

## **Community Safety Committee**

**Tuesday, 26 April 2016 at 14:00**

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

---

### **AGENDA**

1	Minutes of last meeting held on 1 March 2016	3 - 6
2	Apologies for Absence	
3	Declarations of Interests by Members and Officers:- (see note below) (a) Disclosable Pecuniary Interests (b) Private Interests (pecuniary and non-pecuniary)	
4	Ashfield 'Dragon's Den' Celebration Event	
5	Presentation on Substance Misuse	
6	Community Safety Budget Update - Request for Funding	7 - 14
7	Community Safety Update	15 - 20
8	Update on the work of the Community and Voluntary Sector Team	21 - 26
9	Update on Key Trading Standards Matters	27 - 32
10	Changes to the Trading Standards Staffing Structure	33 - 36
11	Savings and Efficiency Programme Update - Community Safety Portfolio	37 - 40

12	Proposals to include British Passport Application Checking as part of the County Council's Nationality Checking Service	41 - 44
13	Update on Emergency Planning and Registration Services	45 - 50
14	Work Programme	51 - 54

## **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 David Ebbage (Tel. 0115 977 3141) 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 1 March 2016 at 2.00 pm**

**membership**

Persons absent are marked with 'A'

**COUNCILLORS**

Glynn Gilfoyle (Chairman)

**A** Chris Barnfather  
Mike Pringle  
Bruce Laughton  
Maureen Dobson

Alice Grice  
Rachel Madden  
Darrell Pulk  
Stuart Wallace

**OFFICERS IN ATTENDANCE**

Rob Fisher  
Sarah Houlton  
Paul McKay  
Andrew Penn

} Adult Social Care, Health & Public Protection

David Ebbage

} Resources

Sally Gill  
Cathy Harvey  
Sue Jacques  
Clive Wood

} Place

**MINUTES OF THE LAST MEETING**

The minutes of the last meeting held on 5 January 2016 were confirmed and signed by the Chairman.

**APOLOGIES FOR ABSENCE**

Apologies were received from Councillor Chris Barnfather.

Councillor Pringle had replaced Councillor Clarke for this meeting only

**DECLARATIONS OF INTERESTS BY MEMBERS AND OFFICERS**

None.

## **PRESENTATION ON TROUBLED FAMILIES**

Simon Howes from the Strategic Analytical Unit gave a short presentation to members on Troubled Families.

### **RESOLVED 2016/010**

That the presentation be noted

## **FLOOD RISK MANAGEMENT STRATEGY**

Sue Jacques advised the Committee that Nottinghamshire's County Council's Draft Flood Risk Management Strategy had been made available for public consultation.

### **RESOLVED 2016/011**

That the Draft Flood Risk Management Strategy being available for public consultation was noted.

## **COMMUNITY SAFETY BUDGET – REQUEST FOR FUNDING**

Sarah Houlton, Team Manager, Trading Standards & Community Safety presented one initiative from the budget for a pedestrian safety barrier in Hucknall for £1,000.

### **RESOLVED 2016/012**

That the contribution of £1,000 from the Community Safety Initiatives Budget for 2015/16 for a pedestrian barrier in Hucknall be approved.

## **COMMUNITY SAFETY UPDATE**

Sarah Houlton updated the committee about Key Community Safety matters. She outlined the following points in the report:-

- An overwhelming response to the Hate Crime training days with Sylvia Lancaster being able to contribute in future sessions.
- Six nominations for the Crime Beat Awards 2016 but unfortunately no finalists this year.

### **RESOLVED 2016/013**

That the various developments in the areas of work contained in the report be noted.

## **CHANCE FOR CHANGE CONFERENCE, NOTTINGHAM – 9<sup>TH</sup> MARCH 2016**

The Chair introduced the report to seek approval for the attendance of the Vice-Chair (Councillor Alice Grice) at the Chance for Change Conference being organised by the Office of the Police and Crime Commissioner (OPCC) at the Albert Hall, Nottingham on 9 March 2016.

### **RESOLVED 2016/014**

That attendance of the Vice-Chair of the Committee to the Chance for Change Conference be approved.

## **APPROVAL OF THE OFFICIAL FOOD & FEED LAW ENFORCEMENT SERVICE PLAN FOR 2016-17**

Andrew Penn from the Trading Standards team introduced the report seeking approval of the Food & Feed Law Enforcement Plan.

### **RESOLVED 2016/015**

That the Authority's 2016-17 Food & Feed Law Enforcement Service Plan be approved.

## **REVIEW OF FEES AND CHARGES MADE TO BUSINESSES AND OTHER AUTHORITIES BY THE TRADING STANDARDS AND COMMUNITY SAFETY SERVICE**

Andrew Penn, Trading Standards, introduced the report to obtain approval for the fees and charges made to businesses and other authorities by the Trading Standards and Community Safety Service for 2016/17 following the annual review.

### **RESOLVED 2016/016**

That 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 2016 be approved.

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

Sally Gill, Group Manager, Planning updated Members on the work of the Community and Voluntary Sector Team. She outlined the following points in the report:-

- Working with the Forces Bike Shed project at Chetwynd Barracks.
- Supporting residents on Bellamy Road to get lockable bollards at both ends of Old Newark Road installed on the Estate.
- Helping with refurbishment works at Harworth and Bircotes Boxing Centre to provide a centre of excellence in the heart of their local community.

- Supporting the development of a community initiative Manton Community Garden aiming to complete the refurbishment works to the existing building

#### **RESOLVED 2016/017**

That the work undertaken by the Community and Voluntary Sector team be noted.

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

Andrew Penn, Trading Standards updated the Committee on Key Trading Standards matters. He outlined the following points in the report:-

- Regarding Hover boards, 5 suspension notices have been issued to stop suspected boards from being sold and 12 sellers had been approached by our officers. These sellers were unable to provide the documentation to satisfy the officers that their stock had been manufactured and tested to current safety standards.
- Biedronka, of Sutton in Ashfield, had its alcohol licence revoked in August 2015 and the shop's owner was sentenced at Nottingham Crown Court to nine months imprisonment.

#### **RESOLVED 2016/018**

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

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

Rob Fisher, Service Director, South Nottinghamshire and Public Protection, updated Members on recent activities and events in the work of the Emergency Planning Team and of Registration and Celebratory Services.

#### **RESOLVED 2016/019**

That the update on recent key activities and events in the work of the Emergency Planning Team and Registration and Celebratory Services be noted.

#### **WORK PROGRAMME**

#### **RESOLVED 2016/020**

That the work programme be noted.

The meeting closed at 3.30pm

**CHAIRMAN**

**26<sup>th</sup> April 2016**

**Agenda Item: 6**

## **REPORT OF THE SERVICE DIRECTOR SOUTH NOTTINGHAMSHIRE AND PUBLIC PROTECTION.**

### **COMMUNITY SAFETY BUDGET UPDATE: REQUEST FOR FUNDING.**

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

1. To provide information for Members on payments made from the Community Safety Initiatives Budget for 2015/16 (**£47,662**) and to seek approval for payments from the Community Safety Initiatives Budget for 2016/17 (**£132,000**).

#### **Information and Advice**

##### **Community Safety Budget 2015/16.**

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 and confidence 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. The total contributions from the “initiatives” element of the Community Safety Budget for 2015-16 are summarised in the following table:

<b>Total Community Safety “Initiatives” budget for 2015/16:</b>	<b>£262,380</b>
<b>Income from Police &amp; Crime Commissioner (PCC)*</b>	<b>£25,000</b>
<b>Total budget available for initiatives</b>	<b>£287,380</b>
<b>Total committed in 2015/16:</b>	
Contribution to the work of the Safer Nottinghamshire Board (SNB)	£140,000
Year 2 of the Best Bar None scheme	£15,000
Contribution to Police led Hate Crime campaign	£5,000
Gating Orders: Legal Advice	0**
Vehicle Nuisance: Junction 27 CCTV camera maintenance	£3,118
Virtual just ice pilot: Cybercrime	£12,500
Respect and Tolerance programme: Dragon’s Den 7	£7,000
Child Sexual Exploitation via social media	£10,000
Crime in rural areas	£5,000
Mass marketing scams: further joint work with Notts Police	£20,000
Vulnerable Person Panels: Mental Health representation	0**

Tackling violence	£5,000
Integrated and cohesive communities	£10,000
Anne Frank Exhibition	£2,500
Vulnerable Persons Panels: Social Worker Post	0**
Installation of Pedestrian Guardrail (Worksop)	£2,000
Installation of motorcycle barrier (Retford)	£2,200
Installation of Pedestrian Safety Barrier (Hucknall)	£400
Hate Crime training programme	£18,642
Automatic Number Plate Recognition (ANPR) signage	£520
Respect & Tolerance "I AM" Programme: Additional expenditure	£1500
Drug testing machine (Bassetlaw Newark & Sherwood CSP)	£27,000
<b>Total Allocation:</b>	<b>£287,380</b>

(\*Additional income received for the contribution made by the Community Safety Team to managing the PCC budget, including the administration of payments and the production, monitoring and evaluation of costed delivery plans.)

(\*\* Funds not needed in 2015/16 so re-allocated to other initiatives as indicated below.)

