

Community Safety Committee

Tuesday, 08 January 2013 at 14:00

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

AGENDA

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

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

minutes

Meeting COMMUNITY SAFETY COMMITTEE

Date Tuesday, 20 November 2012 at 2:00pm

membership

Persons absent are marked with `A`

COUNCILLORS

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

Glynn Gilfoyle
John H Hemsall
Rachel Madden
Mike Quigley MBE

Mel Shepherd MBE
Parry Tsimbiridis
A June Stendall

EX-OFFICIO MEMBER (NON-VOTING)

A Councillor Mrs Kay Cutts

OFFICERS IN ATTENDANCE

Martin Done	(Policy, Planning & Corporate Services)
Robert Fisher	(Adult Social Care, Health & Public Protection)
Paul McKay	(Adult Social Care, Health & Public Protection)
Lisa Swift	(Adult Social Care, Health & Public Protection)
Chris Walker	(Policy, Planning & Corporate Services)
Mark Walker	(Adult Social Care, Health & Public Protection)

Martin Gately (Policy Planning & Corporate Services)

MINUTES

The minutes of the last meeting held on 2 October 2012 were confirmed and signed by the Chairman.

APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor David Taylor, who was unwell.

DECLARATIONS OF INTEREST BY MEMBERS AND OFFICERS

None.

UPDATE ON KEY TRADING STANDARDS MATTERS

Consideration was given to a report on key trading standards matters.

RESOLVED 2012/025

That the report be noted.

UPDATE ON EMERGENCY MANAGEMENT AND REGISTRATION SERVICES

Consideration was given to a report on Emergency Management and Registration Services

RESOLVED 2012/026

That the report be noted.

COMMUNITY SAFETY UPDATE

Consideration was given to a report on Community Safety.

RESOLVED 2012/027

That the report be noted.

SAVINGS AND EFFICIENCY PROGRAMME UPDATE

Consideration was given to a report on progress against the efficiencies savings relevant to the Community Safety Committee.

RESOLVED 2012/028

That the report be noted.

VICTIM SUPPORT IN NOTTINGHAMSHIRE

Consideration was given to a report informing Members about "Victim Support" - an independent charity for victims and witnesses of crime.

RESOLVED 2012/029

That Members note the report and receive the presentation from Olwen Edwards, Divisional Manager for Victim Support, Nottinghamshire.

COMMUNITY SAFETY PERFORMANCE UPDATE

Consideration was given to a report informing Members of community safety performance across the County and Partnership Plus Areas.

RESOLVED 2012/030

That the report be noted.

WORK PROGRAMME

A report on the Committee's proposed Work Programme for 2012/3 was considered.

RESOLVED 2012/031

That the work programme be noted.

The meeting closed at 3.05 pm.

CHAIRMAN
M_20NOV2012

8th January 2013**Agenda Item: 5****REPORT OF THE GROUP MANAGER, TRADING STANDARDS****UPDATE ON KEY TRADING STANDARDS MATTERS****Purpose of the Report**

1. To update the Committee on key Trading Standards matters.

Information and Advice

2. **Electric Blanket Testing** – In 2012, 8 test days were conducted, with 456 blankets being tested and 62% found to fail safety requirements. Two hundred and eighty (280) replacement blankets were issued to older and vulnerable adults. In October, a 90 year old resident suffered a house fire caused by their old electric blanket.
3. The age of the failed blankets is a major safety concern, with many being over 20 years old and some as old as 50 years old. Blankets over 10 years old should be replaced due to wear and tear, and improvements in safety standards. Staff have learned how to identify old blankets from their design, colour and serial numbers.
4. During January, the Team will use a new tactic to remove unsafe old electric blankets from use. In the authority's "Electric Blanket Exchange" campaign, older and vulnerable residents will be invited to ring in - officers out and about on visits will visit them at home, and will replace any blankets found to be over 10 years old. The Team hope this will help reach even more vulnerable residents and more flexibility than the test days used so far.
5. **Illegal Money Lending – month of action** - In November, the team joined up with the national Illegal Money Lending Unit in a month long campaign to raise awareness of illegal money lending. Activities were focussed on Mansfield, Ashfield and Worksop which have been identified from demographics as the areas most likely to suffer from illegal money lending activity. Front line staff from a number of agencies received training on the community impact of illegal money lending, and how to recognise and report any problems.
6. An awareness event was held in Mansfield marketplace, where a life size Stan the Loan Shark was used to attract interest to the stand. Questionnaires were completed by partner agencies and prison visitors, with the results being used to focus future enforcement and awareness raising campaigns. The month of action aims to increase the number of vulnerable residents contacting the loan shark hotline, as comparison with national data trends indicates the issue is currently much underreported in Nottinghamshire.

7. **Illicit Tobacco** - In November, officers joined forces with HM Revenue & Customs (HMRC) colleagues to target premises suspected of selling illicit tobacco. Sniffer dogs uncovered illicit tobacco at 3 of the 5 premises visited - one Ashfield retailer was hiding a mix of counterfeit and non-duty paid goods inside 2 vacuum cleaners. In total, 24 packs of counterfeit cigarettes and 13 pouches of counterfeit tobacco were recovered by Trading Standards, whilst HMRC officers seized 3,660 cigarettes, 2.9kg of tobacco and 52 bottles of wine. The total high street value of items seized was estimated to be £3,000. Investigations are ongoing.
8. **Illicit Alcohol** - In December, Trading Standards Officers visited 50 off-licences in a pre-Christmas counterfeit alcohol enforcement campaign. The operation aimed to gauge the effectiveness of the team's previous interventions and extensive media coverage, which raised public awareness of the dangers of counterfeit alcohol and warned retailers of the consequences of being caught. Over the last year the team have caught seven premises selling counterfeit alcohol resulting in three prosecutions, three written warnings and one court case pending. Retailers also risk having their alcohol licence suspended or revoked.
9. **Suspected Illegal Landing** - Officers responded to reports regarding two dogs that were found running loose in the Bingham area. Following capture, one was found to have a French microchip and as such, had to be treated as being in the country illegally until officers had seen passport documentation to show the dog had had the required rabies vaccinations. Having begun to put quarantine arrangements in place, the owner was traced and presented the documentation to show that the dog was in the Country legally.
10. **Animal Disease Contingency Exercises** - The County Council is required to have Animal Disease contingency plans in place, and to test readiness for potential outbreaks. As such, Trading Standards has recently been involved in two exercises.
11. For the first, the Service hosted an Avian Flu event - 53 attended included officers from neighbouring authorities, vets and Animal Health and Veterinary Laboratories Agency (AHVLA) managers. The day considered a simulated outbreak and focussed on coordinating the responses that the various partners would need to make.
12. The Service also took part in AHVLA two-day exercise to test responses to a fictional Foot and Mouth disease outbreak at a premise within the County. A Trading Standards Officer was based at Lincoln to provide a link between the control centre and the operational response. During the test, the Service provided information on animal movements to and from the fictional infected premises, and identified resources to patrol and restrict the movement of vehicles, individuals and animals within the restricted zones surrounding the premises over an extended period.
13. Both exercises provided a good opportunity to assess the team's plans and readiness should a disease outbreak occur. The subsequent debriefs and lessons learned will feed into contingency planning and improve future responses.
14. **Fallen stock** - Dead animals and other animal by-products must be disposed of by law in an approved manner. The Service occasionally receives reports from members of the public, two recent examples being:

- A dead sow sighted at a pig unit. Following investigations, the company were given a written warning. New procedures for staff on dealing with dead stock have been introduced by the Company.
 - A dead horse was reported, and investigations revealed that it had been dead for approximately 36 hours. The carcass was removed by a licensed collector. Three other ponies in the same field gave no welfare concerns. The area continues to be monitored as the keepers of the animals are believed not be permanently resident in the locality.
15. **Flooding** - the floods at the end of November posed potential animal welfare and fuel storage risks which the Service helped to actively manage. Officers closely monitored and responded to the developing flood situation.
 16. Officers worked with farmers in proximity to the River Trent, contacting those most at risk to establish local conditions and impact, whether livestock had been moved to safety, and whether they required any assistance. One farm in Newark was at considerable risk at the height of the floods, with surrounding area flooded, and water continuing to rise into the barn areas where his 100 cattle were trying to find refuge.
 17. Officers kept contact with the farmer throughout the rise and fall of the water, and put contingencies in place with a haulier to move the cattle to a place of safety. Newark Livestock Market not only offered assistance, but also to house the animals if necessary. Officers remained in constant contact with the farmer until the height of the flooding had passed. The contingencies put in place were fortunately not required.
 18. With petrol and other fuel stores in the potential path of the floods, the Service made contact with the businesses concerned to ensure that measures were in place to prevent fuel from tanks contaminating water courses. The Service also prepared itself for reports of petroleum leaks in flooded areas – historic leaks are brought to the surface during floods, and the public make reports.
 19. **Business Support** – The service is currently in detailed discussions with a further 6 companies who have expressed an interest in forming Primary Authority Partnerships with the authority.
 20. **Covert Internet Investigations** - Trading Standards officers recently completed a two week assessed course run by the National Policing Improvement Agency (NPIA) in the subject. The internet is an ever growing market place that criminals exploit, and poses significant investigative challenges. This course trained the officer to national police standards on evidence gathering and ensuring compliance with laws governing such work. The authority now has only one of nine such Trading Standards based investigators in the country.
 21. **Safeguarding The Vulnerable** - The Service recently intervened on behalf of a lady who was being held to a contract signed by her late husband to purchase furniture. Unfortunately, he died suddenly, and his wife who was also very ill found she could no longer afford the furniture. She contacted the company, but they refused to cancel the contract. The company's stance was making her very anxious and was making her health worse. Following discussions with the company, the company eventually agreed to cancel the contract.

