

## **Policy Committee**

**Wednesday, 16 October 2013 at 10:30**

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

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### **AGENDA**

- |    |  |         |
|----|--|---------|
| 1  | Minutes of last meeting held on 18th September 2013  | 5 - 12  |
| 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  | Nottinghamshire Children's Trust Early Help Development Plan 2013-16   | 13 - 22 |
| 5  | Transforming Communications and Marketing  | 23 - 28 |
| 6  | Cotgrave Regeneration - Collaboration Agreement  | 29 - 32 |
| 7  | Establishment of an Economic Development Capital Fund and Supporting Local Communities Fund  | 33 - 40 |
| 8  | Staffing Requirements in Democratic Services   | 41 - 44 |
| 9  | Appointment to Outside Body - Holme Pierrepont Leisure Trust   | 45 - 46 |
| 10 | County Councils Network Annual Conference 18-19 November 2013<br>Chester   | 47 - 48 |
| 11 | Work Programme   | 49 - 54 |

## 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.

Members or Officers requiring clarification on whether to make a declaration of interest are invited to contact Ruth Rimmington (Tel. 0115 9773825) or a colleague in Democratic Services prior to the meeting.

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

## **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:-

- (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 Chris Holmes (Tel. 0115 977 3714) or a colleague in Democratic Services prior to the meeting.

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



## minutes

Meeting POLICY COMMITTEE

Date Wednesday, 18<sup>th</sup> September 2013 at 10:30am

### membership

Persons absent are marked with 'A'

### COUNCILLORS

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

Reg Adair  
Jim Creamer  
Kay Cutts  
Glynn Gilfoyle  
Kevin Greaves  
Stan Heptinstall MBE  
Richard Jackson  
David Kirkham  
John Knight

Diana Meale  
Philip Owen  
John Peck JP  
Ken Rigby  
Martin Suthers OBE  
Gail Turner  
Stuart Wallace  
Muriel Weisz

### ALSO IN ATTENDANCE

Councillor Roy Allan  
Councillor Andrew Brown  
Councillor Nicki Brooks  
Councillor Richard Butler  
Councillor Steve Calvert  
Councillor Steve Carroll  
Councillor Alice Grice  
Councillor Kate Foale

Councillor Darren Langton  
Councillor Sybil Fielding  
Councillor Sheila Place  
Councillor Liz Plant  
Councillor John Wilkinson  
Councillor Yvonne Woodhead  
Councillor Liz Yates

### OFFICERS IN ATTENDANCE

Carl Bilbey	(Policy, Planning & Corporate Services)
Mick Burrows	(Chief Executive)
Martin Done	(Policy, Planning & Corporate Services)
David Ebbage	(Policy, Planning & Corporate Services)
Keith Ford	(Policy, Planning & Corporate Services)
Jayne Francis-Ward	(Policy, Planning & Corporate Services)
Matthew Garrard	(Policy, Planning & Corporate Services)
Tim Gregory	(Environment & Resources)

Jo Kirkby	(Policy, Planning & Corporate Services)
Anthony May	(Children, Families & Cultural Services)
Gill Thackrey	(Children, Families & Cultural Services)
Marjorie Toward	(Environment & Resources)
Michelle Welsh	(Policy, Planning & Corporate Services)
Clare Yau	(Policy, Planning & Corporate Services)

## **MEMBERSHIP OF THE POLICY COMMITTEE**

The following changes to the membership were reported:-

Councillor Stuart Wallace had been reappointed in place of Councillor Richard Butler  
Councillor John Peck had been reappointed in place of Councillor Liz Plant.  
Councillor Jim Creamer had been reappointed in place of Councillor John Wilkinson.  
Councillor Ken Rigby has been appointed in place of Councillor Jason Zadrozny.

## **MINUTES**

The Minutes of the last meeting held on 17<sup>th</sup> July 2013 having been previously circulated were confirmed and signed by the Chairman.

## **APOLOGIES FOR ABSENCE**

None

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

None

## **STRATEGIC PLAN 2014 - 2018**

### **RESOLVED 2013/059**

- 1) That the draft Strategic Plan be agreed for public consultation
- 2) That the draft Strategic Plan be reviewed following public consultation and presented to a future meeting for approval.

## **STRATEGIC MANAGEMENT FRAMEWORK**

### **RESOLVED 2013/060**

That the Strategic Management Framework be agreed.

## **PAYMENT OF THE LIVING WAGE**

Following a debate the recommendations were put to members and after a show of hands the Chairman indicated that it was carried.

The requisite number of Members requested a recorded vote and it was ascertained that the following 10 Members voted **‘For’** the motion.

**‘FOR’**

Joyce Bosnjak  
Jim Creamer  
Kevin Greaves  
Glynn Gilfoyle  
David Kirkham

John Knight  
Diana Meale  
John Peck JP  
Alan Rhodes  
Muriel Weisz

The following 8 Members voted **‘Against’** the motion.

**‘AGAINST’**

Reg Adair  
Kay Cutts  
Richard Jackson  
Philip Owen

Ken Rigby  
Martin Suthers OBE  
Gail Turner  
Stuart Wallace

Stan Heptinstall MBE abstained from the vote.

**RESOLVED 2013/061**

- 1) That the payment of the Living Wage to centrally employed staff be agreed with effect from 1<sup>st</sup> April 2014 as set out in the report.
- 2) That the position in relation to schools be the subject of further discussion with individual schools and via the Schools Forum with a view to consideration of the adoption of the Living Wage by individual school governing bodies.
- 3) That further work be undertaken on the wider employee benefits and rewards package, including consultation with the recognised trade unions, for consideration by Personnel Committee at a future meeting.

**STREET LIGHTING ENERGY SAVING - UPDATE**

**RESOLVED 2013/062**

- 1) That the switching back of street lights (reversal of part night lighting schemes) where supported by the local County Councillor and Chair of Transport & Highways Committee, be approved.
- 2) That the continued introduction of dimming, following consultation with partners in road safety and crime reduction be approved.

- 3) That the use of dimmable LED lights wherever appropriate be approved.

**COMBINED AUTHORITIES – CONSULTATION ON A PROPOSAL TO  
ESTABLISH A COMBINED AUTHORITY FOR THE AREAS OF BARNSLEY,  
DONCASTER, ROTHERHAM AND SHEFFIELD**

**RESOLVED 2013/063**

- 1) That a response to the consultation be sent to the Government in accordance with the analysis set out in the report.
- 2) That the development of a response be delegated to the Corporate Director for Policy, Planning & Corporate Services in consultation with the Leader.
- 3) That a copy of the final response be circulated to all Committee members.

**BUDGET CONSULTATION 2014/2015**

**RESOLVED 2013/064**

- 1) That the consultation strategy as detailed in the report be approved.
- 2) That the programme timetable for the 2014/15 budget consultation be noted.

