

## **Community Safety Committee**

**Tuesday, 24 February 2015 at 14:00**

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

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### **AGENDA**

- |    |  |         |
|----|--|---------|
| 1  | Minutes of last meeting held on 6 January 2015   | 3 - 8   |
| 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  | Community Safety Budget Update - Request For Funding   | 9 - 20  |
| 5  | Review of Fees and Charges Made to Businesses and Other Authorities by the Trading Standards and Community Safety Service  | 21 - 26 |
| 6  | Approval of the Official Food and Feed Law Enforcement Service Plan 2015-16  | 27 - 42 |
| 7  | Changes to the Trading Standards & Community Safety Service Staffing Structure   | 43 - 46 |
| 8  | Update on Key Trading Standards Matters  | 47 - 54 |
| 9  | Update on Emergency Planning and Registration Services   | 55 - 60 |
| 10 | Progress of Encompass Nottinghamshire Informing Schools of Domestic Abuse Incidents  | 61 - 64 |
| 11 | Joint Agency Vulnerable Persons Identification Project - Update  | 65 - 68 |

|    |                         |         |
|----|-------------------------|---------|
| 12 | Community Safety Update | 69 - 72 |
| 13 | Work Programme          | 73 - 76 |

## **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 **COMMUNITY SAFETY COMMITTEE**

Date **Tuesday 6 January 2015 at 10.30 am**

**membership**

Persons absent are marked with 'A'

**COUNCILLORS**

Glynn Gilfoyle (Chairman)  
Alice Grice (Vice-Chairman)

Chris Barnfather  
John Clarke  
Maureen Dobson  
Bruce Laughton

Keith Longdon  
Stuart Wallace  
John Wilmott

**OFFICERS IN ATTENDANCE**

Rob Fisher  
Sarah Houlton  
Paul McKay  
Mark Walker



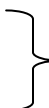
Adult Social Care, Health & Public Protection

Andy Wallace  
Martin Carnaffin



Environment & Resources

Keith Ford  
Sally Gill  
Cathy Harvey



Policy, Planning and Corporate Services

**MINUTES OF THE LAST MEETING**

The minutes of the last meeting held on 25 November 2014 were confirmed and signed by the Chairman.

**APOLOGIES FOR ABSENCE**

None.

**DECLARATIONS OF INTERESTS BY MEMBERS AND OFFICERS**

None.

## **RISK OF FLOODING ARISING FROM DRAINS AND GULLIES**

Rob Fisher, Group Manager, Emergency Management and Registration Services, Martin Carnaffin, Contract Manager and Andy Wallace, Flood Risk Manager, introduced the report which was in response to Members' previous requests for information regarding the circumstances and risk of flooding arising from drains and gullies.

During discussions Members requested that the following information be circulated to all County Councillors for information:-

- the Transport & Highway Committee update report on flood risk management (including preventative work and risk management grant in aid);
- the schedule of proposed gully cleaning works, along with an explanatory note highlighting the proposed cycle of works.

Officers also suggested circulating the schedule of work scheduled through the Government's Severe Weather funding scheme.

Members commended the success of the Flood Risk team in accessing, in conjunction with the Environment Agency, Central Government funding.

### **RESOLVED 2015/001**

That the contents of the report be noted.

## **COMMUNITY SAFETY BUDGET UPDATE**

Paul McKay, Service Director, Access and Public Protection, introduced the report which sought approval for £3000 funding for safety training for the users of mobility scooters.

During discussions, Members suggested that the availability of the training be promoted through village magazines.

### **RESOLVED 2015/002**

That the proposed contribution of £3000 from the Initiatives element of the Community Safety Budget for 2014/15 to support the provision of increased training and awareness in the use of mobility scooters be approved.

## **TEMPORARY PROJECT MANAGER IN TRADING STANDARDS AND COMMUNITY SAFETY FOR INCOME GENERATION**

Mark Walker, Group Manager, Trading Standards and Community Safety, introduced the report which sought to establish a new temporary Project Manager post within the Trading Standards and Community Safety Service to maximise opportunities to generate income.

Mr Walker highlighted the following amendment to the Financial Implications section (paragraph 16) of the report

- the post would be funded from Corporate Reserves rather than through departmental budgetary provision.

During discussions, Members requested that a report back on the outcomes of the post be submitted to the Committee in six months' time.

#### **RESOLVED 2015/003**

- 1) That a new temporary Project Manager post for income generation be established in the Trading Standards and Community Safety Service.
- 2) That Trading Standards and Community Safety Service actively seek out opportunities to generate income within Nottinghamshire and also in other local authority areas where it is in the best interests of Nottinghamshire residents.

#### **ICT STRATEGY – COMMUNITY SAFETY PROJECTS UPDATE**

Paul McKay, Service Director, Access and Public Protection, introduced the report which provided an update on progress with ICT strategy and delivery on areas within the remit of the Committee.

#### **RESOLVED 2015/004**

- 1) That Committee notes the new project process and the update information on the live projects and those currently being scoped.
- 2) That the Committee receives further update reports on a regular basis.

#### **ADULT SOCIAL CARE, HEALTH AND PUBLIC PROTECTION – LOCAL ACCOUNT 2013-14**

Paul McKay, Service Director, Access and Public Protection, introduced the report which highlighted the contents of the Local Account specific to public protection services.

#### **RESOLVED 2015/005**

That the Committee notes the content of the report.

#### **COMMUNITY SAFETY UPDATE**

Sarah Houlton, Team Manager, Trading Standards & Community Safety introduced the report which updated Members on key Community Safety matters.

The Chairman suggested that the Committee receive an update on the role of the Gypsy and Traveller Liaison Officer post to a future meeting.

#### **RESOLVED 2015/006**

- 1) That the various developments in the areas of work contained within the report be noted.

- 2) That the Gypsy and Traveller Liaison Officer post be transferred from NAVO into the Trading Standards and Community Safety Service with effect from 1 March 2015.

### **VULNERABLE PERSONS PANELS**

Paul McKay, Service Director, Access and Public Protection, introduced the report which informed Members about the existing work of these Panels and the planned development work.

#### **RESOLVED 2015/007**

That the Committee notes the content of the report, particularly the Vulnerable Person Panel development work.

### **UPDATE ON THE WORK OF THE COMMUNITY AND VOLUNTARY SECTOR TEAM**

Sally Gill, Group Manager, Planning, introduced the report which provided an update on the work of this team.

#### **RESOLVED 2015/008**

That the various activities in the area of work outlined in the report be noted.

### **UPDATE ON EMERGENCY MANAGEMENT AND REGISTRATION SERVICES**

Rob Fisher, Group Manager, Emergency Management and Registration Services, introduced the report which updated Members on key activities and events.

#### **RESOLVED 2015/009**

That the contents of the report be noted.

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

Mark Walker, Group Manager, Trading Standards and Community Safety, introduced the report which updated Members on key Trading Standards matters.

Following a query from Members, Mr Walker agreed to clarify whether the two heavy goods drivers referred to in paragraph 35 of the report were worked for companies.

#### **RESOLVED 2015/010**

That the updates from the previous meeting and the various developments in these areas of work be noted.

## **WORK PROGRAMME**

### **RESOLVED 2015/011**

That the work programme be noted.

The meeting closed at 12.38 pm.

### **CHAIRMAN**





**24<sup>th</sup> February 2015****Agenda Item: 4****REPORT OF THE SERVICE DIRECTOR FOR ACCESS AND PUBLIC  
PROTECTION****COMMUNITY SAFETY BUDGET UPDATE – REQUEST FOR FUNDING****Purpose of the Report**

1. To seek approval for committing funding from the Community Safety Initiatives Budget for 2014/2015 to:
  - a) Contribute to funding a multi-agency Crimestoppers campaign to raise awareness of the dangers of New Psychoactive Substances (NPS) and to increase intelligence relating to their supply and usage within the county. (£2,000);
  - b) Support the development of the “Stepping Stones” national pilot using mindful resilience practice to build community capacity and confidence. (£3,850);
  - c) Support an Alcohol Concern project to improve practice with treatment resistant drinkers in the context of domestic violence, to reduce the risk of the harm that they present. (£1,750);
  - d) Encourage new volunteers to set up and run Neighbourhood Watch schemes in the county by providing the county organisation Notts Watch with funding for starter packs, plus a small financial contribution for over-heads such as travelling expenses, stationery etc. (£10,500)
  - e) Contribute to funding of further targeted Automatic Number Plate Recognition (ANPR) provision in the County to reduce crime and road casualties. (£25,000 and a further £25,000 from the 2015/2016 Community Safety Initiatives Budget)
  - f) Support the development and delivery of a comprehensive range of professional training packages to support continuing professional development for staff within public agencies to promote community cohesion. (£10,000)

**Information and Advice****Community Safety Budget**

2. Each year, a proportion of the Community Safety Budget is allocated to initiatives across the County that are designed to reduce crime, disorder and anti-social behaviour, reduce the fear of crime, and increase levels of community safety within our communities. Initiatives are targeted at vulnerable communities, and are designed to tackle the issues that are causing the most harm to communities and individuals.

3. Funding proposals approved to date from the “initiatives” element of the Community Safety Budget for 2014-15 are summarised in the following table:

|   |                 |
|---|-----------------|
| <b>Total Community Safety “Initiatives” budget for 2014/15:</b>   | <b>£262,379</b> |
| <b>Total committed so far:</b>                                    |                 |
| Contribution to the work of the Safer Nottinghamshire Board (SNB) | £140,000        |
| Victims Support’s Young Witness Service                           | £7,500          |
| Vehicle Nuisance at Junction 27 – Preparing for injunctive action | £3,500          |
| Gating Orders contingency   | £2,000          |
| “In our Hands” (Holocaust education)                              | £15,000         |
| “I Pledge to Keep on Track” (Youth Crime Prevention Programme)    | £25,000         |
| Contribution to Crime-stoppers Cannabis Awareness campaign        | £2,000          |
| Rural Crime project   | £3,300          |
| Equalities Work (expansion of Show Racism the Red Card etc)       | £6,000          |
| Fly Grazing   | £1,500          |
| Domestic Homicide Reviews   | £5,000          |
| National Scams Hub List: Joint work with Nottinghamshire Police   | £20,000         |
| Promoting Community Cohesion                                      | £7,000          |
| Bicycle Safety Project  | £3,000          |
| Mobility Scooters safety training                                 | £3,000          |
| <b>Remaining balance for other initiatives</b>                    | <b>£18,579</b>  |

4. This year the £262,379 initiatives budget will be supplemented by a forecasted £61k underspends from the Community Safety staffing budget (£54k from vacant Team Manager role and £7k supplies and services savings) which have been re-allocated to initiatives in 2014/2015. (Proposed net budget reductions for the Community Safety budget for 2015/2016 are £54k staff savings and £12k supplies and services savings.)

#### **New Psychoactive Substances (“Legal Highs”) Campaign (£2,000)**

5. New Psychoactive Substances (NPS), commonly known as ‘Legal Highs’, are synthetic substances designed by chemists to mimic the effects of illegal drugs, but which are often not yet covered by current drugs laws. The products have also regularly been found to contain drugs covered by the Misuse of Drugs Act 1971.
6. Within the county Trading Standards Officers have targeted enforcement action against high street retail outlets known as “Head Shops” which have been found to be supplying the products in contravention of product safety and other consumer protection legislation. Investigations are ongoing. The Government recognises that the current legal framework to tackle the issue is inadequate and is currently looking into the feasibility of a general prohibition. In the interim period they encourage Trading Standards Services to continue making use of consumer protection legislation for enforcement purposes and to work with other partner agencies to raise awareness of the dangers of the products, particularly to inexperienced recreational drugs users misled into believing the products are safe by the misnomer “Legal Highs”.
7. This proposal is for a contribution of £2,000 to support an education campaign, involving the County Council’s Trading Standards, Community Safety and Public Health (substance misuse) teams working with Nottingham City Trading Standards, Crimestoppers and Nottinghamshire Police, to raise awareness of the dangers of NPS and to encourage reporting of intelligence about their supply and usage. The effects of these drugs are

unpredictable, with a growing number of 'legal high' users needing hospital treatment; furthermore the number of deaths linked to 'legal highs' has increased in recent years.

8. The campaign will involve the development and circulation of two posters, one aimed at educating the public about the dangers of NPS and the other at raising awareness of the issue amongst agency organisations. We will also look to ensure that the issue of NPS is included in wider resilience training delivered into the county's schools by Public Health and partner agencies.
9. This proposal involves the re-allocation of £2,000 of Community Safety initiatives funding, originally intended as a contribution to the Crimestoppers Cannabis Awareness Campaign, which was not needed as sufficient funding was found from other sources.

### **“Stepping Stones” (£3,850)**

10. “Stepping Stones” (Take Five in the Community) is phase 3 of a nationally ground breaking pilot using mindful resilience practice to build community capacity and confidence. Building on the success within North Nottinghamshire of the Home Office funded phase 1 “Take Five at School” and phase 2 “Take Five at Home” the “Take Five in the Community”/“Stepping Stones” project will aim to increase confidence and resilience via local recruitment to bespoke mindful resilience training.
11. A partnership steering group including residents will work together to explore other potential opportunities for rippling training and practices to families, particularly to the home of students who access Deep Support within the Academies as identified by the Supporting Families Teams.
12. As well as the link with the Supporting Families team the project is also working in partnership with Public Health to maximise opportunities for sign posting and links to the Health Work Place Champion programme. The County Council's Community Safety and Community and Voluntary Sector teams will also be involved in the sustained outcomes and future roll out showcasing and evaluation.
13. Feedback from the Supporting Families Team has identified that several families are ready to move on, but there is currently a gap in the type of provision they would be ready and confident to engage with. The Take Five in the Community course acts as the precursor and “stepping stone”.
14. Parents and carers will also be recruited by the local Community Organiser and local parent volunteers to promote a model of local residents organising and recruiting other local residents based on a real and positive experience. The intention is that the course will improve confidence, build capacity and resilience for the participants, resulting in motivation to engage with other courses, such as the work Ready and Able course and to get involved in community volunteering activities.
15. The proposal is that £3,850 funding from the Community Safety initiatives budget will be matched by a £3,850 contribution from the Bassetlaw, Newark and Sherwood community safety partnership for delivery of the project in the Bassetlaw area.

