

## Policy Committee

**Wednesday, 20 April 2016 at 10:30**

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

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### AGENDA

- |    |  |         |
|----|--|---------|
| 1  | Minutes of last meeting held on 9 March 2016   | 3 - 6   |
| 2  | Apologies for Absence  |         |
| 3  | Declarations of Interests by Members and Officers:- (see note below)<br>(a) Disclosable Pecuniary Interests<br>(b) Private Interests (pecuniary and non-pecuniary) |         |
| 4  | Smokefree Policy   | 7 - 14  |
| 5  | Update on the Audit by the Information Commissioner's Office and the Revised Information Management Data Quality and Data Protection Policies                      | 15 - 30 |
| 6  | Advertising and Sponsorship Progress Report  | 31 - 36 |
| 7  | Progress with Arrangements to Integrate Health and Social Care in Mid-Nottinghamshire  | 37 - 48 |
| 8  | The Battle of the Somme Centenary Commemoration Event  | 49 - 52 |
| 9  | Attendance at National Conferences   | 53 - 56 |
| 10 | Work Programme   | 57 - 62 |

## **Notes**

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

Customer Services Centre 0300 500 80 80

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

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

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

Meeting POLICY COMMITTEE

Date Wednesday 9 March 2016 at 10.30 am

**membership**

Persons absent are marked with 'A'

**COUNCILLORS**

Alan Rhodes (Chairman)  
Joyce Bosnjak (Vice-Chairman)

Reg Adair	David Kirkham
Richard Butler	John Knight
Jim Creamer	Diana Meale
Mrs Kay Cutts MBE	Philip Owen
Stephen Garner	John Peck
Glynn Gilfoyle	Stuart Wallace
Kevin Greaves	Muriel Weisz
Stan Heptinstall MBE	Jason Zadrozny <b>A</b>
Richard Jackson	

**ALSO IN ATTENDANCE**

Councillor Pauline Allan	Councillor Kate Foale
Councillor Roy Allan	Councillor Darren Langton
Councillor Nicki Brooks	Councillor Sheila Place
Councillor Steve Calvert	Councillor Yvonne Woodhead

**OFFICERS IN ATTENDANCE**

Anthony May	Chief Executive
Colin Pettigrew	Children, Families & Culture

Carl Bilbey	} Resources
Martin Done	
Keith Ford	
Jayne Francis-Ward	
Catherine Munro	
Nigel Stevenson	
Marjorie Toward	
Michelle Welsh	

**MINUTES**

The Minutes of the last meeting held on 10 February 2016, having been previously circulated, were confirmed and signed by the Chairman.

## **APOLOGIES FOR ABSENCE**

An apology for absence had been received from Cllr Zadrozny.

The following temporary change in membership, for this meeting only, was reported to the Committee:-

- Councillor Richard Butler had replaced Councillor Martin Suthers OBE.

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

None.

## **ANNUAL REPORT ON THE USE OF THE REGULATION OF INVESTIGATORY POWERS ACT**

During discussions, Members agreed that future annual reports needed to contain greater levels of detail about the occasions on which these powers had been utilised.

### **RESOLVED: 2016/022**

- 1) That the recent activities undertaken by the Council using the Regulation of Investigatory Powers Act be noted.
- 2) That Policy Committee receives an annual report on the use of powers under the Regulation of Investigatory Powers Act, which contains sufficient detail for Members to properly carry out their duty of scrutiny.

## **REVISED STAFFING STRUCTURE FOR THE BUSINESS SUPPORT CENTRE**

### **RESOLVED: 2016/023**

That the revised structure, as set out in the table at paragraph 6 of the committee report, be approved with effect from 1 April 2016.

## **LOANS TO ALTERNATIVE SERVICE DELIVERY MODEL (ASDM) ORGANISATION**

During discussions, it was agreed that the main Opposition Group should be included in the consultation about future loans to ASDM bodies set up by the Council.

### **RESOLVED: 2016/024**

- 1) That a loan of £350,000 be provided to Via East Midlands Ltd.
- 2) That a loan of £200,000 be provided to the new Property Joint Venture.
- 3) That authority be delegated to the Section 151 Officer, in consultation with the Chair of Finance and Property Committee, the Monitoring Officer and the main Opposition Group's Lead Member, to approve loans to ASDM bodies set up by the Council.

**LOCAL GOVERNMENT ASSOCIATION ANNUAL CONFERENCE AND EXHIBITION 2016**

**RESOLVED: 2016/025**

That approval be given for the attendance of the Leader, Deputy Leader, a Member of the main Opposition Group and the Chief Executive at the Local Government Association Conference and Exhibition in Bournemouth on 5-7 July 2016.

**WORK PROGRAMME**

**RESOLVED: 2016/026**

That the work programme be noted.

The meeting closed at 10.54am

CHAIRMAN



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

**Agenda Item: 4**

## **REPORT OF THE DEPUTY LEADER OF THE COUNTY COUNCIL SMOKEFREE POLICY**

### **Purpose of the Report**

1. To seek formal approval for the updating of the Council's existing Tobacco Control Policy and it's renaming to the Smokefree Policy.

### **Information and Advice**

#### **Background**

2. Smoking is the number one preventable cause of death in the UK; about 8 in 10 non-smokers live beyond the age of 70 whilst only half of long term smokers live past 70. Giving up smoking has therefore been identified by health professionals as the single greatest behaviour change an individual can make to improve their health.
3. Smoking related ill health is a major challenge for our County; 17.5% of adults in Nottinghamshire smoke and around 1,300 people in the County die each year from smoking related illnesses. The cost of smoking to the Nottinghamshire community is an estimated £203.5 million each year.
4. As local leaders in Public Health, Nottinghamshire County Council actively promotes better health across Nottinghamshire, this includes reducing the preventable death, disability and illness that smoking causes in the community.
5. To underpin its overall efforts to champion smoke free environments and stopping smoking, on the 20<sup>th</sup> November 2014, the County Council signed the Local Government Declaration on Tobacco Control and endorsed the Nottinghamshire County and Nottingham City Declaration on Tobacco Control .
6. This committed the Council to take action on tobacco related issues and to demonstrate local leadership by acting as an exemplar of best practice to others.
7. The Council's wider commitment to being a champion of smoke free environments and smoking cessation is reflected in its overall ambition to be a healthy organisation which involves committing the Council to take action on tobacco related issues at work.
8. Underpinning this commitment, is the specific duty of care on the Council, as an employer to protect the health of all of its workforce.

9. The creation of a “Smokefree” working environment across the Council and providing support for those of its employees who smoke to quit the habit is integral to this duty and is a priority which is reflected as a target for action in its tobacco implementation plan.
10. The Council also wishes to lead the way by modelling good practice to other employers and acting as an exemplar through being a champion of smokefree workplaces.
11. This ambition is also reflected in the Corporate Employee Health and Wellbeing Action Plan for 2016-2018 which supports the delivery of the Council’s Workforce Strategy.

## **Proposal**

12. It is proposed to strengthen the Council’s former Tobacco Control Policy to create a smokefree working environment, whilst maintaining a supportive approach to helping its employees stop smoking and improve their health by overcoming their addiction.
13. This is necessary to promote a change in culture away from the acceptability of smoking during working time and the overall purpose of the change to policy is to create an entirely smokefree workplace in which staff are required to abstain from smoking at all times while at work and thereby:
  - Underline the Council’s commitment as a signatory of the Local Government Declaration on Tobacco Control to take action on tobacco related issues and act as an exemplar to others
  - Ensure the relevance of the policy to the current social and legislative environment
  - Include reference to more recently available smoking products
  - Reflect the Council’s commitment to being a healthy organisation which actively promotes the good mental and physical health and wellbeing of its employees
  - Fulfil the Council’s duty of care to protect the health of all of its employees
  - Engender a positive knock-on effect on the families and friends of the Council’s workforce and the wider population of Nottinghamshire
  - Set a good example to other employers to follow.
  - Promote the support, information and advice available to employees on giving up smoking.
14. The policy would also apply to elected members, volunteers working on behalf of the Council, agency workers, contractors and visitors to County Council premises.

## **Process**

15. The proposed policy changes were put to the trades unions at Central Joint Consultative and Negotiating Panel (CJCNP), on 15th July 2015. The trades union side requested a period of time to consult and ballot their members. The result of this was in favour of the revised policy. Following this, at a subsequent meeting of the Central Joint Consultative and Negotiating Panel, the trades union side confirmed their formal agreement to the updated Smokefree Policy.

16. The updated Smokefree Policy, as agreed by the recognised trades unions, is attached as an **appendix** to this report.
17. Subject to approval, it is planned to launch the Smokefree Policy, associated guidance for implementation and new smoking cessation support provisions for employees during May 2016.
18. A communication campaign will be developed in conjunction with Public Health and the Communications team which will focus on the support on offer to help employees give up smoking. This will include the provision of workplace smoking cessation sessions and other information and signposting.

### **Other Options Considered**

19. The existing Tobacco Control Policy was introduced in October 2006. Although it could have continued, updating was required as a result of signing the Local Government Declaration on Tobacco Control and the need to improve the health of local people by encouraging them to cease smoking. The proposals also reflect the changes in legislative and cultural norms that have occurred over the intervening period.