#### **Gating Orders: Legal Advice (£2,000):re-allocated.**

- At the June 2015 Community Safety Committee a £2,000 contribution from the Community Safety Initiatives Budget was approved as a contingency to fund any legal advice required to determine the way forward to respond to changes in legislation governing Gating Orders.
- The Anti-Social Behaviour, Crime and Policing Act 2014 came into force in October 2014 and replaced Gating Orders (County Council responsibility) with Public Space Protection Orders (enforced by District Councils). Due to good co-operation between the relevant County and District Council teams the transition to the new legal regime went very smoothly and no legal advice was required. The £2,000 funding contingency was as a result re-allocated to other initiatives.

#### **Vulnerable Persons Panels: Mental Health Representation/Social Worker (£32,000):re-allocated**

- At the July 2015 and November 2015 Community Safety Committees approval was given for a total of £32,000 to supplement a £13,300 contribution from the Police and Crime Commissioner (PCC) to fund a 12 months temporary contract for a social worker in the Community Safety team. The salary and related costs for the Band B social worker role are £45,300.
- Due to unavoidable delays in the recruitment process the social worker only commenced in her role on 22<sup>nd</sup> February 2016. The costs of the role for the 1.5 months period in 2015/16 totalled £5,500 and were met from the £13,300 PCC contribution. The £32,000 community safety initiatives funding has been re-allocated to fund other initiatives in 2015/16, as indicated below. Costs for the remainder of the temporary contract are requested from the 2016/17 budget (see paragraphs 22 and 23 below).



### **“No to Hate!” Hate Crime Training Programme: (£18,642)**

8. A contribution of £18,642 was made to an ongoing joint “No to Hate” Hate Crime training programme hosted by the Holocaust Centre. Trainers delivering the programme have included the inspirational speaker Sylvia Lancaster from the Sophie Lancaster Foundation. There has been massive interest and demand for the training and the evaluation has been overwhelmingly positive with comments including “inspirational”, “extremely thought provoking and challenging” and “some of the best training I have attended”.

### **Automatic Number Plate Recognition (ANPR) signage (£520)**

9. In February 2015 the Community Safety Committee approved a contribution of £50,000 to fund further targeted Automatic Number Plate Recognition (ANPR) provision in the County to reduce crime and road casualties. This was match funded by contributions from the Police and Crime Commissioner and the Road Safety Camera Partnership.
10. ANPR cameras were installed in the Ashfield south area of the county in 2013 to help combat high levels of burglary. Research shows there was a 35% reduction in burglaries in the first year, with a further drop of 41% the following year.
11. Councillor Gilfoyle and the Police and Crime Commissioner, Paddy Tipping, attended the media launch of the new Bassetlaw ANPR Shield in March 2016.
12. A contribution of £520 was made from the 2015/16 Community Safety Initiatives Budget towards the cost of “Be Aware. ANPR Shield. Cameras in Operation” signage to accompany the ANPR cameras in the new Bassetlaw ANPR Shield.

### **Respect & Tolerance “I AM” Programme: additional expenditure (£1,500)**

13. **Dragons Den style project (£1,000)**- was created seven years ago to encourage young people to think and talk about crime and anti-social behaviour, with a particular theme chosen each year. For 2015/16 the theme has been “Prejudice”. The project, funded by the Ashfield Community Safety Partnership and delivered by the County Council’s Education Improvement and Community Safety teams, saw 550 pupils at six secondary schools attend workshops covering prejudice, discrimination, influencing attitudes and taking action.
14. The project culminated in four schools presenting their projects to a panel of judges in March. Selston Academy scooped the £1,500 winning prize money with their “Don’t judge a book by its cover” campaign to challenge prejudice and promote respect.
15. The standard of the entries from all four schools was of such a high quality that a £250 contribution from the Community Safety Initiatives Budget was made to each school to assist them to promote and continue to work on their campaigns to prevent prejudice, tackle hate crime and promote community cohesion.
16. **National Crime Beat Awards (£500)** - As reported at the March 2016 Community Safety Committee, there were a record number of seven Nottinghamshire nominations to the

National Crime Beat Awards this year. Whilst none of the entries made it to the national finals in March, the Worksop based “The Girl in the Room with the Box” film project received a commendation.

17. The video has created a lot of interest from being used internally within the county council’s youth service, to schools and organisations that provide training for workers that work with young people, and also featured in the media. The video can be used to look at any aspect of online grooming and exploitation, and was filmed to work with young people in the late primary early senior school age range. A contribution of £500 from the Community Safety Initiatives Budget has enabled DVD copies of the film to be distributed to schools within the county.

#### **Drug Testing Machine (Bassetlaw and Newark & Sherwood CSP): (£27,000)**

18. A contribution of £27,000 has been made from the Community Safety Initiatives Budget towards an innovative new drug testing machine to be hosted and maintained by Bassetlaw and Newark and Sherwood Community Safety Partnership (CSP). The machine will be used by Nottinghamshire Police and CSP partners in the Bassetlaw and Newark and Sherwood CSP areas including the County Council’s Trading Standards & Community Safety Service.
19. The lightweight, portable desktop system can detect trace amounts of residue from narcotics and explosives on skin, clothing, parcels, bags, cargo, vehicles and other surfaces. It allows front line officers to quickly and accurately collect and identify bulk amounts of narcotics (including a number of new psychoactive substances) in the field. Certified in the UK for criminal evidential use the machine is designed to realize cost savings and operational efficiencies through the simplification of casework and reduced need for laboratory identification services.
20. The drug testing system will prove invaluable to all agencies working together to tackle the growing problem of New Psychoactive Substances (NPS) within the County. The supply of NPS will be banned by new legislation being introduced this spring. The drug testing machine can also be used to help with the enforcement of future Public Space Protection Orders (PSPOs) which have been proven successful in controlling the possession of NPS in town centre areas elsewhere in the country that are subject to the PSPO. The machine, which can detect a wide range of drugs, also has wider potential uses including supporting night time venues to control drug use on their premises.

#### **Community Safety Budget 2016-17**

21. The total funding available within the Community Safety Initiatives budget for 2016/17 is **£212,380.**

#### **Vulnerable Persons Panels: Social Worker (up to £32,000)**

22. It is proposed that a contribution of up to £32,000 from the 2016-17 Community Safety Initiatives Budget is used to cover the 10.5 months’ salary and associated costs from April 2016 to mid-February 2017 for the temporary social worker (see paragraphs 6 and 7 above). A further contribution from the Police and Crime Commissioner’s allocation

towards work to support Vulnerable People within the County is also being sought to supplement the funding for the post in 2016-17.

23. The social worker will attend Vulnerable Persons Panels to make recommendations about how vulnerable people who do not meet the social care eligibility criteria can be supported. For those individuals eligible for social care the worker will make the appropriate referral. In order to explore where service gaps are the worker will also hold a small number of high complexity cases from different districts. The social worker will work with other partner agencies and stakeholders to make recommendations about the support provided to vulnerable people going forward.

### **Contribution to the work of the Safer Nottinghamshire Board: Locality Working (£100,000)**

24. The work of the Safer Nottinghamshire Board is a mix of locality based actions across the four Community Safety Partnerships within the County and a range of thematic county-wide projects, covering such issues as Hate Crime, Vulnerable People, Domestic Abuse, Substance Misuse, Crime in Rural Areas and Youth Issues.
25. To fund this work in 2016/2017 the Police and Crime Commissioner (PCC) has pledged a total grant offer of £737,038 of which £285,000 will be allocated to locality working. In addition the PCC will invest up to £480,412 into domestic abuse support services and up to £322,711 into substances misuse support services in Nottinghamshire in 2016-17.
26. It is proposed that a contribution of £100,000 be made from the Community Safety Initiatives budget towards locality working to supplement the £285,000 contribution from the PCC.

### **Other Options Considered**

27. There will be other options for use of the 2016/17 community safety initiatives budget and proposed spends of the remaining **£105,380** balance will be the subject of future reports to the Community Safety Committee.

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

28. 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 issues of crime and disorder, anti-social behaviour and fear of crime. Any reductions in these issues will encourage the development of strong, healthy and vibrant communities thus reducing risks to those deemed as vulnerable within those communities.

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

29. 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**

**30.** The payments totalling **£47,622** have been met from within the Community Safety Initiatives Budget for 2015/2016.

**31.** The proposed **£132,000** can be met from within the Community Safety Initiatives Budget for 2016/2017.

## **RECOMMENDATION/S:**

- 1)** That Members note the final spend of **£47,622** from the Community Safety Initiatives Budget for 2015/2016.
- 2)** That Members approve the proposed spends from the Community Safety Initiatives Budget for 2016/2017:
  - a. Vulnerable Persons Panels: Social Worker (**up to £32,000**)
  - b. Contribution to the work of the Safer Nottinghamshire Board: Locality Working (**£100,000**)

## **PAUL MCKAY**

### **Service Director, South Nottinghamshire & Public Protection**

For any enquiries about this report please contact: Sarah Houlton, Team Manager Trading Standards & Community Safety x 72460

## **Constitutional Comments (EP 4/4/16)**

The recommendations fall within the remit of the Community Safety Committee by virtue of its terms of reference.

