays** in the funding period. These vouchers have already been provided for the autumn half term and will be issued for the Christmas holidays and February half-term, utilising **£2.3m (41%)** of the funding.

### 2) Partnership Approach

At its meeting on the 27<sup>th</sup> October, the Household Support Fund Steering Group agreed the high-level design principles for the Nottinghamshire scheme for the **remaining £3.3m**:

- **One scheme** to cover all areas of Nottinghamshire.
- The scheme will **only be promoted to local organisations and services**, rather than residents.
- **Professional frontline officers** working for the **County, Borough and District Councils** (plus other relevant organisations) will use their knowledge and understanding of need to identify and **assess the needs** of relevant residents, **check eligibility**, and **make a request** for financial support on the resident's behalf.
- The **County Council will receive and process applications** to the scheme to ensure consistency, improve anti-fraud measures, and provide monitoring information to the Government.
- **Vouchers will be used** as far as possible to provide the needed support to residents.
- The primary focus of the local eligibility criteria developed will be **support for food, energy & water, and essentials linked to energy and water** (with regards to white goods only in exceptional circumstances).
- Local criteria **will not prioritise support for wider essentials or housing costs**. A process would be designed to include the use of a panel of partnership professionals to consider any applications made in **exceptional circumstances** under these two headings or for white goods (under the essentials linked to energy and water category).

- In common with previous schemes, the Council would seek to use **Huggg Vouchers** and the **Nottingham Energy Partnership** as key facilitators of the scheme.
- Funding will be awarded on a **first-come, first-served** basis.

### 3) Aim of the Nottinghamshire Scheme

The Nottinghamshire funding will be used to provide support to those in **immediate need**. Although the government funding can be applied to wider categories of expenditure, the Nottinghamshire **scheme will focus support primarily to food, energy & water bills, and essentials linked to energy & water bills**.

In **exceptional cases** only, it can also be used to support with white goods, wider essentials, and support housing costs.

**Sub-Appendix A** gives the full Government guidance on those different categories of eligible expenditure.

### 4) Households eligible for the Nottinghamshire Scheme

Eligible households are those that are in **immediate need** and **fit in one of the following categories**:

- Parents/guardians with one or more children in the household in the following groups:
  - Eligible for benefits-related Free School Meals.
  - Not eligible for benefits-related Free School Meals, but where the parent/guardian is receiving one of the following:
    - Council Tax Reduction
    - Housing Benefit
    - Universal Credit that includes housing costs in the calculation
    - Income Support
    - Income based Job Seekers Allowance
    - Income based Employment Support Allowance
    - Working Tax Credits
    - Pension Credit (Guarantee Credit)
- Single people and couples without children who are receiving one of the following:
  - Council Tax Reduction
  - Housing Benefit
  - Universal Credit that includes housing costs in the calculation
  - Income Support
  - Income based Job Seekers Allowance
  - Income based Employment Support Allowance
  - Working Tax Credits
  - Pension Credit (Guarantee Credit)
- Care leavers up to the age of 25.
- Young people with an Education Healthcare Plan aged 19-24 who are eligible for Free School Meals.
- 2-year old's accessing a funded childcare place.

- 3-and 4-year old's accessing Early Years Pupil Premium.
- Families, couples, or single adults in any of the following groups:
  - Known to domestic abuse services.
  - No recourse to public funds.
  - Experiencing considerable in-work poverty.
  - Assessed by a professional as in urgent need for food, energy & water support, or in **exceptional** cases support with housing and white goods. (Following a panel decision – see later).

**NOTES:**

**Households must meet at least one of the eligibility criteria above.**

**Children eligible for Free School Meals will already have had food provided both during term time and school holidays – therefore applications for food for those children entitled to free school meals should not ordinarily be approved.**

**5) Households not eligible for support**

Those ineligible for consideration for the Nottinghamshire scheme are:

- Those who **live outside of the Nottinghamshire County Council borders** who will need to approach their own Local Authority; and
- **Members of the public who have referred themselves** directly.