**INCOME GENERATION THROUGH ADVERTISING AND SPONSORSHIP**

**RESOLVED 2013/065**

- 1) That the benefits and challenges around the maximisation of income generation through advertising and sponsorship be noted.
- 2) That the one-Council approach to income generation through advertising and sponsorship be approved.
- 3) That the commencement of work to achieve income through the channels outlined in paragraph 20 above, in order to begin to build a foundation to achieve the income generation targets as set out in paragraph 8 be approved.
- 4) That a further report on income generation be brought to Policy Committee in April 2014.



## **SOCIAL MEDIA POLICY AND PROCEDURE: SIX MONTHS ON**

### **RESOLVED 2013/066**

- 1) That the six-monthly report on social media and the increase in usage and engagement be noted.
- 2) That the controlled expansion of social media usage within service areas through the use of appropriate digital tools be approved as outlined in the report.

## **DISCRETIONARY TRAVEL TO PREFERRED SCHOOLS**

Following a debate the recommendations were put to members and after a show of hands the Chairman indicated that it was carried.

The requisite number of Members requested a recorded vote and it was ascertained that the following 10 Members voted **'For'** the motion.

### **'FOR'**

Joyce Bosnjak  
Jim Creamer  
Kevin Greaves  
Glynn Gilfoyle  
David Kirkham

John Knight  
Diana Meale  
John Peck JP  
Alan Rhodes  
Muriel Weisz

The following 7 Members voted **'Against'** the motion.

### **'AGAINST'**

Reg Adair  
Kay Cutts  
Richard Jackson  
Philip Owen

Ken Rigby  
Martin Suthers OBE  
Stuart Wallace

Stan Heptinstall MBE abstained from the vote.

### **RESOLVED 2013/067**

- 1) That the Discretionary Travel Scheme for children travelling to preferred schools in Nottinghamshire be stopped with effect from September 2014
- 2) That qualifying children and young people currently within the scheme or due to enter in September 2013 continue to benefit from free travel until they reach statutory school leaving age in year 11.

## **OUTCOMES FROM THE COMPLAINTS PROCESS – APRIL 2012 TO MARCH 2013**

**RESOLVED 2013/068**

That the contents of the report be noted.

**INFORMATION MANAGEMENT AND DATA QUALITY POLICY**

**RESOLVED 2013/069**

That the Information management and data quality policy be approved.

**INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) FOR MEMBERS –  
REPORT OF COSTS**

**RESOLVED 2013/070**

That the costs of post-election 2013 ICT provision for Members be noted.

**LOCAL GOVERNMENT BOUNDARY COMMISSION FOR ENGLAND FURTHER  
ELECTORAL REVIEW OF NOTTINGHAMSHIRE**

**RESOLVED 2013/071**

- 1) That it be noted that a further electoral review of Nottinghamshire will be carried out by the Local Government Boundary Commission be noted.
- 2) That a cross Party Member Project Steering Group comprising Leader and Deputy Leader, Chairman of Finance and Property Committee, Business Manager Majority Group, Leader of the Conservative Group, Leader of the Liberal Democrat Group and the Leader of the Independent Group be established to consider issues around the review prior to their consideration by Policy Committee/Full Council.
- 3) That the Corporate Director for Policy Planning & Corporate Services be authorised to make arrangements for procuring additional specialist assistance to support the process, following consultation with the Leader and Deputy Leader.

**WORK PROGRAMME**

**RESOLVED 2013/072**

That the Committee's work programme be noted.

The meeting closed at 1.50 pm.

CHAIRMAN  
M\_18Sept2013



**REPORT OF THE CHAIRMAN OF THE CHILDREN AND YOUNG PEOPLE'S  
COMMITTEE****NOTTINGHAMSHIRE CHILDREN'S TRUST EARLY HELP DEVELOPMENT  
PLAN 2013 - 2016****Purpose of the Report**

1. To seek Policy Committee approval of the Nottinghamshire Children's Trust Early Help Development Plan 2013 – 2016, as recommended by the Children and Young People's Committee.

**Information and Advice**

2. The Early Help Development Plan, attached as **Appendix 1**, aligns key strategies across the Nottinghamshire Children's Trust and replaces the current Early Intervention strategy; it acts as an umbrella for existing work that is underway through the Child Poverty, Early Years and Closing the Educational Gap strategies and will continue to embed the language for life strategy.
3. The Plan has been developed to further improve the multi-agency early help offer to children, young people and families across Nottinghamshire. It takes account of the increased focus on early help within Working Together 2013. Early help is also a key area of focus within the revised Ofsted framework for inspecting services for children in need of help and protection, children looked after and care leavers.
4. The Plan aims to ensure that all agencies across the Children's Trust coordinate their activities to provide a coherent and seamless service to children and families.
5. Nottinghamshire has adopted Professor Munro's definition of Early Help, meaning help provided early in the life of a child and early in the emergence of a problem. The Plan has been developed in line with Nottinghamshire Pathway to Provision which supports practitioners to appropriately identify the support needs of children and families.
6. The Plan identifies a number of key actions to ensure that the multi-agency early help offer is effective, high quality and easily accessible.

7. The Early Help Development Plan also has links with the ONE project, which will deliver an integrated assessment and planning process for children with special educational needs, and with the Five Steps to Collective Responsibility strategy. The interdependencies with the relevant strategies will be managed through the responsible officer attending the Early Help Executive.
8. The Plan outlines a performance and governance framework to measure the impact and success against key performance indicators which link to the Early Help Dataset.
9. The Plan will be governed by the Children's Trust Board and the detailed action plan, which is available as a background paper, will be overseen by the Early Help Executive, chaired by the Corporate Director for Children, Families and Cultural Services.
10. The Plan was considered by the Children and Young People's Committee on 16 September 2013 and recommended to Policy Committee for approval. The Children and Young People's Committee will receive regular updates on the progress of the Plan's implementation.

### **Other Options Considered**

11. No other options have been considered. The benefits of well-coordinated early help are widely recognised and the Plan supports the Nottinghamshire Children's Trust ambition of Nottinghamshire being a place where children are 'safe, healthy and happy, where everyone enjoys a good quality of life and where everyone can achieve their potential'.

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

12. The Early Help Development Plan brings together key strategies across the Children's Trust workforce and will support the work to achieve better outcomes for children, young people and families through the improved coordination of evidence based interventions.

### **Statutory and Policy Implications**

13. 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.

### **Implications for Service Users**

14. The plan supports the ambition for children and families to receive the most appropriate support to meet their needs at the earliest opportunity.

### **Financial Implications**

15. The financial implications of the early help development plan can be met within existing resources in the Children, Families and Cultural Services departmental budget.

