

## **Policy Committee**

**Wednesday, 17 June 2015 at 10:30**

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

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### **AGENDA**

- |    |                                                                                                                                                                    |         |
|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| 1  | Minutes of last meeting held on 20 May 2015                                                                                                                        | 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  | Revised Counter-Fraud and Counter-Corruption Policy and Strategy, and Fraud Response Plan                                                                          | 7 - 28  |
| 5  | Looked After Children and Care Leavers Strategy 2015-18                                                                                                            | 29 - 52 |
| 6  | Changes to Deferred Payment Scheme Policy including Introduction of Charges, to become the Universal Deferred Payment Scheme Policy                                | 53 - 60 |
| 7  | Digital First Update - Social Media Strategy and New Website Testing                                                                                               | 61 - 66 |
| 8  | Visit to China and Malaysia                                                                                                                                        | 67 - 70 |
| 9  | National Children and Adult Services Conference 2015                                                                                                               | 71 - 74 |
| 10 | Appointment to Outside Bodies                                                                                                                                      | 75 - 78 |
| 11 | Work Programme                                                                                                                                                     | 79 - 82 |

## **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 Paul Davies (Tel. 0115 977 3299) 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 **POLICY COMMITTEE**

Date **Wednesday, 20 May 2015 at 10:30am**

**membership**

Persons absent are marked with 'A'

**COUNCILLORS**

Alan Rhodes (Chairman)  
Joyce Bosnjak (Vice-Chairman)

Reg Adair  
Jim Creamer  
Mrs Kay Cutts MBE  
Glynn Gilfoyle  
Kevin Greaves  
Stan Heptinstall MBE  
Richard Jackson  
David Kirkham  
John Knight

Bruce Laughton  
Diana Meale  
John Peck JP  
Ken Rigby  
Martin Suthers OBE  
Gail Turner  
Stuart Wallace  
Muriel Weisz

**ALSO IN ATTENDANCE**

Councillor Pauline Allan  
Councillor Roy Allan  
Councillor Alan Bell  
Councillor Nikki Brooks  
Councillor Steve Calvert  
Councillor Kate Foale

Councillor Alice Grice  
Councillor Sheila Place  
Councillor Liz Plant  
Councillor John Wilkinson  
Councillor Yvonne Woodhead

**OFFICERS IN ATTENDANCE**

Anthony May  
Paul McKay  
David Litchfield  
John Slater  
Tim Gregory  
Sara Allmond  
Carl Bilbey  
Martin Done  
Jayne Francis-Ward  
Sally Gill  
Catherine Munro  
Paul Roper  
Robin Smith  
Michelle Welsh

Chief Executive  
Adult Social Care, Health and Public Protection  
Children, Families and Cultural Services  
Children, Families and Cultural Services  
Environment and Resources

Policy, Planning & Corporate Services

Robin Fisher

CORMAC Group

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## **CHAIRMAN AND VICE-CHAIRMAN OF THE COMMITTEE**

That the appointment by County Council on 14 May 2015 of Councillor Alan Rhodes as Chair of the Policy Committee and Councillor Joyce Bosnjak as Vice-Chair of Policy Committee be noted.

## **MEMBERSHIP OF THE COMMITTEE**

The membership of the committee, as set out above, was noted. Councillor Bruce Laughton had been appointed in place of Councillor Philip Owen for this meeting only.

## **MINUTES**

The Minutes of the last meeting held on 22 April 2015, having been previously circulated, were confirmed and signed by the Chairman.

## **APOLOGIES FOR ABSENCE**

None

## **DECLARATIONS OF INTEREST BY MEMBERS AND OFFICERS**

None

## **HIGHWAYS AND FLEET MANAGEMENT – JOINT VENTURE COMPANY**

### **RESOLVED: 2015/022**

- 1) That the establishment of a joint venture company for the deliver of Highways and Fleet management services, with CORMAC group be agreed.
- 2) That the target date for the new company to be operational be 1 April 2016 be agreed.
- 3) That the contractual arrangements with CORMAC group, including the establishment of CORSERV as a holding company, be in line with the arrangements proposed within the report be agreed.
- 4) That the Governance arrangements, including the board membership, as set out in the report be agreed.
- 5) That the responsibility for finalising the contractual arrangements be delegated to the Chief Executive, in consultation with the Group Leaders and relevant officers.
- 6) That progress reports regarding the arrangements be brought to Policy Committee as part of the general report arrangements agreed as part of Redefining your Council.

Councillor Kay Cutts requested that a [Page 4 of 82](#) vote against the motion be recorded in the minutes.

## **LOCAL ENFORCEMENT PLAN – THE COUNTY COUNCIL’S GUIDE TO MONITORING AND ENFORCEMENT**

### **RESOLVED: 2015/023**

That the Local Enforcement Plan, attached as an appendix to the report, be approved and adopted as a Nottinghamshire County Council Policy as a formal replacement to the Monitoring and Enforcement Policy and Protocol.

## **REVISION OF THE ADULT SOCIAL CARE STRATEGY**

### **RESOLVED: 2015/024**

That the revised Adult Social Care Strategy, attached as appendix 1 to the report, be approved.

## **UNDER-16 HOME TO SCHOOL TRANSPORT POLICY AND POST-16 TRANSPORT POLICY – 2015/2016 ACADEMIC YEAR**

### **RESOLVED: 2015/025**

- 1) That the revised Under-16 Home to School Transport Policy 2015/2016 be approved.
- 2) That the revised Post-16 Transport Policy 2015/2016 be approved.

## **UPDATED BRAND POLICY**

### **RESOLVED: 2015/026**

- 1) That the progress made to consolidate the brand over the past two years and the resulting contribution to key customer satisfaction measures be noted.
- 2) That the new Brand Policy (an update to and replacement of the former Corporate Identity Policy) be approved.
- 3) That county boundary signs be reviewed further in terms of any potential economic impact with a report brought back before Policy Committee.

## **COUNTY COUNCIL CIVIC SERVICE**

### **RESOLVED: 2015/027**

That the estimated costs of £2,000 in connection with the Civic Service on 28 June 2015 at Southwell Minster be approved, being met from the County Hospitality budget.

**WORK PROGRAMME****RESOLVED: 2015/028**

That the work programme be noted.

The meeting closed at 12.17 pm.

CHAIRMAN

**REPORT OF SERVICE DIRECTOR – FINANCE AND PROCUREMENT****REVISED COUNTER-FRAUD AND COUNTER-CORRUPTION POLICY AND STRATEGY, AND FRAUD RESPONSE PLAN****Purpose of the Report**

1. To seek Policy Committee approval for a revised counter-fraud and counter-corruption policy/strategy, along with a fraud response plan for the council.

**Information and Advice**

2. A self-assessment of the council's counter-fraud arrangements compared with best practice has been carried out. The key findings of the assessment were that good arrangements are generally in place to prevent and detect fraud, but scope was identified to strengthen the counter-fraud culture in the organisation.
3. Two documents were seen as fundamental to bolstering the council's counter-fraud measures:
  - A refreshed counter-fraud & counter-corruption policy and strategy for the council
  - A clear fraud response plan to deal effectively with concerns when they arise.
4. Draft versions of these documents have been presented to the Audit Committee (3/12/14 & 1/4/15) and, following amendment for the feedback received, the documents were recommended to Policy Committee for adoption.
5. Should Policy Committee approve the attached, a communications plan will be devised to promote the policy and strategy both internally and externally to the council.

**Other Options Considered**

6. Continuing with the current counter-fraud policy and the lack of a single, coherent fraud response plan is an option. This would fail to address the weaknesses identified in the council's arrangements for deterring fraud and corruption.

**Reason/s for Recommendation/s**

7. To strengthen the council's stance against fraud and corruption.

## **Statutory and Policy Implications**

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

## **RECOMMENDATION**

- 1) That the revised counter-fraud and counter-corruption policy and strategy, and the fraud response plan, be adopted by the council.

**Nigel Stevenson**  
**Service Director – Finance & Procurement**

**For any enquiries about this report please contact:**  
Rob Disney, Audit Team Leader

### **Constitutional Comments (KK 20/05/15)**

9. The proposal in this report is within the remit of the Policy Committee.

### **Financial Comments (SES 20/05/15)**

10. 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.

- Self-assessment of the council's arrangements for countering fraud and corruption, compared with best practice

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

- All



## Counter Fraud & Counter Corruption Policy & Strategy

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## **Foreword**

We believe that the overwhelming majority of the council's employees, councillors, customers, contractors and suppliers are honest and have no thought to defraud the council. However, we recognise that a small minority will attempt to do just that. Any money lost in this way is money that we cannot spend delivering the critical public services we provide to the citizens of Nottinghamshire. Fraudsters not only cheat local taxpayers, but they deprive local people of the services they depend upon.

This is why fraud in Nottinghamshire County Council will not be tolerated. We are determined to keep up a strong guard against it through the approach set out in this document.

We all have a part to play in stamping out fraud. As we deliver our services, we must recognise the importance of the controls set out in this document to protect us from fraud. We must all remain vigilant and recognise the many forms that fraud and corruption may take. We must have the conviction to raise any concerns we come across. And we must have the resolve to investigate those concerns promptly and to take tough action against proven fraudsters.

This document sets out a comprehensive approach to ensuring that fraud is reduced to an absolute minimum. Its success will depend on our co-operation to send out the robust message to potential fraudsters that they will be rooted out and dealt with.

.....  
Anthony May  
Chief Executive

.....  
Cllr. Alan Rhodes  
Leader of County Council

.....  
Cllr. Keith Walker  
Chair of Audit Committee

## **Counter-Fraud & Counter-Corruption Policy**

1. Nottinghamshire County Council, in common with all public authorities, recognises the potentially significant risk that fraud and corruption pose to the achievement of the council's aims and objectives. Put simply, any money lost to fraud and corruption is money that cannot be used for the delivery of essential, public services.
2. The eradication of fraud and corruption is also of paramount importance to securing the trust and confidence of Nottinghamshire residents and the local business community.
3. The County Council strives to achieve the highest standards of public service, therefore it adopts a zero tolerance stance against all forms of fraud, corruption, bribery and theft.
4. The County Council is committed to embracing best practice approaches to fighting fraud and corruption, and the strategy that follows is designed to achieve this. The Council will continually review and revise the strategy to ensure its resilience to fraud and corruption is maximised.
5. All councillors and employees of the council have an important role to play. They must comply themselves with key council policies, procedures and standards of conduct, and they must remain vigilant to potential incidents. The County Council also encourages its contractors, partners and members of the public to raise concerns at the earliest opportunity.
6. The County Council is committed to investigating concerns thoroughly, promptly and, wherever possible, confidentially. Malicious or vexatious allegations will not be tolerated, however.
7. Wherever fraud or corruption is proven, the County Council will take all appropriate action against the perpetrator and will pursue all options available to recover any losses incurred.

## **Counter-Fraud & Counter-Corruption Strategy**

### **1. Aims and objectives**

- To risk-assess new and existing fraud threats.
- To create a strong counter-fraud and counter-corruption culture within the council.
- To maintain effective systems and procedures for the prevention and detection of fraudulent and corrupt activity.
- To establish an effective response to suspected cases of fraud and corruption, to ensure all suspicions are properly and thoroughly investigated.
- To take appropriate and strong action to deal with proven fraudsters.
- To vigorously pursue all forms of redress to recover financial losses.

### **2. Scope**

This strategy and the associated policy apply to all council employees, members, consultants, contractors, suppliers, council funded voluntary bodies and individuals, partners, and any external agencies doing business with the council. All suspicions of financial impropriety arising from the activities of any of these groups fall within the scope of this strategy.

### **3. Definitions of fraud, corruption, bribery and theft**

#### ***Fraud***

- 3.1 The Chartered Institute of Public Finance and Accountancy (CIPFA) defines fraud as '*...the intentional distortion of financial statements or other records by persons internal or external to the organisation which is carried out to conceal the misappropriation of assets or otherwise for gain.*'
- 3.2 The Fraud Act 2006 establishes that fraud may be committed in the following ways:
- a) Fraud by false representation
  - b) Fraud by failing to disclose information
  - c) Fraud by abuse of position.

#### ***Corruption***

- 3.3 '*The Investigation of Fraud in the Public Sector*' (CIPFA, 1994) defines corruption as 'the offering, giving, soliciting or acceptance of an inducement or reward which may influence the action of any person.'

#### ***Bribery***

- 3.4 The Bribery Act 2010 establishes that an offence of bribery occurs when a person offers, gives or promises to give a financial or other advantage to another in exchange for improperly performing a relevant function or activity. Similarly, the offence of being bribed is defined as requesting, accepting or agreeing to accept such an advantage in exchange for improperly performing such a function or activity.

### ***Theft***

- 3.5 The Theft Act 1968 states that *‘a person shall be guilty of theft if he dishonestly appropriates property belonging to another with the intention of permanently depriving the other of it’*

## **4. Fraud Threats**

- 4.1 An Annual Fraud Report shall be presented to the Corporate Leadership Team and the Audit Committee. The report shall include a fraud risk assessment for the Council, drawing on both national and local sources of intelligence.
- 4.2 The Annual Fraud Report shall assess whether the level of resource invested in counter-fraud and counter-corruption activity is proportionate to the assessed level of risk facing the Council.
- 4.3 An important element in the Annual Fraud Report is to consider the Council’s resilience to fraud and corruption. Resilience will be tested by a range of means:
- Internal Audit’s scheduled reviews of key systems assessed as vulnerable to fraud and corruption
  - Evaluation of the Council’s counter-fraud arrangements against best practice guidance.
  - Review of the adequacy and effectiveness of the Council’s Fraud Response Plan.

## **5. Deter, Prevent & Detect**

- 5.1 The Council’s first line of defence is to deter would-be fraudsters from considering an attack against the Council. The deterrence factor will be maximised through a range of measures:
- Prominent publication of the Council’s zero tolerance stance against fraud and the strategy for combating it
  - Design and implementation of a fraud awareness programme, to ensure the profile of fraud remains high among the Council’s staff, members, contractors and partners.
  - Publication of the Council’s successes in identifying and taking strong action against fraudsters.
- 5.2 It will not be possible to deter all fraudsters, therefore the Council must ensure it has strong preventative controls in place. Wherever appropriate and cost-effective to apply, the Council will design and implement controls to prevent fraud. The Council’s Internal Audit Section reviews those areas of the authority’s activity deemed to be at greater

risk to fraud and corruption, and it works with management to recommend suitable, preventative controls.