**6) How will the need for support be identified and assessed?**

Local professionals working for the County, Borough and District Councils will play two essential roles in ensuring that all the funding is delivered within pressing timescales in a fair way to those in most need across the County.

- **Identifying Need** - Firstly, they will be the 'eyes and ears' of the partnership, using their local frontline knowledge and understanding of local communities to **identify those households in immediate need** of support.
- **Assessors** - Secondly, those nominated professionals will be responsible for **undertaking an assessment** to ensure
  - a) the **household's eligibility** to support as set out in section 4, and
  - b) to **assess the level of need and support** that should be provided.

Those nominated professional assessors would then make a request for the financial support to the appropriate support provider **certifying the legitimacy** of the request.

As part of a phased approach to rollout of the Fund (section 9), other trusted agencies will be onboarded to undertake the assessments to increase the assessment capacity across the partnership.

Requests made by the assessors will need to be made either to the County Council or subject to ongoing work (another nominated partner), depending on type of support needed:

- **Food, Essential Costs related to Energy and Water**, (and in exceptional cases see section 8, white goods, wider essential needs, and housing costs).
- **Energy and Water** – initially via the online form to Nottinghamshire County Council. If a system can be established, then direct to a partner, details to be confirmed.

**Referrers** – there are many other organisations in the County that will identify households in need that would meet the eligibility criteria for the scheme. As part of the communications developed to promote the scheme, we will target those organisations and ask them to refer those types of cases for assessment to the local relevant District or Borough Council, or the County Council, dependant on the circumstances.

**Reasonable administrative costs** – one eligible category of expenditure for the partnership is for reasonable administrative costs. The County Council is happy to discuss with partners involved in delivering the scheme recovery of reasonable costs incurred, for example in using some of the funding to either recruit resource to assess or to backfill for those undertaking assessments.

## 7) Value of Vouchers

Initially, eligible households can receive a **maximum of four vouchers per household** over the different categories of support up until the 31st of March 2022, one voucher for food, two for energy, and one for water.

The value of the individual vouchers available are set out below.

<b>Food</b>	A household with one person	<b>£30</b>
	A household with two people	<b>£60</b>
	A household with three or more people	<b>£90</b>
<b>Energy</b>	A max of 2 vouchers for energy for £50 each per household	<b>£50</b>
<b>Water</b>	The value of the voucher for water will be £80 per household	<b>£80</b>

## 8) Exceptional Circumstances

The partnership has decided to focus the local scheme primarily on providing support with food, energy & water, and essentials linked to energy and water (not including white goods).

It is however recognised that households may face other hardships and require support that helps with:

- **White goods** – ‘Essentials linked to energy and water’ guidance does allow funding to be used to provide support with essentials including purchase of equipment such as fridges, freezers, ovens, etc.
- **Wider essential needs** - This may include support with a range of other bills deemed to be essential. The Nottinghamshire scheme will only be used to support with wider essential needs (those not linked to energy and water) to support with other bills including broadband or phone bills, clothing, and essential transport-related costs such as repairing a car, buying a bicycle, or paying for fuel.
- **Housing Costs** - In exceptional cases of genuine emergency where existing housing support schemes do not meet this exceptional need, the fund can be used to support housing costs.

To build in flexibility to the Nottinghamshire scheme, professionals who are assessors will be able to request support that fit in these categories as they deem necessary based on facts of the case and on an exceptional basis.

**Exceptional Case Panel** - Due to the more complex nature of these types of support request, a panel comprised of three professionals from the partner organisations will consider all exceptional applications and make the final decision as to a) whether to support the application, and if so, b) the level of that support.

**Employees of Assessor Organisations** - Further, if applications are made to the scheme on behalf of any employees of the partners involved, the panel would also be used to ensure fair and impartial consideration is given to those applications.

**Panel Schedule and Appeals** – panels will be scheduled to take place once a week on a Monday. Any appeals against the decision of the panels will go to an Appeal Body comprised of three managers at Nottinghamshire County Council for final decision.