## **Alcohol Concern Domestic Homicide Review Project (£1,750)**

16. Alcohol Concern is an independent charity whose aim is to “reduce harm from alcohol related problems”. The purpose of the project would be to improve practice with treatment resistant drinkers in the context of domestic violence to reduce the risk of the harm that they present, with a special focus on links from this area to Domestic Homicide Reviews. Typically, 75% of Domestic Homicide Reviews involve alcohol and the majority of these will involve perpetrators who are high risk treatment resistant drinkers.
17. The project (pan city and county) would provide two multi-agency workshops, two multi agency training events and one “train the trainer” event, plus attendance at two strategic meetings. The workshops would explore how practice could be improved using case studies provided by Domestic Homicide Reviews from other parts of the country. The material gathered from the workshops is used to develop guidance on the better management of this client group, which is subsequently disseminated through the training and the train the trainer approaches.
18. Domestic Homicide Reviews can be lengthy, time consuming and expensive exercises, typically costing between £6k and £10k each. Once completed DHR’s are “owned” by the relevant Community Safety Partnership who hold responsibility for ensuring that any actions are implemented. Anything that increases the potential learning and effectiveness of Domestic Homicide Reviews would be well received.
19. The total cost of the project is £3,500. Nottingham City Crime and Drugs Partnership have contributed £1,750 and the Police and Crime Commissioner is seeking the same contribution from the County Council. If agreed, the project in the County would be routed through the Safer Nottinghamshire Board (SNB), led by the SNB Champion for Domestic Violence.

## **Notts Watch (£10,500)**

20. Neighbourhood Watch is a voluntary network of schemes where neighbours come together, along with the police and local partners, to build safe and friendly communities. Scheme members agree together to take responsibility for keeping an eye on each other's property, as a way of preventing crime.
21. As previously reported to the committee, Nottinghamshire County Council's Community Safety team is leading a multi-agency review looking into the effectiveness and future sustainability of the Nottinghamshire Neighbourhood Watch Scheme “Notts Watch”. The findings and recommendations of the review are currently being considered by the partner agencies involved and will be reported at a future Community Safety committee meeting. Initial findings from the review are that Neighbourhood Watch activities are widely considered to be an effective means of promoting crime prevention and community engagement.
22. One key issue highlighted by the review is the shortage of volunteers willing to set up and run new schemes within the county. To help address this issue a contribution of £10,500 is requested to fund starter packs and travelling expenses for district appointed volunteers to launch and support new NHW schemes. The starter pack will include NHW signs, stickers and crime prevention information, plus a small financial contribution towards start up overheads such as stationery etc.

## **Automatic Number Plate Recognition (ANPR) “Shields” (£25,000 in 2014/2015 and £25,000 in 2015/2016)**

23. A Nottinghamshire Police report entitled “Bassetlaw/Broxtowe ANPR Shield”, which provides supporting information to DC Andy Gowan’s presentation to the committee today, is attached as Appendix A to this report. This report seeks match funding for further targeted ANPR provision in the Nottinghamshire to provide a long term tactical plan for the reduction and detection of dwelling house burglary in the county and to increase public confidence in reducing crime and reducing casualties on the county’s roads.
24. The proposal involves a co-ordinated match funding bid for £25,000 (2014/2015) and £25,000 (2015/2016) from the Police and Crime Commissioner. The Road Safety Camera Partnership has pledged £50,000 match funding for 2014/2015 and £50,000 for 2015/2016. There is agreement to review the situation for 2016/2017 with the potential for a further contribution of £25,000 match funding from the Community Safety Initiatives budget for 2016/2017 for further expansion of the ANPR provision if needed.

## **Continuing Professional Development in support of Community Cohesion (£10,000)**

25. A range of increasingly challenging issues are emerging which are threatening to undermine community cohesion in Nottinghamshire and placing growing pressure on a number of public agencies.
26. It is proposed to develop and deliver a comprehensive range of professional training packages to support continuing professional development for staff within these agencies to promote community cohesion. The range of professional training packages will be developed and delivered by an experienced range of partners including the County Council’s Achievement and Equality Team, Nottinghamshire Police’s Equality and Diversity Team and the National Holocaust Centre. The training will be carried out through workshops and short courses aimed at equipping practitioners to develop the necessary knowledge and skills needed to address the issues involved.

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

27. Community Safety remains one of the key concerns for the residents of Nottinghamshire. The recommendations contained within this report will enable funding to action a range of targeted projects specifically designed to combat the issues of, crime, disorder and anti-social behaviour, whilst at the same time combatting the fear of crime. Any reductions in these issues encourages the development of strong, healthy and vibrant communities, reducing the risks to those deemed as vulnerable within those communities

## **Statutory and Policy Implications**

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

## **Financial Implications**

29. The requests totalling £53,100 in 2014/15 can all be met from within the Community Safety budget.

30. There is sufficient budget in 2015/16 to fund the £25,000 requested.

## **RECOMMENDATION/S**

31. It is recommended that Members approve the above proposed contributions totalling £53,100 from the Community Safety Initiatives Budget for 2014/2015, namely:

- i. New Psychoactive Substances Campaign (£2,000)
- ii. Stepping Stones initiative (£3,850)
- iii. Alcohol Concern Domestic Homicide Review Project (£1,750)
- iv. Notts Watch (£10,500)
- v. Further targeted ANPR provision (£25,000)
- vi. Continuing Professional Development in support of Community Cohesion (£10,000)

32. It is recommended that Members approve a contribution of £25,000 from the Community Safety Initiatives Budget for 2015/2016 to fund further targeted ANPR provision.

## **PAUL MCKAY**

### **Service Director Access and Public Protection**

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

Sarah Houlton, Team Manager Trading Standards & Community Safety x 72460  
Yvette Armstrong – Community Safety Officer x 73058

## **Constitutional Comments**

The proposals in this report fall within the remit of this Community Safety Committee.

## **Financial Comments (KAS 12/02/15)**

The financial implications are contained within paragraphs 29 and 30 of the 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.



NOTTINGHAMSHIRE  
**POLICE**  
PROUD TO SERVE

## **Report to Community Safety Committee**

### **Bassetlaw/Broxtowe ANPR Shield**

Release: Version 1

Date: 04/02/2015

Author: Detective Chief Inspector Andy Gowan



## 1 Purpose

To seek approval for funding of further targeted ANPR provision on the County in order to provide a long term tactical plan for the reduction and detection of dwelling house burglary on this area, increasing public confidence in respect of tackling crime and reducing the number of killed or seriously injured (KSI) on our roads.

This bid is for £25K 2014/2015 and £25K 2015/2016 from the County Community Safety Budget. There is agreement to review the situation for 2016/2017 with a view to further match funding of £25k if needed.

This is co-ordinated with a submission to the PCC for match funding of the same amount.

The Road Safety Camera Partnership has pledged to match fund these two funding streams to deliver the project in 2014-2015 and 2015-2016.

## 2 Background

The first phase of the County ANPR initiative was the introduction of the 'Ashfield South ANPR Shield' in 2013/214. This was a joint partnership funded project and is now fully completed. The remarkable outcomes from this 'shield' are described in section 3.

The second phase, and subject of this report, is to learn from the excellent outcomes and introduce a similar shield to other areas within the County which are similarly targeted by travelling dwelling house burglars. Only areas that would truly benefit from this tactic are being considered.

An intelligence case identifies Bassetlaw as the second phase and this is to be followed by Broxtowe.

Crime pattern analysis shows that in Bassetlaw and Broxtowe:-

- There is a sustained dwelling house burglary issue causing a considerable impact on our **rural areas**
- There is a high percentage of offenders travelling from outside of these areas to commit these offences. The travelling nature of these criminals makes detection/prevention very difficult.
- Offenders are using cars to commit these crimes.
- There is a high percentage of 'car key' type burglary dwelling offences where high value cars are being stolen from the address.

This enduring issue emanates from the locality of the areas; with easy road links to/from other force areas, particularly South Yorkshire and Lincolnshire (for Bassetlaw) and from Nottingham City and Derbyshire (for Broxtowe).

Due to the cross border nature of these offenders, detections are low and effective intelligence sharing is challenging.

The proposal is to enable an **overt** ANPR 'shield' around these CSPs which is designed to provide:-



- **Prevention** of offences due to visual deterrent and criminal knowledge/awareness of ANPR tactics (priority - crime reduction).
- A **reactive investigative tool** for offences involving travelling offenders (priority - crime detection target).
- A **pro-active** tool for targeted operations for travelling criminals (priority - crime reduction target). Separate funding will ensure weekly proactive operations using the shield. Importantly, we encourage partnership use of the shield, for example Trading Standards, who have similar travelling criminal road users.
- A **pro-active** tool for offenders using vehicles without insurance/MOT linked to priority in reducing KSI (priority - reduction KSI)
- An increase of **public confidence** in the authorities tackling of crime on this area (through targeted media campaigns and a permanent visible representation)

### 3 Outcomes from the Ashfield South ANPR Shield

The Ashfield Shield commenced November 2013.

First year outcomes Nov 2013-2014 provided a **36% reduction** in dwelling burglary, outperforming all areas within Nottinghamshire

|                   | November 2013 |       | November 2012 |       | Volume Change | Percentage Change |
|-------------------|---------------|-------|---------------|-------|---------------|-------------------|
|                   | October 2014  |       | October 2013  |       |               |                   |
| Force             | 4,331         |       | 4,466         |       | -135          | -3.0%             |
| City Division     | 2,207         | 51.0% | 2,150         | 48.1% | 57            | 2.7%              |
| County Division   | 2,124         | 49.0% | 2,316         | 51.9% | -192          | -8.3%             |
| County West       | 624           | 14.4% | 646           | 14.5% | -22           | -3.4%             |
| Ashfield          | 352           | 8.1%  | 451           | 10.1% | -99           | -22.0%            |
| Ashfield North    | 186           | 4.3%  | 189           | 4.2%  | -3            | -1.6%             |
| Ashfield South    | 166           | 3.8%  | 262           | 5.9%  | -96           | -36.6%            |
| Mansfield         | 272           | 6.3%  | 195           | 4.4%  | 77            | 39.5%             |
| County East       | 602           | 13.9% | 620           | 13.9% | -18           | -2.9%             |
| Bassetlaw         | 364           | 8.4%  | 405           | 9.1%  | -41           | -10.1%            |
| Newark & Sherwood | 238           | 5.5%  | 215           | 4.8%  | 23            | 10.7%             |
| County South      | 898           | 20.7% | 1,050         | 23.5% | -152          | -14.5%            |
| Broxtowe          | 347           | 8.0%  | 423           | 9.5%  | -76           | -18.0%            |
| Gedling           | 311           | 7.2%  | 348           | 7.8%  | -37           | -10.6%            |
| Rushcliffe        | 240           | 5.5%  | 279           | 6.2%  | -39           | -14.0%            |
| City Division     | 2,207         | 51.0% | 2,150         | 48.1% | 57            | 2.7%              |
| City Central      | 875           | 20.2% | 986           | 22.1% | -111          | -11.3%            |
| City Centre       | 55            | 1.3%  | 44            | 1.0%  | 11            | 25.0%             |
| City North        | 808           | 18.7% | 749           | 16.8% | 59            | 7.9%              |
| City South        | 469           | 10.8% | 371           | 8.3%  | 98            | 26.4%             |

This has been **sustained and improved in 2014/2015** with a further 41% reduction YTD.

- Importantly, in view of recent national media interest regarding ANPR camera use, the Information Commissioners Office inspected the use of ANPR cameras on this project, in Nov 2014, and recommends it as national best practice.

- This is an **overt** tactic designed to reduce serious crime. A proactive media campaign accompanied the Privacy Impact Assessment.
- A weekly proactive operation is ongoing as part of this shield, thereby deploying additional and targeted resources into this vulnerable area.

#### 4 Crime Pattern Analysis for Phase 2 – Bassetlaw ANPR Shield



ANPR bid for  
Bassetlaw.pptx

In summary, 33% (East Bassetlaw) and 20% (West Bassetlaw) of known burglars in a three year period 2012-2014 lived in a foreign force area.

#### 5 Proposal

The intention of phase 2 is to provide a 'shield' of ANPR cameras which covers ALL routes into and out of the criminally targeted residential towns and rural villages of Bassetlaw CSP.

My recommendation is that a total 'shield' is required on the agreed areas. If only main routes are covered by ANPR, then it is known that criminals will display their tenacity and access areas via alternative routes, thus nullifying the tactic.

Each camera needs to be deployed onto a County Council lamp post. This restricts choice, but does not affect the final proposals.

The cameras are re-locatable and hence this provides the flexibility to react to changing crime trends and also proportionality in terms of privacy laws.

#### 6 Costs

There is a one off cost for each ANPR camera of £4.5k.

Each camera cost £200 to deploy/re-deploy.

Each camera has a £15 per month SIM cost, which is to be paid by Nottinghamshire Police, as agreed by ANPR lead Mr Andrew Charlton.

The ongoing cost of electrical supply is agreed with County Council. This agreement is NOT in place if the cameras are located within City Council areas.

#### 7 Timescales

If the funding bid is authorised, the proposal may be implemented within a 6 month timescale. This allows lead times for order of the cameras themselves and the actual deployment via cherry picker. The agreed ANPR camera provider has been identified via the Nottinghamshire Police ANPR project, alongside the installation provision. Procurement issues have been addressed by Nottinghamshire Police ANPR project lead Mr Andrew Charlton.

## **8 Investment Appraisal**

Yearly performance data and results analysis should be produced to include data for Bassetlaw (and subsequently Broxtowe) to include:

- Number of ANPR activations
- Number of arrests resulting from activations
  - 1) burglary dwelling related
  - 2) other offences
- Number of convictions where ANPR activations is used in evidence
  - 1) burglary dwelling related
  - 2) other offences
- Number of Traffic Offence Reports (TORs) provided by the proactive operations
- Yearly crime reduction in dwelling house burglary

## **9 Statutory and Policy Implications**

The ANPR shield may well be subject of review by the Information Commissioner and assessed in terms of compliance with  
the Data Protection Act (DPA)  
the ANPR national standards (NASP)  
the Surveillance Camera Code and the revised ICO CCTV Code 'In the Picture'  
and the Human Rights Act

The core to these is the 'pressing social need' which is the terminology used in their assessment and aligns to the more commonly known terms of necessity, proportionality and lawfulness.