## **Financial Comments (KAS/15/04/16)**

The financial implications are contained within paragraphs 30 and 31 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)**

- All



26<sup>th</sup> April 2016

Agenda Item: 7

## **REPORT OF THE SERVICE DIRECTOR SOUTH NOTTINGHAMSHIRE AND PUBLIC PROTECTION.**

### **COMMUNITY SAFETY UPDATE**

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

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

#### **Information and Advice**

##### **“Take Five” Mindfulness project: Health Education England funding.**

2. In February 2015 the Community Safety Committee approved £3,850 funding for “Stepping Stones” (Take Five in the Community) which was 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 aimed to increase confidence and resilience via local recruitment to bespoke mindful resilience training.
3. The “Take Five” pilot project was delivered by a not for profit organisation called Each Amazing Breath working in collaboration with Nottinghamshire County Council and other partners. The pilot project has seen an estimated 2,000 children benefit from the scheme, across eight schools in Bassetlaw, with reductions in stress levels and an increase in calmness among pupils taking part.
4. As a result of the pilot project a bid for **£127,000** funding from Health Education England’s national Innovation Fund has been successful to help more Nottinghamshire children and their families to boost their resilience to life stresses. The scheme, to be delivered by Each Amazing Breath, with assistance from Nottinghamshire County Council, will support the national Future in Mind strategy to boost mental resilience among young people.
5. Up to 3,300 children based at 12 schools across Bassetlaw and Newark and Sherwood districts, and those whose families access children's centre services and the county council's Family Service will benefit from the scheme over the next year and the scheme will also involve local health partners and residents in local communities.

## **Best Bar None**

6. Another initiative supported by the Community Safety committee has received an award. Nottinghamshire's Best Bar None scheme, which recognises and rewards responsible licensed premises in the county, has come "highly commended" in the national awards for the scheme.
7. Nottinghamshire was shortlisted in two categories, Best New Scheme and Most Innovative Scheme. The winners were announced at a parliamentary reception at the House of Lords on Tuesday 2<sup>nd</sup> February 2016, and Nottinghamshire was awarded "highly commended" in both categories.
8. There are currently around 80 schemes live around the UK. All were invited to submit entries for the four awards, which were Best Overall Scheme, Best New Scheme, Most Innovative Scheme and Outstanding Commitment to Best Bar None.

## **Preventing Violent Extremism: Training for County Council Members and Staff.**

9. 'Prevent' is the name of part of the government's Counter Terrorism Strategy which was launched in 2011 to prevent vulnerable people becoming either involved directly in terrorism and/or in supporting terrorism.
10. The Prevent Duty (which came into force in July 2015) means that legally the County Council has to make sure that colleagues:
  - a. Have a good understanding of Prevent
  - b. Are able to identify individuals who may be at risk and are aware of available programmes to deal with the issue
  - c. Know when to refer their concerns onto other agencies.
11. As previously reported, the Home Office has provided £10,000 funding to each Council to support the implementation of this new duty. This funding was pooled in the County and the Community Safety team have taken a lead role in co-ordinating and organising this Prevent training across the County. The Home Office accredited trainers Zebrared recently delivered an extensive free training programme for District and Borough council staff across Nottinghamshire. This has to date proved enormously popular and has been very well attended and evaluations completed after the training sessions have been universally positive.
12. Similar training for County Council Members and staff has now been organised by the Community Safety Team and is available as follows:
  - Gold level training sessions for Members and Senior managers (3 half day sessions in June)
  - Silver level half day training sessions in April/May for Group and Team Managers and Senior Practitioners where Prevent issues could apply directly to their role. A shorter bronze version is also available for colleagues who cannot be released from work for half a day
  - Employee Prevent Briefing / 'Tool Box Talk' for frontline workers working in schools including catering and cleaning colleagues who do not have PC access



- Prevent E-Learning, available from April/May for all employees with PC access

### **Preventing Violent Extremism: Safeguarding Children Board.**

13. A presentation was made by the Community Safety team at the Nottinghamshire Safeguarding Children Board on the 16<sup>th</sup> March on the Preventing Violent Extremism activity within the County.
14. This was an opportunity to strengthen linkages between the Safeguarding Children Board and the Safer Nottinghamshire Board, plus highlight work undertaken on Prevent by the Community Safety team, which has been commended by the Home Office.

### **New Psychoactive Substances: Second Workshop**

15. Community Safety & Trading Standards officers are collaborating with Public Health, Nottinghamshire Police and Crimestoppers to organise a second New Psychoactive Substances workshop in June 2016. The workshop, aimed at front line officers from a wide range of partner organisations across the county, will replicate the format, aims and outcomes of the previous successful workshop event in October 2015 which was very well received.
16. A major topic of discussion at the event will be the Psychoactive Substances Act, which the Home Office now expect to commence later in the spring. The Act will bring in a blanket ban on the production, distribution, sale and supply of New Psychoactive Substances.
17. Outcomes from the workshop are expected to include:
  - Raised awareness of NPS and the problems they cause
  - Improved information and intelligence sharing amongst partners – increased local knowledge about the extent, nature and impact of NPS usage in the county
  - Sharing information about the new legislation and promoting a co-ordinated enforcement response.
  - Using local knowledge and new expected Home Office guidance to inform a county wide NPS media campaign.

### **Memorandum of Understanding: NCC and Notts Watch**

18. A formal agreement has been written between Nottinghamshire County Council and Nottinghamshire Neighbourhood Watch (“Notts Watch”). Although not legally binding, the Memorandum of Understanding (MOU) is a huge step forward in showing a willingness and commitment between NCC and Notts Watch to work towards shared objectives and principles of collaboration.
19. The MOU has been signed by the Service Director, South Nottinghamshire and Public Protection on behalf of NCC and countersigned by the Chair of Notts Watch. Notts Watch has been long supported by this Committee.

## **Nottinghamshire Office of the Police and Crime Commissioner (NOPCC): Community Safety Fund 2016/17**

- 20.** The NOPCC Community Safety Fund totalling **£250,000** provides financial support to third sector organisations whose remit is to turn people away from a life of offending and support those who find themselves a victim. Organisations were able to apply for funding of up to £25,000 per project. A Community Safety Officer assisted NOPCC colleagues with the selection process to decide the 24 successful crime reduction schemes which included:
- 21. Nottinghamshire Neighbourhood Watch (“Notts Watch”): £5,000** to work with partners to assist residents to create new NHW schemes and information hubs (particularly in high-impact areas), and continue to advise and support existing coordinators as required.
- 22.** This funding supplements the previous contribution of £10,500 made from the County Council’s 2014/2015 Community Safety Initiatives Budget to support the growth, development and promotion of Neighbourhood Watch across the County.
- 23. National Centre for Citizenship and the Law (NCCL) “Virtual Justice”: £5,000.** The “Virtual Justice” project is a targeted early intervention awareness raising project which aims to safeguard and prevent young people from becoming involved in cybercrime and other cyber related issues.
- 24.** This funding enables the continuation of the pilot “Virtual Justice” project which received £12,500 Community Safety Initiatives funding from the County Council in July 2015 to work with secondary school students from the priority areas of Nottinghamshire to tackle cyber bullying, e-safety and child sexual exploitation.
- 25.** The NOPCC funding will be supplemented by funds from the NCCL’s annual fund raising dinner to enable the whole of year 8 from Outwood Academy Valley (Worksop) to participate in the project (285 pupils in total) between April and July 2016.
- 26.** Further information about the 24 successful projects can be found at: <http://www.nottinghamshire.pcc.police.uk/Our-Money/Grants-and-Funding/Community-Safety-Fund-2016-17.aspx>

## **Other Options Considered**

- 27.** None

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

- 28.** It is recommended that the Community Safety Committee notes the various developments in the areas of work contained in this report.
- 29.** The 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**

**30.** 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**

**31.** This report contains no additional financial implications, with activity reported or that proposed, being contained within the existing service budget.

## **RECOMMENDATIONS**

- 1) It is recommended that the Community Safety Committee notes the various developments in the areas of work contained within this report.

**PAUL MCKAY**

**Service Director, South Nottinghamshire & 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 (EP 04/04/2016)**

This report is for noting only.

## **Financial Comments (KAS 05/04/16)**

There are no financial implications contained within this report

## **Background Papers and Published Documents**

- 1) Home Office 'Prevent Action Plan'
- 2) Police and Crime Plan 2016 - 2018

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

All



**26<sup>th</sup> April 2016****Agenda Item: 8**

## **REPORT OF THE CORPORATE DIRECTOR OF PLACE**

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

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

1. To update members of the Community Safety Committee on the work of the Community and Voluntary Sector Team.

#### **Information and Advice**

2. The priorities of the team have been identified as working in partnership with the voluntary and community sector:
  - to improve preventative and core services that help strengthen the local community;
  - to streamline the corporate grant aid process and
  - to promote localism by working with communities to increase community involvement in the way services are shaped and delivered.
3. A key strategic priority for the Council is to ensure that Nottinghamshire has strong communities that are safe and thriving. The reality of the challenges faced means that the Council of the future will be different in the way it is shaped, organised and how services are delivered. The Council is committed to working in partnership with local communities, voluntary groups and volunteers to provide services.
4. Work being undertaken by the team seeks to support ways to develop and strengthen engagement with communities, moving towards a changed landscape of local services with new and innovative models being implemented. The contribution made to improving public services and well-being in Nottinghamshire by communities and the voluntary sector is recognised and supported through both an extensive grant aid programme and direct hands-on support from Community Officers.
5. Over recent years economic circumstances have drastically changed how organisations are funded with the result that only well organised third sector groups can thrive and provide a valuable contribution to the local community. Only by being robustly established and equipped to respond to new challenges can the wealth of voluntary sector organisations across the County maximise the positive impact that they have on local communities.