## 9) Phased Approach to Rollout

Due to the approach agreed, the pressing timescales to apply funding, and the set-up work to recruit staff and procure different elements of the support, there will be a phased launch of the scheme. A soft launch strategy will be employed with no direct communications being made to the public to promote the scheme. **Sub-Appendix B** sets out the phases of the launch.

## **SUB-APPENDIX A – ELIGIBLE SPEND OF THE FUND – GOVERNMENT GUIDANCE**

### **Food**

The Fund should primarily be used to provide support with food whether in kind or through vouchers or cash.

### **Energy and water**

The Fund should also primarily be used to support with energy bills for any form of fuel that is used for the purpose of domestic heating, cooking or lighting, including oil or portable gas cylinders. It can also be used to support with water bills including for drinking, washing, cooking, and sanitary purposes and sewerage.

### **Essentials linked to energy and water.**

The Fund can be used to provide support with essentials linked to energy and water (including sanitary products, warm clothing, soap, blankets, boiler service/repair, purchase of equipment including fridges, freezers, ovens, etc.), in recognition that a range of costs may arise which directly affect a household's ability to afford or access food, energy and water.

### **Wider essentials**

The Fund can be used to support with wider essential needs not linked to energy and water should Authorities consider this appropriate in their area. These may include, but are not limited to, support with other bills including broadband or phone bills, clothing, and essential transport-related costs such as repairing a car, buying a bicycle, or paying for fuel. This list is not exhaustive.

### **Housing Costs**

In exceptional cases of genuine emergency where existing housing support schemes do not meet this exceptional need, the Fund can be used to support housing costs. Where eligible, ongoing housing support for rent must be provided through the housing cost element of Universal Credit (UC) and Housing Benefit (HB) rather than the Household Support Fund.

In addition, eligibility for Discretionary Housing Payments (DHPs) must first be considered before emergency housing support is offered through the Household Support Fund. The Authority must also first consider whether the claimant is at statutory risk of homelessness and therefore owed a duty of support through the Homelessness Prevention Grant (HPG).

- In exceptional cases of genuine emergency, households in receipt of HB, UC, or DHPs can still receive housing cost support through the Household Support Fund if it is deemed necessary by their Authority. However, the Fund should not be used to provide housing support on an ongoing basis or to support unsustainable tenancies.
- Individuals in receipt of some other form of housing support could still qualify for the other elements of the Household Support Fund, such as food, energy, water, essentials linked to energy and water and wider essentials.

- The Fund cannot be used to provide mortgage support, though homeowners could still qualify for the other elements of the Fund (such as food, energy, water, essentials linked to energy and water and wider essentials). Where a homeowner is having difficulty with their mortgage payments, they should contact their lender as soon as possible to discuss their circumstances as lenders will have a set procedure to assist.
- The Fund can exceptionally and in genuine emergency be used to provide support for historic rent arrears built up prior to an existing benefit claim for households already in receipt of Universal Credit and Housing Benefit. This is because these arrears are excluded from the criteria for Discretionary Housing Payments. However, support with rent arrears is not the primary intent of the fund and should not be the focus of spend.

### **Reasonable administrative costs**

This includes reasonable costs incurred administering the scheme. These include for example:

- staff costs
- advertising and publicity to raise awareness of the scheme
- web page design
- printing application forms
- small IT changes, for example, to facilitate MI production

### **Eligible spend does not include**

- Advice services such as debt advice.
- Mortgage costs.