22. **Food Standards Agency (FSA) National Review of Official Food & Feed Controls** - The FSA met recently with Trading Standards Officers to look at how effectively the two work together and to investigate what improvements could be made in order to enhance 'official controls'. The event was part of an evidence gathering program to scope out improvements and alternatives as part of the far reaching national review. The review will be concluded around May 2013.
23. **Environmental Weight Restrictions and Lorry Watch** - During October and November 2012 enforcement exercises were carried out, identifying 49 vehicles to be in excess of the permitted weight limit. At the time of writing, 21 vehicles were found to have legitimate reasons, 3 received official warnings and the remaining vehicles are still under investigation.
24. Two more Community Lorry Watches will be launched imminently, in the villages of Tollerton and Cromwell. Both areas have recently had new weight restrictions introduced, and the local residents are very keen to help reduce the number of vehicles breaching the restrictions. To date, around 120 intelligence reports have been received from observations made by members of these two communities.
25. **Scambusters** - The Regional Team has been heavily committed to leading a major national fraud investigation. This culminated in a series of co-ordinated raids on premises across the Midlands, South and South West of England on 15th November, supported by Trading Standards, the Police and the National E Crime Team. Over 1,400 sacks of evidence were recovered and examined. The fraud potentially runs into millions of pounds, and affects businesses and members of the public in Nottinghamshire, other parts of the UK and Europe. Such is the importance of the investigation, the team has been allocated additional funding from Central Government to tackle it, as previously reported.
26. **Legal Action Update** - Paul Lawrence who had previously been prosecuted for the sale of counterfeit dvds earlier this year, recently pleaded guilty to further offences of a similar nature. He was sentenced at the Crown Court on the 5th November, and was given a 10 month prison sentence. He is also now subject to a Proceeds of Crime Investigation.
27. Jarvis Jenkins was sentenced at the Crown Court on the 7th November 2012, for conducting poor quality work on peoples' homes. He was given a 10 month suspended sentence on one charge, 8 months suspended sentence on another charges, given a 180 hours community punishment order, and was made the subject of a curfew order for three months. A Proceeds of Crime investigation has now started.
28. On the 8th November, Darren Sharpe pleaded to several counts of fraud. His business associate Christopher Simpson is still to enter a plea regarding the alleged fraudulent sale of mobility aids. The next hearing is the 18th December 2012, when it is anticipated that if Simpson pleads guilty, they will both be sentenced. If Simpson pleads not guilty, his case will be adjourned for a trial in April 2013.
29. On 26th November, John Cooney of Radcliffe-on-Trent was sentenced to six months imprisonment for the mis-selling of mobility aids. This was in respect of the breach of an injunction the Authority had obtained against him for previous similar actions. Cooney's former business partner, Carl Mould was sentenced to 4 months imprisonment in August. The Judge told Cooney that he had shown "misplaced leniency" when Cooney previously

appeared before him, and also said that if he had the power he would prevent Cooney from ever dealing with vulnerable and older people.

30. Lee James and Nicholas Densham are due to appear for a second time on the 5th December 2012. We will allege that James had been changing customer's steel beam orders and sending out different specification beams to those ordered, for financial gain, assisted by Densham.
31. Carl Mould, who recently served the prison sentence for contempt of Court regarding the mis-selling of mobility aids, is due in Court once again on the 7th of December to face criminal charges. The County Council will allege that Mould has committed a number of Fraud offences.
32. A further man who was selling counterfeit dvd's on Hucknall market is due in court on the 19th December 2012. A small amount of copying equipment was also seized from his home address.
33. A Mansfield retailer found to be selling counterfeit Jacobs Creek wine, is due in Mansfield Magistrates court on the 24th January 2013.

Statutory and Policy Implications

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

RECOMMENDATION/S

It is recommended that:

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

MARK WALKER
Group Manager, Trading Standards

For any enquiries about this report please contact:

Mark Walker

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Background Papers

None.

Electoral Division(s) and Member(s) Affected

All. CS17

8th January 2013

Agenda item: 6

REPORT OF THE GROUP MANAGER FOR TRADING STANDARDS CHANGES TO THE TRADING STANDARDS STAFFING ESTABLISHMENT

Purpose of the Report

1. The purpose of this report is to seek approval to make adjustments to the staffing establishment within the Trading Standards Service to address recent developments and emerging needs in the Service.

Information and Advice

Current Establishment

2. On 31st May 2011, a new Trading Standards structure was implemented to realise staff efficiency savings for 2011/12 of £520,000, whilst continuing to deliver key business objectives. The changes were the subject of a delegated decision, ref AH/2011/00015.
3. The Service was subsequently asked to find a further £49,000 efficiency savings for 2012/13, which was met through losing a level 4 Trading Standards Officer to voluntary redundancy.
4. The above savings resulted in the loss of a number of senior positions and much expertise to voluntary redundancy. To help redress the balance, previous approval was sought and granted (10th July 2012 Community Safety Committee Meeting) to increase the number of level 3 Trading Standards Officers (TSOs) within the Service from 2.8 fte to 6.8 fte. This was achieved by dis-establishing 4.0 fte level 2 Trading Standards Officer posts and establishing 4.0 fte level 3 Trading Standards Officer posts.
5. To date three level 2 TSOs have advanced into three of the four level 3 TSO roles via advancement through the career scheme. Another officer will advance in February 2013 on attaining their Diploma in Consumer Affairs and Trading Standards (DCATs) qualification and being successful in an internal recruitment process.
6. The level 3 Trading Standards Officer positions, approved on 10th July 2012, bring much needed additional senior officer capacity and specialist expertise. The Service has a very lean management structure and the more senior Trading Standards Officers support team managers by overseeing officers' work and providing invaluable mentoring and support to inexperienced officers. They also support managers by helping to field the increasing number of media enquiries, as the Service strives to convey key messages and raise awareness of the County Council's work.

7. In November 2012 the Service lost a very experienced level 2 Trading Standards Officer (0.8fte) who left to further his career. This leaves a vacant level 1/level 2 Trading Standards Officer post which will be difficult to recruit to because it is a 0.8 fte role. The officer will be replaced, via an internal recruitment process, with an entry level officer with no previous Trading Standards experience. This development increases the need for more senior officers to provide the necessary support and mentoring needed to develop new officers.
8. In November 2012 a level 3 Trading Standards Officer (0.8 fte) also left the Service to pursue a teaching career. This leaves a level 3 Trading Standards Officer vacancy, which will be difficult to recruit to again because it is a 0.8fte role.

Proposed Structure

9. The proposed amended structure below includes the disestablishment of a 1.0 fte level 2 Trading Standards Officer post and the establishment of a 1.0 fte level 3 Trading Standards Officer post. The Service has a number of officers on course to attain the necessary qualification to be in a position to advance to level 3 in February 2013. Advancement would be subject to an internal recruitment process.
10. The proposed structure also includes increasing the vacant 0.8 fte level 3 Trading Standards Officer role to 1 fte and the vacant 0.8 fte level 1/2 Trading Standards Officer role to 1 fte to make the roles more attractive to recruit to. Permission will be sought to recruit externally to the level 3 Trading Standards Officer role to again bolster the senior officer expertise and experience within the Service.
11. In October 2012 the Information Manager role within the Service sadly became vacant due to the death in service of a long serving and much valued member of the Service's staff. The role had evolved over time so in November/December 2012 the job description was reviewed. As a result the grading for the role changed from Band A to Grade 5, due to changes in the financial responsibilities assigned to the role.
12. Table 1 below outlines the proposed new structure, as compared to the previous structure which took effect on 10th July 2012.