### **Safeguarding of Children Implications**

16. The Children's Trust workforce supports vulnerable children and young people. In some instances the cases are complex with some safeguarding concerns which do not meet the threshold for statutory Social Care assessment and intervention. The early help development plan will strengthen the arrangements for working together and improve the tracking of outcomes for children and young people.

### **RECOMMENDATION/S**

- 1) That the Nottinghamshire Children's Trust Early Help Development Plan 2013-16 be approved.

**Councillor John Peck**

**Chairman of the Children and Young People's Committee**

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

Justine Gibling  
Group Manager, Early Years & Early Intervention  
T: 0115 977 4426  
E: justine.gibling@nottsc.gov.uk

### **Constitutional Comments (LM 24/09/13)**

17. The recommendation in the report fall within the Terms of Reference of the Policy Committee as delegated by the Full Council.

### **Financial Comments (KLA 20/09/13)**

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

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

Early Help Action Plan

Working Together to Safeguard Children – a guide to inter-agency working to safeguard and promote the welfare of children – Department for Education, March 2013

Nottinghamshire Children's Trust Early Help Development Plan 2013-16 – report to Children and Young People's Committee on 16 September 2013

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

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

All.

C0299



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## **Nottinghamshire Children's Trust Early Help Development Plan 2013 – 2016**

### **Introduction**

Early help as defined by Eileen Munro<sup>1</sup> is that provided early in the life of a child and early in the emergence of a problem. In Nottinghamshire, services are considered to be providing Early Help when the child or young person's needs are assessed to be at levels 1 to 3 within the Pathway to Provision (Universal, Early Intervention and Targeted Services).<sup>2</sup>

This plan has been developed to further improve the multi-agency early help offer to children, young people and families across Nottinghamshire. It takes account of the increased focus on early help within Working Together 2013 and within the proposed Ofsted framework for inspecting services for children in need of help and protection, children looked after and care leavers. The activity driven by this plan is intended to improve outcomes for children and young people and reduce the need for specialist or statutory interventions. The plan brings together work across the Children's Trust to ensure that all agencies coordinate their activities to provide a coherent and seamless service to children and families. The priorities within the plan have been informed by feedback received at the Children's Trust Stakeholder Events held in October and November 2012.

The strategy will be overseen by an Early Help Executive, which will in turn report to the Children's Trust Board.

### **Ambition**

Our ambition is for children, young people and families to receive the most appropriate support to meet their needs at the earliest opportunity.

This supports the Nottinghamshire Children's Trust ambition of Nottinghamshire being a place where children are "safe, healthy and happy, where everyone enjoys a good quality of life and where everyone can achieve their potential"

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<sup>1</sup> Munro Review of Child Protection (May 2011)

<sup>2</sup> [www.nottinghamshire.gov.uk/pathwaytoprovision](http://www.nottinghamshire.gov.uk/pathwaytoprovision)

## **What is Early Help?**

Nottinghamshire has adopted Professor Munro's definition of Early Help, meaning help provided early in the life of a child and early in the emergence of a problem. In Nottinghamshire, services are considered to be providing Early Help when the child or young person's needs are assessed to be at levels 1 to 3 within the Pathway to Provision (Universal, Early Intervention and Targeted Services).

Services that provide Early Help to children and families in Nottinghamshire include children's centres, Targeted Support Services, Young People's Services (youth service), early years settings, schools, colleges, services for children with special educational needs and disabilities, midwives, health visitors, school nurses, GPs, Family Nurse Partnership, Child and Adolescent Mental Health Services, community paediatrics, physiotherapy, occupational therapy, speech and language therapy, contraceptive and sexual health services, the police, and voluntary and community sector providers.

These services provide a range of support and interventions to children and families including evidence based parenting programmes, breastfeeding support, learning support, help to find education and employment, short breaks for disabled children.

## **Principles**

Our approach to providing early help is underpinned by the following principles:

- Help should be provided at the earliest opportunity and in a way that is responsive to the needs to children and families requiring support, whilst ensuring that clear thresholds to services are promoted and maintained;
- Children and young people should be effectively safeguarded by all of the agencies and staff that work with them;
- The views and experiences of children, young people and families should inform and influence the design and delivery of early help services;
- A whole family approach should be adopted, whilst keeping the child or young person firmly at the centre of any support;
- Assessments should be made in a timely way and should lead to the provision of well coordinated support to children and families;
- Our early help offer should be clear and well understood so that children and families experience a seamless transition between services;
- Our early help offer should be evidence-based and reflect the needs of the population, whilst ensuring that new innovations are encouraged and supported to develop the evidence base for their effectiveness;
- Appropriate sharing of information between agencies should take place to ensure effective identification, assessment and service provision to children and young people.

## **Outcomes**

Through this plan we aim to achieve the following outcomes for children and young people:

- Children and young people are safe and happy

- Children and young people are healthy, both physically and emotionally
- Children and young people are in education, employment or training and achieve to the best of their ability
- Children and young people have a voice and make a positive contribution in their local communities

## **Turning priorities into action**

In order to ensure that our multi-agency early help offer to children and families is effective, high quality and easily accessible, we will:

1. Simplify and improve access to services by implementing an operating model that comprises of an early help unit providing the gateway to locality-based services, clearly articulated in the Pathway to Provision;
2. Refresh our commitment to a common assessment approach through the implementation of a multi-agency CAF improvement plan, ensuring that families receive the coordinated support they need, clearly articulated in a specific child/family CAF action plan;
3. Ensure that staff across the Children's Trust have the necessary skills, knowledge, confidence and capacity to meet the needs of vulnerable children, young people and families by implementing a multi-agency workforce development plan and developing an appropriately specialised service to those on the edge of social care;
4. Align key commissioned health services (CAMHS, health visiting, school nursing, sexual health) with the local authority early help offer so that children and young people have access to the appropriate service to meet their individual needs;
5. Assess whether service provision adequately meets the needs of vulnerable groups of children and young people and re-commission where this is found not to be the case;
6. Establish an early help dataset, case tracking arrangements and a quality assurance framework to ensure that we are providing quality services and that our resources are deployed efficiently and effectively to meet the needs of the most vulnerable children and families; and
7. Establish a resourcing plan for early help that ensures that our resources are deployed efficiently and effectively on evidence based approaches that meet the needs of the most vulnerable children and families.

We will also continue to embed the Language for Life strategy as we recognise that communication skills are critical in enabling children to achieve their best educationally and socially.

We will also develop an early years strategy to ensure that young children have the best start in life, allowing them to reach their potential and achieve success in adulthood. This will be cognisant of the policy changes emerging from the Department for Education with regard to early years, including the role of local government in relation to the childcare sector. The strategy will identify key activities required to ensure the council maintains its statutory duties within the context of economic constraint, and will explore opportunities for maximising resources through greater collaboration, integration and partnership.

## Closing the Educational Gap and Child Poverty

This early help development plan will act as an umbrella for existing work underway through the Child Poverty and Closing the Educational Gap strategies.