## **SUB-APPENDIX B – PHASED LAUNCH OF THE HOUSEHOLD SUPPORT FUND**

**Phase 1: 15 November 2021**

Household Support Fund officially launched to distribute food vouchers and support in exceptional circumstances\*

Submissions that have been assessed accepted directly from internal NCC, District and Borough Councils at this time

**Phase 2: 22 November 2021**

Household Support Fund will accept requests for energy support for those who use Paypoint Top up cards

Submissions that have been assessed accepted directly from internal NCC, District and Borough Councils at this time

**Phase 3: 29 November 2021**

Energy support to be launched to provide funding for those not using Paypoint Top up card

Wider support advice on energy issues to be offered including wrap around support

Submissions that have been assessed accepted directly from internal NCC, District and Borough Councils at this time

**Phase 4: 6 December 2021 (at the latest)**

Wider launch to other partner organisations such as Job Centre Plus and Citizens Advice Bureau on all aspects of the scheme

These additional parties will be able to submit those who have been assessed by them directly

**Phase 5: 13 December 2021**

Free School Meal vouchers for Christmas break to be distributed by Nottinghamshire County Council

**21 January 2021**

Interim DWP MI Return

**Phase 6: February 2021**

Free School Meal vouchers for half term to be distributed by Nottinghamshire County Council

**22 April 2021**

Final DWP MI Return

**15 December 2021**

**Agenda Item: 8**

## **REPORT OF THE SERVICE DIRECTOR, PLACE AND COMMUNITIES**

### **UPDATE ON KEY EMERGENCY PLANNING MATTERS**

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

1. To update the Committee on recent key activities and events in the work of the Emergency Planning Team.

#### **Information**

2. The County Council's emergency planning team reports to the Group Manager, Emergency Planning and Registration, and comprises two Team Managers plus six emergency planning officer positions. Recent successful recruitments have filled previous vacancies for two permanent positions, however it has not yet been possible to attract suitable applicants to appoint to two fixed-term positions that have arisen from a period of maternity leave and from Covid-19 and LRF related funding. This includes reimbursement of the staffing costs from the release of one member of the team for Resilience Review work (see paragraph 6 below). As a consequence, it has not been possible for the team to fulfil all of the non-critical objectives in its Service Plan for the year.
3. The team has continued to ensure that all statutory responsibilities and critical commitment to the Local Resilience Forum are fulfilled. Support for meetings of County Council's Risk, Safety and Emergency Management Board (RSEMB) and departmental RSEM Groups has been maintained, as well as support to District and Borough Councils under the long-standing Service Level Agreement for emergency planning services.

#### **Covid-19 – Supporting the work of the County Council and Local Resilience Forum**

4. The team has continued to support the County Council and Local Resilience Forum (LRF) responses to the Covid-19 pandemic, as previously reported. In particular, this has included facilitation of meetings of the LRF 'Tactical Coordinating Group' and providing support to the chair of this Group. Also, an officer has supported the County Councils contributions to preparations for an LRF Covid-19 Recovery Coordinating Group. Another officer has facilitated meetings of the LRF Covid-19 Humanitarian Assistance Group, supporting the chair and sub-groups regarding Community Hubs and Volunteer Co-ordination.
5. Support for education has included preparation of a template Covid-19 Outbreak Management Plan for schools. The template details the actions that schools should take if notified (through an official channel) of an outbreak in the school or nearby. The actions are designed to reduce the risk of transmission of the virus and include measures to respond to any newly emerging variant of concern. The template recognises that the impacts of missed education during the pandemic are also severe, and so schools are encouraged to carefully manage the impact on

staff, governors, visitors and volunteers. The template notes that the benefits from managing transmission should be weighed against any potential detrimental effects on education. Control measures described in the template include testing, face coverings, shielding, contact tracing and attendance restrictions. There are sections also on pupil and staff wellbeing and support. The emergency planning team will provide ongoing support and updates to the template as national restrictions and guidance change.

