



11 January 2017

Dear Sir/Madam

A meeting of the Community Safety Committee will be held on Thursday 19 January 2017 in the New Council Chamber, Town Hall, Beeston commencing at 7.00pm.

Should you require advice on declaring an interest in any item on the agenda, please contact the Monitoring Officer at your earliest convenience.

Yours faithfully

Chief Executive

To Councillors:	D Bagshaw	J Goad (Chair)
	M Brown (Vice Chair)	M R Kee
	B C Carr	S Kerry
	T A Cullen	J M Owen
	G Harvey	J C Patrick

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTEREST

Members are requested to declare the existence and nature of any disclosable pecuniary interest and/or other interest in any item on the agenda.

3. MINUTES

PAGES 1 - 4

The Committee is asked to confirm as a correct record the minutes of the Environment and Community Safety Committee meeting held on 24 November 2016.

4. PUBLIC SPACES PROTECTION ORDER – EASTWOOD TOWN CENTRE PAGES 5 - 9

To seek approval to undertake consultation with a view to amending an existing Designated Public Places Order (DPPO) prior to it becoming a new Public Spaces Protection Order, to help control issues around public consumption of alcohol in Eastwood.

5. PUBLIC SPACES PROTECTION ORDER – STAPLEFORD PAGES 10 - 15

To seek approval to undertake consultation with a view to implementing a new Public Spaces Protection Order to help control issues around public consumption of alcohol in Stapleford.

6. BUSINESS PLANS AND FINANCIAL ESTIMATES 2017/18 – 2019/20 PAGES 16 – 37

To consider the proposals for business plans, detailed revenue budget estimates for 2017/18, capital programme for 2017/18 to 2019/20 and proposed fees and charges for 2017/18 in respect of the Council's priority areas. The Community Safety and Health Business Plan is circulated separately with this agenda.

7. PARKING SERVICES UPDATE PAGES 38 - 46

To provide Committee with a general update on parking services including shared service arrangements, and to provide recommendations for Blue Badge parking spaces.

8. WORK PROGRAMME PAGE 47

To consider items for inclusion in the Work Programme for future meetings.

9. CCTV UPDATE, OPTIONS AND STAFFING PAGES 48 - 55

To provide Committee with various updates and options regarding the Council's CCTV cameras.

10. EXCLUSION OF PUBLIC AND PRESS

**The Committee is asked to RESOLVE that, under Section 100A of the Local Government Act, 1972, the public and press be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraphs 1 and 2 of Schedule 12A of the Act.**

11. CCTV UPDATE, OPTIONS AND STAFFING  
APPENDIX 4

PAGES 56 - 57

# **ENVIRONMENT AND COMMUNITY SAFETY COMMITTEE**

**24 NOVEMBER 2016**

Present: Councillor M R Kee, Chair

Councillors: M Brown  
D Bagshaw  
B C Carr  
G Harvey  
S Kerry  
J M Owen  
J C Patrick  
C H Rice

Apologies for absence were received from Councillors T A Cullen and M Radulovic MBE.

30. **DECLARATIONS OF INTEREST**

There were no declarations of interest.

31. **MINUTES**

The minutes of the meeting held on 22 September 2016 were confirmed and signed subject to an amendment to minute number 25, Waste Strategy 2016 – 2020 to clarify that the strategy was deferred so that the inclusion of the potential reduction to the standard residual waste bin size from 240 litres could be removed.

32. **MINUTES OF THE SNCSP AND EXECUTIVE GROUPS**

The Committee noted the minutes of the South Notts Community Safety Partnership Operational Delivery Group meeting which took place on 15 September 2016.

Particular consideration was given to the changes to the way crime was recorded which could be expected to cause an increase in the amount of recorded crime in the next set of figures. This would make it more difficult to note trends in crime types.

There followed a discussion about the creation of a Domestic Violence Action Plan for Broxtowe. The Plan would target problems specific to Broxtowe, taking into account the Council's resources and once written would be circulated to councillors.

33. PERFORMANCE MANAGEMENT – REVIEW OF BUSINESS PLAN PROGRESS – ENVIRONMENT AND COMMUNITY SAFETY

The Committee noted the report and considered progress against outcome targets identified in the Business Growth Business Plan, with particular reference to the latest key performance indicators (KPI).

It was noted that some cases of anti-social behaviour were too complex to close within the three months allotted by the KPI. Although a satisfactory resolution to anti-social behaviour cases was sought as quickly as possible, and three months was realistic in many instances, there were always exceptions and there was no pressure to close cases within three months.

There was a discussion about the capacity of the Grounds Maintenance Team to generate income. It was noted that the nature of the work meant that there were peaks and troughs in activity, but that this year there had not been the capacity to take on commercial work.

Particular reference was given to the indicator regarding improved street and environmental cleanliness and there followed a discussion about areas that posed a specific problem. Princes Street in Eastwood was noted as a problem area for litter, weeds and leaves. It was also noted that the Council collected 20 to 50 tonnes of litter per week and employed 19 staff to keep litter at a reasonable level. Areas such as footpaths and twichels were noted to be problematic for weeds and litter. Discussion progressed on to the high levels of litter around schools and it was agreed that engaging school children was essential to reducing the amount of detritus.

34. FOOD SERVICE PLAN 2016/17

Members considered the Food Service Plan for 2016/17, which outlined how the Council was going to deliver official controls dictated by food law including inspections of food outlets.

The Committee noted the large number of premises requiring inspection and that this was a sizable task. It was asked why the Council was no longer running food hygiene courses. It was noted that this was a discretionary function and that as there were a lot of similar courses available at very competitive rates there was no benefit to the Council providing them, unless it was for their own staff, such as those who ran the catering in sheltered housing schemes.

The possibility of Committee members shadowing an officer to see what the inspection role involved was discussed.

It was noted that all food ratings were published on the Food Standards Agency website, though legislation to make display of hygiene ratings mandatory was being considered by the government.

**RESOLVED that the Food Service Plan 2016-17 be approved.**

35. LITTER/FLY TIPPING/GRAFFITI/DOG FOULING ACTION PLAN

The Committee considered the action plan to tackle litter, graffiti, fly tipping and dog fouling. The plan signalled a change in approach which involved targeting the top ten most problematic areas.

It was confirmed that if households backing on to green spaces threw garden cuttings over their fence they were fly tipping. When reported these cases were tackled with a letter which requested the removal of the waste from the green space. In most instances residents complied and this was considered to be a low level offence. It was noted that the sites identified in the action plan dealt with a semi-criminal level of fly tipping.

The Committee discussed methods by which public engagement could be increased. It was suggested that parish and town councils be contacted regarding organising litter picks.

**RESOLVED that the action plan as shown at appendix 2 to reduce litter fly tipping, graffiti and dog fouling in Broxtowe over the next 18 months be approved.**

36. WASTE STRATEGY 2016 – 2020

The Committee discussed the Waste Strategy for 2016 – 2020, which set out the Council's plan to reduce waste and increase recycling over the next four years. The Strategy had been amended, as per the decision of the Committee. Revisions had also been made to the Equality Impact Assessment, which was circulated to the Committee.

Particular reference was made to the promotion of terry toweling nappies, the possible prohibition of garden waste from the residual waste bin and concessions for the garden waste collection. It was noted that there were no plans to introduce concessionary rates for the garden waste collection as it would be too bureaucratic to administer.

**RESOLVED that the Waste Strategy 2016 – 2020 be approved.**

37. WORK PROGRAMME

There was a discussion about the Public Spaces Protection Order (PSPO) that had been agreed at the meeting on 26 May 2016, and whether its implementation could be used to address the advertising on the bridge at Tinsley Road. It was requested that a report on the implementation of the PSPO be submitted to the Committee along with information about advertising.

It was decided that air quality and the implementation of the PSPO including advertising on the bridge should be discussed at the meeting of the

Committee on 19 January 2017. It was noted that the Missed Bin Strategy was also due to come before the Committee for approval.

**RESOLVED that the Work Programme, as amended, be approved.**

## Report of the Chief Executive

**PUBLIC SPACES PROTECTION ORDER – EASTWOOD TOWN CENTRE**1. Purpose of report

To seek approval to undertake consultation with a view to amending an existing Designated Public Places Order (DPPO) prior to it becoming a new Public Spaces Protection Order, to help control issues around public consumption of alcohol in Eastwood.

2. Background

Public Spaces Protection Orders (PSPOs) were introduced as a provision of the Anti-social Behaviour Crime and Policing Act 2014. Their purpose is to help curb various aspects of anti-social behavior in public spaces in designated areas (known as restricted areas). PSPOs replace various measures, including Designated Public Places Orders (DPPOs). Further information on PSPOs is given in appendix 1.

Currently, Broxtowe Borough Council has five DPPOs in place to assist with the control of problems resulting from drinking in public spaces. As required by legislation, all of these will need to be converted to PSPOs in the future. This matter will be the subject of a future report to this committee. However, the change from a DPPO to a PSPO can only occur without consultation if the terms and conditions of the Order remain the same. Should there be any changes to either the area involved (Restricted Area) or the terms of the Order, then prior consultation with the community and interested parties is required. The police have advised that they feel the DPPO to control alcohol consumption in public places in Eastwood would be of greater use if the Restricted Area were extended to include an area to the north. The proposed area is shown delineated on the map at appendix 2 with the existing DPPO area shown hatched.

In view of the above, it is felt that on its conversion to a PSPO, the Eastwood DPPO should have its Restricted Area amended. This proposal will need to go out for consultation. After considering the results of the consultation, a decision on the introduction of the PSPO will need to be made at a future meeting of this committee. The proposed order is shown at appendix 3.

3. Financial implications

It is anticipated that the costs of consultation and signage can be contained within existing budgets.

**Recommendation**

**The Committee is asked to RESOLVE that in accordance with the Anti-Social Behaviour, Crime and Policing Act 2014 appropriate consultation shall be carried out in respect of the making of a Public Spaces Protection Order in Eastwood as detailed in appendix 3.**

Background papers; Nil



**APPENDIX 1****Further information about Public Space Protection Orders (PSPO)**

The PSPO was introduced by the Anti-Social Behaviour, Crime and Policing Act 2014, and is designed to stop individuals or groups from committing anti-social behaviour. They are intended to be used to protect the public from behaviour that is having, or is likely to have a detrimental effect on the quality of life of those in the locality and is persistent and unreasonable. For example, the effect of the proposed PSPO for Stapleford will be to prohibit the consumption of alcohol in or on a public highway, car parks and all other land to which the public, or any section of the public, on payment or otherwise, as of right or by virtue of express or implied permission has access within the restricted area.

A PSPO cannot be used to restrict the consumption of alcohol where the premises or its curtilage (a beer garden or pavement seating area) is licensed for the supply of alcohol. Any premises temporarily licensed under a Temporary Event Notice, such as a special event, or where the premises licence is held by the Council, or is occupied by or managed on its behalf and covered by a premises licence held by a third party, are only excluded from this Order during the hours stipulated in their licence and for a period of 30 minutes thereafter. This is because the licensing system already includes safeguards against premises becoming centres of anti-social behaviour and would create confusion and duplication.

Gardens within the curtilage or residential dwellings will not be covered by the Order.

A breach of the PSPO without reasonable excuse would be a criminal offence, subject to a Fixed Penalty Notice of £75 or prosecution. Fixed Penalty Notices can be issued by a police officer or other authorised officers. On summary conviction, an individual would be liable to a fine not exceeding level 2 on the standard scale (currently £500).




