

## Policy Committee

**Wednesday, 12 February 2020 at 10:30**

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

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### AGENDA

- |    |  |           |
|----|--|-----------|
| 1  | Minutes of the last meeting held on 15 January 2020  | 5 - 10    |
| 2  | Apologies for Absence  |           |
| 3  | Declarations of Interests by Members and Officers:- (see note below)<br>(a) Disclosable Pecuniary Interests<br>(b) Private Interests (pecuniary and non-pecuniary) |           |
| 4  | Investing in Nottinghamshire – Making the Best Use of Council Premises   | 11 - 80   |
| 5  | Results from 2019 Nottinghamshire Residents' Survey  | 81 - 88   |
| 6  | Secondary and Primary School Provision in West Bridgford   | 89 - 92   |
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| 8  | Midlands Engine Development Corporation Update   | 99 - 108  |
| 9  | Revised Children Missing Education Strategy and Elective Home Education Policy   | 109 - 146 |
| 10 | School and Early Years Funding - Agreement of the Local Funding Formula for 2020-21  | 147 - 160 |
| 11 | Adoption of International Holocaust Remembrance Alliance Working Definition of Antisemitism  | 161 - 162 |

12	County Council Civic Service	163 - 164
13	Operational Decisions Quarterly Update July - December 2019	165 - 172
14	Sale of Bevercotes House, Darwin Drive, Ollerton	173 - 178
15	Work Programme	179 - 184
16	EXCLUSION OF THE PUBLIC	

The Committee will be invited to resolve:-

“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 Schedule 12A of the Local Government Act 1972 and the public interest in maintaining the exemption outweighs the public interest in disclosing the information.”

#### **Note**

If this is agreed, the public will have to leave the meeting during consideration of the following items.

#### **EXEMPT INFORMATION ITEMS**

#### 17 Sale of Bevercotes House, Darwin Drive, Ollerton - EXEMPT APPENDIX

- Information relating to the financial or business affairs of any particular person (including the authority holding that information);

#### **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 Keith Ford (Tel. 0115 977 2590) or a colleague in Democratic Services prior to the meeting.

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





Meeting **POLICY COMMITTEE**

Date **Wednesday 15 January 2020 (commencing at 10.30 am)**

**membership**

Persons absent are marked with 'A'

**COUNCILLORS**

Mrs Kay Cutts MBE (Chairman)

Reg Adair (Vice-Chairman)

Chris Barnfather  
Joyce Bosnjak  
Richard Butler  
John Cottee  
Samantha Deakin **A**  
Kate Foale  
Stephen Garner  
Glynn Gilfoyle  
Tony Harper **A**

Richard Jackson  
Bruce Laughton  
Philip Owen  
John Peck JP  
Mike Pringle **A**  
Alan Rhodes **A**  
Muriel Weisz  
Jason Zadrozny **A**

**SUBSTITUTE MEMBERS**

Diana Meale for Mike Pringle.  
Francis Purdue-Horan for Tony Harper  
Tom Hollis for Jason Zadrozny  
Helen-Ann Smith for Samantha Deakin  
Kevin Greaves for Alan Rhodes

**OTHER COUNTY COUNCILLORS IN ATTENDANCE**

Nicki Brooks

John Longdon

Neil Clarke

**OFFICERS IN ATTENDANCE**

Anthony May  
Angie Dilley  
Keith Ford  
David Hennigan  
James Silverward  
Nigel Stevenson  
Marjorie Toward

Chief Executives Department

Jonathan Gribbin	Adult Social Care and Public Health
Colin Pettigrew Koni Rakhit	Children, Young People's and Culture
Adrian Smith Andy Evans Neil Gamble Derek Higton	Place Department

### **ALSO IN ATTENDANCE**

Miriam Duffy	National Rehabilitation Centre
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### **1 MINUTES**

The Minutes of the last meeting held on 13 November 2019, having been previously circulated, were confirmed and signed by the Chairman.

### **2 APOLOGIES FOR ABSENCE**

The following apologies for absence were reported:-

Samantha Deakin – medical / illness  
 Tony Harper – other reasons  
 Mike Pringle – other reasons  
 Alan Rhodes – other reasons  
 Jason Zadrozny – medical / illness

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

Councillor Chris Barnfather declared a private, non-pecuniary interest in agenda item 10 – Investing in Nottinghamshire – Top Wighay Masterplan, as the Chairman of the County Council's Planning and Licensing Committee; a Member of Gedling Borough Council's Planning Committee; and as the local County Councillor for the electoral division in which this development was sited, which did not preclude him from speaking or voting on this item.

### **4 THE NATIONAL REHABILITATION CENTRE**

Miriam Duffy, Programme Director for the National Rehabilitation Centre, attended the meeting to update the Committee and respond to Members' comments and queries. It was clarified that the timescales for implementation detailed in paragraph 12 of the appendix had been updated with the construction of the Centre now due to be completed in 2023, with the opening taking place in early 2024.

### **RESOLVED: 2020/001**

That the Leader of the Council write to the Secretary of State for Health and Social Care, expressing support for the establishment of the National Rehabilitation Centre

and recognising the impact this new facility could have on the lives of those affected and the future of rehabilitation, when taken alongside the already established Defence Medical Rehabilitation Centre at the Stanford Hall Rehabilitation Estate.

## **5      DIRECTOR OF PUBLIC HEALTH ANNUAL REPORT 2019**

**RESOLVED: 2020/002**

- 1) That the Director of Public Health's Annual Report for 2019 be published.
- 2) That the Annual Report be promoted to Nottinghamshire stakeholders and residents through the local media.

## **6      ICT OPERATING MODEL**

**RESOLVED: 2020/003**

- 1) That the new Operating Model for ICT Services be approved.
- 2) That the two Group Manager posts be disestablished and the new Head of ICT post be established.
- 3) That a Design Authority governance model be established

## **7      A STRATEGY FOR IMPROVING EDUCATIONAL OPPORTUNITIES FOR ALL**

**RESOLVED: 2020/004**

That approval be given to the Strategy for Improving Educational Opportunities for All which replaced the existing Closing the Educational Gaps Strategy (2012) and would have a focus on the most vulnerable and disadvantaged, particularly those children and young people with Special Educational Needs and Disability, children and young people who are looked after, as well as care leavers.

## **8      FINANCIAL SUPPORT FOR STUDENTS IN POST-16 EDUCATION AND EXCEPTIONAL PAYMENTS FOR SCHOOL CLOTHING AND FOOTWEAR 2020-21**

**RESOLVED: 2020/005**

- 1) That the proposed policy for the 2020-21 financial year in respect of discretionary support for post-16 students undertaking courses in educational institutions (as set out in paragraphs 10-12 of the report) be approved.
- 2) That the following guide scale of payments for school clothing and footwear allowances granted under the category of exceptional circumstances, subject to consideration of the individual circumstances of each application:

- Primary age children to be eligible for 50% of the full allowance of £50 per qualifying pupil
- Secondary age children to be eligible for 75% of the full allowance of £50 per qualifying pupil.

**9     RURAL LEADER BUSINESS GROWTH PROGRAMME – RESOURCING AND CONTRACT EXTENSIONS TO 31 DECEMBER 2021**

**RESOLVED: 2020/006**

That the post extensions set out in paragraph 9 of the report be approved to ensure compliance with the contractual processes involved in the LEADER Programme closure.

**10    INVESTING IN NOTTINGHAMSHIRE – TOP WIGHAY MASTERPLAN**

**RESOLVED: 2020/007**

That approval be given to the submission of the application for outline planning permission at Top Wighay Farm for mixed-use development comprising:-

- 805 homes;
- land for employment purposes (up to 49,500m<sup>2</sup> of B1/B8 uses);
- a local centre comprising A1-A5, B1(a) and D1 uses (up to 2,800m<sup>2</sup>);
- a 1.5 form entry primary school and
- associated infrastructure, open space and landscaping.

**11    SALE OF LAND ADJACENT TO SKYLARKS CARE HOME, ADBOLTON LANE, NOTTINGHAM**

**RESOLVED: 2020/008**

- 1) That approval be given to the sale to Church Farm Care of the freehold interest with vacant possession in land at Adbolton Lane (as indicated edged black and hatched on the plan appended to the report) for £300,000, with other terms as set out in the report.
- 2) That approval be given to the taking of surrender of the subject site from the existing tenant of Kentrigg Farm.

**12    PROPOSED DISPOSAL BY WAY OF 999 YEAR LEASE OF OLLERTON COLLIERY EAST AND WEST TIPS AND SHIREBROOK COLLIERY TIP**

**RESOLVED: 2020/009**

That approval be given to the disposal, by way of 999 year lease, of Ollerton Colliery East and West Tips and Shirebrook Colliery Tip to Forestry England on terms detailed in the report, subject to consideration by the Corporate Director Place (in consultation with the Chair of Policy Committee) of any representations received from the public to the advertised disposal of these public open spaces.

**13     SALE OF LAND AT MAUN VIEW, MANSFIELD, FOR SUPPORTED LIVING HOUSING**

Following members' discussions, officers agreed to confirm in writing the number of supported living places that would be available.

**RESOLVED: 2020/010**

- 1) That approval be given to invest £25,000 from the Adult Social Care and Health supported living capital allocation in a new housing scheme for people with complex needs.
- 2) That approval be given for the sale of the freehold interest of approximately 1.39 acres of land at Maun View, Chesterfield Road South, Mansfield to Choice Support on the terms set out in the report.
- 3) That the Group Manager, Legal, Democratic and Complaints be authorised to enter into an appropriate commercial agreement in order to protect the Council's interests and investments in this matter.

**14     PROPOSED SALE OF LAND AT ROLLESTON DRIVE, ARNOLD, NOTTINGHAM**

**RESOLVED: 2020/011**

- 1) That approval be given to the sale of land site at Rolleston Drive as indicated edged black on the plan appended to the report on the terms as set out in the exempt appendix to the report.
- 2) That approval be delegated to the Corporate Director Place in consultation with the Section 151 Officer, the Head of Legal, Democratic and Complaints and Chair of Policy Committee to agree the final sale price (within the parameters set out in the appendix to the report) and negotiate and finalise the terms of the contract and any necessary legal documentation to give effect to these proposals.

**15     GEDLING ACCESS ROAD – LAND ACQUISITIONS AND DISPOSALS**

**RESOLVED: 2020/12**

- 1) That approval be given to the acquisition of land required for the Gedling Access Road on the terms as set out in the exempt appendix to the report relating to 0.025 acres of land to the south of Mapperley Plains, Mapperley and 0.862 acres of land that forms part of the 3<sup>rd</sup> Woodthorpe Scouts Group at Mapperley.
- 2) That approval be given to dispose of 1.75 acres of land to the north of Arnold Lane, Mapperley as part of the delivery of the Gedling Access Road as required under a Section 106 Unilateral Undertaking dated 23 December 2019.

**16     WORK PROGRAMME**

**RESOLVED: 2020/013**

That the Work Programme be agreed, with no amendments required at this point.

**17     EXCLUSION OF THE PUBLIC**

**RESOLVED: 2020/014**

That the public be excluded for the remainder of the meeting on the grounds that the discussions were likely to involve disclosure of exempt information described in Schedule 12A of the Local Government Act 1972 and the public interest in maintaining the exemption outweighed the public interest in disclosing the information.

**15     PROPOSED SALE OF LAND AT ROLLESTON DRIVE, ARNOLD,  
NOTTINGHAM – EXEMPT APPENDIX**

**RESOLVED: 2020/015**

That the information set out in the exempt appendix be noted.

**16     GEDLING ACCESS ROAD – LAND ACQUISITIONS AND DISPOSALS –  
EXEMPT APPENDIX**

**RESOLVED: 2020/016**

That the information set out in the exempt appendix be noted.

The meeting closed at 12.48 pm.

CHAIRMAN

## **REPORT OF THE LEADER OF THE COUNTY COUNCIL**

### **Investing in Nottinghamshire: Making the Best Use of Council Premises**

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

1. To agree ambitious, long term proposals for the best future use of the Council's major office and service buildings. To seek approval for capital and revenue funding to support the delivery of the proposals set out in this report.

#### **Background and information**

2. The Council has an ambitious vision for Nottinghamshire, set out in the Council Plan "Your Nottinghamshire, Your Future". A key element of this is major investment in our communities and the local economy through the rationalisation and modernisation of the Council's main office and service premises, including the bringing forward of landmark developments on the County Hall campus and other Council owned sites. This programme of activity is called the Investing in Nottinghamshire programme, and was agreed by Policy Committee at its meeting in March 2019.
3. Investing in Nottinghamshire is driven by an ambitious set of principles. These can be summarised as;
  - Maximising the strategic impact of the location of the Council's office estate and the use of the Council's assets for economic impact and regeneration.
  - Improving the mobility, productivity and effectiveness of our workforce and services through, new technology and service integration (delivering an average 6:10 desk ratio)
  - Developing fit for purpose accommodation that supports modern service models, including integrated working.
  - Ensuring the Council has appropriate buildings in its main communities.
  - Making maximum use of the Council's current assets whilst releasing surplus accommodation.
  - Prioritising office accommodation owned by the County Council rather than that leased from the market.
  - Delivering effective and efficient facilities management services to ensure safe and sustainable offices for staff and the public.
  - Reducing environmental impact through work to reduce the carbon footprint of the Council's estate and delivering improved work transport/access solutions for staff.
4. In addition, Investing in Nottinghamshire will:

- Deliver better public services and improved outcomes for Nottinghamshire residents.
  - Bring forward investment, jobs and housing in Nottinghamshire through unlocking major developments on Council-owned land.
  - Right-size the Council's office estate, thereby minimising long term maintenance requirements.
  - Generate substantial capital receipts over the life of the programme.
  - Reduce revenue running costs associated with the Council's main premises.
  - Offer opportunities to grow commercial revenue income.
5. These principles and benefits have been used to determine the detailed proposals put forward in this report and set out in detail in the accompanying appendices.

## **Investing in our Office Estate**

6. The proposals are based on detailed location analysis, drawing on a wide range of evidence. This includes analysis of service user profiles and locations; workforce data (including travel patterns); analysis of interdependencies with other transformation programmes, including the Remodelling Practice programme in Children's' Social Care and the new operating model and structure in the Adult Social Care and Health Department; and analysis of Council property values and costs. This analysis has been captured in the attached location studies that set out the options considered, a snapshot of the data, a preferred option for delivery and how these meet the principles and benefits set out above.
7. The following paragraphs summarise the current position and proposed solutions for each location.

### **West Bridgford**

8. In West Bridgford there are two main properties; Trent Bridge House and the County Hall Campus.

### **Trent Bridge House**

9. The proposal is for the Council to ultimately vacate this leasehold property and to seek to let it on a commercial basis, as this offers the potential for substantial revenue income. The future use of the building and the site will be subject to the conditions of the lease. This requires ongoing dialogue with Nottinghamshire County Cricket Club as the freeholder.
10. In the short term, Trent Bridge House gives access to useful decant space to smooth the phasing of other elements of the Investing in Nottinghamshire Programme. In the longer term, staff and partner organisations will exit the building and relocate to alternative premises. This requirement is therefore considered in the potential for the County Hall Campus to bring a more consolidated approach to accommodating staff and those organisations that have a working synergy with the Council. **Current costings show capital investment of £650,000 is required for refurbishment work to support the commercial lease plans set out in paragraph 9 above.**



## County Hall Campus

11. County Hall is the main administrative and civic hub of the Council. It is the key focal point for the consolidation of accommodation, services and functions. The County Hall building itself is also a high profile and historic Nottinghamshire landmark, and so it is critical that any further development of the building respects its important and historic place in the Nottinghamshire landscape.
12. To consider the future of the County Hall campus, a specialist design team has been commissioned. The team has considered improvements to the existing County Hall building, together with scoping additional accommodation and up to date meeting space that will be required to accommodate increased staff numbers, and modern ways of working. Necessary and overdue improvements to the building's infrastructure, along with a remodelling of the building's layout, will reduce future maintenance liabilities, improve running costs and increase working efficiencies, and provide a much-improved working environment.
13. The design team have also developed a further concept to help capture and showcase Nottinghamshire's unique history and heritage. A reshaped County Hall site, with its historic location, has the potential to provide a new state of the art home for the Nottinghamshire archive. This new facility would offer easier public access to archives and artefacts and could enable the County's unique historical artefacts to be displayed in the County's civic hub.
14. The team's work to date demonstrates that the County Hall campus site has the scope to be significantly remodelled and improved. The proposed improvements to the County Hall campus will provide significant benefits. These include:
  - Increased staff accommodation capacity, thereby enabling the commercial letting of Trent Bridge House to be pursued.
  - Reduced long term maintenance and energy costs/liabilities through the modernisation of County Hall's building infrastructure, with a long-term ambition of the campus achieving carbon neutral status.
  - Improved public access to modern archive and artefact provision, contributing to Nottinghamshire's visitor economy, located in an additional landmark building on the campus.
  - Modernised civic accommodation, supporting the reputation and civic role of the Council.
  - The potential for rental income from third parties, including Council owned companies, along with opportunities for shared/integrated facilities with partners.
15. The proposed premises solutions at County Hall are in line with the principles of the Investing in Nottinghamshire Programme. However, the complexity of the County Hall campus site means that a project of this nature is a significant undertaking and requires substantial up-front investment.
16. To this end, it is now necessary to invest in the detailed design and costing phase of the proposed full campus development plan. This second phase of the project will generate detailed design and costing information for the works described above that will be presented to this Committee in the summer of 2020 for further consideration, should it approve in principle the proposals contained in this report.

17. **Current costings show a capital investment of £3,200,000 is required for this next phase of work.**

### **Top Wighay**

18. The County Council leases two large buildings on Sherwood Business Park, Annesley: Mercury House and the Piazza. It is proposed to vacate these.
19. The proposal for a new office building at Top Wighay Farm has been agreed as part of a wider masterplan through previous Policy Committee decisions on 19 June 2019, 13 November 2019, 15 January 2020. The new build will be an anchor building for the Top Wighay development and will unlock a significant employment site as part of this exciting new mixed-use development.
20. The new building will accommodate for critical front-line and support services. Significant flexibility has been designed into the brief for the building to reflect forecast changes in the way we work. The new building will set a new benchmark for County Council properties in terms of environmental sustainability.
21. **Current costings show a capital investment requirement of £14,700,000. This incorporates the new build and associated site infrastructure costs.**

### **Mansfield**

22. The County Council owns Meadow House in Mansfield and will retain this property. Meadow House has yet to be refurbished in line with the Council's Smarter Working Principles and has significant maintenance issues. It is therefore proposed to undertake a full refurbishment of Meadow House, which will bring the standard of the building into line with the remainder of our future office estate.
23. **An initial allocation of £3,000,000 capital funding is required.**

### **Worksop and Retford**

24. The County Council operates services from Chancery Lane in Retford. The Council does not own the land on which this building is situated and will vacate this property.
25. Analysis of local service users showed a higher density of service users located closer to Worksop than Retford (62%). It is therefore proposed to relocate the majority of services based at Chancery Lane to a new purpose-built office on the current site of the former Bassetlaw Learning Centre in Worksop.
26. However, service delivery in Retford will be maintained through the provision of case conferencing and contact facilities as well as touch down space for staff working locally within the Retford Post 16 Centre. In addition, it is intended that the Registration Service will occupy premises in The Square in Retford, and offer weddings at Retford Town Hall, replacing the ceremonial room at Chancery Lane.

27. **Current costings show a capital investment of £2,750,000 and £2,500 one-off revenue funding is required across the three proposed sites.**

### **Beeston**

28. The County Council Leases Prospect House in Beeston. It is proposed to vacate this property.
29. Early re-location of several services which operate across the South Nottinghamshire area occurred in September & October 2019 enabling staff from the same services, previously distributed across multiple sites, to be co-located together for the first time.
30. It is proposed that the remaining Adult Social Care services at Prospect House will re-locate to Middle Street Resource Centre, providing a continuing Beeston base for local service provision.
31. It is proposed to relocate the remaining Children and Families services with business support to the former Beeston Central Children's Centre on Trevor Road. It is proposed that this new office base will provide local childcare case conferencing and contact facilities. The latter already operate from this location.
32. **Current refurbishment costings show a capital investment of £1,125,000 is required across the sites in Beeston.**

### **Arnold and Carlton**

33. Sir John Robinson House is a large, Council-owned property in Arnold.
34. Consideration was given to relocating all staff from Sir John Robinson House to the new Top Wighay development. However, modelling showed a detrimental impact on service efficiency and service users, given its location away from the high density of service users in Arnold and Carlton.
35. The options appraisal also considered options to obtain new office accommodation but there are no suitable properties available.
36. An opportunity has emerged to release the building to public sector partners (not named for commercial sensitivity). As part of the arrangement, it is proposed that those front line Council services that would benefit from co-location will continue to occupy space in the property. Services currently located in the building which are not geographically bound will relocate to other Council Offices.
37. This proposal will provide a revenue income stream for the Council, and ensure that the Council will retain an accessible front line service presence for services users in the Arnold and Carlton localities.
38. **Current costings for this proposal indicate a capital investment requirement of £220,000 for refurbishment works.**

## Ollerton

39. In Ollerton, the Council operates from three buildings on the Sherwood Energy Village. In May 2019, all employees at Bevercotes House were relocated to the two neighbouring office buildings, Thoresby House and Welbeck House. Following the previous Policy Committee (March 2019) decision, Bevercotes House was marketed for disposal. The building is now under offer for sale and separate report to this meeting seeks approval to dispose of Bevercotes House.

## Newark-on-Trent

40. Most services that serve Newark based at Sherwood Energy Village, which is 15 miles from the town centre.
41. It is therefore proposed to secure new office accommodation from which Council services can operate in the town. This will be considerably more accessible to service users.
42. It is proposed to locate services at Castle House in Newark. This proposal meets the requirements of both Adult and Children Social Care services and will assist in developing a greater level of multi-agency working providing a more aligned service for the customer.
43. Subject to Committee approval, final negotiations regarding desk licence costs and necessary refurbishment will be agreed. **Current costings associated with this proposal are to provide a capital investment of £20,000 for required refurbishment.**

## **Programme Costs**

44. As outlined, this is an ambitious and complex programme of work, which is estimated to take 5 years to deliver. The Programme requires significant funding in order to deliver the stated outcomes.

## Programme Resources

45. Programme Management resources will continue to be provided from the Council's Programmes and Projects team. The Programme Team will require an additional allocation of resource (x2 Project Managers and x1 Programme Officer) which is already funded.
46. It is also anticipated that the delivery phase of the programme will require significant additional resource within Strategy and Information in the Property Services team. This will require an additional two posts, who will work directly on the programme. This resource will taper off to one post and then a half post as the delivery progresses. On the assumption of additional agency staffing this would amount to a maximum cost of £187,000 for the first year tapering thereafter.
47. It is necessary to make provision for an additional fixed-term 1FTE Solicitor, at Band D, to provide legal support across the Programme for 4 years.

48. To provide the necessary communications support directly to the Investing in Nottinghamshire Programme, it is proposed to make provision for an additional fixed-term 1FTE Communications Officer at Band C.
49. A summary table is shown below. The costs shown are capital expenditure due to them being directly attributable to the delivery of the Investing in Nottinghamshire programme;

<b>Posts</b>		
Role	Timeframe	Cost (£000)
2fte Business Partner (Property)	April 20 – March 21	187
1fte Business Partner (Property)	April 21 – March 22	94
0.5fte Business Partner (Property)	April 22 – March 23	47
0.5fte Business Partner (Property)	April 23 – March 24	47
1fte Solicitor (Legal Services)	4-year fixed term	233
1fte Communications Officer	4-year fixed term	191
TOTAL		<b>799</b>

#### Other costs

50. In addition to the resource costs proposed above, to enable the Programme team to deliver the central support for the Investing in Nottinghamshire Programme it requires a dedicated budget allocation for operational activities, above what is currently provided to the Programmes and Projects team.
51. The following allocations are proposed over the lifetime of the programme;

Activity	Funding stream	Amount (£000)
Internal fit out	Capital	1,145
Internal fit out	Revenue	300
ICT – Equipment	Capital	470
ICT – Comms lines	Revenue	108
Facilities Management	Revenue	30
Property Valuations & Agency Fees	Capital	50
TOTAL		<b>2,103</b>

#### **Financial Implications and risks**

52. The proposals within the Investing in Nottinghamshire Programme aimed at delivering the Council's priorities as set out in Paragraphs 8-43 consist of a package of interlinked complex projects which include refurbishments of existing Council buildings, new builds, demolitions, the vacation/disposal of some properties and the leasing of others.
53. Financial analysis has been undertaken to consider the costs and income opportunities arising from the overall Programme, from both a capital and revenue perspective. In order to deliver the recommendations contained within this report, £28,129,000 of capital investment and £440,500 revenue funding is currently anticipated as being required.

<b>Proposal</b>	<b>Capital</b>	<b>Revenue</b>
West Bridgford (County Hall)	£3,200,000	
West Bridgford (Trent Bridge House)	£650,000	
Top Wighay	£14,700,000	
Mansfield	£3,000,000	
Worksop & Retford	£2,750,000	£2,500
Beeston	£1,125,000	
Arnold and Carlton	£220,000	
Newark on Trent	£20,000	
Staff Resources	£799,000	
Other costs	£1,665,000	£438,000
<b>Totals</b>	<b>£28,129,000</b>	<b>£440,500</b>

54. The capital investment is currently estimated to be required over a period of 5 years. The table below shows the indicative schedule.

<b>2020/2021</b>	<b>2021/2022</b>	<b>2022/2023</b>	<b>2023/2024</b>	<b>2024/2025</b>
<b>£m</b>	<b>£m</b>	<b>£m</b>	<b>£m</b>	<b>£m</b>
10.4	11.5	4.9	1.0	0.3

55. The revenue cost of capital purchases is made up of interest and Minimum Revenue Provision (MRP). The cost is estimated at £60k per £1m borrowed. The proposed capital investment of £28.1m required to deliver the outlined Investing in Nottinghamshire Programme will result in an additional revenue cost of circa £1.7m p.a. The assumption used in the MRP calculation is based on loan finance over 50 years. This cost will need to be factored in to the Council's MTFS and future years budgets.
56. That said, based on initial modelling, gross annual revenue savings in the region of £950k are estimated. These estimates do not include potential other cashable and non-cashable benefits which will be quantified through further work and presented to Committee (along with updated capital cost information) in future reports as the Investing in Nottinghamshire Programme progresses and develops. Neither do they include potential capital receipts.
57. Delivering this complex programme does not come without risk. The different projects within it are at different stages of development, and many are interdependent. As such, the key current programme risks can be identified as follows:
- Current capital costs for some elements of the programme are subject to further clarification and subsequent confirmation. Further variations to the capital programme may therefore be required.
  - Similarly, capital and revenue income projections are subject to market clarification.
  - The timescales and phasing of the programme is complex and subject to a range of external influences (for example planning approval timescales and requirements for new builds). These factors will influence programme costs and will therefore need to be kept under close review.
58. These key risks and dependencies, in addition to project specific risks identified through the feasibility stages for individual projects, will require managing and mitigation through subsequent phases of the programme.

## **Other Options Considered**

59. The proposals contained within this report are considered to be the optimal solution, in line with the principles and parameters set out in paragraph 3 and previously approved by Members.

## **Reasons for the Recommendations**

60. To implement the recommendations approved by Policy Committee in March 2019 to outline and seek approval to a number of changes to the Council's operational estate and to seek funding to undertake capital works, detailed designs and planning work.

## **Statutory and Policy Implications**

61. This report has been compiled after consideration of implications in respect of crime and disorder, data protection and information governance, finance, human resources, human rights, the NHS Constitution (public health services), the public sector equality duty, safeguarding of children and adults at risk, service users, smarter working, sustainability and the environment and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.
62. An Equality Impact Assessment has been undertaken. It has considered all protected characteristics from the Equality Act 2010 and all relevant staff mitigations will be put in place. Service users will benefit from our services being more local to them.

## **RECOMMENDATIONS**

63. Policy Committee is invited to approve:
1. In principle, proposals to remodel the County Hall campus as outlined in paragraphs 11 to 17, including the provision of additional premises incorporating a new archives provision and to approve a variation to the capital programme to increase it by £3,200,000 for detailed design and costing works to be undertaken for a full campus development plan;
  2. A variation to the capital programme to increase it by £14,700,000 for the design and construction of new office accommodation and associated infrastructure at Top Wighay;
  3. A variation to the capital programme to increase it by £4,795,000 in respect of the refurbishment works to be undertaken at Meadow House, Trent Bridge House, Beeston Central Children's Centre and office accommodation at Castle House in Newark;
  4. A variation to the capital programme to increase it by £2,500,000 to design and construct new office accommodation on the current site of the former Bassetlaw Learning Centre in Worksop;



5. A variation to the capital programme to increase it by £250,000 and one-off revenue funding of £2,500 in respect of the establishment of new office and service facilities in Retford at the Retford Post 16 Centre and 17B The Square;
6. A variation to the capital programme to increase it by £220,000 for refurbishment works at Sir John Robinson Way, Arnold, necessary to allow surplus office accommodation to be made available for commercial use.
7. The Investing in Nottinghamshire capital and revenue expenditure in respect of programme management resources set out in paragraphs 45 to 51.

**Councillor Kay Cutts**  
**Leader of the County Council**

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

Adrian Smith, Corporate Director – Place  
Tel: (0115 9773680)

### **Constitutional Comments (SSR 03/02/2020)**

The recommendations set out in this report fall within the scope of decisions that may be approved by Policy Committee.

### **Financial Comments (NS 04/02/2020)**

As set out in the report the report this represents a significant estimated capital investment of £28.1m and revenue investment of £0.4m spread over a number of major projects, phased over a number of financial years.

As set out in paragraph 57 this means there are risks and uncertainties around the overall costs of the individual elements of the project, risks on capital and revenue income projections and uncertainties around the phasing of the individual projects. At this stage it is not possible to quantify the extent of the financial risk against each of these.

In addition, there may be elements of the expenditure currently shown as capital that might ultimately have to be classed as revenue if the expenditure is not directly attributable to the creation or enhancement of an asset. Some of this may be able to be funded through the capital flexibility directive however there are uncertainties around the continuation of this directive and of there being sufficient capital receipts in a given year. In the event that expenditure cannot be capitalised, revenue budgets will need to be identified.

The report indicates a total capital expenditure by 2024/25 of £28.1m. Based on this total the ultimate additional revenue costs will be £1.7m p.a. and this cost will need to be included in future years budgets. The report indicates that this additional cost will be partly offset by anticipated revenue savings of £950k, with the balance offset by other potential cashable and non-cashable benefits of the proposed new office infrastructure.

In addition, it should be noted that the report is approving the development of plans relating to the County Hall campus. As set out in paragraph 16 there will need to be a further report to Policy Committee to approve any further capital costs.



Following approval, a more detailed Latest Estimated Cost (LEC) report will need to be presented to Finance & Major Contracts Management Committee.

Two adjustments will be made to the Council's Financial Plan in March 2020 as follows – a variation to the Policy Committee capital programme to reflect the additional capital investment identified in this report and adjustments to the MTFS to reflect any associated revenue implications.

### **Human Resources Comments (GME 04/02/2020)**

Employees and their representatives will be fully engaged at the relevant times of the project and consideration will be given to those where moving bases has a significant impact using the Council's existing policies and procedures around disturbance, flexible working and the needs of individuals with various protections under the Equality Act 2010.

The recognised Trade Unions were briefed at Central Joint Negotiating and Consultation Panel on Thursday, 30<sup>th</sup> January 2020 and a further briefing is planned for late spring/early summer as the detail of the plans emerge. This process will continue throughout the project.

### **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.

Policy Committee Report - Investing in Nottinghamshire: Delivering the Council Plan through a second Phase of the Smarter Working Programme (20<sup>th</sup> March 2019)

Policy Committee Report - Investing in Nottinghamshire: Delivering the Top Wighay Farm Sustainable Urban Extension (19<sup>th</sup> June 2019)

Policy Committee Report - Investing in Nottinghamshire: Top Wighay Masterplan (13<sup>th</sup> November 2019)

Policy Committee Report – Investing in Nottinghamshire: Top Wighay Masterplan (15<sup>th</sup> January 2019)

Planning Committee Report - Construction of Two Highway Junctions to Allow Access to Development Site at Top Wighay Farm, Hucknall (21<sup>st</sup> February 2020)

Investing in Nottinghamshire Programme - Equality Impact Assessment

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

All



# investing

## in Nottinghamshire Programme

Investment in West Bridgford

Investment at Top Wighay

Investment in Worksop & Retford

Investment in Beeston

Office Provision in Arnold  
& Carlton

Office Provision in  
Newark -on-Trent



Utilising our property and land assets to  
transform the way we work whilst driving economic  
regeneration in our local communities



**Nottinghamshire  
County Council**



# investing

in Nottinghamshire  
Programme





# Contents

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# Investing in our Office Estate

**The Investing in Nottinghamshire programme** is a review and redesign of Nottinghamshire County Council's office accommodation to ensure it comprises modern, efficient, accessible buildings which are fit for purpose, future-proofed and reflective of an ambitious, 21st-century public service provider.

The Council is committed to effectively meeting the needs of local communities, supporting its employees as its most valuable resource, and creating opportunities for regeneration and growth for the wider Nottinghamshire economy, in addition to enabling critical service transformation and reducing overall revenue expenditure on property assets. The programme was approved at Policy Committee on 20 March 2019.

## Council Plan

Nottinghamshire County Council has an ambitious vision for the future of Nottinghamshire. The Council Plan, 'Your Nottinghamshire, Your Future' sets out priority commitments and outcomes for the people and businesses of the county. The Place departmental strategy identifies investment in local communities and the local economy, including the opportunity to bring forward 'iconic' developments on council-owned land, as key activities to deliver these commitments.

## The Predecessor

Nottinghamshire County Council has already made positive progress in improving the productivity and efficiency of its workforce by adopting new ways of working. The Smarter Working programme has delivered new mobile technology to frontline social work staff and improved technology to staff who are predominantly office-based, improved working environments across the majority of the office estate through the provision of ergonomic office furniture and alternative meeting spaces, and implemented desk ratios, maximising utilisation of the office estate.



## An Ageing Office Estate

Many of the buildings from which critical services currently operate currently are now beyond their 30-year average life, not fit to deliver modern public services, and require substantial planned maintenance over and above the budget. Where necessary, the County Council will use its land assets to design and build appropriate new accommodation, subject to design, planning and cost analysis. Other properties will be assessed for conversion, refurbishment, or disposal.