We recognise the profound impact that poverty can have on a child and their family, and remain committed to tackling child poverty and thus improving children's life chances.

We recognise the link between disadvantage and educational outcomes and are committed to ensuring that we reduce the attainment gap so that all children are able to reach their full potential.

This means that we will align activity under the three strategies and will report progress in a coordinated way to the Children's Trust Board.

The early help development plan also has links with the ONE project, which will deliver an integrated assessment and planning process for children with special educational needs, and with the Five Steps to Collective Responsibility strategy, which aims to improve the educational outcomes for learners with social, emotional and behavioural difficulties. The interdependencies with these strategies will be managed through the responsible officer attending the Early Help Executive.

### How we will measure success

The success of the plan will be measured by progress against the following impact measures:

Indicator	Target	Baseline	National Average
Percentage of children having their needs met through the CAF process*	Increase	tbc	N/A
Percentage of enquiries to the MASH that result in no further action to Children's Social Care*	Reduce	tbc	N/A
Children on child protection plans* (rate per 10,000)	Reduce	48.4 (2012/13)	37.8 (2011/12)
First time entrants to the youth justice system*	Reduce	tbc (2012/13)	-
Percentage of overall absence in primary, secondary and special schools**	Reduce	5.0% (2011/12)	5.1% (2011/12)
Attainment gap between Free School Meal and non-Free School Meal children at all key phases of education**	Reduce	KS2: 22.0% KS4: 31.8% (2011/2012)	KS2: 17.0% KS4: 26.4% (2011/12)
Percentage of young people in academic years 12-14 not in education, employment or training*	Reduce	2.5%(p) (2012/13)	6.3% (2011/12)
Breastfeeding prevalence rates at 6-8 weeks*	Increase	Notts PCT tbc Bassetlaw PCT 34.3% (2012/13)	46.9% (2011/12)
Under 18 conception rate** (rate per 1000 females	Reduce	31.9 (2011)	30.7 (2011)

aged 15 – 17)			
Dependent children who live in households whose income is below 60% of the national average**	Reduce	17.1% (2010)	20.6% (2010)

\*Denotes quarterly reporting.

\*\* Denotes annual reporting.

As the early help dataset is implemented, this will provide further key performance indicators to measure the impact of the plan.

## **Governance**

The plan will be governed by the Children's Trust Board, which will receive biannual progress reports on actions undertaken and outcomes achieved. The Board may request additional, more comprehensive progress reports relating to Early Help, Closing the Gap and Child Poverty.

The detailed action plan to support this development plan will be overseen by the Early Help Executive, chaired by the Corporate Director for Children, Families and Cultural Services, and comprising members from across the Children's Trust.

The plan will be reviewed after one year.

C0282a



**REPORT OF THE LEADER OF THE COUNCIL****TRANSFORMING COMMUNICATIONS AND MARKETING****Purpose of the Report**

1. To recommend a One-Council approach to transform communications and marketing to make savings and be more audience focused.

**Information and Advice**Background

2. The Council's Communications and Marketing Strategy was approved by Policy Committee in September 2012, with an overall aim to "Develop consistently excellent, innovative and effective communications and marketing, to improve satisfaction with services, the quality of life of people in Nottinghamshire and the reputation of the Council." This Strategy will be updated later this calendar year after the finalisation of the new Strategic Plan 2014-18.
3. The Council has moved to a strategic approach to communications and marketing which means any activity undertaken must have a clear purpose to directly affect Key Performance Indicators. For example, communications seeks to influence the overall Council satisfaction measure by targeting the key drivers: how informed people feel, value for money perceptions and how able residents feel they can influence decision making. Good results have been achieved and a paper on the results of campaigns undertaken in 2012-13 was recently reported to Policy Committee. This has led to the Council's Communications and Marketing Team being nationally recognised as the 'Communications Team of the Year' in May 2013 by the Local Government Association (LGCommunications).
4. There is also a clear approach to prioritising available Communications and Marketing resources. Policy Committee agreed in May 2013 that this is based on the following points, but with greater weighting on the two criteria shown in bold below.
  - Strength of alignment with Strategic Plan objectives
  - Strength of alignment with national policy, statutory need and performance targets
  - **Strength of potential to save money, improve efficiency or generate income**



- **Potential to protect or enhance the Council's reputation**
  - The contribution communications can make to achieve the desired outcome
5. Along with the rest of the Council, savings need to be made in Communications and Marketing to help achieve the £154m budget gap over the next three years. This is at a time when pressure on Communications and Marketing resources is predicted to increase as the Council makes changes to services, implements budget savings and undertakes restructures. These circumstances mean there will be an increased need for change communications, consultations with communities and updates to service literature and web based information – at the same time as the available resources are diminishing.
  6. This means the Council needs to further transform Communications and Marketing to be even more audience-focused (to best meet customers' needs) and even more cost effective. The proposed approach is outlined below.

#### Approach to transforming Communications and Marketing

7. A more audience-focused approach means listening to and responding to the needs of our customers. In practice this will involve a greater use of customer insight to inform strategies; an increased ability for residents to choose what information interests them; and a rise in customer transactions done online.
8. Going forwards, it is proposed that there will be three levels of service provided by the Communications and Marketing team:
  - **Core offer to whole Council** – this represents 'business as usual' and includes web/intranet updates, media releases etc. Services will benefit from an improved core offer thanks to a re-focused and improved mix of communications and marketing channels (see below for details). The Communications and Marketing team will continue to deliver corporate communications and marketing channels, lead on reputation management and ensure effective communications for emergency/business continuity situations.
  - **Priority projects and campaigns** – these are high priority pieces of work which support the delivery of the Council's Strategic Plan which are discrete and time bound. Such projects and campaigns will be agreed through Corporate Leadership Team (CLT). Where these cannot be anticipated, CLT will be consulted about the best way to resource any additional and unforeseen campaigns. Major development of corporate communications and marketing channels will also fall into this category.
  - **Business cases for anything above and beyond the core offer** – where a service requests communications and marketing activity or resources which are above and beyond the core offer and does not fall into a priority project or campaign, then a clear business case will be required.
9. Development of corporate communications and marketing channels is proposed to take place as follows:
  - **Establish more audience specific publications** - instead of producing County News, the Council Tax leaflet and What's On publications the Council



will move to providing a targeted annual guide for residents. The District Councils will be consulted about the Council Tax leaflet. Consideration will be given to a guide for retired/semi retired people and one for families with school age children, supplemented by What's On leaflets at key times of the year.

- **Improve digital communication to support channel shift** – make major improvements to the Council's web and intranet sites (including greater usability when accessed through mobile devices), improve use of social media (at the last Policy Committee a paper on controlled expansion was approved) and introduce a system to enable effective email marketing.
- **Income generation through advertising and sponsorship** – this is to become a priority project in order to maximise the potential to generate income from council-owned assets (at the last Policy Committee a paper on this was approved).