TABLE 1-TRADING STANDARDS MAIN SERVICE PROPOSED ESTABLISHMENT CHANGES

	Structure 10 July 2011		Proposed Structure	
ROLE	FTE	Cost (including oncosts) £k	FTE	Cost (including oncosts) £K
Level 1/2 TSO	19.6	582.8	18.8	559.0
Level 3 TSO	6.8	245.3	8	288.6
Level 4 TSO	7.6	314.9	7.6	314.9
Team Mgrs	4	202.1	4	202.1
Group Mgr	1	69.5	1	69.5
Office Co-ord	1	25.2	1	25.2
Fin Invest. Officer	1	41.4	1	41.4
Intelligence Mgr	1	36.1	1	36.1
Information Mgr	1	36.1	1	29.7
Intelligence Support Officer	2	42.6	2	42.6
Admin Assts	2	38.2	2	38.2
Technical Assts	3	57.3	3	57.3
TOTAL FTE	50	1691.5	50.4	1704.6

Reason/s for Recommendation/s

13. In order to provide Nottinghamshire with a more effective Trading Standards Service it is recommended that the changes to the staffing structure be approved.

Statutory and Policy Implications

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

Financial Implications

15. The above changes involve a net increase of £13,200 to the Service's staffing budget. This can be found from further efficiency savings to the Trading Standards supplies and services budget.

RECOMMENDATION/S

- 1) It is recommended that the existing Trading Standards staffing structure be disestablished with effect from 8th January 2013 and the amended staffing structure for the Trading Standards Service be confirmed as follows with effect from 8th January 2013:
 - (a) 18.8 fte (695.6 hours) Trading Standards Officers, level 1 / 2 (Grade 4/5, scp 19-28) and the post be allocated an approved car user allowance

- (b) 8 fte (296 hours) Trading Standards Officers, Level 3 (Band A, scp 29-34) and the post be allocated an approved car user allowance
- (c) 7.6 fte (281.2 hours) Trading Standards Officers, Level 4, (Band B, scp 34-39) and the post be allocated an approved car user allowance
- (d) 4 fte (148 hours) Team Managers (Band D, scp 42-47), and the post be allocated an approved car user allowance
- (e) 1 fte (37 hours) Group Manager, (Band F, scp 56-61) and the post be allocated an approved car user allowance
- (f) 1 fte (37 hours) Officer Coordinator, (Grade 4, scp 19-23)
- (g) 1 fte (37 hours) Financial Investigation Officer, (Band B, scp 34-39) and the post be allocated an approved car user allowance
- (h) 1 fte (37 hours) Intelligence Manager, (Band A, scp 29-34) and the post be allocated an approved car user allowance
- (i) 1 fte (37 hours) Information Manager, (Grade 5, scp 24-28)
- (j) 2 fte (74hours) Intelligence Support Officers, (Grade 3, scp 14-18)
- (k) 2 fte (74 hours) Administrative Assistants, (Grade 2, scp 9-13)
- (l) 3 fte (111 hours) Technical Assistants, (Grade 2, scp 9-13).

**MARK WALKER
GROUP MANAGER-TRADING STANDARDS**

For any enquiries about this report please contact:

Sarah Houlton
Tel: (01623) 452 018

Constitutional Comments (LMc 14/12/2012))

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

Financial Comments (NDR 13/12/2012)

17. The financial implications are set out in paragraph 15 of the report.

Background Papers

None.

Electoral Division(s) and Member(s) Affected

All.

CS16

8th January 2012**Agenda Item: 7****REPORT OF GROUP MANAGER, EMERGENCY MANAGEMENT & REGISTRATION
UPDATE ON EMERGENCY MANAGEMENT AND REGISTRATION SERVICES****Purpose of the Report**

1. To provide an update on recent key activities and events of the County Council's Emergency Planning Team and of Registration and Celebratory Services.

Information and Advice**Emergency Management**Incidents

2. Significant flooding affected Nottinghamshire from Sunday 25th November 2012 to the end of the following week. The scale of the flooding has been estimated by the Environment Agency (EA) to have been a 1 in 7 year event on the River Trent and 1 in 15 years on the River Soar. The Midlands region, as a whole, received 167% of the long term average amount of rainfall for November.
3. The County Hall Emergency Centre operated during the week and maintained regular contact with the EA Incident Room, and other agencies involved in the response. Contact was also established with members of the public in affected areas, including flood wardens, Parish Councils and vulnerable residents.
4. The response of all agencies was informed by EA flood forecasting and the contents of well-developed flood response plans. A distinctive feature of this flood was the experience of a prolonged peak of river levels just below the point where many more properties would have been inundated. This caused protracted anxiety for communities under the threat of flooding. The communities most affected or at greatest risk during the week included Lowdham, Tollerton, Colwick, Gotham, Gunthorpe, Hoveringham, Caythorpe, Rolleston, Bleasby, Newark, Shelford, Fiskerton, Rempstone, Edingley, North Wheatley, Averham, Girton, Collingham and North Muskham.
5. As planned, the EA took the lead in coordinating the exchange of information and in the coordination of the multi-agency response. This was done through regular 'Flood Advisory Service' teleconferences. These were superseded by the introduction of 'Tactical Coordinating Group' teleconferences, at the point when the floods threatened to inundate a significant number of properties. Later, a Recovery Coordinating Group was established.

6. Good communication was established and maintained between the County and District Councils, regularly updating one another and conferring on response priorities, tactics and resources. Highways colleagues introduced road closures when and where there was a risk to public safety. Inspectors monitored these locations, and roads were re-opened when the danger had passed. Diversions were signposted as appropriate, and traffic lights were used where necessary to control the flow of traffic around diversions. A Community Flood Signage scheme was operated in Bleasby, whereby local trained volunteers were able to put in place pre-planned road closures.
7. The first opportunity to reflect on the experience of the incident came on Friday 30th November, with a meeting of the Local Resilience Forum. All main agencies involved in flooding from the Trent were represented at the meeting. These discussions were followed by a (routine) meeting of the Local Resilience Forum's Flooding Sub-Group on 6th December, which was given over to a debrief of the floods.
8. It was concluded that the extent of flooding seen on this occasion did not correlate precisely with the prediction models. The Environment Agency will be using data collected during this event to improve their warning system for future incidents. This is likely to result in revised trigger levels for flood warnings. The EA are also considering how to ensure that their incident room only sends Flood Warnings when they are certain that flooding will affect homes.
9. It was further concluded that the flood event experienced at the end of November 2012 was modest compared with the scale of events for which our emergency plans have been prepared. The River Trent peaked short of levels that would have caused very serious problems. A little higher, and the river could have inundated hundreds more properties and blocked strategically important roads including the A6097.

Update on Safety at Sports Grounds

10. At the time of writing this report, Mansfield Town Football Club had been drawn to play Liverpool Football Club in the FA Cup on 6th January. This would be the highest-profile fixture played at the One Call Stadium (Field Mill) for many years. As the club is unaccustomed to managing a full capacity crowd, they were reminded that they must not sell, or agree to sell more tickets than the permitted capacity. This had stood at 75% of the maximum capacity of the stadium; however this was reviewed by a special meeting of the Safety Advisory Group on Monday 17th December and was increased to 90% to take account of the detailed preparations being made.
11. It was stressed to the club that safety must take priority over all the other issues in planning for the event. Consideration needed to be given to how to handle the introduction of allocated seating, and that the stewards would need to be proactive in getting people to the correct seats. Emergency vehicle access must be kept completely clear and an ambulance space must be reserved next to it. The club has been required to prepare an event specific plan for the game, including issues such as the arrival of the Liverpool team and how coaches will be dealt with, car parking, media and TV company management, potential pitch invasion and additional contingency plans for overcrowding and any problems with the system of allocated seating, and for dealing with any attempts by visiting fans to force their way through gates and turnstiles, as had been seen at Wembley recently.

Voluntary Agencies Training Event

12. An emergency planning training event for Voluntray Agencies was held on 17th November, hosted in the Assembly Hall at County Hall. The aim of the event was to increase the knowledge and understanding of volunteers regarding 'Active Shooter' incidents, and issues connected with these. An 'Active Shooter' is an armed person who shoots and continues to shoot and kill people until they decide to stop or are forcibly stopped. The Sandy Hook Elementary School shootings in Connecticut, USA, a month after this event was an example of this type of incident.
13. In total of 80 delegates from 8 different voluntary agencies booked onto the event, but due to sickness only 54 attended on the day. The following voluntary agencies were represented:
- British Red Cross
 - Cruse bereavement Care
 - RAYNET
 - Salvation Army
 - Nottinghamshire 4x4 response
 - WRVS
 - Nottingham search and rescue
 - Colwick Lifeguards
14. The event comprised two presentations from guest speakers and a discussion session based on a 'Survivor Reception Centre'. The first presentation was from Nottinghamshire Police and described their response and overall strategy for active shooter incidents. The second was by Judy Evans of the British Red Cross, who described the community recovery process that followed the shootings by Derrick Bird in Cumbria in 2010.
15. Evaluation of the event found that 78% of participants rated the event as very useful or useful. The majority of the delegates said they found the pitch and pace of the event about right, and liked both informative presentations plus discussion time.

