

## **Community Safety Committee**

**Tuesday, 18 June 2013 at 14:00**

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

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### **AGENDA**

- |    |  |         |
|----|--|---------|
| 1  | Appointment of Chairman and Vice-Chairman<br>To note the appointment at the Annual Meeting of Council of Councillor Glynn Gilfoyle as Chairman and Councillor Alice Grice as Vice-Chairman |         |
| 2  | Minutes of the last meeting held on 23rd April 2013  | 3 - 6   |
| 3  | Membership and Terms of Reference  | 7 - 10  |
| 4  | Apologies for Absence  |         |
| 5  | Declarations of Interests by Members and Officers:- (see note below)<br>(a) Disclosable Pecuniary Interests<br>(b) Private Interests (pecuniary and non-pecuniary)                         |         |
| 6  | Update on Key Trading Standards Matters  | 11 - 16 |
| 7  | Update on Emergency Management and Registration Services   | 17 - 22 |
| 8  | Review and Update of Nottinghamshire County Council Elected Members Emergency Plan   | 23 - 46 |
| 9  | Healthy Relationships Education for Young People   | 47 - 52 |
| 10 | Community Safety Update  | 53 - 56 |
| 11 | Joint Agency Vulnerable Persons Identification Project   | 57 - 60 |

**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 Martin Gately (Tel. 0115 977 2826) or a colleague in Democratic Services prior to the meeting.

- (4) Councillors are reminded that Committee and Sub-Committee papers, with the exception of those which contain Exempt or Confidential Information, may be recycled.

## minutes

Meeting COMMUNITY SAFETY COMMITTEE

Date Tuesday, 23<sup>rd</sup> April 2013 at 2:00pm

### membership

Persons absent are marked with `A`

### COUNCILLORS

Mick Murphy (Chairman)  
A David Taylor (Vice-Chairman)

	Glynn Gilfoyle	Mel Shepherd MBE
	John H Hempsall	Parry Tsimbiridis
A	Rachel Madden	June Stendall
	Mike Quigley MBE	

### EX-OFFICIO MEMBER (NON-VOTING)

A Councillor Mrs Kay Cutts

### OFFICERS IN ATTENDANCE

Paul McKay	(Adult Social Care Health and Public Protection)
Robert Fisher	(Adult Social Care, Health & Public Protection)
Chris Walker	(Policy, Planning & Corporate Services)
Mark Walker	(Adult Social Care, Health & Public Protection)
Sarah Gyles	(Adult Social Care, Health and Public Protection)
Helen Whitney	(Chief Executive Officer, Holocaust Centre)

Amy Newbery	(Community Safety)
Leah Sareen	(Community Safety)

Martin Gately (Policy Planning & Corporate Services)

### MINUTES

The minutes of the last meeting held on 26 February 2013 were confirmed and signed by the Chairman.

### APOLOGIES FOR ABSENCE

Apologies were received from Councillor David Taylor who was unwell.

### DECLARATIONS OF INTEREST BY MEMBERS AND OFFICERS

None.

## **“IN OUR HANDS” HOLOCAUST CENTRE PROJECT**

The committee received a comprehensive presentation on the work of the Holocaust Centre from Helen Whitney, Chief Executive Officer.

### **RESOLVED 2013/20**

That:

- 1) the success to date of the Project be recognised
- 2) its development continue to be supported and possibly extended to other Partnership Plus areas.

## **COMMUNITY SAFETY FUNDING**

### **RESOLVED 2013/021**

That:

- 1) the allocation of the Police and Crime Commissioner Funding of £1.3 M to the Safer Nottinghamshire Board for county community safety initiatives for 2013/14 be noted.
- 2) the Community Safety Team taking responsibility for managing the programme and its associated spend on behalf of the Safer Nottinghamshire Board be approved.

## **COMMUNITY SAFETY UPDATE**

### **RESOLVED 2012/022**

That the report be noted.

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

### **RESOLVED 2013/023**

That the report be noted.

## **WINTER WEATHER EMERGENCY PLANNING AND RESPONSE**

### **RESOLVED 2013/024**

That the report be noted.

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

### **RESOLVED 2013/025**

That the report be noted.

## **WORK PROGRAMME**

Further to a request from Councillor Stendall the issue of pink lights used to deter anti-social behaviour was included in the work programme.

### **RESOLVED 2013/026**

That the work programme be noted and updated as discussed.

The meeting closed at 3.35 pm.

**CHAIRMAN**

M\_23APR2013



**18 June 2013****Agenda Item: 3****REPORT OF CORPORATE DIRECTOR, POLICY, PLANNING AND  
CORPORATE SERVICES****MEMBERSHIP AND TERMS OF REFERENCE****Purpose of the Report**

1. To note the Committee's membership and terms of reference.

**Information and Advice**

2. The membership of the Community Safety Committee is:

County Councillors Glynn Gilfoyle, Alice Grice, Chris Barnfather, John Clarke, Bruce Laughton, Keith Longdon, Darrell Pulk, Stuart Wallace, John Wilmott and Alan Rhodes (ex officio).

3. The committee's terms of reference are:

- (i) The exercise of the powers and functions set out below are delegated by the Full Council in relation to community safety:
  - a. All decisions within the control of the Council including but not limited to those listed in the Table below
  - b. Policy development in relation to community safety, subject to approval by the Policy Committee or the Full Council
  - c. Review of performance in relation to the services provided on at least a quarterly basis
  - d. Review of day to day operational decisions taken by officers
  - e. Approval of consultation responses
  - f. Approval of departmental staffing structures as required
  - g. Approving all Councillor attendance at conferences, seminars and training events including any expenditure incurred, within the remit of this Committee and to receive

quarterly reports from Corporate Directors on departmental officer travel outside the UK within the remit of this Committee.

- (ii) If any report comes within the remit of more than one committee, to avoid the report being discussed at several committees, the report will be presented and determined at the most appropriate committee. If this is not clear, then the report will be discussed and determined by the Policy Committee.
- (iii) As part of the detailed work programme the Committee will receive reports on the exercise of powers delegated to Officers.
- (iv) The Committee will be responsible for its own projects but, where it considers it appropriate, projects will be considered by a cross-committee project steering group that will report back to the most appropriate Committee.

Table
Responsibility for the following statutory duties:- <ul style="list-style-type: none"><li>• community safety</li><li>• as a Food Authority</li><li>• as a Weights and Measures Authority</li><li>• as a Trading Standards Authority and in relation to consumer protection and advice</li><li>• the Coroner's Service</li></ul>
Responsibility for civil defence and emergency planning
Responsibility for the registration services for births, deaths and marriages
Responsibility for the safety of sports grounds

### Other Options Considered

- 4. None.

### Reason/s for Recommendation/s

- 5. To assist the committee in its work.

### Statutory and Policy Implications

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

### RECOMMENDATION/S

- 1) That the committee's membership and terms of reference be noted.



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

**For any enquiries about this report please contact: Martin Gately, x 72826**

**Constitutional Comments**

1. As the report is for noting, no constitutional comments are required.

**Background Papers**

None.

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

All



**18<sup>th</sup> June 2013****Agenda Item: 6****REPORT OF THE SERVICE DIRECTOR PROMOTING INDEPENDENCE 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. **Illicit Tobacco** – Unscrupulous shopkeepers tempted to sell illegal tobacco products do so with little regard for the massive impact that the illicit tobacco trade has on public health, legitimate traders and reduced tax revenue for vital public services. Offences under the Trade Marks Act 1994 for the sale of counterfeit tobacco carry a maximum penalty of 10 years and constitute “lifestyle offences” under Proceeds of Crime legislation.
3. In May officers carried out a joint operation with HMRC officers and an industry expert, using sniffer dogs to search for illicit tobacco at retail premises identified from current intelligence. 10 premises were targeted over the two day operation with a view to disruption and appropriate enforcement action.
4. Illicit tobacco with a retail value of £20,000 was recovered from 6 of the 10 premises targeted. 38,760 cigarettes were seized and 19.35kg of hand rolling tobacco. Most premises had a mixture of counterfeit and non-duty paid products that were concealed in a variety of different locations. Investigations are on-going.
5. **Doorstep Crime- “Operation Rogue Trader” Week of Action (April 13)** - For a number of years UK Trading Standards and Police authorities have run a national “Operation Rogue Trader” day/week of action. This year our focus in Nottinghamshire has been to forge closer links with district council /police officers working in local communities. Officers met with approximately 70 police and community support officers in Ashfield, Gedling, Rushcliffe and Bassetlaw to raise awareness of doorstep crime and our role and to encourage their engagement in tackling the issue.
6. We also issued a press release to raise public awareness of doorstep crime by warning about the tactics of a particularly active doorstep trader currently of interest to the Service.

