

## Policy Committee

**Wednesday, 15 March 2017 at 10:30**

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

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### AGENDA

- |    |  |           |
|----|--|-----------|
| 1  | Minutes of last meeting held on 8 February 2017  | 3 - 4     |
| 2  | Apologies for Absence  |           |
| 3  | Declarations of Interests by Members and Officers:- (see note below)<br>(a) Disclosable Pecuniary Interests<br>(b) Private Interests (pecuniary and non-pecuniary) |           |
| 4  | Revised Staffing Structure for the Business Support Centre   | 5 - 14    |
| 5  | Future Direction of Cultural Services 2017-2027  | 15 - 28   |
| 6  | Under-16 Home to School Transport Policy and Post-16 Transport Policy - 2017-18 Academic Year  | 29 - 72   |
| 7  | Local Government Association Annual Conference and Exhibition 2017   | 73 - 74   |
| 8  | National Children and Adult Services Conference  | 75 - 78   |
| 9  | Update on the work of East Midlands Councils   | 79 - 94   |
| 10 | Futures Advice, Skills and Employment Company  | 95 - 100  |
| 11 | Update on the D2N2 Local Enterprise Partnership and the City of Nottingham and Nottinghamshire Economic Prosperity Committee                                       | 101 - 110 |

12	Quarterly Performance Report on Progress Against the Strategic Plan and Redefining Your Council	111 - 138
13	Letter from Secretary of State regarding Anti-Semitism	139 - 140
14	Work Programme	141 - 144

## **Notes**

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

Customer Services Centre 0300 500 80 80

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

Councillors or Officers requiring clarification on whether to make a declaration of interest are invited to contact Keith Ford (Tel. 0115 977 2590) or a colleague in Democratic Services prior to the meeting.

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

Meeting POLICY COMMITTEE

Date Wednesday 8 February 2017

**membership**

Persons absent are marked with `A`

**COUNCILLORS**Alan Rhodes (Chairman)  
Joyce Bosnjak (Vice-Chairman)Reg Adair  
Richard Butler  
Mrs Kay Cutts MBE  
Stephen Garner  
Glynn Gilfoyle  
Kevin Greaves  
Stan Heptinstall MBE  
Richard JacksonDavid Kirkham  
John Knight  
Diana Meale  
Philip Owen  
John Peck JP  
Stuart Wallace  
Muriel Weisz  
Jason Zadrozny**ALSO IN ATTENDANCE**Councillor Pauline Allan  
Councillor Roy Allan  
Councillor Alan Bell  
Councillor Steve Carroll  
Councillor Steve CalvertCouncillor Kate Foale  
Councillor Alice Grice  
Councillor Sheila Place  
Councillor Mike Pringle**OFFICERS IN ATTENDANCE**

Anthony May	Chief Executive
Paul McKay	Adult Social Care, Health & Public Protection
Colin Pettigrew	Children, Families and Cultural Services
Adrian Smith Sally Gill	Place
Carl Bilbey Keith Ford Jayne Francis-Ward Nigel Stevenson Michelle Welsh	Resources

**MINUTES**

The Minutes of the last meeting held on 18 January 2017, having been previously circulated, were confirmed and signed by the Chairman.

## **APOLOGIES FOR ABSENCE**

The following temporary change of membership, for this meeting only, was reported:-

- Councillor Richard Butler replaced Councillor Chris Barnfather.

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

None.

## **HEALTHWATCH NOTTINGHAMSHIRE FUNDING 2017/18**

### **RESOLVED: 2017/007**

That HealthWatch Nottinghamshire be funded at the level of the Community Voices Grant (£198,000) and funding be made available from existing budgets to contribute to the transition required to support the merger of the two organisations.

N.B. The voting on the above resolution was 11 Members for, 8 Members against.

## **WHISTLEBLOWING UPDATE**

### **RESOLVED: 2017/008**

- 1) That the report be noted.
- 2) That the publication of a Whistleblowing news article in the Council's Team Talk (departmental news bulletin) be supported.

## **WORK PROGRAMME**

### **RESOLVED: 2017/009**

That the work programme be noted.

The meeting closed at 10.54 am.

CHAIRMAN

**REPORT OF THE LEADER OF THE COUNCIL****REVISED STAFFING STRUCTURE FOR THE BUSINESS SUPPORT CENTRE  
(BSC)****Purpose of the Report**

1. The purpose of this report is to seek approval for a revised structure to operate from 1 April 2017 for the Business Support Centre (BSC) which is part of the Customer and HR Service function within the Resources Department.

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

2. The BSC was established following the implementation of the new Business Management System Programme (BMS) in November 2011.
3. The BSC undertakes transactional HR activity (payroll, contracts of employment, maintenance of HR records, maintenance of organisational structures, recruitment and pre-employment checking); pensions administration activity for the Local Government Pension Scheme (LGPS) for Nottinghamshire; accounts payable and accounts receivable (invoice processing, debt recovery and enforcement, income reconciliation); basic treasury management and accounting and clearing house activity. The BSC is also responsible for supporting the day to day operation, maintenance and future development of the Council's integrated Business Management System via the Competency Centre. The BSC provides services to all departments of Nottinghamshire County Council, as well as a range of sold services (payroll, recruitment, advertising, disclosure and barring checks (DBS)) to other organisations including schools, academies, voluntary sector and other organisations generating income for the County Council.
4. The BSC delivers a sold Disclosure and Barring Service to over 621 external clients and provides a sold advertising service to over 350 clients. The Payroll Bureau provides payroll services to over 350 external clients and produces over 66,000 payslips on a monthly basis, over 792,000 annually. On an annual basis the BSC Accounts Payable team processes over 380,000 invoices with a total payment value of over £831m. The BSC also provides a pension's administration service to over 295 scheme employers and over 112,000 scheme members.

## Business Support Centre Proposals

5. The high level savings proposals for the BSC were set out in the outline business case as approved by Policy Committee on 13 November 2013 and the subsequent Redefining Your Council – Transformation and Spending Proposals 2015-2016 – 2017-2018 as approved by Policy Committee on 12 November 2014.
6. The proposals for the BSC are to deliver savings over four financial years, as follows

<b>Business Support Centre Savings</b>	
<b>Financial Year</b>	<b>Savings</b>
2014-2015	£1m – delivered
2015-2016	£500k – delivered
2016-2017	£349k – delivered
2017-2018	£307k – delivered in this report
<b>Total</b>	<b>£2.156m</b>

7. The BSC 4 year savings programme will deliver a total net saving of 46.5% of the 2013/2014 net budget. The 2017-2018 reductions will be delivered by implementing a revised staffing structure as well as further reviewing and re-engineering end to end business processes across the BSC to reduce cost and improve efficiency; implementing a revised model of operation with the establishment of an integrated transactional activity team. This is part of an ongoing programme of continuous process improvement and savings delivery.
8. The integrated transactional team will bring together the activities of the following teams - recruitment and advertising, business hub, annual leave and time administration and aspects of payroll on boarding, off boarding and changes activity into one multi skilled team.
9. The BSC has an ongoing programme of continually reviewing and re-designing its end to end business processes, reducing handover points, recycling/pulling data through processes removing the need to rekey data, maximising the use of technology, for example.
  - Designing and implementing online forms.
  - Further developing the use of the Authority's e-recruitment system to include online pre-employment checking services.
  - Review master data processes from across the BSC and consolidate activity with a BSC Master Data Team.
  - Expanding the use of online payment functionality to enable payment of services, reducing and where possible eliminate debt situations occurring.
  - Jointly reviewing activities within the HR Workforce and Organisational Development (W&OD) Team and the BSC Learning Solutions Team to remove duplication, modernise and automate manual business processes and consolidate all learning and development activities across the Council within W&OD.
  - Links to the Pensions Administration Strategy develop and implement a Scheme Employer and Scheme Members portal within the pension's administration system which will complement the recently updated and re-launched Nottinghamshire Pension Fund website and deliver self-service functionality.

10. The revised BSC structure will be effective from April 2017. The new structure will be implemented predominantly through vacancies, which are proactively held across the BSC, and approval of voluntary redundancy requests. There is the potential for one compulsory redundancy at this stage. However, discussions are ongoing to try and prevent this happening and a potential redeployment opportunity is being identified.

### **Consultation**

11. The BSC revised structure proposals have been subject to extensive consultation with BSC employees and the Trade Unions. A series of employee briefings were held on 2 November 2016. The statutory consultation period ran from 2 November and closed on 2 December 2016. During this period further meetings were held with teams and individuals. An initial trade union briefing was held on 7 October 2016 and a presentation was delivered to Resources Joint Consultative and Negotiating Panel on 21 October 2016. Regular meetings have taken place with Trade Union colleagues. Feedback received during the consultation period has been incorporated into the revised structure.

### **Other Options Considered**

12. A range of options have been considered in developing the revised BSC structure taking into account the development and maturity of the BMS system as well as the maturity of the Council's shared services model.

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

13. The proposed structures reflect the next phase of the development of our BSC and the developing maturity of the BMS system. The proposals also reflect the findings and outcomes of the Lean+ and process re-engineering projects run across the BSC over the last three years. The proposals enable the delivery of the phase 4 savings target set for the BSC for the financial year 2017-2018 and support the maximum use of BMS system across the Council.

### **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.

### **Ways of Working Implications**

15. The BSC has been based at Trent Bridge House since November 2013.

### **Financial Implications**

16. The financial implications are covered in paragraphs 5 and 6 of this report

## **RECOMMENDATION/S**

1. It is recommended that Members approve the revised structure as set out in Appendix A effective from 1 April 2017.

**Councillor Alan Rhodes  
Leader**

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

Sarah Stevenson, Group Manager BSC on 0115 9775740 or [sarah.stevenson@nottscc.gov.uk](mailto:sarah.stevenson@nottscc.gov.uk)

### **Constitutional Comments (GR 21.02.2017)**

17. Pursuant to section 2 Part 4 of the Nottinghamshire County Council's Constitution the Policy Committee has the delegated authority to approve relevant staffing structures as required. The recommendations within the report are within the delegated authority of the Policy Committee.

### **Financial Comments (SES 21.02.2017)**

18. The financial implications are set out in the report

### **Human Resources Comments (JP 21.02.2017)**

19. Any staffing reductions will be implemented in accordance with the Council's agreed policies and procedures.

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

Policy Committee 13 November 2013 - Savings Proposals 2014-2015 – 2016-2017 Savings Proposals 2014-2015 – 2016-2017 Appendix A - Outline Business Case, A21 business Support Centre

Redefining Your Council – Transformation and Spending Proposals 2015-2016 – 2017-2018  
Redefining your Council – Combined Appendix A - Options for Change A26 Business Support Centre.

Policy Committee 9 December 2015 – Spending Proposals 2016-2017 – 2018-2019 – Appendix 1 – Options for Change A28 – Service Delivery changes by creating multi skilled teams at the Business Support Centre

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

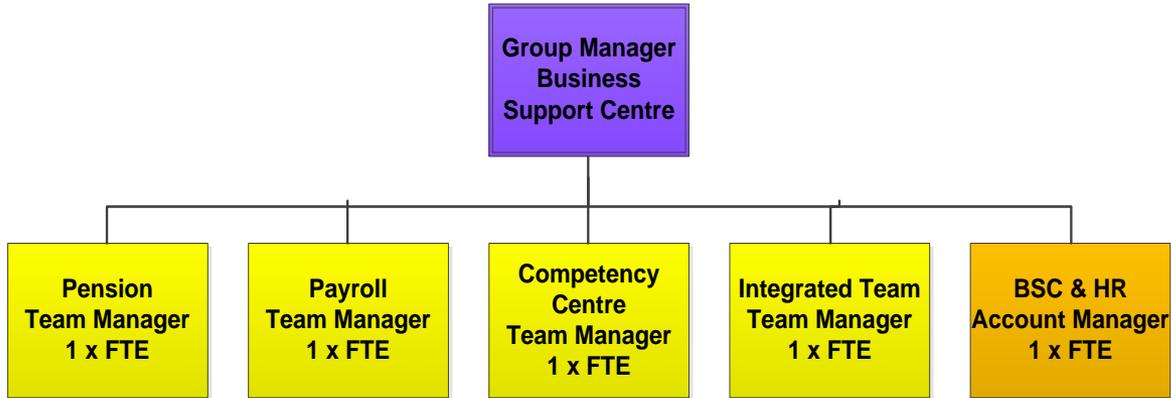
All

# Appendix A

## BSC Structure Charts

with effect from 1 April  
2017

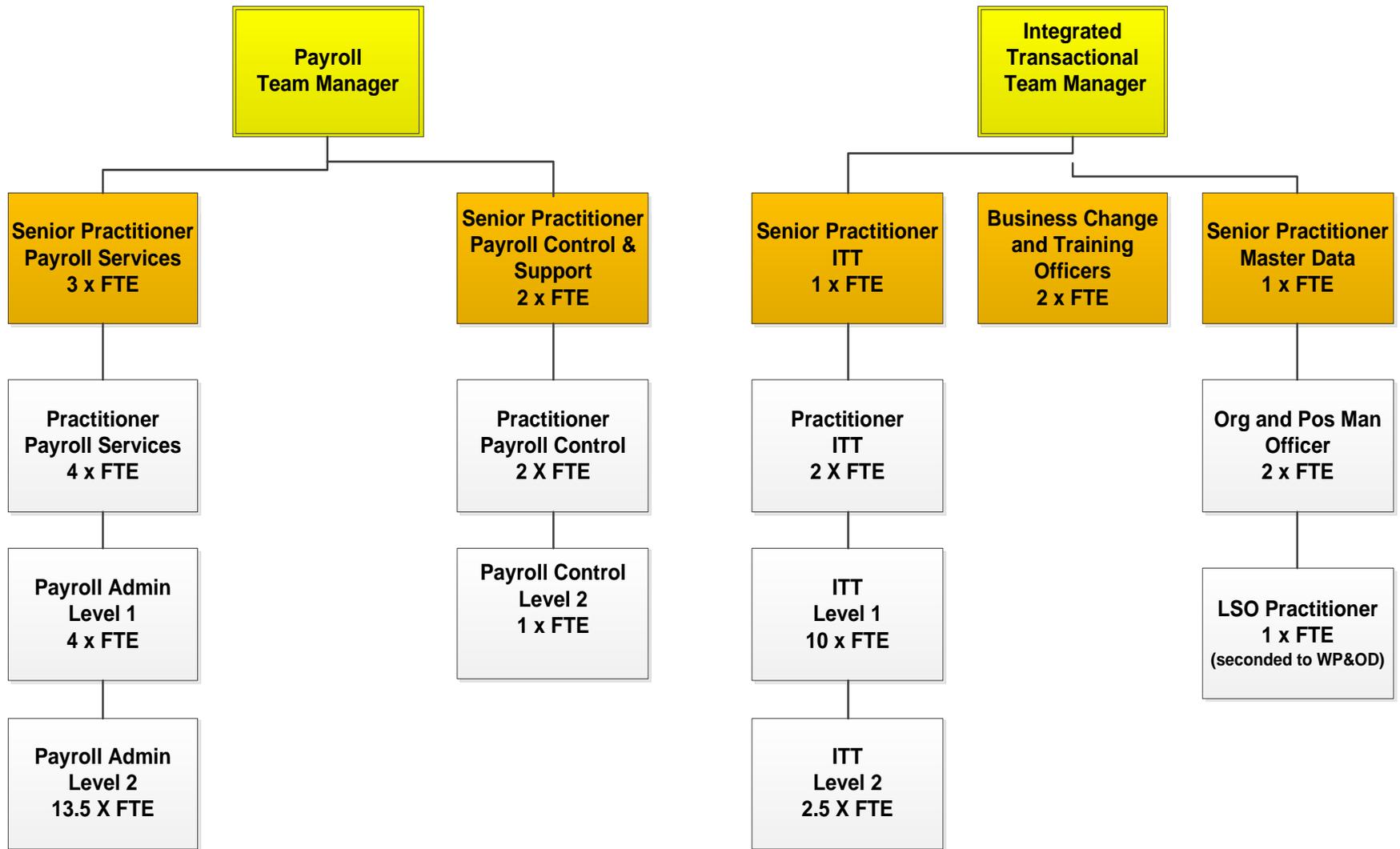


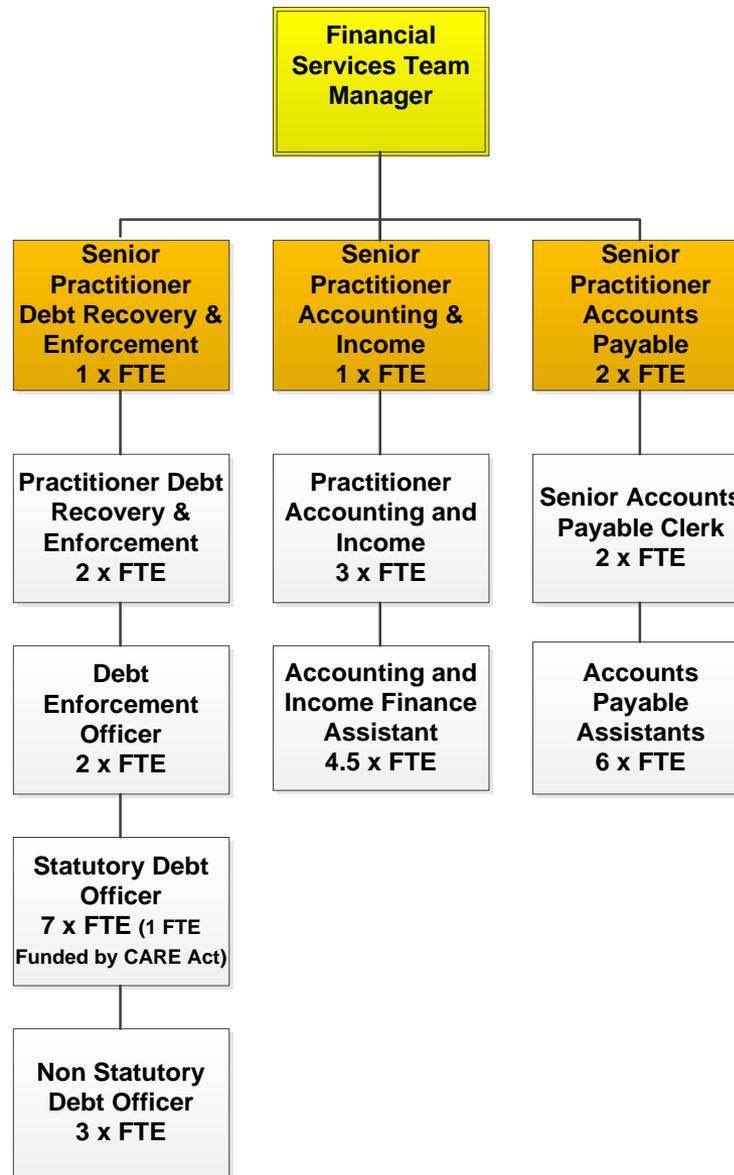


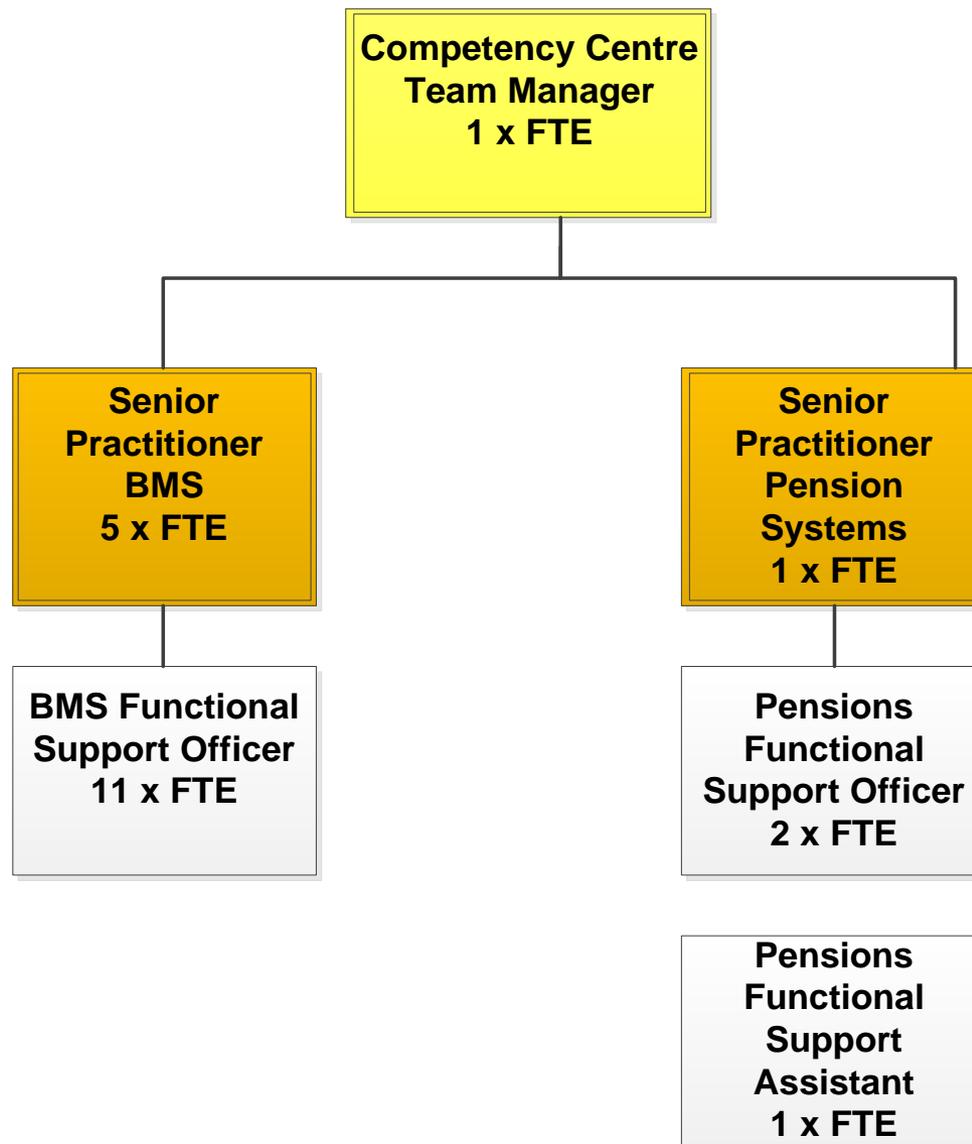
This post operates across the entire HR Service –

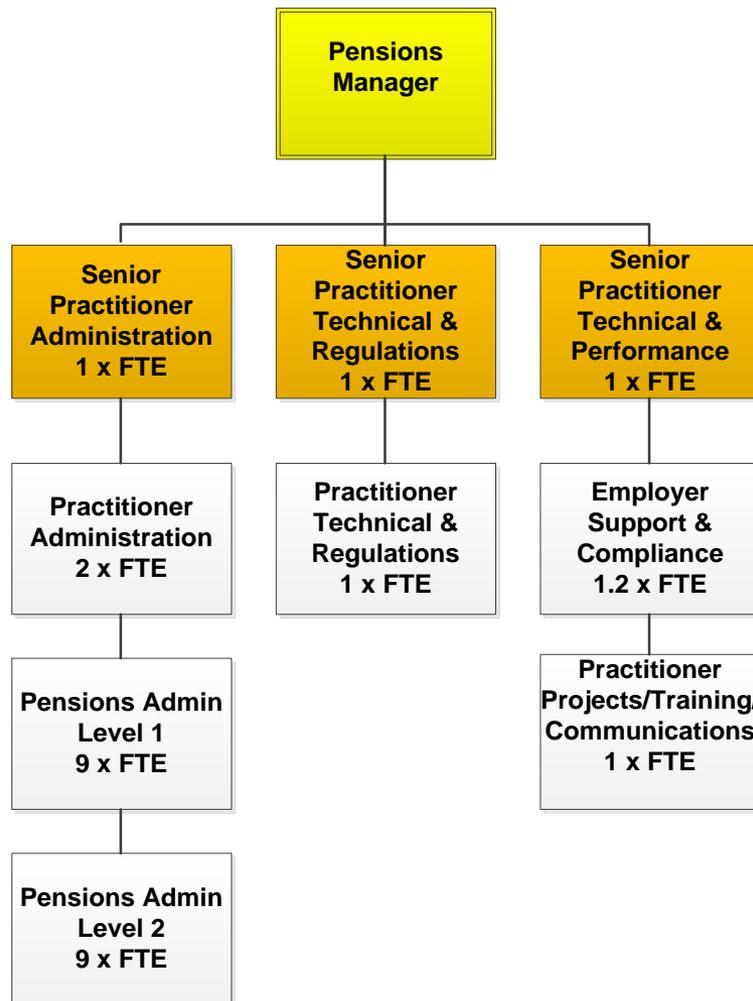
- Business Support Centre
- HR
- Health & Safety
- Occupational Health
- Workforce Planning











## **REPORT OF THE CHAIR OF THE CULTURE COMMITTEE**

### **FUTURE DIRECTION FOR CULTURAL SERVICES**

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

1. The purpose of this report is to seek approval of the document 'The Future Direction for Cultural Services 2017-2027', attached as **Appendix 1**, which sets out the Council's long term direction of travel for the provision of effective cultural services. Committee is also asked to agree that progress reports be presented to the Culture Committee annually.

#### **Information and Advice**

2. 'The Future Direction for Cultural Services 2017-2027' will be used as a key strategic document to:
  - underpin the continuing development of key cultural services such as Libraries, Archives, Arts and Adult Community Learning, Country Parks and the Green Estate and Sports Development
  - emphasise the County Council's continuing commitment to delivering and supporting strong and effective cultural services in Nottinghamshire
  - support efforts to attract investment to the cultural sector in Nottinghamshire
  - further develop joint work with key cultural service partners to maximise the range of cultural opportunities available to local people and visitors.
3. It sets out the long term direction of travel for the Council's cultural offer, with a specific focus in the short and medium term on embedding the new commissioning arrangements and responding to the recently published Government's Culture White Paper and 'Libraries Deliver: Ambition for Public Libraries in England 2016 to 2021'. The document shall provide a high level framework for a number of more detailed service specific plans, which underpin the work of those services that contribute to the delivery of cultural services across Nottinghamshire.

#### **Other Options Considered**

4. No other options have been considered.

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

5. The Council's current Strategic Plan continues to highlight the importance of a cultural offer. This document provides the framework for this.

## **Statutory and Policy Implications**

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

## **Financial Implications**

7. The development of The Future Direction for Cultural Services 2017-2027 has been delivered within the financial resources available to the Council.

## **RECOMMENDATION/S**

That the Committee:

- 1) approves the document 'The Future Direction for Cultural Services 2017-2027', attached as **Appendix 1**
- 2) agrees that progress reports be presented to the Culture Committee annually.

**Councillor John Knight**  
**Chair of the Culture Committee**

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

Mark Croston  
Cultural Services Commissioning Manager  
T: 07941697839  
E: mark.croston@nottsc.gov.uk

## **Constitutional Comments (SMG 06/02/17)**

8. The proposals set out in this Report fall within the remit of this Committee.

## **Financial Comments (TMR 30/01/17)**

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

## **Background Papers and Published Documents**

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

Culture White Paper (Department for Culture, Media & Sport, March 2016)

Libraries Deliver: Ambition for Public Libraries in England 2016 to 2021 (Department for Culture, Media & Sport, December 2016)

The purpose of this report is to Review and refresh of the County Council Cultural Strategy for Nottinghamshire – report to Culture Committee on 6 September 2016.

Future direction for Cultural Services – report to Culture Committee on 24 January 2017.

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

All.

C0930





Nottinghamshire  
County Council



FUTURE DIRECTION FOR  
**CULTURAL  
SERVICES**

2017-2027

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# FOREWORD

I am delighted to introduce this vision statement for Nottinghamshire County Council’s Cultural Services.

Culture is a passion of mine, in all its forms, and it is close to the hearts of many of our residents and visitors. We live in challenging economic times, however local people remain entitled to access a wide range of cultural provision secured by the County Council and its partners. This new document represents the Council’s cultural offer and also sets out in broad terms what the County Council, in conjunction with its partners, can do to enhance and develop its offer.

Our cultural services have a critical role to play in the wider services that the County Council provides. It is, therefore, important to note the beneficial impact our cultural offering has on children and young people, adults and elderly people in care, community safety and our work to develop local communities.

Nottinghamshire has a number of unique cultural selling points that deserve widespread promotion and recognition. Nottinghamshire is the Sporting County, an epithet that is well deserved in the light of the recent sporting achievements of many Nottinghamshire based Olympic athletes. At Holme Pierrepont we are proud to provide the home of the National Watersports Centre, a facility and country park that is something we can all be proud of.

Our Libraries, Archives and Information Service (now operating as Inspire, a new charitable company that

is providing an innovative approach to meeting the financial challenges faced by many libraries services) is one of the biggest and most successful in the country, and the Council continues to make significant investment into modernising our library buildings to make them fit for purpose and sustainable. Our libraries aim to be vibrant community centres that provide a modern reading, information, heritage, learning and cultural focus to each of their localities. And through Inspire we are continuing to support high quality community arts activity.

Our Country Parks and Green Estate Service includes the two most visited sites in the East Midlands – Rufford and Sherwood – one a scheduled ancient monument, the other critical as a National Nature Reserve, the fourth most important site of its kind in the UK and Sherwood is home to the county’s most internationally famous son – Robin Hood.

In conclusion, we provide a fantastic range of cultural opportunities in Nottinghamshire. I encourage all of you to enjoy them to the full and to support our vision for strong, vibrant and sustainable cultural services.



**Cllr John Knight**  
Chair, Culture Committee,  
Nottinghamshire County Council



## PURPOSE

This document sets out a clear, coherent and comprehensive overview of why Nottinghamshire County Council provides and supports, both directly and indirectly, a range of cultural services for the people of Nottinghamshire

It sets out the long term direction of travel for our cultural and related services. It provides a high level framework for a number of more detailed, service specific plans that underpin the work of those services that contribute to the delivery of cultural services in Nottinghamshire.

In recent years we have adopted an innovative commissioning approach for the delivery of our Cultural Services. In doing so, we have significantly reduced the costs associated with managing our services whilst securing investment and improvements to our facilities, the customer experience and, significantly, to the long term sustainability of some of Nottinghamshire's most treasured assets.

### In doing so we are addressing:

- The continuing budgetary pressure placed on all County Councils services and the different approach we now have to delivering services.
- The need to ensure our Cultural Offer is sustainable and is able to develop and evolve over the coming years.
- How our cultural services make a significant contribution to the wider priorities of the Council.

### We will use the document to:

- Underpin the continuing development of our key cultural services.
- Emphasise the County Council's continuing commitment to delivering and supporting strong and effective cultural services in Nottinghamshire.
- Support our efforts to attract investment to the cultural sector in Nottinghamshire.
- Further develop our joint work with key cultural service partners to maximise the range of cultural opportunities available to local people and visitors.

