

Policy Committee

Wednesday, 02 April 2014 at 10:30

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

AGENDA

- | | | |
|----|--|--------------|
| 1 | Minutes of last meeting held on 5th March 2014 | 3 - 6 |
| 2 | Apologies for Absence | |
| 3 | Declarations of Interests by Members and Officers:- (see note below)
(a) Disclosable Pecuniary Interests
(b) Private Interests (pecuniary and non-pecuniary) | |
| 4 | Annual Delivery Plan 2014-2015 | 7 - 50 |
| 5 | Street Lighting Energy Saving Policy - Amendment | 51 - 54 |
| 6 | Revised Planning Obligations Strategy | 55 - 92 |
| 7 | Income Generation Through Advertising and Sponsorship - Progress Report | 93 - 114 |
| 8 | Adult Social Care Transport Policy | 115 -
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| 10 | Disclosure and Barring Service Checks for Councillors | 151 -
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| 11 | Work Programme | 161 -
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Notes

- (1) Councillors are advised to contact their Research Officer for details of any Group Meetings which are planned for this meeting.
- (2) Members of the public wishing to inspect "Background Papers" referred to in the reports on the agenda or Schedule 12A of the Local Government Act should contact:-

Customer Services Centre 0300 500 80 80

- (3) Persons making a declaration of interest should have regard to the Code of Conduct and the Council's Procedure Rules. Those declaring must indicate the nature of their interest and the reasons for the declaration.

Councillors or Officers requiring clarification on whether to make a declaration of interest are invited to contact Chris Holmes (Tel. 0115 977 3714) 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.

minutes

Meeting POLICY COMMITTEE

Date Wednesday, 5th March 2014 at 10:30am

membership

Persons absent are marked with 'A'

COUNCILLORS

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

	Reg Adair	John Knight
	John Cottee	Diana Meale
	Jim Creamer	Philip Owen
	Mrs Kay Cutts MBE	John Peck JP
	Glynn Gilfoyle	Ken Rigby
	Kevin Greaves	Gail Turner
A	Stan Heptinstall MBE	Stuart Wallace
	Richard Jackson	Muriel Weisz
	David Kirkham	

ALSO IN ATTENDANCE

Councillor Roy Allan	Councillor Alice Grice
Councillor Nicki Brooks	Councillor Darren Langton
Councillor Steve Calvert	Councillor Liz Plant
Councillor Steve Carroll	Councillor John Wilkinson

OFFICERS IN ATTENDANCE

Carl Bilbey	(Policy, Planning & Corporate Services)
Mick Burrows	(Chief Executive)
Martin Done	(Policy, Planning & Corporate Services)
David Ebbage	(Policy, Planning & Corporate Services)
Jayne Francis-Ward	(Policy, Planning & Corporate Services)
Jon Hawketts	(Children Families & Cultural Services)
Chris Holmes	(Policy, Planning & Corporate Services)
Jas Hundal	(Environment & Resources)
Jo Kirkby	(Policy, Planning & Corporate Services)
Michelle Welsh	(Policy, Planning & Corporate Services)

TEMPORARY MEMBERSHIP CHANGE

The following changes to the membership were reported:-

Councillor Ken Rigby replaced Councillor Jason Zadrozny for this meeting only.
Councillor John Cottee replaced Councillor Martin Suthers OBE for this meeting only.

MINUTES

The Minutes of the last meeting held on 5th February 2014 having been previously circulated were confirmed and signed by the Chairman.

APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor Heptinstall MBE as he was on jury service.

DECLARATIONS OF INTEREST BY MEMBERS AND OFFICERS

None

DISSOLUTION OF THE CLASP CONSORTIUM

Clarification was sought about some of the information in the exempt appendix and it was therefore;

RESOLVED 2014/010

That the discussion and decision be taken when the public are excluded later in the meeting.

NOTTINGHAMSHIRE ANNUAL RESIDENTS SATISFACTION SURVEY 2013 FINDINGS

RESOLVED 2014/011

- 1) That the results of the 2013 Nottinghamshire Annual Residents' Satisfaction Survey be noted.
- 2) That the results be used to inform development of the Council's service and delivery plans.
- 3) That further analysis, as detailed in the report, be undertaken and reported to Members in six months' time.
- 4) That the County Council continues with an Annual Residents' Satisfaction Survey in future years.

OUTCOMES FROM THE COMPLAINTS PROCESS – APRIL 2013 TO SEPTEMBER 2013

RESOLVED 2014/012

- 1) That the contents of the report be noted.
- 2) That the revised staffing structure for the Complaints and Information Team be approved

CHILDREN, YOUNG PEOPLE AND FAMILIES PLAN 2014-16

RESOLVED 2014/013

That the Nottinghamshire Children, Young People and Families Plan 2014-16 be approved.

LOCAL GOVERNMENT ASSOCIATION ANNUAL CONFERENCE & EXHIBITION BOURNEMOUTH 8-10 JULY 2014

RESOLVED 2014/014

That the attendance of two members and one officer at the Local Government Association Conference and Exhibition be approved.

WORK PROGRAMME

RESOLVED 2014/015

That the Committee's work programme be noted subject to the inclusion of the new Operating Model on the items for the 7th May Committee.

EXCLUSION OF THE PUBLIC

RESOLVED 2014/016

That the public be excluded for the remainder of the meeting on the grounds that the discussions are likely to involve disclosure of exempt information described in paragraph 3 of the Local Government (Access to Information) (Variation) Order 2006 and the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

EXEMPT INFORMATION ITEMS

DISSOLUTION OF THE CLASP CONSORTIUM

RESOLVED 2014/017

- 1) That authority be delegated to the Corporate Director for Environment and Resources to negotiate and approve final details of the terms of the transfer for the IP rights up to the value specified in paragraph 5 of the exempt appendix, in consultation with the Group Manager, Legal and Democratic Services and the S151 Officer
- 2) That authority be delegated to the Council's representative to cast a vote in favour of the dissolution of the CLASP and transfer of intellectual property rights to Scape at the CLASP meeting where this business is to be decided.
- 3) That the Council entering in the necessary legal agreements to effect the above resolutions.
- 4) That subject to the dissolution of the CLASP taking effect, the list of Outside Bodies be updated as necessary.
- 5) That the information contained in the exempt appendix to the report be noted.

The meeting closed at 12.05 pm.

CHAIRMAN
M_05MAR2014

REPORT OF THE LEADER OF THE COUNCIL**ANNUAL DELIVERY PLAN 2014 - 2015****Purpose of the Report**

1. This report invites Policy Committee to agree the Council's first Annual Delivery Plan 2014 – 2015 to support delivery of the Strategic Plan 2014 - 18.

Background

2. The Strategic Plan 2014 - 2018 was agreed by County Council in January 2014 and provides a clear statement of the Council's vision, values and priorities.
3. As part of the Council's Strategic Management Framework, it was agreed that an annual Delivery Plan be produced identifying clear and specific activity that would deliver, or work towards achievement of the outcomes for communities set out in the Strategic Plan.

Annual Delivery Plan 2014 – 15

4. The Strategic Plan sets five priorities, with each priority having between five and seven individual but linked outcomes, to be achieved by the Council. The Annual Delivery Plan connects these outcomes to the key measures of progress or success in achieving them and to the activity to be undertaken that will contribute towards them.
5. The Annual Delivery Plan for 2014-15 therefore sets out:
 - § How we will measure and assess our success in achieving the outcomes sought for Nottinghamshire's communities
 - § The key actions that will be taken to support us to achieve these outcomes
 - § The way in which our assets, resources and infrastructure will be developed to support services to deliver
6. The Strategic Plan also established three key values that form important principles for the Council. These are: Treating people fairly, Value for Money and Working Together. These values inform decision making and will be followed in the delivery of services.
7. To further these values the Delivery Plan contains a number of specific actions that will contribute to the development and embedding of the values across the Council in 2014-15. These include:

- § Treating people fairly – as part of our work to embed a culture which treats people fairly the Council will start to redesign services including detailed work to improve access to our services so that people can access them in the way that they wish to. We will also implement a new planned approach to equality.
 - § Value for Money – the Council will develop a new operating model to help us to spend every penny wisely and will further strengthen performance management to ensure service quality and that our spend is cost effective.
 - § Working Together – as a community leader the Council will work with its partners to seek efficiencies and to deliver our shared priorities such as with D2N2 to support economic growth in Nottinghamshire and with the Children's Trust to make improvements for children and young people
8. The Council's first Annual Delivery Plan 2014 – 2015 is attached as an appendix to the report for consideration by Policy Committee.
 9. As part of the Council's Strategic Management Cycle the Annual Delivery Plan should be approved by Policy Committee and implemented. The Council's progress in achieving the actions and outcomes set out in the Delivery Plan for 2014-15 will be reported on quarterly.
 10. In addition, as this is the Council's first Annual Delivery Plan, the plan will be evaluated during the year to enable it to be further developed for year two, this will include ensuring that it continues to complement the implementation of the emerging operating model.

Other Options Considered

11. None.

Reason/s for Recommendation/s

12. The Strategic Plan establishes the values and priorities of the Council for the next four years. The annual delivery plan has been developed in accordance with the Strategic Management Framework to commence the implementation of these values and priorities.

Statutory and Policy Implications

13. 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, 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.
14. The actions to be carried out as part of the Annual Delivery Plan will advance the Council's policy in respect of a number of these areas. In particular the Plan establishes the Council's statutory equality objectives for 2014-15.

RECOMMENDATION/S

It is recommended that

1. The Policy Committee agree the Annual Delivery Plan 2014 - 15.

Councillor Alan Rhodes
Leader of the Council

For any enquiries about this report please contact:

Matthew Garrard, Policy, Performance and Research Team Manager Ext 72892

Constitutional Comments (SLB 21/03/2014)

13. Policy Committee has authority to approve the recommendation set out in this report by virtue of its terms of reference.

Financial Comments (SEM 21/03/14)

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

Background Papers

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

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

Annual Delivery Plan

2014 – 2015

Annual Delivery Plan 2014 – 15

Introduction

The Strategic Plan 2014 - 2018, which was agreed by County Council in January 2014, provides a clear statement of the Council's vision, values and priorities. It outlines key areas of service delivery, agreed Council objectives and statutory requirements. The Strategic Plan sets three values and five priorities, with each priority having between five and seven individual but linked outcomes, to be achieved by the Council.

As part of the Council's Strategic Management Framework, it was agreed that an annual Delivery Plan be produced identifying clear and specific activity that would be planned for the year that would deliver, or work towards achievement of the outcomes for communities set out in the Strategic Plan.

The Annual Delivery Plan for 2014-15 therefore sets out:

- How we will embed our three key values in the delivery of our services to ensure that we are:
 - treating people fairly,
 - providing value for money and
 - working together for Nottinghamshire
- How we will measure and assess our success in achieving the outcomes sought for Nottinghamshire's communities
- The key actions that will be taken to support us to achieve these outcomes
- The way in which our assets, resources and infrastructure will be developed to support services to deliver

In addition to an annual Delivery Plan it is intended that a forward plan of major activity to support the delivery of the Council's Strategic Plan ambitions for future years be developed as part of the new Operating Model.

The Council recognises that exposure to uncontrolled strategic risks may jeopardise the achievement of its vision and priorities. These can be financial risks, risks to projects, risks to services or to the public or other stakeholders, risks from missed opportunities and risks to the reputation of the Council. Failure to manage such risks effectively would affect performance across all services and activities. For this reason, risk management is a key element of the framework of corporate governance and is integral to the successful achievement of the Strategic Plan. Our progress in achieving the actions and outcomes set out in the Delivery Plan for 2014-15 and associated risks will be continuously monitored and reported on quarterly to the Council's Corporate Leadership Team and to Policy Committee to ensure that they are managed.

The Annual Delivery Plan is structured in three parts:

Embedding our values

The Council has three key values – **treating people fairly, value for money and working together** - that it seeks to follow in the delivery of its services. This section of the Delivery Plan is dedicated to specific actions that will develop and embed these values across the Council and its services.

The actions included for the treating people fairly value also establish the **Council's Equality Objectives for 2014-15** in accordance with the Public Sector Equality Duty.

To ensure that we meet our value to provide value for money we will gauge **residents' satisfaction and three influential drivers of satisfaction - value for money perceptions, how informed people feel and how able people feel to influence decision-making**.

Achieving our priorities

The Council has set five priority areas to work towards between 2014-18. Within each priority the Council seeks to achieve a number of outcomes or improvements for the communities of Nottinghamshire.

This part of the delivery plan considers each of these community outcomes and sets out detailed actions to work towards achieving them during the current year.

It is also important for the Council to be able to understand whether the actions it takes are making a difference for communities. So this Plan also sets out a number of indicators that can be used to gauge or quantify the impact of these actions or to consider well-being or quality of life.

These indicators will help us to assess progress for each outcome, to plan future actions and to develop future plans.

Focusing our resources

As well as contributing to the Council's overall priorities, our support service seek to meet the needs of their customers - our frontline services.

The Delivery Plan identifies these key outcomes for these support services.

It also sets out how the Council's major support services will be developed to support frontline services to change, providing the basis for our resource strategies.

Embedding our Values

Our plan sets out the values that the County Council will operate by in the delivery of services, the achievement of its priorities and in its decision making. This section of the Delivery Plan is dedicated to developing and embedding these values across the Council and its services.

The satisfaction of our residents and their perceptions of fairness and value for money will provide important indicators of how the Council is seen to be progressing these values. We will look to improve on the current 58% satisfied with the way the Council runs things (target 60%) and the drivers of satisfaction: 43% agreeing that the Council provides 'value for money' (target 46%), 51% who feel informed about the services and benefits that the Council provides (target 59%) and 28% who feel they can influence decisions in their local area (target 33%)

In addition to the actions set out for each priority, the Council will undertake the following actions for the three key values that it seeks to follow:

Treating people fairly

We will create a culture which treats people fairly and where resources are targeted to meet the needs of the most vulnerable and disadvantaged.

We will make sure that we focus on improving the lives of those least able to help themselves – the most vulnerable children, young people and adults in our communities.

We also want to make sure that those who need the most support get it so that everyone gets the opportunity to fulfil their potential.

We will deliver high standards of customer care and respond to what we hear from our customers.

Actions to be completed within 2014/15

Responsible Officer

Timescale

- | | | |
|--|-------------------------|--------|
| 1. Introduce new ways for customers to access services in person and remotely as part of the Council's new operating model and review access and facilities in our buildings to ensure that they meet the needs of our customers and staff | Corporate Director E&R | Mar 15 |
| 2. Develop and implement a plan to strengthen fairness of opportunity and equality. Be recognised for improvements through our scores in the work place and education equality index. | Corporate Director PPCS | Mar 15 |

Value for money

The amount of money we have to spend will reduce considerably. In order to protect front-line services as much as we can, we will need to make sure that every penny is spent wisely and effectively.

Above all though, we have to live within our means. Many of our choices will be forced upon us due to the worsening financial position that we are being placed in.

There is a cost to running any Council but we will continue to make sure that all spend is cost-effective.

Actions to be completed within 2014/15	Responsible Officer	Timescale
1. Develop and implement a new operating model for the Council	Deputy Chief Executive	Mar 15
2. Introduce new arrangements to enable services to performance manage quality and deliver 'value for money'.	Corporate Director PPCS	Jul 14

Working together

The County Council acts as a community leader for Nottinghamshire and we will work with our partners and residents to ensure we prioritise our resources to get the best for our communities. We will make choices only once we have listened to what communities want and need.

One of the ways that we can also be more efficient is to work more closely with our partners across the public, business and voluntary sector. By joining forces with others we can make sure that we deliver improved outcomes.

Actions to be completed within 2014/15	Responsible Officer	Timescale
1. Work with partners in D2N2 & N2 to deliver the priorities of the Strategic Economic Plan	Corporate Director PPCS	Mar 15
2. Work with our partners through the Children's Trust to deliver the CYPF Plan 2014-16, year one	Corporate Director CFCS	Mar 15

Priority one – Supporting safe and thriving communities

Outcome 1.1

The most vulnerable children and adults will be effectively protected and supported

Officer accountable for outcome: Service Director Children's' Social Care
Service Director Access& Public Protection

Committee : Children and Young People
Adult Social Care & Health

We will measure progress for this outcome by considering:

	Current position	Year one target
Assessments for Children's Social Care carried out within timescales	77.2% (Apr 13 - Feb 14)	85%
Re-referrals to Children's Social Care	26.3% (Apr 13 - Feb 14)	25%
Children becoming subject of a Child Protection Plan on more than one occasion	17.3% (Apr 13 - Feb 14)	Reduce to reach national average (14.9% 2012-13)
Looked after children with 3 or more placements in any one year	9.7% (Apr13-Dec13)	Better than the national average (11% 2012-13)
The percentage of children adopted placed with their adopters within 20 months of becoming looked after	57% (3 year average 2010-2013)	Better than the national average (55% Jan 2014)
Number of concluded referrals in a 12 month period where the individual was assessed as lacking capacity	New Measure	To establish baseline data
The percentage of adults who have been through the safeguarding process and whose outcomes have been met	New measure	60%

Key actions we will undertake in 2014/15 contributing to this outcome:

	Responsible Officer	Timescale
1. The arrangements for the assessment of safeguarding concerns in the Multi-Agency Safeguarding Hub (MASH) will be reviewed with partners, to ensure that they support the appropriate referral and information sharing for the most vulnerable children and adults.	Group Managers Children's Social Work Services/ Safeguarding Adults	October 2014
2. Assessment processes for children will be updated to reflect the single assessment process defined by Working Together 2013 and informed by learning from the trial of the Department for Education Safeguarding Assessment and Analysis Framework.	Group Manager Children's Social Work Services	December 2014
3. Improve the quality of child protection planning, ensuring the appropriateness of children becoming subject to a plan, the ending of plans and the delivery of the identified outcomes during the plan.	Group Manager Safeguarding and Independent Review	September 2014
4. To secure appropriate placements for children whilst reducing reliance on more expensive residential and external fostering placements. This may be achieved by placing more children within the internal fostering service; their extended family through kinship arrangements, or by achieving permanency for children and young people through long term fostering or adoption.	Group Manager Access to Resources	March 2015
5. We will update our Adult Safeguarding processes to reflect changes in the Care Bill. This will improve our processes and practice to ensure the service user is at the centre of all we do.	Group Manager Safeguarding Adults	March 2015
6. In response to the findings of the Department of Health report 'Transforming Care; A National Response to Winterbourne View Hospital' we will seek to return people who have been placed out of county back into Nottinghamshire.	Group Manager Joint Commissioning	March 2015
7. We will consolidate the intelligence we have about our residential care homes, use this for the early identification of poor quality and work with these providers to improve standards of care.	Group Manager Quality & Market Management	March 2015

Priority one – Supporting safe and thriving communities

Outcome 1.2

The public are confident that Nottinghamshire is a safe place to live and work

Officer accountable for outcome: Service Director Promoting Independence & Public Protection

Committee : Community Safety

We will measure progress for this outcome by considering:

	Current position	Year one target
Residents feeling safe outside in their local area after dark	74% 2013	75%
All Crime Statistics	38,091 (Jan-Dec 2013)	Lower than 2013/14
Anti-Social Behaviour statistics	19,900 (Jan-Dec 2013)	Lower than 2013/14

Key actions we will undertake in 2014/15 contributing to this outcome:

	Responsible Officer	Timescale
1. We will focus on 15 Partnership Plus Areas in Nottinghamshire (with Safer Notts Board partners including Police and Crime Commissioner) providing administration of £392,000 of PCC funding for local priorities.	Group Manager Trading Standards	March 2015
2. We will ensure effective spend of £364,000 Community Safety Budget including £25,000 for IPledge project to target 20 Nottinghamshire schools and £15,000 to work with three communities (Worksop, Mansfield and Eastwood) on the In our Hands project.	Group Manager Trading Standards	March 2015
3. Work with partners in Public Health, Trading Standards and Community Safety to address issues with vulnerable people including mental health issues through local vulnerable people panel eg setting up an event to be attended by agencies who work with vulnerable people to identify improvements to outcomes.	Group Manager Trading Standards	March 2015
4. We will set up email alerts for scams using Emailme to inform and enable residents to prevent and protect themselves.	Group Manager Media Relations	April 2014
5. As part of the Neighbourhood Policing Review, we will work with the Police to ensure that the views of the Borough / District and County Councils in Nottinghamshire help to shape how Neighbourhood Policing will operate in the future.	Group Manager Trading Standards	October 2014

Priority one – Supporting safe and thriving communities

Outcome 1.3 Casualties on Nottinghamshire's roads continue to reduce

Officer accountable for outcome: Service Director Highways

Committee : Transport & Highways

We will measure progress for this outcome by considering:

People killed or seriously injured in road traffic collisions (ten year target for a 40% reduction from the 2005 – 2009 baseline of 517)

Current position

443

Year one target

434

Number of children killed or seriously injured in road traffic accidents (ten year target for a 40% reduction from the 2005 – 2009 baseline of 54)

43

43

Number of children receiving cycling training at specific levels

2500

2700

Key actions we will undertake in 2014/15 contributing to this outcome:

Responsible Officer

Timescale

1. As part of Nottinghamshire's Decade of Action for Road Safety we will implement and monitor the Annual Road Safety Plan for 2014/15. This plan has 40 actions which influence casualty reduction through engineering, enforcement or educational solutions and cover a wide variety of user groups such as; young drivers, cyclists, pedestrians and motorcyclists.

Group Manager
Highways Safety

March 2015

2. We will investigate and develop further shared service arrangements for Highway Safety. The Nottinghamshire Road Safety Partnership will be the vehicle that co-ordinates multi-agency activities.

Group Manager
Highways Safety

July 2014

3. We will invest in highway safety improvement schemes, such as the project on the A38 Kingsmill Road East. This section of road has had a historically high number of accidents despite previous highway improvements and therefore speed management is the most appropriate course of action.

Group Manager
Highways Safety

March 2015

4. We will introduce 20mph limits outside schools where appropriate, and provide enforceable school keep clear markings outside 160 schools during 2014/15.