7. Doorstep crime is known nationally to be a greatly under-reported crime and the success of this week will be evaluated by the number of high quality intelligence reports received as a result. To date we are already noticing an increase in reports from colleagues working in local communities. We will look to repeat the initiative in the other areas of the county in the near future.
8. **Safeguarding Vulnerable People** - A key priority for Trading Standards is to protect vulnerable residents from becoming victims of rogue doorstep traders and scammers. The fraudsters involved are known to systematically and repeatedly target vulnerable victims. In "Safeguarding" terms falling victim to this type of criminality constitutes financial abuse and/or psychological abuse and often greatly jeopardizes the vulnerable person's ability to live independently and accelerates their need for social care support. Both these crimes are believed to be greatly under-reported.
9. We are working to raise awareness amongst adult social care colleagues of our role in safeguarding vulnerable adults and to encourage the reporting of any suspected doorstep crime or scams against vulnerable residents directly to us. We have produced a factsheet entitled "*Colleague and Partner Agency Briefing: Trading Standards & Safeguarding Vulnerable People*" which will be widely circulated within ASCH&PP and associated care providers.
10. We are also working to forge closer working links with the Multi Agency Safeguarding Hub (MASH) and now have read/write access to the Framework database which contains all social care records. Our officers in the last year have taken part in four multi-agency safeguarding meetings to protect vulnerable residents and we foresee our involvement in many more in the future.
11. **Tackling Problem Traders** – The Service routinely utilises intelligence to assess emerging threats to Nottinghamshire's trading environment. It can then target resources to reduce consumer detriment and assist reputable traders. One of the largest sources of intelligence accessed is the data from the Citizen's Advice Consumer Service.
12. Using this data officers identified an increase in complaints about a Nottinghamshire based bathroom and kitchen fitting company firm not returning to finish work. Further research suggested that this was a repetition of exactly the same type of problem some years ago culminating in the firm going into liquidation and a number of consumers losing money. The company was no longer taking new business and there was some concern that the firm was deliberately folding in order to avoid creditors. Trading Standards have worked directly with the company who are making steps to resolve the outstanding issues prior to the formal closure of the limited company.
13. **Support to Small Business** - A small Nottinghamshire importer recently had a consignment of 200 Kick Scooters (or stunt scooters) inspected by one of the English Port Authorities. In their opinion the scooters did not satisfy the Toy Safety requirements so they issued a Suspension notice to the importer. The effect of this was that it prevented the importer from selling them.
14. Following a referral from the Port Authority, officers worked with the company and were able to establish that the Toy Safety standard was not the appropriate standard as the scooters were designed as kick scooters. Unfortunately the importer had not been fully aware of his

requirements to provide appropriate documentation. This Service was able to guide the importer through the requirements and they were then able to obtain the necessary tests and documentation to prove to the Port Authority that the scooters satisfied the statutory requirements.

15. The Port Authority has now removed the suspension and the importer is able to sell their stock which will not only enable them to generate an income but also save on the storage costs whilst the goods were suspended. In future the importer will be contacting Trading Standards in advance of bringing goods into the country to ensure that their goods are fully compliant with all the tests and documentation required.
16. **Animal Health & Welfare** - Officers attended the Nottinghamshire County Council Show, held on 11<sup>th</sup> & 12<sup>th</sup> May 2013 at the Newark Showground. The service's responsibilities at the event were to ensure welfare standards were maintained along with disease control measures, including animal identification compliance, vehicle inspections, and that appropriate bio-security measures were in place and operated. During the weekend 150 exhibitors moved 700 animals (cattle, sheep and pigs) to and from the showground. Officers were also able to offer advice and guidance to exhibitors over the two days.
17. Officers continue to attend Newark Livestock Market which is designated as a 'Critical Control Point', that is the critical location in the County that if controlled can most significantly prevent or reduce the risk of the spread of livestock diseases. The market has significantly grown over the last 12 months and now operates every other Saturday as well as the traditional Wednesday markets. By way of example, during 2012 24,821 cattle passed through it, for the calendar year to date this figure has risen to 59,000.
18. **Environmental Weight Restrictions and Lorry Watch** - Trading Standards have continued to assist Highways colleagues by enforcing Nottinghamshire weight restrictions, liaising with local business and local communities via Community Lorry Watch.
19. During 2012/13 Trading Standards conducted a total of 54 enforcement days at Nottinghamshire weight restrictions. As a result 99 warning letters were issued to those that could not provide a legitimate reason for being in the area. There have been no repeat offenders from last year suggesting that warnings have served as a sufficient deterrent.
20. The 99 warnings equate to approximately 29% of overweight vehicles recorded that could not provide a legitimate reason to use a restriction. In 2011/12, 38% of detected breaches did not have a legitimate reason and so this figure has reduced by 9%.
21. Two new Community Lorry Watch Schemes were launched in 2012/13 in Tollerton and Cromwell, bringing the number of schemes operating in the County to 8. In total 232 observation reports from local communities were received in 2012/13. These are used as intelligence to direct enforcement exercises.
22. During April and May 9 enforcement exercises have been carried out with 38 vehicles observed as potentially in breach of weight restrictions. Of these, 7 have been confirmed as having a legitimate reason to be there and the other 31 are currently under investigation.
23. **Regional "Scambusters" Team** - The Team is dealing with two major cases involving doorstep criminals who provide roof cleaning and painting services. The companies cold

call vulnerable and older people. Allegations include gross over-pricing, false claims concerning the products used and their effectiveness, failure to return deposits, damage to property and poor workmanship. This is a growth area for rogue trading nationally and this region unfortunately has its share.

24. **Legal Action Update** - Lee James and Nicholas Densham were sentenced in the crown court on the 7<sup>th</sup> May 2013. We were alleging that James had been changing customer's orders and sending out different specification steel beams to those ordered, for financial gain, assisted by Densham. Both pleaded guilty to fraud and theft offences. James was given a 12 month prison sentence suspended for 18 months with 250 hours unpaid work and Densham was given a 6 months sentence suspended for 18 months and 200 hours unpaid work.
25. Nottinghamshire-based Carl Mould, who is currently on remand for breaches of the Enterprise Act and mis-selling mobility aids to older and vulnerable adults, is due to be sentenced for further fraud charges relating to mobility offences on the 14<sup>th</sup> June.
26. A farmer from Misterton Irvin Dunn was in Worksop Magistrates court on the 18<sup>th</sup> April 2013 for welfare issues around Mr Dunn's pig holding. Mr Dunn pleaded guilty to animal welfare offences. He was sentenced to 120 days in custody and banned from keeping all animals for life.
27. A Mr Shane Hudson was sentenced at Nottingham Magistrates court on the 31st May 2013, following guilty pleas to offences under the Consumer Protection from Unfair Trading Regulations. Mr Hudson had approached people in their homes and carried out poor quality work on their driveways. He was ordered to pay his victims a total of £12k compensation and was sentenced to a 12 months supervision order with 150 hours unpaid work and completion of the Thinking Skills programme.
28. A Mr Hussain is due to be in court on the 17<sup>th</sup> June. He is facing charges under the Trade Marks Act 1994. Mr Hussain has repeatedly been selling counterfeit DVD's on Hucknall market and has previous convictions for similar offences.

## **Statutory and Policy Implications**

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

## **RECOMMENDATION/S**

It is recommended that:

- 1) The Committee notes the contents of this report.

**PAUL MCKAY**  
**Service Director, Promoting Independence and Public Protection**

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

Mark Walker

Tel: (01623) 452 070

Email: [mark.walker@nottsc.gov.uk](mailto:mark.walker@nottsc.gov.uk)

**Background Papers**

None

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

All





**18<sup>th</sup> June 2013****Agenda Item: 7****REPORT OF THE SERVICE DIRECTOR FOR PROMOTING INDEPENDENCE  
AND PUBLIC PROTECTION****UPDATE ON EMERGENCY MANAGEMENT AND REGISTRATION SERVICES****Purpose of the Report**

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

**Information and Advice****Emergency Management**Emergency response to an explosion in Newark

2. During the early evening of Sunday 19<sup>th</sup> May, an explosion occurred in a residential property on Wright Street in Newark. Tragically, two people were killed and another was seriously injured. Approximately 100 people were evacuated from their homes from Wright Street, Private Street, Cromwell Road and Cromwell Mews. An initial call was received by the emergency planning duty officer at approximately 1730 hours and two colleagues were deployed immediately, one to the scene and another to the 'Place of Safety' (Rest Centre) established at the Grove Lane Leisure Centre. Soon afterwards, the Adult Social Care Group Manager on the emergency duty-rota was contacted and a Social Care Group Manager was also deployed to the place of safety.
3. A multi-agency 'Tactical Coordinating Group' was established on the morning after the explosion and meetings were called at suitable intervals throughout the following week. At the request of Nottinghamshire Police, a telephone 'Helpline' was established for those affected, using the normal County Council's Customer Services Centre number 0300 500 80 80. Also, an 'Information Point' was established at Charles Street Methodist Church, where representatives of the County Council (emergency planning) and Newark & Sherwood District Council (emergency planning and housing) maintained a presence and provided support to residents throughout the week. Representatives of gas and electricity suppliers also attended. The emergency planning team also called the Support to Schools Service and Educational Psychology Service, who worked closely with local schools to assess the needs of any children affected by the incident. Later, a 'Crisis Support Management Team' meeting took place in accordance with our emergency plans, chaired by a Service Director from ASCH&PP Department.

4. Many evacuated residents went to stay with friends or relatives nearby, and those who were unable to make their own arrangements were provided with temporary accommodation by Newark and Sherwood District Council. Gas and electricity supplies to the affected area were switched off, and during the course of the next few days the Police and Fire Service undertook a detailed forensic demolition of the scene and a detailed structural examination was made of nearby properties to make sure they were safe before anyone was permitted to return. When it was safe to do so, National Grid accessed properties to restore and check supplies, according to their normal procedure after any disruption to gas supply.
5. A 'Recovery Co-ordinating Group' was established, chaired by Newark and Sherwood District Council with guidance and assistance from the County Council emergency planning team. This Group assisted the return to normality and assumed the lead role in coordinating the longer-term recovery of the community. A member of the emergency planning team also participated in and provided a secretariat function for a local authorities meeting with owners and insurance companies of the properties on Wright Street that had been particularly badly damaged.
6. The emergency planning team provided information to the wider community by means of numerous media interviews and information releases. Specialist information was provided to the affected community, including by means of a leaflet about coping with the tragic events, and copies of this were also passed to the Customer Services Centre should they receive requests for further such information and support.
7. An important feature of this incident was the response of the local community. Many local people wished to help with the relief effort, and the local Methodist Church became the prime focus for this. Goods and materials, as well as money, were donated by the community and collected by the church. The emergency planning team put the church in touch with the British Red Cross, whose members have plans for disaster appeal funds and an awareness of the legal issues arising from public donations to a local tragedy.
8. By the end of the Friday following the explosion, the main coordinating groups were able to step back from a physical presence in the community, and coordinated a handover to the local Methodist Church who had arranged activities for the weekend. Finally, internal and external debriefing meetings were arranged with all involved.

