

## **Communities Committee**

**Wednesday, 26 January 2022 at 10:30**

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

---

### **AGENDA**

- |   |  |         |
|---|--|---------|
| 1 | Minutes of last meeting held on 15 December 2021   | 3 - 6   |
| 2 | Apologies for Absence  |         |
| 3 | Declarations of Interests by Members and Officers:- (see note below)<br>(a) Disclosable Pecuniary Interests<br>(b) Private Interests (pecuniary and non-pecuniary) |         |
| 4 | Fees and Charges 2022-2023 for Libraries, Archives and Information   | 7 - 24  |
| 5 | Approval of Applications to Covid-19 Partnership Social Recovery and Community Hub Food Plan Fund  | 25 - 38 |
| 6 | Nottinghamshire Household Support Fund Progress  | 39 - 44 |
| 7 | Update on Key Trading Standards and Communities Matters  | 45 - 52 |
| 8 | Work Programme   | 53 - 56 |

### **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>



## **minutes**

Meeting	Communities Committee
Date	15 December 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 <b>A</b>
Stephen Garner	Elizabeth Williamson
Glynn Gilfoyle	

### **SUBSTITUTE MEMBERS**

Francis Purdue-Horan for Daniel Williamson

### **OFFICERS IN ATTENDANCE**

Rob Fisher	-	Place Department
Peter Gaw	-	Inspire Ltd
Ruth Imeson	-	Inspire Ltd
Cathy Harvey	-	Place Department
Derek Higon	-	Place Department
Adrian Smith	-	Place Department
Mark Walker	-	Place Department
Noel McMenamin	-	Chief Executive's Department

### **1. MINUTES OF LAST MEETING HELD ON 3 NOVEMBER 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**

Daniel Williamson – Medical/illness.

### **3. DECLARATIONS OF INTERESTS**

Councillors John Cottee and Glynn Gilfoyle declared an interest in published item 4: Nottinghamshire Archives Service Overview' as members of the Inspire Ltd Board, which did not preclude them from speaking or voting.

Councillor Elizabeth Williamson declared an interest in published Item 6 '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 NOTTINGHAMSHIRE ARCHIVES SERVICE REVIEW**

The Committee received a detailed presentation informing it of the work of the Archive Service. It was confirmed that a planned visit to the Archive Service site following the meeting had been postponed until early to mid-2022.

#### **RESOLVED 2021/027**

That:

- (1) The Communities Committee be informed of the statutory archive responsibilities of the County Council; and
- (2) The comparative performance of the Archive Service be noted.

### **5. COMMUNITIES PERFORMANCE REPORT FOR QUARTER 2 2021-2022 PLACE CORE DATA SET**

During debate, it was noted that the performance regime would change in 2022/2023 now that the Council Plan had been approved.

#### **RESOLVED 2021/028**

That the performance information provided on the Council's services for Communities Committee for the period 1 July to 30 September 2021 be noted

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

#### **RESOLVED 2021/029**

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 reviewed and endorsed;

- (3) An evaluation of the Covid 19 Social Recovery Fund be undertaken and that a report with proposals be brought to a future meeting of this Committee.

## **7. NOTTINGHAMSHIRE HOUSEHOLD SUPPORT FUND PROGRESS**

### **RESOLVED 2021/030**

That the Committee:

- 1) ratified the Household Support fund design and progress to date in deploying the Fund, as detailed in the report;
- 2) ratified the recruitment to the 5 FTE temporary posts established within the Trading Standards and Communities Service to administer the delivery of the Fund;
- 3) approved the continuation of the temporary posts until the end of March 2022;
- 4) approved the use of £64,900 of the Fund to cover the 5 FTE posts; and
- 5) approved the submission of a further report to the next Committee meeting to update and ratify further the development of the Scheme.

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

### **RESOLVED 2021/031**

That:

- 1) the work undertaken by the Emergency planning Team as detailed in the report be commended; and
- 2) further updates on key activities of the Team be considered at future meetings of the Committee;
- 3) the completion date for capital funded Local Improvement Scheme projects be extended to 31<sup>st</sup> March 2022.

## **9. WORK PROGRAMME**

### **RESOLVED 2021/032**

That the Committee's work programme be agreed.

The meeting concluded at 11.45 am

**Chairman**



**REPORT OF THE SERVICE DIRECTOR, PLACE AND COMMUNITIES****FEES AND CHARGES 2022/23 FOR LIBRARIES, ARCHIVES AND  
INFORMATION****Purpose of the Report**

1. To seek approval for the revision of fees and charges within the Libraries, Archives and Information Service for 2022/3.

**Information**

2. Fees and charges for the Service are reviewed annually, and usually they are increased by the rate of inflation unless market forces and/or price sensitivity or performance suggest otherwise.
3. Some charges are influenced by external organisations, for example the British Library and the General Register Office.
4. Fees and charges agreed by Committee are included in the contractual arrangements with Inspire. Charges are proposed by Inspire and approved by the County Council.

**Current Position**

5. The service is continuing to focus on improving the customer experience and ensuring consistency across all service points. Feedback from customers, staff and observation by managers concludes that a straight forward charging structure is good for customer care, reduces administrative workload and results in higher levels of collection.
6. It is proposed that no significant changes to charges are made during 2022/3.
7. Due to Coronavirus, income for libraries and archives has been impacted for both fees and charges and room hire, and this may continue for part of 2022/3 whilst recovery takes place.

**Proposals**

8. Libraries: The new charges proposed are listed in Appendix 1.
  - a) Increase in charges for out of hours hire of libraries to reflect increased utility charges.
  - b) A review of meeting room charges including market research has been undertaken, and small increase in some Mansfield Library meeting room and West Bridgford meeting room charges are proposed.
9. Archives: The new charges proposed are listed in **Appendix 2**.

- a) Small increases in copying charges, postage charges, enquiries and research services and group visits/ talks to allow for increased costs, such as postage.
- b) Certified copies are in line with the Church of England Table of Parochial Fees as prepared by the Archbishop's Council. These are not due to be updated until 2025.

### **Other Options Considered**

10. Within the limitations of what public libraries are legally allowed to charge for, all options for increasing income without creating barriers to the access to Library and Archive services have been considered.

### **Reasons for Recommendation**

11. The full schedule of proposed fees and charges as detailed in **Appendices 1 and 2** (changes shown in bold type) will allow the service to generate income and recover costs in line with its position and overall Council policy.

### **Statutory and Policy Implications**

12. 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**

13. The revised level of charges is based on the required income levels for the service. Individual charges are itemised in **Appendices 1 and 2**, with previous charges presented for comparison.

### **RECOMMENDATION**

- 1) That the fees and charges set out in Appendices 1 and 2 are approved for 2022/23, with implementation from April 1<sup>st</sup> 2022.