Group Manager
Highway Planning
Access &
Commissioning

March 2015

Priority one – Supporting safe and thriving communities

Outcome 1.4 Nottinghamshire is a fair and safe place to do business

Officer accountable for outcome: Service Director Promoting Independence and Public Protection Committee : Community Safety

We will measure progress for this outcome by considering:

	Current position	Year one target
Number of interventions with businesses	1640 Projected 2013/14	1640
Number of tailored interventions to protect vulnerable residents based on the risk, threat and harm to the individual	247 Projected 2013/14	300
Number of messages/alerts communicated via Neighbourhood Alerts to targeted audiences	74 Projected 2013/14	100
Number of Primary Authority Partnerships	24	32

Key actions we will undertake in 2014/15 contributing to this outcome:

	Responsible Officer	Timescale
1. We will promote a fair, safe and thriving local economy by: <ul style="list-style-type: none"> providing high quality basic trader advice and guidance expanding our tailored advice to and partnerships with legitimate businesses (on a cost recovery basis) and tackling those rogue traders who adversely impact legitimate businesses. 	Group Manager Trading Standards	March 2015
2. We will increase our work with other agencies and organisations to protect more vulnerable residents from frauds, scams and other crimes. We will tailor our intervention dependant on the type of problem and those most at risk from it and this will include working with colleagues across the social care spectrum and working more closely with the Police and others.	Group Manager Trading Standards	March 2015
3. We will expand our use of a variety of communication channels, including emerging technologies such as social media, to share key messages/alerts to empower individuals and businesses to protect themselves.	Group Manager Trading Standards	March 2015

Priority one – Supporting safe and thriving communities

Outcome 1.5

The health and safety of local people are protected by organisations working together

Officer accountable for outcome: Director of Public Health

Committee : Public Health Committee

We will measure progress for this outcome by considering:

	Current position	Year one target
Multiagency outbreak management plan will be agreed and implemented across partners	Current plan is out of date	Plan fully implemented
Pandemic Flu plan will be agreed and implemented across partners	Current plan is out of date	Plan fully implemented
New arrangements for community infection prevention and control are in place	Current arrangements reflect historical legacy	Sustainable arrangements implemented to meet needs of the population

Key actions we will undertake in 2014/15 contributing to this outcome:

	Responsible Officer	Timescale
1. We will agree multi-agency plans for effective management of communicable disease outbreaks and incidents arising from environmental and chemical hazards.	Consultant in Public Health	May 2014
2. We will agree updates to multi-agency Pandemic Flu plan.	Consultant in Public Health	September 2014
3. We will implement arrangements for protecting people against healthcare associated infections in community settings.	Consultant in Public Health	March 2015

Priority two – Protecting the environment

Outcome 2.1

The countryside is protected and attracts more visitors

Officer accountable for outcome: Service Director Youth, Families and Culture

Committee : Environment & Sustainability

We will measure progress for this outcome by considering:

	Current position (Qtr3 2013/14)	Year one target
The number of visitors to our Country Parks and Green Estate sites	1,022,169	1,500,000
Country Parks and Green Estates Service: service user and customer satisfaction levels achieved across the service area	98%	95%-98%

Key actions we will undertake in 2014/15 contributing to this outcome:

	Responsible Officer	Timescale
1. Implement the Green Estate Strategy by undertaking a Green Estate site review to inform the effective targeting of resources.	Group Manager Country Parks and Green Estates	July 2014
2. Implement the Rufford Park development Plan by maintaining Visitor Accreditation Quality Assurance Scheme (VAQAS) accreditation and developing a comprehensive Conservation Management Plan.	Group Manager Country Parks and Green Estates	December 2014
3. We will develop the framework for the designation of Nature Improvement Areas to benefit biodiversity, local people and the economy during 2014/15, leading to successful designating of sites in 2015/16.	Group Manager Planning	March 2015
4. Develop our heritage tourism offer and a Nottinghamshire prospectus in partnership with English Heritage and the Heritage Lottery Fund.	Group Manager Planning	March 2015

Priority two – Protecting the environment

Outcome 2.2

People in Nottinghamshire are encouraged to help protect the environment

Officer accountable for outcome: Service Director Transport, Property and Environment

Committee : Environment & Sustainability

We will measure progress for this outcome by considering:

Percentage of waste sent for Composting increased from 2013/14 outturn

Current position

15.5%

Year one target

16.5%

Number of volunteer hours for natural and historic environment projects

New measure

To be determined once baseline set

Number of friends groups supported through Greenwood Community Forest

New measure

Key actions we will undertake in 2014/15 contributing to this outcome:

Responsible Officer

Timescale

1. We aim to reduce the amount of waste sent to landfill and save on landfill tax costs through the introduction of a series of measures. During 2014/15 we will work with 2 specific Waste Collection Agencies to introduce additional kerbside green waste collections

Group Manager Waste and Energy

March 2015

2. We will finalise the Veolia Revised Project Plan to reduce landfill in 2015/16.

Group Manager Waste and Energy

July 2014

3. We will support schools to deliver the Reduce, Reuse, Recycle message, and will work with Veolia to deliver 3 Love Food Hate Waste "Big Lunches" within local communities, and a wider campaign to reduce contamination and increase capture rates on plastic bottles during summer 2014.

Group Manager Waste and Energy

October 2014

4. We will enhance and promote Greenwood Community Forest through continued support of the Friends of Greenwood Forest / other Volunteer Groups and by implementing the Community Tree Planting scheme across Nottinghamshire.

Group Manager Planning

March 2015

5. We will develop the Biodiversity Action Plan to encourage volunteers to assist with the surveying of key sites and help combat invasive species.

Group Manager Planning

March 2015

6. We will lead the Sherwood Landscape Partnership Scheme to develop the scheme with key partners, bid for Heritage Lottery funding in October 2014 and engage with local communities.

Group Manager Planning

October 2014

Priority two – Protecting the environment

Outcome 2.3

The environmental impact of providing County Council services is reduced

Officer accountable for outcome: Service Director Transport, Property and Environment

Committee : Finance & Property

We will measure progress for this outcome by considering:

Operational office space as a percentage of the total portfolio (National Property Performance Management Initiative – NaPPMI measure)

Current position

Year one target

New Measure

To establish baseline data

Annual income from Feed in Tariff payments from photovoltaic installations on Council buildings against 2013/14

£55,000

£80,000

Change in average annual Display Energy Certification score for Council buildings above 1000m² against 2013/14

New Measure

To establish baseline data

Change in weather corrected carbon emissions from energy use in Council buildings against 2013/14.

70,030 tonnes
(2012/13)

3% reduction

Key actions we will undertake in 2014/15 contributing to this outcome:

Responsible Officer

Timescale

1. We will invest in sustainable technologies, such as solar panels, low energy LED street lighting and energy efficiency measures to help reduce energy use. Examples of this include;
 - install £250,000 of photovoltaic panels on county council buildings to generate electricity / income and reduce carbon emissions
 - install £250,000 of energy efficiency measures across county council buildings to reduce energy / gas use and carbon emissions

Team Manager Energy Management

March 2015

June 2015

2. Develop a strategic Asset Management Plan to rationalise the property portfolio, share resources and reduce the environmental impact;
 - Investing in renewable heating boilers, replacing coal fire boilers with more sustainable biomass boilers
 - Worksop's new bus station will be built during 2014/15 utilising low energy heating and lighting, photovoltaic solar panels and will reuse rain water for sanitation
 - Consider the feasibility of sharing resources, such as Sir John Robinson Way with colleagues from Gedling Borough Council and in negotiation to share with further organisations, such as the Police

Group Manager Property

March 2015

February 2015

March 2015

3. We will use in-house expertise to work with other Nottinghamshire County Council services to understand and evaluate the biodiversity / environmental impact of existing and proposed future service delivery.

Group Manager Planning

March 2015

Priority two – Protecting the environment

Outcome 2.4

The roads and transport infrastructure in Nottinghamshire is fit for purpose

Officer accountable for outcome: Service Director Highways

Committee : Transport & Highways

We will measure progress for this outcome by considering:

	Current position	Year one target
Percentage of the local authority road network, where structural maintenance should be considered;		
• Principal	2.6%	4%
• Non-Principal	9.7%	9%
• Unclassified	17.9%	19%
Satisfaction with reliability of electronic display information	63.2%	63%
Satisfaction with the local bus service overall	68.6%	70%
Satisfaction with the frequency of bus services	66.6%	67%

Key actions we will undertake in 2014/15 contributing to this outcome:

	Responsible Officer	Timescale
1. We will develop and deliver the Highways Maintenance Capital Programme.	Group Manager Highway Planning Access & Commissioning	March 2015
2. We will develop and deliver the Integrated Transport Measure Capital Programme (approx 250 schemes).		March 2015
3. We will complete flood studies in Southwell, Hucknall and Cropwell Butler to assess available options for reducing flood risk in those communities.	Group Manager Highway Planning Access & Commissioning	March 2015
4. We will undertake travel planning with developers and local residents to address journey time delay and maximise efficiency of the highway network.		March 2015
5. We will work to commence in spring 2014 building the new bus station in Worksop, to be completed during 2015. A much needed infrastructure development that will increase passenger numbers (by at least 3% in the first full year of operation) and be a regeneration boost to the town.	Group Manager Highways Programme Design & Delivery	March 2015
6. We will introduce Bus Priority schemes at traffic signalled junctions and to continue delivery of the programme of bus stop and shelter improvements.		March 2015

Priority two – Protecting the environment

Outcome 2.5

Connectivity across the county and into the region will be improved

Officer accountable for outcome: Service Director Highways

Committee : Transport & Highways

We will measure progress for this outcome by considering:

	Current position	Year one target
Percentage households within 800m of bus service	94%	94%
Bus services running on time: % of non-frequent services on time	85%	84%
Bus services running on time: Excess waiting time of frequent services	0.96	1.00
Levels of cycling activity across Nottinghamshire (indexed against 2009 baseline)	105 (2012)	110
Customer satisfaction with overall walking and cycling facilities	53.1%	54%

Key actions we will undertake in 2014/15 contributing to this outcome:

	Responsible Officer	Timescale
1. A453 Major Road Improvement – we will be focussing on major works to widen the A453 and improve its junctions with side roads. The overall scheme will contribute to help residents and businesses by reducing journey times, alleviating congestion and improving connections to the M1, Airport and East Midlands Parkway station.	Group Manager Highway Planning Access & Commissioning	March 2015
2. We will contribute to the Highways Agency scheme on the A1 at Elkesley to help improve safe access to and from the A1 and link the village to the wider County Road Network.		March 2015
3. We will support Bus Quality Partnerships including the Mansfield Statutory Quality Bus Partnership, and introduce voluntary Quality Bus Partnerships for Worksop and Beeston.	Group Manager Transport	March 2015
4. We will refresh the Bus Priority Improvements to tackle congestion hotspots to improve journey and punctuality.	Group Manager Highway Planning Access & Commissioning	March 2015

Priority three – Supporting economic growth and employment

Outcome 3.1 Economic growth is stimulated by unlocking employment sites

Officer accountable for outcome: Group Manager Corporate Strategy

Committee : Economic Development

We will measure progress for this outcome by considering:

	Current position	Year one target
Number of employment site schemes brought forward through direct County Council investment	Nil	3
Number of jobs created/safeguarded	Nil	40
Capital funding secured for key schemes	Nil	£1,000,000
Number of strategic projects included in the D2N2 Strategic Economic Plan as a result of County Council support/lobbying	Nil	3

Key actions we will undertake in 2014/15 contributing to this outcome:

	Responsible Officer	Timescale
1. We will launch and manage the Council's Economic Development Capital Fund.	Team Manager Economic Development	March 2015
2. We will complete feasibility / masterplanning on key development sites in Nottinghamshire to identify barriers to growth.	Team Manager Economic Development	March 2015
3. We will support Nottinghamshire projects to access capital investment through D2N2 Strategic Economic Plan, Growing Places Fund, Regional Growth Fund and the Nottingham Investment Fund (eg Rolls Royce Hucknall, Enterprise Zone, FuturePoint Newark).	Team Manager Economic Development	March 2015

Priority three – Supporting economic growth and employment

Outcome 3.2 We have attractive and economically vibrant towns

Officer accountable for outcome: Group Manager Corporate Strategy

Committee : Economic Development

We will measure progress for this outcome by considering:

	Current position	Year one target
Number of town centre projects receiving capital investment	Nil	1
Number of town centre investment plans developed and agreed	Nil	1

Key actions we will undertake in 2014/15 contributing to this outcome:

	Responsible Officer	Timescale
1. We will support Business Improvement District priorities in Beeston and Mansfield.	Team Manager Economic Development	March 2015
2. We will promote the Council's Economic Development Capital Fund to Borough and District Council partners.	Team Manager Economic Development	March 2015
3. We will complete feasibility / masterplanning on Mansfield town centre.	Team Manager Economic Development	March 2015
4. We will invest in town centre improvement schemes – delivering a major transport scheme for Hucknall which will pedestrianise the High Street, improve transport links and promote the regeneration of the town centre by creating an attractive and prosperous retail centre.	Group Manager, Highway Programme Design & Delivery	March 2015

Priority three – Supporting economic growth and employment

Outcome 3.3 Barriers to growth are minimised by improving countywide infrastructure

Officer accountable for outcome: Service Director Highways

Committee : Economic Development

We will measure progress for this outcome by considering:

Current position

Year one target

Total number of premises passed by a fibre-based broadband infrastructure

Nil

35,582

The percentage of schemes in the Integrated Transport Measures Capital Programme delivered

90%

92%

Key actions we will undertake in 2014/15 contributing to this outcome:

Responsible Officer

Timescale

1. We will continue with the planned development of the Gedling Access Road (GAR) working in conjunction with key strategic partners.

Group Manager
Highway Planning
Access &
Commissioning

March 2015

2. We will help to unlock the former industrial site at Rolls Royce in Hucknall through significant investment in the local road infrastructure.

March 2015

3. We will deliver phases 1-3 of the Better Broadband for Nottinghamshire programme to address fibre-based broadband 'market failure' across Nottinghamshire.

Team Manager
Economic Development

March 2015

Priority three – Supporting economic growth and employment

Outcome 3.4

Ensure all council employees are paid a fair rate of pay and increase the spending power of local communities

Officer accountable for outcome: Service Director HR & Customer Services

Committee : Personnel

We will measure progress for this outcome by considering:

Current position

Year one target

Percentage of centrally employed staff being paid at or above the Living Wage

76.4%

100%

Key actions we will undertake in 2014/15 contributing to this outcome:

Responsible Officer

Timescale

1. We will pay all centrally employed staff the Living Wage with effect from April 2014.

Service Director HR
and Customer Services

April 2014

2. Demonstrate good practice in ensuring fair pay and encourage other local employers to follow suit and adopt the Living Wage

Service Director HR
and Customer Services

March 2015

3. Promote the benefits of the Living Wage to encourage Nottinghamshire schools and academies to adopt the Living Wage for their employees and offer support to those who do so

Service Director HR
and Customer Services

March 2015

Priority three – Supporting economic growth and employment

Outcomes 3.5

More young people will be in work, education or training

Training and apprenticeship opportunities for the local workforce are provided that reflect the needs of business

Officer accountable for outcome: Service Director Youth, Families & Culture
Group Manager Corporate Strategy

Committee : Economic Development

We will measure progress for this outcome by considering:

	Current position	Year one target
The percentage of young people in Years 12-14 not in education, employment or training (NEET)	3.2%	To remain in the top quartile nationally
The percentage of young people in Years 12-14 where the education, employment or training destination is unknown	6.4%	6%
The number of learners with learning difficulties and/or disabilities benefitting from work experience	N/A	20
The number of learners with learning difficulties and/or disabilities progressing into a 'Supported Internship' of six months	N/A	14
The number of Small and Medium Enterprises offering apprenticeships for the first time through the Economic Development Strategy	N/A	45
The number of young people taking up apprenticeship opportunities through the Economic Development Strategy	N/A	70

Key actions we will undertake in 2014/15 contributing to this outcome:

	Responsible Officer	Timescale
1. Working with key external stakeholders (to include further education and skills providers, the National Apprenticeship Service, Education Funding Authority, Skills Funding Agency, our regional Ofsted link) we will ensure young people, adults, parents and employers have opportunities to gain an appreciation of the training, education and employment opportunities that are available across Nottinghamshire	Group Manager Support to Schools Service	October 2014
2. We will create two new partnerships across the County to provide a range of work experience, supported internship and employment opportunities for learners with learning difficulties and/or disabilities (LLDD)	Group Manager Corporate Strategy	March 2015
3. As part of the Economic Development Strategy we will work with Futures to promote the benefits of apprenticeships, encouraging take-up across Small and Medium Enterprises. We will also support young people to be 'employment ready' through the provision of pre-apprenticeship training	Group Manager Corporate Strategy	March 2015
4. We will promote the Council as an attractive source of potential employment to job seekers and utilise our resources to create meaningful and properly remunerated employment opportunities for local people, including apprenticeships and traineeships.	Group Manager Corporate Strategy	April 2014

Priority four – Providing care and promoting health

Outcome 4.1

People with health and social care needs are able to maintain a satisfactory quality of life

Officer accountable for outcome: Deputy Director - ASCHPP

Committee : Adult Social Care & Health

We will measure progress for this outcome by considering:

	Current position	Year one target
Social care-related quality of life	19.3 2012/13	19.3
Proportion of people who use services who have control over their daily life	79.5% 2012/13	80.3%
Overall satisfaction of people who use services with their care and support	64.7% 2012/13	65.5%
The proportion of people who use services who feel safe	69.8% 2012/13	70.7%

Key actions we will undertake in 2014/15 contributing to this outcome:

	Responsible Officer	Timescale
1. We will support the development of new Extra Care Housing and Supported Living Services for older and disabled adults	Strategic Development Manager	March 2015
2. We will work with health and social care colleagues around the issue of falls and to improve transfers of care for older adults leaving hospital, including campaigns to promote the increased use of assessment beds and increased awareness of falls support services	Group Manager Older Adults Community Care	March 2015
3. We will develop the range of preventative services to support adults to remain living at home safely for longer and promote these through the County Council and health partners	Group Manager Older Adults Community Care	March 2015
4. We will fund a specialist 'Compass Worker' within each Intensive Recovery Intervention Service to support carers looking after a person with dementia through practical help, information and emotional support	Commissioning Manager – Joint Commissioning Older People	March 2015
5. We will implement and evaluate the Carers' Crisis Prevention Service as part of the Home Based Services contract	Commissioning Manager – Joint Commissioning Older People	March 2015

Priority four – Providing care and promoting health

Outcome 4.2

Enable people to live independently and reduce their need for care and support

Officer accountable for outcome: Service Director North & Mid Nottinghamshire

Committee : Adult Social Care & Health

We will measure progress for this outcome by considering:

	Current position	Year one target
The number of permanent admissions to residential and nursing care homes for older adults	788	894
The number of permanent admissions to residential and nursing care homes for adults aged 18-64	65	75
Proportion of service users using social care who receive self-directed support and/ or a direct payment	100%	100%
Proportion of service users using social care who receive self-directed support all or part as a direct payment	40.9%	41%
No on-going package following START Reablement	63% January 2014	65%

Key actions we will undertake in 2014/15 contributing to this outcome:

	Responsible Officer	Timescale
1. We will maximise the number of both Younger and Older Adults who are enabled to remain living in their own home through refining the reablement process for Physical Disability and closer monitoring of all requests for admissions and revising panel processes.	Group Manager Disability	March 2015
2. We will help people to remain at home for as long as possible by providing a suitable period of reablement and rehabilitation to help maximise and maintain their independence	Group Managers Older Adults	March 2015
3. We will provide assistance to Carers so they are able to continue to provide the essential support for the people they care for	Group Manager Joint Commissioning	March 2015
4. Through our 'Living at Home Programme' and specifically our Extra Care schemes we will continue to reduce the amount of permanent admissions to residential and nursing homes	Group Manager Joint Commissioning	March 2015

Priority four – Providing care and promoting health

Outcome 4.3

People have a positive experience of care and health support

Officer accountable for outcome: Service Director South Nottinghamshire

Committee : Adult Social Care

We will measure progress for this outcome by considering:

Overall satisfaction of people who use services with their care and support

Current position

Year one target

64.7%
2012/13

65.5%

Proportion of carers who report they have been included or consulted in discussion about the person cared for

72.7%

77.8%

Proportion of service users and carers who found it easy to find information about support

70.3%
2012/13

78%

Proportion of people who use services who have control over their daily life

79.5%
2012/13

80.3%

Carers receiving assessments or reviews

31%
January 2014

38%

Assessment Timescales

67%
November 2013

80%

Key actions we will undertake in 2014/15 contributing to this outcome:

Responsible Officer

Timescale

1. We will develop a tool that determines people's eligibility to be checked in advance. This will enable decisions to be made quicker and allow us to target our services to support the users and carers in greatest need

Group Manager –
Customer
Access/Social Care

October 2014

2. We will make key information available to enable providers who are considering developing or setting up businesses in Nottinghamshire, to ensure there is a range of providers to meet social care needs.

Group Manager – Joint
Commissioning

March 2015

3. We will improve access to and review information provided on Choose My Support online directory. We will establish future needs and options for a web based information and directory through joint working with Special Educational Needs and Disability.

Group Manager – Joint
Commissioning

March 2015

Priority four – Providing care and promoting health

Outcome 4.4

Improved integration within health care delivers improved services focussed on those with the greatest need

Officer accountable for outcome: Service Director South Nottinghamshire

Committee : Adult Social Care

We will measure progress for this outcome by considering:

Permanent admissions of older people (aged 65 and over) to residential and nursing care homes, per 100,000 population

Current position

649.18

Year one target

600.54
(October 2015)

Permanent admissions of older people (aged 65 and over) to residential and nursing care homes directly from a hospital setting per 100 admissions of older people (aged 65 and over) to residential and nursing care homes

64.97

38.04

Proportion of older people (65 and over) who were still at home 91 days after discharge from hospital into reablement / rehabilitation services

83.2

86.49
(October 2015)

Delayed transfers of care from hospital per 100,000 population (average per month)

395.43

389.25

Avoidable emergency admissions (composite measure)

173.65

165.67

Delayed transfers of care from hospital, and those which are attributable to adult social care

3.47

2.8

Key actions we will undertake in 2014/15 contributing to this outcome:

Responsible Officer

Timescale

1. In line with the Better Care Fund, working with the health service, GP's and other organisations we will reduce avoidable admissions to hospital. When people are admitted, we will work together to reduce the length of their stay and enable them to return home sooner

Group Managers Older Adults

March 2015

2. By 2015 we will reduce the amount of people admitted directly to a Care Home from hospital by ensuring that all people are considered for a period of reablement or rehabilitation

Group Managers Older Adults

March 2015

3. We will implement the Health and Well-Being Strategy to enable people with health and social care needs to be able to maintain a satisfactory way of life.

Group Manager Joint Commissioning

March 2015

4. We will work with NHS Trusts within Nottinghamshire to improve the integration of transfers of care from NHS to care services – reducing any delays

Group Manager Mental Health

March 2015

Priority four – Providing care and promoting health

Outcome 4.5

The health inequalities gap is narrowed improving both health and wellbeing

Officer accountable for outcome: Director of Public Health

Committee : Health and Wellbeing Board

We will measure progress for this outcome by considering:

The Nottinghamshire Health & Wellbeing Strategy is published and Year one target of the strategy is delivered.

Current position

Health & Wellbeing
Strategy under
development

Year one target

Strategy
published and
performance of
delivery reported

Achieve Health Improvements in three high priority areas of Public Health

The following Public Health outcomes involve longer term changes in health improvements, which cannot be measured within year. Where available, proxy measures are included to demonstrate progress against Public Health outcomes.

Obesity & Health Weight

Obesity prevention and weight management services available to all Nottinghamshire residents. Measure links to following Public Health Outcomes:

PH Outcome: Excess weight in 4-5 year olds

2012/13 performance - 21.5% of children in age group are overweight or obese (England Range – 16.1% – 32.2%)

PH Outcome: Excess weight in 10-11 year olds

2012/13 performance - 31.1% of children in age group are overweight or obese (England Range – 24.1% – 44.2%)

PH Outcome: Excess weight in adults

2012 performance – 66.4% adults are overweight or obese (England range 45.9% - 74.4%)

Inconsistent access to
services across the
county

Services
available in
each district of
county

Tobacco control – Current level of delivery in stop smoking services maintained alongside value for money improvements. Measure links to following Public Health Outcomes:

PH Outcome: Smoking status at time of delivery

2012/13 performance - 17.3% of women smoke at time of delivery (England Range – 2.3% - 30.8%)

PH Outcome: Smoking prevalence for manual and routine workers (over 18yrs)

2012 performance - 30.1% of manual and routine workers smoke (England Range – 14.2% - 44.3%)

PH Outcome: Smoking prevalence for adults (over 18yrs)

2012 performance - 19.4% of adults smoke (England Range – 12.1% - 29.8%)

Year end estimate
5,770 people have
quit smoking in the
year (recorded at 4
weeks)

7,077
people have
quit smoking in
the year
(recorded at 4
weeks)

Alcohol misuse – Baseline measures and monitoring systems agreed in new service contracts allowing consistent monitoring of recovery from substance misuse across the County

NB: No nationally agreed outcomes are available.

Range of services in
place and no
consistent measure
available to monitor
recovery

New service
contracts in
place with
baseline
measures set
and collected
for use in
monitoring
future
performance

Key actions we will undertake in 2014/15 contributing to this outcome:

1. We will implement the Nottinghamshire Health & Wellbeing Strategy agreed by the Health & Wellbeing Board.

Responsible Officer

Timescale

Associate Director of
Public Health

March 2015

2. We will maximise the use of resources to deliver health improvements and identify opportunities to make value for money improvements, whilst still delivering public health outcomes.

