Nottinghamshire County Council

Communities Committee

Wednesday, 09 March 2022 at 10:30

County Hall, West Bridgford, Nottingham, NG2 7QP

AGENDA

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2	Apologies for Absence	
3	Declarations of Interests by Members and Officers:- (see note below) (a) Disclosable Pecuniary Interests (b) Private Interests (pecuniary and non-pecuniary)	
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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 Noel McMenamin (Tel. 0115 993 2670) 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

Nottinghamshire County Council

minutes

Meeting	Communities Committee
Date	26 January 2022 (commencing at 10:30 am)

Membership
Persons absent are marked with an 'A'

COUNCILLORS

John Cottee (Chairman)
Tom Smith (Vice-Chairman)

Mike Adams
Pauline Allan
Sinead Anderson
Stephen Garner **Apologies**
Glynn Gilfoyle
Sue Saddington
Jonathan Wheeler
Daniel Williamson **Apologies**
Elizabeth Williamson

SUBSTITUTE MEMBERS

None.

OFFICERS IN ATTENDANCE

Kirsty Blyth	-	Inspire Ltd
Peter Gaw	-	Inspire Ltd
Derek Higton	-	Place Department
Fiona Needham	-	Place Department
Adrian Smith	-	Place Department
Mark Walker	-	Place Department
Noel McMenamin	-	Chief Executive's Department

1. MINUTES OF LAST MEETING HELD ON 15 DECEMBER 2021

The minutes of the meeting held on 15 December 2021, having been circulated to all Members, were taken as read and were signed by the Chairman.

2. APOLOGIES FOR ABSENCE

Stephen Garner – Medical/illness
Daniel Williamson – Medical/illness.

3. DECLARATIONS OF INTERESTS

Councillors John Cottee and Glynn Gilfoyle declared an interest in published item 4: 'Fees and Charges 2022-2023 for Libraries, Archives and Information' as members of the Inspire Ltd Board, which did not preclude them from speaking or voting.

4 FEES AND CHARGES 2022-2023 FOR LIBRARIES, ARCHIVES AND INFORMATION

RESOLVED 2021/033

That the fees and charges set out at Appendices 1 and 2 of the report be approved for 2022-2023, with an implementation date of April 1st 2022.

5. APPROVAL OF APPLICATIONS TO COVID PARTNERSHIP SOCIAL RECOVERY FUND AND COMMUNITY HUB FOOD PLAN COMMUNITIES

During debate, the Chairman accepted an invite from Councillor Gilfoyle to see the work being undertaken by the Oasis Community Church organisation.

RESOLVED 2021/034

That:

(1) The applications for funding at Appendix 1 to the report be approved;

(2) The applications that have received partnership approval set out at Appendix 2 to the report be reviewed and endorsed;

(3) The budget for the Covid-19 Social Recovery Fund be increased by £0.5m to £1.5m for 2021-2022, and that the Fund be re-opened temporarily to accept new applications;

(4) The Community Hub Food Fund be closed to new applications and that the remainder of this Fund be allocated at a future meeting of this Committee.

6. NOTTINGHAMSHIRE HOUSEHOLD SUPPORT FUND PROGRESS

During debate, it was agreed to provide Committee members with a breakdown of Fund recipients by District.

RESOLVED 2021/035

That the Committee:

1) ratified the recruitment of the 3 additional FTE temporary posts established within the Trading Standards and Communities Service to administer the delivery of the Fund;

2) approved the submission of a further report to the next Committee meeting to update and ratify further the development of the Scheme.

7. UPDATE ON KEY TRADING STANDARDS AND COMMUNITIES MATTERS

RESOLVED 2021/036

That:

1) the updates were considered and that no further actions were required; and

2) actions undertaken by Trading Standards under the Regulatory and Investigatory Powers Act were appropriate.

9. WORK PROGRAMME

RESOLVED 2021/037

That the Committee's work programme be agreed.

The meeting concluded at 11.05 am

Chairman

Nottinghamshire County Council

Report to Communities Committee

09 March 2022

Agenda Item: 4

REPORT OF THE SERVICE DIRECTOR FINANCE, INFRASTRUCTURE & IMPROVEMENT

COMMUNITIES PERFORMANCE REPORT FOR QUARTER 3 PLACE CORE DATA SET

Purpose of the Report

1. To provide the Committee with an update of performance for Communities Committee for quarter 3 2021/22 (1 October 2021 to 31 December 2021).

Background

2. The Council's Planning and Performance Framework establishes the approach that the Council takes to planning and managing its performance to deliver effective and responsive services.

3. The Council has agreed that the key measures of its performance will be defined through a number of core data sets which are detailed in its Council Plan and each of its Departmental Strategies. Performance against these core data sets is reported to committee every three months (quarterly) to support the performance management of the delivery of services.

4. Key measures from the existing Council Plan (2017-2021) will continue to be reported until a new Council Plan can be established, and the subsequent core data set agreed upon.

5. At Full Council on November 25th, 2021, the Nottinghamshire Plan 2021-2031 was unanimously agreed. The Nottinghamshire Plan is a new, ambitious plan for the County Council, which sets out the strategic vision for the future of Nottinghamshire and the local authority. The Place Leadership team will begin working on revising performance indicators to support the plan and its ambitions over the coming weeks.

Information and Advice

6. The full Core Data Set is included in Appendix A, and when considering the appendix it should be noted that:
   - The previous figures are for the preceding quarter or financial year (2020/21), although in some cases this is highlighted as not applicable where the data is unavailable for the previous quarter/annual.
   - The appendix also indicates whether the measure is
     - a cumulative measure (C) which shows performance from 1 April 2021 to 31 March 2022,
     - a measure which is reported annually (A),

- or a measure which only includes the value for the individual quarter

7. The report highlights those core data set measures which have been identified as a risk in the appendix based on the latest performance figures.

8. The report also acknowledges Inspire, who commenced provision of a range of cultural and learning services from April 2016, including the Council's library services. Supported by the Council, Inspire has implemented a programme of investment to modernise public libraries and develop a range of cultural and learning services on behalf of the Council.

Core Data Set

Libraries

9. The previous performance indicator of number of library visits has been changed to library service engagement and visits as this better reflects the performance of the service and how users engage with it following the introduction of Covid19 restrictions and wider cultural shifts in user habits. The indicator still includes physical library visits, however, now also takes into account website visits, online library catalogue visits, attendance to virtual events, participants to outreach visits, contacts with ASK Inspire and home delivery.

10. For Q3 21/22, the total number of engagement and library visits was 819,700 against a quarterly target of 937,500 (annual target of 3,750,000). These targets have been agreed between Inspire and the Council and reflect a typical year, unaffected by Covid19 restrictions.

11. As to be expected physical visits are still down, which reflects limited customer confidence in utilising public spaces and the slow return to town centres and the high street, whist virtual interactions continue to be very high. Evidence from across the country suggests that library services in many areas are not yet fully open, whereas in Nottinghamshire all sites are now open in a Covid secure way and largely at pre pandemic opening hours. A breakdown of engagement has been provided:

Engagement with service	Quarterly Target	
283,682 physical visits	575,000	↓
124,200 website visits	100,000	↑
392,614 library catalogue visits	250,000	↑
753 attendance at virtual events	250	↑
4,885 participants to outreach visits	250	↑
13,244 contacts with Ask Inspire	11,750	↑
322 visits for home delivery	250	↑

Registration Services

12. The General Register Office (GRO) sets a national target of 90% for deaths registered within five days. Internal authority target has not been set for this year due to the pandemic and severe issues experienced with the RON system (registration online). The GRO compliance officer will no doubt look at this again in the coming months, however they have made it clear this is not a priority at the moment.

13. The percentage of deaths registered within five days during the months of October, November and December were 69%, 71% and 74%, respectively, which resulted in quarter 3 outcome of 60% which is a significant increase from quarter 2 figures. The Covid Act is still in place, therefore all deaths are being register over the telephone, however, the service is hugely reliant on hospitals and GP surgeries to send the MCCD (medical certificate cause of death) in a timely manner.

14. The service regularly write to all concerned and asks for their cooperation in this matter but, whilst the Covid act is in place, the service has no control over when MCCD's are received. The Covid Act 2020 will cease at sunset on the 24th March, therefore all death registrations will return to face to face appointments. Amendments to the 1987 regulations enables information to be taken remotely over the telephone for births and deaths, however the informant will still need to attend to 'sign the register in the presence of the registrar'

Trading Standards

15. Trading Standards continues to support those who have lost money to fraud and suggest interventions to reduce any further financial loss. The pandemic continues to have an impact on the way the services functions, with routine home visits not currently taking place, however consumers visits are still going ahead if felt necessary to do so.

16. Yammer, a collaboration tool that helps users of the same organisation connect and engage with one another has been used to create a Yammer group to share Trading Standards public information and resources with other NCC colleagues, this will be followed shortly with some Sharepoint pages.

17. During Q3, 4,632 products were removed from sale, with a total estimated value of £49,690. Not all of the products were withdrawn or recalled due to the services intervention, but the service assisted in all matters. 3,797 of these products were 2 separate types of toys, which have been recalled and could have caused asphyxiation due to choking, strangulation or internal injuries caused by ingestion of button cell batteries.

Communities Service

18. The Communities service's hard work continued via the Community Support Hub, which brought together partners and volunteers to ensure that the vulnerable did not suffer unnecessary hardship due to Covid, from the delivery of essential medicines and food, to supporting mental health through books. This work is continuing and evolving with the demands from communities as they continue to live with the ever present covid risks.

19. A significant number of Local Improvement Scheme (LIS) revenue projects have been adversely impacted by the pandemic (i.e. many projects suspended, cancelled or adapted their activity in response to the COVID-19 restrictions). Consequently, it has been difficult for groups to provide monitoring information for Q3 due to other emergency response priorities & challenges. Therefore, the figure provided is an estimate based on the year 1 monitoring information and makes some assumptions taking into account the information provided by groups regarding suspension/cancellation of their LIS project activity.

Finance Performance

20. The 2021/22 revenue budget for the Communities Committee is £19.894 million. At the end of December 2021, the forecast outturn against this budget is £20.381 million resulting in a forecast overspend of £487,000. A summary of the Communities financial performance is included as Appendix B. The main reasons for forecast under and over-spending are set out below.

21. Culture and Enrichment is forecasting an overspend of £200,000 due to reduced income at Holme Pierrepont Water Sports Centre arising from cancelled/delayed events and reductions in people staying in accommodation, with consequent reduced income from food and beverage sales, resulting from COVID.

22. Registration services are forecasting an underspend of £310,000 due to ceremonies that had to be cancelled due to the pandemic being rescheduled for the current financial year.

23. The Coroner's service is forecasting an overspend of £173,000 due to additional costs largely relating to a backlog of jury inquests which are due to restart in January 2022.

24. Work to confirm the details and costs for the body capacity storage work is concluding and the County Council's share of these costs is estimated to be £179,000..

25. Trading Standards are forecasting an overspend of £77,000 due to expected commercial income being lower than budgeted due to COVID.

26. The Communities team is forecasting an underspend of £737,000 due to reduced spending on the Local Improvement Scheme as there has been no capital bidding round in2021/22.

27. Catering services are forecasting an overspend of £823,000 reflecting the impact of COVID-19 on the financial performance of the Schools Catering service. The Schools Catering service is forecasting an overspend due to reduced sales of meals, which are about 89% of pre-pandemic levels, and increasing costs due to staffing shortages, and food and fuel prices increases.

Other Options Considered

28. This report is provided as part of the Committee's constitutional requirement to consider performance of all areas within its terms of reference on a quarterly basis. The departmental strategy was agreed on 24 January 2018 and the format and frequency of performance reporting were agreed by Improvement and Change Sub Committee on 12 March 2018. Due to the nature of the report no other options were considered appropriate.

Reason/s for Recommendation/s

29. This report is provided as part of the Committee's constitutional requirement to consider performance of areas within its terms of reference on a quarterly basis.

Statutory and Policy Implications

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

RECOMMENDATION

31. That Committee endorses the performance and financial outcomes in respect of the Council's services for Communities Committee for the period 1 October to 31 December 2021.

Nigel Stevenson
Service Director for Finance, Infrastructure & Improvement

For any enquiries about this report please contact:

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Constitutional Comments (EP 11/02/2022)

32. The Communities Committee is the appropriate body to consider the content of the report. If Committee resolves that any actions are required, it must be satisfied that such actions are within the Committee's terms of reference.

Financial Comments (RWK 27/01/2022)

33. There are no specific financial implications arising directly from the report. The financial performance of the Communities Committee up to the end of Q3 is set out in paragraphs 20 to 27 of the report and in Appendix B.

Background Papers and Published Documents

The performance measures included within appendix A are measures which have previously been included within the performance section of committee reports. These committees are as follows; transport and environment committee, economic development and asset management committee, personnel committee, planning and rights of way committee and finance committee.

Electoral Division(s) and Member(s) Affected

All

Nottinghamshire County Council

Core Data Set for Place
Communities Committee Performance Report Update: Quarter Three | 2021/22

Key Performance Indicators	Nottinghamshire				
	Latest	Target	Previous	Period	Risk
Place Commissioning - Libraries					
Supports Commitment 5 - Nottinghamshire is a great place to live, work, visit and relax					
Number of visits to libraries (C)	**2,162,815**	2,812,500 (by end of Q2)	1,343,115	Q3 21/22	A
Customer satisfaction levels at libraries (A)	**Reaccredited for Customer Service Excellence 2021**	96%	96%	2020/21	
Registration Services					
Supports Commitment 5 - Nottinghamshire is a great place to live, work, visit and relax					
% of deaths registered within five days (with Medical Certificate of Cause of Death present and no coronial involvement)	**60%**	84%	53%	Q3 21/22	R

Key Performance Indicators	Nottinghamshire				
	Latest	Target	Previous	Period	Risk
Trading Standards & Communities Service					
Supports Commitment 5 - Nottinghamshire is a great place to live, work, visit and relax					
Number of volunteer hours per year contributing to the delivery of those services or activities receiving Local Improvement Scheme support	**808,401**	800,000	808,401	Q3 21/22	G
Supports Commitment 6 - People are healthier					
Retail value of illicit tobacco seized (C)	**£98,250**	£600,000	£90,720	Q3 21/22	R
Number and value of unsafe items/products removed from or prevented from entering the supply chain. (C)	**13,376 (£ 319,299)**	5,000	8,744 (£269,609)	Q3 21/22	G
Supports Commitment 7 - People live in vibrant and supportive communities					
Growth of Friends Against Scams Schemes (C)	**80**	500	67	Q3 21/22	R
Number of Vulnerable Individuals with Nominated Neighbours (C)	**0**	50	0	Q3 21/22	R
% of victims of doorstep crime, scams or other frauds who feel safer in their own homes following tailored interventions.	**79%**	100%	100%	Q3 21/22	A
Number of doorstep crime, scam, or fraud vulnerable victims assisted (C)	**546**	450	522	Q3 21/22	G

Key: (C) = cumulative measure updated from 1 April to end of reporting quarter
(A) = annual measure updated from previous financial year, or current financial year if quarter 4 and data is
Risk Key: (R) = Red, (A) = Amber, (G) = Green

Appendix B

Communities Committee - Period 9 2021/22

Previous Forecast Variance P6 £000	Change in Variance £000	Service	Annual Budget £000	Actual Spend £000	Year-End Forecast £000	Latest Forecast Variance £000
0	0	**Country Parks**	513	400	513	0
200	0	**Culture and Enrichment**	571	212	771	200
8	(70)	**Emergency Planning**	342	285	280	(62)
(313)	3	**Registration**	55	(1,073)	(255)	(310)
0	173	**Coroners**	1,517	(75)	1,690	173
0	179	**Body Storage Capacity**	0	260	179	179
0	0	**Libraries, Info and Learning**	10,743	7,856	10,743	0
82	(5)	**Trading Standards**	946	801	1,023	77
(862)	125	**Communities Team**	2,175	328	1,438	(737)
88	36	**Directorate**	744	456	868	124
26	(6)	**County Enterprise Foods**	1,241	1,146	1,261	20
		Traders				
118	705	Catering	1,025	1,939	1,848	823
0	0	Cleaning and Landscapes	0	(583)	0	0
0	0	Contribution to Traders	90	0	90	0
(653)	**1,140**	**Communities Total**	**19,962**	**11,952**	**20,449**	**487**
		Transfers To (From) Reserves				
0	0	**Emergency Planning**	(36)	0	(36)	0
0	0	**Trading Standards**	(32)	15	(32)	0
0	**0**	**Communities Total**	**(68)**	**15**	**(68)**	**0**
(653)	**1,140**	**COMMUNITIES**	**19,894**	**11,967**	**20,381**	**487**

Nottinghamshire County Council

Report to the Communities Committee

9 March 2022

Agenda Item: 5

REPORT OF THE SERVICE DIRECTOR, PLACE AND COMMUNITIES

UPDATE ON KEY TRADING STANDARDS AND COMMUNITIES MATTERS

Purpose of the Report

1. To update the Committee on key Trading Standards and Communities matters, including Avian Influenza and the Armed Forces Bill 2021.

2. To seek approval for the Food and Feed Enforcement Plan for 2022-23 and the Pricing Structure for Services 2022-23.

Information

TRADING STANDARDS

3. **Controlling Animal Disease – Avian Influenza** - Highly pathogenic avian influenza cases continue to be reported across Great Britain and Europe. As of 24th January 2022, there have been 79 confirmed cases in poultry and captive birds and 537 wild birds have also tested positive for avian flu. At the time of writing, there were no confirmed cases in captive birds within Nottinghamshire.

4. Trading Standards continue to respond by way of an urgent visit to any reports of birds or poultry being kept outside and exposed to the risk of catching avian influenza within the flock.

5. **Fraud Against the Vulnerable** - Officers have supported an elderly couple in Rushcliffe who have been receiving scam phone calls. Advice has been given to the residents on how to prevent further phone calls and a call blocker has been offered.

6. Work is continuing on the development of a Yammer page, to share information with colleagues across the Council in relation to Trading Standards matters. A sharepoint site is being developed which will include information on scams and doorstep crime prevention which will be a helpful resource for colleagues and partnership agencies.

7. **Food & Feed Law Enforcement Service Plan 2022-23** - Section 6 of the Food Safety Act 1990, and section 76 of the Agriculture Act, places a duty on the Authority to enforce certain provisions of those Acts regarding food for human consumption and feeding stuffs for animals.

8. The Food Standards Agency (FSA) is the central competent authority for overseeing official feed and food controls. It works closely with authorities to set and monitor standards, coordinate activity, and audit authorities' delivery of official controls, to ensure enforcement is effective, risk based, proportionate and consistent.

9. The Trading Standards Service delivers food and animal feed standards work, which includes labelling and quality controls. Responsibility for food hygiene controls (for human food) falls to the District Council's Environmental Health Services.

10. The FSA requires the completion of annual Service Plans and sees them as an important tool to ensure that national priorities and standards are delivered. It requires the Authority's key decision makers to be fully engaged in official food and feed controls work, and as such, the proposed plan for 2022-23 is attached as Appendix 1 for the Committee to consider and approve.

11. **Pricing Structure for Services for 2022-23** – the Service continues to provide a range of paid for services to businesses, other local authorities and government agencies and the Authority has the discretion to set charges for these services.

12. At the 10th January 2017 Community Safety Committee approval was given to adopt a flexible and market-based charging approach to act in a more commercial and flexible manner. The Committee approved moving away from an hourly charge model to a more customer focused pricing structure. The approval allowed product specific flexible pricing and the scope to make attractive price offers to businesses based on relevant market conditions. Given its continuing success it is proposed that the same model as the last two years is used for all fees and charges from 1 April 2022, again applying the following principles:

    - The maximum average hourly charge should never exceed the Full Cost Recovery rate.
    - Pricing models can include but are not restricted to hourly rate; day rate; project cost or specific activity cost.
    - Charges for one-off projects for other external enforcement bodies should continue to be agreed by the Group Manager Trading Standards & Communities on a case-by-case basis.
    - Any fee agreed should not be below a rate equivalent to full cost recovery of the direct staff time spent delivering the activity.

13. **Support to Primary Authority Businesses** – There have been some recent successes in signing up a few new Primary Authority businesses for 22/23. The businesses cover a range of trading areas including a soft drinks manufacturer, a discounter retailer, and a provider of intelligent energy efficient home heating systems.