### Local Resilience Forum Funding Pilot

6. As previously reported, as part of The Integrated Review of Security, Defence, Development and Foreign Policy, the Government is developing a National Resilience Strategy. One member of the emergency planning team has been released to participate in the LRF's part in this work. The outcomes of the pilots are expected to lead to strengthened roles and responsibilities of Local Resilience Forums.
7. The government has approved the LRF programme funding for the 2021-22 financial year, with the Nottingham and Nottinghamshire LRF receiving £200,097. The purpose of the funding is to support LRFs to build core strategic capacity and capability and to take an active role in developing and delivering the national priorities set out in the Integrated Review. Government funding for the 'capability development' part of the LRF's allocation is £80,000, and this is being used to purchase equipment to facilitate hybrid multi-agency meetings and to commission the development of a series of training animations for inclusion in new LRF e-learning modules.
8. The Government's call for evidence on the development of a National Resilience Strategy included a set of 90 questions. These were based on the themes of risk and resilience; responsibilities and accountability; partnerships; community; investment; and resilience in an interconnected world. The LRF's response was submitted on Monday 27 September, following approval by the chair of the Resilience Working Group and the Chair of the LRF. A similar submission was made by the County Council emergency planning team. It is envisaged the Government will publish a response to the call for evidence by the end of 2021, which is expected to include an outline of the future steps the Government intends to take.

### Emergency Plans

9. A review of County Council's Emergency Centre Plan is underway and will embrace hybrid and remote working to include the concept of a virtual operations centre. Previously, prior to the Covid-19 pandemic and the advent of technology for virtual meetings (such as MS Teams), the County Council's part in a major emergency response was coordinated from the physical Control Centre in the Lower Ground Floor at County Hall. In future, it is anticipated that (normally) it will not be necessary for the management team to be co-located. At the same time, consideration is being given to planning for national or local power outages that would compromise the viability of virtual meetings.
10. In respect of reservoir emergency plans, a new ministerial directive was issued earlier this year following an independent review into the Toddbrook Reservoir Incident in Derbyshire in 2019. Under the Flood Plan (Reservoirs Emergency Planning) Direction 2021, it is now a legal requirement for the reservoir undertakers of registered reservoirs to have on-site flood plans in place by April 2022. To fulfil this statutory responsibility the emergency planning team is working to develop draft plans already in place for the County Council owned reservoirs at Mill Lakes, Bestwood Country Park, and Rufford Lake at Rufford Abbey Country Park. This work is being progressed in partnership with the designated supervising engineer, the commissioning team Group Manager, health and safety colleagues, Gedling Borough Council, and Parkwood Leisure operational staff.

## Winter / Cold Weather Planning and Preparedness

11. November saw the annual start of the Cold Weather Alert Service, provide by the Met Office in collaboration with the Department of Health. This runs until the end of March each year. The emergency planning team receives these alerts and passes them on to relevant teams across all departments. There are 5 alert levels:
- Level 0 – All year round planning
  - Level 1 – Winter preparedness and action - This is the permanent level from 1<sup>st</sup> November until the end of March, unless the Met Office issue an alert to raise it.
  - Level 2 – Severe winter weather is forecast - Met Office are forecasting a 60% chance of severe winter weather, which as defined by forecasts of temperatures of 2°C or less for at least 48 hours, and/or snow and ice.
  - Level 3 – Severe weather action - Triggered as soon as the weather in level 2 actually happens.
  - Level 4 – National emergency - Emergency response and will be declared by central government in the event of prolonged severe winter weather.
12. From the start of November until the end of March the UK is always at least at Level 1. Should the alert level be raised then the Emergency Planning team will forward the details of the alert to the people on our cold weather alert circulation list. The government's Cold Weather Plan for England, provides information on severe cold weather planning and can be accessed via: <https://www.gov.uk/government/publications/cold-weather-plan-cwp-for-england>.
13. The emergency planning team has also completed an annual review of the 4x4 Plan that will source vehicles capable of driving safely in icy conditions and snow. There are fewer County Council vehicles available for this purpose this year, and so there is now a greater reliance on the voluntary agencies that are part of this plan.