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

**For any enquiries about this report please contact:** Kirsty Blyth, Assistant Chief Executive Officer, T: 0115 804432, E: [Kirsty.blyth@inspireculture.org.uk](mailto:Kirsty.blyth@inspireculture.org.uk)

### **Constitutional Comments (LW 21/12/2021)**

14. Communities Committee is the appropriate body to consider the content of the report.

### **Financial Comments (DJK 20/12/2021)**

15. The contents of this report are duly noted, including the slight changes in fees and charges.



## **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

### PUBLIC LIBRARIES FEES AND CHARGES 2021/22 AND PROPOSALS FOR 2022/23

Item	Concessions	Current Charge 2021/22	Proposed Charge 2022/3
Overdue Charges	Children/Young Adult 0-19 and Homebound no charge	20p per day (Max £8)	20p per day (Max £8)
DVD Film Hire	No concessions	£1.50 per week	£1.50 per week
DVD Film Hire (Box Set)	No concessions	£3.00 per week	£3.00 per week
Children's Film Hire	No concessions	£1.00 per week	£1.00 per week
Spoken Word	Children/Young Adult 0-19, over 60s, visually impaired and Homebound no charge	£1.00 per 3 weeks	£1.00 per 3 weeks
Language Courses	No concessions	£1.50 3 weeks	£1.50 3 weeks
Reservations County/City	Children/Young Adult 0-19 and Homebound no charge	30p	30p
British Library/Inter Library Loan requests	No concessions	£5.30	£5.30
FAX - UK	No concessions	50p per sheet - receiving or sending	50p per sheet - receiving or sending
FAX - International	No concessions	£1.00 per sheet - receiving or sending	£1.00 per sheet - receiving or sending
Photocopying & Printing black and white	Jobseekers up to 10 sheets free per day with proof	20p (A4) 40p (A3)	20p (A4) 40p (A3)
Photocopying & Printing - colour	No concessions	50p (A4) £1.00 (A3)	50p (A4) £1.00 (A3)
Reader-Printer Copies	No concessions	20p	20p
Memory Sticks	No concessions	£6	£6
Earphones	No concessions	£3.50	£3.50
Replacement Library Card	No charge for under 14s	£1.50	£1.50
Replacement charge for lost or damaged stock item	No charge for under 14s	No charge for under 14s, full price 14+	No charge for under 14s, full price 14+



## Hire of Library Premises

Room hire charges are subject to VAT where applicable.

### 1 Strategic Venues

#### 1.1 Mansfield Central Library

Room	2021/22	2022/3
The Auditorium	<p>Full Day Rates/ Evening rate Mon-Fri 5.30 – 10pm: Commercial: £280 Community groups, NCC and non-profit: £200</p> <p>Evening rate Sat/Sun 5.30 – 10pm: Commercial: £390 Community groups, NCC and non-profit: £300</p> <p>Hourly rate (max 4 hours): Commercial: £50 Community groups, NCC and non-profit: £30</p>	<p>Full Day Rates/ Evening rate Mon-Fri 5.30 – 10pm: Commercial: £280 Community groups, NCC and non-profit: £200</p> <p>Evening rate Sat/Sun 5.30 – 10pm: Commercial: £390 Community groups, NCC and non-profit: £300</p> <p>Hourly rate (max 4 hours): Commercial: £50 Community groups, NCC and non-profit: £30</p>
The Meeting Place	<p>Full Day Rates/ Evening rate Mon-Fri 5.30 – 10pm: Commercial: £150 Community groups, NCC and non-profit: £100</p> <p>Evening rate Sat/Sun 5.30 – 10pm: N/A – please contact library events office to hire in conjunction with another library space</p> <p>Hourly rate (max 4 hours): Commercial: £35 Community groups, NCC and non-profit: £20</p>	<p>Full Day Rates/ Evening rate Mon-Fri 5.30 – 10pm: Commercial: £150 Community groups, NCC and non-profit: £100</p> <p>Evening rate Sat/Sun 5.30 – 10pm: N/A – please contact library events office to hire in conjunction with another library space</p> <p>Hourly rate (max 4 hours): Commercial: £35 Community groups, NCC and non-profit: £20</p>

Studio Floor	<p>Full Day Rates/ Evening rate Mon-Fri 5.30 – 10pm: Commercial: £220 Community groups, NCC and non-profit: £150</p> <p>Evening rate Sat/Sun 5.30 – 10pm: Commercial: £300 Community groups, NCC and non-profit: £250 Hourly rate (max 4 hours): Commercial: £35 Community groups, NCC and non-profit: £25</p>	<p>Full Day Rates/ Evening rate Mon-Fri 5.30 – 10pm: Commercial: <b>£240</b> Community groups, NCC and non-profit: <b>£170</b></p> <p>Evening rate Sat/Sun 5.30 – 10pm: Commercial: <b>£320</b> Community groups, NCC and non-profit: <b>£270</b> Hourly rate (max 4 hours): Commercial: <b>£37</b> Community groups, NCC and non-profit: <b>£26</b></p>
Green Room	<p>Hourly rate Commercial: £25 Community groups, NCC and non-profit: £15</p>	<p>Hourly rate Commercial: £25 Community groups, NCC and non-profit: £15</p>
The Box	<p>Hourly rate Commercial: £25 Community groups, NCC and non-profit: £15</p>	<p>Hourly rate Commercial: £25 Community groups, NCC and non-profit: £15</p>
The Discovery Room	<p>Evening rate (Mon-Fri) 4.30 – 10pm Commercial: £195 Community groups, NCC and non-profit: £120</p> <p>Hourly rate Sat / Sun Commercial : £65 Community groups, NCC and non-profit: £40</p> <p>Evening rate Sat/Sun 5.30 – 10pm – N/A contact library events office to hire in conjunction with another library space</p>	<p>Evening rate (Mon-Fri) 4.30 – 10pm Commercial: <b>£205</b> Community groups, NCC and non-profit: <b>£130</b></p> <p>Hourly rate Weekdays and Sat / Sun Commercial : £65 Community groups, NCC and non-profit: £40</p> <p>Evening rate Sat/Sun 5.30 – 10pm – N/A contact library events office to hire in conjunction with another library space</p>
Hire per hour pre 5.30 for evening events before library closing time Mon - Fri	£10	<b>£12</b>
Hire per hour for evening events	£45	<b>£48</b>

between library closing time and 5.30 pm Sat-Sun		
Hire per hour or part hour for evening events after 10pm weekdays	£30	<b>£32</b>
Hire per hour or part hour for evening events after 10pm Sat-Sun	£45	<b>£48</b>

For all meeting room hire outside of library opening hours, a minimum surcharge of £35 may be applied to cover caretaking and staff costs.

## 1.2 West Bridgford Library

Room	Hourly Charge 2021/22	Hourly Charge 2022/3
Cedar and Pine Community Meeting rooms	Commercial: £35 Community groups, NCC and non-profit: £20	<b>Commercial: £38 Community groups, NCC and non-profit: £22</b>

For meeting room hire outside of library opening hours, a minimum surcharge of £35 may be applied to cover caretaking and staff costs.

## 1.3 Worksop Library

Room	Hourly Charge 2021/22	Hourly Charge 2022/3
Conference Suite	Commercial: £30  Community groups, NCC and non-profit: £15	Commercial: £30  Community groups, NCC and non-profit: £15
Clumber or Thoresby	Commercial: £20  Community groups, NCC and non-profit: £10	Commercial: £20  Community groups, NCC and non-profit: £10
Welbeck	Commercial: £30  Community groups, NCC and non-profit: £15	Commercial: £30  Community groups, NCC and non-profit: £15
Manvers	N/A	<b>Commercial: £20  Community groups, NCC and non-profit: £10</b>

## 1.4 Beeston Library

Room	Hourly Charge 2021/22	Hourly Charge 2022/3
Meeting Room 1, Discovery Room	Commercial: £35 Community Groups, NCC and non-profit: £20	Commercial: £35 Community Groups, NCC and non-profit: £20
Meeting Room 2	Commercial: £25 Community groups, NCC and non-profit: £12.50	Commercial: £25 Community groups, NCC and non-profit: £12.50
Meeting Room 3	Commercial: £15 Community groups, NCC and non-profit: £7.50	Commercial: £15 Community groups, NCC and non-profit: £7.50
Meeting Room 4	Commercial: £12 Community groups, NCC and non-profit: £6	Commercial: £12 Community groups, NCC and non-profit: £6
Art Room	Commercial £35 Community £20	Commercial £35 Community £20

For all meeting room hire outside of library opening hours, a minimum surcharge of £35 may be applied to cover caretaking and staff costs.