## **Working with Communities**

6. The work of the Community and Voluntary Sector Team underpins the Council's commitment to building on its reputation of working in partnership with the community and voluntary sector to help build local capacity. The range and scope of activities which members and officers are involved in seek to help to drive programmes with communities to deliver local solutions and move towards providing services in a different way.
7. The Council has several important roles to play in supporting communities to:
  - Build a strong sense of community, capacity and pride through collaborative partnerships.
  - Engage in the planning and delivery of services.
  - Generate and sustain their own capacity to respond to the challenges which Nottinghamshire faces.
8. Building confident and stronger communities is especially important within the current climate and the Team has been working with different communities across Nottinghamshire to help support local activities. These activities bring individuals together to celebrate the uniqueness of localities by helping to encourage and empower communities to take ownership and pride in the places they live and the people they live with. Examples of this include:

### **Hawtonville Community**

9. Working with Newark & Sherwood District Council to support activity resulting from findings of Neighbourhood Study, the study amongst other things identified a need for community development. Our role includes help to:-
  - Facilitate delivery of the wider priorities identified in the consultation process.
  - Identify local leaders who can contribute to a community orientated body
  - Support / help create a community orientated body to deliver activities
  - Support the management of Hawtonville Community Centre within an agreed framework and target
  - Raise revenue so that provision can be developed

### **Haven Centre – Stapleford**

10. A former County Council primary school has been utilised by the Haven Church for the past 18 months – delivering a wide range of community services which includes:
  - Youth Group – 2 evenings a week with over 50 attendees
  - Mums & Tots Club with Soft Play
  - Performing Arts Club – The Dream Centre
  - Debt Advice & Life Skills Project – CAB Supported
  - School Holiday Lunch Club
  - After School Club
  - School Holiday Lunch Club
  - Haven Eagles – Over 50's Group
  - Job club
  - Clothes Bank
  - Community Choir
  - Food-bank
  - Furniture Bank
  - Homework Club
  - Community Café



11. The CVS Team have been working with the Haven Centre and colleagues from NCC Property on a long term arrangement to maintain the community benefits and realise the value of the capital asset for the Council. Work is progressing well and it is hoped that a solution will be considered by the May 2016 Finance & Property Committee.

### **Bellamy Estate**

12. The CVS Team with partners have worked with Severn Trent Water to install 2 large sewerage rings on either side of the locked bollard that were sited on the Old Newark Road area in order to reduce fly tipping that was happening on a regular basis. The locked bollard has since been rammed and snapped so these fly tippers are quite determined to continue using the site to dump rubbish.
13. The intention is to speak with Severn Trent again to see if they might be able to put a third ring in place to prevent further incidents.

### **Oak Tree Estate**

14. The Fire Service have been working very closely with the Infant School with firefighters supporting the literacy sessions at the school. This is a way of making the children aware of what the Fire Service do and how important it is not to play with matches etc. The partnership group plans to extend this approach and invite the Police and District Council Warden Services to join the initiative. The aim is to have a positive effect on the children where rapport and trust will be built, hopefully reducing anti-social behaviour on the estate.

### **Collingham Village Hall**

15. The local community are looking to refurbish and develop the Memorial Hall, Cllr Dobson asked if there was any help the CVS Team could provide. Details of seven potential grant funding organisations have been provided and the offer of help to submit applications has been made.

### **Commemoration event - Battle of the Somme**

16. 2016 marks the centenary of the Battle of the Somme. The commemoration is being led by the Department for Culture, Media and Sport on behalf of the UK Government in partnership with the Commonwealth War Graves Commission and the Royal British Legion to build a programme of events which reflect the significance of the First World War Somme campaign.
17. The Somme was one of the bloodiest battles of the First World War, resulting in over one million casualties. There will be a range of events taking place in the UK and France to mark the centenary period, for which more information will be available in due course. The CVS Team are working on a commemoration event to be held at County Hall on 1 July 2016.

### **Promoting Community Cohesion**

#### **Manton Estate**

18. Community cohesion in Manton has been supported with an award £10,000 from the Office of the Police and Crime Commissioner. Part of the award was used to hold an event on the 19 March 2016. The event was supported by the CVS Team where more than 70 local people,



Polish and English joined together to share cultural experiences whilst celebrating Easter and encouraging social integration.

### **Netherfield Forum Events**

19. Through the Community & Voluntary Sector Team, the Council is working with the voluntary and community sector to engage them in the planning and delivery of services by helping to build capacity and confidence to drive improvements in quality of life, influence decisions which affect them and consider their role in the delivery of services. This includes:
20. Working with the Netherfield Forum the team are supporting two community events provisionally titled “Our Community”.
  - Saturday 14 May – Loco Youth “Our Community” Open Day
  - Saturday 16 July – St George’s Centre “Our Community” Open Day
21. The purpose of the events is to engage the diversity of the local community and help develop a stronger sense of community for everyone. Planning is underway to develop activities that encourage the sharing of experiences incorporating cultural exchanges, language, food, and music. This in turn will strengthen community relations, highlight positive actions and promote social cohesion alongside reducing mistrust and anti-social behaviour.

### **Community Empowerment & Resilience Programme (CERP)**

22. Members will be aware that a key part of the CERP was taking forward the findings from the State of the Sector Report produced by Sheffield Hallam University in October 2015. Four events have been held with a combined audience of 300 participants. The key areas for development have been identified:-
  - Coordinating the Sector Voice
  - Enabling Social Action
  - Sector Solutions to the Volunteering Gap
  - Understanding & Mastering Commissioning Success
23. The next steps include establishment of cross sector working groups to develop action plans and establish measures of success.

### **Other Options Considered**

24. The report sets out how the Council priorities are being addressed.

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

25. To inform Members of Community Safety Committee of work undertaken to support the community and voluntary sector in Nottinghamshire

### **Statutory and Policy Implications**

26. 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. [Page 25 of 54](#)

## **RECOMMENDATION/S**

27. To note the work undertaken by the Community and Voluntary Sector Team.

**Tim Gregory**  
**Corporate Director, Place**

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

**Cathy Harvey**  
**Community and Voluntary Sector Team Manager**  
**T: 0115 977 3415**  
**E: [cathy.harvey@nottsc.gov.uk](mailto:cathy.harvey@nottsc.gov.uk)**

## **Constitutional Comments**

This report is for noting only

## **Financial Comments (SES 01/04/16)**

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

## **Background Papers and Published Documents**

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

None

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

All

**26 April 2016****Agenda Item: 9****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. **Trading Standards Approved Trader Scheme** – Checktrade, the Council's partner in running the new scheme, is investing heavily in promoting the scheme. Locally media promotion includes local radio, social media and trader directories being sent out to households throughout the county. National advertising has included sponsoring TV programmes such as ITV's National weather on Good Morning Britain, ITV's local weather and Channel 5's Cowboy Builders.
3. This investment in promoting the scheme will have unprecedented benefits in helping local reputable businesses grow and also help to protect the local community from rogue traders. There are currently 177 traders who are members of the Nottinghamshire scheme with a further 21 going through the application processes. Based on current figures it is estimated that on average there will be around 30 new traders applying to be members of the scheme each month.
4. Whilst Checktrade is responsible for the day to day running of the scheme, the partnership with Trading Standards includes Trading Standards being involved in the governance and future development of the scheme both locally and nationally. A manager recently attended a national partnership meeting of all Trading Standards authorities partnering with Checktrade to ensure a uniformity of approach that will maximise the benefits to their local communities and also to the traders who are members of the scheme.
5. **Certification of Imported Organic Animal Feed** – Officers assisted a Port Health Authority to certify the organic status of a consignment of 55 tonnes of molasses. The legislation allows the Service to recover the costs of doing this work. Due to the importer sending the documentation to the wrong Port Authority the consignment had not been detained by the Port Authority to verify its organic status prior to being transported to an animal feed producer in Nottinghamshire.