14. **Income Update** - The income generation target remains at £729k for the 2021/22 financial year. At the time of writing the current cumulative level of income is forecast to be £717k up from £705k reported in the 26 January 2022 committee report.

15. **Product Safety** - Ensuring that products available on the market in Nottinghamshire are safe for residents is a priority for Trading Standards. The Service achieves this, through advising and enabling businesses to comply with relevant product safety requirements and taking enforcement action where necessary.

16. Trading Standards continue to respond to potentially unsafe products, with Officers currently investigating detergents, electrical items and toys which may result in product recalls.

17. Trading Standards is commencing a project on behalf of the national regulator, OPSS (Office for Product Safety and Standards) to gain an understanding of the local market for manufacturing and distribution of construction products in Nottinghamshire. This is part of a national drive to build regulatory capacity in relation to the safety of construction products.

This project will expand local knowledge and contribute to the national information and intelligence picture.

18. The Service is also undertaking some construction product informal sampling on behalf of OPSS from manufacturers and distributers within Nottinghamshire, to check that products are compliant with associated standards.

19. **Environmental Weight Restrictions (EWRs)** - Further enforcement work has been conducted across the County where a weight restriction is in force on a particular road. This is on behalf of Highways colleagues, to prevent heavy goods vehicles using roads which are considered unsuitable and dangerous for them to use.

20. Since April 2021, 38 operations have taken place, with further activity planned throughout the rest of the financial year.

21. **Petroleum Enforcement Authority** - Trading Standards are responsible for making sure that petrol sites do not cause a risk to the public or the environment. The Service has carried out inspections of plans and onsite visits for new petrol stations and the modernisation of existing petrol stations. Work will be ongoing to ensure that petroleum is stored and dispensed safely.

22. The Service has also carried out 8 Environmental Search Requests this year for building developers to check if there has ever been petroleum or fuel stored on the site. This is important work to prevent harm to the public and the environment.

23. **Investigations Update -** Two retailers from the Mansfield and Sutton in Ashfield areas, are facing court proceedings for the sale of illicit cigarettes and hand rolling tobacco. Both traders are listed in the Mansfield Magistrates court on the 4th March 2022.

24. A trial is due to be heard in mid-February 2022 of a car trader who is charged with selling vehicles with altered mileages and the sale of unroadworthy cars.

25. A further case is currently in the court system involving 3 individuals charged with conspiracy for the false representation of vehicles they had for sale. Examples being vehicles sold with warranties that did not exist, mis representing the condition of the vehicles for sale and false representations that RAC breakdown cover would be sold with the vehicles which also did not exist.

26. One of the defendants has already appeared in Nottingham Magistrates Court and his case has been sent to the Crown Court to be dealt with. A further 2 defendants are due to attend the Nottingham Magistrates court in late January 2022.

COMMUNITIES

27. **The Armed Forces Bill 2021** - New legislation which will ensure Armed Forces personnel, veterans and their families are better supported when accessing key public services has been passed in Parliament on 15th December 2021.

28. The Armed Forces Bill places the Armed Forces Covenant in law for the first time to help prevent service personnel and veterans being disadvantaged when accessing essential services like healthcare, education, and housing. It will ensure Councils pay regard to the sacrifice made by our Armed Forces Community.

29. Work is continuing to develop the statutory guidance that will accompany the duty and it is expected that this will be published in mid-2022.

30. **Community Friendly Nottinghamshire project (CFN)** - The Communities Team is responsible for the delivery of the Community Friendly Nottinghamshire (CFN) project. The CFN project continues to engage with and listen to communities across mid-Nottinghamshire, stimulating new resident-led community projects in Ollerton, Newark and Mansfield to build resilience and tackle loneliness and isolation.

31. The CFN project also has a key role in the development of the Community Support Hub. For example, recently there was a request for volunteers to help with low-level support and care for some of our most vulnerable residents resulting in thirteen residents offering their time. The project also involves monitoring requests to the Community Support Hub for support to ensure no one goes without the help they need in our communities.

32. Work also continues to drive the delivery of the County Council's Dementia Action Plan, working closely with Public Health colleagues and Dementia Action partnerships across the County, delivering Dementia Friends awareness sessions and building dementia-friendly communities.

33. **Safer Nottinghamshire Board (SNB)** - Nottinghamshire County Council continues to lead and co-ordinate the delivery of the Nottinghamshire Community Safety Agreement 2020-2023 (CSA), through the Safer Nottinghamshire Board (SNB). This agreement sets out the eleven priorities of the Board which include Domestic Abuse, Substance Misuse, Reducing Reoffending, Antisocial Behaviour, Serious Acquisitive Crime and Serious Violence.

34. The CSA includes voluntary and community sector representation in the membership of the Board. This role is now being fulfilled by the Chief Executive Officer of the Bassetlaw Community and Voluntary Service representing the Nottinghamshire Together Partnership. Nottinghamshire Together is a partnership that brings together Nottinghamshire County Council and the voluntary and community sector infrastructure organisations from across the County and now also includes the Nottingham Community and Voluntary Service which covers the City. At a recent meeting the Nottinghamshire Together Partnership agreed that they could provide voluntary and community sector representation on the Board as a 'front door' into the sector.

35. **New Police and Crime Plan** - The Police and Reform Social Responsibility Act 2011 requires that the SNB have regard to the priorities in the Police and Crime Plan issued by the Police and Crime Commissioner.

36. At the end of January 2022, the Nottinghamshire Police and Crime Commissioner launched the 'Make Notts Safe Plan' setting out policing and crime priorities for the next three years. The plan is shaped around the three core objectives of preventing, responding, and supporting. Work is now taking place to identify opportunities for increased alignment with the Nottinghamshire Community Safety Agreement thereby providing even more impetus across the partnership landscape to solve problems together.

37. **Tackling Hate Crime: Difficult Conversations training** - The SNB Hate Crime Partnership have utilised £5,000 of a Police and Crime Commissioner funding allocation to procure from the Peace Foundation training for frontline agency, organisation and community sector staff and volunteers.

38. Difficult Conversations training seeks to provide participants with the skills and tools to engage with individuals and groups on often emotive and challenging issues and concerns linked to hate crimes falling under the description of protected characteristics including race, religion, and disability. The training aims to increase the skills and tools and increase knowledge within local communities in holding difficult conversations to bring about positive engagement, solution finding to tackle hate crimes at a local level.

Other options considered

39. Food and Feed Plan – There is no other option, as the plan is a requirement of the Food Standards Agency.

40. Pricing Structure for Services 2022-23 - all costing models were appraised as part of developing the commercial plan for the Service as part of the Authority's Commercial Development Unit process. All have been reviewed and appraised during 2021-22.

Reason for Recommendations

41. Food and Feed Plan 2022-23 – There are no other options. The FSA places a great deal of importance on ensuring that the Authority's key decision makers are fully engaged in official food and feed controls work. As such, the Trading Standards Service proposed plan for 2022-23 is attached as Appendix 1 to this report for the Committee to consider and approve.

42. Pricing Structure for Services 2022-23 - All costing options and models were appraised as part of developing the commercial plan for the Service as part of the Commercial Development Unit process. The proposal passed the scrutiny test of the Chief Executive panel, and was subsequently approved by Policy Committee on 16th November 2016

Statutory and Policy Implications

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

Financial Implications

44. Food and Feed Plan – the proposed plan requires the investment of approximately £120k into delivery of the plan, this will be made from existing budgetary provision.

45. Pricing Structure for Services 2022 -23 - All costing models were appraised for the commercial plan developed as part of the Commercial Development Unit process. A flexible, market-based approach is key to achieving Services income target

RECOMMENDATIONS

That the Committee:

1) Considers the updates and highlights any actions required, specifically in respect of income generation.

2) That Members approve the proposed Food and Feed Plan
3) That Members approve the pricing structure for services for the coming financial year.

Derek Higton
Service Director, Place and Communities

For any enquiries about this report please contact: Mark Walker, Group Manager for Trading Standards and Communities (0115 9772173) or Fiona Needham, Acting Head of Trading Standards (0115 9773046)

Constitutional Comments (KK 09/02/2022)

46. The proposals in this report are within the remit of the Communities Committee.

Financial Comments (SES 11/02/2022)

47. The financial implications are set out in paragraph 44 and 45 of the report.

48. Food and Feed Plan – the proposed plan requires the investment of approximately £120k into delivery of the plan, this will be made from existing budgetary provision.

49. Pricing Structure for Services 2022 -23 - All costing models were appraised for the commercial plan developed as part of the Commercial Development Unit process. A flexible, market-based approach is key to achieving Services income target.

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.

Nottinghamshire County Council

TRADING STANDARDS & COMMUNITIES SERVICE

FOOD & FEED LAW ENFORCEMENT SERVICE PLAN 2022-23

1. SERVICE AIMS & OBJECTIVES

1.1 *Aims and Objectives*

Our purpose is to:

To give Nottinghamshire a better Trading Environment

What matters to our customers:

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

Our key strategic aims are:

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

1.2 *Links to Corporate Objectives & Plan*

In 2017, the County Council underwent a reorganisation in which the Trading Standards Service moved into the newly created Place Department. The Place Department brings together many council provided services whose aim is to create places (the best environment and conditions) so people and businesses want to be in Nottinghamshire.

In 2012, the Authority moved from a Cabinet to a Committee System in respect of political governance. Food and feeding stuffs work is now the direct responsibility of the Communities Committee who receive and review all reports in relation to food and feeding stuffs work as appropriate. The current Committee Chair is Councillor John Cottee.

The key policies and drivers for the County Council are set-out in the Corporate Business Plan. Food and Feeding Stuffs activity links to this through the Place Department Strategy

2. BACKGROUND

2.1 *Profile of Nottinghamshire*

Nottinghamshire is a shire county and covers an area of 2,085 sq. km (805 sq. miles). It has an estimated population of 828,200 people and a workforce of 375,195. The largest concentration of people is found in Nottingham City with 332,900. The populations in the in Ashfield is 127,900, in Bassetlaw 117,400, in Broxtowe 114,000,

in Gedling 117,900, in the Mansfield district 109,000, in Newark and Sherwood 122,400; and in Rushcliffe 119,200.

2.2 *Organisational Structure*

See **Annex 1** attached.

2.3 *Scope of the Feed and Food Service*

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

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

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

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

2.4 *Demands on the Food and Feed Service*

As of 6th January 2022, there were 8177 known registered food businesses in Nottinghamshire, 3 approved feed hygiene premises, and 1701 Feed Hygiene Registered Premises categorised as shown in the table below.

	High Risk	***Upper Medium Risk***	***Lower Medium Risk***	***Low Risk***	***Awaiting Risking***	***Total***
Registered Food Businesses 2021-22	8	116	5488	2543	22	**8177**

	High Risk	***Upper Medium Risk***	***Lower Medium Risk***	***Low Risk***	***Total***
Approved Feed Hygiene Premises 2021-22	n/a	n/a	3	0	**3**
Feed Hygiene Registered Premises 2021-22	2	26	202	1471	**1701**

This year, as in the previous year, the food high risk premises have been re-evaluated following risk-based discussions with Food Officers. There continue to be a significant increase in the number of premises classed as low risk and unrated. This is due to a new food business registration scheme which automatically and directly notifies both the relevant county and district/borough councils when a food business is registered online. Previously, food business registration forms were completed by hand, on paper and submitted to the local Environmental Health team where the business was based. These were then posted on to the county council, with some forms not always sent to the county, depending on the situation or type of business.

The number of feed registered premises remained stable during the year. The premises closing or changing their activities and de-registering were largely offset by new registrations. An ongoing programme of contacting businesses on our database who were not registered but we felt a registration may be required, resulted in several being identified and added to the feed register

Our Service delivery contacts are as follows:

Trading Standards & Communities Service
County House
100 Chesterfield Road South
Mansfield
Nottinghamshire
NG19 7AQ

(Opening hours: Mon-Thurs 8.30am-5.00pm, Friday 8.30am-4.30pm)

Tel: **0115 8041147 or 0300 5008080 (Businesses and Enforcement Agencies)**
03454 040506 (Citizens Advice Consumer Services for Consumers)

Website: ***www.nottinghamshire.gov.uk***
Email: ***trading.standards@nottscc.gov.uk***

2.5 *Enforcement Policy*

Where we find problems, we will consider all formal action options, including prosecution. All enforcement action is taken in accordance with the Service's documented Enforcement Policy. The service is continuing to explore the option of using alternative enforcement strategies as an alternative to formal enforcement.

The service is now using the provisions set out in Regulation 10 of The Official Controls (Animals, Feed and Food, Plant Health Fees etc.) Regulations 2019, which permit official control bodies, such as this Service, to recoup any additional expenses incurred, where additional work or expenditure is required because of non–compliances and the resources required to deal with the non-compliances fall outside the authorities planned activities.

3. SERVICE DELIVERY

3.1 *Interventions at Food and Feeding Stuffs Premises*

In 2022/23 the Service will;

- Carry out programmed inspections in accordance with a risk-based approach;
- Conduct an inspection during the year at all food premises rated as *high risk* at the start of the financial year and all feed premises that fall within the program agreed with the FSA through the regional feed delivery plan. This is subject to review and with consideration of COVID restrictions in place at the time;
- Visits will be undertaken in the most appropriate and COVID safe way possible, including conducting remote visits where suitable and appropriate;
- All food and feed work will be undertaken in a way that has the least impact on our environment. The Service is currently reviewing the working practices in place and critically challenging the ways of working to see if they could be revised to minimise any negative impact on the environment, and promote positive environmental change;
- Verify that the risk rating of other premises is appropriate, by undertaking a sample of inspections to check compliance at low and medium risk rated food premises;
- Target businesses as a result of appropriate intelligence from complaints received, local and national food audits, food alerts and advice from the Food Standards Agency (FSA);
- Conduct inspections in accordance with the Code of Practice issued under Section 40 of the Food Safety Act 1990, and the FSA Feed Law Code of Practice;
- Carry out any appropriate revisits to ensure compliance following problems identified in first inspections;
- Continue to work collaboratively with the district Environmental Health Departments in the county particularly in the area of work on allergens.

Where difficulties in interpretation of legislation occur, our officers can seek assistance from several internal and external sources, as detailed in our internal procedures relating to food and feed interventions.

The Food Information Regulations 2014 (FIR) have been fully in force since 2016 and the Service continues to support businesses to comply with these regulations. Basic advice is available to business by signposting to online resources, with more detailed or bespoke advice being provided only on a cost recovery basis.

One of the significant changes introduced by the FIR was the requirement to provide information to consumers in relation to allergens present in non-prepacked food. This provision was intended to provide consumers who suffered from food allergies, with the information they needed about allergens to give them more confidence in their safety than they had previously, when eating out, or from takeaways. The government allowed this information to be provided in several ways including verbally.

As there have been several high-profile food allergen related deaths, including that of Natasha Ednan-Laperouse, in relation to products which are prepared and

packaged on the premises at which they are sold, a new law requiring full labelling on products pre-packed on the premises took effect in October 2021. Guidance on compliance in this area is now available from the Food Standards Agency, and there has been a “hub” created specially to provide all food business with the resources and information they need, free of charge, to assist them with compliance. Food standards and safety visits undertaken during this financial year have shown that understanding around the law changes, which came in on 1st October 2021, is patchy, with businesses not fully grasping the requirements but keen to comply. Officers have worked with these Nottinghamshire businesses to empower them, so they can make the changes they need to be compliant and ensure that the allergen information is clearly and correctly given to the consumer.

To maximise limited resources, this service is working with our colleagues from district council Environmental Health departments, to provide advice to catering premises such as takeaways, who provide non-prepacked foods. We have a joint agreement in place whereby Environmental Health Officers provide limited advice and signposting to sources of advice in relation to some labelling requirements of the Food Information Regulations 2014 including allergen labelling, while carrying out their own inspections of food premises. The aim is to reduce the burden on business and to avoid duplication in the deployment of resources.

The high-profile cases in the media have highlighted issues with the allergen information provided by premises that sell non-prepacked food to the ultimate consumer, such as restaurants, takeaways and sandwich bars.

However, the work undertaken this year has shown that issues pertaining to allergens can affect all food sales (pre-packed, pre-packed for direct sale and loose/non-prepacked) and all food businesses. There have been two national recalls involving foods sold by Nottinghamshire business due to undeclared or inaccurately declared allergens, or inaccurate precautionary allergen statements (“May contain” statements). Some of the affected products had caused a consumer elsewhere in the country to suffer an allergic reaction; such reactions can be fatal. Thankfully, the consumer was not badly affected. In both recalls, officers worked closely in partnership with colleagues at the Food Standards Agency to ensure that the affected products were correctly identified, that the message to recall was effectively communicated to customers and that the Nottinghamshire businesses were supported to understand how this had occurred and to take all the necessary steps to prevent a recurrence.

Complaints were received for a variety of food business types, including cafés and similar premises, as adult and child consumers dining there suffered allergenic reactions from the food prepared on those premises. In all the cases, the food allergy had been declared and the consumer had received assurances that the dishes selected were suitable for those with the declared allergies. On receipt of the information, investigations were undertaken with those businesses, as a priority and both the businesses and the customers were supported throughout the investigations. This enabled us to establish the root cause of each incident and advise on the most appropriate next steps to prevent recurrences.

Officers have been giving training to Nottinghamshire schools, and have written articles for school governors newsletters, on the requirements of the law change

surrounding pre-packed foods for direct sale and the importance of allergen management and knowledge.

As such, work regarding allergens remains a high priority for the Service.

The Service continues to collaborate with the Environmental Health Services from the various district councils, on allergen related issues. The aim is to maximise the effectiveness of the limited resources within the Services to strengthen business compliance in this area, hence improving the protection levels of Nottinghamshire residents. Information received from our Environmental Health colleagues makes up a substantial proportion of our allergen referrals. Furthermore, the Service is now working with colleagues elsewhere in the East Midlands region on allergens and all other food standards matters, including food fraud. This work includes sharing items of best practice, information, knowledge, identifying patterns and any emerging trends. This has already produced some positive results whereby colleagues from Derby City Trading Standards were able to assist and offer support with an incredibly complex imported foods matter that officers from this Service were dealing with.

The impact of the COVID19 pandemic has created an increase of food premise registration forms being received since March 2021, and this has continued, as some people have set up food businesses from home, to generate household revenue and income. There is a noted increase in online, and particularly social media-based, sales of food and food products. This presents an identified risk of a lack of understanding the food information, labelling and packaging requirements, particularly in relation to allergen information. There is a high probability that most of these businesses are not registered as a food business, and therefore it is difficult to quantify the number of businesses out there. It is our intention to undertake research in this area, building on work already started by colleagues elsewhere in the region, to establish the extent of the issue. This will allow us to feedback to the Food Standards Agency (FSA), as part of the national picture, and to gain better understanding at County level.

The pandemic and subsequential lockdowns have contributed to a national rise in obesity in both children and adults. In recognising this, in April 2022, the government will be bringing in new regulations to help consumers make better, healthier choices as to the foods they eat. These regulations are “The Calorie Labelling (Out of Home Sector) (England) Regulations 2021” (“the calorie labelling regulations”) and The Food (Promotion and Placement) (England) Regulations 2021 (referred to as “the HFSS regulations” as it covers food products which are high in fat, sugar and salt).

The calorie labelling regulations require any business with 250 or more employees (the definition of “qualifying businesses” encompasses fast food franchises) and which offers for sale non-prepacked food or drink suitable for immediate consumption by the person who buys it must:

- display the kilocalories (kcal) in the food
- state which portion size the kcal declaration relates to
- display ‘adults need around 2000 kcal a day’ statement

This must all be displayed clearly and prominently at the place of order or where the consumer chooses to purchase, such as on a menu. For some business, this will

mean putting several notices around their premises. These requirements also cover food sold via a website or App, by the business directly or via a 3rd party.

The HFSS regulations will cover the sale of products high in fat, salt and/or sugar from being promoted in prominent positions in larger retailers. This will prevent such foods being promoted at end of aisle displays, front of the store displays and at the checkouts. Promotions of such products in the designated aisles will continue, but it is hoped that this will prevent impulse and unintended buying of these products.