## 2 Library Meeting Rooms

Library	Hourly Charge 2021/22	Hourly Charge 2022/3
Eastwood Hucknall Kirkby-in-Ashfield Mansfield Woodhouse Newark Ollerton Stapleford Bingham Edwinstowe	Commercial: £20  Community groups, NCC and non-profit: £10	Commercial: £20  Community groups, NCC and non-profit: £10
Arnold  Meeting Room 1      Meeting Room 2	Commercial: £20 Community groups, NCC and non-profit: £10  Commercial: £18	Commercial: £20 Community groups, NCC and non-profit: £10  Commercial: £18



Meeting Room 3	Community groups, NCC and non-profit: £8  Commercial: £12 Community groups, NCC and non-profit: £6	Community groups, NCC and non-profit: £8  Commercial: £12 Community groups, NCC and non-profit: £6
Retford		
Downstairs meeting room	Commercial: £20 Community groups, NCC and non-profit: £10	Commercial: £20 Community groups, NCC and non-profit: £10
Upstairs meeting room	Commercial: £20 Community groups, NCC and non-profit: £10	Commercial: £20 Community groups, NCC and non-profit: £10
Southwell		
Meeting Room	Commercial: £20 Community groups, NCC and non-profit: £10	Commercial: £20 Community groups, NCC and non-profit: £10
Upstairs Meeting Room	Commercial: £15 Community groups, NCC and non-profit: £7.50	Commercial: £15 Community groups, NCC and non-profit: £7.50
Art Room	Commercial: £15 Community groups, NCC and non-profit: £7.50	Commercial: £15 Community groups, NCC and non-profit: £7.50
Interview Room	Commercial: £12 Community groups, NCC and non-profit: £6	Commercial: £12 Community groups, NCC and non-profit: £6
Sutton in Ashfield		
Main meeting room	Commercial: £20  Community groups, NCC and non-profit: £10	Commercial: £20  Community groups, NCC and non-profit: £10
Small meeting room	Commercial: £12 Community groups, NCC and non-profit: £6	Commercial: £12 Community groups, NCC and non-profit: £6

For all meeting room hire outside of library opening hours, a minimum surcharge of £35 may be applied to cover caretaking and staff costs.

### 3 Hire of Library Buildings

Some library buildings are available for hire when they are closed to the public. Hire rates for these are as follows (please note that a minimum surcharge of £35 may be applied to cover caretaking and staff costs if the site requires).

<b>Library</b>	<b>2021/22</b>	<b>2022/23</b>
Southwell	Commercial: £25 an hour  Community groups, NCC and non-profit: £12.50 Kitchen £6.00 per session	<b>Commercial: £30 an hour</b>  <b>Community groups, NCC and non-profit: £15 an hour</b> <b>Kitchen £7.00 per session</b>
Other library buildings subject to facilities, space, staffing and keyholding	Commercial: £20  Community groups, NCC and non-profit: £10	<b>Commercial: £22 an hour</b>  <b>Community groups, NCC and non-profit: £11 an hour</b>

### 4 Consumables

To be charged for if required for sole use by an organisation.

	<b>2021/22</b>	<b>2022/23</b>
Flip chart paper Box of pens	£5 per pad £5 per set	£5 per pad £5 per set

### 5 Hire of Gallery and Exhibition Spaces

#### 5.1 Gallery Spaces

<b>Library</b>	<b>2021/22</b>	<b>2022/23</b>
Mansfield Central	Six weeks full gallery hire - £150: non-profit £75  Three weeks full gallery hire - £85: non-profit £45  Shared gallery hire – shared exhibition – negotiated rates	Six weeks full gallery hire - £150: non-profit £75  Three weeks full gallery hire - £85: non-profit £45  Shared gallery hire – shared exhibition – negotiated rates

	Display Cabinet hire - £10 per week (applications for cabinet hire will be considered as part of the shared gallery hire process)	Display Cabinet hire - £10 per week (applications for cabinet hire will be considered as part of the shared gallery hire process)
Beeston	<p>Six weeks full gallery hire - £150: non-profit £75</p> <p>Three weeks full gallery hire - £85: non-profit £45;</p> <p>Shared gallery hire – shared exhibition – negotiated rates</p> <p>Display cabinet only £5 per week (applications for cabinet hire will be considered as part of the shared gallery hire process)</p>	<p>Six weeks full gallery hire - £150: non-profit £75</p> <p>Three weeks full gallery hire - £85: non-profit £45;</p> <p>Shared gallery hire – shared exhibition – negotiated rates</p> <p>Display cabinet only £5 per week (applications for cabinet hire will be considered as part of the shared gallery hire process)</p>
West Bridgford	<p>Six weeks full gallery hire - £220: non-profit £100</p> <p>Three weeks full gallery hire - £120: non-profit £60</p> <p>Shared gallery hire – shared exhibition – negotiated rates</p> <p>Display Cabinet hire - £5 per week (applications for cabinet hire will be considered as part of the shared gallery hire process)</p>	<p>Six weeks full gallery hire - £220: non-profit £100</p> <p>Three weeks full gallery hire - £120: non-profit £60</p> <p>Shared gallery hire – shared exhibition – negotiated rates</p> <p>Display Cabinet hire - £5 per week (applications for cabinet hire will be considered as part of the shared gallery hire process)</p>
Worksop	<p>Six weeks full gallery hire - £150: non-profit £75</p> <p>Three weeks full gallery hire - £85: non-profit £45</p> <p>Shared gallery hire – shared exhibition – negotiated rates</p> <p>Display Cabinet hire - £5 per week (applications for cabinet hire will be considered as part of the shared gallery hire process)</p>	<p>Six weeks full gallery hire - £150: non-profit £75</p> <p>Three weeks full gallery hire - £85: non-profit £45</p> <p>Shared gallery hire – shared exhibition – negotiated rates</p> <p>Display Cabinet hire - £5 per week (applications for cabinet hire will be considered as part of the shared gallery hire process)</p>

	of the shared gallery hire process)	of the shared gallery hire process)
--	-------------------------------------	-------------------------------------

## Exhibition Spaces

Library	2021/22	2022/23
Arnold	<p>Six weeks full gallery hire - £60: non-profit £30</p> <p>Three weeks full gallery hire - £40: non-profit £20</p> <p>Shared gallery hire – shared exhibition – negotiated rates</p>	<p>Six weeks full gallery hire - £60: non-profit £30</p> <p>Three weeks full gallery hire - £40: non-profit £20</p> <p>Shared gallery hire – shared exhibition – negotiated rates</p>

## APPENDIX 2

### HERITAGE FEES AND CHARGES 2022/23 Proposals

	2021/22	2022/23
<b>SELF SERVICE COMPUTER AND MICROFICHE/FILM PRINTS</b>		
Black and white (A4)	£0.20	£0.20
Black and white (A3)	£0.40	£0.40
Colour (A4)	£0.50	£0.50
Colour (A3)	£1.00	£1.00
<b>SELF SERVICE OWN CAMERA</b>		
Own camera day pass	£11.00	<b>£12.00</b>
<b>REPROGRAPHIC COPIES BY ARCHIVES STAFF</b>		
<b>Choose from digital image on CD, or via email, OR hardcopy (A4 or A3).</b>		
Copying per 15 minutes	£11	<b>£12.00</b>
Copying per half hour	£20.00	<b>£21.00</b>
Copying per hour	£30.00	<b>£31.00</b>
Postage and handling (UK – overseas at cost)	£4.50	<b>£4.70</b>
<b>BULK ORDERS OR COMMERCIAL OR FRAGILE DOCUMENTS</b>	Quote given on request	Quote given on request
<b>CERTIFIED COPIES</b> <b>Add research fee where exact reference not provided</b>		
Anglican & Non-conformist Christenings, Burials and pre-1837 Marriages	£14.00	<b>£16.00</b>
Post 1837 Marriages	£11.00	£11.00
School Extracts, e.g. Admission Register Entries	£11.00	£11.00
Magistrates Courts Extracts	£11.00	£11.00
Postage and handling (UK – overseas at cost)	£4.50	<b>£4.70</b>
Other certified copies	See reprographic copy prices	
<b>ENQUIRIES AND RESEARCH SERVICE</b>		