#### Safety of Sports Grounds

9. The 2012-2013 football season ended with great success for one of our local teams as Mansfield Town FC were promoted as Champions from the Blue Square Premier Division. Their return to the Football League will bring higher profile fixtures and greater attendances and so the emergency planning team is supporting the club in their preparations. Pleasingly, the key fixtures towards the end of the season were well managed and no significant incidents occurred. A pre-season Annual Inspection and Safety Audit has been arranged on 18<sup>th</sup> July.
10. Nottingham Forest, unfortunately, did not quite make the play-offs for a place in the highest division of English football, and so will play in the Championship again next season. Their pre-season Annual Inspection and Safety Audit will also take place on 18<sup>th</sup> July. The emergency planning team is currently in discussion with the club regarding their proposals to re-locate visiting supporters to a different part of the ground. The safety implications and

contingency arrangements for the proposal will be examined in close detail and advice will be taken from members of the Safety Advisory Group before any approval is given to these proposals.

11. The pre-season Annual Inspection and Safety Audits for Hucknall Town and Eastwood Town will take place on 4<sup>th</sup> July.

#### Working with Schools

12. The Emergency Planning Team has continued to offer support to schools following the release of a third edition of 'Coping with a School Emergency' in January. This document and the associated resources are designed to assist schools to develop and review a school emergency plan.
13. General advice and support on emergency planning is made available to schools free of any charge. However, the emergency planning team also provide more extensive assistance to schools as part of the County Council's 'Services for Schools' programme. Examples of support include helping schools to review their emergency plan, running training events and organising live or table-top exercises. Recent work with schools includes a meeting with Brunts Academy to review their emergency plan, plus meetings with St Philip Neri with St Bede's Catholic Primary School to review their emergency plans, and organising and delivery of a training event for approximately 30 teaching staff from these schools.

#### Business Continuity - Relocation Workshop

14. As part of the continuous development of the County Council's resilience to business interruptions, a workshop was held in April to explore options for relocation of critical services in the event of loss of key properties. The County Council's insurers, Zurich Municipal, were invited to assist with the development and delivery of the event, which involved representatives from all departments.
15. Outcomes from the workshop included agreed actions in respect of ICT and infrastructure, which will lead to response plans tailored to each building. This will be followed by the creation of a relocation strategy in support of existing business continuity plans for critical services. This will assist decision making in the event of a disruptive incident, and support the immediate and short term continuation of critical services. A longer term plan would then be developed to support the ongoing continuation of critical services and recovery of less critical activities.
16. The next steps in this work will be to
  - Prepare service response plans in consultation with service managers.
  - Test proposals by means of a desktop scenario exercise.
  - Finalise relocation arrangements.

## **Registration and Celebratory Services**

### Registration Service Accommodation

17. As part of the 'Ways of Working' programme, the County Council is withdrawing from the current Baldertongate offices in Newark. As a consequence of this, alternative accommodation for the Newark Registration Office has been found at the Gilstrap Centre, adjacent to Newark Castle. It is anticipated that this will soon become a much sought after venue for weddings, civil partnerships and other celebratory ceremonies. It will also offer a suitable venue for registering births and deaths.
18. Contracts to lease the building were signed in April, and work has begun to make modest adaptations to the building in order to make it fully fit for its new purpose. Works include the creation of improved disabled access and two offices within a previously extended section of the building. These modifications, plus decorating and furnishing are expected to be completed in early September and the office will be opened to the public in October.
19. Another office move will be necessary later in the year, when the Service will be leaving The Hall in West Bridgford as the owners of the building (Rushcliffe Borough Council) propose to sell the property. It is hoped that the service will be able to return when new owners have refurbished the accommodation, but in the meantime it will be necessary to provide registration services from other locations. It is planned that birth and death registrations will be at West Bridgford Library, notices of marriage and civil partnership, and service administration, will be at County Hall, and ceremonies will be at an external venue. Work is currently in progress with property and procurement colleagues to make arrangements with a suitable nearby venue. Seven local premises have been approached with a request for information, and meetings have taken place with four of them. At time of writing, this has resulted in two proposals from premises. These will be followed up and a preferred venue will be identified.
20. As a consequence of the two office moves detailed above, it will be necessary to re-house the historic registration records currently held in strongrooms in each of these premises. It is proposed that this will be done through the creation of a central registration records repository that will become a copy-certificate and family history research business unit. Original proposals were that this could be located within the current Basford Registration Office in Bulwell; however the service has since been offered space at County House, Mansfield, and has also been asked to re-examine whether it is possible to co-locate the service with the County Archives Service.

## **Statutory and Policy Implications**

21. This report has been compiled after consideration of implications in respect of finance, equal opportunities, human resources, crime and disorder, human rights, the safeguarding of children, sustainability and the environment and those using the service and where such implications are material they are included in the report.

## **RECOMMENDATION/S**

- 1) It is recommended that the contents of the report be noted.

**PAUL MCKAY**

**Service Director, Promoting Independence and Public Protection**

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

Robert Fisher, Group Manager, Emergency Management and Registration

Tel: 0115 977 3681

Email: Robert.fisher@nottsc.gov.uk

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

All



18<sup>th</sup> June 2013

Agenda Item: 8

**REPORT OF THE SERVICE DIRECTOR FOR PROMOTING INDENDENCE  
AND PUBLIC PROTECTION****REVIEW AND UPDATE OF NOTTINGHAMSHIRE COUNTY COUNCIL  
ELECTED MEMBERS EMERGENCY PLAN****Purpose of the Report**

1. To seek comment and approval from the Community Safety Committee on the revised Elected Members Emergency plan, and consider that the emergency planning team arrange for a training and awareness raising event(s) for all Elected Members. The Chair of the Committee is also invited to provide the foreword to the plan.

**Information and Advice****Elected Members' Emergency Plan 2013**Revision of existing NCC Elected Members' Emergency Plan

2. Nottinghamshire County Council (NCC) has an excellent record of planning for and responding to emergencies and is a key partner in the Nottingham and Nottinghamshire Local Resilience Forum (LRF). A number of tried and tested NCC and LRF plans now exist that cover a wide range of incidents and emergencies. The NCC Elected Members Plan provides key information and advice for Members.
3. The plan aims to provide Elected Members with a clear overview of how emergency planning, response and recovery are coordinated in Nottinghamshire and outlines how Elected Members can play an important role.
4. Updates to this version of the plan include additional information on the role the community can play in planning for and responding to emergencies (section 2), additional information on the role of Elected Members in the recovery process (section 4) and guidance on the use of social media during emergencies (section 5).
5. Previous versions of the plan did include some specific information around risks and hazards. However, for more detail on risks to communities Members should now refer to the Local Resilience Forum Community Risk Register (available from the emergency planning team or on the LRF website [www.nottsprepared.gov.uk](http://www.nottsprepared.gov.uk)).

### Training for Elected Members

6. In previous years the emergency planning team has offered and delivered training events to enable Elected Members to develop their understanding of emergency planning and response and to help them prepare for their role in providing support and leadership to Nottinghamshire communities affected by emergencies. The last of these sessions was held in November 2009. It is proposed by the emergency planning team that a similar event is held this business year. Previous events have been run over a half day with a mixture of presentation and group work. However, the team can be flexible on how and when this training could be delivered in the future.

### **Statutory and Policy Implications**

7. This report has been compiled after consideration of implications in respect of finance, the public sector equality duty, human resources, crime and disorder, human rights, the safeguarding of children, sustainability and the environment and those using the service and where such implications are material they are included in the report.

### **RECOMMENDATION/S**

It is recommended that the Community Safety Committee:

- 1) Approve the revised and updated version of the Nottinghamshire County Council Elected Members Emergency Plan.
- 2) Consider the need for training/awareness raising for Elected Members and provide feedback to the emergency planning team on how they would like this to be delivered.

**PAUL MCKAY**

**Service Director, Promoting Independence and Public Protection**

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

Robert Fisher, Group Manager, Emergency Management and Registration

Tel: 0115 977 3681

Email: [Robert.fisher@nottscc.gov.uk](mailto:Robert.fisher@nottscc.gov.uk)

### **Constitutional Comments (SLB 05/06/13)**

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

### **Financial Comments (KS 06/06/13)**

9. There are no financial implications contained within the report.



**Background Papers**

None.

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

All.



# **Nottinghamshire County Council**

## **Elected Members' Emergency Plan**

**Version 3**  
**June 2013**

**Produced by:** Emergency Planning Team

**Approved by:** Community Safety Committee

**Approval date:** June 2013

**Next version due:** June 2017

**NOT PROTECTIVELY MARKED**

DRAFT

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# 1. INTRODUCTION

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## 1.1 Aim

This plan aims to provide Elected Members with a clear overview of how emergency planning, response and recovery are coordinated in Nottinghamshire.

## 1.2 Objectives

The objectives of the plan are to outline:

- How emergency planning is managed in Nottinghamshire
- The responsibilities of the County Council under the Civil Contingencies Act 2004 including how we work with our partner organisations
- The important role that Elected Members can play before, during, and after an emergency
- The role the community can play before, during and after an emergency

## 1.3 Scope

The term 'emergency' can be used to cover a wide range of scenarios. As part of their existing arrangements services and teams within the County Council will have arrangements in place to deal with a variety of situations that require responding to something out of the ordinary for their usual day to day practices.