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

20. The County Council is committed to promoting employee health and well-being as detailed in the Corporate Employee Health and Well-being Action Plan and will provide appropriate support to help employees give up smoking. This sits within the Council's wider objectives of improving the health of local people.

### **Statutory and Policy Implications**

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

### **Equalities Implications**

23. The Council's Smokefree Policy applies equally to all directly employed Council staff. It is intended that it will also be recommended to the governing bodies of voluntary aided, foundation schools and academies for approval as they carry the responsibility for Health and Safety.

### **Human Resources Implications**

24. These are set out in the body of this report. The trades unions were consulted on the proposal at Central Joint Consultative and Negotiating Panel on 15th July 2015, 22nd October 2015 and 3rd March 2016.

## **RECOMMENDATION**

It is recommended that Policy Committee approves the updated Smokefree Policy as set out in the appendix to this report.

**Cllr Joyce Bosnjak**  
**Deputy Leader of the Council**

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

Claire Gollin, Group Manager HR, on 0115 9773837 or [claire.gollin@nottsc.gov.uk](mailto:claire.gollin@nottsc.gov.uk)

### **Constitutional Comments (SLB 18/03/16)**

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

### **Financial Comments (SES 18/03/16)**

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

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

None

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

All



## **Appendix: Smokefree Policy**

### **1) Purpose**

- 1.1 The purpose of the Smokefree Policy is to protect employees, elected members, and people who visit Council premises from the effects of smoking and secondhand smoke exposure.

### **2) Scope**

- 2.1. In relation to smoking restrictions; where the Policy and Guidance mention staff or employees, this applies equally to elected members, co-opted members, volunteers working on behalf of the Council, workers engaged through an agency, by a contractor or by other organisations and visitors to County Council premises.
- 2.2 For the purpose of this policy smoking is defined as anything that is smoked including manufactured and hand rolled cigarettes, pipes, cigars, herbal cigarettes and shisha pipes. Electronic cigarettes (e-cigarettes) and other vapour producing products are also included.
- 2.3 Due to concerns over the origin and build-quality of charging mechanisms for e-cigarettes, under no circumstances should they be connected to NCC electrical sockets or computer USB points.

### **3) Principles and Commitment**

- 3.1 Nottinghamshire County Council has a duty to protect the health of its employees. The evidence that exposure to other people's smoke is dangerous to health is undeniable.
- 3.2 The council is subject to the law, including the provisions of the Health Act, which since 1 July 2007, prohibits smoking in virtually all enclosed and substantially enclosed work and public places throughout the United Kingdom
- 3.3 In addition, the Health and Safety at Work Act (1974) requires that the County Council takes reasonable measures to protect the health and safety of employees and members of the public visiting Council premises and grounds.
- 3.4 There is no 'right to smoke' and this has been confirmed by the Court of Appeal that stated the right to smoke was not protected by Article 8 of the Human Rights Act 1998 (HRA). The primary Human Right is a Right to Life and therefore other choices that limit this are overridden by the right to life.

### **4) Background**

- 4.1 The Council has a key role in promoting better health in Nottinghamshire. Smoking related ill health is a major challenge for our County and the Council needs to be a model for others in terms of its efforts to champion smokefree environments and stopping smoking.

- 4.2 At the full Council meeting on 20<sup>th</sup> November 2014, the Council signed the Local Government Declaration on Tobacco Control, committing the Council to take action on tobacco related issues and act as an exemplar to others.
- 4.3 To underpin the policy the Council has developed additional guidance and supporting documents that contain information on where to get support for people who wish to quit and information on temporary abstinence whilst at work.
- 4.4 All smokers will be encouraged to use licensed nicotine replacement therapy as safer sources of nicotine, and to access the most effective way to quit via NCC commissioned Stop Smoking Services.

## **5) Key actions to meet the commitments set out in the policy**

- 5.1 Employees are not allowed to smoke during their working time.
- 5.2 In accordance with the smokefree legislation, smoking will be prohibited in the following areas:
- All County Council owned and controlled buildings
  - All vehicles owned, leased or hired by the County Council.

In addition, smoking will be prohibited in the following areas:

- Council owned and controlled grounds including courtyards, at entranceways or in areas adjacent to buildings where smoke may be unpleasant for people passing or using that area or where the smell of smoke may affect others. (See below for policy regarding country parks and specific care settings).
- 5.3 Staff are also strongly discouraged from smoking in their own vehicles while on council business, and are required not to smoke if there are passengers in the vehicle.
- 5.4 The Council displays signs at all entrances and in vehicles to make it clear that smoking is prohibited in all Council buildings and vehicles.
- 5.5 No facilities e.g. smoking shelters or designated smoking spaces will be provided for smokers either inside or outside Council premises.
- 5.6 In the County Council's country parks, there will be no smoking in any buildings and their immediate vicinities. Staff who cannot easily leave the park during a break, must abstain from smoking and will be encouraged to use a licensed nicotine containing product.
- 5.7 Caretakers living in Council provided accommodation may smoke on their own premises outside working hours.
- 5.8 Staff employed in residential and day care settings who cannot leave the premises and grounds for a break outside of working time because of their job must abstain from smoking and should be encouraged to quit or use nicotine replacement therapy in order to abstain temporarily from smoking.

## **6) Policy within Schools**

- 6.1 This Policy is a health and safety issue and as such remains the responsibility of the County Council. Therefore this Policy applies to community schools and voluntary controlled schools.
- 6.2 This Policy is recommended to the governing bodies of voluntary aided, foundation schools and academies for approval as they carry the responsibility for Health and Safety.

## **7) Policy for Adult Residential Homes**

- 7.1 The law does not prohibit smoking by residents in defined "Care Homes". Where NCC provides this accommodation smoking by residents will be permitted within a designated smoking room. These rooms will be designed and managed so as to avoid risk to others. Under these circumstances, the unit manager must operate a single controlled area with adequate ventilation where service users can smoke, such as a lounge or a smoking room. This must be separate from other parts of the unit and completely enclosed.
- 7.2 No smoking is allowed elsewhere in the building.
- 7.3 Employees' exposure to the exempted area outlined in paragraph 7.1 should be kept to a minimum. Employees should seek advice from their line manager who should take all reasonable steps to protect them from exposure to secondhand smoke. Under normal circumstances staff should only be required to enter the area to assist people in and out or if urgent or continuous care intervention is required. Managers will seek to ensure that rooms will be kept clear of smoke for an hour before necessary routine cleaning and maintenance.

## **8) Policy for Third Party Premises**

- 8.1 Employees that are required to visit other premises, both commercial and domestic, as part of their duties should advise the people responsible for the premises of Nottinghamshire County Council's Smokefree Policy when arranging a visit. Although Nottinghamshire County Council has a duty of care to protect its employees it cannot control the Smokefree Policy on these premises. Employees and/or managers should aim for the people visited to arrange for a non-smoking area to be provided for the duration of the visit. Where this is not possible, the visited should be requested to refrain from smoking inside the premises or in the meeting area for one hour before the visit and be asked not to smoke for the duration of the visit.
- 8.2 In circumstances where it is not possible to arrange a visit beforehand, employees should seek advice from their line manager, who should take all reasonable steps to protect them from exposure to secondhand smoke.
- 8.3 It is recognised that there will be circumstances, particularly in visiting some domestic premises, where it will not prove possible to establish such arrangements as described in 8.1 and 8.2, therefore a risk assessment should be undertaken. In such circumstances the risk of entering the premises where smoking is taking place needs to be weighed against the risk of not undertaking the visit.

## **9) Enforcement of the Policy**

- 9.1 Each Chief Officer will be responsible for the promotion and maintenance of a smokefree working environment. Managers should refer to the guidance document regarding their responsibilities in relation to the policy and the implementation of it.
- 9.2 The Council recognises that smoking is an addiction and aims to provide a supportive environment for those wishing to overcome it and in doing so to promote the health and wellbeing of all employees. Details of support and information on temporary abstinence are available in the guidance document and supporting information.
- 9.3 Visitors not adhering to the Policy should be asked to comply or leave the premises.
- 9.4 All job applicants shall be made aware of the Policy at the point of application. On recruitment, induction and supervision and EPDRs, identified smokers should be offered support to quit and information on using licensed nicotine products for temporary abstinence.

**February 2016**

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

### **UPDATE ON THE AUDIT BY THE INFORMATION COMMISSIONER'S OFFICE (ICO) AND THE REVISED INFORMATION MANAGEMENT AND DATA QUALITY AND DATA PROTECTION POLICIES**

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

1. To advise members of the progress made against the recommendations contained in the ICO's report of October 2015.
2. To present the updated Information Management and Data Quality Policy and Data protection Policy for approval.

#### **Information and Advice**

##### **ICO Audit**

3. Members will recall that the Information Commissioner's Office (ICO) undertook an audit in August 2015 which looked at how the Council meets its responsibilities regarding the management of personal information that it holds. The outcome of the audit together with an action plan was noted and approved by Policy Committee in December 2015.
4. This report updates members on the progress with the action plan as agreed at Policy Committee. Additionally, the report requests approval to revisions to existing Council policies. These amendments are recommended as a result of the comments made during the audit process.
5. The action plan agreed by Policy Committee in December is attached at **Appendix A** and has been updated to reflect progress achieved to date. Members will note that all items have now been completed.