In view of the successful review by the Information Commissioner of the Ashfield South Shield in 2014, we are satisfied that the intelligence case, supported by re-locatable cameras and overt signage will satisfy any inspection for the Bassetlaw and Broxtowe Shield.

Any clarifications can be addressed to DCI Andy Gowan on

[andrew.gowan@nottinghamshire.pnn.police.uk](mailto:andrew.gowan@nottinghamshire.pnn.police.uk)



**24 February 2015****Agenda Item: 5****REPORT OF THE SERVICE DIRECTOR FOR ACCESS AND PUBLIC  
PROTECTION****REVIEW OF FEES AND CHARGES MADE TO BUSINESSES AND OTHER  
AUTHORITIES BY THE TRADING STANDARDS AND COMMUNITY SAFETY  
SERVICE****Purpose of the Report**

1. The purpose of this report:
  - a. To obtain approval for the fees and charges made to businesses and other authorities by the Trading Standards and Community Safety Service for 2015/16 following the annual review

**Information and Advice****Metrology Fees**

2. A source of income to the Service is from fees raised from the verification and stamping of weighing and measuring equipment. In 2014/15, the Service is predicted to generate approximately £15k from this activity.
3. In the previous two years, the National Trading Standards Board (NTSB) has issued national guidelines to Authorities with a model to determine charges for such services. No guidelines have as yet been issued this year, so last year's model has been used.
4. On this basis, it is therefore proposed that the rates for 2015-16 are as follows:
  - Weights & Measures Inspector: increase from £67 to £68.50 per hour,
  - Technical Assistant: increase from £37 to £38 per hour
5. The hourly rate will vary depending upon the circumstances under which the services are delivered, for example tests to be carried out on weekends and bank holidays. These variations are contained in the Appendix attached.

6. The proposals incorporate (at point 6 of the Appendix) the discretionary powers to vary fees under certain circumstances as agreed by the Public Protection Committee at its meeting on 27th November 1996.

### **Charges for Services Provided to External Enforcement Bodies**

7. *E-Crime expertise, Intelligence, & Proceeds of Crime Financial Investigations:* The Service currently has two Trading Standards Officers trained up as E-Crime specialists. We are in a position to provide this specialist E Crime support to other authorities in the region who lack this expertise.
8. The Service has its own Intelligence Manager who has access to specialist databases for the analysis of intelligence. This Service can be provided to other enforcement bodies who do not have such expertise.
9. The Service currently has an accredited financial investigator (AFI) who can undertake financial investigations and provide the mentoring legally required by individuals training to be financial investigators. The Government incentivisation scheme provisions made under Proceeds of Crime Act (POCA) legislation means that Trading Standards authorities and other law enforcement agencies are able to get back a proportion of assets confiscated from criminals. The Service is in a position to provide financial investigation support to other authorities in the region who lack access to a financial investigation capability subject to having available capacity.
10. The income received from other enforcement bodies using the above services, is estimated to bring in approximately £7k during 2014/15. It is proposed that the current rate of £60 per officer hour for the above services and the mentoring of trainee financial investigators is increased to £61.50.
11. Where there is a realistic prospect of receiving any incentivisation under POCA, it is proposed a charge is made of £41 per officer hour (increased from £40), plus an agreed proportion of the incentivisation from monies recovered, as agreed on a case-by-case basis by the Group Manager, Trading Standards and Community Safety
12. *Charges for Other Services Provided to External Bodies:* The Service also receives requests to deliver one-off projects, for example a programme of inspections. Because of the one-off/specialist nature of these approaches, and that they often bring other tangible benefits to the authority, it is proposed that the fee to be charged should be agreed by the Group Manager, Trading Standards and Community Safety on a case-by-case basis.
13. It is further proposed that that any fee agreed in such a way should not be below a rate equivalent to full cost recovery of the direct staff time spent delivering the activity.

### **Charges For Primary Authority Work and Business Advice**

14. For many years, the Trading Standards Service has provided high quality advice and support to Nottinghamshire-based businesses, over and above that the authority was required to do by statute. For many years, this was delivered for free.

15. From 1<sup>st</sup> April 2011, the authority changed its policy and began to levy charges for business advice and support on a cost recovery basis. It withdrew from Home Authority relationships, where free support was offered, and moved to statutory based Primary Authority Partnerships. The changes were the subject of Cabinet decision (resolution number CA/2011/00003).
16. Where businesses do not wish to enter into formal Primary Authority arrangements, the costs for any ad-hoc advice or support delivered in excess of the statutory minimum is also now recovered by making a charge.
17. Primary Authority Partnerships: There are currently 22 businesses that have entered into Primary Authority Partnerships with the Service. These partnerships are tailored to the individual business' needs - Trading Standards offers a wide range of support including the provision of detailed compliance advice, the approval of internal systems, monitoring of consumer complaints, staff training or other bespoke support requested.
18. Assured advice given to those businesses and followed within such a relationship is binding on other Local Authorities, providing the certainty that businesses need to trade efficiently and effectively across local authority boundaries.
19. Based on this year's contracted support hours, the cost recovered for 2014/15 using the current charging model is £51,250.
20. The current approach involves agreeing the level of support required for the upcoming 12 month period with the business at the start of the year. This benefits the businesses in that they are assured an annual commitment of officer resource, and also enables the Service to plan its resources and manage budgets more effectively.
21. The Service has been exploring how to cultivate long-term relationships with more businesses in order to support economic growth. Entering into Primary Authority arrangements is a key way to achieve this. The Service has grown the number of Primary Authority arrangements over the year to 22 with four more businesses currently going through the process. Primary Authority is seen as a key way of helping businesses to grow and so the Service will be looking to put more resource into encouraging businesses both inside and outside the county to develop Primary Authority Partnerships with Nottinghamshire Trading Standards.
22. Other Business Advice: During 2014/15 the Service has received £750 for business support from those Nottinghamshire-based businesses that do not have a Primary Authority Partnership but that have requested ad-hoc advice. This has been charged at an hourly rate of £75 per hour.
23. It is therefore proposed from the 1<sup>st</sup> April 2015 to apply a small increase in the charges to account for the increase in staffing costs by:
  - Increasing the current hourly rate charged for Primary Authority Partnerships, from £60 to £61.50; and
  - Increasing the current hourly rate for ad-hoc business support delivered, from £75 to £77

## **Other Options Considered**

24. Maintaining current charges or increasing by more than proposed.

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

25. There has been no increase, over the last two years, in the fees charged to other authorities or businesses who receive business support either through Primary Authority Partnerships or on an ad-hoc basis. There is therefore a need to increase the fees in line with the National Increases set last year in order to help cover the increased costs in 2015/16.

## **Statutory and Policy Implications**

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

## **Financial Implications**

The fee increases are in line with National Increase set last year and will help to cover increased costs in 2015/16.

## **RECOMMENDATION/S**

That the committee approves the fees and charges proposed in this report and in the attached appendix, to be charged by the Trading Standards Service from 1<sup>st</sup> April 2015

**PAUL MCKAY**

**Service Director, Access and Public Protection**

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

Mark Walker  
Group Manager, Trading Standards and Community Safety  
Tel: (01623) 452 070  
Email: [mark.walker@nottsgov.uk](mailto:mark.walker@nottsgov.uk)

## **Constitutional Comments (SMG 30/01/2015)**

26. The proposals in this report fall within the remit of this Committee.

## **Financial Comments (KAS 04/02/15)**

27. The financial implications are contained within the body of the report.



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

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

- 'None'

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

- 'All'

## **APPENDIX**

### **Metrology Fees:**

#### **Charges from 1 April 2015 to 31 March 2016 Weights and Measures Act 1985**

The rates for 2015-16 are as follows:

- Weights & Measures Inspector: £68.50 per hour,
  - Technical Assistant: increase £38 per hour
- 
1. Where at the request of the submitter, any test carried is out on a Saturday, or on a weekday outside the hours of 8.30am-5.00pm (other than a bank holiday) then the hourly rate is increased by 50%.
  2. Where at the request of the submitter, any test is carried out on a Sunday or bank holiday then the hourly rate is increased by 100%.
  3. Where at the request of the submitter, any test is carried out throughout a weekend, i.e. both Saturday and Sunday, then the hourly rate is increased by 75%.
  4. Where the Local Authority has to provide test weights and an associated unit, this cost will be charged in addition to the hourly rate.
  5. Where a request is made for attendance on site for the purposes of testing equipment and on arrival at the site the equipment is not ready for test and is therefore withdrawn from submission, a fee equal to 100% of the appropriate hourly rate plus travelling time to and return from the site will be charged.
  6. The hourly rates included in this report are those which will normally be charged for the submission of items of equipment. The Service Director and nominated representatives have the power delegated to them to vary the fees charged provided that any such variation still ensures full cost recovery.
  7. HM Customs and Excise have concluded that fees may be subject to VAT.
  8. Local Government Association guidance has been that until such time as the Legislation Reform Order comes into effect, reverifications after adjustment are VAT exempt, whereas other verification work is subject to VAT.
  9. VAT is not chargeable on any work completed under the Measuring Instruments (EEC requirements) Regulations 1988.

**24 February 2015****Agenda Item: 6****REPORT OF THE SERVICE DIRECTOR FOR ACCESS AND PUBLIC  
PROTECTION****APPROVAL OF THE OFFICIAL FOOD & FEED LAW ENFORCEMENT  
SERVICE PLAN FOR 2015-16****Purpose of the Report**

1. To seek approval by the Committee of the Trading Standards and Community Safety Service 2015-16 Food & Feed Law Enforcement Service Plan.

**Information and Advice**

2. Section 6 of the Food Safety Act 1990, and section 76 of the Agriculture Act, places a duty on this Authority to enforce certain provisions of those Acts in Nottinghamshire regarding food for human consumption and also feeding stuffs for animals. The provisions created by the legislation are known as official food and feed controls.
3. The Food Standards Agency (FSA) has a key role as the central competent authority for overseeing official feed and food controls, and also working closely in partnership with local authorities to help them to deliver the controls. The FSA is therefore pro-active in setting and monitoring standards, coordinating activity, and in auditing local authorities' delivery of official controls, in order to ensure that this activity is effective, risk based, proportionate and consistent.
4. The Trading Standards Service is responsible for food and animal feed standards work on behalf of the Authority, which includes labelling and quality controls. The responsibility for (human) food hygiene controls falls to the District Council's Environmental Health Services. The FSA sees Service Plans as an important part of the process to ensure that national priorities and standards are addressed and delivered locally.
5. The work carried out by Trading Standards on food and animal feed standards has an important role that impacts on both consumers and businesses. The work in advising businesses provides a level playing field in which legitimate businesses can prosper and grow. Sampling, monitoring and responding to complaints also helps to protect both legitimate businesses and consumers from any criminal element that may seek to put products onto the market that are either, not what they state they are, or may be potentially injurious to health

## **Other Options Considered**

6. Non applicable – required by law.

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

7. The Trading Standards & Community Safety Food & Feed Law Enforcement Service Plan for 2014-15 has been reviewed and updated with current data on premise risk bandings and enquiries received. The updated plan which covers 2015-16 is the one attached as an appendix.
8. The FSA places a great deal of importance on ensuring that the Authority's key decision makers are fully engaged in official food and feed controls work. As such, the Trading Standards Service proposed plan for 2015-16 is attached as an appendix to this report for the Committee to consider and approve.

## **Statutory and Policy Implications**

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

## **Financial Implications**

Detailed in the Enforcement Service Plan.

## **Implications for Service Users**

The Enforcement Service Plan details the work proposed and outlines the need and rationale.

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

There are no specific implications but the work carried out does help with the sustainability of legitimate businesses.

## **RECOMMENDATION/S**

- 1) That the Committee approves the Authority's 2015-16 Food & Feed Law Enforcement Service Plan as set out in the appendix to this report.

**PAUL MCKAY**

**Service Director, Access and Public Protection**

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

Mark Walker

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**Constitutional Comments (SLB 03/02/2015)**

9. Community Safety Committee is the appropriate body to consider the content of this report

**Financial Comments (KAS 30/01/15)**

10. The financial implications are contained in Enforcement Service Plan.

**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'



***TRADING STANDARDS &  
COMMUNITY SAFETY SERVICE***

***FOOD & FEED LAW ENFORCEMENT  
SERVICE PLAN 2015-16***

## **1. SERVICE AIMS & OBJECTIVES**

### **1.1 Aims and Objectives**

Our Purpose is to:

***To give Nottinghamshire a better Trading Environment***

What Matters to our Customers:

***Help me solve my problem quickly and stop problems happening to others***

Our key strategic aims are:

- ***Tackle the areas of most consumer detriment***
- ***Target the most serious rogue traders***
- ***Protect the most vulnerable consumers***
- ***Help legitimate businesses to trade well***
- ***Tackle the areas compromising consumer safety***
- ***Maintain healthy and disease free livestock***
- ***Seek opportunities to generate income to achieve our overall purpose***

### **1.2 Links to Corporate Objectives & Plan**

In 2011, the County Council underwent a reorganisation in which the Trading Standards Service moved into the newly created Adult Social Care, Health and Public Protection Department. The Service sits in the Access and Public Protection Division within the Department. The purpose of the Adult Social Care, Health & Public Protection Department is to maximise people's independence, keep people safe and support the wellbeing of vulnerable adults.

In 2012, the Authority moved from a Cabinet to a Committee System in respect of political governance. Food and feeding stuffs work is now the direct responsibility of the Community Safety Committee, and regular reports are provided to it on food and feeding stuffs work as appropriate. The current Committee Chair is Councillor Gilfoyle, while Councillor Alice Grice is the Committee Vice-Chair.

The key policies and drivers for the County Council are set-out in the Corporate Business Plan. Food and Feeding Stuffs activity links to this through the Adult Social Care, Health and Public Protection Business Plan.

## **2. BACKGROUND**

### **2.1 Profile of Nottinghamshire**

Nottinghamshire is a shire county and covers an area of 2,085 sq km (805 sq miles). It has a population of 790,200 people and a workforce of 375,195. The largest concentration of people is found in the Nottingham City conurbation, the suburbs of which lie mostly in the County. The other main towns of the County are



Mansfield (105,300), Kirkby-in-Ashfield (27,539) Sutton-in-Ashfield (45,848), Newark-on-Trent (37,084), Worksop (41,820) and Retford (22,023).

About one-fifth of the population live outside these areas, mostly in small (under 10,000 population) towns and villages.