5.4 Despite its best efforts to deter and prevent fraud, attacks against the Council will inevitably slip through. A range of actions are taken to detect such cases:

- All staff are expected to comply consistently and routinely with internal controls designed to bring data anomalies and other indicators of fraud to the attention of management. As with the preventative controls, the Council's Internal Audit Section reviews the adequacy of the authority's fraud detection controls in key systems, and it makes recommendations for any weaknesses to be addressed.
- The Council participates fully in the National Fraud Initiative (NFI), and it remains open to taking part in other national or regional opportunities to detect fraud through similar data-matching exercises. In doing so, the Council ensures that it complies with the agreed data-sharing protocols.
- As part of its counter-fraud programme, the Internal Audit Section carries out targeted, analytical reviews of key systems and services to identify indicators of fraudulent activity.
- The Council's whistleblowing policy is prominently publicised to encourage staff, members, contractors and partners to raise any genuine suspicions they may have.
- The Council will participate in national and regional counter-fraud networks and take prompt action to review the relevance to the Council of all fraud bulletins issued by those groups.

5.5 Changes and developments in the Council's internal systems and procedures may adversely impact the established controls to counter fraud. The impact on the fraud risk in changing and new systems and procedures will be evaluated through timely liaison with the Internal Audit Section to discuss new and significantly changing systems and procedures.

## **6. Pursue**

6.1 Where there are genuine grounds to suspect fraud or corruption, the Council is committed to ensuring that all cases are investigated promptly, effectively and fully. The Council has developed a Fraud Response Plan [include link to the plan once it has been developed] and it is expected that this plan should be followed in all cases.

6.2 All matters involving suspected criminal activity will be referred to the Police at the earliest opportunity. The referral decision will be taken jointly by the Council's Section 151 Officer (or his/her nominated representative) and the Monitoring Officer (or his/her nominated representative).

- 6.3 In support of the Council's zero-tolerance stance, there shall be a general presumption that the Council will request the Police to charge offenders in all cases of fraud, corruption, bribery and theft. The Section 151 Officer (or his/her nominated representative) and the Monitoring Officer (or his/her nominated representative) will apply the prosecution policy on a case-by-case basis.
- 6.4 Where the Police or Crown Prosecution Service decide not to charge offenders, the Council will consider bringing a private prosecution. The Section 151 Officer (or his/her nominated representative) and the Monitoring Officer (or his/her nominated representative) will consider each prosecution on a case-by-case basis.
- 6.5 Where offenders are identified as employees of the Council, the authority's disciplinary procedure will be invoked in all cases. [provide link to disciplinary process]
- 6.6 The Council will pursue all possible options to recover any losses incurred.

## **7. Responsibilities**

- 7.1 **Appendix 1** sets out the key actions required of the various staff groupings to deliver this strategy.

## **8. Communication and Training**

- 8.1 The strategy and the associated fraud response plan will be widely publicised to ensure it is readily available to employees, councillors, partners, contractors, other stakeholder groups and the general public. Prominent publication should also ensure that the strategy comes to the notice of potential fraudsters. The council's Communications Team will advise on the most suitable format, timing and media to be used.
- 8.2 The Council will put in place a training plan to enhance its employees' ability to deliver this strategy. The specific content of the training plan will be subject to review as part of the Annual Fraud Report, but its key components are likely to include the following:
- Requirement for all staff to complete a periodic fraud awareness survey
  - Qualification training for staff responsible for the investigation of suspected fraud
  - Targeted training for key staff likely to require the Fraud Response Plan.

## **9. Success measures**

- 9.1 The Annual Fraud Report will include an evaluation of the success of this strategy in achieving its objectives. Success measures and indicators will include, but not be limited to, the following:

- a) Analysis of trends in the incidence of reported fraud cases
- b) Take-up of council-wide fraud awareness training
- c) Outcome of formal audits of compliance with key preventative and detective controls in areas of activity vulnerable to fraud
- d) Timely responses to suspected cases identified
- e) Effectiveness of actions taken against proven fraudsters
- f) Recovery rate for any losses incurred.

## **10. Links to other NCC policies/strategies**

10.1 The counter-fraud and counter-corruption strategy has clear links and dependencies on a number of other council policies and strategies:

- Fraud Response Plan
- Whistleblowing Policy
- Codes of conduct for staff and members, incorporating the standards for dealing with gifts, hospitality and pecuniary interests
- Financial Regulations
- Anti-Money Laundering Policy
- Cyber security policies

[Links to be inserted for each of the above]

## **11. Review of strategy**

11.1 The strategy will be subject to regular review as part of the Annual Fraud Report, which will make recommendations for any required changes to it.



## KEY RESPONSIBILITIES FOR DELIVERING THE STRATEGY

## APPENDIX 1

ACTION	Internal Audit	Monitoring Officer & S151 Officer	Service Directors/ Group Managers/ Team Leaders	Corporate Directors (CLT)	Members (Audit Committee)	All staff, contractors & partners
<b>1. Strategy development, maintenance &amp; reporting</b>						
1.1 Maintain the Counter Fraud Strategy	X					
1.2 Carry out the annual Fraud Risk Assessment	X					
1.3 Compile the Annual Fraud Report	X					
1.4 Review and approve the strategy, risk assessment and fraud report			X	X	X	
<b>2, Deter</b>						
2.1 Publication of the Counter-Fraud Strategy	X				X	
2.2 Design & implement a periodic fraud awareness programme	X					
2.3 Participation in fraud awareness surveys	X	X	X	X	X	X
2.4 Publication of successes in dealing with fraud	X				X	
<b>3. Prevent</b>						
3.1 Review the preventative controls in key council systems	X		X			
3.2 Implement agreed actions to strengthen internal controls		X	X	X		X
3.3 Ensure consistent compliance with established controls to prevent fraud		X	X	X		X
3.4 Consider the implications for counter-fraud	X		X	X		

<b>ACTION</b>	<b>Internal Audit</b>	<b>Monitoring Officer &amp; S151 Officer</b>	<b>Service Directors/ Group Managers/ Team Leaders</b>	<b>Corporate Directors (CLT)</b>	<b>Members (Audit Committee)</b>	<b>All staff, contractors &amp; partners</b>
controls of new or changing systems and procedures						
3.5 Incorporate in committee reports consideration of the counter-fraud implications of new or changing policies		X	X	X	X	
<b>4. Detect</b>						
4.1 Review the detective controls in key council systems and carry out targeted, analytical reviews in high risk areas of activity	X	X	X	X		
4.2 Implement agreed actions to strengthen detective controls		X	X	X		X
4.3 Ensure consistent compliance with established controls to detect fraud		X	X	X		X
4.4 Publicise the whistleblowing policy	X	X		X		
4.5 Raise fraud and corruption concerns promptly through the whistleblowing policy, with a line manager/senior manager, or directly with Internal Audit	X	X	X	X	X	X
4.6 Participate in the National Fraud Initiative, the National Anti-Fraud Network and other counter-fraud groups	X					
<b>5. Pursue</b>						
5.1 Follow the Fraud Response Plan in all cases where fraud and corruption are suspected.	X	X	X	X	X	X
5.2 Decision to refer a case to the police for		X				

<b>ACTION</b>	<b>Internal Audit</b>	<b>Monitoring Officer &amp; S151 Officer</b>	<b>Service Directors/ Group Managers/ Team Leaders</b>	<b>Corporate Directors (CLT)</b>	<b>Members (Audit Committee)</b>	<b>All staff, contractors &amp; partners</b>
investigation						
5.3 Decision to apply the prosecution policy		X				
5.4 Decision to invoke the council's disciplinary process			X	X		
5.5 Consider options for seeking recovery of losses incurred		X	X	X		



## Fraud Response Plan

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## 1. INTRODUCTION

- 1.1. The Counter Fraud and Corruption Policy and Strategy make it clear that NCC has a zero-tolerance approach to fraud and corruption. Wherever there are genuine suspicions, staff are encouraged to raise their concerns at the earliest opportunity.
- 1.2. This Fraud Response Plan provides guidance to staff on the procedures that should be followed where a fraud is suspected or discovered. It should be read in conjunction with the Counter Fraud & Counter Corruption Policy & Strategy and the Council's Whistleblowing Policy. A summary of this plan is attached as a flowchart at Appendix A.
- 1.3. All staff should be aware that, if an allegation is found to have been made maliciously or for personal gain, then disciplinary action may be taken against the person making the allegation.

## 2. DISCOVERY

- 2.1. There are a number of ways in which a fraud may come to light:
  - Discoveries by managers or other employees, usually arising from standard controls being broken or from employee suspicions.
  - Specific fraud detection exercises such as data matching or analytical review.
  - A "tip-off" from a third party; either a member of staff or an external party
  - Routine systems audit checks or specific audit checks on high risk areas
- 2.2. The scope of suspected fraud might range from internal incidents (e.g. involving petty cash or employee claims for travelling expenses) to circumstances affecting third parties (e.g. suppliers submitting duplicate invoices). A list of common examples of fraud is attached as Appendix B.

## 3. ACTION TO BE TAKEN WHEN SUSPICION ARISES

### *Employees*

- 3.1. If an employee becomes aware of a suspected fraud they must report the matter to their line manager as quickly as possible. This must be done in a way that ensures confidentiality is maintained at all times as the initial suspicions may turn out to be unfounded or the perpetrator may be alerted to your suspicions.
- 3.2. If an employee feels unable to discuss their concerns with their line manager, for whatever reasons, they can instead raise their concerns with their Team or Group Manager as they feel is appropriate or may contact the Head of Internal Audit directly.

- 3.3. Employees should not contact the Police regarding suspicions. The decision around when to involve the Police must be made by the S151 Officer and the Group Manager Legal Services.
- 3.4. Employees may choose to report their concerns anonymously or they may request anonymity. While total anonymity cannot be absolutely guaranteed, every endeavour will be made not to reveal the names of those who pass on information.

#### *Managers*

- 3.5. When told about a suspected fraud, the line manager should listen to the concerns raised and treat them seriously and sensitively.
- 3.6. The line manager should gather as much information as possible from the employee and any notes or evidence that are readily available to support the allegation. These should be held securely to ensure evidence is not destroyed or lost. Under no circumstances should line managers attempt to investigate the matter themselves or covertly obtain further evidence as this may adversely affect any internal investigation or Police enquiry.
- 3.7. The line manager should then immediately contact their Team or Group Manager to advise them of the situation as well as either:
  - the S151 Officer
  - the Head of Internal Audit
  - a member of CLT

#### *Councillors*

- 3.8. Where there is suspicion that a councillor may be involved in fraudulent activity, managers should report the matter directly to the Monitoring Officer, or to the Head of Internal Audit. The Monitoring Officer will determine whether the matter should be reported to the relevant Group Leader for the councillor concerned.

## 4. REFERRAL TO POLICE

- 4.1. The Head of Internal Audit, in consultation with the S151 Officer and the Group Manager Legal Services, will decide whether the matter should be referred to the Police to request a criminal investigation. The decision to accept a case for investigation rests fully with Police.
- 4.2. If it is determined that an internal investigation is needed before contacting the Police, the need for a referral should be reconsidered once the findings of the internal investigation have been reported (see 6.1 below).
- 4.3. When referring an investigation to the Police the following conditions should be met to improve the chances that the case will be accepted for investigation:

- It must be established that there are reasonable grounds to believe that a criminal offence has been committed.
  - Deliberate criminal intent needs to be identified. The fraud needs to be more than an error or omission.
  - The allegations should concern recent events and should not have become stale by reason of age. Incidents that are over two years old before discovery need to be judged individually on their merits, including the availability of documentary evidence and the reliability of witness statements
  - NCC must identify and preserve all original documents and other exhibits relating to the matter.
- 4.4. NCC must be prepared to supply all original documents and exhibits to the Police if an investigation is expected and commenced. Such evidential material should be securely held in accordance with the [Police and Criminal Evidence Act 1984](#) (PACE) before formal handover.
- 4.5. The Head of Internal Audit will advise the manager who reports the case whether further and immediate action is needed. This might be to secure evidence, to protect the council from further losses, or to safeguard a possible criminal or internal investigation.

## 5. INTERNAL INVESTIGATION

- 5.1. The Head of Internal Audit will review the concerns raised and any evidence that is initially available and will decide:
- If an investigation is required as concerns are valid
  - If no investigation is required as concerns are not indicative of fraudulent activity
  - If an initial inquiry is required to gather more evidence to support or refute the concerns.
- 5.2. Following discussion of the case between the Head of Internal Audit, the S151 Officer, the Group Manager Legal Services and the Service Director HR & Customer Service, the following will be determined:
- whether an investigation is required as the concerns are deemed to be valid. It may be determined that a preliminary inquiry is required to gather more evidence to support or refute the concerns
  - whether the employee under suspicion should be suspended, pending criminal and internal investigations
  - who will carry out the internal investigation. In most cases, Internal Audit staff will be charged with investigating allegations of fraud and corruption. In some cases, however, it may be determined that the investigation may be carried out by a departmental manager, with the support and advice of Internal Audit.



- 5.3. Where it is decided to investigate, resources will be made available to ensure the investigation can be carried out as a matter of urgency. This is important to ensure that:
- Prompt action is taken to ensure facts, evidence and explanations can be captured while events remain current
  - Any on-going losses to fraud are minimised
  - The cost to the authority of suspended employees is minimised
  - The council's commitment to its zero-tolerance stance against fraud and corruption is clearly demonstrated.
- 5.4. Where a case has been accepted by the Police for investigation, it is most important that the internal investigation team maintains close liaison with the investigating police officer. This is to ensure that the internal investigation does not in any way hinder or compromise the criminal investigation.
- 5.5. On conclusion of the internal investigation, two reports will be produced and issued to the S151 Officer, the Group Manager Legal Services, the Service Director HR and Customer Service and the relevant Corporate Director:
- the primary report will detail the facts determined as a result of the investigation. This report will enable a decision to be made concerning the need for disciplinary action (see 6.1 below)
  - the secondary report will highlight any procedural weaknesses identified during the investigation, and it will make recommendations for improved internal controls (see 7.3 below).

## 6. DISCIPLINARY PROCEDURE

- 6.1. On receipt of the internal investigation report, the following shall be considered:
- if the case had not already been referred to the police, the need for a referral shall be reconsidered in light of the findings of the internal investigation. The decision to make a referral to the police at this stage shall be taken by the officers listed above, at 4.1
  - the Service Director HR and Customer Service, the S151 Officer, the Group Manager Legal Services and the relevant Corporate Director will determine whether any disciplinary action is warranted against any council officers.