### Our Twelve County Offices have:



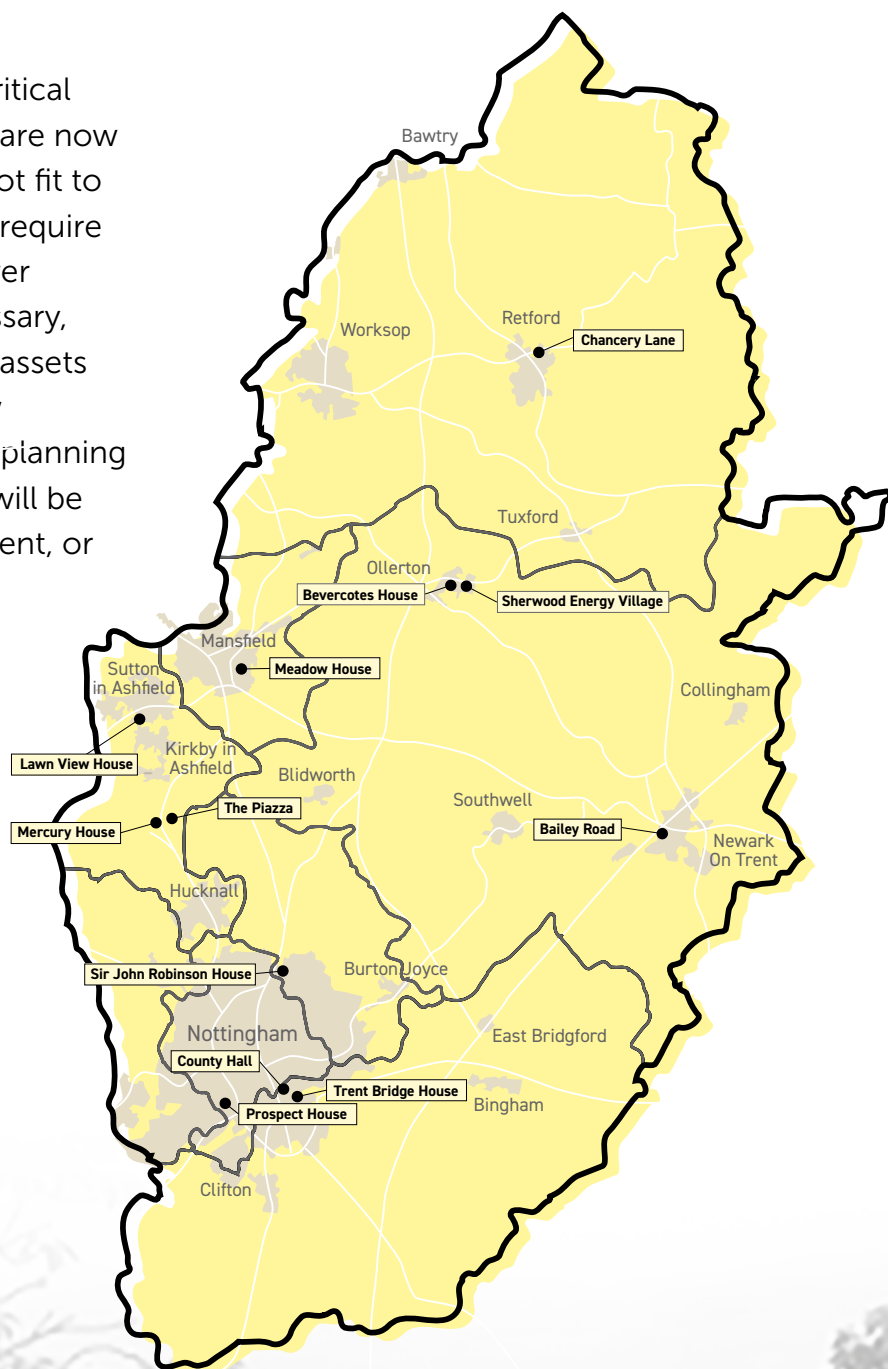
**5yr Planned  
maintenance**

**£5,215,000**

**Annual running  
costs 2018/19**



**£3,375,000**



# Programme Principles

It is important that the **Investing in Nottinghamshire Programme** is underpinned by robust principles, particularly given the potential levels of public investment, which will be required to deliver this ambitious programme. As a consequence, the following principles have been developed to guide the Programme:



## Maximise strategic impact

Investing in Nottinghamshire to maximise the strategic impact of the location of the Council's office estate and the use of the Council's assets for economic impact and regeneration.



## Productivity and effectiveness

To facilitate the productivity and effectiveness of our workforce and services, driven through, new technology, integration of service transformation and realignment of the operational estate.



## Operational need

To develop more fit for purpose local accommodation in a way that meets operational need, is reflective of changing service models, including through joint or integrated working with partners, and is future-proofed for the future.



## Local communities

To ensure the Council has appropriate buildings in local communities, close to where service users live.



## Embeds Smarter Working principles

To mobilise and empower the Council's workforce with new technology and an average, 6:10 desk ratio in all office buildings



## Value for money

To maximise the Council's current assets, maximising the use of these properties, releasing surplus accommodation to offer best value for money in the overall programme.



## Council asset

To achieve greater certainty and security by operating in office accommodation owned by the County Council rather than leased from the market.



## Less overall travel (staff & service users)

To support a more effective workforce, with less travel "downtime", less costly travel and improved access to our offices/services through public transport and better parking provision.



## Efficient facilities management

To ensure effective and efficient deployment of Facilities Management in a way that provides a safe, sustainable, corporate and compliant office and service environment.



## Environmental impact

To improve our environmental impact through a reduced carbon footprint of the Council's estate and improved sustainable transport solutions.



# Benefits

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- To deliver better public services by offering more local and accessible services across Nottinghamshire county
- Deliver better public services with improved outcomes by enabling joined up access to services
- Create economic regeneration through housing provision, job creation and investment opportunities
- To increase productivity of our workforce through improved ways of working and a modern office environment
- To reduce travel 'downtime' and cost of travel and improve access to our offices through public transport and better parking provision
- Ensure the council has the 'right-sized' estate that is modern and sustainable and owned by the council
- To generate capital receipts and income from opportunities in commercial revenue
- Reduce energy usage and incorporate renewable energy sources into new builds, and reduce our carbon footprint in relation to staff travel and buildings

## Process Followed

---

1. To fulfil the Programme Principles, the programme of proposed changes to the office estate has been structured around four geographical areas, with Service Directors from each department taking the role of Senior Responsible Owner in one area
2. In all geographical areas, feasibility work (including service user mapping) was requested by Elected Members to ensure local service provision was maintained and, where possible, enhanced. This requirement was endorsed by all service leads who articulated that the most important consideration was to be located close to service users, thereby reducing travel times and improving service efficiency and accessibility
3. Based on service user mapping, a review of requirements for an additional office presence in Newark-on-Trent was added to the scope of the programme, given the distance of the nearest staff office in Ollerton from Newark and Sherwood service users
4. Requirements provided by services to support both how they work currently or wish to work in the future were also considered against the Council's current premise and land assets to determine those which matched based on size and proximity to service users.
5. Where required, desktop and site feasibility work has been carried out by Arc Partnership to assist in determining proposed solutions. Some feasibility work continues
6. Overall, the co-produced solutions proposed will help to deliver critical services and support the desired service transformation, in turn enhancing service provision.



# Programme Interdependencies

The Investing in Nottinghamshire Programme spans the Council as a cross-cutting programme of work, linking with multiple corporate and departmental transformation programmes and projects. This adds a complexity which needs to be skilfully managed by the programme team to ensure synchronicity between desired outcomes, savings targets and responsibilities. Governance arrangements have been put in place to manage these interdependencies which are outlined in the next set of paragraphs.

**1. Digital Development Programme:** The Investing in Nottinghamshire Programme is aligned to the Digital Development Programme to ensure our customer and staff experiences are enhanced through reducing response times, joining up access to services and improving productivity. Digital & technological transformation will lead to both a reduced requirement for office space, building upon flexible working and a different set up within the space that is required. As such, through the feasibility phase of the programme it has become evident that it is imperative to assist some services' transformation at a more rapid pace to ensure the Council does not build space it does not require going forward. Staff Resource to assist in this delivery is proposed within this report and will sit within the Programmes and Projects Team, spanning across both programmes of work.

**2. Smarter Working:** A report detailing the closure of the Smarter Working Programme was agreed at the Improvement and Change Sub-Committee in November 2019. It outlined that office space liberated by the Smarter Working programme is a key enabler for the Investing in Nottinghamshire programme and has been the subject of the feasibility work undertaken to date. In addition, the report confirmed that ongoing work involving future office moves, managing building occupancy and space planning would continue under the Investing in Nottinghamshire Programme.

Work has since commenced to refresh the Smarter Working vision for the Council, looking ahead for the next 5+ years and considering the impact of programmes such as Investing in Nottinghamshire and the Digital Transformation Programme. This vision will continue to be developed, taking advantage of evidence from around the world. Aligned to this vision, funding for "smarter working activities" are proposed within the programme budget for the length of the Investing in Nottinghamshire Programme and will be managed by the programme team.



**3. Environment Strategy:** On 18 September 2019, Policy Committee approved the proposals for developing a Corporate Environment Strategy & Policy. This resolved that the strategy, alongside an overarching environment policy, would cover the key activities of the Council that interact with the environment and seek to improve the environmental impacts of those activities, covering;

- a. Use of fuel, energy and water in our vehicles and our buildings;
- b. Generation, treatment and disposal of waste from our buildings and our activities;
- c. The management of the Council's land;
- d. New developments and projects;
- e. Procurement of goods and services;
- f. Use of goods and materials and their impact on the environment;
- g. Council projects, strategies and policies.

The Council's office estate and new developments at Top Wighay and West Bridgford Campus will be key for the delivery of this Policy & Strategy. The strategy is expected to return to Committee for final approval in the summer, ensuring beforehand all interdependencies with the Investing in Nottinghamshire programme are identified.

In addition, critical service transformation programmes within both the Adult Social Care & Health (ASCH) and Children and Family Services (CFS) Departments are progressing and which the Investing in Nottinghamshire Programme is working alongside to determine their impact on our future office estate.

**4. Adult Social Care Remodelling:** A new departmental structure was approved by Adult Social Care and Public Health Committee in November 2019, providing improved capacity and resources to deliver the Council's adult social care strategy. This will have a known impact on the office estate to enable key objectives of enhanced local service provision and building positive relationships at a geographical district level with Health, Housing and the Voluntary Sector. These interdependencies are known and will mean some staff affected will need to be relocated to deliver the new departmental structure.



**5. Children & Families:** As outlined previously in the Investing in Nottinghamshire Committee Report dated 20 March 2019 the Remodelling Practice Programme in the Children and Family Services Department will require continued close working and alignment to the programme to efficiently take account of any changes in service requirements without detriment to timescales and costs on both programmes of work.

# Nationwide Research

To contextualise the Investing in Nottinghamshire Programme, regeneration and property projects carried out by other local authorities were researched.

## Manchester City Council

**Project:** 'Our Town Hall' – refurbishment of Manchester Town Hall

**Estimated investment:** £328.3 million

**Estimated completion:** 2024

### Context:

- **Public sector hub:** 200 MCC staff currently based at Manchester Town Hall will be joined by 700 staff decanted from vacated offices, and public sector partners
- **Heritage asset:** 'The Town Hall makes a significant contribution not only to the heritage but to the identity of the City ... [it is] cherished by the people of the city who view it as the civic heart of Manchester'
- **Local economy:** '[P]rovides an opportunity to create skilled job opportunities through high-level apprenticeships in design, development and construction ... and connecting residents to local jobs'
- **Essential maintenance:** £228 million of the estimated budget will fund essential maintenance, as 'survey work has identified that ... 85% of the building fabric would require immediate repair or replacement within five years if no action [is] taken'
- **Environmental factors:** Designed to meet a BREEAM rating of 'Very Good' and/or SKA Gold



## Sunderland City Council

**Project:** City Hall – disposal of current Burdon Road Civic Centre and new build

**Estimated investment:** £80.4 million

**Estimated completion:** autumn 2021

- **Regeneration:** An 'essential element' of a £500 million regeneration project aiming to 'transform [Sunderland] city centre into a place to be proud of'
- **Public sector hub:** Provides 'a new civic heart for the city, allowing the smoother delivery of services by housing the city council together with a number of other public sector partners' and SCC staff decanted from eight sites
- **Local economy:** The contract has been awarded to a local builder and SCC have committed to creating full time and apprenticeship roles for local residents, and spending £29 million in local supply chains
- **Essential maintenance:** SCC's current base at the 1970s Burdon Road Civic Centre is oversized, has £200,000 per annum in essential repairs, and is due to become obsolete in the next five years.





## Bath and North East Somerset Council

**Project:** Keynsham Civic Centre – new build

**Estimated investment:** £34 million

**Estimated completion:** completed autumn 2014

- **Regeneration:** Part of a wider regeneration programme for Keynsham town centre, providing increased public realm and attracting investment in the local area
- **Public sector hub:** Provides 'first class civic facilities' and a high-quality workplace embodying a 'one council' culture in a 'One Stop Shop', co-locating BANES staff with public sector partners
- **Modern working environment:** Outdated and oversized 1960s buildings were vacated and demolished. A key objective was 'to facilitate a workplace transformation, allowing the Council to adopt a more flexible way of working which would also improve communication, collaboration and efficiency'
- **Environmental factors:** First UK office building to achieve a A-rated Display Energy Certificate and 'features one of the largest photovoltaic installations on a UK public sector building which will provide 55% of the total annual electrical needs of the office building'.



## Shropshire Council

**Project:** Shirehall – redevelopment and refurbishment




**Estimated investment:** £24 million

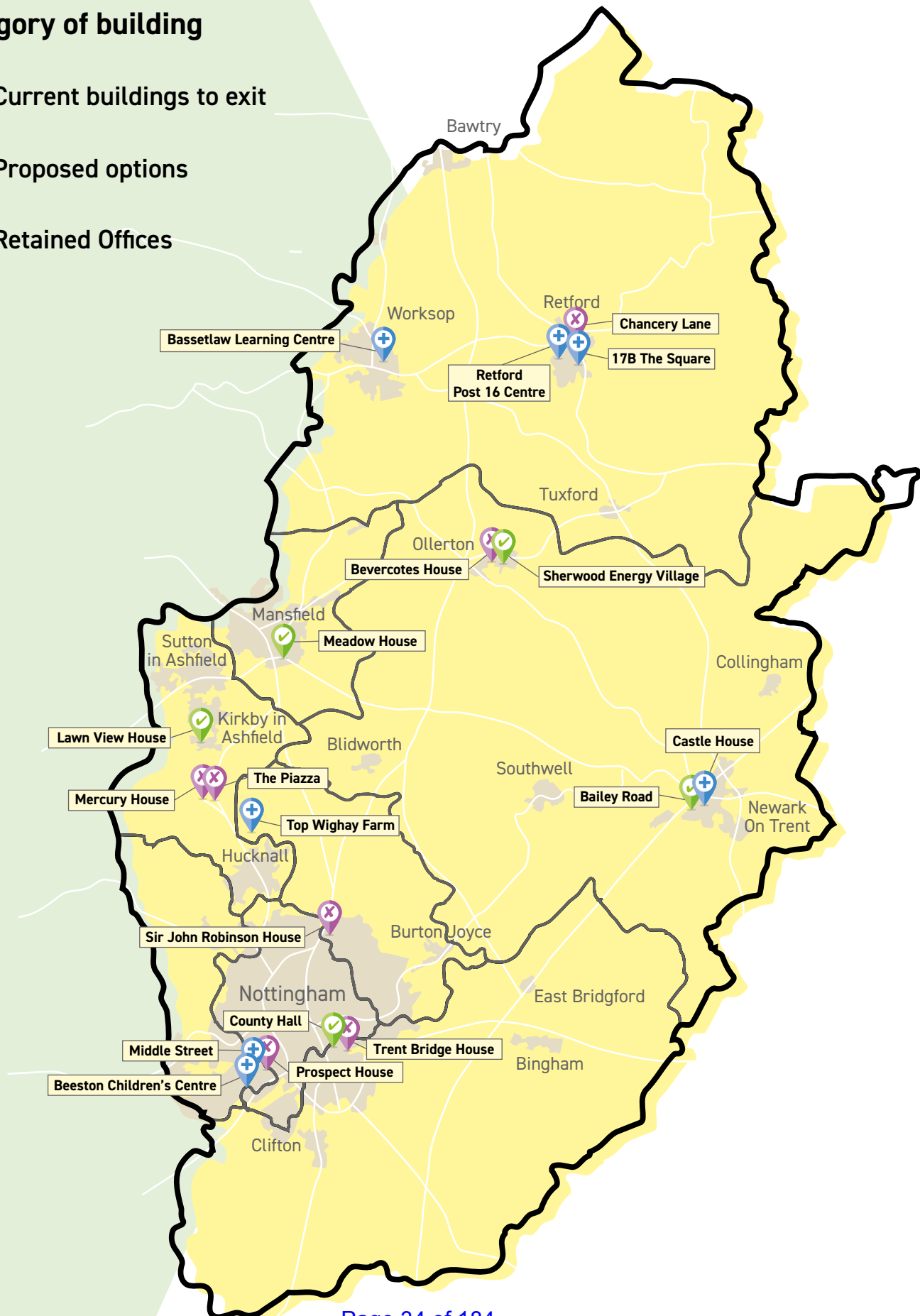
**Estimated completion:** late 2021

- **Public sector hub:** Incorporates space for partners 'via the One Public Estate programme' and seeks to 'demonstrate that [Shropshire Council] are open to business and a safe set of hands in which to trust the future placemaking of Shropshire'
- **Modern working environment:** The building 'in its current state presents an image ... which is old fashioned and unwelcoming and disorientating for staff and visitors alike' and there is 40% staff dissatisfaction with the workplace environment
- **Essential maintenance:** 'A number of years with minimal planned maintenance has had a negative impact on the quality and performance of the building, which now needs to be addressed urgently. A number of key elements have exceeded their expected lifespan, and significant investment is required to bring the building to modern standards'













## Category of building

-  Current buildings to exit
-  Proposed options
-  Retained Offices



# Programme Principles

It is important that Investing in Nottinghamshire is underpinned by robust principles, particularly given the potential levels of public investment which will be required to deliver this ambitious programme. As a consequence, the following principles have been developed to guide the Programme:

	Workso p & Retford	Newark- on-Trent	Top Wighay	Arnold & Carlton	Beeston	West Bridgford
 Maximise strategic impact	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
 Productivity and effectiveness	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
 Operational need	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
 Local communities	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
 Embeds Smarter Working principles	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
 Value for money	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
 Council asset	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
 Less overall travel (staff and service users)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
 Efficient facilities management	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
 Environmental impact	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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# Investment in West Bridgford



Utilising our property and land assets  
to transform the way we work whilst driving  
economic regeneration in our local communities



# The History of County Hall

The history of the building of County Hall spans three decades. The land was purchased in 1936, and an architect selected by the Council: Emanuel Vincent Harris, who specialised in public buildings, having previously designed Glamorgan County Hall (1912), Baintree Town Hall (1926), Surrey County Hall (1930) and Sheffield City Hall (1932). The original design was for a H-shaped block with a clock tower on the south wing, with proposals for later extensions to create a symmetrical building with the clock tower forming the centre piece on the riverside.



**1750**

A prospect of County Hall as it appeared in the Year 1750, in 'History of Nottingham' by Dr Charles Deering.



Cricket match on County Hall site 1910



The County Council was based in Shire Hall in Low Pavement, Nottingham

**1895**

The Council takes over the role of the Board of Guardians and comes under pressure to build a new County Hall

**1930**

A 10.75 acre YMCA cricket pitch site in West Bridgford is purchased for the new County Hall, at a cost of 5s 6d

**1936**

**1889**

The first County Council Election in Nottinghamshire took place on 15 January 1889

**1914**

Death of the first Chairman, Lord Belper



**1930**

First female member of the Council

# The History of County Hall

Work began on 19 April 1938, within a few days of the fiftieth anniversary of the first official meeting of the county council. The foundation stone was laid by the Lord Lieutenant of Nottinghamshire, Lord Portland, on 21 November 1939, two months into the Second World War. The outbreak of war affected but did not stop work. Plans were drawn up for a proposed air raid shelter for 50 people, to be sited on a corner of the County Hall site. Despite Holland's occupation by German forces, Dutch bricks were delivered in 1941.

Although pleas to the Ministry of Supply produced a licence for an extra eight tons of steel bars, which allowed for the completion of the first floor, contractors did not have enough materials, and by July 1941 the situation was acute. The 'Ark', now protected from the waters of the Trent, resembled the many buildings across the country devastated by bombing or fire – yet, as the Nottingham Journal reminded its readers in 1942, if it was not for the war construction would be complete.



The Nottingham Journal runs an advert to tender for the contract



A contract is sealed with William Moss and Sons

16 contractors delivered tenders for the 'erection and completion of the superstructure' of the new County Hall by 14 December 1938

The foundation stone is laid but the outbreak of the Second World War delays construction

The County library is moved to County Hall in April and its first mobile service is launched

**1938**

**1939**

**1949**

**1937**

The Nottingham Journal runs an advert to tender for the contract for the foundations of the new County Hall on 13 December 1937

**1939**

A contract is sealed with William Moss and Sons of Loughborough for the sum of £274,472 on 21 March 1939  
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**1946**

Some staff move into the incomplete building



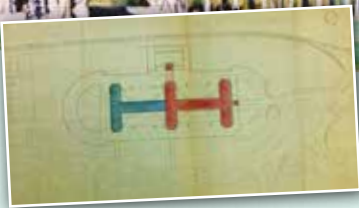
# The History of County Hall

Harris' original design was altered significantly when construction resumed after the war, partly in response to the cost and restrictions in obtaining materials and skilled labour, and partly to accommodate the need for a larger number of employees than had been originally envisaged.

Renowned architectural historian Sir Nikolaus Pevsner delivered his verdict on County Hall in the Nottinghamshire edition of his famed Buildings of England series, published in 1979: 'Began in 1937 and then as now as dead as mutton. Work stopped from 1940 – 1945 and the building was incomplete when first used in 1946. It was finished in 1965 except for a suite of committee rooms not fitted up until 1975.'

The extension of 1960 – 1964 in CLASP [The Consortium of Local Authorities Special Programme], by the County Architect (W D Lacey), is preferable to the ponderous neo-Georgian original, its lighter vein quite appropriate to the riverside'.

Artist impression of the original plans of County Hall



A 'T-shaped' extension and completion of the tower are suggested, but are abandoned a year later

**1955**

Formation of the Consortium of Local Authorities Special Programme (CLASP) formed in England

**1957**

The programme for fitting out the existing building commences

**1958**

**1954**

The Council decided that space for additional staff was required. The 1937 building was designed for 390 people, whereas by 1954 there were 813 employees. Plans were drawn up to move all Shire Hall based staff, except for Police HQ and the Magistrates Courts, to County Hall. This required additional facilities, such as staircases, lifts, and an enclosed entrance and reception

**1957**

The Council terminate their contract with architect Emanuel Vincent Harris and bring architectural work in house

# The History of County Hall

## The Sculptures

Four sculptures flanking the main entrance to the post-war building (two to each side, facing Loughborough Road and the riverside walk). The sculptures were not in Harris' original design nor, it would seem, in his post-war revisions, and have been the subject of considerable research in recent years in relation to the identity of the designer/sculptor.

The sculptures appear to have been designed to represent the County's economy and culture: mining, industry, agriculture and the arts/culture. The figures of two miners at the main entrance that faces Loughborough Road denote the importance of mining to the county: one man carries a miners' lamp, while the other holds a pneumatic drill. The two blacksmiths or foundry men form the sculpture on the other side of the entrance.

The figures at the entrance facing the riverside walk depict agriculture and the arts/culture. Agriculture is represented by a man and a woman; the woman is picking fruit and has chickens surrounding her feet while the man holds a scythe. On the opposite side of the entrance are two figures representing the arts/culture. An artist (an androgynous representation) holds a palette and there is a sculpted figure (minus head) at the artist's feet. Next to the artist is a man holding a model of a tower.



A decision is made to transfer the County Library and 300 staff from city buildings, required the construction of adequate catering facilities

**1960**

**1959**

County Hall's first computer is installed in January 1959

**1961**

The fourth floor is completed

The base of the abandoned central tower and connecting arch are demolished, followed by construction of the CLASP office block

**1960s**

**1965**

The extension is officially opened

The Council Plan (2017 – 2021) set out as a key activity 'to bring forward iconic developments on the County Hall campus and county owned land'

**2017**

**1971**

Work begins on the new Council Chamber and Assembly Room. The Chamber space had previously been used for the storage of library books, and the Assembly Room as a badminton court



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The Investing in Nottinghamshire programme seeks to preserve and build upon the history of County Hall with its proposals.

# Building upon County Hall's History

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The Council Plan (2017 – 2021) set out as a key activity to 'invest in Communities and Place; specifically, to bring forward iconic developments on the County Hall campus and county owned land'. Nottinghamshire County Council staff based in West Bridgford are currently spread across County Hall (West Bridgford, NG2 7QP), the main civic centre and democratic hub of Nottinghamshire County Council, and Trent Bridge House (West Bridgford, NG2 6BJ).

A specialist design team has been appointed through Arc Partnership to consider options for the future of the campus which meet NCC's priorities; specifically, sustainability and opportunities for collaborative working arrangements with partner organisations.

**Annual running costs  
of County Hall & Trent  
Bridge House 2018/19**

**£1,636,550**



## Proposal

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**Proposal:** It is proposed that while the County Hall campus should retain its functions as the main civic centre and democratic hub for Nottinghamshire County Council operations, it should also be the focus for consolidating activities including increased working with partners on a regional basis.

As a first phase, the design team have considered a range of options which include both new purpose-built accommodation and improvements to the existing County Hall building. Improvements to the latter will reduce future maintenance liabilities, improve running costs, and increase working efficiencies. This will provide a much-improved working environment, and opportunities to consolidate and rationalise NCC's administrative bases; generate income by attracting commercial lets from partner organisations, and boost public perception and sense of civic pride.

### County Hall

It is proposed to create a centralised campus on the existing County Hall site. This would include a new build enabling all County Council functions to be more effectively accommodated, incorporating desk capacity for partner organisations; a new flexible space to be used for ceremonial events by the council, partner organisations, and commercial clients; democratic and civic facilities; and the Nottinghamshire Archives. This would also include a refurbishment to the current County Hall building with additional desk capacity for NCC staff vacated from offices elsewhere in the county.

### Trent Bridge House

It is proposed to vacate and develop a commercial leasehold strategy for Trent Bridge House, with NCC staff and partners relocated to the new County Hall campus. Further feasibility and market appraisals need to be undertaken to determine how NCC proceeds. In the short to medium term, Trent Bridge House will be retained to provide decant space during works at County Hall.

During the development process, the design team also acknowledged the heritage value of County Hall, and a concept emerged to capture and showcase Nottinghamshire's history: the inclusion of the Nottinghamshire Archives.

Nottinghamshire Archives' core function is the acquisition, preservation, conservation and provision of supported public access to archives related to the history of Nottinghamshire. The County Council has statutory responsibilities under the Local Government (Records) Act 1962 and the Local Government Act 1972 to make proper provision for records.

Nottinghamshire Archives is provided on behalf of NCC by Inspire – Culture, Learning and Libraries under contract, and is currently based in Nottingham city.

The new-build has the potential to provide a state-of-the-art facility for the archives, offering greater access to county residents and enabling the showcasing of unique historical artefacts to be displayed at the county's civic home.



## Specific service requirements have been provided to the design team:

- **Service:** public access to search aids and published resources in an open area, including desks, computers and microfilm readers; a secure and observable area to which archive items are delivered; a secure route from strongrooms to the service area; a customer services helpdesk with a secure holding area for documents ordered from storage
- **Public facilities:** toilet, rest, refreshment and secure locker facilities; an exhibition space to curate and host displays of material; meeting spaces accommodating up to 40 people (theatre style); car parking provision
- **Staff:** secure, non-standard office accommodation; a dedicated delivery/loading bay; a quarantine room with an industrial standard air extractor; a dedicated conservation unit is required providing space for 3 staff and a range of conservation equipment and ventilation
- **Archive storage:** storage of 13,000 linear metres, to futureproof for the next 50 years; a mixture of rolling and fixed stacks; cool and cold rooms for digital and photographic archive storage; Registration Service records storage
- **Digital:** space and equipment for ongoing reproduction and digitisation of items
- **ICT:** 100mb minimum; Wi-Fi- facilities outside of the NCC network.



# County Hall – Current Maintenance Requirements

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County Hall is an ageing building and as such requires significant ongoing maintenance. While the planned maintenance budget is currently estimated at over £3,000,000, it is known that this figure could be significantly higher, and a full condition survey will be commissioned to detail the full scope of work and actual level of investment required to safeguard the future of County Hall. Some examples of necessary works are below:

## Insulation and windows

Since County Hall was first constructed in the mid-twentieth century, there have been no improvements made to the building fabric to improve insulation values. As such, the roof is uninsulated, the walls are solid masonry, and the windows are of a timber-framed, single-glazed sash type. The glazing is known to be a cause of solar heat gain, leading to poor working conditions for staff during the hot summer months. Additionally, the windows are in part poorly-fitting, leading to air leakage and excessive heat loss, and creating cold draughts. Any replacement of or significant repairs to the windows will need to take into account the preservation of the current period appearance.



## Heating

Much of the existing heating installation dates to the original mid-twentieth century construction and therefore has well exceeded its anticipated economical life span. This is reflected in ongoing maintenance issues with regular callouts to leaking radiators, seized valves, and water hammer, and general complaints regarding temperatures. Additionally, the existing heating distribution pipework rises from the basement to the roof space in the service void that also contains the chimney, which is known to be contaminated with Asbestos.

## Lighting

There is a desire to replace current light fittings on all floors with LED fittings, to improve the energy efficiency and reduce ongoing maintenance requests.

## Lifts

The lifts have exceeded their lifespan and are an ongoing strain on maintenance budgets with frequent repairs required.



**Planned maintenance  
of County Hall &  
Trent Bridge House**

Page 44 of 184

**£3,396,183**



# Trent Bridge House

**Status:** Trent Bridge House is leased from the freeholder, Nottinghamshire County Cricket Club. There is no rent payable by NCC under the head lease following payment of a commuted sum by to the landlord in 1975 of £43,000 in lieu of future rent reviews. There are restrictive covenants in the lease. County Hall is wholly owned by NCC.

## Services:

Teams	Full-time equivalents (FTEs)
County Hall staff and elected members	1199
Trent Bridge House staff	224
Partners	175
<b>TOTAL</b>	<b>1598</b>

Partner Logos



**Stakeholder engagement:** Key NCC stakeholders from services have been part of ongoing feasibility work, including determination of service requirements.

## Service requirements:

### Nottinghamshire County Council:

- Conferencing, meeting, democratic and civic facilities
- Small and large meeting rooms, supervision rooms, and storage facilities
- Multi-purpose reception area and catering facilities
- Breakout and/or informal meeting space
- Locations for confidential discussions and phone calls
- Infrastructure to support new working environment with Cloud migration
- Commercial office provision for potential partners
- Utilise the new build to resolve ongoing maintenance issues in H Block

### Midlands Engine:

- Desk space equivalent to current footprint at Trent Bridge House (approximately 20 desks)
- Large space to hold annual conference events
- Access to a large meeting room (capacity of 30 in boardroom style) and smaller meeting rooms
- Breakout room for refreshments

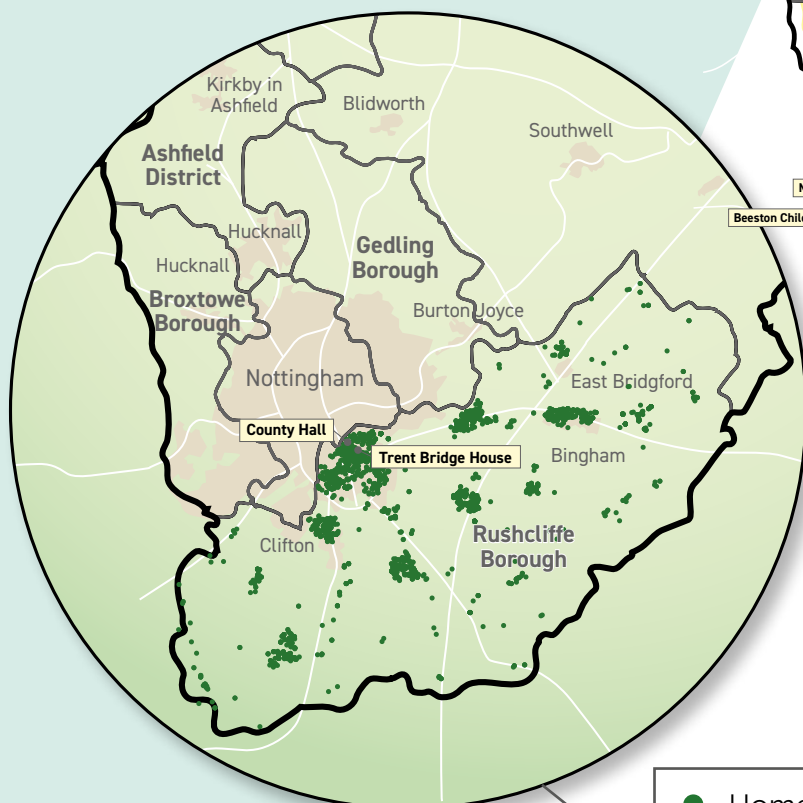
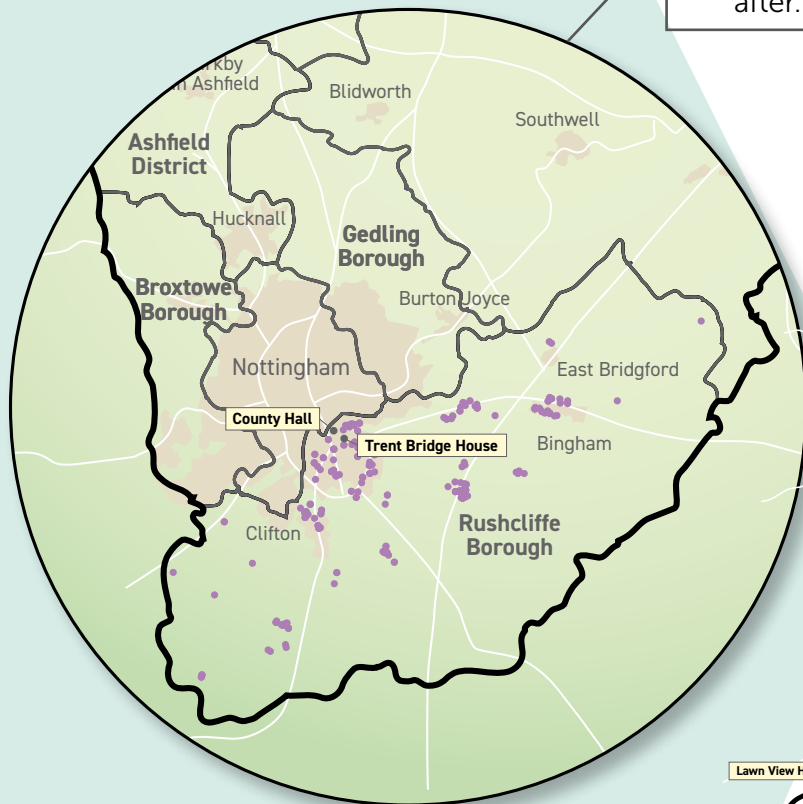
## Benefits to be achieved (non-financial):

- **To deliver better public services with improved outcomes by offering more local and accessible services across Nottinghamshire county:** The proposed concept would improve public perception, customer experience and sense of civic pride in the county. If improvements are not progressed, a poor image of the county will be presented to regional, national and international visitors, who may be looking to invest in the county.
- **To deliver better public services with improved outcomes by enabling joined up access to services:** The proposed concept would provide opportunities to develop close contact and partnership working with relevant agencies. If improvements are not progressed, partners and external companies will not take up office space, resulting in missed opportunities for co-located partnership working.
- **To increase productivity of our workforce through improved ways of working and a modern office environment:** The building of new accommodation and partial refurbishment of County Hall would provide a modern working environment, improving staff morale and productivity, and can be designed around Smarter Working principles (e.g. as a flexible shared workspace offering a choice of work environments, supported by excellent ICT). If improvements are not progressed, flexible and efficient use of working space cannot be achieved, with increased operational costs, and staff morale may decline as the working environment falls behind modern standards and expectations.
- **Reduce energy usage and incorporate renewable energy sources into new builds at Top Wighay and County Hall:** Both the new accommodation and refurbishment of County Hall would be designed to higher environmental standards, in accordance with the Nottinghamshire County Council Corporate Environment Strategy & Policy (currently under development). If improvements are not progressed, increasing energy costs and pressure to reduce our carbon footprint will become unsustainable with the current building fabric.