### What will this approach achieve?

- People in Nottinghamshire will be happier and healthier because of the lives they lead, with culture playing a central role. They will have improved physical and mental wellbeing.
- Nottinghamshire's communities will be stronger and safer because of culture's role in enhancing relationships and social networks within communities.
- People in Nottinghamshire will be able to access a wide range of cultural opportunities that will support their ability to achieve their learning, sporting, artistic, vocational and personal potential.

# THE VALUE OF CULTURE

The recently published white paper on Culture, [www.gov.uk/government/publications/culture-white-paper](http://www.gov.uk/government/publications/culture-white-paper) the first in 50 years, sets out how the Government will support our cultural sectors over the coming years and how culture will play an active role in building a fairer and more prosperous nation that takes a lead on the international stage.

Culture no longer simply means being familiar with a select list of works of art and architecture, but with the accumulated influence of creativity, the arts, sports, museums, galleries, libraries, archives and heritage upon all our lives. When we talk about our 'cultural impact sectors', we are referring to an extraordinary network of individuals and organisations, that together preserve, reflect and promote who we are, in all our rich diversity. There will always be an aesthetic aspect to culture in its many forms, but each community has its own culture – its own history, museums and traditions. In this global, interconnected economy, what is local and unique has a special value and should be supported and encouraged. We should no more dictate a community's culture than we should tell people what to create or how to create it. One role of local government is to enable great culture and creativity to flourish – and to ensure that everyone can have access. The cultural sectors are already an immensely important part of our local economy and society. We know that investment in culture not only has immense economic value; it also has a wide range of benefits that touch all our lives every day. We can see the difference that culture has on children's education, and we are beginning to

understand better the profound relationship between culture, health and wellbeing.

Everyone should have the chance to experience culture, participate in it, create it, and see their lives transformed by it. This document responds to the challenge of creating more cultural opportunities, particularly for those whose chance to experience culture is more limited.

This document assesses the challenges and opportunities ahead. It explains how we will help to secure the role of culture in our society, using it to inspire our young people, rejuvenate our communities. It addresses financial resilience and the need for partnership working across and beyond the cultural sectors. And it sets out how strong leadership can deliver this vision at a local level.

## Economic Impact

The national economic value of culture and the economic contribution of museums, galleries, libraries and the arts is in excess of £5.4 billion, representing 0.3 per cent of the total UK economy. This is up 59 per cent (in nominal terms) since 2010 – a massive increase compared to total economic growth of 16 per cent (nominal terms) over the same period. Heritage tourism accounts for 2% of GDP contributing £26 billion per year. The number of people employed in the cultural and creative sectors has been increasing since 2011 and now stands at 321,000. It is vital that the County Council embraces the intrinsic, social and economic benefits of culture and ensures that its services continue to contribute to this volume.

## The Benefits of Culture for the Individual

We recognise that culture is of benefit in and of itself. Cultural activity is worth supporting because it is at the centre of people's lives. Cultural activities, in whatever form, enrich the lives of their participants and of communities as a whole. Such activities, whether music, literature, dance, rugby or walks in country parks, allow people an outlet for their creativity and self-expression which they may not have through work or domestic duties. For the individual, they have a value beyond pure monetary and utilitarian measures.

We know that culture is about more than a list of activities and services. It is about the way people live their lives and the opportunities that can be created to give local people and visitors maximum opportunities to take part in as wide a range of cultural experiences as possible. Nottinghamshire County Council's cultural services, therefore, are very much focused on improving the quality of life of individuals and communities.

## For Communities

On a broader scale, the delivery of cultural services is an integral element in improving the quality of life of Nottinghamshire's communities and helping to tackle social, regeneration, economic development, health and other issues. For example, cultural activity makes a significant contribution to informal learning and

developing practical and social skills. It also builds self-confidence and teamwork. This is an essential component of regeneration. Present day culture embraces the historic environment of the County. Its buildings, landscape and settlements, created through cultural and social change, reflect the culture of the County and, in particular, express its distinctiveness.

## The Impact of Culture

- A significant contribution to health and wellbeing – through support to the ageing population, looked after children, loneliness, supporting older people to stay active, independent and away from social care.
- Economic growth through increased visitor numbers, more tourists to the County, more employment opportunities for our residents and more efficiently run services.
- Inspiring everyone to take part, get involved and feel part of a wider community, taking pride in their local area, facility, services and people.
- Children and young people become more engaged with the culture and history of the County and develop the skills and knowledge to become better citizens and equally reduce the frequency of anti-social or disruptive behaviours.

# OUR DEVELOPING CULTURAL OFFER

Below are some examples of how our cultural services are responding to the twin demands of improvement and cost reduction

## Rufford Abbey Country Park

In 2017 we established a partnership with Parkwood Leisure to develop and manage the commercial offer at Rufford, achieving a reduction in running costs and major improvements to the facilities and services provided.



## Holme Pierrepont Country Park home of the National Watersports Centre

We established a partnership with Serco Leisure in 2013 to develop and manage this iconic site, achieving a reduction in running costs and major improvements to the facilities and services provided.

## Inspire

Inspire is an innovative new cultural organisation launched by Nottinghamshire County Council in 2016. It is a Community Benefit Society that is dedicated to inspiring people to grow, learn and achieve.

**Inspire provide the following services on behalf of the Council:**

- Public Libraries • Archives • Arts • Instrumental Music Teaching in Schools • Community Learning and Skills Service •
- Nottinghamshire Music Hub • Education Library Service •



## Nottinghamshire Sports Development

We have established a partnership with Sport Nottinghamshire, the County Sport Partnership, which has seen us protect and develop our overall sport support offer, particularly for disadvantaged people and communities.





## THE ROLE OF THE COUNTY COUNCIL

The County Council is in a position to make a significant contribution to the development of cultural activities across the County. We have the power and resources to influence directly and indirectly an enormous and diverse range of provision, to lead new developments and coordinate implementation in the following ways:

- Partnerships with other public, voluntary and commercial operators – we will continuously seek to strengthen existing partnerships and new partnerships to enhance our cultural offer.
- Grant aid and other forms of financial support to independent organisations – we will continue to proactively source any new funding and inward investment opportunities that would benefit our cultural services.
- We will provide specialist advice and guidance where appropriate to support the development and management of facilities
- Providing economic development and business support – we will ensure our partnerships benefit from wider Council influence and support where appropriate.
- We will fulfil our statutory and legal duties relating to public libraries and archive services and continue to strive for excellence.
- Through transport planning, public transport provision, highways management and visitor signage we will support the provision of our cultural offer and any future service developments.
- We will utilise the Council's wider influence and resources to support event promotion, marketing and public relations.

# OUR GOALS

## Quality

- We will aspire to achieve quality and excellence in the cultural life of Nottinghamshire.
- Residents and visitors will be able to have meaningful and extraordinary cultural experiences.
- Our cultural offer will have a 'wow' factor – whatever its scale.
- We will innovate, surprise, delight and challenge audiences.
- Our cultural programmes will reflect the diversity and character of the County and its people.
- We will provide good value for money for stakeholders and participants.

## A Reading County

- We will inspire reading for all
- Reading interventions, like Bookstart and Summer Reading Challenge will be accessible to all Nottinghamshire children.
- Literacy rates will be improved through libraries and adult learning programmes.
- ALL children have access to a library card
- Reading for pleasure and its positive outcomes will be promoted.
- Reading will be a key part of cultural and community life.
- Access to reading services will not be limited by income.
- Schools will have access to Educational Library Services.

## Supporting Creativity

- Creative people and groups thrive in the County.
- There will be good networks between arts practitioners and the public and business sectors, to enable strategic approaches to planning and to attracting investment.
- There will be multiple and varied opportunities for creative work to be showcased in the County.
- Mentoring and training opportunities will be available to artists and creative businesses.
- Creative individuals and groups will be supported to develop funding applications and business proposals.

## Participation and Inclusion

- More people will be involved in cultural activities as audience, participants and creative producers.
- Culture will be inclusive and will attract and develop new audiences.
- People will have opportunities to engage in a wide range of activities.
- People will have opportunities to shape and participate in creative activities.
- Communities will be able to come together in cultural activities which are relevant to them. People will feel that the cultural life of the County is important to them, their families and their communities.
- People will be able to find out easily about the cultural opportunities that are available.





## RESOURCE, MONITORING AND REVIEW

The level of resources that will be directed to supporting the delivery of our overall cultural offer will be determined within the Council's budget setting process. Much of the activity involved in delivering this work will be through cross agency working and the more effective use of partnerships and collective resources. The County Council will work together with other partners and funders to invest in the future of Nottinghamshire, ensuring that maximum benefit is achieved from our combined efforts and resources. This will include more strategic external fundraising to take advantage of existing and future national and regional funding programmes.

Our services cannot be fixed in stone, and will change and develop over the coming years. Services will evolve whilst partnerships between public, private, and voluntary organisations and individuals will continue to be forged for the benefit of the people of Nottinghamshire. The oversight of our cultural services and our approach to delivery rest with the Council's Culture Committee. The Committee will receive reports and be updated annually on how work is progressing.



FOR MORE  
INFORMATION  
PLEASE CONTACT

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**REPORT OF THE CHAIR OF THE CHILDREN AND YOUNG PEOPLE'S  
COMMITTEE**

**UNDER-16 HOME TO SCHOOL TRANSPORT POLICY AND POST-16  
TRANSPORT POLICY - 2017/18 ACADEMIC YEAR**

**Purpose of the Report**

1. The purpose of this report is to seek approval of the County Council's proposed Under-16 Home to School Transport Policy and Post-16 Transport Policy for the academic year 2017/18.

**Information and Advice**

2. Nottinghamshire County Council is required to publish its Under-16 Home to School Transport Policy and Post-16 Transport Policy in accordance with the Education and Inspections Act 2006, which built on provisions in the Education Act 1996. If amendments are proposed, these must be subject to consultation and the agreed new policies published by 31 May each year. Copies of the proposed policies for 2017/18 academic year are attached as **Appendices 1 and 2**.

**Under-16 Home to School Transport Policy 2017/18 academic year**

3. The Under-16 Home to School Transport Policy sets out the County Council's provision of school transport services and travel assistance for pupils aged 4-16 years in relation to qualifying criteria and processes as follows:
  - eligibility for travel assistance
  - how parents/carers may apply
  - how decisions are made
  - the type of assistance that may be available
  - how parents/carers may appeal against decisions they are unhappy with.
4. It is proposed to make one amendment to the Under-16 Home to School Transport Policy for the 2017/18 academic year, to increase the charge to replace a lost travel pass from £5 to £10. This charge more accurately reflects the cost of producing a replacement pass and brings it into line with the charge for producing replacement passes for disabled and elderly travellers, e.g. English National Concessionary Travel Scheme.

## **Post-16 Transport Policy 2017/18 Academic Year**

5. The Post-16 Transport Policy consists of a travel scheme which aims to enable post-16 students to access education. The scheme is available to all Nottinghamshire County residents who meet the qualifying criteria. Where the County Council determines that a student has a special transport need, transport will be provided.
6. It is not proposed to make any amendments to the Under-16 Home to School Transport Policy for the 2017/18 academic year. However, in accordance with Government guidelines, the policy document has been expanded into a statement which, in addition to the policy, contains details of transport arrangements made by schools and colleges, and discounts/concessions available from local transport providers.

## **Other Options Considered**

7. None.

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

8. It is a requirement that the local authority reviews the Under-16 Home to School Transport Policy and the Post-16 Transport Policy each year, although it is not a requirement to make any changes to the policies if it is not felt necessary to do so. The two policies have been reviewed and they meet the statutory requirements of the local authority to provide transport to pupils and students in Nottinghamshire.

## **Statutory and Policy Implications**

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

## **Implications for Service Users**

10. It is anticipated that the effects, if any, of these recommendations on service users will not be significant in the 2017/18 academic year.

## **Financial Implications**

11. There are no anticipated additional costs relating to the proposal not to make any significant changes to the Under-16 Home to School Transport Policy and the Post-16 Transport Policy.

## **Human Rights Implications**

12. The provisions of the Equality Act 2010 and the European Convention on Human Rights are recognised throughout and in particular in sections relating to Special Educational Needs and Disability.

## **RECOMMENDATION/S**

That:

- 1) the Committee approves the proposed Under-16 Home to School Transport Policy and the Post-16 Transport Policy for the 2017/18 academic year.

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

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## **Constitutional Comments (SMG 06/03/17)**

13. The proposal set out in this report fall within the remit of this Committee.

## **Financial Comments (SS 07/03/17)**

14. The financial implications of this report are contained within paragraph 11 above.

## **Background Papers and Published Documents**

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

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

All.

C0960





**UNDER-16 HOME TO SCHOOL  
TRANSPORT POLICY**

**2017/18 ACADEMIC YEAR**

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## **ABBREVIATIONS AND ACRONYMS**

CFCS – Children, Families and Cultural Services

EHCP – Education, Health and Care Plan

ICDS – Integrated Children’s Disability Service

ITT – Independent Travel Training

Parents/carers – Includes single parent/carer and child guardian(s)

SEN – Special Educational Needs

SEND – Special Educational Needs and Disability

TTS – Nottinghamshire Transport and Travel Services

## 1. INTRODUCTION

This policy sets out Nottinghamshire County Council's provision of school transport services and travel assistance for school aged pupils. It sets out the criteria for eligibility for travel assistance, how parents/carers may apply, how decisions are made, the type of assistance that may be available and how parents/carers may appeal against decisions they are unhappy with.

The Home to School Transport policy of Nottinghamshire County Council will operate within the aims and objectives of the County Council's Strategic Plan and the Children, Families and Cultural Services Plan and ensures that the Council fulfils its statutory obligations for transporting pupils to school. However, it is still the legal responsibility of parents/carers to ensure the attendance at school of their children who are of compulsory school age.

Within this context, the aim of the policy is to provide a quality transport service as efficiently and economically as possible, designed to ensure that pupils get to school within a reasonable time and travel in a safe and stress free environment. The policy will have regard to the school admission arrangements within the County.

This policy can be viewed in conjunction with the following;

- Nottinghamshire Strategic plan 2014–2018  
[www.nottinghamshire.gov.uk/council-and-democracy/plans-policies-and-assessments/council-plans-and-policies/strategic-plan-2014-2018](http://www.nottinghamshire.gov.uk/council-and-democracy/plans-policies-and-assessments/council-plans-and-policies/strategic-plan-2014-2018)
- Nottinghamshire Sustainable School Travel Strategy 2015  
[www.nottinghamshire.gov.uk/learning/schools/schooltravel](http://www.nottinghamshire.gov.uk/learning/schools/schooltravel)
- Nottinghamshire Post-16 Transport Policy 2017/18 academic year  
[www.nottinghamshire.gov.uk/learning/schools/schooltravel/post-16-travel-assistance](http://www.nottinghamshire.gov.uk/learning/schools/schooltravel/post-16-travel-assistance)

This policy is compliant with the duties and powers of local authorities set out in the Education Act 1996 and the Education and Inspections Act 2006. It applies to all admissions to schools on and after 1 September 2017

## **TRAVEL ASSISTANCE TO QUALIFYING SCHOOLS**

### **2.1 Entitlements to Home to School Transport**

The offer of a school place does not give a guarantee of home to school transport assistance from the Council. Parents/carers have a right to express a preference for a school other than their catchment school (see part 7.2). This is commonly known as a preferred school. However this does not automatically carry with it the right to assistance with home to school transport.

In Nottinghamshire, provision is made for eligible pupils attending their catchment or nearest available school. In addition to this, the Council provides additional support to low income families. Schedule 35B of the Education Act 1996 (inserted by the Education and Inspections Act) includes an extension of rights to free school travel arrangements for pupils in low income groups, i.e. those entitled to free school meals and those whose families are in receipt of maximum level of Working Tax Credit.

### **2.2 Summary of entitlements**

#### **2.2.1 Pupils aged four years old in full time education**

Pupils aged four years old in full time statutory education are entitled to free transport to their nearest qualifying (catchment area) school from the start of the academic year in which they become five, if that school is two miles or more from home. Free transport to a preferred school is only available if that school is two miles or more from home and closer than the catchment area school

#### **2.2.2 Pupils Aged 5–7 years**

Pupils of compulsory school age who are under the age of eight are entitled to free transport to their nearest qualifying (catchment area) school if it is two miles or more from home. Free transport to a preferred school is only available if that school is two miles or more from home and closer than the catchment area school

#### **2.2.3 Pupils aged 8–11 years**

Pupils aged between eight and eleven are entitled to free transport to their nearest qualifying (catchment area) school if it is three miles or more from home. Free transport to a preferred school is only available if that school is three miles or more from home and closer than the catchment area school

#### **2.2.4 Pupils aged 11–16 years**

Pupils of secondary school age 11–16 are entitled to free transport to their nearest qualifying (catchment) school if that school is three miles or more from home. Free transport to a preferred school is only available if that school is three miles or more from home and closer than the catchment area school

#### 2.2.5 Pupils aged 8–11 years in low income groups

Pupils aged between eight and eleven from low income families are entitled to free transport to their nearest qualifying (catchment area) school if that school is two miles or more from home. Free transport to a preferred school is only available if that school is two miles or more from home and closer than the catchment area school

#### 2.2.6 Pupils aged 11 – 16 years in low income groups

Pupils of secondary school age from low income families are entitled to free transport to one of the three nearest qualifying schools (catchment or preferred) between two and six miles from their home

#### 2.2.7 Pupils aged 5 – 11 attending schools on grounds of religion or belief

Pupils of primary school age from low income families attending the nearest suitable school preferred on grounds of religion or belief are eligible for free transport where the school is between two and 20 miles from their home (see section 5.4.4 for details.)

Pupils of primary school age attending the nearest suitable school preferred on grounds of religion or belief but not eligible for free transport are eligible for subsidised transport where the school is between two and 20 miles from their home (see section 5.4.4 for details)

#### 2.2.8 Pupils aged 11 – 16 attending schools on grounds of religion or belief

Pupils of secondary school age from low income families attending the nearest suitable school preferred on grounds of religion or belief are eligible for free transport where the school is between two and 25 miles from their home (see section 5.4.4 for details)

Pupils of secondary school age attending the nearest suitable school preferred on grounds of religion or belief but not eligible for free transport are eligible for subsidised transport where the school is between two and 25 miles from their home (see section 5.4.4 for details)

#### 2.2.9 Transport eligibility when school year repeated

Pupils who would ordinarily be eligible for transport support and who repeat a year in school will retain that transport eligibility whilst in that particular phase of education

#### 2.2.10 Travel Assistance to Preferred Schools

Parents/carers have the right to express a preference for a school other than the catchment area school and this is known as a 'preferred school.' School age pupils up to seven years of age, attending a preferred school, will be

eligible for free transport if that school is two miles or more from home and closer than the catchment area school. Pupils aged 8–16 will be eligible for free transport if that school is three miles or more from home and closer than the catchment area school. The Home to School Transport Policy does not make any additional free travel provision for pupils to attend preferred schools.

A discretionary travel scheme for secondary age pupils attending a preferred school was in operation from September 2011 until August 2014. The roll-out of the scheme has now ceased. Qualifying children and young people currently within the scheme will continue to benefit from free travel until they reach the end of Year 11

#### 2.2.11 Cases where there will not normally be an entitlement to transport:

1. To access breakfast or after-school clubs, including out of school activities
2. To work experience, taster or open days, or transition visits
3. To provision off the school site organised by the school
4. For transfers between educational establishments during the school day
5. To and from temporary addresses, including friends and child minders, where these arrangements are made by the family
6. To and from medical appointments
7. Following detention
8. At times to suit the convenience of family arrangements
9. At times when other siblings in the family have to be taken to other schools
10. For late arrival or early departure, for example due to illness or medical appointments
11. For shorter than normal days e.g. during the exam season
12. For a child whose level of attendance is a cause of concern, but for whom no eligibility criteria are met
13. For students on exchange visits
14. Where the behaviour of a young person is not acceptable to the driver of the vehicle and places other travellers at risk. In these circumstances parents will be required to make alternative arrangements.

### **3. ADDITIONAL TRAVEL ARRANGEMENTS AND ENTITLEMENTS**

#### **3.1 Pupils with Special Educational Needs and Disabilities**

See Appendix A

#### **3.2 Children looked after by Nottinghamshire County Council**

See Appendix B

### **3.3 Pupils not on a school roll**

Pupils not on a school roll whose education is the responsibility of the County Council, either through a permanent exclusion or other circumstances, will have an alternative provision placement commissioned by the County Council. In these cases this placement will be classed as their designated school and the criteria for transport eligibility in Section 2 of this policy will apply.

### **3.4 Long fixed-term exclusions**

For fixed-term exclusions beyond five days the school governing body is responsible for arranging full-time education provision. The County Council is responsible for meeting any resulting transport costs, e.g. if the pupil receives education at an alternative school site/learning centre.

### **3.5 Admission of pupils aged under 16 to Colleges of Further Education (CFE)**

Where a pupil of statutory school age attends a College of Further Education, travel assistance will only be considered where the County Council determines that the college should be treated as the qualifying institution. The criteria for transport eligibility in Section 2 of this policy will apply.

If the pupil's previous school has directed the attendance at a CFE, then that school is expected to pay travel costs.

Placements determined by the school or parents/carers will be treated as preference decisions and no assistance will be offered by the County Council.

Applications for travel assistance should be sent to TTS.

### **3.6 Travel entitlements for pupils identified with Social, Emotional and Mental Health needs (SEMH)**

See Appendix C

## **4. DISCRETIONARY PROVISION AND EXEMPTIONS FROM POLICY**

### **4.1 Moving home and temporary accommodation**

A pupil attending the qualifying secondary school who moves in the last two years of their compulsory secondary education will continue to receive assistance if they remain at this school. The criteria for transport eligibility in Section 2 of this policy will apply, but will be restricted to a maximum travelling distance of eight miles or 45 minutes travelling time between the home and school.

Where parents/carers insist on a child attending a school to which the journey time exceeds these limits, the County Council will not be responsible for making, or meeting the cost of, travel arrangements.

The last year(s) of education will be deemed to begin on 1 September of the year in question. Therefore those who move during the summer holidays before 1 September will not receive assistance.

Children of families who have to move into temporary accommodation for reasons outside their control may be eligible for travel assistance to the original qualifying school for up to a maximum of six months from the time of the move. Assistance will be restricted to a maximum travelling distance of 25 miles and travelling time of 75 minutes.

Assistance is not provided where parents/carers go abroad for extended periods and their children are cared for at an alternative address.

#### **4.2 Managed moves**

Where, following a managed move, a pupil is admitted to an alternative school, then, subject to the advice of the Authorising Officer, the school shall be regarded as the qualifying (designated) school for determining travel assistance. In normal circumstances, the Authorising Officer should pursue placement at the nearest qualifying school to the home address. A suitable school would be the nearest one at which the pupil could continue his/her education, removed from any influences which could jeopardise his/her chance of success. If the parent/carer elects to send their child to an alternative school, that school will be treated as a preferred school for travel assistance purposes unless it is closer than the school designated by the Authorising Officer and is over the walking distance.

#### **4.3 Bullying**

Some parents/carers change their child's school on the grounds of bullying in the qualifying school. The new school will normally be regarded as a preferred school with regard to travel assistance arrangements. In exceptional circumstances where there is evidence that a supported move has been agreed by the County Council, the Authorising Officer may deem that the new school attended will be considered to be the qualifying school for travel assistance purposes, providing it is the nearest suitable school.

A suitable school would be the nearest one at which the pupil could continue his/her education, removed from any influences which could jeopardise his/her chance of success. If the pupil was originally in a preferred school, then the new school would still be classed as preferred for travel assistance purposes, unless it is the qualifying school for the home address.

#### **4.4 Single parents/carers and dual parental homes**

No exemptions from the standard assessment criteria will be given to children with only one parent/carer.

For children whose parents/carers no longer live at the same address, it must be decided by the parents/carers which home is their chosen address for

travel assistance purposes. This will normally be the address at which the child spends three or more school nights (Sunday–Thursday). Assistance to both homes will not be provided.

#### **4.5 Pupils on exchange visits**

Travel assistance is not available for pupils on exchange visits and parents/carers of the receiving family are responsible for any transport arrangements for the journey to and from the school/college.

However, authorisation may be given by TTS for pupils on exchange visits to travel on contracted services where seats are available. Head teachers must first establish whether there are seats available by contacting TTS who will advise accordingly. If authorisation is given, a temporary travel permit (TA10) will be issued. The head teacher should submit a list of pupils' names and visiting addresses to TTS. A charge will be made to exchange visit pupils who are allowed a place on a contract service.

#### **4.6 Post-16 students**

Students enrolling at a school sixth form or a college of further education may take advantage of subsidised fares under the Nottinghamshire Post-16 Transport Policy, which can be found at:

[www.nottinghamshire.gov.uk/learning/schools/schooltravel/post-16-travel-assistance](http://www.nottinghamshire.gov.uk/learning/schools/schooltravel/post-16-travel-assistance)

### **5. PROVISION OF TRAVEL ARRANGEMENTS**

#### **5.1 Measuring the statutory distances**

In most cases distances are measured from the home address to school, gate to gate, using the shortest available walking route. Walking routes and availability of walking routes are defined in part 7.7.

In the case of low income groups the minimum statutory distances are measured by using the shortest available walking route. Distances above that are measured by using the nearest route accessible by a vehicle.

Where there is a change to the walking route (i.e. the building of a new road or path), which brings the home to school distance within the prescribed distance, pupils will no longer be entitled to free transport. This change will affect all children after parents/carers have been provided with a reasonable period of notice, normally one term.

## **5.2 Walking distance exemptions**

In some circumstances pupils living within the available walking distance limits and attending the qualifying school may be eligible for free travel. The circumstances in which free travel may be considered are:

### **5.2.1 Special Transport Needs**

The pupil has a special transport need that requires the provision of transport for them to access and attend school. The special transport need is assessed by the County Council, drawing upon medical and other professional advice, as required. A special transport need may arise where the pupil:

- Lives within the walking distance but is unable to walk or travel safely to school accompanied by a parent/carer.
- Is unable to use public transport when accompanied by a parent/carer.

### **5.2.2 Medical Grounds**

Transport may be provided for pupils who meet the eligibility criteria in Section 2 of this policy and who are temporarily incapacitated and unable to walk to or from school.

Parents/carers should complete form MTA1 and submit it with a certificate or letter from the hospital or their family doctor stating that the child requires the provision of transport to enable them to access school. The authorisation should state specifically why the child is unable to travel to school accompanied by their parent/carer and for how long the assistance is required.

### **5.2.3 Disability of parents/carers**

Parents/carers are expected to take reasonable steps to ensure their child gets to school. Travel assistance may be considered where the parent/carer has a disability which prevents them from doing this. Parents/carers should obtain a certificate or letter from the hospital or their family doctor stating specifically why they are unable to accompany their child to school.

### **5.2.4 Exceptional Circumstances**

Exceptional circumstances will be determined on a case by case basis by the Transport Policy and Engagement team in TTS

## **5.3 Home to bus stop/bus stop to school walking distance**

Pick-up and set-down points are made as near to home and school as possible bearing in mind road safety issues and the length/time of the journey. Pupils are expected to walk up to one mile from door to bus stop or from bus stop to school, or a combination of distances totalling not more than one mile in either direction each day. Pupils may be exempted from this on the

recommendation of the family doctor, other appropriate medical professional or educational specialist.

No dispensation will be made for parents/carers who are working at the time their children travel to and from school. Parents/carers are expected to make other suitable arrangements for someone else to accompany their children as necessary.

## **5.4 Types of travel assistance**

The aim of the policy is achieve best value in providing a quality transport service as efficiently and economically as possible, designed to ensure that pupils get to school within a reasonable time and travel in a safe and stress free environment.

The County Council provides for a return journey to/from home to school/college at the beginning and end of each official school/college day. Part 2.2.11 sets out instances when transport will not normally be provided.

Arrangements for travel assistance may take one of the following forms:

### **5.4.1 Free pass**

A free travel pass will be issued where pupils qualify for free travel under the criteria in Section 2 of this policy. The pass will allow one return journey on school days only, on specified services between specified points.

### **5.4.2 A discounted season pass**

If free travel is not an entitlement, but space is available on buses contracted by the County Council, a pass may be purchased by the parent/carer. The price of this pass is calculated from the published fares tables, with a discount applied. Where the season pass is for short distance travel to a qualifying school, the discounts are higher. In some cases TTS may be able to offer a season pass on commercially operated bus routes.

Please see Section 6.5 about withdrawal of bus services for fare paying passengers.

### **5.4.3 A grant in lieu of free travel**

In exceptional circumstances a grant will be given in lieu of a travel pass:

- If there are no suitable transport services available to the qualifying school, or if the distance from home to the nearest bus stop is greater than one mile by the shortest walking route, a grant equivalent to the 'public transport rate' is payable, provided that the pupil qualified for free travel in accordance with the walking distance criteria (see section 2)

- Grants will only be made where no local transport exists and/or where the grant payment provides best value for money for the County Council.
- The grant is based on the distance of two return trips per day using the 'public transport rate' as the basis of calculation. Distance is measured along the shortest route taken by the vehicle.
- A grant in lieu of free travel will only be backdated to the start of the academic year in which the application is made.
- A grant in lieu of a free pass will be given to only one member of a family at any one time, where a sibling is attending the same school or site. Where a sibling is attending a different school on a different site, a grant will be paid for the total mileage.
- If a 'preferred' school is both nearer than the qualifying school and over the walking distance the grant provision applies.

#### 5.4.4 Transport assistance for pupils attending a school on the grounds of religion or belief.

Assistance with transport will be by means of a travel pass at a subsidised rate to the nearest suitable school by school bus or local bus, tram or train service on payment of the appropriate contribution from parents/carers. These charges are subject to annual review.

The following detailed criteria will apply:

- A parent/carer and child adhere to the religion or belief.
- In the case of admission on denominational grounds, the transport application is counter-signed by the Head Teacher confirming that the application was on the grounds of religion or belief. In cases where the application is on grounds of other philosophy or belief (see section 7.6) the application must be verified by the Transport Policy Development Officer.
- The pupil lives over the qualifying walking distance.
- The pupil lives within an area defined by a radius (measured from school to home in a straight line) of 20 miles for primary pupils and 25 miles for secondary pupils.
- The pupil can travel within the maximum travelling time criteria, using the available transport services of 45 minutes for primary pupils and 75 minutes for secondary pupils. Journey time is assessed by calculating the door-to-door time by use of public transport or the equivalent time it would have taken where no public transport exists and includes any

journey time to a pick up point, waiting time for connections and walking time from set down point to school.

Children from low income families meeting the criteria above are exempted from charges if they are entitled to free school meals or their parents/carers are in receipt of maximum level Working Tax Credit.

Where a family has three or more siblings attending schools on denominational grounds (up to age 16) only the two youngest children will be subject to a charge.

## **5.5 Escorts**

Transport Policy Development Officer in consultation with TTS will undertake a risk assessment to determine whether it is necessary to provide escorts or other facilities (e.g. on-bus communication facilities) on any of the services provided.