There has been a noted decrease in the amount of food complaints from the hospitality sector, which is believed to be due to a combination of lockdowns, business closures and the lack of confidence from some consumers in eating out, with the risks brought about by mixing with others.

EU Exit

Whilst the full impact of the exit from the EU is still to be realised, there are some known factors such as:

- Regulation changes in organic foods and protected food status
- Food standards will need to be at the same, or higher, level if the UK wishes to trade with the EU
- The majority of food safety legislation, which leads to the high food standards, is derived from the EU. This is based on risk and scientific evidence and would need to continue to do so to satisfy the EU and the public.
- The public are used to, and expect, high standards of food safety and the maintenance of these standards is important to the public and many food and farming bodies. Currently, the indications are that the UK will follow the EU's current legislated product standards.
- Any deviation from current standards will entail more business support than is currently given.
- 26% of the food consumed in the UK comes from the EU; the UK is a major customer of EU agriproducts both in terms of imports and exports, with exports from the EU to the UK valued at £33.7bn.
- Similarly, the EU is a major customer of the UK, with food and feed exports valued at £14bn to the UK economy.
- A reduction in enforcement staff both at port health authorities and inland authorities means that testing, inspection and general duties to ensure that imports and exports are safe and legal may cause clearance delays or lead to expectations that action will be taken once the items are marketed in the UK.
- These limited checks undertaken by enforcement staff across the importation, exportation and general food product supply chain offers the potential for food frauds to be committed.

Some labelling changes are needed on food items placed on the EU market after 01/01/2021:

- An EU or Northern Ireland address is needed for all EU-bound foods and food products, which may be in addition to a UK address.

- The Department of Food, the Environment and Rural Affairs (DEFRA) have introduced regulations to extend the transitional period to allow food and drink products sold in the UK to just include an EU name and address, until September 2022. This is to allow businesses to use up existing labelling stocks and minimise waste
- UK produced food placed on the EU market after 01/01/2021 is no longer allowed to be called “produce of/origin: the EU”.
- Products of animal origin (such as honey, dairy products etc.) must have the new UK health and identification marks applied to them.

These changes are likely to incur a cost to businesses.

On 24/12/2020, a trade deal was agreed between the UK and the EU. In practice, this means:

- The most influential part of the deal for Nottinghamshire traders is the zero tariffs or quotas on all UK-EU trade, provided the goods meet the rules of origin and standards.
- The EU has agreed to recognise the UK Organics standards and accreditation bodies as equivalent to the EU standards until the end of 2023. This reduces the administration and legal costs for businesses who trade in organic products.
- The import and/or export of wine has been simplified regarding the documentation, labelling and packaging of wine
- There will still be administrative changes and differences for all imports and exports of foods and food products, feed and feed products and animals and animal products either leaving the UK and entering the EU or vice versa. The biggest change is the pre-notification requirement for such imports and/or exports.
- Certain exports to the EU will need an Export Health Certificate (“EHC”) which needs to be issued by specified individuals, usually Vets or Environmental Health Officers. An authorised list has been published on the gov.uk website of those designated for these purposes. There is a risk that there will not be enough individuals to process these as quickly as possible. Staff at Nottinghamshire County Council Trading Standards will not be required to issue EHCs.

There has been a noted increase in the number of referrals from port health and other authorities regarding imported foods. There have also been issues with imported foods being sold in the county that do not meet the legal requirements in terms of labelling and safety, such as undeclared allergens.

As an example of this, officers from the Service have been working to resolve an issue with imported bottles, found at the port and notified to us as they were bound for a premise in the county. This resulted in a consignment of 46,000 sports water bottles being withdrawn from the market due to excess levels of volatile organic matter (chemical contaminants which may leach into a product from plastics or other similar materials or packaging which comes into contact with the food) found to be contained in the bottle seal. The retail value of these products amounted to £781,540. Following advice and guidance from the Service, the company has been able to replace the non-conforming element of the bottle and return the products to the market.

Owing to the ongoing pandemic and periods of restriction being in place it was not always possible to carry out animal feed visits when they were initially planned. Despite this a full programme of on-site visits was achieved during the year. In addition to the 2021/2022 visits we were also required to carry out short on site visits to premises which had only had a “remote” visit during the previous year owing to the pandemic. This meant an intense period of visits being carried out during periods where government restrictions and advice allowed.

3.2 *Food and Feeding Stuffs Complaints*

In 2022/23 the Service will;

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

From April 2021 until December 2021 the Service had received a total 60 Food Standards complaints, double the number of complaints received at this point in the previous financial year, and 4 requests for trader advice from local businesses received either directly or from our internal and external partners. There were four feeding stuff complaints or enquiries during the year. These ranged from simple information requests from a business about their registration to a new start up business requiring advice on home production of pet treats. Another was information from colleagues dealing with imported feed concerning a product imported by a local business

Complaints received during 2021/22 have included issues such as false display of food hygiene ratings, food additives, and general misdescriptions as to the composition or origin of the food. Complaints about allergen labelling, where the allergen(s) is not declared correctly or not at all, continue to account for a high percentage of the total food complaints received each year. These issues often result in food businesses having to undertake costly recalls due to the mistake.

Other complaints received involve the sales of food beyond either the stated “use by” or “best before” dates, complaints where the quality of the food was physically deteriorated or where substitution with other, often cheaper, foods may have taken place. We continue to work with colleagues in other Trading Standards and Environmental Health Services locally, regionally and nationally, who inform us of businesses which may need our support with food products and food labelling matters, and we are able to support them in achieving business compliance.

Three animal feed referrals from the Food Standards Agency were dealt with during the year. These involved allegations of contaminated feed and the Service was required to carry out local investigations and report back to the Agency. The most serious involved contamination of reptile food with salmonella. Because this is handled by pet owners there was also a risk to human health. Officers visited or contacted all the premises as appropriate to ensure traders were aware of the problem and took the necessary action.

3.3 *Primary Authority Scheme*

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

The Authority currently has entered into Primary Authority Partnerships that cover food matters with 17 food businesses, and 6 partnerships with feed businesses ; 2 of these stated businesses do both feed and food.

In 2022-23 we will;

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

3.4 *Advice to Business*

In 2022-23, the Service will:

- Provide Nottinghamshire businesses with free basic legal compliance advice, either verbally, by email or by way of signposting to web-based business advice;
- Offer businesses more in-depth bespoke support, charged for on a cost recovery basis.

Through our well-established Commercial Team, the Service also dealt with 27 requests for advice from Primary Authority Food Businesses and 46 from non-Primary Authority Food Businesses, the majority of which were in relation to allergens and labelling (including the “Natasha’s Law” changes), with 4 enquiries requesting post-EU Exit advice and support. 8 Primary Authority referrals from food safety (the Food Standards Agency, Trading Standards and Environmental Health) colleagues around the country were also received during this time.

Also received were 2 Primary Authority feeding stuffs referrals, 8 requests for advice from Primary Authority Feed Traders, and 2 requests for advice from non-Primary Authority Businesses. Primary Authority Partner businesses principally sought our advice on the correct labelling of products. The referrals came from other Trading Standards services where there were concerns about products originating from one of our Primary Authority partners. Non-Primary Authority Businesses were initially given signposting advice but latterly a new funding arrangement has allowed us to offer a free consultation to these businesses.

From April 2021 until December 2021 the Service provided a range of advice to several businesses on a wide range of food labelling issues, including general reviews and advice, the labelling of vitamins and minerals and calorie/nutrition labelling. Dominating this work was advice and assistance given to local Nottinghamshire businesses and those in Primary Authority agreements with us on the changes in the allergen labelling for products sold pre-packed for direct sale. Training was also given to the Nottinghamshire Schools, including governors of those schools, on those changes.

In the same period advice on feed matters was provided to several local businesses. This was both to businesses we have an ongoing relationship with through the Primary Authority scheme and others who we have not had previous contact with. We continued to receive requests for advice from people who were thinking of starting home businesses manufacturing pet treats during the pandemic. We were able to give advice and signposting information on this complex area of regulation.

3.5 *Feed and Food Sampling*

In 2022/23, the Service will;

- Ensure that all sampling activity is intelligence-led, based on an assessment of most harm, and in line with the Service's purpose and key strategic aims;
- Sample products for analysis where officers have concerns in relation to the product compliance and analysis is appropriate and;
- Follow documented procedures for all food standards and animal feeding stuffs sampling.

In 2021/22, the Service took 30 food samples, of which the majority were in response to complaints received regarding labelling and/or the declarations of allergens on food labels. In those samples which were sent to the Public Analyst, all were returned as "unsatisfactory", for either technical labelling breaches or for undeclared allergens. This fed into the work referenced in 3.1 above.

No feed samples were submitted during the year as the FSA did not require us to do any, nor did our work necessitate any.

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

This function is the responsibility of District Councils within Nottinghamshire. However, part of the COVID19 response, for example closure directions for businesses, falls to the Director of Public Health, sitting within the County Council. Such work is taken alongside colleagues in Environmental Health.

3.7 *Feed/Food Safety Incidents*

In 2022/23, the Service will:

- Follow its documented procedures for any feed and food safety incidents and feed and food hazard warnings;
- Allocate sufficient resources to effectively deal with such incidents, especially with the impact of COVID19 on local businesses; and
- Take any action in accordance with the relevant Codes of Practice.

The Service receives all appropriate food and feed safety alerts, and action those that directly impact on Nottinghamshire Food and Feed Business Operators. There have been 3 feed incidents so far in 2021-2022 as referenced above.

3.8 *Liaison with Other Organisations*

In 2022/23, the Service will:

- Ensure that enforcement action is consistent with that of its neighbouring authorities; and
- Liaise with a range of organisations to appropriate levels in carrying out its food and feed law enforcement function. These include:

  - **Food Standards Agency;**
  - **Public Analyst – Hampshire and Kent Scientific Services.**
  - **District Authorities' Environmental Health Services;**
  - **Nottinghamshire Food Liaison Group (with local Environmental Health colleagues)**
  - **East Midlands Food Liaison Group (with regional Environmental Health Colleagues)**
  - **Trading Standards East Midlands (TSEM), the TSEM Food Standards and Allergens Group (for which a Nottinghamshire Trading Standards Officer is the appointed group chairperson) and the TSEM Feed Group;**
  - **The national Food Standards and Food Information Group;**
  - **Medicines and Healthcare Products Regulatory Agency;**
  - **HM Revenue and Customs;**
  - **Department of Environment, Food and Rural Affairs (DEFRA);**
  - **Animal and Plant Health Agency (APHA);**
  - **Veterinary Medicines Directorate;**
  - **Public Health England (East Midlands);**
  - **International Federation of Spirits Producers Ltd (IFSP);**
  - **Animal Health - Egg Inspectorate;**
  - **Nottinghamshire Police; and**
  - **Port Health Inspectors**

During 2021/22,the Service was involved in an FSA pilot scheme, as a "Control Authority" in the second phase of their programme of work surrounding the framework for delivering food safety regulation measures and the updating of the current food standards risk assessment scheme. Due to the impact of COVID19, this has been extended until 31st March 2022.

This programme of work started in 2017. Phase 1 was called "Regulating our Future" which set the scene on reforming current food safety regulation to make it sustainable in the modern world. This included the creation of an easier, online based, food

business registration system, increasing the attention given to food standards official controls and working with compliant businesses in Primary Authority Partnerships to create a nationally recognised inspection strategy.

From January 2020, Phase 2 began, called "Achieving Business Compliance (ABC)". The pilot scheme asks some Local Authorities to test the new system for conducting food inspections. This will allow the FSA to monitor and evaluate the data collected from the new system. Nottinghamshire have been asked to be a control authority, who will continue to operate food inspections under the existing system and feedback findings, for comparative reasons.

The service regularly passes information to the Environmental Health Services within the county including complaints about issues such as hygiene and foreign bodies and arranges joint inspections where appropriate and resources allow. Likewise, colleagues in Environmental Health pass information to Trading Standards regarding food labelling and information, allergen and composition matters.

3.9 *Food and Feeding Stuffs Safety and Standards Promotion*

In 2022/23, the Service will:

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

During 2021/22, the Service worked with colleagues in Communications to disseminate messages to Nottinghamshire businesses and residents around the changes in the law for foods sold pre-packed for direct sale, also known as "Natasha's Law".

The service continues to use the website, www.nottscc.gov.uk/tscommercial, that was developed to showcase the range of chargeable services which are available to both local and national businesses to support them with their legal requirements.

4. RESOURCES

4.1 *Financial Allocation*

In 2022-23, the Service will:

- Invest approximately £120k in food and feeding stuffs enforcement; and

- Vary this level according to a dynamic analysis of emerging needs during the year.

In 2021-22, the intention was to invest in a similar level of work, but the impact of COVID drastically reduced the amount of work undertaken in these areas. Resource was diverted into COVID work. Consideration was also given to the risks posed by officers undertaking physical visits, both to the employees of the businesses visited and the officers themselves.

4.2 *Staffing Allocation*

In 2022-23, the Service will:

- Authorise its officers for Feed and Food enforcement following a documented procedure and
- Bring in appropriately qualified staff from other agencies or authorities to plug any staff resource pressures where possible.

A national shortage of food and feed qualified officers exists making recruitment more difficult and hence retention more important.

In 2021/22, the Service has recruited 1 officer, who holds both the food and feed qualifications and 1 food qualified officer left. Furthermore, two officers who have progressed via the apprentice route have successfully achieved qualifications; one in the Food Standards Module, and the other in the Feed Hygiene Module. There are two more officers currently studying the food qualification and a further one studying for the Feed Hygiene Module.

The Service currently employs 3.3FTE food & feed qualified officers, and 3.4FTE food only qualified officers . The above officers are multifunctional, and all officers also deal with other areas of trading standards work. The current commitment to food and feed work is equivalent to 1.9 FTE.

The FSA Framework Agreement and Codes of Practice require the Service to inspect all its feed and food premises on a frequency regime that is based on the assessed risk level of the business. Feed premises are now risked using the new National Trading Standards Board modelling which considers the nature of the business, their level of compliance and earned recognition. Food premises are presently risked using the National Trading Standards Board risking system which is different to the FSA food risking system and gives different risk banding and hence visit frequencies for certain premises

The current frequencies using NTSB risk banding would presently mean that

- for food premises all high-risk premises are visited every year, upper medium risk premises are inspected every 2 years and the lower medium and low risk premises are inspected every 5 years.
- for feed premises there are similar frequency band levels that range from every 2 years for the higher risk premises to every 3 to 4 years for the medium

risk premises and every 5 years for the lower risked premises. The frequency can be extended if the premises have earned recognition.

For food premises, the Service is currently committed to inspecting all high-risk premises under the NTSB risk rating system and to inspect some of the medium and low risk premises but not the number that would be required under the FSA's inspection regime for food premises. For Feed premises the Service will commit to inspecting the agreed level of inspections following a profiling of feed premises using the risk system allotted by the FSA, considering FSA recognised assurance schemes.

If the FSA's requirements for visit frequency was followed using NTSB risk rating, 3.6FTE officers would be required. If time is considered for other FSA requirements such as officer training to undertake, maintain and record competencies, complaints, investigations and business enquiries, reporting to the FSA etc. then 5.1FTE staff would be required.

4.3 *Staff Development Plan*

In 2022-23, the Service will:

- Undertake an individual assessment of officer's competence against the Food Standards Agency Code of Practice to establish development needs.
- Maintain lead specialists for Food and Feed who will be tasked with dynamically identifying training needs arising from legislative or enforcement practices changes.

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

5. QUALITY ASSESSMENT

In 2022-23, the Service will:

- Follow its documented procedure to ensure a programme of internal audits of our Food & Feed delivery are undertaken;

Due to the restrictions and interruptions to working caused by the pandemic, which includes the diversion of staff onto COVID enforcement work, the audits were not undertaken in 2021-22. We are expecting to recommence the audits during 2022-23, as part of a phased re-introduction of quality assessments audits across the Service.

6. REVIEW

6.1 *Review against the Service Plan*

In 2022-23 the Authority will;

- Monitor progress against the plan

- Ensure the plan is regularly reviewed by Trading Standards Managers;
- Report food and feeding stuffs matters to the Communities and Place Committee as appropriate for political scrutiny.

In 2021-22, information reports were provided as appropriate to Communities & Place Committee Meetings outlining relevant food and feeding stuffs work. Copies of these public reports can be viewed at ***www.nottinghamshire.gov.uk***.

6.2 *Identification of any variation from the Service Plan*

In 2022-23 the Service will;

- Identify variations from the plan;
- Analyse the reasons for the variations;
- Develop corrective actions;
- Review the content of the plan to ensure it continues to meet the needs of our stakeholders.

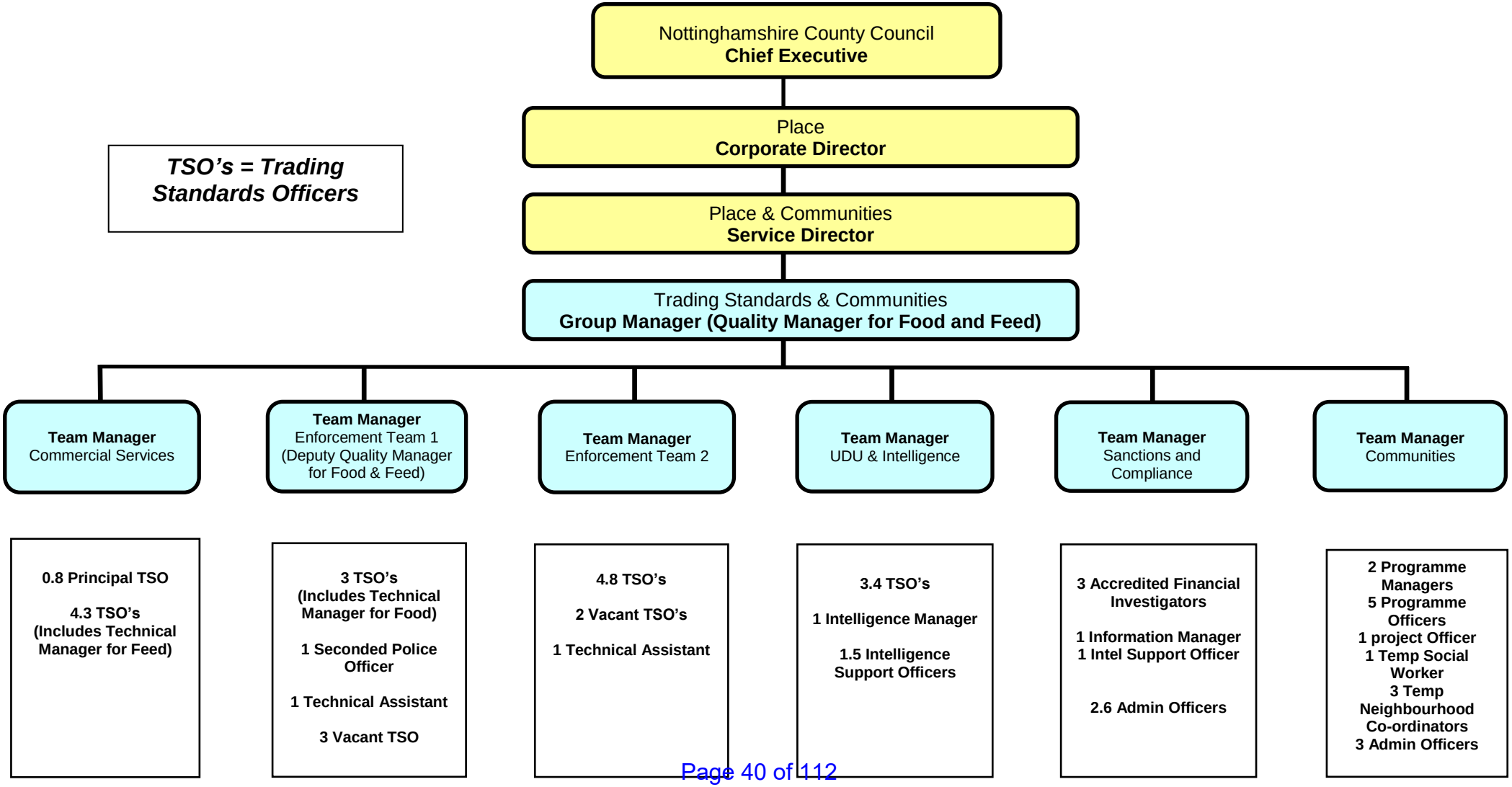
6.3 *Areas of Improvement*

In 2022-23, the Service will;

- Identify areas for improvement; and
- Incorporate in the 2023-2024 food and feed law enforcement plan if appropriate or deal with immediately if required.