## 2.2 *Organisational Structure*

See **Annex 1** attached.

## 2.3 *Scope of the Feed and Food Service*

Nottinghamshire County Council is part of the two-tier system of local government in the County which divides responsibilities between the County Council and seven District Councils. As part of this division, Food Standards work is the responsibility of the County Council's Trading Standards Service, whilst Food Hygiene work is the responsibility of the District Councils.

The County Council's Trading Standards Service has sole responsibility for carrying out the official controls on animal feeds. These controls cover areas such as storage, transportation, composition, labelling, and contamination.

The Service adopts an intelligence led approach to enforcement in line with our purpose and key strategic aims. We also give a commitment to conduct annual enforcement visits at all of our high risk premises.

Analytical services are provided by an external Public and Agricultural analyst service.

## 2.4 *Demands on the Food and Feed Service*

As at the end of January 2015, there were 7028 known registered food businesses in Nottinghamshire, 2 approved feed hygiene premises, and 615 Feed Hygiene Registered Premises categorised as shown in the tables below:

|  | <b><i>High Risk</i></b> | <b><i>Upper Medium Risk</i></b> | <b><i>Lower Medium Risk</i></b> | <b><i>Low Risk</i></b> | <b><i>Total</i></b> |
|--|-------------------------|---------------------------------|---------------------------------|------------------------|---------------------|
| <b><i>Registered Food Businesses</i></b> | 47                      | 111                             | 555                             | 6315                   | <b>7028</b>         |

|  | <b><i>High Risk</i></b> | <b><i>Upper Medium Risk</i></b> | <b><i>Lower Medium Risk</i></b> | <b><i>Low Risk</i></b> | <b><i>Total</i></b> |
|--|-------------------------|---------------------------------|---------------------------------|------------------------|---------------------|
| <b><i>Approved Feed Hygiene Premises</i></b>   | n/a                     | n/a                             | n/a                             | 2                      | <b>2</b>            |
| <b><i>Feed Hygiene Registered Premises</i></b> | 0                       | 44                              | 1                               | 570                    | <b>615</b>          |

**2.5** Our ***Service delivery contacts*** are as follows:

***Trading Standards & Community Safety Service  
County House  
100 Chesterfield Road South  
Mansfield  
Nottinghamshire  
NG19 7AQ***

**Tel:** **01623 452005 or 0300 5008080** (Businesses and Enforcement Agencies)  
**08454 040506** (Citizens Advice Consumer Services for Consumers)

**Fax:** **01623 452059**

**Website:** [www.nottinghamshire.gov.uk](http://www.nottinghamshire.gov.uk)  
**Email:** [trading.standards@nottsc.gov.uk](mailto:trading.standards@nottsc.gov.uk)  
**Secure Email:** [trading.standards@nottsc.gcsx.gov.uk](mailto:trading.standards@nottsc.gcsx.gov.uk)

**2.6** ***Enforcement Policy***

Where we find problems, we will consider all formal action options to resolve those problems, including prosecution where appropriate. All enforcement action is taken in accordance with the Service's documented Enforcement Policy.

**3. SERVICE DELIVERY**

**3.1** ***Interventions at Food and Feeding Stuffs Premises***

In 2015/16 the Service will;

- Carry out programmed inspections in accordance with a risk based approach;
- Conduct an inspection during the year at all food and feed premises rated as *high risk*;
- Verify that the risk rating of other premises is appropriate, by undertaking a sample of inspections to check compliance at low and medium risk rated premises;
- Target businesses as a result of appropriate intelligence from complaints received, local and national food audits, food alerts and advice from the Food Standards Agency (FSA);
- Conduct inspections in accordance with the Code of Practice issued under Section 40 of the Food Safety Act 1990, and the FSA Feed Law Code of Practice; and
- Carry out appropriate revisits to ensure compliance following problems identified in first inspections.

Where difficulties in interpretation of legislation occur, our officers can seek assistance from a number of internal and external sources, as detailed in our procedures relating to food and feed interventions (OP521 and OP527).

The first stage of the Food Information Regulations came into force in December 2014, has already had some impact on the Service, and is likely to have an extensive impact on the Service over the next couple of years. This is due to the staged transitional periods for various requirements, and because it is the most far reaching codification of labelling for some time.

The County's large manufacturers/importers, including a number of our Primary Authority Companies, have already sought advice from this Service. In order to assist with compliance, the Service will:

- Continue to undertake a series of premise specific interventions;
- Continue to communicate the new requirements regarding loose foods to the retail sector; and
- Work to support Nottinghamshire County Council businesses to ensure they are complying with the new requirements.

The Service will be working closely with Environmental Health Colleagues to agree a collaborative approach to proactive and reactive work regarding to the new regulations in order to reduce the burden on business and to avoid duplication in the deployment of resources.

### **3.2 *Food and Feeding Stuffs Complaints***

In 2015/16 the Service will;

- Consider complaints as part of the Service's intelligence-led approach to enforcement in line with our purpose and key strategic aims; and
- Where a complaint is regarding foreign bodies or food safety, officers will promptly refer the complaint to the relevant Environmental Health Department.

In 2014-15, the Service had received 126 Food Standards complaints, 8 feeding stuffs complaints, 26 Primary Authority Food Standards referrals, 10 Primary Authority feeding stuffs referrals and 44 Trade Enquiries relating to food matters and 10 relating to feed.

Complaints received during 2014/15 have included issues such as alcohol authenticity and contamination, out of date food being sold, and mis-described or mislabelled products.

### **3.3 *Home Authority and Primary Authority Scheme***

The Service no longer offers Home Authority relationships but offers Primary Authority Partnerships.

The Authority currently has entered into Primary Authority Partnerships that cover food matters with 14 businesses, whilst 4 partnerships also cover feeding stuffs.

In 2015/16 we will;

- Request enforcement colleagues to inform us of any issues relating to Nottinghamshire businesses to discharge our duties either as an enforcing authority or to provide basic advice under the Regulator's Compliance Code where appropriate; and
- Inform the originating authority of our actions, and where it is inappropriate for this Authority to take action, will provide relevant information to colleagues to assist them in resolving the matter themselves.

In 2014-15, the Service dealt with enquiries from both Primary Authority Companies and other Nottinghamshire based businesses regarding a wide range of technical issues. Issues included nutritional claims, allergen advice, food incident management advice, and labelling advice.

The Service also dealt with enquiries from feed businesses in areas including labelling requirements, and the importation of feed materials.

### **3.4 *Advice to Business***

In 2015/16, the Service will:

- Provide Nottinghamshire businesses with free basic legal compliance advice, either verbally, by email or by way of signposting to our web-based business information sheets;
- Confirm verbal advice in a written form; and
- Continue to offer businesses more in-depth bespoke support, charged for on a cost recovery basis.

### **3.5 *Feed and Food Sampling***

In 2015/16, the Service will;

- Ensure that all sampling activity is intelligence-led, based on an assessment of most harm, and in line with the Service's purpose and key strategic aims;
- Develop a sampling program aligned with the national priorities on Food and Feed once published by the FSA;
- Follow documented procedure for all food standards and animal feeding stuffs sampling; and
- Continue to source analytical services by the Authority's appointed external Public and Agricultural analyst;

#### ***Worcestershire Scientific Services, Worcester WR4 9FA.***

In 2014/15, the Service sampled a range of food and feed materials. Some samples were taken following complaints, for example counterfeit alcohol which was tested for brand authenticity, whilst others were taken during interventions including food past use-by dates tested for safety.

Samples were also taken following nationally agreed priorities identified by the FSA based on known and emerging intelligence, and based on the national priorities. These included:

- Co-products used in animal feeds were tested for contamination;
- Feed materials were tested for contamination and pesticides;
- Compound feeds were tested for carry over of specified substances and medicines;
- Food tested for undeclared allergens and not permitted colours;
- Melamine cookware for formaldehyde;
- Lamb, fish and basmati rice tested for species.

### **3.6 *Control and Investigation of Outbreaks and Food Related Infectious Disease***

This function is the responsibility of District Councils within Nottinghamshire.

### **3.7 *Feed/Food Safety Incidents***

In 2015/16, the Service will:

- Follow it's documented procedures for any feed and food safety incidents and feed and food hazard warnings;
- Allocate sufficient resources to effectively deal with such incidents; and
- Take any action in accordance with the relevant Codes of Practice.

The Service receives all appropriate food and feed safety alerts, and action those that directly impact on Nottinghamshire Food and Feed Business Operators.

### **3.8 *Liaison with Other Organisations***

In 2015-16, the Service will:

- Ensure that enforcement action is consistent with that of its neighbouring authorities; and
- Liaise with a range of organisations to appropriate levels in carrying out its food and feed law enforcement function. These include:
  - **Food Standards Agency;**
  - **Public Analyst - Worcestershire Scientific Services;**
  - **District Authorities' Environmental Health Services;**
  - **Environmental Heath Food Group;**
  - **Trading Standards East Midlands (TSEM), and the TSEM Food Group;**
  - **Medicines and Healthcare Products Regulatory Agency;**
  - **HM Revenue and Customs;**
  - **Department of Environment, Food and Rural Affairs (DEFRA);**
  - **Veterinary Medicines Directorate;**
  - **Health Protection Agency (East Midlands);**
  - **International Federation of Spirits Producers Ltd (IFSP);**
  - **Animal Health - Egg Inspectorate; and**

- **Nottinghamshire Police.**

### **3.9 Food and Feeding Stuff Safety and Standards Promotion**

In 2015-16, the Service will:

- Ensure all promotional work supports the intelligence-led approach to enforcement;
- Ensure it effectively raises awareness of key issues;
- Employ a variety of channels, including;
  - Content on our website (information for businesses and consumers etc);
  - Media campaigns and press releases;
  - Use of social networking media;
  - Expansion of our Nottinghamshire web-based Neighbourhood Alert system.

During 2014-15, the Service continued to support the FSA in a pilot cold store/food brokers project to ensure and establish traceability in the food supply chain. Two regions were selected for this project, including the East Midlands with a view to rolling out to other regions.

The main aim of the project was to establish the number of food brokers registered with Trading Standards and/or Environmental Health. It involved visiting a number of cold stores to investigate the links they have with food brokers, to establish to what extent they are working with them, and also to ensure that cold stores are complying with relevant legislation.

During 2014-15, the Service worked closely with Environmental Health and the Police on an investigation following a consumer complaint. A company had been trialling a range of food products, and had sent some of these from their manufacturing premises to a plant for disposing of the products. However, rather than disposing of the products, the plant sold these on for cash to a local farm shop.

## **4. RESOURCES**

### **4.1 Financial Allocation**

In 2015-16, the Service will:

- Invest approximately £150k in food and feeding stuffs enforcement; and
- Vary this level according to a dynamic analysis of emerging needs during the year.

In 2014-15, a similar investment was made.

### **4.2 Staffing Allocation**

In 2015-16, the Service will:

- Authorise it's officers for Feed and Food enforcement following a documented procedure, OP520; and
- Bring in appropriately qualified staff from other agencies or authorities to plug any short term staff resource pressures.

The Service currently employs 5.8FTE food & feed qualified officers, and 5FTE food only qualified officers. These officers are multifunctional and also deal with other areas of trading standards work. The current commitment to food and feed work is equivalent to 2.6 FTE.

The FSA Framework Agreement and Codes of Practice require the Service to inspect all its feed and food premises on a frequency regime that is based on the assessed risk level of the business. Feed premises are now risked using the new National Trading Standards Board model which takes into account 'earned recognition'.

The current frequencies determined using this model would mean that

- for food premises, all high risk premises are visited every year, upper medium risk premises are inspected every 2 years and that lower medium and low risk premises are inspected every 5 years.
- for feed premises, all high risk premises are visited every year, upper medium risk ever 2 years, lower medium every 3 to 4 years, and low risk every 5 years.

The Service is currently committed to inspecting all high risk premises each year, and to inspect some of the medium and low risk premises, but not the number that would be required under the FSA's inspection regime. If the FSA's requirements were to be fully complied with, then there would need to be a requirement of 5.4 FTE staff dedicated to this work.

The Service follows an intelligence led approach to its work, concentrating on areas that potentially cause most risk to both businesses and consumers. In order to comply with the current FSA's requirements the County Council would need to invest in an additional qualified staff resource of 2.8FTE.

### **4.3 Staff Development Plan**

In 2015-16, the Service will:

- Undertake an annual employee performance and development review (EPDR) where training needs and developments needs are established;
- Compile an annual Service Training and Development plan from these needs; and
- Maintain lead specialists for Food and Feed who will be tasked with dynamically identifying training needs arising from legislative or enforcement practices changes.

The Service has a career scheme based around the national Trading Standards Qualification Framework. Officers are supported to complete relevant modules

within the framework. The Service prioritises the attainment of relevant food and feeding stuffs qualifications to ensure discharge of its duties.

In 2014-15 the Service used its specialist food expertise to support Leicestershire County Council's food work, this is the second year we have undertaken this.

## **5. QUALITY ASSESSMENT**

In 2015-16, the Service will:

- Follow its documented procedure OP401 to ensure a programme of internal audits of our Food & Feed delivery are undertaken;
- Support the principle of peer review with neighbouring authorities within Trading Standards East Midlands.

## **6. REVIEW**

### **6.1 *Review against the Service Plan***

In 2015-16, the Authority will;

- Monitor progress against the plan in accordance with Adult Social Health, Care and Public Protection Department's guidelines;
- Ensure the plan is regularly reviewed by Trading Standards Managers;
- Provide progress updates to the Performance Improvement Team for monitoring at a Departmental Management level; and
- Report food and feeding stuffs matters to the Community Safety Committee as appropriate for political scrutiny.

In 2014-15, information reports were provided as appropriate to Community Safety Committee Meetings outlining relevant food and feeding stuffs work. Copies of these public reports can be viewed at [www.nottinghamshire.gov.uk](http://www.nottinghamshire.gov.uk).

### **6.2 *Identification of any variation from the Service Plan***

In 2015-16, the Service will;

- Identify variations from the plan;
- Analyse the reasons for the variations;
- Develop corrective actions;
- Document these on the Service's Business Action Plan; and
- Review the content of the plan to ensure it continues to meet the needs of our stakeholders.