# Eastwood Town Centre

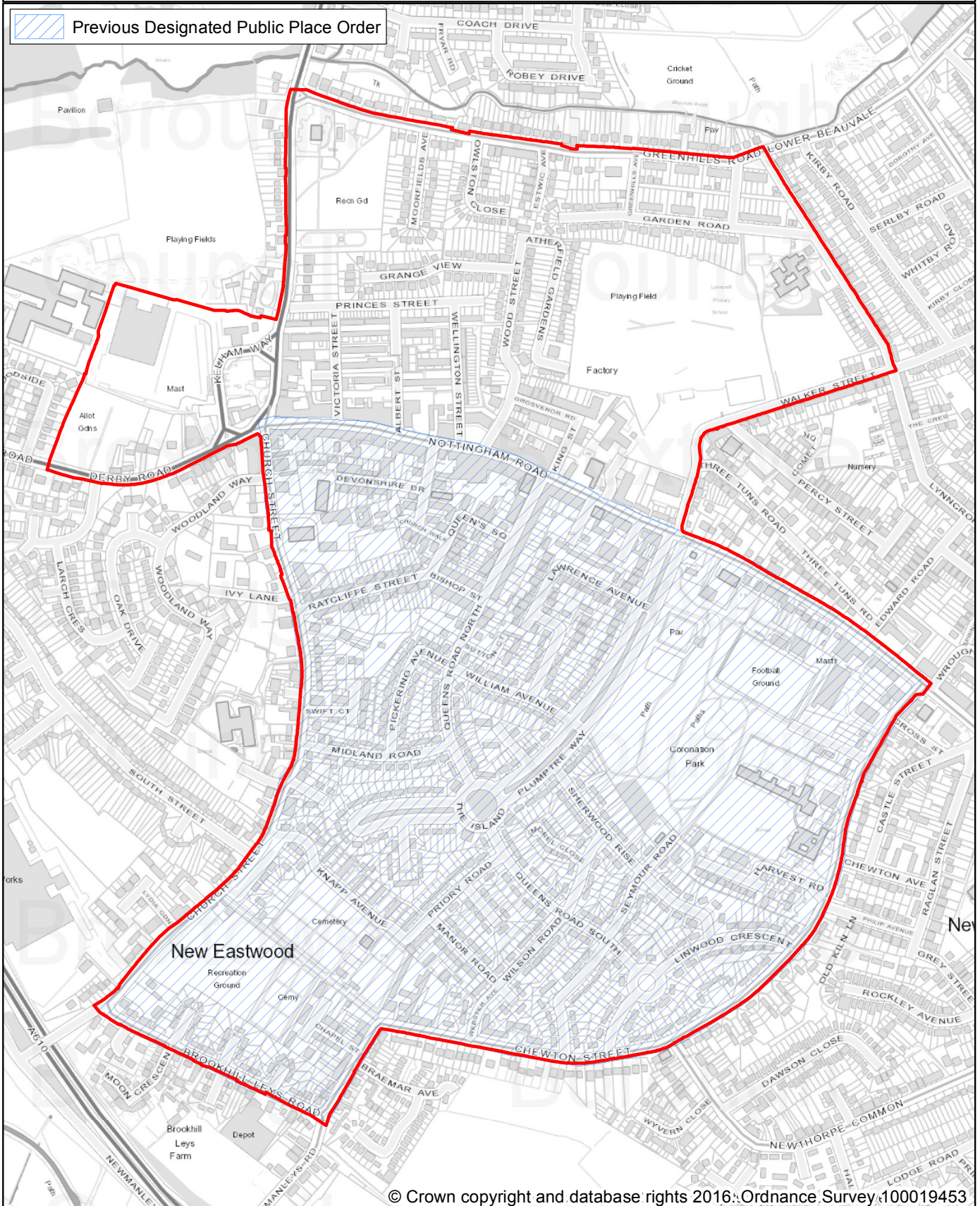
Proposed Public Safety Protection Order



## Broxtowe Borough COUNCIL

19 December 2016

 Previous Designated Public Place Order



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## BROXTOWE BOROUGH COUNCIL

## ANTI-SOCIAL BEHAVIOUR CRIME AND POLICING ACT 2014

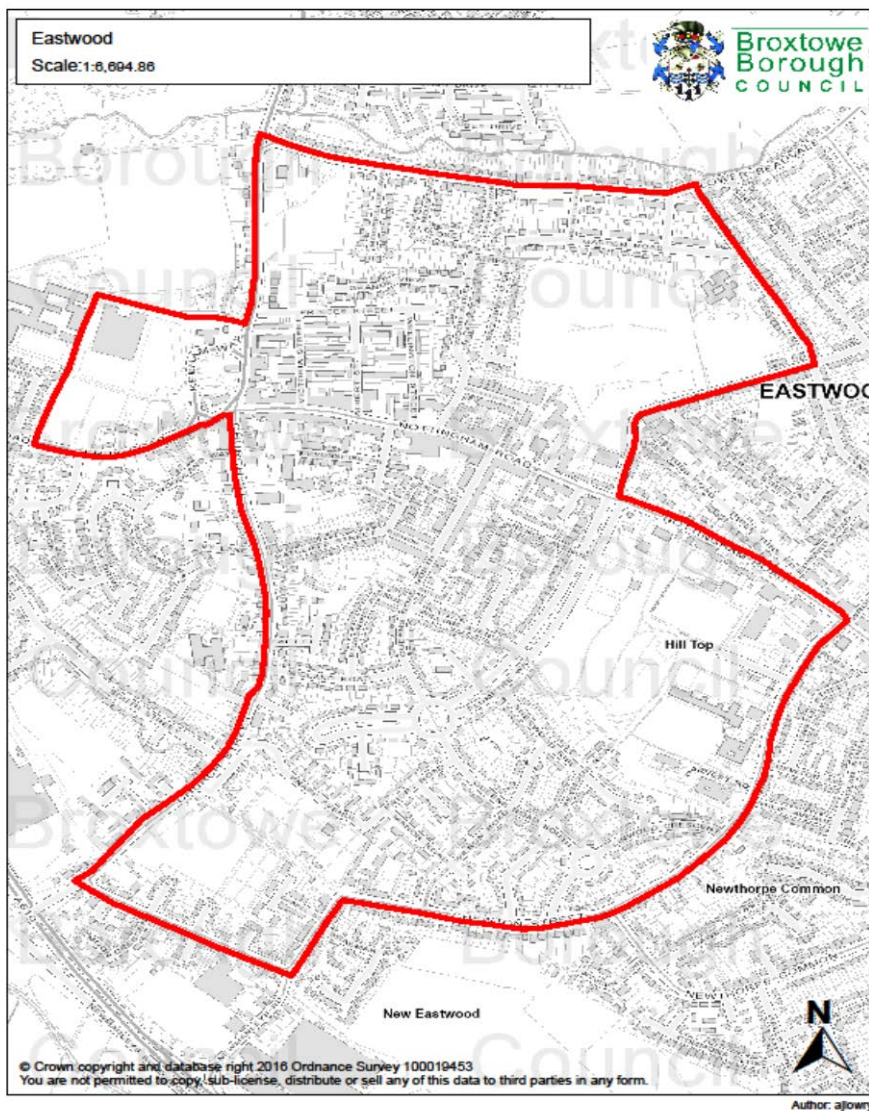
## EASTWOOD TOWN CENTRE PUBLIC SPACES PROTECTION ORDER 2017

Broxtowe Borough Council ("the Council"), in accordance with its powers under the Anti-social Behaviour, Crime and Policing Act 2014 ("the Act") makes the following Order, Eastwood Town Centre Public Spaces Protection Order 2017, ("the Order") which comes into effect on the 1<sup>st</sup> May 2017 identifying places detailed in the schedule below as a Restricted Area pursuant to the Act.

2. The Order seeks to prohibit alcohol fuelled anti-social behaviour and applies to all persons, at all times of the day and night within the Restricted Area.
3. The Order allows a police officer and other authorised persons under powers contained within section 63 of the Act to require a person, in the Restricted Area not to drink alcohol in that place if the officer reasonably believes that a person has consumed or intends to do so, and to surrender the alcohol and any opened or sealed containers in the person's possession. Any person who fails without reasonable excuse to comply with a police officer or other authorised persons request under this provision commits an offence and may be liable to prosecution. A person guilty of such an offence is liable on summary conviction to a fine not exceeding Level 2 on the Standard Scale.
4. The Order does not apply to premises or beer gardens that is licensed for the supply of alcohol
5. Any premises temporarily licensed under a Temporary Event Notice, such as a special event, or where the premises licence is held by the Council, or is occupied by or managed on its behalf and covered by a premises licence held by a third party, are only excluded from this Order during the hours stipulated in their licence for a period of 30 minutes thereafter.

## SCHEDULE





This order shall take effect on 1<sup>st</sup> May 2017 for a period of three years.

**THE COMMON SEAL of**  
**BROXTOWE BOROUGH COUNCIL**

was hereunto affixed in

the presence of :-

Mayor

Duly Authorised Office

## Report of the Chief Executive

**PUBLIC SPACES PROTECTION ORDER – STAPLEFORD**1. Purpose of report

To seek approval to undertake consultation with a view to implementing a new Public Spaces Protection Order to help control issues around public consumption of alcohol in Stapleford.

2. Background

Public Spaces Protection Orders (PSPOs) were introduced as a provision of the Anti-social Behaviour Crime and Policing Act 2014. Their purpose is to help curb various aspects of anti-social behavior in public spaces in designated areas (known as restricted areas). PSPOs replace various measures, including Designated Public Places Orders (DPPOs). Further information on PSPOs is given in appendix 1.

Currently, Broxtowe Borough Council has five DPPOs in place to assist with the control of problems resulting from drinking in public spaces. These are in Beeston North, Beeston Town Centre, Eastwood, Kimberley and Toton. As required by legislation, these will need to be converted to PSPOs in the future and will be brought to a future meeting of this committee.

In view of the above and on the basis of the information contained in appendix 2, it is felt that consideration should be given to creating a similar PSPO in Stapleford. A copy of the proposal is shown at appendix 3. In order to do this, the Authority is required to undertake consultation on the proposal. After considering the results of the consultation, a decision on the making of the PSPO has to be made. A report detailing the results of the consultation and requesting a decision on the making of the Order will be brought to a future meeting of this Committee.

3. Financial implications

It is anticipated that the costs of consultation and signage can be contained within existing budgets.

**Recommendation**

**The Committee is asked to RESOLVE that in accordance with the Anti-Social Behaviour, Crime and Policing Act 2014 appropriate consultation shall be carried out in respect of the making of a Public Spaces Protection Order in Stapleford as detailed in appendix 3.**

Background papers

Nil

**APPENDIX 1****Further information about Public Space Protection Orders (PSPOs)**

The PSPO was introduced by the Anti-Social Behaviour, Crime and Policing Act 2014, and is designed to stop individuals or groups from committing anti-social behaviour. The orders are intended to be used to protect the public from behaviour that is having, or is likely to have a detrimental effect on the quality of life of those in the locality and is persistent and unreasonable. For example, the effect of the proposed PSPO for Stapleford will be to prohibit the consumption of alcohol in or on a public highway, car parks and all other land to which the public, or any section of the public, on payment or otherwise, as of right or by virtue of express or implied permission has access within the restricted area.

A PSPO cannot be used to restrict the consumption of alcohol where the premises or its curtilage (a beer garden or pavement seating area) is licensed for the supply of alcohol. Any premises temporarily licensed under a Temporary Event Notice, such as a special event, or where the premises licence is held by the Council, or is occupied by or managed on its behalf and covered by a premises licence held by a third party, are only excluded from this Order during the hours stipulated in their licence and for a period of 30 minutes thereafter. This is because the licensing system already includes safeguards against premises becoming centres of anti-social behaviour and would create confusion and duplication.

Gardens within the curtilage or residential dwellings will not be covered by the Order.

A breach of the PSPO without reasonable excuse would be a criminal offence, subject to a Fixed Penalty Notice of £75 or prosecution. Fixed Penalty Notices can be issued by a constable or other authorised officers. On summary conviction, an individual would be liable to a fine not exceeding level 2 on the standard scale (currently £500).

## APPENDIX 2

**Supporting information in respect of Stapleford Public Spaces Protection Order**

Stapleford is a busy town centre situated between Beeston and the borough of Erewash in Derbyshire; it has a high number of licensed premises with 25 premises licensed to sell alcohol within the area covered by the proposed Public Space Protection Order. Between 1 October 2014 and 30 September 2016 Stapleford has endured higher than average levels of anti-social behavior (ASB) with 90 crimes and incidents of ASB carrying a tag of 'Alcohol' recorded on police systems. This figure is likely to be an underestimate as only incidents where alcohol is the primary factor are tagged rather than all alcohol related incidents.

Following provision of "hot spot" information relating to Stapleford Town Centre consultation took place with the police to define the area where it was felt a Public Space Protection Order would be of assistance in reducing the number of alcohol related ASB incidents. A map of the area is shown in appendix 3 and can be identified within the bold line and is referred to as the 'restricted area'.

The following information is taken from police databases in respect of incidents between 1 October and 30 September 2016.

**Police recorded ASB**

The table below shows the total ASB and the proportion of that which is alcohol flagged ASB.

<b>Ward Name</b>	<b>Total ASB</b>	<b>Alcohol flagged</b>	<b>% alcohol flagged</b>
Stapleford South East Ward	188	17	9.04%
Stapleford South West Ward	382	46	12.04%
<b>Total</b>	<b>570</b>	<b>63</b>	<b>11.05%</b>
PSPO Proposed area	140	22	<b>15.71%</b>
Broxtowe District	3706	402	10.85%

**ASB related to alcohol**

The map at appendix 4 shows the "hot-spot" centres of alcohol related ASB in Stapleford in relation to the proposed Restricted Area



## **BROXTOWE BOROUGH COUNCIL**

### **STAPLEFORD PUBLIC SPACES PROTECTION ORDER 2017**

**NOTICE IS HEREBY GIVEN** that Broxtowe Borough Council, using powers contained within the Anti-social Behaviour, Crime and Policing Act 2014 proposes to make the following Order:

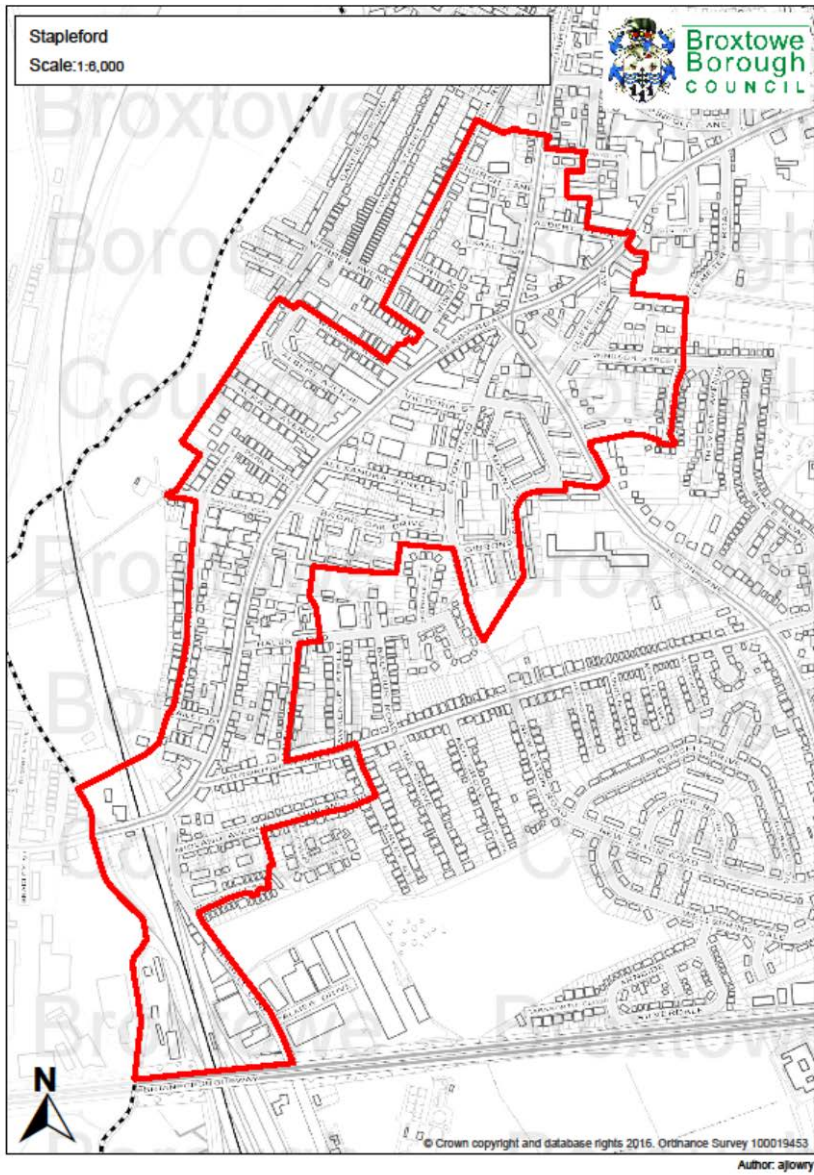
#### **Stapleford Public Spaces Protection Order 2017**

The Order shall come into operation on 1<sup>st</sup> May 2017 and shall have effect for a period of three years thereafter, unless extended by further Orders made under Broxtowe Borough Council's statutory powers.