Annex 1:

NOTTINGHAMSHIRE TRADING STANDARDS & COMMUNITIES SERVICE STRUCTURE



Nottinghamshire County Council

Report to Communities Committee

9 March 2022

Agenda Item: 6

REPORT OF THE SERVICE DIRECTOR, PLACE AND COMMUNITIES

INSPIRE LEARNING ANNUAL PLAN AND FEES 2022/23

Purpose of the Report

1. The purpose of this report is to:

- report on performance and outcomes during the 2020/21 academic year;
- update on delivery in current 2021/22 academic year including ongoing impact from the Covid 19 pandemic;
- seek approval for the service's plan for the 2022/23 academic year;
- seek approval for plans for use of Education Skills Funding Agency (ESFA) funding in the 2022/23 academic year;
- seek approval for the Schedule of Fees as outlined in – **Appendix 1;**
- seek approval for the service's Supply Chain Arrangements – **Appendix 2**.

Information

Performance and Outcomes 2020/21

2. During the 2020/21 academic year, the following key outcomes were achieved:

- Recruited 221 16/19-year-old students against a funding target of 240 learners.
- Achieved 80.4% Achievement rate for Study Programme learners (against a national benchmark of 82.6%*).
- Achieved a 70% positive progression rate for 16 to 18-year-old learners.
- Recruited 2,727 ESFA funded Community and Family Learning learners against a target of 5,469. Reduction in recruitment due to the impact of Covid-19 pandemic on the Spring and Summer Terms of 2020/21 academic year.
- Achieved a 93.5% achievement rate for Community Learning (Inspire Direct Delivery achieved 96.4%).
- Continued to respond to the Covid-19 pandemic and lock-down from 5th January 2021 by moving to 100% remote delivery for both 16 to 18 and adult provision when needed**.

*National Benchmarks were not published for the 2019/20 academic year due to Covid-19 so 2018/19 National Benchmarks have been applied.
**Children of Key workers and 16 to 24-year-old High Needs learners (i.e. who have an Education Health and Care Plan and receive 'Element 2 and 3 funding from Nottinghamshire County Council continued to be taught face to face during this lockdown.

Covid-19 Delivery Arrangements in Current 2021/22 Academic Year

3. Since the start of the current academic year, the following activities have been undertaken:
   - 16 to 18 Study Programme learners continued with face-to-face delivery from September 2021.
   - Secured 'contract for services' Adult Education Budget funding from the Education and Skills Funding Agency (ESFA) of £224,479 for the 2021/22 academic year to deliver accredited adult provision in addition to our 'core' allocation of 'grant' funding of approximately £466,000.
   - Secured £45,000 (up from an original allocation of £7,900) to deliver National Skills Fund Level 3 qualifications to adults.
   - Secured £45,000 (up from an original allocation of £30,500) to deliver 19 to 24 Traineeships.
   - Secured £65,000 in Digital Bootcamp funding from D2N2 and launched a new L3 qualification in coding.
   - Secured £370k of ESF funding from the Back 2 Work project to support unemployed residents of Nottinghamshire to access employment (project completes on 31st December 2023).
   - Successfully delivered 47 Kickstart placements (across Inspire and with our partner employers) providing ongoing employment for more than 12. Inspire was recently recognised by the DWP as one of the most successful Kickstart Gateway providers across the Lincolnshire, Nottinghamshire, and Rutland (LNR) DWP sub-region.

4. Inspire Learning is going to undertake the following activities by the end of the current academic year to plan for the 2022/23 academic year:

   - Undertake a comprehensive curriculum review in March 2022 covering both 16 to 19 Study Programmes and 19 + adult provision

   - A review of staffing arrangements to make sure that the service is best able to adapt to future needs and requirements of funders and employers.

   - Continue preparations for an OFSTED inspection including undertaking a 'Deep Dive' in early March 2022 to ensure that our quality of provision is sufficiently robust.

   - Exploration of options to provide premises that are fit for purpose to house the Study programme provision currently based at Eastbourne House.

   - Development of learning programmes at the Newark Buttermarket and the YMCA 'Activity Village' including a new digital qualification programme up to Level 3 from and a new Level 2 Personal Social Development Employability programme.

   - Opening a new Inspire Learning Study Programme centre in Arnold.

   - Plan through Towns Fund investment the delivery of an additional learning programme from Stapleford Library and re locating the Stapleford Study Programme provision into the new Pavilion centre.

5. Governance arrangements for Inspire Learning will continue to be exercised by the Learning and Skills Committee of the Inspire Board, and by reporting to this Committee.

Approval for Strategic Aim and Objectives for 2022/23

6. The strategic aims and objectives for the 2022/23 academic year are as follows:

Aim

To ensure that local people have access to an appropriate range of flexible learning opportunities that contribute to personal, social, educational, and economic development.

Objectives

- Deliver a programme of high-quality learning which clearly contributes to the priorities of the County Council and D2N2's Local Skills Report to support safe and thriving communities; support economic growth and employment; provide care and promote health; and invest in our future.
- Focus funding on people who are disadvantaged and least likely to participate in learning, including Not in Education, Employment or Training (NEET) young people, people on low incomes, those with low skills and furthest away from the labour market, particularly focusing resources to assist Nottinghamshire residents to respond to the economic challenges presented by aftermath of the Covid-19 pandemic.
- Continue to deliver a universal community learning and skills offer with access for all and set a fees policy to ensure fees are paid where learners can do so, including waiving fees where appropriate.
- Provide Study Programmes for young people (aged between 16 and 19 years) from 9 centres across the county using a 'blended' delivery model combining face-to-face provision and 'e' learning as appropriate.
- Provide a range of community learning programmes under the themes of: Employability; Health and Wellbeing; Family Learning and Learning for Learners with Learning Difficulties and/or Disabilities (LLDD) with a clear focus upon supporting Nottinghamshire residents to respond to the current economic and well-being challenges from the aftermath of Covid-19.
- Create progression pathways from non-accredited to accredited provision with a greater emphasis upon supporting the employability of adults across all adult provision.
- Deliver learning to fee paying adults including courses designed to appeal to a broader cross-section of learners at a higher rate, using their fee income to support the service's offer where appropriate.
- Deliver £2.25m of adult community learning (i.e. non-accredited) and £385k of formula funded (i.e. accredited) learning to adults in 2022/23. Deliver £1.1m of Inspire Learning Academy provision to young adults in 2022/23. Delivery will be via a blended combination of face-to-face and 'e' learning.

The Service's Schedule of Fees for the 2022/23 Academic Year

7. A transparent schedule of fees is required to ensure that adults within Nottinghamshire are treated fairly by each delivery partner within the service provider network.

8. It is proposed that the **standard** hourly tuition fee for community learning programmes for adults not qualifying for fee remission should be maintained at £4.50 per hour.

9. It is also proposed to end the provision of free family learning courses and include them in the approach to community learner programmes. Family learners will therefore qualify for

fee remissions as outlined in Appendix 1. This change would be implemented in Autumn 2022.

10. The service may decide to waive fees as appropriate to ensure that cost does not create barriers to the recruitment of learners. In the light of the impact of offering free courses during the Covid period and the current pressure on household budgets a temporary reduction of the hourly fee to £3.00 is proposed. This lower rate would apply from 1st April 2022 and be reviewed in advance of each new term and adjustments made if appropriate.

11. The proposed schedule of fees for 2022/23 is attached as **Appendix 1**.

The Service's Supply Chain Arrangements

12. As Inspire learning (via Nottinghamshire County Council) intends to sub-contract a proportion of the Adult Education Budget (AEB) non-formula funded community and family learning provision for the 2021/22 academic year, Inspire Learning needs to publish an annual statement of our supply chain arrangements on our website in order to comply with the ESFA requirements. Our intended approach to supply chain arrangements for 2022/23 is outlined in **Appendix 2**.

Other Options Considered

13. No other options have been considered.

Reasons for Recommendations

14. The recommendations are made to ensure effective spend of the ESFA grant against relevant government and Nottinghamshire County Council priorities and to set a fair fees policy.

Statutory and Policy Implications

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

Financial Implications

16. The anticipated 2022/23 Community Learning funding of £2.7 million and the Study Programme of £1.1 million will be fully utilised delivering the services set out in this report.

Safeguarding of Children and Adults at Risk Implications

17. The service fully supports fundamental British values, the Prevent agenda and all forms of safeguarding for all its learners and staff. To this end the service has arranged a series of training sessions for staff and subcontracted providers in 2021/22 academic year.

RECOMMENDATIONS

That Committee:

1) Notes the performance and outcomes during the 2020/21 academic year.
2) Approves the service's plan for the 2022/23 academic year.
3) Approves the service's plan for use of the Education and Skills Funding Agency in the 2022/23 academic year.
4) Approves the schedule of fees as outlined in Appendix 1.
5) Approves the supply chain arrangements for the 2022/23 academic year as outlined in Appendix 2.

Derek Higton
Service Director, Place and Communities

For any enquiries about this report please contact: Ian Bond, Inspire Director of Learning, Tel: 0115 977 2875, E: ian.bond@inspireculture.org.uk

Constitutional Comments (LW 08/02/2022)

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

Financial Comments (SES 08/02/2022)

19. The financial implications are set out in paragraph 16 of the report.

20. The anticipated 2022/23 Community Learning funding of £2.7 million and the Study Programme of £1.1 million will be fully utilised delivering the services set out in this report.

Background Papers and Published Documents

- None.

Electoral Division(s) and Member(s) Affected

- All.

APPENDIX 1

INSPIRE LEARNING FEES POLICY 2022/2023

1. **COVERAGE:** this fees approach covers activity classified as Adult Education Budget Community Learning, funded by the Education and Skills Funding Agency (ESFA) and sub-contracted to Nottinghamshire County Council/Inspire Learning for delivery in Nottinghamshire. Programmes for Learners with Learning Difficulties and/or Disabilities (LLDD) contracted to Nottinghamshire County Council/Inspire Learning for delivery in Nottinghamshire will be **free** of charge. In addition, this policy also applies to the fees established by the ESFA for accredited provision which must follow the national regulations (the fees policy for the 2022/23 academic year are due to be published in April 2022).

2. **IMPLEMENTATION DATE:** this policy will take effect from 1st April 2022, excluding the inclusion of Family Learning programmes for fees and fee remissions which will be implemented in August 2022

3. **TUITION FEE:** the hourly charge for Community Learning Employability, Health and Wellbeing themed Family Learning programmes (Wider Family Learning, Family English, Mathematics and Language) courses will be £4.50 per hour. The collection method is at the discretion of the Community Learning provider. Learners who pay tuition fees will also be charged examination fees if relevant to the course of learning. Exemptions/remissions in respect of course fees also apply to examination fees, if appropriate. The regulations covering how charges for accredited courses are applied vary and are published by the ESFA in their annual fee's guidance. Where appropriate, a deposit will be required to secure a place on a course for both fee paying and fee remitted learners.

4. **ADMINISTRATION FEE**: A £5 administration fee will be charged to <u>all</u> learners undertaking an accredited course to contribute to the cost of examination registration and issuing of certificates. NB learners eligible for remitted tuition fees <u>will not</u> be exempt from the administration charge.

5. **EXEMPTIONS:** the following provision within Community Learning will be exempt from fees:

   - **Customised Provision for Learners with Learning Difficulties and/or Disabilities (LLDD):** discrete provision for LLDD cohorts will be exempt from fees. Individual members of the LLDD cohort enrolling on Community Learning courses will be charged fees unless they are covered by one of the remissions detailed under section 6, below.

   - **Discrete Courses for Volunteers:** prior approval for remission is required from the Learning Director.

   - **'E' Learning provision** that may be 'experimental' in nature and which it would be inappropriate to charge fees for currently.

6. **REMISSIONS:** learners in receipt of the following benefits will be eligible for fee remission:

   - **Universal Credit**

   - **Income based Job Seekers Allowance (not contribution based)**

   - **Housing Benefit or Council Tax Support (not Single Person's Discount)**

   - **Employment Support Allowance**

- **Income Support**
- **Incapacity Benefit**
- **Working Tax Credit**
- **Pension Credit (not savings credit)**
- **Unwaged Dependents** of those in receipt of the above benefits.
- **Identified elements of Universal Credit**

All benefits claimants will be required to provide evidence of their benefit status to qualify for fee remission.

7. **DISCRETIONARY REMISSIONS:** there are some categories of learners, for example but not exclusively: foster carers; young adults leaving care; travellers; the homeless; and hostel dwellers, who, whilst not necessarily in receipt of benefits, are clearly unable to contribute to the cost of their learning. In such instances, Inspire Learning may agree discretionary fee remission to groups of learners or individual learners without the prior consent of the ESFA. Records of all such discretionary remissions will be retained. This category of discretionary remissions will be actively kept under review to widen participation.

8. **COVID RECOVERY**: in the light of the aftermath of Covid-19 the standard hourly (as outlined in section 3) a fee of £3.00 will be charged for a period to enable the recovery of learner numbers. This reduction will review each term.

9. **REFUNDS:** if a Community Learning course is terminated by the provider because, for example, of low numbers, learners who have paid in advance will be refunded for the sessions cancelled by the provider. Individual learners who choose to leave a Community Learning course before its completion will not be eligible for a refund. If an award bearing class is cancelled by a provider, full refunds will be provided to course participants.

10. **AEB Formula Funded Provision:** As mentioned above, the fee remissions for AEB Formula Funded courses will abide by the 2022/23 ESFA Funding Rules. In addition, individuals with an income of less than £18,525 will be eligible for fee remission from the cost of their accredited courses using the 'Low Wage Threshold'.

APPENDIX 2

Nottinghamshire County Council – Inspire Learning: Supply Chain Policy for Community Learning

Mission Statement:

"To provide learners with an outstanding learning experience that enables them to make positive changes to their lives"

Introduction

The Nottinghamshire Inspire Learning Service has a long and successful tradition of contracting out the delivery of its Education and Skills Funding Agency funded Community and Family Learning provision. The Service was last inspected by Ofsted in October 2017 and was awarded an overall effectiveness Grade 2 (Good). The Ofsted inspectors praised the arrangements that Nottinghamshire Inspire Learning Service has for managing its subcontractors, and they confirmed that management and leadership of these partnerships is good. Subcontracting allows the Service to work with an extensive number of delivery partners and stakeholders to reach into communities and respond to local needs. The Service's model allows smaller voluntary and community organisations, whose main purpose may not be the delivery of learning, to access the resources to deliver learning opportunities to their client group. This model of working is a key element of the Service's successful widening participation strategy which delivers 50% of learning to residents from the 250 most deprived Nottinghamshire super output areas. Opportunities to access funding are available via the Service's website https://www.inspireculture.org.uk/skills-learning/policies-and-provider-information/

Nottinghamshire County Council targets the majority of its resources on those learners with low skills and who have low confidence levels and consequently the Service seeks to work with partners who can deliver high quality learning opportunities that are tailored to meet the needs of these priority groups. The Service arranges regular Continuous Professional Development (CPD) activities for all tutors; feedback on these events has been extremely positive. The opportunity to meet people from different organisations but with similar and /or complementary aims is always favourably commented upon.

The Education and Skills Funding Agency's Funding Rules require providers who subcontract their provision to publish a Supply Chain Fees and Charges Policy in the interests of transparency. This document lays out Nottinghamshire County Council's policy for subcontracting its Community Learning funding allocation.

Support Provided to Subcontractors

Nottinghamshire County Council seeks to ensure that all learners participating in an ESFA Community and Family Learning funded activity receive a high-quality learning experience. To ensure consistency of approach and to continually improve quality Nottinghamshire County Council has put in place a range of measures and support for its providers, including providing:

- All Relevant Paperwork: Standard paperwork, (e.g. enrolment forms, registers, evaluation forms, Individual Learners' Plans (ILPs), is provided to all subcontractors.

- Guidance: For new providers a meeting is arranged with a staff member from Nottinghamshire Inspire Learning Service to clarify processes, procedures and expectations. Handbooks are available for Providers and Tutors. All providers are assigned a named Nottinghamshire Inspire Learning Service contract officer to resolve any queries they may have.

- Data Analysis: Regular electronic data reports are provided to larger providers so that they may assess their progress as the contract progresses.

- Individual Learners' Record (ILR): Inputting of data, processing of the ILR returns and associated validation reports is undertaken by Nottinghamshire Inspire Learning Service on behalf of the subcontracted providers.

- Nottinghamshire Inspire Learning Service Web Site: All our policies, procedures and paperwork are available on the Inspire website: https://www.inspireculture.org.uk/skills-learning/policies-and-provider-information/

- Targets: Clear targets are set for each contract confirming: learner numbers to be engaged; and success, attendance and retention rates, so providers know at the outset what quality standards are expected of them.

- Class Visits/Observations: Once a contract is agreed then Nottinghamshire Inspire Learning Service will arrange a themed class visit and/or observation.

- Curriculum Development: Nottinghamshire Inspire Learning Service undertakes regular reviews of the subcontractors' curriculum content to ensure that it meets the required quality standards and the Service provides support to providers in developing new ideas and programmes.

- Meetings: Providers and stakeholders benefit from regular locality meetings to review local learning needs and reflect upon the activity that has taken place and identify any gaps in provision. Focused contract meetings with each provider also take place on a termly basis to review progress and offer support.

- CPD: Nottinghamshire Inspire Learning Service arranges several CPD events for tutors throughout the year to share best practice, address common quality issues that are arising and ensure tutors are aware of key developments in relation to Nottinghamshire Inspire Learning Service's drive for continual improvement. Events include an annual Tutor conference that is designed to provide subcontractors with access to a forum to share the challenges and targets for the forthcoming year. Tutors are funded to attend identified types of training events throughout the year.

- Resources: Access to resources to support the quality of delivery e.g. Individual Learning Technology (ILT), minor works etc.

- Infrastructure to support provision of AIM awards qualifications: Nottinghamshire Inspire Learning Service has registered centre status with AIM Awards and provides all the quality assurance mechanisms (as required by AIM) including verification to offer qualifications to learners should this be appropriate. Nottinghamshire Inspire Learning Service has its own appointed Internal Verifier and Business Support Officer to support this activity.

- News: Regular news for providers and tutors are issued to communicate updates, developments, their contribution towards meeting overall Nottinghamshire Inspire Learning Service targets and feedback from learners etc.

Tuition Fee Policy

All Providers are required to operate the Nottinghamshire County Council Fees Policy to ensure learners receive an equitable experience in relation to payment for their classes.

List of Subcontractors

This list is provided to the ESFA via the "Subcontractor Declaration Form" in line with the agreed timelines and the aggregated Subcontracting Register is published on the ESFA website. Updates are provided as required. A copy is located at: https://www.inspireculture.org.uk/skills-learning/policies-and-provider-information/

Payment Timelines

Nottinghamshire County Council endeavours to pay all invoices within 28 days of their receipt. The Nottinghamshire County Council Funding Agreement outlines what information is required from each delivery partner to enable invoices to be paid promptly. Where a provider may experience a cash flow problem(s) with this timeline, then alternative arrangements are negotiated on a case-by-case basis. The Service's Funding Agreement stipulates that reductions may be made where targets have not been met.

Retained Funding

With the introduction of Community Learning Trusts in 2014-2015, the funding the Service receives from the Education and Skills Funding Agency is deemed to be a "contribution" to the overall costs. The funding retained centrally by Nottinghamshire Inspire Learning Service supports the services outlined above; in summary:

- Contract Management
- Quality Assurance and Improvement
- Submission of Individualised Learner Records (ILR), provision of all required paperwork and associated inputting of all data (including the Management Information System (MIS) system)
- Community Engagement
- Professional Development (Providers and Tutors)
- Curriculum Development
- Budgets to support quality improvement e.g. ILT equipment and minor works
- Marketing, promotion and celebration events
- Additional Learner Support

These services are provided for all delivery partners. Nottinghamshire Inspire Learning Service endeavours to establish a level playing field for both learners and providers and as such the retained fee is common to all contracted providers.

Nottinghamshire County Council will retain no more than 20% of the annual funding available to cover the costs of the above-mentioned functions.