This plan and the guidance it includes is for those examples of emergencies defined in section 2.2, where an incident has had a significant impact on communities within Nottinghamshire and a specific management structure is required within the Authority to manage and coordinate the wider response.

The plan outlines where Elected Members can play an important role in planning for, responding to and recovering from major emergencies.

## 1.4 Related documents

The emergency planning team in conjunction with various County Council departments, and other organisations such as the emergency services, have produced a range of generic and specific plans and arrangements to respond to those risks outlined in the Community Risk Register. Further details can be found in section three.

Further details on how the County Council plans for and responds to both emergencies and business continuity incidents are outlined in the *County Council Major Emergency Plan* and the *County Council Corporate Business Continuity Plan*. Both plans are available on the NCC intranet.

For a more detailed overview of emergency planning Elected Members may also find the following documents useful (copies available from the emergency planning team):

- Local Resilience Forum Community Risk Register
- Local Resilience Forum Generic Response Plan
- Local Resilience Forum Constitution
- Cabinet Office Responding to Emergencies, The UK Central Government Response - Concept of Operations

## **1.5 Distribution and version control**

The plan will be distributed to all NCC Elected Members.

The following Nottinghamshire County Council (NCC) staff hold copies of this plan:

- The Emergency Planning Team
- Members of the Risk, Safety and Emergency Management Board
- Democratic Services

The latest version of this document is available online at:

[www.insertlinkhere.gov.uk](http://www.insertlinkhere.gov.uk)

Recipients of this plan should ensure they have the most up-to-date version of this document.

## **1.6 Preservation of documents**

In the event of an emergency it is important that all documentation, both historic and current, is preserved. An official investigation into the cause and circumstances of an incident is possible and evidence may be required by:

- The appropriate enforcement authority (e.g. Health and Safety Executive, Environment Agency, Air Accidents Investigation Branch)
- A judicial inquiry
- A coroner's inquest
- The police
- A civil court hearing compensation claims.

Organisations may be required to provide access to documents, created or received, which are potentially relevant to the emergency.

## **1.7 Information governance**

Nottinghamshire County Council is subject to the following legislation:

- The Data Protection Act 1998
- The Freedom of Information Act 2000
- The Environmental Information Regulations 2004
- The Equality Act 2010.

For more information on Nottinghamshire County Council's legal responsibilities when responding to an incident, please contact the emergency planning team.

## **1.8 Contact details**

Any queries about this document should be directed to Nottinghamshire County Council's emergency planning team.

Telephone: 01159 773 471

Email: [emergency.planning@nottscc.gov.uk](mailto:emergency.planning@nottscc.gov.uk)

## 2. BACKGROUND

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### 2.1 What is the Civil Contingencies Act?

During the early part of the previous decade, the United Kingdom experienced the impacts of a number of large-scale emergencies. The widespread flooding, fuel shortages, the outbreak of foot-and-mouth in 2000, along with the subsequent terrorist attacks in New York on 9/11, demonstrated the need for a more integrated approach to emergency planning.

This led to a Government review of emergency planning in England and Wales. The outcome of this was the Civil Contingencies Act 2004, which provided an improved, more consistent, and more resilient, approach to emergency planning. The Act is in two parts:-

- Part One relates to local arrangements;
- Part Two covers emergency powers that can be used by Central Government.

Part One of the Act places statutory duties on those organisations that have responsibilities to respond to major emergencies affecting communities. These include the emergency services (Police, Fire and Ambulance), health agencies, Local Authorities, the Environment Agency and others.

These 'Category One' responders, are subject to six duties:

1. A duty to carry out **risk assessment** and publish all or part of a Community Risk Register
2. A duty to **plan for emergencies**
3. The requirement to have robust **business continuity** arrangements in place to maintain service delivery
4. A duty to have arrangements in place to **warn & inform the public** both before and during emergencies
5. A duty to **co-operate with partner agencies**
6. A duty to **share information with partner agencies.**

In addition, Local Authorities have a seventh statutory duty:

7. To **promote business continuity** to local businesses and the voluntary sector.

In practical terms, this means advising and guiding the business community and voluntary sector to ensure they have their own robust business continuity arrangements to continue their business during and following emergencies that have an effect on their business.

The Act also defines a secondary group of responders. These 'Category Two responders' are those organisations which, although not 'primary' responders, could potentially have a significant role. For example, utility companies, communication agencies and transport operators. Category Two responders have statutory duties to **co-operate** and to **share information** with Category One responders in the planning and response to major emergencies.

Part Two of the Act gives Central Government Emergency Powers for use in catastrophic emergency situations, for example; they could nominate a Minister to co-ordinate the response to a regional emergency.



## 2.2 What other legislation affects emergency planning in Nottinghamshire?

Other specific legislation includes:

**Control of Major Accident Hazards (COMAH) Regulations, 1999.** Requires the County Council to prepare off-site emergency plans for sites identified by the Health and safety Executive and the Environment Agency as storing above the prescribed thresholds of hazardous substances.

**Pipeline Safety Regulations 1996.** Requires the County Council to prepare an emergency plan for all pipelines identified by the HSER as Major Accident Hazard Pipelines in Nottinghamshire.

**Rabies (Control) Order 1974.** Imposes a statutory duty on county councils to maintain a contingency plan for a rabies outbreak that could affect part or all of their area.

**Local Government Act 1972 – Section 138.** Allows local authorities to invoice expenditure to avert or alleviate the effects, or potential effects, of an emergency or disaster which could involve destruction of property or danger to life and where there is reasonable ground for apprehension of such an emergency.

**Radiation Emergencies Preparedness and Public Information Regulations 2001.** For Nottinghamshire, these regulations require the County Council to have arrangements in place to inform the public promptly in any radiation emergency.

**Safety of Sports Grounds Act 1975 (as amended), Fire Safety at Places of Sports Act 1987 and Regulatory Reform (Fire Safety) Order 2005.** Requires the County Council's to carry out its statutory function to ensure "Safety of Sports Grounds" in Nottinghamshire.

## 2.3 What is an emergency?

For the purposes of this document, and the Nottinghamshire County Council Major Emergency Plan, a major emergency is any of the following:

- where significant resources are required to respond effectively to an emergency
- where significant disruption to public service is incurred, or
- where a response over and above day-to-day working practices is required.

## 2.4 What is emergency planning?

Emergency planning is a comprehensive, multi-agency process to identify and assess relevant risks, to plan and prepare, to train and exercise, to mitigate the effects, and respond effectively to incidents when they happen. In the aftermath, the role of emergency planning is to support the recovery of affected communities, and the return to normality, and then to review and revise arrangements for future incidents. This multi-agency approach to emergency planning is described as Integrated Emergency Management, a concept Nottinghamshire has been promoting for a number of years. Local Authorities play a pivotal role in developing Integrated Emergency Management.

The 'Risk, Safety and Emergency Management Board (RSEMB)' brings together key officers from all departments to coordinate emergency planning activity across the whole County Council. During an emergency the RSEMB may convene to coordinate the County Council's emergency response.

## **2.5 What is business continuity?**

Business Continuity is similar to emergency planning, but is focused internally. It is about planning to mitigate the effects of a potential disruption to our own vital public services, so that they can continue to be delivered regardless. Whatever the incident the County Council should strive for 'business as usual' in service delivery.

The County Council's 'Business Continuity Forum' brings together key officers from all departments to coordinate business continuity activities across the whole County Council.

## **2.6 What is community resilience?**

Community resilience is about communities and individuals harnessing their local resources and expertise to help themselves in an emergency, in a way that complements the response of the emergency services and other responding agencies.

Through the work of the NCC emergency planning team and the Local Resilience Forum, communities are encouraged to plan for emergencies. It is likely that communities who do so will cope better if disaster does strike as they will be more resilient.

A key way in which we do this is to promote the development of community emergency plans. All major emergencies are dealt with by the emergency services and other category 1 and 2 responders in a combined response. In extreme conditions such as heavy snow and flooding, there is a possibility that responding agencies may not be able to reach the scene immediately. In such circumstances, the initial response may rely entirely on local people. A community emergency plan can help a community prepare for an emergency and minimise its impact should they be affected.

Specific advice, guidance and support has also been provided by the County Council to communities affected by flooding or for during times of severe snow and ice.

## **2.7 What is the Local Resilience Forum?**

The Nottingham & Nottinghamshire Local Resilience Forum (LRF) is the senior management group for the co-ordination of emergency planning within Nottingham and Nottinghamshire in accordance with the Civil Contingencies Act 2004. The Nottingham & Nottinghamshire Local Resilience Forum sits at the apex of this area's local civil protection arrangements. Its overall purpose is to ensure that there is an appropriate level of preparedness to enable an effective multi-agency response to emergencies which may have a significant impact on the communities of this area. The LRF is chaired by the Chief Constable of Nottinghamshire Police and the County Council are represented by the Chief Executive.

## 3. EMERGENCY PLANNING IN NOTTINGHAMSHIRE

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### 3.1 Command, Control and Coordination

The terms Gold / Silver / Bronze are used by all emergency responders to describe the Strategic / Tactical / Operational command structure in use during a major emergency to co-ordinate the multi-agency response. The Gold / Silver / Bronze system enables effective decision making. Each agency involved in response is expected to provide an officer with the appropriate decision making powers to attend meetings of these groups.