## Flood Response Planning

14. Early preparations have begun for a major flood exercise to take place in 2022 as part of a wider national event. The overarching objective for FloodEx 22 is for LRFs to validate their multi-agency flood plans and work through lessons learnt from recent flooding events. Locally, the event will combine the East Midlands 'TrentEx' (last staged in 2018), 'CoastEx' for East Coast flooding and the next in the series of 'Diamond' exercises that have been run in Nottinghamshire at (normally) three-yearly intervals for the past decade and a half. The whole exercise could involve up to 18 LRFs in total, with the intention to run regional coordinating groups as part of the event.
15. Recent flood events in Europe have shown that there can be less time to respond to extreme weather events than previously thought, prepared for and exercised. While it is not proposed to make FloodEx 22 an extreme event the LRF can recommend scenario challenges locally with an opportunity to put incident responders and decision makers under exercise stress.
16. In recent flood response preparations, County Council emergency planning staff joined with colleagues from the Environment Agency and Nottinghamshire Fire and Rescue Service to deliver training to new Flood Wardens in Burton Joyce and Stoke Bardolph. The session included presentations on the core principles of being a Flood Warden, plus roles and responsibilities, and actions to take before, during and after a flood. Particular emphasis was given to hazards and risks faced in flooding emergencies, and the key principles of water safety.

17. The team has continued to support existing Community Flood Signage and Road Closure Schemes, and to facilitate the establishment of new schemes. Signage scheme training has been delivered in Sutton Bonington, and site visits have been made to Colston Bassett in the development of schemes for these communities.
18. Members of the team contributed to the review and LRF approval process of the Bassetlaw LRF Local Flood Response Plan. The Local Flood Response Plans adds local details to the wider Nottingham and Nottinghamshire LRF Flood Response Plan, and gives an overview of the flood risk in the communities that are at risk of flooding, plus details of critical infrastructure and vulnerable people in the area. Improvements include:
- Formatting and accessibility changes to make the plan more practical to use.
  - Improvements and updates to mapping, including use of the latest models to outline areas most likely to be affected by flooding.
  - Data updates and improvements, including details for rest centres, welfare facilities, flood warning, community provisions, historical risk, plus access to and egress from affected areas.

### Incidents

19. During September, County Council services were only minimally affected by the issues seen in national commercial fuel supply. Across the UK, the immediate demand for fuel outstripped the short-term supply chain capacity, and so there were shortages at filling station forecourts. The 'Risk, Safety and Emergency Management Board' convened to coordinate the County Council's response, and an LRF Tactical Coordination Group was activated to manage the local multi-agency response. Generally County Council services that store fuel for daily use had sufficient supply to avoid disruption to their schedules. The concern for many services was around staff getting to work to operate those vehicles and for staff delivering services through the use of their own vehicles.
20. As part of their business continuity arrangements, many services have an arrangement in place with Via EM to access fuel during a disruption. The RSEMB was ready to agree prioritisation of support should this have been required, and there was recognition that further measures would be required if fuel supply issues had persisted for a longer period. Under these circumstances, it was expected that national contingency plans (not required for this incident) would have been activated to enable critical public services to access fuel from priority sites.

### Safety of Sports Grounds – SGSA Audit

21. The Safety of Sports Grounds Act 1975 places a responsibility on all local authorities to issue a safety certificate to designated sports grounds and enforce its conditions to ensure the reasonable safety of spectators. Under the provisions of Section 13 of the Football Spectators Act 1989, the Sports Grounds Safety Authority (SGSA) reviews how local authorities fulfil their functions. As part of this, the SGSA carries out audits that inform their level of involvement with individual local authorities and the football clubs they regulate under the Act. The recent audit of Nottinghamshire County Council covered nine key areas of performance.
- Compliance with actions from previous audit
  - Safe capacity
  - SAG governance and performance
  - Safety certification
  - Monitoring

- Enforcement
- Training and expertise
- Business continuity and resilience planning
- Confidence in LA discharge of duties and safety culture

22. The audit outcome was that a maximum score was awarded in eight of the nine areas of inspection and one point only was lost in respect of 'Safety Certification'. The overall outcome is expressed as a Risk Rating score, with 'High Risk' being 0 - 65, 'Medium Risk' 66 - 89, and 'Low Risk' being 90+. The County Council's overall score was 97 out of 100.