Policy Review

The Nottinghamshire County Council Supply Chain Fees and Charges Policy will be reviewed in January 2022 by the Inspire Learning Director.

Publication

The Nottinghamshire Inspire Learning Service's Supply Chain Fees and Charges Policy will be published on the Service's web pages: https://www.inspireculture.org.uk/skills-learning/policies-and-provider-information/

Jan 2022

Nottinghamshire County Council

Report to Communities Committee

09 March 2022

Agenda Item: 7

REPORT OF THE SERVICE DIRECTOR, COMMISSIONING AND RESOURCES, CHILDREN AND FAMILY SERVICES

STATUTORY PREVENT DUTY

Purpose of the Report

1. The purpose of this report is to raise awareness about the Prevent Duty and the statutory requirements placed on Local Authorities. In addition to provide an overview of how Nottinghamshire County Council is meeting these obligations.

Information

2. Prevent is a part of the Government's national counter-terrorism strategy, which aims to stop people becoming terrorists or supporting terrorism before they get involved in criminal activity. It is designed to stop terrorism regardless of ideology or cause. The central aim of Prevent is safeguarding people and communities and supporting individuals who are vulnerable to radicalisation in all its forms.

3. The Prevent Duty under the Counter-Terrorism and Security Act 2015 requires all specified authorities to have "due regard to the need to prevent people from being drawn into terrorism". Nottinghamshire County Council and partners therefore have a core role to play in countering terrorism at a local level and helping to safeguard individuals at risk of radicalisation.

4. The Prevent strategy, published by the Government in 2011, is one of the four elements of the government's overall counter-terrorism strategy, CONTEST. The CONTEST strategy aims to reduce the risk from terrorism so that people can go about their lives freely and with confidence. The four elements of the CONTEST strategy are:

    - **Pursue:** investigate and disrupt terrorist attacks.
    - **Prevent**: stop people from becoming terrorists or supporting terrorism
    - **Protect**: improve our protective security to stop a terrorist attack.
    - **Prepare**: work to minimise the impact of an attack and to recover as quickly as possible

5. The Prevent strategy addresses all forms of terrorism and has three main objectives:

    - Objective one: Ideology - respond to the ideological challenge of terrorism.
    - Objective two: Supporting vulnerable people - prevent people from being drawn into terrorism; and
    - Objective three: Work with key sectors and institutions - address risks.

Detail

Understanding local risk - Counter Terrorism Local Profile (CTLP)

6. To ensure Nottinghamshire County Council and its partners understands local risk in relation to implementing Prevent effectively and to inform local planning and delivery, the Counter Terrorism Local Profile (CTLP) is utilised.

7. This CTLP is a restricted document that provides an outline of the key threats, risks, and vulnerabilities to prevent extremism within Nottinghamshire. The aims of the CTLP are to:

    - develop a joint understanding amongst local partners of the threats, vulnerabilities and risks relating to terrorism and nonviolent extremism where it creates an environment conducive to terrorism.
    - provide information on which to base local Prevent programmes and action plans.
    - support the mainstreaming of Prevent activity into day-to-day policing, local government, and partnership work; and
    - allow a targeted and proportionate use of shared resources.

8. A CTLP is a strategic document and does not provide a complete assessment of activity in an area. It is designed to be read in conjunction with other available information to produce a more complete overview of the risks in an area.

9. Across Nottinghamshire and Nottingham City the local planning and delivery of Prevent activity is overseen by the Prevent Steering Group. This quarterly meeting is chaired jointly by Senior Managers from Nottinghamshire County Council and Nottingham City Council and attendance includes representation from District and Borough Councils. Progress reports about the work of the Prevent Steering Group are routinely provided to the Safer Nottinghamshire Board, chaired by the Nottinghamshire County Council Chief Executive, to give further oversight of this activity.

Work Across Geographical Boundaries

10. Extremism cuts across geographical boundaries. To address this, work across Nottinghamshire is also supported by the East Midlands Prevent Network. The East Midlands Prevent Network is attended by representatives from Nottinghamshire County Council and is an opportunity to share good practice across the region.

11. Nottingham City has just become a funded area for Prevent and with this development locally it is expected that moving forward there will be opportunities in the County to bid for funding to support specific project delivery.

The Channel Programme

12. Channel is a multi-agency early intervention safeguarding programme run in every local authority in England and Wales. Through the Channel programme, work is done with a range of partners including Nottinghamshire Police and Social Care to manage Prevent referrals.

13. The programme works to protect vulnerable people (adults, children, and young people) from being drawn into terrorism and provides a range of support such as mentoring, counselling and help with education and employment.

14. Participation in Channel is voluntary. It's up to an individual (or their parents for children aged under 18) to decide whether to take up the support it offers. Participating in Channel does not lead to a criminal record.

15. The local Channel Panel is also jointly chaired by Senior Managers from Nottinghamshire County Council and Nottingham City Council and links closely with existing processes for safeguarding adults and children.

Emerging Issues

16. Channel Panels receive referrals covering a range of ideologies for example, right-wing extremist ideologies, Islamist radicalisation, left-wing, anarchist and single-issue ideology e.g., militant animal rights and environmental activism and self-initiated ideology (lone individuals working independently to any network) and mixed, unclear, or unstable ideologies.

17. Across all ideologies, the online space continues to be a predominant feature and driver of the UK threat. The increase in time spent online due to the pandemic enabling an environment in which young and vulnerable people are at greater risk of being targeted and groomed by people who wish to do harm.

Acting Early to Prevent Terrorism and Extremism

18. It is recognised that it is family and friends – including close co-workers – who are often the first to spot the concerning changes in behaviour that might be signs that someone they know may be at risk from being radicalised by terrorists or extremist content online. However nationally studies have shown that the public are unsure of the signs to look out for and who to turn to when they have concerns. Therefore, Counter Terrorism Policing launched a website to encourage friends and family to act early, share concerns and seek help if they are worried that someone they know is being radicalised.

19. The Act Early website (actearly.uk) includes case studies, signs to spot and details of where to get help. This website, and resources, have been promoted across partner organisations and via the Nottinghamshire County Councils communication channels and training portal.

Other Options Considered

20. Given the nature of the report no other options were considered.

Reasons for Recommendation

21. To ensure Committee Members are aware of the statutory responsibilities relating to the Prevent Duty and to provide reassurance about the work being progressed to meet these obligations.

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Statutory and Policy Implications

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

RECOMMENDATION

1) It is recommended that a further update on the Prevent Duty be included on the Communities Committee work programme.

For any enquiries about this report please contact: Laurence Jones, Service Director, Commissioning and Resources, Children and Family Services, Tel: 0115 977 4363

Constitutional Comments (EKH 10/02/2022)

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

Financial Comments (SES 08/02/2022)

24. 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

Nottinghamshire County Council

Report to Communities Committee

9 March 2022

Agenda Item: 8

REPORT OF THE SERVICE DIRECTOR, PLACE AND COMMUNITIES

FUTURE OPTIONS FOR CATERING FACILITIES MANAGMENT AND COUNTY ENTERPRISE FOODS - UPDATE

Purpose of the Report

1. To update Members on progress with initial work to explore future options for the Catering and FM Service and to seek approval to undertake further options work to develop a preferred model.

Information

2. At its meeting on 15 September 2021, Committee approved the engagement of CIPFA C.Co in undertaking an options analysis, and subsequently developing a full business case for the development of a sustainable future operating model for catering and facilities management services, for consideration by the Committee. Developing and delivering such an option would support Council priorities as expressed in the current Council Plan for *"A healthy, prosperous and greener future for everyone",* in particular priorities around healthy lifestyles for children and young people, and support for vulnerable older adults. A sustainable future for the Service would also support the Council's ambitions for longer term financial resilience, given the Service's current status as the Council's main traded service entity.

3. C.Co has concluded the initial phase of its work, within the context of the Service's requirement to adapt to continue to deliver value for money and remain sustainable in a complex trading environment. This has comprised an outline options analysis for future operating models for the Service, based upon current and predicted future market conditions and benchmarking and comparator data, as well as analysis of the Service's current context and performance. Previous work undertaken by C.Co for the Council in 2019 has also been taken into account. Key contextual factors for consideration include:

    - The pace of schools academisation and the procurement practices of Multi Academy Trusts, which have placed income at risk.
    - Structural workforce supply issues in the catering and FM employment markets.
    - Impact of the Covid pandemic – whilst the long term impact has yet to be fully understood, it will have social and economic impacts, as well as workforce and supply chain implications.
    - The growth of hybrid and remote working, and their impact on the FM requirements of public and private sector organisations.
    - Inflationary pressures, including fuel, energy, food production and labour costs.

4. Set out below, in summary form, are the initial options that C.Co have considered and initially assessed.

   Do nothing. This would mean continuing operating the Service as at present. This would see the Council exposed to the growing financial risks caused by the external factors set out in paragraph 3 above.

   In House redesign. This option would see the Service implement a range of actions to reduce financial risk to the Council, including making contractual changes in contracts with customers to ensure full cost recovery. Whilst many of these changes are currently underway, this option still leaves the service vulnerable to market pressures and fluctuation, with resultant financial risk to the Council.

   Exit the market. This option would see the Council choosing to withdraw services from schools and residents, leaving existing customers to manage their own catering and cleaning provision. There would be significant costs associated with this for the Council, and probable issues with service continuity/viability in some settings. This option would also result in reputational risk to the Council.

   Externalisation. This covers a range of sub-options, summarised below. Each of these options would result in reduced direct financial risk to the Council, and would have the benefit of enabling the service to operate commercially in a more flexible and agile way to respond to market changes. Each sub option also presents a different risk profile, however, in terms of complexity and deliverability

   - **Joint Venture.** This option would propose a joint venture with a commercial partner to deliver the services.
   - **Wholly owned company.** This would see the transfer of the services to a company owned by the Council.
   - **Independent organisation.** This would see the transfer of the services to a company independent of the Council.
   - **Outsource.** This option would see the Council procure the services it provides from the commercial market.

5. It is apparent from the summary analysis above that some options are more attractive than others, in terms of risk, service continuity and longer-term sustainability. It is therefore proposed that the options analysis work continues, moving to a more detailed phase, in order to identify and develop a clear preferred option for consideration by members.

Reasons for Recommendation

6. To enable work to identify the most appropriate option for the future delivery of catering and FM services to continue.

Statutory and Policy Implications

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

Financial Implications

8. There are no financial implications at this stage. Longer term financial implications for the service will be assessed in the context of the detailed options analysis and development of a preferred model.

RECOMMENDATION

1) That Committee approves the continuation of work to develop preferred options for the future delivery of catering and Facilities Management services.

Derek Higton
Service Director, Place and Communities

For any enquiries about this report please contact: John Hughes, Group Manager – Catering and Facilities Management, Tel: 0115 9773402

Constitutional Comments (SSR 24/02/2022)

9. The scope of the recommendations fall within matters which may be considered by Communities Committee.

Financial Comments [RWK 28/02/2022]

10. 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.

- None.

Electoral Division(s) and Member(s) Affected

- All.

Nottinghamshire County Council

Report to Communities Committee

9 March 2022

Agenda Item: 9

REPORT OF THE SERVICE DIRECTOR, PLACE AND COMMUNITIES

PRICING STRATEGY FOR CATERING FACILITIES MANAGEMENT AND LANDSCAPING SERVICES

Purpose of the Report

1. The purpose of this report is to seek approval for the pricing strategy for catering, facilities management, and landscaping services for 2022/23.

Information

2. The catering, facilities management and landscaping service reviews its prices annually in order to enable it to keep pace with inflationary costs. The service area operates largely on a commercially traded basis, and is therefore subject to market conditions and competition in most areas of its operation, and is therefore required to set its prices on a commercial basis. Current inflationary pressures on the business are significant this year, as can be seen in national coverage of food, wage and fuel inflation, for example. In the last 12 months to January 2022 the consumer price index measure of inflation rose by 5.5%, with the Bank of England projecting inflationary growth to reach 7% in 2022.

3. The service is proposing a differentiated approach to its pricing strategy, in order to reflect different pressures in different areas of the business, and the different market factors that are prevalent in the trading sectors that it operates in. Set out below are the proposed pricing strategies.

4. For paid school meals, the proposed charge per meal to schools is £2.40 for the 2022/23 academic year. This represents an increase of around 2% from the existing price of £2.35. These are meals that are funded by schools. The service has carried out bench marking with 5 other County Council areas which shows that this pricing is in line with levels elsewhere. The economies of scale present in this area of the service, and the contract structures in place, mean that inflationary costs can be effectively managed.

5. Free school meals will continue to be funded at the existing cost of £2.34.

6. Across facilities and landscaping services, it is proposed that prices are raised within the range of 3.5-4.5% depending upon the nature, size and duration of individual contracts. There is inflationary pressure in this service area, but it is less susceptible to increases in commodity prices.

7. County Enterprise Foods provides and delivers a wide range of at home meals to both Adult Social Care clients, private residents and commercial clients. The meal costs for Adult Social Care clients are met by the Council. For private residents and commercial clients, current

pricing is at the lower end of the market. It is proposed to increase prices between 5-8% depending upon on the meal type and customer/contract. This increase reflects the national inflationary pressures outlined elsewhere in this report.

Other Options Considered

8. The service has taken all reasonable actions to ensure that the proposed prices represent a reasonable approach to pricing in the light of growing inflationary pressures. These have included reviews of procurement and suppliers, staffing levels, delivery routes and production costs.

Statutory and Policy Implications

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

Financial Implications

10. These price increases have been developed to allow the business to return a balanced budget.

Human Resource Implications

11. There are no human resource implications.

RECOMMENDATION

1) It is recommended the price increases at paragraphs 4-7 of the report are approved to support the delivery of full cost recovery for the commercial services operated by the service.

Derek Higton
Service Director, Place and Communities

For any enquiries about this report please contact: John Hughes, Group Manager – Catering and Facilities Management, Tel: 0115 9773402

Constitutional Comments (LW 24/02/2022)

12. Communities Committee is the appropriate body to consider the content of the report.

Financial Comments [RWK 23/02/2022]

13. The report sets out proposed prices and price increases for 2022/23 for the Schools Catering, Facilities Management, Landscaping and County Enterprise Foods services. The proposed prices for the Schools Catering, Facilities Management and Landscaping services have been developed to assist these traded services to achieve their financial targets of fully recovering costs. The price increases proposed for County Enterprise Foods have been developed to recover increased costs whilst also minimising pressure on service users.

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.

Nottinghamshire County Council

Report to Communities Committee

Agenda Item: 10

REPORT OF THE SERVICE DIRECTOR, PLACE AND COMMUNITIES

ESTABLISHING THE COMMUNITY EARLY HELP AND SUPPORT TEAM

Purpose of the Report

1. To seek approval to:

   1) Create a Community Early Help and Support Team within the Trading Standards and Communities Service.
   2) Establish a Band D Team Manager post for the team to lead and drive Community Early Help and Support work for the Authority.
   3) Move existing relevant posts in the Council's establishment to sit within the new team to maximise benefits of close collaboration.

Information

Corporate Transformation Ambitions

2. The Council has established four Corporate Transformation Programmes to deliver improvements in services for the Communities of Nottinghamshire. One of these programmes is the Early Help and Support programme.

3. This purpose of this programme is to identify how the Council can improve the way it works to better support people before any needs they have might become more serious and require the intervention of formal specialist services.

4. Work of the programme has led to identifying a number of different initiatives across the Council designed to build or to utilise capacity in voluntary and community sector groups to deliver community early support.

Early Help and Support

5. At meeting of Senior Officers from across the Council on 24th January, two specific proposals were made for consideration that represented important contributions to the Authority's aspirations to further develop its community support and engagement role.

6. The first proposal approved was to reaffirm the Council's commitment to the further development of the Community Support Hub approach to delivering support in a post-pandemic world. The Hub is led from the Trading Standards and Communities Service, with support from many other areas of the Council.

7. The Community Support Hub links together County, District and Borough Councils as well as Voluntary and Community Sector partners into a virtual countywide collaboration that has

flexed and changed to meet multiple demands and statutory duties placed on it in the last 23 months.

8. The second proposal approved was to establish a Community Early Help and Support Team to begin to bring together relevant resource in one unit to maximise the impact for our Communities and to also act as a point of coordination for community early help work.

9. Senior colleagues accepted by pooling learning, experience, relationships of trust developed, and funding, better outcomes for Communities could be achieved. Further, that the Trading Standards and Communities Service in the Place department would be the appropriate service to locate the team to both complement and take advantage of close working relations with the existing Communities Team expertise and the links to the Community Support Hub.

Initial Remit of the Team

10. The longer-term ambition is that the Service becomes the point of future coordination for the Council's Community Support and Engagement roles through the existing Communities Team and the proposed Community Early Help and Support Team. Work is underway to identify what resource would ultimately be required to deliver this ambition, and how this would be achieved.

11. As a starting point, and to lay the foundations for the future, it is proposed that two existing programmes of work are brought together and put into a newly created team under the Leadership of a new permanent Team Manager role. Other conversations are occurring to identify other posts and roles that might be suitable for being located withing the team.

12. The new Team Manager role will be essential to add much needed additional management capacity and drive to bring the Authority' aspirations to life.

13. The first two areas of work so far identified to be brought together under the Team Manager is the Local Area Coordination Capacity currently being developed in Adult Social Care and Health Department (5FTE), and the Community Friendly Nottinghamshire resource (3FTE) hosted in the Service already.

Local Area Coordination (LAC)

14. A 2-year pilot programme for LAC in Nottinghamshire has been approved by the Adult Social Care and Public Health Committee at its February and July 2021 meetings to create up to 6 Local Area Coordinator roles for a 2-year period.

15. LAC is a community-based support model to empower individuals and families to find solutions within their community before needing formal services. It is open to people of all ages, backgrounds, and circumstances. It emphasises close collaboration between staff and resident to develop a shared sense of purpose on what residents want to improve, and to seek opportunities and solutions within the community. LAC is open to all that need support, whatever their age, background, or circumstances.

16. LAC will work in partnership with other relevant Early Help Council services such as the Maximising Independence Service, Family Hubs, Community Friendly Nottinghamshire ensuring people access the right support at the right time. Key partners in the community will include the voluntary sector, district and borough councils, health (ICS), and faith groups. LAC will build on the system wide Community Hub response.

17. Existing approvals allow for the formal evaluation of the project's impacts before an assessment is made regarding whether to introduce LAC into Business as Usual. Work with local universities and the Council's NCC Strategic Insight Unit to develop a strong evaluation framework from the outset is underway.

18. Five trial areas have already been selected based on an analysis of multiple factors including deprivation, social isolation, prevalence of mental health illness. The areas are in Bassetlaw, Gedling, Mansfield, Newark & Sherwood, and Rushcliffe.

19. Recruitment and commencement of the LAC programme within Adult Social Care and Health has been delayed due to pandemic pressures which now the opportunity to look to locate the new resource within Trading Standards and Communities in the PLACE Department.

Community Friendly Nottinghamshire

20. Community Friendly Nottinghamshire is a project commissioned by Public Health based on a 'community organising' approach utilising a listening/conversation model of interaction to help people to grow. The project supports people to help themselves by focusing on community-led development approaches to upskill residents and communities to build community capacity.

21. 3FTE Neighbourhood Coordinators currently sit within the Communities Team to facilitate people to establish sustainable community groups and assets. The model develops the resilience of local communities in a manner which is self-sustaining. It further addresses wellbeing and the impact of loneliness and isolation amongst people who engage in the groups and networks enabled through this approach.

22. The project is currently funded to end of March 2023, and the budget sits already in the Trading Standards and Communities Budget.

Next Steps

23. Bringing together the Community Friendly Nottinghamshire and the Local Area Coordination roles into one team structure would mean aligning some of the Authority's community capacity building resource with resource actively needing it to support interventions with individuals. This will maximise the outreach into community and the planned prevention activities of this resource.

24. Recruitment to LAC posts is currently on hold pending the appointment of the Community Early Help and Support Team Manager position and establishment of the wider team, which will provide a stable platform to grow Early Help community support and engagement work.

25. Pending approval by Committee, work can commence on staff engagement around the wider team development, and recruitment can commence for the Team Manager role. Once the Team Manager is in post, the recruitment to the LAC positions can commence.