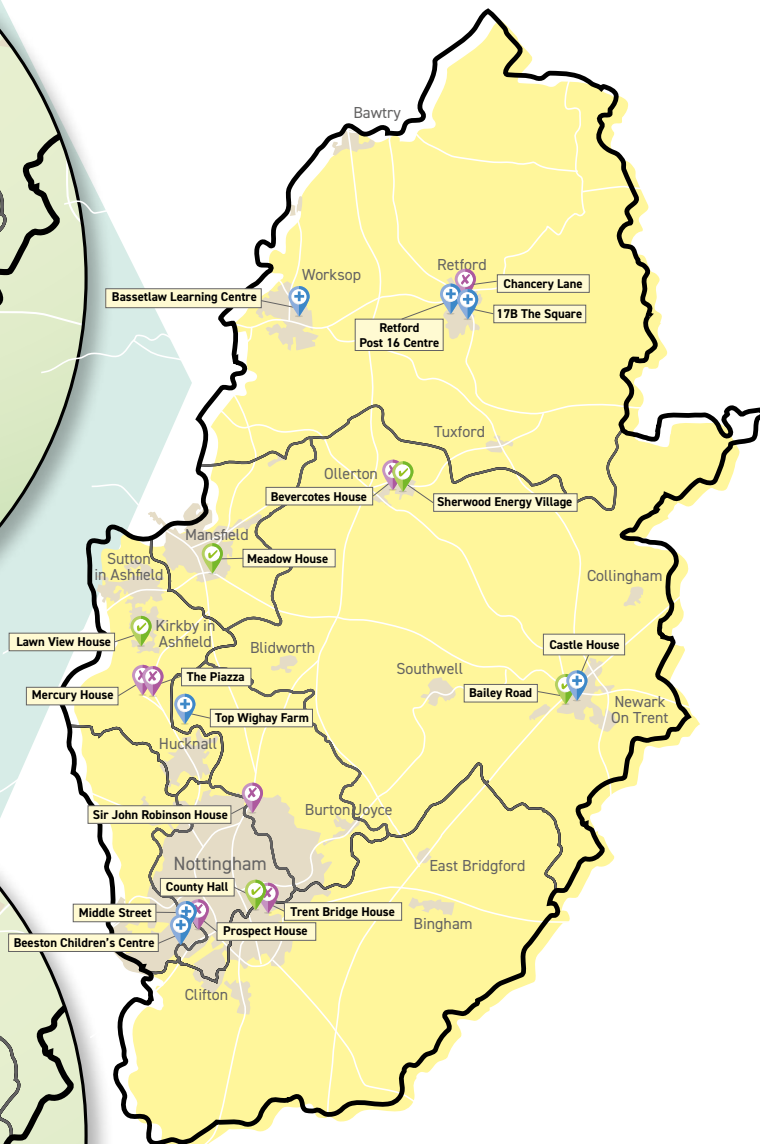


# Impact on Service Users

● Home postcodes of all children, who have been subject to a child in need or child protection plan in the last 12 months, or who are currently looked after.



● Home postcodes of adults, aged 18 and over with social care-related activity in 2018/19 (includes assessments, reviews, some carers, MH Act and S42 safeguarding)



## Category of building

- ✕ Current buildings to exit
- ⊕ Proposed options
- ✓ Retained Offices

# Programme Principles

WB

	Maximise strategic impact	
	Productivity and effectiveness	
	Operational need	
	Local communities	
	Embeds Smarter Working principles	
	Value for money	
	Council asset	
	Less overall travel (staff and service users)	
	Efficient facilities management	
	Environmental impact	



Principle Met



Principle Not Met



No Change

# investing

in Nottinghamshire  
Programme

## Investment at Top Wighay



Utilising our property and land assets  
to transform the way we work whilst driving  
economic regeneration in our local communities



**Nottinghamshire  
County Council**



# Background

Nottinghamshire County Council's Customer Service Centre (CSC), Managing Independence Service (MIS), Multi-Agency Safeguarding Hub (MASH), and partners are currently located across two large leased buildings in Sherwood Business Park, Mercury House and The Piazza (Annesley, NG15 0DR). These services were designed to be and initially co-located in Mercury House, but outgrew Mercury House in 2016, making it necessary to relocate the MASH and MIS to The Piazza in 2016.

However, the benefits in the co-location of these services, in addition to the Business Services Centre (BSC) currently located at Trent Bridge House, have long been recognised, and there is an aspiration to consolidate these services into a single office base.

**Status:** Mercury House and The Piazza are occupied on leases expiring February 2026, although there are break clauses allowing termination in February 2021.

## Services:

Teams	Full-time equivalents (FTEs)
Chief Executive's	249.677
Partners	16
Adult Social Care and Health (ASCH)	60.5
Children and Families Service (CFS)	77.5
<b>TOTAL</b>	<b>403.677</b>

**Stakeholder engagement:** Key stakeholders from services have been part of ongoing feasibility work, including regular stakeholder engagement meetings and determination of service requirements.

## Service requirements:

- **Customer Service Centre:** large screen-based visual aids; space for ad-hoc team briefings and meetings; training facility with ICT facilities; innovation space
- **Schools and Families Support Services:** ground floor location to enable access by service users; storage for equipment and materials
- **Multi Agency Safeguarding Hub:** open-plan office design to enable collaboration; private meeting room; access to data from external networks (to enable partner working) and ICT infrastructure; local catering facilities; large screen-based visual aids
- **Adult Access Service:** dedicated clinic assessment space; ground floor location near building entrance; storage for equipment
- **Integrated Community Equipment Loan Service:** storage for working documents; storage for equipment
- **Business Service Centre:** discrete and secure area to manage Disclosure & Barring activities and the BACS bureau; large screen-based visual aids; safe; general storage (including at least one fire-proof storage cupboard); working area for small equipment (such as cheque scanners and microfiche).



# Space Utilisation Study

A Space Utilisation Study (SUS) was undertaken at Mercury House and The Piazza over ten working days between 25 November and 6 December 2019, a time when staff annual leave is known to be low.

## The SUS has provided:

- a measure of how efficiently office accommodation space is being utilised by occupying services;
- identification of low utilisation times and opportunities for office space to be used more effectively;
- information on use and occupancy levels of desks, meeting rooms and alternative workspaces.

Mercury House		The Piazza
143	Desks	154
134 (103 FTE)	Staff	124 (105 FTE) + 18 staff from partner agencies
61% Tuesday AM 88 occupied / 55 vacant	Highest point of desk usage	75% Wednesday PM 115 occupied / 39 vacant
47% average 67 occupied / 75 unoccupied (8.10am and 5.10pm discounted due to low usage)	Average desk usage	64% average 99 occupied / 55 unoccupied (8.10am and 5.10pm discounted due to low usage)
6 meeting rooms /9 alternative settings 67% highest level of usage on Wednesday AM 14% average meeting room usage	Meeting rooms and alternative spaces	5 meeting rooms /3 alternative settings 80% highest level of usage on Tuesday AM 34% average meeting room usage

## Recommendations

These recommendations have informed the strategic brief for the new-build office on the **Top Wighay** site:

- Corporate flexible working desk ratios should be applied to all services, excluding partners;
- Clear desk policies should apply across all teams;
- As the requirement for large meeting rooms was infrequent (aside from CSC training) and the majority of meetings were between 2-6 people, consideration should be given to provision of more flexible meeting spaces;
- Support should be offered to services to review business processes and available technology that could help to further support flexible working.

# Proposal

**Proposal:** The Council Plan (2017 – 2021) and Place Strategy (2019 – 2021) set out as a key activity to 'begin the development of Top Wighay, including new County Council offices as anchor tenant of the employment space alongside new housing infrastructure'. Additionally, Policy Committee on 15 January 2020 approved the submission of an application for outline planning permission for a mixed-use development at the Top Wighay site, including 805 residential units, a local retail centre, a primary school and land for employment uses.

It is therefore proposed to vacate Mercury House and The Piazza and construct new purpose-built office accommodation at the Top Wighay site as a single consolidated office base for services currently based at Sherwood Business Park, alongside other Council services who will benefit from co-location. The land is currently leased as farmland but is wholly owned by Nottinghamshire County Council and is located under three miles from the majority of the services' existing accommodation at Sherwood Business Park.

This has been deemed the optimal solution by stakeholders and board. Arc Partnership have been engaged on the project and a client brief has been produced, and NCC have secured £5.8 million grant funding from Homes England for infrastructure to facilitate housing and employment opportunities on the site. Following the approvals granted by Policy Committee (March 2019) detailed designs and costing for the new build are being concluded with a fully designed scheme being available for further consideration by summer 2020.



**Estimated  
investment  
at Top Wighay  
£14,700,000**



Mercury House

## Benefits to be achieved (non-financial):

- **Deliver better public services with improved outcomes by enabling joined up access to services:** Co-locating staff in a central hub will enable close contact between internal teams with adjacencies (such as the Business Services Centre and Customer Services Centre, which are currently located in West Bridgford and Annesley respectively) and continued partnership working with external agencies, including police and probation services.
- **To increase productivity of our workforce through improved ways of working and a modern office environment:** The new build at the Top Wighay site would provide a modern working environment, improving staff morale and productivity, and can be designed to Smarter Working principles (e.g. as a flexible shared workspace offering a choice of work environments, supported by excellent ICT).
- **Reduce energy usage and incorporate renewable energy sources into new builds at Top Wighay and County Hall:** The new build would be designed to higher environmental standards, in accordance with the Nottinghamshire County Council Corporate Environment Strategy & Policy (currently under development), and set a new benchmark for NCC properties in terms of environmental sustainability.





## Land at Top Wighay

### WELCOME

Nottinghamshire County Council is proposing to create a real sense of community by integrating 805 new homes, together with employment land, a new primary school, and areas of communal open space, landscaping and children's play.

### BACKGROUND

Land has been identified at Top Wighay as a strategic location for growth, and as such the land is allocated for residential and employment development in the Local Plan adopted by Gedling Borough Council in September 2014.

The Part 1 Local Plan sets out the long term vision and objectives for the Greater Nottingham area, including Gedling Borough, for the period up to 2028.



### ABOUT OUR PROPOSALS

Our proposals have evolved through initial survey and assessment work undertaken to understand the site and the surrounding area, as well as through discussions with officers at Gedling Borough Council and community engagement.

The masterplan shows how the site could be developed and proposes the following:

- 805 new homes, including affordable homes;
- Around 6.4ha of land for employment purposes;
- A new primary school;
- A local centre;
- New areas of multi-purpose green space;
- An extensive landscaping scheme.

### NEXT STEPS

An application for Outline Planning Permission will be submitted to Gedling Borough Council.

When the application has been validated all the technical details of the application will be available on the Gedling Borough Council website.

# Programme Principles

TW

	Maximise strategic impact	<input checked="" type="checkbox"/>
	Productivity and effectiveness	<input checked="" type="checkbox"/>
	Operational need	<input checked="" type="checkbox"/>
	Local communities	<input checked="" type="checkbox"/>
	Embeds Smarter Working principles	<input checked="" type="checkbox"/>
	Value for money	<input checked="" type="checkbox"/>
	Council asset	<input checked="" type="checkbox"/>
	Less overall travel (staff and service users)	<input type="checkbox"/>
	Efficient facilities management	<input checked="" type="checkbox"/>
	Environmental impact	<input checked="" type="checkbox"/>



Principle Met



Principle Not Met



No Change





# in Nottinghamshire Programme

# Investment in Worksop & Retford



Utilising our property and land assets  
to transform the way we work whilst driving  
economic regeneration in our local communities



# Background

Chancery Lane (Retford, DN22 6DG) is a base for Children and Families Service (CFS), in addition to housing the Retford Registration Service and its ceremonial room. Current provision for CFS in Worksop, one of the largest urban concentrations in the north of the county, is limited to three small bungalows adjacent to Bassetlaw Learning Centre (Worksop, S80 SLJ), which provide contact services. Service user postcode analysis has demonstrated the need for a CFS base and conferencing facilities in Worksop, while retaining local provision in Retford.


**Status:** Chancery Lane is built on land held under a 75-year lease commencing 09/09/1964, with 19 years remaining. Any decision to vacate would therefore be subject to negotiations with the land owner.



## Services:

Teams	Full-time equivalents (FTEs)
Children and Families Service (CFS)	36
Chief Executive's	8.1
Place	4
<b>TOTAL</b>	<b>48.1</b>

**Annual ground rent of Chancery Lane**  
  
**£600**

**Annual running costs of Chancery Lane 2018/19**  
  
**£53,716**

**Planned maintenance of Chancery Lane**  
  
**£315,183**

**Stakeholder engagement:** Key stakeholders from services have been part of ongoing feasibility work, including regular stakeholder engagement meetings, site visits, reviews of shortlisted options, and determination of service requirements.

## Service requirements:

- Local service provision to be retained, including office accommodation in both Worksop and Retford
- Worksop identified as the preferred base for CFS, in addition to a Retford touchdown

- Space for the Contact Service to operate in both Retford and Worksop
- Conferencing facilities in both Retford and Worksop
- Staff car parking provision, desk ratio, and meeting and supervision space
- Touchdown for Adult Social Care and Health (ASCH) staff currently based at Sherwood Energy Village
- Partnership working to retain local registration provision

# Proposal

**Options:** 28 sites were longlisted and 5 were shortlisted.

<b>Retford Post-16 Centre</b> (Ordsall, DN22 7EA)	<input checked="" type="checkbox"/> Partial solution
<b>17B The Square</b> (Retford, DN22 6DE)	<input checked="" type="checkbox"/> Partial solution
<b>Bassetlaw Learning Centre</b> (Worksop, S80 SLJ)	<input checked="" type="checkbox"/> Partial solution
<b>Sherwood Energy Village</b> (Ollerton, NG22 9FE)	<input checked="" type="checkbox"/> Dismissed due to location and proximity to service users
<b>North Worksop Children's Centre</b> (Worksop, S81 7LU)	<input checked="" type="checkbox"/> Dismissed due to size/current usage

**Proposal:** It is proposed to vacate **Chancery Lane** and relocate staff to various sites in Worksop and Retford.

**Bassetlaw Learning Centre** is owned by Nottinghamshire County Council and is currently not in use. The site is in a central location, close to Worksop Bus Station and within walking distance of the town centre. It has been determined that retaining and refurbishing the existing building to provide a base for Children and Families Services, with both contact and conferencing facilities, would be cost-prohibitive. It is therefore proposed to construct purpose-built office accommodation on the site, following demolition of the existing building. This will enable any surplus land on the site to be sold to generate capital receipts.

**Retford Post-16 Centre** is partially vacant and is a building for which NCC currently holds a Private Finance Initiative (PFI) agreement. It is proposed to provide a temporary CFS base in this building (in a self-contained area with a separate entrance) to enable an early vacation of Chancery Lane, and permanent conferencing, contact, and touchdown facilities following the completion of the new build in Worksop. The site is adjacent to Retford Leisure Centre, close to Retford Railway Station, and within walking distance of the town centre.

**17B The Square** is located within Retford town centre and adjacent to the Grade II-listed Retford Town Hall, which provides a wedding service. It is proposed to lease office space in this building to accommodate Registration Services.



**Estimated  
investment  
in Worksop & Retford**

**£2,752,500**

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## Benefits to be achieved (non-financial):

- To deliver better public services by offering more local and accessible services across Nottinghamshire county: 62.68% of Bassetlaw CFS service users have home postcodes closer to Worksop than Retford. Relocating some CFS staff to a Worksop base would therefore provide an enhanced local offer, reducing travel times for both service users and staff.
- To increase productivity of our workforce through improved ways of working and a modern office environment: There is evidence to support the contribution made to the recruitment and retention of social workers through the provision of suitable office accommodation. The new-build in Worksop and partial refurbishment of the Retford Post-16 Centre would provide modern working environments, improving staff morale and productivity, and can be designed around Smarter Working principles (e.g. as a flexible shared workspace offering a choice of work environments, supported by excellent ICT). Additionally, 65.4% of staff currently based at Chancery Lane have home postcodes closer to Worksop than Retford.

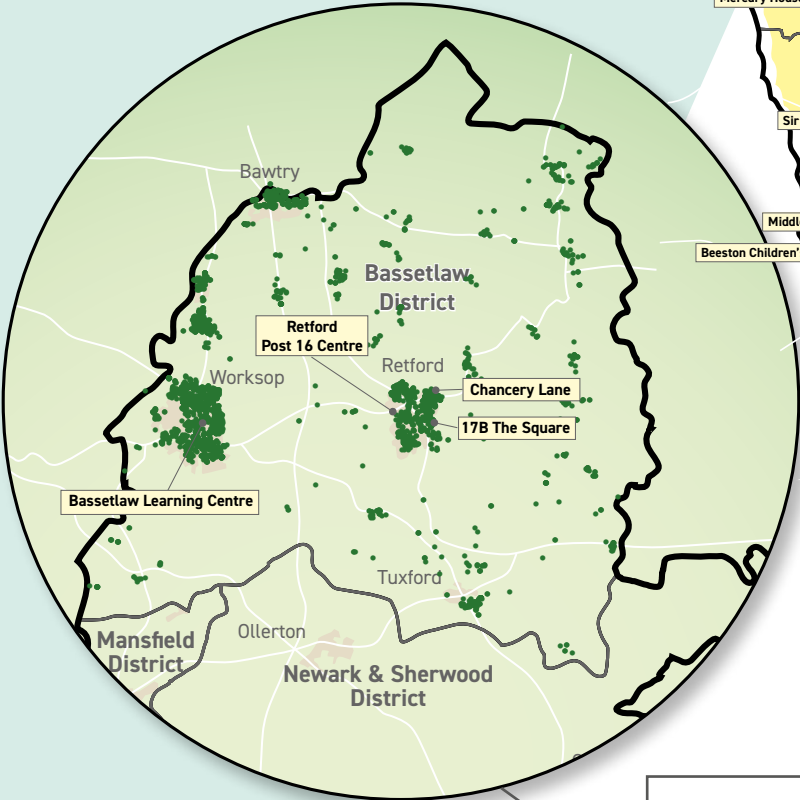
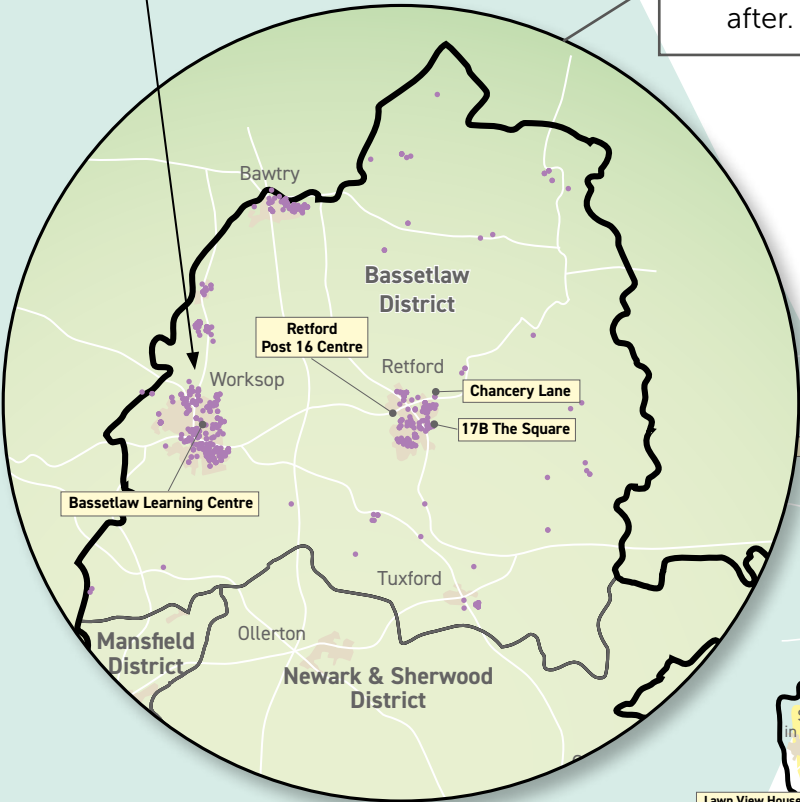




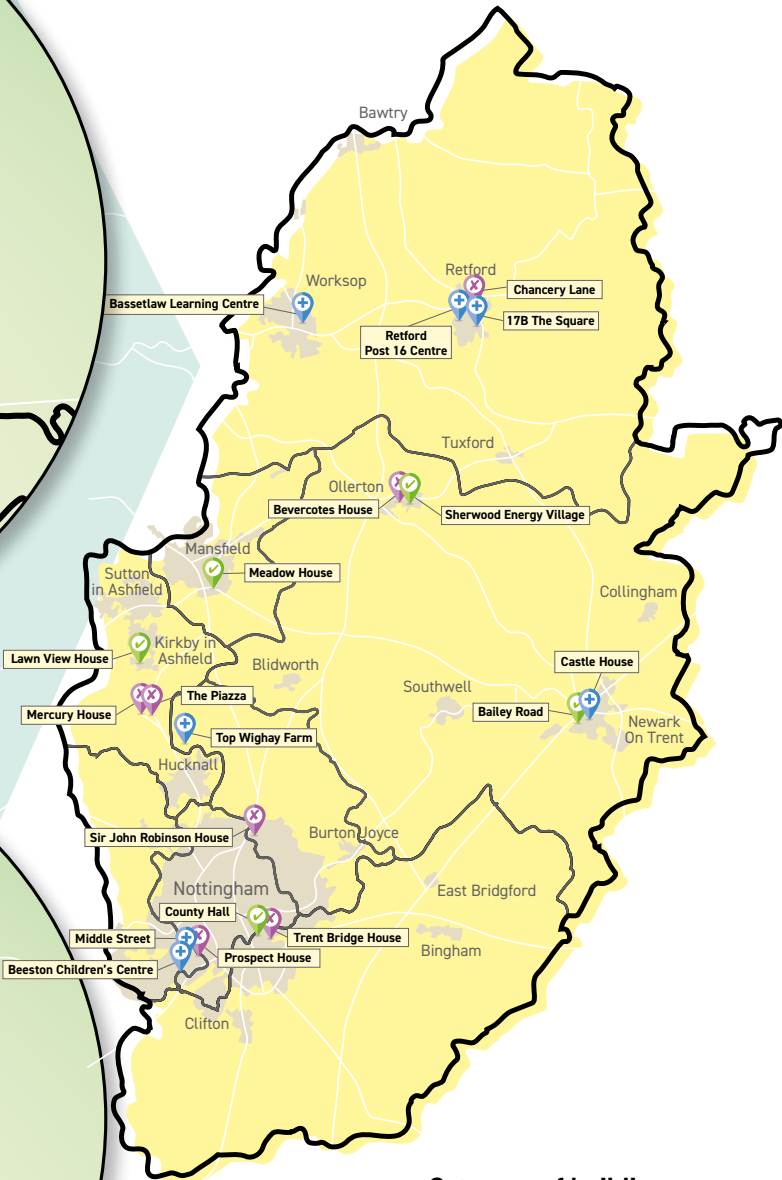
# Impact on Service Users

**62.68%** of CFS service users live closer to Worksop than Retford

● Home postcodes of all children, who have been subject to a child in need or child protection plan in the last 12 months, or who are currently looked after.



● Home postcodes of adults, aged 18 and over with social care-related activity in 2018/19 (includes assessments, reviews, some carers, MH Act and S42 safeguarding)



### Category of building

- Current buildings to exit
- Proposed options
- Retained Offices

# Programme Principles

		Retford Post-16	BLC	17B
	Maximise strategic impact			
	Productivity and effectiveness			
	Operational need			
	Local communities			
	Embeds Smarter Working principles			
	Value for money			
	Council asset			
	Less overall travel (staff and service users)			
	Efficient facilities management			
	Environmental impact			



Principle Met



Principle Not Met



No Change

# investing

in Nottinghamshire  
Programme

## Investment in Beeston



Utilising our property and land assets  
to transform the way we work whilst driving  
economic regeneration in our local communities



# Background

Prospect House (Beeston, NG9 2JR) is a base for Adult Social Care and Health (ASCH) and Children and Families Services (CFS).

**Status:** Nottinghamshire County Council occupy Prospect House through leasehold arrangements. Vacating the property would require NCC to serve notice on the landlord of between 6 and 12 months.

## Services:

Teams	Full-time equivalents (FTEs)
Adult Social Care and Health (ASCH)	83.47
Children and Families Services (CFS)	24.66
Chief Executive's Place	9.8
<b>TOTAL</b>	<b>119.93</b>

Annual  
ground rent  
of Prospect House  
**£110,000**



Annual running  
costs of Prospect  
House 2018/19  
**£91,515**



Planned maintenance  
of Prospect House  
**£223,004**



**Stakeholder engagement:** Key stakeholders from services have been part of ongoing feasibility work, including regular stakeholder engagement meetings, reviews of shortlisted options, and determination of service requirements.



## Service requirements:

- Space for CFS conferences (16-20 seats) and/or CFS contact
- Co-location of Community Learning Disability Team (CLDT) with Mental Health
- Co-location of Short Term Assessment and Reablement Team (START) and Short Term Independence Service (STIS) for south of the county
- Staff car parking provision, a desk ratio in adherence with Smarter Working principles, and meeting and private supervision space
- Additional space for touchdown

# Proposal

**Options:** 22 sites were longlisted and 3 were shortlisted.

<b>Beeston Children's Centre</b> (Beeston, NG9 1GR)	<input checked="" type="checkbox"/> Partial Solution
<b>Middle Street</b> (Beeston, NG9 2AB)	<input checked="" type="checkbox"/> Cost of re-design: <b>£20,766.91 (actual)</b>
<b>Trent Bridge House</b> (West Bridgford, NG2 6BJ)	<input checked="" type="checkbox"/> Cost of re-design: <b>£9,139.51 (actual)</b>

**Proposal:** It is proposed to surrender the lease of Prospect House and relocate staff elsewhere in Beeston and West Bridgford, according to service needs. ASCH services will be relocated to **Middle Street Resource Centre**, following the creation of additional desk capacity through the implementation of Smarter Working principles, and vacant space at **Trent Bridge House**.

CFS services with associated business support will be relocated to **Beeston Children's Centre** following its refurbishment to create an office base with conferencing and contact facilities, and the creation of additional and shared car parking with the adjacent youth centre, subject to planning approval. With the exception of Trent Bridge House, these sites are wholly owned by Nottinghamshire County Council.



This solution was agreed by stakeholders and board in consultation with NCC Property Services. Early delivery of the Middle Street and Trent Bridge House moves took place in autumn 2019. Beeston Children's Centre was declared surplus at the Children and Young People's Committee on 10 February 2019.



**Estimated  
investment  
in Beeston**

**£1,125,000**



## Benefits to be achieved (non-financial):

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- **To deliver better public services by offering more local and accessible services across Nottinghamshire county:** 68.2% of Broxtowe ASCH service users and 63.3% of Broxtowe CFS service users have home postcodes closer to Beeston than Eastwood. Retaining a base in Beeston therefore ensures a continued local offer. Additionally, the proposed locations provide improved public transport links, including Beeston railway station within walking distance.
- **Deliver better public services with improved outcomes by enabling joined up access to services:** Relocating ASCH and CFS staff to these sites will enable close contact and partnership working with relevant agencies, including Middle Street Resource Centre, which provides community-based mental health provision and a platform for communication with the local community through its café and workshop provision.
- **To increase productivity of our workforce through improved ways of working and a modern office environment:** The refurbishment of Beeston Children's Centre would provide a modern working environment, improving staff morale and productivity, and can be designed around Smarter Working principles (e.g. as a flexible shared workspace offering a choice of work environments, supported by excellent ICT).



# Impact on Service Users

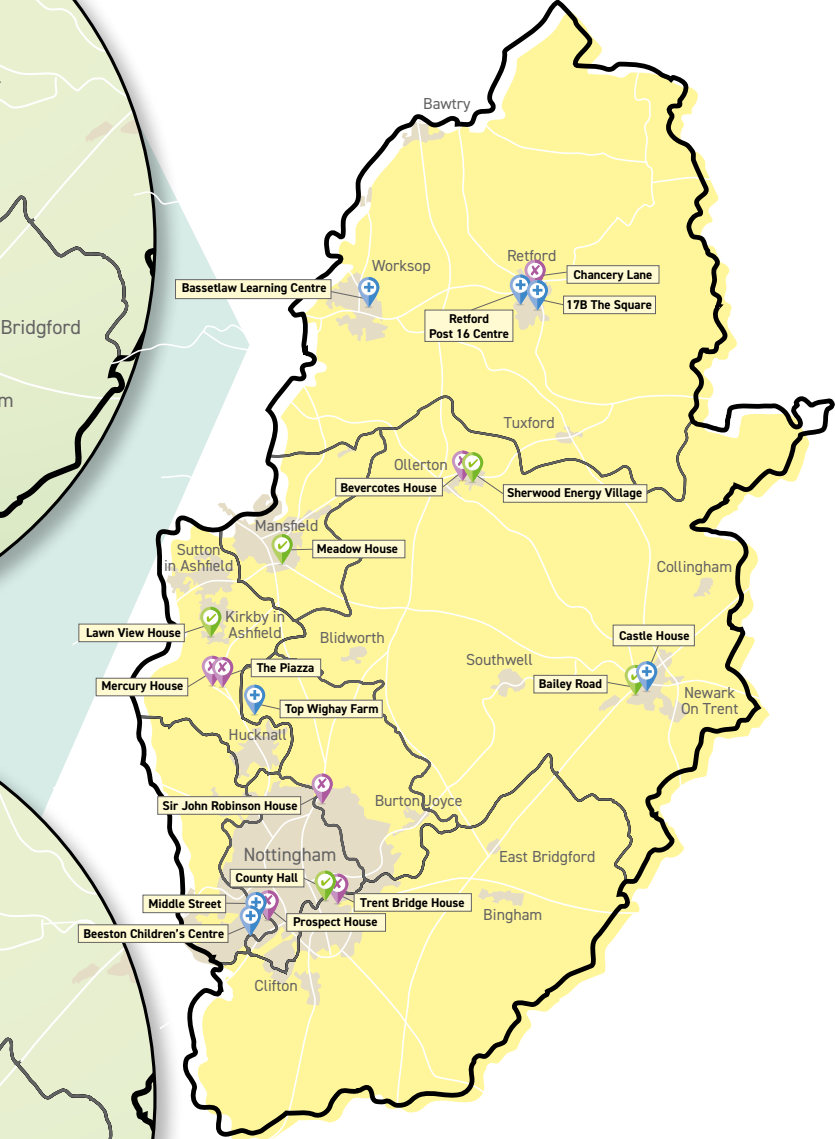
**68.2%** of CFS service users live closer to Beeston than Eastwood.



● Home postcodes of all Children, who have been subject to a child in need or child protection plan in the last 12 months, or who are currently looked after.



**63.3%** of ASCH service users live closer to Beeston than Eastwood.



### Category of building

- Current buildings to exit
- Proposed options
- Retained Offices

● Home postcodes of adults, aged 18 and over with social care-related activity in 2018/19 (includes assessments, reviews, some carers, MH Act and S42 safeguarding)

# Programme Principles

	BCC	MS	TBH
 Maximise strategic impact	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
 Productivity and effectiveness	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
 Operational need	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
 Local communities	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
 Embeds Smarter Working principles	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
 Value for money	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
 Council asset	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
 Less overall travel (staff and service users)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
 Efficient facilities management	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
 Environmental impact	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>



Principle Met



Principle Not Met



No Change

# Office Provision in Arnold & Carlton



A horizontal illustration of a smart city. From left to right, it features: a person on a bicycle, a tram, a bus stop sign, a large office building, a person walking, a modern house, a person sitting on the ground, a church, a person in a wheelchair, a large tree, and a family walking. The background is a light blue sky with birds.



# Background

Sir John Robinson House (also known as Home Brewery Building; Arnold, NG5 6DB) is a large office base for Children and Families Service (CFS) and Adult Social Care and Health (ASCH). It also provides contact and conferencing facilities for CFS.



**Status:** Sir John Robinson House is wholly owned by Nottinghamshire County Council.

**Annual running costs  
of Sir John Robinson  
House 2018/19**

**£174,007** 

 **Planned  
maintenance of  
Sir John Robinson House**

**£183,511**

## Services:

Teams	Full-time equivalents (FTEs)
Adult Social Care and Health (ASCH)	105.8
Children and Families Service (CFS)	145.1
Chief Executive's	35.3
Place	3
<b>TOTAL</b>	<b>289.2</b>

**Stakeholder engagement:** Key stakeholders from services have been part of ongoing feasibility work, including regular stakeholder engagement meetings and determination of service requirements.

## Service requirements:

- Arnold identified as preferred location for front-line social care services due to the proximity of their service users; other services are flexible in their end location
- Meeting and private supervision space

- Conferencing facilities and childcare contact space
- Car parking provision
- Storage space for OT equipment
- Additional touchdown space for visiting colleagues
- Co-location with key local government partners



# Proposal

**Proposal:** It is proposed to release Sir John Robinson House (Arnold, NG5 6DB) to public sector partners through lease arrangements.

**Options:** 25 sites were longlisted and 4 were shortlisted, based on their size and proximity to service users. The options appraisal considered options to obtain new office accommodation but could identify no suitable properties on the market.

<b>Civic Centre, Arnot Hill</b> (Arnold, NG5 6LU)	<input checked="" type="checkbox"/>	Dismissed due to costs (capital outlay and lease)
<b>West Bridgford Campus</b> (West Bridgford, NG2 7QP)	<input checked="" type="checkbox"/>	Dismissed due to distance from the service users
<b>Top Wighay</b> (near Linby, NG15 8AZ)	<input checked="" type="checkbox"/>	Partial solution
<b>Former Carlton Children's Centre</b> (Carlton, NG4 2HU)	<input checked="" type="checkbox"/>	Partial solution
<b>Sir John Robinson House</b> (Arnold, NG5 6DB)	<input checked="" type="checkbox"/>	Partial solution

Due to an expressed interest from a public sector partner (unnamed for reasons of commercial sensitivity), it is proposed that Nottinghamshire County Council release Sir John Robinson House. As part of this arrangement, services benefiting from co-location would continue to occupy space in the property, thereby both retaining local service provision and securing a revenue income stream.

It is also proposed to relocate a number of other non-geographically bound teams. This will include relocating the Children and Families Contact Service to the former Carlton Children's Centre (Carlton, NG4

2HU) and Schools and Family Specialist Services and Integrated Community Equipment Loan Service (ICELS) to the proposed new purpose-built office accommodation at Top Wighay (Linby, NG15 8AZ).

The option of relocating all staff to this development was considered as a single solution, but modelling demonstrated a detrimental impact on service efficiency and service users given its location in the north of Gedling, a significant distance from the high densities of CFS and ASCH service users in Arnold and Carlton.



**Estimated  
investment  
in Arnold & Carlton  
£220,000**

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## Benefits to be achieved (non-financial):

- To deliver better public services by offering more local and accessible services across Nottinghamshire county:  
Only 4.4% of Gedling ASCH service users have home postcodes more than 5 miles from both Arnold and Carlton. Only 4.8% of Gedling CFS service users have home postcodes more than 5 miles from both Arnold and Carlton. Retaining ASCH and CFS office bases, contact and conferencing services in Arnold would therefore ensure an excellent local offer, maintaining minimised travel times for both service users and staff.
- To increase productivity of our workforce through improved ways of working and a modern office **environment**: The refurbishment of the former Carlton Children's Centre, in addition to the new build at Top Wighay, would provide a modern working environment, improving staff morale and productivity, and can be designed around Smarter Working principles (e.g. as a flexible shared workspace offering a choice of work environments, supported by excellent ICT).



# Impact on Service Users

**84.5%** of CFS service users live within 5 miles of both Arnold and Carlton.

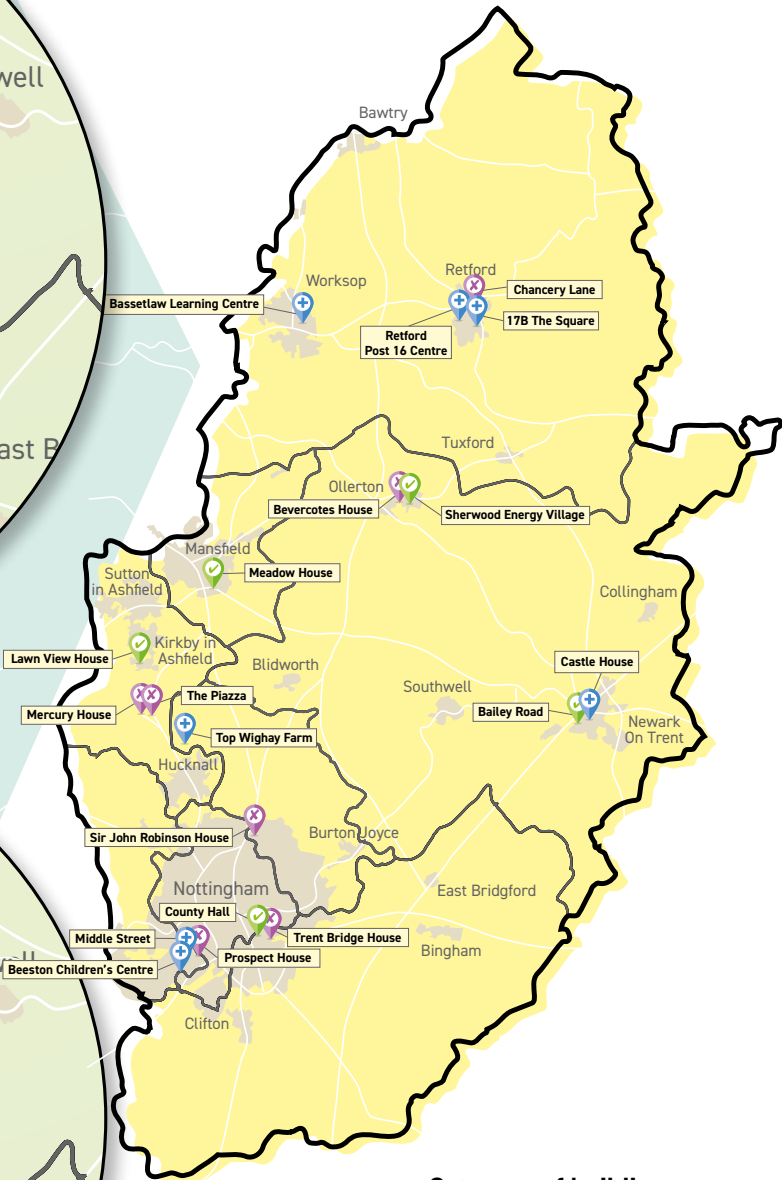
● Home postcodes of all children, who have been subject to a child in need or child protection plan in the last 12 months, or who are currently looked after.