In Nottinghamshire responding agencies will refer to their single agency command groups or officers as Gold, Silver or Bronze. If a multi-agency group is called together to coordinate the response these groups will be referred to as Strategic, Tactical and Operational.

So, while there may be many individual agency Gold, Silver or Bronze groups established as part of the response there will only ever be one Strategic, Tactical or Operational group.

### 3.2 How do we manage the County Council's response to an emergency?

The overall deployment of the County Council's resources and response to a major emergency will be managed and co-ordinated by the Council's Risk, Safety and Emergency Management Board (RSEMB). This is made up of senior management representatives from each department along with specialist advisors. It is led by the Service Director (Promoting Independence and Public Protection) and is supported and facilitated by the Emergency Planning Team.

The RSEMB meets regularly to consider the preparedness of the County Council for emergencies. Additionally, the group will come together during emergencies to co-ordinate the tactical (silver) level response of the County Council, for both emergency planning and business continuity emergencies.

The Group Manager, Emergency Management and Registration and the Emergency Planning Team provide specialist advice and guidance to the Board.

Should the incident or emergency require a strategic (gold) level of response this will be led by the Chief Executive and Corporate Leadership Team.

Should the size, scale or nature of the emergency require it, the overall management and co-ordination of NCC's response to a major emergency will be conducted from the County Emergency Centre (CEC) facility. The CEC is located in the basement of County Hall, in West Bridgford. It has IT and control room technology to aid the co-ordination of NCC's response. The centre is available on a 24 hour basis.

Nottinghamshire County Council has a 'Major Emergency Plan' which describes this management structure, and outlines the roles and responsibilities of the key responders within the County Council.

### **3.3 What is the role of the emergency planning team?**

The Emergency Planning Team coordinates the planning and preparation, training and exercising for emergencies on behalf of Nottinghamshire County Council. The team manage minor emergencies, calling out relevant departments, personnel and resources as appropriate.

The team works in close collaboration with all internal departments, plus the emergency services, health organisations, government agencies and other partners, to ensure the response to a major emergency is co-ordinated between all the agencies involved.

The team also provides support and guidance to those communities and community groups who have in place or are wanting to develop their own arrangements for dealing with the impact of an emergency.

The team provides a 24-hour out-of-hours duty officer and is the first point of contact within the County Council for the emergency services whenever they require our support.

### **3.4 What are the roles of County Council Departments?**

All departments have different resources, staff and specialties that may be useful in the response to a major emergency. Each department has a representative on the County Council's Risk, Safety and Emergency Management Board, who provides information as to the capabilities of individual departments in preparing for emergencies, and what actions have been taken in response to an emergency.

Each Department also has its own Risk, Safety and Emergency Group (RSEMG) that coordinates emergency planning and business continuity across its department, and feeds into the RSEMB.

### **3.5 How will Elected Members be kept informed during an emergency?**

During an emergency, the Service Director (Promoting Independence and Public Protection) will ensure that the Leader, Portfolio Holder for Community Safety, and relevant local Councillor(s) are kept informed of events.

Where necessary the Chief Executive will discuss significant issues of strategy and policy with the Leader.

The County Council's own intranet and internet site will be updated as frequently as practicable with information about the emergency. Other methods of keeping Elected Members informed, such as emails, text messages and briefings, will be used as appropriate.

In addition the Emergency Planning Team has provided within the County Emergency Centre a dedicated Elected Member information line. This information line is specifically for the use of Elected Members, and is only operational during an emergency. This telephone number is:

**0115 977 3899**

### 3.6 What emergency plans exist in Nottinghamshire?

The emergency planning team has produced a wide range of generic and specific emergency plans. Generic emergency plans cater for the consequences of emergencies, rather than for a specific hazard or threat. These include:

- NCC Major Emergency Plan
- NCC County Emergency Centre Plan
- NCC Emergency Transport Plan
- NCC Winter Weather Plan
- NCC Public Information Centres Plan
- Multi-agency Emergency Accommodation Plan
- Local Resilience Forum Flood Response Plan
- Local Resilience Forum Humanitarian Assistance Centre Plan
- Local Resilience Forum Chemical, Biological, Radiological and Nuclear (CBRN) Plan
- Local Resilience Forum Pandemic Influenza Plan
- Local Resilience Forum Emergency Mortuary Plan
- Local Resilience Forum Mass Fatalities Plan
- Local Resilience Forum Exotic Animal Disease Plan
- Local Resilience Forum Communicating with the Public Plan
- Local Resilience Forum Recovery Plan
- Local Resilience Forum Community Resilience Plan

Specific Emergency Plans cater for incidents occurring at specific sites. These include:

- Misterton Petroleum Storage Depot Off-Site Emergency Plan
- DHL Supply Chain (Harworth) Off-Site Emergency Plan
- Major Accident Hazard Pipelines Plan
- Nottingham Forest Football Club Major Incident Plan
- Mansfield Town Football Club Major Incident Plan
- Nottinghamshire County Cricket Club Major Incident Plan
- Local Resilience Forum Local Flood Response Plans

### 3.7 Business continuity plans

There are several Nottinghamshire County Council business continuity plans in place detailing corporate contingency arrangements and information.

- NCC Corporate Business Continuity Plan
- NCC Loss of Utilities Plan for County Hall
- NCC Corporate Influenza Pandemic Plan
- NCC Industrial Action Plan
- NCC Fuel Response Plan

Each department is responsible for developing their own business continuity plans for those services identified as 'critical services' by the departmental RSEMGs and Business Continuity Forum.

### 3.8 Who are our partner organisations and how do we work with them?

Nottinghamshire County Council has well established links with the full range of relevant statutory agencies, as well as non-statutory bodies. These include:

- Police, Fire & Rescue and Ambulance Service
- Borough and District Councils
- Health agencies, including Public Health England
- Relevant government agencies and departments such as the Environment Agency
- Voluntary agencies, including British Red Cross, St John Ambulance, WRVS, faith communities, RSPCA, and others
- Local power, transport and communications companies
- Industry
- Sporting clubs and arenas.

All these agencies contribute to the planning and preparation for emergencies.

The partnership is formalised through the Nottingham & Nottinghamshire 'Local Resilience Forum' (LRF), which is the senior co-ordination group for this area. It meets regularly in normal times to discuss the emergency planning and preparation work that is being undertaken within Nottinghamshire. Then, in the event of a major emergency the group would come together to form the Strategic Co-ordinating Group for the emergency.

Nottinghamshire County Council is represented on this group by the Chief Executive (or deputy), along with the Group Manager, Emergency Management and Registration in support.

Reporting to the Local Resilience Forum, there are a variety of subgroups for specific activities. Officers of Nottinghamshire County Council participate in the work of all these groups. The groups include:

- Resilience Working Group
- Risk Advisory Group
- Local Authorities Group
- Local Health Resilience Partnership
- Critical Infrastructure Group
- Voluntary Agencies Steering Group
- Communicating with the Public Group
- Training Sub Group
- Community Resilience Group
- Industrial Hazards Group
- and a range of other task and finish groups including flood planning and warning, humanitarian assistance and recovery and site clearance

### 3.9 How can Elected Members obtain further information about emergency planning?

Elected Members can obtain further information about Emergency Planning by:

- Contacting the Emergency Planning Team by telephone on 0115 977 3471
- Visiting the Nottinghamshire County Council website [www.nottinghamshire.gov.uk](http://www.nottinghamshire.gov.uk)
- Visiting the Local Resilience Forum website [www.nottsprepared.gov.uk](http://www.nottsprepared.gov.uk)



## 4. THE ROLE OF ELECTED MEMBERS

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### 4.1 Overview of Elected Members' role in emergency planning

The overarching role of Elected Members before, during and after an emergency includes:

- Support for County Council officers of all departments who have an active involvement in emergency planning work
- Providing members of the public with information about emergency planning, through surgeries, word-of-mouth and meetings
- Evaluating the County Council's planning for and response to any emergency
- Supporting the public with advice and assistance during any long-term recovery from an emergency
- Projecting a positive image of the County Council's role in an emergency.

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## 4.2 What is the role of Elected Members before an emergency?

In the planning and preparation period, prior to an emergency occurring, Elected Members have a number of vital roles. These include ensuring that an effective emergency planning team is in place, and monitoring their activities to ensure that the right plans are in place, that staff are being trained, and that arrangements are being tested rigorously through effective simulation exercises. Also, Elected Members provide a vital interface with the communities they serve, and are well placed to pass information to and from local people affected by the risks and hazards for which plans are prepared.

Essentially, the key role of Elected Members before an emergency embraces:

- Being aware of the County Council's responsibilities under the Civil Contingencies Act, 2004
- Maintaining an awareness of the hazards and risks in their own local area
- Providing advice to members of the public, and directing them to the expertise provided by the emergency planning team or other relevant NCC departments
- Encouraging individuals and communities and to take appropriate steps to ensure their own resilience to emergencies
- Passing on local knowledge to the emergency planning team regarding risks and hazards in the community
- Contributing to emergency planning awareness-raising and training events
- Gaining an understanding of the emergency planning arrangements in Nottinghamshire that enables a successful multi-agency response
- Considering reports provided by the emergency planning team on emergency planning topics.

A small number of Elected Members have specific roles in the preparation for emergencies. These are as follows:

### The Leader of the County Council

- Overall strategic leadership of the County Council's corporate arrangements for emergency planning and response.