- a. Tobacco control – Use a targeted approach to reach people from priority and hard to reach groups (e.g. routine and manual workers, pregnant women and young people) enabling them to receive stop smoking support.

- b. Alcohol misuse – Establish new services across Nottinghamshire to support recovery from substance misuse.

- c. Obesity & Health Weight – Establish equitable obesity prevention and weight management services in each district across the county

Consultants in Public
Health

March 2015

3. We will agree five evidence based interventions that target areas of greatest need and are known to address health inequalities, as recommended by the Health & Wellbeing Board.

Consultant in Public
Health

March 2015

Priority five – Investing in our future

Outcome 5.1

Children and young people will attain higher educational standards than the national average and attend good and outstanding schools

Officer accountable for outcome: Service Director Education Standards and Inclusion

Committee : Children & Young Peoples

We will measure progress for this outcome by considering:

	Current position	Year one target
The percentage of pupils achieving a good level of development in the Early Years Foundation Stage Profile	57% (Nat Ave 12/13 52%)	To be 6% above national average
Pupils achieving a good Level 4 in reading, writing and mathematics combined at age 11. <i>(A 'good' level 4 is one where the test mark is in the top two-thirds of the level 4 mark range, i.e. level 4B or above)</i>	64% (Nat Ave 12/13 63%)	To be 3% above national average
Achievement of 5 or more A*-C grades at GCSE or equivalent (inc. English and maths)	62.4% (Nat Ave 12/13 59.2%)	To be 4% above national average
The percentage of pupils attending good or outstanding (a) primary and (b) secondary schools	(a) 81% (b) 80% (August 2013)	(a) 82% (b) 82%

Key actions we will undertake in 2014/15 contributing to this outcome:

	Responsible Officer	Timescale
1. Implement the School Improvement Strategy to ensure that all schools become good and outstanding	Group Manager Support to Schools Service	March 2015
2. Commission and facilitate effective school to school support through partnership with Teaching Schools, National Leaders of Education, partnership leaders and other external support agencies	Group Manager Support to Schools Service	March 2015
3. Deliver a universal sold offer to schools to support effective development of leadership and quality first teaching, based on up to date local, national and international research	Group Manager Support to Schools Service	March 2015

Priority five – Investing in our future

Outcome 5.2

The attainment gap in education continues to close for all ages

Officer accountable for outcome: Service Director Education Standards and Inclusion

Committee : Children & Young Peoples

We will measure progress for this outcome by considering:

Achievement gap for those with a good level of development in the Early Years Foundation Stage Profile between pupils eligible for free school meals and the rest

Current position

Gap 23.%
(National 19%)

Year one target

21%

Attainment gap at age 11 for L4+ in reading, writing and mathematics between pupils for whom pupil premium (pp) provides support and the rest

Gap 20%
(Nat Unvalid. 17%)

18%

Attainment gap at age 16 for 5 A*-C (inc English and maths) between pupils for whom the pupil premium (pp) provides support and the rest

Gap 31.5%
(Nat unvalid. 25%)

28%

Key actions we will undertake in 2014/15 contributing to this outcome:

Responsible Officer

Timescale

1. Implement, monitor and review the Closing the Educational Gaps Strategy through the effective delivery of revised yearly action plans

Group Manager
Support to Schools
Service

March 2015

2. Deliver the Newark town pilot and evaluate its impact with a view to sharing good practice and building collaborative capital in relation to effective early intervention, increased progression and improved behaviour and attendance for vulnerable learners

Group Manager
Support to Schools
Service

March 2015

Priority five – Investing in our future

Outcome 5.3

Additional School Places will be available where they are needed

Officer accountable for outcome: Service Director Education Standards and Inclusion

Committee : Children & Young Peoples

We will measure progress for this outcome by considering:

	Current position	Year one target
The number of new school places created	New measure	800
The percentage of Nottinghamshire families receiving their first preference offer (first admission/infant to junior/secondary split) on national offer day	91.5% (fad) 98.1% (ijt) 95.9%(sec)	93% - 98%
The percentage of Nottinghamshire families receiving an offer for one of their preferences (first admission/infant to junior/secondary split) on national offer day	97.5% (fad) 99.5% (ijt) 99.2% (sec)	95% - 100%

Key actions we will undertake in 2014/15 contributing to this outcome:

	Responsible Officer	Timescale
1. Develop, publish and implement the School Places and Capital Strategy to ensure there are sufficient school places of the requisite quality and in the right location. Key to this will be identifying emerging hotspots areas around the county as early as possible and developing new ways of working with schools irrespective of governance to deliver additional places as required.	Group Manager Support to Schools / Quality Assurance and Improvement	December 2014
2. We will secure sufficient funding to provide additional school places through effective analysis of place planning data to secure Basic Need funding from Central government. We will also work with partners to secure fair and appropriate financial contributions for education provision from housing developments, via the planning process.	Group Manager Support to Schools Service	March 2015

Priority five – Investing in our future

Outcome 5.4

Children and young people will receive early help and the support they require to be safe and thrive

Officer accountable for outcome: Service Director Youth, Families & Culture

Committee : Children & Young Peoples

We will measure progress for this outcome by considering:

	Current position	Year one target
The percentage of children aged 0-4 living in low income areas and target groups seen at children's centres	New measure	65%
The percentage of children who had an Early Help Assessment who have had their needs met	New measure	To establish baseline data
First time entrants to the Youth Justice System aged 10-17 (per 100,000)	547 (2102/13)	320

Key actions we will undertake in 2014/15 contributing to this outcome:

	Responsible Officer	Timescale
1. Align early help and social care services in localities so that families receive a joined up service	Group Manager Early Help Services	April 2015
2. Improve the multi-agency help offer to children, young people and families simplifying and improving access to services and developing clear pathways into support	Group Manager Early Help Services	April 2015
3. Review and refresh our common assessment approach for individual children, young people or families who need integrated early help support	Group Manager Early Help Services	December 2014

Priority five – Investing in our future

Outcome 5.5 Young people are supported to reach their potential

Officer accountable for outcome: Service Director Youth, Families & Culture

Committee : Children & Young Peoples

We will measure progress for this outcome by considering:

	Current position	Year one target
The percentage of young people who have attained a full level 3 qualification by 19	48.7% (2011/12)	To move from fourth to third quartile (50.5% 2011/12)
Percentage of young people who have not attained a Level 2 qualification in English and mathematics at age 16 who go on to attain Level 2 or higher in both by the end of the academic year in which they turn 19	16% (2011/12)	To reach national average (18.4% 2011/12)

Key actions we will undertake in 2014/15 contributing to this outcome:

	Responsible Officer	Timescale
1. We will work with Futures to improve the impartial information, advice and guidance provided to young people	Group Manager Early Help Services/ Early Help Group Manager (functional area)	March 2015
2. We will support and monitor the Youth and European Social Fund contracts to ensure eligible young people have the opportunity to engage with good quality learning and training opportunities	Group Manager Early Help Services/ Early Help Group Manager (functional area)	March 2015
3. We will maintain a comprehensive youth service offer focused on areas in most need	Group Manager Early Help Services/ Early Help Group Manager (functional area)	March 2015

Focusing our Resources and Support Services : Reducing our Costs

Our priorities cannot be achieved unless our services have the tools and support they need to do their job properly. Our support services underpin our front line services and make this happen. They manage the deployment and development of Council's assets, resources and infrastructure to meet the needs of our front line services' and of the Council as a whole.

These needs are evaluated through our Resource Strategies which coordinate the activity required to ensure that frontline services are able to meet the needs of their customers. Each Strategy will be reviewed following the adoption of the new Strategic Plan.

We are also investing in innovative approaches now to reduce costs in the future. These key programmes progress the outcomes of some of our resource strategies and include our Channel Shift Strategy and Digital Development work.

Key action

Implement the Council's Outline Business Cases and associated projects to deliver Council Budget 2014-15

Our Plans and Strategies

Customer Access

Service Director HR & Customers

The way that people want to access services and information is changing and the Council must grasp the potential that this offers by rethinking the way that both are delivered.

At the heart of the transformation will be the customer – designing services around them will mean that the Council needs to develop a mixed economy of access channels.

Key action to be completed within 2014/15

1. Develop new strategy as part of the Council's operating model

ICT Strategy

Service Director ICT

The ICT Strategy sets out how we will develop existing technology and introduce new technology to support service delivery and the help achieve the Council's priorities. The previous ICT Strategy 2011-14, was focussed on strengthening our ICT platform and introducing a range of modern technologies to the organisation.

The new ICT Strategy 2014-17 will re-focus on supporting business transformation to help deliver financial savings and support a new operating model for the County Council. The new emphasis is on supporting the priorities of the Strategic Plan through the enhanced on-line delivery of services, supporting a more mobile and flexible workforce and being able to join up service delivery more effectively with key partners.

Key action to be completed within 2014/15

1. Develop new strategy for 2014 - 18

Channel Shift and Digital Development

Service Directors ICT, Communications & Marketing and HR & Customers

Channel Shift and the Digital Development Plan will provide the tools for Council services to enable on-line access where appropriate using mobile technology to improve the services for customers and helping to reduce bureaucracy and costs.

Key action to be completed within 2014/15

1. Implement a programme of work to modernise our digital tools and ensure they are fit for purpose

Property and Asset Management Strategy

Service Director Transport, Property & Environment

The Property Strategy sets out how we make best use of our land, buildings and assets to reduce costs and support our priorities. The previous strategy focused on a consolidation of the Council's office sites to release savings as part of a reduced estate.

The new strategy will plan for the Council's future requirements as part of the new operating model as well as linking together a number of actions contained within the year one Annual Delivery Plan for 2014/15

Key action to be completed within 2014/15

1. Develop new strategy for 2014 - 18

Ways of Working

Programme Manager, Improvement Programme

The Council is reducing the number of buildings it owns and leases by 2017, to reduce running costs each year, to reinvest in frontline services. The retained buildings will facilitate modern working conditions and practices to meet the needs of the Council's workforce and services.

Key action to be completed within 2014/15

1. Completion of County Hall Floor 3 refurbishment and relocation of staff. Commencement of Ground Floor refurbishment.

Procurement Strategy

Service Director Finance & Procurement

Through our Procurement Strategy we can use our purchasing to influence others to contribute to our priorities and buy affectively to obtain value for money making our resources stretch further.

Following successful implementation of the procurement strategy 2010-12 a new strategy will be developed to support the Council's operating model and to achievement of the Council's savings targets.

Key action to be completed within 2014/15

1. Develop new strategy for 2014 – 17

Workforce Strategy

Service Director HR & Customers

The Workforce Strategy explains how we deploy, develop and support our most important asset, our people, to deliver services, champion our values, work towards our shared priorities and engage them in transforming the Council.

Our new Strategy will ensure the Council's workforce is high performing, agile, flexible and more responsive to changing needs and priorities.

We will develop our workforce mix and support employees in their personal and career development to maximise our people's potential and utilise their creativity and innovation to transform the Council. We will listen to our employees and ensure that they are treated equitably and fairly and valued for the contribution they make.

Key action to be completed within 2014/15

1. Review workforce strategy to reflect new values and priorities in alignment with the Council's Operating Model

REPORT OF CHAIR OF TRANSPORT AND HIGHWAYS COMMITTEE**STREET LIGHTING ENERGY SAVING POLICY – AMENDMENT****Purpose of the Report**

1. The purpose of this report is to seek approval of amendments to the policy on part night lighting.

Information and Advice

2. The current policy on part night lighting was approved by Policy Committee on 18th September 2013. It was agreed that should a community request the reinstatement of all night lighting and the local Councillor support this proposal, all night lighting would be returned as soon as possible.
3. Many communities have had all night lighting reinstated as a result of the policy change but there have been some practical problems with its implementation. If the local Councillor does not support a proposal, then even if the majority of residents support it, lighting cannot be reinstated.
4. To resolve this practical problem it is proposed to amend the policy to allow for lights to be reinstated where evidence of the majority views of the local area, for example a petition or survey, is provided to the Council. The local Councillor will be kept informed but their approval will not be required.
5. In addition, requests will be considered on a street by street basis where a majority cannot be reached for a whole community. This should ensure that arrangements for lighting reflect the views of the majority of local residents as far as possible.

Financial Implications

6. The costs of reversing the part-night lighting programme as outlined in paragraph 4 will need to be found from existing street lighting budgets.

Other Options Considered

1. An alternative option is to refer matters to Transport and Highways Committee for decision, but this is not considered necessary as decisions will follow the majority views of residents. Any unusual or difficult matter can be referred to Committee for decision.

Reason/s for Recommendation/s

2. To ensure the policy on part night lighting achieves its aim of ensuring lights are switched back on where communities request it.

Statutory and Policy Implications

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

RECOMMENDATIONS

8. It is recommended that Committee:
 - a) Approves an amendment to the policy on part night lighting to allow for lights to be reinstated where evidence of the majority views of the local area is provided to the Council. The local Councillor will be kept informed but their approval will not be required.
 - b) Approves an amendment to the policy on part night lighting to allow for requests to be considered on a street by street basis where a majority cannot be reached for a whole community.

Andrew Warrington
Service Director Highways

For any enquiries about this report please contact:
Suzanne Heydon – Group Manager Safety, Signals and Lighting

Constitutional Comments (SLB11/03/2014)

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

Financial Comments (TMR 11/03/2014)

The financial implications are set out in paragraph 7 of the report.

Background Papers

Cabinet Report 8th September 2010 – Street Lighting Energy and Cost Saving,
Report to Policy Committee 18th September 2013 – Street Lighting Energy Saving -
Update

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

**REPORT OF CHAIRMAN OF ENVIRONMENT AND SUSTAINABILITY
COMMITTEE****REVISED PLANNING OBLIGATIONS STRATEGY****Purpose of the Report**

1. To seek Policy Committee approval to adopt the revised Planning Obligations Strategy. The revised Planning Obligations Strategy can be found in Appendix 1.

Information and Advice

2. The Planning and Compulsory Purchase Act 2004 (as amended), makes provision for voluntary legal agreements to be entered into with developers/landowners as part of a grant of planning permission. These agreements are known by a variety of names: Section 106 agreements, planning contributions, planning obligations and developer contributions.
3. When developments take place, they frequently bring with them impacts on the local physical and social infrastructure, which must be addressed to make the development acceptable both in planning terms and to society in general. Planning contributions can be used to overcome these impacts, thereby enabling development schemes to go ahead that might otherwise be refused permission.
4. In March 2007 the County Council approved a Planning Contributions Strategy (PCS) for Nottinghamshire. The strategy is intended to provide guidance regarding the indicative criteria, development thresholds and the types and levels of planning contributions that the County Council will seek towards the provision of its services should the need arise as a result of proposed development. It also enables developers and landowners to be aware of the potential costs at the earliest stage of the planning process.
5. The strategy contains information relating to archaeology, education, libraries, minerals and waste, natural heritage, and transport in the form of tables which outline the circumstances in which planning contributions are likely to be required and the levels of contributions which will be sought. There is a requirement to review the strategy on a regular basis to ensure that both the costs of providing infrastructure and services, plus any new guidance regarding planning contributions are accurately included.

6. The 2007 strategy was subsequently reviewed in 2008 and 2010 to include updated information.

Review of the Planning Contribution Strategy

7. Since the last update to the Planning Contributions Strategy in 2010, the Government has significantly changed the planning system with the introduction of the National Planning Policy Framework (NPPF), the abolition of the Regional Spatial Strategy for the East Midlands (RSS) and the introduction of the Community Infrastructure Levy (CIL) Regulations in 2010 which have been amended with the most recent update in January 2014.
8. The CIL Regulations and paragraphs 203-206 of the NPPF set out guidance on the use of planning obligations and the tests which should be applied. Local planning authorities should consider whether otherwise unacceptable development could be made acceptable through the use of conditions or planning obligations. However planning obligations should only be used where it is not possible to address unacceptable impacts through a planning condition. Planning obligations should only be sought where they are:
 - Necessary to make the development acceptable in planning terms;
 - Directly related to the development; and
 - Fairly and reasonably related in scale and kind to the development.
9. The Planning Contributions Strategy has been renamed to reflect the new approach and will be called the 'Planning Obligations Strategy', all references to the RSS have been removed from the document and the text in the main body of the strategy has been updated to reflect these significant changes nationally.
10. Five new sections have been incorporated into the document:
 - Community Infrastructure Levy (CIL); which addresses this new mechanism for raising financial contributions for strategic items;
 - Viability; which sets out the County Council's position on this issue;
 - Implementation, monitoring and legal charges; which seeks a charge towards the administration of the Section 106 agreements which includes monitoring, undertaking site visits and chasing up outstanding payments;
 - Flood Risk Management; which reflects the 2009 regulations and 2010 Flood and Water Management Act with regards to the County Council's responsibilities as the Lead Local Flood Authority; and
 - Public Health; To acknowledge the County Council's responsibilities for some public health functions.
11. Overall the strategy has been simplified to facilitate an 'easier read' including updates to each section in the appendices relating to specific service requirements.

12. Environment and Sustainability Committee on 10 October 2013 approved the draft review of the Planning Obligations Strategy and agreed for a targeted consultation to be undertaken between 16 October and 13 November 2013.
13. 41 comments were received during the consultation from a total of 5 different organisations including 3 from local district/borough councils and 2 from the private sector. Following consideration of the comments changes have been necessary to the draft strategy arising from the representations.
14. There were a number of comments received requesting clarity on some statements within the draft Strategy and also suggesting additional factual information be included. These have been mainly accepted.
15. The responses received from the private sector were regarding the status of the strategy, viability issues and the County Council's responsibilities. These comments are not accepted as the strategy makes it clear that it has no statutory status, is intended to provide Local Planning Authorities and developers with an idea of any potential costs that may be relevant to a proposed development at an early stage in the planning process and that viability is tested on a site by site basis.
16. Environment and Sustainability Committee on 30 January 2014 approved the officer responses to the consultation and the proposed revisions to the Planning Obligations Strategy and recommended that the revised strategy be considered at Policy Committee for adoption.

Other Options Considered

17. For the County Council not to update the current strategy however, this is significantly out of date and does not reflect current national guidance.

Reason/s for Recommendation/s

18. To ensure that Nottinghamshire County Council sets out an up to date position in respect of its requirements to mitigate the potential impacts that new developments may have on its infrastructure and services.

Statutory and Policy Implications

19. 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, sustainability and the environment and those using the service and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

Financial Implications

20. There are no direct financial implications however the County Council does receive monies from planning obligations towards the cost of providing additional services and infrastructure when required.

RECOMMENDATION/S

- 1) That Policy Committee approve the adoption of the Nottinghamshire County Council Planning Obligations Strategy, April 2014.

Councillor Jim Creamer, Chairman of Environment and Sustainability Committee

For any enquiries about this report please contact: Sally Gill, Group Manager Planning, 01159696536

Constitutional Comments (SHB. 13/03/14)

21. Committee have power to approve the Strategy.

Financial Comments (SEM 18/03/14)

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

Background Papers and Published Documents

Consultation Responses Report

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

APPENDIX 1



**Nottinghamshire
County Council**

Planning Obligations Strategy

April 2014

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INTRODUCTION

1.1 When developments take place, they frequently bring with them impacts on the local physical and social infrastructure¹, which must be addressed to make the development acceptable both in planning terms and to society in general. The purpose of this document is to set out clearly the standard requirements the County Council may seek in association with new developments, to mitigate against the impact of these upon the services which it provides. These standards apply to the following services:

- Archaeology
- Education
- Libraries
- Minerals
- Natural Environment
- Transport
- Waste

Further information on these requirements can be found in Appendix 1 to 7

1.2 The strategy seeks to provide a fair, consistent and transparent basis for negotiating legal agreements throughout Nottinghamshire, thereby enabling developers to take into account the potential costs of a proposed development at the earliest stage. The highway and transport infrastructure required from new development will continue to be negotiated on a site-by-site basis.

1.3 This document should be read in conjunction with any Supplementary Planning Documents and Local Plan Policies produced by the County Council and District/Borough Councils.

1.3 The County Council will provide a detailed justification/explanation of any contributions it seeks. The charges detailed later in this document illustrate the range of facilities which may be expected from developers as a consequence of the development. Developers will be expected to enter into a Section 106 legal agreement with the local planning authority regarding the contributions sought or will be obliged through a planning condition to deliver the on-site infrastructure requirements.

1.4 The charges may be revised to account for inflation, changes in national guidance/ standards and any other material considerations, as required. These revisions will be set out on the County Councils website.

¹ Infrastructure is defined as: roads and other transport facilities; flood defences; schools and other educational facilities; medical facilities; sporting and recreational facilities; open spaces; and affordable housing (CIL Regulations)

STATUS OF THIS DOCUMENT

- 2.1 This Planning Obligations Strategy is a revision of the County Council's Planning Contributions Strategy, which was originally published in 2007 following a period of consultation. The document incorporates recent changes introduced at a national level such as the National Planning Policy Framework (NPPF) and the Community Infrastructure Levy (CIL) and the Government's wish for local authorities to adopt a flexible approach to planning contributions, to enhance developments' viability and thus to encourage development to come forward.
- 2.2 Whilst this document has no statutory status, it is a material consideration in the determination of planning applications and if development proposals do not comply, the strategy may be used as a reason or reasons for the refusal of planning permission by a Local Planning Authority.
- 2.3 Following this consultation, comments received will be incorporated into this strategy (where appropriate) and it will be adopted by Nottinghamshire County Council as a statement of Council policy.

PURPOSE, USE AND APPLICATION OF PLANNING OBLIGATIONS

- 3.1 Planning law recognises that it is reasonable to expect that developers should pay for, or contribute towards, the costs of services, infrastructure or resources that would not have been necessary but for their development.
- 3.2 Planning obligations can be secured through a voluntary legal agreement with developers/landowners as part of the granting of planning permission (Section 106 agreements) and can be used to overcome the otherwise harmful impacts of a development and therefore enable a development to go ahead which might otherwise have been refused; and to enhance the quality of development as a whole.
- 3.3 Legal agreements and any planning contributions run with the land in the same way that a planning permission does. This means that they are enforceable against the developer who originally entered into the agreement and any subsequent person acquiring an interest in that land. These legal agreements must be registered as a land charge and will form part of the planning register, available for public inspection.
- 3.4 Contributions/obligations can be in monetary form, as one-off payments or phased to a set schedule, or as contributions in kind such as the provision of land. Contributions can be used to cover for on-going maintenance and management, they can also be pooled to a limited extent or commuted for use off site.
- 3.5 If a legal agreement makes provision for a commuted sum to be paid to the Local Planning Authority (LPA), the money must be spent within a reasonable time frame. This period is usually five years but may be longer, if deemed appropriate. If the money is not spent within the agreed period, the developer would be reimbursed with the outstanding amount, together with any interest accrued. More generally, and in order to ensure that planning obligations provide for the actual costs of the infrastructure they are levied for, all financial contributions agreed in legal agreements will be appropriately index-linked to reflect increases in build costs between the date the agreement is signed and the actual delivery date of the service or facility.
- 3.6 This strategy sets out the likely level of planning obligations which will be sought in relation to Nottinghamshire County Council functions and services. However, it is acknowledged that the ability to levy contributions on a proposed development is directly related to that development's overall financial viability, which in turn can be adversely affected by negative market conditions, such as a recession. In such circumstances, Nottinghamshire County Council would encourage open discussions with the developer and the LPA to achieve the most satisfactory outcome, without an undue burden being placed on any body.

NOTTINGHAMSHIRE CONTEXT

- 4.1 Within Nottinghamshire (excluding Nottingham City which is a Unitary Authority), a two-tier system of local government applies. The County Council is responsible for the provision of certain services, such as Education, Libraries, Highways and Waste Disposal. Other services, such as the provision of affordable housing and waste collection, fall to the county's seven district and borough councils. In a planning context, the county's district and borough councils are the Local Planning Authority (LPA) for the vast majority of planning applications, and are ultimately responsible for granting planning consents and deciding what requirements should be placed upon a developer through planning conditions and any other contributions.
- 4.2 The County Council has a statutory duty to prepare Minerals and Waste Local Plans and is responsible for determining planning applications for waste and mineral developments and some County Council developments.