## 7. REDRESS AND FOLLOW-UP ACTIONS

- 7.1. The internal investigation report will quantify the extent of any losses incurred by the council. The S151 Officer, the Service Director HR and Customer Service, the Group Manager Legal Services and the relevant Corporate Director will consider all options available to seek recovery of the losses.

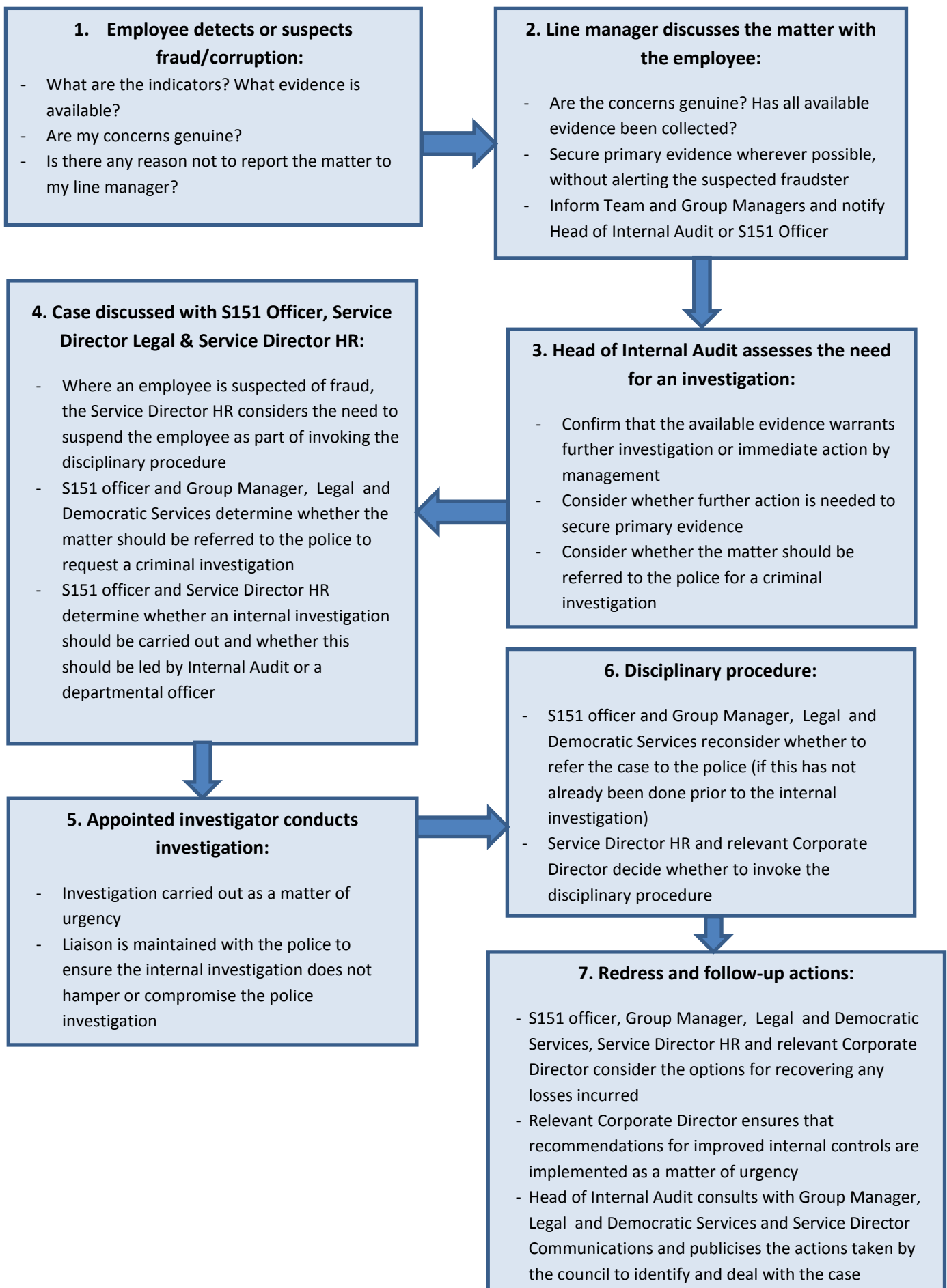
- 7.2. Where the Police do not accept the case, or the Crown Prosecution Service do not seek a criminal prosecution, the Group Manager Legal Services should advise on the prospects for recovering losses through the civil court. NCC should seek to recover costs in addition to any losses.
- 7.3. The relevant Corporate Director will be responsible for implementing the recommendations made for improved controls in the secondary report following the internal investigation. Where agreed, the recommendations should be implemented as a matter of urgency to ensure protection against recurring cases. The recommended changes will be set out in an action plan identifying the staff involved and the relevant completion dates. Subsequently, the Head of Internal Audit may initiate a follow-up audit of the relevant areas to ensure the revised procedures are operating effectively.
- 7.4. The Head of Internal Audit will co-ordinate with the Service Director – Marketing and Communications regarding the content and timing for communicating the outcome of the investigation to internal staff and to the wider public, as considered appropriate.
- 7.5. The Head of Internal Audit will advise and update the Audit Committee on suspected and actual fraud cases as part of its routine reporting arrangements. This will include the extent of losses, and the key outcomes in terms of sanctions taken, recoveries achieved and procedural improvements implemented.

## 8. KEY CONTACTS

Post	Post holder	Contact
Head of Internal Audit	John Bailey	0115 97 72226 john.bailey @nottsc.gov.uk
S151 Officer	Nigel Stevenson	0115 97 73033 nigel.stevenson@nottsc.gov.uk
Group Manager Legal Services	Heather Dickinson	0115 97 74835 heather.dickinson@nottsc.gov.uk
Service Director HR and Customer Service	Marjorie Toward	0115 97 74404 marjorie.toward@nottsc.gov.uk
Service Director Marketing and Communications	Martin Done	0115 97 72026 07795 291 692 martin.done@nottsc.gov.uk

## Fraud Response Plan – Key Stages

## Appendix 1



There are many ways people may try to defraud NCC. This could be carried out by employees or people from outside the organisation. The most common of these include:

### Fraud from internal sources

- Theft of cash, stocks or assets and attempts to disguise this
- Over-claiming expenses
- Claiming for overtime not worked
- Selling waste and scrap
- Bogus employees on the payroll
- Forging signatures or altering amounts on documents
- Writing off recoverable debts
- Running a private business with NCC assets

### Fraud from external sources

- Submitting invoices for goods or services not delivered or submitting multiple invoices for the same goods and services
- Claiming for expenses not incurred, or claiming the same expenses multiple times
- Changing bank details of existing suppliers
- Collusive bidding
- False compensation and insurance claims
- Bribing employees or councillors

False, official identification used

**REPORT OF THE CHAIRMAN OF THE CHILDREN AND YOUNG PEOPLE'S  
COMMITTEE****LOOKED AFTER CHILDREN AND CARE LEAVERS STRATEGY 2015-18****Purpose of the Report**

1. The purpose of this report is to seek approval of the proposed Looked After Children and Care Leavers Strategy 2015-18, attached as an **Appendix**, as recommended by the Children and Young People's Committee.

**Information and Advice**

2. The proposed Looked After Children and Care Leavers Strategy sets out the Council's ambition as Corporate Parents *to ensure our looked after children and care leavers have all the opportunities that good parents afford their children.*
3. The Looked After Children and Care Leavers Strategy 2015-18 is a revision to the Looked After Children Strategy 2012-15. An evaluation of the previous strategy was undertaken in January 2015 which used statistical data, feedback from children and young people and information from partner agencies to identify areas where good progress has been made and areas where improvement is required.
4. The new strategy has been developed by the multi-agency Looked After Children Strategy Group which includes members from children's social care, education and health. The strategy has been influenced by the evaluation report, and local and national research. It aligns with the expectations set out by Ofsted in relation to looked after children and care leavers.
5. Looked after children and young people in Nottinghamshire have been consulted on a number of occasions as part of the development of the strategy. The Children in Care Council (No Labels) reviewed the strategy on 28 April 2015 and will also play a key role in monitoring and evaluation.
6. The 2015-18 strategy will drive improvement in six outcomes for looked after children and care leavers in Nottinghamshire:
  - looked after children and care leavers are happy and healthy
  - looked after children and care leavers are safe
  - looked after children and care leavers achieve their potential
  - looked after children and care leavers are prepared for adulthood

- looked after children and care leavers are listened to
  - looked after children and care leavers build positive relationships.
7. Progress is expected across all outcomes within the next three years. In order to ensure that the associated planned activity is realistic, deliverable and focused, the Looked After Children Strategy Group is developing an Annual Action Plan. This plan will be reviewed quarterly, and evaluated annually with input from looked after children and care leavers.
  8. The LAC Strategy Group will be responsible for ensuring the delivery of the Annual Action Plan. The Children in Care Council (No Labels) and the Children's Services Leadership Team will review progress on a quarterly basis.
  9. In addition there will regular reporting to the Health Safeguarding Committee and updates provided to the Nottinghamshire Safeguarding Children Board, Health and Wellbeing Board and Children's Trust. The Corporate Parenting Sub-Committee will have ownership of the strategy and action plan.

### **Other Options Considered**

10. No other options have been considered.

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

11. To ensure the effective delivery of services which will drive the improvement of outcomes for looked after children and care leavers in Nottinghamshire within the resources available to the Council and its partners.

### **Statutory and Policy Implications**

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

### **Safeguarding of Children and Vulnerable Adults Implications**

13. The strategy and action plan seek to strengthen support and practice which will ensure looked after children and care leavers continue to be safeguarded.

### **Implications for Service Users**

14. Looked after children and care leavers will benefit from improved services and multi-agency working aimed at improving outcomes.

## **RECOMMENDATION/S**

- 1) That the proposed Looked After Children and Care Leavers Strategy 2015-18, attached as an **Appendix**, be approved.

**Councillor John Peck**  
**Chairman of the Children and Young People's Committee**

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

Dawn Godfrey  
Group Manager, Social Work Services  
T: 01623 520223  
E: [dawn.godfrey@nottsc.gov.uk](mailto:dawn.godfrey@nottsc.gov.uk)

### **Constitutional Comments (SLB 22/05/15)**

15. Policy Committee is the appropriate body to consider the content of this report.

### **Financial Comments (SS 29/05/15)**

16. There are no 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.

Looked After Children Strategy 2012-15  
Looked After Children and Care Leavers Strategy 2015-18 – report to Children and Young People's Committee on 18 May 2015

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

All.

C0644





DRAFT

FRONT COVER DESIGNED BY LOOKED AFTER CHILD/YOUNG PERSON

**Nottinghamshire**  
**Looked After Children and Care Leavers Strategy**  
**2015 - 2018**



## Foreword

The Looked After Children and Care Leavers Strategy is important because it is about meeting the needs and expectations of children and young people, and what they want adults to do to meet these. It is a partnership strategy and has been developed with young people.

The Children in Care Council particularly support the outcome of 'Looked after children and care leavers achieve their potential' as we believe this will have a positive effect on all other outcomes in a young person's life.

The Children in Care Council will challenge and review the strategy to ensure it is being followed and will receive regular reports on what has been achieved and agree where we can help to do more.

We are confident outcomes for looked after children and care leavers will continue to improve over the coming years and we will continue to support young people's participation in achieving these.

**Keeley Terry**

Chair

No Labels Children in Care Council

This multi-agency strategy has been developed to ensure we deliver the best possible outcomes for children and young people in our care. The strategy now includes care leavers, because we recognise that our Corporate Parenting responsibility should not end when a young person leaves care. To reflect this change, we have updated our vision as Corporate Parents in Nottinghamshire:

**To ensure our looked after children and care leavers have all the opportunities that good parents afford their children**

As partner agencies, we recognise the best outcomes for looked after children and care leavers can only be achieved through effective partnership working.

We are ambitious for our looked after children and care leavers and this is why the strategy is aspirational, however, we also acknowledge that individual agencies are subject to their own financial constraints, reporting requirements and the pressures of organisational change. In the face of those challenges, we remain committed to striving for the best possible outcomes for the children and young people for whom we are Corporate Parents, particularly in the areas of health and education.

The priorities in this strategy are drawn from what our looked after children and care leavers have told us is important to them. The strategy reflects what children and young people in Nottinghamshire have asked for in The Pledge: Our Promise to Children and Young People in Our Care and is also informed by the Children's Care Monitor 2013/14, a national survey which represents the views of over 2,000 children and young people in care.

**Councillor John Peck**

**Derek Higton**

**Chris Kenny**

Chair,  
Children and Young People's  
Committee

Acting Corporate Director,  
Children, Families and Cultural  
Services

Director of Public Health

## Introduction

The **Nottinghamshire Looked After Children and Care Leavers Strategy 2015-2018** has been developed by the County Council and its partners to set out our ambitions for the children and young people in our care. This strategy is exclusively focused on achieving the best possible outcomes for the looked after children and care leavers for whom we are Corporate Parent, and is underpinned by our vision:

**To ensure our looked after children and care leavers have all the opportunities that good parents afford their children**

Children and young people have been consulted during the development of this strategy, and we have endeavoured to make sure it reflects the promises we have made in The Pledge: Our Promise to Children and Young People in Our Care.

This strategy builds on the commitment to multi-agency working which is evidenced by the successes of the 2012-2015 strategy. We know that the best outcomes for looked after children and care leavers can only be achieved through **effective partnership working**. The success of this strategy relies on the commitment of the whole County Council; foster carers and other residential providers; commissioners and providers of healthcare; schools and colleges and all public and voluntary sector organisations in Nottinghamshire which contribute to improving the lives of children and young people in our care.

The Strategy is built around **six outcomes** for looked after children and care leavers (listed below). This document looks at each outcome in turn providing national and local information, as well as the view of children and young people from Nottinghamshire. Each outcome is then described with a list of **outcome statements** which give more detail about what we aspire to achieve for children and young people.

**Looked after children and care leavers are happy and healthy**

**Looked after children and care leavers are safe**

**Looked after children and care leavers achieve their potential**

**Looked after children and care leavers are prepared for adulthood**

**Looked after children and care leavers are listened to**

**Looked after children and care leavers build positive relationships**

The strategy is accompanied by an **Annual Action Plan** which will be reviewed each year by looked after children, care leavers and professionals. To ensure that the action plan is realistic and achievable, each year it will **focus** on a number of key outcomes statements each year. The strategy explains which outcome statements will be focussed on in the first year.