10. Other changes that are envisaged include:

- **An overall reduction in printed literature** – with a move to online information wherever possible (e.g. the default position will be downloadable fact sheets on the Council's website rather than service specific leaflets). Of course, information will always be made accessible for those who are not online.

### **Other Options Considered**

11. Transformation is required in order to ensure a high quality Communications and Marketing service can continue to be provided with less resources, so that the achievement of Corporate Performance Indicators is not compromised.

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

12. To continue to deliver a high quality Communications and Marketing service which meets the needs of the whole Council, its customers and its Strategic Plan commitments.

13. To ensure best value for money in Communications and Marketing activity, making the budget savings required and maximising income potential from advertising and sponsorship.

### **Statutory and Policy Implications**

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

### **Financial Implications**

15. The three levels of service provided by the Communications and Marketing team will be resourced as follows:

- **Core offer to whole Council** – resourced through existing corporate Communications and Marketing budget. Those services requiring design/print services which are not deemed part of a priority project or campaign will continue to need to pay for design/print services as is currently the case.
- **Priority projects and campaigns** – resourced through existing corporate Communications and Marketing budget where possible, but may need to be supplemented by other budget sources. The Communications and Marketing team must be consulted before any external funding bid is submitted by service areas that require Communications and Marketing resources.
- **Business cases for anything above and beyond the core offer** - any service which wants a level of service above the core offer to the whole Council and that is not deemed a priority project campaign, will need to be charged on a full cost recovery basis.

16. The approach to transforming communications and marketing outlined in this paper will contribute to £178,000 saving in 2014-15.

### **Public Sector Equality Duty implications**

17. Equalities implications have been considered as part of compiling this report. As no negative impacts are anticipated on any protected group, an Equality Impact Assessment is not necessary.

## **RECOMMENDATION/S**

1) Policy Committee approves the approach to transforming Communications and Marketing as set out in this paper in order to achieve £178,000 savings.

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

**For any enquiries about this report please contact:** Martin Done, Service Director Communications and Marketing on 0115 9772026, or email [martin.done@nottsgov.uk](mailto:martin.done@nottsgov.uk)

### **Constitutional Comments (SG 25/09/2013)**

18. Policy Committee is the appropriate body to decide the issues set out in this report; it is responsible for the Council's communications policy and its implementation.

### **Financial Comments (SM 24/09/2013)**

19. 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 CHAIRMAN OF ECONOMIC DEVELOPMENT COMMITTEE****COTGRAVE REGENERATION – COLLABORATION AGREEMENT****Purpose of the Report**

1. To update Members on the progress of the Cotgrave Regeneration Project and to seek approval to enter into a collaboration agreement with Rushcliffe Borough Council and Barrett David Wilson Homes plc and the Homes and Communities Agency.

**Information and Advice**

2. The redevelopment of the former Cotgrave Colliery site and its linking with the town centre is an opportunity to regenerate the town centre and to provide economic benefits in new development, investment and job creation. It is proposed that up to 470 homes and 12,000 square metres of employment space will be developed on the colliery site, with job opportunities and apprenticeships.
3. Members will be aware that following the granting of outline planning permission for the redevelopment of the former Cotgrave Colliery site, Rushcliffe Borough Council and the Homes and Communities Agency (HCA) appointed Barratt David Wilson Homes plc (BDW) as the developer for the housing and employment scheme on the former colliery site and for the town centre regeneration.
4. The Cotgrave Masterplan project started in July 2009 following a successful funding bid
5. Since being appointed, BDW have been working on their submission for the reserved matters planning application which they expect to submit to Rushcliffe Borough Council in the next couple of months.
6. In order to bring about wider regeneration benefits from development on the colliery site, it is closely linked with the regeneration of the town centre. Nottinghamshire County Council has property interests in the town centre and adjacent to the colliery site. The County Council has been invited to sign a collaboration agreement with Rushcliffe Borough Council, Barrett David Wilson plc and the Homes and Communities Agency. Its purpose would be to secure a comprehensive and integrated redevelopment of both Cotgrave Town Centre and Cotgrave Colliery through four key elements:-

- The development of the Colliery Land;
  - The redevelopment of the Town Centre Site;
  - The delivery of new jobs and skills to the Cotgrave Area and
  - The provision of new and affordable housing.
7. It is proposed that the development of the town centre site and the colliery land should, as far as reasonably practicable and provided it is financially viable be carried out comprehensively in accordance with a planned programme of phases to allow and promote viable redevelopment within both sites which is sustainable and proportionate.
  8. The agreement would provide confidence amongst the local community and partners that the regeneration of the Town would happen.
  9. The Cotgrave regeneration project covers County Council priorities particularly as a service provider and also economic regeneration. As a landowner, the project will have implications for the County Council's land holdings. Becoming a signatory to the Collaboration Agreement would enable the Council to best be able to influence the development of proposals. However it needs to be recognised that signing the agreement would not take over responsibilities for any Council functions which are properly dealt with elsewhere nor should it be assumed that agreement is given to any financial transactions or property disposals.

### **Other Options Considered**

10. For the County Council not to be a party to the collaboration agreement, but the opportunity to influence proposals for the regeneration of Cotgrave would be reduced.

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

11. To enable Nottinghamshire County Council to have an active role in the redevelopment of Cotgrave.

### **Statutory and Policy Implications**

12. 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**

13. The collaboration agreement will not bind the Council to any financial expenditure. Any rights and interests to be granted will be the subject of a further report to Finance and Property Committee as appropriate.

## **RECOMMENDATION/S**

1) That the County Council enter into the collaboration based on the proposals set out in paragraph 6 of this report.

**Councillor Diana Meale**  
**Chairman of Economic Development Committee**

**For any enquiries about this report please contact: Sally Gill, Group Manager Planning 0115 9696536**

### **Constitutional Comments (SSR 7.10.2013)**

14. This decision falls within matters that may be approved by the Policy Committee.

### **Financial Comments ((SEM 08.10.13)**

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

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

None

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

Cotgrave - Councillor Richard Butler





**16 October 2013****Agenda Item:7****REPORT OF THE LEADER OF THE COUNCIL****ESTABLISHMENT OF AN ECONOMIC DEVELOPMENT CAPITAL FUND AND  
SUPPORTING LOCAL COMMUNITIES FUND****Purpose of the Report**

1. The purpose of this report is to seek approval to reprioritise capital investment that has supported the running of the Local Improvement Scheme through :
  - the establishment of a capital fund focused on economic development and growth and
  - the establishment of a 'Supporting Local Communities Fund' to support infrastructure projects with community benefits

**Information and Advice**

2. The County Council has delivered a community-based environmental improvement scheme since 2004, albeit with varying formats and priorities. The current Local Improvement Scheme (LIS) has been in place since 2010. It prioritises capital investment in community schemes under three main headings

Local identity

£1,350,000 (nominal allocation) which supports play-parks, skate parks, community noticeboards/interpretation/street furniture etc. The average award per project is £6,000 local identity and £30,000 per Skate Park.