PLANNING POLICY CONTEXT

National

- 5.1 The National Planning Policy Framework (NPPF) and the National Planning Practice Guidance is the Government's overarching national planning guidance and defines planning obligations as being "A legally enforceable obligation entered into under section 106 of the Town and Country Planning Act 1990 to mitigate the impacts of a development proposal."
- 5.2 The Community Infrastructure Levy Regulations and paragraphs 203-206 of the NPPF set out information on the use of planning obligations and the tests which should be applied. Local planning authorities should consider whether otherwise unacceptable development could be made acceptable through the use of conditions or planning obligations. However, planning obligations should only be used where it is not possible to address unacceptable impacts through a planning condition. Planning obligations should only be sought where they are:
- Necessary to make the development acceptable in planning terms;
 - Directly related to the development; and
 - Fairly and reasonably related in scale and kind to the development.
- 5.3 Furthermore planning conditions should only be imposed where they are necessary, relevant to planning and to the development, enforceable, precise and reasonable in all other respects. The NPPF seeks to ensure that obligations allow development to proceed in a viable manner, taking into account market conditions.

Local

- 5.4 Local Plans across Nottinghamshire are at varying stages of preparation and in varying formats. Adopted plans along with any saved policies often contain policies on planning contributions. In addition several Local Planning Authorities have Supplementary Planning Documents (SPD) covering planning obligations on a range of range of issues which may relate to district matters, such as affordable housing or open space provision, as well as County Council responsibilities. This document will sit alongside existing SPD's and provide up to date information relating to the County Council's responsibilities. This document will also inform the preparation or review of any new SPD's by the Local Planning Authorities.

- 5.5 The County Council is the responsible body for minerals and waste planning in the County. Requirements for minerals and waste are included in this document.

COMMUNITY INFRASTRUCTURE LEVY

- 6.1 Running alongside the more established section 106 agreements the Community Infrastructure Levy (CIL) is a mechanism which raises financial contributions from developments to fund infrastructure. Unlike S106, the CIL has a wider application funding more strategic items of infrastructure. Newark and Sherwood District Council were the first Nottinghamshire Local Authority to introduce a CIL on new development, with further districts/boroughs likely to follow.
- 6.2 These “charging authorities” for CIL will, as part of preparing Local Plans for their areas, identify the infrastructure needs to support planned growth (including those related to County Council functions or services) for which the levy may be collected. This list of requirements is known as the Regulation 123 list.
- 6.3 The charging authorities must publish their CIL proposals in a charging schedule. CIL is generally charged in pounds per square metre on the net increase in floor space of any given development. Rates set by the levy must be sensitive to the economic viability of a development and this may be reflected in the CIL being set at differential rates across a charging authority’s area.
- 6.4 The CIL regulations have and continue to be revised by the Government as part of reforms to planning obligations in general. The Government aims to limit the pooling of Section 106 contributions to no more than 5 obligations for individual items or projects of infrastructure, with the aim that CIL should fulfil this role, leaving Section 106 monies for local and site specific measures. To ensure compliance with these limitations the County Council will seek to ensure that requests for obligations are as project specific as possible. Where CILs are in place, requests for Section 106 contributions remain valid so long as they do not represent ‘double-counting’ of services and facilities to be provided by any local CIL.
- 6.5 The County Council is not a ‘charging authority’ and will not have a CIL Charging Schedule, however the County Council can be a ‘collecting authority’ and receive funding from CIL charged by local planning authorities in order to fund strategic infrastructure and services.
- 6.6 The County Council will work with Nottinghamshire’s District and Borough Councils where they have decided to establish a CIL for their area, to ensure that their infrastructure development plans account fully for the implications of future development on County Council services such as

schools and highways and that, where appropriate, the costs of these are built into each Local Planning Authority's CIL Charging Schedule and detailed on the Regulation 123 list.

- 6.7 The Government requires increased community 'buy-in' to the CIL by redistributing a proportion of the funds raised, to local communities. The County Council will work with local communities to assist in identifying community infrastructure needs and their effective provision.

DEVELOPMENT VIABILITY

- 7.1 The County Council appreciates that the economic downturn has significantly increased developer caution and the assessment of increased financial risks in bringing sites forward for development.
- 7.2 At the same time there has been a significant reduction in the level of public funding available to deliver infrastructure necessary for local communities. It is acknowledged that the ability of development to meet the shortfall in public funding and provide improvements to the amenities of an area is therefore very stretched. The result of these pressures has been that two key new issues are fundamental to any planning promotion: sustainability and viability.
- 7.3 The National Planning Policy Framework (paragraph 17) makes it clear that Local Planning Authorities should “take account of and support local strategies to improve health, social and cultural wellbeing for all, and deliver sufficient community and cultural facilities and services to meet local needs. It goes on to state that Local Planning Authorities should work proactively with applicants to secure developments that improve the economic, social and environmental conditions of the area.
- 7.4 It is clear that a balance needs to be struck between economic growth and ensuring that new developments do not have an adverse impact on existing and future communities.
- 7.5 The County Council will work with developers and Local Planning Authorities by considering the use of flexible trigger points for payment of contributions which in some circumstances could help ensure developments remain viable.
- 7.6 The County Council will require clear, transparent and independent evidence to be provided where viability is cited by a developer as a reason for not providing contributions to the levels required. Nevertheless, the County Council considers that the costs incurred in delivering a sustainable, high quality development which does not negatively impact on infrastructure and services for existing and future communities are reasonable and should be met for the development, otherwise the development will be unacceptable.
- 7.7 The County Council recognises that it is the District and Borough Councils (in most circumstances) who will determine the applications. In circumstances where Local Planning Authorities do not accept the County Council’s full request for developer contributions, overage (“claw-back”) will be expected to be incorporated into any agreement. The methods for this

will differ on a case by case basis however, for most cases, the developer will be expected to provide financial information for the particular development to the local authorities and will be liable for all costs incurred by the Councils in assessing any viability report or development account.

- 7.8 For larger scale developments where some degree of phasing is likely, it may be that whilst full policy requirements cannot be met at the time when any Viability Assessment is undertaken, positive changes in market circumstances over time may allow additional contributions to be made whilst maintaining the economic viability of development. The County Council will work with Local Authorities in seeking to achieve such Contingent Deferred Obligations, when the County Council's full request for developer contributions is not accepted.

IMPLEMENTATION, MONITORING AND LEGAL CHARGES

- 8.1 The County Council's Planning Contributions team within the Planning Policy section of the Policy, Planning and Corporate Services Department, provides a single point of contact within the County Council for developers and LPAs regarding planning contribution issues. The team also monitors the receipt and subsequent use of all planning contributions received by the County Council in order that a clear audit trail can be established between the two.

Legal Charges

- 8.2 The County Council will recharge the developer its legal costs incurred in agreeing planning obligations for its services, these are payable for work done regardless of whether agreements are ultimately completed. Legal fees will be recharged on a time expended basis.

Administration Charges

- 8.3 In addition to the legal charges the County Council will seek a charge towards the administration of the Section 106 agreements which includes monitoring, undertaking site visits and chasing up outstanding payments where this is not being undertaken by the relevant District or Borough Council. The charge will be levied at a rate of £300 per obligation on all schemes involving the phasing of payments. Where the contributions are payable on commencement of the scheme, no administration charge will be sought.
- 8.4 On major strategic housing sites² a higher charge may be sought to reflect the complexities of the Section 106 agreement and the additional work involved in monitoring.
- 8.5 The administration charge will be payable on commencement of the development.
- 8.6 For further information on Planning Obligations, please contact the Planning Policy team on 01159773793 or at development.planning@nottscc.gov.uk

² A major strategic housing site is defined as a site which is likely to yield in excess of 500 dwellings.

ARCHAEOLOGY PROVISION

In its role as advisor in relation to archaeology, the County Council seeks to increase awareness of the importance of archaeological assets, and to protect them wherever possible. Whilst there are over 8,000 archaeological sites and historic features across the County, new sites continue to be discovered, often as a result of development activities. It is therefore important that measures are taken when planning permission is granted to investigate, record, analyse and protect this non-renewable asset.

Additional information on the location and types of archaeological sites and historic features throughout Nottinghamshire can be accessed via the County Council's Historic Environment Record (HER). For more information, please contact the Historic Environment team on 0115 9696521.

Whilst a lot of matters relating to archaeology can be subject to a planning condition, there will be circumstances when a legal agreement is required.

Current guidance	<ul style="list-style-type: none"> National Planning Policy Framework PPS5: Planning for the Historic Environment: Historic Environment Planning Practice Guide
Type of facilities for which provision may be required	<ul style="list-style-type: none"> Archaeological consultants and contractors for investigation, recording, analysing, archiving and reporting on archaeological structure or remains; Provision for site management, interpretation schemes and public access; Provision of open space, to protect archaeological remains that are of sufficient importance to warrant preservation in situ, and the maintenance of the open space to prevent any form of ground disturbance.
Type of development which may trigger need	<ul style="list-style-type: none"> All development which may have an impact on archaeologically sensitive structures or locations. (The extent of the interest must be located and defined through a field evaluation)
Form in which contributions should be made	<ul style="list-style-type: none"> Commissioning of relevant programme of work; Safeguarding of archaeological interest or provision for excavation, recording and archiving.
Does a threshold apply?	<ul style="list-style-type: none"> No threshold. (If sensitive site affected, it applies to all development proposals)
Location for application	<ul style="list-style-type: none"> Throughout Nottinghamshire (detailed information on sensitive areas will be provided by the County Archaeologist).

EDUCATION PROVISION

The County Council has a statutory responsibility for Education provision in the County for children between the ages 5 and 16 years. It works with other partners to provide 16 – 19 year places many of which are integrated in 11 – 19 year schools. The 'Raising of the Participation Age' initiative is fully implemented and as such there is now a greater post-16 demand. In addition the County Council has a statutory duty to ensure a sufficiency of pre-school places (e.g. Play Group and/or Nursery provision) for children aged three and four. There is also a duty to ensure places for certain 2 year olds. Contributions for pre-school provision may be required either for existing pre-schools or purpose built new facilities on a separate site, possibly shared with a school. Existing playgroups and nurseries (including private facilities) will be taken into account.

The Education Act 2006 gives the County Council the duty to secure sufficient places in its area. Subsequent legislation has created a platform for the development of a more diverse and more locally accountable school system, supported by a wider range of providers than in the past, particularly by academy trusts and sponsors.

Whilst education provision is a statutory function of the County Council, the government do not provide monies to accommodate pupils generated as a result of new development as a matter of course. Where there is a lack of funding available through developer contributions, the County Council has to make a case to the Government demonstrating that every effort has been made to secure appropriate contributions from the developer.

The County Council is, under the Education Act 2006 (as amended by the Academies Act 2010), a commissioner rather than a provider of new schools. It has the duty to set out the characteristics of a school needed for a new community in order that providers may identify their capacity to provide that school. It has to provide the site and funds for such a school, although these will usually be expected to come from the developer(s). The County Council will usually procure the school building through its Official Journal of the European Union (OJEU) compliant contractor framework and will provide the new building for the successful provider to occupy.

The County Council's consideration of whether developer contributions towards education provision are required will be informed by the projected capacity figures. Empty places at a school do not necessarily equate to their being sufficient capacity at that school as it is generally accepted that schools should not operate at 100% of their capacity.

The projected capacities, taking into account the proposed development, are calculated during the planning application process. Any costs to be paid to the County Council will be index linked through the Section 106 agreement.

Where a new development is proposed in an area with sufficient projected capacity, no financial contribution will be required, however, where the proposed development would result in insufficient projected capacity, a contribution will be required.

If there is insufficient capacity to accommodate the increase in pupils likely to be generated by a development and the development itself cannot enable the necessary provision the County Council will raise objections to the development.

It is in the interests of the developer (in terms of saleability of dwellings) and to potential residents to ensure that schools are able to accommodate the additional pupils generated by their development. It is recommended that developers contact the County Council's education team at the earliest possible stage in the process to ascertain whether there would be a requirement for additional education provision within the locality of their proposed development.

Current guidance	<ul style="list-style-type: none"> • National Planning Policy Framework; • Policy Statement –Planning for schools development (DCLG 2011)
Type of facilities for which provision may be required	<ul style="list-style-type: none"> • Sites for new schools; • Construction costs of new schools; • Contributions towards additional classrooms; • Contributions towards equipment; • Other building provision at existing schools (including additional grass/artificial turf sports pitches; • Contributions to highway needs arising as a result of the development.
Type and size of development which may trigger need and what these will be used for	<ul style="list-style-type: none"> • Developer contributions will be generated by residential development, which create extra demand at local schools (subject to a lack of existing capacity at the local catchment schools). Requests for contributions will be made for all residential developments of 10 dwellings and above. The contributions will be used for: <ul style="list-style-type: none"> - Extending and/or improving existing schools and pre-school provision that serve the development; and/or - Building a new school or pre-school facility where there is a significant housing proposal (see new school costs below). • When building a new school the County Council will consider the wider community use of both the school buildings and playing fields.

<p>The numbers of children generated by new developments</p>	<ul style="list-style-type: none"> • A development of 100 dwellings can be expected to generate 21 children of primary school age and 16 children of secondary school age; (Calculated on the numbers of children of primary and secondary school ages which developments can be expected to generate. Current figures are based on the 2001 Census which will be updated on the basis of the 2011 census when available later in 2014). • The impact of individual developments on pupil numbers will be based pro-rata on the above figures to help calculate the appropriate level of planning contributions required.
<p>What if there is spare capacity at the existing catchment schools?</p>	<ul style="list-style-type: none"> • Contributions will be required for every pupil place required in excess of the projected capacity (Calculations indicate that spare places will exist in the catchment primary and/or secondary school by the time the development can reasonably be expected to generate new demand for places, the requirement will be adjusted accordingly). • Projected capacity will be calculated on the basis of: <ul style="list-style-type: none"> - the school's existing net capacity; - any planned changes to the school building stock affecting the school's net capacity calculation (a revised net capacity); - pupil projections (revised annually on 1st November); and - development with planning permission which will generate a need for pupil places (and which may itself have been subject to a contribution).
<p>How are the costs calculated and what are they?</p>	<ul style="list-style-type: none"> • The costs of providing the extra room necessary at the local catchment schools are based on "cost per pupil place" cost multipliers provided to the County Council by the Department for Education (DfE), at a price base of April 2009. They reflect the actual costs of building extensions to schools and are adjusted to account for regional cost variations. Using the local census information to determine the numbers of children dwellings can be expected to generate, the DfE figures can be translated into standard costs per dwelling. • The costs per school place are: <ul style="list-style-type: none"> - £11,455 for primary education and - £17,260 for secondary education. • These figures will be updated as and when the DfE produces updated information. These figures are also index-linked from the date of the relevant legal agreement relating to the granting of planning permission to the PUBSEC Tender Price Index. • The trigger point for payment of the contribution will usually be prior to the first occupation of the first dwelling built pursuant to the planning permission for the development generating the

	<p>need.</p> <ul style="list-style-type: none"> Where a development is to take place in phases over a period of time, it may be possible to phase the payment of contributions to reflect this.
Do any discounts apply?	<ul style="list-style-type: none"> The costs are calculated on the basis of a mix of housing types and are not discounted unless the development proposed is solely for apartment developments which are unsuitable for families, or specialist units, such as those for the elderly; Where a development is solely for apartments, the contribution will be discounted for the 1 bed unit element of the development – the County Council will not require a contribution from these units; There is no discount for developments which are solely or wholly for affordable/social housing, as evidence shows that these can reasonably be expected to generate at least as many children as private housing.
What about large developments which generate the need for a new school?	<ul style="list-style-type: none"> The figures above are not applicable to situations where a new school is required. Where this is the case, the County Council may require land from the developer within the site, plus sufficient monies to build a new school; The cost of the new school will depend upon its required size, any relevant building standards requirements and issues relating to the proposed site itself; The County Council will make every reasonable effort to minimise the cost of providing the new school and will usually provide the developer with the option of building the new school, subject to meeting the required standards.
Form in which contributions should be made	<ul style="list-style-type: none"> Land where required, and either the costs of construction of buildings or work in kind, to the County Council's specification.

FLOOD RISK MANAGEMENT

New development and redevelopment offers an opportunity to reduce flood risk to both users of a development, neighbouring third parties and the wider community. It can do this by both managing the risk of flooding to the site and the risk of flooding from the site elsewhere.

Parliament introduced Legislation in 2009, the Flood Risk Regulations, and 2010, the Flood and Water Management Act, to improve the way that we tackle the risk of flooding in England and Wales. Nottinghamshire County Council is the Lead Local Flood Authority (LLFA) as defined by the new Flood and Water Management Act and the Flood Risk Regulations.

The Flood and Water Management Act places a duty on all flood risk management authorities to co-operate with each other. The act also provides lead local flood authorities and the Environment Agency with a power to request information required in connection with their flood risk management functions.

Nottinghamshire County Council, as the Lead Local Flood Authority, has a duty to develop and maintain a strategy for the management of local flood risk in Nottinghamshire. The County Council works closely with representatives from the District/Borough Councils together with other partnering authorities including the Environment Agency, Severn Trent Water, Internal Drainage Boards etc. The strategy is currently being developed and will identify high flood risk areas where investment in flood alleviation works should be prioritised.

In certain areas, new development could provide the catalyst for delivering wider flood alleviation benefits to existing communities and in these situations a contribution from developers towards such works may be sought. The Local Flood Risk Management Strategy, when adopted, will highlight areas where this would be required.

Those proposing development should consider the risk of flooding from all sources, seeking to develop in the lowest flood risk areas, proposing mitigation measures where appropriate and managing the surface water runoff generated from development.

Sustainable Drainage Systems (SuDS)

Surface water drainage methods that take account of water quantity, water quality and amenity issues are collectively referred to as Sustainable Drainage Systems (SuDS). SuDS are a sequence of management practices, control structures and strategies designed to efficiently and sustainably drain surface water, while minimising pollution and managing the impact on water quality of local water bodies.

Under the Flood and Water Management Act 2010, Nottinghamshire County Council will become a SuDS Approving Body (SAB). This means that once the relevant parts of the Act are commenced the County Council will need to review and approve drainage plans

and strategies for development sites before any construction can start on site. This requirement is expected to be introduced in 2014 for new development and will be completely separate from the requirement to gain planning permission. In order to be approved, the proposed drainage system would have to meet new national standards for sustainable drainage. Where planning permission is required applications for drainage approval and planning permission can be lodged jointly with the planning authority but the Approving Body will determine the drainage application. Regulations will set a timeframe for the decision so as not to hold up the planning process.

The Department for Environment, Food and Rural Affairs (Defra) has consulted on their proposed procedures for SuDS approval. The County Council is currently awaiting further announcements from Defra as to the finer details of implementation.

Once the SuDS Approving Body is in place, the County Council will work closely with developers to secure suitable and feasible sustainable drainage solutions for new developments that are sympathetic to wider flooding issues in an area. The Government are currently considering and finalising a funding mechanism for long term maintenance and it is recommended that developers contact the County Council's Flood Risk Management team for further information.

PUBLIC HEALTH

In April 2013, Nottinghamshire County Council took over responsibility for some public health functions previously provided by the NHS. The County Council's role is to improve and protect the health of Nottinghamshire's residents, helping them stay well and avoid illness.

As part of this role, the County Council have a duty to ensure that robust plans are in place to promote health and wellbeing across the County and to work in partnership with Public Health England to protect the health of the public.

Public health focuses on three areas of work:

- health improvement including contributing to increased life expectancy and healthier lifestyles as well as reducing inequalities in health;
- health services including assisting others who provide services to understand the health profiles and health needs of the local population and plan services to meet those needs;
- health protection work around threats from environmental hazards, infectious diseases or radiation

Key challenges include reducing smoking, alcohol and drug misuse, obesity and sexually transmitted infection rates in the county and increasing physical activity in the local population.

Whilst matters relating to public health are likely to be subject to planning conditions, there may be circumstances when a legal agreement is required.

LIBRARY PROVISION

The County Council has a statutory responsibility under the terms of the 1964 Public Libraries and Museums Act, to provide “a comprehensive and efficient library service for all persons desiring to make use thereof”.

In Nottinghamshire, public library services are delivered through a network of library buildings and mobile libraries. These libraries are at the heart of the communities. They provide access to books, CDs and DVDs; a wide range of information services; the internet; and opportunities for learning and leisure.

The County Council has a clear vision that its libraries should be:

- modern and attractive;
- located in highly accessible locations
- located in close proximity to, or jointly with, other community facilities, retail centres and services such as health or education;
- integrated with the design of an overall development;
- of suitable size and standard for intended users.

Libraries need to be flexible on a day-to-day basis to meet diverse needs and adaptable over time to new ways of learning. Access needs to be inclusive and holistic.

Therefore contributions from developments which place demand on library services are required in order to maintain this statutory responsibility and vision for libraries.

Current guidance	<ul style="list-style-type: none"> National Planning Policy Framework;
What contributions could pay for	<ul style="list-style-type: none"> Sites for new libraries; Construction and fit out costs of new libraries; Construction and fit out costs of extensions/alterations to existing libraries; Stock costs.
Type and size of development which may trigger need	<ul style="list-style-type: none"> Residential (including student accommodation) of over 10 dwellings may trigger a requirement for a contribution; Where new development generates a need for additional library provision, a contribution will be required; The need for a contribution will be established by comparing the current capacity of the library and population it serves against the number of people likely to be generated by the new development; Where the existing library's capacity would be exceeded, a contribution will be required; The capacity of the library is determined using the standard set out in the “Public Libraries, Archives and New Development: A

	<p>Standard Charge Approach” (2008) Museums, Libraries and Archives document of a library space requirement of 30 sq metres per 1,000 population;</p> <ul style="list-style-type: none"> The catchment population of the library is identified by the home addresses of customers who borrow from that library using data from the Library Management System. For any postcode where the majority of customers use a specific library, that library will include that postcode in its catchment area.
Type and size of development which may trigger need	<ul style="list-style-type: none"> Residential (including student accommodation) of over 10 dwellings may trigger a requirement for a contribution; Where new development generates a need for additional library provision, a contribution will be required.
How are the costs calculated and what are they?	<ul style="list-style-type: none"> Where new development places demands on the library above its physical capacity, the following standard build cost charges will be applied: Building Costs (including stock): <ul style="list-style-type: none"> The basis for the calculation of building costs is derived from the Building Costs Information Service of the Royal Institute of Chartered Surveyors. The data provided by this service is for the total building and fitting out costs, including initial book stock etc and IT. For the East Midlands, at July 2008, this cost is quoted at £2,807 per sq metre. This does not include land value; In relation to residential developments, contributions are calculated on a recommended basis of 30 square metres of library provision per 1,000 population at £2,807 per sq metre, totalling £84,210. Thus, to provide for the physical expansion of a library to accommodate new demand arising from a new development (including new stock), £202.10 per dwelling (based on 2.4 occupants per dwelling) will be requested. Stock costs only: <ul style="list-style-type: none"> Where a library building is able to accommodate the extra demand created due to a new development but it is known that the stock levels are only adequate to meet the needs of the existing catchment population, a “stock only” contribution will be sought; The National Library Standard upper threshold cites a recommended stock level of 1,532 items per 1,000 population. At an average price of £12.50 per stock item (based on Askews Library Services book prices at September 2012) total expenditure on new stock should be £19,150 per 1,000 population. Thus costs for the provision of stock only is as follows: £45.96 per dwelling (based on 2.4 occupants per dwelling)

<p>Form in which contributions should be made</p>	<ul style="list-style-type: none"> • Land, where required, and either: <ul style="list-style-type: none"> ○ The costs of construction of buildings for a new library; or ○ Extension to an existing one; or ○ Work in kind, to the County Council's specification and fitting out costs including initial book stock and IT; or ○ Contributions towards stock increases.
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Appendix 6

MINERALS DEVELOPMENT

All minerals development, including both extraction and associated processing, could give rise to issues including highways, flood risk, landscape character and archaeological and ecological impact.