## **5.6 Reviews of transport arrangements**

Transport arrangements are subject to regular review to take account of pupils joining and leaving school. In addition, there is a legal obligation that transport contracts are periodically re-tendered (generally every 2-3 years) to achieve Best Value

# **6. APPLYING FOR TRAVEL ASSISTANCE**

## **6.1 Applying for under-16 travel assistance**

Applications should be sent to Nottinghamshire Transport and Travel Services at Trent Bridge House.

All applications should be made on form TA1 which contains full details of travel assistance. Forms can be obtained from schools, Nottinghamshire Travel and Transport Services or a copy can be down loaded from the Nottinghamshire County Council Web Site, link given below.

[www.nottinghamshire.gov.uk/learning/schools/schooltravel](http://www.nottinghamshire.gov.uk/learning/schools/schooltravel)

Parents/carers should complete section 1 of the TA1 form. It must be stressed that applications for travel assistance made on behalf of secondary age pupils must be accompanied by a current photograph, as this is necessary for the travel pass.

If assistance is being sought on the grounds of religion or belief the form must be sent via the head teacher so that he/she can certify the form appropriately. The form should then be sent to TTS at Trent Bridge House for assessment of travel assistance.

Parents/carers will be notified in writing of the level of assistance awarded together with details of the relevant transport arrangements. If the application does not generate free travel, the opportunity to purchase a season ticket and its cost will be advised by TTS. Season passes can be purchased annually or in three instalments.

The travel pass will normally be sent to the home address or school.

Please see Section 6.5 about withdrawal of bus services for fare paying passengers.

## **6.2 Replacement passes**

An application for a replacement pass should be made by the school on form TA12. Replacement will be subject to an administration fee of £10.

An application for a replacement pass because the pass contains incorrect information should be sent with form TA13. The new pass will be issued free of charge.

An application for a pass to be changed to enable use on a different vehicle / boarding point should be sent with form TA13. Replacement will be subject to an administration fee of £10

## **6.3 Lost/stolen passes**

Passes that have been lost or stolen can be replaced on payment of an administration fee of £10. In the case of pupils eligible for free travel, a temporary pass (TA10) is available. For the replacement of passes not issued by TTS the full cost of replacement must be borne by the parents/carers, unless a locally arranged alternative scheme exists.

## **6.4 Provision and organisation of school transport services**

### **6.4.1 Provision of Services**

The arrangements for providing transport will be made in accordance with the requirements of the Education Acts 1996, 2002, the Education and Inspections Act 2006 and the Transport Acts 1985 and 2000.

The County Council will endeavour to ensure the safe movement of pupils and will coordinate exclusive school transport journeys and local bus services to ensure best value for money is achieved, in particular with respect to efficiency, effectiveness and economy (Transport Act 2000 s152).

### **6.4.2 Transport requirements**

TTS will determine the level of service, vehicle type and seating capacity requirements. A continuing review of the services provided will be made to ensure that the travel needs of pupils are adequately met. Services will be organised as appropriate allowing for:

- The regulations relating to the provision of passenger transport services.
- The school or college session times, provided that the appropriate statutory procedures required have been followed. Head teachers, Principals and Governing Bodies are requested to consult with the transport departments as soon as possible on proposed changes to session times, so that the effect of any change can be assessed. Advice will be given on whether the change can be accommodated within the transport network, the likely cost implications, and any subsequent effects on other establishments and the local community as a result of the change.
- The fact that it is desirable in the interests of safety and comfort to provide a seat for each pupil. Legislation permits children under 14 to be seated three to each double seat on buses not equipped with seat belts. This arrangement will only be used to cope with a marginal excess of numbers above the available seating capacity. Children who reach the age of 14 during a school year are deemed to be less than 14 years of age until the last day of August following their 14th birthday.
- The need to give appropriate notice to head teachers, parents/carers and other interested parties regarding proposed changes to the transport network.
- The need to monitor the services and deal with complaints as soon as possible to ensure that an efficient and reliable service is provided.
- Environmental and sustainability issues.
- Equal opportunities and social inclusion.

## **6.5 Withdrawal of bus services for fare paying passengers**

Subject to ensuring that statutory requirements are met in the most appropriate manner, no long term commitment is given by Nottinghamshire County Council to sustain transport for fare paying passengers. If spare places are required by pupils for whom there is a statutory responsibility, or should it no longer be necessary to provide the transport for statutory purposes, then fare payers' facilities may be withdrawn for which five days' notice will be given.

## **6.6 Information to schools, colleges and transport operators**

When appropriate, TTS will issue notes of guidance to all head teachers, regarding school transport services, which will provide information relating to school closures, accidents and poor operation. The guidance will also include information relating to transport operations for pupils with special educational needs.

When appropriate, notes of guidance will be issued to all transport operators by TTS to assist them in the operation of school transport services and the procedures for checking of travel passes and dealing with emergencies and behaviour.

## **6.7 Discipline on school transport services and misuse of travel passes**

### **6.7.1 Guidance**

Guidance notes to parents/carers and pupils are sent either on the issue of a travel pass or on admission to special schools. Transport operators are issued with guidelines regarding discipline on journeys but retain the right to refuse to transport any pupil who breaches the passenger service vehicle regulations regarding conduct of passengers.

The Education and Inspections Act requires head teachers to determine what measures should be taken to promote self-discipline among pupils and encourage positive behaviour and respect for others, including the prevention of bullying. Head teachers must make and publish rules and decide on penalties for unacceptable behaviour.

### **6.7.2 Procedures**

Except for serious incidents of indiscipline (which will be dealt with on an individual basis) the following procedures will normally apply:

- TTS, after consultation with the head teacher will advise parents/carers by direct contact or letter of the incident which occurred and issue a warning.
- If the problem continues a letter will be sent from TTS as appropriate advising parents/carers that the travel pass or transport facility will be withdrawn.
- In the event of further difficulties the travel pass (including free pass) or transport facility may be withdrawn for a period defined in a letter to the parents/carers. The parents/carers will be required to make their own transport arrangements during the suspension period. The transport operator will be informed of the action taken.

### **6.7.3 Misuse of passes**

If a pass is withdrawn by an operator because of misuse, the incident will be investigated and a report sought from the school or college. Pupils will be responsible for the payment of fares during the period a travel pass is withheld because of misuse. At the same time a letter will be sent by TTS informing parents/carers of the actions of the County Council.

#### 6.7.4 Boarding passes

In the event of disciplinary or capacity problems on a local bus service which conveys pupils who do not qualify for free travel, it may be considered necessary to introduce a condition that only pupils in possession of a boarding pass will be permitted to use the service.

A decision to introduce a boarding pass scheme will be made in consultation with the bus operator and head teacher.

Boarding passes for any new scheme will be produced by TTS and will be issued free of charge. Replacement passes will be dealt with under normal pass replacement procedures.

#### 6.7.5 Reimbursement for travel for pupils banned from the bus

Whilst it is the parents/carers responsibility to ensure school attendance during any ban, reimbursement of bus fares or expenses at the public transport rate may be available. Such requests should be referred to TTS.

### 6.8 Review of transport decisions

A parent/carer has the right to a review of a decision if they believe that the County Council has assessed their entitlement to free transport incorrectly.

#### **Stage one: officer review**

The request for review should be set out on form TA2, which specifies four categories

- the distance measurement in relation to the statutory walking distances;
- the safety of the route;
- the transport arrangements offered;
- their child's eligibility;

Stage one appeals against a transport decision will be considered independently from the original decision by the Transport Policy and Engagement Assistant. When a decision has been reached, the parent/carer will be sent a detailed written notification of the outcome of the review. This will explain the rationale for the decision reached and explain how, if they wish to do so, the parent /carer can request their case be taken to stage two of the appeal process.

## **Stage two: Transport Review Panel**

A parent/carer has 20 working days from receipt of the local authority's stage one written decision notification to make a written request for their case to be taken to stage two of the review process.

The Transport Review Panel members are independent of the original decision making process. This is to ensure an independent review taking into account the evidence provided by parent/carer, the home to school transport policy and any other exceptional information known by or presented to the Panel.

If a stage two appeal is unsuccessful, there is no further right of appeal within Nottinghamshire County Council. However if a parent/carer is dissatisfied with the way the appeal has been conducted they may complain to the Local Government Ombudsman. The Local Government Ombudsman has no statutory power to overturn the decision of the Panel but can draw the County Council's attention to any misadministration leading to injustice.

Should a review find in the parents/carers' favour, free travel will be backdated to when the original application was received by TTS or the start of the academic year in which the application is made, whichever is the latest.

## **7. DEFINITIONS**

### **7.1 Qualifying Schools**

- Community, foundation or voluntary schools
- Community or foundation special schools
- City Technology Colleges (CTC), City Colleges for the Technology of the Arts (CCTA)
- Academies
- Free Schools
- Independent non-maintained special schools

### **7.2 Catchment Area Schools**

Every address in Nottinghamshire is in a 'catchment area' for a school and that school is generally referred to as the qualifying school for pupils living within that area. The catchment area is defined by streets or areas, or in the case of some junior and secondary schools, by the catchment area of their "linked schools."

Schools may publish an alternative geographical area in their admissions literature as their catchment. This will not be considered by Nottinghamshire County Council when assessing home to school transport entitlements. Entitlements will be assessed on the basis of the catchment area as defined by Nottinghamshire County Council.

Information about identifying your catchment school can be down loaded from the Nottinghamshire County Council Web Site, link given below:

<http://www.nottinghamshire.gov.uk/findmynearest>

### **7.3 Coterminous and Overlapping Catchment Areas**

In the event of two or more schools having a coterminous or overlapping catchment area the nearer or nearest of the schools to the home address will be regarded as the designated catchment school for transport purposes.

### **7.4 Designated Schools**

Nottinghamshire County Council may designate a school other than the catchment or nearest school as the qualifying school. This may be done either through a Statement of Special Educational Needs, an Education, Health and Care Plan or by an Authorising Officer of the County Council.

### **7.5 Preferred Schools**

Parents/carers have the right to express a preference for a school other than the catchment area school and this is known as a “preferred school.”

### **7.6 Schools attended on the grounds of parents/carers religion or belief**

‘Religion’ means any religion, and ‘belief’ means any religious or philosophical belief. References to “religion or belief” include references to lack of religion or belief. It therefore follows that this duty covers all religions and denominations, as well as philosophical beliefs.

### **7.7 Walking Routes and Availability of Walking Routes**

The walking route is defined as the nearest available walking route between the home boundary gate and the nearest school gate. To be treated as a walking route the route must be available to be walked (accompanied as necessary by an adult) with reasonable safety – taking into account highway conditions only. Personal safety is a parental responsibility. TTS measures the distance involved and assesses availability against set criteria. Where statutory free travel is not automatically awarded an appeal process (TA2) exists and the case can be reassessed, at which time other factors may be taken into account (see part 6.8).

### **7.8 Low Income**

The Education and Inspections Act 2006 places a duty on local authorities to provide free transport for some of the most disadvantaged children, which is defined as those eligible for free school meals or whose parents/carers are in receipt of the maximum level of Working Tax Credit.

## Special Educational Needs and Disability Travel Policy

### 1. Legal Requirements and general responsibilities

- 1.1. The legal requirements relating to the general duty of a Local Authority to provide transport from home to school are contained within Section 509 of the Education Act 1996. The duty to consider the provision of free or assisted travel applies equally to pupils with or without Special Educational Needs (SEN) and Disabilities.
- 1.2. Some pupils with SEN and disabilities may require assistance with their travel to school. Wherever possible and appropriate, pupils with SEN and disabilities should be treated in the same way as those without, i.e. in general, they should walk to school, travel on public transport or be taken by their parents/carers. They should develop independent travel skills, which should be assessed at each annual review.
- 1.3. The County Council will determine the appropriate travel assistance provided in accordance with the eligibility criteria in Section 2 of the Home to School Transport Policy and the County Council's aim to provide best value.
- 1.4. Where pupils attend a school other than the catchment school as the qualifying (designated) school, travel assistance will be determined in accordance with Section 2 of the Home to School Transport Policy.
- 1.5. Where parents/carers choose to send their children to a preferred school, Section 2 of the Home to School Transport Policy will apply.
- 1.6. Travel assistance may be provided for a pre-school age child who has an Education, Health and Care Plan (EHCP). In such cases, assistance may be provided to nursery schools, nursery classes or units and pre-school playgroups.
- 1.7. Where special transport is provided this will normally be to and from a designated collection/drop off point located within one mile of the home address. A pick up and/or drop off at home will only be provided in exceptional circumstances; additional medical information may be required to support the request.
- 1.8. Where special transport is provided parents/carers are responsible for escorting their child to and from the vehicle at the designated collection/drop-off point. Where a parent/carer does not receive the child upon return from school, the child will be taken to a place of safety. Where a parent/carer consistently fails to deliver/receive their child at the pick-up/drop-off point at the agreed time, the provision of transport will be reviewed and may be withdrawn.

- 1.9. Home to school transport will only be provided at the beginning and end of the normal school day, except in exceptional circumstances
- 1.10. Transport arrangements are subject to regular review to take account of pupils joining and leaving school. In addition, there is a legal obligation that transport contracts are periodically re-tendered (generally every 2-3 years) to achieve Best Value

## **2. Qualification by distance from School**

- 2.1. The distance criteria described in Section 2 of the Home to School Transport Policy apply equally to pupils with and without SEN and disabilities. There are, however, a number of walking distance exemptions.
- 2.2. Pupils living within the appropriate walking distance limits and attending the qualifying/designated school may be eligible for travel assistance if:
  - The pupil has a special transport need that requires the provision of transport for them to access and attend school. The special transport need is assessed by the County Council, drawing upon medical and other professional advice, as required. A special transport need may arise where the pupil:
    - lives within the walking distance but is unable to walk/travel safely to school when accompanied by a parent/carer
    - is unable to use public transport when accompanied by a parent/carer
  - There may be exceptional circumstances which require the provision of special transport. The Transport Policy and Engagement Team will consider any exceptional circumstances in individual cases.

## **3. Escorts**

- 3.1 TTS will utilise the advice received from educational and medical professionals to determine whether it is necessary to provide an escort or other facilities.

## **4. Independent Travel Training (ITT)**

- 4.1 The County Council operates the TITAN (Travel Independence Training Across the Nation) and details of the programme can be obtained from:

[www.nottinghamshire.gov.uk/travelling/travel/itt/](http://www.nottinghamshire.gov.uk/travelling/travel/itt/)

All pupils/students will be enabled to undertake independent travel training unless they are assessed, by an officer of the Council and the pupil's school, as being unlikely to benefit from such training. Special transport provided by the County Council will not be available for pupils/students who are able but choose not to participate in the travel training programme.

Pupils/students who have successfully completed the ITT programme will be enabled to make their journey to school independently. Special transport will not be provided for these pupils/students unless their circumstances change significantly.

## **5. Residential Special Schools**

- 5.1. Where the County Council has placed a pupil in a residential special school over statutory walking distance, parents/carers may be reimbursed at public transport rate to transport their children to and from the school at mid and full-term holidays, or as determined by the pupil's EHCP. Weekly boarders will be provided with travel assistance at the beginning and end of each school week. Where parents/carers do not have access to transport, or where it is more cost effective, transport will be provided by the County Council.
- 5.2. Where pupils attend a residential special school on a 52 week placement, transport is not provided. If assistance with transport is required, the social care worker allocated to the family should be contacted.

## **6. Pupils Aged 16 and Under Attending Colleges or Alternative Provision**

- 6.1. For pupils aged 16 and under who attend college or other alternative educational provision on a full-time basis, eligibility for travel assistance will be assessed as follows:
  - If the placement has been made by a LA officer then travel assistance will be in accordance with Section 2 of the Home to School Transport Policy
  - If the placement is a parental choice, it is the responsibility of the parent/carer to provide transport.
  - If the pupils designated school has arranged educational provision off-site, the school will be responsible for arranging and funding any necessary travel.

## **7. Cases where there will not normally be an entitlement to transport**

1. To access breakfast or after-school clubs including out of school activities
2. To work experience, taster or open days, or transition visits
3. To provision off the school site organised by the school
4. For transfers between educational establishments during the school day
5. To and from temporary addresses including friends and child minders where these arrangements are made by the family
6. To and from medical appointments
7. Following detention
8. At times to suit the convenience of family arrangements
9. At times when other siblings in the family have to be taken to other schools
10. For late arrival or early departure, for example due to illness or medical appointments
11. For shorter than normal days e.g. during the exam season

12. For a child whose level of attendance is a cause of concern, but for whom no eligibility criteria are met
13. For students on exchange visits
14. Where the behaviour of a young person is not acceptable to the driver of the vehicle and places other travellers at risk. In these circumstances parents will be required to make alternative arrangements.

## **8. Short Breaks/Respite Care**

- 8.1. This is not covered by the Home to School Transport Policy. Transport requests should be made to Children's Social Care and Health.

## **9. Review of Transport Provision**

- 9.1. Transport provision will be reviewed annually to determine whether the basis for entitlement has changed and whether the current nature of travel assistance provided remains appropriate.

## **10. Review of Transport Decisions**

- 10.1 A parent/carer has the right to a review of a decision if they believe that the County Council has assessed their entitlement to free transport incorrectly.

### **Stage one: officer review**

The request for review should be set out in a letter or email. This will be considered by the Transport Policy and Engagement Officer, who is independent from the original decision process. When a decision has been reached, the parent/carer will be sent a detailed written notification of the outcome of the review. This will explain the rationale for the decision reached and explain how, if they wish to do so, the parent /carer can request their case be taken to stage two of the appeal process.

### **Stage two: Transport Appeal Panel review**

A parent has 20 working days from receipt of the local authority's stage one written decision notification to make a written request for their case to be taken to stage two of the review process.

The Transport Review Panel members are independent of the original decision making process to ensure a balance is achieved between meeting the needs of the parent/carer, pupil and the County Council.

If a stage two appeal is unsuccessful, there is no further right of appeal within Nottinghamshire County Council. However if a parent/carer is dissatisfied with the way the appeal has been conducted they may complain to the Local Government Ombudsman. The Local Government Ombudsman has no statutory power to overturn the decision of the Panel but can draw the County Council's attention to any misadministration leading to injustice.

Should a review find in the parents/carers' favour, free travel will be backdated to when the original application was received by TTS or the start of the academic year in which the application is made, whichever is the later.

FINAL DRAFT

**Protocol between relevant divisions in Children, Families and Cultural Services for the transportation of Looked After Children (LAC) to school**

1. This protocol has been established in order to clarify the procedure for arranging the transportation of pupils of school age when in the public care of Nottinghamshire County Council.
2. The protocol is required in order to clarify the funding implications of a change of care placement. The aim is to ensure that continuity of school placement can be supported by sharing the cost (50/50) of transporting the pupil to school, between council services, i.e.: Children's Social Care and the Home to School Transport Policy budget.
3. Transport will normally be provided by foster carers or residential staff, who will be reimbursed (50/50). If appropriate, a bus pass will be arranged. If neither of these is possible transport will be arranged.
4. Children's Social Care responsibility for transport for a LAC when moving care arrangements is as follows:
  - To inform the Transport Policy and Engagement Assistant as soon as possible of the new care arrangements by completing a Looked After Child Home to School Transport 50/50 Transport Request Form
  - To monitor the care arrangements for the child
  - To make short term interim arrangements for transport, if necessary, as it can sometimes take up to 20 working days and sometimes longer dependant on contract requirements for the necessary long term arrangements to be made.
  - To inform the Transport Policy and Engagement Assistant of any subsequent changes to care arrangements by completing a Looked After Child 50/50 Transport Request Form
  - To try to reduce the number of moves of care for individual children
5. Transport and Travel Services' responsibility for transport for a LAC when moving care arrangements are as follows:
  - To assess the transport required for the pupil in conjunction with the Home to School Transport Policy.
  - To make permanent arrangements to transport the pupil to school if the care address is further than the statutory walking distance from school, i.e.
    - Two miles if the pupil is under eight years of age
    - Three miles if the pupil is eight years of age or over

- To agree with Children's Social Care a duration for travel assistance and reassessment timescale.
  - To aim to keep the transport arrangement delays to a minimum
6. Transport and Travel Services will set up the transport contract for the child and will make the necessary 50/50 funding arrangements between Children's Social Care and Transport and Travel Services for budget purposes.
  7. If a school is chosen by carers during a long term placement then entitlement to travel assistance will be assessed as per the home to school transport policy. If there is no entitlement, home to school transport will not be agreed. If Social Care wish to support travel to school this will be funded entirely from the Social Care budget
  8. An exception to the 50/50 agreement exists if a child is in Years 10 or 11. In these circumstances the Home to School Transport Policy budget will cover the whole cost of transport, as it would have done for any other child moving. This is restricted to a maximum travelling distance of eight miles or 45 minutes travelling time between home and school.

**Travel Entitlements for Pupils identified with Social, Emotional and Mental Health needs (SEMH)**

1. Home to School Transport in Nottinghamshire is provided for eligible pupils who meet the criteria as laid out in the Home to School Transport Policy. The policy sets out the Council's statutory duty to provide home to school transport to eligible pupils.
2. Pupils identified with Social, Emotional and Mental Health needs (SEMH) will be assessed for home to school travel entitlements using the same criteria against which all other children in Nottinghamshire are assessed. They will be awarded travel assistance in accordance with the Home to School Transport Policy and parents/carers will be expected to complete the same application forms and provide medical/professional evidence where required.
3. Some pupils identified with SEMH may require special transport arrangements. Wherever possible and appropriate, pupils with SEMH should be treated in the same way as those without, i.e. in general, they should walk to school, travel on public transport or be taken by their parents/carers. They should develop independent travel skills, which should be assessed at each annual review.
4. For clarification on implementation of the Policy the following educational placement scenarios for children with SEMH have been identified.

**5. New School Place**

- 5.1. Where a pupil is allocated a new school (not catchment) by a Local Authority (LA) Officer then the entitlement to home to school transport will be as per Section 2 of the Home to School Transport Policy. The new school will be treated as the designated school.
- 5.2. Where a parent/carer has decided to place their child at a new school this will be treated as a preferred school choice. The entitlement to home to school transport will be as per section 2 of the Home to School Transport Policy.
- 5.3. Where a child is placed at a new school without the authorisation of the LA then this also will be treated as a preferred school choice in relation to the entitlement of home to school transport assistance.

**6. Alternative Placement – Full Time Block Release / Respite / Time Out**

- 6.1. Where a pupil has a fixed period of time (weeks) being taught full time at a school or location other than the one at which they are on roll, then in normal circumstances parents will be expected to transport their child to that location.
- 6.2. Schools should factor in travel arrangements when designing a package of learning and should provide support to parents to enable pupils to attend.

- 6.3. In exceptional circumstances transport assistance may be considered by the LA and will be determined on a case-by-case basis by the Transport Policy and Engagement Team

## **7. Alternative Placement – Part-Time**

- 7.1. Where a pupil is placed by their designated school on a part-time or ad hoc timetable at an alternative place of learning then in normal circumstances parents will be expected to transport their child to that location.
- 7.2. Schools should factor in travel arrangements when designing a package of learning and should provide support to parents to enable pupils to attend.
- 7.3. In exceptional circumstances transport assistance may be considered by the LA and will be determined on a case by case basis by the Transport Policy and Engagement Team

## **8. Alternative Placement – Multi-site**

- 8.1. Where a school or SBAP places a pupil at more than one location, home to school transport will only be considered to the primary location if that location is their designated place of learning as agreed by a LA Officer.
- 8.2. Schools should factor in travel arrangements when designing a package of learning and should provide support to parents to enable pupils to attend.
- 8.3. The LA will not normally provide home to school transport to more than one location and will not provide home to school transport to a location not agreed by an LA officer.

## **9. Inter site transport during the day**

- 9.1. Where a school or SBAP arranges for pupils to attend different establishments during the school day it will be the responsibility of the school/ SBAP/parents to arrange and fund transport.
- 9.2. Where a pupil receives home to school transport this will only be to one site and therefore any arrangements made by the school must take this into account i.e. a pupil will not be picked up from a different establishment in the evening to the one at which they were dropped off in the morning.
- 9.3. Home to school transport is only provided at the beginning and end of a normal school day, no dispensation will be made for pupils not ready to be collected at the end of the school day.





**POST-16  
TRANSPORT POLICY STATEMENT  
2017/18 ACADEMIC YEAR**

Final draft

# **NOTTINGHAMSHIRE COUNTY COUNCIL POST-16 TRANSPORT POLICY STATEMENT – 2017/18 ACADEMIC YEAR**

## **1. Summary of Policy Statement**

This statement informs learners and their parents/carers of the support for transport that is available to help them access post-16 learning opportunities. The Council has consulted with various stakeholders in preparing this document.

The statement includes information from the Council and provides links to enable learners and their parents/carers to access the most up to date transport and travel information from schools, colleges of further education, transport providers and other relevant sources. The aim is to provide the most up to date information about how to get to school or college.

The statement also explains the support available to learners with special educational needs and or learning/mobility difficulties and gives information about the Council's scheme of independent travel training.

## **2. Post-16 Travel Assistance Scheme 2017/18**

### **2.1 Who is eligible to join the scheme?**

To participate in the scheme a student must:-

- be a Nottinghamshire County resident (excludes students resident in Nottingham City)
- be attending a full time course (a minimum of 540 guided learning hours per year over a period of a least 30 weeks) at a school (including Academies), college of further education or Independent Specialist Provider that is funded directly by the Education Funding Agency (the scheme does not apply to fee paying independent schools, higher education courses or universities)
- live more than three miles from the school/college using the nearest available walking route
- be over compulsory school age but under 19 years of age on 1 September 2017

**For entitlements and additional benefits that are available for students with a disability or special transport need, see parts 4-6 below.**

### **2.2 What type of assistance is available?**

The Council will endeavour to provide the necessary transport services but cannot guarantee to do so and will identify the most appropriate and cost effective transport service for each student. The arrangement may not offer choice of operator, route or service except where these are available and there is no extra cost incurred.

There are three types of travel assistance available. Students may apply for one of the following:

- An annual **Half Fare Pass** costing £120.00 per academic year which entitles the student to travel at half the adult fare on a bus or train service to their school or college (currently not available on the tram). Full payment is required on application. The travel pass may be used on the designated bus or train services ONLY, for one journey to and from school or college each day started before 10.00pm, Monday to Friday during term time.
- A **Season Pass** is available to students travelling on specific school bus services and some other services arranged by Nottinghamshire County Council. This will allow the student to travel between home and school/college without having to pay a daily fare. The travel pass can ONLY be used on the designated bus service for one journey to and from school/college each day, started before 10.00pm, Monday to Friday during term time. If you indicate on the application form that you would like a season pass, a price quote will be sent to you. The price is calculated on half the annual adult fare plus the annual charge of £120. Students who purchase this pass may then travel without further daily payment on the specified service. You may pay for the season pass in full or by instalments as follows:
  - Initial payment to be made when you accept the quote
  - 2<sup>nd</sup> instalment by 1<sup>st</sup> December 2017
  - 3<sup>rd</sup> instalment by 1<sup>st</sup> February 2018
- A **Travel Allowance** up to a maximum of £150 per academic year may be offered in exceptional circumstances instead of a half fare travel or season pass.  
To be considered for the travel allowance the following conditions should be met
  - a student is must be attending the nearest school/college to their home address
  - no public transport or other transport services exist or the school/college is outside the Nottinghamshire boundary
  - the travelling distance and travel times as calculated by Transport and Travel Services do not exceed 25 miles travelling distance and 75 minutes travelling time.

All travel allowances are paid termly in arrears and attendance must be certified by the school or college. Students sharing the same vehicle will be paid half the travel allowance each. Late applications made after the start of the academic year will result in a reduction in the amount of grant available.

### 2.3 How are applications for assistance assessed?

Applications are assessed by officers of the Council's Transport and Travel Services Group. Full conditions of the scheme and details of how to apply are included in the Post-16 Travel Scheme booklet available at

[www.nottinghamshire.gov.uk/schooltravel-post16](http://www.nottinghamshire.gov.uk/schooltravel-post16)

### **3. Information about other transport options for learners**

Whilst committed to supporting post-16 education, the Council does not have a statutory duty, only a discretionary power, to offer transport to any post-16 student.

There is no automatic entitlement to transport assistance once a student is over the age of 16. Therefore, parents/carers and students should ensure that they are aware of the cost of transport and take this into account when making choices for post-16 education.

To assist in doing this, information about public transport services is available at

[www.nottinghamshire.gov.uk/transport/public-transport](http://www.nottinghamshire.gov.uk/transport/public-transport)

This includes routes and timetables (including timetable changes), maps and a journey planner, as well as contact details for transport providers, from whom information is available about any season ticket offers for students. Travel information is also available by ringing Traveline on 0871 200 2233 (12 pence per minute from landlines and mobiles).

Students living and travelling within the City and Greater Nottingham area can purchase a Robin Hood Student Season Card, which allows unlimited travel on most bus, tram and train services. For more details please visit [www.robinhoodnetwork.co.uk](http://www.robinhoodnetwork.co.uk) or call 0115 876 2700.

Students living and travelling in areas served by Trent Barton can purchase a Student MANGO Card, which saves 25% on adult single cash fares on most bus and tram services. For more details please visit [www.trentbarton.co.uk/mango](http://www.trentbarton.co.uk/mango) or call 01773 712265.