Heritage and community

£750,000 (nominal allocation) supports built and natural environmental conservation, including memorials, allotments, nature improvements etc. This theme potentially covers the most diverse range of funded activity from the restoration of listed buildings, pinfolds and war memorials/ scheduled ancient monuments etc to community orchards, allotment improvements, pathway projects and hedgerow planting. The average award per project is £15,000.

Environmental improvements

£900,000 (nominal allocation) this supports shop frontages, parking bays and footways. The average award per project is £25,000.

3. The LIS scheme has generated substantial levels of community demand across the County with over 250 individual schemes supported during 2012-13. This is due in part to the fact that the scheme has been relatively straightforward to access with limited financial match requirements compared to other funds. It has

often been the fund of 'first call' for community projects, particularly small local projects with no other obvious funding source. The overall budget is apportioned on the basis of demand generated by the annual, open call for projects closing in September to allow programme content to be shaped for the following year.

4. The current scheme does not have a specific focus on economic growth and job creation as this has never been the primary focus of the scheme. However due to the priority given by the Council towards economic growth, and the commitment to deliver jobs, skills and training for Nottinghamshire, Members agreed to explore how the Council's discretionary capital investment could deliver greater economic impact and job creation. The outcome of Members' discussions forms the basis of the recommendations in this report.

## **Proposed changes to the scheme**

5. Members and senior officers have considered how best to deliver economic impact and jobs through the funding allocated. They concluded that attempting to adapt the existing scheme and deliver economic impact through the current array of community-based schemes would not be viable. In order to generate impact and create substantial numbers of jobs and growth opportunities, it was suggested that capital investment should be targeted at fewer, larger schemes involving partners from the Borough and District Councils and the business community. In addition, this approach would offer the opportunity to seek substantial match funding for the overall scheme from the D2N2 Single Local Growth Fund.
6. Members recognise the value of the existing community focused scheme and the demand it has generated in local communities for investment in public realm improvements and projects linked to community identity and heritage as well as the scheme's ability to draw down funds from other grant-giving organisations.
7. The conclusion was reached that in order to achieve the Council's objectives in terms of economic growth and job creation, the discretionary capital allocation should be split. This would enable community-based activity to continue on a reduced scale and with redefined criteria, with a new and separate programme developed targeting economic growth and jobs.
8. Consideration of this proposal has taken place in the context of the overall budget position of the County Council and the considerable pressure on finances as outlined in recent reports to Policy Committee and Full Council. In this light, it is proposed that the overall fund allocated for discretionary capital investment be reduced by 50% from the current level of £3 million per year to £1.5 million per year. The proposal is for the capital allocation to be split as follows:
  - a. £0.5 million retained for community-based environmental improvement schemes and
  - b. £1 million redirected to a new scheme focused on growth and job creation

9. Responsibility for decision-making and budget monitoring for the £1 million allocation will transfer to Economic Development Committee with immediate effect. This will enable a programme to be worked up in advance of the new scheme going live in early 2014. Responsibility for the community-based environmental schemes will remain with Environment and Sustainability Committee. The LIS scheme application process has already closed for 2014/15. The schemes will be assessed as against the new community programme criteria, which are not inconsistent with the historic position. The new priorities will provide additional weight to projects with match funding to maximise the value of the funds that are available. Any changes to the focus of this investment and how this scheme will operate will be approved through Environment and Sustainability Committee. Outline criteria for both of these schemes are attached at **Appendix 1 and 2** and these will be finalised through the respective Committees over the autumn.
10. The two new schemes will be branded as follows:
  - a. Economic Development Capital Fund and
  - b. Supporting Local Communities Fund

## **Other Options Considered**

11. Two further options were explored in some detail. They were:
  - a. To retain existing priorities of LIS but secure clearer economic outcomes. This option was discounted as it was felt to be unworkable. The current LIS supports over 250 small community schemes per year, with an average value of between £10,000 and £15,000. Bolting on requirements to deliver economic growth, jobs, skills and training would either render the scheme unworkable in terms of monitoring and collating economic outcomes or would require a complete refocus;
  - b. To redirect the entire £1.5 million to economic growth. This option was also discounted as it is recognised that the existing LIS generates significant community demand and is able to draw down additional grant funding. The community benefits of the existing LIS should also not be underestimated, alongside the positive profile raising for the County Council;
12. It was agreed that given the budget context, the focus of the new Administration on delivering economic growth and the positive response of Nottinghamshire communities to the existing scheme neither of these options were viable.

## **Reason for Recommendation**

13. The recommendation contained in the report will enable the Council's discretionary capital investment programme to be reduced and reprioritised with the creation of a new scheme dedicated to economic growth and a refocused community scheme.

## **Statutory and Policy Implications**

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

## **Financial Implications**

15. Subject to Economic Development Committee approving the criteria and management arrangements for a capital investment scheme, £1 million per year will transfer to Economic Development Committee from April 2014 onwards. Economic Development will work closely with Finance to ensure that issues relating to spend profiles and rolling programmes are closely monitored.

## **Staffing Implications**

16. Management of the new Economic Development Capital Fund will be absorbed within existing Economic Development staff resources. The staffing implications of the creation of the Supporting Local Communities scheme and its financial allocation will be considered by the Environment and Sustainability Committee. However it should be noted that there will potentially be staffing reductions given the scale of the financial reduction and once these are known will be subject to the normal consultation processes with the staff affected and the recognised trade unions.

## **Equalities Implications**

17. Full equality impact assessments of the revised community-focused scheme and the new economic growth scheme will be conducted and reviewed by respective Committees as the new schemes are developed during the autumn of 2013.

## **RECOMMENDATION/S**

1. That approval be given for changes to the Council's investment in discretionary capital activity through the LIS to be implemented, namely:
  - i. that the capital allocation be reduced to £1.5 million per annum with effect from April 2014;
  - ii. that the revised capital allocation be split from 2014-15, with £1 million transferring in a new fund to the Economic Development Committee and £0.5 million remaining with the Environment and Sustainability Committee to deliver community-based environmental schemes;

- iii. that delegated authority be granted to the Economic Development Committee to approve the scope, criteria and operation of the new 'Economic Development Capital Fund and
- iv. that delegated authority be granted to the Environment and Sustainability Committee to approve the scope, criteria and operation of the new 'Supporting Local Communities Fund'.

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

**For any enquiries about this report please contact: Celia Morris Tel: 0115 977 2043**

**Constitutional Comments (SLB 02/10/2013)**

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

**Financial Comments (SEM 03/10/13)**

The financial implications are set out in the report.