Registration and Celebratory Services

Registration Service Development Update – Training

16. The service now has two new Registrar Training Officers (part-time, job share) following the implementation of the One District reorganisation. The Training Officers have devised a 'Training, Learning and Development' Strategy for the service, which will be launched formally before Christmas. The strategy takes a person-centred approach to individual learning and development, with a strong emphasis on encouraging individuals and their line managers to prioritise training. The strategy links registration specific formal classroom based training sessions to group/team development, sharing positive practice sessions whereby representatives from across the county come together to share their own experiences, knowledge and good practice. This is designed also to improve networks and communications and informal learning opportunities.

17. A comprehensive set of tools have been introduced to help individuals and their line managers to judge what form of development is necessary. These complement NCC EPDR and supervision documents, and integrate with the County Council's wider learning aims. They also include the introduction of an online staff survey, the first of which has provided valuable insight to how colleagues have adapted to organisational change and will help set the pace for future service improvements. A training plan forms part of the strategy and will be adapted and modified based on service and team requirements. Between December and June the training officers will have delivered new and refresher training on all elements of technical registration such as notice taking, corrections, ceremonies, and so forth. As the year continues, so will the delivery of appropriate learning modules, all of which will be reviewed for return on investment.

Registration Service Development Update – Marketing

18. The 'Celebrate in Nottinghamshire' brochure has been produced at no cost to the service. The look and feel of the magazine reflects the style the service has wanted to achieve and has proven popular with other NCC departments as learning from its development has also been shared across other areas. A double-page article in East Midlands's 'BRIDE' magazine in return for distribution of the magazine in registration offices in waiting rooms and at wedding fayres means that the two documents together help to promote the customer service experience that the Registration Service is striving for.

19. A further new brochure is now in production which will help recently bereaved people and those who work with them (such as care homes and bereavement centres) to plan civil funerals, understand the death registration process and to personalise the customer journey. The brochure is an example of how the service is working with other sections within the directorate, such as trading standards; with information on how to avoid door step crime and staying safe at home. This brochure is also produced at no cost to the service and will be in an appropriate and sensitive format.

Statutory and Policy Implications

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

RECOMMENDATION/S

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

ROBERT FISHER

Group Manager, Emergency Management and Registration

For any enquiries about this report please contact:

Robert Fisher, Tel: 0115 977 3681, Email: Robert.fisher@nottsc.gov.uk

Electoral Division(s) and Member(s) Affected

All.

8th January 2013

Agenda Item: 8

**REPORT OF GROUP MANAGER, EMERGENCY MANAGEMENT & REGISTRATION
REGISTRATION SERVICE FEES FOR 2013/2014 AND 2014/2015****Purpose of the Report**

1. To advise the Committee on the process for the setting of Registration Service fees and to seek approval for fees for 2013/2014 and for 2014/2015.

Information and AdviceIntroduction

2. The fees for statutory registration services are set nationally, and are listed in this report at **Appendix A**. These include the fees for giving notice of the intention to marry or form a civil partnership, and fees for the related ceremonies when taking place at a Register Office. The level of these statutory fees does not cover the full cost of service delivery, and this places a financial pressure on the service. However, the fees for non-statutory services can be set to off-set the cost of providing the statutory services.
3. The non-statutory services offered by the County Council include conducting civil marriage and civil partnership ceremonies at premises other than the Register Office, plus a range of 'celebratory ceremonies' including naming ceremonies, renewal of vows, civil funerals and individual citizenship ceremonies. The fees for these services must be charged on a cost recovery basis, and most are subject to V.A.T.
4. Registration Service fees for the financial year 2013/2014 have been approved previously. This report updates these, and advises on fees for the following year, plus new charges that can be introduced with immediate effect including some that can be introduced following recent legislative changes.
5. The Community Safety Committee has authority to approve the fees set out in this report at **Appendix B**. In some cases, these cover the next two financial years as bookings may be requested up to two years in advance. It is possible that during the year the Registrar General or Home Office may change the nationally set fees for marriages, civil partnerships and citizenship ceremonies. Consequently, it is proposed that should this occur then local fees will be re-set to a new figure directly commensurate with the change.

Modifications to existing fees

6. It has been found during the current year, that the fees set last year for ceremonies on a Sunday (higher than those on a Saturday) have met with adverse reactions from the public. Saturday is the day of choice for ceremonies and with the ending of double-time payments to staff it cannot be justified on the basis of extra costs for conducting ceremonies on a Sunday. It has therefore been concluded that the cost of Sunday ceremonies should be harmonised with those on Saturdays.
7. It has further been concluded that due to the increasing overall number of ceremonies being conducted, it is unnecessary to increase fees for 2014-15 beyond those agreed already for 2013-14. Also, as Nottinghamshire is now a one Registration District, and due to improvements to Registration Office facilities, it is possible to standardise our fees for enhanced ceremony at the level already agreed for The Hall in West Bridgford.

Removal of restrictions on time of marriage and civil partnership

8. The recently introduced Protection of Freedoms Act included a provision to remove the time restrictions on marriage and civil partnerships. Previously, these could only take place between 8 am to 6 pm. Now, they may take place legally at any time of the day or night.
9. This change is permissive: there is no obligation on local authorities to provide services outside the traditional hours. However, the change offers the opportunity to provide these services at other times if the County Council wish to do so. Key factors include:
 - Costs and benefits, financial and non-financial.
 - The views of approved venues, customers and staff.
 - Health and safety considerations.
 - Whether to offer ceremonies whenever couples may want them, extend existing hours, or to offer particular notable occasions only.
 - Whether to offer extended ceremony times on a seasonal basis, to avoid dark nights.
 - Whether to offer extended hours at registration offices as well as at approved venues.
 - Whether to offer statutory fee ceremonies during extended hours.
10. Regarding costs and benefits, consideration has been given to setting new fees for new times so that these charges are sustainable and justifiable. Most local authorities have a sliding scale of fees and charges made for attendance at venues. The County Council's policies on working times and pay and conditions, govern the staffing costs.
11. In respect of health and safety, an acceptable risk assessment has been prepared for each of the specific proposals detailed below. In particular, the arrangements preclude lone working on any occasion. Marriage and Civil Partnership ceremonies will take place only at Registration Offices or Approved venues. Also, the arrangements will not require registrars to return registers and certificate stock to their offices during unsocial hours. Alternative arrangements will be made involving other locations with the required levels of security.

Specific Proposals

12. The following proposals are consistent with feedback from consultations with staff and approved premises. This suggests that there will be only modest availability of ceremonies

at Approved Premises and that the service has sufficient staff to meet the anticipated level of public demand.

13. Therefore, it is proposed to extend enhanced ceremonies in Registration Offices on Saturdays to 7pm from May to September each year. Also, it is proposed that there should not be a general offer for the public to request a ceremony at any time of the day or night. Ceremonies in Registration Offices and Approved Premises will continue at the traditional times, except by special arrangement. If a couple wishes to book a ceremony during the evening, they will only be able to do so if an Approved Premise is willing to take their booking and if the service has no doubt that registrars will be available to officiate.

Civil Partnership Ceremonies in Religious Premises

14. Religious premises in Nottinghamshire that wish to be approved for the formation of Civil Partnerships must apply to the County Council for a license. A public notice must be published, and the premise would be added to the list of approved venues for civil partnerships (indicating that they are religious premises), however registrars are not required to inspect the premises. The County Council is able to recover costs involved in issuing a license, but is not expected to require the fees currently set for the approval of secular premises for marriages and civil partnerships.
15. In Nottinghamshire we have received only one enquiry on this topic, which came from a Unitarian Chapel. The church concerned had not been approached by anyone wishing to have a Civil Partnership formed in the premise, but they have been encouraged by their national organisation to determine what arrangements will be in place if and when they do.

Fees for Saturday Notice Taking

16. It is proposed to introduce a non-refundable appointment fee for taking notices of marriage or civil partnership on Saturdays. This is a service that normally only takes place during the working week, and a statutory fee is charged. However there is public demand for Saturday appointments and so an additional charge is proposed to cover the additional staffing and other service costs for the service on a Saturday.