The 16-25 Railcard offers those aged 16-25 a third off Standard Anytime, Off-Peak, Standard Advanced and First Class Advanced fares. The cost of a railcard is £30 for a year or £70 for three years. For more information, please visit [www.16-25railcard.co.uk/](http://www.16-25railcard.co.uk/)

Some schools operate their own transport services. The County Council website has a search facility for Nottinghamshire schools. This includes contact details and links to individual school websites, which contain information about any bus services operated by the school:

[www.nottinghamshire.gov.uk/search-for-a-school](http://www.nottinghamshire.gov.uk/search-for-a-school)

Sixth Form Colleges and Further Education Colleges can assist students with information on transport. Some colleges (such as Bilborough College) also provide private contracted bus services to areas which are not well served by commercial bus services. College bus services normally operate at the start and the end of the college day only. You should contact Student Services at the college:

<b>Bilborough Sixth Form College</b>	<a href="http://bilborough.ac.uk/students/student-support/">http://bilborough.ac.uk/students/student-support/</a> 0115 8515000 extension 2016 madeleine.varley@bilborough.ac.uk
<b>Central College Nottingham</b>	<a href="http://www.centralnottingham.ac.uk/life-at-central/practical-help/student-support">www.centralnottingham.ac.uk/life-at-central/practical-help/student-support</a> 0115 914 6414 <a href="http://www.centralnottingham.ac.uk/contact">www.centralnottingham.ac.uk/contact</a>
<b>Chesterfield College</b>	<a href="https://www.chesterfield.ac.uk/finance">https://www.chesterfield.ac.uk/finance</a> 01246 500 500 <a href="http://www.chesterfield.ac.uk/contact-us">www.chesterfield.ac.uk/contact-us</a>
<b>Derby College</b>	<a href="http://www.derby-college.ac.uk/student-support/derby-college-transport">www.derby-college.ac.uk/student-support/derby-college-transport</a> 0800 028 0289 <a href="http://www.derby-college.ac.uk/contact-us">http://www.derby-college.ac.uk/contact-us</a>
<b>Doncaster Communication College</b>	<a href="http://www.deaf-trust.co.uk/college/support-services/">www.deaf-trust.co.uk/college/support-services/</a> 01302 386700 <a href="mailto:enquiries@ddt-deaf.org.uk">enquiries@ddt-deaf.org.uk</a>
<b>Doncaster College</b>	<a href="http://public.don.ac.uk/welfare/finance">http://public.don.ac.uk/welfare/finance</a> 01302 553 553 <a href="http://public.don.ac.uk/contact">http://public.don.ac.uk/contact</a>
<b>Grantham College</b>	<a href="http://www.grantham.ac.uk/student-life/advice-services/student-finance/">www.grantham.ac.uk/student-life/advice-services/student-finance/</a> 01476 400281, 01476 404354 <a href="http://www.grantham.ac.uk/student-life/advice-services/">www.grantham.ac.uk/student-life/advice-services/</a>
<b>Landmarks</b>	<a href="http://www.landmarks.ac.uk/">www.landmarks.ac.uk/</a> 01246 433788 <a href="mailto:info@landmarks.ac.uk">info@landmarks.ac.uk</a>
<b>Lincoln College (including Newark College campus)</b>	<a href="http://www.lincolncollege.ac.uk/support">www.lincolncollege.ac.uk/support</a> 01522 876000 <a href="mailto:guidanceteam@lincolncollege.ac.uk">guidanceteam@lincolncollege.ac.uk</a>
<b>Loughborough College</b>	<a href="http://www.loucoll.ac.uk/student-services/support/financial">www.loucoll.ac.uk/student-services/support/financial</a> 01509 618375 <a href="mailto:info@loucoll.ac.uk">info@loucoll.ac.uk</a>
<b>New College Nottingham</b>	<a href="http://www.ncn.ac.uk/studying-with-ncn/supporting-you">www.ncn.ac.uk/studying-with-ncn/supporting-you</a> 0115 9 100 100 <a href="mailto:enquiries@ncn.ac.uk">enquiries@ncn.ac.uk</a>
<b>North Notts College</b>	<a href="http://www.nnc.ac.uk/school-leavers/financial-help">www.nnc.ac.uk/school-leavers/financial-help</a> 01909 504500 <a href="mailto:contact@nnc.ac.uk">contact@nnc.ac.uk</a>
<b>Portland College</b>	<a href="http://www.portland.ac.uk/">www.portland.ac.uk/</a> 01623 499111 <a href="mailto:college@portland.ac.uk">college@portland.ac.uk</a>
<b>Rotherham College</b>	<a href="http://www.rotherham.ac.uk/StudentSupport/Pages/default.aspx">www.rotherham.ac.uk/StudentSupport/Pages/default.aspx</a> 01709 722777 <a href="mailto:info@rotherham.ac.uk">info@rotherham.ac.uk</a>
<b>West Notts College</b>	<a href="http://www.wnc.ac.uk/Facilities-and-services/Financial-support.aspx">www.wnc.ac.uk/Facilities-and-services/Financial-support.aspx</a> 01623 627191 ext 8256/8179 <a href="mailto:studentfinancialsupport@wnc.ac.uk">studentfinancialsupport@wnc.ac.uk</a>

## **Traineeships and apprenticeships**

For students on traineeships or apprenticeships, the learning provider is responsible for ensuring that reasonable expenses are met in full where they are needed to overcome barriers to learning. These may include the cost of travelling to or from the place of learning or work placement. Please contact your learning provider for more information.

## **4. Other sources of financial support**

### **16-19 Bursary Fund**

The 16-19 Bursary is designed to help 16, 17 and 18 year old students to overcome specific barriers to undertaking post-16 education.

There are two types of 16-19 bursaries. A Vulnerable Student Bursary of up to £1,200 a year is available to students in the following groups:

- in care
- care leavers
- in receipt of Income Support, or Universal Credit in place of Income Support, in their own right
- in receipt of Employment and Support Allowance or Universal Credit and Disability Living or Personal Independence Payments in their own right

Students not eligible for the Vulnerable Student Bursary can apply to their school or college for a Discretionary Bursary. Discretionary Bursaries are used to help students facing financial barriers to participation and who need help to stay in education.

Further details of the 16-19 Bursary can be obtained by visiting [www.gov.uk/1619-bursary-fund](http://www.gov.uk/1619-bursary-fund)

### **Discretionary Learner Support Funds (DLS)**

DLS Funds encourage improved participation, retention and attainment among adults aged 19 or over on low incomes. The amount paid depends on individual circumstances and is decided by the learning provider, dependent on their scheme. Further information on the DLS scheme can be found by visiting [www.gov.uk/discretionary-learner-support/overview](http://www.gov.uk/discretionary-learner-support/overview)

### **Care to Learn (C2L)**

C2L supports young parents aged up to and including 19 years of age when their learning starts by funding the cost of their Ofsted-registered childcare and associated transport costs. Funding is only available for publicly-funded courses. Further information for learners interested in applying for C2L can be found by telephoning the helpline on 0800 121 8989 or by visiting [www.gov.uk/care-to-learn/overview](http://www.gov.uk/care-to-learn/overview)

## **Personal Independence Payment (PIP)**

Post-16 students with a disability may be entitled to the Personal Independence Payment (PIP), to help with some of the extra costs caused by long-term ill-health or a disability. The rate depends on how the condition affects the student, not the condition itself. PIP is replacing Disability Living Allowance (DLA). For more details visit [www.gov.uk/PIP](http://www.gov.uk/PIP)

## **5. Students with Special Transport Needs**

### **5.1 Who can apply for post-16 special transport?**

To apply for post-16 special transport, a student must:-

- be a Nottinghamshire County resident (excludes students resident in Nottingham City)
- be attending a full-time course (a minimum of 540 guided learning hours per year over a period of at least 30 weeks) at a school (including Academies), college of further education or Independent Specialist Provider that is funded directly by the Education Funding Agency (the scheme does not apply to higher education courses or universities)
- be attending the nearest establishment that provides the chosen course and level of study and can meet the student's needs. This will normally be the establishment named in the student's Education, Health and Care Plan. This may be an establishment outside Nottinghamshire, but if a student chooses to attend provision further afield when a more local educational institution can meet their needs, transport assistance will not be provided.

### Age

Applicants must be:

- over the school leaving age (16) but under 19 years of age on 1 September 2017 or continuing to attend a course begun before they were 19 until it is completed or they reach 25 years of age,
- or
- aged between 19 and 24 on 1 September 2017 and have undergone a statutory assessment of need, such as a statement of special educational needs or an Education Health and Care Plan.

The three mile distance criterion will be waived for students who have been assessed by the County Council as having a special transport need.

### **5.2 How are applications for special transport assessed?**

A special transport need may arise where the student:

- is unable to walk or travel safely when accompanied to the special school, sixth form or college
- is unable to use public transport when accompanied.

Officers of the Transport and Travel Services Department will assess if special transport should be provided, taking into account evidence such as a statement of special educational needs, Education Health and Care Plan, corroboration from a qualified medical practitioner, or other evidence such as entitlement to the mobility component of the Disability Living Allowance or Personal Independence Payment.

### **5.3 What type of assistance is available?**

- 5.3.1 If transport support is approved, the Council will identify the most appropriate and cost effective travel solution for each student.
- 5.3.2 Students assessed as requiring support will normally receive assistance to travel to and from the nearest suitable school, college or Independent Specialist Provider that can meet their educational and support needs. This will ensure the effective use of resources whilst promoting choice and managing public funds in a prudent manner
- 5.3.3 The type of travel arrangements and additional support will depend on the student's needs and will normally be in the form of a minibus, taxi or wheelchair accessible vehicle, with adult support in addition to the driver where appropriate. If parent/carer wishes to do so, a mileage allowance can be considered for them to transport the student themselves. In these cases the Council will consider paying a grant at the 'public transport rate' (currently 22.6p a mile) for two return journeys a day, based on the shortest distance by car between home and school/college
- 5.3.4 Where special transport is provided this will normally be to and from a designated collection/drop off point located within one mile of the home address. A pick up and/or drop off at home will only be provided in exceptional circumstances; additional medical information may be required to support the request
- 5.3.5 Transport services provide one journey to and from school/college at the start and the end of the normal school/college day. Transport is not provided for students to travel other than to and from the designated pick-up/set down point, or to access extra-curricular or off-site courses or activities, e.g. taster days, induction days, enrichment activities, work placements, work experience
- 5.3.6 Transport assistance is normally provided in the form of a shared vehicle. Individual transport will only be provided in exceptional circumstances; additional medical information may be required to support the request
- 5.3.7 Students may have to travel with other learners who attend different sites and/or follow courses with different timetables. Shared transport helps to achieve sustainable transport outcomes, reduce congestion and secure cost-efficient transport arrangements. This could result in longer travelling times and waiting times at college. It may therefore be necessary for some students to make use of opportunities for additional study or enrichment activities at college
- 5.3.8 Transport arrangements are subject to regular review to take account of students joining and leaving school. In addition, there is a legal obligation that transport

contracts are periodically re-tendered (generally every 2-3 years) to achieve Best Value

- 5.3.9 Where a student is taken ill during the school day it is the responsibility of the parents/carers to make arrangements for the student to get home. The County Council will not provide transport assistance
- 5.3.10 Where a student with special transport needs is placed in a residential care setting, including independent living, transport costs will be shared on a 50/50 basis with either Children's Social Care or Adults Social Care, as appropriate. It is the responsibility of Social Care (Children or Adults) to provide the appropriate expenditure codes prior to travel assistance being commissioned.

## **6. Independent Travel Training**

All students will be enabled to undertake independent travel training (ITT) unless they are assessed by the County Council and student's school/college as being unlikely to benefit from such training. Special transport provided by the County Council will not be available for students who are deemed to be suitable for ITT but who choose not participate in the programme. Students who have successfully completed the ITT programme will be enabled to make their journey to school/college independently. Special transport will not be provided for these students unless their circumstances have changed significantly.

The County Council operates the TITAN travel training programme and details of the programme can be obtained from

[www.nottinghamshire.gov.uk/travelling/travel/itt/](http://www.nottinghamshire.gov.uk/travelling/travel/itt/)

Full conditions of the post-16 travel scheme are available at

[www.nottinghamshire.gov.uk/learning/schools/schooltravel/post-16-travel-assistance/](http://www.nottinghamshire.gov.uk/learning/schools/schooltravel/post-16-travel-assistance/)

This includes details of how to apply, downloadable application forms and the Post-16 School/College Travel Assistance booklet.

## **7. Right of Review**

A parent/carer has the right to a review of a decision if they believe that the County Council has assessed their entitlement to free transport incorrectly.

### **Stage one: Officer review**

The request for review should be in writing. Stage one appeals against a transport decision will be considered within 20 working days of receipt by the Transport Policy and Engagement Officer, who is independent from the original decision process. When a decision has been reached, the parent/carer will be sent a detailed written notification of the outcome of the review. This will explain the

rationale for the decision reached and explain how, if they wish to do so, the parent /carer can request their case be taken to stage two of the appeal process.

### **Stage two: Transport Appeal Panel review**

A parent/carer has 20 working days from receipt of the stage one written decision notification to make a written request for their case to be taken to stage two of the review process.

Stage two appeals will be considered within 20 working days of receipt. The Transport Review Panel members are independent of the original decision making process. This is to ensure an independent review taking into account the evidence provided by parent/carer, the post-16 transport policy and any other exceptional information known by or presented to the Panel.

If a stage two appeal is unsuccessful, there is no further right of appeal within Nottinghamshire County Council. However if a parent/carer is dissatisfied with the way the appeal has been conducted they may complain to the Local Government Ombudsman. The Local Government Ombudsman has no statutory power to overturn the decision of the Panel but can draw the County Council's attention to any misadministration leading to injustice.

Should a review find in the parent/carer's favour, free travel will be backdated to when the original application was received by TTS or the start of the academic year in which the application is made, whichever is the later.

## **REPORT OF THE LEADER**

### **LOCAL GOVERNMENT ASSOCIATION ANNUAL CONFERENCE AND EXHIBITION 2017**

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

1. To seek approval for the attendance of three Members and the Chief Executive at the Local Government Association (LGA) Annual Conference & Exhibition in Birmingham on 4-6 July 2017.

#### **Information and Advice**

2. The LGA covers every part of England and Wales, and is the voice of local government. The LGA's annual conference is the largest event in the local government calendar, regularly attracting over 1,200 delegates. This year's event is being held at the International Convention Centre in Birmingham.
3. The programme will consist of a mix of cross-party political addresses and other significant plenary sessions by key players throughout the local government community, taking in private and voluntary perspectives. There will also be the opportunity to take part in a variety of workshop and fringe sessions.
4. It is proposed that the Leader and Deputy Leader attend the conference along with the Chief Executive. The remaining place will be offered to the main Opposition group.

#### **Other Options Considered**

5. To not send any delegates to the event but this would mean the Council missing out on a valuable opportunity to share best practice and utilise valuable networking opportunities.

#### **Reasons for Recommendation**

6. To enable the County Council to be appropriately represented at this year's annual conference.

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

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

material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

## **Financial Implications**

9. The cost of each conference place is £545 this year (which reflects a reduced rate for LGA Members). The costs for Member attendance and related travel and accommodation will be met from the Democratic Services budget for Member conference fees and will be in accordance with the requirements and rules within the Travel and Accommodation Policy.

## **RECOMMENDATION**

That approval be given for the attendance of the Leader, Deputy Leader, a member of the main Opposition group and the Chief Executive at the Local Government Association Conference and Exhibition in Birmingham on 4<sup>th</sup>-6<sup>th</sup> July.

**COUNCILLOR ALAN RHODES**  
**Leader of the Council**

**For any enquiries about this report please contact:** Keith Ford, Team Manager, Democratic Services T: (0115) 9772590 E-mail: [keith.ford@nottsc.gov.uk](mailto:keith.ford@nottsc.gov.uk)

### **Constitutional Comments (SLB 21/2/17)**

The recommendation falls within the remit of Policy Committee by virtue of its terms of reference.

### **Financial Comments (SES 24/2/17)**

The financial implications are set out in the report.

### **Background Papers**

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

- The local Government Association's dedicated website for the event – [https://lgaevents.local.gov.uk/lga/frontend/reg/tOtherPage.csp?pageID=68724&ef\\_sel\\_menu=1567&eventID=228&eventID=228](https://lgaevents.local.gov.uk/lga/frontend/reg/tOtherPage.csp?pageID=68724&ef_sel_menu=1567&eventID=228&eventID=228)

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

All



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

### **NATIONAL CHILDREN AND ADULT SERVICES CONFERENCE 2017**

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

1. The purpose of the report is to seek approval for the Chair of the Adult Social Care and Health Committee and the Chair of the Children and Young People's Committee to attend the National Children and Adult Services Conference being held in Bournemouth from 11 - 13 October 2017 and for the outcomes to be reported to the Adult Social Care & Health Committee and the Children & Young People's Committee in due course.

#### **Information and Advice**

2. This Committee's terms of reference include approving councillors' attendance at conferences. Members are asked to consider whether attendance at the event should be approved for the Chair of the Adult Social Care and Health Committee and the Chair of the Children and Young People's Committee together with the necessary travel and accommodation arrangements.
3. The conference is organised by the Local Government Association (LGA), Association of Directors of Social Services (ADASS) and Association of Directors of Children's Services (ADCS). It addresses issues for children and adults and is regularly attended by more than 1,000 delegates.
4. The Corporate Director of Adult Social Care, Health and Public Protection and the Corporate Director of Children, Families and Cultural Services will also be attending the conference.
5. The benefits of attending the Conference are that it profiles the national policy and legislative requirements and all the major national political figures and key government departments attend. The Conference also profiles best practice across the country enabling the Authority to ensure that we are taking account of the most effective and innovative way of delivering children's and adult social care services in Nottinghamshire. Reports are brought back to the Children and Young People's and Adult Social Care and Health Committees.

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

6. It is recommended that approval is given for attendance at the conference so that the County Council's representatives can consider issues that are vital to councillors, senior officers, policymakers and service managers with responsibilities for children's services

and adult social care in the statutory, voluntary and private sector. It is also an important opportunity for networking with partners and MPs in related fields.

## **Statutory and Policy Implications**

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

## **Financial Implications**

8. The cost of attendance at the conference is £450 plus VAT per person. Three nights' accommodation will also be necessary. An estimate from the conference information suggests a hotel within reasonable walking distance from the conference venue will cost between £65 and £135 per person per night for bed and breakfast.
9. The costs of attendance for the Chair of the Adult Social Care and Health Committee and the Chair of the Children and Young People's Committee would be met from the Member Training Budget.

## **RECOMMENDATION/S**

That:

- 1) approval is given for the Chair of the Adult Social Care and Health Committee and the Chair of the Children and Young People's Committee to attend the National Children and Adult Services Conference in Bournemouth from 11 - 13 October 2017, together with any necessary travel and accommodation arrangements.
- 2) the outcomes of the conference be reported to the Adult Social Care & Health Committee by the Corporate Director of Adult Social Care, Health and Public Protection and to the Children & Young People's Committee by the Corporate Director of Children, Families and Cultural Services in due course.

**Councillor Alan Rhodes**  
**Leader of the Council**

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

Philippa Milbourne  
Business Support Assistant  
T: 0115 9773570  
E: philippa.milbourne@nottscc.gov.uk

### **Constitutional Comments (LM 07/02/17)**

10. The recommendation in the report fall within the Terms of Reference of the policy Committee.

### **Financial Comments (SES 08/02/17)**

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

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

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

<https://lgaevents.local.gov.uk/lga/frontend/reg/thome.csp?pageID=87561&eventID=289&traceRedir=2&eventID=289>

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

All.

C0945



**REPORT OF THE LEADER OF THE COUNCIL  
UPDATE ON THE WORK OF EAST MIDLANDS COUNCILS**

**Purpose of the Report**

1. To inform members of the work of East Midlands Councils

**Information and Advice**

2. Members have requested a regular update report on the work and activities of East Midlands Councils. The Executive Director of East Midlands Councils has agreed to produce a quarterly report for Members. The latest report on the work of East Midlands Councils is attached at Appendix 1.

**Other Options Considered**

3. None

**Reason/s for Recommendation/s**

4. Members have requested regular updates on the work of East Midlands Councils.

**Statutory and Policy Implications**

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

**Financial Implications**

6. There are no direct financial implications arising from this report.

**RECOMMENDATION/S**

That the work and activities of East Midlands Councils be noted.

**Councillor Alan Rhodes**  
**Leader of the Council**

**For any enquiries about this report please contact:**  
Jayne Francis-Ward, Corporate Director – Resources

### **Constitutional Comments**

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

### **Financial Comments (SES)**

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

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

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

- None

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

- All

## Policy Committee Report (March 2017)

### East Midlands Councils

#### 1. Background

- 1.1 East Midlands Councils is the membership organisation for the region's local authorities. It is a voluntary membership body that focuses on issues of significance and common priorities for councils in the East Midlands and where a collective approach is likely to be effective.
- 1.2 It also provides training and development programmes for councillors and staff of councils in EMC membership (at no additional or marginal cost), access to low-cost services and consultancy, e.g. recruitment and HR, and governance and organisational change support.
- 1.3 Nottinghamshire County Council is a leading member council of EMC and two councillors are members of EMC:
  - Cllr Alan Rhodes (member of EMC Executive Board).
  - Cllr Kay Cutts (member of the Regional Migration Board).
- 1.4 EMC also hosts lead members networks for 'portfolio holders' of Children's Services, Adult Social Care and Health and Wellbeing Board.
- 1.5 The following policy report includes detail on:
  - a) Economic Growth and Infrastructure
  - b) Asylum and Refugee Resettlement Programmes
  - c) Congenital Heart Disease Services at the East Midlands Congenital Heart Centre (Glenfield).
  - d) EMC Work Programme 2017/18
- 1.6 Nottinghamshire County Council is a key partner in this work, and EMC welcomes the advice on these and any other matters of policy development and delivery.

## **2. Economic Growth and Infrastructure**

### **a) Midlands Engine**

- 2.1 The Midlands Engine, chaired by Sir John Peace, was established late 2015. In rebalancing the UK economy and delivering the Industrial Strategy, the Midlands Engine has an important role to play.
- 2.2 Its Supervisory Board includes 4 local authority leaders from the East Midlands; Cllrs Jon Collins, Martin Hill, Nick Rushton, Anne Western.
- 2.3 Within the Midlands Engine arrangements, Midlands Connect is a partnership of Local Transport Authorities and Local Enterprise Partnerships that have come together to develop a Strategic Transport Strategy for the Midlands by March 2017, with financial support from the Department for Transport.

### **b) UK's Industrial Strategy**

- 2.4 The Government has published a (consultation) Green Paper on the proposed UK's Industrial Strategy. It sets out ways in which the government can support businesses by addressing regulatory barriers, agreeing trade deals and helping to establish institutions that encourage innovation and skills development. To achieve this, the Green Paper sets out 10 strategic pillars, attached as Appendix (a), to underpin a new government approach as well as a number proposals including:
- Offer to businesses to strike new 'Sector Deals'.
  - Investment in research and development to support the industries of the future.
  - Plans to boost STEM (science, technology, engineering and maths) skills, digital skills and numeracy, including extending specialist maths schools.
  - Develop a new network of Institutes of Technology, supported by a £170m to improve higher-level technical education nationwide.
- 2.5 Government is seeking views on the Green Paper by 17<sup>th</sup> April 2017 before issuing a White Paper later in the year. Through the recent Midlands Engine Science and Innovation Audit<sup>1</sup>, the Midlands Engine has already identified its potential to capitalise on its existing strengths and business base, including the world-class science and innovation assets across the region.

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<sup>1</sup> <http://ingenuitygateway.com/wp-content/uploads/2016/11/Midlands-Engine-SIA-Volume-1-Report-01-Nov.pdf>

### **c) Midlands Engine Strategy**

- 2.6 On 23<sup>rd</sup> November 2016, Philip Hammond delivered his first Autumn Statement and, in regards to the Midlands Engine, announced the (soon) publication of a Midlands Engine Strategy.
- 2.7 It is expected that the strategy will be a high level narrative that reaffirms Government's commitment to the Midlands Engine. The strategy will make clear the importance of ongoing engagement between Government and the Partnership to deliver growth and increased productivity in the Midlands.
- 2.8 Following its publication (February/March 2017, date tbc) there will be an opportunity for the Midlands Engine partnership to respond to the Government with its own vision and action plan.
- 2.9 The publication of both the UK's Industrial Strategy and the subsequent launch of Government's Midlands Engine Strategy represents a significant step forward for the Midlands in confirming the clear expectations and the role of the Midlands Engine in driving productivity and economic growth.

### **d) An Action Plan for the Midlands Engine**

- 2.10 The development of a Midlands Engine Action Plan (its response to the Midlands Engine Strategy) will require the Partnership to agree a shared set of priorities aimed at increasing productivity and delivering economic growth.
- 2.11 During the coming weeks, Midlands Engine partners (including LEPs, local authorities, businesses and universities), through a 'Midlands Engine Task Force', will develop the Action Plan and pull together a response to the Industrial Strategy Green Paper and Midlands Engine Strategy.

### **e) Governance**

- 2.12 Since the establishment of the Midlands Engine in late 2015, its supporting governance arrangements have changed to reflect how the partnership's focus and priorities have evolved.
- 2.13 In light of the Industrial Strategy Green Paper and the significant opportunities for the Midlands Engine that should be confirmed through the Midlands Engine Strategy and

Action Plan, it was agreed at the Supervisory Board (9<sup>th</sup> February 2017) that it is an opportune time to review governance arrangements.

- 2.14 It was further agreed that the Governance Review will be led by 'Nomination Committee' (that will also oversee the appointment of a more permanent Midlands Engine Director), comprised of members representing each stakeholder group. The review will take account of views expressed by Government on this matter, and the impact that the devolution of powers (i.e. WMCA and mayoral election) may have more widely on the Midlands Engine.

**f) Midlands Connect**

- 2.15 Midlands Connect is a partnership of Local Transport Authorities and Local Enterprise Partnerships that have come together to develop a Strategic Transport Strategy for the Midlands by March 2017, with financial support from the Department for Transport.
- 2.16 In addition to the £5 million for Midlands Connect up to March 2017, the Government has recently announced a further £12 million up to March 2020. This gives the partnership greater certainty over the medium term and the ability to progress early priorities identified in the March 2017 Strategy.
- 2.17 The 2016 Autumn Statement also included an allocation of £5 million towards preparation costs for the Midlands Rail Hub, project previously identified by Midlands Connect. If fully implemented, the Midlands Rail Hub will create an extra ten train paths through central Birmingham, which would facilitate a significant improvement in east-west rail connectivity across the Midlands.
- 2.18 Over the last few weeks the focus of work through the Midlands Connect Technical Advisory Group and Steering Group has been to develop a sequence of interventions that can most effectively deliver the objectives of the Strategy. Developed through wide regional collaboration across the Midlands, EMC and the relevant local transport authorities have worked to ensure that it reflects key priorities for the East Midlands.
- 2.19 The Midlands Connect Strategic Board considered and endorsed a final version of the Midlands Connect Strategy on the 9<sup>th</sup> February 2017.

### **g) Summary of Midlands Engine Immediate Priorities**

- 2.20 The important next steps during early 2017 include the following:
- A response to the UK's Industrial Strategy Green Paper.
  - Government's publication of the Midlands Engine Strategy.
  - A response to the Midlands Engine Strategy – the Midlands Engine vision and action plan.
  - Completion of governance review.
  - Delivery of agreed Midlands Connect strategy and regional transport priorities.

### **h) HS2 in the East Midlands**

- 2.21 The East Midlands HS2 Emerging Growth Strategy was submitted to Government in September 2016, available on the EMC website [here](#). The document sets our initial plans to use HS2 connectivity to boost economic growth from just below to above the projected UK trend - equivalent to an additional 74,000 local jobs and an extra £4 billion to the UK economy.
- 2.22 The November 2016 Command Paper confirmed Government's intention to build an HS2 Hub Station serving the East Midlands at Toton and an Infrastructure Maintenance Depot at Staveley. It also proposed that instead of a new HS2 station at Meadowhall, South Yorkshire should be served by two 'classic compatible' HS2 trains per hour stopping at the existing Sheffield Midland Station, at least one of which would also stop at Chesterfield.
- 2.23 The Command Paper went on to confirm the release of an additional £625,000 to complete the East Midlands HS2 Growth Strategy by July 2017. The East Midlands HS2 Strategic Board met on the 25<sup>th</sup> January 2017 and agreed a work programme, commissioning budget and technical briefs for a number of key studies, some of which will also be used to inform the Government's Phase 2b Hybrid bill. Several elements will be joint funded with Midland Connect.
- 2.24 The objective of the final HS2 Growth Strategy will be to define a development and infrastructure proposition for Toton, Chesterfield and Staveley that can realise the identified economic growth potential, and which is clear, costed and deliverable. The East Midland HS2 Strategic Board will continue to meet on a regular basis to progress this work.

**i) East Midlands Rail Franchise Competition**

- 2.25 EMC is working as a partner with the Department for Transport on the East Midlands Rail Franchise Competition, with the objective of ensuring that future rail services better meet the needs of businesses and communities across the East Midlands and help deliver the Midlands Engine agenda.
- 2.26 With financial contributions from the relevant Local Transport Authorities, EMC has secured additional technical support that is embedded with the DfT franchise team in London on a part-time basis. In addition, a county council has seconded an officer to help co-ordinate technical input from the local transport authorities.
- 2.27 The Government published the [East Midlands Franchise Competition Prospectus](#) on the 16<sup>th</sup> of November 2016. The document contains a summary of EMC's position (page 20) as agreed by EMC's Executive Board.
- 2.28 To provide a clear mandate for engagement for EMC with the Department for Transport and bidders over the coming months, the EMC Executive agreed the following documents: available on the EMC [website](#):
- Strategic Statement which sets out regional objectives for new franchise.
  - Social Value Statement which sets out social, economic and environmental objectives for the delivery of the.
- 2.29 The latest timetable for the franchise competition is as follows:
- Spring 2016                      Public Consultation (dates to be confirmed by DfT)
  - May 2017                         Invitation to Tender
  - March 2018                      Contract Award
  - November 2018                New Franchise Starts
- 2.30 In order to inform responses to the consultation process, EMC has organised a second stakeholder workshop for the 21<sup>st</sup> March 2017 at City Hall, Leicester. To reserve a place at this event, please contact: [lois.dale@emcouncils.gov.uk](mailto:lois.dale@emcouncils.gov.uk)

**j) Establishment of an East Midlands Strategic Transport Board**

- 2.31 Over the last couple of years there has been a significant increase strategic transport activity at the regional level. In particular:
- Midlands Connect
  - HS2

- Midland Main Line Upgrade & Electrification
  - East Midlands Rail Franchise
- 2.32 Given the scale of current and future regional transport activity, local transport authorities have agreed in principle to establish a separate East Midlands Strategic Transport Board to provide additional political governance and oversight.
- 2.33 Supported by the county and unitary authorities' Transport Directors (ADEPT) Group, the Strategic Transport Board would comprise members nominated by the relevant transport authorities but with an expectation it would be the relevant 'portfolio holder'. Senior representatives of the Department for Transport, Highways England and Network Rail would be invited to attend as ex-officio members.
- 2.34 If positioned publicly as 'Transport for the East Midlands', it may act as a counterbalance to the West Midlands Combined Authority and Transport for the West Midlands (TfWM).

### **3. Asylum and Refugee Resettlement**

- 3.1 As a region, the East Midlands Councils (through the Regional Strategic Migration Partnership) has been tasked with the delivery of key elements of Government programmes including working with local authorities to become asylum dispersal areas, coordination of the Syrian Vulnerable Persons Resettlement Scheme and Vulnerable Children's Resettlement Scheme and facilitation of the National Transfer Scheme for Unaccompanied Children. EMC has also been tasked with conducting a review of ESOL provision in the region.
- 3.2 The following update provides a summary of the key elements of national migration policy where EMC has a co-ordinating and leadership role on behalf of councils in the region.
- Asylum Dispersal: The need for councils to engage in discussions about the potential to become a new dispersal area.
  - Syrian resettlement: Delivery of the regional coordination model and establishing the regional capacity for 2017/18.
  - The Vulnerable Childrens' Resettlement Scheme: To ascertain the capacity of councils in the region in being able to participate in this scheme and to coordinate arrivals.
  - UASC: Delivery of the National Transfer Scheme of Unaccompanied Asylum Seeking Children, support for the resettlement of unaccompanied children from

Europe (the 'Dubs children') and those who are reunited with family members in the UK via 'Dublin iii' arrangements.

- 3.3 EMC remains concerned regarding the impact of multiple requests to local authorities of the various asylum and refugee resettlement schemes and is working to ensure that this is better understood by Government.

**a) Dispersal of Asylum Seekers**

- 3.4 In July 2015 there were 2500 supported asylum seekers in the East Midlands, at the end of September 2016, this number had increased to just over 2900.