**Background Papers and Published Documents**

None

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

All

## **APPENDIX 1**

### **CRITERIA – NOTTINGHAMSHIRE ECONOMIC DEVELOPMENT CAPITAL FUND**

#### **Fund Value:**

£1m capital per annum - for the periods 2014/15, 2015/16 and 2016/17

A small number of projects of scale and impact will be supported.

#### **Objectives:**

- To support infrastructure and environment developments that will bring forward employment and investment sites to create jobs and increase opportunities for economic growth
- To support SME expansion and investment in the county's economy through the purchase of new equipment and machinery or expansions to premises

These objectives will be underpinned by ensuring that capital schemes supported by this fund provide apprenticeship, training and employment opportunities for local people and encourage supply chain collaboration.

#### **Examples of types of schemes:**

- Work with District and Borough Council's to create the physical environment necessary to attract and grow employment and investment (e.g. improving connections from transport hubs to town centres, town centre improvements etc)
- Business Park growth – better access/transport arrangements (e.g. new or improved cycle / pedestrian links)
- Refurbishment of business centres/incubation centres (e.g. reconfiguring space to meet market demand)
- Bringing back redundant buildings into productive use

#### **Output Targets**

A number of output targets will be set for the three year period covered by the Economic Development Capital Fund. These will be likely to include jobs created or safeguarded; improved business sites delivered or improved; commercial property refurbished; public and private sector leverage; apprenticeship places created etc.... The output targets will be considered by Economic Development Committee.

**SUPPORTING LOCAL COMMUNITIES**

Annual capital programme used to support infrastructure projects with community benefits

**Overall Objectives**

- Emphasis on matched funding approach
- Support community cohesion and reduction of crime
- Focus on areas of deprivation
- Support economic viability including job creation / training opportunities
- Encourage volunteering
- Community 'ownership'

**Prioritisation process**

Schemes will be assessed and scored as against the objectives detailed above. The programme will then be developed based on the fit with these objectives taking account of the total funds available to the programme and giving priority to schemes providing match funding so as to maximise the value of the resources available. This process will be reported back to Environment and Sustainability Committee later in the year.

Support is possible for other bids outside of the prioritisation process where there are exceptional community related reasons for supporting the bid, these schemes would be brought to Environment and Sustainability Committee for decision.





**REPORT OF THE LEADER****STAFFING REQUIREMENTS IN DEMOCRATIC SERVICES****Purpose of the Report**

1. To agree the establishment of a temporary 0.5 Researcher/Administrator at Grade 4 within democratic services to support the majority group.

**Information and Advice**

2. Currently the 34 members of the majority group have support from one researcher, one PA and three Member Support Assistants.
3. In the early days of the administration further support was provided by way of a secondment of a member of the Research team. This secondment ended on 9<sup>th</sup> September 2013.
4. It was clear that longer term the volume of work generated within the majority group would require additional support over and above that already provided. However this is not required on a full time basis.
5. It is proposed that a part time 0.5 post of researcher/administrator be established. It is further proposed that in light of the potential for changing requirements within the group that this post is established for a temporary period of two years
6. Funding for the post will be found from within Democratic Services existing budget.

**Other Options Considered**

7. Further temporary secondments or agency staff could be employed to cover at peak times but this is likely to be more expensive and will not provide a satisfactory level of service.

**Reason/s for Recommendation/s**

8. To ensure the majority group has an appropriate level of support to carry out their role effectively and efficiently.

## **Statutory and Policy Implications**

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

### **Financial Implications**

The cost of the post will be met from within existing budgets The current salary for a Grade 4 post is £17,802-£20,198. These costs will be pro rata as the post is part time.

### **Human Resources Implications**

Recruitment to the post will be undertaken in accordance with the Council's current recruitment and selection codes of practice. The appointment to the post on a fixed term basis is in line with the vacancy control measures and should first of all be ringfenced for suitable redeployees in the first instance.

## **RECOMMENDATION/S**

10. That the establishment of a 0.5 post of Researcher/Administrator within Democratic Services on a temporary basis for two years be established.

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

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

### **Constitutional Comments [HD – 02/10/2013]**

11. Policy Committee has the authority to agree the recommendation within the report.

### **Financial Comments [SEM 02/10/13]**

12. 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.

- Job Description and Person Specification

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

- 'All'



**REPORT OF THE CHIEF EXECUTIVE****APPOINTMENT TO OUTSIDE BODY – HOLME PIERREPONT LEISURE TRUST****Purpose of the Report**

1. To consider the nomination of a representative for the County Council on the Board of the Holme Pierrepont Leisure Trust (HPLT).

**Information and Advice**

2. In September 2011 the County Council agreed for the management and operations of the National Water Sports Centre to be outsourced to a third party provider. Serco Leisure acting as the managing agent for the newly formed leisure trust HPLT, was the successful bidder who started on site on 1 April 2013.
3. The HPLT Board is an independent board of 7 or 8 trustees whose role is strategic not operational. The Trust has advertised to recruit trustees in September 2013 and are expecting to undertake interviews in early October.
4. The Board has requested representation from the County Council.
5. The Board will meet on a monthly basis. Following discussions / considerations it is recommended that the Service Director for Youth, Families and Cultural Services be appointed as the Council's representative.

**Other Options Considered**

6. The Council could decline to nominate a representative.

**Reason/s for Recommendation/s**

7. To enable County Council representation on the HPLT.

**Statutory and Policy Implications**

8. This report has been compiled after consideration of implications in respect of crime and disorder, finance, human resources, human rights, the 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.

## **RECOMMENDATION/S**

- 1) That the Committee agree to appoint the Service Director for Youth, Families and Cultural Services as the County Council's representative to the Board of the Holme Pierrepont Leisure Trust

**Mick Burrows**  
**Chief Executive**

**For any enquiries about this report please contact:**  
**Sarah Ashton Assistant Democratic Services Officer (01159773962)**  
**Steve Bradley Group Manager Cultural and Enrichment Services (01159772715)**

### **Constitutional Comments (SLB 07/10/2013)**

9. The Council's Protocol for Involvement in Outside Bodies states that Policy Committee is responsible for approving appointments to outside bodies. Policy Committee is the appropriate body to consider this report.

### **Financial Comments (SEM 07/10/13)**

10. 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.

- Letter requesting appointment to the Board
- Advert to become a trustee to the Board
- Trustee job description and information about the Trust
- Future management arrangements for the National Sports Centre report to Cabinet 14 September 2011
- National Water Sports Centre - Future management arrangements report to Policy Committee 16 January 2013
- National Water Sports Centre Progress Report report to Culture Committee 8 October 2013

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

All

**REPORT OF THE LEADER OF THE COUNCIL****COUNTY COUNCILS NETWORK ANNUAL CONFERENCE 18-19 NOVEMBER  
2013, CHESTER****Purpose of the Report**

1. The purpose of the report is to seek approval for the Leader and Deputy Leader of the Council to attend the County Councils Network Annual Conference being held at the Crown Plaza Hotel, Chester from 18 - 19 November 2013.