The Order relates to the public spaces in the area shown delineated in red on the attached plan (the "Restricted Area").

The effect of this Order is that in the Restricted Area the police and authorised officers have the power to require a person not to consume intoxicating liquor where the officer reasonably believes the person is, has or intends to do so, and to surrender any intoxicating liquor or a container containing such liquor. Failure to comply with an officer's requirements without reasonable excuse is an arrestable offence. A person guilty of such an offence will be liable on summary conviction to fine not exceeding level 2 on the standard scale.








# Stapleford Town Centre

Proposed Public Safety Protection Order



## Broxtowe Borough COUNCIL

19 December 2016

 ASB hotspots



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**Joint Report of the Chief Executive, the Deputy Chief Executive and the Director of Housing, Leisure and Property Services****BUSINESS PLANS AND FINANCIAL ESTIMATES 2017/18 - 2019/20**1. Purpose of report

To consider the proposals for business plans, detailed revenue budget estimates for 2017/18, capital programme for 2017/18 to 2019/20 and proposed fees and charges for 2017/18 in respect of the Council's priority areas.

2. Detail

As part of the Council's performance management framework, the delivery and financial plans for the corporate priority areas identified within the Corporate Plan 2016-20 are brought together in one report so that the linkages between service priorities, spending proposals and targets are clear.

Under the current constitution, financial and business planning is reported to the Committee which has primary responsibility for oversight of the relevant corporate priority area and related services, in this case **Community Safety**. The **Health** priority is also relevant to this Committee. Since the transfer of leisure services to Liberty Leisure Ltd, responsibility for business planning rests with the new company. The remaining matters which fall under the Health priority are to be considered by this Committee.

The proposed Community Safety and Health Business Plan is provided as a separate attachment to this report. The revenue and capital budget proposals for the corporate priority and relevant service areas, together with the proposed fees and charges, are provided in appendices 2a to 2c.

Following consideration by the respective Committees, a summary of the estimates, including any changes recommended, will be presented to the Finance and Resources Committee on 6 February 2017 for consideration and recommendation to Full Council on 2 March 2017.

**Recommendations**

**The Committee is asked to CONSIDER the following and RESOLVE accordingly:**

- 1. The attached Health and Community Safety Business Plan.**
- 2a) The detailed revenue budget estimates for 2016/17 (revised) and 2017/18 (base) including any revenue development submissions.**
  - b) The capital programme for 2017/18 to 2019/20.**
  - c) The fees and charges for 2017/18.**

Background papers

Nil

**APPENDIX 1****Introduction**

The Council's business and financial planning framework is one of identifying key service and spending pressures and prioritising resources accordingly, taking into account national and local priorities.

The targeted outcomes from these key issues and the anticipated impact on service performance are set out in business plans. These plans are combined with financial information, including proposals for reducing business costs and increasing income, to form the business plans for each priority area.

This report considers the detail in respect of the business plan covering the priority areas of Community Safety and Health. The financial consequences of the business plan, together with the expenditure and income from maintaining existing services, are set out in the revenue budget proposals, the capital programme and the proposed fees and charges which follow the plan.

Within the Community Safety and Health Business Plan, attached to this report, there are some key tasks which can be met from existing resources or which relate to policy preparation. These are not included in the key spending proposals detailed in the appendices. Any planned activities which will have a financial implication either by increasing costs or reducing income by greater than £5,000 are identified, along with the financial impact in section 5 of the business plan.

There are several key tasks where it is not appropriate to make financial provision at this stage. These include areas that are subject to external funding bids, partnership arrangements or where insufficient information exists at the present time. In addition, there are a number of capital schemes within the programme which are deemed to be 'awaiting funding' pending receipt of the necessary resources to complete them. Any reductions in spending arising in the last quarter of 2016/17, over and above the projected outturn for the year agreed as part of the budget-setting process 2017/18, will be placed into a capital reserve as part of the funding for the above schemes. The schemes will be brought forward for approval in due course.

All of these items will be the subject of further reports throughout 2017/18 as further information and resources become available, thus ensuring that the service and financial planning framework is a fluid process.

**Business plans**

As part of the Council's performance management framework, it is the responsibility of each relevant Committee to consider business plans prior to recommendations being made to Council. The purpose of the plans is twofold. Firstly, they establish the linkage between the Council's high-level objectives and the strategies and aims of the respective services, and secondly, they outline the services' proposals for meeting those aims and objectives.



This report deals with the Community Safety and Health Business Plan and associated budgets covering these priority areas. The Council's corporate objectives and aims, as included in the Corporate Plan 2016-2020, are shown at appendix 1a to provide the framework for consideration of the plans.

### **Financial background**

The revenue and capital budget proposals for the corporate priority and support service areas, together with proposed fees and charges, are shown in appendices 2 to 5.

The revenue budgets show the 2016/17 revised estimate and the 2017/18 base estimate for the areas encompassed by the relevant business plans. The 2017/18 base estimate figures generally reflect the same level of service as in the current year with a few exceptions. The 2016/17 revised estimate figures include the full year effects of the 2015/16 capital programme.

The following are not included in the 2017/18 base figures:

- a) An allowance for inflation in 2017/18. This will be determined by the Finance and Resources Committee on 6 February 2017.
- b) Anticipated additional income within the General Fund and the Housing Revenue Account (HRA) arising from the review of fees and charges and any increase in rent levels.
- c) The revenue effects of the 2017/18 capital programme including the cost of any new borrowing to support the capital programme. The Finance and Resources Committee will consider this separately on 6 February 2017.

A classification of revenue expenditure is included at appendix 1b for the guidance of members.

## APPENDIX 1a

**FRAMEWORK FOR BUSINESS PLANNING**

The Council formally adopted the Corporate Plan 2016-2020 in March 2016. This is subject to annual review to ensure that it continues to reflect the aims and objectives of the Council.

**OUR VISION**

The Council's Vision is "**Broxtowe: a great place where people enjoy living, working and spending leisure time**".

**OUR PRIORITIES**

The Council's updated priorities have been updated have been developed within the context of national, regional and countywide plans and priorities with the aim being to align these with our own aspirations wherever possible.

The Council's priorities are:

- **Housing**
- **Business Growth**
- **Environment**
- **Health**
- **Community Safety**

Underpinning all of the above and all of the Council's work is a series of values which the Council has adopted, namely:

- **Integrity and professional competence**
- **A strong caring focus on the needs of communities**
- **Continuous improvement and delivering value for money**
- **Valuing employees and enabling the active involvement of everyone**
- **Innovation and readiness for change.**

**OUR OBJECTIVES**

Each priority area is underpinned by its strategic objectives. Each strategic objective has targeted outcomes against which progress can be monitored.

- **Housing – A good quality affordable home for all residents of Broxtowe**
  - Increase the rate of house building on brownfield sites (Ho1)
  - Become an excellent housing provider (Ho2)
  - Improve the quality and availability of the private rented stock to meet local housing need (Ho3)

- **Business Growth – New and growing businesses providing more jobs for people in Broxtowe and improved town centres**
  - Increase the number of new business starting in Broxtowe (BG1)
  - Help our town centres to compete and attract more visitors (BG2)
  - Complete the regeneration of Beeston town centre (BG3)
  
- **Environment – The environment in Broxtowe will be protected and enhanced for future generations**
  - Reduce litter and fly tipping to make Broxtowe cleaner (En1)
  - Maintain and improve the green infrastructure of the Council (En2)
  - Increase recycling, composting and renewable energy projects as resources allow (En3)
  
- **Health – People in Broxtowe enjoy longer, active and healthy lives**
  - Increase the number of people who have active lifestyles (He1)
  - Work with partners to improve the health of the local population (He2)
  - Reduce alcohol related harm in Broxtowe (He3)
  
- **Community Safety – Broxtowe will be a place where people feel safe and secure in their communities**
  - Reduce the amount of anti-social behaviour in Broxtowe (CS1)
  - Reduce domestic violence in Broxtowe (CS2)

## APPENDIX 1b

<b>REVENUE BUDGET 2017/18</b>
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**CLASSIFICATION OF EXPENDITURE**

The classification of expenditure shown in the revenue estimates is based on the C.I.P.F.A. Standard Accounting Classification. The following statement shows the type of expenditure charged to each heading:

EMPLOYEE EXPENSES	Salaries and Wages National Insurance Pensions
PREMISES RELATED EXPENSES	Repairs, Alterations and Maintenance of Buildings, Fixed Plant and Grounds Energy Costs Rents National Non-Domestic Rates Water Charges Fixtures and Fittings Cleaning & Domestic Supplies
TRANSPORT RELATED EXPENSES	Direct Transport Costs Recharge of Pooled Transport Costs Travelling Allowances
SUPPLIES AND SERVICES	Equipment, Furniture and Materials Clothing, Uniforms and Laundry Printing, Stationery and General Office Expenses Postages Telephones Insurances Grants and Subscriptions Miscellaneous Expenses
THIRD PARTY PAYMENTS	Other Local Authorities Private Contractors Charges from Trading Services
TRANSFER PAYMENTS	Housing and Council Tax Benefits
CENTRAL, DEPARTMENTAL AND TECHNICAL SUPPORT SERVICES	Administrative Buildings Expenses Central Departmental Support Departmental Administration
CAPITAL FINANCING COSTS	Operating Lease Charges Asset Register Charges



<b>Community Safety Portfolio: Summarised by Cost Centre Total</b>
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	<b>Revised Budget</b>	<b>Original Budget</b>
	<b>2016/17</b>	<b>2017/18</b>
	£	£
<b><u>Community Safety Portfolio</u></b>		
01044 - Community Planning	182,600	0
01070 - Broxtowe - Crime Reduction Group	428,000	220,900
02209 - Neighbourhood Wardens	184,150	160,450
05564 - Public Protection	0	74,300
05565 - Environmental Health	630,800	542,850
05566 - Pest Control	10,100	2,800
06759 - Private Sector Housing Renewal	710,850	225,300
<b>Total for Community Safety Portfolio</b>	<b>2,146,500</b>	<b>1,226,600</b>

# Community Safety Portfolio: Detailed Budgets

		<b>Revised Budget</b>	<b>Original Budget</b>
		<b>2016/17 £</b>	<b>2017/18 £</b>
<b><u>01044 - Community Planning</u></b>			
<b>Expenditure</b>			
0010	Basic Pay	0	176,000
0011	NI	0	15,400
0012	Superannuation	0	29,900
2200	Travelling Expenses	0	800
3074	Community Leadership	12,500	6,000
3717	Community Action Teams	1,000	1,000
3941	Crime	20,000	20,000
6001	Chief Exec Recharge	4,400	4,400
6003	Human Resources Recharge	1,400	4,600
6004	ICT Recharge	17,100	15,700
6005	Planning Services Recharge	41,800	0
6006	Corporate Communications Recharge	900	1,000
6010	Finance - Management Recharge	1,100	0
6012	Environment Recharge	10,500	1,200
6016	Audit Recharge	0	300
6017	Accountancy Recharge	0	1,100
6018	Health & Safety Recharge	0	900
6019	ICT Business Transformation Recharge	0	700
6020	Commercial Finance Recharge	0	200
6023	Cashiers Recharge	0	200
6032	Planning Central Support Recharge	0	100
6033	Community Planning Recharge	0	32,300
7000	Capital Charges	71,900	0
<b>Total Expenditure</b>		<b>182,600</b>	<b>311,800</b>
<b>Income</b>			
8800	Recharged to Other Services	0	(311,800)
<b>Total Income</b>		<b>0</b>	<b>(311,800)</b>
<b>Net Expenditure</b>		<b>182,600</b>	<b>0</b>

		<b>Revised Budget</b>	<b>Original Budget</b>
		<b>2016/17 £</b>	<b>2017/18 £</b>
<b><u>01070 - Broxtowe - Crime Reduction Group</u></b>			
<b>Expenditure</b>			
1027	Reactive CCTV Camera maintenance	13,500	13,500
3802	Insurance Premium	7,900	8,000
3872	CCTV - Maintenance	64,700	64,700
4060	CCTV Monitoring Contract	196,950	201,450
6001	Chief Exec Recharge	8,000	8,100
6002	Legal Recharge	31,200	35,300
6003	Human Resources Recharge	8,400	0
6004	ICT Recharge	19,900	0
6005	Planning Services Recharge	192,600	0