- 3.5 Asylum seekers are located in 5 dispersal areas across the East Midlands; with approximately 800 in Derby City, 1100 in Leicester City, 1050 in Nottingham City, 55 in Oadby and Wigston and 17 in Broxtowe. Gedling Borough Council is also an asylum dispersal area but there has yet to be any procurement of suitable accommodation.

- 3.6 These figures represent a further steady increase in asylum seeker numbers rather than the spikes that were seen in 2015. However the opening of new dispersal areas in Oadby and Wigston and Broxtowe accounts for part of the increase in the regional total and Leicester and Nottingham have also seen an increase in their numbers.

- 3.7 The number of asylum seekers remains uneven across the country with areas in the North and Midlands accommodating the majority of asylum seekers in urban centres of population. The latest information on the dispersal on asylum seekers supported under Section 95 of the Immigration and Asylum Act 1999 can be found [here](#).

- 3.8 In order to reduce pressure on existing dispersal areas (particularly Derby, Leicester and Nottingham), EMC is working with the Home Office and G4S (the accommodation providers) to explore the potential to widen dispersal beyond the existing areas.

- 3.9 The current COMPASS accommodation contract comes to an end in 2019 and the Home Office are consulting with local government, via EMC's Regional Migration Board, on the future of asylum dispersal beyond the existing arrangements.

**b) Syrian Vulnerable Persons Resettlement Scheme**

- 3.10 The expanded Syrian Vulnerable Persons Resettlement Scheme (SVPRS) has now been in operation for nearly 18 months. The purpose of the scheme is to resettle 20,000

Syrians in need of protection during this Parliament. Significant progress has been made both nationally and regionally. At the end of September 2016, 184 refugees had been resettled across the East Midlands and this figure continues to grow. New arrivals were received at the end of 2016 and a further group of arrivals is being planned for March. Local authority participation has also continued to grow with the participation of Charnwood and Rushcliffe Borough Councils. Home Office data on participation can be found here. The next release of data which will reflect further expansion of the scheme across the region will be available from 23<sup>rd</sup> February 2017.

- 3.11 English for Speakers of Other Languages (ESOL) had been identified regionally as a potential barrier to success. Government has made available an additional £10 million nationally to provide extra funding for ESOL and future funding is available for childcare whilst attending ESOL classes. EMC (with further education colleges) is leading a review of ESOL provision in the East Midlands.

**c) Vulnerable Children's Resettlement Scheme**

- 3.12 The Home Office is continuing to seek offers of pledges for the Vulnerable Children's Resettlement Scheme (VCRS), aiming to resettle 300 people nationally before the end of March (3,000 by the end of 2020 Parliament). The scheme applies to children and their families outside of Europe in refugee camps in the Middle East and North Africa over the lifetime of this Parliament, with the same funding levels as the current Syrian scheme.
- 3.13 Of the 3,000 places, it is expected that only a small number of this cohort will be unaccompanied children and these would be dealt with under the National Transfer Scheme for Unaccompanied Asylum Seeking Children.
- 3.14 The EMSMP has received from the Home Office a small number of cases to be considered by local authorities within the region. One local authority has recently offered to support a family under the scheme and one unaccompanied child has arrived in the East Midlands as part of the scheme.
- 3.15 This does represent an additional local commitment and local authorities will need to consider participation alongside other schemes.

#### **d) Unaccompanied Asylum Seeking Children**

- 3.16 The UASC National Transfer Scheme has been built on regions taking a proportion of UASC in relation to their current looked after child population, with no region expected to exceed 0.07% UASC and refugee children as a proportion of the total child population in their area by the end of March 2017.
- 3.17 The East Midlands (through DCSs and EMC) has taken part in the initial phase of the national transfer scheme, subject to individual Local Authority agreement, and to date just over 40 UASC have been transferred to the region directly from France, from Kent, or in-region from Northamptonshire. The number of UASC transferred to local authorities within this scheme remain a small proportion of the total UASC population that local authorities are statutorily responsible for.
- 3.18 As part of the commitment to the National Transfer Scheme, the East Midlands has received a small number of children under the Lord Dubs amendment (Section 67 of the Immigration Act) from France. While it has been announced that the scheme will be closed after the current cohort of 150 is resettled, a small number of additional arrivals of Dubs cases are expected in the coming weeks and local authorities within the region have been asked to identify capacity to support these arrivals.
- 3.19 Placements, capacity and funding remain primary concerns. EMC has led work in fully understanding the full costs incurred by local authorities in providing support for UASC, with our initial review confirming that a little over half of the costs are met by Government funding. However, further work is needed to fully understand the figures, particularly the variance in costs reported by different councils.
- 3.20 There have been a number of children within the region (around 40) that have been re-united with family members under the Dublin iii regulation. This has proved challenging for Children's Service departments as in a significant number of cases the arrival of an additional family member has presented issues of homelessness and destitution for the established relative. These concerns have been relayed to the Home Office.

#### **4. Health Services**

- 4.1 Councillors are reminded that EMC is supporting efforts to retain Congenital Heart Disease (CHD) Services at the East Midlands Congenital Heart Centre (EMCHC), formerly known as Glenfield Hospital. In July 2016, NHS England stated that it was

mind to decommission CHD surgery from EMCHC, without any commitment to full public consultation. In October 2016, NHS England conceded that public consultation would be required.

- 4.2 After delaying the start of the consultation period from mid-December 2016, consultation formally commenced on 9<sup>th</sup> February 2017 and will run through the local government purdah period until Monday 5<sup>th</sup> June. Information relating to this consultation can be found [here](#).

## **5. EMC Work Programme 2017/18**

- 5.1 A work programme/business plan will be considered by EMC's Executive Board in late-March 2017.
- 5.2 In addition to the strategic influencing work and leadership on infrastructure and economic growth programmes, it is also important to highlight EMC's continued role as the Regional Employers' body, our member and officer development programme, HR support and organisational low-cost consultancy service.
- 5.3 EMC values the engagement of both members and officers at Nottinghamshire County Council and invites views on the key issues that should be included in EMC's work programme for 2017/18.

**Stuart Young**  
**Executive Director**  
**East Midlands Councils**



# Building our Industrial Strategy

## The challenge

Our economy has great strengths, but while many people, places and businesses are thriving, opportunities and growth are still spread unevenly across the country.

## Our approach

We are developing a modern industrial strategy. We want to build on our strengths to enable all parts of the country to succeed: helping to deliver a high-skilled, competitive economy that benefits people throughout the UK.

## Your views

We want to hear from every part of the country, every sector of industry and businesses of every size.

This is a public consultation, and we welcome your comments and contributions to inform our industrial strategy and help deliver an economy that works for everyone.

Have your say: [www.gov.uk/beis](http://www.gov.uk/beis)

## Our 10 pillars



### Investing in science, research & innovation

We will become a more innovative economy and do more to commercialise our world leading science base, developing new technologies and driving growth throughout the UK.



### Developing skills

We will build a proper system of technical education, and boost key skills in science, technology, engineering, maths and digital proficiency, to ensure people have the skills employers need now and in the future.



### Upgrading infrastructure

We will upgrade our digital, energy, transport, water and flood defence infrastructure, and join up central government investment and local growth priorities more effectively.



### Supporting businesses to start & grow

We will support businesses and entrepreneurs across the UK, to ensure they can access finance and wider support to grow, and have the right conditions for companies to invest long-term.



### Improving procurement

We will ensure public procurement drives innovative new products and services, strengthens skills, develops UK supply chains and increases competition by creating more opportunities for SMEs.



### Encouraging trade & inward investment

We will make Britain a global leader in free trade, including promoting and supporting UK exports, building future trading relations and creating a more active approach to winning major overseas contracts.



### Delivering affordable energy & climate growth

We will keep energy costs down for businesses, build the energy infrastructure we need for new technologies, and secure the economic benefits of our move towards a low-carbon economy.



### Cultivating world-leading

We will build on our areas of global excellence and help new sectors to flourish, supporting businesses to take the lead in transforming and upgrading their industries through sector deals.



### Driving growth across the whole country



UK Government



## **REPORT OF THE CHAIR, ECONOMIC DEVELOPMENT COMMITTEE**

### **FUTURES ADVICE, SKILLS AND EMPLOYMENT COMPANY**

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

1. The purpose of this report is:
  - a) For Committee to receive an introductory presentation from the Chief Executive of Futures Advice, Skills and Employment Company; and
  - b) To seek approval to undertake a review of the Council's strategic relationship with Futures, in order to maximise the Company's contribution towards the Council's core strategies.

#### **Information and Advice**

##### Background

2. Wholly and jointly owned by Nottingham City Council and Nottinghamshire County Council, Futures is a social enterprise at the national forefront of providing jobs and skills advice, training and apprenticeships to support young people and adults into work or training. The Company delivers skills and employment related services and projects and administers funding within local communities and operates the National Careers Service across the East Midlands and Eastern England, for which the company was recently rated Outstanding by the Office for Standards in Education, Children's Services and Skills (Ofsted). This is the first time that a National Careers Service prime contractor has achieved this rating (see **Annex A** for 1-page briefing about the Ofsted rated Grade 1).
3. Futures was formed in 2008/9 from the previous Nottingham and Nottinghamshire Connexions Company, which delivered information, advice and guidance (IAG) services to 13-19 year olds. The formation of Futures was a strategic response to changes in legislation and national priorities around IAG services and careers advice, coupled with changes in the statutory responsibilities of local authorities in these areas. Futures was therefore established to support the Company to develop a wider focus than services for young people, and in the years since its formation the Company has broadened both its business base and the range of services it offers, both locally, regionally and nationally, whilst retaining a core focus on Nottingham and Nottinghamshire.
4. Futures still contracts directly with the County Council to contribute young people's support services to the Council's multi agency Family Service. This contract is worth £1.8million in the

current financial year. Similarly, the County Council's successful internal apprenticeship programme is delivered in partnership with Futures. The Company has also been a key partner in delivering the Council's £500,000 Youth Employment Strategy, which has successfully aimed to increase young people's access to employment opportunities through the development of employability skills and more effective employer engagement.

5. In addition, Futures provides various services and support to local schools, individuals and employers, all on a commercial basis. These services range from careers advice and work experience for schools, through to acting as an Apprenticeship Training Agency for local employers.
6. The presentation accompanying this report provides further detail on the current activities of Futures.
7. The Council is represented on the Board of Futures by the Vice Chair of the Children and Young People's Committee, the Chair of the Economic Development Committee and the Service Director for Youth, Families and Culture.

#### The proposed review

8. Futures is a company that has grown significantly in recent years. It enjoys a very strong national reputation, and is now a leading national employment and skills services provider. In view of the fact that its direct provision for children and young people no longer forms the majority of its activities, the fact that the majority of its income is now derived from Government contracts and commercial sources, and with strong national evidence that the integration of employment, skills and economic development at local levels benefits the economy, society and fosters business development, the time is right for the Council to review the nature of its relationship with the Company, with a view to:-
  - Maximising the future role that Futures can play as a key strategic partner in supporting delivery of the Council's broad economic development and skills objectives;
  - Ensuring that the Council's Board representatives best reflect these objectives;
  - Ensuring that appropriate Council senior officers and Departments with responsibility for these objectives lead the Council's operational engagement with Futures; and
  - Ensuring that formal reporting on the progress of Futures be reported to the appropriate Council Committee (in this respect, whilst some areas of Futures work delivered since November 2013 have been reported to the Economic Development Committee, formal reporting on the Council's work with Futures has generally been through the Children and Young People's Committee).
9. The outcome of the review, and resultant recommendations, will be brought to a future meeting of the Policy Committee for consideration.

#### **Other Options Considered**

10. The option of doing nothing was discounted. It is incumbent upon the Council to (a) ensure that future governance and reporting arrangements reflect the increasing role of Futures in wider skills and economic development activity and (b) ensure clear linkages between Futures work and the Council's core strategies.

## **Reasons for Recommendations**

11. To provide clarity on Futures governance and reporting arrangements with the County Council, and to ensure that Futures contribution towards the Council's strategic objectives for economic development and skills is maximised.

## **Statutory and Policy Implications**

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

## **RECOMMENDATIONS**

13. That Policy Committee:

- a) Receives an introductory presentation from the Chief Executive of Futures Advice, Skills and Employment Company; and
- b) Approves the undertaking of a review of the Council's strategic relationship with Futures, in order to maximise the Company's contribution towards the Council's core strategies.

**Councillor Diana Meale**  
**Chair, Economic Development Committee**

**For any enquiries about this report please contact:**  
Nicola M<sup>c</sup>Coy-Brown, Economic Development 72580

## **Constitutional Comments [SLB 15/02/2017]**

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

## **Financial Comments [RWK 20/02/2017]**

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

## **Background Papers and Published Documents**

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

- Independent learning provider inspection report for Futures Advice, Skills and Employment, National Careers Services – Ofsted report, published online 21/02/ 2017 at:  
<https://reports.ofsted.gov.uk/inspection-reports/find-inspection-report/provider/ELS/1236942>

- *Supporting Youth Employment Funding* – Report To Economic Development Committee, 05/07/2016
- *Supporting Youth Employment* (progress update) – Report to Economic Development Committee, 06/01/2015
- *Supporting Youth Employment* (proposal for allocation of remaining funds to E2E project) – Report to Economic Development Committee, 11/02/2014
- *Supporting Youth Employment* (proposal for allocation of remaining funds) – Report to Economic Development committee, 19/11/2013
- *Supporting Youth Employment (proposal for allocation of reserves) for County Apprenticeship Project* - Report to Economic Development Committee, 17/10/2013
- *Apprenticeships Update* – Report to Economic Development Committee, 09/07/2013
- *Supporting Youth Employment* - Report to Economic Development Committee, 17/10/2013
- [Outside Bodies Report: Futures](#) - Report to Children and Young People's Committee, 14/10/2013

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

All

## **Annex A: East Midlands careers service rated Outstanding by Ofsted**

Futures Advice, Skills and Employment - the organisation responsible for the National Careers Service across the East Midlands - has been rated Outstanding by Ofsted.

This is the first time that a National Careers Service prime contractor has achieved this rating.

Futures, jointly owned by Nottinghamshire County and Nottingham City councils, is a social enterprise that provides a range of jobs and skills advice, training and apprenticeships to support young people and adults into work or training.

As part of its assessment, Ofsted looked at the:

- effectiveness of leadership and management
- quality of information, advice and guidance
- personal development, behaviour and welfare
- outcomes for customers

Ofsted rated each of these 'Outstanding' (the highest grade available). Ofsted's summary of the key reasons why Futures is an Outstanding provider included:

- Customers make excellent progress towards successfully achieving their career aspirations as advisers are highly adept at removing barriers to achievement.
- Very knowledgeable and experienced advisers are excellent at empowering customers to develop greater independence.
- Customers greatly value the help that they receive from advisers.
- Both individual and group sessions are of a consistently high quality.
- Leaders and managers are highly ambitious for the service and deftly use a self-critical culture that is unremitting in its pursuit of a high-quality experience for customers.
- Partnership working is exceptionally effective.

The National Careers Service is a publicly-funded careers service in England for adults aged 19 plus and 18-year-olds who are not in education, employment or training (NEET) and/or registered with Jobcentre Plus. The support customers receive varies depending on their need includes:

- job hunting and understanding the local job market
- writing application forms
- CV preparation
- courses and training opportunities
- coping with redundancy
- career change
- planning and decision making.

The responsibility for the delivery of the service sits with seven organisations (prime contractors) all of which cover different regions of the country. In October 2014 Futures Advice won a three-year contract to deliver the service across the entire East Midlands. Over 40,000 customers benefit from the service each year and receive advice and support at one of 74 sites including Jobcentre Plus, library and community venues across the region and at Futures' own drop-in careers centres in Mansfield and Nottingham.



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

### **UPDATE ON THE D2N2 LOCAL ENTERPRISE PARTNERSHIP AND THE CITY OF NOTTINGHAM AND NOTTINGHAMSHIRE ECONOMIC PROSPERITY COMMITTEE**

#### **Purpose of Report**

1. To provide members with an update on the work of both the Derby, Derbyshire, Nottingham and Nottinghamshire Local Enterprise Partnership (D2N2 LEP) and the City of Nottingham and Nottinghamshire Economic Prosperity Committee (EPC).

#### **Background**

2. This report is the third six-monthly update to be received by members, offering a progress report for both the D2N2 LEP and the EPC over the period from September 2016 to February 2017.
3. The D2N2 LEP is now entering its sixth year of operation. Alongside 38 other LEPs set up by Government across England, the D2N2 LEP plays a central role in deciding local economic priorities and activities to drive economic growth and create jobs. Covering an area with a population of more than two million people, the D2N2 LEP is one of the largest LEPs nationally and has set itself the following targets over the period to 2023:
  - support the creation of 55,000 new jobs
  - accelerate the delivery of 77,000 new homes
  - deliver a step change in skills outcomes
  - increase our business base
  - share the benefits of growth across the D2N2 communities
4. Central to achieving these targets is the D2N2 Strategic Economic Plan (SEP) and this is available via the D2N2 LEP website and is referenced under the Background Papers. The D2N2 LEP is led and governed by a private-sector-led Board which comprises high-profile business leaders from across the D2N2 area; local authority representatives; skills and training providers and representatives from community and social organisations. The Leader of the County Council is a Board Member and the Chief Executive acts as an advisor. D2N2 Board documents are available online, again referenced under the Background Papers.
5. The EPC is a joint Committee having responsibility for growth and economic development in Nottingham and Nottinghamshire. It has recently completed its Growth Strategy for Nottingham and Nottinghamshire, reviewing the co-ordination of strategic priorities across the local government partners.

6. The EPC has a recognised role in terms of advising the D2N2 LEP on investment priorities for the Nottingham and Nottinghamshire area, in particular with regard to the Local Growth Fund, where the EPC considers projects from across the area and proposes priorities for endorsement to the D2N2 LEP. The EPC also has oversight of proposed spend via the Nottinghamshire authorities' Business Rates Pool (i.e. excluding the City of Nottingham).
7. The EPC is currently chaired by the Leader of the County Council. All of the Leaders of the local authorities in Nottingham and Nottinghamshire are members of the EPC and all of the Chief Executives attend in an advisory capacity.

## Progress to Date

8. By the time of this meeting, the **D2N2 LEP** Board will have conducted its fourth Board meeting since September 2016. The following items merit particular reference, recognising the potential impact on the County Council and on the County generally:
  - **Growth Deal / Local Growth Fund:** A decision is still awaited on the Growth Deal submission made to Government in the summer of last year. Indicative regional allocations were referenced in the Autumn Statement later last year and it is understood a decision on the final amount to be awarded to the D2N2 LEP will be made at or around the Budget Statement on 8<sup>th</sup> March. A verbal update will be provided to the Committee should this prove to be the case. As referenced in previous reports, a number of Nottinghamshire based projects were included within the original submission seeking £107M of co-investment from the Local Growth Fund towards an overall £426M programme. The Growth Deal is referenced under Background Papers. This funding, alongside the European Structural and Investment Funds (ESIF), represent the main financial levers open to the D2N2 LEP.
  - **Strategic Economic Plan (SEP):** While the current SEP runs to 2023, a process to refresh the SEP in the light of national developments has been commenced. This will enable the incorporation of developments such as the Industrial Strategy, Midlands Engine and the potential implications arising as a consequence of the UK's withdrawal from the European Union. A revised SEP will be developed over the course of the summer, overseen by the LEP Board.
  - **Revised D2N2 LEP Business Plan:** Running parallel to the SEP refresh is the requirement for a revised Business Plan to take the LEP through to the end of the Parliament. Working with the LEP, the D2N2-wide Chief Executives Group has agreed the establishment of a 3-year operational perspective, but with a particular focus on the next 12 months given the factors referenced under the SEP above. This will come to the LEP Board for consideration in March and a verbal update will be provided at Committee.
9. The County Council is actively involved in all of these matters and in other related aspects, summaries of which are provided at Annex A. Finally, Committee members may wish to note that the D2N2 LEP's Annual Conference is due to be held in July 2017.
10. On 24<sup>th</sup> February, the **Nottingham and Nottinghamshire EPC** held its fourth meeting since last reporting to this Committee. A summary of its activities since that time is provided at Annex B, with three particular aspects meriting reference here:

- **The N2 Growth Strategy:** The Strategy focuses on a range of priorities under three themes – Enterprise and Innovation, People and Skills and Infrastructure and Connectivity, setting an important context for the LEP’s activity and future planning and the prioritisation of resources from the LEP to meet the EPC area’s challenges and anticipated growth. The EPC delegated authority to the Chief Executives to develop an Implementation Plan to support the achievement of the N2 Growth Strategy.
- **The Business Rates Pool:** The report to September’s Policy Committee outlined the various investment decisions associated with the Pool and specifically the establishment of the Nottinghamshire Pre-Development Fund (NPDF). January’s EPC agreed a set of allocations designed to offer technical and feasibility support to projects which may prove fruitful, potentially securing resources from future Growth Deals and other sources of funding. Geared to the development of projects stimulating growth, details of these awards and of other specific work of the EPC are addressed at Annex B of this report.
- **D2N2 Joint Committee:** On 10<sup>th</sup> February 2017, the 19 Derbyshire and Nottinghamshire local authority leaders met to discuss areas of shared interest and to determine support for a Joint Committee. This engagement was positively received. Should such a Committee be established, work would focus on the following three priority areas: One Public Estate, Employment and Skills, and Transport. Any work undertaken would be aligned to the current review of the D2N2 Strategic Economic Plan and would ensure appropriate links are made to the emerging Industrial Strategy Green Paper, Housing White Paper and the soon to be published Midlands Engine Strategy. The 19 Leaders agreed to meet again after the County Council elections to consider some initial work on the scope of a potential Joint Committee and how it might work in practice.

## Other Options

11. None. This is a progress report and is for information only.

## Reason/s for Recommendation/s

12. To provide information on the D2N2 Local Enterprise Partnership and the Nottingham and Nottinghamshire Economic Prosperity Committee for Policy Committee, as requested by Members in November 2015.

## Statutory and Policy Implications

13. This report has been compiled after consideration of implications in respect of crime and disorder, finance, human resources, human rights, the public sector equality duty, safeguarding of children and vulnerable adults, service users, sustainability and the environment and ways of working and where such implications are material they are described in the body of the report.

## Financial Implications

14. County Council has contributed £62,500 per year towards the core running costs of the D2N2 Local Enterprise Partnership since 2011/12. This contribution has been matched by the other

upper tier councils and has enabled D2N2 LEP to draw down £250,000 per year from the government to support ongoing revenue costs.

15. In addition, the County Council has committed to supporting the Growth Hub for the D2N2 LEP. The Growth Hub coordinates access to business support for companies across the area, with a focus on companies that demonstrate higher growth potential in the LEP's priority sectors. The Growth Hub has recently benefited from investment through the European Structural and Investment Fund (ESIF) programme and the county Council has committed to supporting this with an annual contribution of £50,000 over three years, to ensure an enhanced level of service in Nottinghamshire (approved at Economic Development Committee on 3<sup>rd</sup> November 2015).

16. The County Council contributes £3,500 per year towards the secretariat costs for the City of Nottingham and Nottinghamshire Economic Prosperity Committee. Similar contributions are made by every Nottinghamshire council.

## **RECOMMENDATIONS**

17. It is recommended that Policy Committee notes this report.

**COUNCILLOR ALAN RHODES**  
**Leader of the Council**

**Report author:** Nicola M<sup>c</sup>Coy-Brown, Economic Development

**For any enquiries about this report please contact:** Nicola M<sup>c</sup>Coy-Brown, ext 72580

### **Constitutional Comments [SG 28/02/17]**

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

### **Financial Comments [SES 28/02/17]**

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

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

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

- *Establishment of the Nottingham and Nottinghamshire Economic Prosperity Committee*; report to Full Council, 16<sup>th</sup> January 2014, published.
- *Consultation response: proposal to amend legislation relating to Combined Authorities and Economic Prosperity Boards*; report to Policy Committee, 4<sup>th</sup> June 2014, published.
- *Economic Development Update*: report to Policy Committee, 10<sup>th</sup> September 2014, published.
- *Proposals for a Nottingham and Nottinghamshire Combined Authority*; report to Economic Development Committee, 18<sup>th</sup> November 2014, published.

- *Establishment of the Nottingham and Nottinghamshire Combined Authority*; report to County Council, 15<sup>th</sup> January 2015, published.
- *Devolution Deal*, report to Policy Committee, 11<sup>th</sup> November 2015, published.
- *Business Rates Pooling 2013-15*, report to Policy Committee, 11<sup>th</sup> November 2015, published.
- *City of Nottingham and Nottinghamshire Economic Prosperity Committee and D2N2 Local Enterprise Partnership*, report to Policy Committee, 10<sup>th</sup> February 2016, published
- *City of Nottingham and Nottinghamshire Economic Prosperity Committee and D2N2 Local Enterprise Partnership*, report to Policy Committee, 21<sup>st</sup> September 2016, published
- *Midlands Engine Trade Mission to China (28 Oct – 4 Nov 2016)* – report to Policy Committee, 18<sup>th</sup> January 2017, published.

The D2N2 Strategic Economic Plan (SEP) is available here:

[http://www.d2n2lep.org/write/Documents/D2N2\\_SEP\\_March\\_31st.pdf](http://www.d2n2lep.org/write/Documents/D2N2_SEP_March_31st.pdf)

The D2N2 LEP Board Papers are published here:

[www.d2n2lep.org/about/board/documents](http://www.d2n2lep.org/about/board/documents)

The D2N2 LEP Growth Deal is published here:

[http://www.d2n2lep.org/write/Documents/D2N2\\_GD3\\_Funding\\_Bid.pdf](http://www.d2n2lep.org/write/Documents/D2N2_GD3_Funding_Bid.pdf)

Up to November 2015, all published reports to the Nottingham and Nottinghamshire Economic Prosperity Committee are available here:

<http://committee.nottinghamcity.gov.uk/mgCommitteeDetails.aspx?ID=416>.

From December 2015, all published reports to the Nottingham and Nottinghamshire Economic Prosperity Committee are available here:

<http://ws43-0029.nottscc.gov.uk/dmsadmin/Meetings.aspx>

The N2 Growth Strategy is available here:

<http://goo.gl/GmjN3o>

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

All

## Annex A: Summary of D2N2 LEP Board Activity September 2016 – February 2017

<b>Midlands Engine (ME)</b>	<ul style="list-style-type: none"> <li>• The ME team (including the County Council) worked closely with government to put together pan-regional schemes ahead of the Autumn Statement</li> <li>• It is envisaged that government will show support in the form of requests for substantiating proposals in time for government's publication on 8<sup>th</sup> March of the Spring Budget 2017</li> <li>• The November ME trade mission to Eastern China, attended by Councillor Meale and the Chief Executive, was seen as a successful exercise in cementing such relationships for the future</li> </ul>
<b>D2N2 Skills Strategy Refresh October 2016 – 2016-2020</b>	<ul style="list-style-type: none"> <li>• The refresh aims to provide a forward looking framework and evidence base for skills need, delivery and coordination in the D2N2 area and will influence the activities and focus of provision. Presentations from events held and the Executive Summary remain available online to view here: <a href="http://www.d2n2lep.org/skills">http://www.d2n2lep.org/skills</a></li> <li>• Key D2N2 LEP partners (including the County Council) took the opportunity in the New Year to provide feedback on the full Strategy document, ahead of its finalisation and publication (expected to be late Spring following ratification at the March D2N2 LEP Board)</li> </ul>
<b>High Speed Two (HS2)</b>	<ul style="list-style-type: none"> <li>• On 15<sup>th</sup> November, the HS2 preferred route was announced, along with the naming of Toton as the site of the East Midlands Hub station</li> <li>• The HS2 East Midlands Interim Growth Strategy was reported to September's Policy Committee; partners are working on finalising the Strategy ahead of the July 2017 completion target. The final version of the Strategy will be the subject of a report to a future Policy Committee meeting</li> <li>• The last of the HS2 Route Announcement Information Events running along the HS2 route map, from 5<sup>th</sup> January in Crewe through to Leeds City Centre on 22<sup>nd</sup> February, have now concluded</li> <li>• Two subsequent consultations are currently 'live' and will run until 9 March 2017 on: a) the seven substantial changes being proposed on the route (please note, none are in Nottinghamshire), and b) the property compensation and assistance schemes being proposed for people affected by the plans</li> <li>• The County Council's response to the consultation will be taken to Transport and Highways Committee. This will be a strategic response around any route alterations and not one on behalf of any individually affected residents</li> <li>• The Council's Economic Development Committee recently received a presentation on the Emerging Growth Strategy and confirmed the Council's longstanding engagement with the partners in bringing forward a final Strategy for July 2017</li> <li>• The County Council is represented on the HS2 East Midlands Strategic Board, the Officer Group and the Executive Team</li> </ul>
<b>The Nottm Enterprise Zone (EZ)</b>	<ul style="list-style-type: none"> <li>• The Boots and Beeston Business Park sites are subject to the conclusion of Section 106 Agreements. Given the education and highway provisions, the County Council remains actively involved and</li> </ul>

	discussions continue between the D2N2 LEP, the landowners and the local authorities involved
<b>Infrastructure Investment Board (IIB)</b>	<ul style="list-style-type: none"> <li>The IIB continues to receive updates on all projects (including high risk projects) and budget monitoring. The following five projects have been approved: the A46 Corridor, Cotgrave Employment Units, Ada Lovelace House, Tudor Cross (former Coalite) and Medicity</li> </ul>
<b>Growing Places Fund (GPF) capital projects</b>	<ul style="list-style-type: none"> <li>The Round 4 submissions require further work with the applicants.</li> <li>There may be a requirement for the LEP Board to review the criteria and potential alternative uses of the GPF resources in the medium term</li> </ul>
<b>The D2N2 Growth Hub</b>	<ul style="list-style-type: none"> <li>The performance of the Growth Hub (and specifically its reach to Nottinghamshire businesses has been reviewed at both a Board level and at the time of writing, will be the subject of a report and presentation to the N2 EPC in February</li> <li>The following will influence its impact in the medium term: <ul style="list-style-type: none"> <li>- the Core Hub service being enhanced via the recently approved European Structural Investment Fund (ESIF) award</li> <li>- the County Council's recruitment to two staff as supported by the Economic Development Committee will enhance the local service across the County</li> </ul> </li> <li>Aligned with local business groups and notably the Nottinghamshire Business Engagement Group (NBEG), one of the two County Council posts will be responsible for supporting local business groups' increased awareness of the Hub and its activities – and address local business needs</li> </ul>

**Annex B: Summary of the City of Nottingham and Nottinghamshire Economic Prosperity Committee (EPC Activity September 2016 – February 2017)**