### **6.3 *Areas of Improvement***

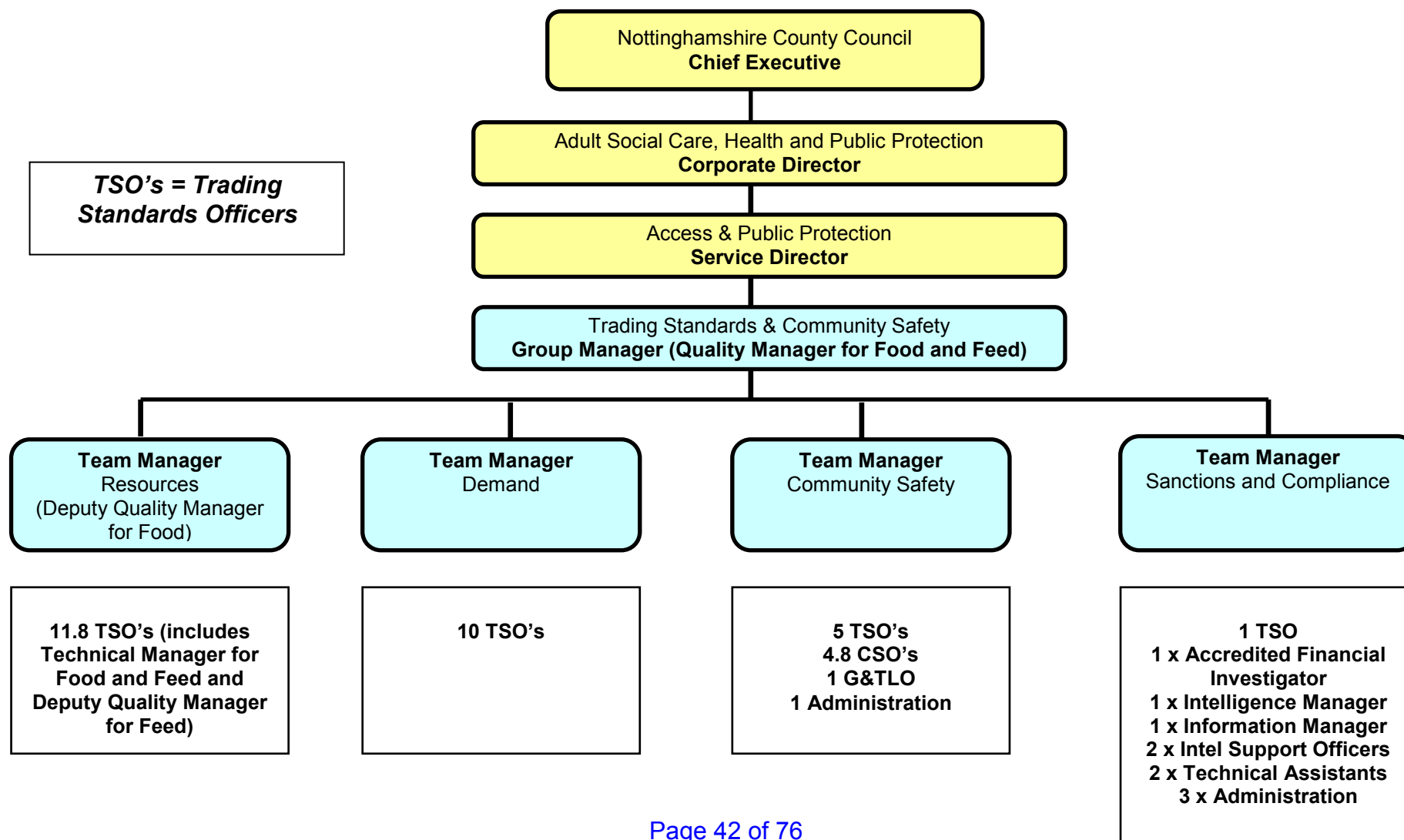
In 2015-16, the Service will;



- Identify areas for improvement; and
- Incorporate in the 2016-17 food and feed law enforcement plan if appropriate, or deal with immediately if required.

**Annex 1:**

## NOTTINGHAMSHIRE TRADING STANDARDS & COMMUNITY SAFETY SERVICE STRUCTURE



24<sup>th</sup> February 2015

Agenda Item: 7

## **REPORT OF THE SERVICE DIRECTOR FOR ACCESS AND PUBLIC PROTECTION**

### **CHANGES TO THE TRADING STANDARDS & COMMUNITY SAFETY SERVICE STAFFING STRUCTURE**

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

1. To propose changes to the Trading Standards & Community Safety staffing structure.

#### **Information and Advice**

2. In February 2014, the County Council approved a total of £487k efficiency savings for the Trading Standards Service, to be achieved over the two year period 2014/15 to 2015/16 as set out in the table below.

|                  | <b>2014/15</b> | <b>2015/16</b> | <b>Total</b> |
|------------------|----------------|----------------|--------------|
| Staffing         | £191k          | £79k           | <b>£270k</b> |
| Income           | £66k           | £88k           | <b>£154k</b> |
| Running Expenses | £35k           | £28k           | <b>£63k</b>  |
| <b>Total</b>     | <b>£292k</b>   | <b>£195k</b>   | <b>£487k</b> |

3. The £191k staffing savings for 2014/15 were achieved without any need for compulsory redundancies. A further £79k staff savings have been agreed for 2015/16. The proposed savings involved the following changes to the staffing structure:
  - i. Reduction in the number of level 1/2 Trading Standards Officer posts from 13fte to 11fte, resulting in savings of £61k. It is anticipated that both posts will be vacant.
  - ii. Reduction in the number of Technical Assistant posts from 3fte to 2 fte, resulting in savings of £19.5k.

4. On 6<sup>th</sup> January 2015, the Community Safety Committee approved the transfer of the Gypsy and Traveller Liaison Officer (0.6 fte) from NAVO into the Trading Standards & Community Safety Service. The County Council has provided £24.7k funding for this post for a number of years.
5. At the end of December 2014 a Level 4 Trading Standards Officer (0.8fte) left the Service to take up employment elsewhere. The intention is to fill the resulting vacant post by advancing a level 3 Trading Standards Officer, via the Service's career scheme. This will involve a competitive internal recruitment process. To make the post viable for this advancement, this amended structure increases the contracted hours of that post from 0.8fte to 1fte.
6. The table below outlines the proposed new structure for the Trading Standards & Community Safety Service, which reflects the changes outlined above:

| <b>Role</b>                                | <b>Structure April 2014 (fte)</b> | <b>Cost £k (incl oncosts)</b> | <b>Structure April 2015* (fte)</b> | <b>Cost £k (incl oncosts)</b> |
|--|-----------------------------------|-------------------------------|------------------------------------|-------------------------------|
| Group Manager                              | 1                                 | 69.9                          | 1                                  | 72.2                          |
| Team Managers                              | 4                                 | 202.7                         | 4                                  | 207.3                         |
| Community Safety Officers                  | 4.8                               | 229.9                         | 4.8                                | 234.6                         |
| Level 4 Trading Standards Officers         | 7.6                               | 312.4                         | 7.8                                | 321.6                         |
| Level 3 Trading Standards Officers         | 8                                 | 269.5                         | 8                                  | 285.9                         |
| Level 1/2 Trading Standards Officers       | 13                                | 398.1                         | 11                                 | 336.3                         |
| Accredited Financial Investigator          | 1                                 | 39.9                          | 1                                  | 43.3                          |
| Intelligence Manager                       | 1                                 | 37.0                          | 1                                  | 37.7                          |
| Information Manager                        | 1                                 | 27.6                          | 1                                  | 29.1                          |
| Gypsy and Traveller Liaison Officer (GTLO) | 0                                 | 0.0                           | 0.6                                | 18.7                          |
| Intelligence Support Officer               | 2                                 | 42.5                          | 2                                  | 44.7                          |
| (Business Support Officers)                | 4                                 | 90.8                          | 4                                  | 93.0                          |
| Technical Assistants                       | 3                                 | 57.7                          | 2                                  | 39.6                          |
| <b>TOTAL</b>                               | <b>50.4</b>                       | <b>1,777.0</b>                | <b>48.2</b>                        | <b>1,764.0</b>                |

(\*April 2015 figures include additional pay increments)

### Other Options Considered

7. If the Level 4 Trading Standards Officer (TSO) role were retained at 0.8fte, the Service would be unlikely to be able to advance a level 3 Trading Standards Officer as all of our level 3 TSOs currently work full time. This would leave us with a vacant level 4 TSO role at a time when we need highly qualified experienced officers to support managers.

## Reason/s for Recommendation/s

8. The Service requires a full complement of experienced highly qualified level 4 Trading Standards Officers to fulfil future service needs, including income generation work and conducting complex investigations.

## Statutory and Policy Implications

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

## Crime and Disorder Implications

10. The Service does make significant contributions to reducing crime and disorder, and the proposed structure makes the most effective use of the resource in tackling crime and disorder.

## Service User Implications

11. The proposed structure supports the continued development of highly skilled officers able to tackle the serious and complex problems causing the most detriment to our communities.

## Financial Implications

12. The £1764k cost of the new structure set out in paragraph 6 can be met within the budget and reductions previously agreed. The table below illustrates this.

|   | £'000s       |
|---|--------------|
| Staffing costs for 2014/15                            | 1,777        |
| Reduction agreed by Council February 2014             | (79)         |
| <b>Revised budget for 2015/16 before developments</b> | <b>1,698</b> |
| Gypsy and Traveller Post Funding                      | 25           |
| Pay Increments  | 41           |
| <b>Revised approved budget</b>                        | <b>1,764</b> |

## Human Resources Implications

13. The proposals would give an opportunity to a Trading Standards Officer at Level 3 in the career progression scheme and opportunity to progress.

## **RECOMMENDATION/S**

- 1) It is recommended that the Committee approve the proposed new structure for the Trading Standards & Community Safety Service as set out at paragraph 6., including the addition of 0.2fte to the Level 4 Trading Standards Officer establishment.

**PAUL MCKAY**

**Service Director Access and Public Protection**

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

Mark Walker, Group Manager Trading Standards & Community Safety x 52070

## **Constitutional Comments (SLB 02/02/2015)**

14. Community Safety Committee is the appropriate body to consider the content of this report. In accordance with the Council's Employment Procedure Rules reports proposing changes to staffing structures should include HR comments and the recognised trade unions should be consulted.

## **Financial Comments (KAS 30/01/15)**

15. The financial implications are contained within paragraph 12 of the report.

## **Human Resources Comments (JD 03/02/15)**

16. The Authority's vacancy protocol will be adopted for all recruitment contained within this report and any proposed redundancies will be supported through the Authority's Redundancy policy.

## **Background Papers**

- None

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

- All.

**February 2015****Agenda Item: 8****REPORT OF THE SERVICE DIRECTOR FOR ACCESS AND PUBLIC  
PROTECTION****UPDATE ON KEY TRADING STANDARDS MATTERS****Purpose of the Report**

1. To update the Committee on key Trading Standards matters

**Information and Advice**

2. **Mass marketing scams** - In September, the Committee approved funding to pay for the secondment of a Police Community Support Officer (PCSO) to more effectively tackle mass marketing scams by joining-up Police and Trading Standards intelligence, and also helping to coordinate work to support victims to break the cycle.
3. Since starting on 1<sup>st</sup> December, the PCSO has contacted over 140 vulnerable residents, 15% of which have been serious/chronic scam victims. Further, officers are also coming across other issues of concern in addition to the scams issues. Some examples include:
  - One case concerned a resident with cancer who is a carer for her friend, who is also very unwell. Both have fallen victim to scams to a serious degree. Officers have requested a carer's assessment with a view to getting more support for them.
  - In another case, the poor condition of the landlord owned property the vulnerable resident was living in, including holes in the ceiling, and non-working boiler and smoke alarms, gave serious concerns. We are working with the private rented landlord team at Ashfield District Council to talk to the landlord about his legal obligations.
  - A call-blocker request from the family of a vulnerable resident identified he had been targeted by a vitamins scam, paying £500-£700 each month for 18 months, regularly sending his bank account into the red and incurring bank penalties. He had been hiding the huge collection of tablets away worried what his family's reaction might be. His family were shocked and upset by the discovery and are now working with officers to cancel all the contracts with the companies that could be identified and get refunds. The family will meet with his bank to implement measures to prevent future re-occurrences. Following our intervention, the bank have reimbursed him £4,000 recognising that he has been a victim of fraud. The call blocker should also work to block the majority of scam calls in the future.

4. **Illegal Landings** – The Service has had an increased number of reported illegal landings of dogs recently which have been imported into the UK incorrectly and without valid rabies inoculations. Most incidents have been reported by local veterinarians when the owners have taken the dogs for an initial check. All dogs seen have had valid passports, but have been inoculated too early for the rabies vaccination to take effect. 6 incidents have been dealt since last April, two already in 2015. They have been imported by private individuals, commercial imports, and imports by charities.
5. **Animal Disease Controls** - From January 1<sup>st</sup> 2015, legislation changes in relation to sheep and goat identification have come into force. The changes are expected to have a major impact on the industry as they require more records to be kept to improve traceability should a disease outbreak occur. The Service has worked closely with market operators, market staff, buyers and vendors to ensure that the transition is managed without risk to the food chain.
6. **Illicit tobacco – Illicit Tobacco Task Force** – work with Public Health colleagues to tackle the supply of illicit tobacco in the County continues, with warrants recently being executed on commercial and domestic premises. A quantity of illicit tobacco was found at each premise, along with a quantity of cash which was seized under the Proceeds of Crime Act. Investigations continue.
7. In December, shops in Mansfield and Worksop were inspected in efforts to uncover illicit tobacco sales. At one location, a shop display drew the attention of a tobacco detection dog. The display contained a specially constructed hiding place which was well-stocked with counterfeit, duty evaded and unsafe tobacco products. When operated remotely, an elaborate mechanism built into the shop display allowed a panel to slide aside, revealing the hidden tobacco. A prosecution report is pending.
8. **Operation Henry** is the first large scale co-ordinated action across England by Trading Standards Officers to tackle the local supply of illicit tobacco products on behalf of the Department of Health. A report has been published detailing the findings of the exercise and highlights the scale of the current problem. Our Service took part, and the outcomes have been previously reported relating to Nottinghamshire.
9. Key findings included:
  - Illicit tobacco products were available in every English region.
  - 81 local authority Trading Standards Services took part in Operation Henry; seizures occurred in 67 of those authorities.
  - The majority of seizures were made at small retailers, independent newsagents and off license premises.
  - The highest seizure rate was in the North East of England with 94% of premises searched revealing illicit tobacco products. (The seizure rate in the East Midlands was second highest at 86%).
  - The lowest seizure rate was in London with 28% of premises searched revealing illicit tobacco products.
  - There were 1.8 million genuine non-UK duty paid cigarettes seized.
  - The total value of the seized tobacco products was £3/4 million.