There are many areas where mineral extraction will continue to affect local communities. In order to ensure that a balance is struck between society's needs for minerals and the need to protect the local environment, measures need to be secured through legal agreements associated with planning permissions for minerals developments.

Current guidance	<ul style="list-style-type: none"> National Planning Policy Framework; Planning and minerals –practice guide (DCLG 2006)
Type of facilities for which provision may be required	<ul style="list-style-type: none"> Highway improvement and reinstatement works, lorry routing arrangements, off-site highway safety works; Off-site provision of landscaping, screening, noise attenuation measures, flood mitigation measures etc; Off-site monitoring of noise, dust, blasting impact; Financial guarantees for site restoration; Provision for extended aftercare; Long term management of restored sites; Archaeological consultants and contractors for investigation, recording, analysing, archiving and reporting on archaeological structure or remains; Provision for habitat protection, enhancement , restoration and creation (off and on site); Safeguarding protected species and species of local biodiversity interest; Site interpretation; Public access; Associated community facilities and projects; Transfer of land ownership and associated management provisions.
Type of development which may trigger need	<ul style="list-style-type: none"> All minerals development, including both extraction and associated processing; Proposals typically give rise to issues in respect of impacts on highways and residential amenity, visual landscape and ecological impact; Site restoration provides opportunity for creation of habitats and features of landscape and ecological interest.
Form in which contributions	<ul style="list-style-type: none"> Commuted sums (for highways works);

should be made	<ul style="list-style-type: none"> Establishment of trust funds (for long term management of restored sites, for example Quarry Products Association have a Restoration Guarantee Fund).
Does a threshold apply?	<ul style="list-style-type: none"> No threshold – obligations apply to all development proposals and will depend on specific circumstances.
Where does this apply?	<ul style="list-style-type: none"> All areas containing workable minerals reserves in Nottinghamshire.

NATURAL ENVIRONMENT

Biodiversity is a key test of sustainability in both rural and urban areas. Taking opportunities to protect, and where possible enhance, the natural environment is a key objective at national, regional and local level. Within Nottinghamshire, certain habitats and species have declined to such critical levels that they are now rarely found outside designated sites. Nottinghamshire County Council seeks measures to halt this decline, manage the current resource and restore past losses in order to promote sustainable development.

Additional information on the location and types of designated sites throughout Nottinghamshire can be accessed via the County Council's Nature Conservation team. For more information, please contact the team on 0115 9696521.

Whilst matters relating to the natural environment are usually subject to a planning condition, there may be circumstances when a legal agreement is required.

Current guidance	<ul style="list-style-type: none"> • National Planning Policy Framework; • Circular 06/2005 – Biological and Geological Conservation; • UK Biodiversity Action Plan; • Nottinghamshire Local Biodiversity Action Plan; • Nottinghamshire Landscape Guidelines; • Nottinghamshire Landscape Character Assessments.
Type of facilities for which provision may be required	<ul style="list-style-type: none"> • Mitigation measures; • Habitat protection, enhancement , restoration and creation (off and on site); • Landscaping; • Site management; • Site interpretation.
Type of development which may trigger need	<ul style="list-style-type: none"> • All development which may have an impact on ecological, geological or landscape sensitive features; • Specific locations will need to be assessed individually.
Form in which contributions should be made	<ul style="list-style-type: none"> • All capital costs of implementation, mitigation or compensation measures; and • Maintenance costs for a period to be agreed (for example, up to 10 years).
Does a threshold apply?	<ul style="list-style-type: none"> • No thresholds apply (If sensitive features or sites are affected, it applies to all development proposals)
Where does this apply?	<ul style="list-style-type: none"> • All ecologically / geologically sensitive features and locations in Nottinghamshire.

TRANSPORT

One of the core planning principles in the National Planning Policy Framework (NPPF) is to actively manage patterns of development growth to make the fullest possible use of public transport, walking and cycling, and to focus significant development in locations which are or can be made sustainable. The transport system should be balanced in favour of sustainable transport modes, giving people a real choice about how they travel. All planning applications that propose developments that generate significant amounts of movement must be supported by a Transport Statement or Transport Assessment prepared in accordance with current Department for Transport guidance. In coming to a view as to whether a development is acceptable the County Council will take account of whether the opportunities for sustainable transport modes are sufficient for the nature and location of the site in order to reduce the need for major transport infrastructure.

In order to achieve sustainable development through integrated transport, the County Council will likely seek off-site public transport, cycling and walking measures, in the general area within which the development lies. These could include road based improvements such as crossings, footways, cycle routes, intelligent transport systems, public transport services, and bus priority measures. This may include general highway capacity improvements where journey times would otherwise be delayed.

In some instances the County Council may consider it more appropriate to seek a contribution towards integrated transport measures including infrastructure improvements and bus subsidy. This may be where the quantum of development is insufficient to afford worth while improvements in isolation and a contribution can be put towards integrated transport investment in the area, where there is a proposed integrated transport initiative in the area that would benefit the development and a contribution would help bring it forward, where the contribution can be pooled with that from other nearby developments to fund improvements, or to cover the cost of future travel plan initiatives. Where such pooling is proposed, the County Council will monitor the signed agreements to ensure that obligations sought are in accordance with the CIL Regulation 123 (limitations on use of planning obligations) and which are set out in paragraph 6.4.

Developers will be required to commit to travel plan monitoring and to pay a separate fee to cover the County Council's travel plan monitoring costs proportionate to the size of the development and the likely staff time involved. Contributions will be sought in all cases where it is necessary to make the development acceptable in planning terms.

When considering a development that is unable to demonstrate that opportunities for sustainable transport have adequately been taken up but infrastructure is deliverable by way of a contribution, as a guidance figure, the County Council would typically seek £32,000 for a development scenario that would generate 30 two-way peak hour vehicle trips. However, this figure should not be seen as a cap as certain locations, scale, and/or kind of development may attract particularly high infrastructure costs.

WASTE MANAGEMENT

Government legislation is focused on waste minimisation and maximising the re-use and recycling of waste and diverting waste from landfill.

Nottinghamshire County Council, as a Waste Disposal Authority, has a statutory duty under the Environmental Protection Act (1990) to provide facilities at which residents may deposit their household waste. Each facility must be situated either within the area of the authority or so as to be reasonably accessible to persons resident in its area. There are a large number of household waste recycling centres (HWRC) around Nottinghamshire to maximise the amount of waste re-used or recycled that is delivered by local residents.

Nottinghamshire County Council's aim is to encourage waste management options that minimise environmental disturbance while ensuring that there is an adequate number and mix of sites to meet Nottinghamshire's needs.

Planned housing growth in Nottinghamshire will place further pressures on existing facilities and will require a combination of new or improved facilities in order to meet future demand. Contributions may be sought to deal with the cumulative impact of a series of both small and large developments.

Nottinghamshire County Council will assess the demands that the proposed development would have on existing facilities. Where the County Council concludes that a site currently has sufficient capacity to accommodate the proposed development, no contribution will be sought. However, where the proposed development is likely to result in a facility being unable to accommodate additional waste, contributions will be sought towards the provision of additional capacity.

Current guidance	<ul style="list-style-type: none"> • National Planning Policy Framework; • Planning for Sustainable Waste Management (DCLG); • National Waste Management Plan
Type of facilities for which provision may be required	<ul style="list-style-type: none"> • Upgrading/extending existing HWRCs; • Provision of new HWRCs; • Provision of landscaping, screening and noise attenuation.
Type of development which may trigger need	<ul style="list-style-type: none"> • All Residential (including student accommodation) of over 10 dwellings may trigger a requirement for a contribution.
Form in which contributions should be made	<ul style="list-style-type: none"> • Commuted sums

WASTE DEVELOPMENT

All waste development proposals could give rise to issues including highways, flood risk, landscape character and archaeological and ecological impact.

There are many areas where the treatment of waste will affect local communities. In order to ensure that a balance is struck between society's needs for waste infrastructure and the need to protect the local environment, measures need to be secured through legal agreements associated with planning permissions for waste developments.

Current guidance	<ul style="list-style-type: none"> National Planning Policy Framework; Planning for Sustainable Waste Management (DCLG).
Type of facilities for which provision may be required	<ul style="list-style-type: none"> Highway improvement and reinstatement works, lorry routing arrangements, off-site highway safety works; Off-site provision of landscaping, screening, noise attenuation measures etc; Off-site monitoring of noise, dust, groundwater, landfill gas migration – provision of leachate/landfill gas control measures; Provision for extended aftercare; Archaeological consultants and contractors for investigation, recording, analysing, archiving and reporting on archaeological structure or remains; Long term management of restored sites; Habitat creation, enhancement and protection; Safeguarding protected species and species of local biodiversity interest; Transfer of land ownership and associated management provisions.
Type of development which may trigger need	<ul style="list-style-type: none"> All waste management development though arrangements for leachate and landfill gas controls and extended restoration provisions are normally associated with landfill sites only
Form in which contributions should be made	<ul style="list-style-type: none"> Commuted sums (for highways works); Establishment of trust funds (for long term management of restored sites); Off-site leachate/landfill gas control measures usually implemented directly by the operator.
Does a threshold apply?	<ul style="list-style-type: none"> No threshold – obligations apply to all waste development proposals and will depend on specific circumstances.
Where does this apply?	<ul style="list-style-type: none"> All areas of Nottinghamshire.

SUSTAINABLE ENERGY

Reducing the need for fossil fuels is crucial in mitigating climate change. Increasing the amount of energy from renewable and low carbon technologies will help to make sure the UK has a secure energy supply, reduce greenhouse gas emissions to slow down climate change and stimulate investment in new jobs and businesses. Planning has an important role in the delivery of new renewable and low carbon energy infrastructure and the purpose of the planning system is to contribute to the achievement of sustainable development.

Moving towards renewable and low-carbon energy sources can provide valuable social and economic benefits, such as a reduction in fuel poverty, potential income generation and new jobs for an area in manufacturing and installing green technologies.

The County Council does not determine applications for renewable energy (except for waste-related planning applications such as energy-from-waste plants that may include an element of renewable fuel) and most applications for renewable energy are determined by District/Borough Councils. However, the County Council supports the delivery of low carbon energy in new developments and energy efficiency improvements to existing buildings in locations where the local environmental impact is acceptable.

COMMUNITY SAFETY

Community Safety is an area of concern for all communities. It is a subject that has consistently been shown to be a high public priority and one that can affect the quality of life for individuals and entire communities. In recent years it has been acknowledged that tackling community safety issues cannot be done by the police alone and that a multi-agency approach can be far more effective.

This partnership approach was enshrined in the Crime and Disorder Act 1998 which made it a statutory duty for each local authority area to have a Community Safety Partnership (CSP) in place. CSPs are made up of representatives from the local authority, the police force, the police authority, the fire and rescue authority, the local health board and probation services. The County Council, as a 'responsible authority' on the four CSPs in Nottinghamshire, supports new developments which incorporate the principles of good design to mitigate crime, antisocial behaviour and the fear of crime. The County Council also facilitates and chairs the Safer Nottinghamshire Board, a strategic partnership at County level, which is a requirement in two tier areas under Statutory Instrument 2007/1830.

Good design principles will be expected when considering planning applications relating to the County Council's statutory functions for schools, waste and minerals developments for example. The County Council does not determine planning applications relating to developments where the majority of design issues involving crime and antisocial behaviour arise including housing and employment, however, these would be supported on a strategic level if they incorporate the principles of good design.

REPORT OF THE LEADER OF THE COUNCIL**INCOME GENERATION THROUGH ADVERTISING AND SPONSORSHIP
PROGRESS REPORT****Purpose of the Report**

1. To provide an update on progress since Policy Committee approved a whole council approach to income generation through advertising and sponsorship on 18 September 2013 and to gain approval for next steps of the project.

Information and Advice

2. The Communications and Marketing team has explored the potential of maximising revenue from council-owned assets such as publications, the website, lamp-post banners, roundabout sponsorship and digital TV screens etc.
3. Early testing of the market has shown that some assets are more attractive than others and in many of the cases there is a significant cost to generating the income. It is important that the cost does not exceed the potential revenue which has been one of the main inhibitors of progress in the past. It is clear that taking a whole council approach offers the best chance of maximising any revenue through the ability to package up assets and share costs.
4. For this reason, in September members approved the principle that income generation opportunities would be prioritised according to four criteria:
 - a. The strength of potential to generate income and savings
 - b. Any budget required to deliver income generation
 - c. The cost/impact of the human resources required to deliver income generation
 - d. The potential to protect or enhance the Council's reputation (managing risk)
5. All advertising or sponsorship must adhere to the Advertising and Sponsorship Policy (background paper) that includes a list of clear standards and clarifies what is likely to be deemed as unacceptable types of advertising.
6. While Communications and Marketing have led on all the arrangements to generate income since the new Corporate approach was approved, it has been agreed that the income will go to the relevant service area, depending on which service owns the assets used to generate income. The Communications and

Marketing team get a 10% management share of any income generated for any new arrangements. This percentage has been determined following benchmarking with similar sized authorities.

What has been achieved?

7. For the first time, corporate advertising and sponsorship targets have been set, to ensure that there are clear expectations for income generation and momentum to achieving these is maintained.
8. Members approved the following increasing targets for Communications and Marketing as part of the budget proposals that were taken to November's Policy Committee:
 - Year 1 (2014/15) - £24,000
 - Year 2 (2015/16) - £48,000
 - Year 3 (2016/17) - £72,000

As these are targets for the Communications and Marketing team, the total amount generated for the Council is likely to be higher as 90% of the income will go to the service that owns the assets.

9. While no targets were set for the current financial year, since September, a total of **£15,770** has been generated for the County Council as part of the set-up phase.
10. The following table illustrates which asset generated the income and which service received the income as a result. In terms of lamp-post banners, the asset is deemed to be owned by Communications and Marketing as it bears the cost of the banner infrastructure and any change-over costs.

Asset	Owned	Income
Publications (County Life)	Communications	£11,653
Lamp-post banners [135 across all of the districts]	Communications (banner infrastructure)	£1,785
Digital screens (6 of the main libraries and Mansfield Bus Station)	Libraries/transport	£2,332
Total		£15,770

11. **PUBLICATIONS** - The most lucrative asset to date has been selling advertising in the Council's new publication, County Life. As part of the transformation of communications and to meet its outline business case to save £178,000, the previous publications (County News, Council Tax leaflet and What's On) are being replaced by three new audience based publications. The allocated advertising space in County Life was sold to the Council's partners Fire, Police

and the Language Shop. This advertising generated **£11,653**, to help offset the total £62,000 for production of the publication.

12. **LAMP-POST BANNERS** – The council is half way through a 3 year contract which is due to end in June 2015. To date **£1,785** has been generated through the commercial sale of some sites and the supplier is working on a proposal to identify the most potentially lucrative sites and an income forecast. Advertising has so far been sold in-house in an area with pre-existing planning approval; however for all other areas this will need to be sought and cannot therefore be guaranteed. Use of the Council's 135 banner sites for commercial advertising also needs to be balanced with the Council's own messages and campaign priorities.
13. **DIGITAL SCREENS** – Income generated to date has totalled **£2,332** since the contract was established 10 months ago. This figure has not been as high as the suppliers' initial forecasts which they estimated in the tender exercise. Ongoing work is being carried out with the supplier on how to improve the offer and maximise revenue from this asset.
14. Significant progress has also been made on scoping and researching future opportunities around other Council's assets. This includes a tender process for roundabout sponsorship that went live on 14 April, which over the term of the contract (4 years) annual guaranteed income to the Council is expected to reach between £50,000 and £100,000 per annum.
15. For the first time, the Council has created a media pack (Appendix A) which details the complete advertising and sponsorship offer, including rate cards, key demographics and artwork specifications. The media pack includes information on publications, lamp-post banners, digital screens, and sponsorship of the 2014 Robin Hood Festival.
16. The media pack was distributed to key local businesses and organisations on 2 March 2014 and has also been promoted to local businesses through the Economic Development team. Initial responses have been positive with businesses recognising this unique offer and considering it for their future marketing plans.
17. **SPONSORSHIP** – The new media pack provides a professional presentation of the Robin Hood Festival sponsorship offer, in order to maximise its potential to generate income in the highly competitive field of event sponsorship. It also creates an opportunity to add and promote further Council events in the future. Expectations for this income source however need to be considered in relation to the current market environment where businesses have limited funds for sponsorship during these difficult financial times.

Resources and delivery model

18. For advertising and sponsorship there is an ongoing need to balance the amount of potential income and the timescale for income to be realised, with any financial investment in advertising platforms and the human resources needed.
19. The Communications and Marketing team currently supports services to generate income through promotion to achieve service take-up and also helps services make savings. This activity generates significantly more income for the authority than the promotion of advertising and sponsorship opportunities. Just a couple of examples of this include: **School meals** - total income generated was £312,000 = for every £1 spent on promotion, £39 income was generated. **County Enterprise Foods** - total income generated was £125,000 = for every £1 spent on promotion, £2.50 income was generated.
20. It is important to note that the Communications and Marketing team does not have any designated capacity with regards to selling advertising or forming sponsorship packages. Also this is a specialised role. To date all the work achieved has been resourced by the Communications and Marketing team. This may not however become sustainable as the offers extend and as the team has increasing priorities to support service take-up and savings, and therefore needs to be kept under review.
21. As part of the maximisation of advertising income going forward, the authority will need to consider all options for selling platforms including:
- In house (the Communications and Marketing team)
 - External suppliers who sell assets on the authority's behalf in return for a management fee (ranges between 55% and 80%)
 - A combination of in-house and contracted suppliers/other commercial arrangements
 - Working in partnership with other public sector bodies

Next steps

22. Promotion will target the next two new publications this year: Family Life, which is targeted at families and will be distributed during June 2014, and Your Life, which is targeted at older residents and will be distributed during September 2014.
23. Communications and Marketing team will continue to work closely with the Council's suppliers of lamp-post banners and digital screen advertising, to improve the offer and maximum revenue from these assets.
24. The Council's wider event offer to be reviewed and considered as possible sponsorship opportunities, with a package created for those selected and included in the Council's media pack and promoted to suitable sponsors.
25. As part of the Digital Development Plan, the Communications and Marketing team is currently reviewing the systems used to deliver the Council's internet. This provides an opportunity for incorporating the facility for web advertisements. These technical requirements are being considered in tandem with a procurement exercise to identify the most profitable supplier. This research and procurement

is due to conclude with a supplier and contract in place before the end of the calendar year.

26. The Council's new 'emailme' system for sending out emails has recently reached over 19,000 subscribers in the space of 6 months. As the system becomes more established it provides a further opportunity for advertising, with ability to target specific audiences. Once further established and thereby more attractive to potential sponsors, the offer will be detailed and included in the media pack and/or included in the procurement of the supplier for the web advertising.

Reason/s for Recommendation/s

27. To maximise income from Council-owned assets through advertising and sponsorship, to assist with the Council's budget position.

Statutory and Policy Implications

28. 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, sustainability and the environment and those using the service and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

Financial Implications

29. Communications and Marketing proposed income generation target will come from income generated from their own assets and a 10% commission from assets owned by other areas of the council. Currently projects and work related to income generation has been done without additional resource, any additional investment needed to achieve the proposed income generation targets will be confirmed depending on the chosen model of delivery.

Equalities Implications

30. An Equality Impact Assessment has been produced (background paper).

RECOMMENDATION/S

- 1) Policy Committee notes the progress made to date and approves the next steps for the whole-council approach to generate income from advertising and sponsorship.
- 2) A report on income generation is presented to Policy Committee in April 2015.

Councillor Alan Rhodes
Leader of the Council

For any enquiries about this report please contact:

Paul Belfield, Marketing and Engagement Group Manager (Acting)
Contact: email: paul.belfield@nottsgov.uk telephone: 0115 977 4542

Constitutional Comments (SLB 20/03/2014)

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

Financial Comments (SEM 21/03/14)

32. 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.

Advertising and Sponsorship Policy
Equality Impact Assessment

Electoral Division(s) and Member(s) Affected

All.



2014

Advertising & Sponsorship Opportunities in Nottinghamshire

► Targeted advertising solutions

Contents

Targeted advertising solutions

Print Advertising

- ▶ County Life
- ▶ Family Life
- ▶ Your Life
- ▶ Advert Size & Guidelines

Outdoor Advertising

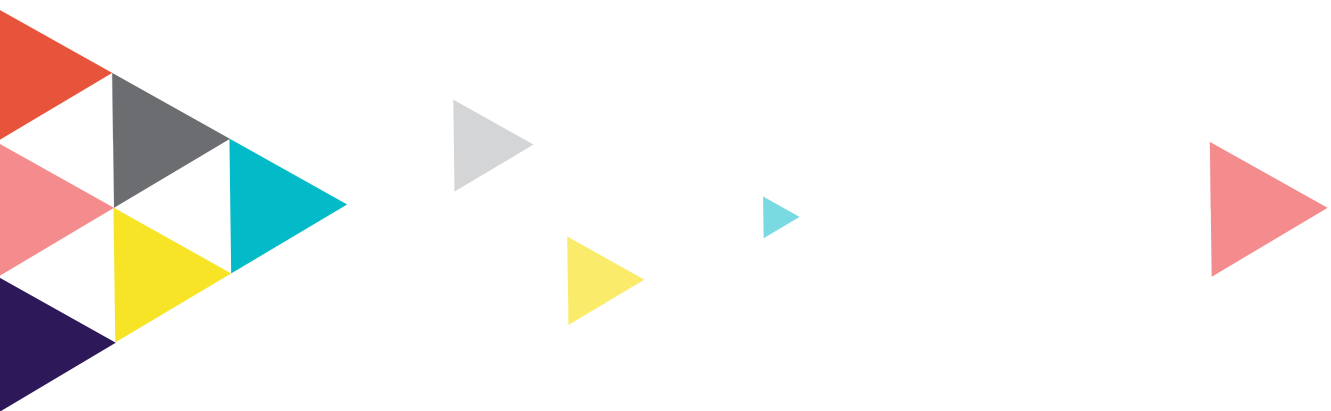
- ▶ Lamp post banners

Digital Advertising

- ▶ Digital TV screens

Event Sponsorship & Programme Advertising

- ▶ The 30th Anniversary Robin Hood Festival - Headline Sponsor
- ▶ The 30th Anniversary Robin Hood Festival - Jousting Arena Sponsor
- ▶ The 30th Anniversary Robin Hood Festival Programme





Targeted advertising solutions

Our advertising and sponsorship opportunities are local, affordable and effective, helping you reach more people through our digital, print and outdoor platforms:

785,800 Nottinghamshire residents

349,500 homes across the 7 districts (Ashfield, Bassetlaw, Broxtowe, Gedling, Mansfield, Newark and Sherwood, Rushcliffe)

180,700 children and young people (0-19 years), including 113,248 children attending 338 primary, secondary, and special schools

130,179 older people (65+)

24,210 businesses employing 280,300 people

31m visitors every year

Our channels and distribution span the entire county, including the major towns of:

Mansfield (population 80,000)

Worksop (population 40,000)

Sutton in Ashfield (population 40,000)

Newark (population 25,000)

Kirkby in Ashfield (population 25,000)

Retford (population 20,000)

Why advertise with us?

- ▶ Value for money, affordable and tailored packages you won't find anywhere else
- ▶ Unique opportunities to reach and talk to the residents of Nottinghamshire
- ▶ Direct distribution
- ▶ Thousands of opportunities to be seen
- ▶ Reliable and professional service, from arrangement and booking through to distribution / installation
- ▶ Competitive rates from our in house design service
- ▶ Good customer satisfaction.

The income generated from advertising and sponsorship will help to offset the running of Council services to improve the lives of Nottinghamshire residents.

Print Advertising

Our targeted publications are the ideal platform to advertise your company to thousands of Nottinghamshire residents throughout the year.

County Life

Published every April, County Life is the Council's annual residents guide distributed direct to 349,500 homes.