## Community Safety Portfolio: Detailed Budgets

6006	Corporate Communications Recharge	500	700
6007	Admin Services Recharge	6,500	6,800
6010	Finance - Management Recharge	4,700	0
6012	Environment Recharge	2,400	800
6016	Audit Recharge	0	400
6017	Accountancy Recharge	0	6,400
6020	Commercial Finance Recharge	0	1,200
6021	Creditors Recharge	0	500
6022	Debtors Recharge	0	200
6023	Cashiers Recharge	0	1,700
6034	T&W Capital Works Recharge	0	1,600
6035	T&W Estates Recharge	0	800
7000	Capital Charges	8,250	2,250
<b>Total Expenditure</b>		<b>565,500</b>	<b>354,400</b>
<b>Income</b>			
8590	Other Income	(137,500)	(133,500)
<b>Total Income</b>		<b>(137,500)</b>	<b>(133,500)</b>
<b>Net Expenditure</b>		<b>428,000</b>	<b>220,900</b>

**Revised  
Budget**

**Original  
Budget**

**2016/17 £**

**2017/18 £**

### **01074 - South Notts Crime Reduction Partnership**

**Expenditure**

3739	Broxtowe LDTG	4,600	0
3743	Eastwood South	13,800	0
3918	DHR Chair/Author	35,700	0
3943	Mate Crime	4,400	0
3945	Hate Crime Pilot	3,500	0
<b>Total Expenditure</b>		<b>62,000</b>	<b>0</b>

**Income**

8000	Government Grants	(54,100)	0
8202	Mate Crime Funding	(4,400)	0
8203	Hate Crime Pilot Funding	(3,500)	0
<b>Total Income</b>		<b>(62,000)</b>	<b>0</b>

**Net Expenditure**

	<b>0</b>	<b>0</b>
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**Revised  
Budget**

**Original  
Budget**

**2016/17 £**

**2017/18 £**

### **02209 - Neighbourhood Wardens**

**Expenditure**

0010	Basic Pay	0	76,400
0011	NI	0	4,900
0012	Superannuation	0	8,500

## Community Safety Portfolio: Detailed Budgets

2000	Vehicles	8,600	8,600
3058	Equipment	5,000	5,000
3063	Educational Promotions	1,000	1,000
3222	Protective Clothing	1,000	1,000
3623	Boarding and Disposal of Stray Dogs	14,000	14,000
3625	Low cost Spaying and Neutering	10,000	0
4331	Other Cleaning	13,150	13,150
6002	Legal Recharge	3,400	3,700
6003	Human Resources Recharge	4,500	4,500
6004	ICT Recharge	0	10,900
6006	Corporate Communications Recharge	500	700
6010	Finance - Management Recharge	1,300	0
6012	Environment Recharge	116,800	0
6013	Housing Recharge	10,400	0
6016	Audit Recharge	0	1,700
6017	Accountancy Recharge	0	1,600
6018	Health & Safety Recharge	0	700
6019	ICT Business Transformation Recharge	0	400
6020	Commercial Finance Recharge	0	200
6021	Creditors Recharge	0	500
6022	Debtors Recharge	0	500
6023	Cashiers Recharge	0	400
6029	Private Sector Housing Recharge	0	7,400
<b>Total Expenditure</b>		<b>189,650</b>	<b>165,750</b>
<b>Income</b>			
8319	Control of Dogs - Administration Charge	(2,800)	(2,800)
8321	Kennel Fees	(2,000)	(2,000)
8378	Microchip scheme	(200)	0
8590	Other Income	(500)	(500)
<b>Total Income</b>		<b>(5,500)</b>	<b>(5,300)</b>
<b>Net Expenditure</b>		<b>184,150</b>	<b>160,450</b>

**Revised  
Budget**

**Original  
Budget**

**2016/17 £**

**2017/18 £**

### **05562 - Private Sector Housing**

#### **Expenditure**

0010	Basic Pay	0	153,600
0011	NI	0	13,300
0012	Superannuation	0	30,200
6003	Human Resources Recharge	0	4,100
6004	ICT Recharge	0	14,800
6018	Health & Safety Recharge	0	800
6019	ICT Business Transformation Recharge	0	600
6029	Private Sector Housing Recharge	0	8,100
<b>Total Expenditure</b>		<b>0</b>	<b>225,500</b>
<b>Income</b>			
8800	Recharged to Other Services	0	(225,500)
<b>Total Income</b>		<b>0</b>	<b>(225,500)</b>
<b>Net Expenditure</b>		<b>0</b>	<b>0</b>

## Community Safety Portfolio: Detailed Budgets

		Revised Budget	Original Budget
		2016/17 £	2017/18 £
<b><u>05564 - Public Protection</u></b>			
<b>Expenditure</b>			
0010	Basic Pay	0	52,100
0011	NI	0	6,100
0012	Superannuation	0	10,300
0775	Employee Training	0	2,500
6003	Human Resources Recharge	0	900
6004	ICT Recharge	0	2,200
6018	Health & Safety Recharge	0	100
6019	ICT Business Transformation Recharge	0	100
<b>Total Expenditure</b>		<b>0</b>	<b>74,300</b>
<b>Net Expenditure</b>		<b>0</b>	<b>74,300</b>

		Revised Budget	Original Budget
		2016/17 £	2017/18 £
<b><u>05565 - Environmental Health</u></b>			
<b>Expenditure</b>			
0010	Basic Pay	354,900	316,300
0011	NI	33,750	31,300
0012	Superannuation	59,350	50,400
0720	Course & Examination Fees	2,900	2,900
2200	Travelling Expenses	6,500	6,500
3017	Air Monitoring	1,800	1,750
3019	Equipment Calibration	2,500	2,500
3030	Noise Monitoring Equipment	2,500	2,500
3036	Food Hygiene Training	5,000	0
3038	Lifestyle Fund	14,150	0
3300	Printing & Stationery	500	500
3357	Books and Publications	4,400	3,900
3400	Telephones	750	750
3411	Postages	1,000	1,000
3412	Advertising	750	0
3523	Work in Default	1,000	1,000
3615	Analytical Expenses	1,200	1,200
3800	Miscellaneous Expenses	1,000	1,000
3802	Insurance Premium	2,750	2,700
3836	IPPC - Consultancy/Training	1,600	1,600
6002	Legal Recharge	1,400	1,400
6003	Human Resources Recharge	6,600	7,000
6004	ICT Recharge	56,000	29,500
6007	Admin Services Recharge	11,900	10,600
6008	Customer Services Recharge	2,000	2,000
6010	Finance - Management Recharge	3,200	0
6015	Support Services Recharge	2,700	2,700
6016	Audit Recharge	0	900
6017	Accountancy Recharge	0	2,000

## Community Safety Portfolio : Detailed Budgets

6018	Health & Safety Recharge	0	1,300
6019	ICT Business Transformation Recharge	0	1,000
6020	Commercial Finance Recharge	0	500
6021	Creditors Recharge	0	100
6022	Debtors Recharge	0	700
6023	Cashiers Recharge	0	500
6100	Administration	21,500	7,400
6127	Admin - Occupational Safety	6,750	6,750
6130	Admin - Atmospheric Pollution	5,450	5,450
6131	Admin - General Public Health	8,750	8,750
6132	Admin - Noise Control	8,000	8,000
6133	Admin - Contaminated Land	5,350	5,350
6134	Admin - Infectious Diseases	5,450	5,450
6135	Admin - Home Safety/Health	6,150	6,150
6136	Admin - Food Safety	11,350	11,350
7000	Capital Charges	0	1,100
<b>Total Expenditure</b>		<b>660,850</b>	<b>553,750</b>
<b>Income</b>			
8036	Food Standards Agency grant	(5,000)	0
8038	Lifestyle Fund Contribution	(14,150)	0
8315	Medical Fees	(3,000)	(3,000)
8318	Income - IPPC	(6,500)	(6,500)
8323	Work in Default	(1,000)	(1,000)
8328	Contaminated Land Surveys	(400)	(400)
<b>Total Income</b>		<b>(30,050)</b>	<b>(10,900)</b>
<b>Net Expenditure</b>		<b>630,800</b>	<b>542,850</b>

**Revised  
Budget**

**Original  
Budget**

**2016/17 £**

**2017/18 £**

### **05566 - Pest Control**

#### **Expenditure**

0010	Basic Pay	800	0
0011	NI	50	0
3044	Cash Back Scheme	500	500
3098	Professional Reports	1,000	0
3800	Miscellaneous Expenses	3,250	800
6003	Human Resources Recharge	2,800	0
6013	Housing Recharge	1,700	0
6022	Debtors Recharge	0	200
6029	Private Sector Housing Recharge	0	1,300
<b>Total Expenditure</b>		<b>10,100</b>	<b>2,800</b>
<b>Net Expenditure</b>		<b>10,100</b>	<b>2,800</b>

## Community Safety Portfolio: Detailed Budgets

		Revised Budget	Original Budget
		2016/17 £	2017/18 £
<b><u>06759 - Private Sector Housing Renewal</u></b>			
<b>Expenditure</b>			
3057	Handy Person Service	14,300	14,300
3523	Work in Default	500	500
3800	Miscellaneous Expenses	400	400
3827	Land Registry Fees	500	500
6002	Legal Recharge	1,200	1,300
6003	Human Resources Recharge	6,000	0
6004	ICT Recharge	16,300	0
6010	Finance - Management Recharge	2,200	0
6013	Housing Recharge	250,000	0
6016	Audit Recharge	0	800
6017	Accountancy Recharge	0	1,800
6020	Commercial Finance Recharge	0	400
6023	Cashiers Recharge	0	800
6029	Private Sector Housing Recharge	0	169,400
6109	IPPC	18,250	18,250
6125	Drains	17,600	17,600
7001	Capital Charges	386,500	2,150
<b>Total Expenditure</b>		<b>713,750</b>	<b>228,200</b>
<b>Income</b>			
8323	Work in Default	(500)	(500)
8324	UK Entry Clearance	(800)	(800)
8375	HMO - Licence	(1,600)	(1,600)
<b>Total Income</b>		<b>(2,900)</b>	<b>(2,900)</b>
<b>Net Expenditure</b>		<b>710,850</b>	<b>225,300</b>
<b>Total for Community Safety Portfolio</b>		<b>2,146,500</b>	<b>1,226,600</b>

**APPENDIX 2b**

**HOUSING CAPITAL PROGRAMME**

No.	Scheme	Start	Finish	Estimated Total Cost				Net Revenue Costs in 2017/18	Full Years Revenue Effect of (6)	Net Effect of (5)
					2017/18	2018/19	2019/20			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
1.	<b><u>GENERAL FUND HOUSING</u></b> Disabled Facilities Grants Grants	Ongoing		£ 1,958,250 1,958,250	£ 652,750 652,750	£ 652,750 652,750		£ 0 0	£ 0 0	£ 0 0
	<b>TOTAL - GENERAL FUND HOUSING</b>			<b>1,958,250</b>	<b>652,750</b>	<b>652,750</b>	<b>652,750</b>	<b>0</b>	<b>0</b>	<b>0</b>

1. Disabled Facilities Grants (£652,750)

This budget is to provide grants to improve facilities for disabled people living in private sector dwellings. The budget is administered by Nottinghamshire County Council through the Better Care Fund and has been increased from £377,000 in 2016/17.



<b>COMMUNITY SAFETY AND HEALTH – REVIEW OF FEES, CHARGES AND ALLOWANCES</b>
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1. Licensing fees

Licensing fees come into three categories:

- (i) Licences for which the fees are fixed by statute and amended from time to time by statutory instruments, i.e.

**Licensing Act 2003**

	£
Premises Licences Band A-New application/Vary	100.00
Premises Licences Band A-Annual fee	70.00
Premises Licences Band B-New application/Vary	190.00
Premises Licences Band B-Annual fee	180.00
Premises Licences Band C-New application/Vary	315.00
Premises Licences Band C-Annual fee	295.00
Premises Licences Band D-New application/Vary	450.00
Premises Licences Band D-Annual fee	320.00
Premises Licences Band E-New application/Vary	635.00
Premises Licences Band E-Annual fee	350.00
Premises Licence Minor variation - All Bands	89.00
Personal Licence Applications/Renewals	37.00
Temporary Event Notice	21.00
Change of Address	10.50
Vary designated premises supervisor	23.00
Transfer Premises Licence	23.00
Interim Authority	23.00
Replace Personal/Premises Licence	10.50
Freeholder Notification	21.00

**Gambling Act 2005**

Lotteries and Amusements-Registration	40.00
Lotteries and Amusements-Renewal	20.00

- (ii) Licenses for which the fees are at the discretion of the Council, subject to maximum limits set by legislation, i.e.