<b>Innovation centres</b>	<ul style="list-style-type: none"> <li>• Approval for £300,000 from the N2 Business Rates Pool for business property upgrades (a £75,000 contribution to each) at the Mansfield i-Centre, the Worksop Turbine, the Newark Beacon and Retford Enterprise Centre</li> </ul>
<b>Emerging HS2 Growth Strategy and Phase 2 Route announcements</b>	<ul style="list-style-type: none"> <li>• The HS2 Strategic Board is the body leading on the overview of the HS2, including wider connectivity issues and engagement with relevant stakeholders</li> <li>• Two recent Government announcements were reported to EPC concerning:             <ul style="list-style-type: none"> <li>- Phase 2 route announcements</li> <li>- The development of progress towards the full Growth Strategy for submission to Government in July 2017</li> </ul> </li> <li>• A Skills and Supply Chain scoping report about the economic opportunities of HS2 is being developed, commissioned by the County Council on behalf of the East Midlands HS2 Partnership</li> </ul>
<b>Midlands Engine Trade Mission to China – 28 Oct to 4 Nov 2016</b>	<ul style="list-style-type: none"> <li>• EPC were provided with an overview of the work undertaken by the County Council to further enhance the relationships and activity by building on the work in Ningbo and developing a bilateral agreement with the province of Zhejiang</li> </ul>
<b>A countywide approach to the Mayflower 400 Project</b>	<ul style="list-style-type: none"> <li>• EPC was provided with a history behind the Mayflower 400 project and the fact that the Bassetlaw area has the strongest links of any place in the country to the Pilgrims</li> <li>• The success of the 24 November 2015 ‘illuminate’ event was shared</li> <li>• Further reports expected with a view to maximising the opportunities from the number of national, regional and local commemorative developments taking place in 2020 for the 400<sup>th</sup> anniversary of the Pilgrims reaching America</li> </ul>
<b>Derby-Nottingham Metropolitan Strategy 2030 (Metro Strategy)</b>	<ul style="list-style-type: none"> <li>• Originally conceived by D2N2 LEP as the urban strand of a strategic approach to the economic regeneration of the area, the Metro Strategy was commissioned by the Leaders of Nottingham and Derby City Councils following a ‘summit meeting’ in late 2015</li> <li>• EPC has been provided with an update on the development of the Metro Strategy and work is underway to engage further with neighbouring authorities with a view to officially launching the strategy later in 2017</li> </ul>
<b>The D2N2 Growth Hub</b>	<ul style="list-style-type: none"> <li>• In summary, the D2N2 Growth Hub offers the following services:             <ul style="list-style-type: none"> <li>- A core ‘front line’ service offering business across the LEP area access to support through a website and telephone helpline</li> <li>- A website containing information and signposting to all available business support plus guidance on key business needs.</li> <li>- Advice directly and/or makes referrals to other public and private service by specialism, theme and/or geography</li> <li>- Tracking and review using a customer relationship management (CRM) system and on-going analysis of this data to facilitate continuous improvement and the further development of the business support offer</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>• Nottingham City Council acts as the pan-LEP Accountable Body for the successful ESIF submission and provides the Growth Hub Manager, the 'core service' (jointly provided by East Midlands Chamber and Nottingham City Council). 'Enhanced local services' are provided via local authorities and the Chamber</li> <li>• The County Council offer is: <ul style="list-style-type: none"> <li>- A Business Support Coordinator – working closely with business groups across the County to respond to inquiries from Nottinghamshire businesses and support the work of the business support programmes in their delivery;</li> <li>- A Business Advisor – to work directly with businesses across Nottinghamshire, focused on those with growth potential.</li> </ul> </li> </ul>
<b>Skills and Employability</b>	<ul style="list-style-type: none"> <li>• A series of reports on apprenticeships, graduate retention and careers provision in N2 have been considered by the EPC, as has the background behind the review of the D2N2 Skills and Employability Strategy 2017-2020, the major themes covered by the new strategy and a summary of the responses provided by Nottinghamshire district authorities on the draft</li> <li>• Next steps and actions to support the wider area aims for improving skills and employability, as well as positive outcomes for local people and businesses include: <ul style="list-style-type: none"> <li>- Supporting the formation of a Regional Public Sector Skills Levy Working Group to explore opportunities for joint working and maximising the returns from the introduction of the apprenticeship levy</li> <li>- A County and City review of existing programmes designed to improve employability skills</li> </ul> </li> </ul>
<b>Building our Industrial Strategy – Green Paper</b>	<ul style="list-style-type: none"> <li>• Engaging in the opportunity to submit a shared response to Government on the Industrial Strategy which will close on 17 April 2017</li> <li>• The Economic Development Committee will be considering this matter at its March meeting</li> </ul>
<b>Business Rates Pool - Nottinghamshire Pre-Development Fund (NPDF)</b>	<ul style="list-style-type: none"> <li>• At its meeting in May 2016, the EPC agreed to a number of budgetary allocations drawn from the Business Rates Pool; only the Nottinghamshire Councils (the County and District) Councils that contribute to the pool were involved in this process</li> <li>• One of the allocations was for £1million towards a pre-development fund offering the opportunity to access development funds for feasibility work and the drawing up of business cases for schemes which (ultimately) will have an impact on the economic development of the area and which will lever in significant investment and / or deliver tangible future benefits to the local authorities through Council Tax or Business Rates receipts</li> <li>• The NPDF was launched in early September 2016 with over 80 applications received, resulting in an over-bidding situation. Following an assessment process and review, a proposed set of projects was agreed at the January 2017 meeting, summarised as follows:</li> </ul>

No. of projects	Authority	Total allocation amount
6	Ashfield District Council	£156,750
5	Bassetlaw District Council	£134,800
2	Broxtowe Borough Council	£140,000
5	Gedling Borough Council	£130,000
9	Mansfield District Council	£102,000
3	Newark & Sherwood District Council	£125,000
4	Nottinghamshire County Council	£134,960
4	Rushcliffe Borough Council	£101,000
5	Joint /pan-County projects	£129,450

- Proposals to release the remaining N2 Business Rates pool to be considered by EPC over the coming months

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

### **QUARTERLY PERFORMANCE REPORT ON PROGRESS AGAINST THE STRATEGIC PLAN AND REDEFINING YOUR COUNCIL**

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

1. This report updates Policy Committee on the progress made towards the outcomes and actions set out in the third year of the Strategic Plan 2014-18 and against the programmes and projects within Redefining Your Council from October to December 2016.

#### **Background**

2. The Strategic Plan 2014 - 2018 was agreed by County Council in January 2014 and provides a clear statement of the Council's vision, values and priorities. The five priorities set out a number of outcomes that the Council will seek to achieve or influence over the four years of the Plan.
3. At Policy Committee in September 2015 it was agreed that reporting against the Strategic Plan would be via a Dashboard approach outlining progress on key measures for each of the five Strategic Plan priorities as well as risks. It was also agreed that Policy Committee would receive regular Portfolio progress updates on Redefining Your Council to coincide with performance reporting against the Strategic Plan.

#### **Strategic Plan – Report on Progress**

4. **Appendix A** provides Members with a summary of the position for quarter three of 2016/17, where available. The appendix shows progress against the key indicators for each strategic priority, showing current and previous achievement against target. Where comparisons can be made with other local authorities, an appropriate national benchmark figure is included for comparison. Further detailed service performance information is also reported to each Service Committee on a quarterly basis.
5. A brief explanation of progress against each action is also included. This has been prepared in agreement with the appropriate manager with lead responsibility for its achievement. Achievement of the stated actions can involve a number of different services leading on individual tasks and also working in co-operation with each other.
6. Overall in quarter 3 satisfactory progress has been made against the actions to deliver on the Strategic Plan and a summary of key highlights and areas for development for each priority are outlined below:

## Redefining Your Council – Report on Progress

7. **Appendix B** provides a summary of progress in delivering the programmes and projects that comprise the Redefining Your Council portfolios for the three months to December 2016. It also provides an overview of key delivery milestones for the three months to the end of March 2017, along with key risks to delivery.
8. **Appendix C** complements **Appendix B** and provides a full status report as at December 2016, for all savings projects and some other strategically significant projects by portfolio. This status report is produced on a monthly basis from individual project highlight reports.
9. The overall financial position set out in the status report, including savings at risk and amendments to the profile of savings approved through formal change control, is contained within the body of the financial monitoring report that is regularly considered by Finance and Property Committee.

### Overall Savings Position

10. **Appendix C** to this report outlines in detail the delivery status of individual projects. Of the total savings of £56.1m across all Portfolios, £52.5m (93.6% of total savings) is projected to be delivered as planned as at December 2016. This includes the more assured savings from within projects reporting as 'at risk' (amber) or 'compromised' (red).
11. The breakdown of savings delivery, by Portfolio as at September 2016 is as follows:
  - ASCH Portfolio - total savings of £28.3m with £27.9m (98.6% of total) projected to be delivered on schedule.
  - CFCS Portfolio - total savings of £15.8m with £12.7m (80.4% of total) projected to be delivered on schedule.
  - Place Portfolio - total savings of £6.5m, with 100% projected to be delivered on schedule.
  - Resources Portfolio - total savings of £5.5m, with 100% projected to be delivered on schedule.

### Projects at risk or compromised

#### 12. Reducing the Costs of residential Placements - Younger Adults (OfC C06)

This project, which was originally approved in February 2015, will reduce the cost of care through negotiating with care providers about how fees are agreed for individual service users whilst considering how people's needs may be met differently in the future. Progress with negotiating and agreeing changes to care packages with providers remains slower than originally anticipated, as this is the first detailed work of its kind with the residential market, requiring time to implement change management. In addition, negotiations have to take account of wider cost pressures and manage requests for increases as part of the reviews. The proposed plan to cap all rents to local housing allowance levels and introduce discretionary payments for higher rent schemes is also having a knock on effect on this project. There was a £269k shortfall against the 2015/16 savings target. In addition, slippage of £549k is anticipated by year end, which will have to be made up in 2017/18 where there is no savings target. It cannot yet be quantified how much of the final year's target may be at risk.

#### 13. Reduction in long-term care placements (C03 2014 & B04 2016)

This project, which was originally approved in February 2014, has been working to reduce the number of adults living in Long Term Care by developing more alternative services. There were some delays to the development of new larger schemes already approved, and some delayed moves of individuals from residential care to supported living. At this stage it cannot be fully quantified how much of the project's future years savings target of £700k is at risk due to stalled

discussions with supported living housing providers on new schemes. This is a result of providers concerns regarding the proposed plan to cap all rents to local housing allowance levels and introduce discretionary payments for higher rent schemes. Whilst Central Government has announced that there will be no change to Housing Benefits Regulations in supported housing until 2019/20, and that there will be a discretionary housing payment fund available after that date to top up rent payments, as well as local mechanisms for assuring providers, it is too soon to ascertain if this will be enough to instil confidence back into the provider market. However, ten Invitations to Tender will be issued in February 2017, and the response to these will be an indication on provider confidence.

**14. Promoting Independent Travel (C03 2016)**

This Project, which was originally approved in February 2016, has been working to achieve savings by reviewing service users who receive support with travel against a refreshed transport criteria and providing training to support independent travel. 54% of service users reviewed under the refreshed criteria since its launch in July 2016 were assessed as ineligible to receive support with travel. However, 64% of ineligible outcomes have been over-riden in response to individual service user circumstances on a case by case basis. Some of these have been temporary over-rides whilst activity to support independent travel is put in place. In mitigation, a range of alternatives to support the department to achieve a balanced transport budget are being developed.

**15. Reductions in Transport Budget (C03 2016)**

This Project, which was originally approved February 2016, has been progressing a number of initiatives to ensure that the Adult Social Care & Health Department manage their transport services within budget. Despite overachievement against a number of targets within the project, this has not been sufficient to offset the current overspend. As with the Promoting Independent Travel project, options are being developed to support the department to achieve a balanced transport budget.

**16. Looked After Children placements (B16 2014 & OfCA09 2015)**

This project was originally approved in February 2014. The current savings profile is being reconsidered alongside the development of new business cases to deliver additional savings within Children's Social Care Provider Services.

**17. Special Educational Needs & Disability (SEND) Home to School Transport (OfC B06) & Independent Travel Training (B10 2014)**

This project has been unable to deliver as originally intended. A discover and design project is ongoing to identify alternative ways of delivering savings from this service area. A data model is also being developed to enable ongoing accurate budget forecasting and will be in place for the start of the new financial year.

**Other Options Considered**

- 12. None.

**Reason/s for Recommendation/s**

- 13. To ensure opportunities for effective and proportionate performance management of the Strategic Plan and Redefining Your Council are provided to Policy Committee on a quarterly basis as requested by Members and as set out in the constitution.

**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.

## **RECOMMENDATION/S**

It is recommended that:

- 1) Policy Committee consider and note the progress against the Strategic Plan and Redefining Your Council.

**Councillor Alan Rhodes**  
**Leader of the Council**

**For any enquiries about this report please contact:**  
**Celia Morris, Group Manager Performance and Improvement (0115 9772043)**

### **Constitutional Comments**

Constitutional Comments are not required as this progress report is for noting only.

### **Financial Comments**

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

### **Background Papers**

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

Nottinghamshire County Council Strategic Plan 2014 – 2018

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

## STRATEGIC PLAN Priority 1 - Supporting safe and thriving communities

Key Indicators						
Outcome	Indicator	National	Target	Latest	Previous	Good is
1.1	Average time between a child entering care and moving in with its adoptive family, for those adopted children (days) (Q3)	593	Better than 2012-15 National	573	363	Low
1.1	Percentage of those children remaining in long-term placements (Q3)	68%	Higher than national	78.1%	76.8%	High
1.1	Percentage of adult safeguarding service users who were asked what outcomes they wanted (Q3)	N/A	75%	70%	69%	High
1.1	Percentage of adult safeguarding service users who were satisfied that their outcomes were achieved (Q3)	N/A	95.0%	92%	92%	High
1.2	All recorded crime (Q3)	N/A	40,873	45,012	43,986	Low
1.3	People killed or seriously injured in road traffic collisions (Annual 2015/16)	N/A	393	-	320	Low
1.4	Number of tailored interventions to protect vulnerable residents based on the risk, threat and harm to the individual (Q3)	N/A	250	206	141	High

Key Actions and Milestones	
Outcome	Milestone
1.1	To embed fully the Child & Family Assessment process, and review it
Progress	Whilst timescales for completion of the Child and Family Assessment have been consistently better than the national average, a pilot started in January whereby one team takes the assessment through from start to finish. The purpose of the pilot is to complete child and family assessments in a more efficient manner and to provide a single point of contact for the family during the assessment. The aim is to deliver better outcomes for the family. Work has started in Ashfield and Mansfield and will shortly be extended to Broxtowe, Gedling and Rushcliffe, followed by Bassetlaw and Newark & Sherwood.
1.1	To implement the Looked After Children & Care Leavers Strategy's annual action plans
Progress	The multi-agency Looked After Children and Care Leavers Strategy Group have implemented the actions under the 2016/17 Annual Action Plan and continue to monitor and report on progress. The Children in Care Council recently undertook a review of the Looked After Children and Care Leavers Strategy, in order to inform the actions and priorities of the 2017/18 Annual Action Plan, which is currently in development.
1.1	To strengthen preventative and early identification strategies so that children & young people at risk of emerging threats are protected and supported
Progress	Progress via the 'Tackling Emerging Threats to Children' project has significantly strengthened preventative and early identification mechanisms. Key resources and guidance materials on emerging threats have been developed, and made available to schools via the Schools Portal. The Children's Society is now delivering the Child Sexual Exploitation (CSE) / Child Sexual Abuse (CSA) support service in Nottinghamshire. The service is delivering high quality child centred outcomes and focused therapeutic recovery support to children, young people and their families.
1.1	To implement the Children's Social Care Recruitment and Retention Plan (2016-18)
Progress	The Social Work Support Officer (SWSO) pilot has been extended for a further year, whilst the first retention payment for Social Workers in hard-to-retain teams have been implemented during Q3. Our recruitment programme has resulted in a net increase of 33.5FTE social work staff joining the service since April 2016, and the vacancy rate has shown a sustained and significant decrease during this period. As a consequence of this, the number of agency staff has fallen to 57.3 fte at the end of Q3 - compared to 84.2 fte a year earlier.
1.2	Develop effective partnerships between Public Health, Trading Standards, Community Safety and Social Care to continue to develop new ways to address issues threatening the safety of vulnerable people.
Progress	The Community Safety social worker (South Notts) has been working successfully with partners on the South Notts Vulnerable Persons Panels to provide guidance around possible actions/recommendations to support individuals with mental health needs. The main focus of the work has been around reducing risks to self, reducing the risk of entering statutory services, building resilience, promoting independence and self-management. It has also been highlighting good practice and establishing clear pathways for individuals that do not access statutory services.
1.3	Implement and monitor the Annual Road Safety Plan for 2016/17.
Progress	The actions contained in the Road Safety Plan continue to progress well in quarter 3: <ul style="list-style-type: none"> <li>- Major casualty reduction schemes such as new traffic lights at A6097 Oxtan Lane/Flatts Lane; and significant bend improvements at Hollygate Lane Cotgrave are nearing completion.</li> <li>- Zebra crossing upgrades on Victoria Road, Netherfield have been implemented, with another 50 local safety schemes programmed to be delivered before the end of the year.</li> <li>- Cycling training has been delivered to 2,264 pupils and Road safety education to 15,000 pupils, of which 9,750 were in secondary schools.</li> <li>- Working with local business', such as Wilkinsons and Uniper, occupational road risk education has been delivered to members of their workforce to develop a safer driving ethos across the company. Since September we have delivered occupational road risk education to over 500 employees of local companies; and preparatory work is taking place to roll this out to other organisations.</li> <li>- During 2016, 169 older road users attended 'Drive On' workshops with over 100 of them going on to have 'accompanied drives' with a driving instructor. Another 6 events are already planned.</li> </ul>
1.4	Increase and improve work with agencies and organisations to protect residents from frauds, scams and other crimes by building on partnerships with police and social care.
Progress	In October 2016 the National Scams Team launched a new Friends Against Scams campaign to raise awareness of scams and empower communities to take a stand against them. Trading Standards Officers in Notts are working with colleagues in our Customer Service Centre to promote the scheme. Officers are actively promoting the campaign at doctors surgeries, pharmacies, care agencies and many other organisations that work with people at risk.

Summary
<p>Overall performance in Children's Social Care remains strong in quarter 3. The percentage of children remaining in long term placements has increased, demonstrating a positive contribution towards effectively protecting and supporting vulnerable children. However, adoption performance dropped in Q3 as five of the seven children who were adopted had special needs and took longer to place. Nottinghamshire continues to focus on adoptions for hard to place children as this is in their best interests.</p> <p>The focus on the recruitment and retention of Social Workers in Children's Services has resulted in a significant reduction in Agency Social Worker spend and is helping to improve stability in Social Work Teams. The Social Work Support Officer (SWSO) post in the front line child protection team has also continued to contribute towards the improved retention of qualified Social Workers.</p> <p>The Council continues to take action to reduce casualties on Nottinghamshire roads through the Road Safety Plan. During this period this has included the implementation of major casualty reduction schemes in Rushcliffe. This has been supported by the Road Safety education events, which are delivered to school children across the county to promote safety awareness, as well as to local businesses in order to develop a safer driving ethos for their employees.</p> <p>During this period, Nottinghamshire Trading Standards Officers have been working with key stakeholders (doctors, pharmacies, care agencies) and the Customer Service Centre to actively promote the National 'Friends Against Scams' campaign. This is aimed at empowering communities to take a 'Stand Against Scams', in order to help to make Nottinghamshire a fair and safe place to do business.</p> <p><b>Pressures and challenges:</b> The key challenge for the Trading Standards service is moving to a more commercial model of service delivery to income generate and to reduce the net cost of the Trading Standards Service from £1,143k to £823k over a 3 year period. The approach involves shifting some staff resource away from core enforcement work to discretionary income generating activity and upskilling officers to gain any additional specialist knowledge and expertise needed.</p>

## STRATEGIC PLAN Priority 2 - Protecting the environment

## Key Indicators

Outcome	Indicator	National	Target	Latest	Previous	Good is
2.1	Number of visitors to Country Parks (Rufford and Sherwood) (Q3)	N/A	765,000	<b>572,708</b>	421,268	High
2.2	Percentage of household waste reused, recycled or composted (Q2)	N/A	44.0%	<b>43.25%</b>	42.70%	High
2.2	Percentage of Local Authority Municipal Waste Land filled (Q2)	N/A	15.00%	<b>8.00%</b>	7.40%	Low
2.2	Number of volunteer hours for natural and historic environment projects (Annual 2015/16)	N/A	5,608	-	5,608	High
2.3	Change in weather corrected carbon emissions from energy use in Council buildings (Annual 2016/17)	N/A	67,457	-	64,233	Low

## Key Actions and Milestones

Outcome	Milestone
2.1	Transition of Sherwood Forest Country Park to management by the RSPB
<b>Progress</b>	<b>Culture Committee approved in July 2015 an agreement for the Council to partner with the RSPB to design and operate a new visitor centre at Sherwood Forest Country Park and to decommission the existing facilities. In quarter 3, the County Council has supported Newark &amp; Sherwood District Council's planning application process with planning permission granted in January 2017. The RSPB are planning to commence preparatory works during 2017. It is expected that the new centre will open for business in April 2018.</b>
2.1	Secure a partner for the commercial operation at Rufford Abbey Country Park so that the site can operate with reduced Council subsidy
<b>Progress</b>	<b>The project outcome is to achieve a long-term, sustainable future for Rufford Abbey Country Park, to conserve (protect and enhance) the heritage of the historic abbey buildings and the surrounding parkland and to develop a modern and attractive visitor offer. The County Council appointed Parkwood Leisure Ltd as the preferred partner on 1st November 2016 and during this period work has been undertaken to prepare for the commencement of the contract on 1st February 2017. The Council will continue to be responsible for maintaining the park.</b>
2.1	Develop a number of programmes at a landscape scale to benefit biodiversity, heritage, local people and the economy, working closely with the Local Nature Partnership and other partnerships and partners.
<b>Progress</b>	<b>Preparation on the stage 2 application has not progressed as previously envisaged towards an application in February. The Council is working with partners to consider the options available.</b>
2.2	Reduce reliance on landfill by utilising the Eastcroft Energy and Sheffield Energy Recovery Facility and moving waste up the waste hierarchy (minimise, reuse, recycle and energy recovery)
<b>Progress</b>	<b>The Council has maximised utilisation of the Eastcroft Energy Facility for residual waste from Broxtowe, Gedling and Rushcliffe boroughs as a result of the improved availability of the site. Newark and Worksop Transfer Stations are ensuring full utilisation of available capacity at the Sheffield Energy Recovery facility for residual waste from Bassetlaw and Newark and Sherwood districts. Construction of the Welshcroft Close transfer station, which will handle waste from Ashfield and Mansfield districts is due to be completed in March 2017 and this will provide a long term delivery point for ensuring that landfill diversions are maximised. The targets related to landfill diversion should be comfortably met in 2016/17 despite waste levels increasing. Improved garden waste collection schemes are now implemented in Ashfield and Newark and Sherwood, and Bassetlaw intend to introduce their new garden waste collection scheme from February 2017. Mansfield, Rushcliffe, Broxtowe and Gedling are already operating this scheme.</b>
2.5	Support bus quality partnerships including the Mansfield and Beeston Statutory Quality Bus Partnership, and introduce Voluntary Quality Bus Partnerships (VQBP) for Worksop.
<b>Progress</b>	<b>The Greater Nottinghamshire Bus Integration Partnership (GNBIP) and North Nottinghamshire Bus Quality Partnership (NNBQP) continue to meet on a six monthly basis as they seek to deliver public transport improvements across the County. The developed schemes (Mansfield and Beeston Statutory Quality Partnerships and Worksop Voluntary Quality Partnership) continue to be monitored and are performing very well. The GNBIP and NNBQP are the over-arching partnerships within which these specific schemes sit. During this quarter, the Council carried out its annual passenger surveys in Mansfield, Beeston and Worksop to measure performance and benchmark standards. The satisfactions ratings of these services remain high at above 90%.</b>

The council is putting in place measures to help to protect the countryside and attract more visitors including working with a new partner - the RSPB - to develop a new visitor centre at Sherwood Forest Country Park. In addition, progress has been made in achieving a long-term sustainable future for Rufford Abbey Country Park. This has been through the appointment of Parkwood Leisure Ltd as the preferred partner of the Council (on 1 November 2016).

The council has made a positive impact towards helping to protect the environment by maximising the utilisation of the Eastcroft Energy facility for the collection of residual waste from Broxtowe, Gedling and Rushcliffe Boroughs.

Further developments on improving garden waste collection schemes in Ashfield and Newark and Sherwood have resulted in improvements to increased green waste recycling. Bassetlaw intend to introduce this scheme in February 2017.

The Waste service continues to work with a range of partners to minimise the amount of waste collection and maximise recycling and composting levels. This includes supporting the popular Love Food Hate Waste campaign, reducing recycling contamination, the schools waste education programme and school visits at the Materials Recovery Facility (MRF).

NCC is working in partnership with bus companies in order to improve the usage of public transport. This is through promoting the local bus network by committing resources to support the achievement of the Statutory Quality Bus Partnership (SQBP) and delivery of services. For example, the council carried out annual passenger surveys in Mansfield and Beeston to measure performance and benchmark standards. The satisfactions ratings of these services continue to remain high.

The Council established a Voluntary Quality Bus Partnership in Worksop as an interim arrangement, while the impact of the bus station and changes to local bus provision were evaluated. This agreement gave more flexibility than a long term Statutory Quality Bus Partnership agreement. The Council continues to work with the operators to identify traffic 'hotspots' and look for solutions to further improve reliability and punctuality, thus demonstrating a positive contribution towards improving connectivity across the region.

Key Indicators

Outcome	Indicator	National	Target	Latest	Previous	Good is
3.1	Number of development schemes brought forward by the County Council and partners that are prioritised in future Growth Plans (Annual 2015/16)	N/A	3	-	4	High
3.3	Total number of premises passed by a fibre-based broadband infrastructure (Q3)	N/A	7,856	8,830	6,349	High
3.5	Percentage of young people aged 16-17 not in education, employment or training (NEET) (Q3)	N/A	2.0%	1.7%	1.6%	Low
3.5	Number of young people taking up apprenticeships through the Council's investment in youth employment (Q3)	N/A	16	6	0	High

Key Actions and Milestones

Outcome	Milestone
3.1	Support Nottinghamshire projects to access capital investment through the D2N2 Strategic Economic Plan, Growing Places Fund (GPF), Regional Growth Fund (RGF) and the Nottinghamshire Investment Fund <b>Progress</b> An announcement on the D2N2 LEP's Growth Deal and the Local Growth Fund is anticipated shortly; the N2 Town Centres Programme is a priority of the N2 Economic Prosperity Committee and the Smarter Bus Travel submission has scored well in initial assessments. The LEP's Growing Place Fund remains open for bids and is being promoted across the County with one project positioned favourably at this time. A S106 Agreement at the Beeston Business Park Enterprise Zone is close to being agreed. Harrier Park Hucknall no longer requires LEP investment but is making excellent progress with private sector interest already high. Regional Growth Fund Programmes are close to cessation.
3.3	Deliver phase 1 of the Better Broadband for Nottinghamshire programme Contract 2 <b>Progress</b> The Better Broadband for Nottinghamshire Programme is currently in Phase 2a and 2b of delivery. The annual target of 7,856 additional premises in 2016/17 has now been exceeded with a total of 2,481 homes passed during quarter 3.
3.3	Deliver the Hucknall improvement scheme to regenerate the town centre <b>Progress</b> Work on the Hucknall improvement scheme started in 2015 with construction of a new road commencing in January 2016. A major milestone was completed during the quarter with the road opened to traffic on Sunday 27th November 2016. The pedestrianisation of the High Street is due to be completed in June 2017.
3.3	Work with Via East Midlands to ensure Service Level Agreement (SLAs) are met to ensure an effective and efficient highway services are delivered <b>Progress</b> A Governance structure for the contract is now in place including a Term Operational Board which now meets monthly. The Health and Safety subgroup has been formed and a number of key processes are in place including the risk register, insurance protocol and invoicing arrangements. Via are in the process of producing a series of Method Statements which will highlight how its services are to be delivered. A Contract Management Team has been established to ensure Via adheres to its contractual obligations. This team will review the quality and cost effectiveness of the Services and Works undertaken by Via on behalf of the County Council. An independent assessment recently undertaken by the British Standards Institution reported 'Transition from in house to external contract service has been well managed'. and that 'Good communication through Board Meetings and Safety Sub Groups was evidenced'.
3.4	We continue to pay all central employed staff the Living Wage Foundation rate as a minimum which will also apply to new employees. <b>Progress</b> As part of its commitment to fair pay and promoting this as good practice to other employers in Nottinghamshire, the Council adopted the Living Wage Foundation Living Wage rate and implemented this for its lowest paid frontline employees from 1st April 2014. The current Living Wage Foundation rate is £8.45p an hour, which was applied to the wages of the Council's 2,748 lowest paid employees inclusive of the annual increases in the rate from November 2016.
3.5	Work with employers as part of the Economic Development Strategy to promote the benefits of apprenticeships, to promote the take-up of apprenticeships and maximise the opportunities of the apprenticeship levy. <b>Progress</b> Promotion of available grants and the benefits of apprenticeships is ongoing, with particular targeting of niche creative micro businesses for the Craft Academy programme. Futures have allocated a further 5 grants for apprenticeships begun with SMEs, and 1 creative business has taken on a new apprentice.

Summary

The Council has supported economic growth and employment in Nottinghamshire by actively engaging with partners to establish a national presence and international reputation to stimulate the Midlands Engine. Following the EU Referendum uncertainty over European Structural and Investment Funds has calmed with the Government under-writing the related programmes. This has allowed a number of EU funded projects where the County Council is leading on the delivery, or where the Council is a partner, to go ahead.

The Council continue to make a positive contribution towards improving countywide infrastructure, helping to minimise the barriers to growth. This can be demonstrated by the 'Better Broadband for Nottinghamshire' programme exceeding its target during quarter 3 in terms of the number of premises passed by a fibre based broadband infrastructure.

Progress on phase one of the Hucknall Town Centre Improvement scheme has been successfully completed, with a new road opened to the public in November 2016 which incorporated a new bus link (including new shelters and real time information). NCC has invested £3.144m in the Hucknall Improvement Scheme, which complements £8.49m from the Department for Transport and £1.35m from Ashfield District Council. The Scheme will boost the local economy, cut congestion and enhance bus services in the area.

During quarter 3, the Highways services established a Service Level Agreements (SLAs) with Via East Midlands to ensure an effective and efficient delivery of highways related services to the public.

The council remains committed as an employer to ensure its employees are paid a fair rate of pay which reflects the council's core strategic value of Treating People Fairly. The latest annual increase in the Living Wage Foundation rate has been applied from November 2016.

**Pressures and Challenges:** A final decision on the D2N2 LEP's Growth Deal and Local Growth Fund is still awaited; this is now anticipated before the Budget on the 8th March. Resources from the GPF remain available and the Fund is being promoted across the County. Investments from the Council's Nottinghamshire Economic Development Fund into Nottinghamshire SMEs continues with the 3rd Round investments made in the last quarter and a 4th Round launched in late January 2017.