Family Life

Featuring the only what's on guide given to every primary school child to take home, Family Life is published in June. 90,000 copies will be distributed through primary schools county wide as well as local libraries, leisure centres, country parks and children's centres.

Your Life

Healthy living and wellbeing are the themes running through Your Life - our guide for older residents. From September, more than 90,000 copies will be distributed to targeted venues and groups that attract our older residents.

County Life

Our definitive guide to Council services is distributed directly to 349,500 homes every April reaching 785,800 residents across seven districts - including both busy towns and harder to reach rural areas.

Published once a year the annual guide features fascinating real life stories, top tips and advice alongside key Council service and contact information as a handy reference throughout the year.

We distribute additional copies, available all year round, to our libraries attracting 250,000 visits per month plus all our main buildings, customer service points and country parks.



County Life offers valuable advertising space for businesses and organisations who want to directly reach residents in Nottinghamshire.

A unique advertising opportunity to reach Nottinghamshire residents in a quality and trusted publication. Rates start from £960 for a quarter page advert

Size: 240mm x 190mm
Print run: 370,000
Artwork deadline: February 2014
Publication date: April 2014

Rates

Main rate	Full page	½ page	¼ page
Inside page	£3,200	£1,900	£960
Premium space outside back	£3,800		
Premium space inside front	£3,400	£2,000	£1,020

All prices are subject to VAT.

Family Life

With around 45,000 under 5s and 113,248 children attending Nottinghamshire schools – our guide is THE guide for all savvy parents and carers.

Distributed every June, our 'one stop shop' guide is packed with the latest advice and essential information about services, activities and an extensive pull out events section. It includes everything from registering a birth and baby naming, to real nappies, starting school, health services and more!

Aimed at parents/carers with primary and secondary aged children, Family Life is distributed across Nottinghamshire to schools, children's centres, libraries and activity centres to name a few.



A value for money and targeted advertising opportunity for businesses and organisations wanting to reach this specific audience. Rates start from £530 for a quarter page advert.

Size: 240mm x 190mm
Print run: 90,000
Artwork deadline: April 2014
Publication date: June 2014

Rates

Main rate	Full page	½ page	¼ page
Inside page	£1,770	£1,060	£530
Premium space outside back	£2,085		
Premium space inside front	£1,875	£1,125	£565

All prices are subject to VAT.

Your Life

Healthy living and wellbeing are the themes running through Your Life, our older persons guide aimed at retired and semi-retired residents in Nottinghamshire.

Featuring useful information and advice about local services, healthy living, leisure activities, transport and money saving schemes. The guide includes help and support information for carers too.

With a circulation of 90,000 Your Life will be distributed to groups and venues targeting older people across Nottinghamshire.



This is an exclusive advertising opportunity for businesses or organisations who want to reach this niche target audience. Rates start from £530 for a quarter page advert.

Size: 240mm x 190mm
Print run: 90,000
Artwork deadline: July 2014
Publication date: September 2014

Rates

Main rate	Full page	½ page	¼ page
Inside page	£1,770	£1,060	£530
Premium space outside back	£2,085		
Premium space inside front	£1,875	£1,125	£565

All prices are subject to VAT.

Advert Size & Guidelines

County Life, Family Life, Your Life

To book and for more information about advertising with
Nottinghamshire County Council

Call: 0115 977 4157 **Email:** marketing@nottsc.gov.uk

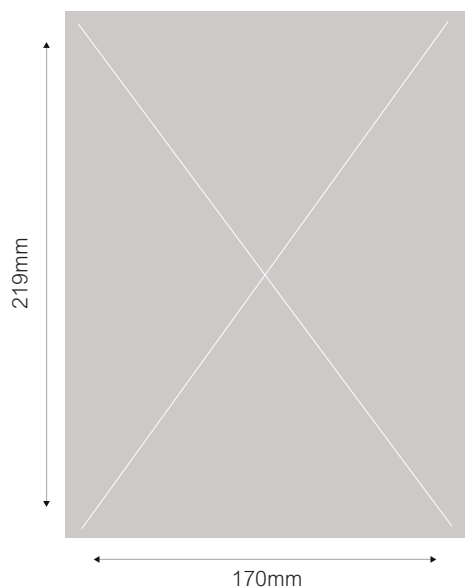
www.nottinghamshire.gov.uk/advertise

Artwork specifications

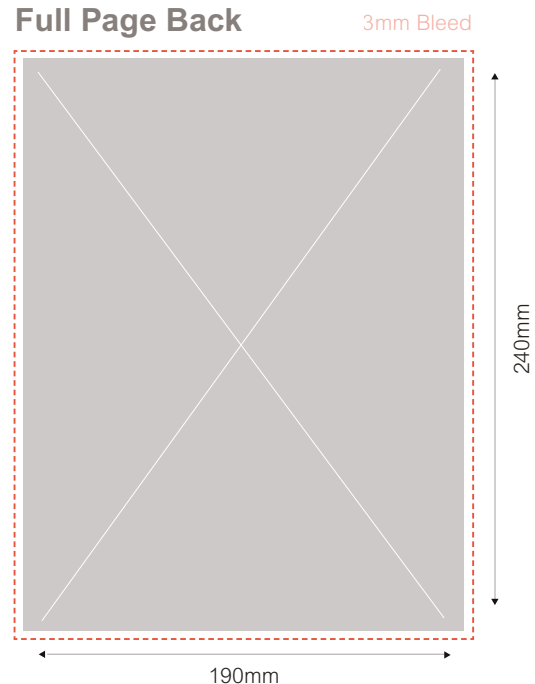
Adverts can be supplied in any of the following formats:

- ▶ EPS file with embedded fonts and images
- ▶ Postscript file with embedded fonts and images
- ▶ Indesign CS files (with fonts, images etc) – Mac files only
- ▶ High resolution (300dpi) PDF file with embedded fonts
- ▶ Four colour process CMYK – all spot colours must be converted to four colour process.

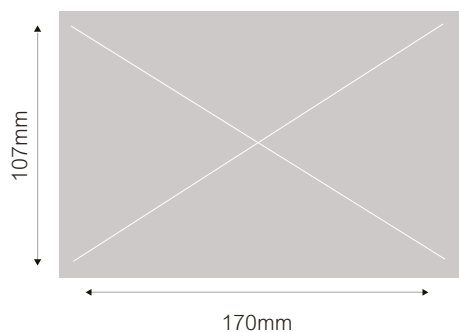
Full Page Inside



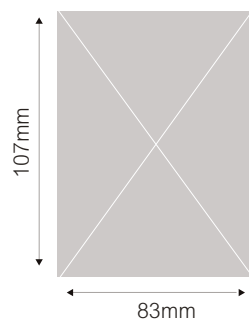
Full Page Back



½ Page Inside



¼ Page Inside



Lamp post banners

High visibility banners, various locations county wide with daily traffic flows of up to 40,000 vehicles or monthly footfalls of up to 348,000.

The M1 motorway runs through the county, connecting Nottingham to London, Leeds and Leicester by road.

We have over 100 lamp column banner sites in Nottinghamshire sited in town centres and along main routes with combined weekly traffic flows and footfall of around 100,000 vehicles and pedestrians.

Our sites provide thousands of 'opportunities to see' every week - promote your event or business to visitors and residents using this high visibility platform.

Discounts and value for money advertising packages are available, plus exclusive banner sites tailored for your business or organisation.

To register your interest and discuss available options, please call us on: **0115 977 4214** or email: **marketing@nottscc.gov.uk**



“The prestige of the locations of Nottinghamshire County Council’s lamp column banners made them a natural fit with our desire to welcome the world to Trent Bridge for our Investec Ashes Test in 2013. It was very important to us to deliver clear and consistent branding in our marketing and match delivery and ensuring a significant presence of our imagery on the physical journey to the ground tied everything together nicely.

We plan to re-purchase these sites for more major matches at Trent Bridge working with our partners Nottinghamshire County Council to deliver the best possible experience for residents and visitors alike.”

Michael Temple
Head of Marketing & Communications
Nottinghamshire County Cricket Club

Digital TV screens

Showcase your business to more than 500,000 people every month. Advertise in high footfall, central locations using our conveniently located digital screens in local libraries and Mansfield bus station.



From the new £9m Mansfield bus station to some of our most popular libraries, we can help you reach thousands of commuters and consumers every week.

Choose from 25 screens and showcase your business to more than 500,000 people every month advertising in high footfall, central locations using our conveniently located digital screens. Advertise from £15 per week (based on a 12 month commitment with one of our libraries). Discounts and package deals are also available. We can also tailor a bespoke package for you which could include the display of your leaflets in the libraries you advertise in.

Please contact our supplier Info Local for more information on **0800 999 3700** quoting reference 'nccmedia2' or visit **www.infolocal.co.uk**

The **30th** Anniversary Robin Hood Festival

Sherwood Forest Country Park, 4-10 August 2014

The Robin Hood Festival is our largest event and one of the biggest celebrations of Robin Hood in the world.



About the festival

With seven days of medieval fun, including costumed characters, musicians, falconry displays, archery, jousting, crafts stalls and more, the festival attracts visitors from around the country and globe.

Demographics

- ▶ Seven days
- ▶ 50,000 visitors
- ▶ Visitors come from within Nottinghamshire, elsewhere in the UK and worldwide.



The **30th** Anniversary Robin Hood Festival **Headline Sponsor**

Sponsor the whole festival and receive profile across all offline, online and media channels.

This is a unique opportunity for your company to be linked with the legend of Robin Hood.

You'll receive significant profile both online and offline, with prominent onsite event branding to an audience of 50,000 and an extensive pre-event outdoor, digital and print campaign across the county.

The festival also attracts wide attention from local, regional and national media helping to raise the profile of your company throughout Nottinghamshire and beyond.

Sponsorship to include:

- ▶ Logo featured on all promotional materials
- ▶ Naming rights: The [sponsor's name] Jousting Arena
- ▶ Prominent branding around the jousting enclosure
- ▶ Company name featured in all festival PR activity
- ▶ Logo and branding on the Robin Hood festival webpage
- ▶ Advert and profile within the festival programme
- ▶ Logo on festival e-news to contacts database
- ▶ Exhibitor stand which can be used for promotional activity
- ▶ VIP privilege pass to festival launch event
- ▶ VIP tour of festival.

We understand that you may have particular requirements and are happy to discuss these with you.

To register your interest and for more information on sponsorship costs, please call **0115 977 4157** or email: **marketing@nottscc.gov.uk**

"We had a fantastic time at our first visit to the festival today. Such a brilliant day, well organised and so glad it's free so more people can enjoy."

2013 festival visitor



The **30th** Anniversary Robin Hood Festival

Jousting Arena Sponsor

Jousting takes place on the festival's most popular days: Wednesday 6, Saturday 9 and Sunday 10 August 2014.

Sponsor the action-packed jousting tournaments at the Robin Hood Festival and receive profile across selected offline, online and media channels. Featuring Robin Hood and the Sheriff, the ever popular jousting tournaments draw the festival's biggest crowds.

This sponsorship opportunity offers high brand visibility for your company, as the jousting events generate the festival's largest footfall.

"Had a super day with my boys at the festival. Loved the jousting, nearly lost my voice shouting for Robin Hood and Will Scarlett. Can't wait to come back next year."

2013 festival visitor

Demographics

- ▶ Three days
- ▶ 21,500 visitors
- ▶ Visitors come from within Nottinghamshire, elsewhere in the UK and worldwide.

Sponsorship to include:

- ▶ Naming rights: The [sponsor's name] Jousting Arena
- ▶ Prominent branding around the jousting enclosure
- ▶ Banner advert and profile within the festival programme
- ▶ Logo and branding within the Robin Hood festival webpage
- ▶ Company name featured in PR activity for the jousting events
- ▶ Exhibitor stand which can be used for promotional activity.

To register your interest and for more information on sponsorship costs, please call **0115 977 4157** or email: **marketing@nottsc.gov.uk**

Robin Hood 30th Anniversary Festival Programme

Sherwood Forest
Country Park,
Nottinghamshire
4-10 August 2014

About the festival

The Robin Hood Festival is our largest event and one of the biggest celebrations of Robin Hood in the world.

With seven days of medieval fun, Including costumed characters, musicians, falconry displays, archery, jousting, crafts stalls and more, the festival attracts visitors from around the country and globe.



Demographics

- ▶ Seven days
- ▶ 50,000 visitors
- ▶ Visitors come from within Nottinghamshire, elsewhere in the UK and worldwide.

About the programme

- ▶ Size: A5
- ▶ Print run: 4,000
- ▶ Distribution: on sale during the festival
- ▶ Artwork deadline: July 2014
- ▶ Publication date: August 2014

Rates

Main rate	Full page	½ page
Inside page	£250	£170
Premium space outside back	£300	
Premium space inside front	£275	

All prices are subject to VAT.

Advert Size & Guidelines

Robin Hood 30th Anniversary Festival Programme

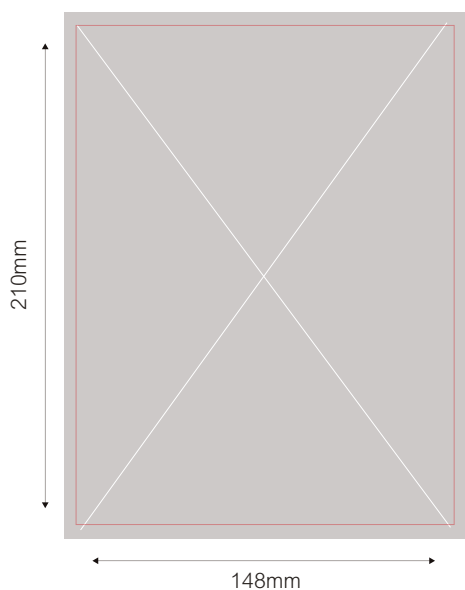
To book and for more information about advertising
with Nottinghamshire County Council
Call: 0115 977 4157 **Email:** marketing@nottsc.gov.uk
www.nottinghamshire.gov.uk/advertise

Artwork specifications

Adverts can be supplied in any of the following formats:

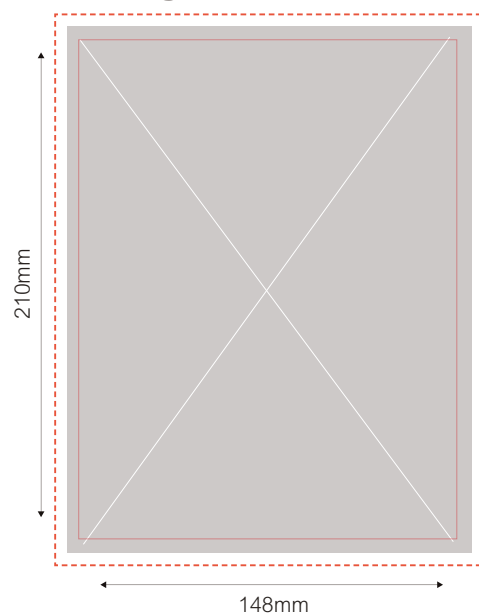
- ▶ EPS file with embedded fonts and images
- ▶ Postscript file with embedded fonts and images
- ▶ Indesign CS files (with fonts, images etc) – Mac files only
- ▶ High resolution (300dpi) PDF file with embedded fonts
- ▶ Four colour process CMYK – all spot colours must be converted to four colour process.

Full Page Inside

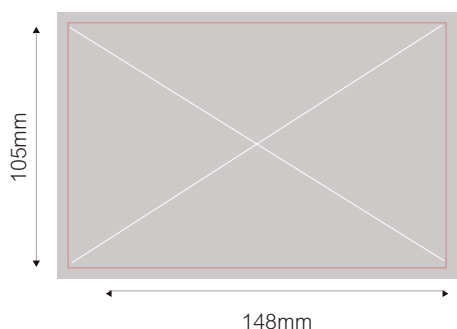


Full Page Back

+ 3mm Bleed



½ Page Inside



**REPORT OF THE CHAIRMAN OF THE ADULT SOCIAL CARE AND HEALTH
COMMITTEE****ADULT SOCIAL CARE TRAVEL POLICY****Purpose of the Report**

1. This report asks Committee to approve the revised Adult Social Care Travel Policy following agreement of transport savings proposals at Full Council on 27 February 2014.

Information and Advice

2. The Full Council meeting approved a number of changes to the provision of adult social care transport assistance by Nottinghamshire County Council, which need to be reflected in the revised Adult Social Care Travel Policy. These changes will contribute towards the achievement of reducing expenditure on transport assistance to Adult Social Care and Health service users by £500,000 per annum, by 2016/17.
3. Short breaks services do not fall within the statutory duties of the local authority, as defined by section 46(3) of the National Health Service and Community Care Act 1990 and therefore the provision of transport to those services is discretionary. For this reason, the withdrawal of transport from people attending residential short breaks services has been approved, in order to contribute towards the agreed target for reduction on transport expenditure. This has been referenced in the revised Adult Social Care Travel Policy at section 2.1b). However, the Council will consider individual appeals to provide this transport, where exceptional circumstances apply. The process for making such an appeal is described at the new section 9 of the Transport Policy.
4. The Council currently provides fleet transport to the people who attend 20 lunch clubs and day services provided by the voluntary sector (Age UK and local Age Concern organisations). 11 fleet vehicles are provided to lunch clubs in between day service transport runs but 9 fleet vehicles support the Age UK and Age Concern day services from 9.30am to 3pm across the week, as dedicated transport provision. The lunch club clients and the organisations pay towards the costs of the transport in a variety of ways, but these do not cover the full cost of the transport provided. The size of the subsidy provided by the Council ranges between £ 5000 – 7000 pa per vehicle and driver.

5. Reasons for the Council to withdraw this transport assistance are as follows :

- There has been no assessment to determine if the clients are eligible to receive the assistance from the Council and therefore transport assistance to these particular clubs and voluntary sector day services is a discretionary arrangement.
 - The County Council is facing its biggest ever budget challenge. During the recent Budget Challenge consultation exercise, one issue was that people felt that all lunch clubs and day service clients should be treated by the Council in the same way. At present, there are 26 lunch clubs around the County whose clients do not benefit from subsidised transport assistance. The fact that some attendees of lunch clubs and day services have subsidised transport, and others do not, is not seen as equitable. The Council cannot afford to offer this arrangement to the clients of all lunch clubs and voluntary sector day services.
 - The Transport and Travel Service will be able to seek other uses for the released vehicles and drivers, to generate income that covers all costs from other sources. Alternatively, changes can be introduced to reduce the costs incurred by these resources (e.g. vehicle disposal, changes to driver terms and conditions such as moving to split shifts).
6. For the reasons given at section 5, the withdrawal of this subsidised fleet transport was approved by Full Council, in order to contribute towards the agreed target for reduction on transport expenditure. The Adult Social Care Travel Policy has now been revised to state clearly that all people who receive transport assistance must be eligible to receive support and service from the Council under Fair Access to Care Services guidance (Section 2.1).
7. It should be noted that people who are eligible for support and service from the Council will be able to continue to receive transport assistance to their Age UK or Age Concern day service or lunch club, if that service is required to meet stated outcomes from the Community Care Assessment and the person is eligible to receive transport assistance according to the Adult Social Care Travel Policy.
8. All the affected services will be provided with information about alternative community and voluntary transport schemes.
9. If the affected services wish to continue to have fleet transport at their disposal, they would be able to purchase this service from the Transport and Travel Service at full cost.
10. The increase in the Transport Charge (from £5 to £7 per return journey) was approved at the Full Council meeting, but the Council needs to be mindful of the requirement in the Fairer Charging Guidance 2003 (Department of Health) that *“particular care needs to be taken to avoid any adverse impact on the service user's income where flat rate charges are applied”*. The total level of charge made on any individual should not bring that person below the minimum level of Income Support plus 25%. At present, Adult Care Financial Services do not

routinely check whether people who receive transport are being charged too much in flat rate charges, as the charges are relatively small, but this check is carried out if people state that they cannot afford to pay. With the increase in transport charge now being approved, it is prudent to introduce this check routinely as a safety precaution. This is referenced at Section 6 of the revised Adult Social Care Travel Policy.

11. Other changes proposed to the Adult Social Care Travel Policy are as follows:

- Additional detail is provided at section 3.1, to explain, for the purposes of the transport eligibility assessment, when the Council believes that it is reasonable to conclude that a person may not need assistance from the Council with transport. There is clarification at section 3.2 that a person in authority may choose to override an outcome of “non-eligibility” for transport assistance, based on individual circumstances.
- A new clause (at section 4.3) has been added to clarify when transport assistance will be withdrawn after a period of consistent non-use. If a service user fails to use the booked transport for 20 working days, or on 5 consecutive occasions (whichever is the least) without providing prior notice or explanation, then the service user will be contacted to advise them that the allocated provision will be cancelled.
- A new section (referenced as 5) has been added to detail the usual mileage to be paid as a direct payment and the circumstances in which this can be paid. The current arrangements under which people take a direct payment for transport will be investigated and action taken if necessary, to bring the arrangements in line with the new policy.
- The exemption criteria for the transport charge have been clarified (section 6.1). A check will be carried out to find out whether Independent Living Fund recipients are being charged the transport charge and this will be stopped if so.
- Details of how the transport charge should be collected from people who take a direct payment has been included (section 6.2). Checks will be carried out to ensure that the charges are being made appropriately in these circumstances.
- The section on what will happen if the service user refuses to pay the charge has been altered based on legal advice (section 6.3).

12. Recommended timescales for implementation of the transport savings proposals and the other transport policy changes are as follows:

- Withdrawal of transport assistance from people who receive short breaks services – to be implemented by January 2015. This is to allow for

appeals against withdrawal of transport to be considered by the number of people who currently receive this transport.

- Withdrawal of fleet transport assistance from lunch clubs and voluntary sector day services – to be implemented by the end of July 2014. This is to allow released fleet vehicles to be used for public transport provision from August 2014 onwards.
- Introduction of the increased transport charges and new financial check (as explained at section 5) – to be implemented on Saturday 31 May 2014. Clients will receive 4 weeks written notice of the increase in charge and will be invoiced in arrears from the date of introduction.
- All other changes to the transport policy, as at section 5 will be introduced with immediate effect.

Other Options Considered

13. A proposal to remove transport assistance from people who receive Mobility Component as part of the Disability Living Allowance was considered but rejected after consultation (November 2013 to January 2014).

Reason/s for Recommendation/s

14. The recommendations follow from agreements made about the transport savings proposals at Full Council on 27 February 2014, and other changes to the transport policy that are required.

Statutory and Policy Implications

15. 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

16. The approval of the revised Adult Social Care Travel Policy will allow the Council to implement the transport savings proposals and realise a reduction in expenditure of £500,000 per annum on transport expenditure.

Human Resources Implications

17. Policy guidance will be produced to support the implementation of the revised Adult Social Care Travel policy.

Public Sector Equality Duty implications

18. Please refer to Equality Impact Assessment for Transport savings proposals.

Implications for Service Users

19. People who currently receive transport assistance to attend short breaks services will have their transport withdrawn, unless they appeal successfully against this due to individual circumstances.
20. People who currently receive fleet transport assistance to travel to lunch clubs and voluntary sector day services will have this transport withdrawn, unless they are eligible for support and service from the Council and the need to attend the service is required to meet agreed outcomes.
21. All services users will pay an increased rate of transport charge, unless they are exempt from paying. A new financial check will ensure that people do not pay more than they can afford in terms of weekly minimum income.
22. There may be some changes to transport arrangements for people who have a direct payment for these costs, if current arrangements do not comply with the new policy.
23. There may be a number of service users who receive Independent Living Fund who will no longer be charged for transport.

RECOMMENDATION/S

- 1) It is recommended that Members approve the Adult Social Care Travel policy.