Responding to enquiries relating to use of service.	Free	Free
Responding to enquiries that require searching of catalogues and indexes	Research fee applies.	Research fee applies.
Research OR 1-1 Consultation per 15 minutes	£11	<b>£12.00</b>
Research OR 1-1 Consultation per half hour	£20.00	<b>£21.00</b>
Research OR 1-1 Consultation per hour	£30.00	<b>£31.00</b>
Assisted Research (personal assistance in archive searchroom) per hour	£30.00	<b>£31.00</b>
Provision of professional advice by a qualified conservator or archivist.	£50 per hour + mileage @ 45p per mile	£50 per hour + mileage @ 45p per mile
Translation or transcription of archival documents per hour	£40.00	£50 per hour + mileage @ 45p per mile
<b>TALKS &amp; WORKSHOPS</b>		
Scheduled talks and workshops per person	£5.00	£5.00
<b>REPRODUCTION/PUBLICATION FEES – DIGITAL AND PRINTED</b>		
Staff are permitted to negotiate publication fees where appropriate.		
Reproduction fee per item for commercial use	£50.00 per image	£50.00 per image
Not-for-profit (per image)	£15.00 per image	£15.00 per image
Broadcasting: regional	£100.00 per image	£100.00 per image
Broadcasting: networked	£150.00 per image	£150.00 per image
Broadcasting: UK and overseas	£250.00 per image	£250.00 per image
<b>MEETINGS ROOM HIRE</b>		
Hourly rate (during opening hours)	Commercial: £25.00 Community groups, NCC and non-profit: £15.00	Commercial: £25.00 Community groups, NCC and non-profit: £15.00
Meeting room hire charges outside of building opening hours by negotiation.		
<b>GROUP VISITS/TALKS</b>		
Onsite up to 15 people Choose from our range including Introduction to Archives, source or thematic based		<b>£70.00</b>
1.5 hours	£65.00	

Onsite <b>or online</b> bespoke workshops 3 hours 6 hours	£130.00 £190.00	<b>£135.00</b> <b>£195.00</b>
Talks at external venues	£60.00 (plus travel)	£60.00 (plus travel)
<b>CONSERVATION</b>		
Archival quality preservation materials, e.g. acid free boxes, folders and sleeves for your precious papers and photographs	Quote available on request	Quote available on request
Conservation of documents (paper & parchment), maps plans, etc.  Restoration and conservation of historic to modern leather/cloth bindings and books  New bindings in cloth, e.g. journals, theses, periodicals and reference works  Treatment of flood damaged and mould affected materials.	Quote available on request	Quote available on request
<b>GALLERY HIRE</b>		
Community groups, NCC and non-profit:	£75 per six-week period	£75 per six-week period
Commercial hire	£150 per six-week period	£150 per six-week period
<b>DOCUMENT CASE HIRE</b>		
Hire of document case (per fortnight)	£30	£30
Failure to return document case on agreed date (per case per week)	£30	£30
Delivery of document case (per mile from Nottinghamshire Archives)	£0.45	<b>£0.50</b>
<b>Other</b>		
Replacement Library Card	£1.50	£1.50
Memory sticks	£6	£6

All charges inclusive of VAT where applicable.





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

### **APPROVAL OF APPLICATIONS TO THE COVID-19 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.
3. To seek approval for the increase of the budget for the Covid-19 Partnership Social Recovery Fund by £0.5m for 2021/22.

#### **Information**

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

4. 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.
5. At the September 2021 Communities Committee, Members approved the governance and distribution principles for both funds, including a £50k small projects element to both.
6. 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.
7. 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.
8. 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.

9. At its November & December meetings this Committee:

- Approved applications over £5k for both the Covid-19 Partnership Social Recovery Fund and the Community Hub Food Fund.
- Reviewed for oversight purposes applications £5k or under that have been given endorsement by the HAG, for both the Covid-19 Partnership Social Recovery Fund and the Community Hub Food Funds.

### **Applications to Consider**

10. The Covid-19 Partnership Social Recovery Fund has an agreed budget of £1,000,000 and at the November & December Communities Committee Meeting a total of £915,797 was approved. The appendixes to this report contain recommendations to spend the remaining £84,203 of that original fund amount.
11. The Community Food Hub Food Fund has an agreed budget of £800,000 and at the November and December Communities Committee a total of £454,963 was approved. The appendixes to this report contain recommendations to spend a further £227,405 of this fund. If the recommendations in this report are supported it will mean a total of £682,368 will have been allocated from this fund, leaving £117,632 to be allocated at a future meeting
12. **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 - £77,298, and the Community Hub Food Fund - £213,261 This report seeks Committee approval of these applications.
13. **Appendix 2** to this report contains details of applications £5k or under that have been given endorsement by the HAG, Covid-19 Partnership Social Recovery Fund - £6,905, and for the Community Hub Food Fund - £14,144. This report invites the Committee to review these applications for oversight purposes.

### **Proposal to Increase the Covid-19 Partnership Social Recovery Fund Budget**

14. Considering ongoing demand for funding from the Social Recovery Fund, it is proposed that a further £0.5m is put into the budget to be applied by the end of this financial year.
15. As reported at previous Committee meetings, there are a number of applications that have already been received that are likely to be suitable for funding. Further, if the proposal to increase the budget is accepted officers can work with partnership colleagues to bring more further proposals forward for timely consideration by Committee.

### **Other Options Considered**

16. Not increasing the budget for the Social Recovery Fund.

### **Reasons for Recommendations**

17. 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.

18. There is ongoing demand for funding that would meet the criteria for the Covid-19 Social Recovery Fund.

## **Statutory and Policy Implications**

19. 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**

20. **Appendix 1** seeks the approval for £77,298 of applications from the £1m Covid-19 Partnership Social Recovery Fund. Also, £213,261 of applications from the £800k Community Hub Food Fund.
21. **Appendix 2** details £6,905 of applications under £5,000 approved by the HAG from the Social Recovery Fund and £14,144 from the Community Hub Food Fund.
22. If all applications in **Appendix 1** and **Appendix 2** are approved by Committee, combined with those previously approved Committee, the balance remaining in the original allocation for Covid-19 Partnership Social Recovery Fund is £0 and in the Community Hub Food Fund £117,632.
23. The report proposes a £0.5m increase the budget for 2021/22 for the Covid-19 Partnership Social Recovery Fund to take the total to £1.5m.

## **RECOMMENDATIONS**

That the Committee

- 1) Approves those applications for funding recommended in Appendix 1; and
- 2) Reviews those applications that have received partnership approval set out in Appendix 2.
- 3) That the budget for the Covid-19 Social Recovery Fund is increased by £0.5m to £1.5m for 2021/22, and the Fund is reopened to temporarily accept new applications.
- 4) That the Community Hub Food Fund is closed to new applications and the remainder of this fund will be allocated at a future meeting of this Committee.

**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 (KK 23/12/2021)

24. The proposals in this report are within the remit of the Communities Committee.

## Financial Comments (RWK 17/01/2022)

25. The financial implications are set out in paragraphs 20-23 of the Report.

26. A summary of funding commitments is shown in the table below.

	Budget 2021-22 £	Applications Approved >£5k £	Applications Approved <£5k £	Total Approved £	Balance £	Recommendation £	Revised Balance £
Community Hub Food Plan	-800,000	419,097	35,866	454,963	-345,037	227,405	-117,632
Covid-19 Social Recovery Fund	-1,000,000	907,747	8,050	915,797	-84,203	84,203	0

27. The additional funding of £500,000 proposed for the Social Recovery Fund will be funded from additional COVID-19 grant received by the County Council.