All of the outcome statements and measures identified in the strategy are important and agencies will continue to seek improvements in all aspects of work with looked after children, the Annual Action Plan provides a vehicle for the multi-agency LAC Strategy Group to drive improvement in the selected focus areas.

## Background to the Strategy

The strategy has been developed using multiple sources of information to ensure it reflects what is most important to looked after children and care leavers in Nottinghamshire:

### The Pledge: Our Promise to Children and Young People in Our Care

The Pledge was developed in consultation with over 200 looked after children, it sets out the issues important to children and young people and the promises we have made in response to them.

### Looked After Children Strategy 2012-2015: Evaluation Report

In January 2015, the multi-agency LAC Strategy Group undertook an evaluation of the last strategy in consultation with looked after children and care leavers. This has given an up to date picture of progress since the last strategy was written and areas for further improvement.

### Children's Care Monitor 2013/14

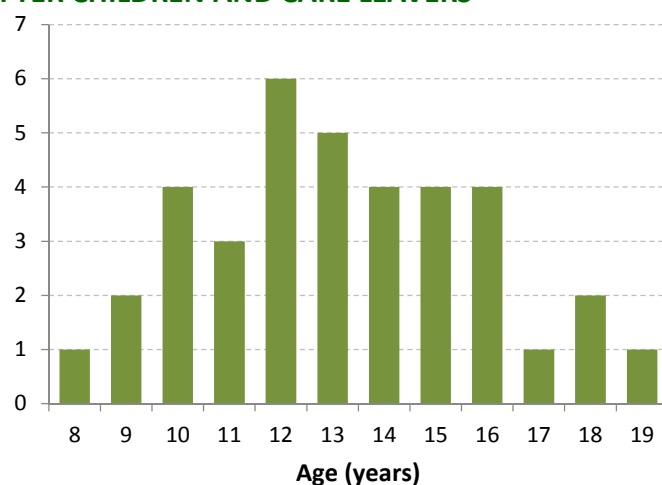
The Children's Rights Director for England publishes this annual report of the views of children and young people across the country who are in care. 2,305 children and young responded to the 2013/14 survey and information about their views is included throughout this strategy.

### Ofsted & CQC Inspection Frameworks

The frameworks under which our services for looked after children and care leavers are inspected have been used as a guide to inform the development of this strategy.

### VIEWS OF LOOKED AFTER CHILDREN AND CARE LEAVERS

- Children and young people were invited to complete a questionnaire which looked at six areas of their lives, corresponding to the six outcomes in the strategy.
- 37 children and young people completed the questionnaire – 25 girls and 12 boys.
- The graph to the right shows the ages of people completing the questionnaire.
- Children and young people gave a **score out of 5** to show how well they felt things were going in the following areas:
  - School/work
  - Where you live
  - Having your say
  - Family & friends
  - Feeling healthy
  - The future
- They were also asked what they would change in that area of life if they could.
- This exercise will be repeated each year so that we can review the progress we are making for looked after children and care leavers with strategy.



- Five was the best mark in each of the six areas, giving a maximum overall total of **30** across all six areas.

The average **total mark out of 30** across all six outcomes was:

**25.0**

The average **mark out of 5** across all six outcomes was:

**4.2**

- For each of the six outcomes in the strategy we will look at what children and young people have said.

## Looked after children and care leavers are happy and healthy

As Corporate Parents, we have a responsibility to ensure that the children and young people in our care are in **good health** or are being **helped to improve their health**, and that their health **needs are identified**. To do this, we need to consider a child or young person's health needs holistically, and address both physical and mental wellbeing.

We have a responsibility to ensure access to child and adolescent mental health services (CAMHS) and therapeutic help and services for learning or physically disabled children and young people when needed and for as long as they are required. We also want to make sure that as young people grow up and leave our care they have the information and support they need to maintain good health into adulthood.

### NATIONAL PICTURE

#### Children's Care Monitor 2013/14

- Seventy seven percent of those over 14 listed drugs amongst their top 5 dangers to children (compared with 49% of those aged under 14)
- 69% of over 14s listed alcohol (compared with 41% of under 14s)
- Overall, 85% of the children thought they were healthy or very healthy. Ten percent thought they were unhealthy or very unhealthy.
- Care leavers were much less likely than others to rate themselves as healthy or very healthy; 71% of care leavers rated themselves healthy or very healthy.
- Only 65% of care leavers reported getting enough help to stay healthy, much lower than the 85% reported by children and young people generally.
- 50% of children in children's homes, 45% of foster children and 54% of care leavers said they had **mental health or emotional problems**.
- The rates of emotional, behavioural and mental health difficulties are 4 to 5 times higher amongst looked after children than the wider population.

### LOCAL PICTURE

- Since the last strategy was published the Integrated Commissioning Hub has been established which helps ensure health services for looked after children are prioritised.
- A multi-agency group who are carrying out a review of health services has already been established. The group works with commissioners and providers.
- Nottinghamshire's performance in relation to immunisations and dental checks for looked after children was below average in 2014. Completion rate of annual health assessments was above average.
- The Children and Young People's Mental Health and Emotional Wellbeing Strategy 2014-16 specifically includes looked after children.
- In 2014 Strengths and Difficulties Questionnaire (SDQ) results were only submitted for 52% of looked after children in Nottinghamshire. This is below average and makes it very difficult to form a clear picture of emotional wellbeing across looked after children in the county.



The average mark out of 5 for "Feeling Healthy" is:

# 4.5

This is the second highest score amongst the six categories.

### VIEWS OF CHILDREN AND YOUNG PEOPLE

Some comments made by children and young people were:

- *I get tired on walks and don't like doing active things*
- *I've lost a lot of weight and I want to lose more*
- *I need a more healthy diet*
- *I am very healthy!*
- *I am generally not well at school*

OUTCOME STATEMENTS Children and young people...	OUTCOME MEASURES	Focus for 2015/16?
See themselves as healthy and happy	Direct feedback questionnaire	
Have good emotional wellbeing	SDQ scores	✓
Have support with their mental health needs when they need it	Access to CAMHS	✓
Have their health needs assessed when they enter care	Completion of initial health assessments	✓
Have their health needs regularly assessed	Completion of annual (or 6 monthly) health assessment	
Have ongoing access to health services (including when they have left care)	GP registration Completion of "Important Health Information" for care leavers	
Do not misuse drugs and alcohol	Children identified as having a substance misuse problem	✓
Have good sexual health and access to contraception	C-card registration Teenage pregnancy rates	✓
Have good dental health	Regular dental checks completed	
Have received immunisations appropriate to their age	Immunisation rate	
Have meaningful opportunities to give feedback about health services	Completion of Service User Customer Experience Questionnaires	
Have the opportunity to enjoy physical activities and exercise	Children in healthy weight and height range	

#### YEAR 1 FOCUS

- In the first year we have chosen to focus on three important areas that we feel we need a better understanding of in Nottinghamshire: emotional wellbeing, drug and alcohol misuse and sexual health.
- Because SDQ information is only collected for around half of our looked after children, we don't have a very good overall picture of the emotional wellbeing of the children and young people in our care.
- Nationally, we know that two thirds of looked after children identify drugs as a top danger. We also know that children and young people can access advice and information about drugs and alcohol in lots of ways.
- However, we don't have an overarching understanding of the extent or nature of the issues our looked after children and care leavers experience, or of the consistency or quality of the support they receive.
- Similarly, while we know that looked after children and care leavers can access contraception and sexual health services, we don't currently have a comprehensive shared understanding across agencies.
- In addition, we know that remains very important to ensure we get the basics right for all looked after children, starting with ensuring we complete Initial Health Assessments within timescale for children when they enter care, and with that in mind, we have also made this a focus for Year 1.

#### LINKS

Children in Care Health Pathway Review Action Plan

## Looked after children and care leavers are safe

As Corporate Parents, we have a responsibility to ensure that the children and young people in our care live in **safe, stable and appropriate homes or families**, that they do not live in homes that fail to meet their needs and do not move frequently.

We also have need to ensure LAC are protected or helped to keep themselves safe from **bullying** and discrimination. We need to be aware of any risks associated with **offending, going missing or being sexually exploited** and we need to do all we can to reduce those risks. As young people grow up and leave our care, we need to make sure that they are properly equipped to keep themselves safe and access help to maintain their safety when they need to.

### NATIONAL PICTURE

#### Children's Care Monitor 2013/14

- The top three dangers listed by over 14s in 2013 were, in order with the most frequently listed first, **drugs, alcohol and bullying**. The top three dangers listed by those under 14 were bullying, strangers and drugs.
- 92% of the children and young people surveyed in 2013 said they felt very safe or fairly safe in the **buildings in which they lived**.
- Those aged 14 and over felt much safer at **school or college** than those under 14.
- 29% of children told us in 2013 that they were getting **bullied** sometimes, often or always.
- Compared with foster children, those in children's homes reported much more bullying by being threatened, and through cyber bullying.
- Over the last 4 years, there has been a big and steady reduction in how many children say they **worry** a lot or a little about their safety.
- In 2009, 43% said they worried a little or a lot about their safety, in this 2013 survey it went down to 32%.

### LOCAL PICTURE

- The last Looked After Children Strategy focussed on "Safe and Stable Placements". Compared to national and statistical neighbour average, placement stability in Nottinghamshire is very good.
- A new commissioning plan has been put in place to ensure that we can maintain good quality and good value external placements.
- Work has also been undertaken to consider the needs of children placed out of county to ensure we are equipped to keep children who live further afield safe.
- As part of the focus on "Identity" in the previous strategy, work was undertaken with foster carers around bullying, including cyber bullying.
- Child sexual exploitation has been and continues to be a significant focus for the NSCB. Provision is made for the specific vulnerabilities and needs of children in care and care leavers within local policy and guidance, and we are aware of the need to continue to address this important issue for all children, including those in our care.
- Similarly, there is guidance and policy in place around children going missing.



The average mark out of 5 for "Where you live" is:

# 4.6

This is the **highest** score amongst the six categories.

### VIEWS OF CHILDREN AND YOUNG PEOPLE

Some comments made by children and young people were:

- *I want to be able to choose my own bedroom colour*
- *Love it! Don't want to leave*
- *I want to live nearer my friends*
- *I love living on my own, I like my own space*
- *I would like more independence*
- *I want to my own meds and move into a proper flat*



OUTCOME STATEMENTS Children and young people...	OUTCOME MEASURES	Focus for 2015/16?
Have a safe place to live	<ul style="list-style-type: none"> <li>Allegations against carers</li> <li>Suitable accommodation for care leavers</li> <li>Quality of external placements</li> </ul>	✓
Feel safe where they live	Direct feedback questionnaire	
Are safe from sexual exploitation	Referrals/CSE Strategy Meetings	✓
Don't go missing from care	Missing episodes	✓
Go to school every day	School attendance	
Are safe from bullying	(Consider outcomes within bullying strategy)	✓
Aren't involved in offending behaviour	Offending rates	
Are safe from avoidable injuries	A&E admissions	
Are safe from self harm	Hospital admissions for self harm	

#### YEAR 1 FOCUS

- Our first focus, which underpins many of the other outcome statements is to ensure that children and young people in our care, and those who have left care, have a safe place to live.
- Our responsibility includes ensuring our internal foster carers and residential homes are safe and in addition ensuring that any placement we commission externally keeps our children safe.
- This also includes ensuring that children and young people themselves have appropriate opportunities to speak out if they feel unsafe where they live.
- Because we know that children in care have particular vulnerabilities in relation to CSE and going missing, we are making these issues a focus for our first year.
- With the support of the NSCB, we will continue to strengthen our response to these issues and ensure that all those caring for our looked after children are as well equipped as possible to address the risks associated with going missing and CSE.
- The final focus in this area is bullying. Looked after children tell us that bullying worries them, The Pledge says "We are worried about bullying when we are in school and when we get home. We are worried about bullying on social networking sites and text messages"
- We want to improve our understanding of the issue of bullying, and think about the best way for agencies to work together to identify and prevent bullying.

#### LINKS

NSCB Child Sexual Exploitation Multi-Agency Strategy  
NSCB Missing Multi-Agency Strategy  
Nottinghamshire Anti-Bullying Policy

## Looked after children and care leavers achieve their potential

As Corporate Parents, we have a responsibility to ensure that children and young people in our care **attend school or other educational provision** and that they **learn**. We need to provide accurate and timely assessments of their needs, as well as specialist support where it is needed and help them to make good progress in their learning and development wherever they live.

Looked after children should receive the same **support from their carers** as they would from a good parent in relation to their schooling. It is also important that we support children and young people to explore their talents in other areas and provide opportunities to take part in **activities outside of school**.

As young people grow up and leave our care we need to support them to engage in **further education or training, or move into work**.

### NATIONAL PICTURE

#### Children's Care Monitor 2013/14

- 88% of the children rated their **education as good or very good**, and 2% rated it as bad or very bad.
- 81% of the children and young people in education said they were **doing well or very well** in their education; 4% said they were doing badly or very badly.
- The percentage of children who have **changed schools** because of a change in placement has fallen from 67% in 2010, to 52% in 2013.
- 69% of the children who had changed schools reported that the **change was in their best interests**. Only 15% thought the change of school had definitely not been in their best interests.
- 76% of the children in the 2013 monitor told us their carers or staff at home gave them some or a lot of **help with their school or college work**.

### LOCAL PICTURE

- At Key Stages 1 and 2, looked after children in Nottinghamshire perform above national average in reading and maths, but below in writing.
- Looked after children are also progressing very well between KS1 and KS2, and the gap between LAC and their peers is rapidly closing.
- Just under a third of looked after children make expected progress in English and Maths between KS2 and KS4, and GCSE results need to be further improved.
- During the last strategy, work was undertaken to improve the quality of Personal Education Plans (PEPs)
- LAC Achievement Officers work with schools, Designated Teachers and children to provide support.
- We have also focussed on providing access to leisure facilities by working with District Councils, and in addition all looked after children have a free Platinum Card for entry into all Youth Centres in the County.



The average mark out of 5 for "School/work" is:

# 3.5

This is the **lowest** score amongst the six categories.