23. Since the last update to the Committee, Safety Advisory Group meetings have taken place for both Nottingham Forest Football Club and Mansfield Town Football Club, and a Special Safety Certificate was issued to Mansfield Town for a fireworks display.

### **Other Options Considered**

24. The report provides an update on the work of the emergency planning team, which addresses statutory requirements on the County Council. Prioritisation of the work of the team is based on assessment of the risk of major emergencies.

### **Reason for Recommendations**

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

### **Statutory and Policy Implications**

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

## **RECOMMENDATIONS**

It is recommended that the Committee notes the information contained in the report and,

- 1) Commends the work undertaken by the emergency planning team, as detailed in the report;
- 2) Agrees to receive further updates on key activities of the team.

**Derek Higton**  
**Service Director, Place and Communities**

**For any enquiries about this report please contact: Robert Fisher, Group Manager for Emergency Planning and Registration**

### **Constitutional Comments [RHC 24/11/2021]**

27. Communities Committee is the appropriate body to consider the contents of this report by virtue of its terms of reference.

## **Financial Comments [RWK 22/11/2021]**

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

## **Background Papers and Published Documents**

- SGSA Local Authority Multiple Grounds Audit Report, September 2021.

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

- All





## **REPORT OF SERVICE DIRECTOR, GOVERNANCE AND EMPLOYEES**

### **WORK PROGRAMME**

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

1. To consider the Committee's work programme for 2021-2022

#### **Information**

2. The County Council requires each committee to maintain a work programme. The work programme will assist the management of the committee's agenda, the scheduling of the committee's business and forward planning. The work programme will be updated and reviewed at each pre-agenda meeting and committee meeting. Any member of the committee is able to suggest items for possible inclusion.
3. The attached work programme 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.
4. As part of the transparency introduced by the new committee arrangements, each committee is expected to review day to day operational decisions made by officers using their delegated powers. The Committee may wish to commission periodic reports on such decisions where relevant.

#### **Other Options Considered**

5. None.

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

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

#### **Statutory and Policy Implications**

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

#### **RECOMMENDATION/S**

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

**Marje Toward**  
**Service Director, Governance and Employees**

**For any enquiries about this report please contact: Noel McMenamin, Democratic Services Officer on 0115 993 2670**

### **Constitutional Comments (HD)**

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

### **Financial Comments (KRP)**

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

### **Background Papers**

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

- None

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

- All

**Place Department Committee Forward Plan – Communities Committee (C)**

<b>Month</b>	<b>Committee</b>	<b>Report Title</b>	<b>Report Author</b>
<b>15 Dec</b>			
Dec	C	Finance and Performance Report Q2	Chris Williams/Steph Shardlow
Dec	C	Overview Report Archive Service (with potential follow up visit)	Derek Higton/Peter Gaw
Dec	C	Update on the Household Support Fund	Cathy Harvey/Mark Walker
Dec	C	Update on Key Emergency Planning Matters	Derek Higton/Rob Fisher
Dec	C	Social Recovery Fund & Food Fund Applications	Cathy Harvey/Mark Walker
<b>26 Jan</b>			
Jan	C	Future options for Catering and Facilities Management Services	Derek Higton/John Hughes
Jan	C	Update on Key Trading Standards and Communities Matters	Mark Walker/Fiona Needham
<b>9 Mar</b>			
Mar	C	Finance and performance report Q3	Chris Williams/Steph Shardlow
Mar	C	Update on Key Trading Standards and Communities Matters	Mark Walker/Fiona Needham
<b>20 Apr</b>			
Apr	C		
Apr	C		
<b>25 May</b>			
May	C	Update on Key Trading Standards and Communities Matters	Mark Walker/Fiona Needham
May	C		
<b>13 Jul</b>			
Jul	C	Finance and performance report Q4	Chris Williams/Steph Shardlow

To Schedule:

Cultural Services Strategy

Modern Slavery – Update Report