## 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 – Social Recovery Fund (over £5000)

Organisation	Project Summary	Amount Recommended	Location
Bassetlaw Community & Voluntary Service	Voluntary Sector Covid Recovery post – focussed on supporting parts of the voluntary sector hit hardest by the pandemic. Costs include Salary and management costs, office costs and rent, communications and marketing, training events and a small grant fund.	£39,318	Bassetlaw
Home-Start Newark	To provide an individual and group family support service targeted at the 0-5 age group. A combination of paid staff and volunteers are used by Home-Start to help vulnerable families give under 5's the best possible start in life. This funding is to support the costs associated with increased demand for services and the reduction in the number of volunteers experienced because of Covid 19.	£20,380	Newark & Sherwood
WERHERE	To provide 200 hrs of Counselling for victims of Domestic Abuse and Domestic Violence	£10,000	Gedling
Mansfield CVS	A multi-agency approach to include VCS partners, community groups and district & borough partners, in order to map financial support & services available for Nottinghamshire residents. The outcome will mean improved methods of being able to meet the needs of residents experiencing a range of financial difficulties. The project also aims to raise awareness of financial resilience and work with partners to identify any future means of support. Funding is predominantly for a cross county consultant, and includes venue hire, marketing & operational costs.	£7,600	Countywide

<b>TOTAL</b>	<b>£77,298</b>
--------------	----------------

### Recommended Projects – Community Food Fund (over £5000)

<b>Organisation</b>	<b>Project Summary</b>	<b>Amount Recommended</b>	<b>Location</b>
FarmEco Community Care Farm Limited	Feeding Our Future initiative includes three projects which will support 400 people and will be delivered by 12 staff and lead volunteers.	£34,650	Rushcliffe
Mansfield District Council	Funding for a Food Coordinator post to build on the Feeding Mansfield Network and providing support to the community and voluntary sector working on food insecurity. The role will act as an enabler to inform both community activity and strategic priorities around food insecurity.	£34,339	Mansfield
Mansfield Play Forum	'Working to feed Mansfield' is a bespoke programme of food and activity for children and families that aims to deliver 3 elements- Chill out- Eat well and Play well to be delivered in 4 locations.	£29,246	Mansfield
Feel Good Gardens CIC	Creation and Coordination of the Nottinghamshire Community Garden Network – The network includes 20 Community Garden projects across North Nottinghamshire.	£22,983	Newark & Sherwood
Tin Hat Centre	Healthy Food 4 All aims to provide a hot 2 course meal for users of the current foodbank. The project will run for 12 months and funding is required for a contribution to the general foodbank costs plus ingredients, transport, and demonstrations for the hot meals service.	£17,038	Ashfield



The Helpful Bureau	Support for and expansion of an existing older people's lunch club providing a hot 2 course meal each week for 60-65 people.	£15,000	Broxtowe
Kingsway Hall Management trust CIO	Support for and expansion of an existing older people's lunch club providing a hot 2 course meal each week for 40-50 people.	£11,979	Mansfield
Newark College/Children's Bereavement Centre	Establishing a Food Club and a social eating project that involves building an outdoor eating area by local students.	£10,049	Newark & Sherwood
Beeston Community Resource CIO	'Garden to Kitchen' project working with service users at Middle Street Resource Centre in Beeston. The centre has an average 60-100 visits per day from service users and room hire groups. The project will use the established garden to grow the produce to use in their community cafe.	£10,000	Broxtowe
OASIS COMMUNITY CHURCH	Operation Oasis - food for life project is part of an existing wider project at the Oasis Centre, providing a multi- faceted programme of growing cooking and eating based at its centre in Bassetlaw.	£10,000	Bassetlaw
Friends of Barnby Road Academy	School Growing Project aims to develop a large growing space for fruit and vegetables on site and run social eating sessions in school. The project will be developed and managed in partnership with the local allotment group, school Eco group and a parent's group.	£6,686	Newark & Sherwood
Friends of Sconce and Devon Park	The Holt Growing Space is a growing project to be delivered by Newark and Sherwood District Council Park Ranger and Community Relations team. Located on The Sconce park, the	£5,920	Newark & Sherwood

	funding is required to buy and equip a polytunnel, growing materials such as compost and pots, and beehives and will enable community group involvement.		
Radcliffe Community Gardens	Radcliffe Community Gardens is a new project and funding is required for initial start-up costs for tools and equipment, public liability insurance and volunteer training. The project has established links with a local social eating group in Radcliffe (Rad Cooks) and aims to provide with fresh produce once established.	£5,371	Rushcliffe
<b>TOTAL</b>		<b>£213,261</b>	

## APPENDIX 2

### Approved Projects – Social Recovery Fund (under £5000)

Organisation	Project Summary	Amount Recommended	Location
Dukeries Community Workshop	Training costs to ensure core volunteer workforce can safely operate the range of woodworking machinery in the workshop.	£2,000	Newark & Sherwood
Lex Leisure – Social Prescribing	To meet the additional training costs of 4 fitness instructors to deal with the increased demand for fitness programmes that are referred by Doctors through social prescribing.	£1,963	Rushcliffe
Partners in Health – Social Prescribing	A 12-month initiative led by the Rushcliffe Social Prescribing team, in conjunction with the borough council to set up groups for younger patients through a social prescribing pathway. Sessions will include a range of activities to improve mental and physical wellbeing, confidence, and independence, leading to long term sustainable, resident-led support.	£1,852	Rushcliffe
Beeston Rylands Community Association	A Community Association seeking funding for additional hours for a Development Worker. This will help to support those in the community struggling to rebuild confidence and resilience following the pandemic. The focus of the post will be to recruit more volunteers to help secure longevity at the centre.	£1,090	Broxtowe
<b>TOTAL</b>		<b>£6,905</b>	

### Approved Projects – Community Food Fund (under £5000)

Organisation	Project Summary	Amount Recommended	Location
Chesterfield Road South Methodist Church	Foodshare is an established project located in one of the most deprived areas of Mansfield and currently regularly provides 40 adults with emergency food parcels per week in a safe, warm space. The funding would support this and the development of a cafe that would provide an opportunity for people to sit and eat together, socialise, and feel part of their community.	£5,000	Mansfield
A.C.E and F.A.C.E (Association of Chuter Ede) (Fernwood Association of Chuter Ede) Primary Schools	'Seed to Plate' growing project is to develop a growing space and orchard on each site and to hold social eating sessions linked to the grown produce.	£4,124	Newark & Sherwood
Radcooks Community Kitchen	Supplying free hot meals and a 'light touch check in' to approx. 55 elderly and vulnerable people in the Radcliffe area. They hope to increase this to approx. 100 with added capacity should funding be successful.	£2,000	Rushcliffe
Keyvolution	Keyworth Abundance (collection and redistribution of veg & fruit) and delivery various community sustainability events. The Cook Fresh project aims to run 8 cooking/ meal sessions over the year, using fresh produce from the linked allotments and surplus food, where a healthy meal will be created, demonstrated, and eaten.	£1,520	Rushcliffe

Southwell Town Council	Deliver a year long campaign called 'Your Health' which will aim to encourage people to reduce meat and increase fruit and vegetables in their diet. The campaign will also work alongside local retailers and businesses to encourage an increase in fruit & veg and promoting local produce.	£1,500	Newark & Sherwood
<b>TOTAL</b>		<b>£14,144</b>	



**REPORT OF THE SERVICE DIRECTOR, PLACE AND COMMUNITIES****NOTTINGHAMSHIRE HOUSEHOLD SUPPORT FUND PROGRESS****Purpose of the Report**

1. This report is to update Committee on progress to deliver the Fund and confirm the establishment of 3FTE temporary posts to provide additional staff resource to support delivery.

**Information**

2. Members will recall that in the Autumn the Government allocated £5.6m to the Council to support those in immediate need as a consequence of the Covid pandemic, with funding to be spent by the end of March 2022. The funding is to provide support with food, energy, and water bills, as well as essential costs related to those items, and (in exceptional cases) to housing costs.
3. Members will further recall that a decision was taken at November's Children and Young People's Committee to spend £2.3m of the Fund to provide food vouchers to children entitled to Free School Meals for each of the five school holiday weeks between October and the end of March.
4. Collaborative working to deliver the remaining £3.3m for other forms of support has continued through the Household Support Fund Partnership Steering Group that includes County, Borough, and District Council colleagues.
5. Working with these partners the phased launch of the Other Support funding commenced on 15<sup>th</sup> November. A report outlining progress and seeking approval for the establishment of 5FTE temporary posts to administer the fund were approved at the Communities Committee meeting in December.