**82.8%** of ASCH service users live within 5 miles of both Arnold and Carlton.

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● Home postcodes of adults, aged 18 and over with social care-related activity in 2018/19 (includes assessments, reviews, some carers, MH Act and S42 safeguarding)




### Category of building


- Current buildings to exit
- Proposed options
- Retained Offices


# Programme Principles

SJRH

	Maximise strategic impact	
	Productivity and effectiveness	
	Operational need	
	Local communities	
	Embeds Smarter Working principles	
	Value for money	
	Council asset	
	Less overall travel (staff and service users)	
	Efficient facilities management	
	Environmental impact	

 Principle Met

 Principle Not Met

 No Change



# Office Provision in Newark-on-Trent





# Background

Children and Families Service (CFS) and Adult Social Care and Health (ASCH) staff serving Newark-on-Trent, the largest urban concentration in the east of the county, are largely based at Sherwood Energy Village (Ollerton, NG22 9FF). Current provision for CFS in Newark-on-Trent is limited to the Bailey Road touchdown (Newark-on-Trent, NG24 4EP), a small prefabricated building which is not suitable for contact or conferencing, and current provision for ASCH in Newark-on-Trent is limited to accommodation for one team at Byron House on the Newark Hospital site.

Service user postcode analysis and ASCH remodelling have demonstrated the need for CFS conferencing facilities and an ASCH base in Newark-on-Trent, while retaining local service provision in Ollerton.

**Annual running costs of Bailey Road 2018/19**  
**£28,500**



## Services:

Teams	Full-time equivalents (FTEs)
Adult Social Care and Health (ASCH)	25.5
<b>Total</b>	<b>25.5</b>

CFS will also utilise any solution for case conferencing and touchdown.

**Stakeholder engagement:** Key stakeholders from services have been part of ongoing feasibility work, including regular stakeholder engagement meetings, site visits, reviews of shortlisted options, and determination of service requirements.





Bailey Road

## Service requirements:

- Newark-on-Trent identified as the preferred base for ASCH Living Well services and Ollerton as the preferred base for CFS, with touchdown space in Newark-on-Trent for CFS
- Dedicated CFS conferencing facilities in Newark-on-Trent for high-risk cases, with security and capacity for 15-20 people
- Access to meeting rooms with capacity for up to 6 people
- Co-location and partnership working with relevant external agencies, such as housing, health, and the voluntary sector, for ASCH Living Well services

# Proposal

**Options:** 15 sites were longlisted and 5 were shortlisted

<b>Castle House</b> (Newark, NG24 1BY)	 <b>Cost of desk licensing</b> (due to commercial sensitivity figures have not been provided)
<b>Woods Court</b> (Newark, NG24 4BP)	 <b>Dismissed due to size</b>
<b>Hawtonville Children's Centre</b> (Newark, NG24 4EG)	 <b>Dismissed as currently in use</b>
<b>Orchard Townsite</b> (Newark, NG24 1JR)	 <b>Dismissed due to cost</b>
<b>Grove Pupil Referral Unit</b> (Newark, NG24 3AL)	 <b>Dismissed due to size</b>

**Proposal:** It is proposed to co-locate the ASCH base and dedicated CFS conferencing facilities in **Castle House** (Newark-on-Trent, NG24 1BY).

Following analysis of NCC-owned property and land in Newark-on-Trent, it was determined that there were no suitable options that would meet all service requirements. Castle House is in a central location, directly adjacent to Newark Castle railway station and within walking distance of the town centre and Newark bus station.

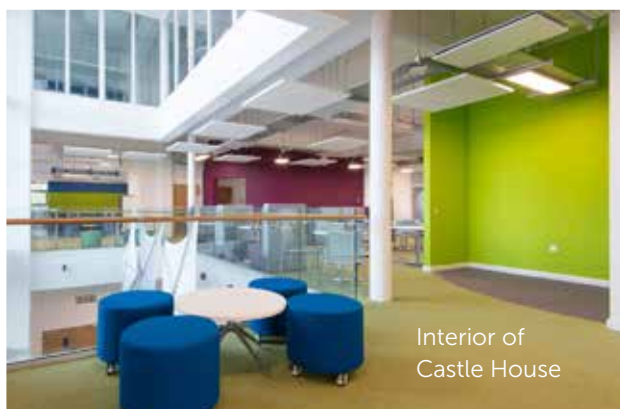
This is the preferred option for ASCH due to its co-location with Housing teams and relevant external agencies. It is also the preferred option for CFS due to the existing on-site security, which will enable high-risk conferencing to take place in both Newark-on-Trent and Ollerton.

Negotiations with the landlord have reached agreement about the level of space and a range of service requirements, including security and safeguarding. Subject to Committee approval, final negotiations regarding lease and licence costs can be agreed. It is also proposed to retain the **Bailey Road** touchdown (Newark-on-Trent, NG24 4EP).

## Benefits to be achieved (non-financial):

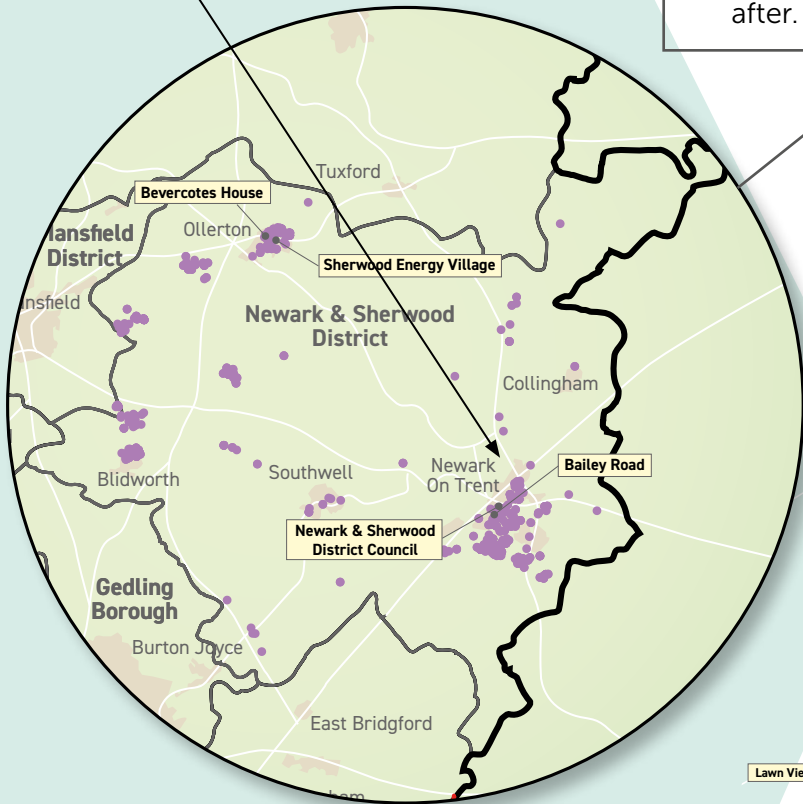
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- **To deliver better public services by offering more local and accessible services across Nottinghamshire county:** 56.9% of Newark and Sherwood ASCH service users and 57.6% of Newark and Sherwood CFS service users have home postcodes closer to Newark-on-Trent than Ollerton. Relocating some ASCH staff to a Newark-on-Trent base and providing CFS conferencing facilities would therefore ensure an enhanced local offer, reducing travel times for both service users and staff.
- **Deliver better public services with improved outcomes by enabling joined up access to services:** Relocating some ASCH staff to Castle House would enable close contact and partnership working with relevant agencies already based in the building, including Newark and Sherwood Homes, the Department of Work and Pensions Jobcentre, and voluntary organisations (such as Citizens Advice). This is an objective of the current ASCH remodelling programme.
- **To increase productivity of our workforce through improved ways of working and a modern office environment:** Castle House is a modern working environment, having been completed in 2017, which can improve staff morale and productivity.

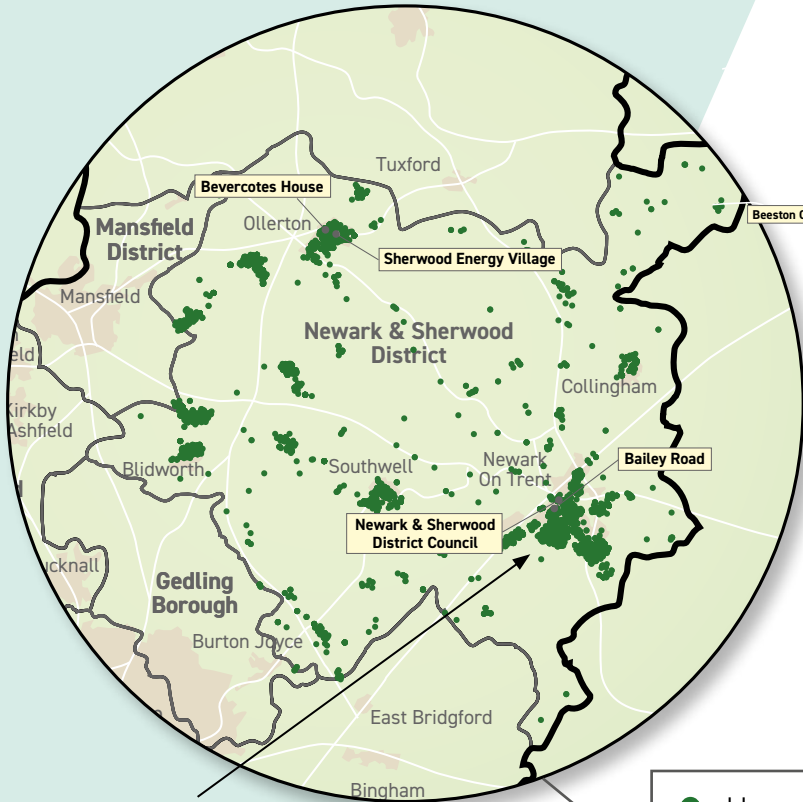


# Impact on Service Users

**57.6% of CFS service users** live closer to Newark-on-Trent than Ollerton

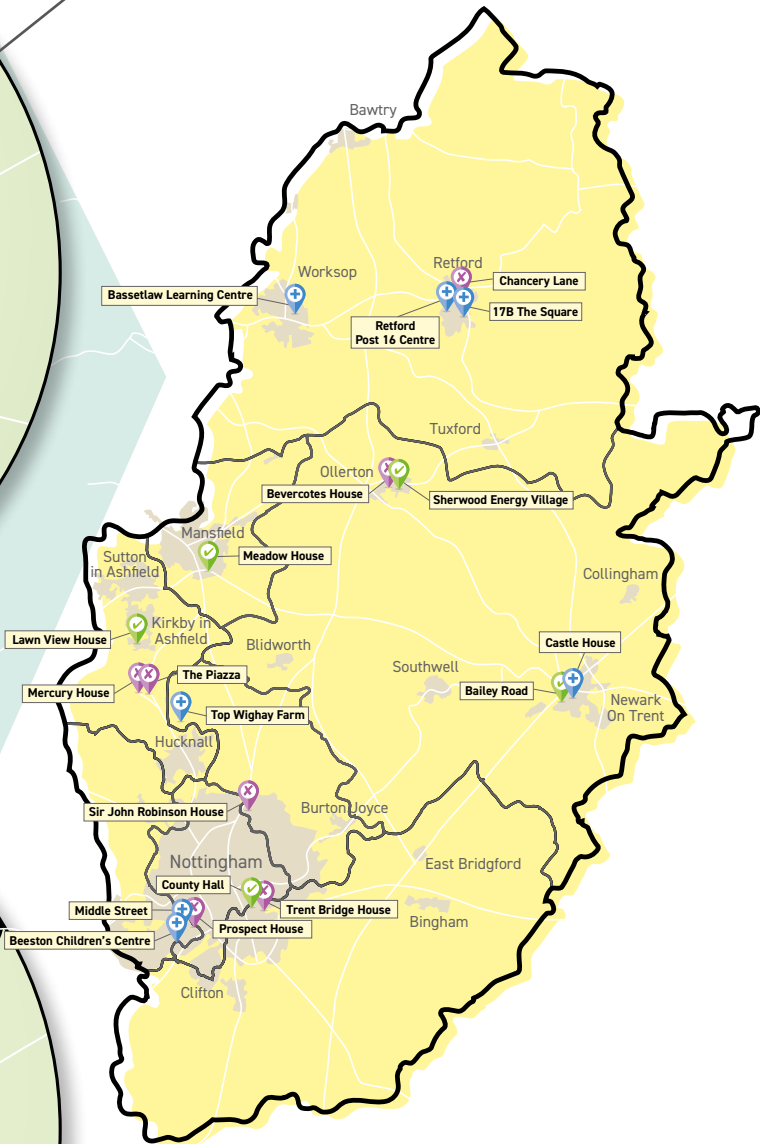


● Home postcodes of all children, who have been subject to a child in need or child protection plan in the last 12 months, or who are currently looked after.



**56.9% of ASCH service users** live closer to Newark-on-Trent than Ollerton

● Home postcodes of adults, aged 18 and over with social care-related activity in 2018/19 (includes assessments, reviews, some carers, MH Act and S42 safeguarding)



- Category of building**
- Current buildings to exit
  - Proposed options
  - Retained Offices



# Programme Principles

		CHN
	Maximise strategic impact	<input checked="" type="checkbox"/>
	Productivity and effectiveness	<input checked="" type="checkbox"/>
	Operational need	<input checked="" type="checkbox"/>
	Local communities	<input checked="" type="checkbox"/>
	Embeds Smarter Working principles	<input checked="" type="checkbox"/>
	Value for money	<input checked="" type="checkbox"/>
	Council asset	<input type="checkbox"/>
	Less overall travel (staff and service users)	<input checked="" type="checkbox"/>
	Efficient facilities management	<input checked="" type="checkbox"/>
	Environmental impact	<input checked="" type="checkbox"/>

☒ Principle Met

☐ Principle Not Met

☐ No Change



**REPORT OF THE LEADER OF THE COUNTY COUNCIL****RESULTS FROM 2019 NOTTINGHAMSHIRE RESIDENTS' SURVEY****Purpose of the Report**

1. To present the findings from the 2019 Nottinghamshire Residents' Survey, consider the results and actions required.

**Information and Advice**

2. This annual satisfaction survey for the County Council has been undertaken since 2012 and aims to measure headline satisfaction and residents' views about the Council, its services and the local area.
3. In line with best practice from the Consultation Institute, information gained from the annual satisfaction survey helps the Council to understand the views and priorities of residents; helps shape strategies, business and budget planning and determine priorities for services. Asking similar questions to other local authorities over a period enables the Council to monitor progress against key performance indicators locally and benchmark performance in Nottinghamshire more broadly.
4. This survey has been undertaken by an independent research company, Enventure Research since 2012.
5. As in the previous years the 2019 Nottinghamshire Annual Residents' Satisfaction Survey used face-to-face interviews with residents, who are representative of the Nottinghamshire population. Face-to-face interviews are the best methodology as this allows people to fully express their real views in a direct way. This technique is also acknowledged for producing robust population-based samples which stand up to scrutiny.
6. Local based quota sampling techniques were used to achieve a representative sample of the Nottinghamshire population. Quotas were set based on district, gender, age, working status and ethnicity as well as disability and ward classification.
7. The brief was to undertake a minimum of 150 face-to-face interviews in each of the seven districts, making a total county sample size of 1,050. In practice more interviews were conducted and a sample size of 1,068 was achieved. This response rate has achieved a 95% confidence interval meaning the results are accurate to approximately

+/- 3%. This means with a result of 50%, we can be 95% sure that if we interviewed all residents then the result would be between 47% and 53%.

8. In addition to the questions around levels of satisfaction the 2019 survey included questions to measure public opinion on areas of the Council's business to support the planning of future provision. Additional questions also measured public perception of the state of the county in relation to the Council Plan's four vision statements that contribute to making Nottinghamshire 'a great place'. These results will help inform the planning of proposals for future years and where appropriate further consultation will be carried out on specific budget/service proposals with the relevant stakeholders. Results from the representative sample are shown in the final report and key findings summarised below.
9. In 2019 as well as the face to face interviews described above, the survey was also made available for all residents to complete if they wished. From 4 November till the 13 December the survey was available on the Council's website and printed copies available at all Nottinghamshire libraries. In total this received 1299 responses; with 1206 made online and 93 in writing. These results are not from the controlled and representative sample, but the additional responses provide the opportunity to further test the credibility of the representative survey, which it successfully did this year with both sets of results corroborating the main trends.
10. The research report captures local people's views, experiences and perceptions and includes tables and charts broken down by geographical areas, and demographic subgroups including age, gender and working status.
11. In order to understand how levels of satisfaction and perceptions have changed, comparisons have been made between the 2018 and 2019 survey results, the most recent baseline data for performance reporting, that also used the same methodology. It must be emphasised that residents' responses and opinions are often influenced by local, national and international issues and media in addition to the direct activity of the Council.
12. Responses to the various questions are set out below in relation to key themes and areas of importance beginning with overall indicators of satisfaction.

## **Summary of key findings from the 2019 survey**

### **Overall resident satisfaction**

13. Comparing the results for 2019 with those over the last 7 years, overall satisfaction with the Council and with residents' local area has remained high and there remains a positive perception of the Council providing value for money and keeping residents informed. This level of consistency over time further supports the validity of the survey results and reinforces the positive levels of confidence in the Council amongst residents. Some of the specific components of this are identified below.
14. **Council satisfaction**  
This specific indicator gauges overall attitudes. The satisfaction rating (fairly to very satisfied) of 58% is broadly in line with the 2018 figure. This, supported by other key

measures, provides a positive picture of how local people view and experience the Council.

15. **Value for money**

A major influence of satisfaction with the County Council is the feeling that it provides value for money. 48% of respondents agree that the County Council provides good value for money. This is unchanged from the 2018 survey.

16. **Satisfaction with the local area**

Understanding how people feel about where they live provides important context to help Nottinghamshire County Council understand attitudes on other local issues. Respondents were asked how satisfied or dissatisfied they were with their local area as a place to live (their local area was defined as the area within 15-20 minutes' walking distance from their home). 77% of respondents indicated that they were satisfied with their local area.

17. **Service delivery**

Another key indicator of satisfaction with the Council is the perception of the quality of its services. Nearly half of respondents (49%) agree the Council provides high quality services. This is a 2-percentage point increase from 2018. 21% of residents disagreed with this statement. and the remainder neither agreed nor disagreed.

In response to a more specific question relating to services for children and young people 'To what extent do you agree or disagree that Nottinghamshire County Council provides high quality services that protects the safety and welfare of children and young people?' 40% of respondents agreed with 20% disagreeing.

18. **Information provision**

Generally, people's attitudes to various aspects of the local area and local public services are influenced by how well they feel informed. In Nottinghamshire, 52% of respondents feel informed about the services and benefits provided by the Council. This is unchanged from the 2018 survey

19. **Council's new mobile app**

The Council has launched a mobile app so residents can quickly, easily and conveniently access a range of Council services wherever they are. The app complements existing access to services through the customer service centre, council web site and face to face provision. In response to the question 'overall, how likely would you be to download and use the app?' nearly 60% of respondents said they were 'very likely' or 'quite likely'.

This feedback was collected before the launch of the app and therefore sets the baseline of local residents' perceptions and further reinforces the Council's decision to develop and launch the MyNotts mobile app; informed by feedback from residents. Taking a co-production approach, 28 residents from the Citizens Panel have volunteered to continue to be involved in testing the app to ensure it meets the needs of local people; that it is easy and intuitive to use and to make recommendations for further stages of development. Other specific user groups will also continue to be involved in the testing and ongoing development of the app to ensure that the app is accessible and inclusive to as wide a range of residents and communities as possible.

When asked how likely they would be to use the app for the following specific tasks residents responded:

	Very likely	Quite likely	Not very likely	Not at all likely
Find out what events and attractions are on in your area	41%	24%	8%	21%
Report potholes and streetlight faults	39%	25%	9%	21%
Register births and deaths	27%	18%	11%	31%
Search for job vacancies at the Council	22%	19%	12%	33%
Apply for a school place	19%	12%	10%	37%

In future, the app will also provide opportunities for ongoing dialogue and discussion with local people and real time feedback on issues which are important to them. This can be used to complement the feedback from the annual Residents' Survey and help inform service change and improvements. This will be included in the next phase of development of the app and progress monitored through reporting to Improvement and Change Sub-Committee.

## Transport, sustainability and the environment

### 20. Transport network priorities

In response to the question 'In regard to the county's transport network, to what extent do you think the Council should prioritise...?' the following responses were recorded:

	A great deal	To some extent	Not very much	Not at all
Repairing roads and pavements	62%	28%	6%	2%
Investing in electric buses or other alternative fuel powered public transport	41%	28%	14%	10%
Cutting grass verges less frequently	24%	39%	16%	15%
Charging points for electric vehicles	35%	26%	17%	11%
Better facilities for cyclists	25%	31%	20%	14%
Traffic calming	24%	31%	23%	18%

As in 2018, overall residents think 'repairing roads and pavements' should be prioritised the most, followed by investing in alternative fuel powered public transport. The focus on these key areas of importance for local people is reflected in several of the Council's existing approaches and strategies. Of the areas identified above, residents considered 'traffic calming' the least important.

21. **Sustainable travel**

In response to the question 'which of the following would most influence your decision to change from using a car to using electric buses or other alternative fuel powered transport if they were available in your area?' the most frequent response was 'cost of fare' (24%) followed by 'frequency of the service' (18%), 'helping the environment' (17%), 'routes being close to home' (10%). The lowest response was for 'quality of transport' (4%). This suggests overall that people are willing to make the shift from using the car to public transport with cost and convenience of a regular service being the key factors in determining whether people would make the change closely followed by the environmental impact. This is useful information in helping the Council to develop its plans.

**Community safety and community cohesion**

22. A recognised measure of community cohesion is achieved by asking people about the degree that their local area is one where people from different backgrounds get on well together. Overall 60% of residents agreed with this statement which represents a 13-percentage point increase from the 2017 result but slight decrease from the 2018 figure.

Respondents were asked how safe they felt in their local area and in their homes. 90% "felt safe outside their local area during the day". 89% of respondents "felt safe when home alone at night". 57% "felt safe outside in their local area after dark". These results are broadly similar to the 2018 results.

**Visitor economy**

23. **A place to visit as a tourist destination**

In response to the question 'Would you recommend Nottinghamshire as a place to visit as a tourist destination?' 66% responded 'a great deal' or 'to some extent'. This was the first year this question was asked so there were no previous results to compare with. This reinforces the decisions and direction set out in the Council's Visitor Economy Strategy and will provide helpful baseline data for measuring the impact of the implementation of the strategy and supporting action plans going forward.

**Council Plan**

24. Residents were asked to what extent they would recommend Nottinghamshire against the four vision statements which are at the heart of the Council Plan. The results for 2019 are broadly similar to the results of 2018 survey when these questions were first asked. This shows a high level of consistency and continuity of approach.

**A place to bring up your family**

In response to the question 'Would you recommend Nottinghamshire as a place to bring up your family?' 85% responded 'a great deal' or 'to some extent' and 13% responded 'not very much' or 'not at all'.

**A place to fulfil your ambition**

In response to the question 'Would you recommend Nottinghamshire as a place to fulfil your ambition?' 65% responded 'a great deal' or 'to some extent' and 28% responded 'not very much' or 'not at all'.



### **A place to enjoy your later life**

In response to the question 'Would you recommend Nottinghamshire as a place to enjoy your later life?' 71% responded 'a great deal' or 'to some extent' and 21% responded 'Not very much' or 'not at all'.

### **A place to start and grow your business**

In response to the question 'Would you recommend Nottinghamshire as a place to start and grow your business?' 47% responded 'a great deal' or 'to some extent', 31% responded 'not very much' or 'not at all' and 23% responded 'don't know'.

These results suggest that further work is required to better understand the reasons for these responses and engage with local people to ensure that the priorities for the Council continue to reflect what is most important for local people and local businesses. This information can then help inform the next iteration of the Council Plan. Further work will be undertaken to develop approaches and identify tools and opportunities to engage local residents and businesses in these discussions.

## **Local decision making**

25. Respondents in Nottinghamshire were asked the extent to which they agree/disagree that they can influence decisions affecting their local area. A total of 33% agree they can influence decisions affecting their local area. This is unchanged from the 2018 survey

Results for how much residents' feel they can influence local decision making have remained persistently low over the last 7 years in line with the national trend. The UK findings from 2019 Edelman Trust Barometer reported "69% of us say our fellow citizens are angrier about politics and society since the referendum". Implementing new approaches for ongoing engagement with local people as set out elsewhere in the report should contribute towards improving this measure. The only result which has not followed the trend over the last 7 years was the measure of community cohesion which saw a significant increase in 2018 with a very positive response in residents agreeing that people from different backgrounds get on well together.

## **Other Options Considered**

26. It is important that the Council seeks the views of residents on a range of different issues and uses this feedback to influence the setting of priorities, policies and strategies. Using the standard Local Government Association framework for the residents' survey, supplemented with more specific questions on issues of more local interest, provides a balance between consistency and continuity of approach whilst reflecting specific local dynamics. Using an independent research company to undertake the work ensures the results are properly balanced.

## **Reasons for Recommendations**

27. To inform Members about the findings of the latest residents' survey and ensure that the Council's service and delivery plans are informed by residents' views and priorities.

## **Statutory and Policy Implications**

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

## **Financial Implications**

29. Following a rigorous tender process in 2016, a reduced annual cost of £13,425 was secured for a four-year period for conducting the Residents' Survey. This cost covers commissioning the independent research company Enventure Research to undertake the survey, analyse and report the results. These costs will be met by the Council's budget for communications and marketing.

## **Equalities Implications**

30. In seeking the views and engaging with residents the Council will ensure all methods are inclusive and accessible to all residents across the County and that views are sought from as wide a range of residents as possible.

## **RECOMMENDATIONS**

It is recommended that elected members:

- 1) Agree that the results are used to inform development of the Council's service delivery plans and budget setting.
- 2) Approve the Residents' Survey to be carried out in 2020 using a similar approach and methodology.
- 3) Approve the development of an ongoing programme of engagement with local people and that progress is reported through Improvement and Change Sub-Committee.

**Councillor Kay Cutts**  
**Leader of the County Council**

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

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**Constitutional Comments (SLB 15/01/2019)**

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

**Financial Comments (SES 18/01/19)**

The financial implications are set out in paragraph 21 of the report.

**Background Papers and Published Documents**

Final report

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

All

**REPORT OF THE LEADER OF THE COUNCIL****SECONDARY AND PRIMARY SCHOOL PROVISION IN WEST BRIDGFORD****Purpose of the Report**

1. To request a variation of £445,000 to the Children and Young People's capital programme to enable detailed analysis, site surveys and feasibility studies to be undertaken to determine the deliverability and estimated costs for the proposed construction in the West Bridgford planning area of a new secondary school and a relocated and enlarged Lady Bay Primary School.

**Information**

2. Nottinghamshire County Council has a statutory duty to secure a sufficiency of school places for all children of statutory school age (5-16 years old) whose parents want them to be educated in a state-funded school. As the Council's role shifts to that of being a 'commissioner' of school places, it will be necessary to work in a different way with a diverse range of providers and different models of governance. The future landscape of education provision in Nottinghamshire will be a 'mixed economy' approach, characterised by a wide variety of schools, academies and other providers.
3. The pupil place demand information appended to this report demonstrates a continuing need for an additional 511 primary phase places in the West Bridgford planning area. Demand is greatest in the Edwalton School catchment which is the location of the Sharphill housing development. Demand for school places in this area will be mitigated by the establishment of the 315 place Rosecliffe School which is due to open in September 2020. Despite the expansion of provision on this site, data from projections and historical precedent shows that there continues to be an unmet need in this planning area. The existing Lady Bay primary school cannot be expanded to meet projected demand due to the restricted nature of the site. As such, it is appropriate to explore the potential relocation and enlargement of Lady Bay primary school as a 630 place (3 Form Entry (FE)).

**Way Forward**

4. Based on the identified immediate need for a 2 FE Primary School and allowing for future expansion up to a 3 FE the Council now needs to identify a suitable site of a minimum of 3 Hectares (7.41 acres) in the West Bridgford planning area for a relocated and enlarged Lady Bay Primary School.

5. In addition, at its meeting in September Policy Committee approved the need for a third secondary school in the West Bridgford planning area and gave approval to work being undertaken to identify a suitable site to accommodate the new school. The initial need for the secondary school provision is for a 5 FE with potential to expand up to a 7 FE which will require identification of a site of a minimum of 7.5 Hectares (18.53 acres).
6. In order to undertake the necessary site identification, surveys, feasibility and initial layout/design works, capital funding is required. The total cost for this work is estimated to be £445,000. Early planning work carried out thus far indicates that subject to the outcome of the work set out in this report and to committee and planning approval the primary school and secondary school could open between 2023-25.
7. Further reports will be brought back as appropriate to update Members and seek any additional approvals required.

### **Other Options Considered**

8. As detailed in this report, the options to expand the existing Lady Bay Primary School have been assessed and are rejected, as detailed in the report.

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

9. To enable an appropriate strategy to be put in place to ensure that primary and secondary school pupils can be accommodated in West Bridgford and the wider Rushcliffe District.

### **Statutory and Policy Implications**

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

### **Financial Implications**

11. The financial implications are set out in this report. It is proposed that the required funding will be drawn from Council capital resources.

### **Implications for Service Users**

12. The provision of additional school places within the West Bridgford planning area will help to ensure pupils can be accommodated at their school of choice.



## RECOMMENDATION/S

- 1) That the Children and Young People's capital programme be varied by £445,000 to enable detailed analysis, site surveys and feasibility studies to be undertaken to determine the deliverability and estimated costs for the proposed construction in the West Bridgford planning area of a new secondary school and a relocated and enlarged Lady Bay Primary School.
- 2) That a report summarising the outcomes of the analysis, site surveys and feasibility studies be submitted to a future meeting of Policy Committee

### **COUNCILLOR MRS KAY CUTTS, MBE** **Leader of the Council**

**For any enquiries about this report please contact:** Lynn Cave, Team Manager, Property Strategy and Information, t: 0115 977 2086; e: [lynn.cave@nottsc.gov.uk](mailto:lynn.cave@nottsc.gov.uk)

### **Constitutional Comments [KK 16/01/2020]**

13. The proposals in this report are within the remit of the Policy Committee.

### **Financial Comments (GB 31/01/2020)**

14. It is proposed that the £445,000 feasibility costs will be funded from Nottinghamshire County Council capital resources. Any feasibility works that are not directly attributable to the resultant capital project will be classed as abortive fees and will need to be funded from a revenue budget. If this is the case, these costs will be met from within the Corporate Property revenue budget.

### **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.

- Proposed Basic Need Programme of School Expansions 2018/19 – report to Children and Young People's Committee on 18<sup>th</sup> December 2017
- Basic Need Allocation for the Rushcliffe School - report to Policy Committee on 24<sup>th</sup> April 2019
- Secondary School Provision in West Bridgford – report to Policy Committee on 18<sup>th</sup> September 2019

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

West Bridgford North	Councillor E. Plant
West Bridgford South	Councillor J. Wheeler
West Bridgford West	Councillor G. Wheeler



**REPORT OF THE CHAIRMAN OF THE CHILDREN AND YOUNG PEOPLE'S  
COMMITTEE****YOUTH VIOLENCE AND CHILD CRIMINAL EXPLOITATION****Purpose of the Report**

1. The report brings an update to Committee on developments since Nottinghamshire's Knife Crime Strategy was first presented to Committee in May 2019.
2. The report informs the Committee of Nottinghamshire Children & Families Services' approach to reducing the risk of Youth Violence and Child Criminal Exploitation, including County Lines Exploitation, and seeks funding of up to £100,000 from contingency subject to the availability of external funding.

**Information****Violence Reduction Unit**

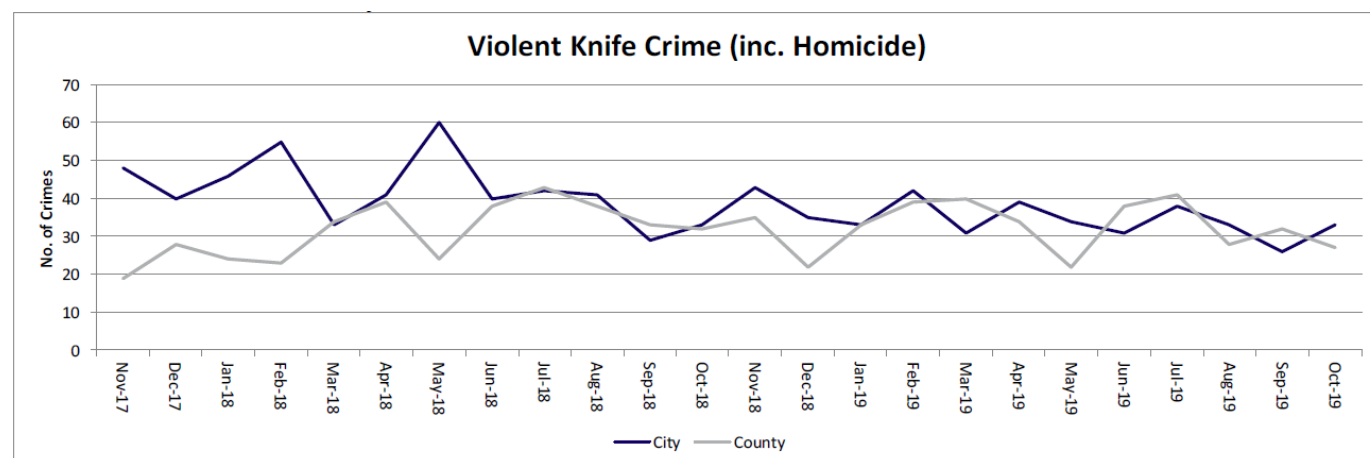
3. In July 2019, Nottinghamshire (inclusive of the City) was identified as one of 12 policing areas facing significantly high rates of violent crime. The police force was awarded circa £1million of surge funding which was to be spent on policing activity. In the summer of 2019, the Office of the Police and Crime Commissioner (OPCC) was awarded an £880,000 Home Office allocation to establish a Violence Reduction Unit (VRU).
4. The core function of the VRU is to offer leadership and, working with all relevant agencies operating locally, strategic coordination of the local response to serious violence. VRU activity enabled by the funding must support a multi-agency "public health" approach to preventing and tackling serious violence. Officers from Nottinghamshire County Council are seconded into the VRU to ensure a countywide approach which aligns with the authority's own approach to this area. The Corporate Director for Children & Families Services and the Director of Public Health are members of the VRU strategic board alongside their City counterparts, Chief Constable, head of the ambulance service and chief executives of local education providers.
5. The VRU is required to produce a Joint Strategic Needs Assessment (JSNA) or 'Problem Profile' for Violence in Nottinghamshire by April 2020, which will inform a Violence Reduction Strategy and Tactical Plan. As such, the activity of the VRU has superseded that of the Knife Crime Strategy.