Other Options Considered

17. The County Council has discretion over the type and level of non-statutory Registration fees.

Reason/s for Recommendation/s

18. The recommendation is made to gain approval for fees that will enable the Registration Service to off-set the cost of statutory services and provide the public with a choice of options at fees they are prepared to pay.

Statutory and Policy Implications

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

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

RECOMMENDATION

It is recommended that approval be given for:

1. The proposed Registration Service fees, noting that these may need to be adjusted in response to any imposed changes to national fees, and;
2. Extending the availability of enhance ceremonies in Registration Offices to 7pm on Saturdays from May to September.

ROBERT FISHER

Group Manager, Emergency Management and Registration

For any enquiries about this report please contact:

Robert Fisher

Tel: (0115) 977 3681

Email: Robert.fisher@nottsc.gov.uk

Constitutional Comments (NAB 14.12.2012)

20. The Community Safety Committee has authority to consider and approve the recommendation set out in this report by virtue of its terms of reference.

Financial Comments (NDR 13.12.2012)

21. The financial implications of the proposed fee changes are set out in the appendices to the report.

Background Papers

None.

Electoral Division(s) and Member(s) Affected

All.

CS18

General Register Office Fees payable to Registration Officers

Part 1 - Fees payable to registration officers - Births, Deaths and Marriages

1. General Search

Superintendent Registrar

A general search in indexes in his/her office not exceeding 6 successive hours **£18.00**

2. Certificates

Superintendent Registrar

Issuing a standard certificate of birth, death or marriage **£10.00**

Issuing a certificate of birth, death or marriage for certain statutory purposes **£10.00**

Issuing a short certificate of birth **£10.00**

Registrar

Issuing a standard certificate of birth, death or marriage

At the time of registration	£4.00
After the time of registration	£7.00

Issuing a certificate of birth, death or marriage for certain statutory purposes

At the time of registration	£4.00
After the time of registration	£7.00

One short certificate of birth issued at the time of registration **NIL**

Any other short certificate of birth

At the time of registration	£4.00
After the time of registration	£7.00

3. Marriages

Superintendent Registrar

Outside his/her office to be given notice of marriage of a house-bound or detained person

£46.00 Housebound
£67.00 Detained

Entering a notice of marriage in a marriage notice book **£35.00**

Entering a notice of marriage by Registrar General's Licence in a marriage notice book **£3.00†**

Attending a marriage at the residence of a house-bound or detained person

£82.00 Housebound
£93.00 Detained

Attending a marriage by Registrar General's licence **£2.00†**

Attending with a registrar a marriage on approved premises

As set by the local authority

Registrar

Attending a marriage at the register office **£45.00**

Attending at a registered building or the residence of a house-bound or detained person
£84.00 registered building
£79.00 Housebound
£86.00 Detained

Attending a marriage by Registrar General's Licence **£2.00†**

4. Certification for worship and registration for marriage

Superintendent Registrar

Certification of a place of meeting for religious worship **£28.00**

Registration of a building for the solemnization of marriages **£120.00**

†Fee payable by the Registrar General; to be retained by registration officer and not paid to Council

Part 2 - Fees payable to Registration Authorities – Civil Partnerships

1. Certificates

For a certified copy issued by a registration authority

at the time of Registration **£4.00****

after the time of the registration **£10.00****

For a certified extract issued by a registration authority

at the time of Registration **£4.00****

after the time of the registration **£10.00****

For a certified copy or certified extract issued by the Registrar General **£9.25****

2. Notices

Attestation by an authorised person of the necessary declaration **£35.00***

Attendance of an authorised person at a place other than one provided by the registration authority, for the purpose of attesting the necessary declaration in accordance with the procedures for house-bound and detained persons

£46.00* Housebound

£67.00 Detained

Attestation by an authorised person of the declaration under the special procedure **£3.00†***

Application to shorten the waiting period **£28.00***

Issue of Registrar-General's licence **£15.00***

On giving notice to a registration authority under the Civil partnership (Registration Abroad and Certificates) Order 2005, article 17(2) (certificate of no impediment) **£35.00****

3. Registration

Signing by the civil partnership registrar of the civil partnership a schedule **£45.00***

Attendance of the civil partnership registrar for the purpose of signing the civil partnership schedule for house-bound or detained person

£79.00* Housebound
£86.00 Detained

Attendance of the civil partnership registrar in whose presence the Registrar General's licence is issued. Civil Partnership Act 2004, as amended **£2.00†***

†Fee payable by the Registrar General; to be retained by registration officer and not paid to Council

*Fee specified by the Registration of Civil Partnership (Fees) Order 2005 (S.I. 2005/1996),

**Fee specified by the Registration of Civil Partnership (Fees) No.2) Order 2005 (S.I. 2005/3167),

***Fee specified by the Registration of Civil Partnership (Fees) (Amendment) Order 2012 (S.I. 2012/761),

Registration Service Fees (new proposals shown in **bold**)

SERVICE	FINANCIAL YEAR	MON- THU	FRI / SAT / SUN	BANK HOLIDAYS
Marriage / Civil Partnership / Naming ceremony / Renewal of vows / Memorial Service at an approved premise (Deposit = £150). Note: Refunds will be given to couples who have booked Sunday ceremonies for 2013/14 and paid the full amount	Current 12-13	£345	£395	£465
	Agreed 13-14	£365	£395	£495
	Proposed 14-15	£365	£395	£495
Standard Marriage / Civil Partnership Ceremonies in decommissioned rooms (collectable in advance)	Current 12-13	£65	£65	Not available
	Agreed 13-14	£100	£100	
	Proposed 14-15	£100	£100	
Enhanced Marriages and Civil Partnerships at the Registration Offices in Rushcliffe, Newark, Mansfield, Worksop and Retford (Deposit = £100) Note: Ceremonies already booked and paid in full will not be charged the increase in fee where this has occurred.	Current 12-13 <ul style="list-style-type: none"> • Rushcliffe • Newark • Mansfield • Bassetlaw 	MON- THU	FRI / SAT	SUN / BANK HOL
		£175	£265	£345
		£165	£245	£320
		£165	£245	£320
	£165	£255	£335	
	Proposed for 13-14 and 14-15	MON- THU	FRI / SAT / SUN	BANK HOLIDAYS
		£185	£280	£360
Naming ceremony / Renewal of vows / Memorial Service at register office	Current 12-13	£175	£225	£250
	Agreed 13-14	£175	£225	£250
	Proposed 14-15	£175	£225	£225
Civil Funerals	Current 12-13	£150	£150	£205
	Agreed 13-14	£150	£150	£205
	Proposed 14-15	£150	£150	£205

Individual Citizenship Ceremonies	Current 12-13	£95	£125	£145
	Agreed 13-14	£100	£140	£160
	Proposed 14-15	£100	£145	£160

APPROVED PREMISE LICENSING	INTRODUCTORY FEE / GENERAL FEE FOR NON- COMMERCIAL BODIES.	CURRENTLY £1350, PROPOSED TO REMAIN AT £1350 FOR 2013-2014 AND 2014-2015
	GENERAL RENEWAL FEE.	CURRENTLY £2150 PROPOSED TO REMAIN AT £2150 FOR 2013-2014 AND 2014-2015
	SUITABILITY VISIT	CURRENTLY £100 - NO PROPOSED INCREASE

Civil Partnerships in religious premises - £200 administration fee

Notice taking on Saturdays – Statutory fee, plus £10 per person non-refundable booking fee for Saturday opening

Other fees proposed to continue at the current levels:

- Double ceremony (e.g. joint marriage and naming ceremony / marriage plus renewal outside) = Marriage fee, plus £150
- Certificates
 - Standard service (postal applications and non-urgent personal callers – for despatch within no more than 4 working days) = £10.00
 - Premium service (available to personal callers – for despatch by post no later than the following day) = £15.00
 - Express service (when possible - for personal callers – immediate production, and despatch) = £20
- Change of name deed £40
- General administrative charge (amendments to ceremonies or any extra administrative tasks relating to a booking) = £20
- Prior payment of statutory fees

08 January 2012**Agenda Item: 9****REPORT OF SERVICE DIRECTOR,
POLICY, PLANNING AND CORPORATE SERVICES****DOMESTIC VIOLENCE UPDATE REPORT****Purpose of the Report**

1. To inform the Committee of progress with Domestic Homicide Reviews (DHRs) undertaken since March 2012.
2. To recommend a further £10,000 be allocated from the Community Safety Budget 2012-13 to support Domestic Homicide Reviews and a further £10,000 be allocated in the following year 2013-14.
3. To recommend that the re-commissioning timetable for Domestic Violence Awareness Training be revised to begin in April 2013, not October 2012 as previously agreed

Information and Advice**Domestic Homicide Reviews**

4. Domestic Homicide Reviews (DHRs), are complex multi-agency processes required by law since April 2011. DHRs cover homicides involving intimate partners and also those involving family members. They are designed to enable agencies to learn lessons for the future. Six DHRs have been started in Nottinghamshire since March 2011, involving a range of Safer Nottinghamshire Board partner agencies. There has been good engagement of partners in the DHR process, and where possible, changes to agency practice and partnership arrangements have been implemented as soon as possible after they are identified. The DHR process has been successful in highlighting existing good practice as well as the reason behind failure to protect victims in these cases.
5. The first four DHRs started in 2011 have now been completed, and the corresponding four draft Overview Reports have been sent to the Home Office for Quality Assurance. These reports, and accompanying action plans, will be published in an anonymised form in 2013, following the Home Office sign-off. A fifth DHR is well underway. The sixth DHR relates to a death in September and has only recently started.