**Progress to Date**

6. As at 4<sup>th</sup> January, in summary the following has been provided to those in immediate need:
  - £1.8m of food vouchers to those entitled to free school meals for the October and December school holidays
  - £275k of Food and Energy Vouchers to 3,680 Households
  - £4k of Essential Domestic Appliances
7. The paragraphs below provide a further breakdown of this support.

8. **School holiday food vouchers** – The amounts of food vouchers deployed by setting to date for the for those eligible for Free School Meals are set out in the table below. The vouchers have been provided to approximately 29,830 pupils for each of the weeks of the holidays.

Channel	October £	December £	Total Applied to Date £
Schools and Academies	750,795	882,195	1,632,990
Early Years Providers	71,250	70,590	141,840
Colleges	12,495	25,590	38,085
Inspire	1,560	1,770	3,330
RNN Group (Training Provider)	1,560	1,560	3,120
Education Other Than at School (EOTAS)	2,910	3,060	5,970
<b>Total</b>	<b>£840,570</b>	<b>£984,765</b>	<b>£1,825,335</b>

9. **Other support** – as at 4<sup>th</sup> January 2022, 3,680 Households have been provided with £274,509 of support, broken down between ‘food’ totalling £167,279, and ‘energy’ totalling £107,230 as detailed below.

	Food		Energy		Total	
	Number of awards	Value £	Number of awards	Value £	Number of households	Value £
Households with Children	1,906	121,228	1,403	£68,610	2,329	189,838
Households without children	1,117	46,051	790	38,620	1,351	84,671
<b>Total</b>	<b>3,023</b>	<b>£167,279</b>	<b>2,193</b>	<b>£107,230</b>	<b>3,680</b>	<b>£274,509</b>

10. **Essential Domestic Appliances** - support has been provided outlined in the table below.

Item	Number provided	£
Fridge Freezer	7	1,452
Washing Machine	7	1,686
Electric Cooker	5	913
<b>Total</b>	<b>19</b>	<b>£4,051</b>



## Administration of the Scheme

11. The first design of the scheme to deliver the balance of funding was based on referrals being made approved by professionals in designated organisations.
12. At its meeting on 14<sup>th</sup> December the Partnership Steering Group identified that capacity in several partners to process the volume of referrals being requested (particularly where the applicant was not known and contacting one of the partners to be assessed) was becoming a challenge.
13. The Group discussed potential solutions to increase capacity and decided that increasing the Central Team to deal with referrals received by the partnership from those people not known to it would be the most effective solution. As such, recruitment to 3 additional short term temporary posts has commenced and the criteria of the scheme amended to allow people to refer themselves to the central team.
14. The posts and the maximum associated costs for the period of appointment to 31<sup>st</sup> March 2022 are:

Post	Band	FTE	Total Cost to 31 <sup>st</sup> March £	Estimated Earliest Start Date
Project Officer	Band A	3	26,740	15 <sup>th</sup> January
	<b>Total</b>	<b>3</b>	<b>£26,740</b>	

15. The total projected cost of the central team until the end of March including these additional roles is now £95,028.
16. Aside from the costs of the central team, partners are incurring other reasonable administration costs. Work is underway to establish those, but at the time of writing, a figure of £100k from the Fund by 31<sup>st</sup> March is predicted to cover those, although there may be some movement on that figure.

## Next Steps

17. It is estimated that from the time of writing until the scheme's end that £100k of awards per week on average for support will be made. For the February half term holiday, it is estimated that £491.5k will be spent on Food vouchers for those in receipt of Free School Meals.
18. The total predicted spend by end of the financial year based on these estimates and utilising existing approaches would be:

	Forecast £
Holiday Food Vouchers for those in receipt of Free School Meals	2,316,835
Other Essential Support	1,474,509
Administration Costs	200,000

<b>Total Predicted Spend</b>	<b>£3,991,344</b>
Amount Awarded by Government	5,646,450
<b>Balance unallocated to be spent</b>	<b>£1,655,106</b>

19. At the time of writing the scheme has been running for 7 weeks, and 11 weeks remain.
20. Work is underway with Partners to identify how to apply the balance to effectively get that support to those in immediate need. This work will focus on increasing the current voucher limits of the existing scheme to deploy the majority of the balance to those who have already received support or will receive support in the remaining weeks. This will maximise the funding support available to those most in need.
21. Any remaining funding after the changes to the voucher limits will be provided to those children entitled to Free School Meals Vouchers by increasing the value of the food vouchers that are to be issued for February half term.
22. Officers will report back to the next Committee regarding the options selected by the partnership to best deploy the funding.

### **Other Options Considered**

23. Not allocating additional resource to administer the fund.

### **Reasons for Recommendations**

24. To ensure that the available funding is fully utilised and effectively managed to support the intended beneficiaries.

### **Statutory and Policy Implications**

25. 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**

26. £5.6m has been awarded to the Council, and £2.3m was 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 other support and reasonable administrative costs.

### **Human Resources Implications**

27. The recruitment process to fill the temporary roles is taking place in accordance with relevant Nottinghamshire County Council human resources recruitment and selection

procedures and delegations. Relevant existing job descriptions were utilised to ensure the timely recruitment to the posts

## **RECOMMENDATIONS**

That the Committee:

- 1) Ratifies the recruitment to the additional 3FTE temporary posts established within the Trading Standards and Communities Service to administer delivery of the Fund.
- 2) 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 (KK 11/01/2022)**

28. The proposals in this report are within the remit of the Communities Committee.

### **Financial Comments (SES 07/01/2022)**

29. The financial implications are set out in paragraph 26 of the report.

30. £5.6m has been awarded to the Council, and £2.3m was 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 other support and reasonable administrative costs.

31. This report forecasts that £1.7m of the £5.6m is currently unallocated and work is underway with partners to deploy that to those in immediate need.

### **HR Comments (JP 07/01/2022)**

32. The Human Resources implications are contained at para 27.

### **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



26 January 2022

Agenda Item: 7

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

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

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

1. To update the Committee on key Trading Standards and Communities matters, including the role the Service continues to play in the County Council's response to the Covid-19 emergency and the emerging threat of Avian Influenza.
2. To provide a review of the work the Service has undertaken under the Regulation of Investigatory Powers Act 2000.
3. To also address a question previously raised by Committee regarding doorstep crime.

#### **Information**

#### **TRADING STANDARDS**

4. **Coronavirus Response** – Under the Government's plan B two new pieces of legislation have been introduced at the time of writing, The Health Protection (Coronavirus, Wearing of Face Coverings) (England) (Amendment) Regulations and The Health Protection (Coronavirus, Restrictions) (Entry to Venues and Events) (England) Regulations 2021. The first is a requirement for the police to enforce aside from the necessity for premises to display an appropriate sign about wearing a face covering, that District Environmental Health colleagues are undertaking. The second piece of legislation gives local authorities enforcement powers but, in this instance, again District colleagues from Environmental Health and Licensing will be taking up the burden as the most appropriate regulators.
5. Trading Standards Officers will support their District colleagues should the need arise in the enforcement of the above.
6. **Controlling animal disease - Avian Influenza** - Highly pathogenic avian influenza cases have been confirmed and are spreading across Great Britain and Europe. The first detected case this year in the UK was in Worcester on 15<sup>th</sup> October 2021 and as of 6<sup>th</sup> December 2021, there have been 33 confirmed cases in poultry and captive birds and 235 wild birds have also tested positive across 45 separate counties in Great Britain. Ten cases of avian influenza have been confirmed since November in our neighbouring local authority areas: Derbyshire, Leicestershire, and Lincolnshire.
7. Action is required by the local authority with its partners such as APHA (Animal and Plant Health Agency) when the disease is found in captive birds only and no action is required if found in wild birds, beyond potential communications to the public to reiterate safety messages.