##### **Changes to Policies**

6. The Information and Data Quality Policy, included at **Appendix B**, has been reviewed and updated to reflect the recommendations of the ICO audit. . In summary the role of Business

Intelligence Manager is introduced (as a result of the Council's new approach to business reporting) along with a requirement for refresher training to be undertaken every 2 years.

7. The data protection policy has also been reviewed and updated to reflect the recommendations of the ICO in relation to data sharing, the issue of privacy notices and the rights of individuals to access their records. This is included at **Appendix C**.

## **Other Options Considered**

8. None

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

9. To update members on progress with the action plan following the ICO audit last year as required by Policy Committee.

## **Statutory and Policy Implications**

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

## **RECOMMENDATION/S**

- 1) That the progress made against the approved action plan following the ICO Audit be noted.
- 2) That the revised Information and Data Quality policy and the Data Protection policy are approved.

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

**For any enquiries about this report please contact: Lesley Holmes, Information Manager, Tel: 01159772135; E: [Lesley.Holmes@nottsc.gov.uk](mailto:Lesley.Holmes@nottsc.gov.uk)**

## **Constitutional Comments (HD – 29/03/16)**

11. The recommendations within the report fall within the terms of reference for Policy Committee

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

12. 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'



## Appendix A

### Summary ICO audit action plan

<b>Training</b>		<b>Implementation date</b>
1	Assign Information Management Group responsibility for monitoring training provision and ensure adequate monitoring arrangements are in place.	By January 2016 <b>Completed</b>
2	Review the Training Strategy and develop a needs based training matrix	By December 2015 <b>Completed</b>
<b>Policy</b>		
3	Review the Information Managements and Data Quality Policy and amend as necessary	By March 2016 <b>Completed</b>
4	Produce and adopt a Subject Access Request Policy and ensure it is well communicated to staff.	By January 2016 <b>Completed</b>
5	Update Data Protection Policy to reflect Subject Access Request procedure and Data Sharing requirements	By March 2016 <b>Completed</b>
6	Finalise the Information Asset Register and Retention Schedule	By January 2016 <b>Completed</b>
7	Agree Key Performance Indicators for response times to Subject Access requests and formalise a monitoring process	By January 2016 <b>Completed</b>
8	Produce and agree a Data Sharing process and ensure it is well communicated to staff	By March 2016 <b>Completed</b>
9	Review all existing Data Sharing agreements to ensure compliance with Policy including within the MASH	By March 2016 <b>Completed</b>
10	Update the Privacy notice on the Council's website to clarify when the Council may share information with third parties	By November 2015 <b>Completed</b>
11	Develop a process for undertaking Privacy Impact Assessments.	By January 2015 <b>Completed</b>

12	Develop a process for responding to information requests outside formal data sharing arrangements	By January 2016 <b>Completed</b>
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### Information Management and Data Quality Policy

#### Context

1. The overall purpose of this policy is to maximise the effectiveness of Nottinghamshire County Council by managing data, information and records as strategic corporate assets in support of our values, priorities and plans and ensure compliance with relevant legislation.
2. Effective data and information management (IM) makes service delivery more efficient, and supports transparency, collaboration across departments, and informed decision making in County Council operations. It also preserves historically valuable information and records.
3. The introduction of standardised Information Management systems and data quality will enable the County Council to deliver reductions in bureaucracy and raise the performance of all key business processes. It will also help to keep the information that we hold safe and secure.

#### Scope of this policy

4. Data, information and records are corporate resources owned by the County Council. All data, information, documents and records must be managed in accordance with this policy and associated documents.
5. This policy applies to all data, information and records held by the County Council, regardless of format. This includes documents and records in electronic or digital form as well as physical form (hardcopy).
6. This policy applies to all elected members, officers and through commissioning and agreements, partners, volunteers, contractors and consultants.

#### Principles and Commitments

7. Information must be managed using sound processes. The County Council therefore commits to the following :
  - To be compliant with all relevant legislation and statutory requirements
  - To maintain accurate business information, data and records
  - To review and appropriately dispose of information, data and records that are no longer required
  - To ensure information security through robust technical and organisational controls.
  - To ensure that all staff have been made aware of their duty of care and appropriately trained in order to deliver the commitments of this policy.
  - To only collect information that is necessary for the delivery of services.
  - To collect information once wherever possible and develop a single business intelligence architecture to manage it appropriately to deliver a range of services, inform management decisions at service/operational, strategic levels and in partnership

#### Responsibilities in relation to the Principles and Commitments

8. This policy establishes responsibilities which include;
  - **Corporate leadership team;** the corporate leadership team will be responsible for ensuring that this policy is implemented at all levels within the County Council.



- **SIRO**; the Senior Information Risk Owner is responsible for leading and fostering the organisational culture that values, protects and uses information for the public good. The SIRO is responsible for the overall information risk policy and risk assessment process.
- **Information Asset Owners**; are responsible for promoting and supporting the organisational culture as determined by the SIRO. They are also responsible for managing the information assets within their remit from the perspective of access, risk and lifecycle
- **Departmental management teams**; Responsibilities of departmental management teams include promoting a culture that values information and its effective management; and allocating appropriate resources to support information management, and support the work of the Information asset owners
- **Team managers**; Responsibilities of team managers accountable for implementing this policy include ensuring that the effectiveness of IM policy implementations are periodically assessed; and ensuring implementation of this policy and associated guidance.
- **All officers, partners, volunteers, contractors, consultants and agency staff** are responsible for applying IM principles, standards, and practices in the performance of their duties.
- **Elected Members**; members of the County Council including co-opted members are responsible for protecting the information and data which they have access to or are exposed to in the course of their County Council activities in accordance with this policy, its supporting documents and relevant legislation.
- **Information manager**; the information manager has specific roles and responsibilities related to the management of information, which include developing and promoting a framework for the management of information, including standards, guidelines, tools, and best practices that support this policy; and providing advice to departments.
- **Business Intelligence Manager**; has specific responsibilities related to the management and quality of the Council's data and business intelligence, which include developing and promoting standards for the provision and use of business intelligence, management information and analysis and co-ordinating service process and business system change and its impact on BI infrastructure.
- **ICT Services**; are responsible for ensuring that information and data management facilities are appropriate; effective and secure in accordance with legislative and statutory requirements. This will include the undertaking, and documentation, of appropriate risk assessments in respect of system and database security. ICT services are also responsible for ensuring that information security policies are maintained and adhered to in conjunction with the information manager.
- **Internal Audit**; The team will be responsible for ensuring that data quality meets the appropriate standard and that each audit undertaken has an element of challenge to



ensure that information management and data quality are addressed in accordance with this policy and supporting documents.

### **Implementation**

9. Awareness of this policy will be promoted through news on the Council's intranet home page, at team meetings by discussion at appropriate performance reviews and other relevant meetings and by inclusion in appropriate training modules and in appropriate publications.

### **Review**

10. The policy will be reviewed in April 2017 and annually thereafter.



## **DATA PROTECTION POLICY**

### **CONTEXT**

#### **1. POLICY STATEMENT**

- 1.1 The Data Protection Act 1998 (“**Act**”) places legal responsibilities on Nottinghamshire County Council for the management of personal information.
- 1.2 Everyone has rights with regard to how their personal information is handled. During the course of its activities the Council will collect, store and process personal information about individuals (“**data subjects**”) who have contact with it, and will recognise the need to treat that information in an appropriate and lawful manner.
- 1.3 The types of information that the Council may be required to handle include details of current, past and prospective employees, suppliers, customers, service users and others that the Council communicates with. The information, which may be held on paper or on a computer or other media, is subject to certain legal safeguards specified in the Act and other regulations. The Act imposes restrictions on how the Council may use that information.

### **SCOPE OF THE POLICY**

#### **2. SCOPE**

- 2.1 This policy has been approved by the Policy Committee. It sets out the Council's approach to data protection and the overarching legal conditions that must be satisfied in relation to the obtaining, handling, processing, storage, transportation and destruction of personal information.
- 2.2 The Council's Senior Information Risk Owner (SIRO) is responsible for ensuring compliance with the policy.
- 2.3 This policy applies to all personal data that the Council handles.
- 2.4 Elected members (reference to elected members in this Policy also includes co-opted members) and employees of the Council and any agency staff, contractors, consultants and partners that have access to

personal data held by or on behalf of the Council are required to be aware of this policy and have a responsibility to comply with it when handling personal data on behalf of the Council.

## **PRINCIPLES AND COMMITMENTS**

### **3. DATA PROTECTION PRINCIPLES**

Anyone processing personal information which relates to, and identifies, an individual (including an expression of opinion about such individual) ("**personal data**") must comply with the eight data protection principles. These provide that personal data must be:

- (a) Processed fairly and lawfully;
- (b) Processed for limited purposes and in an appropriate way;
- (c) Adequate, relevant and not excessive for the purpose;
- (d) Accurate;
- (e) Not kept longer than necessary for the purpose;
- (f) Processed in line with data subjects' rights;
- (g) Secure;
- (h) Not transferred to people or organisations situated in countries without adequate data protection measures.