**Information and Advice**

2. This Committee's terms of reference include approving councillors' attendance at conferences. Members are asked to consider whether attendance at the event should be approved for the Leader and the Deputy Leader together with the necessary travel and accommodation arrangements.
3. The conference is organised by the County Councils Network which is a cross party special interest group of the Local government Association.
4. The Chief Executive of the County Council will also attend the conference.

**Reason/s for Recommendation/s**

5. The annual conference is a key event in the CCN calendar and aims to be informative, challenging, and topical. The conference brings together members and officers, providing an opportunity to reflect on the challenges facing local government, to share experience and find solutions to common issues.

**Statutory and Policy Implications**

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

**Financial Implications**

8. The cost of attendance at the conference, including accommodation is £470 plus VAT per person.
9. The costs of attendance for the Leader and Deputy Leader would be met from the Member Training Budget.

## **RECOMMENDATION/S**

:

- 1) That approval is given for the Leader and Deputy Leader to attend the CCN Annual Conference 18<sup>th</sup>-19<sup>th</sup> November 2013, together with any necessary travel and accommodation arrangements.

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

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

Karen Townrow  
Assistant Democratic Services Officer  
T: 0115 9773035  
E: Karen.townrow@nottsc.gov.uk

## **Constitutional Comments ()**

10. The Committee is the appropriate body to decide the issues set out in this report.

## **Financial Comments (SEM 03/10/13)**

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

## **Background Papers and Published Documents**

Invitation to attend the conference from the County Council's Network.

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

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

All.

C0261



**REPORT OF CORPORATE DIRECTOR, POLICY, PLANNING AND  
CORPORATE SERVICES****WORK PROGRAMME****Purpose of the Report**

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

**Information and Advice**

2. The County Council requires each committee to maintain a work programme. The work programme will assist the management of the committee's agenda, the scheduling of the committee's business and forward planning. The work programme will be updated and reviewed at each pre-agenda meeting and committee meeting. Any member of the committee is able to suggest items for possible inclusion.
3. The attached work programme includes items which can be anticipated at the present time. Other items will be added to the programme as they are identified.
4. As part of the transparency introduced by the new committee arrangements, committees are expected to review day to day operational decisions made by officers using their delegated powers. Such decisions will be included in the work programme on an annual basis and as specific decisions of interest arise.
5. 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.

**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/S**

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

**Jayne Francis-Ward**

**Corporate Director, Policy, Planning and Corporate Services**

**For any enquiries about this report please contact:** Matthew Garrard, Team Manager, Policy, Performance and Research T: (0115) 9772892 E: [matthew.garrard@nottsc.gov.uk](mailto:matthew.garrard@nottsc.gov.uk)

## **Constitutional Comments (SLB 30/04/2012)**

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

## **Financial Comments (PS 2/5/12)**

10. 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**

<b><u>Report Title</u></b>	<b><u>Brief summary of agenda item</u></b>	<b><u>For Decision or Information</u></b>	<b><u>Lead Officer</u></b>	<b><u>Report Author</u></b>
<b>13<sup>th</sup> November 2013</b>				
Economic Development Strategy	To consider proposals from the Economic Development Committee for an economic development strategy for Nottingham	Decision	Celia Morris	
Healthwatch Nottinghamshire	Progress report of the introduction of Healthwatch	Information	Caroline Agnew	
Protection of Property & Funerals Policy	To agree revisions to the Policy	Decision	Caroline Baria	
Initial Committee Budget and Capital Proposals for 2014-15	To consider initial budget proposals for services within the terms of reference of the Policy Committee	Decision	Mick Burrows	
Surveillance and the Regulation of Investigatory Powers Act	To report changes to the legislation, the outcome of a recent inspection and to seek approval to policy revisions	Decision	Sue Bearman	
Welfare Assistance Scheme	Report on first 6 months of operation of scheme and proposals for operation beyond April 2014	Decision	Paul McKay	
<b>11<sup>th</sup> December 2013</b>				
Strategic Performance Report	Report on the overall progress of the County Council towards its strategic priorities since the introduction of the Strategic Plan	Information	Celia Morris	Matthew Garrard
Improvement Programme – Performance	Quarterly report on the progress of the Council's Improvement Programme.	Information	Debra Hinde	

<b>8<sup>th</sup> January 2014</b>				
Social Media Usage	Policy Review following 12 months since the commencement of the Social Media Policy	Information	Martin Done	
<b>5<sup>th</sup> February 2014</b>				
Budget 2014-15 - Proposals	To receive the budget recommendations of the Finance and Property Committee	Refer to Council	Paul Simpson	
Pay Policy Statement	To receive the recommendations of the Personnel Committee on the Pay Policy Statement	Refer to Council	Marje Toward	
Translation & Interpretation Service provision	Review of the new service provision			
<b>5<sup>th</sup> March 2014</b>				
Improvement Programme – Performance	Quarterly report on the progress of the Council's Improvement Programme.	Information	Debra Hinde	
Review of Complaints	Bi-annual service report to provide an overview of complaints received by the County Council.	Information	Celia Morris	Jo Kirkby
Equalities Plan	To consider the annual equalities plan in accordance with statutory duties arising from equalities legislation	Decision	Celia Morris	Matthew Garrard
<b>2<sup>nd</sup> April 2014</b>				
Legal Settlements	Bi-annual service report to provide an overview of legal settlements reached in the preceding 6 months	Information	Heather Dickinson	
Freedom of Information and Data Protection	Annual report and review of freedom of information and data protection performance and processes	Information	Celia Morris	Jo Kirkby
Income Generation through Advertising and Sponsorship	Update report following consideration at Policy Committee on 18 September 2013.	Information	Martin Done	
Workforce Strategy	Implementation Review of Workplace Strategy	Decision	Marje Toward	
<b>7<sup>th</sup> May 2014</b>				

Annual Performance Report 2013/14	Report on the overall progress of the County Council on its strategic priorities over the final quarter of the year and across the whole year.	Information	Celia Morris	Matthew Garrard
<b>4<sup>th</sup> June 2014</b>				
Improvement Programme – Annual Report 2013/14	Annual report of achievements for 2013-14.	Information	Deborah Hinde	
Legal Settlements	Bi-annual service report to provide an overview of legal settlements reached in the preceding 6 months	Information	Heather Dickinson	
<b>2<sup>nd</sup> July 2014</b>				
Review of Complaints	Bi-annual service report to provide an overview of complaints received by the County Council.	Information	Celia Morris	Jo Kirkby