## Gambling Act 2005

TYPE OF APPLICATION	Transitional Fast Track Application £	Transitional Non-fast Track Application £	New Application £	Annual Fee £	Application to Vary £	Application to Transfer £
<b>PREMISES TYPE</b>						
Existing Casino	N/A	N/A	N/A	N/A	N/A	N/A
New Small Casino	N/A	N/A	7,050	1,005	1,075	925
New Large Casino	N/A	N/A	7,050	1,005	1,075	925
Regional Casino	N/A	N/A	7,050	1,005	1,075	925
Bingo Club	N/A	1,045	1,405	830	1,045	925
Betting Premises Ex tracks	N/A	1,045	1,055	540	1,045	750
Tracks	N/A	N/A	1,055	540	1045	750
Family Entertainment Centres	N/A	870	880	510	870	750
Adult Gaming Centre	N/A	870	880	510	870	750

TYPE OF APPLICATION	Application for Re-instatement £	Application for Provisional Statement £	Licence Application (Provisional Statement Holder) £	Copy Licence £	Notification of Change £
<b>PREMISES TYPE</b>					
Existing Casino	N/A	N/A	N/A	N/A	N/A
New Small Casino	925	7,030	2,808	20	40
New Large Casino	925	7,030	2,808	20	40
Regional Casino	925	7,030	2,808	20	40
Bingo Club	925	1,385	850	20	40
Betting Premises Ex tracks	750	1,035	675	20	40
Tracks	750	1,035	675	20	40
Family Entertainment Centres	750	860	585	20	40
Adult Gaming Centre	750	860	585	20	40

TYPE OF APPLICATION	Application Fee £	Renewal Fee £	Transitional Application Fee £	Transfer Fee £	Change of Detail £
<b>PERMIT TYPE</b>					
Unlicensed Family Entertainment Centre	300	300	100	N/A	25
Prize Gaming	300	300	100	25	25
Notification of two machines	50	N/A	N/A	50	25
Licensed premises gaming machine	150	50	100	25	25
Club machine permit/club gaming permit	200	50	100	N/A	25
Temporary use notice	350	N/A	N/A	N/A	N/A
Occasional use notice	N/A	N/A	N/A	N/A	N/A

Many of these fees, whilst they have been set as required by legislation, will not be applicable to this Council, in particular the fees relating to casinos.

(iii) Licences for which the fees are at the discretion of the Council:

	<u>Present Charge</u>	<u>Proposed Charge</u>
	<u>2016/17 (£)</u>	<u>2017/18 (£)</u>
<u>Private Hire/Hackney Carriage</u>		
Operators (5 years)		
- 1 vehicle	96.25	96.25
- 2-5 vehicles	187.00	187.00
- 6-10 vehicles	399.25	399.25
- 11-15 vehicles	675.50	675.50
- 16-20 vehicles	896.25	896.25
- 21 or more vehicles	1,293.75	1293.75
Private Hire or Hackney Carriage Vehicle (initial inclusive of refundable plate deposit of £40)	305.00 (1 year)	320.00 (1 year)
Private Hire or Hackney Carriage Vehicle (renewal)	192.75 (1 year)	202.00 (1 year)
Private Hire or Hackney Carriage Vehicle (renewal) over 5 years old	161.00 (6 month)	170.00 (6 month)
Private Hire or Hackney Carriage	(1 year) 123.75	(1 year) 134.00

Driver Application	(3 year) 226.75	(3 year) 237.00
Private Hire or Hackney Carriage Driver Renewal	(1 year) 91.25 (3 year) 194.25	(1 year)102.25 (3 year) 205.00
Private Hire or Hackney Carriage Driver Topography test or retest	50.00	50.00
Replacement of lost badge	30.00	30.00
Replacement of lost plate per plate	30.00	30.00
Transfers – Change of Operator details/ownership	50.00	50.00
Transfer – Change of details	50.00	50.00
Re-inspection of vehicle if examination failed or failed to keep appointment	50.00	50.00
<u>Miscellaneous</u>		
Establishments for Massage and Special Treatment/Sunbed/both	166.50	175.00
Establishments for Massage and Special Treatment and Laser New	375.00	383.50
Establishments for Massage and Special Treatment and Laser Renew	270.00	278.50

Sex Establishment – application	1,000.00	1,000.00
Sex Establishment – Grant	2,500.00	2,500.00
Sex Establishment – Transfer	1,000.00	1,000.00

Licences issued for which no fee is payable, i.e.

- Street and House-to-House Collections
- Use of Eastwood, Stapleford and Beeston Squares

The proposals for 2017/18 will generate an anticipated £1,500 per annum of additional income.

## 2. Licences

	<u>Present</u> <u>2016/17</u> £	<u>Proposed</u> <u>2017/18</u> £
(Licences and registrations are exempt from VAT, all other charges are VAT inclusive) *plus veterinary or other advisers' fees		
Animal Boarding Establishment – only cats or only dogs	97.00*	102.00*
Animal Boarding Establishment – Cats and Dogs		140.00*
Dog Sitting (domestic 4 dogs max)	75.00*	75.00*
Dog Breeding Establishment	95.00*	120.00*
Pet Shop – Single Species	95.00*	98.00*
Pet Shop – Multiple Species	95.00*	120.00*
Dangerous Wild Animals		
- Licence (2 years)	125.00*	140.00*
- Amendment	70.00*	70.00*
- Variation (number kept)	45.00*	45.00*
Riding Establishment	135.00*	150.00*
- Variation (number kept)	47.00*	50.00*
Zoo		
- Licence (4 years)	400.00*	800.00*
- Renewal (6 years)	600.00*	600.00*
Performing animals		
- Exotic	133.00*	133.00*
- Domestic	75.00*	75.00*
Residential Caravan Site		
-New Licence	470.00 plus	470.00 plus

	8.00 per pitch	8.00 per pitch
-Transfer/Minor Amendments	163.00	163.00
-Major Amendments	283.00	283.00
- Annual fee	16.55 per pitch	16.55 per pitch
-Deposit of site rules	126.00	126.00

3. Registrations

	<u>Present</u> <u>2016/17</u> <u>£</u>	<u>Proposed</u> <u>2017/18</u> <u>£</u>
Acupuncture, Semi-permanent Skin Colouring, Tattooing, Cosmetic Piercing and Electrolysis		
- Person	85.00	95.00
- Premises	95.00	105.00

4. Miscellaneous

	<u>Present</u> <u>2016/17</u> <u>£</u>	<u>Proposed</u> <u>2017/18</u> <u>£</u>
Food Condemnation Certificates	60.00	60.00
Export Certificates	85.00	95.00
Health and Safety Statements	118.00	118.00
Food Hygiene Course (individuals)		
Level 2	60.00	60.00
Level 3		100.00
Food Hygiene Course (commercial customers on site 8 candidates)	250.00	300.00
Health and Safety Course Level 2	30.00	50.00
Scrap Metal Dealers (3 years)		
- Site	275.00	275.00
- Collector	98.00	98.00
- Variation of Site Manager	45.00	45.00
- Change of licence	95.00	95.00
(above now includes Motor Salvage Operators)	As per above	As per above
Contaminated Land Information		
- full report	120.00	120.00
- per pre-determined question	25.00	25.00

It is felt that the charges where no increase is proposed are appropriate, having regard to market competition and the level of charges levied by other local authorities in the county. No change in income is anticipated.

Private Water Supplies

Risk Assessment Maximum permitted charge = 500.00	25.00 per hour
Sampling Maximum permitted charge = 100.00	25.00 per hour
Investigation in event of test failure Maximum permitted charge = 100.00	25.00 per hour
Authorisation – application for temporary Breach during remediation Maximum permitted charge = 100.00	25.00 per hour

Analysis – Regulation 10 domestic supplies Maximum permitted charge = 25.00	25.00
Analysis – Check Monitoring – Commercial Supplies Maximum permitted charge = 100.00	Labour cost plus time
Analysis – Audit Monitoring – Commercial Supplies Maximum permitted charge = 500.00	Labour cost plus time

Environmental Permitting

In accordance with DEFRA Schedule

5. Houses in Multiple Occupation

- Full licence fee/renewal	410.00	475.00
- Reduced fee if landlord is a member Of recognised landlord's association Or is making an application in respect Of a second or subsequent HMO	350.00	415.00

Immigration Housing Certificate	110.00
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## Report of the Director of Housing Leisure and Property Services

**PARKING SERVICES UPDATE**1. Purpose of report

To provide Committee with a general update on parking services including shared service arrangements, and to provide recommendations for Blue Badge parking spaces.

2. Broxtowe detail

The Council currently has 28 town centre car parks and 1 car park near to Beeston train station. Further financial and statistical information is given in appendices 1 and 2.

3. Shared service arrangements

In addition to managing the Council's 29 car parks and the Council's CCTV service, the Parking Services team also manages Rushcliffe Borough Council's car parks and manages on-street enforcement on behalf of Nottinghamshire County Council in both Broxtowe and Rushcliffe. These arrangements began in June 2008 and October 2014 respectively, and generate the income highlighted in appendix 1. Further details are given in appendix 3.

4. Blue Badge Parking

Appendix 4 gives information on the provision of Blue Badge parking spaces in the UK, and provides details of usage and recommendations regarding those provided in Council car parks.

5. Current and future developments

The Council's aim is to provide a car parking service at no net cost to taxpayers, whilst introducing more free car parking where possible. Free car parking after 4pm was introduced in October 2015, and free Saturday afternoon car parking was introduced in December 2016. However, Committee is asked to note that, at present, due to restrictions on the funding of the Council's capital programme, there is no planned resurfacing programme for the Council's car parks and the repairs and maintenance budget is sufficient for ad hoc repairs only.

Subject to progress on the Beeston Business Park development, it is planned to open a 60 space car park adjacent to Beeston train station in 2017/18.

6. Financial implications

The financial implications are set out in the appendices.

**Recommendation**

**The Committee is asked to:**

- 1. NOTE the report and appendices 1 to 3.**
- 2. CONSIDER the recommendations for Blue Badge space removal given in appendix 4 and RESOLVE accordingly.**

Background papers

Nil

## APPENDIX 1

Broxtowe off-street car park data for 2015/16  
(as published on the Council's website)

**General Car Park Information\***

Number of car parks	28
Total number of spaces (inc. blue badge)	801
Total number of blue badge spaces	72
Total number of charging spaces	699
Number of Pay & Display machines	29

**Pay & Display Use**

Total number of vehicles using Pay & Display car parks	734,114
Total Pay & Display Income (net)	£151,858.37
% using free hour	80.00%
% paying £1.00	15.00%
% paying £1.50	2.20%
% paying £2.00	2.70%
% paying £3 plus (Beeston train station)	0.10%

**Penalty Charge Notices (PCN)/Permits**

PCN's issued	4468
PCN Income	£135,784.81
Parking Permit income (net)	£8,074.57
Income from NCC/Rushcliffe BC	£60,936.49
Total Income	£356,654.24

**Costs**

Employee related costs	£162,896.03
Repairs and Maintenance	£83,950.13
Utilities	£57,029.54
Cash Collection	£16,309.99
Capital Charges	£32,533.39
PCN Processing charges	£29,042.00
Total Expenditure	£381,761.08

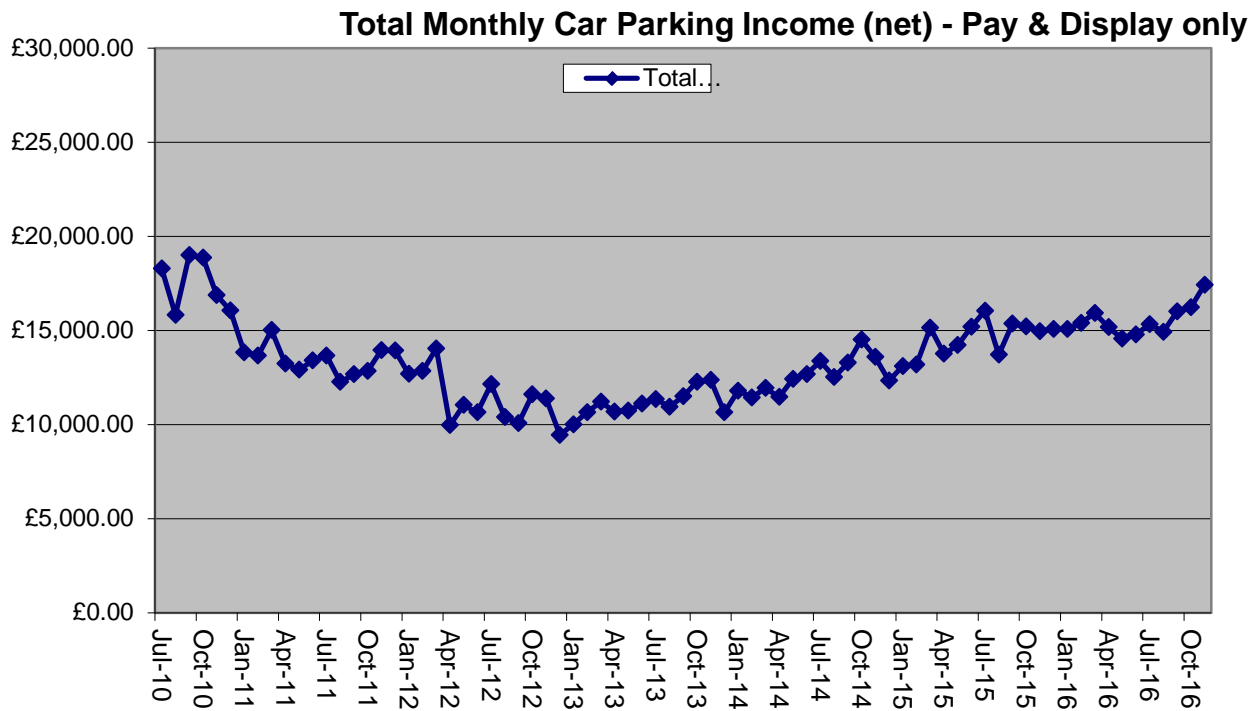
**Net Cost of Service** £25,106.84\*\*

\* A further car park (Former Fire Station, Beeston) opened in July 2016 providing an additional 24 (net) charging spaces. The figures on this table also include Devonshire Avenue car park, Beeston which is predominantly a staff-only car park and so is excluded from the analysis in Appendix 3.