### **4. COMPLIANCE**

#### **4.1 The Council shall endeavour to:**

- (a) Provide clear information to individuals about the purpose or purposes for which their information will be used, who it will be used by and for what purpose or purposes it will be shared with others;
- (b) Only process relevant and adequate personal data;
- (c) Keep personal data accurate and up to date;
- (d) Retain personal data only for as long as necessary for legal, regulatory or legitimate Council purposes;
- (e) Respect the rights of individuals in relation to their personal data, including their rights of access to records;
- (f) Keep all personal data, in whatever format, secure;
- (g) Take appropriate technical and organisational security measures to safeguard personal information;

- (h) Only transfer information outside the European Economic Area in circumstances where it can be adequately protected;
- (i) Ensure that third party processors of the Council's personal data have adequate controls and security measures in place;
- (j) Acknowledge, investigate and respond to all complaints relating to a request for information;
- (k) Develop guidance for its elected members and employees in order to help ensure awareness and compliance of the Council's obligations under the Act.

## **5. RETENTION OF DATA**

Personal data will not be kept longer than is necessary for the purpose it was obtained. This means that data will be destroyed or erased from the Council's systems when it is no longer required.

## **6. PROCESSING IN LINE WITH DATA SUBJECTS' RIGHTS**

Data will be processed in line with data subjects' rights. Data subjects have a right to:

- (a) Request access to any data held about them by the Council;
- (b) Prevent the processing of their data for direct-marketing purposes;
- (c) Ask to have inaccurate data amended;
- (d) Prevent processing that is likely to cause damage or distress to themselves or anyone else.

## **7. INFORMATION SECURITY**

7.1 The Council will put in place appropriate security measures against unlawful or unauthorised processing of personal data, and against the accidental loss of, or damage to, personal data.

7.2 The Act requires the Council to put in place procedures and technologies to maintain the security of all personal data from the point of collection to the point of destruction. Where personal data is to be transferred to a third-party data processor, the third-party data processor shall be required to comply with those procedures and policies, or have in place their own adequate controls and security measures.

## **8. ACCESS TO RECORDS REQUESTS**

- 8.1 A formal request from an individual for information that we hold about them ("**Access to Records Request**") must be made in writing. Access to Records Requests will be responded to within statutory timescales and the individual making the request may be charged a nominal fee for the provision of such information.
- 8.2 The Council shall maintain staff guidelines for identifying and dealing with Access to Records Requests. The guidance shall:
- (a) explain how to identify and process a valid request;
  - (b) include up-to-date information about where to direct requests that are received and where to seek advice, should it be required;
  - (c) set out a process for handling complaints.

## **9. INFORMATION SHARING WITH PARTIES EXTERNAL TO THE COUNCIL**

- 9.1 The Council may share personal data with outside organisations for a variety of different purposes, for instance, to allow the Council to comply with a legal requirement or for the purpose of carrying out public functions. Outside organisations, such as the police, may request that information is released to them on a one off basis for a particular purpose, for instance, a police investigation.
- 9.2 Where data sharing takes place or is contemplated between the Council and the same outside organisations on a regular basis, the Council shall consider entering into an information sharing agreement ("ISA") with those outside organisations.
- 9.3 ISAs produced by the Council shall include common provisions applicable to all parties participating in the ISA. The ISA should set out the legal basis for the sharing of personal data and explain how the data sharing will meet the requirements of the Data Protection Act. This should include:
- (a) A description of the data to be shared;
  - (b) A description of measures to be taken to keep the data secure;
  - (c) A process for dealing with the reporting and management of breaches of the ISA;
  - (d) Detail how decisions regarding whether or not to share data are recorded;
  - (e) Details regarding how the quality of data is checked.

- 9.4 The Council shall maintain a process for reviewing and signing off ISAs. The process shall name who can sign off ISAs on behalf of the Council.
- 9.5 The Council shall maintain a register of information sharing agreements so that these may be monitored.
- 9.6 Personal data shall be shared in accordance with Council policy and guidance and in cases where there is an approved ISA in place, the relevant ISA.

## **KEY ACTIONS**

### **10. NOTIFICATION**

- 10.1 The Council has a statutory duty under the Act to provide Notification to the Information Commissioner about how it uses personal data. The Council will maintain a Notification that it will regularly review and update as necessary.

### **11. TRAINING AND AWARENESS**

- 11.1 The Council shall make provision for information governance training and will maintain a record of employees who have received training.
- 11.2 The Council shall ensure that appropriate training is provided to employees who handle personal data in order to effectively manage risks.
- 11.3 Awareness of this policy shall be promoted to all elected members, employees, contractors and temporary staff through the Council's intranet, team briefings and general communications material.

### **12. FAIR PROCESSING NOTICES**

- 12.1 Where personal data is collected for more than one purpose (primary and secondary uses) or is shared with outside organisations; the Council shall ensure as far as possible that the data subject is made aware of this through the provision of a fair processing notice which should be provided at the time the personal data is collected.

## MONITORING AND REVIEW OF THE POLICY

### 13. REVIEW PROCESS

- 13.1 This policy is to be kept under review by the Senior Information Risk Owner on a biennial basis with the next review being scheduled for April 2018. Recommendations for any material amendments will be approved by Policy Committee.

#### Document control

Owner:	Team Manager, Complaints and Information
Approved by:	Policy Committee
Date:	20 April 2016
Review/Amendments	[March 2016] - Policy updated to reflect new reporting requirements and includes new sections on information sharing, privacy notices and training.

**REPORT OF THE LEADER OF THE COUNCIL****ADVERTISING AND SPONSORSHIP PROGRESS REPORT****Purpose of the Report**

1. To provide an update on progress made in income generation through advertising and sponsorship over the last 12 months.

**Information and Advice**

2. The Communications and Marketing Strategy 2014/16, which was approved by Policy Committee in October 2014, highlighted income generation as one of its key drivers with more than £500,000 generated following effective marketing campaigns that drive service take-up.
3. Advertising and sponsorship is one strand of this income generation activity. This is where Council assets, ranging from products such as the Life series of publications and festival brochures to roundabouts and lamp-post banners, are sold to potential advertisers or sponsors.
4. Income generation targets set out in this report relate to the Communications and Marketing team. If the asset is owned by the team, then 100% of the income is used to contribute to the target. If the asset is owned by another service, then the service receives 90% of the income with the remaining 10% going towards the Communications and Marketing target.
5. In November 2013, Members approved the following targets for Communications and Marketing as part of the 2014/15 budget proposals:
  - Year 1 (2014/15) - £24,000
  - Year 2 (2015/16) - £48,000
  - Year 3 (2016/17) - £72,000
6. The actual amount of income generated will in reality be higher as these are targets for the Communications and Marketing team which receives, in some cases, just a tenth of the total income.
7. All potential advertising and sponsorship opportunities are regularly reviewed against the Advertising and Sponsorship Policy. This policy includes a list of clear standards and clarifies what is likely to be deemed as unacceptable types of advertising.

## What has been achieved?

8. A total of **£35,000** was generated in year 1, 2014-15, which exceeded the target of £24,000 by £11,000. The bulk of this revenue was generated through advertising sales in the 'Life' publications (£22,750), and lamp-post banners (£10,500).
9. During year 2, 2015/16 a total of **£35,743** was generated against a target of £48,000. The following table illustrates which assets generated the income:

Asset	Income 2015/16
County Life	£3,648
Family Life	£5,487
Your Life	£9,355
What's On (printed publication)	£1,045
Lamp-post banners [135 across all of the districts]	£12,830
Roundabouts	£898*
Robin Hood Festival brochure	£1,075
Registrations birth folder	£1,040
Others (including email bulletins , 6 sheets in recycling centres)	£365
<b>Total</b>	<b>£35,743</b>

\*Total income from roundabout sponsorship for 2015/16 was £8,986. As the owner of the asset Highways received 90% of this income (**£8,088**).

10. The income generated from the activity outlined above has contributed to offsetting some of the costs for the overall delivery of the associated service (e.g. materials and production).
11. The three 'Life' publications have contributed **£18,490** towards the overall target, and helped to offset their production costs.
12. **YOUR LIFE** – generated **£9,355** through advertising from Ashfield Homes, Award Marketing, MCarthy and Stone, Veolia, Better Broadband and South Notts CCG.
13. **FAMILY LIFE** – generated **£5,487** through the sale of advertising to Mid Counties Co Operative, Newark Civil War Centre, National Water Sports Centre and free childcare places for two year olds.
14. **COUNTY LIFE** – the third edition raised **£3,648** in advertising revenue. Advertising was sold to Fire Service and the Language Shop. This was a significant reduction from revenue raised from the previous year. Whereas Family Life and Your Life are more attractive to commercial advertisers who want to reach a target audience – previous advertisers in County Life have been the public sector (who want to reach all Nottinghamshire residents), this year however they all reported that they were unable to invest in advertising due to budget cuts.