6. Local guidance has been drafted to support the Home Office national guidance and clarify local procedures based on the experience gained. Agencies have been asked to comment on this draft by the end of January 2013. A final version of the guidance incorporating comments and suggestions will go to the Safer Nottinghamshire Board in February 2013 for approval.
7. The Community Safety Partnerships (CSPs) lead on the commissioning and organisation of DHRs in the locality where the deceased victim resided. Funding is required to cover the cost of DHR Panel Chairs and DHR Overview Report Authors and is shared between the partners involved. The previous budget allocation of £10,000 has been allocated to support the two outstanding DHRs leaving no contingency in the current budget if there are further reviews announced.

Multi-Agency Domestic Violence Awareness Training

8. At the 29th May 2012 Community Safety Committee, it was agreed that the multi-agency domestic violence awareness training, funded by Nottinghamshire County Council, would be re-commissioned in October 2012, offering an opportunity for new potential providers to come forward and express an interest in delivering this training. This timetable has not been achieved as a result of staff shortages and pressing commitments. The re-commissioning process has been started and will be completed in time for the new financial year starting April 1st 2013. In the meanwhile, the existing provider, Nottinghamshire Domestic Violence Forum, will have their funding extended to March 31st to allow them to continue the delivery of training in the current year.

Reason/s for Recommendation/s

9. When a Domestic Homicide Review is established it is necessary to ensure the process begins promptly. A contingency fund is required to enable the Community Safety Team to commit County Council funding, which together with other partner contributions, will ensure that this occurs.
10. Domestic Violence crime is increasing both locally and nationally. This is giving rise to concern within the Safer Nottinghamshire Board and the County Council and a number of initiatives are being introduced to address the issue. It is important that Multi-Agency Training to support this work is maintained to a consistent high standard, hence the need to ensure the re-commissioning process is given time to be conducted effectively.

Statutory and Policy Implications

11. This report has been compiled after consideration of implications in respect of finance, equal opportunities, human resources, crime and disorder, human rights, the safeguarding of children, sustainability and the environment and

those using the service and where such implications are material they are described above.

RECOMMENDATION/S

12. It is recommended that:
- (i) the Committee note this report and commit a further £10,000 from the Community Safety budget to provide funding to support Domestic Homicide Reviews in 2012/2013.
 - (ii) the Committee agree an allocation of £10,000 in the budget for 2013-14 for any further reviews in that year.
 - iii) the re-commissioning timetable for Domestic Violence Awareness Training be revised to begin in April 2013, not October 2012 as previously agreed.

Martin Done, Service Director Communications and Marketing

For any enquiries about this report please contact:

Rachel Adams, Community Safety Officer Tel 0115 9772015 or
Christopher Walker, Temp. Group Manager, Safer and Engaged Communities
Tel 0115 977 2460

Constitutional Comments

13. The Community Safety Committee is the appropriate body to consider the content of this report; it is responsible for the Council's statutory duties in relation to community safety.

Financial Comments

14. Adequate budget provision exists within the Community Safety budget to fund this initiative. (DD 20/12/12)

Background Papers Available for Inspection

15. 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.
16. DRAFT Safer Nottinghamshire Board Guidance for The Conduct of Domestic Homicide Reviews 2012

Electoral Division(s) and Member(s) Affected

17. All Wards



08 January 2012

Agenda Item: 10

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

MAN ENOUGH CAMPAIGN

Purpose of the Report

1. To inform the Committee about progress in the Man Enough Campaign to raise awareness about domestic violence.
2. To seek approval from the Committee to fully endorse this campaign on behalf of the County Council.
3. To continue to work with partners in the Safer Nottinghamshire Board to maintain and develop services that seek to reduce domestic violence in Nottinghamshire and provide support to domestic violence victims.

Information and Advice

4. The Man Enough Campaign was launched on Valentines Day, February 2012 as a partnership campaign between the Nottingham Post, the Safer Nottinghamshire Board, the Nottingham Crime and Drugs Partnership, Womens Aid Integrated Services and the Nottinghamshire Domestic Violence Forum to raise awareness of domestic violence as a growing problem, and publicise domestic violence services available for Nottingham and Nottinghamshire residents. The campaign aims to reach 10,000 pledges from men across Nottinghamshire in a calendar year. The pledge states:

**“I will never commit, condone or remain silent about men’s
violence against women”**

People can pledge directly to the website:

<http://www.whiteribboncampaign.co.uk/manenoughwrc>

5. The campaign seeks to influence men to take positive action in their lives by talking openly about this issue and encouraging others to do so. Man Enough recognises that men may be the victims of domestic violence and need support, however the campaign concentrates on the denial and secrecy surrounding this issue focussing primarily on male attitudes.
6. The Campaign quickly gained the support of Nottingham Forest and Notts County football teams, Nottingham Rugby club, MPs and councillors across

the region, both of Nottingham's universities, and many of Nottingham's public and private sector organisations. Paul Smith has designed a mug for the campaign which will be launched soon, and Carl Froch has endorsed the campaign with an advertisement on the City buses.

7. There is currently a 'Man Enough Workplace Challenge' where local businesses are invited to encourage as many employees as possible to make pledges, in a friendly competition among local industries. There have been Man Enough stalls at summer events and local festivals, and the District Councils have organised events for their staff. Pledges are free to make, a simple online form to state your opposition to domestic violence, with the option to leave further comments, which many already have. There is also the option to pledge anonymously.
8. 5,000 pledges have been achieved to date, so further support is being sought during the last months of the campaign to enable Man Enough to reach the 10,000 pledge target.

Reason/s for Recommendation/s

9. Nottinghamshire Council is fully committed to reducing domestic violence and the harm it causes to individuals and communities. This campaign is unique in seeking to make domestic violence a topic of conversation for everyone and giving men the opportunity to stand firmly against any sort of violence against women.

Statutory and Policy Implications

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

RECOMMENDATION/S

11. It is recommended that:
 - i) the Committee fully endorses the Man Enough Campaign on behalf of the County Council and encourages staff and residents of the County to make individual pledges.
 - ii) the Committee continues to work with partners in the Safer Nottinghamshire Board to maintain and develop services that seek to reduce domestic violence in Nottinghamshire and provide support to domestic violence victims.

Martin Done, Service Director Communications and Marketing

For any enquiries about this report please contact:

Rachel Adams, Community Safety Officer Tel 0115 9772015

Constitutional Comments

12. The Community Safety Committee is the appropriate body to consider the content of this report; it is responsible for the Council's statutory duties in relation to community safety

Financial Comments

13. There are no financial implications for the Community Safety budget contained within this report (DD 20/12/12)

Electoral Division(s) and Member(s) Affected

14. All Wards



8 January 2013

Agenda Item:11

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

HATE CRIME TRAINING PROGRAMME

Purpose of the Report

1. To seek approval for funding from the Community Safety budget for a training programme which is designed to tackle Hate Crime against some of the most vulnerable members of our community.

Information and Advice

2. The Safer Nottinghamshire Board (SNB) and Nottingham Crime and Drugs Partnership's (CDP) joint Hate Crime Steering Group (HCSG) has identified 'Mate Crime' as a key emerging priority in its work programme. The chair of the HCSG, Ruth Hyde, Chief Executive of Broxtowe Borough Council and the SNB Hate Crime Champion, has commissioned a task and finish group to develop a programme of work to take action to address this priority and protect vulnerable people.
3. In the identified priority area of 'Mate Crime' it is proposed to undertake a training programme that will not only target those working at the 'frontline', but also will aim to challenge the deeper organisational attitudes which can influence staff in their day to day activities. This will include those working in housing, education, social care, anti-social behaviour (ASB), youth services, environmental health, domestic violence and any other partners who may come across those likely to experience 'Mate Crime' as part of their role.