## STRATEGIC PLAN Priority 4 - Providing care and promoting health

## Key Indicators

Outcome Indicator	National	Target	Latest	Previous	Good is
4.2 The number of older adults currently in long term residential and nursing care (M Dec 2016)	not yet available	2,275	<b>2,372</b>	2,394	Low
4.2 The number of younger adults currently supported in long term residential and nursing care (M Dec 2016)	not yet available	650	<b>648</b>	650	Low
4.4 The rate of delayed transfers of care from hospital, and those which are attributable to adult social care and those which are attributable to social care and the NHS jointly (M Dec 2016)	not yet available	2	<b>1.33</b>	1.63	Low
4.4 The proportion of older people (65 and over) who were still at home 91 days after discharge from hospital into reablement / rehabilitation services (Q3)	not yet available	91.2%	<b>81.3%</b>	85.4%	High
4.5 Percentage of identified Health and Wellbeing Board partners that have tobacco declaration action plans agreed and in place (Q3)	N/A	100%	<b>Data not yet available</b>	73%	High

## Key Actions and Milestones

Outcome Milestone
4.1 We will support the development of new Extra Care Housing and Supported Living Services for older and disabled adults
<b>Progress</b> The council has committed to creating 160 new Extra Care places by March 2018. So far 82 new places have been created. 50 are in development and a proposal to develop 61 units is being considered.
4.4 We will develop and implement a Sustainability and Transformation Plan (STP) which will set out how we intend to secure delivery of the vision for health and social care services across Nottinghamshire including Nottingham City
<b>Progress</b> On 24 November 2016 we published the full Nottingham and Nottinghamshire STP plan, along with summary versions, on all partner organisation websites. The website <a href="http://www.stpnotts.org.uk">www.stpnotts.org.uk</a> has all these documents published online plus the supporting appendices. This is the draft plan and will continue to be developed. It is not final and is a reflection of local organisations' current thinking about what needs to be done to improve health and wellbeing, the quality of care and local services, and address the financial challenge. Discussion events are planned for January and February 2017 where people will be able to hear more about the STP and how it will affect patients, citizens, carers and service users and take part in discussion with representatives from the STP partner organisations.
4.4 We will ensure that all partners have signed the tobacco declaration for Nottinghamshire and have action plans to achieve their organisational and Health & Wellbeing Board aspirations with regards to Tobacco Control
<b>Progress</b> During quarter 3, the Council has made progress, with 22 key partner organisations signed up to the Tobacco Control Declaration underpinned by their commitment to implement and develop actions plans. For example several organisations are reviewing their Smoke free policies with Nottinghamshire County Council. The next steps in implementing the Tobacco Control Declaration will be to extend into schools, universities, colleges and any remaining public organisations and to align its work with Nottinghamshire Wellbeing at Work Scheme.

## Summary

The council strives to provide care and promote the health of individuals to enable them to live independently and maintain a satisfactory quality of life. A key indicator for this is the number of younger and older adults supported in long term residential and nursing care, and how this changes over time. As such the council continues to put in place measures which aim to help to reduce this figure.

The Sustainability Transformation Plan partners continue to work together to develop plans to ensure health and care services are delivered around the needs of communities, rather than around individual organisations. In addition the council is supporting the development of new Extra Care Housing and Supported Living services for older and disabled adults, which has seen the creation of 82 new places for people to live independently in the community at four new schemes (St. Andrews, Poppy Fields, Bilsthorpe Bungalows and Darlison Court). 50 other schemes are in development and a proposal to develop 61 units in Worksop and Retford is being considered which will make the overall delivery of 193 new units of Extra Care across Nottinghamshire.

Partnership work is taking place which is focused on targeted interventions to help to improve public health and well-being. For example progress has been made with the signing up of several partners to the Tobacco Control Declaration, with the commitment to develop and implement an action plan. The Health and Wellbeing Board continue to monitor and control the use of tobacco in the workplace to support the vision of a smoke free generation for Nottinghamshire.

**Pressures and Challenges:** Social care services, such as those provided to children in care, older people with complex conditions and adults with disabilities, are being hit by a combination of extra demand, rising costs and severe, on-going cuts to funding for councils by the Government.

## STRATEGIC PLAN Priority 5 - Investing in our future

## Key Indicators

Outcome	Indicator	National	Target	Latest	Previous	Good is
5.1	Percentage of pupils achieving the expected standard in reading, writing and maths (KS2) (2016)	54.0%		<b>53.8%</b>	New Measure	High
5.1	Percentage of pupils achieving A*-C in English and Maths at GCSE (KS4) (2016)	63.3%	Higher than national average	<b>65.9%</b>	59.7%	High
5.1	Attainment 8 average score (KS4) (2016)	50.1		<b>50.8</b>	47.8	High
5.1	The average point score per entry (KS5 - including colleges) (2016)	32.41	Narrow the gap with National Average	<b>30.37</b>	New Measure	High
5.2	FSM6 Attainment gap at age 11 for pupils achieving the expected standard in reading, writing and maths (KS2) (2016 - national provisional)	20.8%	Gap narrowed compared to 2014/15	<b>24.2%</b>	New Measure	Low
5.2	FSM6 Gap for pupils achieving A*-C in English and maths at GCSE (KS4) (2016 - national prov)	26.8%		<b>30.2%</b>	29.4%	Low
5.4	First time entrants to the Youth Justice System aged 10-17 per 100k (Q2 cumulative)	N/A	Lower than 2015-16	<b>147</b>	70	Low
5.5	Uptake of early education places for eligible 2 year olds (Autumn Term 2016)	N/A	Higher than stat. n'bour average	<b>75.1%</b>	70.7%	High

\* FSM6 - free school meals at any point in the past 6 years

## Key Actions and Milestones

Outcome	Milestone
	To develop effective working relationships with key partners to further raise standards of attainment and improve progress of all children and young people in Nottinghamshire
Progress	<b>Final data for 2016 indicates a significant improvement in attainment levels. At KS2, 53.8% of Nottinghamshire pupils achieved the expected standard in reading, writing and maths, compared to 54% nationally. The percentage of pupils achieving A*-C in both English and maths in Nottinghamshire secondary schools at the end of year 11 (KS4) was 65.9%. This represents an increase of 6.2% in comparison with 2015. Nationally, 63.3% of state funded schools achieved this measure, an improvement of 4.1%. Nottinghamshire is now placed 41st out of 151 LA's</b>
5.2	To implement the Closing the Gap Strategy with an enhanced focus on addressing the East Midlands Challenge to improve the attainment and progress for vulnerable learners
Progress	<b>An extensive programme of Closing the Gap (CtG) focused activities and collaborations is underway to develop a cohesive offer to secure readiness for learning as well as improve outcomes for vulnerable groups as identified in the East Midlands Challenge. 2016 data indicates a narrowing of the attainment gap at Early Years between FSM/Non FSM pupils. Final KS2 attainment data indicates the FSM6/Non FSM6 gap stands at 24.2 percentage points. National provisional data shows a gap of 20.8 percentage points. At KS4, there has been a widening of the gap for FSM6 pupils. In 2016 42.8% of FSM6 achieved A*-C including english and maths, compared to 73.0% who were not FSM6. Nottinghamshire's FSM6 gap is 30.2 percentage points which represents a widening of the gap compared to 29.4 percentage points reported in 2015. Provisional figures suggest that the national attainment gap stands at 26.8 percentage points for state funded schools. Although Nottinghamshire's gap widened on this measure, the performance of FSM6 pupils has increased at a faster rate than witnessed nationally in 2016.</b>
5.3	To use place planning analysis and early years' data, to secure funding (basic need and section 106) to ensure there are sufficient school and early year places across the county
Progress	<b>The school capacity (SCAP) data return was completed and returned to Education Funding Agency (EFA) by due date (Autumn term 2016). On-going responses to District and Borough councils in respect of housing developments of over 10 dwellings indicating requirements for; land, contributions or both. On-going discussions with EFA and multi-academy trusts regarding forward funding and sponsorship respectively of Free Schools.</b>
5.4	To improve the standards of assessment and planning for families across early help services
Progress	<b>In quarter 3, 83% of case audits were graded as either 'outstanding' or 'good', an increase on quarter 2 (78%). Only 2 cases were graded as being inadequate and in neither of these was there felt to be an immediate risk to the young person. Assessment and analysis was graded as good or outstanding in 88% of cases during the same quarter.</b>
5.4	To support the development of Family Support Workers in all publicly funded school settings
Progress	<b>Termly workshops have been available to family and pastoral workers from school settings to improve peer support networks and improve the knowledge and skills base of these workers. Participation has been variable but overall the initiative has been received positively.</b>
5.4	To deliver a sustainable model to reduce offending by young people
Progress	<b>A new structure for the Youth Offending Teams has been approved by the Youth Justice Partnership Board and Children and Young People's Committee following a review and consultation which will further this action.</b>
5.5	To improve access to Child Adolescent Mental Health Services (CAMHS)
Progress	<b>CAMHS has refreshed and revised the information provided to children, families and referrers, through an improved website. Additionally, the young people's health website (Health for Teens) has been launched, providing information about emotional health issues to children, young people and families and information about services available. This includes the newly launched online counselling service, kooth.com.</b>
5.5	To reduce the number of children and young people with an Education Health and Care (EHC) Plan at risk of being without a school place
Progress	<b>The Integrated Children Disability Service is continuing to monitor placements at risk and those children and young people who are not on a school roll, where the child or young person has an Education, Health and Care (EHC) Plan. The Children Missing Education Service Plan's section on children and young people with EHC Plans is being updated, and strategic oversight will be provided by the newly established multi-agency SEND Accountability Board.</b>

## Summary

There have been a number of updates to education outcomes since last quarter. This includes the new more demanding key stage 2 assessments (in combined reading, writing and maths) where the LA is in line with the national average.

The headline measures show some positive increases at key stage 4, with A\*-C grades in English and Maths being 2.6% points above the national average, demonstrating significant progress in working towards the outcome of children and young people attaining higher educational standards.

However, the attainment gap between pupils eligible for free school meals at any point in the past 6 years has widened at key stage 4, and is above the national gap at key stage 2.

**Pressures and Challenges:** School budgetary pressures may increasingly impact on schools' ability to enhance provision particularly for vulnerable groups. In addition, there is continued ongoing budgetary pressures on LA teams responsible for supporting and challenging schools around the closing the gap priority and early help.

Whilst initial funding has been secured for school expansions, there may be challenges around securing the additional funding needed and the positive engagement of Governing Boards with Basic Need school expansion projects.



## Redefining Your Council – Adult and Health Portfolio as at December 2016

<b>Progs.</b>	<ul style="list-style-type: none"> <li>• <b>Adult Social Care Strategy &amp; market development</b> – preventing &amp; reducing care needs by promoting independence</li> <li>• <b>Integration with health</b> – implementing joined-up working practices and initiatives with health</li> <li>• <b>Public Health Outcomes</b> – working with key stakeholders to establish how to allocate the current budget</li> <li>• <b>Care Act Implementation</b> – implementing the changes needed for the next stage of the Care Act</li> <li>• <b>Direct Services Provision</b> – developing different ways of delivering services</li> </ul>	
<b>Benefits to be delivered</b>	<ul style="list-style-type: none"> <li>• Promoting independence and preventing, reducing and delaying the need for care and support (including providing information and advice to encourage people to look after themselves and each other)</li> <li>• Better and more joined-up working with partners (e.g. health) to improve outcomes for service users</li> <li>• More efficient, flexible and mobile staff by using technology to maximise staff time and help manage demand</li> <li>• Providing services that are creative, sustainable, value for money and legally compliant</li> </ul>	
<b>Key achievements in last 3 months</b>		<b>Expected delivery over next 3 months</b>
<ul style="list-style-type: none"> <li>• Nottinghamshire's Sustainable Transformation Plan (STP) has been submitted and is now published online. It includes a workstream on the promoting independence and self-care approach as this is crucial to the future of a good health and social care model.</li> <li>• Good progress has been made on the set up of Notts Enabling, a service to enable people with a learning disability to achieve greater independence. A new temporary team of promoting independence workers is now being recruited. The Notts Enabling service will provide opportunities for people with learning disabilities to learn new skills and or find the support they need in different ways. Social Care staff in community learning disability teams and the Transitions team have had training on the progression model to support this work with existing service users.</li> <li>• An innovative trial of the three tier model in the Broxtowe area is being coproduced with operational teams, with a view to the trial starting in spring 2017. The model looks at having three conversations with people when they first enquire about care and support. The first conversation is around how we can help people to help themselves, the second is how we can help people for only as long as they need it and then a third conversation about ongoing support that is needed and how independence can be maximised.</li> <li>• All older adults' Occupational Therapy Teams and three older adults Social Work teams now offer scheduled appointments. Where auto scheduling of appointments has been introduced people get an</li> </ul>		<ul style="list-style-type: none"> <li>• Public consultation will be conducted on the STP and work will continue to strengthen the promoting independence and self-care workstream to ensure it is fully embedded across all areas.</li> <li>• The new Notts Enabling service will go live; this will help younger adults with a disability to be more independent by providing hands-on guidance and assistance. Community Learning Disability teams will have a cohort of service users who will receive additional support to become more independent and this group will be reviewed more frequently to track their progress.</li> <li>• A review of the benefits of working differently will be completed to assess what else can be done to help people work more effectively. This will include opportunities to expand the scheduling of appointments, greater use of mobile devices in different settings and work to ensure that an enquiry is resolved at the earliest opportunity for individuals. Alongside this a review of what other local authorities are doing to improve services, meet care act responsibilities and save money will continue. So far productivity across older adults has increased as much as 30% in some teams, meaning we can spend more time developing support plans and working with people to increase their independence.</li> <li>• Work will continue to roll out auto scheduling of appointments with the 4 remaining Social Work teams due to go live by the end of April 2017.</li> </ul>

appointment for an assessment booked much earlier and generally experience a reduced wait for an appointment.

- Training for Managers on how to ensure all staff are able to use the new support plan when it is launched was delivered in November. The support plan is the tool used by Social Workers with Service Users to record their outcomes and goals and to agree how their support needs will be met. The support plan and the time spent completing it with the service user is key to promoting independence and considering options such as informal support before formal paid for support is commissioned.
- A shared vision and set of principles has been agreed with Rushcliffe CCG and Notts Healthcare Foundation Trust (Community Health Staff). These principles will be used to design integrated services with partners in Rushcliffe in the future.
- In Mid-Nottinghamshire, the Integrated Discharge Review has led to the agreement of significant operational changes within Sherwood Forest Hospitals NHS Trust, involving the hospital, social care and community health services. There have been some quick wins already to speed up the efficiency of working practices (e.g. training for ward staff about how to involve social care in discharge arrangements for appropriate patients).
- A commissioning review is underway to identify patterns of social care provision across hospital services. This work will inform options for savings around commissioned social and health care out of hospital.
- New proposals for Greater Nottingham to become an Accountable Care System as part of the New Models of Care programme have been submitted for consideration and funding to NHS England. The aim of this work is to improve the pathways for patients through hospitals and enable staff to work more effectively together.
- Work underway to develop a new Short Term Independence Service in Mid-Notts and Bassetlaw by reconfiguring all the social care staff (83.2 fte) who work in intermediate care services and Start Reablement teams. There will be two teams covering Mansfield & Ashfield and Newark & Sherwood. The benefits of this reconfiguration are that managers will be able to use staff more flexibly to respond to the peaks in demand and maintain flow through all the short-term social care and health services. Managers will have a more strategic

- There are Occupational Therapists in both Health and Social Care. Work in Rushcliffe to scope opportunities to reduce duplication and increase flexibility to enhance the service offered to individuals will be undertaken.
- Nottingham Trent University has been engaged to research the costs and benefits of embedding Social Care staff within integrated Care Teams across the county. An interim evaluation of this work will be ready by March.
- Having resolved a number of consent issues around information sharing between social care and health, daily updates of information from Social Care service user records to primary care Health colleagues will be provided, matched by NHS number. This means that GPs will be able to make more informed decisions about the best care for individuals, which will enable better direct care for people between Health and Social Care.
- Work will commence to create a 3-year action plan for ASCH to set out the priorities for information sharing across health and social care, as well as system integration to help staff work more effectively to offer direct care to service users.
- The findings of the hospital discharge pathway review in Mid-Nottinghamshire will be available and recommendations made for any potential efficiencies through better integration between partners. The learning from this review will inform integrated discharge service development across the planning areas.
- The findings of the commissioning review of provision across our hospital services will be developed in February 2017.
- The implications of the Accountable Care System Model for social care will be formally discussed at a Members Reference Group in January to progress further.
- Completion of changes to create the Short Term Independence Service in Mid-Nottinghamshire and Bassetlaw i.e. revision of staff structures, making appropriate changes on BMS, reorganising budgets and reviewing current criteria and referral pathways. The service will be launched by 31 March 2017.

<p>overview than is possible currently and communication will be easier across organisational boundaries.</p> <ul style="list-style-type: none"> <li>Public Health Committee approved the award of the 0-19 Healthy Child Programme and Public Health Nursing Service. The mobilisation phase commenced with the new provider, in preparation for the new integrated service commencing from 1 April 2017, in order to ensure a smooth transition.</li> </ul>	<ul style="list-style-type: none"> <li>Completion of mobilisation phase of the new 0-19 Health Child Programme and Public Health Nursing Service, due to commence 1 April 2017.</li> </ul>
<p><b>Key risks to delivery</b></p>	<ul style="list-style-type: none"> <li>Managing demand for services when there are increasing pressures from rising demographics and increased responsibilities from legislation.</li> <li>Maintaining service quality as much as possible in the face of falling budgets and the continued need to find savings.</li> <li>Maintaining care provision in the face of increased costs and problems with staff recruitment and retention.</li> <li>Enabling alternatives to paid support through the development of community based support in order to reduce demand.</li> <li>Assessing impacts and ensuring that local adoption of nationally proposed health models support the Adult Social Care strategy and do not increase demand for social care services.</li> </ul>

**Redefining Your Council – Children’s & Culture Portfolio as at December 2016**

<p><b>Progs.</b></p>	<ul style="list-style-type: none"> <li>• <b>Integration of Family Support Services</b> – delivering locality focussed support to children and families</li> <li>• <b>Improving Outcomes for Children and Young People with Disabilities</b> – developing an integrated approach across social care, education and health</li> <li>• <b>Integrated Commissioning of Children’s Health Services</b> – an integrated approach to community health services</li> <li>• <b>Transformation of Children’s Social Care</b> – ensuring support for vulnerable children is outcome-focused and provided by a suitably skilled workforce. Placements for Looked After Children will achieve the required outcomes at lower cost</li> <li>• <b>Cultural Services Transformation</b> – redesigning services and using alternative service delivery models</li> </ul>	
<p><b>Benefits to be delivered</b></p>	<ul style="list-style-type: none"> <li>• Easier access to services in the right place, at the right time, with seamless transitions between services</li> <li>• Maintaining good quality services, maximising resources, reducing unit costs and being legally compliant</li> <li>• Working better with partners – reducing the need for families to continually repeat the same information</li> <li>• Supporting children and young people to live at home, with their families, wherever safe and possible to do so, or moving to alternative permanent placements (e.g. adoption) as quickly as possible, minimising time spent in care</li> <li>• Delivering services in different ways to make them more sustainable</li> </ul>	
<p><b>Key achievements in last 3 months</b></p>		<p><b>Expected delivery over next 3 months</b></p>
<ul style="list-style-type: none"> <li>• Planning permission submitted by the RSPB for the new Sherwood Forest Visitor Centre. This is a delegated decision</li> <li>• Contract awarded to a partner to run the commercial offer at Rufford Abbey Country Park.</li> <li>• Process efficiency reviews (Lean+) have been completed across Fostering and Adoption services, and a number of efficiency recommendations have been made to the management team. These efficiencies will enable the services to safely change the skills mix in teams and deliver efficiencies. A current position statement has been written which details the specialist provision, including criteria for entry for both children and carers, current payment structures, and support/respite entitlement.</li> <li>• Intensive face-to-face interviews have been conducted with almost 50% of fee-paid foster carers, to inform a refreshed set of terms and conditions which will not only ensure that our service offer across all foster carers is fair and equitable, but will also ensure that our foster care provision delivers the best possible outcomes for children and young people alongside excellent value for money.</li> </ul>		<ul style="list-style-type: none"> <li>• Planning permission granted for the new Sherwood Forest Visitor Centre and commencement of groundworks.</li> <li>• Parkwood Leisure Ltd start running the commercial offer at Rufford Abbey Country Park.</li> <li>• Following the Adoption review a proposal will be developed to deliver projected savings for 17/18.</li> <li>• Following feedback from specialist fee-paid foster carers a report collating their responses will be finalised. This will be shared with service colleagues and foster carers. Feedback will be considered and used to ensure that service provision meets demand and that the service offer is equitable across the different groups of foster carers. The review captures the current position and compares this with the needs of Children and Young People coming into care, to inform recommendations for specialist fostering provision.</li> <li>• Draft options for refreshed fee-paid foster carer offer and scheme criteria will be developed for March 2017.</li> </ul>

<ul style="list-style-type: none"> <li>• Business Cases are in development for the proposed Remodelling Children’s Care project.</li> </ul>	<ul style="list-style-type: none"> <li>• Draft business cases will be developed for the following areas in Remodelling Children’s Care: Support for looked-after children; Support for care-leavers; Support for children and young people with disabilities; and Commissioning and Placements.</li> </ul>
<p><b>Key risks to delivery</b></p>	<ul style="list-style-type: none"> <li>• There is a significant amount of project work being developed in this portfolio, which will have interdependencies and could impact on deliverability.</li> <li>• Foster carers are under pressure as much activity has been focussed on the services they provide and how they are compensated.</li> <li>• The higher thresholds for the new Family Service impacts on demand for Children’s Social Care.</li> <li>• The delay to the MOSAIC upgrade will impact on the planned timescales for the Integrated Children’s Disability Service to have full case recording and reporting functionality.</li> </ul>

Redefining Your Council – Place Portfolio as at December 2016

<p><b>Progs.</b></p>	<ul style="list-style-type: none"> <li>• <b>Highways Transformation</b> – changing the way the highways service is delivered to maximise quality and cost efficiencies</li> <li>• <b>Transport</b> – changing how transport services are delivered, focusing on partnership working and reviewing policies</li> <li>• <b>Energy and waste</b> – reducing energy use, increasing power generation from the Council’s estate and improving recycling</li> <li>• <b>Alternative Service Delivery Model for Catering and Facilities Management</b> – establishing the best delivery model</li> <li>• <b>Economic Development &amp; Combined Authority</b> - shaping and responding to changes to the operating context for economic development (including proposals for a Combined Authority and a potential Devolution Deal)</li> <li>• <b>Community Empowerment &amp; Resilience</b> - enabling Nottinghamshire communities to be more empowered and resilient in order to delay or prevent the need for public services intervention</li> </ul>	
<p><b>Benefits to be delivered</b></p>	<ul style="list-style-type: none"> <li>• Better value for money and more sustainable services by moving services into different delivery models</li> <li>• Improved customer satisfaction and quality of services</li> <li>• Reduced duplication, improved processes and maximising opportunities of new technology – more efficient services</li> <li>• Delaying and preventing the need for services and providing services at lower costs by working more closely with partners</li> <li>• Increasing economic growth and improving economic prosperity in Nottinghamshire</li> <li>• Reducing the Council’s carbon footprint and becoming more energy efficient</li> </ul>	
<p><b>Key achievements in last 3 months</b></p>		<p><b>Expected delivery over next 3 months</b></p>
<ul style="list-style-type: none"> <li>• High Court decision received which ruled that a consultation used to justify the expansion of Sheffield City Region (SCR) Combined Authority was unlawful.</li> <li>• Government confirmed HS2 will come to Toton. East Midlands HS2 Growth Strategy launched to ensure the whole of Nottinghamshire benefits from the station (jobs, growth and connectivity).</li> <li>• Commenced work to establish Terms of Reference and governance arrangements for a D2N2 Joint Committee whose focus will be on transport, one public estate and skills &amp; employment.</li> <li>• D2N2 Digital Business Programme agreement signed with the Department of Communities and Local Government and work underway to finalise collaboration agreement between partners</li> <li>• Finalised the N2 Economic Growth Strategy (incl. Identification of top 15 priority sites), delivered under three themes: Enterprise &amp; Innovation; People &amp; Skills; and Infrastructure &amp; Connectivity</li> <li>• Fourth round (£2.3 million) of the Nottinghamshire Economic Development Capital Fund approved.</li> <li>• Midlands Connect Strategic Board approval of the Picking up the Pace and Emerging Strategy reports by Midlands Connect. These reports identify ways to plan future infrastructure development to maximise economic growth opportunities.</li> </ul>	<ul style="list-style-type: none"> <li>• All relevant District; City and County colleagues will commence engagement regarding the Derby-Nottingham Metro Strategy, ahead of its planned launch in Spring 2017.</li> <li>• D2N2 Leaders to agree next steps relating to the D2N2 Joint Committee proposals.</li> <li>• Series of events to showcase business benefits of £7.2 million digital investment in the D2N2 Digital Growth Programme to be held across the LEP area.</li> <li>• Implementation Plan to support the achievement of the N2 Economic Growth Strategy developed.</li> <li>• Outcomes expected following the launch in January 2017 of Fourth Round of the Nottinghamshire Economic Development Capital Fund</li> <li>• Approval of Midlands Connect Strategy report by March 17 to set out the approach to grow the economy by better connecting the economic hubs to each other and to national and international gateways.</li> </ul>	

<ul style="list-style-type: none"> <li>• The Mansfield and Ashfield Variation to the PFI Waste Contract with Veolia reached financial close on 30 November 2016, guaranteeing diversion from landfill, and providing long term security of delivery points for the District partners.</li> <li>• A Stage 2 Feasibility Study into the potential use of water from the River Trent to heat the County Hall complex has now been completed and is due to be reported to Committee early in 2017.</li> <li>• The three Neighbourhood Co-ordinators who will deliver the Age Friendly Nottinghamshire pilot are all now in post. The concept behind the pilot and wider programme is to delay or prevent the need for intervention by partners delivering public services through enabling Nottinghamshire communities to be more empowered and resilient.</li> <li>• The first review of Via's performance of its statutory obligations has been undertaken, the outcome was positive and small areas for improvement have been identified.</li> <li>• Inspections of both completed schemes and construction works are ongoing; the results of these inspections have been reported back to the Term Operational Board for the Via contract.</li> <li>• Via and NCC have collaboratively produced a risk register which details possible issues which could impact upon the future delivery of highway works / services and the appropriate mitigating actions which could be taken in response.</li> <li>• Transport &amp; Travel Services and CFCS have jointly developed an improved position for Special Educational Needs &amp; Disability (SEND) Transport, which reduces the forecast overspend.</li> </ul>	<ul style="list-style-type: none"> <li>• The new Welshcroft Close Waste Transfer Station in Kirkby in Ashfield, to receive kerbside collected residual waste from Mansfield and Ashfield, is under construction for completion by 31 March 2017.</li> <li>• The new PFI Waste sub-contract arrangements for the thermal treatment of residual waste from Mansfield and Ashfield will commence on 1 April 2017, reducing costs to the County Council.</li> <li>• Bassetlaw District Council is due to commence chargeable kerbside green waste collections at the end of February, supported by a financial contribution to capital costs by NCC.</li> <li>• The Neighbourhood Co-ordinators will map existing provision within the Age Friendly Nottinghamshire pilot areas and develop relationships with providers. Implementation plans will be finalised along with an evaluation framework to assess the pilot's success.</li> <li>• Via's draft Business Continuity &amp; Disaster Recovery Plan and Exit Plan will be agreed and ratified by the Term Operational Board for the Via contract.</li> <li>• The Performance Management Framework used to assess Via's compliance with its contractual obligations will be agreed. Reporting using this framework will commence from the 1<sup>st</sup> of April.</li> <li>• 'Open book' auditing of Capital schemes completed by Via during 2016/17 will commence.</li> <li>• The productivities achieved by Via when undertaking Revenue works will be investigated and - where possible - these will be benchmarked against other comparable highway authorities.</li> <li>• A data Model will be competed to enable ongoing accurate budget forecasting for SEND Transport that takes into account a number of different parameters.</li> </ul>
<p><b>Key risks to delivery</b></p>	<ul style="list-style-type: none"> <li>• Failure to agree on D2N2 Joint Committee proposals</li> <li>• Using new operating models which are previously untested by the Council</li> <li>• Ensuring integrated services meet the different needs and strategies of all organisations involved</li> <li>• Ensuring there is a collaborative approach across key stakeholders to effect economic and community development</li> <li>• Protecting service quality as much as possible in the face of reduced budgets and temporary resources</li> <li>• Change of service delivery model causes diversion of resources and focus away from other priority work areas as identified above</li> </ul>

## Redefining Your Council – Resources Portfolio as at December 2016

<b>Progs.</b>	<ul style="list-style-type: none"> <li>• <b>Smarter Working</b> – changing attitudes towards the workplace and supporting staff to be more efficient and flexible</li> <li>• <b>Customer access and digital development</b> – designing digital tools that better meet the needs of customers</li> <li>• <b>Workforce development</b> – developing employee skills to help them respond to the new working environment</li> <li>• <b>Performance management and benchmarking</b> – better management information to feed decision-making</li> <li>• <b>Integrated commissioning and procurement</b> – aligning the approach to these areas plus contract management</li> <li>• <b>Reform of corporate services and functions</b> – reviewing corporate support functions and determining the best model</li> </ul>	
<b>Benefits to be delivered</b>	<ul style="list-style-type: none"> <li>• Quicker and easier access to services and information by delivering a significantly improved website</li> <li>• Costs savings arising from fewer Council-owned buildings</li> <li>• More agile, flexible and productive staff – better outcomes for customers and value for money</li> <li>• Better partnership working with other organisations – improving outcomes for customers and value for money</li> <li>• Reliable and timely data available to inform decisions and improve performance of services</li> </ul>	
<b>Key achievements in last 3 months</b>		<b>Expected delivery over next 3 months</b>
<ul style="list-style-type: none"> <li>• Request for capital funding to further embed and facilitate flexible working across the Council approved by Policy Committee and Capital Asset Management group (CAMG).</li> <li>• A detailed analysis of the corporate property estate has been undertaken in order to achieve a sustainable estate. Opportunities presented to CLT.</li> <li>• Workshops have taken place with managers on the implementation of the Workforce Strategy. There were a number of actions arising from these events.</li> <li>• Discovery phase under way to pilot new approach to customer journeys to increase customer satisfaction and release financial savings.</li> <li>• Work underway to develop a fit for purpose planning and performance framework.</li> <li>• Phase one of the Corporate Services Review Project completed. Final report for consideration by CLT on 17th January. Phase two research underway.</li> </ul>		<ul style="list-style-type: none"> <li>• Re-configuration of Lawn View House to support more flexible working commenced.</li> <li>• Smarter Working events delivered as part of the Leadership Development Programme.</li> <li>• Smarter Working Information hub launched on the intranet, this will provide support, information and news about Smarter Working.</li> <li>• Corporate property estate options to be developed further. Options for the remainder of the estate to also be developed with service leads.</li> <li>• The Chief Executive will hold a number of focus groups with employees from across the Council to build on Manager Workshops, gather feedback and engage employees in the development of the Council's future priorities. Focus Groups will commence in March 2017</li> <li>• New intranet goes live.</li> <li>• Pilot of new digital transformation approach undertaken.</li> <li>• Continued development of performance reports in preparation for the go live of the Framework Upgrade to MOSAIC.</li> <li>• Completion of consideration of models of delivery for Corporate Services.</li> </ul>

**Key risks  
to  
delivery**

- Staff embracing new ways of working and being more flexible in how and where they work
- Internal resistance to the introduction of new digital tools
- Complex partnership arrangements across Nottinghamshire.
- The local property market will affect the ability to reduce the Council's property estate



## Project Status Report as at December 2016

Status Key	
On Target	Successful delivery of the project to time, cost and quality is achievable and there are no major outstanding issues at this stage that threaten delivery
Experiencing Obstacles	Successful delivery is probable, however, there are minor issues which need resolving to ensure they do not materialise into major issues threatening delivery. This is an early warning category, if the minor issues are resolved in a timely manner, it is unlikely that project savings will be put / remain at risk.
At Risk	Based on available evidence, successful delivery still appears feasible but significant issues exist with scope, timescales, cost, assumptions and/or benefits. Issues appear resolvable, but action is required
Compromised	Based on available evidence, successful delivery of the project appears to be at significant risk. There are major issues with project scope, timescales, cost, assumptions and/or benefits. Immediate action required to resolve issues.
Closed or Completed	Project benefits have been achieved, or there has been an official change to the benefits profile (through change control) so the project is complete or declared undeliverable
No Status	Awaiting major points of clarification / decision-making to enable PID and plan to be completed.