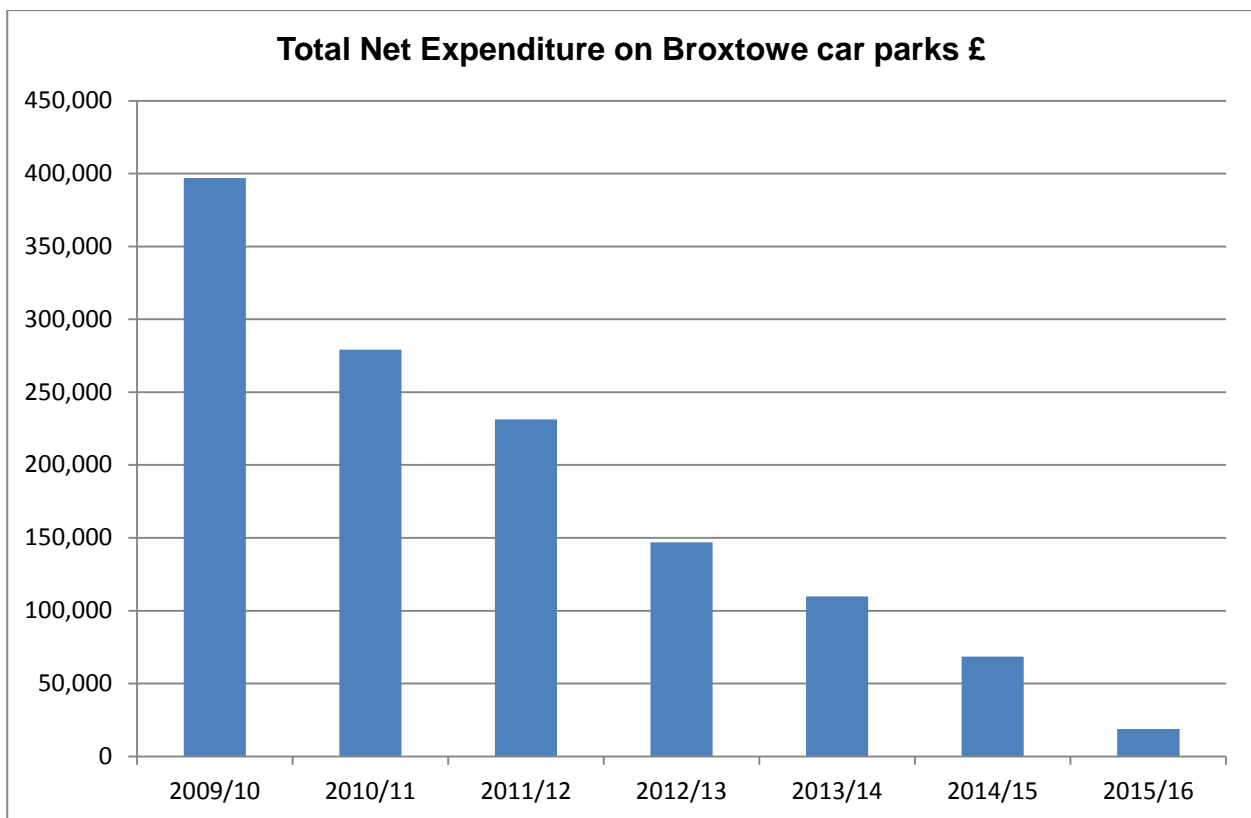
\*\* Final account figure was £18,886 after all year end adjustments

APPENDIX 2

Broxtowe off-street car park income trends 2010-2016



Net cost of Parking Services 2009/10 to 2015/16



**APPENDIX 3**Shared service arrangements

The Council's arrangements with Nottinghamshire County Council date back to June 2008 when Civil Parking Enforcement was introduced across the County. Broxtowe Borough Council manages on-street car parking enforcement in Broxtowe on behalf of the County Council. In October 2014 this arrangement was extended to include the management of on-street parking in Rushcliffe.

The Council's arrangements with Rushcliffe Borough Council date back to October 2014 since when Broxtowe Borough Council has managed Rushcliffe's off-street car parks. This includes management of capital projects such as the installation of new pay and display machines.

The main advantages to this Council of these shared service arrangements are as follows:

- Income for Broxtowe Borough Council (see appendix 1)
- Increased resilience (pays for a second member of office staff)
- Greater voice for Broxtowe in countywide discussions as Broxtowe staff are representing two authorities
- Economies of scale in procurement (eg. bulk purchase of pay and display tickets)

Both partnerships are overseen by officer boards with regular board meetings.

## APPENDIX 4

Provision of Blue Badge car parking spaces

The recommended national standards for provision are given below:

<b>Car Park Use</b>	<b>Parking Requirement</b>
Shopping and recreation	Minimum of 1 bay or 6% of total capacity, whichever is the greater.

Source: Department for Transport Traffic Advisory Leaflet 05/95 Parking for Disabled People

A comparison of actual provision with recommended provision is given below:

Car park	No. of spaces	Actual BB spaces	Rec. BB spaces	Over /Under provision of BB spaces	Comment
<b>Beeston</b>					
Chilwell Road	22	2	2	As per 5/95	
City Road	20	2	2	As per 5/95	
Foster Avenue	69	9	5	+4	Also serves the Council offices
Portland Street	15	0	1	-1	There is provision at adjacent less peripheral car park
Regent Street	14	2	1	+1	
Wilmot Lane	19	2	2	As per 5/95	
Albion Street	37	2	3	-1	Peripheral car park
Derby Street Middle	18	1	2	-1	Peripheral car park
Derby Street South	66	5	4	+1	
Middle Street	7	1	1	As per 5/95	
Middle St Central	20	0	2	-2	Unsurfaced
Station Rd Central	18	2	2	As per 5/95	
Station Road (train station)	10	1	1	As per 5/95	Serves the non-DDA train station
Former Fire Station	28	0	2	-2	Temporary peripheral car park
<b>Eastwood</b>					
Alexandra Street	6	1	1	As per 5/95	
King Street	12	2	1	+1	
Scargill Walk	22	2	2	As per 5/95	
Oxford Street	29	2	2	As per 5/95	
Sun Inn	61	6	4	+2	
Victoria Street	39	4	3	+1	
<b>Stapleford</b>					
Eatons Road	17	2	2	As per 5/95	
Victoria Street	51	6	4	+2	
Cliffe Hill Avenue	59	4	4	As per 5/95	
Halls Road	28	2	2	As per 5/95	
<b>Kimberley</b>					
Newdigate Street	9	2	1	+1	
James Street	14	2	1	+1	

Victoria Street	33	2	2	As per 5/95	
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In addition to the assessment against standards the Council monitored the actual use of all the Blue Badge spaces throughout October and November 2016. Most car parks were visited 40 times. Actual use figures are given below:

	Blue Badge spaces	No. of days of data	No of occasions when BB spaces full	% of occasions when BB spaces full	Recommendation based on usage alone
<b>Beeston</b>					
Chilwell Road	2	40	16	40%	OK
City Road	2	40	6	15%	OK
Foster Avenue	9	40	6	15%	OK
Regent Street	2	40	14	35%	OK
Wilmot Lane	2	40	2	5%	Consider reduction to 1
Albion Street	2	40	10	25%	OK
Derby Street Middle	1	40	0	0%	Remove - peripheral car park
Derby Street South	5	40	0	0%	OK - 14 occasions (35%) of 4 cars in Blue Badge spaces
Middle Street	1	40	2	5%	Remove - peripheral car park
Station Road Central	2	40	25	63%	OK
Station Road (Beeston train station)	1	38	2	5%	Remove - but review if lifts provided at train station
<b>Eastwood</b>					
Alexandra Street	1	40	31	78%	OK
King Street	2	40	20	50%	OK
Scargill Walk	2	40	7	18%	OK
Oxford Street	2	40	10	25%	OK
Sun Inn	6	40	0	0%	Reduce to 3 - usage is normally 0,1 or 2
Victoria Street	4	40	15	38%	OK
<b>Stapleford</b>					
Eatons Road	2	40	8	20%	OK
Victoria Street	6	40	6	15%	OK
Cliffe Hill Avenue	4	40	0	0%	Reduce to 2 - usage is normally 0 or 1
Halls Road	2	40	4	10%	OK
<b>Kimberley</b>					
Newdigate Street	2	40	5	13%	OK

James Street	2	40	0	0%	Reduce to 1
Victoria Street	2	40	5	13%	OK

#### Legal and other considerations

The Council must also take account of the Equalities Act 2010 when assessing the level of provision of Blue Badge parking spaces. This requires an assessment of what is reasonable and recommended nationally, alongside a range of other factors such as the accessibility of the car park itself and the nearby facilities it is seeking to serve. The council is required to ensure that it does not unlawfully discriminate against disabled people with a mobility impairment.

This means that in some cases more provision might be needed that TA 5/95 suggests. For example, the Foster Avenue car park in Beeston serves both the town centre and the council offices. Conversely, several of the long stay car parks in Beeston are very peripheral to the town centre and so are unlikely to be used by persons requiring Blue Badges.

A further factor to consider is the availability of alternative on-street car parking for disabled people. For example, Blue Badge Holders may park on single and double yellow lines for up to 3 hours, provided they are not parked dangerously or obstructively. However, this does not apply to roads with 24 hour loading restrictions such as the tram route through Beeston and along Chilwell Road.

#### Suggested criteria for the removal or reduction of Blue Badge parking spaces in Broxtowe car parks

To minimise the risk of adversely impacting disabled people, and to minimise the risk of legal challenge, the following criteria are suggested for the removal or reduction of Blue Badge car parking spaces:

1. There must be significant underuse of the existing provision – ie, full 5% of the time or less; *and*
2. There must be suitable alternative provision nearby in the form of on-street car parking and/or better located car parks with spare Blue Badge capacity.

#### Recommendations for Blue Badge space reductions

- Wilmot Lane, Beeston – no reduction despite low usage. Because of the adjacent tram route and its associated parking restrictions there is no suitable alternative on-street parking for disabled people and no other suitable car park nearby.
- **Derby Street Middle, Beeston – remove the Blue Badge bay.** The bay is not used, the car park is peripheral and there is spare Blue Badge capacity at the nearby and more conveniently located Derby Street South car park. Derby Street Middle is a busy car park and so the release of an unused space will generate additional income and will increase general car parking provision in Beeston town centre.

- Derby Street South, Beeston – no reduction, the small degree of spare capacity should be retained in the light of the recommendation for Derby Street Middle above.
- **Middle Street, Beeston – remove the Blue Badge bay.** The bay is rarely used and the car park is very peripheral to Beeston town centre and so is unlikely to be of use to disabled people. The high use of the theoretically over-provided Blue Badge spaces at Foster Avenue car park suggests that Foster Avenue is the main car park looked to by Blue Badge Holders using Beeston town centre, with Derby Street South as the secondary alternative. At present this car park is rarely full, so additional income is unlikely. However, this will change when the present temporary car parks on the Phase 2 site close.
- Station Road (Beeston train station) – no reduction despite low usage. Although the bay is rarely used and the car park serves Beeston train station which is currently unsuitable for independent use by disabled people due to the lack of lifts, the National Rail website advertises that taxi assistance will be provided for wheelchair users to circumnavigate the station steps.
- **Sun Inn, Eastwood – reduce the Blue Badge spaces from 6 to 4.** Although the usage figures suggest a reduction to 3 spaces would still provide sufficient capacity, TA 5/95 recommends 4 spaces, the car park is conveniently close to parts of Eastwood town centre and there is a lack of alternative parking for disabled people in the immediate vicinity. At present this car park is rarely full, so additional income is unlikely.
- **Cliffe Hill Avenue, Stapleford – reduce the Blue Badge spaces from 4 to 2.** Whilst TA 5/95 would recommend 4 spaces at this location, the lack of use reflects the lack of DDA-compliant accessibility to this car park as both main pedestrian accesses are via a long flight of steps, and the alternative step-free access is circuitous and steeply graded. The relatively high use of the theoretically over-provided Blue Badge spaces at Victoria Street car park suggests that Victoria Street is the main car park looked to by Blue Badge Holders using Stapleford town centre. Cliffe Hill Avenue is a very busy car park and so the release of unused spaces will generate additional income and will increase general car parking provision in Stapleford town centre.





- **James Street, Kimberley – reduce the Blue Badge spaces from 2 to 1.** No more than one space was being used on each of the 40 survey visits and TA 5/95 recommends only 1 space for this size of car park. No charges are made at this car park so there will be no additional income arising

#### Financial and other considerations of Blue Badge space removal

- The one-off changes recommended above will cost approximately £500, but it may be possible to include them in other planned lining works.
- Additional income at Cliffe Hill Avenue should amount to around £500 per year as there is a high demand for off-street car parking in the area. It is harder to predict at Derby Street Middle as it could lead to vehicles re-locating from the more expensive Derby Street South car park.
- The process could easily be reversed if circumstances changed and Blue Badge space reinstatement was required.

#### Under-provision of Blue Badge spaces

There are two car parks where the Blue Badge spaces are fully occupied more than 50% of the time. Consideration is given below as to whether Blue Badge space provision should be increased at these car parks:-

Alexandra Street, Eastwood – no increase proposed. This is a small car park with only 6 spaces in total. Current provision (1) matches the standard and there are nearby on-street locations for Blue Badge holders.

Station Road Central, Beeston – no increase proposed. This is a temporary car park which will disappear when the Phase 2 development occurs. The Phase 2 development will need to take account of Blue Badge parking requirements.

## Report of the Deputy Chief Executive

**WORK PROGRAMME**1. Purpose of report

To consider items for inclusion in the Work Programme for future meetings.