15. **LAMP-POST BANNERS** – a total of **£12,830** has been generated through the sale of banner sites within the planning constraints of ‘deemed consent’ which allows the display of non-commercial information that is of public interest. This included a series of advertisements for Nottinghamshire County Cricket Club. The first year of the contract will be reviewed in June 2016.
16. **SPONSORSHIP** – In February 2015, a four-year contract began with a company to manage the sponsorship of roundabouts. The contract guarantees a minimum income of **£68,000** over the life of the contract with actual income for the Council estimated at **£312,487**. At the end of first year planning permission has been secured in three districts and sponsorship schemes put in place with SI Mechanical Limited, Megastorage Limited, and weONLYmot Limited. However in four of the other districts planning permission has not been granted and it has seriously impaired progress of the scheme. In the first year of the contract the Council’s 70% of revenue from sales is a total of **£8,986**. For both advertising on lamppost banners and sponsorship of roundabouts the company managing the projects (with support from the Council) have worked closely with the planning departments in each of the districts in an attempt to understand and resolve their concerns. Whilst some progress has been made on this, this remains problematic and a significant risk for future growth.
17. The Communications and Marketing team manage a database of potential advertisers and has developed and extended this over the year to include a range of new businesses and organisations to approach for advertising sales.
18. The work completed to date has been based on best practice and informed by the experiences of other councils. The Council participates in the ‘Cross Council Revenue Group’ which attracts pioneering councils from around the country to share knowledge and experience and presentations from leading suppliers.

## **Resources and delivery model**

19. All income generated to date through advertising and sponsorship has been done within existing resource although it should be recognised that there is an opportunity cost i.e. how that resource would be deployed if it was not selling advertising or sponsorship.
20. The Communications and Marketing team does not have any designated capacity with regards to selling advertising or sponsorship packages. This specialised work is carried out in addition to the team’s priorities to support service take-up and savings.
21. The Communications and Marketing team supports service take-up through effective promotion which generates significantly more income than advertising and sponsorship. One example of this is the Services for Schools project which the team took ownership of its promotion and marketing in 2015. Services for Schools is a major area of business for the Council, generating in excess of **£50 million**. In addition, marketing activity to achieve ‘cost avoidance’ can deliver an even greater return on investment (e.g. Fostering and Adoption).
22. In April 2016 the Council’s new Commercial Development Unit launched, at time of writing this report it is unclear what support will required by the Communications and Marketing

team in the marketing and promotion of the pilot services, but as a corporate priority this could require significant resource.

23. These examples highlight the need for the Communications and Marketing team to balance use of resource to achieve the greatest returns for the Council.
24. As part of the maximisation of advertising income going forward, the authority will need to consider all options for selling platforms including the use of external suppliers and working in partnership with other public sector bodies.

## **Risks**

25. One of the key factors in the 2015/16 target not being met was the reduced advertising budgets available to public sector organisations. Many of the Council's assets are attractive advertising platforms for other public sectors organisations but with their budgets cut they are unable to invest in this advertising. Future projections for most public organisations suggest this trend is set to continue over the coming years.
26. The other key factor that contributed to the target not being reached was the challenges in regard to securing planning permission for advertising and sponsorship on lamppost banners and roundabouts from district planning teams. Whilst the Council's suppliers have worked closely with each of the districts planning departments there remains reservations and resistance from districts which is inhibiting the development and roll-out of the projects.
27. Where the Council has entered an alternative model for delivery of its services, this has the potential risk of loss of access to the asset and not being able to use it for advertising and sponsorship. For any new venture, access to the asset and any income revenue share needs to be agreed and confirmed in contract prior to the launch of the new service.
28. Resource for delivery of all advertising and sponsorship activity is limited within the current in-house provision and has been further reduced with the recent Communications and Marketing restructure which resulted in a reduction of 1 FTE Marketing Officer (a role which is core to the delivery of the project).
29. Securing advertising and sponsorship is being conducted in a very competitive environment as many public and private sector organisations are looking to attract the same sponsors and advertisers.

## **Next steps**

30. To build on the good work achieved to date, including selling advertising in the Councils publications and email bulletins, selling lamppost banner advertising (under 'deemed consent'), working to secure a sponsor for the 2016 Robin Hood Festival, and developing 'bundles' of advertising across the different channels.
31. To work with the Council's supplier for lamppost banners and roundabout sponsorship to develop the relationship with the district councils planning departments to secure advertising planning permission. To present to the districts a successful campaign that

demonstrates how the scheme has helped improve the visual appearance of the local environment whilst providing a unique promotional opportunity for local businesses. To gather and provide additional evidence to the district councils from local businesses, community groups and elected Members who recognise the positive benefits of the scheme.

32. Continually review and identify new Council assets and opportunities for income generation through advertising or sponsorship. The following are examples that are currently being scoped or piloted:

- Developing a digital screen and poster network across council owned buildings.
- Advertising on Council vehicles (currently being piloted).
- Printing advertisements on Council mail for bulk distributions.

33. Attend training delivered by a recognised national organisation – to bring knowledge and new skills into the team on the specialist subject of attracting and securing sponsorship.

34. The Communications and Marketing team to continually review all advertising and sponsorship activity alongside its core work to determine allocation of resources, ensuring staff resource provides the best rate of return for the Council.

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

35. To maximise income from Council-owned assets through advertising and sponsorship.

### **Statutory and Policy Implications**

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

### **Financial Implications**

37. The expected total of £35,743 will come from income generated from the Communications and Marketing teams own assets and a 10% commission from assets owned by other areas of the Council. The shortfall of £12,257 from the £48,000 target will be accommodated within monitoring of the Communications and Marketing team budget. Currently projects and work related to income generation has been done without additional resource - any additional investment needed to achieve the proposed income generation targets will be confirmed depending on the chosen model of delivery.

### **Equalities Implications**

38. An Equality Impact Assessment has been produced (background paper).

### **RECOMMENDATION/S**

It is recommended that Policy Committee

- 1) Notes the progress made to date to generate income from advertising and sponsorship.
- 2) Approves the next steps outlined to generate further income
- 3) Agrees that a report be presented to Policy Committee in 12 months time to review progress and approve future priorities and targets.

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

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

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### **Constitutional Comments (SMG 5/4/16)**

39. The proposals sent out in this report fall within the remit of this Committee.

### **Financial Comments (SES 5/4/16)**

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

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

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

Advertising and Sponsorship Policy  
Equality Impact Assessment

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

All.



**REPORT OF THE CHAIR OF THE ADULT SOCIAL CARE AND HEALTH  
COMMITTEE**

**UPDATE ON PROGRESS WITH ARRANGEMENTS TO INTEGRATE HEALTH  
AND SOCIAL CARE IN MID-NOTTINGHAMSHIRE**

**Purpose of the Report**

1. To provide Members with an update on arrangements to integrate health and social care in Mid-Nottinghamshire.

**Information and Advice**

2. The Better Together Alliance (The Alliance) is a partnership between Ashfield and Mansfield Clinical Commissioning Group (CCG), Newark and Sherwood CCG, Nottinghamshire County Council, seven NHS health providers and voluntary sector partners.
3. On 11 November 2015, Policy Committee resolved that a quarterly report would be provided to the Committee on the work of the Better Together Alliance's 'Leadership Development Board'.
4. The County Council is represented on this Board by the Chair of Adult Social Care and Health (ASCH) Committee and the Corporate Director, Adult Social Care, Health and Public Protection.
5. This Board is responsible for implementation of plans (The Better Together Programme) for the formal integration of arrangements between health and social care in Mid-Nottinghamshire.
6. The Programme's ambition is that everybody who uses both health and social care services in Mid-Nottinghamshire will have integrated care – through services which work together better to give the best care based on a person's personal circumstances. In addition, it aims to put in place joined up, responsive urgent care services that operate outside of hospital wherever possible.
7. The programme has the following core workstreams:
  - **Urgent and Proactive care** (including care for people with long term conditions such as Diabetes, Chronic Heart Disease, Stroke)
  - **Elective Care**
  - **Maternity and paediatric care**

8. This report provides the first quarterly update and outlines plans for the next phase of integration.

### **Progress to implement key integration projects**

9. Progress to date with key integration projects in Mid-Nottinghamshire includes:
- **Local Integrated Care Teams (LICTs)** are eight multi-agency teams who proactively identify and work with people in their local GP population who may be at risk of admission to hospital. Each team has a social worker co-located within the team, funded by the CCGs. Initial evaluation has concluded that the teams have had a positive effect on reducing hospital admission and preventing admissions to residential care. Further data is being gathered regarding detail of the impact of the approach on preventing, delaying or reducing the need for packages of social care.
  - **The Self-Care Hub** based at Ashfield Health and Wellbeing Village commenced in July 2015. Its main objective is to help people better manage their health condition(s) themselves. Plans are underway for Nottinghamshire County Council Social Work and Occupational Therapy Clinics to take place in the centre. The new Council commissioned short term prevention service 'Connect' started in January and is meeting with the Self Care Hub to plan a local co-ordinated approach.
  - **Transfer to Assess** schemes aim to avoid people being delayed in hospital any longer than necessary. Once people are medically well enough to move out of an acute ward, any further assessments required will be carried out in another setting, ideally their own home. This has had a positive impact on reducing the number of Delayed Transfers of Care from hospital. It is acknowledged, however, that the schemes in Mid-Nottinghamshire rely too heavily on the use of interim residential and nursing care beds as the place of assessment and further planning is now being undertaken to achieve the aim that wherever possible, people return to their own homes for assessment. This provides the best opportunity for people to regain their independence and confidence.
  - **Call for Care** is a service that health and social care staff will be able to contact to identify what appropriate service(s) have available capacity that can be put in place quickly to avoid emergency hospital admissions. The service is being rolled out in stages and commenced at a restricted level for the ambulance service and GPs in November 2015. It does not yet include access into social care. These pathways are planned to be included during 2016 following work with the district teams and Customer Care/Adult Access Service to ensure the positive performance of resolving 70% of all enquiries at the front end is maintained.
  - **Specialist Intermediate Care Teams and Crisis Response (SICT)** are not fully implemented across Mid-Nottinghamshire and the model is being reviewed in light of the difficulty in recruiting to some key roles. A new joint plan is being developed, reviewing which health, care and housing services should be put in place to most effectively prevent hospital and residential care home admissions, support people home from hospital quickly and maintain people with complex needs in their own homes for as long as possible.