6. Once the error was discovered Trading Standards, as the appropriate authority for Feed Controls in Nottinghamshire, was able to verify the consignment's organic status on site at the feed producer's premises. By that stage the consignment had been mixed with two previous consignments in the tanks on site. This meant that had officers not been able to verify the organic status of the imported consignment then the rest of the tank would have been affected by having been mixed with an uncertified batch (jeopardizing 150 tonnes of product in total).
7. **Illicit Tobacco-** During the year 2015/2016 there has been a significant increase in activity to tackle the supply of illicit tobacco in the County. Much of this increase is down to operational efficiencies gained from having a seconded police officer within the Service. There were 76 arrests and 62 prosecutions, and the retail value of seized tobacco has seen a threefold increase to £296,091.
8. In Nottinghamshire, 9 shops have ceased trading after enforcement activity by officers, but around a further 10 shops continue to trade. Officers have taken measures to contact the landlords of those premises and there are now several shops that are the subject of eviction proceedings. Individuals found to be in control of the shops are also likely to be subject to Proceeds of Crime (POCA) orders to claw back the profits from their illicit activities. Officers are also working with partner agencies to investigate the links between the illicit supply at the retail premises in the county and other criminal activity both in the county and in other areas.
9. Officers are working closely with Public Health and Police colleagues on public awareness campaigns, including a multi-agency tobacco roadshow that was held in Mansfield and Sutton in Ashfield in February 2016. The campaign has resulted in a significant increase in intelligence received, via Crimestoppers, from members of the public about illicit tobacco supply in the county. On several occasions this information has led to successful inspections, seizures and prosecutions. This educational activity will continue throughout the coming year and will be extended to frontline public sector colleagues, such as Environmental Health and Police Officers.
10. **Animal Health - Livestock Market:** Animal health officers continue to monitor livestock movements and disease control at Newark Livestock Market. The market sale dates have changed over the last 18 months with more movement of livestock occurring at the weekend on a Saturday sale, with the Wednesday sales being dedicated to slaughter only livestock. Trading Standards are liaising with the Animal & Plant Health Agency (APHA) to work jointly to tackle those livestock keepers who flaunt the requirements of movement standstill periods and put others at disease risk. Currently Animal Health Officers are investigating 2 separate cases where livestock have gone through Newark Livestock Market but are alleged to have moved to a separate premise before being moved to slaughter.
11. **Animal Health – Illegal Landings:** Officers are investigating 2 recent illegal landings of dogs investigating how the dogs came into the country. In both instances the animals were placed immediately into quarantine to prevent any disease implications, both of which were paid for by their owner. These matters were reported to Trading Standards by local vets who were inoculating the animals and noted that the ages did not appear to match the passports.
12. **Product Safety- Hover boards update:** As previously reported a large quantity of hover boards were suspended/seized by the Service under product safety legislation. A number of these items were sent away for further assessment by a test house. All of the samples

returned contained non-compliances which gives us reason to believe that they are unsafe in accordance with the Regulations. As a result the 220 hover boards which were subjected to suspension notices will be prevented from onward sale and the 20 items which were seized will be destroyed. Work is now ongoing to obtain the necessary court orders to secure forfeiture and destruction.

- 13. Real Deal** – Bassetlaw District Council has applied for Worksop and Retford markets to join the national “Real Deal” scheme to promote a safe and fair trading environment and tackle the problem of counterfeit and dangerous goods being sold on markets. Real Deal is a partnership initiative bringing together Trading Standards services, market operators and traders, industry groups, and copyright and trademark owners, all of whom are united with a common commitment to tackling the problem of a small minority of illicit traders selling illegal products on markets. Ashfield and Mansfield District Councils have previously signed up to the scheme.
- 14.** Illicit market traders who breach the code of practice upheld by Real Deal market operators can be removed from the market place and have their details shared with other Trading Standards services in the region. They can also expect to have their goods seized and be subject to formal investigation, which can lead to prosecution.

#### **Regional “Scambusters” Team:**

- 15. Operation Spinnaker** – Members will recall the fraudulent publishing investigation that had impact internationally. Following an extensive investigation that took 4.5 years twelve individuals were charged for Fraudulent Trading and Fraud by False Representation offences.
- 16.** The trial was listed for 12 weeks commencing on the 4<sup>th</sup> April 2016. Before this date five defendants entered guilty pleas to the Court so were therefore not required to attend. Of the remaining, one defendant was severed from the trial as she was due to give birth on a date during the 12 weeks. She will face trial in early January 2017.
- 17.** The six remaining individuals were addressed by the trial Judge on 4<sup>th</sup> April who advised them that the evidence was compelling against all of them and that it was not too late for common sense to prevail.
- 18.** In the two days that followed five defendants entered guilty pleas. The one remaining defendant’s trial will be joined with the individual facing trial in January 2017. A date for sentencing is yet to be set but this is likely to be mid-May 2016. The timetable for the associated Proceeds of Crime hearing has been set.
- 19. Operation Summit** – Gareth Bryan and Martin Jacks were due to appear at Nottingham Crown Court on 4<sup>th</sup> April 2016 for their part in a large roof coating/ building work fraud that targeted the elderly and vulnerable, with victims spread across the East Midlands and wider. Members will recall that last year five individuals received prison sentences totalling 18.5 years for their part in a similar fraud that was the subject of the same investigation.
- 20.** The 4<sup>th</sup> April hearing was adjourned and we await a further date for the sentencing hearing.

## **Legal Action Update:**

- 21.** Members will recall that eight defendants pleaded guilty in June to a number of charges under the Fraud Act 2006, the Companies Act 2006 and the Legal Service Act 2007. The eight were found to be mis-selling trust documents to older and vulnerable adults, and the three main defendants were given substantial prison sentences. Five others received suspended prison sentences and unpaid work orders. A Proceeds of Crime hearing was listed for the 28<sup>th</sup> September 2015, but was put back and is now listed for 6<sup>th</sup> and 7<sup>th</sup> October 2016 demonstrating how long the legal processes can take.
- 22.** Paul and Peter Dye appeared in the Nottingham Crown court on the 25<sup>th</sup> August 2015. They pleaded guilty to the sale of illicit tobacco in shops at Stapleford and Netherfield on two separate occasions. Peter Dye was sentenced to 12 months in prison and Paul Dye to 2 years in prison. On 22<sup>nd</sup> December 2015 a Confiscation Order was granted in relation to Mr Paul Dye. It was declared that Paul Dye had benefited from his criminality amounting to £42,942.75 and he was ordered to pay £11,000.10 within 28 days or face a default prison sentence of 8 months. Peter Dye's Proceeds of Crime case will be heard on the 21<sup>st</sup> July 2016.
- 23.** Murwan Muhamed of the Famous Shop, Eastwood pleaded not guilty to charges at the Nottingham Magistrates Court on the 5<sup>th</sup> November 2015. The case is listed for trial on the 8<sup>th</sup> June 2016 at the Nottingham Magistrates Court. He is charged with the possession of illicit and dangerous cigarettes. The delay with this case is with the legal aid funding.
- 24.** On the 5<sup>th</sup> December 2015 Afsana Ahmed of Sutton Mini Market, Sutton in Ashfield was in the Nottingham Crown Court, following charges of supply of illicit and dangerous cigarettes. He pleaded guilty to the charges, he was sentenced to 10.5 months in prison. A Proceeds of Crime hearing is listed for the 17<sup>th</sup> June 2016.
- 25.** Mr Zada and Mr Zadeh from Biedronka at Sutton in Ashfield appeared in the Mansfield Magistrates court initially on the 21<sup>st</sup> August 2015. They were charged with sale and possession of illicit cigarettes and tobacco. Mr Zada pleaded guilty on the 8<sup>th</sup> September 2015 and was given 60 hours unpaid work. Mr Zadeh was sent to the Crown Court and appeared on the 25<sup>th</sup> January 2016. He pleaded guilty to the charges and was sentenced to 9 months in prison. A Proceeds of Crime hearing is listed for the 15<sup>th</sup> June 2016.
- 26.** Luqman Ahmed and Nicheer Taha of Kubus Mini Market, Worksop, appeared in the Mansfield Magistrates court on the 1<sup>st</sup> October 2015 charged with the possession of counterfeit cigarettes. They were found with over 1000 packets of illicit cigarettes. Three brands of which have found to be unsafe in that they will not self-extinguish if left unattended. Their case was sent to the Crown Court and a plea and case management hearing was heard on the 5<sup>th</sup> December 2015. Mr Taha has pleaded not guilty to the charges and Mr Ahmed has pleaded guilty to some offences. The case is due to go to trial in August 2016 for the remaining charges.
- 27.** Bistan Ali of Sunstar Mini market, Mansfield appeared in the Mansfield Magistrates court on the 13<sup>th</sup> January 2016 was charged with the possession of dangerous and counterfeit cigarettes. He pleaded not guilty to the charges and was listed for trial on 31<sup>st</sup> March 2016. Mr Ali changed his plea on the morning of trial and was sentenced to 10 weeks in custody. Mr



Ahmed also present at the shop pleaded guilty to the charges and was given a conditional discharge.

- 28.** Delshad Rahim of Sunstar Mini market, Mansfield appeared in the Mansfield Magistrates court on the 18<sup>th</sup> February 2016, he was charged with possession of dangerous and counterfeit cigarettes. He pleaded guilty to the charges and was fined £450 with costs of £300.
- 29.** Hosmand Zada of Biedronka in Sutton in Ashfield appeared in the Mansfield Magistrates on the 23 February 2016, he was charged with possession of dangerous and counterfeit cigarettes. He pleaded guilty to the charges and was given an 8 week suspended prison sentence. He has to complete 60 hours unpaid work and was ordered to pay £600 costs.
- 30.** Mr Osmany of the Sutton Mini market, Sutton in Ashfield pleaded not guilty to charges at the Mansfield Magistrates Court on the 23 February 2016. He is due for trial on the 3rd June 2016 for the charges relating to the possession of illicit and dangerous cigarettes.
- 31.** Mr Amir Ahmadi of The Famous Shop at Eastwood appeared in the Nottingham Magistrates court on the 23rd February 2016, charged with the possession of dangerous and counterfeit cigarettes. He pleaded guilty to the charges and was ordered to complete 120 hours unpaid work with a rehabilitation requirement of 20 days and £350 costs.
- 32.** On the 23 March 2016, Ms Dusynska of Alan's Newsagents, Beeston appeared in the Nottingham Magistrates court charged with the possession of dangerous and counterfeit cigarettes. She pleaded guilty to the offences and was given a conditional discharge and costs of £150.