## Violent Offending in Nottinghamshire

6. Current performance in reducing knife crime in Nottinghamshire is positive, with good reductions being seen this year. This goes against the national and regional trends of continuing increases. The 12 months to the end of October 2019 shows an 8.4% reduction in offences involving a knife in Nottinghamshire.

Offence	Nov 2017 - Oct 2018	Nov 2018 - Oct 2019	Change	% Change
Homicide	7	3	-4	-57.1%
Attempted Murder	5	3	-2	-40.0%
Threats to Kill	90	94	4	4.4%
Wounding/Endangering Life	213	218	5	2.3%
Assault with Injury	198	180	-18	-9.1%
Sexual Offences	19	5	-14	-73.7%
Robbery	351	306	-45	-12.8%
<b>Total</b>	<b>883</b>	<b>809</b>	<b>-74</b>	<b>-8.4%</b>

7. However, the overall reduction is a result of a larger reduction in the City, with a small increase in the County. The Knife Crime Strategy lead for the police states that the reduction in the City is as a result of the dedicated robbery team which has reduced weapon enabled robberies, previously of more concern in the City centre than elsewhere.



Offence	Nov 2017 - Oct 2018	Nov 2018 - Oct 2019	Change	% Change
City	508	418	-90	-17.7%
County	375	391	16	4.3%
<b>Total</b>	<b>883</b>	<b>809</b>	<b>-74</b>	<b>-8.4%</b>

## Youth Work Mentors Project

8. In May 2019 Policy Committee approved the establishment of a number of Youth Worker posts whose work was to be targeted at young people at risk of violence. After a successful recruitment round the countywide youth work interventions project began in October 2019.

9. An information sharing and referral pathway has been developed and is in use with partners to ensure young people who are in most need of this service are able to access support and diversionary activities. The youth work intervention team is working in partnership with a variety of agencies, including housing, police, anti-social behaviour coordinators and neighbourhood wardens to gain key intelligence to ensure that the right groups and 'hotspot' locations are targeted. Youth workers are focusing their time working with young people, building relationships and trust through a range of positive activities.
10. In a short period of time there are several good examples of young people engaging well with youth workers and getting involved in a range of diversionary activities. For instance, the Friday night football project in Arnold regularly attracts around 60 young people per week. The youth work intervention team has linked with the local police who also attend and engage in the programme of activities. The team has produced several case studies alongside young people to highlight the outcomes and impact this programme is having on individuals as a direct result of youth work intervention.
11. Youth workers are signposting young people to existing provision when appropriate and safe to do so. In addition, the youth work intervention team has delivered several knife crime awareness sessions in youth centres and mobile provision. To date the team has engaged with 88 individual young people (this does not include young people who have engaged in the preventative youth work sessions in youth centres and mobile provision).

### **Serious Youth Violence and Child Criminal Exploitation**

12. The work of the VRU and Knife Crime Strategy sits alongside Nottinghamshire's overall response to serious youth violence and criminal exploitation.
13. As reported to Committee in May 2019, the Nottinghamshire Safeguarding Children's Partnership (NSCP) has established a multi-agency steering group to develop the approach to and oversee multi-agency activity in relation to Serious Youth Violence and Child Criminal Exploitation. This includes all activity against the children's themes of the Knife Crime Strategy and will report to both the NSCP and the Safer Nottinghamshire Board through the knife crime strategy delivery group. The steering group has a particular role in overseeing the activity of the Multi-Agency Serious Youth Violence and Criminal Exploitation Panel.
14. The Multi-Agency Serious Youth Violence and Criminal Exploitation Panel (also as previously reported), made up of senior colleagues from across the NSCP (established in January 2019) has continued to meet on a monthly basis to consider those young people in the County seen as being at the greatest level of risk. Since March 2019, 55 young people have been discussed at panel, of whom 51 were male and 4 female. A 'cohort approach' has been developed with young people being tracked by the Panel until agreed that the identified risks have been markedly reduced. The Panel will ensure that all relevant information is known by agencies supporting the child, and will consider the existing plans for reducing risk, making recommendations for additional actions where gaps are identified. The Panel also maps emerging themes and risks to inform service development.
15. In addition to this senior level panel, additional individual child level multi-agency meetings have been introduced, chaired by independent chairs, for young people at highest risk.



16. All relevant agencies have been involved in these developments and been provided with guidance in terms of what to look for, who to seek advice from and when to refer to children's services. Furthermore detailed guidance and training are currently in development. The police, children's social care and the youth justice service in particular have worked very closely together to identify those most at risk for consideration through the processes described above.
17. The establishment of a temporary 0.5 fte Serious Youth Violence and Child Criminal Exploitation Coordinator was approved by Committee in May 2019 with the post appointed to for a 12 month period from October 2019. Although relatively early days, the post has enabled a much improved coordination of panel activity, focusing at present on enabling effective information sharing into and out from the Panel to improve its connectivity to case holders and so increase its overall effectiveness. A data set is currently in development to assist in judging the effectiveness of the panel.
18. Criminal exploitation involves exploitative situations where a young person receives something (e.g. food, accommodation, alcohol, drugs, affection, gifts, money) in return for them completing a task of a criminal nature on behalf of another individual or group. County Lines is one example of criminal exploitation. County Lines is the process by which young people are groomed by adults and exploited to traffic class A drugs between counties, often from urban to rural areas. The 'line' refers to a dedicated mobile phone line used in this process. Nottinghamshire is acutely aware of the threat from County Lines and is working closely with the police to understand and intervene to disrupt such activity. The police are developing their resources in this area and have established a specific County Lines team that is expected to be fully operational by January 2020. Intelligence is gathered at a county and regional level and linked to this the police have developed a 'vulnerability tracker' containing the names of young people at risk due to county lines. These young people are included as part of the cohort considered by the serious youth violence and criminal exploitation panel.
19. Early intervention work with schools is being supported through the Tackling Emerging Threats to Children Team (TECT). Youth Justice Locality teams continue to provide a programme of one to one crime prevention support tailored to the needs of the young person at risk of or becoming embroiled in youth violence and criminal exploitation, in addition to the work of the youth service described above.
20. Work with colleagues in the district and borough councils is underway to further improve our place based approach to these threats. This is aimed at coordinating these county level services alongside district based services to improve their combined effectiveness. For example, particular sites (e.g. a park or housing development) may be recognised as a hotspot for violence or exploitation. These risks can be reduced by an intervention at both an individual, group and 'place' level by all those with relevant roles.
21. The Ofsted inspection of Children's Services in the County in October 2019 considered the response to exploitation including criminal exploitation. The report was very positive about the structures in place to address exploitation and the positive impact where used well and consistently. There is a recognition of further work needed and this will be a focus for work over the coming year.

## **Other Options Considered**

22. No other options have been considered.

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

23. The Nottinghamshire Knife Crime Strategy 2018 aligns with the priorities of the Council. In particular in its application to working with children and young people the Strategy aligns with the Nottinghamshire Youth Justice Plan for 2017-2019 and with commitments in the Council Plan for 2017-21.
24. On 10 October 2019, Nottinghamshire County Council members unanimously agreed that work relating to Child Criminal Exploitation would be reported directly to Policy Committee at regular intervals and consider if the Council should take any further strategic action

## **Statutory and Policy Implications**

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

## **Crime and Disorder Implications**

26. The Crime and Disorder Act (1998) requires the local authority with its partners to prevent offending and reoffending by children and young people and to deliver an effective local youth justice system.

## **Financial Implications**

27. In May 2019 Committee approved a number of new posts to support the work of the Council to increase its provision to tackle youth violence, however at that time the source of funding had not been fully identified. There was an agreement in principle to draw on Public Health reserves and up to £150,000 from contingency. Following this a successful application for grant funding from the Early Intervention Fund via the OPCC was made and the Local Authority received £127,000 to fund the posts in 2019-20. The receipt of this income offset the requirement to draw from Public Health Reserves and contingency funds.
28. To continue this work in 2020-21 the cost of the new posts and associated running costs will be approximately £265,000 funded by an agreed contribution from Public Health Reserves of £165,000 and a contingency allocation of up to £100,000 will be required. These will be subject to appropriate approval.

## **RECOMMENDATION/S**

That Committee:

- 1) seeks funding of up to £100,000 from contingency subject to the availability of external finding.
- 2) agrees to receive an update report in nine months' time.

**Councillor Philip Owen**  
**Chairman of the Children and Young People's Committee**

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

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Group Manager for Early Help and Youth Justice Services  
T: 0115 993 4371  
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#### **Constitutional Comments (EP 03/02/20)**

29. Policy Committee is the appropriate body to consider and approve the content of the report and the recommendations.

#### **Financial Comments (SAS 03/02/20)**

30. To continue this work in 2020-21 the cost of the new posts and associated running costs will be approximately £265,000 funded by an agreed contribution from Public Health Reserves of £165,000 and a contingency allocation required of up to £100,000. These will be subject to appropriate approval.

#### **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.

[Nottinghamshire's Knife Crime Strategy 2018 – report to Policy Committee on 22nd May 2019](#)

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

All.

C1350

**REPORT OF THE LEADER OF THE COUNCIL****MIDLANDS ENGINE DEVELOPMENT CORPORATION - UPDATE****Purpose of the Report**

1. To update Policy Committee on progress with the Midlands Engine Development Corporation programme and seek endorsement for the next steps in the programme.

**Information**Background

2. In June 2019, Policy Committee considered a report about the Midlands Engine development corporation. This followed the Government decision to provide funding of £2m to explore the business case for a locally led development delivery vehicle for the East Midlands. Specifically, in June 2019, Policy Committee approved the County Council's role in leading the work, hosting the programme team, and contributing staffing resources, to supplement the core programme costs, which are funded by Government. This report provides members with an update on progress with the work on the development corporation.
3. Development corporations have been used successfully since the post-war period to deliver complex and co-ordinated delivery of development and infrastructure at scale. These have included New Town Development Corporations (NTDCs) and Urban Development Corporations (UDCs) for the renewal of former industrial areas such as Canary Wharf in London. More recently other forms of development corporation have emerged, which are locally led, and can pump prime investment and economic growth.
4. The catalyst for establishing a focussed delivery vehicle was HS2 and proposals for a new station at Toton. The East Midlands HS2 Growth Strategy, published in September 2017, established the region's ambitions to maximise the opportunity of unprecedented investment, presented by HS2.
5. Recognising this opportunity, and the possibility of widening the area of potential development, the Midlands Engine was asked to consider three locations in the East Midlands. Specifically, the programme of work is focused on the Ratcliffe on Soar Power Station, Toton and Chetwynd Barracks (both in Nottinghamshire), and East Midlands Airport (in Leicestershire). Through establishing a locally led development corporation across these three sites, it is envisaged that a single, integrated vision and economic development proposition could be established.

6. The core costs for the Midlands Engine development corporation programme is funded by the Government, through the Ministry of Housing, Communities and Local Government (MHCLG). The total funding available from Government is £2 million, spread equally across 2 years. Because of the potential benefits for Nottinghamshire, the County Council agreed to supplement the programme budget by providing resource for staffing costs. These were approved by Policy Committee in June 2019, with a sum of £250,000 being set aside for the financial year 2019/20 from the Council's share of the NNDR pool (National Non-Domestic Rates). Other partners are providing "in kind" staffing and non-staffing resources.

### The Proposition

7. For the purposes of Government assessment, the development corporation team (comprising paid officers and staff from expert consultancies) is considering a range of different scenarios. The initial analysis indicates that the emerging proposition could deliver:
- 4,500 homes
  - total employment of over 40,000<sup>1</sup> jobs across the three areas, with a net additional 84,000 jobs across the region
  - 1 million tonnes of freight handled at East Midlands Airport per annum
  - A green corridor connecting the three areas through the existing blue and green infrastructure
  - £4.8bn GVA growth per annum for the region.
8. The potential of developing each site as part of an integrated, wide area approach, has been considered by the team and this has generated the estimates set out in paragraph 7. The propositions are summarised as follows:

#### **Ratcliffe on Soar Power station, privately owned by Uniper UK Ltd**

Employment-led development through a joint university and industry research and demonstrator facility are being drawn up. This would build on the energy-generating heritage of the site and wider region. A range of complementary uses are also being explored, including a new skills centre, energy generation, data storage, and advanced manufacturing. Consideration is also being given to the potential for 'freeport<sup>2</sup>' status, working with East Midlands Airport. This follows a Government announcement last year that bids will be invited for freeport status. In total, the emerging proposition highlights the potential to deliver up to 20,000 jobs.

#### **Toton and Chetwynd Barracks**

Proposals centre on Toton and Chetwynd Barracks and create a garden village with a mix of housing and employment that has the potential to deliver around 4,500 homes and up to 6,500 knowledge-driven jobs. It will provide a highly connected community. The area will have unrivalled national, regional and local public transport links. The vision of a 'station in a park' with a mixed-use innovation campus connects well with the concept of a 'Green Corridor' integrating the three development locations via the River Erewash and canal.

#### **East Midlands Airport**

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<sup>1</sup> Includes existing and new employment

<sup>2</sup> Freeports, also known as 'free zones' or 'free trade zones', are a type of special economic zone. They are within a country's physical border but are considered to be outside of the customs border and attract economic benefits.



East Midlands Airport is a major economic driver for the East Midlands economy. Some 9,500 people are employed at over 100 businesses across the airport site. To the immediate north of the airport lies the 700 acre East Midlands Gateway served by a major new rail freight terminal. The gateway will create 7,000 additional jobs on completion. The development proposition will include sustainable growth and acceleration of the freight handling capacity beyond existing growth plans. In addition, consideration is being given to the potential for 'freeport' status, as mentioned above.

9. Each site is significantly in excess of 200 hectares. Together they have the potential to drive a level of co-ordinated investment, particularly in the enabling infrastructure, not seen in these areas for several generations. The development corporation could act as a catalyst for further growth and connectivity across a wider area, particularly in Nottinghamshire, and potentially, the East Midlands. The wider region could benefit from the infrastructure, skills, knowledge and capacity offered by this type of integrated development. In addition, there are synergies with the plans and aspirations of partners across the region including other local authorities universities and Local Enterprise Partnerships (LEP), which are currently developing their Local Industrial Strategies.
10. The infrastructure under consideration includes social, environmental and physical infrastructure such as transport, digital and utilities. Specific measures will include improved roads and a concerted focus on integrated public transport provision, reflecting the findings and recommendations of the East Midlands Gateway Connectivity Study. Delivery will involve close working with Midlands Connect. Ultimately, the proposition is focussed on demonstrating how an integrated delivery vehicle could attract much needed investment for supporting infrastructure and how it would optimise and accelerate the potential of the area.
11. The programme of work has a strong focus on inclusive growth. Specifically, the initiative will consider skills and training, and it will provide an opportunity to consider integrated approaches, working with industry, education and research institutions. This will reflect the on-going restructuring of the economy with continued technological advancement. A hub and spoke approach should help to link areas of higher deprivation to the opportunities.
12. Finally, the proposal has an ambition to protect and enhance the natural environment, linking the area's distinctive green and blue infrastructure through a green corridor connecting the three development locations alongside the River Trent; River Erewash; River Soar, the canal network; and Attenborough Nature Reserve.

### Programme Governance

13. The development corporation programme is a Midlands Engine initiative and brings together a diverse range of partners from across the public and private sectors. The programme is governed by an Oversight Board supported by an Executive Group. The Oversight Board is made up of Leaders from the East Midlands upper tier local authorities and directly affected district and borough councils, alongside private sector; business community; central government; LEPs; and universities. The Executive Group is a smaller group of executive officers. Both are chaired by Sir John Peace, the Chairman of the Midlands Engine. Anthony May, the Chief Executive of Nottinghamshire County Council is the Senior Responsible Officer for the programme and Ken Harrison is the Programme Director. The D2N2 LEP provides a financial assurance role, through its Accountable Body, Derbyshire County Council. The terms and objectives for the programme are enshrined in a Memorandum of Understanding (MOU)

with the Ministry for Communities, Homes and Local Government (MHCLG). This MOU provides the basis of the Government's £2 million funding package for the programme's core costs.

14. The provisional timetable for the programme estimates that a draft outline business case will be complete in the Spring of 2020. The aim of the business case is to set out an options appraisal, which considers the relative merits of integrating the sites into a single, locally led development corporation. Importantly, the business case must demonstrate how a development vehicle of this type meets the criteria for public-sector intervention. In addition, it must set out a clear case for change, with a value for money assessment, an examination of commercial and financial viability, and a route to delivery. It is anticipated that the outline business case will be presented to the Oversight Board on 5 March 2020. In the meantime, discussions are ongoing across the partnership and with officials from MHCLG, to ensure an inclusive approach. Additionally, the Secretary of State for Housing, Communities and Local Government, Robert Jenrick (Member of Parliament for Newark) has been updated regularly.
15. An important part of the programme is liaison with local authority Chief Executives. Representative Chief Executives from upper tier and district and borough councils are members of the Executive Board, and Anthony May chairs a weekly telephone conference for all Chief Executives. This weekly call includes the Chief Executive of the D2N2 LEP and the Chief Executive of the East Midlands Councils.
16. This group of Chief Executives was tasked with drawing up a "statement of intent" for the programme, to ensure consistency in respect of some key underpinning issues. This statement of intent is attached as Appendix A and sets out the shared aspirations of the local authorities for the development corporation proposition.
17. The development corporation programme team is actively engaging local stakeholders to inform the business case. This includes through the Oversight Board and Executive Group; the weekly conference calls referred to in paragraph 15; as well as active stakeholder participation in the programme team; regular briefings with LEPs, local authorities; and other stakeholders. Importantly, given the sites under consideration, representatives of Uniper and the East Midlands Airport are engaged.
18. Initial work on the business case has highlighted the lack of an "off-the-shelf" statutory model, which could deliver fully the region's aspirations for a locally led approach across this wider area. Specifically, the current Locally Led New Towns Development Corporation model is for housing-led new settlement developments. In this context, locally led includes oversight by Elected Members from the affected Councils. The Urban Development Corporation model is more suited to the mixed type of development envisaged in this programme but is not locally led.
19. Coincidentally, in late 2019, the Government undertook a consultation on the effectiveness of the current models of development corporations. The Government consultation, at least in part, seeks views and ideas on whether the current and complex legal framework inhibits the establishment of development corporation, which are locally led and cover a mixed type of development. The Midlands Engine submitted a response to this consultation. Using learning from the Midlands Engine development corporation programme, this response recommended the introduction of a new type of development corporation, which allows mixed development

across a wide area, and is locally led. The outcome of the consultation is awaited, and further updates will be provided.

20. The decision whether to establish a development corporation of any kind rests with the Secretary of State and is subject to a clear criterion, and a parliamentary process. Equally, if a new type of development corporation was to be implemented, it is likely that this would require a parliamentary process. This being the case, there has been consideration of how to maintain momentum in the interim, assuming Government and local partners want to proceed. This momentum could be achieved by the introduction of a non-statutory interim vehicle, established with the agreement of affected partners. The details of this vehicle will be considered by the programme governance and be worked up for the draft business case. The involvement of all the directly affected local authorities, as part of the oversight function, would be a cornerstone of any such interim approach.

### MIPIM 2020

21. Since 2017, the Midlands Engine and the Department for International Trade has facilitated a delegation at MIPIM (in French, Le Marché International des Professionnels de L'immobilier). At MIPIM, the Midlands UK pavilion brings together the region's public and private sector leaders to showcase a portfolio of regional regeneration and development schemes. MIPIM is the world's leading property exposition, bringing together the most influential players from across international property and associated investment sectors. Many of the UK's key development projects are showcased here and the regions of the UK are represented as part of profiling and securing investment for their areas. MIPIM takes place in Cannes from 10-13 March 2020.
22. As part of the programme, the Midlands Engine development corporation team will test the emerging proposition for the development corporation with the international investment community at MIPIM 2020. Development on the scale envisaged takes time to plan and deliver, and as part of this initial stage, a small delegation of Anthony May, as the Senior Responsible Officer and Ken Harrison, as Programme Director for the development corporation will attend MIPIM to support Sir John Peace and to join other regional partners as part of the Midlands UK Pavilion.
23. The costs of exhibiting and attendance at MIPIM will be funded from the Government-funded core programme budget.

### **Other Options Considered**

24. As part of the business case process, two different scenarios (the reference case and the proposition) are being tested to help demonstrate the value that a development corporation could bring; this is standard practice for the assessment of business cases by Government. The process for testing development corporation proposals is set out by Government and is subject to evaluation criteria. This evaluation criteria includes a comprehensive options appraisal.

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

25. To support the Midlands Engine led programme of work to explore the feasibility of a locally led Development Corporation, which has the potential to bring significant investment to

Nottinghamshire. Attendance at MIPIM will raise the profile of the emerging proposition for the development corporation with the international investment community.

## **Statutory and Policy Implications**

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

## **Data Protection and Information Governance**

27. The development corporation programme uses an external SharePoint site for the secure sharing of information between partner organisations. The SharePoint site does not contain sensitive personal data.

## **Financial Implications**

28. The core programme costs for this programme are met by the Government, as set out in paragraph 6. The County Council provides supplementary staffing resources, funded for 2019/20 from the Council's share of the NNDR pool – also set out in paragraph 6.

29. Longer term, there may be additional financial implications, if a locally led development corporation is established. It is not possible to quantify these now so any further financial implications will be reported to the appropriate Committee in due course.

## **Implications for Service Users**

30. A key focus of the development corporation programme is inclusive and sustainable growth – high quality jobs, housing and transport, accessible and tailored to meet the needs and aspirations of current and future generations. The Statement of Intent (Appendix A) sets this out.

## **Implications for Sustainability and the Environment**

31. Beyond the economic benefits, the programme is designed to protect and enhance the environment. In defining the proposition, there is a strong focus on reducing emissions, and achieving net gains in natural capital.

## **RECOMMENDATION/S**

It is recommended that Policy Committee:

- 1) Endorses the progress with the work to examine the feasibility of a Midlands Engine development corporation.
- 2) Supports Nottinghamshire County Council's continued lead role in the development corporation programme.

- 3) Endorses the statement of intent (Appendix A).
- 4) Notes the attendance of Anthony May and Ken Harrison at MIPIM 2020, where they will represent the Midlands Engine, which is responsible for the development corporation programme of work.

**COUNCILLOR KAY CUTTS, MBE**  
**Leader of the Council**

**For any enquiries about this report please contact:**  
**Ken Harrison, Programme Director**

**Constitutional Comments (CEH 30/01/2019)**

The recommendations fall within the remit of Policy Committee under its terms of reference.

**Financial Comments (NS 03/02/2020)**

The core costs for the Midlands Engine development corporation programme is funded by the Government. Policy Committee approved in June 2019 funding of £250,000 for the Council's programme to support this work from the Council's share of the NNDR pool.

The costs of exhibiting and attendance at MIPIM will be funded from the Government-funded core programme budget.

The report indicates in the longer term, there may be additional financial implications, if a locally led development corporation is established. At present it is not possible to quantify these and consequently, any further financial implications will be reported to the appropriate Committee in due course.

**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.

- Policy Committee reports dated 13/02/19, 19/06/19
- Finance and Major Contracts Committee report dated 29/04/19

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

- All





### Statement of intent

1. The developments will generate next generation **inclusive and sustainable growth** – high quality jobs, housing and transport, accessible and tailored to meet the needs and aspirations of current and future generations.
2. The focus for the developments is on **next generation innovation, enterprise**, the future of industry, not lower value or productive forms of employment.
3. Local people as well as those who come here to live and learn will be equipped with the **skills to benefit from the job opportunities** resulting from the creation of the development corporation.
4. Beyond the economic benefits, the developments will enhance and improve the environment, reduce emissions and **achieve net gains in natural capital**.
5. Partners in the region recognise and support the development corporation as **a regional endeavour with a common purpose** and a commitment to maximise this opportunity for the East Midlands; **the whole being greater than the sum of the parts**.
6. The developments will enhance the region and add value to the region's economy, adding to existing strengths in the cities and counties across the East Midlands.
7. The development corporation will be funded by a range of sources and use a range of financial instruments. It is **not intended that existing business rates are redirected** from local authorities to the development corporation. (Further analysis of business rate uplift and associated models will be explored)
8. There will be appropriate mechanisms for **local democratically elected representation to oversee** the work of the development corporation board and its **independent chair**. The board will be selected through a skills based recruitment process.
9. Lessons learned from the work on the initial 3 sites will be used to help drive further opportunities in other parts of the region, **including additional sites and development corporations** for the (East) Midlands.



**REPORT OF THE CHAIRMAN OF THE CHILDREN AND YOUNG PEOPLE'S  
COMMITTEE****REVISED CHILDREN MISSING EDUCATION STRATEGY AND ELECTIVE  
HOME EDUCATION POLICY****Purpose of the Report**

1. This report seeks approval of the revised Nottinghamshire Children Missing Education Strategy, attached as **Appendix 1**, and the revised Elective Home Education Policy, attached as **Appendix 2**.

**Information****Children Missing Education Strategy**

2. Local authorities have a duty under section 436A of the Education Act 1996 to make arrangements to establish the identities of children in their area who are not registered pupils at a school and are not receiving suitable education otherwise. This duty only relates to children of compulsory school age (5 – 16 years). Local authorities are expected to have robust policies and procedures in place to enable them to meet their duty in relation to these children, including ensuring that there are effective tracking and enquiry systems in place, and a named person to whom schools and other agencies can make referrals about children who are missing education. The County Council's Children Missing Education (CME) Strategy describes how the Local Authority discharges this duty.
3. The CME process focuses on known children and young people who are not accessing their full educational entitlement as a result of failing to secure a school place, facing permanent exclusion from school, refusing or being prevented from attending their school place, on a school roll but accessing less than their full educational entitlement, those unable to access full time education due to their mental or physical health needs, those who are in unsuitable elective home education, as well as any child or young person known to other local authority services without a school place or refusing to attend school.
4. The County Council's Children Missing Education Policy has been revised to reflect changes to internal systems within Nottinghamshire County Council and the DfE Children Missing Education: Statutory Guidance for Local Authorities September 2016, The Timpson Review of School Exclusion published May 2019 and the DfE Alternative Provision Market Analysis Research Report published October 2018, all available at <https://www.gov.uk>.

5. The proposed strategy also contains an updated CME action plan for Nottinghamshire County Council for 2019-20.
6. Nottinghamshire County Council consulted on a revised Children Missing Education Strategy between 16 October 2019 and 20 November 2019.
7. The consultation was available for the full period on the Council's website and information about where to access the consultation was sent to:
  - all community and voluntary controlled schools in Nottinghamshire
  - all own admission authority schools in Nottinghamshire
  - chairs of governing bodies of Nottinghamshire schools
  - all neighbouring local authorities
  - diocesan representatives
  - county and borough councillors
  - parish councils
  - registered early years providers within Nottinghamshire.
8. The consultation was also promoted via the Council's social media accounts. Consultees were invited to respond online, by emailing or by writing to the County Council. All responses received by 20 November 2019 were considered.
9. The consultation asked six questions about the proposed Nottinghamshire Children Missing Education Strategy and sought responses from consultees regarding their level of agreement with the proposed strategy and the effectiveness in supporting the Local Authority to discharge its legal duty.
10. The number of responses to the consultation were as follows:
  - 10 online
11. A summary of the consultation is presented in **Appendix 3**, with an analysis of responses. A redacted version of all the comments made by respondents is available as a background paper.
12. The Strategy was considered at Children and Young People's Committee on 13<sup>th</sup> January 2020 and was recommended to Policy Committee for approval.

### **Elective Home Education Policy**

13. Parents have the right under Section 7 of the Education Act 1996 to take the decision to educate their children at home. This is known as elective home education and is distinct from home tuition that may be provided by a school, academy or the Local Authority if a pupil has health related needs.
14. The County Council has in place an Elective Home Education Policy that outlines the level of support the Local Authority provides to Electively Home Educating parents, the specification of criteria applied by the Local Authority to determine suitability and the actions that will be taken if education is deemed to be unsuitable.



15. The Nottinghamshire Elective Home Education Policy has been revised to reflect the publication of DfE updated non-statutory guidance Elective home education; Departmental guidance for local authorities, April 2019 and Elective home education: Departmental guidance for parents, April 2019, both available at <https://www.gov.uk>
16. Nottinghamshire County Council consulted on a revised Elective Home Education Policy between 16 October 2019 and 20 November 2019.
17. The consultation was available for the full period on the Council's website and information about where to access the consultation was sent to:
  - all community and voluntary controlled schools in Nottinghamshire
  - all own admission authority schools in Nottinghamshire
  - chairs of governing bodies of Nottinghamshire schools
  - all neighbouring local authorities
  - diocesan representatives
  - county and borough councillors
  - parish councils
  - registered early years providers within Nottinghamshire.
18. The consultation was also promoted via the Council's social media accounts. Consultees were invited to respond online, by emailing or by writing to the County Council. All responses received by 20 November 2019 were considered.
19. The consultation asked seven questions about the proposed Nottinghamshire Elective Home Education Policy and sought responses from consultees regarding their level of agreement with the proposed policy and the effectiveness in supporting the Local Authority to discharge its duties in relation to Elective Home Education.
20. The proposed amendments and additions to the Policy resulting from the consultation are summarised as follows:
  - a). The wording of paragraph 4.9 has been amended to reflect the duty as described in Section 436A of the Education Act 1996
  - b). Reference has now been made at paragraph 7.2 to the Local Authority's duty to comply with the General Data Protection Regulations (GDPR) and the Data Protection Act 2018.
21. The number of responses to the consultation were as follows:
  - 30 online
  - 1 email
22. A summary of the consultation is presented in **Appendix 4**, with an analysis of responses. A redacted version of all the comments made by respondents is available as a background paper.

23. The Policy was considered at Children and Young People's Committee on 13<sup>th</sup> January 2020 and was recommended to Policy Committee for approval.

### **Other Options Considered**

24. The existing Children Missing Education Strategy (2014) remains in place. This references outdated guidance and contains inaccurate information regarding the structure and operation of Council services working within this area.
25. The existing Elective Home Education Policy (2015) remains in place. This does not make reference to the 2019 DfE guidance or any recommendations contained within it.

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

26. To ensure that Nottinghamshire's CME Strategy and EHE Policy are fit for purpose and reference the most recent DfE guidance.

### **Statutory and Policy Implications**

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

### **Financial Implications**

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

### **Implications for Service Users**

29. Nottinghamshire County Council's Children Missing Education Strategy and Elective Home Education Policy are proposed following public consultation and ensure fairness and equity for all service users.

### **RECOMMENDATION/S**

That:

- 1) the revised Children Missing Education Strategy, attached as **Appendix 1**, be approved
- 2) the revised Elective Home Education Policy, attached as **Appendix 2**, be approved.

**Councillor Philip Owen**  
**Chairman of the Children and Young People's Committee**

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

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**Constitutional Comments (EP 15/01/20)**

30. The recommendations fall within the remit of the Policy Committee by virtue of its terms of reference.

**Financial Comments (SAS 22/01/20)**

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

**Background Papers and Published Documents**

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

Education Act 1996  
<http://www.legislation.gov.uk/ukpga/1996/56/contents>

Children Missing Education: Statutory Guidance for Local Authorities September 2016  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/550416/Children\\_Missing\\_Education\\_-\\_statutory\\_guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/550416/Children_Missing_Education_-_statutory_guidance.pdf)

The Timpson Review of School Exclusion May 2019  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/807862/Timpson\\_review.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/807862/Timpson_review.pdf)

DFE Alternative Provision Market Analysis Research Report October 2018  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/752548/Alternative\\_Provision\\_Market\\_Analysis.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/752548/Alternative_Provision_Market_Analysis.pdf)

Elective home education; Departmental guidance for local authorities, April 2019  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/791527/Elective\\_home\\_education\\_guidance\\_for\\_LAv2.0.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/791527/Elective_home_education_guidance_for_LAv2.0.pdf)

Elective home education: Departmental guidance for parents, April 2019  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/791528/EHE\\_guidance\\_for\\_parentsafterconsultationv2.2.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/791528/EHE_guidance_for_parentsafterconsultationv2.2.pdf)

Consultation documents available on the consultation database at  
<https://consult.nottinghamshire.gov.uk/children-and-families-services/nottinghamshirecmestrategysurvey>  
<https://consult.nottinghamshire.gov.uk/children-and-families-services/elective-home-education-policy-review>

Equalities Impact Assessments

Redacted version of comments made by respondents to the online consultation

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

All.

C1349

## **APPENDIX 1**

# **Nottinghamshire Children Missing Education Strategy**

This strategy is designed to enable the County Council to fulfil its statutory duties in relation to education provision and the safeguarding and welfare of vulnerable children. It is intended to guide the work of local authority officers, schools and other agencies in the procedures and practices to be followed in order to track, monitor and maintain contact with children and young people at risk of or already missing education. This will prevent vulnerable children and young people becoming 'unknown' to relevant professionals and therefore becoming even more high risk.

Throughout this guidance reference to 'Schools' is taken to mean all maintained Schools, Academy Schools, (including those that are Free Schools), University Technical Colleges and Studio Schools.

**Revised September 2019**



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## **1. Context**

Children missing education are defined as children of compulsory school age who are not registered pupils at a school and are not receiving suitable education otherwise than at a school. Local Authorities have a legal duty under section 436A of the Education Act 1996 to make arrangements to identify, as far as it is possible to do so, children missing education. Additionally, Nottinghamshire's Children Missing Education Strategy outlines actions the Council takes to ensure access to appropriate education for children who are registered with a school but where it appears that they are not accessing or being provided with their educational entitlement, categorised by OFSTED as 'Pupils Missing Education'.

The relevant DfE guidance that governs this area of work is the Children Missing Education: Statutory Guidance for Local Authorities 2016. Ofsted has also published findings on children missing out on education in December 2018 and November 2013, as well as having a clear focus on the subject within the Ofsted Inspection Framework. The May 2019 report 'Timpson review of School Exclusion' highlights several areas for the Department for Education, Local Authorities, Schools and Academies to consider in relation to Children and Pupils Missing Education as a result of exclusion, placement in Alternative Provision and being 'Off Rolled'.

Children missing education are at significant risk of underachieving, being victims of harm, exploitation or radicalisation, and becoming NEET (not in education, employment or training) later in life. Children and young people who do not access school or appropriate alternative education are deemed to be vulnerable and their risk is increased as they continue to be without a school place. Safeguarding children and young people continues to be a key shared responsibility of the LA with schools and other external partners. High quality education provides children and young people with the necessary skills, knowledge and understanding as well as vital social and emotional skills to prepare for a confident future.

Nottinghamshire County Council is committed to the continuing development and implementation of a strategic and coordinated approach to ensure that every child and young person is 'known' and is accessing education appropriately. This requires all staff to be alert to situations which might indicate that a child or young person may not be on the roll of a school or attending appropriate alternative education. This demands a culture of shared responsibility where all staff, whatever their role, remain alert to children who are not on a roll or attending appropriate educational provision.

## **2. Underpinning principle**

The Council is committed to ensuring that every child and young person of statutory school age is on a school roll, with the exception of those children and young people who are electively home educated.

## **3. Why should children and young people be on a school roll?**

All children and young people of statutory school age are legally required to be on a school roll and to access full time education unless there is a medical or other reason that makes this inappropriate

or they are being formally electively home educated. Schools are responsible for keeping children and young people safe during the school day and have the knowledge, expertise and resources to ensure that children and young people access their educational entitlement to fulfil their potential within the aspirational context of school.

For a small minority of children and young people, the 'traditional' school setting may not be appropriate for all or part of their experience. However, it is important that the school remains the commissioner of any externally provided education or support and accepts responsibility for the outcomes of the provision they have commissioned. This quality assurance is the best guarantee that children and young people can have of receiving appropriate education that equips each young person with the necessary skills for the future and keeps them safe.