'Mate Crime'

4. It is widely acknowledged that increases in the levels of disability hate crime and in particular high profile murders of vulnerable people with learning disabilities seriously affect perceptions of community safety amongst whole communities. 'Mate Crime' is defined by the Department of Health's Safety Net Project as "when vulnerable people are befriended by members of the community who go on to exploit or take advantage of them". In the past few years there have been a number of murders of people who were described as "vulnerable" by perpetrators who the victim has perceived to be friends.
5. The Nottinghamshire Safeguarding Adults Board (NSAB), through its serious case review (SCR) sub group, has reviewed the lessons learnt regarding such deaths from a number

of recent SCRs and is seeking to ensure that in Nottinghamshire, partners are actively considering the issues raised by 'Mate Crime'. Through the 'Keeping People Safe' partnership, which was set up to identify levels of disability hate crime in the County, the HCSG and NSAB have worked successfully with MENCAP's 'Smile Stop Hate Crime' project to increase awareness of disability hate crime awareness amongst partners and to raise levels of hate crime reporting through a targeted training programme. A specific programme to tackle 'Mate Crime' would build on this success and target those likely to come into touch with vulnerable people who are at risk of exploitation. This training would provide between ten and fifteen staff training sessions from January 2013 to January 2014 for approximately 250 staff across a range of partnership agencies. This would also include specific 'Mate Crime' campaign events across the County with the general public, working in schools, day centres and with Nottinghamshire Police.

Other Options Considered

6. Not to provide funding for the training programme, in which case it will not be possible to encourage the awareness of hate crime against this vulnerable community and to make significant changes in staff attitudes.

Reason/s for Recommendation/s

7. The training programme supports the SNB's Hate Crime Delivery Plan and fits with the Government's new Hate Crime Plan, which highlights the importance of:
"Challenging the behaviours and attitudes that foster hatred and encouraging early intervention to reduce the risk of incidents escalating"
(Challenge It, Report It, Stop It: The Government's Plan to Tackle Hate Crime 2012)
8. The training programme will empower partners to challenge existing attitudes amongst their colleagues and the community as a whole which in turn will provide a lasting legacy in terms of safer, stronger and more successful communities.
9. Evidence exists that such training can have a significant impact on the behaviours and attitudes of staff and meets all three of the national Generic Social Outcome Categories: Stronger and Safer Communities; Strengthening Public Life, Health and Well-being.
10. Below are a few quotes from participants involved in some previous MENCAP 'Smile Stop Hate Crime' training:

"Very enjoyable, immense value even though I have been working with people with learning disabilities for a long time, it was fun, varied and very informative, I enjoyed the variety of different people and professional groups coming together."

"An excellent session! It's given me a greater awareness and greater confidence to support clients with a learning disability appropriately."

Statutory and Policy Implications

11. This report has been compiled after consideration of implications in respect of finance, equal opportunities, human resources, crime and disorder, human rights, the safeguarding of children, sustainability and the environment and those using the service

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

Recommendations

12. It is recommended that:
- i) the sum of £10,000 is allocated from the Community Safety budget to fund a Hate Crime training programme
 - ii) this report be taken to Grant Aid Sub Committee for information.

Martin Done, Service Director Communications and Marketing

For any enquiries about this report please contact: Andy Peacock, Community Safety Officer, Safer and Engaged Communities x74893.

Constitutional Comments

13. Community Safety Committee is the appropriate body to consider the content of this report; it is responsible for the Council's statutory duties in relation to community safety.

Financial Comments

14. Adequate budget provision exists within the Community Safety budget to fund this initiative. (DD 20/12/12)

Background Papers

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

Electoral Division(s) and Member(s) Affected

16. All.

8 January 2013

Agenda Item:12

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

KEEP ON TRACK SAFETY BOOKS

Purpose of the Report

1. The existing Keep On Track Safety books are an extension of the award winning On Track Partnership Resource and include 9 real life story lines. These tackle issues of anti-social behaviour, cyber-bullying, arson, domestic violence, road safety, hate crime, theft and vandalism.
2. The books have recently been used as a case study example by the national lead on safety education LASER to promote the new LASER online resource profiler. The books have also been successfully evaluated as part of the "I Pledge" Youth Crime Prevention programme. Funding is now sought to extend the existing series of books to look at three other key areas which affect young people: alcohol, safe travel to school and one looking at issues relating to child poverty themes. The intention is to provide additional free hard copies of the books to local schools as well as making them available to down load for free.

Information and Advice

3. The books have been successfully used to educate year 5 & 6 primary aged pupils as part of the successfully evaluated "I Pledge" Youth Crime Prevention programme. This has been delivered to 30 primary schools in priority areas across the county over a two year period. Approximately 1600 pupils in their last years of primary have benefited from participating in the programme.
4. King Edward Primary School, in Mansfield, participated in the programme and received a positive appraisal for this area of work in their recent Ofsted report 2012. Using the cyber-bullying story line "Tom's Dilemma" to inspire their ideas, they have since gone on to develop a cyber-bullying project and showcased an example of this work during anti-bullying week in Nov 2012 at the Mansfield Palace Theatre.
5. The books have also been adopted across a number of other targeted youth settings including Targeted Youth Support as part of supported educational sessions. Sets of the books have also been distributed and are being used by seven domestic violence refuges across the county. All residential children's homes have sets of books. The books are also being taken into primary schools and used by neighbourhood watch officers to promote

neighbourhood watch schemes. The book focusing on hate crime has been adopted by the Equality and Achievement team and is used as a key resource to support their work with primary schools. The book focusing on arson is currently being used as part of the nationally accredited Safety Zone project to support the fire safety set.

6. The Strategic Assessment published by the Safer Nottinghamshire Board in January 2011 identified 15 areas in the County, which would be prioritised by all agencies in the local partnerships. As a part of this process, it is proposed that schools and other targeted youth settings within the 15 areas are given the opportunity to access the proposed additional themed Keep On Track Safety books.

Other Options Considered

7. The books have also been adopted as part of the "I Pledge" programme by schools across three boroughs of London.
8. Through the success of the On Track partnership between Nottinghamshire County Council, Nottinghamshire Police and Experian, these books will shortly be available online and made free to download globally and linked to the Experian Values, Money and Me PFEG accredited web-site.

Reason/s for Recommendation/s

9. Based on the evidence and positive feedback from a wide range of services working with young people and a range of practitioners including teachers, pupils and parents there is a clear demand for these books. Other areas which the books could effectively tackle have been identified.

Statutory and Policy Implications

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

Implications for Service Users

11. **Pupils** have clearly benefited from the real life storylines and are able to identify with the characters to explore their own dilemmas regarding risky situations in a safe way.
12. **Parents/carers** Through reading the stories with their children, parents and carers have increased confidence to discuss the issues raised in the home setting, again reinforcing key learning outcomes.
13. **Teachers and other teaching practitioners** are enabled to draw on the storylines to enrich wider safety education messages, whilst still meeting key targets relating to literacy and the wider curriculum.

14. **Other partners** including: Police, Fire & Rescue Officers, Road Safety Officers, Neighbourhood Watch Officers, Domestic Violence Support Workers, Social Workers and Targeted Support Workers, have been given the opportunity to use a credible locally developed resource to tackle current crime prevention and community safety issues across a range of youth settings.

Financial Implications/Costs

15. To date the On Track Partnership has developed the Keep On Track Safety Books with funding from Nottinghamshire Police, Experian and in kind consultancy time from Nottinghamshire County Council. Break down of costs per book:
- Print £500 (200 copies)
 - Illustrations £800
 - Consultancy and writing £1000
 - **Total Cost per book** £2,300.

Equalities Implications

16. Due to limited numbers of hard copies the Keep On Track books are currently allocated to primary schools and other targeted youth settings across the priority areas and those areas of most deprivation. There is no reason other than funding that would prevent the books being allocated to all primary schools across the county. The existing Keep On Track Safety books will soon be made available for all schools to download for free via the On Track Partnership web-site, which Experian are developing. It is very likely that the books will be officially launched nationally in 2013 as part of the wider On Track Partnership and Experian's Values, Money and Me resource at a series of regional seminars.

Crime and Disorder Implications

17. The Keep On Track Story Books deliver clear crime prevention messages by presenting real life scenarios, which enable children to discuss and raise key issues in a safe way. The use of the Keep On Track Books across targeted youth settings enables those young people who may have been excluded from more formal education to receive key educational messages relating to safety and crime prevention.

RECOMMENDATION/S

18. It is recommended that:
- 1) the County Council, with its partners, continues to build on the successful outcomes already achieved by the On Track Partnership.
 - 2) the County Council agrees to fund the additional Keep On Track Safety Books to the sum of £6,900 for three new safety books.