### **Other Options Considered**

- 33.** None

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

- 34.** This is an information report

### **Statutory and Policy Implications**

- 35.** 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**

- 36.** This report contains no additional financial implications, with activity reported or that proposed being contained within existing service budget.

## **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, South Nottinghamshire & 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@nottscc.gov.uk](mailto:mark.walker@nottscc.gov.uk)

**Constitutional Comments (EP 05/04/16)**

As this report is for noting only, Constitutional Comments are not required

**Financial Comments (KS 05/04/16)**

There are no financial implications arising from this report.

**Background Papers and Published Documents**

None

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

All



**26<sup>th</sup> April 2016****Agenda Item: 10****REPORT OF THE SERVICE DIRECTOR SOUTH NOTTINGHAMSHIRE AND  
PUBLIC PROTECTION****CHANGES TO THE TRADING STANDARDS STAFFING STRUCTURE****Purpose of the Report**

1. To propose changes to the Trading Standards staffing structure.

**Information and Advice**

2. The Trading Standards & Community Safety Service has two separate budgets, one relating to Trading Standards and one to Community Safety. These proposed structure changes relate to the Trading Standards staffing budget and structure.
3. 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. £154k of these efficiency savings related to extra income generation to be achieved each year to reduce the net budget of the Service by £154k.
4. A further £125k extra income generation was also proposed for Trading Standards in the "Commercialisation of Business Advice and Support" option for change proposal (ref A01) which was approved at the Full Council meeting in February 2016.
5. Moving forward the Service needs sufficient experienced Trading Standards Officer resource to meet the increasingly complex work required to generate this income, such as complex business advice and consultancy work and specialist food and feed enforcement for other authorities etc. Changing priorities for the Service over recent years has also resulted in the Service taking on more complex, challenging and higher risk investigations requiring experienced and highly qualified Trading Standards Officers to lead them.
6. For a number of years the Service has employed one full time Accredited Financial Investigator (AFI) to undertake financial investigations and asset recovery work under the Proceeds of Crime Act (POCA). 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 post has achieved significant success in recovering the proceeds of crime from individuals prosecuted by the Service and by the regional Scambusters team for serious criminal offences such as fraud and product counterfeiting.

7. The Service is also 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. The AFI's expertise is charged out at £64 per hour or at £44 per hour when an agreement involves a proportion of the incentivisation from monies recovered, as agreed on a case by case basis. The income from other enforcement bodies using the AFI services brought in approximately £7,000 during 2015/2016.
8. Demand for the Accredited Financial Investigator's services has in recent years far exceeded the capacity of one officer. In recognition of this fact an additional AFI was recruited in December 2015 on a casual contract basis. The volume of POCA work has demonstrated a clear need for an additional permanent full time AFI within the Service.
9. Income from assets recovered under POCA during 2015/2016 was over £17,000 and is expected to be significantly higher in 2016/2017 due to the number of POCA cases currently in progress.
10. The Service currently has one vacant level 3 Trading Standards Officer post and two vacant level 2 Trading Standards Officer posts. We have also received expressions of interest from a few Trading Standards Officers to reduce their hours for personal reasons (0.6fte at level 4 Trading Standards Officer level and 0.6fte at level 1/2 Trading Standards Officers level), This situation provides the opportunity to review and amend the Trading Standards staffing structure to meet our future staffing needs going forward.
11. The proposed changes are to:
  - increase the number of level 4 Trading Standards Officers from 7.8 FTE to 9.2 FTE;
  - increase the number of level 3 Trading Standards Officers from 8 FTE to 9 FTE; and
  - reduce the number of level 1/2 Trading Standards Officers from 11 FTE to 6.4 FTE.
  - Increase the number of accredited financial investigators from 1 FTE to 2 FTE.
12. The table below outlines the proposed new Trading Standards staffing structure, which reflects the changes outlined above:

<b>Role</b>	<b>Structure April 2015 (fte)</b>	<b>Cost £k (incl oncosts)</b>	<b>Structure April 2016* (fte)</b>	<b>Cost £k (incl oncosts)</b>
Group Manager	1	72.2	1	72.2
Team Managers	4	207.3	4	204.9
Level 4 Trading Standards Officers	7.8	317.9	9.2	377.6
Level 3 Trading Standards Officers	8	273.1	9	310.6
Level 1/2 Trading Standards Officers	11	319.1	6.4	186.1
Accredited Financial Investigator	1	43.3	2	81.8
Intelligence Manager	1	37.7	1	37.7
Information Manager	1	29.1	1	29.1
Intelligence Support Officer	2	44.8	2	44.8
Technical Assistants	2	40.2	2	40.2
<b>TOTAL</b>	<b>38.8</b>	<b>1,384.7</b>	<b>37.6</b>	<b>1,385</b>

(\*April 2016 figures include additional pay increments and incremental adjustments for new people in role. fte=Full Time Equivalent)

## **Other Options Considered**

13. Recruiting to the vacant level 1/2 Trading Standards Officer roles would not provide the Service with the experienced officers required to meet the changing demands upon the Service. Inexperienced officers would also require mentoring and support from other experienced officers which would further deplete the officer resources available within the Service. We could retain the accredited financial investigator on a casual contract basis but this provides less certainty for both the Service and the job holder and could mean a higher turnover in the role which would impact on Service delivery.

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

14. The Service requires a greater balance of experienced highly qualified level 4 and level 3 Trading Standards Officers to fulfil future service needs, including income generation work and conducting complex investigations. The Service currently has insufficient permanent accredited financial investigator expertise to meet the current and predicted demand on the Service for Proceeds of Crime work.

## **Statutory and Policy Implications**

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

## **Crime and Disorder Implications**

16. 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**

17. 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**

18. The small additional cost of the new structure, as set out in paragraph 12, can be met from the Trading Standards staffing budget.

## **Human Resources Implications**

19. The Corporate enabling policy should be used for appointing to posts. There should be low risk of redundancy unless current employees AT Grade 1/2 are unable to meet the skill set requirements of the new posts. Should there be any vacancies arising then recruitment should be undertaken in accordance with the Vacancy Protocol. (JD – 7/4/16)

## **RECOMMENDATION/S**

- 1) It is recommended that the Committee approve the proposed changes to the Trading Standards staffing structure, as set out at paragraphs 11 and 12.

**PAUL MCKAY**

**Service Director South Nottinghamshire and Public Protection**

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

Mark Walker, Group Manager Trading Standards & Community Safety x 72173 or Sarah Houlton, Team Manager Trading Standards & Community Safety x 72460.

## **Constitutional Comments (EP 4/4/16)**

20. Community Safety Committee is the appropriate body to consider the content of this report and the recommendation falls within the remit of the Community Safety Committee by virtue of its terms of reference. 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**

21. The financial implications are contained within paragraph 18 of the report.

## **Human Resources Comments (JD 7/4/16)**

22. The Authority's vacancy protocol will be adopted for all recruitment contained within this report.

## **Background Papers**

- None

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

- All.

26 April 2016

Agenda Item: 11

## **REPORT OF THE SERVICE DIRECTOR - SOUTH NOTTINGHAMSHIRE & PUBLIC PROTECTION**

### **SAVINGS AND EFFICIENCIES PROGRAMME UPDATE – COMMUNITY SAFETY PORTFOLIO**

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

1. To update the Committee on progress with budget savings projects being delivered by the Adult Social Care, Health and Public Protection (ASCH&PP) Department over the period 2015/16 to 2019/20. Specifically, those projects relating to the Community Safety Portfolio. It excludes progress on the savings projects falling under the remit of the Adult Social Care and Health Committee.

#### **Information and Advice**

2. The ASCH&PP Department has already delivered efficiency savings of £1.8m over the period 2011/12 to 2014/15 through the delivery of savings and efficiency projects falling under the remit of the Community Safety Committee. This report updates Committee on progress with the three remaining projects falling under the remit of the Community Safety Committee approved as part of the 2014/15 and 2015/16 budget consultation process. It also provides an update on progress to date on the two new savings projects approved as part of the 2016/17 budget consultation process. The remaining savings targets associated with these six projects is profiled as follows:

<b>Project Name</b>	<b>2015/16</b>	<b>2016/17</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>	<b>Total</b>
<i>Approved as part of the 2014/15 and 2015/16 budget consultation process</i>						
Reduction in Trading Standards Staffing and Increased Income Generation	£0.195	£0.000	£0.000	£0.000	£0.000	<b>£0.195</b>
Registration Service Income Generation	£0.000	£0.000	£0.000	£0.000	£0.000	<b>£0.000</b>
Community Safety – Reductions to Net Budget	£0.066	£0.000	£0.000	£0.000	£0.000	<b>£0.066</b>
<i>Approved as part of the 2016/17 budget consultation process</i>						
Commercialisation of Business Support and Advice	£0.000	£0.000	£0.050	£0.075	£0.000	<b>£0.125</b>
Community Safety: Reduction in Staffing	£0.000	£0.050	£0.000	£0.000	£0.000	<b>£0.050</b>
<b>Total</b>	<b>£0.261</b>	<b>£0.050</b>	<b>£0.050</b>	<b>£0.075</b>	<b>£0.000</b>	<b>£0.436</b>

All three of the projects approved as part of the 2014/15 and 2015/16 budget consultation process are on course to achieve their 2015/16 savings targets and be closed as part of year end arrangements.