### The Portfolio Holder for Community Safety

- Leadership and monitoring of appropriate emergency planning, training and exercises
- Support and encouragement of officers engaged in emergency planning
- Monitoring the work of the emergency planning team in respect of its Safety of Sports Grounds activities



### **4.3 What is the role of Elected Members during an emergency?**

In overall terms, Elected Members can participate in the County Council's response to an emergency by:

- Providing support and encouragement for the efforts of officers of all departments involved in the response to the emergency
- Attending and being a familiar 'face' of the County Council at locations set up to deal with the emergency
- Participating as a member of any emergency committee which may be established to consider issues such as provision of additional funding to aid relief efforts
- Focus on lifting morale both amongst staff and the affected community
- By prior arrangement with the Emergency Centre Manager, members can periodically attend the County Emergency Centre (Lower Ground Floor, County Hall) to meet staff, acquire information and relay the perspectives and priorities of local people
- Keeping a log of significant actions and events for use in subsequent debriefings and any official inquiries related to the emergency.

Throughout the emergency response, Cabinet Members and other key Elected Members will receive briefings as appropriate from the Chief Executive, Chair of the RSEMB and the Group Manager, Emergency Management and Registration.

Experience elsewhere demonstrates that a local authority is never scrutinised more closely, by its various audiences, than it is in its response to a major emergency in its area. Accordingly, the Cabinet and key individual Elected Members have specific key roles in an emergency. These are described below.

#### The Leader of the County Council

Strategic policy creation and decision making for the County Council's overall response, in collaboration with the Chief Executive

#### Cabinet

- The County Council's constitution allows that Chief Officers may incur expenditure to meet any immediate needs created by a sudden emergency. This is subject to the action being reported immediately to the Chief Executive and Corporate Director of Environment and Resources (represented by the Service Director of Finance and Procurement), and thereafter to the next meeting of Cabinet.

#### The Portfolio Holder for Community Safety

- Support and encouragement of officers engaged in emergency response.
- Interface between other Elected Members and emergency managers

#### The local Elected Member

Elected Members for the areas affected by an emergency can contribute to the response in a number of important ways, as listed below. In all of these roles, it is important that the Elected Member keeps in touch with the County Emergency Centre (if established), and with members of the emergency planning team. This will ensure that everyone is working with up-to-date information on the response and on the concerns of affected communities. The local Elected Member should also establish and maintain contact with the Leader and the Portfolio Holder for Community Safety.

### Community Leader Role

Emergencies, by their nature, tend to be chaotic. In the early stages, there may be a degree of confusion and apparent disarray. This should pass quickly, not least because of the calm assurance of civic leaders such as County Councillors. In times of emergency the community looks to their elected representatives for assurance and leadership. In this role the Elected Member is well placed to pass important safety information and other advice from emergency managers directly into affected communities.

### The Community Representative Role

The Elected Members' close links with their local communities enables them to represent the views of affected people and to ensure that these are known to the emergency managers. This role may also lead to local Elected Members being asked to undertake particular roles in the community response, for example by being a Trustee for a Disaster Fund.

### A public face of the County Council

The Leader of the Council, Chief Executive or Group Manager, Emergency Management and Registration will deal with most enquiries from the media. However, representatives of the news media will also seek out local Elected Members for their perspectives on the emergency response. In general terms, Elected Members need to exercise caution when speaking publicly in this situation, and leave officers to respond on technical points. Please refer to the advice and pre-prepared sound bites included in Section 5 of this Plan.

Elected Members need to be prepared to be interviewed by the media about the County Council's response to an emergency, and provide the political link to the media.

### The Civic Dignitary Role

A vital role of the Elected Member is to be the figurehead local dignitary in welcoming visitors to the area of the emergency. This may involve:

- Greeting VIPs such as members of the Royal Family or government ministers
- Receiving delegations of representatives from other areas
- Meeting representatives of the victims of the emergency
- Representing the local community at memorial services and other events.

#### **4.4 What is the role of Elected Members following an emergency?**

Elected Members of the community affected have an important role to play in assisting with the recovery process. As the community representatives they will gather and make known the concerns of their community and feed them into the recovery process. They also have a very important role in disseminating credible information and advice back to the community.

As civic leaders, Elected Members will be involved with many other aspects of community life through such things as school governing bodies, local charities and various community groups. They can be a valuable source of help and specialist advice.

Elected Members have a role as:

- The focus for community concerns
- Identifying problems and vulnerabilities of their community that may require priority attention and feeding them back to the relevant recovery group
- The knowledge bank of local personalities and resources
- Encouragement and support to recovery teams working within their community
- Enhancing local community liaison
- Visiting people affected to be a listening ear and to give them reassurance
- Consultation on rebuilds or modernisation
- Assisting with the media in getting messages to the community (following established policy guidelines)
- Assisting with VIP visits
- Liaising with other elected representatives (MPs/MEPs/other LA's representatives, etc.)
- Assisting (and possibly chairing) debrief sessions with the community

Through their normal duties as committee members, Elected Members give the Authority strategic direction and decide policy. They will scrutinise decisions of officers and other committees and suggest improvements. They will ultimately authorise actions affecting the local authority's functions, so they will need to be kept well informed with accurate and up to date information to enable them to make credible and well informed judgements.

#### **4.5 What arrangements are there for the safety of Elected Members?**

The scene of an emergency can of course be a dangerous place. For safety, Elected Members should observe the following precautions:

- The emergency services will establish cordons (as soon as they are able to) around any dangerous areas; normally by means of high-visibility tape. These cordons must not be crossed under any circumstances
- Maintain continuous surveillance for possible dangers seeking advice as necessary from the emergency services personnel or from the County Emergency Centre or emergency planning / health and safety staff
- Do not approach the scene of an emergency without the advice and support of the emergency services and County Council emergency managers
- Ensure that the County Emergency Centre is aware of your movements, and is able to contact you with safety information
- Consider seeking advice on debriefing and emotional support services.

## 5. MEDIA AND COMMUNICATIONS

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### 5.1 Media

Normally, during emergencies, the Leader of the Council, the Chief Executive, or another senior manager will deal with enquiries from the media on behalf of the Council.

Individual Councillors may be approached by the media directly. They should be aware that the media may be looking for access to information that is not available to them from other sources. Councillors should be cautious about commenting on the incident itself and how it is being handled.

Essentially, Elected Members should re-direct to specialist officers any questions they receive that are technical in nature. However, it may be of considerable benefit to affected communities if councillors give messages of reassurance, sympathy and support, and to highlight their own role as described in this Plan.

### 5.2 Social Media

Social media is used by an increasingly significant proportion of the world's population to communicate, to share information, images and footage, to comment on news stories, issues and incidents, to create news and to lobby for change. Journalists regularly monitor such comments placed on Twitter and Facebook, using such platforms as sources for news and information which they, in turn, report on.

Public, private and voluntary sector bodies in Nottingham and Nottinghamshire are also making increasing use of such platforms as a means by which they can engage in two way communications with the public.

Sites like Facebook and Twitter can be accessed via mobile phone applications, remotely and at the touch of a button and therefore, in the context of an emergency or major incident, they offer huge opportunities to relay real time information directly to the public without fear that that information may be delayed in its transmission or altered and its meaning lost by placing it solely in the hands of the mainstream media.

For Elected Members the principles of communicating using social media during an emergency are the same as when dealing with mainstream media.

### 5.3 Media Sound Bites

- *'The County Council plans carefully for emergencies (such as this)'*
- *'We've prepared for this, now we're hard at work putting our plans into actions'*
- *'Emergency planners are well trained to responded and are on standby around the clock'*
- *'Now's the time to allow the emergency services to get on and do their job'*
- *'We're working hard to implement out plans with our colleagues in the emergency services'*
- *'I know we're working closely with our partners in ... (the Emergency Services, Health Services, Borough & District Councils, Environment Agency)'*
- *'I know County Council officers will do all the can to maintain / restore essential services ... to look after those vulnerable people who need our support'*
- *'Now is not the time for speculation... (about cause / blame)'*
- *'Our sympathies are with those (killed, hurt, evacuated)'*
- *'Residents need to remain calm and listen for instructions from ... (emergency services)'*
- *'I'm grateful to those County Council employees who have volunteered to turn out to help those affected'*

### 5.4 Additional support and guidance

For any further advice and guidance on dealing with the media you can contact Communications and Marketing on:

**0115 9772438**

DRAFT

**18 June 2013****Agenda Item: 9****REPORT OF DIRECTOR  
POLICY PLANNING AND CORPORATE SERVICES****HEALTHY RELATIONSHIPS EDUCATION FOR YOUNG PEOPLE****Purpose of the Report**

1. To outline the importance of Healthy Relationships Education in the current climate and progress made to date in Nottinghamshire.
2. To seek approval for funding of £35,000 to be granted to Nottinghamshire Domestic Violence Forum (NDVF) for continuation of this work in the academic year ahead.

**Information and Advice**

3. Using data from the disclosure evidence in the Crime Survey England and Wales 2011<sup>1</sup> which shows that 10% of adult females experience domestic abuse in any one year, it is likely that every class of 30 children will contain an average of 3 young people living with domestic abuse. These children will be experiencing a range of confused feelings about themselves and their families, and about gender, relationships, and sexuality.
4. Research by the National Society for the Prevention of Cruelty to Children (NSPCC) in 2009<sup>2</sup> with 1,353 young people aged 13-16 in mainstream school and again in 2011<sup>3</sup> with disadvantaged teenagers aged 13-18, revealed that physical, emotional and sexual violence are common in teenage relationships and that girls from disadvantaged backgrounds are disproportionately affected. Boys from disadvantaged backgrounds had similar experiences to the mainstream boys' sample. The results showed the following experiences in intimate relationships:

Mainstream sample girls	Mainstream sample boys	Girls from disadvantaged backgrounds
25% physical violence	18% physical violence	50% physical violence
31% sexual violence	16% sexual violence	50% sexual violence
47% emotional abuse	30% emotional abuse	66% emotional abuse

The girls most at risk in both samples have boyfriends two or more years older or have lived with domestic violence in their families. The internet has provided new ways to bully

<sup>1</sup> ONS Focus on Violent Crime and Sexual Offences 2011/12

<sup>2</sup> NSPCC Partner Exploitation and Violence in Teenage Intimate Relationships

<sup>3</sup> NSPCC Standing On My Own Two Feet



and humiliate young people anonymously and we know this is common in our school population.