Martin Done, Service Director, Communications and Marketing

For any enquiries about this report please contact:

Leah Sareen, Community Safety Officer

Tel: 0115 9774427 or 07753 625503

Constitutional Comments

19. The Community Safety Committee is the appropriate body to consider the content of this report; it is responsible for the Council's statutory duties in relation to community safety

Financial Comments

20. Adequate budget provision exists within the Community safety budget to fund this initiative. (DD 20/12/12)

Background Papers

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

Electoral Division(s) and Member(s) Affected

22. All.



8 January 2013

Agenda Item: 13

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

WORKING WITH VULNERABLE COMMUNITIES

Purpose of the Report

1. To seek approval for funding, from the Community Safety budget, for a programme, "Working with Vulnerable Communities", which is designed to work with, protect and strengthen, some of the most vulnerable communities within the County.

Information and Advice

2. In 2012/2013 community safety activity has been focused around 15 "Partnership Plus" areas of the county. These areas were identified not only as experiencing high levels of crime, disorder and anti-social behaviour, but also exhibiting elements of social deprivation. From a community safety perspective they were deemed to be our most vulnerable communities.
3. This locality approach has been very successful, with each of the Partnership Plus areas reporting significant reductions of 21% in crime and disorder and 33% in anti-social behaviour incidents compared to this time last year. In view of this success it is intended to repeat this locality approach in 2013/2014, with a refreshed group of 15 Partnership Plus areas. These 15 areas will be identified over the next few weeks, using the most up to date information on crime, disorder and anti-social behaviour together with information on youth crime, substance misuse, domestic abuse and hate crime.
4. In order to maximise the achievements to date, and to maintain and improve performance, it is proposed to enhance work in the 15 Partnership Plus areas in 2013/2014 with a programme specifically designed to work with, protect and strengthen these vulnerable communities and that offers sustainable improvements to local life. The programme will have three main elements:

(i) Community Action & Empowerment

This element of the programme will empower local communities to be "part of the solution" and will offer volunteering opportunities for local people, increasing their skill base and give a better chance of employment. Work will be undertaken within the Partnership Plus areas with Nottinghamshire Police to tackle crime, disorder and anti-social behaviour. Nottinghamshire Police will run a campaign to recruit 32 additional

Special Constables whose work will be targeted in and around the 15 Partnership Plus areas. Their duties will be closely linked to the issues affecting each of the 15 areas. One off funding of £32,000 from the Community Safety budget will contribute to the training and equipment costs of these posts.

(ii) Support for Victims and Witnesses

Two key elements to any successful community focused community safety initiative are to support the victims of crime and to give local people the confidence to act as a witness when required. Both of these elements result in a stronger and more empowered community. Victim Support, a national charity operating in Nottinghamshire, will work with local communities to improve the support to victims of crime, especially those that suffer repeat offences, and to give people the confidence to report crime and act as a witness at court if required. This will be especially beneficial in cases involving domestic violence where often the victim knows the perpetrator, but simply does not have the confidence to report the crime. This element of the programme will also offer the opportunity for the involvement of local volunteers. One off funding of £19,750 from the Community Safety Budget will contribute to staffing and expense costs to provide this service for four days per week, at peak times and locations.

(iii) Supporting Vulnerable Older People

With an ageing population it is essential that the most vulnerable older people are made as safe and secure in their homes as possible. An emerging problem is that of vulnerable older people at risk of house fires. To reduce this risk, this element of the programme will be undertaken by Nottinghamshire Fire and Rescue Service. They will identify the older people most “at risk” from house fire and install a multi-function alarm. These differ from the standard fire alarms fitted in homes in that the householder can have a “pendant” alarm, which they can wear while at home, and when alerted automatically by the alarm, the operator can speak to the older person directly. One off funding of £2,000 from the Community Safety Budget will contribute to the purchase of the alarms.

Other Options Considered

5. Not to provide this funding for the programme, in which case it will not be possible to provide this level of support and protection to vulnerable communities and individuals.

Reason/s for Recommendation/s

6. To maximise the impact of targeted locality work, and to foster safe and secure communities it is essential to work with, empower and protect the most vulnerable people and communities in our County. This programme, whilst only requiring a “one off” contribution from the Community Safety budget will provide a lasting legacy in terms of stronger, safer and more successful communities.
7. The £53,750 contribution from the Community Safety budget to this programme represents a contribution of 17% of the total cost of the programme, which is £300,000. The balance the funding, £246,250, plus ongoing costs, have been committed by partner agencies.
8. On current information, indications are that the Partnership Plus areas for 2013/14 will

include wards within Worksop, Sutton-in-Ashfield, Mansfield, Newark, Kirkby-in-Ashfield, Hucknall, Netherfield, Colwick, and Eastwood.

Statutory and Policy Implications

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

Recommendation

10. It is recommended that:
- i) the sum of £53,750 is allocated from the Community Safety Budget as a contribution to the programme, "Working with Vulnerable Communities"
 - ii) This funding is met from a temporary transfer from the underspend in the staffing element of the Community Safety budget 2012/2013

Martin Done, Service Director Communications and Marketing

For any enquiries about this report please contact: Tony Shardlow, Community Safety Officer, Safer and Engaged Communities x73846.

Constitutional Comments

11. Community Safety Committee is the appropriate body to consider the content of this report; it is responsible for the Council's statutory duties in relation to community safety.

Financial Comments

12. The cost of the additional projects can be funded by the temporary virement of budget from staff costs to the project budget within community safety. (DD/19/12/12)

Background Papers

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

Electoral Division(s) and Member(s) Affected

14. All.



8 January 2013

Agenda Item: 14

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

WORK PROGRAMME

Purpose of the Report

1. To consider the Committee's work programme for 2012/13.

Information and Advice

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

Other Options Considered

4. None.

Reason/s for Recommendation/s

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

Statutory and Policy Implications

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

RECOMMENDATION/S

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

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

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

Constitutional Comments (SLB)

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

Financial Comments (PS)

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

Background Papers

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

Electoral Division(s) and Member(s) Affected

All

COMMUNITY SAFETY COMMITTEE - WORK PROGRAMME

REPORT TITLE	BRIEF SUMMARY OF AGENDA ITEM	LEAD OFFICER	REPORT AUTHOR
February 2013			
Changes to Registration Service staffing	To approve changes to the staffing establishment for Registration Services	Paul McKay	Rob Fisher
Update on key Trading Standards Matters	Update on important developments in the Service	Paul McKay	Mark Walker
Approval of Trading Standards Fees and Charges for 13/14	To formally approve the fees and charges made for services delivered by the Trading Standards Service during 2013/14	Paul McKay	Andy Penn
Update on Emergency Planning and Registration services	Update report on key activities and events in Emergency Planning and Registration.	Paul McKay	Rob Fisher
Update of Community Safety	Report outlining key issues for community safety in Nottinghamshire	Martin Done	C. Walker
Update on the Savings and Efficiencies Programme	Update on progress of the projects in the department and savings made to date	Paul McKay	E Davies
End of Q3 Performance Report	Up to end of December 2012	Martin Done	C.Walker
Community Safety Commissioning Proposals 2013/14	Report outlining proposed commissioning priorities for Community Safety Budget for 2013/14	Martin Done	C. Walker
Police and Crime Commissioner Update	Report updating committee on the newly elected Police and Crime Commissioner.	Martin Done	C. Walker
Strategic Assessment 2013/14	Report outlining key findings and recommendations of the Strategic Assessment 2013/14	Martin Done	C. Walker

REPORT TITLE	BRIEF SUMMARY OF AGENDA ITEM	LEAD OFFICER	REPORT AUTHOR
Staffing Matters	To include an overview of staffing decision/issues.	All	All
April 2013			
Update on key Trading Standards Matters	Update on important developments in the Service	Paul McKay	Mark Walker
Food and Feeding Stuffs Service Plan	To approve the proposed work plan regarding Food Standards work and Animal Feeding Stuffs	Paul McKay	Andy Penn
Update on Emergency Planning and Registration services	Update report on key activities and events in Emergency Planning and Registration.	Paul McKay	Rob Fisher
Hate Crime	Update on action plan and partnership initiatives	Martin Done	C. Walker
Update of Community Safety	Report outlining key issues for community safety in Nottinghamshire	Martin Done	C. Walker
Community Safety - Police Update	Presentation from Divisional Commander	Martin Done	
Review of Community Safety Budget 2012/13	End of financial year review of initiatives funded by the Community Safety Budget.	Martin Done	C. Walker
Community Safety Agreement	Report outlining the new Community Safety Agreement	Martin Done	C. Walker
Staffing Matters	To include an overview of staffing decision/issues.	All	All