Financial Considerations

26. Adult Social Care and Health Department can provide £498,128 towards funding 5FTE Band A Local Area Coordinator roles and associated costs, and 1FTE Band D Team manager role for 2 years 22/23 and 23/24 from Better Care Fund monies.

27. Based on salaries calculated at the mid-point with a 5% vacancy factor built in, the additional predicted salary cost to the Service of creating the new team for the 2-year period is:

Additional Staffing Costs 2022/3 and 2023/4

Post	Grade	SCP	FTE	Pay	NI	Sup	Aptc Levy	Vac' Factor	Total for 1 FY	Total for 2 FY
Local Area Co-ordinators	Band A	26	5.0	152,255	14,912	33,801	761	(10,086)	£191,642	£383,284
Team Manager	Band D	39	1.0	42,821	4,689	9,506	214	(2,862)	£54,369	£108,739
	Total		**6.0**	**195,076**	**19,601**	**43,307**	**975**	**(12,948)**	**£246,011**	**£492,023**

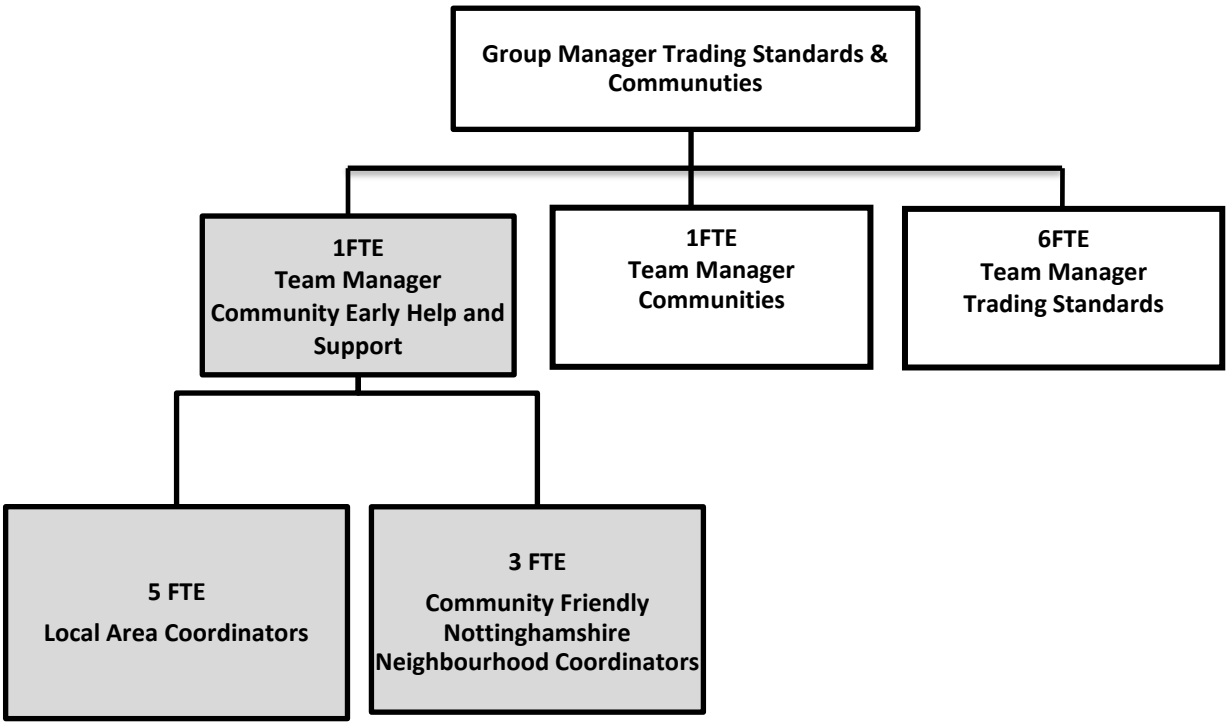
28. 3FTE Band A Community Friendly Nottinghamshire Neighbourhood Coordinator posts are already funded from the service budget for 22/23.

29. If following job evaluation of the Team Manager role (if required) and appointment to all roles there should be any shortfall in funding for the initial 2-year LAC programme, both PLACE and the ASCH Departments would seek to contain the shortfall from in year savings, or failing that, from relevant reserves created from pandemic government funding provision.

30. In order to demonstrate long term commitment to the Early Help and Support corporate approach and to ensure the appointment of suitable candidate to the Team Manager role in the current jobs market, it is proposed the Team Manager role is a permanent one.

Proposed Structure

31. The team would sit in the Trading Standards and Communities Service establishment alongside existing teams as shown below:



Other Options Considered

32. To not create the new team as the focal point of the Council's Early Help and Prevention work, leaving existing resource in separate parts of the establishment.

33. To develop better joint working through existing Council structures rather than creating one focal point.

34. To appointment a temporary Team Manager as opposed to a permanent one.

Reasons for Recommendations

35. Creating the new team with the resource currently available will maximise the impact of that resource. This will lay the foundations regarding the aspirations to have one central place of coordination for the Authority's Community Support Early Help and Prevention work going forward.

36. The Team would be a visible statement of the Council's intent to transform the outcomes for communities by adopting new approaches that deliver early help to those in need. It would also provide the base from which more relevant resource could be added as the Corporate Transformation Programme continues to evolve and grow.

37. The Team Manager would weave together discrete workstreams into a coherent approach to maximise the impact, synergy and shared learning while seeking opportunities to grow the approach.

38. There is a unique strength of having an integrated Communities and Adults focus to neighbourhood delivery. Communities have strong and established relationships with CVS and working with neighbourhood groups, whereas ASCH brings social care skills and oversight. The team offers a genuine opportunity for an all-age, corporate approach to community strengthening, that also delivers a place-based approach to person centred care.

Statutory and Policy Implications

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

Financial Implications

40. The £498k of Better Care funding to be provided by Adults Social Care and Health Department to the PLACE Department will cover additional the additional staffing costs of 5FTE Local area Coordinators and the 1FTE Team Manager role for the first 2 years.

41. The initial 2-year period will allow time to undertake a full evaluation of the Local Area Coordination model and make the case to establish it as business as usual going forward.

42. The initial 2-year period will allow the identification of other resources in the Council that could be brought together to work in a more joined-up and efficient manner and would allow

the development of businesses cases to realise longer term savings through an Early and Prevention approach.

Human Resources Implications

43. All appointments will be subject to the Council's standard human resources recruitment and remuneration practices.

44. All staff effected by the proposed change will be appropriately consulted with and will be central to developing new approaches going forward.

RECOMMENDATIONS

That the Committee:

1) Approves the creation of a Community Early Help and Support Team within the Trading Standards and Communities Service.
2) Approves the establishment a Band D Team Manager post for the team to lead and drive Community Early and Help and Support work for the Authority; and
3) Approves moving existing relevant posts in the Council's establishment to sit within the new team to maximise benefits of close collaboration.

Derek Higton
Service Director, Place and Communities

For any enquiries about this report please contact: Mark Walker, Group Manager, Trading Standards and Communities, Tel: (0115) 977 2173

Constitutional Comments (KK 15/02/2022)

45. The proposals in this report are within the remit of the Communities Committee.

Financial Comments (RWK 17/02/2022)

45. The report is proposing the establishment of a Community Early Help and Support Team at an estimated annual cost of £246,000. The team will be established for an initial period of 2 years. The costs incurred will be funded from existing Better Care Fund monies so there will be no net additional cost to the County Council.

HR Comments (JP 15/02/2022)

46. The recommendations set out in this report will be subject to consultation with the staff and the recognised trade unions. Posts will be subject to Job Evaluation where appropriate and recruitment to posts will be in line with the relevant HR policies and procedures.

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.

Nottinghamshire County Council

Report to Communities Committee

9 March 2022

Agenda Item: 11

REPORT OF THE SERVICE DIRECTOR, PLACE AND COMMUNITIES

LOCAL COMMUNITIES FUND (LCF) - RECOMMENDATIONS

Purpose of the Report

1. To seek Members' 'approval in principle' to the award of funding that supports the delivery the Council Plan through meeting the Local Communities Fund (LCF) 2022 – 26 criteria. These are for:

    - Revenue funding – Large Grants over £5,000
    - Revenue funding – Small Grants under £5,000
    - Capital funding
    - Talented Athlete funding

Information

2. On 10 June 2021 the Communities Committee adopted the Compact between public sector bodies and the voluntary and community sector in Nottinghamshire. The Compact is an agreement which commits signituries to a set of shared values and principles supporting partnership working underpinned by trust, respect and Collaboration.

3. On 15 September 2021 the Communities Committee approved the development and launch of a discretionary funding programme which will contribute to the work and ambitions of the Authority to cover the period 1 April 2022 to 31 March 2026. The funding programme is designed to support the voluntary and community sector to help the Council to deliver on its commitments in our 10 year plan.

4. The LCF is a discretionary financial contribution awarded by Nottinghamshire County Council to contribute to and support the delivery of non-statutory activities and that help to achieve the Council's committments as set out in the Council Plan 2021-2031.

5. Applications for LCF awards should demonstrate how they contribute to achieving the Council's ambitions for helping our people to live healthier and more independent lifes; supporting communities and families; keeping children, vulnerable adults and communities safe; protecting the environment and reducing our carbon footprint which creates empowered and self-sufficient local communities and in turn supports the voluntary and community sector to grow and thrive.

6. The key funding principles of LCF, agreed by this Committee are:

- Member led – Members take the lead for decision making on design of the scheme, and approval of awards.
- Takes a corporate and coordinated approach – decisions are aligned to the Council's ambitions, priorities and outcomes sought.
- Recognises the role of the sector – values the enormous contribution made.
- Takes account of any Compact's in place that set out the nature of our relationship with VCS.
- Is proportionate at all stages – including a simple application process, simplified monitoring etc.
- Makes the best use of digital technologies.

7. 3 component programmes for the scheme were approved with the following key features:

Revenue	**Capital**	**Talented Athletes**
Part one a Large Grants element used to contribute to projects and activities from organisations who have a good track record of delivery and award funding for a 4-year period. **Part two** a Small Grants element featuring a rolling annual programme of grants (maximum £5k), to support innovative grass roots activity.	A new model featuring a two-stage process starting with an expression of interest submitted via the relevant County Councillor for endorsement. This is a rolling annual programme of applications, with a match funding requirement, and a maximum £20k award.	An expanded programme to include up and coming athletes.

Implementation and Communication

8. The new LCF revenue and capital programmes were opened for applications in October 2021, followed in November 2021 by the opening of the talented athlete's programme.

9. The closing date for large revenue grants and talented athletes and the first closing date for the initial batch of rolling capital and small revenue award applications was 31st December 2021.

10. During January and February applications for awards for all programmes have been assessed and monitored by officers.

The Criteria

11. **Revenue** - to be eligible for LCF support, assessment has taken into account the following for each component:

- The VCS is supported to grow, enabling residents to contribute to social and cultural opportunities.
- Assessments of local need and gap analyses are undertaken to identify and develop effective activities.
- Pathways to volunteering are increased to increase opportunities for individuals to contribute to their community, whilst enhancing the sector's reach.
- There are increased opportunities available for advice and signposting for the most vulnerable residents and communities.
- Activities are developed that help to address climate and environmental change.
- Activities are developed that offer early help and prevention to those who most need it.
- More support is provided to communities of interest, including rural communities, and helping those who face challenges.

12. **For Large Grants over £5,000** - applications were invited from county-based organisations that demonstrate a good track record of delivery and supporting local communities, whether by geography and/or by interest. In addition, applicants needed to show professional standards and good governance.

13. **For Small Grants under £5,000** - applicants were invited from organisations to help fund activities that address identified needs, encourages innovation to strengthen communities and support vulnerable residents, the programme aims to encourage local networks where people help themselves and each other to be resilient, neighbourly, healthier, and safe.

14. **Capital** - to be eligible to apply for LCF capital support, assessment has considered that the programme is aimed at creating opportunities that support local communities and residents to be healthier, greener, and prosperous. Applications were invited which demonstrated that the investment would contribute to:

    - Helping to address local priorities e.g., improving access to new or existing services, such as sports and leisure, protecting the environment, reducing loneliness, improving physical and mental health.
    - Improving local places and spaces that are important to communities.
    - Bringing people together and involve them in the design and implementation.
    - Encouraging the development of assets and projects that help to address climate and environmental change, or at least, to minimise any potential negative impact on the environment.

15. This component of the fund has a significant number of applications still under consideration which will be presented to a future Committee.

16. **Talented Athletes** - this programme has been well received over many years by supporting young athletes to succeed in their sport. As agreed by Committee, active promotion to specialist sports organisations has encouraged greater inclusion. Applications were invited to help:

    - Support Nottinghamshire athletes aspiring to compete or already competing at the highest level in their sporting category.
    - Encourage up and coming athletes.

- Provide more support to athletes who face the greatest challenges and that the funding would most benefit.

Applications to be Considered

17. There has been an excellent response from the Community to the opening of the programmes. 95 applications have been received for revenue funding, 12 for capital funding and 77 for talented athletes funding. The value of the ask is £2.8m.

18. **Appendix 1** provides a summary of the following categories of applications received and ready for consideration and approval by the Committee. All of these applicants have demonstrated how they contribute to one or more of the Council Plan commitments.

    58 Large Revenue applications to the value of £1,048,933
    12 Small Revenue applications to the value of £48,582
    12 Capital applications to the value of £133,048
    75 Talented Athlete applications to the value of £50,000

Other Options Considered

19. None

Reasons for Recommendation

20. The applications recommended for funding as listed in Appendix 1 to this report meet the published criteria and priorities for the LCF 2022-26 and therefore these projects contribute to the wider strategic priorities of the County Council. The recommended applications cover all Nottinghamshire districts and have the support of a Nottinghamshire County Councillor.

Statutory and Policy Implications

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

Financial Implications

22. 95 applications have been received for revenue funding, 11 for capital funding and 77 for talented athletes funding. The value of the funding requested is £2.8m.

23. It is recommended that the following is awarded as set out in **Appendix 1** to this report

    58 Large Revenue applications to the value of £1,048,933
    13 Small Revenue applications to the value of £48,582
    12 Capital applications to the value of £133,048
    75 Talented Athlete applications to the value of £50,000

RECOMMENDATION

That the Committee

1) Approves £1,280,563 of applications for funding as recommended in **Appendix 1** to this report.

Derek Higton
Service Director, Place and Communities

For any enquiries about this report please contact: Mark Walker, Group Manager, Trading Standards and Communities, Tel: (0115) 977 2173

Constitutional Comments (EP 15/02/2022)

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

Financial Comments [RWK 17/02/2022]

25. The report proposes the award of grants totalling £1,280,563. These grants will be funded from an existing revenue budget allocation of £1.69 million and a capital progamme allocation of £500,000.

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 .

LOCAL COMMUNITIES FUND – Recommendations

APPENDIX 1

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Revenue Applications (1 year) – Up to and including £5,000

No.	Organisation	Project / Activity	Amount Recommended	Supporting Councillor
1	Compassionate Voices CIC	Women's support programme focussing on positive mental health and wellbeing. Funding to cover delivery, including facilitator costs, venue hire, marketing of project and similar	£4,932	Stephen Garner
2	Dial a Trip Ltd	Providing transport for local people to attend medical appointments, to visit relatives in hospital and care homes and social groups. Funding for running costs including office rent, utilities, and equipment for the vehicles.	£4,000	John Ogle
3	Farndon Parish Council	A friendship and community group where those feeling isolated, can come together and socialise. Funding to cover refreshments and some venue costs.	£5,000	Sue Saddington
4	Hope Springs Horticulture CIC	Horticultural therapy sessions for people with enduring mental health difficulties in north Nottinghamshire. Funding to cover staffing and overheads.	£5,000	Helen-Ann Smith
5	Mansfield Harriers and AC	Volunteer recruitment and coach training costs for athletics and running club. Funding for coaching courses.	£400	Stephen Garner
6	Movement for All	Providing healthy exercise classes for older people in 7 Nottinghamshire venues. Funding will help towards minibus/venue hire/sessional artists.	£3,750	Elizabeth Williamson
7	Nottinghamshire County Scout Council	To widen participation in scouting and the funding will be used to meet training costs and subsidise membership costs for struggling families.	£5,000	Keith Girling
8	Sam's Workplace	Provide evening games provision at Sam's Place. Funding will be used for staffing/volunteer training and core running costs.	£2,000	Tom Smith
9	The Helpful Bureau	To provide weekly day trips and social groups for older people in the community. Funding will go towards salaries/vehicle costs/room hire etc.	£5,000	John McGrath
10	Stonebridge City Farm	Providing volunteer opportunities for vulnerable people, building confidence and personal resilience. Funding will be towards salaries/mentors/courses and training materials.	£4,900	Errol Henry
11	Broxtowe Play Forum	A scrap store of recycled materials to promote the value of recycling to children and young people and encourage creativity. Funding towards project running costs.	£3,600	John Doddy

No.	Organisation	Project / Activity	Amount Recommended	Supporting Councillor
12	Support for Survivors	Delivering a support programme for survivors of child sexual abuse – funding will contribute towards the running costs of the organisation.	£5,000	Mike Pringle
			£48,582	

Revenue Applications (4 years) – Over £5,000

No.	Organisation	Project / Activity	Amount Recommended	Supporting Councillor
1.	Age UK Nottingham & Nottinghamshire	Three Men in Sheds projects to provide a dedicated space for older men to practise or learn woodworking skills, make friends, and improve wellbeing. Funding towards salaries and running costs.	£10,175	Tom Smith
2.	Age UK Nottingham & Nottinghamshire	Befriending support for isolated older people across the County to alleviate loneliness. Funding towards salaries and running costs.	£21,800	Sybil Fielding
3.	Age UK Nottingham & Nottinghamshire	An information, signposting and advice (ISA) service to provide support to older people, their family and carers around health, finances, and wellbeing. Funding towards salaries, volunteer costs and general running costs.	£13,625	Steve Carr
4.	Ashfield & Mansfield Voluntary & Community Transport	A community transport scheme for people who are unable to use public transport. Funding to support insurance, vehicle, and staff costs.	£27,250	Andy Meakin
5.	Ashfield Play Forum	A scrap store of recycled materials to promote the value of recycling to children and young people and encourage creativity. Funding towards salaries and project running costs.	£4,470	Samantha Deakin
6.	Bassetlaw Action Centre	To promote independence through housing support, helping individuals to remain independent in their own home. Funding towards salaries and running costs.	£13,625	Tracey Taylor
7.	Bassetlaw Action Centre	To provide three community transport schemes for Bassetlaw - a community car scheme, a fully accessible community minibus scheme and a fully accessible multi-purpose vehicle. Funding towards salaries, overheads, and vehicle maintenance/insurance.	£10,900	Tracey Taylor
8.	Bassetlaw Community and Voluntary Service	Y-Volunteer will develop new volunteer roles for young people in Mansfield and Bassetlaw and create young volunteer led social-media campaigns around volunteering. Funding to contribute to salaries, marketing, and overheads.	£35,067	Sybil Fielding
9.	Care after Combat	A peer mentoring scheme that supports ex-Armed Service Personnel in the Criminal Justice System, helping them to reintegrate into society on release from prison, helping to reduce reoffending. Funding to cover staff costs, volunteer expenses and overheads.	£12,808	Keith Girling