COUNCILLOR MURIEL WEISZ

Chairman of the Adult Social Care and Health Committee

For any enquiries about this report please contact:

Wendy Lippmann

Strategic Review Manager

Email: wendy.lippmann@nottsc.gov.uk

Constitutional Comments (LM 24/03/14)

24. The Policy Committee has delegated authority within the Constitution to approve the recommendations in the report.

Financial Comments (KAS 19/03/14)

25. The financial implications are contained within paragraph 16 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.

- Report to the Adult Social Care and Health Committee 31st March 2014

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: Adult Social Care Travel Policy

Aim / Summary:

To set out the criteria and charge for the provision of transport funded by the County Council

Document type (please choose one)

Policy	x	Guidance	
Strategy		Procedure	

Approved by:

Version number: 8

Date approved:

Proposed review date:

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	x
libraries			

Author: Strategic Review Manager – Day Services

Responsible team: Business Change Team

Contact number:

Contact email:

Please include any supporting documents

- 1
- 2.

Review date

Amendments

April 2014

Inclusion of criteria to be met before a transport assessment is carried out. Clarification of criteria to be met for transport assistance to be provided. New clause on failure to use the

	service and loss of transport place. New policy re use of a direct payment to fund transport. New clause on collection of the charge. New Appeals process. Amendment to complaints section. Change of name for policy.
September 2011	Changes to charges for some preventative services and inclusion of an additional Transport Charge Agreement Form for these service user – see section 5.1. Inclusion of how to contact Transport Section - see section 4.2. Inclusion of additional exception criteria for the Transport Charge – See section 5.4. Change to how funding for transport is to be allocated to a person within their Personal Budget – see Section 3.1. Amendment to recording requirements – see Section 4.1 and 4.3.
3/5/2011	Change to 5.2 – Notice to avoid charge.
2/3/2011	Introduction of transport assessment episode in Framework, see section 4.2
October 2010	Updated to reflect context of personal budgets. See new information about charges in 5.1 and changes to exemption criteria in 5.4.
April 2010	Transport charges updated.
31/1/2008	Clarification given of charges for transport and additional trips. See section 3.1
26/8/2008	Increase in flat rate charge for transport. Approved by DD dated 29 th July 2008.



Adult Social Care Travel Policy

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1 Purpose of this policy

This policy should be used to determine if a person, who is eligible to receive services or support funded by the County Council under the [national eligibility framework](#) (also referred to as “Fair Access to Care Services” or FACS) , is also eligible to use County Council transport or to receive funding to assist with transport costs to access services.

2 Criteria to determine if the person is eligible to be assessed for assistance with transport

2.1 Criteria

Two criteria must be met, before an assessment will be carried out to determine if a person is eligible to receive transport assistance from the Council.

a) The service user must be eligible for services or support from the Council.

AND

b) The service user must have a need for provision of community care services, as defined by section 46(3) of the National Health Service and Community Care Act 1990. This excludes the provision of services specifically organised to provide a break for carers. Transport to and from health appointments (including hospital) is also excluded as the provision of this assistance is not a required duty of the Council.

2.2 Exceptional circumstances

In some exceptional circumstances, the Council reserves the right to consider if transport assistance should be provided to any individual or group of individuals who does not meet either or both of the criteria above. The Council should be asked to consider an individual case using the Appeal process (see section 8).

3. Determination of Eligibility for transport assistance

3.1 Transport Eligibility Assessment process

If the service user meets the criteria listed in section 2, or has made a successful Appeal (as at section 9), then the Transport Eligibility Assessment should be carried out. Please see Appendix 1 for detail of this assessment.

For the purposes of this Assessment, the Council believes that it is reasonable to conclude that a person may not need assistance from the Council with transport in the following circumstances:

- A Mobility Car is funded by the service user's DLA/PIP Mobility Component and this car is available with a driver, to transport the person to services. The driver could be the service user or another person who is insured to drive the car, including a Personal Assistant employed to support the service user. If any Personal Assistant is available, can drive and is not currently insured to drive the Mobility Car, this option should be discussed.
- An appropriate vehicle is owned by the service user, their main carer or care provider and the vehicle is or could be available to transport the service user.
- Public transport is available, for example, a bus or train and the service user has the skills, or could develop the skills through training provided by the County Council, to use this transport safely. The public transport would need to be available at appropriate times so that the person has sufficient time at the service to ensure that outcomes from the Support Plan are met. The person should be able to get to the appropriate bus stop or station safely. Part of the support planning process will involve encouraging people to develop their skills around travelling independently.
- An accessible taxi or community / voluntary transport scheme is available locally and is available at the time required, at an affordable cost.
- The person can walk or cycle safely to services located within a manageable distance for the service user
- If someone is undertaking voluntary work, then the voluntary organisation is expected to pay the transport costs.
- If someone has paid work, then the employee should pay their own transport costs or ask for a contribution from Access to Work funding.

The fact that the service user has received transport from the Council for a long time and, in some cases, enjoys the journey (eg. due to meeting friends on the bus) is not sufficient reason for the Council to continue providing the transport.

The answers to all of the Transport Eligibility Assessment questions should be negative for a decision to be reached that the service user is "eligible" to receive transport assistance from the Council, as there is no viable alternative provision. A service user will not be provided with transport assistance if he/she does not have a decision of "eligible" following this assessment.

3.2 Exceptional circumstances

A person with authority (ie. Team Manager or more senior) may determine that a person should receive transport, even if the Transport Assessment outcome is that the person is “not eligible” . In this situation, there needs to be good reason for overriding the decision which should be noted on the Assessment including any time period stated for the transport assistance to apply. In this way, each case can be considered on its own merits.

4 The provision of assistance with transport

4.1 Cost-effectiveness

Transport will always be provided to meet the service user’s need in the most cost-effective way, for example, using shared transport if this is appropriate. The form of transport could be:

- Transport operated by the County Council, including specialist transport such as a wheelchair accessible vehicle
- Transport operated by another Council on behalf of the County Council
- Transport operated by a third party contracted by the County Council
- Transport arranged by the County Council, but provided by the voluntary or independent sector,
- Transport arranged by the service user but funded by the County Council, for example, as a direct payment made towards mileage costs

4.2 Transport to the nearest appropriate service

The Council will only provide transport assistance to the nearest appropriate location that is assessed as being able to meet a service user’s needs.

4.3 Failure to use the service

If a service user fails to use the booked transport for 20 working days, or on 5 consecutive occasions (whichever is the lesser) without providing prior notice or explanation, then the service user will be contracted to advise them that the allocated provision will be cancelled.

5 Direct payments for transport costs

A direct payment can be given to fund transport costs.

The usual mileage rate will be 45p per mile for petrol costs and 50p per mile for community transport scheme costs. Confirmation of the final amount will be given

when the direct payment is awarded to each individual, to allow for discretion based on individual need.

A direct payment for transport costs will not normally be agreed if the person providing the transport for the service user lives at the same address as the service user. However, this could be agreed if exceptional circumstances apply.

It might be reasonable to fund the return journey for a neighbour or friend who is being paid mileage costs by the service user via a direct payment, providing that this option remains the most cost-effective transport option available to the service user.

6 Charging for transport

All service users, who are provided with transport or who receive funding to meet transport costs, must pay the flat rate transport charge to the Council. This rate of charge is agreed by annually by the Council and set out in the “Contributions towards the cost of a personal budget” policy. The charge is applied for a single or return journey, per day, and does not vary depending on the mileage travelled or cost of the transport provision.

The Council will ensure that the level of charge made to any individual each week does not bring their total level of income below the minimum level set by national government guidance.

6.1 Exemptions from the charge

The charge will be incurred unless the service user gives 48 hours notice of cancellation, except in the following circumstances:

- emergency hospital admission
- death of the person

Some people are exempt from the transport charge. These are people who:

- have transport assistance to attend services provided as aftercare under Section 117 of the Mental Health Act 1983.
- are already contributing to a means-tested Independent Living Fund care package.
- have Creutzfeldt Jacob Disease (CJD)
- have transport funded 100% by the NHS or another public body
- have been granted exemption from the charge as a result of becoming a new user of County Council transport when transferring day service locations, caused by the Day Service Modernisation Programme (2011-2013).

6.2 Collecting the charge

The charge is collected by invoice, issued by Adult Care Financial Services, for all service users who have their transport arranged by the Council.

If a service user takes a direct payment for transport, then the value of the transport charge per day must be deducted from the total amount of the direct payment so that the service user receives the net amount. This will be actioned by the assessor or broker at the support planning stage.

6.3 Refusal to pay the charge

Transport will not be provided if a service user, or their appointee, refuses to pay the charge. In this situation the assessor will consider if the service user's outcomes can be met in a different way:

- which does not involve the provision of any transport assistance.
- with minimal provision of transport.

If neither of the above options are possible, consideration will be given to taking legal action to recover any outstanding charges and legal action will be sought regarding the continuation of the service.

7. Reviewing eligibility for assistance with transport

The provision of transport or funding for transport, any charges and discretionary decisions will be reviewed at least annually.

If a decision has been made to withdraw provision of transport assistance following a review, notice of this decision will be given in writing, at least 28 working days in advance of the withdrawal.

8. Complaints

If any service user is not satisfied with the process that has been followed or the way that their case has been handled, he or she can make a complaint under the Council's [complaints procedure](#).

Staff must ensure that service users and their representatives are informed of their rights. See the Publications Directory for the fact sheet "[Have your say about our services](#)". There is also an [easy read version](#).

9. Appealing for transport assistance in exceptional circumstances

As stated at section 2.2, there may be situations where a person who does not meet either or both of the criteria described in section 2 wishes to ask the Council to provide assistance with transport and the Council will consider these requests.

The Transport Appeal Form should be completed by the service user or their appointee, with the support of Council staff if necessary, clearly setting out the reason why exceptional circumstances should apply.

The appeal should be submitted to the Customer Service Centre. The case will be considered by a senior officer within 20 working days of receipt. The outcome will be communicated to the service user within 5 working days of the decision being made.

**REPORT OF THE CHAIRMAN OF THE CHILDREN AND YOUNG PEOPLE'S
COMMITTEE****THE EARLY YEARS PLAN****Purpose of the Report**

1. The purpose of this report is to seek approval of the Early Years Plan (attached as an **Appendix**) as recommended by the Children and Young People's Committee.

Information and Advice

2. The proposed Early Years Plan sets out the Council's ambition to *ensure that all young children and their families, including those with special educational needs and disability (SEND), are able to reach their potential by having the best start in life through the provision of high quality, integrated early childhood services to prepare them for school.* The Plan is attached as an **Appendix** to this report.
3. It reflects:
 - changes to Government policy as outlined in documents such as Families in the Foundation Years, Supporting Families in the Foundation Years, and More Great Childcare, More Affordable Childcare.
 - changes made to the statutory requirements of local authorities emphasising their role as 'guardians' for disadvantaged children and to ensure they have access to high quality early years provision that prepare them for school.
 - revisions made to Ofsted frameworks that emphasise the need for improved standards for early education places for 2 year olds in particular, advocating that a **Good** rating is now only good enough.
4. The Plan has three high level priorities:
 - *to ensure that early childhood services are effectively integrated/coordinated to identify vulnerable children and those least likely to meet their development goals, and to provide appropriate early help and prevention services.*

- *to ensure there are sufficient, high quality, inclusive and safe early learning and childcare opportunities that prepare children for school, in recognition that only Good is good enough.*
 - *to ensure that the early years workforce has access to training and development opportunities that lead to required service improvement and prepare children better for school.*
5. The first priority focuses on strengthening working practices to make sure that we know which children are vulnerable through effective information sharing between key practitioners, so that they and their families are supported to access early help services; to assess more effectively potential development delay; to support those eligible to access their early education entitlement; and to develop systems to share information about the progress of individual children on transition.
 6. Priority two focuses on ensuring there is sufficient early education provision in those areas where it is needed and that it is of sufficient quality to ensure that children get the best possible provision. The childcare sufficiency audit is helping to identify potential gaps in provision, and the allocation of capital funding from Government is being used to create new childcare places for 2 year olds. A review of the quality improvement support to the sector is also underway to ensure available resources are targeted at those settings that require improvement, thus creating further additional places. Strategies are in place to monitor/support settings to meet the needs of those children most vulnerable and/or with additional needs. Ensuring parents have access to accurate information about local provision remains a priority as well as the support from settings to help parents create effective home learning environments.
 7. The third priority is focused on the workforce, recognising the importance of all early years practitioners knowing and understanding their contribution to delivering services within the Early Years Foundation Stage framework (EYFS) with an emphasis on child development, early help and safeguarding. The recent Ofsted report 'Getting it right from the start'¹ also highlights the need for strong leadership in order to develop and sustain high quality provision across the sector. It is our intention to review workforce development commitments and establish a universal and targeted offer based on the requirements of the EYFS and Ofsted framework - prioritising settings that require support to 'Get to Good'. We will explore opportunities to create packages of 'sold services', with available resources focused on targeting support where service improvement is required.
 8. The Plan identifies key actions and timescales to be achieved which will be monitored at an operational level through the Early Help Executive Board, chaired by the Service Director for Youth, Families and Cultural Services. The Plan contributes to the Closing the Gap agenda and the Closing the Gap

¹ Getting it right from the start – Ofsted, July 2013

Performance Board will also receive updates. The Early Years Attainment Group has operational responsibility for its implementation and will monitor progress through its quarterly meetings. The Early Years Plan will be reviewed annually.

Other Options Considered

9. No other options have been considered.

Reason/s for Recommendation/s

10. To ensure the delivery of effective early years services for Nottinghamshire's 0-5 years population within the resources available to the Council and its partners.

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 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.

Public Sector Equality Duty Implications

12. An equality impact assessment was undertaken in October 2013 and is available as a background paper.

Safeguarding of Children and Vulnerable Adults Implications

13. The priorities set out in the Plan seek to strengthen support and practice which will safeguard those children and families which are most vulnerable.

Implications for Service Users

14. Children and families will benefit from increased and/or improved services aimed at giving young children the best start in life, preparing them better for school.

RECOMMENDATION/S

- 1) That the Early Years Plan be approved.

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

For any enquiries about this report please contact:

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Constitutional Comments (SLB 13/03/14)

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

Financial Comments (KLA 17/03/14)

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

Background Papers and Published Documents

The Early Years Plan – report to Children and Young People’s Committee on 17 March 2014
Equality Impact Assessment

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.

C0397



Early Years Plan

2014-2015



1. Introduction

The Early Years Plan sets out the vision and priorities to ensure that young children have the best start in life to reach their potential, to achieve success in adulthood and contribute positively to their community. The Plan has been developed at a time of rapid change, with many uncertainties still remaining. It seeks to reflect the policy changes¹ emerging from government whilst being informed by local strategies, such as Child Poverty and Closing the Gap, and is overarched by the Early Help development plan. The Plan also incorporates Nottinghamshire's Language for Life strategy and will be supported by action plans to enable us to achieve our objectives, ensuring too that the council continues to fulfil its statutory obligations. In recognition of the economic climate within which we are currently operating, the Plan will seek to explore opportunities for maximising resources through greater collaboration, integration and partnership working between all those who provide early childhood services, such as midwives, health visiting teams, speech therapists, children centres, childcare and early education providers, and schools etc.

Defining early years - Whilst the focus for this Plan and subsequent actions are on children, and their families aged 0-4 years, the family support needs of those with children aged 5-12 years will also be considered in acknowledgement of the enhanced core offer now delivered by children centres.

2. The Early Years – national context

It is now widely understood that everything that happens to a child within the first few years of life is the foundation for their future success. Evidence² has shown that early experiences shape children's future development and influence how well they do at school, their ongoing health and wellbeing and their achievements later in life. A strong focus at this time in a child's life can have huge economic, social and emotional benefits later on, for the individual

¹ Supporting families
More affordable childcare

² Californian Adverse Childhood Experiences (ACE)

and for society as a whole. Research³ has also shown the benefits of agencies working together by investing in high quality, evidence-based services and interventions which have proven to simultaneously save money in the long-run whilst reducing lifetime inequalities.

Government recognises the important role that families play in a child's development and that effective parenting gives children confidence, a sense of well-being and self worth, whilst providing stimulation for brain development increasing a child's capacity to learn. Access to high quality early learning experiences, together with a positive learning environment at home, is a vital combination to ensure that children are have reached a good level of development at the start of compulsory school age. It acknowledges too that whilst all families need support, for some the need is more acute. Early help and intervention is critical to ensure that needs are identified early and that children and families are effectively supported at the earliest opportunity.

As a response, the government has confirmed its commitments to early childhood services and has set out its vision for the 'Families in the Foundation Years' which aims to promote the importance of child development and early learning in preparation for formal education. Key priorities include:

- improvements to maternal care, including the expansion of the Family Nurse Partnership
- additional health visitors to deliver the healthy child programme, working closely with children centres
- a commitment to retain children centres to coordinate and provide a range of universal and targeted services to meet local need, with the option of supporting older children where it makes sense to do so

³ The Wave Trust Report- Conception to Age 2

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- the introduction of the Integrated Review for all 2 year olds in order track a child's progress and provide information to parents about their child's development
 - an increase in the number of 15 hours of funded early education places for 20% of all disadvantaged and/or disabled 2 year olds, rising to 40% by September 2014
 - a new Early Years Foundation Stage framework, designed to support practitioners and inform parents on their child's readiness for school, with an emphasis on the following prime areas: physical, social, emotional, communication and language development
 - a review of early years qualifications in order to improve the quality of childcare and early education
 - a review of how information is provided to parents that support them to make childcare choices

Revisions to Ofsted frameworks and statutory guidance for local authorities across the sector places greater emphasis on the need for quality improvement and a sharper focus on vulnerable young children. A recent Ofsted report ⁴ highlighted the need for effective leadership in early years settings to ensure that provision is of the required standard. It emphasised again that children will only benefit from an early learning experience if it is of at least a good standard at least and advocates that only those settings with such ratings should be used for two year olds where possible.

Aimed also at having a less bureaucratic regulatory framework for childcare providers, government now sees Ofsted as being the main arbiter for 'quality'. Whilst the extent of such changes are still to be determined, it is clear that the role of the local authority is to act as a 'champion' for disadvantaged children, along with a focus on supporting settings which require improvement. In summary, the duties the council therefore has for the early years are:-

⁴ Getting it right first time, July 2013

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- to improve the wellbeing of young children in their area and reduce inequalities between them through the delivery of integrated early childhood services through sufficient children's centres and other commissioned services
 - to secure sufficient, high quality early education places for all 3 and 4 year olds, and eligible 2 year olds, and childcare for children aged up to 14 of working parents (18 for disabled children); whilst working with providers to deliver high quality provision as judged by Ofsted
 - to provide information, advice and assistance to settings, and to parents and prospective parents on the provision of childcare in their area.

3. AMBITION, PRINCIPLES AND PRIORITIES

Our ambition is to ensure that all young children and their families, including those with SEND, are able to reach their potential by having the best possible start in life through the provision of high quality, integrated early childhood services and to prepare them for school.

Our ambition **is** aspirational - we recognise the inequalities that exist across the county that prevent some children from reaching their potential and of the long-term commitment required to achieve it. We understand the links between poverty and low attainment, and of the imperative to provide early help services if we are ever going to break the cycle of poor outcomes for children and families. Whilst keeping **children at the heart** of everything we do, we also know that in order to achieve our ambition, this Plan must be underpinned by the following **principles**

- that our ability to establish and maintain respectful relationships with **parents and families** is critical and central to all that we do, supporting them when necessary to build capacity in order for them to be effective in their role as primary carers and educators of their children

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- that children, parents and families are able to **access** services where and when they need them most
 - that all early childhood services are of **high quality** and **evidence-based** to ensure the desired outcomes are achieved
 - that collaborative processes are strengthened to enable needs to be **identified early** and appropriate supports to be put in place at the earliest opportunity
 - that resources are **targeted** at where there is greatest need;
 - that available resources are maximised through greater **integration** and **partnership working**
 - that early childhood services are supported by a **well-qualified and properly skilled workforce**
 - that evaluation processes are able to measure the **impact of early help services** and the learning from which informs service planning
 - that services known to make a difference are **commissioned**, both internally and externally to meet identified need

OUR PRIORITIES – in order to achieve our Ambition we have identified 3 priorities:-

1. to ensure that early childhood services are fully integrated to provide early help and prevention for families in need
2. to ensure there are sufficient, high quality, inclusive and safe early learning and childcare opportunities that prepare children for school
3. to ensure the early years workforce has access to training and development opportunities that lead to required service improvement

Priority 1: Ensure that early childhood services are integrated to provide early help and prevention for families in need.

Why is this important

- Providing support to meet children and families' needs at the earliest opportunity reduces inequalities and improves longer term outcomes.
- Identifying potential need and early detection in the early years, including for children with SEND, can prevent situations from escalating and ultimately reduces the need for intensive, specialist help and provides increased value for money. The Government have identified that there is a high percentage of low level SEND within vulnerable and disadvantaged groups.
- Recognising and supporting early children's speech language and communication needs are vital as research shows that two thirds of children with serious behaviour problems have such needs. Pupils entitled to free school meals are 1.8 times more likely to have speech, language and communication needs, and if they live in a disadvantaged area are 2.3 times more likely, impacting on their ability to learn and reach their full potential.

Where we are now

- There are currently 45,200 0-4 year olds living in Nottinghamshire, a figure forecast to rise to 47,000 by 2021. 55% of children are living in low income areas; 19% are living with lone parents; 8.5% are from BME communities; with the highest number of mothers aged below 20 in Mansfield, Ashfield and Bassetlaw. Based on available data, there is an increased number of young disabled children.
- There are high levels of vulnerability. 44% of all children subject to a child protection plan, and 21% of all CAF compliant assessments relate to this age range.
- 77% of all children living in low income areas are registered with one of the 58 children centres and last year, 57% of them accessed children centre services.
- A county average of 14% of 2 year olds are identified as needing additional support with their speech, language and communication, with a gap of, on average, 19% between less and more disadvantaged areas, i.e. Mansfield and Rushcliffe. Local small scale studies have shown that early parent-based interventions, for instance, can alleviate these difficulties, with only a third of these going onto require specialist speech and language therapy services.

What difference do we want to see and how we will achieve it.

Outcome	Key Tasks	Time-scales	Lead officer
<i>Parents are better informed about services available for them and their child/family</i>	Transfer the Family Information Service to the ASK libraries team to support information available through the Customer Service Centre and children Centres.	March 2014	Niki Coupe (EYEI)
<i>More children and families are registering and being seen by children centres, particularly those from target groups.</i>	Monitor effective information sharing protocols between children centres, midwives, health visitors and schools, including early notification	March 2015	Gary Eves (PH)

<p><i>More children are having their needs identified earlier and met through CAF processes</i></p> <p><i>Early childhood services are working more effectively together to identify and respond to vulnerable children and families</i></p> <p><i>Parents report an increased confidence in their parenting role</i></p> <p><i>Parents are better informed about the progress their child has made by the time they reach school.</i></p> <p><i>More children are identified earlier with SLCN and SEND</i></p> <p><i>More children take up their free early education place at 2, 3 and 4 years of age.</i></p> <p><i>Schools are better informed about the children who enter the foundation stage</i></p>	of pregnancy, live birth data, Children Centre registrations, through commissioning processes.		
	Embed single points of access to early help services through children centres.	Sept 2014	Sally Penn (NCFP)
	Develop a child development programme that supports parents to establish positive home learning environments.	Sept 2014	Lesley Dunn (EYEI)
	Evidence positive impact of evidence-based parenting programmes.	Sept 2014	Rachel Clark (EYEI)
	Develop a strategy to effectively implement the Integrated Review for 2 year olds	Sept 2015	Amanda Edmonds (NCH)
	Monitor and support increased take up of early education places based on headcount information.	April 2014 then end of each term	Nicola Hughes (StSS) NCFP
	Implement and evaluate the use of the Early Years Tracker tool - to track the attendance and progress of children taking up the two year free entitlement.	July 2014	Lesley Dunn (EYEI)
	Develop and trial ways to share an 'Early Years Foundation stage handbook' with schools as part of the Newark Town pilot	Sept 2014	Bev Cameron (Data & Perform) Janeen Parker (School Improvement)
	Explore opportunities to strengthen links between Early Help services and the Family Nurse Partnership to ensure effective support to young parents.	Sept 2014	Rachel Clarke (EYEI)
	Ensure the additional needs of children and families inform the service specifications of commissioned contracts, including specialist services such as speech and language therapy services.	April 2015	Gary Eves (PH)

Priority 2: Ensure there are sufficient, sustainable, high quality, inclusive and safe early education and childcare opportunities that prepare children for school.