## **4. Current situation**

### **4.1 Children Missing Education Officer**

Nottinghamshire County Council has a CME officer whose sole duty is to monitor and track children missing from education. This officer sits within the Safeguarding and Independent Review group and is responsible particularly for:

- Children and young people whose whereabouts are unknown but who are on a school roll
- Children and young people whose whereabouts are known but who are not on a school roll i.e. moved into the area

There is clear policy and protocol agreed with schools to ensure that Children Missing Education are identified and reported to the Local Authority (Appendix A). The CME officer works in partnership with other CME officers across the country and with partner agencies to ensure that school aged children are located and supported to return to school. The CME officer and Fair Access officer have an agreed protocol to ensure that once a Child Missing Education is identified, a school place is secured quickly through the Fair Access protocol.

### **4.2 Pupils Missing Education Practitioner**

An additional Pupil Missing Education (PME) practitioner is employed with the Fair Access Team to review data returned to the Local Authority by Schools detailing children and young people not in receipt of their full education entitlement (reduced timetable) or educated in commissioned alternative provision.

The referral process for any service or school to report concern that a child is either CME or PME is outlined in Appendix B. This includes children who have no school roll, pupils accessing inappropriate part-time provision, pupils accessing inappropriate alternative provision, pupils who have unmet SEND or SEMH needs who are not attending their allocated school place and children registered as Elective Home Education but not accessing learning.

### **4.3 Current practice in the Council**

The CME officer continues to identify and track children missing from education, whilst the PME officer follows up cases where schools are reporting use of reduced timetables and alternative provision to ensure this is appropriate. Nottinghamshire County Council maintains a list of approved alternative providers, who are registered and quality assured through internal processes, and this information is available to all schools in Nottinghamshire to support them in making high quality alternative provision where needed, in line with the recommendations in The Alternative Provision Market Analysis Research Report, October 2018.

Children known to be CME or PME are discussed at the weekly Fair Access Children Out of School meeting and actions agreed to support a return to education. For the most vulnerable children who are unable to be admitted into a school setting the three weekly Vulnerable Children Education Commissioning group can agree exceptional cases of Local Authority funded alternative provision. The CME monitoring board, chaired by the Service Director Education, Learning and Skills, meets bi monthly to review the work of partners in securing positive outcomes for children who are Missing Education and to review the most complex cases to agree cross agency actions to support progress.

Under the leadership of the Admissions of Vulnerable Children Group, chaired by the Service Director, approaches and systems have been discussed and shared and inconsistencies been identified. All officers responsible for a particular vulnerable group are tasked with continuing to review their practice in relation to knowing who their children are and developing and implementing at team level, systems to identify children and young people who are at risk of failing to access appropriate support or become 'unknown'. A departmental action plan, shared with schools and other key partners in 2015, aimed to develop new ways of working across services and partners and this has been updated alongside this strategy to reflect the current position, and is included at Appendix C. The continued effective sharing of information to identify children and young people at risk of becoming "unknown" allows services to take appropriate action to re-engage these children and young people with school or other alternative provision and this is evidenced by the success of systems that have already been implemented.

### **4.4 Our work with Schools**

There has been significant investment in raising school and academic awareness of the CME and PME process through formal communication, newsletters and safeguarding board training. Schools are therefore regularly updated and are aware of their responsibilities to ensure accurate information is shared. Officers are prepared to challenge schools that remove children and young people improperly or illegally from their roll or will not accept pupils onto their roll who need to join them and a guidance document in relation to 'Off Rolling' was circulated to schools and governors in June 2019 alongside a revised Fair Access Protocol that came into effect in February 2019.

The Council has recognised that keeping children on a school roll and accessing their education entitlement is a key part of keeping children safe. As a result, a wide range of professionals continue to be brought together under the leadership of the Service Director with responsibility for Education, Learning and Skills to review current practice, share good practice and identify gaps through which children and young people can fall. The Council recognises the commitment and good practice that can currently be identified but also acknowledges that historically there has been insufficient sharing of knowledge, information and data.

The Council is committed to supporting a reduction of Fixed Term Exclusions within Nottinghamshire schools in order to prevent children missing education as a result of exclusion. This is supported by developments in systems made available to school to record and report Fixed Term Exclusions, enabling more accurate and timely data to be collated.

## **5. Who are the children and young people at risk of missing education?**

The vast majority of children and young people engage positively with school, attend regularly and are actively encouraged to do so by their parents and carers. It is vulnerable young people who are most likely not to attend school; DFE guidance specifically identifies Pupils at risk of harm/ neglect, children of Gypsy, Roma and Traveller families, children of Service Personnel, missing children and runaways, children and young people supervised by the Youth Justice System, children who cease to attend a school and children of migrant families. The recent Timpson review highlights the link between children who are excluded either on a fixed term or permanently and the time they miss from education and makes recommendations to try and address this. The numbers overall are relatively small and Nottinghamshire County Council recognises their responsibility to identify these vulnerable children and young people individually to ensure that the Council's resources are targeted on those who need them most.

Effective information sharing between parents, schools and local authorities is critical to ensuring that all children of compulsory school age are safe and receiving suitable education. The Children Act 2004 places a duty on all agencies to work together to promote the welfare of children and share information. In order to implement the requirements of the County Council's CME strategy, the County Council has nominated a Service Director to ensure that the work of a wide range of professionals is brought together to do all that is possible to prevent individuals or groups of young people becoming 'not known' to appropriate professionals and therefore passing from the Council's protection.

The list of children and young people who are most likely to be subject to this strategy are listed in Appendix D. This list also shows the service or officer with lead responsibility for providing support and challenge to schools and other educational settings for each of these vulnerable groups of children and young people.

## **6. Background Documents**

Education Act 1996 <http://www.legislation.gov.uk/ukpga/1996/56/contents>

Children Missing Education: Statutory Guidance for Local Authorities 2016  
<https://www.gov.uk/government/publications/children-missing-education>

The Annual Report of Her Majesty's Chief Inspector of Education, Children's Services and Skills 2017/18, OFSTED December 2018 <https://www.gov.uk/government/publications/ofsted-annual-report-201718-education-childrens-services-and-skills>



Pupils missing out on education, OFSTED November 2013

<https://dera.ioe.ac.uk/18825/1/Pupils%20missing%20out%20on%20education.pdf>

Alternative Provision Market Analysis Research Report, October

2018 <https://www.gov.uk/government/publications/alternative-provision-market-analysis>

Timpson review of School Exclusion

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/807862/Timpson\\_review.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/807862/Timpson_review.pdf)

The Children Act 2004 <https://www.legislation.gov.uk/ukpga/2004/31/contents>

## 7. Related Guidance

Nottinghamshire County Council Fair Access Protocol, February 2019

<https://www.nottinghamshire.gov.uk/media/1733874/fair-access-protocol.pdf>

Nottinghamshire County Council Off Rolling Guidance

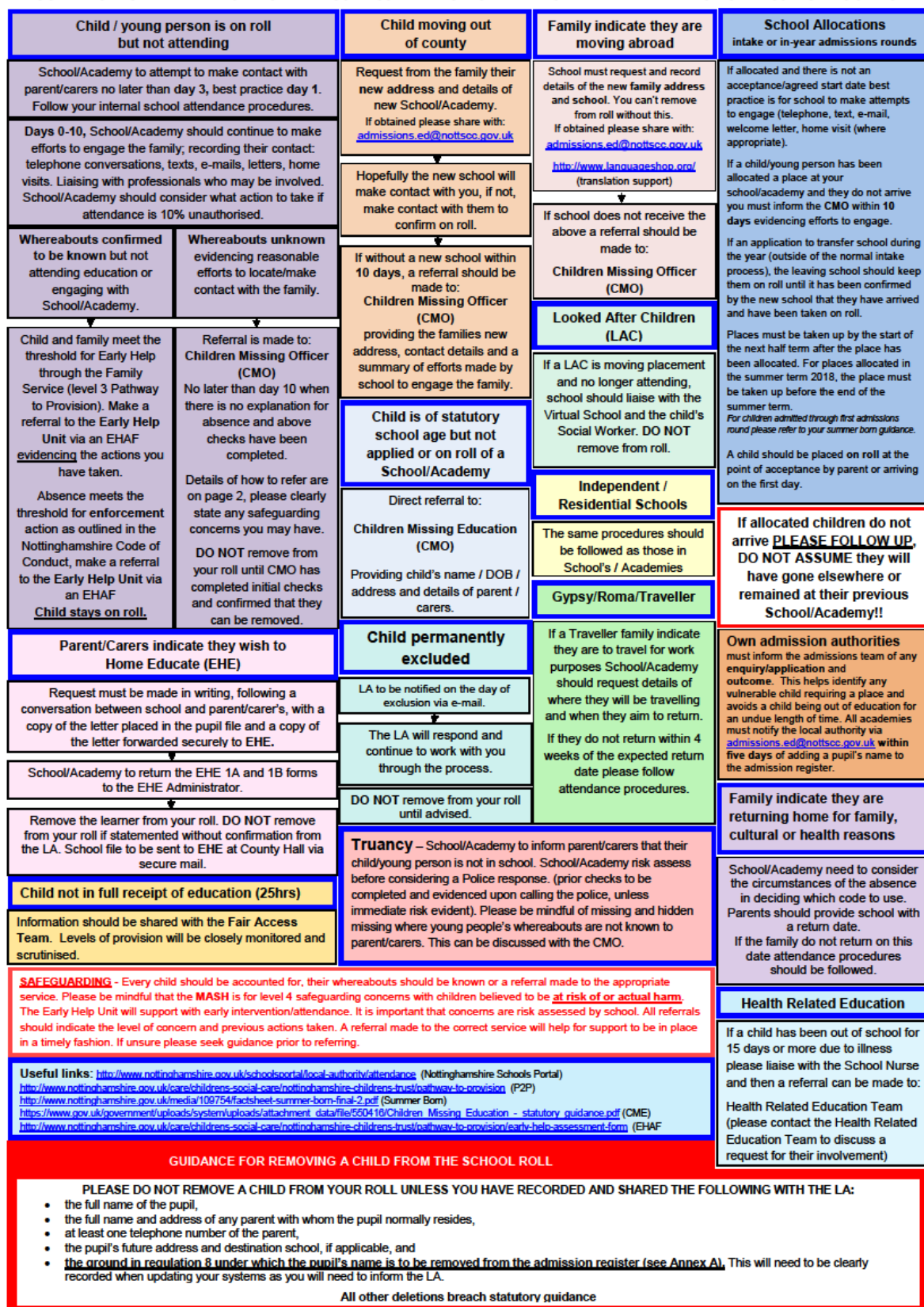
<https://www.nottinghamshire.gov.uk/education/for-schools/fair-access-and-children-missing-education>

Nottinghamshire County Council Reduced Timetable Guidance

<https://www.nottinghamshire.gov.uk/education/for-schools/fair-access-and-children-missing-education>

## Appendix A: School Attendance Guidance (flowchart)

### GUIDANCE FOR HEAD TEACHERS AND BUSINESS MANAGERS WHERE CHILDREN ARE AT RISK OF MISSING EDUCATION



## GUIDANCE FOR HEAD TEACHERS AND BUSINESS MANAGERS WHERE CHILDREN ARE AT RISK OF MISSING EDUCATION

### Frequently Asked Questions

**What do I need to consider and what information do I need to share when I refer a child/young person?**

- Do school have safeguarding concerns? If so, please provide details and contact children's social care if urgent.
- When was the last day the child/young person was in school?
- Have all emergency contacts been exhausted? - addresses, telephone numbers (call / text), e-mail addresses of parents/carers, relatives, friends, work contacts, extended family (abroad if available)
- Have you completed checks with known services? Is the young person open to: CSC, Family Service, ICDS, Health/School Nurse, School Admissions, CAF/CASS
- Are there known siblings/family members attending another school?
- Have friends in school seen or heard from the young person? (speak to pupils discreetly, consider accessing social media)

**Home visits:**

- check the property for any signs of life
- leave a note explaining why you are trying to make contact, what your expectations of them are, what actions will be taken should they not make contact
- visit during different times of the day
- have neighbours seen or heard from the family?

**What does a home visit involve? What do I need to do?**

Home visits will allow you to gain a sense as to whether the family are still living in Nottinghamshire, and if this is an attendance issue or child missing education in that we do not know where the family are. Dependent on how well you know the family this could be completed by a door knock, explaining that you are concerned that the young person is not attending school or if unanswered looking for signs of life, does it appear like the family are still resident?

A colleague passing by the property on their way home from work could look for signs of life. A visit can be done after you have exhausted all the emergency telephone contacts, written to the family etc. – but an early visit may resolve the issue.

If school do not wish to complete a home visit one can be purchased through the Family Service for £50. Please contact your linked Service Manager.

**A child/young person has moved out of county and I do not have a new school to forward the pupil file to, what should I do?**

If a family has moved out of the area school should request from parent/carers the name of the child's new school and new family address. If a school place is not yet obtained please request the address and share this with CMO who will liaise with colleagues in the area who will confirm local applications or arrange a visit to discuss the young person's education whilst in their area. Once confirmed they are known to the new area they become the responsibility of the new LA closing all involvement for Notts. The pupil file can be transferred once a new school is identified. Please do not phone admissions teams across the country waiting for children to arrive in a school, follow the flow chart

**What should I bear in mind if a parent/carer chooses to home educate?**

Although a parent/carer has the legal right to electively home educate, this may not always be in the child's best interests, particularly if there are significant safeguarding, parenting, SEND or other issues. Some parents are not able to deliver a broad and balanced curriculum, others have fallen out with the school or have an older school-refusing child. Please remember to consult fully with any agencies involved and the EHE team before deciding to off-roll the child. It is sometimes possible that a more appropriate solution is found than home education. Please liaise with the EHE Team via [EHE@nottscc.gov.uk](mailto:EHE@nottscc.gov.uk). There is not a role for CMO or school admissions.

**What do I do if a child is allocated a place at my school and does not arrive?** (<http://www.nottinghamshire.gov.uk/media/109754/factsheet-summer-born-final-2.pdf>)

If a child has been allocated a place at your school and they do not arrive best practice is for school to try and engage the family; telephone calls, letters, visits (where appropriate). If contact cannot be made please inform the CMO know within 10 days of allocations.

**A child is leaving my school and moving abroad, what do I need to record?**

For children who move abroad, we would require the address that the child would be living at along with the school they will be attending, without this a referral would need to be made to CMO – we can't record "moved abroad", "left country", "Poland", "USA" etc. without clear confirmation.

If there were safeguarding concerns school would need to raise them without delay.

School would need to consider the reason for the move i.e. is it a planned move? Is it work related? Are there known family abroad? Have parents been open and informative? Have peers spoken to the child via social media since moving abroad etc. (discreetly).

School should request in writing from parents the details of the new address and name of school etc. (school will hopefully have sufficient contact details other than just mum and dad's phone numbers, i.e. friends/family in the UK, e-mail addresses, work contacts etc.)

If there are no safeguarding concerns and school have the above information the pupil file should remain with the UK school. A copy of the most recent reports would be provided to parents to give to the new school.

Where possible we would ask school to make every effort to confirm the young person's attendance at their new school (there is usually a colleague who can speak English), but we would need to be mindful of how we do this (usually via telephone), e-mail would not be secure to share confidential information.

**My young person is open to a social worker or attending a refuge do I still need to follow attendance procedures?**

It is important that school have a good relationship with social workers, liaising / sharing information accordingly, but continue to follow internal attendance procedures, school should not rely on the child's social worker to inform CMO etc.

**When can I remove the young person from my roll?**

We would advise that children remain on the school roll until their new school is confirmed or confirmation is received from CMO that the child/young person is known to another local authority with their CME team taking responsibility for the case. This will ensure that the young person does not slip between services/authorities.

If a child has moved within Nottinghamshire and is living outside of a reasonable distance to travel to their previous school this should be communicated to the CMO.

For missing children please refer to: [http://www.proceduresonline.com/nottinghamshire/scb/user\\_controlled\\_toms\\_area/uploaded\\_files/Children%20Missing%20from%20Care%20and%20Home%20Join%20protocol.pdf](http://www.proceduresonline.com/nottinghamshire/scb/user_controlled_toms_area/uploaded_files/Children%20Missing%20from%20Care%20and%20Home%20Join%20protocol.pdf)

**We all have a responsibility for a child's attendance, speak to a service, do not assume that somebody else will be dealing with it!**

<b>MASH – Multi Agency Safeguarding Hub</b> For children at risk of or actual harm. 0300 500 80 90 <a href="mailto:Mash.Safeguarding@nottscc.gov.uk">Mash.Safeguarding@nottscc.gov.uk</a>	<b>Virtual School – Looked After Children</b> (Sue Denholm) 0115 804 0644 <a href="mailto:virtual.schools@nottscc.gov.uk">virtual.schools@nottscc.gov.uk</a>	<b>Children Missing Officer (CMO)</b> (Glen Scruby) 0115 804 1045 <a href="mailto:glen.scruby@nottscc.gov.uk">glen.scruby@nottscc.gov.uk</a>	<b>Integrated Children's Disability Service (incl EHCP process)</b> 0115 804 1275 <a href="mailto:ICDS.Duty@nottscc.gov.uk">ICDS.Duty@nottscc.gov.uk</a>
<b>Traveller Advice (not referrals)</b> <a href="mailto:safecommunities.cc@nottscc.gov.uk">safecommunities.cc@nottscc.gov.uk</a>	<b>Exclusions</b> <a href="mailto:exclusions.ed@nottscc.gov.uk">exclusions.ed@nottscc.gov.uk</a> (perm) <a href="mailto:fixedterm.exclusions@nottscc.gov.uk">fixedterm.exclusions@nottscc.gov.uk</a>	<b>Fair Access</b> 0115 977 3225 <a href="mailto:fairaccess@nottscc.gov.uk">fairaccess@nottscc.gov.uk</a>	<b>Register Queries (Family Service)</b> South: 0115 854 8438 North: 0115 804 1591 West: 0115 804 1578
<b>Elective Home Education (EHE)</b> 01159 772 573 <a href="mailto:EHE@nottscc.gov.uk">EHE@nottscc.gov.uk</a>	<b>Early Help Unit (EHU)</b> 0115 804 1248 <a href="mailto:early.help@nottscc.gov.uk">early.help@nottscc.gov.uk</a>	<b>School Admissions (school use only)</b> 0115 804 1237 <a href="mailto:admissions.ed@nottscc.gov.uk">admissions.ed@nottscc.gov.uk</a>	<b>Health Related Education Team</b> 01623 799157 <a href="mailto:hretoffice@fountaindale.notts.sch.uk">hretoffice@fountaindale.notts.sch.uk</a>
<b>Whole School Safeguarding and Designated Person Training</b> <a href="mailto:safeguarding.training@nottscc.gov.uk">safeguarding.training@nottscc.gov.uk</a>	<b>Local Authority Designated Officer (LADO) (Eva Callaghan)</b> 0115 804 1272	<b>Customer Service Centre</b> including school apps, appeals, transport 0300 500 80 80	<b>Education Psychology Service</b> 0115 804 0828
<b>Tackling Emerging Threats to Children</b> (CSE, online grooming, internet safety, bullying, black and minority ethnic children, radicalisation) 0115 854 6440 – (please note this is not a case management team and referrals should not be made for individuals, this is a themed education programme)			

Version 4 –  
January 2018

## Appendix B: CME and PME Concern Flowchart 2018

CME pupils are those without a school roll, whilst PME pupils have a school roll but are prevented from, or unable, to access their school place effectively. In both cases the home address of these children will be known. This chart is not relevant to pupils who are simply refusing to attend (Family Service) or when the whereabouts of the child are unknown (Children Missing Officer).

<p><b>LEVEL ONE</b></p> <p><b>Any local authority officer, school, parent, external agency, concerned that a child is either CME or PME can refer the case.</b> E.g. This includes children who have no school roll, pupils accessing inappropriate part-time provision, pupils accessing inappropriate alternative provision, pupils who have unmet SEND or SEMH needs who are not attending their allocated school place, children registered as EHE but not accessing learning.</p>	<p>Refer the case to the Fair Access Team who may:</p> <ul style="list-style-type: none"> <li>• Provide advice and guidance</li> <li>• Refer the case to the weekly Children out of School meeting ( COOS) Chair: FA Team Manager</li> <li>• Allocate the case to a Fair Access Officer or the Children Missing Education Officer.</li> </ul> <p>Contact details for referral: <a href="mailto:Fairaccess@nottstcc.gov.uk">Fairaccess@nottstcc.gov.uk</a></p>
<p><b>LEVEL TWO</b></p> <p><b>Any local authority team manager</b> who believes that a child known to their service has</p> <ul style="list-style-type: none"> <li>• remained CME or PME for longer than 20 days and</li> <li>• that the current interventions made by the officers involved are not resolving the situation and</li> <li>• that the Local Authority may have a duty to provide interim education</li> </ul>	<p>Refer the case for consideration to the three weekly Vulnerable Children Education Commissioning Panel (VCEC). Chair: Group Manager SISPA.</p> <p>The VCEC panel may:</p> <ul style="list-style-type: none"> <li>• provide advice and guidance to services, schools and families.</li> <li>• provide support and challenge to services, schools and families.</li> <li>• Agree to fund interim education provision until appropriate long term education has been agreed.</li> </ul> <p>Contact details for referral: <a href="mailto:Gill.Bevington@nottstcc.gov.uk">Gill.Bevington@nottstcc.gov.uk</a></p>
<p><b>LEVEL THREE</b></p> <p><b>Any Team Manager or Group Manager</b> who believes that a child or young person has had no education for an unreasonable period of time and that services or schools maybe failing in their statutory duties.</p>	<p>Refer the case for consideration by the CME Board. Chair: Director Education, Learning and Skills.</p> <p>The Board will provide scrutiny and challenge and make recommendations as required.</p> <p>Contact details for referral: <a href="mailto:Amelia.mckenzie@nottstcc.gov.uk">Amelia.mckenzie@nottstcc.gov.uk</a></p>



## **Appendix C: CME Action Plan 2019/20**

### **Priority 1- Development and implementation of a revised Nottinghamshire CME strategy**

Impact Evidence:

- A revised CME strategy to be developed in partnership with key internal partners.
- Through a process of public consultation the CME Policy will mediate with key stakeholders including Nottinghamshire residents, the Dioceses, school based teachers and senior leaders and internal teams such as HRET, Education Psychologists, Family Service. In addition, the policy will be mediated and discussed at Fair Access Locality Panel meetings with senior leaders in schools.
- The strategy to be agreed by Children and Young People's and Policy Committee.

### **Priority 2- Strengthened locality knowledge of vulnerable children and processes to support them**

Impact Evidence:

- Following public consultation SEND locality working arrangements are being implemented with the intention that decisions regarding support and High Needs funding are made on a more local level in order that needs are met clearly and effectively.
- CME referrals to the Fair Access Team are routinely raised at Fair Access Locality Panel meetings where appropriate.

### **Priority 3- More robust processes to support vulnerable children and young people who are without a school place or access to education**

Impact Evidence:

- Children and Young People where Elective Home Education (EHE) is deemed unsuitable have been included in the revised Fair Access Protocol (February 2019)
- New recording and Data Management processes are being developed for the Fair Access Team to ensure consistent and timely monitoring of this group.
- 'Off Rolling' guidance has been developed and awareness continues to be raised with internal teams through mail out and briefing sessions. This guidance is also available to schools via school's portal and awareness was raised at headteacher briefings.
- Development of a system for identifying all Looked After Children placed in Nottinghamshire by other Local Authorities and providing support from the Fair Access Team to ensure that actions are taken so that these children have access to education where they are identified as being without a school place.

### **Priority 4- Strengthening systems to track and review of pupils not accessing full time provision**

Impact Evidence:

- Updated guidance regarding reduced timetables, including escalating referral routes, has been circulated to internal teams and briefing sessions continue to take place. Guidance has



been made available to schools via School's portal and awareness raised at headteacher briefings.

- A system for 'live' return of the reduced timetable, alternative provision and Fixed Term Exclusion data is being developed in Capita One Education by the Information and Systems Team.
- The Information and Systems Team are responsible for analysing the data returns and raising cases where there are concern with the Pupil Missing Education Practitioner within the Fair Access Team. These cases are then followed up with schools and support and challenge given where needed. For Children who are subject to a Child Protection Plan or Child in Need Plan, a formal letter is sent to the headteacher, chair of governors and copied to the relevant social worker seeking assurances around the provision being commissioned

#### **Priority 5- Processes for supporting children and young people who are registered as Electively Home Educated are reviewed in light of revised legislation**

Impact Evidence:

- An EHE internal systems review is taking place and will report back on recommendations to ensure the offer of support to EHE learners and families is appropriate.
- The EHE policy will be reviewed in partnership with key internal and external partners following revisions in legislation. A process of public consultation will be undertaken before the strategy is presented to Children and Young People's and Policy Committee for agreement.

## **Appendix D: Local Authority service responsibilities**

### **Virtual School team**

- Nottinghamshire's Looked After Children (LAC), including those placed out of Nottinghamshire
- Previously Looked After Children
- Asylum seeking children in dispute over age assessments

### **Fair Access team**

- Children on a school roll but not in full time education
- Children without a school place accessing interim NCC provision
- Fair Access pupils
- Children educated other than at school
- Children on roll of a school receiving NCC funded provision to ensure continued access to education
- Children out of school
- Children on managed moves
- Children who are known to be on part time provision
- Children where Elective Home Education is deemed unsuitable and who are required to return to school
- Other Local Authority LAC placed in Nottinghamshire.

### **Partnership Officers**

- Permanently Excluded Children without an EHCP
- Children at risk of Permanent Exclusion

### **Children Missing Education Officer**

- Children whose whereabouts are unknown but are on a school roll
- Children whose whereabouts are known but who are not on a school roll (i.e. moved into the area)

### **Youth Justice Coordinator**

- Young offenders who are subject to a court order
- Young people in custody
- Young people on remand

### **Family Service**

- Gypsy, Roma and Traveller (GRT) families not engaged with education
- Young people receiving education in FE settings dropping in and out
- New or returning Travellers to Nottinghamshire without a school place
- Eastern European migrants without a school place
- Children with a school place of statutory school age who are not attending regularly

### **Locality Coordinators for health related education**

- Pregnant young girls and young mothers

- Children without a school place accessing health related education

#### **Educational Psychology Service and officers in the Integrated Children's Disability Service (ICDS)**

- Children with SEND accessing special, specialist and alternative provision within Nottinghamshire
- Children with SEND accessing provision outside of Nottinghamshire
- Children with SEND with an Education, Health and Care Plan (EHCP)
- Children with an EHCP receiving Elective Home Education
- Young people with SEND accessing post 16 alternative provision

#### **Early years and Early Intervention Officers**

- Vulnerable 2,3,4 year olds not accessing funded provision

#### **Children's Social Care Officers**

- Children in need and children on child protection plans
- Children and young people who are hospitalised long term
- Children at risk of sexual exploitation, human trafficking, female genital mutilation (FGM), forced marriage
- Children in homes experiencing domestic violence
- Young carers
- Children and young people who self-harm and/or misuse illegal drugs and alcohol

#### **Access and Admissions Strategy Team Manager**

- Children not transitioning between key stages

**POLICY & PROCEDURE GUIDE – FRONT SHEET**

**Author:** Sarah Whitby

**Owner:** Corporate Director,  
Children and Families Services

**Area of service:** Elective Home Education, Education Learning and Skills

**Title**

Policy for Elective Home Education

**Aim**

The aim of this policy is to ensure clear procedures are in place to enable the local authority to work in partnership with parents who choose to electively home educate their children and to discharge its statutory duties in relation to electively home educated children and young people.

**Statutory basis**

Education Act 1996

**Supporting documents**

Elective Home Education;  
Departmental Guidance for Local  
Authorities, April 2019

Nottinghamshire County Council  
Children Missing Education  
Strategy 2014

**Approved by:**

\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

**Latest Equality Impact  
Assessment:**

\_\_\_\_\_ November 2019

**Implementation date:** to be agreed

**Review date:**

3 years from agreement

**Amendments:**

## **Nottinghamshire County Council Children and Families Services**

### **POLICY FOR ELECTIVE HOME EDUCATION**

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#### **Appendix A- Nottinghamshire registration, visits and suitability process**



## **1. Introduction**

- 1.1 This document applies to those children whose parents<sup>1</sup> have chosen to educate their children at home. The document sets out parental rights and responsibilities, the current legal position and outlines Nottinghamshire County Council's procedures in respect of Elective Home Education.
- 1.2 Elective Home Education is the term used by the Department of Education to describe parents' decisions to provide education for their children at home instead of sending them to school. This is different to home tuition provided by the local authority other than at school because the electively home educated child does not appear on any school roll, or access provision made through the County Council's 'Educated Otherwise Than at School' arrangements.
- 1.3 Home education is an option that families may consider for their children's education. Parents may choose to electively home educate their child for many reasons. This may include decisions based on ideological or philosophical views, religious or cultural beliefs or because they believe that their child's needs may be better met in this way. It may be due to dissatisfaction with the school system or as a short-term intervention for a variety of reasons.
- 1.4 Educating children at home works well when it is a positive, informed and dedicated choice, but there is evidence that not all children who are educated at home are in receipt of suitable education. The local authority has a moral and social obligation to ensure that children are safe and are being suitably educated and Nottinghamshire County Council's aim is to ensure that all children receive a good education that enables them to reach their potential and prosper into adulthood.
- 1.5 As there is no compulsory registration scheme for children who are electively home educated the number of children who are educated in this way remains unknown. Nationally the number of electively home educated children is believed to be growing steadily and this is reflected in Nottinghamshire.

## **2. Background**

- 2.1 This policy is informed by the [2019 guidance provided by the DfE](#).
- 2.2 Section 7 of the [The Education Act 1996](#) provides that:

*"The parent of every child of compulsory school age shall cause him to receive efficient full-time education suitable –*

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<sup>1</sup> Throughout this Policy 'parents' should be taken to include all those with parental responsibility, including guardians and carers.

- (a) to his age, ability and aptitude, and  
(b) to any special educational needs he may have,

*either by regular attendance at school or otherwise."*

- 2.3 The [United Nations Convention on the Rights of the Child \(Article 28\)](#) recognises the right of all children to an education

- 2.4 [Article 2 of Protocol 1 of the European Convention on Human Rights](#) states that:

*"No person shall be denied the right to education. In the exercise of any functions which it assumes in relation to education and to teaching, the State shall respect the right of parents to ensure such education and teaching is in conformity with their own religious and philosophical convictions."*

- 2.5 Nottinghamshire County Council is committed to eliminating discrimination, advancing equality of opportunity and fostering good relations between people in accordance with the [Equality Act 2010](#) and the [Public Sector Equality Duty](#).

### **3. Aims of the Policy**

- 3.1 The aim of this policy is to ensure that the local authority has clear and consistent procedures in place for working in partnership with parents who choose to Electively Home Educate their children and discharging its statutory duties in relation to the education of all children living within Nottinghamshire.
- 3.2 The local authority, in its role as champion for all children and young people whether they are educated in school or elsewhere, has a duty to promote the achievement of all children and young people. In doing so it will seek to establish the identities (so far as possible), of the children in Nottinghamshire who are home educated, and offer information, advice and guidance to parents. The local authority will also intervene where there are concerns that a child is not receiving a suitable education or there are concerns about a child's well-being or safety
- 3.3 The policy seeks to affirm the principles upon which the local authority undertakes its duty towards electively home educated children and young people.
- 3.4 The policy aims to give parents who are considering removing their child from school to home educate them, the opportunity to fully explore the implications, and to assist them in making an informed decision that is an active and positive step in the best interests of their child.

- 3.5 Through this policy the local authority is committed to working in partnership with parents, children and young people and the wider elective home education community. The local authority will uphold the principles described below in discharging its duty towards children and young people.

#### **4. Principles underpinning the Local Authority's policy**

- 4.1 The local authority's ambition is for Nottinghamshire to be a place where children are safe, healthy and happy, where everyone enjoys a good quality of life and where everyone can achieve their potential.
- 4.2 All children and young people have a right to an education that is appropriate to their age, ability and aptitude which takes into account any special educational needs and disabilities they may have.
- 4.3 The local authority recognises that parents have the legal responsibility for ensuring that their children are suitably educated and respects the rights of parents who choose Elective Home Education for their child. The local authority seeks to work in partnership with and offer support to all parents who make this choice.
- 4.4 The local authority acknowledges that children learn in different ways and at different times and speeds. It appreciates that parents and their children might require a period of adjustment before finding their preferred mode of learning and that families may change their approach over time.
- 4.5 The decision by parents to elect to educate their child other than at school should be an informed, active and positive one. It is important that parents obtain sufficient information about home education when making the decision and the local authority recognises its role in making this information available<sup>2</sup>
- 4.6 Where a parent's decision to withdraw their child from school is as a result of conflict, bullying or emotional problems the school should work closely with the parents and appropriate local authority support services to resolve the issues wherever possible<sup>3</sup>. This may include a tripartite meeting of the family, the school and an adviser to ensure that all avenues of meeting the students' needs have been explored.
- 4.7 Every effort must be made to ensure that the child continues their education in school if that is in their best interests. The local authority will work with all maintained schools, academies and independent schools to ensure that they adhere to statutory guidance in relation to attendance, exclusions and the removal of children from a school roll<sup>4</sup> to reduce the potential for children to be displaced into elective home education by default or go missing.

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<sup>2</sup> Nottinghamshire County Council's '[Guidance to parents](#)' provides further information to parents

<sup>3</sup> Further details of support services can be found at [www.nottshelpyourself.org.uk](http://www.nottshelpyourself.org.uk)

<sup>4</sup> Nottinghamshire County Council's [Off Rolling Guidance](#)

- 4.8 There are a variety of approaches to providing a suitable, full-time education and an electively home educated child may not necessarily follow a programme of study designed for the school sector.
- 4.9 The local authority is required as far as possible, to identify children who are not in receipt of a suitable education and appropriate enquiries shall be made to this end in respect of children who are electively home educated. Enquiries will be undertaken by suitably qualified and trained representatives of Nottinghamshire County Council.
- 4.10 If it appears through appropriate enquiries, that suitable provision is not being made for the child, the local authority will recommend a return to school.

## **5. Parental rights and responsibilities**

- 5.1 Parents may elect to home educate at any stage up to the end of compulsory school age. They must ensure that their children receive suitable full-time education for as long as they have elected to educate them at home.
- 5.2 On the basis of international comparisons, the current legislative framework for home education is relatively permissive. Parents' education provision will reflect a diversity of approaches and interests. Some parents may wish to provide education in a formal and structured manner, following a traditional curriculum and using a fixed timetable that keeps to school hours and terms. Other parents may decide to make more informal provision that is responsive to the developing interests of their child.
- 5.3 Parents' right to educate their child at home applies equally where a child has Special Educational Needs (SEN). This right applies, irrespective of whether the child has an Education Health and Care Plan or not.
- 5.4 Parents are not required to register or seek the approval from the local authority to educate their child at home. However, parents who choose to electively home educate in Nottinghamshire are strongly advised to register their child with Nottinghamshire County Council's Elective Home Education team. Parents must have the local authority's agreement to withdraw their child from school if the child has an Education, Health and Care Plan and attends a special school.
- 5.5 Parents are not required to have any qualifications or training to provide their children with a suitable education.
- 5.6 Parents may choose to employ other people to educate their child, though they themselves will continue to be responsible for the education provided. They will also be responsible for ensuring that anyone they engage is a suitable person to have access to children and that their child is not

attending an unregistered setting.

- 5.7 Parents who choose to educate their children at home must be prepared to assume full financial responsibility, including bearing the cost of any public examinations.
- 5.8 Home educating parents are not required to have any ongoing contact with the local authority in relation to their child's education unless there is a cause for concern.