10. **Protecting the Vulnerable – Doorstep Crime** Officers recently worked with Nottinghamshire Police to protect a vulnerable Retford resident targeted by a rogue roofing company. The resident had paid £1000 cash to have the roof jet washed and painted, and some ridge tiles re-pointed. Whilst doing the work, a dropped tin of paint created further damage resulting in paint splashes up the walls, and across the garden.
11. The ‘trader’ returned 3 days later demanding another £300 to complete the work and to remove the spilled paint. Good neighbours contacted the Police, and the driver of the company van being was arrested for having no insurance, and the van seized. A worker was also arrested for breaching his parole. Trading Standards Officers intervened to take over the civil negotiations, and instructed the business owner not to contact the consumer or return to their address. As the paperwork given did not comply, the contract was not binding on the consumer. They therefore wanted to cancel the contract and would be entitled to a refund within 14 days.
12. **Environmental Weight Restrictions:** The closures of the A453 for widening work has been causing problems for residents in Kingston Upon Soar, as some lorries look to avoid using official detours. The areas surrounding Kingston and the nearby villages of Gotham, East Leake and Sutton Bonnington are covered by an area wide weight restriction, and are not included in the official detours. There is particular concern within Kingston not only because of the unsuitability of the roads for large goods vehicles, but because of potential damage to the low bridge carrying the mainline railway from Nottingham to London in the village.
13. Trading Standards and Highways Officers have been working to address the problems, by scheduled closures of the road through the village that leads to the bridge, along with improved signage both on the A453 alerting lorry drivers to closures on the A453, and the weight restriction in the surrounding area. The impact of these measures will be monitored for their effectiveness.
14. **Primary Authority:** Trading Standards has been approached by a number of businesses based outside of the County looking for support under Primary Authority arrangements. Members will recall these statutory partnerships allow the Authority to recover the costs of delivering the support, and help to meet the overheads of running the Service.
15. The Leicestershire based New Zealand Honey Europe Limited, that imports honey and sells to the major retailers in the UK, signed up to a Primary Authority Partnership with the Authority in December. This is most welcome endorsement of the skills our staff have and the high regard the business community have for them.
16. The Service has also been approached by two other companies based outside of the county, and we are hopeful that these partnerships will be finalised before the end of the financial year.
17. **Regional “Scambusters” Team** – On 12<sup>th</sup> January, the first of two trials began at Nottingham Crown Court following investigations into two groups involved in carrying out of substandard and often unnecessary work on people’s homes such as roof coating and other general building work. Both groups were based for periods in the Nottinghamshire area, although the practices they engaged in were carried out across the East Midlands and other regions.

18. Members will recall the team had been commissioned by the National Trading Standards Board to undertake the investigations, such is the national importance. In total, 12 defendants from the two groups were due to stand trial, accused of a variety of fraud related offences. All had previously entered 'not guilty' pleas.
19. The trial of the first group of 8 defendants commenced on 12<sup>th</sup> January 2015 at Nottingham Crown Court. On the first afternoon, key defendants Tyrone St John Beard and Marcus Reading both of Tuxford, Nottinghamshire changed their pleas to guilty. The charges against another defendant were dropped at that stage.
20. The trial of the remaining 5 defendants was adjourned to the 19<sup>th</sup> January, but before the trial commenced, Christopher Russell of Kirkby in Ashfield, Simon Davies, Michael Sumner both from Tuxford, and Mohamed Ditta from Bradford changed their pleas to guilty.
21. The case against the 8th defendant was adjourned until to 22<sup>nd</sup> January. Following discussion between prosecution and defence teams ahead of trial, the charges against her were dropped.
22. The group caused misery to some of the most vulnerable people in our community. Without the cooperation and determination of our witnesses throughout the investigation, the team could not have put the weight of evidence before the Court, which ultimately led to the guilty pleas.
23. On 24<sup>th</sup> February, the 6 defendants will be sentenced at Nottingham Crown Court.
24. The trial for 4 individuals of the Nottingham based group involved in similar activities is now listed for a 6 week trial at the Crown Court commencing the 7<sup>th</sup> September.
25. **Regulation of Investigatory Powers Act** - The Service has made no applications for directed surveillance or obtaining communications data in the last 10 months.
26. **Legal Action Update** – The plea and case management hearing for the case involving the mis-selling of so called trusts that were claimed to protect assets from being used to pay care home fees, has been moved back until March 2015. Eight defendants have been charged with offences under the Fraud Act 2006. The victims in the case are once again mainly older and vulnerable adults. An eight week trial is due to commence on the 13<sup>th</sup> April 2015. The trial was moved from November due to the complicated nature of the case at the direction of the court.
27. On the 11<sup>th</sup> December 2014, Mr Farhad Omar of Sunstar Mini Market, Mansfield pleaded guilty to the sale and possession of illicit tobacco. He was fined £600 and ordered to pay £1789 in prosecution costs.
28. On 15th December 2014 at Nottingham Crown Court, HH Judge Hamilton made the following Confiscation Orders in relation to the case relating to counterfeit dvd's being imported from China.

- Daniel Blackburn - it was found that Blackburn had benefited from his criminality to an amount of £281,422, and his available assets amounted to £15,000. Blackburn has to pay the £15,000 within 6 months, and should the order not be paid within this time, he faces a 9 month default prison sentence.
  - Robert Clay - it was declared that Clay had benefited from his criminality to an amount of £10,264. Available assets exceeded this, so the order was made to the same as the benefit, £10,264. Clay is to pay this within 6 months, and if the order is not paid within this time, he faces a 6 month default prison sentence
29. On the 19<sup>th</sup> December 2014 two heavy goods vehicle drivers appeared in the Nottingham Magistrates Court for breaching the environmental weight restriction at Linby. One driver was fined £60, and the other £100, both having to pay prosecution costs of £100 each. A further driver who has breached a Mansfield weight restriction, is due to appear in court in January. No action was taken against the company that the drivers worked for because they had taken sufficient steps to train and inform the drivers about the requirements and their obligations to comply.
30. On the 13<sup>th</sup> January 2015 Mr James Grozier appeared in the Nottingham Magistrates court facing charges of fraud, Grozier took deposits for work and then failed to carry out the work. Grozier was ordered to pay £3095 in compensation, and has to undertake 150 hours unpaid work.
31. Anthony Davis is due to appear in the Nottingham Magistrates court on the 21<sup>st</sup> January 2015, it is alleged that Mr Davis has sold a clocked motor vehicle. Mr Davis is based in the Woodborough area.
32. Paul and Peter Dye appeared in the Nottingham Magistrates court on the 21<sup>st</sup> January 2015. The case has been sent to Crown Court, with the first hearing on 20<sup>th</sup> May. The Authority will allege offences regarding illicit tobacco in shops at Stapleford and Netherfield.
33. A Mr Ali from Sunstar mini market, who had pleaded not guilty to the sale of illicit tobacco, was found guilty at his trial on the 23<sup>rd</sup> January 2015. Sentencing will take place on 3<sup>rd</sup> March.
34. Simey Doherty is now due to appear in the Nottingham Magistrates court on 30<sup>th</sup> January, facing charges under the Consumer Protection from Unfair Trading Regulations 2008. The Authority will allege that Mr Doherty has carried out substandard work, failed to rectify faults and has been verbally aggressive towards consumers. Mr Doherty's case has previously adjourned due to health problems.
35. Fredrick Newbury was due to appear in the Nottingham Crown Court on the 21<sup>st</sup> November 2014. Mr Newbury has been carrying out substandard work and is aggressive towards some customers. He is also claiming on his paperwork to be approved by Trading Standards for which he is facing fraud charges. He has pleaded guilty to the charges and is awaiting sentencing. Mr Newbury continues not to attend court due to ill health and the matter has again been moved, to the 20<sup>th</sup> February 2015.

36. On the 3<sup>rd</sup> October 2014, two sellers of clocked vehicles appeared in the Mansfield Magistrate court. The magistrates decided the matter was serious enough to be sent the Crown Court and we have a hearing date for the 26<sup>th</sup> February 2015. Both have yet to enter a plea.

37. On the 31<sup>st</sup> December 2014, Craig Boddy of Bowbridge Car Sales, Newark appeared in Nottingham Magistrates court charged with selling an un-roadworthy car, failure to carry out pre-sale checks, and failing to respond to a consumer complaint. Mr Boddy has pleaded not guilty to all charges, and is listed for trial on the 12<sup>th</sup> and 13<sup>th</sup> May 2015.

**38. Other Options Considered**

39. None

**40. Reason/s for Recommendation/s**

41. To update the Committee on key areas of activity.

## **Statutory and Policy Implications**

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

### **Financial Implications**

There are no financial implications

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

The issues raised are to ensure that Vulnerable Adults are Safeguarded, they should not contribute to any Safeguarding issues

## **RECOMMENDATION/S**

- 1) It is recommended that the Community Safety Committee notes the updates from the previous meeting and the various developments in the areas of work contained in the report.

**PAUL MCKAY**

**Service Director, Access and Public Protection**

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

Mark Walker

Group Manager, Trading Standards and Community Safety

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Email: mark.walker@nottsgov.uk

**Constitutional Comments (SLB 29/01/2015)**

42. This report is for noting only.

**Financial Comments (KAS 30/01/15)**

43. There are no financial implications arising 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.

- 'None'

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

- 'All'



**24<sup>th</sup> February 2015****Agenda Item: 9****REPORT OF THE SERVICE DIRECTOR FOR ACCESS AND PUBLIC  
PROTECTION****UPDATE ON EMERGENCY PLANNING AND REGISTRATION SERVICES****Purpose of the Report**

1. To provide an update on recent key activities and events in the work of the Emergency Planning Team and of Registration and Celebratory Services.

**Information and Advice****Emergency Planning**Safety at Sports Grounds

2. The emergency planning team maintains a resilient capability to ensure that the County Council fulfils its duties under safety of sports grounds legislation. Match day (or race day) inspections are one of the ways that officers monitor a sports ground's compliance with the conditions of their safety certificate. Officers undertaking inspections must be authorised to do so, and carry a photographic ID card indicating their authority to enter the ground and take copies of documents. The officers currently authorised to undertake inspections are:
  - Robert Fisher (Group Manager, Emergency Planning and Registration)
  - Wendy Harnan-Kajzer (Emergency Planning Team Manager and lead officer for safety at sports grounds)
  - Paul Newton (Emergency Planning Team Manager)
  - Mike Hawkings (Principal Project Engineer, Highways)
3. An annual audit and safety inspection is undertaken for each designated ground prior to the start of each season, and typically two to three Safety Advisory Group (SAG) meetings are held during each season. The most recent meeting for Mansfield Town Football Club was on 12<sup>th</sup> January. On this occasion, Wendy Harnan-Kajzer presented her match day inspection report for the Mansfield Vs Cambridge United fixture on 16<sup>th</sup> December 2014. There was no police presence in the ground for this match other than spotters from both forces and one police serial outside due to last minute intelligence that a risk group was travelling to the match from Cambridge. Wendy was able to report that the stewards briefing was effective, covering all the key points including arrangements for emergency scenarios and pitch incursions. All areas of the ground were found to be in

acceptable condition and the Public Address system was loud and clear. The match was well-managed, with very few issues, and Wendy was able to praise the proactive approach taken by the Safety Officer and his team.

4. The Nottingham Forest Safety Advisory Group (SAG) met on 15<sup>th</sup> January and it was pleasing to see very senior club officials taking an active interest in safety matters, as the meeting was attended by the club's Chief Executive Paul Faulkner and Head of Finance Lalou Tifrit, as well as the clubs Safety Officer and key members of his team.
5. There was discussion during the meeting of the condition of external staircases which are exhibiting rusting in some areas. The club are attending to this and have received quotes to address the issue when the weather permits in March or April. Wendy thanked the club for their participation in exercise Jarrell. She noted that the exercise report and action plan is being compiled and that a review of the Major Incident Plan for the City Ground will follow later in the year.
6. During this meeting Wendy presented her match day inspection report of the fixture against Sheffield Wednesday on 10<sup>th</sup> January. This was a well-managed match, with relatively few incidents despite the potential from this group of visiting fans. A new Deputy Safety Officer was in post and supporting the Safety Officer. Wendy reported that she was very impressed with their conscientiousness and the helpful attitude of stewards.
7. There were three issues that required discussion at the SAG meeting and action by the club. The netting above the visitors section will be replaced soon, pigeon droppings in the upper Trent End is a perennial problem requiring regular cleaning, and the observation that there had been persistent standing in the visitors section. This was blocking gangways and vomitories and occurred throughout the match. This presents a serious safety hazard and raises the prospect of having to reduce the ticket allocations for visiting fans that have a record of persistently blocking gangways. The SAG was concerned about this issue and supportive of the Safety Officers proposal to reduce the capacity for this game next season. The SAG noted the difficulty of managing this issue, and that a proportionate approach was required, but was clear that emergency access and egress must be maintained.
8. Nottingham Rugby Club has now moved to Lady Bay, with their first home game taking place on 18<sup>th</sup> January. The demountable stands erected by the club do not exceed a capacity that would require regulation by the County Council, but nevertheless the club was happy to engage with a local Safety Advisory Group to ensure good standards of safety were adopted. A match day inspection of the first fixture found no significant issues and no aspects were found to be unsafe.
9. Finally, in respect of safety of sports grounds, the emergency planning team have kept in close touch with Hucknall Town Football Club regarding their intention to split their main stand into two sections neither of which would be a sufficient size to require regulation by the County Council. At time of writing this report, an inspection was planned to consider if the ground can be deregulated.



## Risk, Safety and Emergency Management Board

10. The Risk, Safety and Emergency Management Board (RSEMB) is the County Council's key forum for ensuring resilience against emergencies of all kinds and the authority's ability to respond to incidents affecting Nottinghamshire Communities. It brings together representatives from all departments with advisers from emergency planning, risk and insurance, and health and safety. The Board is chaired by the Service Director for Access and Public Protection and is facilitated by the emergency planning team. It meets five times each year, most recently on 9<sup>th</sup> January. The key topics considered on this occasion included:

- Arrangements to ensure business continuity during protests and demonstrations occurring at County Hall
- Arrangements to maintain critical social care services for vulnerable people during severe winter weather
- Current key issues in risk and insurance and Health and Safety.