### VIEWS OF CHILDREN AND YOUNG PEOPLE

Some comments made by children and young people were:

- *I want to change my behaviour at school. If I could see my support worker every week, not just when things go wrong*
- *Need more support with being able to stay in college*
- *Distractions in class*
- *More help*
- *Stop going on about SATs!*

OUTCOME STATEMENTS Children and young people...	OUTCOME MEASURES	Focus for 2015/16?
Go to school every day	School attendance	
Are supported to remain in the same school	Exclusion rates School moves	
Achieve the best results they can in primary school	Age Related Expectations in reading, writing and maths	
Make good progress each year in school	Expected progress in reading, writing and maths/English and Maths	✓
Leave school with good GCSE results	Age Related Expectations in English and Maths (at GCSE)	✓
Are supported to attend school in Nottinghamshire where possible	Out of county placements	
Remain in education or training or move into employment after leaving school	EET figures for care leavers	✓
Have the opportunity to access a university education	University attendance amongst care leavers	✓
Enjoy learning and school life	Direct feedback questionnaire	
Have the opportunity to join in out of school activities	Through C&YP feedback through PEP form	✓
Are supported to succeed in their chosen out of school activities	Case study examples	

### FOCUS FOR YEAR 1

- We know that education is important through all stages of childhood and adolescence, and every looked after child has a Personal Education Plan which reflects this.
- Across the county as a whole, the proportion of looked after children securing 5 GCSEs at A\*-C (including English and Maths) requires improvement as does the proportion making expected progress in reading, writing and maths by the end of primary school.
- With that in mind, in the first year of this strategy we will concentrate on supporting young people to achieve the best progress they can and the best results they can at GCSE level.
- This strategy now also includes care leavers, and in Year 1, we will also focus on supporting young people to remain in education or training, or move into employment after they have left school.
- We are ambitious for all of our looked after children and we want to support them to meet their potential in whatever area their talents lie.
- For some young people, we hope that this will result in the opportunity to attend university and we want to promote that possibility and support them through that process.
- We also know that many of our looked after children and care leavers have talents in a wide range of activities like sports, music or drama, and in 2015/16 we will focus on ensuring all looked after children have opportunity to join in out of school/leisure activities.

### LINKS

- Virtual School Improvement Plan
- Support to Schools Service Plan

## Looked after children and care leavers are prepared for adulthood

Our responsibilities as Corporate Parents don't end when a young person turns 18. We continue to have a responsibility to ensure that young people who have been in our care have a suitable **place to live** and the opportunity to access **education, training or employment**. Some young people, for example those with disabilities or mental health needs, will need to access support from adult services after they turn 18 and we have a responsibility to support their **transition** into those services.

As we would expect from all good parents, we need to begin preparing young people in our care to move into adulthood before they turn 18. We have a legal responsibility to ensure that every young person has a **Pathway Plan** in place before they leave care and we need to ensure that young people have the opportunity to participate in developing that plan.

### NATIONAL PICTURE

#### Children's Care Monitor 2013/14

- 11% of those about to leave care told us they were **not getting any help** they needed in preparing for their future life after care.
- The percentage of those about to leave care saying they are getting help to **prepare for getting a job** has fallen steadily over recent years, from 60% in 2010, down to 50% in 2013.
- 74% of care leavers in the 2013 care monitor rated the **support** they were getting as good or very good, and 9% as bad or very bad.
- 69% of care leavers said that they were living in the **right accommodation** for them, and 24% that they were not.
- 62% of care leavers said they had a **pathway plan**; 18% didn't know what a pathway plan was. 6% knew what a pathway plan was but said they definitely didn't have one. %
- 82% of care leavers who knew about their pathway plans said they **had a say** in what was in their plans.

### LOCAL PICTURE

- During the lifetime of the last strategy we made some changes to the structure of the teams that work with care leavers. This has improved the transition for young people and enabled staff to develop their specialist skills in working with young people leaving care.
- The Leaving Care Service has achieved the From Care2Work Quality Mark, which recognises our progress in supporting young people to develop employability skills and enter the world of work.
- The percentage of care leavers in Suitable Accommodation and in Education, Employment or Training is higher in Nottinghamshire than the national and statistical neighbour average.
- We have developed a successful and well-embedded Staying Put Policy which supports young people to stay in their foster placements after the age of 18, ensuring longer-term stability and a smoother transition to adulthood.
- We recognise that even with these improvements, leaving care is worrying for young people and this is reflected in The Pledge.



The average mark out of 5 for "The Future" is:

# 3.9

This is the **second lowest** score amongst the six categories.

### VIEWS OF CHILDREN AND YOUNG PEOPLE

Some comments made by children and young people were:

- *I'm scared about what the future may hold*
- *I don't know where I will be*
- *I want to know my care plan*
- *Stop changing social worker*
- *Not sure what's happening. Let me know what's going to happen.*

*I don't know what I want to do in the future.*

OUTCOME STATEMENTS Children and young people...	OUTCOME MEASURES	Priority for 2015/16?
Are supported to develop meaningful plans to help them prepare for the future	Pathway Plans/EHC Plans (completion rate and quality)	✓
Understand their Pathway Plans and find them useful	Feedback from young people at leaving care review	
Have somewhere safe to live after they leave care	Care leavers in suitable accommodation	✓
Have access to information, advice and guidance	Care leavers in touch	
Are supported to transition to adults services (where appropriate)	Transition plans for young people Access to Adult Services	✓
Are able to manage their own money responsibly when they leave care	Direct feedback questionnaire	
Have the practical skills needed to live alone	Direct feedback questionnaire	
Know how to access health services after they leave care	"Important Health Information" discussed at final health assessment	
Feel positive about their future	Direct feedback questionnaire	
Have support to manage relationships (e.g. with birth family) after they leave care	Care leavers in touch	
Know how to make well-informed, safe decisions	LAC reviews and Pathway plans	
Can access support to prepare for parenting at the right time	Engagement/attendance at Children's Centres	

#### FOCUS FOR YEAR 1

- In The Pledge, young people have said "We cannot always remember completing a Pathway Plan and would like it updated regularly". To reflect the importance of this, the first focus for Year 1 is around developing meaningful Pathway Plans.
- We will also focus on ensuring that young people whose needs are best met through an Education, Health and Care Plan received the right support. These plans can remain in place until a young person is 25, so we need to ensure support continues after the age of 18.
- We will also focus on making sure that all young people leaving care move on to live in accommodation which meets their needs, and where possible their preferences. This includes ensuring that children have the right support available to help them live independently where appropriate.
- The transition to adult services, for example for those with disabilities or mental health needs, can be a complicated and difficult process for young people. There are many different agencies involved which can add to the complexity, we will work in partnership to ensure that transitions are as supported and as smooth as possible.

#### LINKS

## Looked after children and care leavers are listened to

As Corporate Parents, we have a responsibility to ensure that we listen to the **wishes and feelings** of children and young people in our care and them into account when making decisions. This responsibility extends from frontline social workers, to the most senior decision-makers.

Looked after children and young people should be seen by their social worker alone and understand what is happening to them, they should be involved in developing plans relating to their care, education and future. Looked after children and care leavers should be helped to understand their **rights and responsibilities** and have **access to an advocate and independent visitor**.

Children and young people's views should be represented by a Children in Care Council which is regularly consulted about services that effect them.

### NATIONAL PICTURE

#### Children's Care Monitor 2013/14

- Nearly two thirds of the children (64%) said their **opinions** were usually or always asked on things that mattered to them. 10% said their opinions were not usually, or never, asked.
- Overall, over half the children (55%) said their opinions usually or always **made a difference to decisions** about their lives, while 14% said their decisions didn't usually or ever make a difference.
- Just over two thirds (67%) of the children in our survey told us they knew what a **care plan** is, and knew that they had one.
- Younger children were much more likely to be **told what was going to happen** than older young people were.
- 78% of children aged under 14 said they were usually or always told when major changes were going to happen in their lives, compared with 67% of those aged over 14.
- 55% of the children and young people both knew what an **advocate** is, and how to get hold of one. But 29% didn't know what an advocate is.

### LOCAL PICTURE

- During the last strategy, we improved the way we include children and young people in LAC Reviews by developing new materials to help them prepare and take part.
- We have focussed on ensuring that children and young people out of county have the same opportunities to take part in decision making and receive the same information as those living in Nottinghamshire.
- Looked after children contributed to a new version of The Pledge which sets out our promises to them, and that document has played an important part in developing this strategy.
- We have an active and dynamic Children in Care Council as well as sub-groups for children and young people of different ages, and regular consultation events throughout the year.
- We are also getting better at making sure we routinely include the voice of the child in every element of our work, from case auditing to commissioning.



The average mark out of 5 for "Having your say" is:

**4.4**

This is above average amongst the six categories.

### VIEWS OF CHILDREN AND YOUNG PEOPLE

Some comments made by children and young people were:

- *People are starting to listen to me a lot more.*
- *People don't really care*
- *Most people don't understand or listen to what I say*
- *I am very opinionated.*
- *I wish I could always have a say.*
- *There is nothing I would change*

OUTCOME STATEMENTS Children and young people...	OUTCOME MEASURES	Focus for 2015/16?
Are involved in making plans and giving feedback about their care	Participation in LAC Reviews and Foster Carer Reviews	✓
Are involved in making plans about their future	Pathway Plans completed	✓
Are involved in making plans about their education	Personal Education Plans (PEPs) /EHC Plans completed	✓
Have chance to talk to their social workers alone	Case recording	
Have chance to give feedback about the support they've received	Through case audits	
Know how to make complaints if they want to	Number of complaints made Direct feedback	
Can access support from an advocate if they want to	Number of children with an advocate	
Have chance to tell us if we have kept to The Pledge	Pledge evaluation	
Feel listened to	Direct feedback questionnaire Direct consultation	✓

#### FOCUS FOR YEAR 1

- During 2015/16 we are going to focus on making sure that children and young people have opportunity to be actively involved in making plans and giving feedback about their care, their education and their future.
- This includes Personal Education Plans, Education Health and Care Plans, Pathway Plans and taking part in LAC Reviews.
- We want to make sure we continue to use and develop creative and inclusive methods to ascertain the wishes and feelings of children in our care and ensure that they are reflected in plans made about their lives.
- We will also focus on making sure that children and young people feel listened to. We will keep looking for improvements in the ways we communicate with and feedback to children and young people, so that even at times when we aren't able to make the choices they want us to, we keep doing our best to explain why.

#### LINKS

Nottinghamshire Children, Young People and Families Participation Strategy, 2014  
The Pledge: Our Promise to Children and Young People in Care



## Looked after children and care build positive relationships

As Corporate Parents, we have a responsibility to ensure that children and young people in our care have appropriate, carefully assessed and supported **contact with family and friends** and other people who are important to them. We should also seek to place children and young people with their brothers and sisters when this is in their best interests.

At the same time, we need to support children and young people to build **positive relationships with the adults caring for them**. We know that this underpins positive outcomes in many of the other areas discussed in this strategy.

It is also important to help looked after children understand their lives and their identities through life story work that is effective and provided when they need it.

### NATIONAL PICTURE

#### Children's Care Monitor 2013/14

- By far the main reason for children saying they should not have come into care was that they had **wanted to stay with their family**. Almost one in six disagreed with the view that they weren't being looked after properly at home.
- Even though the law now says that visiting **social workers should speak to children in care in private**, only 40% of children in this year's monitor told us this happens on every visit.
- Almost a third of children (31%) had already had more than three **different placements** in care so far. 10% had already lived in eight or more different placements. 55% said there had been **no choice** of placement the last time they moved.
- 70% of children in care told us that they do not feel they are made to 'stand out' from others at school or college because they are in care. 15% told us they did feel made to 'stand out'.
- 71% of the children in care who had one or more siblings also in care were **separated from brothers or sisters** by being placed to live in different placements.

### LOCAL PICTURE

- A significant review of the Council's Contact Service was undertaken during the lifetime of the last strategy.
- The review has resulted in a more child-centred process, with more appropriate venues and more consistency for children.
- Contact remains an important issue within the revised Pledge, with children and young people saying "We would like contact with our brothers, sisters and families to be arranged with a diary in advance" and "We would like to know if people are not meeting us and why to help us understand"
- A new Permanence Panel has been established that makes sure support is in place to ensure that the child's relationship with their carers and within their placement can be sustained long-term.
- We know that we need to improve the consistency and quality of life story work with children, to ensure they understand their lives and identities.



The average mark out of 5 for "Family & friends" is:

# 4.2

This is the average score amongst the six categories.

### VIEWS OF CHILDREN AND YOUNG PEOPLE

Some comments made by children and young people were:

- *I block myself away, I can't deal with a lot of people.*
- *I would like to see my family more.*
- *Have whole family contact and stop changing dates.*
- *Really good.*
- *Don't care about them.*
- *Contact – more often and unsupervised.*



OUTCOME STATEMENTS Children and young people...	OUTCOME MEASURES	Priority for 2015/16?
Are supported to maintain meaningful contact with their birth families (where appropriate)	LAC reviews/pathway plan reviews	✓
Are supported to become part of the community where they live	Out of county placements "From a distance" audit	
Have an understanding of safe and positive relationships	LAC reviews/pathway plan reviews	
Are supported to maintain positive relationships with the people they live with	Placement Breakdowns	✓
Are supported to manage the ending of relationships positively	Placement Breakdowns	✓
Have as few changes in social worker as possible	Changes in social worker	
Feel positive about their relationships with friends and family	Direct feedback	

#### FOCUS FOR YEAR 1

- We know from The Pledge, and consultation as part of developing this strategy, that contact with parents, siblings and other family members remains an important issue for children and young people in our care.
- In the first year of this strategy we will focus on continuing to improve the way contact is supported, including the way we support young people to maintain positive contact with birth families after they have left care.
- Whilst we have good levels of placement stability, we have seen an increase in placement moves in the last year.
- We will focus on supporting children and young people to develop and maintain positive relationships with their carers, enabling greater stability and a happier experience of the place where they are living.
- As part of the action plan in the first year, we also want to focus on the best way to support children and young people to manage the ending of significant relationships in their lives in the most positive way possible.

#### LINKS

## Delivery of the Strategy

The Strategy is accompanied by a multi-agency **Annual Action Plan** which will drive forward improvement in outcomes for children and young people. The Action Plan is in six parts, one for each outcome and in the first year (2015/16) concentrates on the focus outcome statements identified within the Strategy. This will ensure that the scope of the Action Plan is achievable, and will allow for flexibility over the three year period.