3. Progress to date on the two new savings projects is as follows:

*Commercialisation of Business Support and Advice*

This project seeks to generate savings of £0.125 million over three years by creating an arm's length trading company, wholly owned by the County Council, to sell Trading Standards skills and services to businesses in a more commercial way.

Market research and testing undertaken by the Trading Standards Business Manager has identified significant commercial opportunities, using the skillsets possessed by Trading Standards Officers to deliver services that businesses need, and are willing to pay for. The research builds on over 5 years of delivering 'paid for' services to business. To maximise the potential income, a different delivery vehicle is required, most likely a Local Authority Trading Company.

At the same time as Trading Standards has been moving forward with commercial proposals, the Authority has also been introducing the new Commercial Development Unit. The unit will help to incubate and grow new commercial offers on behalf of the Authority, helping to develop new business cases with Services, and grow the right skills within Services to make the most of opportunities. Trading Standards is of course in a fairly advanced position, in that it has an established income base and trading history, and a Business Manager with a wealth of commercial experience.

At the moment, the Service is working closely with the fledgling Commercial Development Unit as a pilot to enable the opportunities to be exploited as fast as possible. Clearly, the biggest gains come from being early into a new market, and as the ideas have been in a fairly advanced state for some time now, work is underway to ensure the right balance is struck regarding the level of support and challenge provided by the Unit against the need to get to market in a very timely fashion. The unit will use a balanced scorecard approach to challenge and assess the Trading Standards business plan to ensure it is robust to proceed, and will deliver 'masterclasses' to the Service using support from Essex County Council, who have used a similar approach.

*Community Safety: Reduction in Staffing*

This project has a savings target of £0.050 million over 2016/17. The original intention was to achieve the savings by reducing the number of community safety staff by one full time equivalent (FTE) post, from 4.8 FTE to 3.8 FTE, which represents a 20% reduction in staffing. However, following the consultation on this proposal and additional subsequent work undertaken, officers have approved that the savings will now be achieved through a reduction in the Commissioning and Initiatives budget, so that the post can be retained to assist with supporting existing and new community safety initiatives.

**Other Options Considered**

4. There are no other options to outline as the report seeks to update Committee on progress with budget savings projects relating to the Community Safety Portfolio.

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

5. There are no recommendations being made in the report, other than for Committee to note its contents.

## **Statutory and Policy Implications**

6. 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**

7. The proposed change to how the £0.050 million savings target is achieved by the *Community Safety: Reduction in Staffing* project will have no financial implication on the Medium Term Financial Strategy.

## **Public Sector Equality Duty Implications**

8. The equality implications of the projects were considered in in the Outline Business Cases and Options for Change undertaken, published and considered as part of the 2014/15, 2015/16 and 2016/17 budget consultation process. For relevant projects, Equality Impact Assessments were undertaken, published and considered as part of this process.

## **Implications for Service Users**

9. The implications of the projects on service users were considered in the Outline Business Cases and Options for Change undertaken during their development that were published and considered as part of the 2014/15, 2015/16, and 2016/17 budget consultation process.

## **RECOMMENDATION/S**

That the Committee:

Notes the progress over 2015/16 on budget saving projects coming under the remit of the Community Safety Committee being delivered by the Adult Social Care, Health and Public Protection Department.

**Paul McKay**

**Service Director - South Nottinghamshire & Public Protection  
Adult Social Care, Health and Public Protection**



For any enquiries about this report please contact:

Ellie Davies  
Project Manager, Transformation Team  
T: 0115 9773211  
E: [ellie.davies@nottsc.gov.uk](mailto:ellie.davies@nottsc.gov.uk)

### **Constitutional Comments (SLB 13/04/2016)**

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

### **Financial Comments (12/04/2016)**

11. The financial implications are contained within paragraph 7 of the report.

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

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

- Report to Policy Committee, 13 November 2013: *Savings Proposals 2014/15 – 2016/17* and associated published Outline Business Cases and Equality Impact Assessments.
- Report to Full Council, 27 February 2014: *Annual Budget 2014/15* and associated published Outline Business Cases and Equality Impact Assessments.
- Report to Policy Committee, 12 November 2014: *Redefining Your Council: Transformation and Spending Proposals 2015/16 – 2017/18*.
- Report to Full Council, 26 February 2015: *Annual Budget Report 2015/16* and associated published Options for Change and Equality Impact Assessments.
- Report to Policy Committee, 9 December 2015: *Spending Proposals 2016/17 – 2018/19*.
- Report to Full Council, 25 February 2016: *Annual Budget 2016/17* and associated published Outline Business Cases and Equality Impact Assessments.

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

All.



**26 April 2016****Agenda Item: 12****REPORT OF THE SERVICE DIRECTOR FOR SOUTH NOTTINGHAMSHIRE  
AND PUBLIC PROTECTION  
PROPOSAL TO INCLUDE BRITISH PASSPORT APPLICATION CHECKING  
AS PART OF THE COUNTY COUNCIL'S NATIONALITY CHECKING  
SERVICE****Purpose of the Report**

1. To seek approval to introduce a new fee for delivering the Home Office 'Joint Citizenship Application and Passport' service as part of the County Council's Nationality Checking Service.

**Information and Advice**Background

2. Customers use the existing Nationality Checking Service (NCS) to help ensure that their application form for British Citizenship has been completed correctly. Although this does not automatically make the process quicker, applications that are submitted to the Home Office with no errors are able to be processed without delay. This makes NCS a popular service.
3. The Joint Citizenship Application and Passport (JCAP) service enables individuals to have their passport form checked during their nationality checking appointment. Both forms are then sent by secure delivery to the Home Office for processing. Alternatively, individuals must wait until completion of their citizenship application process before they can begin their application for a new passport.

Experience of other local authorities

4. A number of other local authorities have participated in a Home Office 'pathfinder' exercise, which has informed revisions to the process for authorities wishing to introduce the service in spring 2016. It is anticipated that the service will be expanded to include all Nationality Checking Services within the next 12-18 months. The experience of those local authorities already offering this service is that approximately two thirds of applicants choose to apply for passports at the same time as naturalisation.

Proposal for Nottinghamshire

5. Customers making a joint application will complete a citizenship and a separate passport application form, both of which will be checked during their Nationality Checking Service appointment. Staff training has commenced to ensure that all staff who book and carry out the Nationality Checking Service are familiar with the changes to processes, and initial piloting (at no fee to customers) has been piloted in Nottinghamshire. All new training will cover the passport application checking as business as usual. It will not be necessary to change the length of appointments offered as the change has been accommodated in the time currently allowed.
6. The Home Office have confirmed that passport application checking can only be offered for those who are applying for British citizenship and cannot be done in connection with a passport application document (PD2) service (which customers can use in advance of a wedding to support their application for a new passport in their married name) or for any other citizens applying for passports, as they may at the Post Office currently. It may be possible to do this in the future should the national policy change to enable passport checking to be offered more widely.

#### Proposed Fee

7. As this is an extra service for the customer it is recommended by the Home Office and other local authorities that have already developed their NCS offer to include an extra charge to the customer, between £10 -25 to cover their costs, with £10 being the average. It is proposed that the Nottinghamshire fee would be £10, and that this would be added to the existing NCS fee, for those choosing the joint service, bringing the new total to £75 for an adult applicant and £50 for a child.

#### **Other Options Considered**

8. Consideration has been given to having a separate fee for passport application checking, however this option is not recommended due to the modest size of the fee and that the service must be offered as part of the Nationality Checking Service. Also, this approach was not taken by the pathfinder authorities.

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

9. The proposal offers the opportunity to introduce a positive development for the Nationality Checking Service. Customers will be able to apply for a British passport at the same time as applying to become a British Citizen.

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

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

## **Financial Implications**

11. The proposal is an opportunity to generate additional income to offset the overall running costs of registration services.
12. In 2015/16 the NCS service in Nottinghamshire served 514 customers in 464 appointments. The gross income from the service was £28,395.00 in fees. Assuming similar public demand in 2016/17, and a two-thirds take-up of JCAP, it is expected that gross income will be increased by approximately £3.5k.

## **RECOMMENDATION/S**

- 1) It is recommended that approval is given for a new fee of an additional £10 for joint citizenship and passport applications as part of the County Council's Nationality Checking Service.

**PAUL MCKAY**

**Service Director, South Nottinghamshire 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@nottsc.gov.uk

## **Constitutional Comments (EP 04/04/2016)**

13. The recommendation falls within the remit of the Community Safety Committee by virtue of its terms of reference.

## **Financial Comments (KAS 12/04/2016)**

14. The financial implications are contained within paragraphs 11 and 12 of the report.

## **Background Papers and Published Documents**

- None

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

- All



**26 April 2016****Agenda Item: 13****REPORT OF THE SERVICE DIRECTOR FOR SOUTH NOTTINGHAMSHIRE  
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**COMAH Site Emergency Exercises

2. The Control of Major Accident Hazard (COMAH) Regulations 2015, set out to prevent major accidents occurring at sites that handle dangerous substances, and to limit the consequences of any accidents which do occur. The regulations define a major accident as any emission, fire or explosion leading to serious danger to human health or the environment, and they apply to any establishment holding dangerous substances at or above specified threshold quantities. Upper tier COMAH sites must have internal emergency plans, prepared by the company, and external plans (to deal with off-site effects) that are prepared by the local authority. There are two such sites in Nottinghamshire, the Misterton Petroleum Storage Depot (which receives, stores and distributes aviation fuel) and DHL Supply Chain in Harworth (which stores and distributes household and healthcare products)
3. Under the COMAH Regulations, Nottinghamshire County Council has a statutory requirement to facilitate the testing of Upper-Tier COMAH sites off-site emergency arrangements every three years. The two Nottinghamshire sites are in close proximity to one another, and so are of interest to the same local agency representatives (from the emergency services, local authorities and health bodies for example). For this reason, a combined event covering both sites was held on 9 March.
4. The exercise was well attended with over 50 delegates participating from a variety of agencies, including emergency services, health, water companies, the Environment Agency and Local Authorities. A multi-agency site visit was held prior to the event for all responders. Outcomes from the exercises provided assurance for the Site Operators and members of the Nottingham and Nottinghamshire Local Resilience Forum (LRF) that the off-site emergency plans for the two sites are fit for purpose should a major accident occur at either location. The emergency planning team will include lessons

from the exercise into a routine review of the emergency plans and ensure they remain up-to-date.