5. We know from our schools that teachers are reluctant to discuss these matters in the classroom and require considerable specialist support to do so. Healthy Relationships Education programmes provide a unique opportunity for children and young people to learn about respect and fairness in relationships as well as sources of help and support for victims of violence and abuse. OFSTED published a report in 2012 recommending greater focus on Healthy Relationships including discussion of consent and sexual bullying.

*“Lack of age-appropriate sex and relationships education may leave young people vulnerable to inappropriate sexual behaviours and sexual exploitation, particularly if they are not taught the appropriate language, or have not developed the confidence to describe unwanted behaviours, or do not know who to go to for help”<sup>4</sup>*

6. In the two years 2011-13 Healthy Relationships Education was delivered by NDVF in Nottinghamshire Primary Schools, supported by funding from the Safer Nottinghamshire Board. This project is called GREAT (Good Relationships are Equal and Trusting) and covered 20 schools in all the County Districts except Rushcliffe, teaching a total of 508 children aged 9-11. The project evaluation showed good results from both teachers and pupils. For example teachers identified that students had higher self esteem, a better understanding of gender equality, and improved relationships with one another. The students showed a marked change in their views about violence in relationships: at the start 37% thought violence was justified, this changed to 21% after the course finished and was 20% a month later. They also scored well in their knowledge of places to seek help, and their understanding of gender stereotyping.
7. As part of the Healthy Relationships Programme there are opportunities for individual disclosure and related support. In the 2011-13 programme, 43 pupils disclosed individual concerns about abuse to themselves or other family members to the support team, and were offered further sessions to help them come to terms with their experiences.
8. Healthy Relationships Education is part of a broad strategy to prevent domestic and sexual violence happening in our communities. By the time people reach adulthood much of their self identity is fixed including their gender identity and this may include a set of excuses to justify abuse in relationships. The Home Office, OFSTED, the Dept of Health, and the Safer Nottinghamshire Board all identify early intervention as the best approach to prevention and a key component of the national and local strategic approach to ending Violence against Women and Girls<sup>5</sup>.
9. The funding of £35,000 would be targeted at schools in high crime areas and matched wherever possible by a 50% contribution from Community Safety Partnerships. Schools outside the Partnership Plus Areas will be expected to contribute from their own funds 50% of costs. Due to the recent evidence of growing sexual exploitation, teenage partner

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<sup>4</sup> Not yet good enough: personal, social, health and economic education in schools – OFSTED 2012

<sup>5</sup> See Home Office website “Call and end to Violence against Women and Girls”



abuse and internet or “cyber” abuse involving 11-16 year olds, the focus this time will be on our secondary schools, with a smaller number of projects in Primary schools. The following table is a guide to what will be achieved.

**Proposed Scope Healthy Relationships Education Nottinghamshire 2013-15**

<b><u>Programme Type</u></b>	<b><u>Number of primary schools</u></b>	<b><u>Number of secondary schools</u></b>	<b><u>Cost per school</u></b>	<b><u>Full cost</u></b>
GREAT PROJECT Programme in Primary School. Comprises 4 sessions to each of two yr 5/6 classes	12		2393	28716
Programme in Secondary school to train teachers to deliver Healthy Relationships education to yr 7 – in addition to other programmes if possible		6	571	3426
Whole School Approach in Secondary School Media Campaign year 8 four class entry		10	1834	18340
Whole School Approach in Secondary School Personal Space project year 9 four class entry		8	1053	8424
Whole School Approach in Secondary School Geography project year 8 four class entry		8	1369	10952
Total	12	32		69858
Cost with 50% match funding	12	32		34929

**Other Options Considered**

10. The option of commissioning school nurses to deliver Healthy Relationships Education has been considered within Public Health. At the present time there is no capacity to achieve this, however there is scope for including schools nurses in any delivery to school staff.
11. The option of delivering Healthy Relationships Education through the Healthy Schools Initiative has also been explored. This is a much reduced programme as compared to previous years and participation is now voluntary for schools. The programme relies solely on input from within schools, so has very limited take-up for specialist areas such as this one. This is evidenced by the fact that only 4 schools in the county out of 338 are attempting the Sex and Relationships Healthy Schools module this year.

**The Safer Nottinghamshire Board plans to identify sustainable funding for preventative early intervention work in the future. However, partners are not aware of any source of finance for this work during the coming year other than those identified in this report.**

**Reason/s for Recommendation/s**

13. Providing matched funding of 50% at this stage would enable the project to take place in academic year 2013/14 and would provide time for more sustainable funding to be identified for future years.
14. The importance of the project is underlined by the national research which is described in the early part of the report.

## **Statutory and Policy Implications**

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

## **Financial Implications**

16. There is currently an underspend of £20,000 from the Home Office Private Space Funding Initiative from 2012/13, which is ring-fenced for domestic violence work. If £15,000 is allocated from the Community Safety budget for 2013/14, the required £35,000 (50% matched funding) would be available to enable the project to take place.

## **Equalities Implications**

17. Healthy Relationships Education provides learning on gender equality for both boys and girls

## **Crime and Disorder Implications**

18. Healthy Relationships Education contributes to crime reduction through education

## **RECOMMENDATION/S**

It is recommended that:

- i) £15,000 from the Community Safety Budget 2013-14, and £20,000 from the Home Office Private Space Funding underspend 2011-12, are allocated to support Healthy Relationships Education in Nottinghamshire in the academic year 2013-14

**Chris Walker**  
**Group Manager Safer and Engaged Communities**

**For any enquiries about this report please contact:**  
**Rachel Adams**  
**Community Safety Officer (Domestic Abuse)**  
0115 9772015

**Constitutional Comments ([LM 30/05/13])**

19. The Community Safety Committee has delegated authority within the Constitution to approve the recommendations in the report.

**Financial Comments ([SEM 04/06/13])**

20. The financial implications are set out in the report.

**Background Papers and Published Documents**

21. None

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

22. All



**18 June 2013**

**Agenda Item: 10**

**REPORT OF SERVICE DIRECTOR,  
POLICY, PLANNING AND CORPORATE SERVICES**

**COMMUNITY SAFETY UPDATE**

**Purpose of the Report**

1. The purpose of this report is to update Members on key Community Safety matters.
- 1.1 This report also informs members of £1.3M of the Police and Crime Commissioner's funding for community safety work in the County, which will be managed by the County Council's Community Safety Team, on behalf of Safer Nottinghamshire Board (SNB).

**Information and Advice**

**2. Crime Performance 2012/13**

- 2.1 There has been a significant reduction in crime figures within the county compared to this time last year. Specifically there have been year-to-date (YTD) reductions (2011/12 – 2012/13) in the following crime categories:

Category	% Reduction (2011/12 - 2012/13)	Actual Reduction in Offences
All Crime	14%	6149
Domestic Burglary	10.8%	244
Vehicle Crime	4.6%	207
Robbery	24.3%	89
Violent Crime	4.6%	412
Criminal Damage	23.3%	1994

- 2.2 Positive achievements during 2012/13 are due to all Community Safety Partnership (CSP) areas achieving their reduction targets, thus so has the county. The focus for CSPs was to reduce all crime by 10%, with an 8% stretch in partnership plus areas.
- 2.3 At the SNB meeting on 15th February 2013, it was agreed that the following priorities and revised partnership plus areas will be the focus for 2013/14 in reducing all crime by 8% with a 10% stretch in partnership plus areas.
- 2.4 The Community Safety Partnerships have agreed on the following priorities and Partnership Plus areas

## Priorities

Domestic Violence
Violent crime
Reducing Re-offending
Anti Social behaviour
Substance misuse
Youth Issues
Hate crime

## Partnership Plus Areas

- Worksop South East (Bassetlaw)
- Portland (Mansfield)
- Worksop North West (Bassetlaw)
- Sutton-in-Ashfield East (Ashfield)
- Carr Bank (Mansfield)
- Castle (Newark & Sherwood)
- Kirkby-in-Ashfield East (Ashfield)
- Hucknall East (Ashfield)
- Sutton-in-Ashfield Central (Ashfield)
- Netherfield and Colwick (Gedling)
- Woodlands (Mansfield)
- Hucknall Central (Ashfield)
- Magnus (Newark & Sherwood)
- Eastwood South (Broxtowe)
- Worksop South (Bassetlaw)

2.5 In addition, SNB will be concentrating work in the area of Business Crime, an emerging area of concern, and will be formalising its links to the County Road Safety Partnership in order to maximise actions to tackle and reduce serious and fatal road traffic accidents.

2.6 Further performance reports will be presented to this committee.

### 3. **Legislative changes to the Anti-Social Behaviour Bill**

3.1 Almost 20 powers to deal with anti-social behaviour would be replaced with six, under government plans outlined in the Queen's Speech May 2013. The proposed changes focus on the rights of victims, with quick action taken to deal with persistent anti-social behaviour.

3.2 In summary, the Bill sets out the following new powers:

- Injunctions to prevent nuisance and annoyance

- Criminal Behaviour Orders
- Dispersal Powers
- Community Protection Notices
- Public Space Protection Orders
- Closure of premises associated with nuisance and disorder

3.3 This Bill is to have its second reading debate on 10 June 2013. It is expected that the Bill will be included in the 2013/14 legislative timetable and not come into force till 2015.