Why is this important

- Local authorities are required by legislation to secure sufficient, flexible, high quality early education places for eligible two year olds, and all three and four year olds, offering 570 hours a year over 38 weeks a year.
- The need for flexible and affordable childcare is necessary to support those parents ready to enter the labour market and local authorities are also required, where practicable, to ensure sufficient childcare places for working parents, or parents who are studying or training.
- Evidence shows that children will benefit most from an early learning experience, in terms of their social, physical, emotional, communication and language development, if it is of a Good standard at least, as defined by Ofsted. Government proposes that only those settings with such ratings should be used for two year olds where-ever possible.
- The national Every Child a Talker initiative showed that good quality early communication environments enable a significant improvement in children's communication and language development, fundamental to early learning.
- A positive home learning environment is equally important in preparing children for school and settings are required to share information about a child's progress to enable parents to fulfil their role as primary educator.
- It is vital that settings are confident and competent in their safeguarding practice, particularly as more vulnerable children are placed in their care, and at a time when deregulation of some childcare is being proposed.

Where we are now

- Based on 2011 figures, there are approximately 1,493 registered childcare providers in the private, voluntary and independent (PVI) sector, providing 22,174 places.
- The Childcare Sufficiency audit indicates some shortfalls in childcare places in localities in Mansfield, Ashfield and Bassetlaw.
- Additional £1.1m capital funding has been awarded by Government to support the expansion of the 2 year old early education offer, together with £1.8m trajectory funding.
- 70% of all PVI childcare providers are rated Good or Outstanding by Ofsted compared to the national average of 74%.
- In September 2013, 56.6% children in the county attained the Good Level of development

(GLD). This is higher than the provisional national figure of 52%. The percentage of children attaining the GLD is lower than 2012 due to the change in the EYFS curriculum and Profile. In 2012 Notts equalled National with 64% children attaining GLD, so in 2013 we have outperformed the national for the first time since 2008.

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	2009	2010	2011	2012	2013
Attaining 'good level'	49.2	53.1	56.4	64.2	56.6
National 'good level'	52	56	59	64	52 (indicative)

- The gap measurement has changed and is now likely to be the gap between those attaining the GLD who are in receipt of Free School Meals (FSM) and those not (non-FSM). In 2012 Notts gap was 23 percentage points against a national gap of 19.
- Quality support arrangements are well established with support available to maintained schools, day nurseries and preschool playgroups from the NCC Early Years Specialist Teacher team and, through a commissioned contract with the Preschool Learning Alliance. Similar arrangements also exist for childminders with support available from PACEY (professional association for childcare and early years).
- 92% of parents surveyed in 2011 were 'satisfied' or better with the opening hours and times of childcare they used.

What difference do we want to see and how we will achieve it.

Outcome	Key Tasks	Timescales	Lead Officer
<p><i>Sufficient and sustainable childcare places, and other early years services, are available, particularly in areas of disadvantage</i></p> <p><i>More children have access to free early education place at 2, 3 and 4 years of age</i></p>	Undertake the Childcare Sufficiency Audit (CSA), including out of school provision that meets the needs of working parents and children with disabilities.	July 2014	Jude Burgess (EYEI)
	Create sufficient early education places in response to the CSA for all 3 and 4 year olds, and for vulnerable 2 year olds	March 2015	Nicola Hughes (STSS) Niki Coupe (EYEI)
	Develop a strategy for school delivery of free early education places for 2 year olds.	September 2014	Nicola Hughes (STSS)
	Revise policies in relation to funding of early education places informed by a market	June 2014	Jude Burgess (EYEI)

	assessment.		
<i>Quality of more early years provision is at least Good by Ofsted standards</i> <i>Schools report an increase in children ready to learn on entry</i>	Review quality improvement support arrangements to inform future priorities for the EYST team and revised service specification for commissioned contracts, focused on settings, including schools, requiring improvement.	Review completed by end of July 2014 new contract starts April 2015	Jude Burgess (EYEI)
	Continue to promote the EYFS statutory framework and Ofsted framework(s) through QI visits and workforce development opportunities.	April 2014	Lesley Dunn (EYEI)
<i>Settings are delivering effective inclusive provision</i>	Establish systems and processes for delivering DCATCH through EYEI	April 2014	Lesley Dunn (EYEI)
	Support settings to deliver inclusive provision and appropriately resourced provision to meet the additional needs of children accessing their early education entitlement.	September 2014	Lesley Dunn (EYEI)
	Ensure full implementation of the Language for Life strategy.	ongoing	Jane Young (NCHP)
<i>Settings are effective in safeguarding children.</i>	Review and develop improved support arrangements that ensure settings are practicing safely.	April 2014	Jude Burgess (EYEI)
	Strengthen links and relationships between settings and the LADO.	April 2014	Sarah Turner (LADO officer)

Priority 3: Ensure the early years workforce has access to training and development opportunities that lead to required service improvement.

Why is this important

The Nutbrown review⁵ highlighted how high quality early education and childcare can improve the outcomes of children later in life if practice is led by someone with higher level qualifications. It is important that all early years practitioners know and understand their contribution to delivering services within the EYFS with an emphasis on child development and safeguarding. The recent Ofsted report 'Getting it right from the start'⁶ also highlights the need for strong leadership in order to develop and sustain high quality provision. Leadership and Management is a key feature of all Ofsted frameworks for early childhood services and one of the main contributing factors to the judgement Ofsted makes on the quality of the provision. Socially disadvantaged children can catch up with other children in their language skills if practitioners are trained to support their language development appropriately.

Where we are now

- Historically, the Council has provided work force development opportunities for all early years providers accessed through the TADO (training and development opportunities) web pages, a function which now sits within Workforce and Organisational Development (WOD).
- Working in conjunction with WOD, the Early Years Service has lead responsibility to work in partnership with the sector to identify workforce development needs, based on improvements required in practice, and often in response to changes in government legislation, delivered through networks and briefings, and specific training events.
- Whilst the TADO promotes opportunities for all settings, increasingly training and development has become more and more focused on specific issues and at specific settings – which follows Government's recently expressed expectations of local authorities to focus their support on those settings that require improvement.
- Established working relationships with key partners ensure that local expertise is used to deliver training and development opportunities such as: the Early Years Specialist Teacher team, SEND Policy & Provision, the Achievement & Equality team; the School Improvement team; the Speech and Language therapist team; PACEY and PSLA, children centres, amongst others.
- Nottinghamshire has invested in its language lead programme, linking it with the Level 3 award in Supporting Speech, Language and Communication Needs, and it is anticipated over 50 practitioners will achieve this combined award by the end of 2013.
- Encouraged by national developments from the National College of Teaching and Learning, peer to peer support opportunities have been extended through the implementation of the Systems Leadership programme from the children centre pilot which is currently being trialled with childcare settings.

⁵ Foundations for quality, June 2012

⁶ Getting it right from the start, July 2013

What difference do we want to see			
Outcome	Key Tasks	Timescales	Lead Officer
<i>Services are led and delivered by a well-qualified and skilled workforce that understand the importance of child development and safeguarding in order to improve life chances of young children.</i>	Review/establish a universal and targeted work force development offer based on requirements of the EYFS and Ofsted framework within available resources.	Draft April 2014 Implementation Sept 2014	Linda Mottishaw (EYEI)
	Develop a county-wide response to early years qualifications in line with government guidance.	Sept 2014	Lesley Dunn (EYEI)
<i>Available resources are prioritised and demonstrate impact on service improvement.</i>	Explore opportunities to create packages of 'sold services' utilising internal expertise.	Sept 2015	Linda Mottishaw (EYEI)
<i>Training and development opportunities available maintain quality provision and support those settings requiring improvement. Early Years practitioners have access to changes to policy and practice guidance</i>	Review and align networks and briefings to meet the needs of the early years/early childhood services workforce, including school-based family support staff, that promote the EYFS statutory/regulatory guidance and other areas of practice development.	Draft April 2014 Implementation Sept 2014	Linda Mottishaw (EYEI)
<i>Early years practitioners have access to shared learning opportunities that support service improvement.</i>	Implement and evaluate the impact of the early years systems leadership model to settings that require improvement to inform future development.	Ongoing July 2014	Jude Burgess (EYEI)
	Strengthen localised peer to peer support through mentoring, shadowing and buddying opportunities.	Sept 2014	Lesley Dunn (EYEI)



GOVERNANCE

The Plan forms part of the Early Help development plan and its implementation will be monitored through the Early Help executive, chaired by the Service Director for Youth, Families and Cultural services. The Plan contributes to the Closing the Gap agenda and reports regularly to the Closing the Gap Performance Board. The Early Years Attainment group has operational responsibility for the deliver of key actions and will monitor progress through its quarterly meetings.



REPORT OF THE MONITORING OFFICER**DISCLOSURE AND BARRING SERVICE CHECKS FOR COUNCILLORS****Purpose of the Report**

1. To seek agreement to changes proposed to the Policy on Criminal Record Bureau Checks for Elected Members as a result of changes made to the law by the Protection of Freedoms Act 2012.

Information and Advice**Background**

2. The current policy was introduced in June 2008. Since the Policy was approved by Council there have been some important developments that affect the criminal records checking process and changes to the Council's constitutional arrangements which have resulted in the Policy becoming out of date. This report seeks to inform Policy Committee of the reforms and proposes updating the Council's Policy.

Reforms to CRB and Independent Safeguarding Authority

3. The Protection of Freedoms Act 2012 ("PFA") has introduced changes to the arrangements for carrying out criminal records checks. One of the key changes involved the merger of the Criminal Records Bureau ("CRB") and the Independent Safeguarding Authority ("ISA") in December 2012 to form a new body called the Disclosure and Barring Service ("DBS").
4. The DBS is a non-departmental public body, sponsored by the Home Office. The DBS provides access to criminal records and other relevant information for organisations in England and Wales and is also responsible for investigating safeguarding concerns and maintaining the barred lists for Children and Adults and the combined list (these are statutory lists containing details of people considered unsuitable to work with children and/or adults).

Changes to the definition of Regulated Activity

5. The changes introduced under the PFA not only affected the administrative arrangements but also scaled back the number of activities, involving work with children and adults, that are regulated; these are known as "regulated activities". Individuals on a barred list for children and/or adults cannot undertake a "regulated activity" and it is a criminal offence for the Council to allow an individual

to do so without first checking whether they are on a barred list. That it is why it is important for the Council to carry out pre-appointment checks in relation to individuals appointed to positions that involve the carrying out of a “regulated activity”.

6. The revised definition of “regulated activity” was brought into force as a result of the PFA in September 2012. A “regulated activity” is one involving close work with vulnerable groups, including children, which a barred person must not do. The legislation redefines and reduces the scope of regulated activities. Examples of “regulated activity” include being employed in a position that involves regularly undertaking unsupervised activities such as caring for or supervising children, regularly working for certain establishments such as children’s centres, and providing personal care to an adult in a care home or day care centre.
7. The majority of Councillors or co-opted members do not have unsupervised contact with children or adults as part of their role and therefore will not be involved in “regulated activity”. Therefore, unless activities fall within the redefined scope of “regulated activity”, Councillors or co-opted members are not required to be checked by virtue only of their position as a Councillor or co-opted member.
8. It should be noted that the law relating to elections already provides some safeguard by barring individuals from standing for election if they have been convicted of a criminal offence within the last 5 years and received in excess of 3 months’ imprisonment.

DBS Checks for Councillors and Council policy

9. Previously the Council’s policy was to undertake a criminal records check for all Councillors, on the basis that they are:
 - a. are involved in discharging education and social care functions of the Council;
 - b. in an office which is concerned with the provision of care services to vulnerable adults and which is of such a kind as to enable a person, in the course of his normal duties, to have access to vulnerable adults in receipt of such services.
10. It is now appropriate for this policy to be reconsidered in light of the changes outlined above. A decision is required as to whether to retain the current approach of checking all Councillors on the basis that all members may be involved in discharging education and social care functions of the Council or may be asked to serve or substitute on a committee discharging those functions.
11. Safeguarding children, young people and adults is a key priority at the Council, and the important role Councillors and co-opted members play in scrutinising services that are delivered and the arrangements that are put in place for these groups is recognised. The fact that all Councillors are checked may also strengthen public confidence.

12. Councillors have a wide range of responsibilities and take decisions in relation to core services relating to children and adults, for example, the corporate parenting role. These responsibilities may require Councillors to access sensitive information about, or have contact with, children and adults.
13. Although the duties and responsibilities of Councillors do not fall under the scope of “regulated activity” and Councillors are no longer required to be checked if not undertaking such activity, the Council can still request that DBS checks (excluding a check of the barred lists) be carried out.
14. There are two levels of DBS checks that can be carried out. Standard DBS checks which show disclose previous cautions, convictions, police reprimands and warnings relating to an individual. Enhanced Checks (without a check of the barred lists) provide the information resulting from a standard DBS check with the addition of relevant police information provided by the local police force. Chief police officers are asked to provide any information which they “reasonably believe to be” “relevant and ought to be included in the [enhanced DBS] certificate”, having regard to the purpose for which the certificate is sought.
15. To address concerns about proportionality, the Government has recently introduced legislation to prevent certain minor and old convictions and cautions from being revealed by a DBS check.
16. In light of the changes to the law and the redefined scope of “regulated activity”, it is proposed that the Council carries out enhanced DBS checks for all Councillors in order to respond proportionately to the risk and reassure the public, and the draft policy attached reflects this. Checks are also proposed for any co-opted member serving on a committee which discharges education and social care functions of the Council.
17. A further proposed change to the Policy reflects a change to the administrative arrangements so that applications can be registered via the online DBS update service. Whereas paper applications used to be submitted by Democratic Services, Democratic Service will provide the necessary information to the Business Support Centre who will now submit the DBS applications to the DBS online; however, the results of any DBS checks will be provided, in confidence, directly to the individual affected. The Council will be advised that information has been sent to the individual concerned. The Monitoring Officer would contact that person directly and in confidence if a positive result was received.
18. DBS checks carried out by the Council are only relevant for Councillors acting in their capacity as County Councillors. If Councillors carry out roles outside of this capacity involving work with children or adults (for example, volunteering with the scout movement or in a children’s centre), it is their responsibility to check with the relevant organisation regarding that organisation’s own DBS checking requirements.
19. It is proposed that Committee approves the revised Policy set out in the Appendix.

Other Options Considered

20. In seeking to identify the appropriate options to propose to Councillors in relation to the undertaking of DBS checks for Councillors, other local authorities have been consulted to provide information on their respective positions and the recommendation proposed at the end of this report takes into account this research.
21. **To carry out no DBS checks.** This option would be a change to current Council Policy position and without any checks taking place it would not be possible to check an individual's background and determine whether an appointment to a particular role may be less suitable for them in light of a relevant disclosure. In order to protect those who are most vulnerable in society it is proposed that this option be rejected; the Council may be open to criticism if it did not take reasonable steps to assess and mitigate the risk.
22. **To carry out standard DBS checks for all Councillors.** Standard checks only reveal basic information concerning any unspent convictions and cautions, police remands and warnings; the enhanced level DBS certificate also contains any additional information held by the local police that they reasonably consider to be relevant to the individual's role. This information is useful to determine whether there are concerns under investigation locally which have not resulted in any formal action and any information provided may also help put details of any offence in context.
23. **To carry out enhanced DBS checks with a check of the barred lists.** This option was ruled out because it is not lawful to check the barred lists unless the individual who is being checked is going to undertake a "regulated activity" as amended by the Protection of Freedoms Act. Councillors would not be eligible by virtue only of their position as a Councillor or co-opted member.
24. **To carry out DBS checks in relation to specific roles which have some relationship with services that engage in "regulated activity".** Committees are responsible for decision taking therefore identifying specific individuals to DBS check would not be appropriate. Since Councillors engage in a variety of functions across the County Council it is more appropriate to check all Councillors.

Reason for Recommendations

25. In light of the recent changes in law the Policy needs to be updated to reflect those changes.

Statutory and Policy Implications

26. 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, sustainability and the environment and those using the service and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

Financial Implications

27. The cost of each enhanced DBS check is £44 and this will be met from the members allowances budget within the Policy, Planning and Corporate Services Department.

RECOMMENDATIONS

1) The revised Policy set out in the Appendix be adopted.

Jayne Francis-Ward
Monitoring Officer

For any enquiries about this report please contact:

Simon Gill (Solicitor) – 0115 9773620
Gill Elder (Chair of the Safer Working Practice Group) – 0115 9773867
Sarah Stevenson (Lead NCC DBS Counter-signatory) – 0115 9775740

Constitutional Comments (SLB 25/03/2014)

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

Financial Comments (SEM 25/03/14)

29. 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.

Council Report of June 2008

- www.nottinghamshire.gov.uk/dms/Meetings/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/1054/Committee/86/SelectedTab/Documents/Default.aspx

The Disclosure and Barring Service website contains links to relevant legislation and guidance published by other government departments and relevant organisations:

- www.gov.uk/government/organisations/disclosure-and-barring-service

Criminal records regime review

- www.gov.uk/government/publications/criminal-records-regime-review

Protection of Freedoms Act

- www.legislation.gov.uk/ukpga/2012/9/contents

DBS checks eligibility guidance

- www.gov.uk/government/publications/dbs-check-eligible-positions-guidance

DBS Code of Practice

- www.gov.uk/government/publications/dbs-code-of-practice

Electoral Division(s) and Member(s) Affected

All

Policy on Disclosure and Barring Service (“DBS”) Checks for Councillors and Co-opted Members

Background

1. The effective date of commencement for this policy is 2 April 2014.
2. This policy complies with the exception to the Rehabilitation of Offenders Act 1974 and with the Disclosure and Barring Service Code of Practice.
3. This policy replaces all previous policies, decisions and/or precedents relating to criminal records checks for Nottinghamshire County Councillors and co-opted members.

General Principles

4. In light of the fact that Council and its relevant Committees and Boards discharge both education and social services functions, this Policy requires all Councillors to undergo enhanced level DBS checks. Co-opted members will be required to undergo enhanced level DBS checks if they are members of a Committee or Board which discharges any education or social services function of the County Council.

The Process

5. Within two months of the date of this Policy and thereafter for newly elected Councillors within two months of taking office following election, Councillors will be required to undergo an enhanced DBS check.
6. Within two months of the date of this Policy and thereafter within two months of a relevant newly appointed co-opted member becoming a member of Committee or Board that discharges any educational or social services function, the relevant co-opted member will be required to undergo an enhanced DBS check.
7. Checks will be processed by the Business Support Centre using the online DBS service following a request by the Council’s Monitoring Officer.
8. The relevant Councillor or co-opted member will be provided with a DBS certificate issued by the DBS. The Council will be notified of the disclosure and whether the DBS check is clear. This information will be returned to the Monitoring Officer. Where a check is not clear, for instance, it contains details of an offence, the Councillor or co-opted member will be required to provide a copy of the DBS certificate to the Monitoring Officer within 28 days of the date of issue of the DBS certificate, unless the content of the DBS certificate is

disputed and the dispute is raised with the DBS within 3 months of the date of issue, in which case the certificate must be provided to the Monitoring Officer within 28 days following the outcome of the dispute.

9. In accordance with Section 124 of the Police Act 1997 disclosure information will only be passed to those people who are authorised to receive it in the course of their duties. The Monitoring Officer will maintain a record of the date a check was requested, the date a response was received and a 'list' of all those to whom the disclosure or disclosure information has been revealed together with other relevant information. It is a criminal offence to pass this information to anyone who is not entitled to receive it.
10. Disclosure information will only be used for the specific purpose for which it is requested and for which the applicant's full consent has been given.
11. Records of the Disclosure Number will be kept electronically, along with the date of issue. Where Disclosure Information is made available this will be kept securely in lockable, non-portable containers and destroyed within six months in line with the DBS Code of Practice and the Data Protection Act.
12. Once the retention period has elapsed, any disclosure information will be destroyed by secure means. While awaiting destruction, disclosure information will remain in a lockable container. No photocopy or other image of the disclosure or any copy or representation of the contents of a disclosure will be kept. However, as stated above, the Monitoring Officer will maintain a register of the date of the request for and issue of a disclosure, the name of the subject, the type of disclosure requested, the position for which the disclosure was requested, the unique reference number of the disclosure and the detail of any decision taken as a result of the disclosure.

Portability

13. DBS certificates are not portable other than those between individuals registered with the online DBS update service. Owing to current difficulties with the online DBS update service, DBS certificates obtained by individuals through the online DBS update service will not be accepted. This is currently under review.

The Use of Disclosure Information

14. The existence of a criminal record or other information revealed as a result of an enhanced DBS check will not debar a Councillor from holding office.
15. In the event that the disclosure information received raises issues of concern, the Chief Executive advised by the Monitoring Officer and the Corporate Directors of Children, Families and Cultural Services and Adult Social Care, Health and Public Protection, as required, in consultation with the relevant Group Leader, will discuss with the individual Councillor the restrictions considered necessary, to safeguard children, young people and adults, on the positions held by that Councillor.

16. This policy will be reviewed every two years and updated as and when required as a result of changes in the law.

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

1. To review the Committee's work programme for 2014.

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: Matthew Garrard, Team Manager, Policy, Performance and Research T: (0115) 9772892 E: matthew.garrard@nottsc.gov.uk

Constitutional Comments (SLB 30/04/2012)

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

Financial Comments (PS 2/5/12)

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

<u>Report Title</u>	<u>Brief summary of agenda item</u>	<u>For Decision or Information</u>	<u>Lead Officer</u>	<u>Report Author</u>
7th May 2014				
Translation & Interpretation Service provision	Review of the new service provision	Information	Martin Done	
Highways Maintenance Contract	Progress report on the operation of the Highways Maintenance Contract	Information	Andy Warrington	
Improvement Programme – Performance	Quarterly report on the progress of the Council's Improvement Programme.	Information	Jayne Francis-Ward	
New Operating Model		Decision	Anthony May	Paula Mullin
Legal Settlements	Bi-annual service report to provide an overview of legal settlements reached in the preceding 6 months.	Information	Heather Dickinson	
Revised Policy and Guidance on Councillor's Divisional Fund	Approval required for new policy and guidance notes.	Decision	Jayne Francis-Ward	
Medication Policy	Approval required for joint Health / County Council Medication Policy.	Decision		
Establishment of Better Care Fund post	Approval required to establish a joint Health / County Council post.	Decision	Jon Wilson	
4th June 2014				
Business Support Review		Decision	Anthony May	
Better Broadband for Nottinghamshire – Superfast Extension application			Matthew Lockley	Matthew Lockley

2nd July 2014				
Leader Applications in Nottinghamshire			Matthew Lockley	Matthew Lockley
September 2014				
Review of Emailme – the Council's Email Marketing System		Information	Martin Done	Martin Done
Improvement Programme – Annual Report 2013/14	Annual report of achievements for 2013-14.	Information	Jayne Francis-Ward	
November 2014				
Legal Settlements	Bi-annual service report to provide an overview of legal settlements reached in the preceding 6 months	Information	Heather Dickinson	
Improvement Programme – Performance	Quarterly report on the progress of the Council's Improvement Programme.	Information	Jayne Francis-Ward	
December 2014				
Economic Development Strategy	Progress Report	Information	Celia Morris	
Digital Strategy	Progress Report	Information	Martin Done	
February 2015				
Improvement Programme – Performance	Quarterly report on the progress of the Council's Improvement Programme.	Information	Jayne Francis-Ward	
April 2015				
Economic Prosperity Committee	Annual report on the Economic Prosperity Committee which is a joint committee between the County Council, City Council and Borough/District Councils in Notts.	Information	Jayne Francis-Ward	

Review of Annual Delivery Plan		Decision	Celia Morris	Matthew Garrard
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