## **6. Local authority responsibilities**

- 6.1 Local authorities have a statutory duty under [section 436A of the Education Act 1996](#), inserted by the Education and Inspections Act 2006, to make arrangements to enable them to establish the identities, as far as it is possible to do so, of the children in their area who are not receiving a suitable education. The duty applies to children of compulsory school age who are not on a school roll, and who are not otherwise receiving a suitable education at home, privately, or in alternative provision.
- 6.2 Under section 436A, children missing education are defined as 'children of compulsory school age who are not on a school roll, not placed in alternative provision by the local authority and not receiving a suitable education at home'.
- 6.3 Local authorities have no statutory duties in relation to monitoring the quality of elective home education on a routine basis. However, under [section 437\(1\) of the Education Act 1996](#), local authorities shall intervene if it appears that the parents are not providing a suitable education. If it appears to a local authority that a child of compulsory school age in their area is not receiving suitable education, either by regular attendance at school or otherwise, they shall serve notice in writing on the parent requiring him to satisfy them within the period specified in the notice that the child is receiving such education." Parents must have at least 15 days to respond to such a notice.
- 6.4 If parents do not make a response, or if they fail to satisfy the authority that the child is receiving a suitable education, and it is expedient that the child attends school, then the authority will serve a School Attendance Order requiring the parent to cause the child to become a registered pupil at the school named in the order. The basis on which schools are selected for this purpose is outlined in Sections 438 to 441 of the Education Act 1996.
- 6.5. Where a child has a statement of special educational needs or an Education Health and Care Plan (EHCP) and is electively home educated, it remains the local authority's duty to ensure that the child's needs are met and to maintain the EHCP. The EHCP should be reviewed annually. However, the local Authority is relieved of its duty to make the provision

outlined in the statement

## **7 The Nottinghamshire context<sup>5</sup>**

- 7.1 A voluntary registration scheme is operated and all parents who provide home education are encouraged to notify the local authority.
- 7.2 Schools and academies are required to inform the local authority of all deletions from the admissions register and the grounds upon which a child's name is to be deleted<sup>6</sup>. Where elective home education is reported in this way children will be registered with Nottinghamshire County Council's Elective Home Education (EHE) team.
- 7.3 The [Children Act 2004](#) places a duty on all stakeholders to share information for the purposes of safeguarding and promoting the welfare of children. All children brought to the attention of the local authority as being in receipt of elective home education will be registered with Nottinghamshire County Council's EHE team in order that the local authority is able to discharge its duty under [section 436A of the Education Act 1996](#). Nottinghamshire County Council must of course comply with the General Data Protection Regulation and the Data Protection Act 2018
- 7.4 A visit by an elective home adviser is commissioned to offer support and guidance to parents who choose to electively home educate. In most cases they will be satisfied that education is suitable and will continue to offer advice and information to the home educating parent if needed, along with further support visits as agreed with the parent.
- 7.5 If the Adviser has concerns about the suitability of the education provision or feels that a parent just beginning home education needs more time to establish a programme of elective home education, then they may recommend a follow up visit takes place within a specified timescale.
- 7.6 DfE guidance (2019) recommends that in all cases where it is not clear as to whether home education is suitable local authorities should work to address the situation informally. Where parents decline a visit and do not provide other evidence of suitable education Nottinghamshire County Council's EHE team will ask the parents for further information about the education that is being provided. 'Parents are under no duty to respond to such enquiries, but if a parent does not respond, or responds without providing any information about the child's education, then it will normally be justifiable for the authority to conclude that the child does not appear to be receiving suitable education' (DfE Guidance 2019)

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<sup>5</sup> Appendix A provides a visual representation of the Nottinghamshire process, including timetables, prioritisation of support offered and action taken if education is not deemed to be suitable

<sup>6</sup> [The Education \(Pupil Registration\) \(England\) Regulations 2006](#)



- 7.7 If following an adviser visit, or the receipt or absence of other information, it is deemed that the education provision is unsuitable<sup>7</sup> then support will be offered to explore options for a return to school and a referral made to the Fair Access Team, who will monitor the child's return to school and offer support, where needed, to ensure this happens. If applications are not made to school within 4 weeks, then a School Attendance Order will be requested.

## **8. Safeguarding**

- 8.1 Local authorities have a duty under [section 11 of the Children Act 2004](#) and [section 175 \(1\) of the Education Act 2002](#) to safeguard and promote the welfare of children. The welfare and protection of all children, both those who attend school and those who are educated at home, are of paramount concern and the responsibility of the whole community. [Working Together to Safeguard Children 2018](#) states that all agencies and individuals should aim to proactively safeguard and promote the welfare of children.
- 8.2 Every practitioner, and school in Nottinghamshire working or in contact with a child has a responsibility to follow the process to report this as described in the [Nottinghamshire County Council Children Missing Education Strategy 2014](#) if they know or suspect that a child is not receiving a suitable education.
- 8.3 As with school educated children, safeguarding issues may arise in relation to electively home educated children. If concerns come to light in the course of engagement with children and families, or otherwise, they shall be addressed in accordance with the process set out in [Nottinghamshire Safeguarding Children Partnership child protection procedures](#). The duties of Nottinghamshire's EHE service in respect of safeguarding children are described in the Nottinghamshire County Council's 'Guidance to parents'.
- 8.4 Nottinghamshire's [Pathway to Provision](#) document aims to support practitioners in identifying a child, young person and family's level of need and to enable the most appropriate referrals to access support either through a referral to Children's Social Care or other agencies.

## **9. Maintained and independent schools and academies: roles and responsibilities**

- 9.1 Schools should explore with parents all the immediate and longer-term implications of taking their child off roll. In line with DfE guidance (2019) it is strongly advised that parents confirm in writing to the school their intention to home educate to avoid misunderstanding; if no such written

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<sup>7</sup> Means by which suitability is determined in Nottinghamshire is outlined in [Nottinghamshire County Council's Guidance to parents](#)

confirmation is provided to the school then Nottinghamshire County Council requires the school to provide a written confirmation to the EHE service of the decisions made.

- 9.2 The school must inform the EHE Team within 14 days of the parents' decision to deregister their child. They should follow the legal requirements and the agreed local authority protocols for taking children off roll. Any safeguarding concerns must also be reported.

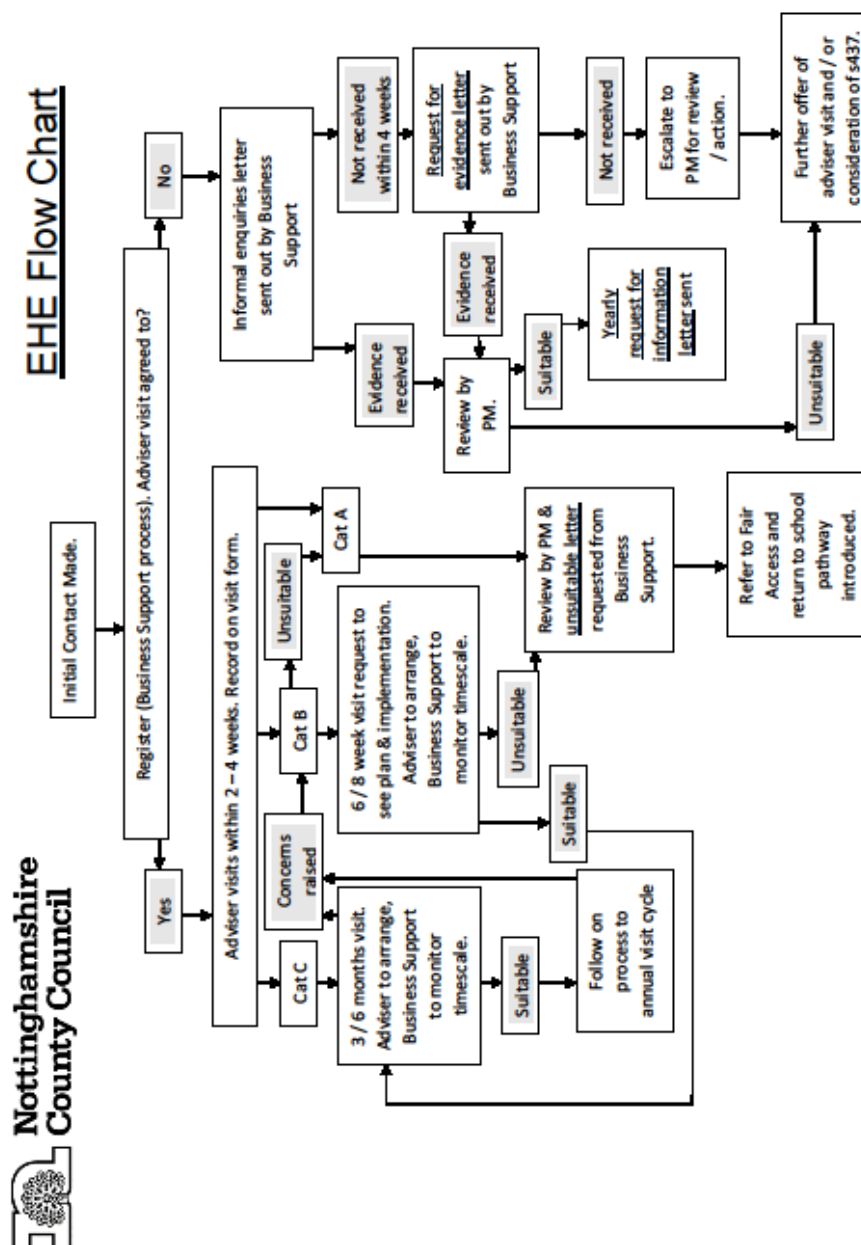
## **10. Monitoring and reporting arrangements.**

- 10.1 Details of all children and young people who are electively home educated are maintained in a secure database within the Education, Learning and Skills Service.
- 10.2 A programme of visits, described in section 6, is undertaken by Advisers with the agreement of parents. A report on the suitability of education arrangements, based upon local authority criteria, is published to parents. Each report is quality assured by the Programme co-ordinator, who reports on outcomes to the responsible manager in the Education Learning and Skills Service.
- 10.3 A report on the children and young people who are electively home educated, detailing the numbers, reasons and quality of provision and including the number of school attendance orders and education supervision orders issued is submitted to County Councillors on a 6-monthly basis.
- 10.4 Where a child has an EHCP, the Local Authority is required to monitor the educational provision and to arrange for the statement to be annually reviewed. This review will be conducted by the Integrated Children's Disability Service.

## **11 Review of this policy**

- 11.1 It is intended that this policy statement is reviewed within three years of its publication unless the arrangements have to change as a result of County Council policy development or changes in legislation before this date.

## Appendix A- Nottinghamshire registration, visits and suitability process



### Key:

Priority A- Unsuitable or safeguarding concerns

Priority B- Concern that provision is not yet fully in place or needs adding to

Priority C- Suitable education in place

PM- Programme Manager



## **APPENDIX 3 CONSULTATION SUMMARY AND ANALYSIS OF RESPONSES**

### **CHILDREN MISSING EDUCATION STRATEGY**

#### **Qu 1. A total of 10 responses were received to the public consultation**

- 1 school governors
- 1 parent
- 6 local authority employees
- 1 education trustee
- 1 parish council clerk on behalf of the parish council

#### **Qu 2. How strongly do you agree or disagree that the proposed Nottinghamshire Children Missing Education Strategy enables the Local Authority to undertake their legal duty under Section 436A to identify, as far as possible, children missing education?**

90% of respondents were in agreement, with 1 respondent disagreeing. It was commented that the proposed actions should enable Nottinghamshire to fulfil its legal duty but with the caveat that the local authority relies upon schools to provide information and that once obtained, the information needs to be acted on in a timely manner to be effective. A concern was raised about the difficulties of identifying Gypsy, Roma and Traveller children missing education.

The proposed Nottinghamshire CME Strategy is intended to guide the work of local authority officers, schools and other agencies in the procedures and practices to be followed in order to track, monitor and maintain contact with children and young people at risk of or already missing education. This will prevent vulnerable children and young people becoming 'unknown' to relevant professionals and therefore becoming even more high risk.

#### **Qu 3. How strongly do you agree or disagree that the proposed Nottinghamshire Children Missing Education Strategy adequately describes the support and challenge that is offered in respect of children and young people who are registered at a school but who do not appear to be accessing or being provided with their educational entitlement?**

Again 90% of respondents were in agreement with 1 person disagreeing. Respondents again commented on the need for information to be acted on promptly, and concerns were also raised by one respondent about schools' use of part time timetables and "grey exclusions"

The proposed Nottinghamshire CME Strategy explains that an additional Pupil Missing Education (PME) practitioner is employed within the Fair Access Team to review data returned to the Local Authority by Schools detailing children and young people not in receipt of their full education entitlement (reduced timetable) or educated in commissioned alternative provision.

The referral process for any service or school to report concern that a child is either CME or PME is outlined in Appendix B of the proposed CME Strategy document. This includes children who have no school roll, pupils accessing inappropriate part-time provision, pupils accessing inappropriate alternative provision, pupils who have unmet SEND or SEMH needs who are not attending their allocated school place and children registered as Elective Home Education but not accessing learning.

**Qu 4. How strongly do you agree or disagree that the key priorities in the CME action plan are appropriate to support the effective delivery of the Children Missing Education Strategy?**

One respondent disagreed, with the remainder either being in agreement or neither agreeing nor disagreeing. One respondent commented on the need for all partners to fully engage with the process for it to be effective

The CME Action Plan, which is included as Appendix C of the proposed Nottinghamshire CME Strategy, identifies the following priorities:

1. Development and implementation of a revised Nottinghamshire CME strategy
2. Strengthened locality knowledge of vulnerable children and processes to support them
3. More robust processes to support vulnerable children and young people who are without a school place or access to education
4. Strengthening systems to track and review pupils not accessing full time provision
5. Review of processes for supporting children and young people who are registered as Electively Home Educated in the light of revised legislation

**Qu 5. Are there any other vulnerable groups of students that you feel should be detailed at Appendix D of the Children Missing Education Strategy?**

**Please list**

Only 1 respondent provided an answer to this question. This person felt that it should also include children whose parent(s) have a diagnosis, or who are displaying possible symptoms of, a mental health issue. This would pose obvious difficulties in terms of identification and confidentiality but can be further considered if deemed appropriate.

The proposed Nottinghamshire CME Strategy explains that DFE guidance specifically identifies vulnerable groups as pupils at risk of harm/ neglect, children of Gypsy, Roma and Traveller families, children of Service Personnel, missing children and runaways, children and young people supervised by the Youth Justice System, children who cease to attend a school and children of migrant families. It also acknowledges the recent Timpson review, which also highlighted the link between children who are excluded either on a fixed term or permanently and the time they miss from education and makes recommendations to try and address this.

The proposed Nottinghamshire CME Strategy actually lists a much broader group of children in Appendix D of the document and also identifies the Local Authority Services responsible for each of these groups. The Strategy recognises that the numbers overall are relatively small and recognises that Nottinghamshire County Council has a responsibility to identify these vulnerable children and young people individually to ensure that its resources are targeted on those who need them most.

**Qu 6. Do you have any further comments regarding the proposed strategy or are there any changes you feel need to be made to it?**

3 respondents made additional comments. The concerns raised were largely regarding schools' engagement with the strategy. One described the issues of "own admission authority schools who do not participate in the in-year coordinated scheme".

The vast majority of respondents expressed agreement with the proposed strategy.



## **APPENDIX 4**

### **CONSULTATION SUMMARY AND ANALYSIS OF RESPONSES**

#### **ELECTIVE HOME EDUCATION POLICY**

##### **Qu 1. In what capacity are you responding to the consultation?**

A total of 31 responses were received to the public consultation:

- 11 parents
- 2 school governors
- 6 local authority employees
- 2 school heads
- 4 school staff
- 1 parish councillor
- 1 parish clerk on behalf of council
- 1 Home educator from another LA
- 1 EHE Professional from another LA
- 1 Trust staff
- 1 Nottingham College staff

##### **Qu 2. Nottinghamshire County Council is committed to working in partnership with parents who choose to electively home educate their children. How strongly do you agree or disagree that the proposed Nottinghamshire Elective Home Education Policy reflects this commitment?**

70% of respondents were in agreement, with 13.33% neither agreeing nor disagreeing and 16.67% in disagreement. It was commented that the proposed policy made it clear that EHE is a legal choice for parents, and that whilst there is no duty to monitor routinely, the LA has to take action when it believes that the education is unsuitable. A small number of parents who responded felt that the policy was biased against home education and two expressed concern about how Advisers would judge the suitability of the elective home education programme.

The proposed Nottinghamshire EHE Policy makes it clear that the principle of working in partnership with parents who choose to home educate underpins the entire policy. The local authority respects the legal right of parents to choose Elective Home Education for their child and recognises that that it works well when it is a positive informed and dedicated choice. However, it also acknowledges that there is evidence that not all children who are educated at home are in receipt of suitable education. Nottinghamshire County Council's aim, as stated in the policy, is to ensure that there are clear and consistent procedures in place for working in partnership with parents who choose to Electively Home Educate their children whilst also discharging its duties in relation to the education of all children living within Nottinghamshire

##### **Qu 3. The proposed policy has been specifically updated to reflect the April 2019 Guidance Issued by the DfE in relation to Elective Home Education. How strongly do you agree or disagree that the proposed Nottinghamshire Elective Home Education Policy reflects the advice contained within this guidance?**

Again 70% of respondents agreed with the statement, with 20% neither agreeing nor disagreeing. 6.67% disagreed and one respondent was unsure. Four respondents also made comments, three of whom broadly accepted that the policy did reflect the guidance. However, one felt that the policy was selective regarding the areas of guidance it had chosen to emphasise, and two felt that in some areas, the policy (and indeed the DfE Guidance) went beyond what was required in law.

The proposed Nottinghamshire Elective Home Education Policy is informed by the 2019 Guidance document provided by the EHE, which is quoted throughout the document.

**Qu 4. The proposed policy aims to be clear on the process for voluntary registration, visits and determination of suitability. How strongly do you agree or disagree that the proposed Nottinghamshire Elective Home Education Policy offers clarity and transparency regarding this process?**

76.67% of respondents were in agreement, with 6.67% neither agreeing nor disagreeing. 16.67% disagreed. A few respondents felt that more clarity may be needed in the determination of “suitability” although this is made clearer in the Guidance document which Nottinghamshire has produced for parents who choose to electively home educate their children. This document is referenced in the text of the proposed policy.

The proposed Nottinghamshire Elective Home Education Policy explains that Nottinghamshire operates a voluntary registration scheme which parents are encouraged to join, as this provides access to support, guidance and advice from Elective Home Education Advisers. In most cases Advisers will be satisfied that education is suitable and will continue to offer support and advice if needed. If the Adviser is concerned about the suitability of the education provision, the proposed policy explains that the local authority will initially work to address the situation informally although, in line with the DfE Guidance (2019), and with Section 437(1) of the Education Act 1996, if the parent fails to satisfy the local authority after a specified period of time that the child is receiving a suitable education, either by attendance at school or otherwise, then the local authority will take action to address this.

**Qu 5. Local authorities have a statutory duty under section 436A of the Education Act 1996, inserted by the Education and Inspections Act 2006, to make arrangements to enable them to establish the identities, as far as it is possible to do so, of the children in their area who are not receiving a suitable education. How strongly do you agree or disagree that the proposed Nottinghamshire Elective Home Education Policy enables the Local Authority to undertake this legal duty?**

60% of respondents agreed with this and 20% neither agreed nor disagreed. 4 respondents were not in agreement and the remainder did not know. Some respondents commented that the local authority may find it difficult to establish the identities of children in their area not receiving a suitable education as registration is not compulsory. Two others also commented that children attending school may not be receiving a suitable education either.

One respondent recommended that the policy should also reflect the local authority’s duty to comply with the Data Protection Act and GDPR and one queried the wording of paragraph 4.9. In the light of these comments, amendments have been made to the Policy.

The proposed Nottinghamshire Elective Home Education Policy makes its statutory duty in respect of the identification of children who are not receiving a suitable education clear in Section 6. The proposed policy also states that it will make “appropriate enquiries to this end in respect of children who are electively home educated”. The proposed policy also explains that schools and academies are required to inform the local authority of all deletions from their admissions register and the grounds on which the child’s name has been removed. Where elective home education is reported as the reason the local authority will register the child and offer a visit from an Elective Home Education Adviser who will in due course make an assessment of the suitability of otherwise of the education being provided. If

parents decline a visit from an Adviser and do not provide other evidence of a suitable education, Nottinghamshire will request further information from the parent. If this is not forthcoming, then the policy makes it clear that Nottinghamshire would be justified in concluding that the child may not be receiving a suitable education and in taking appropriate action to address this.

**Qu 6. Under section 437(1) of the Education Act 1996, local authorities shall intervene if it appears that the parents are not providing a suitable education.**

**How strongly do you agree or disagree that the proposed Nottinghamshire Elective Home Education Policy adequately describes the steps that shall be taken if it appears that a suitable education is not being provided?**

70% of respondents were in agreement with this with 13.33% neither agreeing nor disagreeing. 16.67% did not agree. One respondent felt that greater clarity was needed in terms of how suitability is determined, and one would have preferred more information on how parents might address perceived gaps in provision. Another felt that the local authority's statutory powers under Section 436A of the Education Act 1996 should be emphasised more to ensure parents are aware. Once again, the point was made that not all children who are home educated are known to the local authority as there is no legal requirement to register.

The proposed Nottinghamshire Elective Home Education Policy outlines in Section 7 the steps which will be taken if it appears that a suitable education is not being provided. Appendix A of the proposed Policy document also provides a visual representation of the Nottinghamshire process, included actions to be taken if education is not deemed to be suitable. The means by which suitability is determined in Nottinghamshire is outlined in Nottinghamshire County Council's Guidance to Parents which is referenced in the proposed policy.

**Qu 7. Do you have any further comments regarding the proposed policy or are there any changes you feel need to be made to it?**

A total of 11 people made additional comments on the proposed policy. Several of them made reference to the difficulties in identifying children not in receipt of a suitable education when registration is not mandatory. A few parents felt that the tone of the policy needed to be changed to reflect a commitment to establishing positive relationships with home educating parents. Another raised the issue of information sharing and again reference was made to schools not always providing a suitable education for some children.

A significant majority of respondents expressed agreement with the proposed policy.



**REPORT OF THE CHAIRMAN OF THE CHILDREN AND YOUNG PEOPLE'S  
COMMITTEE****SCHOOLS AND EARLY YEARS FUNDING: AGREEMENT OF THE LOCAL  
FUNDING FORMULA FOR 2020-21****Purpose of the Report**

1. This report seeks approval for the adoption of the Nottinghamshire Schools and Early Years local funding formula, as recommended by the Schools Forum, for the financial year 2020-21.

**Information**

2. All local authorities are required to use a local funding formula (LFF) to distribute the Schools Block of the Dedicated Schools Grant funding to all mainstream primary and secondary maintained schools, academies and free schools.
3. In accordance with the School and Early Years Finance (England) Regulations 2018, the responsibility for determining the LFF for schools and early years providers lies with the Local Authority (i.e. the Council). Prior to agreeing the formula, the Local Authority must first consult with the Schools Forum and all maintained schools and academies in the area on the proposed changes. Where any proposed changes affect early years providers they too must be consulted. The Schools Forum is a representative body from the Nottinghamshire schools and early years community which is constituted to make decisions and give guidance to the Local Authority about the Schools Budget.
4. In 2018-19 the National Funding Formula (NFF) was introduced for schools, high needs and central school services. The NFF is used to calculate the funding blocks within the Dedicated Schools Grant (DSG) and determine the funding allocations that local authorities receive. Local authorities however, have continued to determine the final funding allocations for schools through their LFF and will do so again for 2020-21. The Early Years National Funding Formula was introduced in 2017-18.

## Schools Local Funding Formula

5. When the NFF was introduced Nottinghamshire chose to mirror the formula factors and unit values in the LFF as far as possible. In 2018-19 and 2019-20 the Local Authority could not adopt the NFF in full because of the need to transfer 0.5% of Schools Block funding to the High Needs block to ease the significant pressures on it. As a result of the 0.5% transfer, the additional High Needs grant allocation unexpectedly announced in December 2018 of £1.737m for each of the financial years and the additional measures put in place to manage the High Needs budget, it did not overspend in 2018-19 but is projected to do so in 2019-20.
6. In October 2019 Central Government announced a significant increase in funding for schools and children with special educational needs (SEN). The indicative 2020-21 funding allocation for the High Needs Block indicated an increase of £11.5m (17.4%) which would be sufficient to cover the anticipated budget pressure for 2020-21 and invest in services to support the education of children and young people with SEND. Therefore, for 2020-21, no transfer of funding from the Schools Block to the High Needs Block is proposed.
7. The funding announcement also included the key features of the 2020-21 Schools Block NFF as follows:
  - the Minimum Per Pupil (MPP) funding levels are set at £3,750 for all primary schools and £5,000 for all secondary schools. The primary level will rise to £4,000 in 2021-22. These levels are mandatory for all local authorities to use in their local funding formula (LFF)
  - the funding floor will be set at 1.84% in line with the GDP deflator, to protect pupil-led per-pupil funding in real terms. This minimum increase will be based on individual schools NFF allocation in 2019-20
  - schools that are attracting their core NFF allocations will benefit from an increase of 4% to the formula's core (i.e. pupil led) factors. The exception to this is Free School Meals which will be in line with inflation at 1.84%
  - the gains cap has been removed
  - mobility is now on a formula basis and not historic spend as in previous years.
8. A report was considered by the Schools Forum in November 2019 which outlined the position with the indicative 2020-21 Schools Block funding announcement and possible consultation options. The view of the Forum was that the consultation proposals should be to mirror the NFF in full.
9. The consultation document and financial model was considered further by a small number of Forum members and Council officers who liaised to agree and finalise them. The formal consultation on the proposals was held from 14 - 28 November 2019.
10. The Schools Forum met on 12 December 2019 to consider the consultation responses and decide on how the formula should be implemented for 2020-21. The Forum approved all the Schools Block proposals as below and shown in **Appendix 1**:
  - adoption of all NFF factors and unit values
  - Minimum Funding Guarantee (MFG) of +1.84%



- removal of the gains cap.

11. The Schools Local Funding Formula was submitted to the Education & Skills Funding Agency (ESFA) by its deadline of 21 January 2020 and indicated that it still required political approval.

### **Early Years Funding Formula**

12. A report was considered by the Schools Forum in November 2019 which outlined the position with the indicative 2020-21 Early Years Block funding and possible consultation options which had been developed in collaboration with the Early Years Consultation Group.
13. On 31 October 2019 the Department for Education announced the Early Years Block 2020-21 funding allocations and for Nottinghamshire this included an increase of 8p per hour for 2, 3 and 4 year olds. One of the main proposals therefore was to pass this increase in full to child care providers.
14. There was a further proposal to increase the base hourly rate for 3 and 4 year olds by another 10p (18p in total) in order to fully allocate the Early Years Block in anticipation of an identified trend of underspend due to a fall in the number of children accessing funded childcare places in the Autumn term. This trend had been experienced in 2017-18, 2018-19 and projected again for 2019-20.
15. The Early Years Funding Formula consultation made it clear that this element of the hourly rate increase may only be temporary if there is a significant increase in take up of child care places in the Autumn term in future years.
16. The consultation documents were considered further by a small number of Forum members and Council officers who liaised to agree and finalise them. The formal consultation on the proposals for the Early Years Funding Formula was held from 14 - 28 November 2019.
17. The Schools Forum met on 12 December 2019 to consider the consultation responses and decide on how the formula should be implemented for 2020-21. The Forum approved all the proposals for the Early Years funding formula as below and shown in **Appendix 1**:
  - 18p increase to the base hourly rate for 3 & 4 year olds
  - 8p increase to the base hourly rate for 2 year olds
  - extension to the deprivation supplement criteria to include looked after children
  - additional deprivation supplement for 3 & 4 year olds eligible for Early Years Pupil Premium at 10p per hour.

### **High Needs Block**

18. Whilst Nottinghamshire's high needs budget did not overspend in the 2018-19 financial year as a result of the 0.5% transfer and the in- year funding allocated in December 2018, it remains the case that there continues to be significant pressure on this budget. Currently, there is a projected overspend of £1.5m by the end of this financial year which will be funded from the Non-Individual School Budgets (Non-ISB) reserve. The significant

increase in the funding allocation for 2020-21 is to be welcomed. However, it remains the case that whilst Nottinghamshire has been one of the most significant gainers the County continues to receive less funding per head of population than all our statistical neighbours.

19. Nottinghamshire is still experiencing an annual compound increase in the numbers of Education, Health and Care Plans (EHCPs) in excess of 10%, with the increase in the year to January 2019 being over 11%. This level of demand places considerable pressure on existing SEND educational provision and is one of the key drivers behind the increasing cost pressures being experienced.
20. The additional funding allocated for 2020-21 will be used to increase provision primarily in special schools and maintained schools. In addition, there will be increased allocations to mainstream schools through high level needs funding, additional funding support as well as increasing capacity at locality levels with the explicit aim of ensuring that more children with SEND can access education in their own communities with a sharp focus on preparations for employment and adulthood.

### **Minimum Funding Guarantee (MFG) and Gains Cap**

21. Local authorities are able to set a MFG in their LFF to protect schools from excessive year on year changes and to allow changes in pupil characteristics (e.g. deprivation) to flow through. For 2020-21 this must be set between +0.5% and +1.84% per pupil.
22. In order to mirror the minimum NFF increase of 1.84% (funding floor), to protect pupil-led per pupil funding in real terms, it was proposed that the MFG be set at +1.84%. This will ensure that schools per pupil funding is protected from any reduction in pupil characteristics or unit values and guarantees the minimum pupil led funding increase in the NFF.
23. There will be 64 schools in receipt of this minimum increase because their current funding allocation is already in excess of that they would receive under the LFF.
24. Local authorities are able to apply a gains cap so that schools cannot gain more than a certain amount per pupil to fund the MFG. A gains cap works on the same principles as the MFG; however, instead of providing a 'top-up' to the formula budget it makes a reduction on any per pupil gains over a certain level.
25. The NFF for 2020-21 does not include a gains cap and so allows all schools to gain as intended. It was proposed that the gains cap be removed in the LFF in order to mirror the NFF.
26. The impact on schools of setting the MFG at +1.84% and removing the gains cap will mean increases of between 1.84% and 33.75% compared to schools 2019-20 pupil led funding allocation.

### **De-delegated Funds**

27. The Department for Education continues to require that any funding that was subject to de-delegation in 2019-20 should be re-approved by the Schools Forum if the de-delegation is to continue in 2020-21, along with any new items. Maintained schools in each phase

agreed collectively, through the Schools Forum, to de-delegate funding to the Local Authority to meet centrally the permitted categories of expenditure listed below. The rationale for de-delegation is to achieve economies of scale and to pool risk across schools for these costs. For 2020-21 the Forum recommends that the following items continue to be de-delegated:

- Free School Meals eligibility assessment
- support to underperforming ethnic minority groups & bilingual learners
- contingency for crisis communications
- Trade Union Facilities.

## **Growth Funding**

28. The government introduced a new formula to allocate funding for growth in pupil numbers to local authorities in 2019-20. Allocations received via this formula will be recalculated each year and therefore not guaranteed to continue at the same level. The allocation for Nottinghamshire for 2020-21 is £3.8m (2019-20 £3.1m).
29. This allocation will be used to fund all pupil growth including the primary pupil growth fund, new free schools and pupil number variations for schools as a result of basic need.
30. The primary pupil growth fund must be agreed by the Schools Forum and in 2019-20 it was set at £1.0m with £0.8m to support the maintenance of infant class sizes and £0.2m to support basic need provision. No changes were proposed to this for 2020-21 so it will, therefore, remain at the 2019-20 level.
31. Any unallocated balance on the growth funding will be ring-fenced for future growth and held in the Non-ISC reserve.

## **Other Options Considered**

32. Options were considered by the Schools Forum before the proposed formula was considered as part of the consultation.

## **Reason for the Recommendations**

33. The Local Authority is required to decide upon the redistribution of the Schools Budget and Early Years budget through a funding formula which complies with current regulations and must have regard to the consultation with schools, early years providers and the recommendations of the Schools Forum.

## **Statutory and Policy Implications**

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

Appropriate consultation has been undertaken and advice sought on these issues as required.

## **Financial Implications**

35. The DSG 2020-21 funding allocation is £643.9m (2019-20 £604.3m) for the Schools, High Needs, Early Years and Central Services Schools Blocks.
36. The 2020-21 Schools Block funding for Nottinghamshire is £27.8m more than that received in 2019-20. This is a consequence of changes to the NFF, higher pupil numbers and an increase in growth funding. The resultant quantum of funding amounting to £509.9m (2019-20 £479.7m) distributed to schools overall is then unaffected by changes in the formula. There are financial implications for individual schools, however the effect of these have been minimised by the protections within the formula e.g. MPP and MFG.
37. All schools will see a minimum increase of 1.84% on their pupil led funding and the only reason for any reduction would be a fall in pupil numbers or school specific premises allocations.
38. The High Needs Block funding allocation for 2020-21 will see Nottinghamshire receiving an additional £11.833m which will be sufficient to cover the anticipated budget pressure for 2020-21. This negates the need for the Local Authority to propose a funding transfer from the Schools Block to the High Needs Block.
39. The proposed 18p increase to the Early Years base hourly rate for 3 and 4 year olds is made up of two elements, an 8p increase in the actual funding allocation and 10p in anticipation of an identified trend of underspend due to a fall in the number of children accessing funded childcare places in the Autumn term. This trend has been experienced since 2017-18 and is expected to continue for 2020/21. The additional 10p increase can be contained within the overall 2020-21 Early Years funding allocation of £50m.
40. The Early Years Funding Formula consultation made it clear that the additional element of the 3 and 4 year olds hourly rate increase may only be temporary if there is a significant increase in take up of child care places in the Autumn term in future years.

## **RECOMMENDATIONS**

That the Committee:

- 1) approves the recommendations of the Schools Forum, as outlined in **Appendix 1**, to distribute available funding between Nottinghamshire schools, academies and early years providers in 2020-21.

**Councillor Philip Owen**  
**Chairman of the Children and Young People's Committee**

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**Constitutional Comments (EP 23/01/20)**

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

**Financial Comments (SAS 20/01/20)**

38. The financial implications are set out in paragraphs 35 to 40 and throughout 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.

The School Forum papers are available via the links below:

[www.nottinghamshire.gov.uk/education/information-for-schools/schools-forum](http://www.nottinghamshire.gov.uk/education/information-for-schools/schools-forum)

[7 November 2019 | Nottinghamshire County Council](#)

Agenda item 3b – 2020-21 Schools funding and local funding formula consultation report  
Agenda item 3b – Schools local funding formula 2020-21 consultation  
Agenda item 3b – 2020-21 Early Years local funding formula consultation  
School level comparison of illustrative funding 2020-21

[12 December 2019 | Nottinghamshire County Council](#)

Agenda item 3a - Agreement of Schools Local Funding Formula 2020-21  
Appendix A - Consultation Responses 2019-Schools  
Appendix B - Consultation Responses 2019-Early Years  
2020-21-early-years-local-funding-formula-consultation  
2020-21-schools-local-funding-formula-consultation

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

All.  
C1351





<b>Early Years Block Funding Formula</b>			
<b>Factor</b>		<b>2019-20 Nottinghamshire Criteria</b>	<b>Schools Forum recommendation for application of the factor in 2020-21</b>
<b>Pupil led factors</b>			
1	Base hourly rate for 2 year olds School & PVI (Private, Voluntary & Independent) settings	£5.23 per hour  38 weeks per annum	That the base hourly rate be increased by 8p to £5.31 per hour.
2	Base hourly rate for 3 & 4 year olds universal and working parents. School & PVI settings	£4.17 per hour  38 weeks per annum	That the base hourly rate be increased by 18p (8p + 10p) to £4.35 per hour.
3	Deprivation Supplement (a)	Provider to attend at monthly children in need and child protection plan meetings payable for 4 hours at an hourly rate equivalent to the national living wage.	Supplement to be extended to 2 year olds and to include looked after children meetings.
4	Deprivation Supplement (b)		New supplement for 3 & 4 year olds eligible for Early Years Pupil Premium, to be paid at 10p per hour.

<b>Schools Block Funding Formula</b>			
<b>Factor</b>		<b>2019-20 Guidance</b>	<b>Schools Forum recommendation for application of the factor in 2020-21</b>
<b>Pupil Led Factors</b>			
1	Basic per pupil entitlement - age weighted pupil unit (AWPU)	<p>Single unit value for primary - AWPU must be at least £2,000.</p> <p>Single unit value for each of Key Stage 3 and Key Stage 4 – the value of the KS3 and KS4 AWPU must be at least £3,000</p>	Continue to mirror the NFF increase unit values to match.
2	Minimum level of per pupil funding for every school. (compulsory factor and unit values)	<p>To allow local authorities to provide the NFF minimum per pupil funding levels to every school.</p> <ul style="list-style-type: none"> <li>• £3,750 for primary schools and</li> <li>• £5,000 for secondary schools.</li> <li>• The primary level will rise to £4,000 in 2021-22.</li> </ul>	
3	Deprivation	<p>Measured by free school meals (either single year or Ever6 indicators) and/or Income Deprivation Affecting Children Index (IDACI).</p> <p>Separate unit values for primary and secondary phase are permitted.</p>	Continue to mirror the NFF increase unit values to match.