Each of the six outcomes has a pair of **Outcome Owners**, from across different agencies. The outcome owners will:

- Provide oversight of the actions associated with their outcome
- Offer their expertise in developing realistic and meaningful actions
- Act as champions for their outcome within their organisations

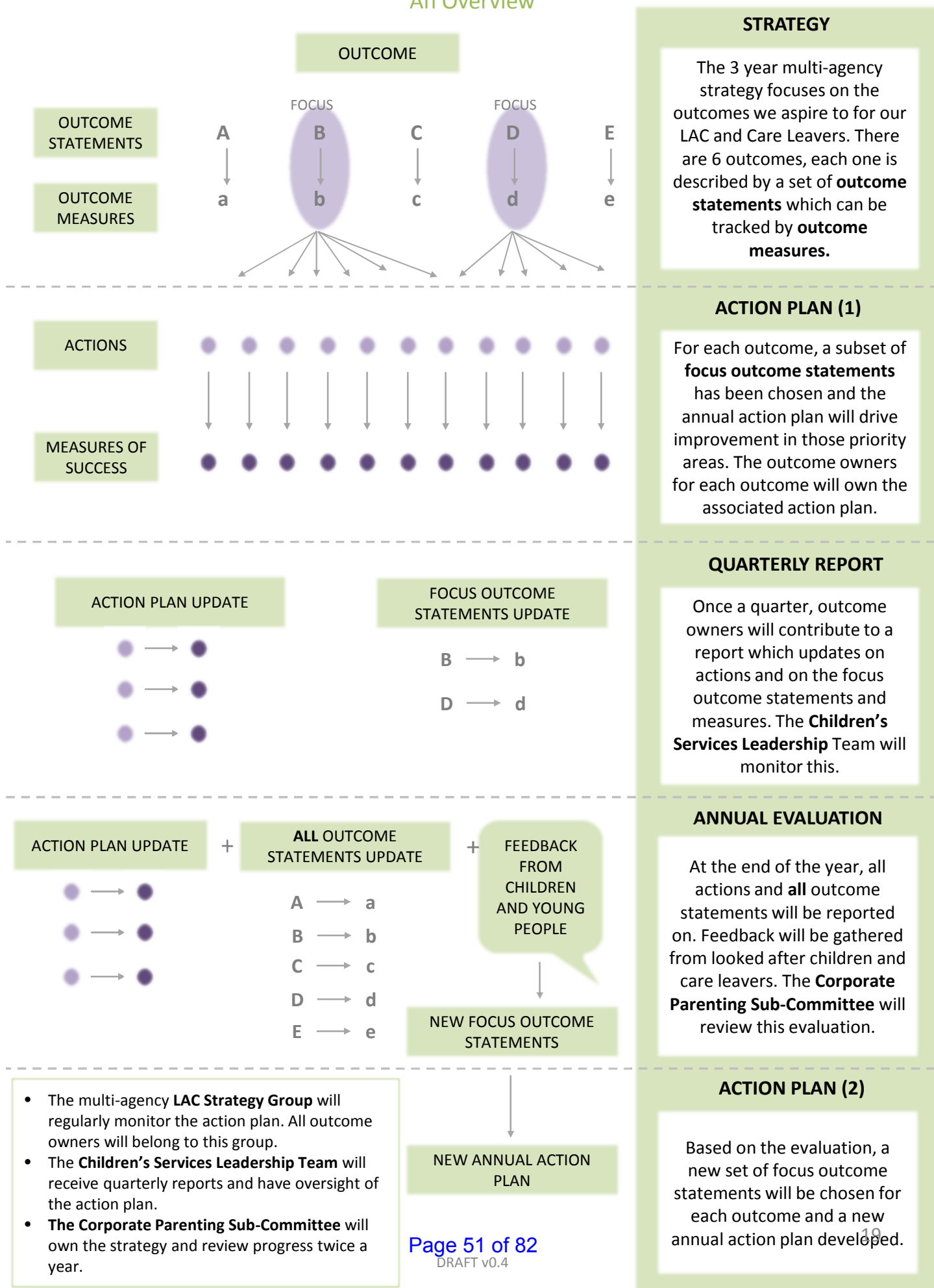
The Outcome Owners, along with other relevant professionals from across different partner organisations form the multi-agency **Looked After Children Strategy Group**. This group, will monitor progress and support activity within the Annual Action Plan. Regular updates on progress will be delivered to the **Children's Services Leadership Team** and **Children in Care Council**.

Twice a year, progress will also be reported to the **Corporate Parenting Sub-Committee** with an annual report to the **Children and Young People's Committee**. It is important that the governance of this strategy reflects its multi-agency nature, and as such, updates will also be provided to the **Children's Trust, Health and Wellbeing Board** and **Nottinghamshire Safeguarding Children Board** as appropriate.

At the end of the year, all of the actions and all of the outcome statements within the Strategy will be evaluated. Children and young people will be a key part of this evaluation and will be invited to give their feedback on how things have improved during the year, and what we need to focus on next. Based on the end of year evaluation, the LAC Strategy Group will identify a set outcome measures which will be the focus of the next year's Annual Action Plan. The diagram on the next page gives an overview of this process.

# LOOKED AFTER CHILDREN AND CARE LEAVERS STRATEGY 2015-2018:

## An Overview





**REPORT OF THE CHAIR OF ADULT SOCIAL CARE AND HEALTH  
COMMITTEE****CHANGES TO DEFERRED PAYMENT SCHEME POLICY INCLUDING  
INTRODUCTION OF CHARGES, TO BECOME THE UNIVERSAL DEFERRED  
PAYMENT SCHEME POLICY****Purpose of the Report**

1. To seek approval of a revised Deferred Payment Scheme policy, to become the Universal Deferred Payment Scheme policy, attached as **Appendix 1**, which includes proposed charges for Deferred Payment Agreements.

**Information and Advice****Deferred Payment Agreements**

2. In 2014 it was estimated that there are 154,000 people over the age of 65 years living in Nottinghamshire, and this is predicted to rise to 196,000 by 2025 (an increase of 27%). Available data indicates that at the end of March 2014 there were 2,840 older people in residential placements financially supported by the Council and a further 700 adults aged 18-64 years.
3. The Local Government Information Unit (LGIU) published a report in July 2013 which stated that over half the people living in residential or nursing care fund some or all of their own care.
4. At present, Nottinghamshire County Council operates a Deferred Payments Scheme (DPS) that allows people entering long term residential care to defer some of the costs of their care against the value of their property by entering into a Deferred Payment Agreement (DPA). The care costs incurred are ultimately recouped either when the DPA is terminated or the person dies and the property is sold. The legal (eg. land registry) and administration costs of a DPA are currently met by the Council.
5. The Care Act 2014 introduces a new Universal Deferred Payments Scheme, which will allow anyone with eligible needs who owns property or land, and cannot afford their residential fees, and has assets under £23,250, to apply for a DPA. There will be an increase in the number of DPAs that Nottinghamshire County Council enters into following national publicity about the scheme, with resulting increased costs to the Council. Current estimates are that DPA numbers will increase from the current 60 to 610 by 2017. Many other local authorities have made a charge to cover their legal and administrative costs for some time

6. The Care Act allows local councils to charge the legal and administration costs to individuals entering a new DPA, and a consultation was undertaken which sought views on the introduction of these charges. Previous reports to Adult Social Care and Health (ASCH) Committee on 5 January 2015 are available as background papers.

### **The public consultation**

7. Results of the public consultation are detailed in a report to ASCH Committee on 27 April 2015.

### **Proposals**

8. The following proposals were agreed by ASCH Committee on 27 April 2015 as a result of the consultation, based on the views of respondents:

#### **Deferred Payment Agreements Policy changes**

The following recommendations were based on the views expressed by consultation respondents, and refer **ONLY** to new Deferred Payment Agreements:

**a charge of £195 to cover legal costs to be introduced for all new DPAs**

**a charge of £235 to cover administration associated with the set up of a DPA to be introduced for all new DPAs**

**a flat rate annual fee of £25 to be introduced to cover costs of maintaining the DPA – including the production of regular statements for service users. The charge would only apply to new DPAs**

**interest to be charged on the accruing debt for new DPAs based on the weighted average interest rate on conventional gilts (currently 2.65%)**

**DPAs to be made available to people moving into supported living-type accommodation**

**DPAs to be available to people who do not own any property but own land.**

### **Other Options Considered**

9. The option of not charging for Deferred Payment Agreements was considered, however this would increase costs to the Council due to the projected increase in numbers. No other options were considered in order that recommendations accurately reflected public opinion as shown by consultation responses.

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

10. Recommendations were based on the views of consultation respondents, with charging levels set to meet costs to the Council but not to profit from the charges.

## **Statutory and Policy Implications**

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

## **Financial Implications**

12. The proposed Universal Deferred Payment Agreement policy will require some re-design of processes to incorporate charging for the set up and ongoing administration of Agreements, which will be done within Adult Care Financial Services (ACFS).

## **Human Resources Implications**

13. As a result of resource modelling, ACFS was awarded funding for an additional Finance Assistant at Scale 4 (£18,376 - £20,840), to work on DPAs.

## **Public Sector Equality Duty Implications**

14. The public consultation, undertaken to seek views on proposed changes, showed that most respondents consider themselves to be unlikely to ever access the DPS, with 86.88% above the age of 46, and 40.94% over 65 years. There was a roughly equal number of male / female respondents, with 75.63% not having any long term health problem or disability. Respondents were mostly white (95.5%), heterosexual (96.52%) and either Christian (55.97%) or of no religion (40.96%).
15. An EIA was been undertaken and is available as a background paper. Decision makers must give due regard to the implications for protected groups when considering this report.

## **Implications for Service Users**

16. All charges for new DPAs can accrue against the value of the property, so although there will be an increase in their overall debt to the County Council, this will not deplete the service user's savings or income.

## **RECOMMENDATION**

- 1) That the Committee approves the Universal Deferred Payment Scheme policy which is attached as **Appendix 1**.

**Councillor Muriel Weisz**  
**Chair of the Adult Social Care and Health Committee**

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

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**Constitutional Comments (SMG 22/05/15)**

17. Under the Committee's Terms of Reference set out in the Council's Constitution, the Committee has responsibility for policy development and approval (except on matters reserved for the Full Council). The proposals in this report fall within the remit of this Committee.

**Financial Comments (KAS 02/06/15)**

18. The financial implications are contained within paragraph 12 and 13 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.

Charging provisions of the Care Act - report to Adult Social Care and Health Committee on 5 January 2015

Universal Deferred Payment Scheme – report to Adult Social Care and Health Committee on 5 January 2015

Charges for Deferred Payment Agreements and brokerage of community based support for self-funders – outcome of the consultation and response to consultation on the Care Act 2014 – report to ASCH Committee 27 April 2015

Deferred Payment Scheme - report to Adult Social Care and Health Committee on 5 January 2015

Equality Impact Assessment

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

All.



### Policy Library Pro Forma

This information will be used to add a policy, procedure, guidance or strategy to the Policy Library.

**Title: Universal Deferred Payment Scheme**

**Aim / Summary: To provide a full explanation of how the scheme will be operated in Nottinghamshire, including eligibility and discretionary areas.**

#### Document type (please choose one)

Policy	X	Guidance	
Strategy		Procedure	

**Approved by:**

**Date approved: June 2015**

**Version number:**

**Proposed review date: June 2016**

#### Subject Areas (choose all relevant)

About the Council		Older people	X
Births, Deaths, Marriages		Parking	
Business		Recycling and Waste	
Children and Families		Roads	
Countryside & Environment		Schools	
History and Heritage		Social Care	X
Jobs		Staff	
Leisure		Travel and Transport	
libraries			

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#### Please include any supporting documents

1. The Care and Support (Deferred Payment) Regulations 2014
2. Care and Support Statutory Guidance October 2014
3. Care Act 2014 Part 1 Sections 34-36

**Review date**

**Amendments**

# Universal Deferred Payment Scheme

## 1. Introduction

The Deferred Payment Scheme is designed to prevent service users from needing to sell their home in their lifetime to pay for their care. A deferred payment agreement is an arrangement with the council that will enable people to use the value of their homes to help pay care home costs. If a service user is eligible, the council will help to pay care home bills on behalf of the service user. Local authorities have been required to operate a Deferred Payment Scheme since 2001. The Care Act 2014 has reinforced this obligation and provided a broad framework for the operation of the scheme. There are discretionary areas in how to operate the scheme in the Care and Support Regulations and Guidance. This policy aims to set out clearly and transparently how the scheme will be operated at Nottinghamshire County Council.

## 2. Eligibility Criteria

The Care and Support Statutory guidance specify that all of the following 3 criteria must be met to be eligible to join the Deferred Payment Scheme in the first instance:

- a) A person with eligible care needs that are being met by the provision of care in a care home or supported living facility e.g. Extra Care
- b) A person who has less than £23,250 in assets excluding the value of their home or land
- c) A person whose home is not disregarded due to it being occupied by a spouse or dependent relative

### Additional eligibility criteria

In order to join Nottinghamshire's scheme the following additional criteria must be satisfied:

- a) An application form completed and signed by the service user, attorney or deputy.
- b) The property/land is registered with the Land Registry
- c) Evidence that the property/land is suitably insured and maintained
- d) The council is able to secure the first charge against the property/land
- e) There is sufficient equity available to defer charges against. (see point 4 below for more detail)
- f) A Deferred Payment Agreement, signed by all parties that are registered on the title deed and have the legal status to sign the agreement if acting on behalf of the service user. A solicitor's undertaking will also be accepted as an interim measure pending an application for a Deputyship Order.

If a signed agreement is not received by the council during the 12 week disregard period, the service user will be given 28 days to submit the agreement or full cost charges will be applied.

### **3. Valuation**

An approximate valuation will be made using websites such as Zoopla and Right move. If there is a disagreement of the value, then the service user/representative will be required to submit 2 independent estate agent valuations, and the average of the two will be used. Valuations will be reviewed in March each year.

In cases of joint ownership either through joint tenancy arrangements or tenants in common, the value will be the percentage share owned by the service user.

If the property has been purchased by a relative through the Right to Buy scheme, the value of the service user's interest will be the value of the Right to Buy discount that was received at the time the property was purchased.

### **4. Amount that can be deferred**

The Council will take into account the amount of equity available in a service user's property/land, the amount they will be contributing to their care costs from other sources, the total care costs that the person may face including any third party top up.

If the Council considers that the agreement is not sustainable or any of the other eligibility criteria are not satisfied, it will provide written notification of the decision and the reason why the service user will not be entitled to join the scheme.