No.	Organisation	Project / Activity	Amount Recommended	Supporting Councillor
10.	Carlton Youth Centre	A range of activities at the youth centre for rural communities, including volunteering opportunities and information and advice. Funding to cover play equipment and general running costs including rent, insurance, and utilities	£5,995	Sheila Place
11.	CASY	Counselling support for young people with an emphasis on young people who are self-harming or having suicidal thoughts, parent/carer support groups and training for professionals around young person self-harm and suicidal thoughts. Funding to contribute towards costs of sessional workers.	£6,540	Sue Saddington
12.	Children's Bereavement Centre	Bereavement support project for children and young people to support mental health and wellbeing. Specialist early intervention and professional support. Funding to cover bereavement counsellor post and related running costs.	£11,674	Keith Girling
13.	Citizens Advice Broxtowe	To provide free, independent advice to those that need it, delivering social, economic and health improvements. Funding towards salaries, office costs and overheads for six Nottinghamshire CABs.	£149,875	Glynn Gilfoyle
14.	Community Accounting Plus	To provide a free and subsidised financial support and accounting advice to Nottinghamshire Community organisations. Funding will provide a contribution to running costs.	£19,075	Ben Bradley
15.	Disability Nottinghamshire	Telephone and face-to-face support around benefits advice, money management, support, and information on any aspect of disability. Social support groups and peer mentoring also available. Funding to cover staff costs and running costs including rent, IT, and phone.	£13,978	Anne Callaghan
16.	Feel Good Gardens CIC	A social and therapeutic gardening and woodwork sessions at Feel Good Gardens' main site and at 2 satellite community allotments in Mansfield. Funding to cover staff costs and overheads.	£5,806	Scott Carlton
17.	Focus on Young People in Bassetlaw	To support young people in Bassetlaw via local activities and events. Funding to cover staff costs and office overheads.	£5,450	Glynn Gilfoyle
18.	Gedling Play Forum	The delivery of play sessions and volunteering opportunities. Running a resources centre and scrap store to encourage creativity and recycling. Funding to cover overheads including rent and utilities, and volunteer expenses.	£12,208	Michelle Welsh

No.	Organisation	Project / Activity	Amount Recommended	Supporting Councillor
19.	Home-Start Mansfield	Supporting local families with young children by providing a home visiting volunteer, who will offer individualised practical and emotional support on a weekly basis. Funding to cover staffing, volunteer expenses and overheads such as rent and insurance.	£16,350	Ben Bradley
20.	Home-Start Newark	Direct work with families identified as needing support through home visit volunteers. Funding towards salary costs, volunteer expenses and overheads such as rent and insurance.	£10,524	Keith Girling
21.	Home-Start Nottingham	Friendship and practical support to vulnerable parents with young children via trained home visiting volunteers. Funding to cover direct and indirect staffing on project plus office overheads.	£27,296	John Cottee
22.	Hope Nottingham CIO	A one stop community support hub in Carlton, providing food and essentials to help people out of crisis, alongside advice, skills development, and well-being support. Funding to cover staff costs and centre overheads.	£6,540	Errol Henry Jim Creamer
23.	Hope Nottingham CIO	A one stop community support hub in Beeston, providing food and essentials to help people out of crisis, alongside advice, skills development, and well-being support. Funding to cover staff costs and centre overheads.	£10,900	Steve Carr
24.	Hucknall and District Voluntary Sector Partnership	Providing quality, affordable, serviced accommodation for voluntary and not for profit organisations serving Hucknall. Funding to cover staffing and overheads including utilities, insurance, and cleaning.	£5,450	Lee Waters
25.	Inspire Youth Arts	A coordinated community youth dance offer across Nottinghamshire which targets young people in challenging circumstances with a particular focus on inclusion and disability. Funding to cover staffing, sessional workers and overheads including venue hire.	£8,175	Pauline Allan
26.	Inspire: Culture, Learning and Libraries	Supporting and training volunteers to provide community film screenings hosted in Libraries for targeted audiences.	£3,964	John Cottee
27.	Kingsway Hall Management Trust CIO	A weekly lunch group with activities and a healthy two course hot lunch. Funding to cover staffing, room hire, meal costs	£4,295	Nigel Moxon
28.	Literacy Volunteers	To recruit and train volunteers to support schoolchildren to achieve better literacy skills. Funding to support staff, volunteer costs and overheads.	£10,900	Roger Jackson

No.	Organisation	Project / Activity	Amount Recommended	Supporting Councillor
29.	Mansfield CVS	To provide infrastructure support to Nottinghamshire organisations and groups enabling communities to mitigate the impact of the pandemic; to prepare for recovery, survival and deliver community services. Funding for salaries and overheads.	£181,210	Ben Bradley John Cottee
30.	Mansfield Play Forum	To advance through play, the education, recreation, and wellbeing of children within Mansfield. We do this by providing a wide range of services to families and groups working with children. Funding will go towards play worker/rent/insurance/vol expenses etc.	£8,175	Steve Garner
31.	MHA Communities East Nottinghamshire	Support independent living of people aged 55+, providing services that tackle loneliness & social isolation, all whilst enabling members to continue to be connected to their community. Funding will go towards staff costs, room hire/rent etc.	£8,720	Keith Girling
32.	MHA Communities South Yorkshire and Bassetlaw	We will support older people in the community through a mix of face-to-face lunch and social groups, befriending and connect people digitally through our virtual social groups. Funding will go towards coordinator/admin/venue hire/refreshments etc.	£5,575	Sybil Fielding
33.	MHA Communities West Notts and Derbyshire Borders	Delivery of a 'Sporting Reminiscence' project to help with mental health, run parallel with 'Love to Move', addressing physical health through exercise groups. Help older people live later life well. Funding will be towards staff costs incl Management Fee and running costs.	£7,630	Andy Meakin
34.	Music for Everyone	Community music making to reduce isolation, promote mental and physical wellbeing, address specific health needs, and introduce young people to music. Funding will be used towards staffing/projects costs and core running costs.	£5,450	Kate Foale Gordon Wheeler Roger Jackson
35.	Newark & Sherwood CVS	Volunteer run social transport scheme for those who are otherwise isolated or excluded, enabling them to live independently, participate in their communities, access education, employment, health, and other services. Funding will be towards delivery staff/admin and general running costs.	£11,462	Keith Girling
36.	Newark Emmaus Trust	Newark Emmaus Trust provide accommodate and support 36 homeless young people, we need to fund additional activities, training, and support to improve the wellbeing of these vulnerable homeless young people. Funding will be for a part time worker/utilities and activities.	£10,900	Keith Girling

No.	Organisation	Project / Activity	Amount Recommended	Supporting Councillor
37.	Newstead Youth Club Committee	The funding will support young people in Newstead who have been impacted by COVID19, by providing a youth facility delivering a range of positive activities and mental health initiatives. Funding will be for sessional costs/cleaning/utilities etc.	£6,339	Chris Barnfather
38.	Nottingham Counselling Service	The project will address loneliness, hopelessness, and suicidal ideation among those most seriously affected by COVID-19 i.e., people from racialised and marginalised backgrounds, young adults, the unemployed and full-time students. Funding will be towards staffing costs/management of digital client media and social media.	£11,173	John Doddy
39.	Nottingham Playhouse Trust Limited	Shine is an initiative delivering free theatre workshops for young people aged 8-16, across 5 locations in Nottinghamshire; participants gain confidence and friends; learn life-enhancing skills and discover their voices. Funding will be used towards sessional workers/production/tickets and core running costs.	£4,360	John Doddy
40.	Nottinghamshire Mind	Nottinghamshire Minds #WELL, is a unique and blended model of delivery, which provides a person-centred programme of mental health support for those living in the communities of Nottinghamshire. Funding will go towards staffing/venue hire/admin and overheads.	£40,875	Ben Bradley
41.	OASIS Community Church & Centre	Our 'EDGE' building opened this year with the 'MEN AT THE EDGE' Project which is aimed at supporting all men especially those needing hope and support in crisis and need. The funding will be used towards a project manager and core running costs.	£8,175	Glynn Gilfoyle
42.	OASIS Community Church & Centre (Worksop)	Oasis provides over 30 projects for people of all ages, needs and interests' projects 365 days a year and large scale seasonal and themed events bringing the whole community together. Funding will go towards staff sessional workers/resources/events and core running costs.	£10,900	Glynn Gilfoyle
43.	Ravenshead Community Transport	To continue to provide community transport to Blidworth, Ravenshead & the surrounding area, with particular emphasis on supporting independence and social interaction for older, less mobile, and more vulnerable residents. Funding will go towards fuel/maintenance of vehicle/staff costs etc.	£10,492	Chris Barnfather

No.	Organisation	Project / Activity	Amount Recommended	Supporting Councillor
44.	Reach Learning Disability	4-year Future Forward project will enable us to diversify and expand our services across Nottinghamshire benefitting c. 400 people with learning disabilities and c.200 family carers by 2026. Funding will be used for various part time posts/overheads/expenses etc.	£15,407	Keith Girling
45.	Rhubarb Farm	Rhubarb Farm will employ an Assistant Training Officer to run workshops and courses for vulnerable people, to build skills, knowledge, resilience, and create social, cultural, and volunteering opportunities. Funding will be used to employ an assistant training officer and volunteer expenses.	£6,802	Nigel Turner
46.	Rural Community Action Nottinghamshire	A county wide GRT support service addressing individual vulnerabilities affecting life chances. Improving stakeholder knowledge of GRT populations and needs which impact on access to and engagement with wider services. Funding will be towards staffing and management/training/core costs.	£19,825	Tracey Taylor
47.	Rushcliffe Community and Voluntary Service	Rushcliffe and Gedling voluntary transport provides safe, flexible, and accessible transport to help vulnerable and isolated people to participate in their communities, access vital public services and retain independence. Funding will help towards staffing/running costs and overheads.	£19,290	Richard Butler
48.	Self Help UK	Personalised emotional and practical support for people affected by their own or another's cancer diagnosis. Involving volunteers in delivering support, promoting self-care, encouraging involvement in community and championing peer support. Funding will go towards salaries and core running costs.	£16,350	Errol Henry
49.	Switch Up	Providing intensive mentoring, physical activity and counselling to Mansfield and Ashfield's most vulnerable young people in association with Nottingham School of Boxing.	£28,459	Andre Camilleri
50.	The Centre Place	Sustain & increase existing provision to support in mitigating the impact of Covid-19 on LGBT+ children and young-people (CYP) & their families, providing specialist support focusing on improving mental health and well-being. Funding will be used towards salaries for various staff and youth workers/ rent/volunteer expenses/running costs.	£36,481	Glynn Gilfoyle

No.	Organisation	Project / Activity	Amount Recommended	Supporting Councillor
51.	The Friary	Providing practical and emotional advice/support to vulnerable individuals who attend The Friary Drop-In Centre. These individuals may be at risk of homelessness, newly housed or homeless. Funding will go towards salaries/running costs/Citizens Advice Worker etc.	£9,723	Penny Gowland
52.	The Helpful Bureau	To help older and or disabled people to remain living safely and independently in their homes by providing practical help, such as gardening, decorating, a handyman and home support services. Funding will be towards salaries/running costs.	£19,075	John McGrath
53.	The Helpful Bureau	To provide activities, outings, movement to music, a meeting place, and a weekly 2-course lunch, with opportunities for signposting to other support. Funding will be towards salaries/running costs.	£9,810	John McGrath
54.	The Social Action Hub	Supporting low-income families with affordable or fully funded children's and young people's and family focused activities after school and during the school holidays.	£13,557	Tom Smith
55.	Think Children	Essential early support for disadvantaged children experiencing trauma that are at risk of developing poor mental health. Our aim is to build their resilience/confidence/self-esteem preventing their problems from escalating. Funding will be used for facilitation and salaries.	£5,195	Sue Saddington
56.	Transform Training Ltd	Targeted support programme for young people aged 16-25 years with learning disabilities/mental ill health conditions and young people at risk aged 14 to 19 struggling to attend/engage with education/training. Funding will be used towards running costs i.e., workers/expenses/rent/admin etc.	£15,126	Kate Foale
57.	Unanima Theatre	Unanima Theatre's Emerging Artist Programme for young Nottinghamshire learning disabled and autistic people - an exciting and challenging first step pathway for those interested in pursuing a career in the arts. Funding will be used towards sessional costs for 2 workers and office/theatre rental.	£7,203	Ben Bradley
58.	YMCA Newark & Sherwood	Funding will be used towards staff costs/activities and volunteer expenses for the Y's Girls programme which matches vulnerable young girls aged 8-14 years with trained volunteer mentors, improving mental health and reducing long-term engagement in various risk factors (including ASB, NEET).	£10,479	Keith Girling
		Total	**£1,048,933**	

Capital Applications

No.	Organisation	Project / Activity	Amount Recommended	Supporting Councillor
1	Burnside Memorial Hall	Provide Audio/Visual System in Burnside Hall for the benefit of local school, nurseries, and residents.	£4,000	John Cottee
2	Dunham & District Parish Council	To re-wild 3 nature-corridor habitats across the Parish villages. It will involve the local community in production of bird/owl & bat boxes, insect houses, hedgehog homes, tree and shrub planting, small pond, and native wildflowers.	£5,000	John Ogle
3	Hetty's	To purchase new premises to run emotional, practical and recovery support for those impacted by substance misuse.	£20,000	Ben Bradley Andre Camilleri
4	Keyworth Table Tennis Club	To complete some roof repairs & lighting improvements to the centre and to purchase 4 new tables.	£3,500	John Cottee
5	Laneham Parish Council	Renew of 3 Gateway Signs for the Villages of Laneham and Church Laneham.	£5,250	John Ogle
6	Langar cum Barnstone Parish Council	New Village Hall.	£20,000	Purdue-Horan
7	Lowdham Parish Council	To install an interactive speed sign.	£4,600	Roger Jackson
8	Nottinghamshire Clubs for Young People	A replacement sports hall roof. Ensuring it is fit for purpose and enable our members, user groups and the community to have a safe space.	£19,571	Johno Lee
9	Notts and Arnold Cricket Club	Sheltered outdoor seating to improve social and spectator viewing facilities.	£6,192	Chris Barnfather
10	Our Centre	To replace a community minibus.	£20,000	Andy Meakin
11	Rushcliffe District Scout Association	To connect the campsite toilet and shower block facilities to a mains sewer using a pumping chamber and a small bore pumping main.	£16,085	Richard Butler
12	Shireoaks Village Hall	Repair of two arched windows, replacement of guttering and downpipes, repair roof where there are leaks, repair timber porch, paint exterior of building and masonry cleaning.	£8,850	Cybil Fielding
			£133,048	

Talented Athletes

Number of Applicants and Total Awards Recommended by Sport / Discipline

	2021-22	
	Number	**Amount**
Archery	2	£1,150
Athletics	5	£3,540
Badminton	1	£500
Basketball	1	£650
Boxing	1	£1,000
Canoe / kayak	3	£1,800
Climbing	2	£1,000
Cricket	1	£970
Endurance running	1	£1,000
Gymnastics	5	£2,350
Handball	1	£650
Hockey	1	£1,000
Ice hockey	3	£2,650
Ice skating	13	£8,800
Orienteering	1	£500
Para Athletics	2	£1,650
Para Dressage	1	£500
Para Ice skating	1	£1,000
Para Swimming	1	£1,000
Paracanoe	1	£1,000
Rowing	2	£1,500
Skateboarding	1	£650
Swimming	6	£3,650
Table Tennis	4	£2,600
Taekwondo	3	£2,150
Tennis	2	£1,400
Triathlon	2	£1,500
Volleyball	2	£1,050
Wheelchair / Disability basketball	4	£1,640
Wheelchair Tennis	2	£1,150
	75	**£50,000**

Nottinghamshire County Council

Report to Communities Committee

9 March 2022

Agenda Item: 12

REPORT OF THE SERVICE DIRECTOR, PLACE AND COMMUNITIES

APPROVAL OF APPLICATIONS TO THE COVID PARTNERSHIP SOCIAL RECOVERY FUND AND THE COMMUNITY HUB FOOD PLAN FUND

Purpose of the Report

1. To seek Committee approval for applications for funding over £5k from the Covid-19 Partnership Social Recovery Fund or the Community Hub Food Plan Fund.

2. To update Committee for oversight purposes of applications for funding for £5k or less from the Covid-19 Partnership Social Recovery or the Community Hub Food Plan Fund.

Information

The Covid-19 Partnership Social Recovery and the Community Hub Food Funds

3. The Adult Social Care and Public Health Committee approved £800k to support the development of the Community Hub Food Plan from the Contain Management Fund in January 2021. The £1m Covid-19 Partnership Social Recovery Fund was approved by Communities Committee in June 2021.

4. At the September 2021 Communities Committee, Members approved the governance and distribution principles for both funds, including a £50k small projects element to both.

5. A 2 or 3 stage approval process dependant on application value was approved. Firstly, all applications would be channelled through the appropriate Needs Assessment group or the Food Insecurity Network for consideration and endorsement by those with appropriate operational expertise.

6. Stage 2 agreed was that the LRF Humanitarian Assistance Group (HAG) (whilst in operation), would play a key role in giving either partnership endorsement or approval (depending on value) to ensure a whole systems approach to applying the funding that built on the partnership collaboration established during the pandemic.

7. For applications over £5k endorsed by the HAG, stage 3 agreed was that they would be brought to this Committee for formal approval. Those under £5k approved by the HAG could be immediately actioned, but with full details reported to Committee for appropriate Member oversight.

8. At its November, December, and January meetings this Committee:

- Approved applications over £5k for both the Covid-19 Partnership Social Recovery Fund and the Community Hub Food Funds.

- Reviewed for oversight purposes applications £5k or under that have been given endorsement by the HAG, for both the Covid-19 Partnership Social Recovery Fund and the Community Hub Food Funds.

Applications to Consider

9. The Covid-19 Partnership Recovery Fund has an agreed budget of £1,000,000 and at the November, December and January Communities Committee Meeting a total of £1,000,000 was approved. The January Communities committee also agreed to increase the budget for the fund by a further £500,000. This underpinns the Council's commitment to the Compact

10. In a short space of time partners, including the VCS have been able to make quality applications to the fund. The appendixes to this report contain recommendations to spend £491,000 from this increased budget.

11. The Community Food Hub Food Fund has an agreed budget of £800,000 and at the November, December, and January Communities Committee a total of £682,368 was approved. The appendixes to this report contain recommendations to spend the remaining £117,632 of this budget and the fund is now closed.

12. **Appendix 1** to this report contains the details of applications over £5k that have been given endorsement by the HAG for both the Covid-19 Partnership Social Recovery Fund totalling £491,000 and the Community Hub Food Fund £106,632. This report seeks Committee approval of these applications.

13. **Appendix 2** to this report contains details of applications £5k or under that have been given endorsement by the HAG, Covid-19 Partnership Social Recovery Fund £9,000 and for the Community Hub Food Fund £11,000. This report invites the Committee to review these applications for oversight purposes.

Other Options Considered

14. None

Reasons for Recommendations

15. The applications recommended for approval have been reviewed and endorsed by the relevant Needs Assessment Group or the Food Insecurity Network as meeting pandemic related needs presenting in our Communities. They have been further reviewed and endorsed by the broader Community Support partnership through the HAG to ensure a joined-up system approach.

Statutory and Policy Implications

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

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

Financial Implications

17. **Appendix 1** seeks the approval for £491,000 of applications from the £1.5m Covid-19 Partnership Social Recovery Fund. Also, £106,632 of applications from the £800k Community Hub Food Fund.

18. **Appendix 2** details £9,000 of applications under £5,000 approved by the HAG from the Social Recovery Fund and £11,000 from the Community Hub Food Fund

19. If all applications in **Appendix 1** and **Appendix 2** are approved by Committee, combined with those previously approved Committee, the balance remaining in the Covid-19 Partnership Social Recovery Fund is £0 and in the Community Hub Food Fund £0

RECOMMENDATIONS

That the Committee:

1) Approves those applications for funding recommended in Appendix 1; and
2) Reviews those applications that have received partnership approval set out in Appendix 2.

Derek Higton
Service Director, Place and Communities

For any enquiries about this report please contact: Mark Walker, Group Manager, Trading Standards and Communities, Tel: 0115 977 2173

Constitutional Comments (AK 10/2/2022)

20. This report falls within the remit of Communities Committee under its terms of reference.

Financial Comments (SES 08/02/2022)

21. The financial implications are set out in paragraphs 16 to 18 of the report.

Background Papers and Published Documents

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

- None

Electoral Division(s) and Member(s) Affected

- All .