11. The meeting also considered and approved the management response to a follow-up Internal Audit of the County Council's overall performance in Business Continuity Management. The audit reviewed the progress made in implementing recommendations from the previous audit report's action plan. The overall assessment was that reasonable progress had been made and that a follow-up audit is not required. The audit identified that agreed actions had been taken in the following areas:

- A significant number of business continuity plans for critical services are in place.
- The corporate business continuity plan has been revised to include a section on training and exercising of the plan.
- Suitable arrangements are in place for the urgent review of the corporate plan, should the need arise
- The corporate plan had been amended to include clearer references to the officers responsible for taking actions and to the key, external organisations on which the plan impacts.

12. The findings also showed that there are some matters that remain outstanding across the authority, and so a revised action plan was provided. The actions and key elements of the Board's responses were as follows:

- **The updated list of critical services should be finalised and formally approved as soon as possible.** This has been completed and approved, and the Board agreed that the next review will be commenced in September 2015.
- **A business continuity plan should be compiled for each critical service.** RSEMB members are reminded that a business continuity plan should be completed and maintained for each critical service.
- **All business continuity plans are critically reviewed and revised, as appropriate. Common weaknesses in plans should be identified and incorporated as training issues for responsible officers.** This is an ongoing, continuous improvement process which will be progressed at a rate commensurate with resources available.

- **Business Impact Analyses should be prepared and used by departments as an aid to the preparation of the departmental business continuity plans, as suggested by the issued guidance.** This is acknowledged as an area for improvement. Some progress has been made but there is more to be done. The emergency planning team will be working with departments to encourage the use of Business Impact Analyses and will work to compile a list of all those that are in place to be held on OneSpace.
- **The option of mandating training in business continuity procedures is re-considered.** The Board noted this recommendation, and supported it in principle, however a review is required of mechanism for delivery of the training as the emergency planning team does not have capacity to offer the courses previously available to departments.

## Incidents

13. The County Council's '4x4 Vehicles' Emergency Plan was triggered on several occasions during January when the weather conditions jeopardized the continued provision of social care services to vulnerable people. The aim of this plan is to facilitate and coordinate redeployment of 4x4 vehicles to critical services during an incident. Available vehicles have been prioritised for services and the emergency planning team holds a list of other vehicles including from NCC staff volunteers and those of local voluntary organisations and partner organisations through mutual aid agreements. During a prolonged incident the Local Resilience Forum Tactical Coordinating Group may request that a multi-agency 'Logistics Cell' is established to coordinate distribution of 4x4 vehicles amongst partners.
14. The 'Meals at Home' Service requested two 4x4 vehicles for use on Wednesday 21<sup>st</sup> January, and the voluntary organisation '4x4 Response' was able to assist with this. They were placed in direct contact with service managers to make plans for that morning, based on the weather forecast and updated warning from the Met Office. On 28<sup>th</sup> the Mansfield START team activated their arrangements in the 4x4 Emergency Plan and collected vehicles from Rufford and Bestwood Country Parks.
15. There were no other notable incidents involving County Council services during this period, however towards the end of January the emergency planning team monitored and investigated possible impacts arising from a Virgin Media incident affecting NHS services. The problem involved loss of data and internet connectivity at NHS sites arising from a fibre breakage within a cable which risked compromising telephony services to GP surgeries. NHS colleagues instigated their contingency arrangements and were in close touch with Virgin Media as work progressed to restore services. County Council ICT services were not affected, however the Emergency Planning team acted as a central point of contact in case issues had arisen, and cascaded information for social care Group Managers and Team Managers, and to the Market Management Team for dissemination to care providers.

## **Registration and Celebratory Services**

### Implementation of the Immigration Act 2014

16. Planning is in train for the forthcoming implementation nationally of Phase 2 of the Immigration Act 2014 on 2nd March. One aspect of this is that the notice period for all

couples getting married will be extended from 15 to 28 days. At the same time, the introduction of a new process called the Referral and Investigation Scheme will mean that all proposed marriages and civil partnerships of non-EEA nationals who cannot prove settled or permanent resident status or a marriage visa will be reported to the Home Office for investigation. Couples who are referred may have their notice period extended from 28 to 70 days where the Home Office suspects the marriage may be a sham. Also, couples wishing to marry in the Church of England, where one party is a non-EEA national, will have to give their notice in a Register office (or designated register office if they are subject to immigration control). Key registration officers have been booked on a training session and the information will be cascaded to others through team meetings during February.

### Registration Offices

17. Several changes to Registration Office accommodation were completed during January, including the offices serving Hucknall and Eastwood, and in creating a new venue for County Council Registration Service ceremonies. In Hucknall the office has been relocated from the 'Under One Roof' centre to the offices of Ashfield District Council on Watnall Road, and in Eastwood the office has moved from the NHS Clinic to the D H Lawrence Heritage Centre. Both moves offer improved accommodation for appointments with the public for the registration of births and deaths and for other services. The Hucknall office is open on Thursdays and Friday each week from 9am to 4.30pm, while opening hours at Eastwood are Tuesdays and Wednesdays 9am to 4.30pm. Both of these relocations involved careful planning and hard work from all staff and managers involved from the registration service supported by property and ICT colleagues.
18. Also, bookings are now being taken for standard and enhanced Registration Office ceremonies at the D H Lawrence Heritage Centre. The venue has long been an Approved Premise for civil ceremonies and was previously available for booking through Broxtowe Borough Council. Now, a partnership arrangements between the two Council has enabled the public to choose this venue at County Council fees.

### Joint Citizenship Ceremony with Nottingham City Council

19. Since the previous report to the Committee was compiled, a joint Citizenship Ceremony took place between the County Council, Nottingham City Council and the Lord Lieutenant to celebrate 10 years of delivery of Citizenship Ceremonies. The ceremony was hosted by the City Council, and the presence of the Lord Lieutenant and many Deputy Lieutenants, together with civic dignitaries from both Councils, including the Chairman of the County Council added to the gravitas of the occasion. Registration staff from both Councils conducted the ceremony and there was live music to play fanfares, the National Anthem and festive music afterwards to further enhance the celebratory atmosphere.

### **Other Options Considered**

20. None.

### **Reasons for Recommendation/s**

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

## **Statutory and Policy Implications**

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

## **RECOMMENDATION/S**

- 1) It is recommended that the Committee notes the contents of the report.

**PAUL MCKAY**

**Service Director, Access and Public Protection**

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

Robert Fisher, Group Manager, Emergency Planning and Registration

Tel: 0115 977 3681, Email: [robert.fisher@nottscc.gov.uk](mailto:robert.fisher@nottscc.gov.uk)

## **Constitutional Comments**

23. Constitutional Comments are not required as the report is for noting only.

## **Financial Comments**

24. There are no financial implications contained within 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.

**24 February 2015****Agenda Item: 10****REPORT OF THE SERVICE DIRECTOR, CHILDREN'S SOCIAL CARE****PROGRESS OF ENCOMPASS NOTTINGHAMSHIRE: INFORMING SCHOOLS  
OF DOMESTIC ABUSE INCIDENTS****Purpose of the Report**

1. To inform and update the Community Safety Committee on the progress of the Encompass Nottinghamshire initiative, which involves informing schools of medium and high risk domestic abuse incidents which a child has witnessed, been in the household at the time or been affected by. Encompass Nottinghamshire was being trialled in Newark and Sherwood and Rushcliffe schools from 29 September 2014. Following a successful pilot, it has been further rolled out to Ashfield and Mansfield Districts from January 2015.

**Information and Advice****Background**

2. A report was previously received by committee with background information.

**Update on Progress**

3. The Encompass implementation group has met bi-monthly since early 2014. It includes colleagues from social care, the MASH, early help, police, education, public health and wider health.
4. The group has taken early feedback from professionals and agreed to continue the roll out across the County in four phases. It is currently live in Newark and Sherwood, Rushcliffe, Mansfield and Ashfield. Bassetlaw will be included from 9 March 2015. It is planned to roll out to Gedling and Broxtowe in May 2015.
5. Early data collection indicated a high number of children aged under 5 are affected, who are not in full time school. Contact is made to Children's Centres and then to Health Visitors if families are not registered at the Children's Centre, in order to plan support for the youngest children. This is a more complex process and is still being developed.

**Process of Informing Professionals:**

6. School calls are made by the MASH Education Adviser after the daily meeting, as early in the morning as possible. Schools have nominated people who take the information and record it.

7. Information is passed to the Early Help Officer in the MASH team, who makes calls to the Children's Centre closest to the family home initially, then to the Health Visitor for the child if they are not registered to the Children's Centre. An entry is made onto the child's System One record recording the basic information shared.

### **Briefings and Support Pathways:**

8. One hour briefings for school designated teachers/appropriate school staff took place in each district. Briefings have been set up for Bassetlaw district for February 2015. Take up has been good. Information has been circulated by email to those who did not attend,
9. Meetings have taken place at Children's Centres and at Health Visitor meetings across the districts, to inform staff of the process and to answer questions. A clear pathway to support Health Visitors is being developed, in order to make clear what action is expected when information is received. Children's Centres have a flowchart already agreed and in place.

### **Developments and Early Feedback:**

10. Some professionals have asked for some promotional materials to use with parents. This is being considered.
11. Further feedback is being collected currently, through telephone interviews to professionals who have received calls, and by completion of an online Survey Monkey tool. This will be considered at the next Implementation Group meeting and used to make any necessary developments to the process.
12. Women's Aid services in the County are offering support to schools and to children and families. They will receive simple data from the Encompass initiative, indicating the number of calls to individual schools over the medium term, in order to plan service provision.
13. Feedback via the post briefing questionnaire was highly positive about the project: "This has plugged a growing gap in our information sharing strategy in Notts" "Will support schools in having a clear part to play and help focus on the children involved" "Thank goodness this is happening. We are all too aware of the impact of DV on children"
14. There are some good early examples of effective support to Children and Families.
  - a. In a school setting, the information explained a child's change in behaviour, support was put in place in school and for the child's mother via the local Children's Centre.
  - b. In another case, following a call to a Children's Centre for a younger child, his mother was contacted and invited along to an event that was coming up. Whilst there, she disclosed the wider issues in the home and a Family Support Worker was put in place.
15. A webpage has been set up on the Nottinghamshire County Council website to provide more information to schools, parents and other professionals:

## **Other Options Considered**

16. It would be an option to not continue the roll out, but as the pilot has been successful, this would miss an opportunity to build upon the early success of the project.

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

17. To inform and update the Community Safety Committee on the progress of the Encompass Nottinghamshire initiative.

## **Statutory and Policy Implications**

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

## **Financial Implications**

19. The costs are being met by service areas. The MASH Education Advisor, employed in the MASH (previously a head teacher) since April 2014 will make the phone calls to school as part of the daily role, with support from MASH Officers.

## **Implications for Service Users**

20. This initiative is likely to result in an improved response to children and young people experiencing domestic abuse, as a result of schools and professionals working with children under 5 being made aware of incidents and a more joined-up approach being in place. This recommendation delivers a multi-agency approach to children experiencing domestic abuse and supports the development of the life chances of these children and young people.

## **RECOMMENDATION/S**

- 1) That the progress of the Encompass Nottinghamshire initiative be noted.

**Steve Edwards**

**Service Director, Children's Social Care**

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

Moirá Cordon

Education Adviser – MASH Team

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**Constitutional Comments**

21. As this report is for noting only, no Constitutional Comments are required.

**Financial Comments (KAS 31/01/15)**

22. The financial implications are contained within paragraph 19 of the report.

**Background Papers and Published Documents**

1) Report to Community Safety Committee – 30 September 2014 and minutes of that meeting (published)

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

All.

C0449



24<sup>th</sup> February, 2015

Agenda Item: 11

## **REPORT OF THE SERVICE DIRECTOR FOR PROMOTING INDEPENDENCE AND PUBLIC PROTECTION**

### **JOINT AGENCY VULNERABLE PERSONS IDENTIFICATION PROJECT UPDATE (NOTTINGHAMSHIRE FIRE AND RESCUE AND NOTTINGHAMSHIRE COUNTY COUNCIL, HOME SAFETY CHECK PROJECT)**

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

1. To update Members of the progress made by a partnership approach to reduce the vulnerability of individuals in their local communities in respect of fire prevention and to seek approval to embed this into our standard processes at the Customer Service Centre (once all district councils have been completed).

#### **Information and Advice**

2. Nottinghamshire Fire and Rescue Service (NFRS) have changed the way that they deliver their Fire Prevention activity over the last 3 years and now focus their activity on those that they consider most at risk from fire.
3. Through extensive data sharing with other organisations they have been able to build a picture of the demographic groups that are most at risk in certain situations and prioritise these groups.
4. Those over 65 and living alone were found to be particularly at risk of fire with the risk increasing as people get older. If these individuals are already in receipt of home care due to incapacity or disability that risk increases further.
5. In order to engage with these vulnerable people NFRS have been working closely with the County Council in order to help to establish lists (by district) of the most vulnerable people across Nottinghamshire. Access to the Framework Social Care database has been instrumental in achieving this.
6. A working group has been in place for over a year now, to review how the two organisations, and others, can work together to develop a service to protect the vulnerable.
7. Mansfield, Bassetlaw and Ashfield have now been completed with a fourth district now well underway (Gedling).

8. The County's Customer Service Centre (CSC) was commissioned to make calls and send out letters to those at risk, to promote a Home Fire Safety Check from the Fire Service. By NCC acting on behalf of the Fire Service this ensures that there was no physical data exchange between parties and Data Protection was therefore not compromised.
9. Over the last 12 months residents who, when contacted, expressed an interest were referred to NFRS and appointments were made for a free Home Fire Safety Check, these include
  - The installation of new smoke alarms free of charge or checks to smoke alarms already installed.
  - General advice and guidance relating to fire safety in the home (overloading or plus, overhanging or exposed wiring etc)

During conversations it was established that many residents having smoke alarms were not checking these regularly and some had removed the batteries.