### **5. Administrative costs and interest**

The Council will charge a one off fee of £430 to cover the costs of administering the scheme. This will cover legal costs of arranging a Deferred Payment (£195) and administrative costs (£235). The Council will accept payment of this amount on application to join the scheme but will allow for this to be deferred if requested. These costs will be reviewed annually by the Council.

An annual flat rate fee of £25 will be charged to cover ongoing administration of the Deferred Payment

Interest will be charged at the maximum rate payable, as specified in the Department of Health (DH) Statutory Regulations on the basis of "weighted average interest rate on conventional gilts". Interest will be compounded and added to the amount deferred on a four weekly basis.

### **6. 12 week property disregard**

The value of the property will be disregarded for the first 12 weeks of a permanent admission to residential/nursing care or move to a supported living facility. If the person opts to self-fund but then subsequently approaches the council for funding at a later date; they will not be eligible for a further 12 week property disregard.

## **7. Third party top ups**

A service user can choose accommodation that is more expensive than the council is willing to fund and therefore a third party top up may be applicable. The third party top up amount can be deferred but the social worker and Adult Care Financial Services will consider the affordability and sustainability of any such arrangement before agreeing to the Deferred Payment.

## **8. Personal Expenses Allowance**

Service users on the Deferred Payment scheme will be able to retain up to £144 per week from their income whilst charges are accruing against the property. The service user can opt to retain a smaller proportion of their income to avoid greater interest charges. If the amount chosen is less than £144 per week, this can only be varied from April each year. The Council will write out each year providing a statement of accrued charges to date and inviting service users to write in if they want to vary the amount of their Personal Expenses Allowance.

If the service user reaches their equity limit, charges will stop accruing against the property. At that point the Personal Expenses Allowance will reduce to the standard level as specified in the DH guidance.

## **9. The Council's responsibilities**

The Council will provide six monthly statements showing the amount deferred, interest charges, administrative charges incurred and remaining equity in the home. A statement will be produced within 28 days of receipt of a written request.

## **10. Service user responsibilities**

If the service user is making a contribution to their care costs from income and/or savings they must notify the council of any changes within a reasonable time.

The service user should ensure that the property is adequately insured and maintained. If the property is likely to remain empty for extended periods, then the service user must ensure that their insurance remains valid.

The service user must also seek written consent before allowing any person to occupy the property on either a commercial or non-commercial basis.

## **11. Termination of the agreement**

A Deferred Payment Agreement can be terminated in three ways:

- a) At any time by repayment by the service user or their representative of the full amount due, either during the service user's lifetime or on their death
- b) When the property/land is sold and the full amount due is paid
- c) When the service user dies and the amount due is paid from the estate

In all cases, interest will continue to accrue until the amount due is paid in full.

**REPORT OF THE LEADER OF THE COUNCIL****DIGITAL FIRST UPDATE:  
SOCIAL MEDIA STRATEGY & NEW WEBSITE TESTING****Purpose of the Report**

1. To update elected members on the new website user testing phase (beta) and to seek approval for a new strategic approach for the use of Social Media.

**Information and Advice**

2. In April, Policy Committee agreed that regular updates would be brought back to update members on progress with the Digital First project that sits within the Customer Access and Digital Development Programme in the Redefining Your Council portfolio.
3. Two of the key work streams of the Digital First project are the delivery of a new, customer-centric website and a more strategic usage of social media. Both of these are due to deliver by September 2015.
4. Policy Committee in February 2015 approved the creation of a Member Digital Champion in order to help keep members up to date on digital developments through a variety of means including the Digital First blog <https://digitalfirstnotts.wordpress.com/>. As Cllr Darren Langton is the lead for ICT on the Finance and Property Committee, he has been asked to take on this role.

**The New Website**

5. The new website will use responsive design, so that the design adapts to the screen size, and have the user needs at its heart so that they can undertake a variety of transactions. Social media and digital engagement channels will be used to bolster, support and deliver the customer journeys and help to provide a seamless digital experience.
6. Three distinctive website prototypes were developed and tested with users who matched each of the digital personas (developed to represent the different user types). This result informed the design and thinking of the beta version of the website that has now been released into the public domain.
7. The objective of the beta phase is to build a working prototype of the website that can be tested with real users in a live environment. This then allows a process of continual improvement until ready to go live in September.

8. The existing website will remain operational during this phase but users will be invited to try out the beta version so that feedback can be gathered to allow constant improvement.
9. Content will be improved and moved over from the current version of [nottinghamshire.gov.uk](http://nottinghamshire.gov.uk) into the beta site over the summer. Users will be guided towards the new content as it approaches its “go live” version.
10. An analytics package, called Hot Jar, is being used to collect feedback through polls, surveys and other tracking devices to find out where users go on the site. Newer versions of the website will be released on a regular basis with additional content as and when it becomes available. These updates will reflect the feedback from users as the site continues to be iterated.

## **Social Media**

11. Social media is a broad term which refers to a range of digital media. It should be used for two-way communication and can encourage audience participation, interaction, delivery, sharing and creation of user-generated content. This includes: networks e.g. Facebook, Twitter and LinkedIn; bookmarks eg Digg, Reddit; publishing eg blogs, news; customer service; streaming e.g. Flickr, Vimeo
12. Policy Committee approved the Council's first social media policy in December 2012. Its main focus is the safe and legal use of social media. This policy needs to be expanded (to reflect current practice and opening up of social media access to all employees) and updated to reflect a more strategic approach that supports the delivery of corporate objectives.
13. A recent national survey, Direct Message, by accountancy firm BDO UK found that two-thirds of councils now use social media and 77% of these believe it leads to cost savings if used correctly. Councils identified that they saw a reduction in telephone calls and face-to-face contact.

## **What are we trying to fix?**

14. An audit of the current use of social media revealed that there were a large number of accounts that were managed by services and a small number of corporate accounts managed by the digital team. The audit showed an approach that was, in the main, unco-ordinated and non-strategic. It is unclear how social media currently supports the delivery of the Council's strategic objectives.
15. The Council currently has 61 Facebook pages, 20 Twitter accounts and a presence on a range of other social media channels including Flickr (photo site), YouTube, LinkedIn and Google+.
16. The accounts that have been managed well (regular and relevant postings, good response times to customer queries etc) have witnessed some impressive growth with significant followings (20,000 on the corporate Twitter account and 16,000 likes on the corporate Facebook page). The ones that have been unmanaged or not maintained on a regular basis, unsurprisingly, have not fared so well.

17. A week-long snapshot, between 19 and 26 November 2014, was used to monitor use of social media to find out the level and type of activity. The audit revealed the following:

- Fewer than half the Council's social media accounts were active during this week
- For the majority of the accounts there was a low level of engagement due to a lack of a customer-centric approach
- Content, tone and frequency of posting varies enormously and often depended on individual administrators – content was also frequently duplicated and rarely visual
- Lack of consistency and structure – reflects the lack of any strategy
- Social media usage is mixed
- The link between a lot of social media usage on the accounts run by services and the Council website was weak
- The main drivers of traffic to the Council's website from social media are in order of the highest: Facebook, Twitter, WordPress (blog site), LinkedIn, Trip Advisor and Blogger - there was no identified traffic from Google+, Flickr or Pinterest. It is worth noting that some of the traffic from Facebook came through advertising which might skew this picture slightly.

### **What is the new strategic approach?**

18. The new strategy will be designed to make sure that the right messages are delivered to the right people at the right times. This will require a more targeted approach that segments the market by geographical area, age or activity. It will also make sure that messages are more closely aligned to support the specified outcomes that are underpinned by the core values in the Strategic Plan: Treating People Fairly; Value for Money; Working Together.
19. Messages will also be designed to increase satisfaction with the Council by targeting the main drivers: keeping residents informed, supporting the value for money message and showing people how they can influence decision making.
20. The strategy will be monitored and evaluated by using a social media solution that will also allow greater control and visibility of messages being delivered from multiple accounts. This will support the devolved model but in a more controlled way that allows individual postings but there is increased confidence that message content meets the necessary standard and is timed appropriately.
21. The aim will be to show rather than tell and encourage people to join a conversation through engaging and appropriate content. For example, messages will reinforce the notion that this is a safe county to live as opposed to simply telling people that this is the case. Another way of doing this could be by using an infographic of the crime statistics or by a video showing the before and after of a crime prevention measure. This makes the message implied rather than explicit.
22. Another key element of the strategy will be consider how social media can be used to find out what matters to residents and their thoughts on matters that are being consulted upon. This has the potential to engage with a demographic that has traditionally been very difficult to reach.



23. Consideration will need to be given to how we record feedback from social media in any consultations, how we respond, and, critically, how we show residents that their response is being listened to.
24. Another increasingly important area is the way that social media is used in crisis or disruptive situations. In recent times, this has been the medium that people have used to both communicate about events and also find live updates on often fast-moving and changing situations, such as floods.

### **Shift of emphasis**

25. The current focus of the social media approach is on the organisation i.e. the Council and the proposal is that this shifts to being more about Nottinghamshire as a community (people, culture and place). This will provide our social communications with more of a sense of drive, local identity, and create a sense of pride and build belonging and connectivity in to everything that we do as an authority.
26. All the social media sites will remain clearly branded as Nottinghamshire County Council so that users know that it is the official site. This will also fit in better with the main website which already uses the web address [nottinghamshire.gov.uk](http://nottinghamshire.gov.uk) while also adopting the established branding.
27. Underpinning this new title would be the creation of a new hashtag that would seek to capture the values of the Council but be more conversational to encourage engagement and stimulate discussion. A hashtag is an easy way for users to tie together related content into one feed in Twitter and other social media. This would not only help to tie the messages and channels together but it would also allow the Council to communicate a united and powerful statement about who we are and what we represent.

### **Summary**

28. This report presents a more strategic approach to the use of social media that will be further developed over the next few months. The new approach will ensure that meaningful and relevant content is delivered to the most appropriate audience using the most suitable social media channel in a timely fashion.
29. At the heart of both of these work streams is the drive to involve customers, or users, throughout the discovery and development phases. This represents a shift in the approach to the traditional roll-out of technology. The new approach will be mirrored in the way other roll-outs are managed within the Digital First project.
30. The new approach will help to drive online transactions, support calls to action, allow the authority to communicate effectively in crisis or disruption situations, encourage local democracy with a greater engagement in consultations and support customer service and feedback. Ultimately the true test of success will be the feedback from the users and whether the online delivery of services is so good that they choose to use this means rather than other more costly routes such as telephone or face-to-face meetings.
31. This will be evaluated by taking baseline measures that demonstrate the volume and cost of the delivery of services currently and contrasting this with the online delivery.



## **Timelines**

32. The new beta version of the website will remain live for the next few months before it becomes the official site in September 2015.
33. In terms of social media, this will also be implemented by September 2015 so that it can support the delivery of the new website. Beforehand there will be a phased approach to delivery:

## **Other Options Considered**

34. To continue with the current website and usage of social media – both of these options were ruled out due to the need to support the delivery of savings through a customer-centric website and social media strategy.

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

35. To deliver online services that are so good that those that can will choose to use them.

## **Statutory and Policy Implications**

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

## **Financial Implications**

All expenditure attached with these work streams will be contained within existing budgets. Any divergence from this position will be brought back before Members.

## **RECOMMENDATION/S**

It is recommended that Policy Committee

- 1) Notes the progress made and approach to delivering a new customer-centric website
- 2) Approves the strategic approach outlined regarding Social Media
- 3) Agrees for a social media delivery plan to be developed and put into action with regular progress reports on the Digital First blog
- 4) Approves that the current social media policy is updated to reflect the new strategy and is brought back to Policy Committee in October 2015
- 5) Approves the relaxing of restrictions on social media access for employees

**Alan Rhodes**  
**The Leader of the Council**

**For any enquiries about this report please contact: Martin Done/Clare Yau**

**Constitutional Comments (HD 27/05/15)**

37. The recommendations fall within the terms of reference for Policy committee.

**Financial Comments (SES 27/05/15)**

38. 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.

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

- All

**REPORT OF THE LEADER****VISIT TO CHINA AND MALAYSIA****Purpose of the Report**

1. To seek approval for the Chief Executive to attend a week-long visit with the University of Nottingham to China and Malaysia from 20-27 September 2015 to promote Nottinghamshire.

**Information and Advice**

2. The University of Nottingham has invited the Leader of the Council and the Chief Executive to attend a visit to China and Malaysia which will include a tour of the University's campuses and opportunities to meet representatives from government and business within the region.
3. This is an important initiative for the local economy and the County Council has a strong partnership with the University of Nottingham.
4. One of the Council's key objectives is to facilitate growth in Nottinghamshire's economy and this has been established as a priority for the new Chief Executive.
5. Representatives from the City Council have attended this event previously and a number of useful networks and opportunities have arisen which are contributing to the delivery of sustained economic growth within Nottingham. The Asian economy is buoyant and the links with the University and China and Malaysia provide an excellent platform for early discussion with government and business in the Far East on investment opportunities within Nottinghamshire
6. As a consequence it is proposed that the invitation from the University should be accepted but only on behalf of the Chief Executive. The reason for this is because this is the Council's first major engagement with the initiative and it is important to establish the potential before any involvement or investment of substantial resource.
7. Details of the contacts made and possible opportunities identified will be reported to Economic Development Committee and a review of the benefits and outcome of the visit will be brought back to Policy committee within 12 months of the return date to consider the benefits of any future visits.

**Other Options Considered**

8. This invitation could be declined but this would prevent the Council from fully utilising the opportunities this visit offers the County in terms of potential economic development.

## **Reasons for Recommendation**

9. To enable the Council to be represented on this visit.

## **Statutory and Policy Implications**

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

## **Financial Implications**

11. The Council will be required to fund the international flights at a cost of £872 and a visa at £162. The University of Nottingham will pay all of the accommodation and ground travel costs in Asia.

## **RECOMMENDATIONS**

1. That the Chief Executive accepts the invitation to represent the County Council on the visit to China and Malaysia.
2. That details of contacts and opportunities be reported to Economic Development Committee for follow up action.
3. That a report be brought back to Policy Committee within 12 months of the visit return date to consider the benefits from the visits and the merits of any future visits.

**Cllr Alan Rhodes**  
**Leader of the Council**

**For any enquiries about this report please contact: Keith Ford, Team Manager, and Democratic Services 0115 9772590 / [keith.ford@nottscc.gov.uk](mailto:keith.ford@nottscc.gov.uk)**

## **Constitutional Comments (HD 03/06/15)**

12. Policy Committee has the authority to approve this recommendation

## **Financial Comments (SES 04/06/15)**

13. The financial implications are set out in 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.

- Invitation to the Visit from Sir David Greenaway
- Draft itinerary for the visit.