- **Housing input to Integrated Discharge Team.** A pilot scheme is underway with Mansfield District Council to improve discharges from hospital. A named Housing Officer, who is funded by the CCGs, works alongside health and social care staff at King's Mill Hospital to offer solutions to issues such as inappropriate housing and homelessness. An independent evaluation of the pilot by Nottingham Trent University showed clear benefits of earlier discharge and taking into account the cost of providing the service evidenced savings on bed days, which could rise further if the service was to be scaled up.

### **Next phase of integration – a formal Alliance Agreement**

10. Building on work to implement these initial integration projects, there is an ambition now to move further and strengthen arrangements through the development of a formal Alliance across the whole system of health and social care.
11. Work to develop this has been led by the 'Leadership Development Board', which includes County Council representation as described in **paragraph 4** of this report.
12. On 2 November 2015, ASCH Committee agreed that Council would be a party to a Memorandum of Understanding (MOU) to work with other Mid-Nottinghamshire partners to develop a formal Commissioner Provider Alliance agreement, which would operate from April 2016.
13. The purpose of the Alliance is to provide a financial governance and contractual framework that delivers the commissioner participants' key current objectives, as well as form a robust partnership to meet future demand from changing levels of need, changing funding levels, new legislation and/or policy imperatives.
14. This will be achieved by:
  - ensuring health and care system sustainability through more effectively managing system cost whilst maintaining appropriate quality and service user safety
  - securing best value for the public sector budget in terms of outcomes per pound spent
  - ensuring that integrated health and care services are delivered coherently and that fragmentation of service delivery is minimised by reducing organisational, professional and service boundaries
  - directing resources to the right place in order to adequately and sustainably fund the right care for improved patient outcomes
  - incentivising the achievement of positive outcomes for the benefit of the population's health and wellbeing
  - supporting the process of transition to new care, support and well-being models delivering improved outcomes for service users
  - protecting and promoting service user choice.

## **Governance of the Alliance**

### **A) Ratification**

15. The Leadership Development Board has now developed the formal Alliance Agreement, which has a legally binding status. This includes a set of principles, objectives and behaviours that all Members sign up to on joining the Alliance.
16. Now that the work to develop the Alliance Agreement has been completed, the name of the Leadership Development Board will change to the 'Alliance Leadership Board'.
17. Nottinghamshire County Council's participation with this Agreement was agreed by ASCH Committee on 7 March 2016.
18. The ASCH Committee also agreed that the Corporate Director for Adult Social Care, Health and Public Protection (or his authorised senior officer delegate) be the Nottinghamshire County Council representative on the Alliance Leadership Board. The outcome of the transition activities and any relevant decisions that need to be taken will be brought to the ASCH Committee, or such other body of the Council as may be appropriate in the circumstances.
19. The ASCH Committee also agreed that the Council will be a Full Member of the Alliance as opposed to an Associate Member.

### **B) Membership requirements**

20. Full Membership of the Alliance means that the Council will have a vote on the Leadership Development Board; it will play an active and key strategic role in developing and delivering transformation plans and will also take a share in the risks and rewards of delivering the partnership's objectives.
21. Full Members also commit to transparent open book accounting wherever possible. For the County Council this will mean sharing information regarding the relevant expenditure on social care in Mid-Nottinghamshire. Understanding the total amount of public funds available will assist the Alliance to make strategic decisions regarding its best use to meet local health and social care needs.

### **C) Decision making and transition arrangements**

22. Under the Agreement, all decisions by the Alliance Leadership Board must have unanimous support from all Full Member organisations. This protects the interest of the Council, particularly given that the other Full Members to date are health providers and commissioners.
23. As might be expected when developing complex and innovative arrangements, further work on some issues is needed to determine how to implement some of the intentions of the Alliance.
24. To accommodate this, the Agreement established a transition period to 31 August 2017. This period will enable issues to be worked through with partners. Protecting the Council's

interests it will also guarantee that the present and future requirements and duties placed on social care will not be impeded by any emerging new arrangements.

25. At the end of the transition period, if agreement on the way forward has not been reached, then there will be a decision as to whether the Alliance reconfigures its membership or is dissolved. There is also an option to extend the transition period (acting unanimously) to allow more time for resolution.
26. If agreement has been found, then at this point the Alliance Agreement will be reviewed and up-dated to reflect this and a further report will be brought to ASCH Committee at that time to seek approval to sign off the outcomes of the transition period.

#### **D) Termination of participation at any point**

27. The national and local policy context is continually changing and there may be other drivers which affect how social care needs to evolve and develop. In light of this, the agreement provides for an Alliance Member to terminate its participation by giving three months' notice in the event of a policy change at national or local government level which materially impacts on any member's ability to participate in the Alliance.

#### **E) Nomination of other Members**

28. The Alliance is keen to increase the involvement of social care providers, to ensure effective integration. A clause in the Alliance Agreement allows the Council to nominate any other social care provider(s) to become an Associate Member of the Alliance or to request Full Membership (subject to agreement from other Alliance Members).
29. In order to raise awareness of this opportunity, a briefing about the Alliance was held on 29 February 2016 for any social care provider who receives funding from ASCH for social care services provided to residents of Mid-Nottinghamshire. 16 organisations attended the briefing and discussions are now underway to determine how best to involve relevant providers in Alliance work, whilst ensuring that further involvement does not give any preferential procurement advantages.

#### **Priority projects during the transition period**

30. During the sixteen month transition period, the following priority projects have been identified for development and agreement:
  - a) development of a system to allocate funding to health providers based on population characteristics (also referred to as a "capitated payment mechanism"). This will exclude funding allocated as social care Personal Budgets
  - b) expand the outcomes based payment model for the NHS service contracts, which allocates a portion of funding based on achievement of agreed outcomes rather than specific activity. For example, payment to providers could be dependent on success with supporting people to manage their diabetes, rather than all funding being related to how many health interventions were provided in relation to diabetes care
  - c) agree the detail of how sharing of risks and rewards will operate across the partnership

- d) establish Care Design Groups, which will make recommendations about how existing resources could be reorganised and care pathways improved, to increase effectiveness and achieve agreed outcomes
  - e) the ongoing development of models of care.
31. During this period there will also be further discussion about which social care resources and contracts might be included in the Alliance in the long term and appraisal of the option of creating a formal pooled budget.
32. An outcomes based payment model is a new development which will be implemented into the contracts between the CCGs and NHS providers for 2016/17, commencing on 1 April 2016. Around £4.5m will be made available to the six NHS provider partners subject to the successful achievement of agreed targets against seven prioritised outcomes. It is acknowledged that the participation of primary care, the voluntary sector and the Council (in differing degrees) will be crucial for achieving these targets.
33. Whilst the Council, primary care and the voluntary sector cannot benefit from the £4.5m funding, the value of achieving these outcomes is recognised, particularly in relation to the reduction of permanent admissions to residential care homes. Having the support of the other partners to work on this will give a significant boost to this important strategic aim.

#### **Update on developments in the wider context of integrating health and social care**

34. On 10 February 2016, Policy Committee received a report outlining the national policy and legislative landscape for the integration of health and social care.
35. This report referred to the Better Care Fund. The Nottinghamshire Better Care Fund Plan for 2016/17 was submitted for approval to the Health and Wellbeing Board on 6 April. The Fund value is £56m for 2016/17.
36. The report also referred to the Spending Review 'Delivering the Forward View: NHS planning guidance 2016/17 – 2020/21', which was published on 22 December 2015. The planning guidance sets out a new approach to help ensure that health and care services are planned by place rather than solely around individual institutions, over a period of five years, rather than just a single year. The design and delivery of Sustainability and Transformation Plans (STPs) are central to this.
37. There are 10 key priorities which need to be addressed within the plan (see **Appendix 1**). The responses to these priorities will show how the STP will close the three priority gaps set out in the NHS Five Year Forward View:
- Health and Wellbeing
  - Care and Quality
  - Finance and Efficiency.
38. The plan is also expected to confirm collaborative leadership arrangements and set out governance and decision making arrangements.