8. Trading Standards is working with internal NCC colleagues, neighbouring authorities, and other partner agencies to control the disease. Confirmed cases in Leicestershire have been close to the Nottinghamshire border resulting in a government imposed 10km surveillance zone covering a small part of Rushcliffe. The Trading Standards team worked with colleagues in Highways to erect signs alerting road users of the surveillance zone and Comms to issue a joint press release with Rushcliffe Borough Council and several social media posts to raise awareness with poultry keepers and the public on avian influenza and the restrictions in place.
9. Public health advice is that the risk to human health from the virus is very low and food standards bodies advise that avian influenzas pose a very low food safety risk for UK consumers, and it does not affect the consumption of poultry products including eggs. Trading Standards are working continuously with Comms colleagues to ensure that updated social media messages have been issued to the public and bird keepers to ensure that their safety is paramount as the situation evolves.
10. Trading Standards Officers are responding to any reported incidents of birds/poultry being kept outside and are advising keepers to ensure that they are correctly following the current Government housing measures.
11. **RIPA update** - The Regulation of Investigatory Powers Act 2000 (RIPA) gives the Council the power to undertake covert surveillance in relation to certain investigations. There is a strict authorisation process set out in the legislation; applications are considered by senior officers before final approval is given by the Magistrates Court. The Council is required to submit an annual statistical return to the Investigatory Powers Commissioner's Office (IPCO) on the number of authorisations made.
12. The Council is also able to obtain communications data through the National Anti-Fraud Network (NAFN), an expert provider accredited by the IPCO and the Home Office. NAFN submits the annual statistical return to the IPCO on the number of submissions made by the Council. The next IPCO inspection will be in 2022.
13. A programme of monitoring and review is set out in the Council's RIPA policy and guidance.
14. In the previous six months there have been no new directed surveillance applications.
15. There have been 2 communications data requests, one in relation to doorstep crime and the other in relation to misdescribed food products.
16. **Fraud against the vulnerable** – A question was raised at the November Committee in relation to alerting Councillors about our doorstep crime prevention work in specific areas. The Service will make sure that in future, the relevant Councillors will be made aware to help spread the message.
17. Officers have been visiting barbers and hairdressers to try and raise awareness about doorstep crime so that the message can be shared with customers. A total of 68 visits have taken place in Mansfield, Eastwood and Newark in areas that have been identified as receiving a higher level of complaints about doorstep crime. A number of these visits were conducted with support from local Police Officers.
18. As part of National Safeguarding Adults Week, Trading Standards hosted a webinar for social workers and other partner agencies about some of the tactics used and resources now available to reduce financial loss from fraud. An Officer has also given an interview on

Mansfield 103.2 Radio to raise awareness of scams and joined an Alzheimer's Society Team Meeting to raise awareness of scams and doorstep crime amongst staff who work within the community.

19. Support has been given to a resident who resides in Gedling who has been a previous victim of a scam and was receiving unwanted phone calls. Officers have supported her by changing her phone settings thus reducing the risk of her becoming a further victim.
20. Officers also attended a doorstep crime incident in Gedling, where an unsolicited trader had advised an elderly consumer that they needed work doing to their roof, at a cost of thousands of pounds. The resident's family prevented any money being paid and Trading Standards Officers worked with the Police to support the resident and put measures in place to prevent financial loss.
21. **Food Safety** – Following a varied communications campaign in September specialist food officers have been visiting appropriate premises to promote the new requirements about food labelling of products that are Pre-packed For Direct Sale (PPDS), commonly known as Natasha's Law. The visits have indicated that non-compliance is visible, but this is mainly due to a lack of knowledge on how to comply as opposed to unwillingness. Advice is being offered and businesses are being supported with this major legislative challenge.
22. As a result of the communications campaign 16 businesses voluntarily approached the Service for further support on how they could comply with the requirements and are being helped.
23. **The Environment - New Green Claims Code** - The Competition and Markets Authority has published a detailed 'Green Claims Code' and put business on notice that it will enforce its provisions under consumer law from 1 January 2022 for any on and offline misleading green claims.
24. The code sets out the principles that apply to making claims; claims must be truthful and accurate, clear, and unambiguous, must not omit or hide important relevant information, comparisons must be fair and meaningful, consider the full life cycle of the product or service and must be substantiated. More information is available at: [Green Claims Code](#)
25. Trading Standards has a key enforcement role working with the CMA and other regulators, such as the Advertising Standards Authority (ASA), to tackle misleading environmental claims.
26. If in doubt about what is needed to ensure any claims are compliant with consumer protection legislation Nottinghamshire businesses can contact the NCC Trading Standards Commercial Services team for further guidance and support. [TS Commercial Services](#)
27. **Support to Primary Authority Businesses** - Many businesses find themselves looking for guidance and other support to help them navigate Trading Standards legislation which can often be complex and very technical in its nature, especially currently with the changes that the new post EU Exit trading environment brings. Forming a relationship with a local authority who know and understand such legislation and are experienced in applying it in a commercial context can reduce costs and drive brand reputation. The Commercial Services team within the Service continue to provide support to several Primary Authority businesses with a proactive drive and ambition to recruit further PA businesses in the coming months.
28. **Community Renewal Funding (CRF) – East Midlands Accelerator** - Trading Standards is one of several business support delivery partners involved in this East Midlands Chamber led project to help create jobs, support digital adoption, and accelerate low-carbon transition. The



CRF funded project runs from November 21 to 30 June 2022 with £1.7m funding awarded for the Nottinghamshire bid. The CRF is the forerunner to the UK Shared Prosperity Fund which will eventually replace EU structural funds that help to deliver local business support and skills development programmes.

29. The Service will contribute to the Start-Up to Scale-Up Accelerator and the Race to Zero-Carbon Accelerator supporting businesses in the 3 Nottinghamshire priority districts of Mansfield, Bassetlaw, and Newark & Sherwood. The funded project will aim to increase the reach of the Service's regulatory support services within those priority areas. Regulatory support provided to businesses at an early stage will help enhance the likelihood of successful start-up and scale-up and reduce the risk of future regulatory intervention and risk to brand reputation due to non-compliance.
30. The overall project aims to enhance and improve access to existing support to businesses, particularly those most affected by Covid, bringing together key stakeholders. It provides a fantastic opportunity to forge closer collaboration between the Service, business support services and the East Midlands Chamber and other partners such as the D2N2 Growth Hub and the Food and Drink Forum.
31. **Income Update** - The income generation target remains at £729k for the 2021/22 financial year. At the time of writing the current cumulative level of income is forecast to be £705k up from £650k reported in the 3<sup>rd</sup> November 2021 committee report.
32. Commercial income from services to businesses remains significantly below that of pre-pandemic levels in 2019. As the economy continues its post Covid recovery it is predicted there will be new opportunities to grow the commercial offer to businesses. However, in the interim managers are maximising all opportunities to identify and secure additional external funding to support the work done by the Service. One example is additional Government New Burdens funding this year to support additional enforcement responsibilities for "Natasha's Law".
33. **Product Safety - Three Unsafe Product Recalls** - Trading Standards Officers are responding to three unsafe toys requiring removal from the market as they present a high risk to children. The first product is an unsafe baby sensory ring which presented a high risk due to a possible choking hazard from shattered small parts. This investigation has involved considerable work with the business and the Office for Product Safety and Standards (OPSS) and as a result, a thorough product recall is in progress to ensure that the unsafe toy is removed from the market and prevented from causing harm to babies. The second product is a child's flashing fancy dress face mask which allows easy access to small button batteries, meaning that children could swallow them and suffer damage to internal organs. The third product is flashing string lights which present an electrocution hazard. All three products are subject to a product recall because of Trading Standards intervention, with the former products posing serious risks.
34. A new Botulinum Toxin and Cosmetic Fillers (Children) Act 2021 came into force on 1<sup>st</sup> October 2021 and now makes it a criminal offence to make arrangements for or administer botulinum toxin aka "Botox®" and cosmetic fillers to persons under the age of 18 years old. Trading Standards and the Police are now responsible for enforcing this new legislation.
35. Trading Standards has also conducted two projects to check that covid test kits and private sector covid testing are safe and are provided fairly.