## **Electoral Divisions and Members Affected**

- All



**REPORT OF THE CORPORATE DIRECTOR OF ADULT SOCIAL CARE,  
HEALTH AND PUBLIC PROTECTION AND THE ACTING CORPORATE  
DIRECTOR OF CHILDREN, FAMILIES AND CULTURAL SERVICES****NATIONAL CHILDREN AND ADULT SERVICES CONFERENCE 2015****Purpose of the Report**

1. The purpose of the report is to seek approval for the Chair of the Adult Social Care and Health Committee and the Vice-Chair of the Children and Young People's Committee to attend the National Children and Adult Services Conference being held in Bournemouth from 14 - 16 October 2015 and for the outcomes to be reported to the Adult Social Care & Health Committee and the Children & Young People's Committee in due course.

**Information and Advice**

2. This Committee's terms of reference include approving councillors' attendance at conferences. Members are asked to consider whether attendance at the event should be approved for the Chair of the Adult Social Care and Health Committee and the Vice-Chair of the Children and Young People's Committee together with the necessary travel and accommodation arrangements.
3. The conference is organised by the Local Government Association (LGA), Association of Directors of Social Services (ADASS) and Association of Directors of Children's Services (ADCS). It addresses issues for children and adults and is regularly attended by more than 1,000 delegates.
4. The Corporate Director of Adult Social Care, Health and Public Protection and the Corporate Director of Children, Families and Cultural Services will also be attending the conference.
5. The benefits of attending the Conference are that it profiles the national policy and legislative requirements and all the major national political figures and key government departments attend. The Conference also profiles best practice across the country enabling the Authority to ensure that we are taking account of the most effective and innovative way of delivering children's and adult social care services in Nottinghamshire. Reports are brought back to the Children and Young People's and Adult Social Care and Health Committees.

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

6. It is recommended that approval is given for attendance at the conference so that the County Council's representatives can consider issues that are vital to councillors, senior officers, policymakers and service managers with responsibilities for children's services and adult social care in the statutory, voluntary and private sector. It is also an important opportunity for networking with partners and MPs in related fields.

## **Statutory and Policy Implications**

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

## **Financial Implications**

8. The cost of attendance at the conference is £450 plus VAT per person. Three nights' accommodation will also be necessary. An estimate from the conference information suggests a hotel within reasonable walking distance from the conference venue will cost between £60 and £130 per person per night for bed and breakfast.
9. The costs of attendance for the Chair of the Adult Social Care and Health Committee and the Vice-Chair of the Children and Young People's Committee would be met from the Member Training Budget.

## **RECOMMENDATION/S**

That:

- 1) approval is given for the Chair of the Adult Social Care and Health Committee and the Vice-Chair of the Children and Young People's Committee to attend the National Children and Adult Services Conference in Bournemouth from 14 - 16 October 2015, together with any necessary travel and accommodation arrangements.
- 2) the outcomes of the conference be reported to the Adult Social Care & Health Committee by the Corporate Director of Adult Social Care, Health and Public Protection and to the Children & Young People's Committee by the Corporate Director of Children, Families and Cultural Services in due course

**David Pearson**  
**Corporate Director**  
**Adult Social Care, Health and Public**  
**Protection**

**Derek Higton**  
**Acting Corporate Director**  
**Children, Families and Cultural Services**



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

Philippa Milbourne  
Business Support Assistant  
T: 0115 9773570  
E: philippa.milbourne@nottsgov.uk

**Constitutional Comments (SLB 22/05/15)**

10. Policy Committee is the appropriate body to consider the content of this report.

**Financial Comments (SS 21/04/15)**

11. The financial implications of the report are set out in paragraphs 8 and 9 above.

**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.

<https://lgaevents.local.gov.uk/lga/frontend/reg/thome.csp?pageID=6235&eventID=24&eventID=24>

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

All.

C0628



**REPORT OF THE LEADER OF THE COUNTY COUNCIL****APPOINTMENT TO OUTSIDE BODIES****Purpose of the Report**

1. To seek approval to add the D2N2 Infrastructure and Investment Board to the Council's Outside Body appointment list and to appoint the Chairs of the Economic Development Committee and Transport and Highways Committee as members of that Board.
2. To seek approval to add Marketing Nottingham and Nottinghamshire Ltd (formerly Experience Nottinghamshire Ltd) to the Outside Body appointment list and to appoint the Chair of the Economic Development Committee as a Director on that company's Board.
3. To seek approval to add the Municipal General Charity, Newark to the Outside Body appointment list and to nominate a representative to act as a Trustee of that charity.
4. To seek approval to the appointment of the Service Director, Transport, Property and Environment as a second deputy to represent the County Council on the board of Scape System Build Limited (SSBL).

**Information and Advice**The D2N2 Infrastructure and Investment Board

5. The D2N2 Local Enterprise Board (LEP) is responsible for determining the economic strategy for the region and setting the priorities for funding within its remit through the collective work of private sector representatives, the current D2 (Derby and Derbyshire) and N2 (Nottingham and Nottinghamshire) Joint Committees and other public sector bodies. Councillor Rhodes is the County Council's representative on the D2N2 LEP Board.
6. The D2N2 Infrastructure and Investment Board (IIB) is responsible for overseeing the administration of the LEP's Local Growth Fund on behalf of the D2N2 LEP Board.
7. The IIB will take decisions on behalf of the D2N2 LEP Board for:
  - Individual scheme funding
  - Release of funding including scrutiny of individual scheme business cases
  - Monitoring progress of scheme delivery and spend
  - Recommending to the LEP Board a programme to respond to changed circumstances (scheme slippage, scheme alteration, cost increases etc)

8. The Authority has been asked to nominate two members for the IIB. Given the nature of the IIB's business, it is recommended that the Chairman of Transport and Highways Committee and Chair of Economic Development Committee serve as the Council's representatives, for the period up to the County Council elections in May 2017.

#### Marketing Nottingham and Nottinghamshire Ltd

9. Experience Nottinghamshire Ltd the tourism marketing body for Nottinghamshire has recently expanded its objectives and operations and reframed its structure as a company to take on a broader remit for place marketing including both attracting visitors and inward investment. These changes were considered by Economic Development Committee on 1 April 2015 as funding for this organisation is agreed through that Committee.
10. The re-modelling of Experience Nottinghamshire has required four main changes to the company :
- the company has been re-named Marketing Nottingham and Nottinghamshire Ltd
  - the Board has been re-shaped to reflect its wider remit with 3 Directors each for both the Visitor Economy and Inward Investment sectors
  - there will be three local authority Directors with these being from the County Council, Nottingham City Council and Newark and Sherwood District Council
  - local authorities' combined voting rights as members of the company will increase from 20% to 30%, with the ability to effect changes in key positions on the board through the company's Articles of Association. This will allow the Councils collectively to exercise control over the appointment of the Chair and Directors. The Company will become a local authority 'influenced' company.
11. Given these changes to the Board of the Company, it is recommended that the Chair of Economic Development Committee is appointed as the County Council's Director on the Board.

#### Municipal General Charity, Newark

12. The Clerk for the Municipal General Charity in Newark has requested that the Council nominate a representative (who does not have to be a County Councillor) to serve as a Trustee of the charity for a period of four years. The charity provides support for people in conditions of need, hardship or distress in the Newark area.
13. The charity states in their letter that "The Trustees feel that the nomination of a County Councillor would help this charity considerably. In particular it would be helpful if the nominee lived locally."
14. The recommendation is that the Team Manager, Democratic Services (after consultation with the Business Manager of the Labour Group) nominate a Trustee for the Charity for a period of four years.

#### Scape System Build Limited (SSBL)

15. SSBL is a local authority controlled company whose stakeholders are Nottinghamshire County Council and five other local authorities (the "Shareholders"). SSBL provides building

design and procurement services and was originally established as a trading company to further the aims and objectives of the CLASP Consortium.

16. The County Council's director to the SSBL board is Councillor David Kirkham. Councillor Darren Langton deputises for Councillor Kirkham when he is not able to attend.
17. Councillor Kirkham, as director to the SSBL board, may appoint his deputy to attend board meetings in his place. Councillor Kirkham has the authority to authorise his deputy to the position of "alternative director" allowing that person to take on the responsibilities of the director in the director's absence and to vote at board meetings.
18. The Committee is asked to consider the appointment of the Service Director Transport, Property and Environment, as a second deputy. The Service Director attends most SSBL board meetings on behalf of the Council and works to support Councillor Kirkham or Councillor Langton (when he is deputising). A number of other shareholders have appointed representatives to act in the capacity of second deputy. The appointment of a second deputy would provide additional cover for the Council and allow business to be progressed on behalf of the Council where Councillor Kirkham and Councillor Langton are unable to attend.

### **Other Options Considered**

19. Policy Committee could decide not to make the appointments.

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

20. To respond to the requests from the D2N2 Infrastructure and Investment Board and the Municipal General Charity; and to provide cover for the Council on the SSBL board should the Council's appointed representatives be unavailable.

### **Statutory and Policy Implications**

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

### **Financial Implications**

22. None arising from the report.

## **RECOMMENDATIONS**

- 1) That the D2N2 Infrastructure and Investment Board and the Municipal General Charity be added to the Outside Body appointment list.

- 2) That the Team Manager, Democratic Services (after consultation with the Business Manager of the Labour Group), nominate a Trustee for the Charity for a period of four years.
- 3) That Marketing Nottingham and Nottinghamshire Ltd be added to the Outside Body appointment list in place of Experience Nottinghamshire Ltd, and the Chair of the Economic Development Committee be appointed as the County Council's Director on the company's Board.
- 4) That the Chairman of Transport and Highways Committee and Chair of Economic Development Committee be appointed to serve on the D2N2 Infrastructure and Investment Board on behalf of the Council for the period up to the County Council elections in May 2017.
- 5) That the Service Director Transport, Property and Environment be appointed to serve on the board of Scape System Build Limited as second deputy as required.

**COUNCILLOR ALAN RHODES  
LEADER OF THE COUNCIL**

**For any enquiries about this report please contact: Keith Ford, Team Manager, Democratic Services**

**Constitutional Comments (SLB 27/05/2015)**

23. Policy Committee is the appropriate body to consider the content of this report.

**Financial Comments (SES 28/05/15)**

24. 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.

- Letter from Derbyshire County Council dated 22<sup>nd</sup> May 2015
- Letter from Municipal General Charity dated 3<sup>rd</sup> September 2014

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

- All

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

1. To review the Committee's work programme for 2015/16.

**Information and Advice**

2. The County Council requires each committee to maintain a work programme. The work programme will assist the management of the committee's agenda, the scheduling of the committee's business and forward planning. The work programme will be updated and reviewed at each pre-agenda meeting and committee meeting. Any member of the committee is able to suggest items for possible inclusion.
3. The attached work programme includes items which can be anticipated at the present time. Other items will be added to the programme as they are identified.
4. As part of the transparency introduced by the new committee arrangements, committees are expected to review day to day operational decisions made by officers using their delegated powers. Such decisions will be included in the work programme on an annual basis and as specific decisions of interest arise.
5. The Policy Committee will be asked to determine policies, strategies and statutory plans developed or reviewed by other Committees of the Council. Committee Chairmen are invited to advise the Policy Committee of any additional policy reviews that are being considered.

**Other Options Considered**

6. None.

**Reason/s for Recommendation/s**

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

## **Statutory and Policy Implications**

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

## **RECOMMENDATION/S**

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

**Jayne Francis-Ward**

**Corporate Director, Policy, Planning and Corporate Services**

**For any enquiries about this report please contact:** Keith Ford, Team Manager, Democratic Services T: (0115) 9772590 E: [keith.ford@nottsc.gov.uk](mailto:keith.ford@nottsc.gov.uk)

## **Constitutional Comments (SLB)**

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

## **Financial Comments (NS)**

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

## **Background Papers**

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

None

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

All



## **POLICY COMMITTEE - WORK PROGRAMME (AS AT 9 JUNE 2015)**

<b><u>Report Title</u></b>	<b><u>Brief summary of agenda item</u></b>	<b><u>Lead Officer</u></b>	<b><u>Report Author</u></b>
<b>15 July 2015</b>			
Direct Payments Policy	To seek approval for the new policy.	David Pearson	Gill Vasilevskis
County Life Readership Survey	Report outlining the response from readers of County Life, the Council's publication which is delivered to every Nottinghamshire household.	Jayne Francis-Ward	Paul Belfield
Boundary Review Update	Consideration of draft recommendations from the Local Government Boundary Commission for England.	Jayne Francis-Ward	Keith Ford
Complaints and Information Update	Summary of complaints, FOI/EIR, and compliments received and outcomes	Celia Morris	Jo Kirkby
Internal Communications	To update on a new recommended approach to employee communications and engagement.	Martin Done	Clare Yau
Redefining Your Council	Evaluation of first phase of new transformation framework.	Anthony May	
Senior Leadership Team	To seek approval for restructuring proposals.	Anthony May	
Rural Services Network	To review the Council's membership of this special interest group (as approved by Policy Committee in June 2014)	Jayne Francis-Ward	Heather Stokes
Discretionary Payments towards the provision of major adaptations to service users' homes	To seek approval of the policy and process guidance to support and manage discretionary payments towards the cost of major adaptations in service users' homes where the recommended adaptation work exceeds the Government's Disabled Facilities grant of £30,000.	Derek Higon	Katie Marsden / Steve Edwards
Accessibility Strategy	Approval of strategy.	Derek Higon	
<b>9 September 2015</b>			
Annual Delivery Plan 2015-16	Consideration of key actions and measures to support delivery of the Council's strategic plan priorities in 2015-16.	Celia Morris	Matthew Garrard
Boundary Review update	Consideration of final recommendations from	Jayne Francis-Ward	Keith Ford

<u>Report Title</u>	<u>Brief summary of agenda item</u>	<u>Lead Officer</u>	<u>Report Author</u>
	Boundary Commission		
Digital First Update	Update on the Digital First project including the launch of the new website and associated customer journeys.	Martin Done	Martin Done
<b>7 October 2015</b>			
The Nottingham and Nottinghamshire Combined Authority and the D2N2 Devolution Prospectus	Further update report on the Combined Authority status application (as per decision of Policy Committee on 22 April 2015).	Celia Morris	Matthew Lockley
<b>11 November 2015</b>			
<b>9 December 2015</b>			