39. Whilst the overarching STP should set out the key strategic aims for the planning area, there is recognition that more local planning may be required in order to provide services that meet the needs of local people.
40. There is a Sustainability and Transformation Fund of £2.1bn nationally for 2016/17, which will rise to £2.9bn in 2017/18 and to £3.4bn in 2020/21. STPs will become the single application and approval process for being accepted onto programmes with transformation funding from 2017/18 onwards. The deadline for the submission of STPs is 30 June 2016.
41. There are 44 STP areas in total across England. Populations range from 300,000 (in West, North and East Cumbria) to nearly three million people (in Greater Manchester). They include five local areas within London, and many are in line with county boundaries.
42. It has been confirmed that the Nottinghamshire STP will cover a planning footprint containing the geographic areas of Mid-Nottinghamshire, South Nottinghamshire and Nottingham City. Bassetlaw has been included in the South Yorkshire planning footprint for STP purposes but will have Associate Membership status of the Nottinghamshire STP.
43. Named individuals have been identified by NHS England to be responsible for convening, overseeing and coordinating the STP work in each area. They are individuals who have a local profile and credibility and national support, whose collective efforts alongside colleagues will help transform health and care over the next few years. David Pearson, Corporate Director for Adult Social Care, Health and Public Protection, has been invited by Simon Stevens, Chief Executive of the NHS, to convene, oversee and coordinate the work to develop the Nottinghamshire STP. He is one of only three Local Government leaders to be asked to lead STPs across the country. The Chief Executive, in consultation with the Leader of the Council, has agreed to allow David to dedicate one day a week to achieve this important task.
44. The Council is a key partner in the development of the STPs. The other partners in the Nottinghamshire STP include 13 health commissioners and provider organisations, Nottingham City Council and other significant partners such as the voluntary sector and six District Councils. A workshop was held on 18 March 2016 to bring together all the partners in Mid and South Nottinghamshire, to start discussions that will produce the Nottinghamshire STP. A similar workshop is being held on 19 April 2016 in Bassetlaw to ensure that partners, including the Council, are able to share their priorities and discuss key themes to feed into the South Yorkshire STP.

### **Other Options Considered**

45. There are no options as this is a report for information.

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

46. To provide a quarterly update as previously agreed by Policy Committee.

### **Statutory and Policy Implications**

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

### **Financial Implications**

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

### **Implications for Service Users**

49. The overall aim of the Better Together programme is to deliver improved health and social care outcomes for service users.

## **RECOMMENDATION/S**

That the Committee:

- 1) notes the update on the development of integrated arrangements in Mid-Nottinghamshire
- 2) receives a further progress report on the work of the Mid-Nottinghamshire “Better Together” Alliance Leadership Board in July 2016
- 3) notes the development of the Sustainability and Transformation Plan in Nottinghamshire

**Councillor Muriel Weisz**  
**Chair of Adult Social Care and Health Committee**

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

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### **Constitutional Comments**

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

### **Financial Comments (KAS 31/03/16)**

51. The financial implications are contained within paragraph 48 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.

- Integration with Health in Mid-Nottinghamshire – report to the Adult Social Care & Health Committee on 2<sup>nd</sup> November 2015.
- Appointment to Mid-Nottinghamshire Alliance Development Leadership Board – report to Policy Committee on 11<sup>th</sup> November 2015.
- Integrating health and social care in Nottinghamshire – report to Policy Committee on 10<sup>th</sup> February 2016.
- The Mid-Nottinghamshire “Better Together” Alliance Agreement contract – report to Adult Social Care and Health Committee on 7 March 2016.
- Better Care Fund Plan 2016-17 – report to Health and Wellbeing Board on 6 April 2016.

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

All.

ASCH393



## 10 big questions – what are your priorities? (1/2)

Given your local circumstances, where do you need to focus in order to allow you to deliver the priorities for the health and care system by 2020/21?

- 1 How are you going to prevent ill health and moderate demand for healthcare?** Including:
  - A reduction in childhood obesity
  - Enrolling people at risk in the Diabetes Prevention Programme
  - Do more to tackle smoking, alcohol and physical inactivity
  - A reduction in avoidable admissions
  
- 2 How are you engaging patients, communities and NHS staff?** Including:
  - A step-change in patient activation and self-care
  - Expansion of integrated personal health budgets and choice – particularly in maternity, end-of-life and elective care
  - Improve the health of NHS employees and reduce sickness rates
  
- 3 How will you support, invest in and improve general practice?** Including:
  - Improve the resilience of general practice, retaining more GPs and recruiting additional primary care staff
  - Invest in primary care in line with national allocations and the forthcoming GP 'Roadmap' package
  - Support primary care redesign, workload management, improved access, more shared working across practices
  
- 4 How will you implement new care models that address local challenges?** Including:
  - Integrated 111/out-of-hours services available everywhere with a single point of contact
  - A simplified Urgent and Emergency Care system with fewer, less confusing points of entry
  - New whole population models of care
  - Hospitals networks, groups or franchises to share expertise and reduce avoidable variations in cost and quality of care
  - health and social care integration with a reduction in delayed transfers of care
  - A reduction in emergency admission and inpatient bed-day rates
  
- 5 How will you achieve and maintain performance against core standards?** Including:
  - A&E and ambulance waits; referral-to-treatment times

## 10 big questions – what are your priorities? (2/2)

Given your local circumstances, where do you need to focus in order to allow you to deliver the priorities for the health and care system by 2020/21?

- 6 How will you achieve our 2020 ambitions on key clinical priorities?** Including:
  - Achieve at least 75% one-year survival rate (all cancers) and diagnose 95% of cancer patients within 4 weeks
  - Implement two new mental health waiting time standards and close the health gap between people with mental health problems, learning disabilities and autism and the population as a whole, and deliver your element of the national taskforces on mental health, cancer and maternity
  - Improving maternity services and reducing the rate of stillbirths, neonatal and maternal deaths and brain injuries
  - Maintain a minimum of two-thirds diagnosis rate for people with dementia
- 7 How will you improve quality and safety?** Including:
  - Full roll-out of the four priority seven day hospital services clinical standards for emergency patient admissions
  - Achieving a significant reduction in avoidable deaths
  - Ensuring most providers are rated outstanding or good– and none are in special measures
  - Improved antimicrobial prescribing and resistance rates
- 8 How will you deploy technology to accelerate change?** Including:
  - Full interoperability by 2020 and paper-free at the point of use
  - Every patient has access to digital health records that they can share with their families, carers and clinical teams
  - Offering all GP patients e-consultations and other digital services
- 9 How will you develop the workforce you need to deliver?** Including:
  - Plans to reduce agency spend and develop, retrain and retain a workforce with the right skills and values
  - Integrated multidisciplinary teams to underpin new care models
  - New roles such as associate nurses, physician associates, community paramedics and pharmacists in general practice
- 10 How will you achieve and maintain financial balance?** Including:
  - A local financial sustainability plan
  - Credible plans for moderating activity growth by c.1% pa
  - Improved provider efficiency of at least 2% p.a. including through delivery of [Carter Review recommendations](#)

## **REPORT OF THE LEADER**

### **THE BATTLE OF THE SOMME CENTENARY COMMEMORATION EVENT**

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

1. To seek approval for the provision of hospitality at a civic event to be held at County Hall on 1<sup>st</sup> July 2016, to commemorate the centenary of the Battle of the Somme.

#### **Information and Advice**

2. The Battle of the Somme was one of the bloodiest battles of the First World War. It began on 1 July 1916 and did not end until 18 November that year, resulting in over a million casualties in total. The aim of the offensive was to achieve a clear victory for the British and French allies but the campaign turned into a stalemate, with soldiers struggling to gain any ground after heavy rains in October. It is understood that almost every family in the country has links to the devastating losses of this historic Battle.
3. A national programme of commemorations is being led by the Department for Culture, Media and Sport, in partnership with the Commonwealth War Graves Commission and the Royal British Legion.
4. The proposed event at County Hall will consist of two distinct parts:-
  - a. A commemoration service to be held outside of the Main Reception at County Hall from 10.50 am – 11.10 am
  - b. An exhibition and film show to be held in the Assembly Hall at County Hall for invited guests from 11.20 am – 1.00 pm.
5. This event will be an opportunity not only to pay tribute to those who sacrificed so much but also to ensure that their legacy lives on for future generations.
6. The proposed guest list includes all County Councillors and Chief Officers, the Lord Lieutenant, the Police and Crime Commissioner, the Chief Constable, the Chief Fire Officer and relevant officers from the Armed Forces, Royal British Legion, the East Midlands Reserve Force, the Cadet Association and the Veterans Information Network Nottinghamshire.

7. It is proposed that teas and coffees and a finger buffet (in light of the timing of the event) will be provided for guests.

### **Other Options Considered**

8. Different options for the event were considered but the proposed two part event is felt to be the most appropriate.

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

9. To authorise approval for expenditure from the County Hospitality budget.

### **Statutory and Policy Implications**

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

### **Financial Implications**

11. The estimated maximum costs of providing hospitality at the event for up to 150 guests is £975.00, based on an individual cost of £6.50 per head. The exact numbers of attendees will be clarified closer to the event but will not exceed 150.
12. These costs can be met from the Corporate Hospitality budget.

### **RECOMMENDATION/S**

- 1) That approval be given for the provision of hospitality at the Battle of the Somme Commemoration Event at County Hall on 1<sup>st</sup> July 2016 up to a maximum cost of £975.00, to be met from the Corporate Hospitality budget.