2. Background

Items which have already been suggested for inclusion in the Work Programme of future meetings are given below. Members are asked to consider any additional items that they may wish to see in the Programme.

3. Work Programme

2 March 2017	Designated Public Places Orders to be made into Public Space Protection Orders
20 April 2017	Anti-social behaviour task and finish group action plan  Consultation feedback on blue badge parking space removal  Off-street car parking order  Enforcement Protocol  Eastwood South Action Plan

4. Dates of future meetings

The following additional dates for future meetings have been agreed:

- 29 June 2017
- 21 September 2017
- 28 November 2017
- 20 February 2018

(All meetings to start at 7.00pm)

**Recommendation**

**The Committee is asked to consider the Work Programme and RESOLVE accordingly.**

Background papers

Nil

## Report of the Director of Housing Leisure and Property Services

**CCTV UPDATE, OPTIONS AND STAFFING**1. Purpose of report

To provide Committee with various updates and options regarding the Council's closed-circuit television (CCTV) cameras.

2. Detail

The Council currently has 215 CCTV cameras, of which 63 are in public places - mostly town centres. The 63 cameras are managed and monitored centrally as part of a shared service arrangement with Ashfield District Council and Newark and Sherwood District Council; but with Gedling Borough Council also considering entry. The other 152 Broxtowe CCTV cameras are in a variety of other locations, some managed locally from the facility in which they are based, and some managed corporately. Further details, including costs, issues and opportunities are given in appendix 1 and in the confidential appendix 4.

The latest CCTV Code of Practice (appendix 2) requires the council to carry out an annual review of all 215 surveillance cameras to ensure the equipment is not only fit for purpose, but that surveillance is still necessary. There is much work to do on this.

Since January 2016 CCTV has been overseen by Parking Services within Property Services. If the CCTV service is to achieve all the objectives outlined in appendix 2 then staff resource levels will need increasing, at least in the short term (appendix 3).

3. Benefits of CCTV

Appendix 1 gives statistics for the use of CCTV in Broxtowe in 2015/16 and summarises the evidence around public place CCTV.

4. Options for the future

CCTV is a non-statutory service and the Council could decide to cease providing it or reduce its provision (see appendix 1). However, appendix 4 outlines significant cost savings that could be made without a significant reduction in service.

5. Financial implications

The financial implications are set out in appendices 1, 2 and 4.

**Recommendation****The Committee is asked to:**

- 1. CONSIDER whether to continue providing CCTV and, if so, to RESOLVE that the negotiations and decisions outlined in appendix 4 be delegated to the Head of Property Services and Chief Executive, in consultation with the Chair of the Committee, subject to achieving the required level of savings outlined in appendix 4.**
- 2. RESOLVE that the additional staff member outlined in appendix 2 be approved subject to achieving the required level of savings outlined in appendix 4.**

Background papers; Nil

## APPENDIX 1

Broxtowe Borough Council CCTV – facts and figures

Broxtowe Borough Council currently has 215 CCTV cameras, of which:

- 63 are in public places such as town centres. These are managed and monitored centrally by a private contractor (Profile) as part of a shared service arrangement with two other local authorities. Broxtowe Borough Council manages this contract and then recharges the other two authorities proportionately, based on the number of centrally monitored cameras. The arrangement includes a 24/7 control room, currently based at Kelham Hall but due to be moved to Police HQ at Sherwood Lodge as part of Newark and Sherwood's move out of Kelham Hall in autumn 2017.

Local Authority in the shared service	No. of cameras
Newark & Sherwood District Council	79
Ashfield District Council	29
Broxtowe Borough Council	63
Gedling Borough Council (not yet in but wanting to join)	68

By way of further comparison other nearby local authorities have the following number of town centre CCTV cameras:

Local Authority	No. of cameras
Amber Valley Borough Council	68/12*
Erewash Borough Council	70
Rushcliffe BC (RoT and Bingham TC's also provide some)	1 mobile
Mansfield District Council	134
Bassetlaw District Council	68

\*Amber Valley Borough Council have recently reviewed the effectiveness of their CCTV cameras in terms of arrests made and have decided to reduce the number of cameras from 68 to 12.

The 2016/17 budgeted costs for Broxtowe's 63 public place cameras and their associated control room monitoring are as follows:

Item	2016/17 budget
Camera maintenance	£13,500
Rent, power, communications, insurance	£66,000
Monitoring contract (on behalf of all three partners)	£196,950
Income (in 2016/17 this is expected to consist of an £89,580 recharge to N&SDC, £40,260 to ADC and £3,770 to Trowell)	(£137,500)
<b>NET COST</b>	<b>£138,950</b>

- The other 152 Broxtowe CCTV cameras are in a variety of other locations, some managed locally from the facility in which they are based, and some managed corporately. Approximately 75% are record only and cannot be remotely accessed or monitored. The other 25% can be remotely accessed and monitored on a "dial-in" basis. The 152 cameras are summarised below:

Location	No. of cameras
Leisure Centres (Bramcote, Chilwell, Kimberley)	69
Housing estates (eg. Ribblesdale Court, Chilwell)	26
Other council offices (eg. Foster Avenue)	18
Bramcote Crematorium	15
Car parks and parks	13
Community buildings	11

The budgets for these cameras are contained within their respective departmental /facility budgets. In addition, their management is not yet fully in line with the latest Code of Practice (see appendix 3) and an additional staff resource will be required to achieve this (see appendix 2 for details of the work required).

#### Usage of Broxtowe public place CCTV

In 2015/16 Broxtowe's 63 public place CCTV cameras played the following (officially recorded) part in crime prevention and detection in the Borough:

- 249 incidents were captured on CCTV
- The CCTV control room was requested 46 times by the police to monitor live incidents
- The police accessed the system 195 times to view incidents
- Pub/shop watch accessed it five times to view incidents
- Others used it three times
- Captured incidents resulted in 28 arrests

### Financial issues

Most of the 63 public place CCTV cameras are now over 10 years old and there is currently no financial provision for a planned replacement/renewal programme. Repairs can also be difficult as some of the equipment and associated spares are no longer manufactured. For example, there are 22 “Mercia Dome” cameras for which spares are no longer available. In such cases the only options are to replace, decommission or cannibalise previously removed cameras.

Currently the Council has funding for surveillance and security services from Trowell Parish Council and an expression of interest from Eastwood Town Council. There may be some scope to extend this to three other cameras which directly benefit private businesses. However, the recent loss of a £4,000 per annum contract to monitor the Lidl cameras at their Beeston store shows that business can be lost as well as gained. In this particular case the crime detected by the cameras had diminished to such an extent that Lidl considered monitoring to no longer be cost effective (as per Amber Valley’s recent decision).

Even based on an extended 15 year life it would be prudent to replace 4 of the 63 cameras per year. The current repairs budget usually allows for 1 replacement per year, and new cameras (including other immediately associated kit) cost £3,000 each, hence an additional budgetary requirement of £9,000 per annum is needed to achieve the required replacement programme – assuming the present network of cameras is retained.

### Benefits of CCTV

Some interesting research regarding one particular town can be found at:

<http://www.colchester.gov.uk/CHttpHandler.ashx?id=7364>

National research is very mixed and this is because CCTV is very rarely introduced as a standalone measure but is usually part of a wider strategy including target hardening, work with victims and offenders, improved street lighting, changed policing tactics, use of intelligence etc, but the general conclusions are as follows:

- There are studies suggesting there is a good financial business case for CCTV and others suggesting there is not, only for enclosed car parks is there conclusive evidence across most studies that it works.
- For some criminals there is little deterrent value, for example, those who are intoxicated on drink or drugs or who are already in a heightened aggressive state.
- There is value in crime detection.
- There is considerable value in the greater perception of public safety created.
- The public are not as concerned about the growth of a surveillance society as some groups would believe. High profile murder and terrorism cases which have been solved, at least partly, through CCTV have created a high level of public support.

### Strategic options for CCTV cost reduction

The Council could withdraw from providing public place CCTV altogether and this would eventually save £140,000 per annum once all the joint service notice periods had been

served. However, with the imminent move of the control room to Sherwood Lodge, such a decision would need to be made now and might still incur costs due to the notice periods.

Alternatively, the Council could seek to reduce costs on an incremental basis - subject to providing sufficient staff resources as per appendix 2 to resource the required assessments. This would involve assessing each individual camera and devising a gradual run-down programme. Cameras would be assessed against criteria such as how often they are used in incidents/arrests, whether they are of public or largely private benefit, age and condition of camera, whether spare parts are still available for the camera, possibility of securing external funding for the camera etc. Some cameras would be pro-actively removed and used for spare parts, some would be removed once they were beyond repair and others would be retained.

However, the move to Sherwood Lodge and the hoped-for inclusion of Gedling Borough Council in the partnership offers significant opportunities for financial savings, whilst still largely retaining the present level of service, as detailed in the confidential appendix 4. In addition, proposals for free public Wi-Fi in Broxtowe's town centres (notably Stapleford which has already been approved in principle) rely on the retention of the existing CCTV columns and power supplies as approval to use County Council lighting columns is unlikely.

## APPENDIX 2

Surveillance Camera Code of Practice (published June 2013)

The 12 guiding principles:

1. Use of a surveillance camera system must always be for a specified purpose which is in pursuit of a legitimate aim and necessary to meet an identified pressing need.
2. The use of a surveillance camera system must take into account its effect on individuals and their privacy, with regular reviews to ensure its use remains justified.
3. There must be as much transparency in the use of a surveillance camera system as possible, including a published contact point for access to information and complaints.
4. There must be clear responsibility and accountability for all surveillance camera system activities including images and information collected, held and used.
5. Clear rules, policies and procedures must be in place before a surveillance camera system is used, and these must be communicated to all who need to comply with them.
6. No more images and information should be stored than that which is strictly required for the stated purpose of a surveillance camera system, and such images and information should be deleted once their purposes have been discharged.
7. Access to retained images and information should be restricted and there must be clearly defined rules on who can gain access and for what purpose such access is granted; the disclosure of images and information should only take place when it is necessary for such a purpose or for law enforcement purposes.
8. Surveillance camera system operators should consider any approved operational, technical and competency standards relevant to a system and its purpose and work to meet and maintain those standards.
9. Surveillance camera system images and information should be subject to appropriate security measures to safeguard against unauthorised access and use.
10. There should be effective review and audit mechanisms to ensure legal requirements, policies and standards are complied with in practice, and regular reports should be published.
11. When the use of a surveillance camera system is in pursuit of a legitimate aim, and there is a pressing need for its use, it should then be used in the most effective way to support public safety and law enforcement with the aim of processing images and information of evidential value.
12. Any information used to support a surveillance camera system which compares against a reference database for matching purposes should be accurate and kept up to date.

As per the Highway Code it is not directly an offence to fail to comply with these guiding principles and the details set out in the Code of Practice, but failure to comply could be a material matter in any legal proceedings:

*“A failure on the part of any person to act in accordance with any provision of this code does not of itself make that person liable to criminal or civil proceedings. This code is, however, admissible in evidence in criminal or civil proceedings, and a court or tribunal*



*may take into account a failure by a relevant authority to have regard to the code in determining a question in any such proceedings.”*

## APPENDIX 3

Staffing

Following the departure of the previous CCTV and security manager in December 2013 the responsibility for the Council's CCTV and security contracts was transferred to Parking Services in January 2016. This was partly because of the Parking Manager's previous CCTV experience and partly because it had not proved possible to absorb the CCTV and security workload within the remaining staff resources of Community Protection. In particular in relation to achieving full compliance with the Surveillance Camera Code of Practice issued by the Home Office in June 2013 (appendix 2).

Parking Services has two full time staff who were previously dedicated to on and off-street parking issues in both Broxtowe and Rushcliffe (as part of formal shared services arrangements with Nottinghamshire County Council and Rushcliffe Borough Council).

Whilst it may prove possible to absorb the additional workload in the longer term there are particular short term peaks which will need to be addressed via additional staff resource if the CCTV service is to be retained or enhanced. These include:

- Reviewing all 215 current camera locations – are they needed, do they comply with the Surveillance Camera Code of Practice?
- Making cost savings where cameras are no longer needed.
- Ensuring all remaining cameras are operated in a manner consistent with the new standards and legislative requirements. Currently a number of different council departments are involved and standards and procedures are inconsistent. There is a need to centralise their management, monitoring and control where appropriate to ensure compliance with council, Surveillance Camera Commissioner's policies and legal requirements.
- Managing a challenging CCTV reactive maintenance contract to ensure surveillance equipment is fit for purpose.
- Managing a challenging Council asset mobile security contract, maintaining out of hours security for council buildings and vulnerable public place/spaces.
- Assisting with the essential move of the CCTV Control Room from Kelham Hall to Sherwood Lodge and maintaining a shared services partnership with Newark and Sherwood, Ashfield and Gedling Councils.
- Seeking opportunities to reduce costs through further joint procurement/ replacement of equipment with other local authorities.
- Negotiating new commercial arrangements with parish councils and the private sector.

Subject to achieving the cost savings outlined in appendix 4 the proposal is to recruit to the currently vacant but essential and self-financing role of Energy Officer, but for that post to work 3 days per week on energy billing and 2 days per week assisting Parking Services. The post is expected to be grade 4 and would therefore cost £7,428 (plus on costs = 10,771) at 40% of the maximum possible spinal point. The previous CCTV and security manager was graded at Grade 10 at an annual cost of up to £31,323 (plus on costs = £45,418).

The additional 2 days per week support to Parking Services would free up higher graded staff to undertake the CCTV and security workload identified above.