4	Low prior attainment (Low Cost, High Incidence SEN)	Primary pupils identified as not achieving the expected level of development in the early years foundation stage profile (EYFSP).  Secondary pupils not reaching the expected standard in Key Stage 2 at either reading or writing or maths.	Continue to mirror the NFF increase unit values to match.
5	Looked after children  (An optional factor that Nottinghamshire chose <b>not</b> to adopt for 2019-20)	A single unit value for both phases will remain.  A single indicator will now be provided, covering all pupils who have been looked after for one day or more on 31 March 2019.	Continue to mirror the NFF and exclude from the LFF.
6	English as an additional language (EAL)	Pupils identified in the October census with a first language other than English may attract funding for up to three years after they enter the statutory school system.	Continue to mirror the NFF and increase unit values to match.
7	Pupil mobility	Pupils starting school at non-standard start dates (i.e. not August, September or January for Year R) in the last three academic years. A 6% threshold will apply to attract funding.	Continue to mirror the NFF and increase unit values to match.

School Led Factors			
8	Sparsity	<p>A fixed or variable amount to a maximum of £100,000 may be applied to small schools where the average distance (as the crow flies) to pupils' second nearest school is:</p> <p>&gt;2 miles primary &gt;3 miles secondary</p> <p>and the maximum average number of pupils per year group is met.</p>	Continue to mirror the NFF and increase unit values to match.
9	Lump sum	<p>Lump sum value may be different for primary and secondary phase, with an upper limit of £175,000.</p> <p>The value used for <u>each phase</u> must be applied to all schools in that phase.</p> <p>Merging schools will be permitted to keep 85% of the two lump sums for the next financial year in which they merge.</p> <p>Local authorities may apply for an exceptional factor to pay a further allowance in the second year after amalgamation.</p>	<p>Continue to mirror the NFF and increase unit value to match.</p> <p>(Nottinghamshire has not applied for an exceptional factor for amalgamating schools).</p>
10	Split sites	To support schools that have unavoidable extra costs because the school buildings are on separate sites. The criteria used for this factor can continue to be determined locally but must clearly define what constitutes a split site and how much is paid.	The factor is part of the NFF and no change was proposed to the current locally determined criteria.

11	Rates	Rates will continue to be funded at the latest estimate of cost.	The factor is part of the NFF and no change was proposed to the current arrangement to pay rates centrally.
<b>Exceptional Factors</b>			
12	Joint Use and Rental	In 2013-14 Nottinghamshire was successful in its application to use exceptional factors for joint use arrangements and rental of premises. Approved factors can continue to be applied but any new ones must be approved by the Education and Skills Funding Agency.	Exceptional factors are part of the NFF and no change was proposed to their application.
<b>Protection Funding</b>			
13	Funding Floor (an optional factor)	This was a new factor introduced for 2019-20 only. It allowed local authorities to reflect the NFF calculation of a minimum 1% per pupil increase over 2017-18 pupil led funding baseline.	This factor has been removed from the 2020-21 NFF.





**REPORT OF THE LEADER OF THE COUNCIL****ADOPTION OF INTERNATIONAL HOLOCAUST REMEMBRANCE ALLIANCE  
WORKING DEFINITION OF ANTISEMITISM****Purpose of the Report**

1. For the Council to consider adopting the International Holocaust Remembrance Alliance (IHRA) working definition of antisemitism.

**Information**

2. The Secretary of State for Housing, Communities and Local Government, the Right Honourable Robert Jenrick MP has written to the Leader of the Council requesting that the Council adopts the IHRA's working definition of antisemitism to help send a clear message that antisemitic behaviour will not be tolerated.
3. Central Government, which has previously adopted this working definition itself, recognises the valuable role which local authorities have to play in helping to prevent and tackle all forms of hate crime, in partnership with the Police, and to help build resilient and integrated communities.
4. The Secretary of State in his correspondence highlighted the increasing number of antisemitic incidents nationally, recent attacks internationally and the work which the Government has undertaken to combat this issue.
5. The Council is urged to formally adopt the IHRA definition and use it on all appropriate occasions. The definition is not designed to be legally binding but is intended to be used as a tool for public bodies to understand how antisemitism manifests itself in the 21<sup>st</sup> Century. Public bodies such as the Police and the Crown Prosecution Service reference the definition in guidance to provide examples of the kinds of behaviours which, depending on the circumstances, could constitute antisemitism.
6. The IHRA working definition of antisemitism is as follows:-

'Antisemitism is a certain perception of Jews, which may be expressed as hatred towards Jews. Rhetorical and physical manifestations of antisemitism are directed toward Jewish or non-Jewish individuals and/or their property, toward Jewish community institutions and religious facilities.'

**Other Options Considered**

7. Not to adopt the IRHA working definition.

## **Reason for Recommendation**

8. To underline the Council's commitment as a public body to helping to tackle antisemitism in all its forms.

## **Statutory and Policy Implications**

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

## **RECOMMENDATION**

That the Council adopts the International Holocaust Remembrance Alliance's working definition of antisemitism as follows:-

'Antisemitism is a certain perception of Jews, which may be expressed as hatred towards Jews. Rhetorical and physical manifestations of antisemitism are directed toward Jewish or non-Jewish individuals and/or their property, toward Jewish community institutions and religious facilities.'

**Councillor Mrs Kay Cutts MBE**  
**Leader of the Council**

**For any enquiries about this report please contact:** Keith Ford, Team Manager, Democratic Services, Tel: 0115 9772590

### **Constitutional Comments (SS – 04/02/2020)**

10. The Council's adoption of this working definition of antisemitism falls within the remit of Policy Committee.

### **Financial Comments (NS – 04/02/2020)**

11. 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.

- Correspondence from The Right Honourable Robert Jenrick MP.
- IHRA working definition of antisemitism.

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

All

## **REPORT OF THE LEADER**

### **COUNTY COUNCIL CIVIC SERVICE**

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

1. To seek approval for hospitality at the County Council Civic Service at Southwell Minster on Sunday, 28 June 2020 at 3.00 pm.

#### **Information**

2. Each year the County Council holds a Civic Service in order to formally mark the start of the Chairman's year in office and to help raise awareness of the Chairman's chosen charity.
3. Representatives from the Lord Lieutenant, High Sheriff, Civic Heads, Clergy, Members of Nottinghamshire County Council, District/Borough Councillors and Chief Executives, Parish/Town Councils, Magistrates and representative from the County Coroner will be invited to attend. Other attendees will include representatives from the Chairman's chosen charity, the parents/guardians of the young performers involved in the Service and members of the public.
4. Hospitality is provided at the discretion of the Chairman, with refreshments served at the Minster after the service.

#### **Other Options Considered**

5. Different options for holding the Civic Service are available. The specific contents and the format of the day, with reference to the estimated costs, will be finalised in conjunction with the new Chairman following their appointment at Annual Council on 21 May 2020.

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

6. To seek approval for expenditure on hospitality so that the necessary initial planning and arrangements can be made at the earliest opportunity.

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

7. This report has been compiled after consideration of implications in respect of crime and disorder, data protection and information governance, finance, human resources, human rights, the NHS Constitution (public health services), the public sector equality duty,

safeguarding of children and adults at risk, service users, smarter working, sustainability and the environment and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

### **Data Protection and Information Governance**

8. The officers dealing with invitations and their responses will follow due process in relation to the General Data Protection Regulations.

### **Financial Implications**

9. The estimated cost of holding the Civic Service will be £1,500 based on the costs of last year's event.

## **RECOMMENDATION**

- 1) That approval be given to the estimated costs of £1,500 in connection with the Civic Service on 28 June 2020 at Southwell Minster being met from the County Hospitality budget.

**COUNCILLOR MRS KAY CUTTS MBE**  
**Leader of the County Council**

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

Sarah Ashton, Democratic Services Officer, Democratic Services, [sarah.ashton@nottscc.gov.uk](mailto:sarah.ashton@nottscc.gov.uk)

### **Constitutional Comments (KK 14/01/2020)**

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

### **Financial Comments (RWK 13/01/2020)**

11. The report proposes that the costs of the County Council Civic Service estimated at £1,500 are met from the County Hospitality budget for which a sum of £10,675 is included in the revenue budget.

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

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

- None

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

- All

**REPORT OF THE LEADER OF THE COUNTY COUNCIL****OPERATIONAL DECISIONS ANNUAL REVIEW & QUARTERLY UPDATE  
JULY - DECEMBER 2019****Purpose of the Report**

1. That Members confirm their continued support for the amendments to the authorising of operational decisions as originally approved by the Committee on 20 January 2014.
2. To update Members on the Operational Decisions taken July to December 2019.

**Information**

3. At the meeting of the Finance & Property Committee in January 2014 approval was given to amend the list of day to day operational decisions which can be taken by the Director, subject to the chair of Finance & Property Committee determining whether operational decisions should still be reported to Committee. It was also agreed that a report should be submitted to the Finance & Property Committee, now Policy Committee on a quarterly basis outlining all operational decisions made, supplemented annually by a review report on Estate Management operational decisions.
4. In accordance with the above decision this is the annual review report, together with the quarterly report covering July to December 2019 informing Policy Committee of Operational Decisions taken between those dates.
5. Committee approved amendments to the list of day to day operational decisions which can be taken by the Service Director, Investment & Growth in January 2014 (Currently being taken by Service Director Place & Communities). Since January 2019 there have been some 88 such decisions.
6. Relevant Electoral Division Members have been invited to comment on appropriate Estate Practice decisions that are progressed via operational decisions (except where Committee have been specifically advised otherwise).
7. Care was taken with disposals and the granting of leases, licences and the like to ensure best consideration has been achieved by reference to and tested against market value(s) and rates. All charges and other fees levied were appropriate and commensurate with the transaction.
8. Details of the decisions taken are shown below: -

SP	Electoral Division(s)	TITLE	DESCRIPTION (extract from Operational decision)
3526	Muskham & Farnsfield	Break Notice, 03369 Sherwood East (Bilsthorpe) Children's Centre	Proposal for NCC to serve Notice to Quit the 125 year Underlease of the Children's Centre building, in accordance with the Report to Children and Young People's Committee, 19 March 2018, Maximising the value of Nottinghamshire's Children's Centre Services.
3527	Worksop East	02136 Manton Children's Centre - Licence of part to Townroe Tiny Tots, Early Years Childcare	To grant a 5 year licence of shared rooms within the Childrens Centre building to Townroe Tiny Tots for Early Years Childcare Provision.
3523	Mansfield North	Proposed Garden Licence to the rear of 65 Kingsley Avenue, Mansfield Woodhouse	A garden licence to be granted on small void of land that runs between the boundary of Kingsley Avenue and the school grounds.
3534 LT	Beeston South and Attenborough	Deed of Variation 74 Middle Street Reception extension into communal area	A proposal to extend their reception into the communal hallway. It is proposed to document this by way of a Deed of Variation. Beeston Day Services will be responsible for all statutory compliance.
3528	Worksop West	01931 Gateford Children's Centre - Licence for rooms to Early Years Childcare provider	To grant a 5 year licence of rooms within the Children's Centre building to Puddleducks for Early Years Childcare Provision.
3529	Ollerton	07595 Parkgate Pre School - New Lease to Luan's Little People	To grant a new lease to Luan's Little People an existing Early Years Childcare Provider to enable continued occupation of the premises for Early Years Childcare Provision.
3531	Mansfield South	01136 - King Edward Primary School - Licence to Tree House Out of School Club	To grant a 5 Year licence of shared rooms within the school building to Tree House Out of School Club (Ed's Club) for wrap around Childcare Provision.
3533	Arnold South	NCC Registrations Services proposal to lease an additional room at Arnott Hill House	The Registry office are proposing to take an additional room on the ground floor of the building.
3535	Arnold North	Academy Conversion - Richard Bonington Primary & Nursery School, Arnold	Conversion to Academy Status with 125 year lease
3537	West Bridgford West	Demolition of Rushcliffe Day Centre Loughborough Rd, West Bridgford	Surplus property in poor condition; no service interests. High holding and security costs. The site is in the capital programme for disposals.



3538 LT	Beeston Central & Rylands	To formalise the occupation of NHS staff sharing office accommodation at 74 Middle Street Beeston	3 members of NHS funded staff work permanently within the Community Learning Disability Team. They along with the NCC team are being relocated to Middle Street. It is proposed to document the occupation of these NHS staff by way of formal correspondence
3542	Southwell	Approval to build a flood defence pond at Southwell Rugby Club	Approval for the NCC Flood Resilience Southwell project to build a pond on Southwell Rugby Club site. The project aims to install natural flood management in the upper reaches of the Southwell catchment.
3530 LT	Mansfield West	Wayleave consent - The Beech Academy, Westfield Lane, Mansfield, NG19 6AH	A Wayleave has been requested by Virgin Media to assist with the relaying of electric cables at The Beech Academy, Westfield Lane, Mansfield.
3548	Hucknall West	New Primary School, Hurricane Road, Hucknall - Academy Conversion	Proposed Conversion to Academy Status with 125 year lease
3547	Kirkby South, Ollerton, Retford West	Adult Care Homes - Potential Future Demolition	Approval to the demolition of Kirklands, Kirkby in Ashfield, Bishops Court, Ollerton & St Michaels View, Retford.
3545 LT	Mansfield North	Western Power wayleave for land at Northfield Lane / Cox Lane	A Wayleave requested by Western Power was approved to upgrade the overhead cables which currently cross NCC land.
3549	Muskham	Vesting of Land with the Diocese and Conversion to Academy Status - Halam CofE Primary	Vesting of Land to the Diocese and Transfer of Land from the Diocese and Proposed Conversion to Academy Status with 125 year lease.
3532	Carlton West	Proposed underletting and refurbishment of All-weather football pitches at Carlton Academy	Landlord consent to Carlton Academy to sublet the redundant all weather football pitches at Carlton Academy, Coningswath Road, Carlton
3568 LT	Sutton Central & East	Licence to Occupy – Sycamore House, Portland College, Mansfield	This licence has been requested by the Integrated Children's Disability Service. NCC is taking a licence of the above property, to temporarily house a family whilst works are being carried out to their home to accommodate a child with disabilities.
3554 LT	Sutton North	Request approval for letting units 2 & 3 Brierly Industrial Estate	NCC have a restriction noted on the title, preventing any disposition without NCC giving permission confirming that the provisions have been complied with. Ashfield are to grant a 3 lease on units 2 & 3 and their proposed tenant Sherwood Animal Care Limited.
3540	Newstead	Proposed lease renewal at unit 7a Ravenshead Library	The current lease expires on the 30 <sup>th</sup> September 2019. The tenants would like to renew the 5 year lease.

		Milton Court, Ravenshead	
3560	Calverton	Calverton Household Waste Recycling Centre - Rent Review	A rent review of the above property was due on 21 <sup>st</sup> December 2018; following negotiations with the Landord a revised rent is now agreed by the parties.
3536	Mansfield West	Pleasley Landmark Centre - New lease	Pleasley Landmark Centre was previously leased to Pleasley Y2K by way of a 99-year lease from 2002. Pleasley Y2K entered liquidation and ceased trading in 2018; terms are now agreed with R.E.A.L Education Limited for a new 21year full repairing lease of the property at market rent.
3574	Sherwood Forest	St Mary's C of E Primary School - Conversion to Academy	Conversion to Academy status
3564	Mansfield South	01061 Berry Hill Primary & Nursery School - Licence to after school club	Granting of a 2 Year licence of shared rooms within the school building to Sherwood Childcare after School Club.
3572	Ollerton	01196 : The Parkgate Academy: Proposed licence for Landlord consent to renew a sublease	The granting of a licence for landlord consent to the Forge Trust Academy for the renewal of a sublease to The East Midlands Reserve Forces and Cadets Association EMRFCA.
3563	West Bridgford West	Disposal of land at Becket Way, West Bridgford	The County Council received an offer to acquire land, as it has no operational requirement for this land, it was approved that the offer was accepted and the sale proceed.
3585	Radcliffe on Trent	Radcliffe Barn Farm - New Farm Business Tenancy x 2	Grant the existing Farmhouse tenant a new 2 Year Farm Business Tenancy for the farmhouse with a reduced land holding and grant a new 2 Year Farm Business Tenancy of the remaining farmland, in order to maximise rental income.
3582	Farndon & Muskham	Chapel Farmhouse Elston (Lot 3) 2 year lease extension	Following a successful Tender exercise in 2018 it is proposed to extend the existing Farmhouse Tenancy for a further 2 years.
3580	Retford East	Sale of Garden Land 22 Union Street, Retford	Sale of a small piece of landlocked Garden Land
3546	Southwell	Lease of Home Farm, Dairy and land at Brackenhurst Campus, The Nottingham Trent University	The County Council delivers Outdoor Education programmes at NTU's Brackenhurst Campus. NTU has proposed the County Council enter into a lease of two classrooms and the use of the campus grounds which have been negotiated and approved.
3581	Leake & Ruddington	Underletting at Rushcliffe Country Park to Nottinghamshire Society of Model Experimental Engineers (NSMEE)	Nottinghamshire Society of Model Experimental Engineers (NSMEE) own a freehold site adjacent to Rushcliffe Country Park on which they have built a miniature railway track open to the public during summer months.  NSMEE have negotiated with Rushcliffe Borough Council to occupy part of the park and install an 800-foot railway track which will be connected to their existing track. This

			<p>occupation will be by way of a 20-year sublease.</p> <p>There is no financial consideration to NCC, however NSMEE will pay Rushcliffe a percentage of the takings from the summer months which Rushcliffe will allocate towards the annual upkeep of the park.</p>
3579	Worksop West	Haggonfields Primary School - Conversion to Academy Status	Proposed conversion to Academy status
3584	Arnold South	Mapperley Plains Primary School.- Licence to woodpeckers for after school Child Care	The grant of a 3 Year licence of shared rooms within the school building to Woodpeckers for after school Childcare Provision.
3562	Ollerton	Perlethorpe Environmental Education Centre - Rent review	The rent for the Perlethorpe Environmental Education Centre has been reviewed in accordance with lease terms
3594	Keyworth	Lease renewal of 0.52 acres of land at Millers Lane Costock Nottinghamshire	The Parish Council of Costock lease 0.52 acres of land at the rear of Millers Lane from NCC which is used for recreational purposes . The previous lease was for a period of 10 years from the 1 <sup>st</sup> January 2004 and is holding over. The Parish Council are trying to secure grant funding to install a children's play area on the land and require a new 20-year lease in order to comply with the grant requirements. NCC have agreed terms with the tenant: for a 20 year lease with an initial rental agreed which will be subject to 5 yearly reviews to rise in-line with RPI.
3589	West Bridgford West	Consent to a deed of easement for drainage connection in access road at 77 Wilford Lane West Bridgford NG2 7RN	<p>The title to 77 Wilford Lane contains a restriction in favour of Nottinghamshire County Council to request an uplift in value if the property is sold. The title also requires the owner to obtain consent for NCC for matters concerning the title.</p> <p>To comply with the title restrictions, the Freeholder has requested landlord consent for a deed of easement for a new connection into the drains at the property.</p>
3610	Keyworth	Consent required for a Deed of Covenant to enable transfer of Land on the South West side of Old Melton Road, Widmerpool	Consent was given from Nottinghamshire County Council to enter a new Deed of Covenant with Quercus Nursing Homes 2010 Limited, this Deed will protect NCCs overage for the remaining 20 years of the original 25-year term.
3583	Calverton	Manor Park Infant and Nursery School. Licence to wraparound club	The grant a of 3 Year licence of shared rooms within the school building for wrap around Childcare Provision.
3598	Muskham	Bilsthorpe Flying High Academy - Licence to NCC for shared use of the community room	NCC have approved a licence to Early Years Children's Services to occupy on a shared basis the Community room within the Academy school.

3592	Retford West	Former Retford Depot, Bolham Lane, Retford	The above land was sold by NCC to C.S.L. Industrial Limited on 31 <sup>st</sup> March 2016 with an overage clause stating that if planning permission was obtained NCC would be entitled to part of the uplift in value. It also required NCC to give written consent to any transfer. The owners have now applied for written consent to transfer the property to a group company called CSL Commercial Properties Limited. There is no planning permission applied for or in the process of being applied for by the owners and therefore there is no overage payment due to NCC, however they do require our consent for the transfer which was given.
3612	Keyworth	Keyworth Primary School Bungalow – New Lease to Rushcliffe Play Forum	Grant of a new three Year lease to the Trustees of the Rushcliffe Play Forum for the continued occupation of the former caretaker bungalow at Keyworth Primary School.
3575	Worksop East	Unit 6, Kilton Terrace, Worksop - new letting	Following a short marketing period, terms are agreed for the grant of a five year lease of the property. The rent is considered to be a market rent and the proposed tenant is a local company.
3607	Arnold South	Licence to Westdale Pre School	The grant of a 5 year licence of a shared mobile within the school site to Westdale Pre-school.
3611	Arnold South	Licence to Woodpeckers After School Club Ltd at Westdale Infant School	The grant of a 5 year licence of a shared mobile within the school site to Woodpeckers After School Club Ltd.
3615	Newstead	Request for Landlord Consent to underlet Unit 7a Ravenshead Library, Milton Court, Ravenshead NG15 9BD	The current under-lease expired on the 30 <sup>th</sup> September 2019. The tenants requested to renew the lease on the same terms.
3619	West Bridgford North	Trent Bridge House- Licence to occupy Floor 6 to CCG	The grant of a 1 Year licence of Floor 6 within Trent Bridge House (TBH) to Clinical Commissioning Group (CCG) commencing on 1 <sup>st</sup> February 2020.
3621	Nuthall & Kimberley	60 Borman Close, Nuthall - Deed of Covenant	The above land was sold by NCC to the current owners on 25 August 2015 with an overage clause stating that if planning permission was obtained NCC would be entitled to part of the uplift in value. It also required NCC to give written consent to any transfer. The owners now wish to sell the property. There is no planning permission applied for or in the process of being applied for by the owners and therefore there is no overage payment due to NCC, however they do require our consent for the transfer. The new owners will enter into a deed of covenant so that the overage clause continues to apply.

## Other Options Considered

9. Reduce the number of transactions that can be progressed by means of operational decisions, this would lead to a loss of the current advantages outlined within the report which could prove problematic from a governance perspective. Lack of clarity on

operational decisions may create uncertainty on whether a legal contract can be concluded without a committee decision.

10. An alternative option is to provide officers with delegated powers on routine estate decisions. This would require a significant change in the Council's constitutional arrangements and brings few added benefits beyond a clear and functioning operational decision process.

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

11. The decision-making process requires a quarterly update and annual review to Policy Committee.

### **Statutory and Policy Implications**

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

### **RECOMMENDATION/S**

- 1) That Members confirm their continued support for the authorising of operational decisions as originally approved by the Committee on 20 January 2014.
- 2) To update Members on the Operational Decisions taken July to December 2019.

### **Councillor Mrs Kay Cutts MBE**

Leader of The Council

**For any enquiries about this report please contact:  
Derek Higon, Service Director - Place and Communities**

### **Constitutional Comments (SS 17/01/2020)**

13. It is within the remit of the Policy Committee to consider this report and resolve accordingly.

### **Financial Comments (RWK 13/01/2020)**

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

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

- None.

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

- All

File ref.: /SB/SB/09998

SP: 3587

Properties affected: 09998 - Various NCC Properties/non-property item

20200129



**REPORT OF THE LEADER OF THE COUNTY COUNCIL****SALE OF BEVERCOTES HOUSE, DARWIN DRIVE, OLLERTON****Purpose of the Report**

1. To seek approval for the sale of Bevercotes House, Darwin Drive, Ollerton as shown hatched black on the attached plan on terms as detailed in this report and its appendix.

**Information**

2. This report contains an exempt appendix, which is not for publication by virtue of paragraph 3 of Schedule 12A of the Local Government Act 1972 (as amended) (Information relating to any individual and the business affairs of a particular person (including the authority holding that information)). The exempt appendix provides details of the terms agreed. Disclosure of this information would prejudice the parties' commercial interests.
3. The property is shown edged and hatched black on the attached plan and comprises a two storey office building with net internal area of 1,020 square metres (10,976 square feet). The property is currently vacant with no rent passing or any other form of income from the asset, having been vacated by County Council services in May 2019.
4. The property is one of two buildings within a wider site; the other building (Thoresby House; shown edged and cross hatched on the attached plan) is to be retained and remains occupied by the County Council. Additionally, other County Council owned and occupied buildings (Ollerton House and Welbeck House; shown cross hatched on the attached plan) are located across the road from the property.
5. Following a period of marketing the property on a for sale or to let basis since June 2019, the County Council has received a acceptable offer from a proposed buyer for the property who has suitable funding arrangements in place. Details of the proposed terms of sale are outlined in the appendix to this report.
6. The Council has an obligation under s.123 of The Local Government Act 1972 to obtain the best price reasonably obtainable for the disposal of its assets. Given the current use designation for the property and the method of marketing, the proposed disposal terms are considered to represent "best value" to the County Council.

**Other Options Considered**

7. The following options have been considered:
  - a. Retain the Property: the property is vacant, is surplus to the operational requirements of the County Council and therefore can be sold. There is no need to retain the property.
  - b. Lease the property: this would be an alternative to outright sale, but no interested parties have come forward to lease the property to date.

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

8. To enable the sale of a surplus asset and to secure a capital receipt to the County Council.

## **Statutory and Policy Implications**

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

## **Financial Implications**

10. The sale will secure a capital receipt to the County Council.

## **Implications for Service Users**

11. The sale will include 37 parking spaces (including two disabled spaces) which since vacation have been used by Council staff from the adjacent three remaining Council offices. The sale of the property will therefore reduce the available parking for staff.

## **RECOMMENDATION/S**

- 1) To approve the sale of Bevercotes House, Darwin Drive, Ollerton as indicated hatched black on the attached plan on terms detailed in this report and its appendix.

**Councillor Mrs Kay Cutts**  
**Leader of the County Council**

**For any enquiries about this report please contact:** Derek Highton, Service Director – Place & Communities, Tel: 0115 977 3498

## **Constitutional Comments (EP 27/01/2020)**

12. The recommendations fall within the remit of Policy Committee under its terms of reference. The Council is under a statutory obligation when disposing of land or buildings to obtain the best price reasonably obtainable on the open market. Therefore members should satisfy themselves of this. If the Council has any retained land the effect on the value and use of it must be considered.

## **Financial Comments (GB 03/02/2020)**

13. In line with the Council's current policy, the capital receipt identified in this report will be used in the first instance to fund one-off transformational costs. Any excess capital receipts will then be set against previous years' borrowing to reduce the impact of the Minimum Revenue Provision on the revenue accounts.

## **Background Papers and Published Documents**

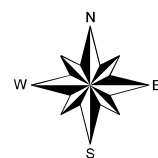
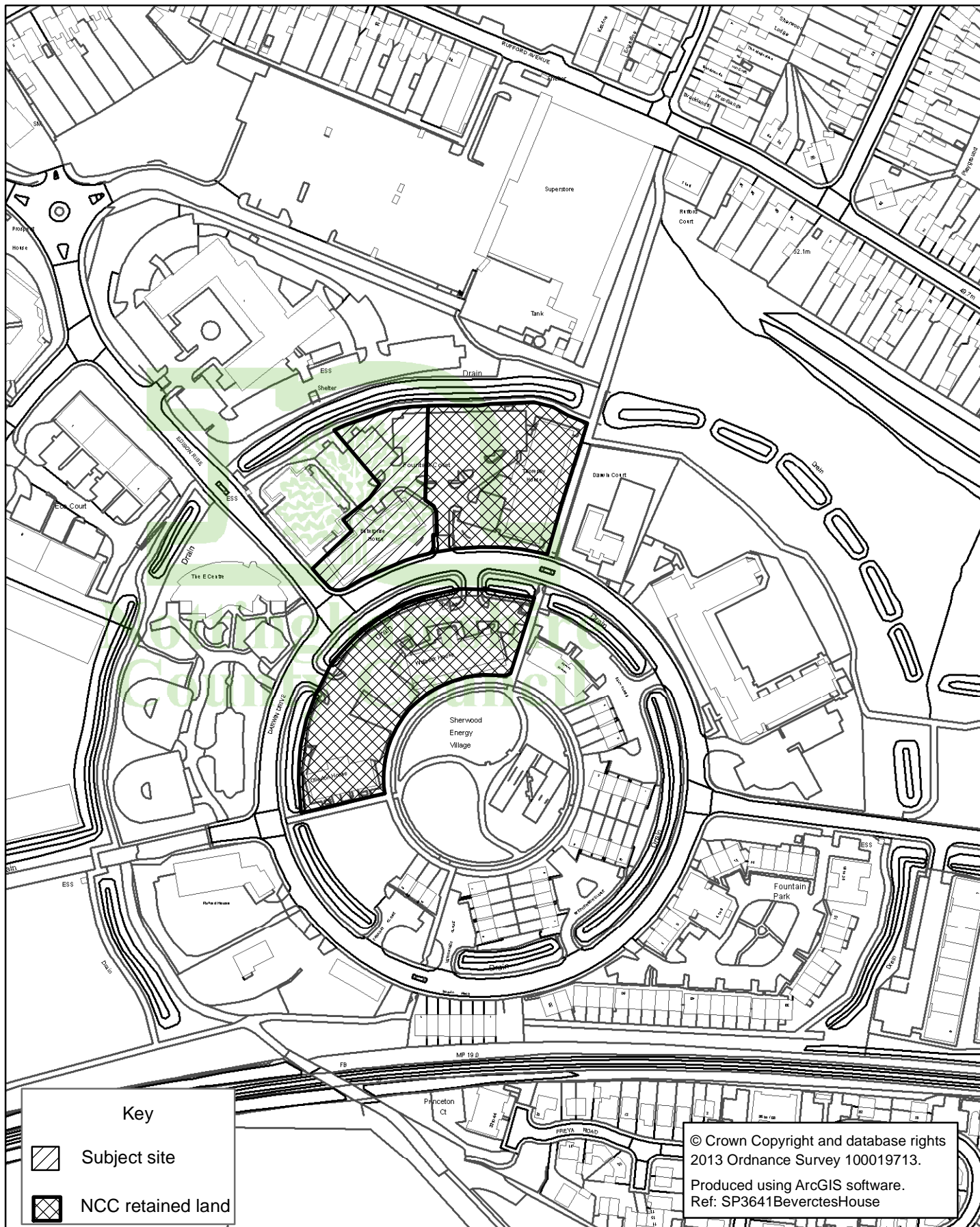
- None

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

- Ward: Ollerton  
Councillor Mike Pringle

File No.: Sp 3641  
UPRN: 00758 Bevercores House









**REPORT OF THE SERVICE DIRECTOR, CUSTOMERS, GOVERNANCE AND  
EMPLOYEES****WORK PROGRAMME****Purpose of the Report**

1. To review the Committee's work programme for 2019-20.

**Information**

2. The County Council requires each committee to maintain a work programme. The work programme will assist the management of the committee's agenda, the scheduling of the committee's business and forward planning. The work programme will be updated and reviewed at each pre-agenda meeting and committee meeting. Any member of the committee is able to suggest items for possible inclusion.
3. The attached work programme includes items which can be anticipated at the present time. Other items will be added to the programme as they are identified.
4. 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.
5. The following changes have been made since the work programme was published in the agenda for the last meeting:-
  - a. The following items were added to the agenda for February 2020:-
    - Civic Service 2020
    - Midlands Engine Development Corporation Update
    - Adoption of International Holocaust Remembrance Alliance Working Definition of Antisemitism
    - Sale of Bevercotes House, Ollerton
    - Investing in Nottinghamshire Programme.
  - b. The following items were added to the work programme for March 2020:-
    - Lindhurst Development Update – Site Disposals
    - HS2 Growth – Delivery Phase
    - Flag Policy for County Hall
    - Planned Maintenance Capital Programme 2020-21
    - Careers provision for young people entering the world of work
    - Economic Growth and Skills Strategies.

- Increasing Residential Capacity for Looked After Children.
- c. The following items were added to the work programme for April 2020:-
- Update on D2N2 Local Enterprise Partnership, the City of Nottingham and Nottinghamshire Economic Prosperity Committee and Midlands Engine Partnership.
- d. The following item was deferred from February 2020 to March 2020:-
- Disposal of Abbey School site, Mansfield.
- e. The following item was deferred from February 2020 to April 2020:-
- Special Educational Needs and Disability Policy.

### **Other Options Considered**

6. None.

### **Reason for Recommendation**

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

### **RECOMMENDATION**

That the Committee considers whether any amendments are required to the Work Programme.

**Marjorie Toward**

**Service Director, Customers, Governance and Employees**

**For any enquiries about this report please contact:** Keith Ford, Team Manager, Democratic Services, Tel: 0115 9772590

### **Constitutional Comments (EH)**

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

### **Financial Comments (NS)**

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

**Background Papers**

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

None

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

All



## **POLICY COMMITTEE - WORK PROGRAMME (AS AT 4 FEBRUARY 2020)**

<b><u>Report Title</u></b>	<b><u>Brief summary of agenda item</u></b>	<b><u>Lead Officer</u></b>	<b><u>Report Author</u></b>
<b>18 March 2020</b>			
HS2 Growth – Delivery Phase	To seek Policy Committee approval for continued funding into 2020-21 to resource the work of the HS2 delivery team.	Adrian Smith	Ken Harrison/Hannah Barrett
Disposal of Abbey School site, Mansfield	To approve the disposal of this site.	Adrian Smith	Steve Keating
Careers provision for young people entering the world of work	To provide an update on the Ashfield and Mansfield Skills and Employability Summit held in November 2019 and seek approval for an extension to the Enterprise Co-Ordinators operating throughout Nottinghamshire.	Adrian Smith	Nicola McCoy-Brown
Economic Growth and Skills Strategies	To propose the Council develops both an Economic Growth Strategy and a Skills Strategy.	Adrian Smith	Nicola McCoy-Brown
Working with Nottinghamshire's Universities	To update on the Council's work with Nottingham Trent University and University of Nottingham.	Anthony May	Nicola McCoy-Brown
Health and Employment Strategy		Melanie Brooks	
Flag Policy for County Hall		Derek Highton	James Silveston / Shane Grayson
Planned Maintenance Capital Programme 2020-21		Adrian Smith	Phil Berrill
Lindhurst Development Update – Site Disposals	To seek approval for the latest site disposals arising from the Lindhurst Development.	Adrian Smith	Andy Evans
Increasing Residential Capacity for Looked After Children	To provide an update on the proposals to establish a new children's home in Nottinghamshire.	Colin Pettigrew	David Andrews
<b>22 April 2020</b>			
Update on D2N2 Local Enterprise Partnership, the City of Nottingham and Nottinghamshire Economic Prosperity Committee and Midlands Engine Partnership	To provide an update on the work of the D2N2 LEP, the City of Nottingham and Nottinghamshire Economic Prosperity Committee and the Midlands Engine Partnership and seek funding as appropriate.	Adrian Smith	Nicola McCoy-Brown
Special Educational Needs and Disability Policy		Marion Clay	Christopher Jones

<b>13 May 2020</b>			
Outside Bodies Update Report	To notify Committee of any changes to the Council's Outside Bodies Register and to seek approvals where appropriate (in line with new processes agreed by Policy Committee on 22 May 2019).	Marjorie Toward	Keith Ford
Use of Urgency Procedures	Six Monthly Update report on the use of the Council's procedures for taking urgent decisions.	Marjorie Toward	Keith Ford
County Council Civic Service	To seek approval for the funding for the 2020 annual Civic Service	Marjorie Toward	Keith Ford
<b>17 June 2020</b>			
County Councils Network Conference 2020	To seek approval for attendance at this annual conference.	Marjorie Toward	Keith Ford
Property Operational Decisions Quarterly Update Report	To consider the latest update on operational decisions taken by officers.	Adrian Smith	Sue Blockley
<b>15 July 2020</b>			
<b>September 2020</b>			
Property Operational Decisions Quarterly Update Report	To consider the latest update on operational decisions taken by officers.	Adrian Smith	Sue Blockley