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

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

Keith Ford, Team Manager, Democratic Services, [keith.ford@nottsc.gov.uk](mailto:keith.ford@nottsc.gov.uk), Tel 0115 9772590

### **Constitutional Comments (SLB – 07/04/2016)**

13. The Committee has responsibility for authorising hospitality offered by the County Council. The proposals in this report fall within the remit of this Committee.

### **Financial Comments (SES – 13/04/2016)**

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

## **Background Papers and Published Documents**

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

- None

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

- All





## **REPORT OF THE CHIEF EXECUTIVE**

### **ATTENDANCE AT NATIONAL CONFERENCES**

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

1. To clarify the position regarding attendances at National Conferences by elected members.

#### **Information and Advice**

2. It has been custom and practice for many years that the lead member and/or their deputy for a function, and additionally in some cases the main Opposition spokesperson, would be the elected member/s who would attend any National Conference relating to that function. This arrangement has become even more essential as reductions in budget have required that only the most prominent conferences are now attended by officers and members.
3. Examples of such National Conferences, at which it is very important that the County Council is represented, include the Local Government Association Conference, the County Council Network Conference and the National Children and Adult Services Conference (this is an indicative, not an exhaustive list).
4. At the 21 March meeting of the Children and Young Persons Committee a standard report was taken to approve the attendance of the Chairman of that committee at the forthcoming National Children and Adult Services Conference organised by ADASS. The report clearly stated that approval was sought for the attendance of the Chairman of the Committee.
5. It is worth noting that this event is regularly used as a platform for policy announcements and offers the opportunity for discussions with ministers. It is understood that there are sessions planned specifically for designated lead members for children's services in light of the recently issued White paper on the future of schools and the commencement of the Goddard Enquiry and its possible ramifications.
6. Under the Authority's constitution the Chairman of the Children's and Young Peoples committee is the designated lead Councillor for Children and Young Peoples services in accordance with Section 19 of the Children Act 2004
7. An amendment was moved and incorrectly adjudged as valid at the Children and Young Persons committee in March which resulted in a decision to approve the attendance of a member other than the Chairman of the committee. The reason for moving the amendment given in the meeting was that as the Council is in no overall control it was reasonable that members other than the Chairman of the Committee should attend.

8. This report seeks to clarify the position regarding such attendances. Undoubtedly it would be helpful to elected members and the Council overall if attendances at National Conferences could be undertaken by the widest group of members possible. Unfortunately resources available to support attendances at conferences for both officers and members has reduced considerably as a result of the reductions in budgets. In the circumstances therefore it is suggested that whilst places at conferences are restricted either by resources or due to limited availability then they should be offered to the Chairman of the relevant Committee and/or the Vice-Chairman. Where funding is available then any further place available could be offered to the main Opposition Spokesperson.
9. If members agree the recommendations within this report then attendance at the forthcoming National Children's and Adults Services Conference will be amended accordingly.

### **Other Options Considered**

10. None

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

11. To clarify the position regarding attendances at National Conferences for elected members.

### **Statutory and Policy Implications**

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

### **Financial Implications**

There are no direct financial implications arising from this report

### **Safeguarding of Children and Vulnerable Adults Implications**

The Chairman of the Children's and Young Persons Committee is the designated lead officer for Children's matters under the Children Act 2004

### **RECOMMENDATION/S**

- 1) That elected member attendance at National conferences is always by the Chairman and/or Vice-Chairman of the relevant committee and where resources and availability allow, the main Opposition spokesperson could also attend.
- 2) That attendance at the National Children and Adult Services Conference be in accordance with this policy.

**Anthony May**  
**Chief Executive**

**For any enquiries about this report please contact: Jayne Francis-Ward**

**Constitutional Comments (SLB – 07/04/2016)**

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

**Financial Comments (SES – 13/04/2016)**

14. 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'



**REPORT OF THE CORPORATE DIRECTOR OF RESOURCES****WORK PROGRAMME****Purpose of the Report**

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

**Information and Advice**

2. The County Council requires each committee to maintain a work programme. The work programme will assist the management of the committee's agenda, the scheduling of the committee's business and forward planning. The work programme will be updated and reviewed at each pre-agenda meeting and committee meeting. Any member of the committee is able to suggest items for possible inclusion.
3. The attached work programme includes items which can be anticipated at the present time. Other items will be added to the programme as they are identified.
4. The Policy Committee will be asked to determine policies, strategies and statutory plans developed or reviewed by other Committees of the Council. Committee Chairmen are invited to advise the Policy Committee of any additional policy reviews that are being considered.
5. The following changes have been made since the work programme was published in the agenda for the last meeting:-
  - a. The following new items have been scheduled for the 20 April 2016 meeting (as new items of business being submitted to Policy Committee to enable consideration by Members at the earliest opportunity):-
    - i) Smokefree Policy
    - ii) Advertising and Sponsorship Progress Report
    - iii) Attendance at National Conferences
    - iv) The Battle of the Somme Centenary Commemoration Event
  - b. The following items were withdrawn from the agenda of the 20 April Policy Committee meeting and have been rescheduled as follows:-

- i) Community Empowerment and Resilience Programme update – deferred to June 2016 to enable the outcomes of the two consultation events held with the community and voluntary sector earlier this year to be addressed.
- ii) Armed Forces Covenant update and report back from Forum Event – deferred to May 2016 to enable the outcomes of a meeting arranged by the Member Champion for Armed Forces with representatives from the District and Borough Councils to be included.
- iii) Outside Bodies – Annual Review – following discussions with the Business Managers of the Labour Group and Conservative Group it has been agreed that the list of Outside Bodies should be updated and submitted to Members following the next election - this item has therefore been removed from the work programme.
- iv) Performance Reporting on the Strategic Plan 2014-18 and Redefining Your Council – deferred from May to June 2016 in line with availability of performance data.
- v) Devolution Deal Update – The Chief Executive and Leader discussed the next steps with Group Leaders at their meeting on 13 April 2016. Further updates will be reported to Policy Committee when there is more detail about these next steps.

### **Other Options Considered**

6. None.

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

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

### **Statutory and Policy Implications**

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

### **RECOMMENDATION**

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

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

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

Keith Ford, Team Manager, Democratic Services Tel. 0115 9772590

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

**Constitutional Comments (SLB)**

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

**Financial Comments (NS)**

There are no financial implications arising directly from this report.

**Background Papers**

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

None

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

All



**POLICY COMMITTEE - WORK PROGRAMME (AS AT 12 APRIL 2016)**

<b><u>Report Title</u></b>	<b><u>Brief summary of agenda item</u></b>	<b><u>Lead Officer</u></b>	<b><u>Report Author</u></b>
<b>18 May 2016</b>			
Customer Services Centre – Operating Model	To seek approval for the new operating model for the Customer Services Centre.	Marjorie Toward	Marie Rowney
Armed Forces Covenant update and report back from Forum Event	Update report and report back from the ‘Fulfilling Obligations to Support Military and Defence Personnel’ Forum Event (as requested at Policy Committee on 10 February 2016).	Tim Gregory	Neil Bettison
Under 16 Home to School Transport Policy 2016 and Post-16 Transport Policy 2016/17	To seek approval for updated policies.	Colin Pettigrew	Janie Goodman
Children, Young People and Families Plan 2016-18	To seek approval for the updated Plan.	Derek Higton	Chris Jones
Social Media Policy update	Update on the implementation of the Social Media Policy (as agreed at Policy Committee on 11 November 2015)	Martin Done	Clare Yau
Smarter Working Programme	Six Monthly update report (as agreed at Policy Committee on 11 November 2015)	Jayne Francis-Ward	Iain Macmillan
The Work of East Midlands Councils (EMC)	Quarterly update (as requested by Policy Committee in November 2015).	Jayne Francis-Ward	Stuart Young, Exec Director, EMC
<b>15 June 2016</b>			
Performance Reporting on the Strategic Plan 2014-18 and Redefining Your Council	To consider progress and performance against each of the Strategic Plan priorities and the programmes within Redefining Your Council.	Nigel Stevenson	Celia Morris

<b><u>Report Title</u></b>	<b><u>Brief summary of agenda item</u></b>	<b><u>Lead Officer</u></b>	<b><u>Report Author</u></b>
Community Empowerment and Resilience Programme update	Update on the Community Empowerment and Resilience Programme contained within Redefining Your Council.	Tim Gregory	Cathy Harvey
Update on use of Urgency Procedure	To update Policy Committee about the number of occasions the Urgency provisions have been used and the reasons for their use.	Jayne Francis-Ward	Keith Ford
The State of Nottinghamshire	To assess the County's current social, economic and environmental issues in order to inform the development of the Council's Strategic Plan 2018 – 2022 and provide an evidence base for future service commissioning.	Anthony May	Paula Mullin
<b>13 July 2016</b>			
Mid-Nottinghamshire Alliance Development Leadership Board Progress Report	Quarterly progress report on the work of the Board (as agreed at Policy Committee on 11 November 2015)	David Pearson	Wendy Lippmann / Sue Batty
Review of Senior Management Structure	Review following interim structure agreed by Policy Committee on 15 July 2015.	Anthony May	Anthony May
Rural Services Network – Review of Membership	Following the initial review by Policy Committee on 15 July 2016.	Sally Gill	Heather Stokes
County Life – Evaluation Report	Annual evaluation report – as agreed by Policy Committee on 15 July 2015.	Martin Done	Martin Done