36. The project for market surveillance of Covid test kits is now complete. Fifty inspections have been made by Trading Standards Officers across all seven Nottinghamshire districts and varying retail sectors with no compliance issues found, which is a positive result for the County. Over 20 hours of online market surveillance has been conducted to check covid test kits available to Nottinghamshire consumers online are compliant with legal requirements. In conclusion, having reviewed the market in Nottinghamshire, covid test kits have not been found to present a threat to Nottinghamshire consumers.
37. The project for market surveillance of private sector testing facilities is also complete with Trading Standards having now communicated with 1539 employers during this project to advise on how to find legitimate private sector testing providers, how to report illegal activity and enquire as to whether they have employed the service of a testing provider. Work was also carried out in this project to check the compliance of local private sector testing providers and also further analyse data gathered during the project to report on the findings and learning gained. Ultimately, the level of compliance in Nottinghamshire was found to be high. There were five complaints received about private sector testing locally, which, following Trading Standards intervention were resolved satisfactorily.
38. **Illegal Tobacco Control** - From April until the compilation of this report in mid-December, the Service has undertaken 46 operations on commercial premises, which have resulted in £54.8k worth of illegal tobacco products being seized from the marketplace.
39. Officers continue to work with the Police, Environmental Health, and the Fire Service across the County. In a recent operation it was discovered that staff that were working in the premise were illegally sleeping in the rooms above the shop. The Fire Service had already served a warning notice to the premise and so following the recent discovery they will be looking to get a closure order. This and previous operations with the above-mentioned agencies clearly demonstrate the benefit of taking a multi-agency approach to tackling the problem where appropriate.
40. **Investigations & Legal Update** - A Crown Court trial was due to commence in 2021, involving a trader who made false representations to customers about building work he carried out on their properties. The trial was removed from the listing due to the backlog of cases following the recent pandemic. He also failed to appear at the last court hearing and a warrant has been issued for his arrest.
41. A further case is listed for trial in the Nottingham Crown Court in March 22, involving four traders that have been charged with fraudulent trading, including targeting vulnerable consumers, making false representations about building work and overcharging customers.
42. A man has been charged with the illegal landing of a puppy. He was due to appear in the magistrate's court on the 18<sup>th</sup> January 2019, failed to attend, and an arrest warrant has been issued, which is still outstanding. He is charged with offences under the Rabies Act and fraud.
43. A Lincolnshire farmer has been charged with theft of sheep, animal by product breaches, and failure to maintain records of animal movements. He has pleaded not guilty to the offences. Further offences have also come to light. The 2 cases have been joined together. Due to the court back log this trial have been moved until July 22.
44. Two illegal tobacco cases that were listed for trial in June and August 2021 have been moved to 2022. One case involves the sale of cigarettes and hand rolling tobacco sold from retail premises and the 2<sup>nd</sup> is in relation to a home seller. The products do not meet the packaging and safety requirement for cigarettes and hand rolling tobacco sold in the UK.

45. The trial of a car trader who is charged with selling vehicles with altered mileages and the sale of unroadworthy cars, is due to be heard in February 2022.
46. On the 1<sup>st</sup> November 2021 the Director of a car company was sentenced to a £6,000 fine, £1,080 costs, and £190 victim surcharge for the sale of an unroadworthy vehicle to a consumer.
47. On 19<sup>th</sup> November 2021 in the Mansfield Magistrates Court a trader from a retail premises has pleaded guilty to the charges of possession of illicit cigarettes and hand rolling tobacco. He was fined £350, and ordered to pay prosecution costs of £550.
48. In the Nottingham Magistrates Court on the 6<sup>th</sup> December 2021 a trader pleaded guilty for the sale of misdescribed hand sanitiser. The sanitiser was described as having 68% alcohol content when in fact it had around 1%. They were being sold at the height of the Covid pandemic and with 68% alcohol content the public would have believed that this product would help protect them. He received a £300 fine and £1145 costs.

## COMMUNITIES

49. **Queen's Platinum Jubilee** - To mark the Queen's Platinum Jubilee, there will be year-long Platinum Jubilee celebrations throughout the United Kingdom, the Commonwealth and around the world as communities come together to celebrate the Queen's historic reign of 70 years.
50. Working in partnership with the Lord Lieutenancy, the Council is contributing to supporting a programme of events and activities throughout 2022. This includes a veteran's breakfast club at Thoresby Courtyard whilst watching the Trooping of the Colour on the big screen and supporting Big Lunch events and street parties by skilling up organisers.
51. A steering group of key partners are developing plans to celebrate Jubilee weekend, contributing to the Queen's Green Canopy, and supporting major events such as the County Show and County Day on 27<sup>th</sup> August 2022.
52. **Armed Forces Work** - On the 15<sup>th</sup> December Cllr Girling hosted a veteran's breakfast club for employees of the County Council who are members of the armed forces family at the County Hall campus, West Bridgford. Breakfast clubs provide an opportunity for armed forces veterans and their families to network and share information in a secure setting. 3 breakfast clubs are planned for 2022 in June, to mark Armed Forces week; November to mark Remembrance Day and the Christmas period.

## Other options considered

53. None

## Reason for Recommendations

54. To ensure appropriate political oversight of key Trading Standards and Communities matters, particularly with regards to covert techniques covered by the Regulation of Investigatory Powers Act.

## **Statutory and Policy Implications**

55. 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**

56. None

## **RECOMMENDATIONS**

That the Committee:

- 1) Considers the updates and highlights any actions required, specifically in respect of income generation.
- 2) That Members consider the actions undertaken by Trading Standards under the Regulatory and Investigatory Powers Act are appropriate.

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

**For any enquiries about this report please contact:** Mark Walker, Group Manager for Trading Standards and Communities (0115 9772173) or Fiona Needham, Acting Head of Trading Standards (0115 9773046)

## **Constitutional Comments (KK 23/12/2021)**

57. The proposals in this report are within the remit of the Communities Committee.

## **Financial Comments (KRP 20/12/2021)**

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

## **Background Papers and Published Documents**

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

- None.

## **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)

Month	Committee	Report Title	Report Author
<b>26 Jan</b>			
Jan	C	Update on Key Trading Standards and Communities Matters	Mark Walker/Fiona Needham
Jan	C	Libraries and Archives Fees and Charges 2022/23 (or February)	Peter Gaw
Jan	C	Social Recovery Fund and Food Plan	Mark Walker/Cathy Harvey
Jan	C	Household Support Fund Progress	Mark Walker/Cathy Harvey
<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
Mar	C	Future options for Catering and Facilities Management Services (deferred from January)	Derek Highton/John Hughes
Mar	C	Adult Education Annual Plan and Fees 2022/23	Peter Gaw
Mar	C	Prevent	Vicky Cropley/Laurence Jones
Mar	C	Modern Slavery	Vicky Cropley/Laurence Jones
Mar	C	Social Recovery Fund and Food Plan	Mark Walker/Cathy Harvey
Mar	C	Household Support Fund Progress	Mark Walker/Cathy Harvey
Mar	C	Local Communities Fund Approvals	Mark Walker/Cathy Harvey
Mar	C	Queen's Platinum Jubilee	Mark WalkerPlan Fund
<b>20 Apr</b>			
Apr	C	Social Recovery Fund and Food Plan	Mark Walker/Cathy Harvey
Apr	C	Household Support Fund Progress	Mark Walker/Cathy Harvey
<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