10. In all, over 1000 people have been contacted resulting in NFRS receiving referrals for over 150 Home Fire Safety Checks.
11. Each resident who has undergone a Fire Safety Check has been re-contacted to gather feedback on the end to end process. This has resulted in further improvements being made to communication, letters, scripting and in turn delivery timescales. Feedback from residents has been very positive indeed.
12. Further roll-out is underway across the County. This is considered a major step forward for Nottinghamshire Fire and Rescue Service and NCC, which is enabling both partners to quickly and efficiently identify people most at risk of fire and, in turn, reduce the number of fires within this vulnerable age group. Once this roll-out has been completed it is planned to embed this into 'business as usual' processes at the CSC i.e. when a customer contacts the council and meets the NFRS criteria, the Home Safety Check will be offered. It is envisaged that this will happen across particular customer types, for instance:
  - Customers applying for a Blue Car Badge
  - Customers calling who require adaptations in the home
  - Customer enquiring about First Contact or Handy Persons Adaptation Scheme (HPAS)
  - Customers who have disabilities such as visual impairment or hearing difficulty

Once a vulnerable person has been identified a script will be presented. Advisors will then offer fire safety services immediately over the telephone and make referrals to NFRS in the way they do now.

13. Work is also underway with the current district (Gedling) to review the data available in relation to assisted bin collections. It is possible that if customers are in need of help when putting out their waste bins, it is also possible that there may either mobility or physical issues that NCC and NFRS may be able to support or assist customers with.
14. Customer feedback from the completed districts has been collated and is listed below.

|   | <b>Ashfield</b> | <b>Mansfield</b> | <b>Bassetlaw</b> |
|---|-----------------|------------------|------------------|
| Advisor gave good explanation of service being offered                        | 88%             | 90%              | 95%              |
| Customer happy with timescales from initial call to visit                     | 100%            | 93%              | 94%              |
| Customer was happy with the advice given by NFRS                              | 96%             | 93%              | 95%              |
| NCC/NFRS were professions and helpful   | 96%             | 97%              | 97%              |
| Customer felt more knowledgeable about fire hazards as a result of NFRS visit | 75%             | 90%              | 89%              |
| Customer remembering to test alarm regularly                                  | 66%             | 79%              | 75%              |
| Customer you recommend service to others                                      | 100%            | 97%              | 97%              |
| <b>Overall Customer Satisfaction</b>  | <b>89%</b>      | <b>91%</b>       | <b>92%</b>       |

### Other Options Considered

15. To continue with the current approach: i.e. once all districts are complete, beginning again on a rotational basis. .

### Reason/s for Recommendation/s

16. A full evaluation has been carried out, and, as mentioned above, this is continuing to be rolled out across the county on a district basis. This process however, is labour-intensive and has led to some customers being wary of the 'cold call' approach used. By embedding this into our usual business would mean that customers have made the initial contact with NCC and are therefore be more receptive to the suggestions of a Home Safety Check. Our approach has to be to embed this into the standard processes ensuring there is a steady stream of referrals being made to NFRS through the identification of those most at risk.

### Statutory and Policy Implications

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

### Financial Implications

18. Channel Shift work and ever increasing demands on both partners means that this exercise can only be completed when resources and demand is allowed.

### **Equalities Implications**

19. The initiative is focused on older members of society, who are more at risk from domestic fires, a risk which increases with age.

### **Crime and Disorder Implications**

20. There are no crime and disorder implications linked to this initiative.

## **RECOMMENDATION/S**

It is recommended that the Community Safety Committee:

- Notes the contents of this report and approves the move to embed this into business as usual processes.

**PAUL MCKAY**

**Service Director for Access and Public Protection**

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

Marie Rowney, Group Manager Customer Service

Tel: 07540 272161

### **Constitutional Comments**

19. As this report is for noting only no constitutional comments are required.

### **Financial Comments (SEM – 11/2/15)**

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

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

None

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

All

**24<sup>th</sup> February 2015****Agenda Item:12****REPORT OF THE SERVICE DIRECTOR FOR ACCESS AND PUBLIC  
PROTECTION****COMMUNITY SAFETY UPDATE****Purpose of the Report**

1. To update the Committee on key Community Safety matters.

**Vehicle Nuisance: County Court Injunction (update).**

2. Nottinghamshire County Council's legal team, with the support of Nottinghamshire Police, community safety officers and partners, secured an Injunction Order, which came into immediate effect on the 16<sup>th</sup> January 2015.
3. The new injunction will remain in force for 3 years and will cover the following specific locations in Nottinghamshire, where car cruising has been prevalent in recent times. The areas are:
  - Roads in and around Victoria Retail Park, Netherfield
  - Roads in and around Junction 27 of the M1
  - Roads in and around Chilwell Retail Park, Chilwell
4. The order covers actions that would be in breach of the injunction including racing, riding in convoy, driving at excessive speed and drifting (driving sideways around traffic islands). The order will be in place until 16 January 2018. Anyone found guilty of being in breach of the order could be classed as being in contempt of court, which carries a maximum two year jail sentence and/or an unlimited fine.

**Holocaust Memorial Day 2015**

5. This year's Holocaust memorial day commemoration took place on Tuesday 27<sup>th</sup> January 2015. This is particularly significant year as it marks the 70th anniversary of the liberation of Auschwitz-Birkenau, the largest Nazi death camp. In recognition of this the County Council held a joint commemorative event with the National Holocaust Centre at Laxton.

6. Councillor Pauline Allan, the Chairman of Nottinghamshire County Council, and the Leader Councillor Alan Rhodes represented the County Council. Other guests attending the ceremony included survivors of the Holocaust, civic leaders from across the East Midlands, faith organisations and partner organisations.

## **Connecting Communities (C2)**

7. Connecting Communities (C2) is a not for profit organisation founded by a community nurse over 10 years ago in the South West of England and is now active in over 20 neighbourhoods nationally. C2 connects communities in 3 different ways:
  - Within themselves – networks and co-operation amongst local residents.
  - With local service providers – building a parallel ‘community’ amongst front-line workers
  - With other C2 communities – getting and giving inspiration directly from one place to another.
8. C2 works by harnessing the collective strengths of the people who live in a neighbourhood, the residents, together with the people who work there, the service providers, policemen, teachers, nurses, housing officers and others.
9. C2 is described as a cost effective way of reconnecting both local residents and frontline service providers to jointly improve health, well-being and local conditions in disadvantaged areas via the creation of a ‘People and Services Partnership’.
10. A member of the community safety team attended the four day Connecting Communities (C2) Experimental Learning Programme in Exeter starting on the 19<sup>th</sup> January 2015. This course is designed to re-energise, inspire and offer new learning, backed up by on-site visits, to effectively demonstrate ‘what works’ and stays working in challenging communities across the UK.
11. This course involved exploring the theory behind the C2 7 step approach of building community solidarity from the ‘inside out’ through a series of specific steps as well as site visits to Falmouth, Redruth and Teignmouth. This course was funded by C2 Connecting Communities enabling officers on their return to support the development of this approach across Partnership Plus areas.

## **National Crime Beat Awards**

12. The Nottinghamshire High Sheriff has endorsed all three County Project submissions submitted by two members of the Community Safety team for the National Crime Beat Awards, saying that he was impressed by the depth and range submitted. These are:
  - Widening the Net-Mansfield. This is a joint initiative between Nottinghamshire Police and Mansfield Town Football providing diversionary activities for young people aged 6 to 16 from the Carr Bank or Ravensdale areas of Mansfield.
  - Dragons Den Style Project 6 - Ashfield and Mansfield. The theme of this year’s project is promoting healthy life-styles and Challenging the Social Acceptability of Alcohol.

- Take Five at School – Bassetlaw. This is a project using mindfulness techniques to improve wellbeing, build academic resilience and improve pupils' attendance, attainment and attention.

13. National Crime Beat is the youth crime prevention charity of the High Sheriff's Association in England and Wales. These national awards exist to give recognition to the most successful and innovative crime prevention projects carried out by young people. The applications were judged by the National panel on 28th January 2015. The Dragons Den Style Project 6 has been chosen as a finalist for the national awards.

### **Local Support for Victims of Crime**

14. In October 2014 the Nottinghamshire Police and Crime Commissioner gained responsibility for commissioning local support services for victims of crime. Currently more than 26,000 people are referred by police to victim's support services in Nottinghamshire every year. The commissioner launched a tendering process to appoint a single provider for the delivery of victim's support services in the county with the contract running from 1<sup>st</sup> April 2015 until 31<sup>st</sup> March 2017.

15. The new victim's support service will support victims of anti-social behaviour, hate crime incidents, identity theft and road traffic collisions. The service will empower victims and survivors to move forward with their lives through the provision of free, confidential counselling and advice services. The aim is also to prevent repeat victimisation and ensure that vulnerable people are protected from further harm in the future. Help will be available regardless of whether a crime is recorded or not and at all stages before and after court proceedings. Specialist support services for victims of sexual violence and domestic abuse survivors will be commissioned separately.

### **Finance Implications**

16. There are no financial implications with this report.

### **RECOMMENDATION:**

17. It is recommended that the Community Safety Committee:

- Notes the various developments in the areas of work contained within this report.

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

18. This report is a regular update to the Community Safety Committee to keep them abreast of local and national developments and our community safety work.

### **Statutory and Policy Implications**

19. This report has been compiled after consideration of implications in respect of crime and disorder, finance, human resources, human rights, the NHS Constitution (Public Health only), the public sector equality duty, safeguarding of children and vulnerable adults, service users,

sustainability and the environment and ways of working and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required

**PAUL MCKAY**

**Service Director, Access & Public Protection**

**For any enquiries about this report please contact: Sarah Houlton, Team Manager Trading Standards & Community Safety x 72460 or Yvette Armstrong, Community Safety Officer, Trading Standards & Community Safety x 73058**

**Constitutional Comments**

20. Because this report is for noting only Constitutional Comments are not required.

**Financial Comments (KAS 12/02/15)**

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

**Background Papers**

21. None

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

22. All



**24 February 2015****Agenda Item: 13****REPORT OF CORPORATE DIRECTOR, POLICY, PLANNING AND  
CORPORATE SERVICES****WORK PROGRAMME****Purpose of the Report**

1. To consider the Committee's updated work programme for 2014/15.

**Information and Advice**

2. The County Council requires each committee to maintain a work programme. The work programme will assist the management of the committee's agenda, the scheduling of the committee's business and forward planning. The work programme will be updated and reviewed at each pre-agenda meeting and committee meeting. Any member of the committee is able to suggest items for possible inclusion.
3. The attached work programme has been drafted in consultation with the Chairman and Vice-Chairman, and includes items which can be anticipated at the present time. Other items will be added to the programme as they are identified.

**Other Options Considered**

4. None.

**Reason/s for Recommendation/s**

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

**Statutory and Policy Implications**

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

**RECOMMENDATION/S**

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

**Jayne Francis-Ward**  
**Corporate Director, Policy, Planning and Corporate Services**

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

Keith Ford, Team Manager - Democratic Services

E-mail: [keith.ford@nottsgov.uk](mailto:keith.ford@nottsgov.uk)

Tel: 0115 9772590

### **Constitutional Comments (SLB)**

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

### **Financial Comments (NS)**

8. 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.

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

All.

## **COMMUNITY SAFETY COMMITTEE - WORK PROGRAMME (AS AT 11 FEBRUARY 2015)**

| <b><u>Report Title</u></b>   | <b><u>Brief summary of agenda item</u></b>  | <b><u>Lead Officer</u></b> | <b><u>Report Author</u></b> |
|--|---|----------------------------|-----------------------------|
| <b>21 April 2015</b>   |   |                            |                             |
| Registration Service Property                                      | Overview of Registration Office accommodation.  | Paul McKay                 | Rob Fisher                  |
| Temporary Registration Posts                                       | Update on temporary posts   | Paul McKay                 | Rob Fisher                  |
| Hate Crime Plan  | To consider action plan arising from Safer Nottinghamshire Board's hate Crime Conference.   | Paul McKay                 | Mark Walker                 |
| Gypsy & Traveller Liaison Post                                     | Committee to receive a presentation about the role of this post.  | Paul McKay                 | Sarah Houlton               |
| Youth Crime Prevention Advisory Group Delivery Plan                | Update on progress with Delivery Plan.  | Paul McKay                 | Leah Sareen                 |
| Implementation of Operating Framework for Working with Communities | Update on the implementation of the new approach supported by the Committee at its meeting on 22 July 2014                        | Sally Gill                 | Cathy Harvey                |
| Update on key Trading Standards matters                            | Update on key issues in this service area.  | Paul McKay                 | Mark Walker                 |
| Update on key Community Safety matters                             | Update on key issues in this service area.  | Paul McKay                 | Sarah Houlton               |
| Update on Emergency Management and Registration Services           | Update report on key activities and events in Emergency Planning and Registration   | Paul McKay                 | Rob Fisher                  |
| Update on Outcomes of Community Cohesion activities                | Update report on the outcomes of activities funded from the Community Safety Budget (as agreed by Committee on 30 September 2014) | Paul McKay                 | Sarah Houlton               |
| <b>2 June 2015</b>   |   |                            |                             |
| Update on key Trading Standards matters                            | Update on key issues in this service area.  | Paul McKay                 | Mark Walker                 |
| Update on key Community Safety matters                             | Update on key issues in this service area.  | Paul McKay                 | Sarah Houlton               |

| <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> |
|--|---|----------------------------|-----------------------------|
| Update on Emergency Management and Registration Services   | Update report on key activities and events in Emergency Planning and Registration               | Paul McKay                 | Rob Fisher                  |
| Multi Agency Safeguarding Hub (MASH)   | Update report on the work of the MASH from the Chair of the Nottinghamshire Safeguarding Board. | Paul McKay                 | Allan Breeton               |
| <b>14 July 2015</b>  |   |                            |                             |
| Update on key Trading Standards matters  | Update on key issues in this service area.  | Paul McKay                 | Mark Walker                 |
| Update on key Community Safety matters   | Update on key issues in this service area.  | Paul McKay                 | Sarah Houlton               |
| Update on Emergency Management and Registration Services   | Update report on key activities and events in Emergency Planning and Registration               | Paul McKay                 | Rob Fisher                  |
| Update on Temporary Project Manager – Income Generation post in Trading Standards and Community Safety | Update report requested by Committee on 6 January 2015  | Paul McKay                 | Mark Walker                 |