APPENDIX 1

Recommended Projects – Social Recovery Fund (over £5000)

	Organisation	**Project Summary**	**Amount Recommended**	**Location**
1.	Newark Emmaus Trust	To provide both a support worker and additional therapy expertise for young homeless people - to improve their engagement and access to a range of services particularly support with mental health and well-being.	£39,740	Newark & Sherwood
2.	Family Action	To launch a further 6 Food clubs (FoodOnOurDoorstep) adding to the 20 already in place. The funding will build capacity, resilience and qualitative/quantative evaluation into the successful rollout and sustainability of the Food club Model	£64,945	Countywide
3.	Gedling Borough Council	The Strength in Gedling programme seeks to build on and develop the Community and Voluntary Sector in the Borough. Helping to address gaps in provision, remove barriers and coproducing new approaches to both community based and commissioned service delivery.	£47,000	Gedling
4.	Bassetlaw, Gedling, Newark & Sherwood & Rushcliffe CAB's in Partnership	To develop a shared recruitment, training, and triage system to build the volunteer numbers across the network and ensure appropriate training and support. The programme will deliver an additional 330 training days across the network recruit a minimum of 36 new shared volunteers which will increase capacity to support at least another 1200 clients with a range of services.	£46,860	Countywide
5.	Active Partners Trust	Working across Nottinghamshire hosting a Walking Coordinator Post this will map current local community-based walk related services and walking based health initiatives. To coordinate appropriate training and safety measures, to utilise technology to help people of all ages to explore the county through walk-based exercise.	£30,976	Countywide
6.	Age Concern Eastwood	A Lunch club operating Monday to Thursday in Eastwood, providing meals, transport, friendship, and entertainment for older	£28,140	Broxtowe

	Organisation	Project Summary	Amount Recommended	Location
		lonely and isolated people. The funding will help build the club back to pre-pandemic levels and provide a safe and welcoming environment for people to re-connect.		
7.	Citizens Advice Ashfield	The proposal is to employ a Family Financial Resilience Worker (12 months initially) working to support people to secure benefit entitlements and help with income maximisation, spending planning and budgets and moving towards growing assets and a safety net for the future.	£27,208	Ashfield
8.	Citizens Advice Broxtowe	The proposal is to employ a Family Financial Support Worker (12 months initially) who will be skilled in welfare benefits and income maximisation but will work across all aspects of financial resilience to include helping families with income maximisation, spending and budgeting.	£26,528	Broxtowe
9.	The Community Coaching CIC	Delivering a community based peripatetic play and support sessions for families who have children with disability/serious illness. Service operates in Ashfield, Gedling & Rushcliffe.	£19,189	Countywide
10.	OUR CENTRE	To employ a part-time support worker focussed on recruiting, training, and supporting a bank of volunteers who will deliver befriending and transport services for the organisation.	£19,166	Ashfield
11.	St Johns Parochial Church Outreach Programme	Funding will support some essential building and access issues for a Community Hall that pre-pandemic was very well used. It is a vital facility in a deprived area of Ashfield the work will ensure that the multiple users will be welcomed back into a safe and hospitable environment.	£16,515	Ashfield
12.	Sherwood Forest Educational Partnership CIC	A partnership project with the Active Partners Trust & Sherwood Forest Hospital Trust aimed at improving physical activity in an area with poor health outcomes and activity rates for younger people. The project will use young volunteers from a local college to encourage digital sign-ups to PatientsKnowBest and	£15,700	Newark & Sherwood

	Organisation	Project Summary	Amount Recommended	Location
		TagTapAR to both encourage physical activity and improve digital skills.		
13.	Nottinghamshire Clubs for Young People	To meet the demand for an additional session that will provide additional places for young people with learning disabilities to attend cooking workshops. Building confidence, independence and providing some respite for parents and carers.	£14,186	Countywide
14.	Beeston Hockey Club	The funding will help cover the costs associated with providing 1 year of hockey training and support to young people with Special Educational Needs and Disabilities. Working in partnership with the Nottinghamshire Downs Support Group.	£13,190	Countywide
15.	Mid Notts Dementia Friendly Community Partnership	Delivery of 4 Train the Trainer Dementia Interpreter Courses, weekly sessions in Ashfield & Newark & Sherwood that will provide a memory café, chair-based exercise, and a carers wellbeing programme.	£12,629	Countywide
16.	Eastwood Volunteer Bureau	The focus of this project is four-fold - A foodbank, Volunteer Driver scheme, Befriending and an advice service. The funding will help the organisation deal with the additional demand and support some of the loss of income experienced during the pandemic.	£12,500	Broxtowe
17.	Bestwood Miners Welfare Institute	To build on and extend the range of services developed during the pandemic and embed the centre as a community hub for residents. The funding will support the following initiatives, a lunch club for older residents, a youth club, an ex-service person’s club, a community choir, various sports, and physical activities and plans for a Benefits/Financial Advice support service.	£12,500	Gedling
18.	Newark Rugby Union Football Club.	To deliver a one year supported programme of Mental Health First Aid training for 32 volunteers across the senior and junior elements of a Rugby Club that has 600 members.	£10,000	Newark & Sherwood
19.	Musicworks Nottinghamshire	Delivering music therapy sessions for mainly over 65's - online, in care settings and in local community settings.	£7,028	Rushcliffe

	Organisation	Project Summary	Amount Recommended	Location
20.	Newark Friendship Group	A safe and supported environment for people of all ages to meet – currently membership is 50 people meeting twice weekly and plans are to partner with other organisations and venues to extend the offer	£6,000	Newark & Sherwood
21.	Meet Greet & Eat Social Supermarket	A programme of support to provide a safe environment for people with additional needs and learning disabilities to develop a range of skills all focussed on food and nutrition.	£6,000	Rushcliffe
22.	Cornwater Evergreens	Funding will help support the delivery of activities at the Friendship and Memory Cafe which operates daily. Providing stimulating activities to encourage re-engagement of many people who have been lonely and isolated for over 2 years.	£5,000	Gedling
23.	Beeston Dementia Friends	Beeston Memory Café is a safe, friendly venue where all are welcome, and dementia is accepted. Café sessions include social activities, and signposting. The Memory Café is developing its support network further and will offer carers/family members the opportunity to obtain advice and guidance.	£5,000	Broxtowe
24.	Literacy Volunteers	To recruit, train and support 50 new volunteers needed to replace the large number of older people who have ceased delivering reading in Nottinghamshire Primary Schools.	£5,000	Countywide
		Total	**£491,000**	

Recommended Projects – Community Food Fund (over £5000)

	Organisation	Project Summary	Amount Recommended	Location
1.	Hope Nottingham CIO	The funding will support Hope Cafe at Beeston to continue and to develop regular community meals run by and for residents. Also, the funding will support Carlton and Inham Nook basic cafes to increase to 2 or 3 times weekly with a more extensive food offering and enhanced befriending support.	£12,000	Broxtowe
2.	Broxtowe Community Projects	The Beeston based foodbank started in 2020 and currently distributes 80 food parcels by delivery and 40 by collection per week across Broxtowe. The funding will support the provision of additional food and essential items.	£21,722	Broxtowe
3.	St Albans Community Kitchen	To provide a twice weekly free hot meals service for struggling families - the funding would be used for food and provide 8000 meals.	£11,110	Gedling
4.	St Mary's Community Kitchen	Provision of a hot meals service for vulnerable families - Funding would supply 2,100 meals.	£6,350	Gedling
5.	Growing Mansfield	Funding is required as a contribution towards a community development post to support, manage and deliver targeted and open food growing sessions the existing Northfield community allotment and to develop the new Bellamy community allotment. The funding will also be for some capital items such as a polytunnel, greenhouse , raised beds equipment and compost.	£20,000	Mansfield
6.	Newark & Sherwood District Council	To establish 2 social eating events each month at 3 N&S social housing venues, providing food safety training and volunteer opportunities for 10 people. It is anticipated there will be 30 people	£7,730	Newark & Sherwood

		attending each session, providing a total of 2,160 meals.		
7.	The Parochial Church St Pauls Wilford	Funding to support the salary costs of staff and equipment for a community cafe that would operate 6 days a week. In addition to this a monthly social eating event for 100 people.	£19,000	Rushcliffe
8.	Metropolitan Housing	The funding is a contribution towards **"The Nourish Programme"** this will deliver across three priories- Food **Insecurity -** family meal boxes 40 families per month, **Education, and skills** 6-week course for 8 participants over 3 locations, social cooking sessions 6-week course for 8 participants over 3 locations: **Growth and resilience**- Community kitchens 30 people every fortnight	£8,720	Rushcliffe
		Total	**£106,632**	

APPENDIX 2

Approved Projects – Social Recovery Fund (under £5000)

	Organisation	**Project Summary**	**Amount Recommended**	**Location**
1.	Bilsthorpe Emergency Team	Social eating project to run alongside community café. Delivered through social prescribers and local community to reduce isolation and provide health and wellbeing support to local residents.	£300	Newark & Sherwood
2.	Support for Refugees East Midlands	Small charity that supports resettled refugees in Newark and Sherwood. Applying for funds to continue monthly Friends Together group at the Beanblock Café in Newark	£1,200	Countywide
3.	The CORE Centre	Seeking funding to provide the Bowl of Soup project that provides carpet bowls and weekly lunch aimed at members of the community who feel isolated and have been worried about venturing out. The CORE project is based at Calverton Working Men's Club.	£2,100	Gedling
4.	Bassetlaw Action Centre	Initiative to provide door to door transport to local eateries to help people who would otherwise be at home/ isolated to enjoy lunch.	£2,400	Bassetlaw
5.	Ashfield Evergreens Old peoples recreational centre	Funding to support the costs to provide weekly luncheon club and social activities to most vulnerable older residents including. Based at the centre in Kirkby in Ashfield.	£3,000	Ashfield
		Total	**£9,000**	

Approved Projects – Community Food Fund (under £5000)

	Organisation	Project Summary	Amount Recommended	Location
1.	Stanton Hill Community Help Centre	Provision of food parcels, distribution of surplus food and a shopping service for the most vulnerable. Referrals from, schools, GP's & Social Workers	£4,000	Ashfield
2.	Commonwealth Africa	The project requires funding to maintain its foodbank for BME residents for a further 12 months. The project is based in and works across the City and the County to encourage engagement with BME families (specifically families of African Heritage) and offers wider support on other issues. Currently supporting 26 families in the County	£2,000	Countywide
3.	Eastwood Volunteer Bureau	Support for the provision of a Foodbank service in the north of Broxtowe Borough. Funding will buy essential items and cover some of the running costs of the bureau.	£5,000	Broxtowe
	Total		**£11,000**	

Nottinghamshire County Council

Report to Communities Committee

Agenda Item: 13

REPORT OF THE SERVICE DIRECTOR, PLACE AND COMMUNITIES

NOTTINGHAMSHIRE HOUSEHOLD SUPPORT FUND PROGRESS

Purpose of the Report

1. This report is to update Committee on progress to deliver the Fund

Information

2. Members will recall that in the Autumn the Government allocated £5.6m to the Council to support those in immediate need as a consequence of the Covid pandemic, with funding to be spent by the end of March 2022. The funding is to provide support with food, energy, and water bills, as well as essential costs related to those items, and (in exceptional cases) to housing costs.

3. Members will further recall that a decision was taken at November's Children and Young People's Committee to spend £2.3m of the Fund to provide food vouchers to children entitled to Free School Meals for each of the five school holiday weeks between October and the end of March.

4. Collaborative working to deliver the remaining £3.3m for other forms of support has continued through the Household Support Fund Partnership Steering Group that includes County, Borough, and District Council colleagues.

5. Working with these partners to address concerns that not all residents in immediate need may not be accessing the fund and were not known to professional assessors, a provision allowing individual application commenced as of 25 January.

6. In addition, the partners identified that those in immediate need accessing a professional assessment, were requesting further support with food and energy costs. Responding to this need the overall value of vouchers have been amended, as described below.

Progress to Date

7. As at 23 February, in summary the following has been provided to those in immediate need:

   - £2.7m of food vouchers to those entitled to free school meals for the October, December, and February school holidays
   - £1.75m of Food and Energy Vouchers to 21,428 Households
   - £11k of Essential Domestic Appliances

8. The paragraphs below provide a further breakdown of this support.

9. **School holiday food vouchers** - Following a review of the demand for support from the scheme in the winter months, the amount provided for those eligible for Free School Meals in February doubled the normal amount provided. The standard amount issued for Free School Meals is £3 per child, per day, £15 per week.

10. Therefore, an increase of £15 per child for the February Half Term has enabled families to access additional support during the winter months to assist households' budgets toward the recent rise in cost of living.

11. The amounts of food vouchers deployed by setting to date for the for those eligible for Free School Meals are set out in the table below. The vouchers have been provided to approximately 29,830 pupils for each of the weeks of the holidays.

Channel	**October £**	**December £**	**February £**	**Total Applied to Date £**
Schools and Academies	750,795	882,195	798,120	1,632,990
Early Years Providers	71,250	70,590	77,940	141,840
Colleges	12,495	25,590	24,600	38,085
Inspire	1,560	1,770	1,980	3,330
RNN Group (Training Provider)	1,560	1,560	1,380	3,120
Education Other Than at School (EOTAS)	2,910	3,060	3,450	5,970
Total	**£840,570**	**£984,765**	**£984,765**	**£2,732,805**

Other Support

12. The table below outlines the original amount of support offered from 15 November 2021 – 23 January 2022, and the revised amount issued from 24 January 2022 onwards, responding to the issues raised by partners.

		ORIGINAL AMOUNT	REVISED AMOUNT
Food	A household with one person	**1 x £30**	**1 x £60**
	A household with two people	**1 x £60**	**1 x £120**
	A household with three or more people	**1 x £90**	**1 x £180**
Energy	A max of 2 vouchers for energy for £49 each per household	**2 x £49**	**4 x £49**
Water	The value of the voucher for water will be £80 per household	**1 x £80**	**1 x £80**

13. All submissions made before 24 January 2022 have been issued vouchers for the difference to ensure that all those supported by the scheme are treated equally.

14. As at, 23 February 21,428 Households have been provided with £1,755,864 of support, broken down between 'food' totalling £1,106,466, and 'energy' totalling £649,398 as detailed below.

	Food		**Energy**		**Total**	
	Number of awards	**Value £**	**Number of awards**	**Value £**	**Number of awards**	**Value £**
Households with Children	6,376	£737,695	5,703	£383,918	12,439	£1,121,613
Households without Children	4,925	£368,771	4,064	£265,480	8,989	£634,251
Total	**11,661**	**£1,106,466**	**9,767**	**£649,398**	**21,428**	**£1,755,864**

15. **Energy** – From the outset support has been provided for those who pay for their energy through PayPoint meter top ups. Due to the other different methods used (eg direct debit, payment at the Post Office, online payment etc) to pay for energy had not been available initially.

16. To ensure that every household could receive the same level of support food vouchers, to the same value as the energy vouchers have been issued in lieu of those who do not use PayPoint.

17. **Water** – Limited requests for water support have been received as our partners identified schemes that offer longer term support to those in need. This has allowed the fund to provide further support for energy and food.

18. **Essential Domestic Appliances** - support has been provided outlined in the table below.

Item	Number provided	£
Fridge Freezer	11	£3,299
Washing Machine	16	£3,808
Electric Cooker	14	£3,458
Gas cooker	1	£272
Undercounter fridge	2	£376
Total	44	£11, 213

Individual Applications to the Fund

19. In order to make the funding as widely available as possible in January 2022, the scheme accepted individual applications from members of the public through our telephone line or by our website. This allowed members of the public not receiving professional support by the partnership (ie housing, revenues and benefits, social workers etc) to access the fund by providing evidence of their eligibility.

20. Over 2000 households requested support from the fund in the first two weeks. individual applications paused on 10 February in order to process the outstanding submissions. As at 23 February, 1,663 individual applications have been processed, providing Food vouchers of the value £150,180 and energy of £116,032

Next Steps

21. The total current spend is outlined in the table below:

	Forecast £
Holiday Food Vouchers for those in receipt of Free School Meals	£2,732,805
Other Essential Support	£2,033,290
Administration Costs	£210 829
Total Current Spend	**£4,976,924**
Predicted Future Spend	
Outstanding Individual Applications	£93,500
Other Essential Support (based on five weeks remaining at approx £117,205 spend per week)	£576,026
Total Predicted Spend	**£5,646,450**
Amount Awarded by Government	**£5,646,450**

22. At the time of writing the scheme has been running for 14 weeks, and 5 weeks remain. It is expected to that the entirety of the fund will be spent by 31 March 2022. The fund closes on 31st March 2022 and it is proposed that the Early Help and Support Team, if approved by this Committee, alongside the existing Communities Team will help to continue to maximise support for our communities.

Other Options Considered

23. Continuation of individual applications into the fund as well as professional referrals from partners

Reasons for Recommendation

24. To ensure that the available funding is fully utilised and effectively managed to support the intended beneficiaries.

Statutory and Policy Implications

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

Financial Implications

26. Current spend is £4,976,924 and it is predicted that £669,526 will be spent before 31 March 2022 meaning that the entire spend of £5,646,450 will have been provided to those in immediate need in the county.

RECOMMENDATION

That the Committee:

1) Approves that a further report be brought to the next Committee to update and to ratify the finishing position of the scheme

Derek Higton
Service Director, Place and Communities

For any enquiries about this report please contact: Mark Walker, Group Manager, Trading Standards and Communities, Tel: 0115 977 2173

Constitutional Comments (KK 17/02/2022)

27. The proposal in this report is within the remit of the Communities Committee.

Financial Comments [RWK 17/02/2022]

28. 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.

- None.

Electoral Division(s) and Member(s) Affected

- All

Nottinghamshire County Council

Report to Communities Committee

9 March 2022

Agenda Item:14

REPORT OF SERVICE DIRECTOR, GOVERNANCE AND EMPLOYEES

WORK PROGRAMME
Purpose of the Report

1. To consider the Committee's work programme for 2021-2022

Information

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

3. The attached work programme has been drafted in consultation with the Chairman and Vice-Chairman, and includes items which can be anticipated at the present time. Other items will be added to the programme as they are identified.

4. As part of the transparency introduced by the new committee arrangements, each committee is expected to review day to day operational decisions made by officers using their delegated powers. The Committee may wish to commission periodic reports on such decisions where relevant.

Other Options Considered

5. None.

Reason/s for Recommendation/s

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

Statutory and Policy Implications

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

RECOMMENDATION/S

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

Marje Toward
Service Director, Governance and Employees

For any enquiries about this report please contact: Noel McMenamin, Democratic Services Officer on 0115 993 2670

Constitutional Comments (HD)

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

Financial Comments (KRP)

9. 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

Place Department Committee Forward Plan – Communities Committee (C)

Month	Committee	Report Title	Report Author
9 Mar			
Mar	C	Finance and performance report Q3	Chris Williams/Steph Shardlow
Mar	C	Update on Key Trading Standards and Communities Matters	Mark Walker/Fiona Needham
Mar	C	Future Options for Catering and Facilities Management Services	Derek Higton/John Hughes
Mar	C	Inspire Learning Annual Plan 2022/23	Peter Gaw
Mar	C	Statutory Prevent Fund	Vicky Cropley/Laurence Jones
Mar	C	Local Communities Fund Approvals (LCF)	Mark Walker
Mar	C	Approval of Applications to the Covid Partnership Social Recovery Fund and Community Hub Food Plan Fund	Mark Walker/Cathy Harvey
Mar	C	Establishing the Community Early Help and Prevention Team	Mark Walker
Mar	C	Nottinghamshire Household Support Fund	Mark Walker/Cathy Harvey
Mar	C	Recommended Price Increases for Catering, Facilities Management and Landscaping Services	Derek Higton/John Hughes
20 Apr			
Apr	C	Approval of Applications to the Covid Partnership Social Recovery Fund and Community Hub Food Plan Fund	Mark Walker/Cathy Harvey
Apr	C	Nottinghamshire Household Support Fund	Mark Walker/Cathy Harvey
Apr	C	Modern Slavery & Human Trafficking (deferred from March)	Mark Walker/Cathy Harvey
Apr	C	Queens Platinum Jubilee (deferred from March)	Mark Walker
Apr	C	Inspire Annual Report	Derek Higton/Peter Gaw
Apr	C	Rufford Annual Report	Derek Higton/Mick Allen
Apr	C	Sherwood Annual Report	Derek Higton/Mick Allen
Apr	C	Holme Pierrepont Annual Report	Derek Higton/Mick Allen
25 May			
May	C	Update on Key Trading Standards and Communities Matters	Mark Walker/Fiona Needham
May	C	Celebration of Nottinghamshire-based Olympians' achievements – possibly coincide with National Canoeing Regatta in June	Derek Higton
May	C	Registration Service Review - Scoping	Derek Higton/Rob Fisher
May	C	Facilities Management Staffing Structure Amendment	Derek Higton/John Hughes
13 Jul			
Jul	C	Finance and performance report Q4	Chris Williams/Steph Shardlow