#### 4. **Community Safety Awards**

4.1 The Community Safety Team has been heavily involved in three initiatives which have recently been commended by the National Crimebeat Awards 2012/13, which is sponsored by the High Sheriff's Association of England and Wales. The three projects are:

- Cyber Bullying and E Safety Project (working with Nottinghamshire Police, Ashfield and Mansfield Community Safety Partnership, Ashfield secondary schools)
- In Our Hands Project (working with the Holocaust Centre at Laxton, Mansfield and Bassetlaw District Councils to reduce hate crime and improve community cohesion)
- I Pledge to Keep on Track (working with the National Centre for Citizenship and Law, Experian and the Police to reduce anti social behaviour and promote good citizenship)

4.2 The I Pledge to Keep on Track Project has also succeeded in being formally accredited by the LASER (Learning About Safety by Experiencing Risk) Alliance, which is part of RoSPA (Royal Society for the Prevention of Accidents).

4.3 I Pledge has recently received a further national award from the Museums and Heritage Awards for Excellence – Educational Initiative category.

#### 5. **Police and Crime Commissioner Funding**

5.1 From April 2013/14 Home Office funding for community safety and related activity transferred to Nottinghamshire's Police and Crime Commissioner (PCC). The PCC has been supportive of the current SNB approach to funding local and countywide initiatives, to the extent that the budget for this activity (£392,000) in 2013/14 remains the same as for 2012/13. The split between funding for Partnership Plus Areas and countywide initiatives will also remain the same at 70:30, with the countywide work being led by the SNB thematic delivery groups.

5.2 In addition to funding for community safety work outlined above, a number of areas have been ring-fenced by the PCC for ongoing support in 2013/14. They are:

- Drug Intervention Programme (£633,000)
- Positive Futures (£69,000)
- Youth Justice Grant (£156,000)

The funding process for these areas will also be managed through the Community Safety Team.

### **Financial Implications**

6. The financial implications are set out in the report.

### **Statutory and Policy Implications**

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

### **Recommendation**

8. Members are asked to note the report.

### **Martin Done, Service Director Communications and Marketing**

**For any enquiries about this report please contact: Chris Walker, Temporary Group Manager, Safer and Engaged Communities, x 72460 or Yvette Armstrong, Community Safety Officer, Safer and Engaged Communities x73058.**

### **Background Papers Available for Inspection**

9. Nottinghamshire County Strategic Assessment 2013/14  
Nottinghamshire Community Safety Agreement Plan 2011/14  
Nottinghamshire Police and Crime Commissioner Police and Crime Plan 2013-18  
([www.nottinghamshire.pcc.police.uk/Public-Information/Police-and-Crime-Plan.aspx](http://www.nottinghamshire.pcc.police.uk/Public-Information/Police-and-Crime-Plan.aspx))

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

10. All



18<sup>th</sup> June 2013

Agenda Item: 11

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

### **JOINT AGENCY VULNERABLE PERSONS IDENTIFICATION PROJECT – (NOTTINGHAMSHIRE FIRE AND RESCUE AND NOTTINGHAMSHIRE COUNTY COUNCIL)**

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

1. To inform Members of a potentially important multi-agency partnership approach to reduce the vulnerability of individuals in their local communities and to provide the background for a short presentation from an officer from Fire and Rescue Service.

#### **Information and Advice**

2. Nottinghamshire Fire and Rescue Service (NFRS) have changed the way that they deliver their Fire Prevention activity over the last 3 years and now focus their activity on those that they consider most at risk from fire.
3. Through extensive data sharing with other organisations they have been able to build a picture of the demographic groups that are most at risk in certain situations and prioritise these groups.
4. Those over 65 and living alone were found to be particularly at risk of fire with the risk increasing as people get older.
5. In order to engage with these people NFRS have been working closely with the County Council to access the Framework database that contains the details of those receiving Social Care.
6. A small multi agency working group has been looking at how the two organisations can work together to develop a service to protect the vulnerable. In December of last year, an agreement was reached between the County Council and NFRS that the Framework system could be accessed to locate those that may be at risk and a programme be put in place to contact those identified.
7. In order to identify a suitable cohort to run a pilot it was decided to isolate those over 85 living alone in the Ashfield District, this gave a workable number of around 500 people.

8. The County Customer Service Centre (CSC) was commissioned to call and send out letters to those on the database asking whether or not they required a Home Fire Safety Check from the Fire Service. This also ensured that there was no physical data exchange between parties and Data Protection was not compromised.
9. Over a 2 month period those residents who expressed an interest were referred to NFRS to book an appointment for a free Home Fire Safety Check.
10. In all, some 525 people were called resulting in NFRS carrying out 60 Home Fire Safety Checks on vulnerable individuals in the Ashfield area, only 4% declined this service whilst the CSC were unable to contact a further 14% (71 people).
11. This pilot will now be evaluated to look at how it can be improved before it is rolled out across the County, district by district. This is a major step forward for Nottinghamshire Fire and Rescue Service and enables them to quickly and efficiently identify and assist people that are considered most at risk of fire.

### **Other Options Considered**

12. None.

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

13. A full evaluation is to be carried out, which should influence any decision on whether the initiative should subsequently be rolled out across the county on a district basis. Any proposed developments will be subject of a future report to Committee.

### **Statutory and Policy Implications**

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

### **Financial Implications**

15. There are no financial implications identified at this stage, although this would change if countywide rollout was agreed.

### **Equalities Implications**

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

### **Crime and Disorder Implications**

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

## **RECOMMENDATION/S**

It is recommended that the Community Safety Committee:

- 1) Notes the contents of this report.
- 2) Receives a further report once the evaluation has been completed.

**PAUL MCKAY**

**Service Director for Promoting Independence and Public Protection**

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

Chris Walker, Temporary Group Manager, Safer and Engaged Communities

Tel: 0115 9772460

Yvette Armstrong, Community Safety Officer, Safer and Engaged Communities

Tel: 0115 9773058

### **Constitutional Comments**

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

### **Financial Comments**

19. There are no financial implications contained in this report.

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

None

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

All



**18 June 2013****Agenda Item:12****REPORT OF CORPORATE DIRECTOR, POLICY, PLANNING AND  
CORPORATE SERVICES****WORK PROGRAMME****Purpose of the Report**

1. To consider the Committee's proposed work programme for 2013/14.

**Information and Advice**

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

**Other Options Considered**

4. None.

**Reason/s for Recommendation/s**

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

**Statutory and Policy Implications**

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

## **RECOMMENDATION/S**

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

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

**For any enquiries about this report please contact: Democratic Services Officer -**  
Martin Gately  
Tel: 0115 977 2826

### **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 (PS)**

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**

<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>23<sup>rd</sup> July 2013</b>			
Update on key Trading Standards matters	Update on important developments in the Service	Paul McKay	Mark Walker
Update on Emergency Planning and Registration Services	Update report on key activities and events in Emergency Planning and Registration	Paul McKay	Rob Fisher
Update on Community Safety	Report outlining key issues for community safety in Nottinghamshire	Martin Done	Chris Walker
Update on Medical Examiners	Update report on changes regarding Medical Examiners	Paul McKay	Rob Fisher
<b>24<sup>th</sup> September 2013</b>			
Update on key Trading Standards matters	Update on important developments in the Service	Paul McKay	Mark Walker
Update on Emergency Planning and Registration Services	Update report on key activities and events in Emergency Planning and Registration	Paul McKay	Rob Fisher
Update on Community Safety	Report outlining key issues for community safety in Nottinghamshire	Martin Done	Chris Walker
Emergency Planning for Winter Weather	Update report on emergency planning for winter weather	Paul McKay	Rob Fisher
Update on Regulation of Investigatory Powers Act (RIPA)	Quarterly update report on Regulation of Investigatory Powers Act	Paul McKay	Mark Walker
<b>5<sup>th</sup> November 2013</b>			
Update on key Trading Standards matters	Update on important developments in the Service	Paul McKay	Mark Walker
Update on Emergency Planning 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>
Update on Community Safety	Report outlining key issues for community safety in Nottinghamshire	Martin Done	Chris Walker
<b>17<sup>th</sup> December 2013</b>			
Update on key Trading Standards matters	Update on important developments in the Service	Paul McKay	Mark Walker
Update on Emergency Planning and Registration Services	Update report on key activities and events in Emergency Planning and Registration	Paul McKay	Rob Fisher
Update on Community Safety	Report outlining key issues for community safety in Nottinghamshire	Martin Done	Chris Walker
Update on Regulation of Investigatory Powers Act (RIPA)	Quarterly update report on Regulation of Investigatory Powers Act	Paul McKay	Mark Walker
Registration Service Fees 2014-2015	Review of registration service fees for 2014-2015	Paul McKay	Rob Fisher
<b>28<sup>th</sup> January 2014</b>			
Update on key Trading Standards matters	Update on important developments in the Service	Paul McKay	Mark Walker
Update on Emergency Planning and Registration Services	Update report on key activities and events in Emergency Planning and Registration	Paul McKay	Rob Fisher
Update on Community Safety	Report outlining key issues for community safety in Nottinghamshire	Martin Done	Chris Walker
Review of Temporary Registrar Posts	Report reviewing the temporary registrar posts	Paul McKay	Rob Fisher
<b>18<sup>th</sup> March 2014</b>			
Update on Regulation of Investigatory Powers Act (RIPA)	Quarterly update report on Regulation of Investigatory Powers Act	Paul McKay	Mark Walker
<b>December 2014</b>			
Registration Service Fees 2015-2016	Review of registration service fees for 2015-2016	Paul McKay	Rob Fisher