### Exercise Mercian Shield

5. Exercise Mercian Shield took place from 15 March to 17 March 2016 and was part of a four year rolling national programme of Home Office sponsored exercises in conjunction with UK police forces and other government departments. The scenario for the exercise involved two simultaneous and connected incidents in crowded places in the city centres of Derby and Nottingham. These required a coordinated, multi-agency response. The overall aim of the national programme is to test and improve the ability to prepare for and manage terrorist incidents and investigations.
6. The event included a 'live' exercise site utilising the Lincolnshire Fire and Rescue Service Training site at Waddington in Lincolnshire. This element of the event enabled emergency service responders to test their plans and arrangements for rescue, casualty management and body recovery. In addition, a Multi-Agency Coordination centre was established at Nottinghamshire Police HQ, hosting a Strategic Coordinating Group (SCG) and Tactical Coordinating Group (TCG). The exercise also included a test of the Nottingham and Nottinghamshire emergency plan for mass fatalities.
7. Although the scenario for the incident was based within the City the nature of such an incident would undoubtedly require the support of the County Council. Accordingly, two members of the County Council's Risk, Safety and Emergency Management Board, Paul McKay and John Nilan, took part at the SCG and TCG elements of the exercise supported by members of the Emergency Planning Team.

### Community resilience

8. The emergency planning team has continued to provide support for communities across Nottinghamshire who wish to prepare their own plans for emergencies in their area. Since the last meeting of the Community Safety Committee the team has attended meetings with Carlton-in-Lindrick Parish Council and South Muskham and Little Carlton Parish Council. Both were given information, advice and encouragement to assist them preparing their plans. A similar meeting will be taking place with community representatives in Gorton in May, and the team continues to provide support for the community resilience work of the Southwell Flood Forum.

### Business Continuity response exercise for Ashfield and Mansfield District Councils

9. On Thursday 31 March, two members of the Emergency Planning Team facilitated a half-day table-top discussion exercise for the senior leadership teams of Ashfield District Council and Mansfield District Council. The aim of the event was to assess business continuity and mutual aid arrangements for each local authority. This provided both organisations with an opportunity to consider:
  - Their role during a major business continuity incident.
  - The procedures and arrangements within their organisation's emergency plan and business continuity plan.
  - The provision of mutual aid between local authorities.

- Methods of co-ordinating the response to an incident.
10. The scenario was based on a real incident that affected South Oxfordshire District Council and Vale of White Horse District Council, in which an arson attack severely damaged council offices at Crowmarsh Gifford in Oxfordshire on 15th January 2015.

### Incidents

11. At time of writing, there have been no major incidents since the March meeting of the Committee, however the emergency planning team were alerted by the emergency services to a number of minor incidents. These included a sink-hole on Spring Lane in Lambley and a light aircraft that crashed on take-off from Lambley airstrip and damaged a County Council vehicle. This alert was passed on to County Highways and to Gedling Borough Council. For both of these incidents, Councillor Gilfoyle was alerted and he notified the local Member, Councillor Elliot.

### Safety of Sports Grounds

12. The annual pre-season safety inspection and audit for Trent Bridge Cricket Ground was completed on 24 March. No significant spectator safety issues were found, and as in previous years, members of the multi-agency Safety Advisory Group were unanimous in their praise for the high standards of safety management maintained by Nottinghamshire County Cricket Club. The meeting noted the dates of forthcoming international matches at the ground including One Day Internationals between England and Sri Lanka on 21 June and between England and Pakistan on 30 August.

## **Registration and Celebratory Services**

### Death Registration Reforms Consultation

13. The Department of Health have launched a national consultation on the 'Introduction of Medical Examiners and Reforms to Death Certification in England and Wales'. The consultation document describes the proposed introduction of a system of scrutiny by independent medical examiners of all deaths that are not investigated by a coroner. The stated aims would be to strengthen safeguards for the public, make the process simpler and more open for the bereaved, and improve the quality of certification and data about causes of death. The proposals have been informed by the findings of the Shipman Inquiry arising from the Dr Harold Shipman murders. The proposals have overarching implications for local authorities, who would establish medical examiner services, and include specific proposals affecting registration services.
14. Under the proposals, for all deaths not investigated by a coroner, registrars will receive a statutory notification from a medical examiner that must match the Medical Certificate of Cause of Death provided to the bereaved family by the doctor involved. They will then register a death and/or issue a Certificate for Burial and Cremation. If a family were to raise concerns about the cause of death at the time of registration, the registrar would refer this to the Medical Examiner that scrutinised the death and, if necessary, invite the attending practitioner or medical examiner to prepare a fresh certificate.

15. A new fee for the Medical Examiner scrutiny and confirmation of cause of death will apply to all deaths, cremations and burials. This fee will be payable to the Local Authority, who will have the discretion to determine the local process for payment. In view of the implications for other County Council Departments, the consultation has been brought to the attention of Finance and Public Health colleagues who may wish to contribute comments. The consultation will close on 15 June 2016.

#### Performance in 2015 - 2016

16. During the financial year 2015 – 2016, the registration service continued to expand and develop the services offered to the public. Take-up increased in many areas and as a consequence of this the income raised off-set the overall cost of running the service such that the registrations service overall was virtually cost neutral for the year.
17. The total number of marriage and civil partnership ceremonies during the year was 2708, which was an increase of 124 over the figure of 2584 achieved in 2014 – 2015, while the figure for 2013 – 2014 had been 2506. The most popular venues for civil ceremonies were as follows:

• Mansfield Registration Office	446
• Rushcliffe Registration Office	431
• The Gilstrap Centre, Newark	308
• Swancar Farm Country House	133
• Nottinghamshire Register Office, Worksop	122
• Woodborough Hall	87
• Mansfield Manor Hotel	65
• Rufford Mill	62
• Goosedale	59
• The Carriage Hall	53

18. Completion of statutory birth and death registrations, and the ‘Tell Us Once’ appointments that accompany many of them, represent significant costs to the service (although TUO enables savings elsewhere in the public services). In the past year there were 5024 birth registrations and 5886 death registrations, compared with 5126 and 6273 respectively in the previous year.

#### **Other Options Considered**

19. None.

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

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

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

21. This report has been compiled after consideration of implications in respect of crime and disorder, finance, human resources, human rights, the NHS Constitution (Public Health 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**

22. There are no financial implications for Emergency Planning or Registration budgets.

## **RECOMMENDATION**

It is recommended that the Committee:

- 1) Notes the update on recent key activities and events in the work of the Emergency Planning Team and of Registration and Celebratory Services.

**PAUL MCKAY**

**Service Director, South Nottinghamshire 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@nottsc.gov.uk](mailto:robert.fisher@nottsc.gov.uk)

### **Constitutional Comments**

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

### **Financial Comments**

24. There are no financial implications

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

- None

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

- All



**26 April 2016****Agenda Item: 14****REPORT OF CORPORATE DIRECTOR, RESOURCES****WORK PROGRAMME****Purpose of the Report**

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

**Information and Advice**

2. The County Council requires each committee to maintain a work programme. The work programme will assist the management of the committee's agenda, the scheduling of the committee's business and forward planning. The work programme will be updated and reviewed at each pre-agenda meeting and committee meeting. Any member of the committee is able to suggest items for possible inclusion.
3. The attached work programme 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, Resources**

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

David Ebbage, Democratic Services

E-mail: [david.ebbage@nottsc.gov.uk](mailto:david.ebbage@nottsc.gov.uk)

Tel: 0115 9773141

### **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 26 APRIL 2016)**

<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>14 June 2016</b>			
Update on the work of the Community and Voluntary Sector Team	Update on key issues in this service area.	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 Domestic Violence and Abuse Services	6 monthly update report requested by committee in September meeting.	Paul McKay	Nick Romily
<b>19 July 2016</b>			
Update on the work of the Community and Voluntary Sector Team	Update on key issues in this service area.	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

<u>Report Title</u>	<u>Brief summary of agenda item</u>	<u>Lead Officer</u>	<u>Report Author</u>
<b>27 September 2016</b>			
Update on the work of the Community and Voluntary Sector Team	Update on key issues in this service area	Sally Gill	Cathy Harvey
Update on Key Trading Standards matters	Update on key issues in this service area	Paul McKay	Mark Walker
Update on Emergency Management and Registration Services	Update report on key activities and events in Emergency Planning and Registration.	Paul McKay	Rob Fisher