Portfolio	Project Name	Project Status (Last Month) May 2016	Project Status (This Month) June 2016	Cashable Benefits					Projected At Risk / Slippage & Over Achievement					Savings delivered in an	Net at risk amount	
				2016/17 (£000)s	2017/18 (£000)s	2018/19 (£000)s	2019/20 (£000)s	Total (£000)s	2015/16 (£000)s	2016/17 (£000)s	2017/18 (£000)s	2018/19 (£000)s	2019/20 (£000)s			Total (£000)s
Adult Social Care & Health	Direct Payments (OfC C01 2015 & C04 2016)	On Target	On Target	1,823	580	1,280		3,683		-600				-600		-600
Adult Social Care & Health	Targeted Reviews (C07)	On Target	On Target	480	1,010	1,010		2,500		-450				-450		-450
Adult Social Care & Health	Public Health Grant Realignment changes	On Target	On Target	1,650				1,650								
Adult Social Care & Health	Various options to reduce the cost of the intermediate care service	On Target	On Target	800	800			1,600								
Adult Social Care & Health	Further Expansion of Assistive Technology to Promote Independence (C08)	Experiencing Obstacles	On Target	646	543	40		1,229								
Adult Social Care & Health	Commissioned Services - contract savings	On Target	On Target	900				900								
Adult Social Care & Health	Early Resolution (Consulted on as - C05 New operating model for the Social Care Pathway)	On Target	On Target		176	176		352								
Adult Social Care & Health	Development of a single integrated meals production and delivery service	On Target	On Target	293				293								
Adult Social Care & Health	Partnership Homes	On Target	On Target		292			292								
Adult Social Care & Health	Charge for Money Management service	On Target	On Target	134	134			268								
Adult Social Care & Health	Short Term Prevention Services	On Target	On Target	200				200								
Adult Social Care & Health	Increase in transport charge	On Target	On Target	80	80			160		-88				-88		-88
Adult Social Care & Health	Ensuring cost-effective day services	On Target	On Target	150				150								
Adult Social Care & Health	Commercialisation of Business Support and Advice	On Target	On Target		50	75		125								
Adult Social Care & Health	Gain alternative paid employment for remaining Sherwood Industries staff	On Target	On Target	35	35			70								
Adult Social Care & Health	Day Services - withdrawal of Catering and Facilities Management Advisory Service	On Target	On Target	28				28								
Adult Social Care & Health	Increase meal charges within day services	On Target	On Target	19				19								
Adult Social Care & Health	Change to the staffing structure in the Adult Access Service	On Target	On Target	10				10								
Adult Social Care & Health	New ASC ASDMs	On Target	On Target													
Adult Social Care & Health	Care and Support Centres (OfC C03)	Experiencing Obstacles	Experiencing Obstacles	492	292	3,268	294	4,346								
Adult Social Care & Health	Promoting Independence in supported living and outreach services. (C02 2014 & C01 2016)	Experiencing Obstacles	Experiencing Obstacles	951	500	250		1,701	180	-180						
Adult Social Care & Health	Living at Home Phase II (A01)	Experiencing Obstacles	Experiencing Obstacles	397				397	25		-114			-89		-89
Adult Social Care & Health	Investment in Shared lives	Experiencing Obstacles	Experiencing Obstacles	60	60	60		180								
Adult Social Care & Health	Older Adults Residential Care Banding (OfC C02)	Experiencing Obstacles	Experiencing Obstacles	100				100	100					100	100	
Adult Social Care & Health	Reducing the Costs of residential Placements - Younger Adults (OfC C06)	At Risk	At Risk	1,000		500		1,500	269	549	-549			269		269
Adult Social Care & Health	Reduction in long-term care placements (C03 2014 & B04 2016)	At Risk	At Risk	423	300	400		1,123	197	-79				118		118
Adult Social Care & Health	Promoting Independent Travel (C03)	At Risk	At Risk	191	389			580	166	389				555		555
Adult Social Care & Health	Reduction in transport budget	Experiencing Obstacles	At Risk	50	50	50		150	50	50	50			150		150
Adult Social Care & Health	Savings from the Supporting People budget	Closed or Completed	Closed or Completed	1,950				1,950								
Adult Social Care & Health	Improving collection of Continuing Healthcare funding	Closed or Completed	Closed or Completed	350	350			700								
Adult Social Care & Health	Day Services (C07)	Closed or Completed	Closed or Completed	490				490								
Adult Social Care & Health	Public Health staffing restructure	Closed or Completed	Closed or Completed	450				450								

Portfolio	Project Name	Project Status (Last Month) May 2016	Project Status (This Month) June 2016	Cashable Benefits					Projected At Risk / Slippage & Over Achievement						Savings delivered in an	Net at risk amount
				2016/17 (£000)s	2017/18 (£000)s	2018/19 (£000)s	2019/20 (£000)s	Total (£000)s	2015/16 (£000)s	2016/17 (£000)s	2017/18 (£000)s	2018/19 (£000)s	2019/20 (£000)s	Total (£000)s		
Adult Social Care & Health	Redesign of Assessment and Care Management Functions & Organisational Re-design (B07/08)	Closed or Completed	Closed or Completed	250				250								
Adult Social Care & Health	Residential Short Breaks Services (C06)	Closed or Completed	Closed or Completed	250				250								
Adult Social Care & Health	Various contract changes by the Joint Commissioning Unit	Closed or Completed	Closed or Completed	190				190								
Adult Social Care & Health	Reduction in staff posts in the Joint Commissioning Unit	Closed or Completed	Closed or Completed	149				149								
Adult Social Care & Health	Quality Assurance and Mentoring Package	Closed or Completed	Closed or Completed	75				75		75				75	75	
Adult Social Care & Health	To create a single integrated safeguarding support service for the council	Closed or Completed	Closed or Completed	70				70		70				70	70	
Adult Social Care & Health	Community Safety: reduction in staffing	Closed or Completed	Closed or Completed	50				50								
Adult Social Care & Health	Quality and Market Management: reduction in staffing	Closed or Completed	Closed or Completed	45				45								
Adult Social Care & Health	Strategic Commissioning - Review of Contracts	Closed or Completed	Closed or Completed	43				43								
Adult Social Care & Health	Handy Persons Preventative Adaptation Service	Closed or Completed	Closed or Completed													
Adult Social Care & Health Totals				15,274	5,641	7,109	294	28,318	466	-2	-290	-64		110	245	-135

NB: the £600k over achievement against the Direct Payment project in 2016/17 is a one-off, and will not be recurrent in future years.

Exceptions Details by Project		
Portfolio & Status	Project Name	Mitigation Detail
Experiencing Obstacles	Care and Support Centres (OFC C03)	There is the potential for delayed delivery of savings due to the linkage between the closure of care & support centres and the delivery of Extra Care schemes. The impact of this requires further assessment and timescales may need to be adjusted accordingly in the future.
	Promoting Independence in supported living and outreach services. (C02 2014 & C01 2016)	There has been a delay in starting reviews due to difficulties in recruiting all the additional temporary Community Care Officer (CCOs) posts required; and, once recruited, the CCOs have had to initially focus their reviews on services where providers did not feel able to make further savings, in order to support and evidence this. Ongoing focus will be on reviewing people's support requirements to determine where people can become more independent, enabling a reduction in support hours, where appropriate. For example, by sharing support with other service users or by replacing night time support with assistive technology.
	Living at Home Phase II (A01)	Small under delivery of £25k projected on 2016/17 target. This will be made up by Full Year Effect in 2017/18, with a total of £114k savings projected to be delivered with no savings target currently allocated. There has also been slower than planned progress with the development of the new Extra Care schemes, some of which are linked to the closure of the Care and Support
	Investment in Shared lives	There were delays with the recruitment of the full complement of additional staff required to support project delivery and this delayed the start of the project by 9 months. Any shortfall against the £60k target savings for 2016/17 will be temporarily mitigated by an under-spend within the team's staffing budget. Longer-term, there is confidence that the £180k savings target can be achieved over the three year period 2016/17 to 2018/19.
	Older Adults Residential Care Banding (OFC C02)	It has not been possible to deliver this saving as originally planned. Discussions are taking place with the CCGs around joint protocols and a review of guidance and practice is being undertaken. Any savings shortfall will be met by other underspends in the Community Care budgets.
At Risk	Reducing the Costs of residential Placements - Younger Adults (OFC C06)	£269k shortfall against the 2015/16 savings target. In addition, slippage of £549k is anticipated by year end, which will have to be made up in 2017/18 where there is no savings target. Progress with negotiating and agreeing changes to care packages with providers remains slower than originally anticipated, as this is the first detailed work of its kind with the residential market, requiring time to implement change management. In addition, negotiations have to take account of wider cost pressures and manage requests for increases as part of the reviews. The proposed plan to cap all rents to local housing allowance levels and introduce discretionary payments for higher rent schemes is also having a knock on effect on this project. It cannot yet be quantified how much of the final year's target may be at risk.
	Reduction in long-term care placements (C03 2014 & B04 2016)	There were some delays to the development of new larger schemes already approved, and some delayed moves of individuals from residential care to supported living. At this stage it cannot be fully quantified how much of the project's future years savings target of £700k is at risk due to stalled discussions with supported living housing providers on new schemes. This is a result of providers concerns regarding the proposed plan to cap all rents to local housing allowance levels and introduce discretionary payments for higher rent schemes. Whilst Central Government has announced that there will be no change to Housing Benefits Regulations in supported housing until 2019/20, and that there will be a discretionary housing payment fund available after that date to top up rent payments, as well as local mechanisms for assuring providers, it is too soon to ascertain if this will be enough to instil confidence back into the provider market. However, ten Invitations to Tender will be issued in February 2017, and the response to these will be an indication on provider confidence.
	Promoting Independent Travel (C03)	54% of service users reviewed under the refreshed criteria since its launch in July 2016 were assessed as ineligible to receive support with travel. However, 64% of ineligible outcomes have been over-ridden in response to individual service user circumstances on a case by case basis. Some of these have been temporary over-rides, whilst activity to support independent travel is put in place. In mitigation, a range of alternatives to support the department to achieve a balanced transport budget are being developed.
	Reduction in transport budget	Savings achieved within this project have not been sufficient to offset a current overspend. As with the Promoting Independent Travel project, options are being developed to support the department to achieve a balanced transport budget.

Portfolio	Project Name	Project Status (Last Month) May 2016	Project Status (This Month) June 2016	Cashable Benefits					Projected At Risk / Slippage & Over Achievement					Savings delivered in an	Net at risk amount	
				2016/17 (£000)s	2017/18 (£000)s	2018/19 (£000)s	2019/20 (£000)s	Total (£000)s	2015/16 (£000)s	2016/17 (£000)s	2017/18 (£000)s	2018/19 (£000)s	2019/20 (£000)s			Total (£000)s
Childrens, Families & Culture	Integrated Family Support Model (OfCB09 2015 & B08 2016)	On Target	On Target	257	1,000			1,257								
Childrens, Families & Culture	Contracts Review	On Target	On Target		250	830		1,080								
Childrens, Families & Culture	Line by line budget review	On Target	On Target	529	201	102		832								
Childrens, Families & Culture	Statutory School Transport	On Target	On Target	84		686		770								
Childrens, Families & Culture	Sherwood Forest (OfC A15 & A16)	On Target	On Target	50	100	295		445								
Childrens, Families & Culture	CYP Sports & Arts - Service redesign including arm's length operation	On Target	On Target	200	150			350								
Childrens, Families & Culture	Rufford Abbey Country Park (B12 2015)	On Target	On Target		303			303								
Childrens, Families & Culture	Alternative Delivery Models for NCC Children's Homes OIC - Disability	On Target	On Target	266				266								
Childrens, Families & Culture	Restructure of the Quality and Improvement Group	On Target	On Target	125	125			250								
Childrens, Families & Culture	Alternative Delivery Models for NCC Children's Homes OIC - Mainstream	On Target	On Target	87		66		153		87				87	87	
Childrens, Families & Culture	Arts Development Service - Staffing Reduction	On Target	On Target	149				149								
Childrens, Families & Culture	Recharge to Schools Budget	On Target	On Target	125				125								
Childrens, Families & Culture	Sports Development - Reduction of revenue funding	On Target	On Target		108			108								
Childrens, Families & Culture	Removal of sports funding	On Target	On Target			108		108								
Childrens, Families & Culture	Targeted Support and Youth Justice	On Target	On Target	100				100								
Childrens, Families & Culture	Youth Service - Mobiles	On Target	On Target			98		98								
Childrens, Families & Culture	Outdoor Education - Income generation and efficiency savings	On Target	On Target	45	25			70								
Childrens, Families & Culture	Reduction of arts funding	On Target	On Target			63		63								

Portfolio	Project Name	Project Status (Last Month) May 2016	Project Status (This Month) June 2016	Cashable Benefits					Projected At Risk / Slippage & Over Achievement					Savings delivered in an	Net at risk amount
				2016/17 (£000)s	2017/18 (£000)s	2018/19 (£000)s	2019/20 (£000)s	Total (£000)s	2015/16 (£000)s	2016/17 (£000)s	2017/18 (£000)s	2018/19 (£000)s	2019/20 (£000)s		
Childrens, Families & Culture	Removal of the assisted boarding education framework	On Target	On Target		16	35		51							
Childrens, Families & Culture	School Access	On Target	On Target	50				50							
Childrens, Families & Culture	Cultural and Enrichment Services	On Target	On Target	50				50							
Childrens, Families & Culture	Youth Service - Mgt Restructure	On Target	On Target		50			50							
Childrens, Families & Culture	Early Childhood & Help Services	On Target	On Target		45			45							
Childrens, Families & Culture	Youth Service - deletion of two Young People's Centres (YPC)	On Target	On Target			40		40							
Childrens, Families & Culture	Social Work Practices Pilot	On Target	On Target												
Childrens, Families & Culture	CFCS Management Structure Review	Experiencing Obstacles	Experiencing Obstacles	185				185	185	-185					
Childrens, Families & Culture	Relocation of Adoption Team & EDT	Experiencing Obstacles	Experiencing Obstacles	78	78			156							
Childrens, Families & Culture	Looked After Children placements (B16 2014 & OfCA09 2015)	Compromised	Compromised	2,210	583	334		3,127	1,579	132	334		2,045		2,045
Childrens, Families & Culture	SEND Home to School Transport (OfC B06) & Independent Travel Training (B10 2014)	Compromised	Compromised	600	500			1,100	600	500			1,100		1,100
Childrens, Families & Culture	Early Years and Early Intervention (B12) & (OfC B05)	Closed or Completed	Closed or Completed	3,300				3,300							
Childrens, Families & Culture	Libraries, Archives, Information and Learning (B13, OfCA15 2015 & B12 2016)	Experiencing Obstacles	Closed or Completed	625		80		705							
Childrens, Families & Culture	CDS/SEND/Health Integration (B07 2016)	Closed or Completed	Closed or Completed	150		300		450							
Childrens, Families & Culture Totals				9,265	3,534	3,037		15,836	2,451	447	334		3,232	87	3,145

Exceptions Details by Project		
Portfolio & Status	Project Name	Mitigation Detail
Experiencing Obstacles	Relocation of Adoption Team & EDT	The Adoption Team are to be relocated to Trent Bridge House, a suitable location for the Emergency Duty Team is still yet to be identified.
	CFCS Management Structure Review	Delays to the Management Review will result in slippage of savings to 17/18.
Compromised	Looked After Children placements (B16 2014 & OfCA09 2015)	Extensive work underway to mitigate at risk figures and deliver additional savings through a wider remodelling children's care project
	SEND Home to School Transport (OfC B06) & Independent Travel Training (B10 2014)	A discover and design project is ongoing to identify alternative ways of delivering savings from this service area.

Portfolio	Project Name	Project Status (Last Month) May 2016	Project Status (This Month) June 2016	Cashable Benefits					Projected At Risk / Slippage & Over Achievement					Savings delivered in an	Net at risk amount	
				2016/17 (£000)s	2017/18 (£000)s	2018/19 (£000)s	2019/20 (£000)s	Total (£000)s	2015/16 (£000)s	2016/17 (£000)s	2017/18 (£000)s	2018/19 (£000)s	2019/20 (£000)s			Total (£000)s
Place	Reduce street lighting energy costs (A41)	On Target	On Target	250	225	225		700								
Place	Efficiency Savings: Transport and Travel Service Budget	On Target	On Target	250	150	179		579								
Place	Reducing Local Bus Service Costs (OIC C09)	On Target	On Target	350	220			570								
Place	Reduction in Planned Maintenance Budget	On Target	On Target	519				519								
Place	Waste (and Energy) Management: Saving generated from the reduction in unitary charge payment on the Waste Private Finance Initiative (PFI) contract.	On Target	On Target	300				300								
Place	Rationalisation and staffing reductions	On Target	On Target	200				200								
Place	Establishment of fund for replacing worn out integrated transport measures	On Target	On Target	200				200								
Place	Concessionary Travel Scheme	On Target	On Target	100	100			200								
Place	Reduction in County Offices Maintenance	On Target	On Target	100				100								
Place	Increased efficiency by Highways Operations Group	On Target	On Target	100				100								
Place	Efficiencies through more effective pothole repair & patching service	On Target	On Target	100				100								
Place	Reduce contribution to Highways Safety Shared Service	On Target	On Target	100				100								
Place	Reduction of discretionary spend	On Target	On Target	100				100								
Place	Economic Development and Devolution: Reducing the Council's discretionary spend on economic development activity	On Target	On Target	80				80								
Place	Changes to Grant aid and conservation service funding	On Target	On Target	73				73								
Place	Reduction of provision of parking, traffic management and small-scale community works service	On Target	On Target		70			70								

Portfolio	Project Name	Project Status (Last Month) May 2016	Project Status (This Month) June 2016	Cashable Benefits					Projected At Risk / Slippage & Over Achievement					Savings delivered in an	Net at risk amount
				2016/17 (£000)s	2017/18 (£000)s	2018/19 (£000)s	2019/20 (£000)s	Total (£000)s	2015/16 (£000)s	2016/17 (£000)s	2017/18 (£000)s	2018/19 (£000)s	2019/20 (£000)s		
Place	Waste (and Energy) Management: Reduction of the Carbon Reduction Commitment (CRC) Energy Efficiency scheme budget	On Target	On Target	60				60							
Place	Increase charges for Blue Badges	On Target	On Target	56				56							
Place	Passenger Transport Facilities Charge	On Target	On Target	23	25			48							
Place	Publicity & Transport Infrastructure	On Target	On Target	20	20			40							
Place	Increased income from various service areas	On Target	On Target	30				30							
Place	Increased Highways Income from additional housing development activity	On Target	On Target	13				13							
Place	Broadband	On Target	On Target												
Place	Highways Contract savings	On Target	On Target												
Place	Joint Venture for Property Services	On Target	On Target												
Place	Integrated Transport Programme	On Target	On Target												
Place	Property Services and FM - Base Budget Reductions	Experiencing Obstacles	Experiencing Obstacles	192	187	100		479							
Place	Dev't Mgmt restructuring - staff reductions. Income generation.	Experiencing Obstacles	Experiencing Obstacles	3				3							
Place	Highways JV (Ofc B13)	Closed or Completed	Closed or Completed	100	550	400		1,050							
Place	Road Lighting Energy	Closed or Completed	Closed or Completed	700				700							
Place Totals				4,019	1,547	904		6,470							

Exceptions Details by Project		
Portfolio & Status	Project Name	Mitigation Detail
Experiencing Obstacles	Property Services and FM - Base Budget Reductions	Budget monitoring continuing due to previous years over spend.
	Dev't Mgmt restructuring - staff reductions. Income generation.	Concerns have been raised regarding the achievement of £0.04m staffing savings for 2017-18 due to additional workload arising from increased demands across the service. This situation will continue to monitored.

Portfolio	Project Name	Project Status (Last Month) May 2016	Project Status (This Month) June 2016	Cashable Benefits					Projected At Risk / Slippage & Over Achievement						Savings delivered in an	Net at risk amount
				2016/17 (£000)s	2017/18 (£000)s	2018/19 (£000)s	2019/20 (£000)s	Total (£000)s	2015/16 (£000)s	2016/17 (£000)s	2017/18 (£000)s	2018/19 (£000)s	2019/20 (£000)s	Total (£000)s		
Resources	Business Support Services Review (ASCH&PP and CFCS) (A07/A15)	On Target	On Target	508	400	400		1308								
Resources	ICT services efficiency programme	On Target	On Target	161	299	115		575								
Resources	Ongoing development of digital improvements to legal services procedures	On Target	On Target	200	150			350								
Resources	Contract Savings	On Target	On Target	350				350								
Resources	Review of the in-house Document Services team	On Target	On Target	193	140			333								
Resources	Business Support Centre- Maintain an in-house service and explore the opportunities to sell services to other organisations	On Target	On Target		300			300								
Resources	Restructure, efficiencies and cost reductions in the Business Support Centre	On Target	On Target	200				200								
Resources	To retain the Customer Service Centre in-house and identify new opportunities to develop the services on offer	On Target	On Target		200			200								
Resources	Redesigned Human Resources service offer	On Target	On Target	184				184								
Resources	HR - CSC: New Operating Model	On Target	On Target	48	90	35		173								
Resources	HR - Operational and Strategic HR: Further development of the integrated HR Business Partnering Operating Model	On Target	On Target	46	86	33		165								
Resources	HR-BSC: Further development of in-house transactional processing service	On Target	On Target	135				135								
Resources	Legal: Continuing electronic working and office efficiencies	On Target	On Target	46	46	33		125								
Resources	Customer Service Centre - efficiencies and shift to more cost effective access channels	On Target	On Target	120				120								
Resources	Staffing reductions to reflect streamlined financial procedures	On Target	On Target	90				90								
Resources	Communications & Marketing: Staff and operational efficiencies	On Target	On Target	21	65			86								
Resources	Performance and Improvement: Efficiencies in research, policy and equalities	On Target	On Target	51	17			68								
Resources	Democratic Services: Reduction in members' allowances	On Target	On Target	25	34			59								

Portfolio	Project Name	Project Status (Last Month) May 2016	Project Status (This Month) June 2016	Cashable Benefits					Projected At Risk / Slippage & Over Achievement					Savings delivered in an	Net at risk amount
				2016/17 (£000)s	2017/18 (£000)s	2018/19 (£000)s	2019/20 (£000)s	Total (£000)s	2015/16 (£000)s	2016/17 (£000)s	2017/18 (£000)s	2018/19 (£000)s	2019/20 (£000)s		
Resources	Saving money on print and postage costs	On Target	On Target	16	29	11		56							
Resources	Reductions in Communications and Marketing	On Target	On Target	25	25			50							
Resources	Democratic Services: Further service efficiencies	On Target	On Target	18	20	8		46							
Resources	Complaints and information - Efficiencies in complaints services	On Target	On Target	12	18	12		42							
Resources	Finance and Procurement: Savings efficiencies	On Target	On Target	36				36							
Resources	Income generation	On Target	On Target	24				24							
Resources	Reduction in County Hospitality Budget	On Target	On Target	13				13							
Resources	Smarter Working	On Target	On Target												
Resources	Corporate Services Review	On Target	On Target												
Resources	Reduction in provision of ICT equipment replacement	On Target	On Target												
Resources	MOSAIC	Experiencing Obstacles	Experiencing Obstacles												
Resources	BRMI	Compromised	Experiencing Obstacles												
Resources	Finance & Procurement Staffing Reductions	Closed or Completed	Closed or Completed	250				250							
Resources	Shared service for Internal Audit	Closed or Completed	Closed or Completed	75				75							
Resources	Review Human Resources activity & support - increased self service	Closed or Completed	Closed or Completed	47				47							
Resources	Legal services - redesign staffing structure	Closed or Completed	Closed or Completed	12				12							
Resources	Digital First	Closed or Completed	Closed or Completed												
Resources Totals				2,906	1,919	647		5,472							

Exceptions Details by Project		
Portfolio & Status	Project Name	Mitigation Detail
Experiencing Obstacles	MOSAIC	There have been delays with the production of Management Information Reports within the BRMI project which has resulted in delayed go live for both projects.
	BRMI	



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

### **LETTER FROM THE SECRETARY OF STATE REGARDING ANTI-SEMITISM**

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

1. To consider the request from the Secretary of State to the adoption of the current national definition of anti-Semitism.

#### **Background**

2. On the 30<sup>th</sup> January 2017, a letter was received from the Secretary of State requesting Authorities to formally adopt the International Holocaust Remembrance Alliance (IHRA) working definition of Anti-Semitism.
3. This Authority can be rightly proud of its record on Fairness and Equality issues this includes the rapid rise of the Authority in the Stonewall Equality index. In 2014 this Authority was ranked 301<sup>st</sup> and in the most recently published index has risen to 51<sup>st</sup> place. Additionally the work undertaken with the Police and Community safety partners on reducing Hate Crime has been exceptional.
4. It is proposed that rather than simply adopting the definition as suggested by Government that consideration is given to both the Equality Policy and Hate Crime Policy. This will include the work which this Authority does around both these issues and consideration of what changes need to be made not only in relation to Anti-Semitism but also in relation to all protected characteristics. This will ensure that the Authority has in place the most robust, fair and responsive policies necessary.
5. The letter received from the Secretary of State is attached at Appendix 1 and it is considered that this is a definition that can clearly be supported.

#### **Other Options Considered**

6. None

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

7. To inform members of the request from Central Government and the actions proposed as a result.

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

8. This report has been compiled after consideration of implications in respect of crime and disorder, finance, human resources, human rights, the NHS Constitution (public health services), the public sector equality duty, safeguarding of children and adults at risk, service users, sustainability and the environment and ways of working and where such

implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

## **RECOMMENDATION/S**

That the Committee:

- a) notes and supports the definition of anti-Semitism as set out in the Secretary of State's letter of 30th January 2017;
- b) approves further work to be undertaken on the Equality Policy and Hate Crime Policy to ensure they reflect this definition and to consider other changes required to ensure Fairness and Equality about all groups with protected characteristics ;
- c) that a further report recommending any amendments to either Policy is brought back to the committee as soon as possible.

**Councillor Alan Rhodes  
Leader of the Council**

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

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### **Constitutional Comments.**

Policy Committee is the appropriate body to agree these recommendations.

### **Financial Comments.**

There are no financial implications arising from this report.

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

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

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

All

## **REPORT OF THE CORPORATE DIRECTOR OF RESOURCES**

### **WORK PROGRAMME**

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

1. To review the Committee's work programme for 2017.

#### **Information and Advice**

2. The County Council requires each committee to maintain a work programme. The work programme will assist the management of the committee's agenda, the scheduling of the committee's business and forward planning. The work programme will be updated and reviewed at each pre-agenda meeting and committee meeting. Any member of the committee is able to suggest items for possible inclusion.
3. The attached work programme includes items which can be anticipated at the present time. Other items will be added to the programme as they are identified.
4. The Policy Committee will be asked to determine policies, strategies and statutory plans developed or reviewed by other Committees of the Council. Committee Chairmen are invited to advise the Policy Committee of any additional policy reviews that are being considered.
5. The following changes have been made since the work programme was published in the agenda for the last meeting:-
  - a. The following items were added to the agenda for the 15 March Policy Committee meeting to enable consideration by Members at the earliest opportunity:-
    - i) National Children and Adult Services Conference 2017
    - ii) Local Government Association Annual Conference 2017
    - iii) Futures Advice, Skills and Employment Company
    - iv) Letter from Secretary of State regarding Anti-Semitism
    - v) Under-16 Home to School Transport Policy and Post-16 Transport Policy – 2017-18 Academic Year

## **Other Options Considered**

6. None.

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

7. To assist the Committee in preparing and managing its work programme.

## **Statutory and Policy Implications**

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

## **RECOMMENDATION**

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

**Jayne Francis-Ward**  
**Corporate Director - Resources**

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

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

## **Constitutional Comments (SLB)**

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

## **Financial Comments (NS)**

There are no financial implications arising directly from this report.

## **Background Papers**

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

None

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

All

**POLICY COMMITTEE - WORK PROGRAMME (AS AT 7 MARCH 2017)**

<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>19 April 2017</b>			
Use of Urgency Procedures	Six monthly update on the use of the Council's Urgency Procedures.	Jayne Francis-Ward	Keith Ford
<b>21 June 2017</b>			
Commercial Development Unit – first cohort	To consider the recommended next steps for the two services (Brooke Farm and procurement) included in the first cohort of the commercial development programme.	Jayne Francis-Ward	Mark Knight
Quarterly Performance Report on Progress Against the Strategic Plan and Redefining Your Council	To consider progress and performance against each of the Strategic Plan priorities and the programmes within Redefining Your Council.	Nigel Stevenson	Celia Morris
<b>19 July 2017</b>			
Update on the work of East Midlands Councils	Quarterly Update from Stuart Young, Executive Director.	Jayne Francis-Ward	Stuart Young
<b>September 2017</b>			
Modern Slavery and Human Trafficking	Annual performance update on the Council's approach to tackling modern slavery and human trafficking, including any new risks and progress.	Jayne Francis-Ward	Marjorie Toward
Quarterly Performance Report on Progress Against the Strategic Plan and Redefining Your Council	To consider progress and performance against each of the Strategic Plan priorities and the programmes within Redefining Your Council.	Nigel Stevenson	Celia Morris
Update on City of Nottingham and Nottinghamshire Economic Prosperity Committee and the Local Enterprise Partnership	Update report as requested by Policy Committee on 11 November 2015.	Adrian Smith	Nicola McCoy-Brown