## COMMUNITY SAFETY AND HEALTH BUSINESS PLAN

This Business Plan details the projects and activity undertaken in support of the Council's Corporate Plan 2016 - 2020 priorities of **Community Safety** and **Health**.

The Corporate Plan prioritises local community needs and resources are directed toward the things they think are most important. These needs are aligned with other local, regional and national plans to ensure the ambitions set out in our Corporate Plan are realistic and achievable.

The Business Plan covers a three-year period but will be revised and updated annually. Detailed monitoring of progress against key tasks and outcome measures is undertaken quarterly by the Community Safety Committee. The Policy and Performance Committee also receives a high level report of progress against Corporate Plan priorities on a quarterly basis.

**The Council's Vision for Broxtowe is 'a great place where people enjoy living, working and spending leisure time'.**

### **The Council's Values are:**

- Integrity and professional competence
- A strong caring focus on the needs of the communities
- Continuous improvement and delivering value for money
- Valuing employees and enabling the active involvement of everyone
- Innovation and readiness for change

### **The Council's Priorities and Objectives for Community Safety are:**

**'Broxtowe will be a place where people feel safe and secure in their communities'**

- Reduce the amount of anti-social behaviour in Broxtowe (CS1)
- Reduce domestic violence in Broxtowe (CS2)

### **The Council's Priorities and Objectives for Health are:**

**'People in Broxtowe enjoy longer, active and healthy lives'**

- Work with partners to improve the health of the local population (He2)
- Reduce alcohol related harm in Broxtowe (He3)

## 1. PUBLISHED STRATEGY AND POLICY DOCUMENTS SUPPORTING THE DELIVERY OF PRIORITIES AND OBJECTIVES

Strategy/Policy Document	Purpose of Document	Renewal Date	Responsible Officer/Contact
Safer Nottinghamshire Board Strategic Plan 2015-2018	Agreement between partners in Nottinghamshire setting out seven priorities for community safety in the county being serious acquisitive crime, violence, domestic violence, anti-social behaviour, drugs and alcohol, youth issues and hate crime	September 2018	C Walker Community Safety Co-ordinator for Nottinghamshire
Nottinghamshire Policing Plan 2013-2018	Outlines how the Police will translate the strategic objectives set by the Police and Crime Commissioner into action. The plan has been developed by the Chief Officer Team following a comprehensive joint strategic assessment, carried out with local community safety and criminal justice partners to identify what the Police are doing well, the areas where they can improve and how well equipped they are to meet future challenges.	2018	Chief Constable
Police and Crime Plan 2015-2018	Sets out the Police and Crime Commissioners main priorities for dealing with crime. These are : <ul style="list-style-type: none"> <li>• Protect, support and respond to victims, witnesses and vulnerable people</li> <li>• Improve the efficiency, accessibility and effectiveness of criminal justice processes</li> <li>• Focus on local areas most affected by crime and antisocial behaviour</li> <li>• Reduce the impact of drugs and alcohol on crime and antisocial behaviour</li> <li>• Reduce the threat from organised crime</li> <li>• Prevention, early intervention and reduction in reoffending</li> <li>• Spending your money wisely</li> </ul>	Annual update	P Gilbert, Head of Strategy and Performance, Nottinghamshire Office of the Police and Crime Commissioner
Broxtowe Borough Partnership Sustainable Community Strategy 2010-2020	A long term plan for the area covered by Broxtowe Borough Council. It guides the future activity of all public, private and voluntary sector agencies operating in the area. It aims to ensure good co-ordination, best possible outcomes for local people and the most effective use of resources.	2020	R Hyde

<b>Strategy/Policy Document</b>	<b>Purpose of Document</b>	<b>Renewal Date</b>	<b>Responsible Officer/Contact</b>
Ending Violence Against Women and Girls Strategy 2016 to 2020	National strategy which sets out details of the government's vision to tackle violence against women and girls. Both county and districts give due regard to this.	2020	Home Office
Broxtowe BC Safeguarding Children Policy	Outlines the Council and staff responsibilities and procedures in relation to safeguarding children	2018	D Gell
Broxtowe BC Safeguarding Adults Policy	Outlines the Council and staff responsibilities and procedures in relation to safeguarding adults	2018	D Gell
Broxtowe BC Stray Dogs Policy	Defines local standards and targets for responding to incidents of stray dogs	2017	M Hawley
Broxtowe BC Contaminated Land Strategy	Provides standards and targets for service delivery	2017	S Hickey
Nottinghamshire Air Quality Strategy	Provides standards and targets for service delivery	2017	S Hickey
Broxtowe BC Empty Homes Strategy	Outlines the Council's approach to dealing with empty homes in the borough	2019	S Hickey
Broxtowe BC Hackney Carriage and Private Hire Terms and Conditions Handbook	Declares the Council's policies in relation to licensing, enforcement and appeals procedures for all taxi matters	Revised in accordance with changes to legislation	J Miley
Broxtowe BC Statement of Licensing Policy	Declares the Council's policies under its Licensing Act 2003 duties	2019	J Miley
Broxtowe BC Gambling Licensing Statement	Outlines the Council's policies under its Gambling Act 2005 duties	2019	J Miley
Broxtowe BC Sex Establishment Policy	Outlines the Council's policy on sex establishments and sexual entertainment venues	2017	J Miley
Broxtowe BC Corporate Ant-social Behaviour Policy	This Policy is the "what" the Council will do regarding Anti-Social Behaviour prevention and case management for tenants and leaseholders. It describes the standards of service, responsibilities, definitions of anti-social behaviour	2019	D Gell
Broxtowe BC Housing Strategy	Document which sets out the strategic direction for housing services provided by Broxtowe Borough Council	2020	V Whittaker-Stokes

<b>Strategy/Policy Document</b>	<b>Purpose of Document</b>	<b>Renewal Date</b>	<b>Responsible Officer/Contact</b>
Eastwood South Neighbourhood Action Plan	Actions to address issues within Eastwood South	2017	J Balchin
Joint Strategic Needs Assessment for Children and Young people	Identifies current and projected need, new or emerging issues, gaps in knowledge and provides a challenge for future intelligence gathering	2017	Anthony May, Nottinghamshire County Council
Broxtowe Health Partnership Action Plan	Describes core health themes and actions to address them	2019	A McLeish
Tobacco Control Declaration Action Plan 2016/19	Describes actions to de-normalise smoking and encourage people to stop smoking	2019	A McLeish
Child Poverty Action Plan 2016-2019	Describes actions to tackle child poverty	2019	A McLeish

## 2. SERVICE LEVEL OBJECTIVES LINKED TO CORPORATE OBJECTIVES

### Reduce the amount of anti-social behaviour in Broxtowe (CS1)

Service Areas Covered by this Plan	Service Objectives
<b>Public Protection</b>	
Communities (Community Safety)	Promote a safer community through partnership working via the Safer Communities Partnership making Broxtowe a place where people feel safe and secure within their community.
Communities (Crime and anti-social behaviour reduction)	To develop, improve and coordinate activities aimed at carrying out enforcement and reducing incidents of anti-social behaviour To effectively run and manage an Anti-social Behaviour Panel made up of representatives of partner agencies
Communities (Anti-social behaviour reduction in Partnership Plus area)	To develop, improve and coordinate a targeted response to changing crime trends in identified Partnership Plus areas of Broxtowe, using external funding, in order to reduce crime and anti-social behaviour
Environmental Health	Effectively dealing with statutory nuisance and other aspects of anti-social behaviour
Licensing / Registration	Ensure prevention of nuisance, crime and disorder, and harm to children by effective administration and enforcement of the relevant licensing legislation and functions by enforcement of relevant licensing functions
Mediation	Provide a free, accessible community mediation service for the residents of Broxtowe
<b>Housing</b>	
Tenancy Management and Retirement Living	To enable residents to have quiet enjoyment of their homes To investigate and resolve ASB in council tenancies
<b>Property Services</b>	
CCTV / Security	To develop and provide a responsive efficient and cost effective CCTV/Security service to help tackle crime, disorder, and anti-social behaviour.
<b>Legal Services</b>	
Legal support	Produce an experienced and high quality legal service to all departments in the Council, members, parish councillors and certain members of the public in order to assist in achieving the Council's five corporate objectives

## Reduce domestic violence in Broxtowe (CS2)

Service Areas Covered by this Plan	Service Objectives
<b>Public Protection</b>	
Communities (Tackling Domestic Violence)	Raise awareness in the community of issues associated with domestic violence and abuse and ensure staff are trained to recognise and report concerns.
<b>Housing</b>	
Tenancy Management and Retirement Living	To provide housing services that are equally accessible and relevant to all groups in need, and to recognise and respond to the different needs of our customers.

## Work with partners to improve the health of the local population (He2)

Service Areas Covered by this Plan	Service Objectives
<b>Public Protection</b>	
Communities	<p>Provide an effective and efficient service to enable the Broxtowe Partnership to deliver its Community Strategy</p> <p>Deliver Action Plans for Health, Children and Young People, Child Poverty and Community Covenant to address inequality and improve the lives of people living and working in the Borough</p> <p>Support Community Action Teams to provide resident representation in the community planning process</p>
Environmental Health	<p>Ensure the safety of food prepared and sold within the borough.</p> <p>Promote healthy eating options.</p> <p>Improve the air quality within the borough.</p>



## Reduce alcohol related harm in Broxtowe (He3)

Service Areas Covered by this Plan	Service Objectives
<b>Public Protection</b>	
Licensing	Delivery of the "Best Bar None" accreditation scheme across Broxtowe to improve standards in licenced premises Work with Public Health England to assess the effects of the grant of premises licences.
Communities	Raise awareness of alcohol services to enable access by residents and so reduce alcohol dependency.

### 3. MEASURES OF PERFORMANCE AND SERVICE DATA

#### Context – Baseline Service Data

Covalent Code	Service Data Description	Actual 2014/15	Actual 2015/16	Comments including benchmarking data
<b>Communities</b>				
ComS_001	Reduce the All crime figure for Broxtowe	4,734	4,783	South Notts rated 1 <sup>st</sup> in Most Similar Family Group (MSFG) of Community Safety Partnerships. Broxtowe 3 <sup>rd</sup> in South Notts. (Low numbers are best)
ComS_007	Number of Burglary at dwellings in Broxtowe	308	309	South Notts rated 8th in Most Similar Family Group (MSFG) of Community Safety Partnerships. Broxtowe 3 <sup>rd</sup> in South Notts. (Low numbers are best)
ComS_008	Number of Vehicle Crimes in Broxtowe	644	595	South Notts rated 7th in Most Similar Family Group (MSFG) of Community Safety Partnerships. Broxtowe 2nd in South Notts. (Low numbers are best)
ComS_009	Number of Incidents of Robbery	55	45	South Notts rated 8th in Most Similar Family Group (MSFG) of Community Safety Partnerships. Broxtowe 2nd in South Notts. (Low numbers are best)
ComS_022 (NI 20)	Violence against a person with injury	583	555	South Notts rated 5th in Most Similar Family Group (MSFG) of Community Safety Partnerships. Broxtowe 2nd in South Notts. (Low numbers are best)
ComS_010	Total violence	1,007	1,020	Broxtowe 2nd in South Notts. (Low numbers are best)
ComS_011	No. of ASB Incidents	2,297	2,029	Broxtowe 2nd in South Notts. (Low numbers are best)
ComS_023	All crime within Priority plus Area (Eastwood South)	683	682	

Covalent Code	Service Data Description	Actual 2014/15	Actual 2015/16	Comments including benchmarking data
ComS_012	No. of ASB cases received by Env Health	432	566	
ComS_013	No. of ASB cases received by Housing Division (general housing)	100	86	
ComS_014	No. of ASB cases received by Communities	Not avail	17	
ComS_020	No. of hate crime incidents reported in Broxtowe	46	73	Possible reason for increase is greater awareness among public and therefore more reporting than before.
ComS_024	a) No. of high risk cases of domestic violence in Broxtowe reported to MARAC South Multi-Agency Risk Assessment Conference.	91	81	
	b) No of repeat high risk cases of domestic violence in Broxtowe reported to MARAC South Multi-Agency Risk Assessment Conference.	12	17	
	c) % of high risk cases of domestic violence in Broxtowe reported to MARAC South Multi-Agency Risk Assessment Conference which are repeats	13%	21%	
ComS_025	Number of domestic crime in Broxtowe Borough	554 crimes 1,029 incidents =total DV 1,583	397 Domestic violence crimes against the person 525 incidents =total DV 922	Data may not be comparable between 14/15 and 15/16 due to changes in reporting. 15/16 to be benchmark going forward.
ComS_028	No. of requests for Community Trigger	0	0	

Covalent Code	Service Data Description	Actual 2014/15	Actual 2015/16	Comments including benchmarking data
	received by Council			
ComS_029	No. of Public Spaces Protection Orders made	1	2	
ComS_013 (a-c)	Time taken for ASB incidents reported to Housing Division housing to be closed)	<3months = 46 3-6 months =3 >6 months or still open =24	40 23 23	
ComS_012 (a-c)	Time taken for ASB incidents reported to Environmental health to be closed)	Not avail	Not avail	Data not previously kept in this reportable format but will be from April 2016
ComS_014 (a-c)	Time taken for ASB incidents reported to community safety to be closed	Not avail	Not avail	Data not previously kept in this reportable format but will be from April 2016
ComS_016	No. of injunctions imposed as a result of Council action	9	3	
ComS_002	No. of Acceptable Behaviour Contracts (ABC) issued across Broxtowe Borough	5	5	
ComS_017	No. of individuals discussed at ASB multi-agency panel.	78 (7 months data only)	83	
ComS_015	Time an individual remains on the ASB panel agenda	<3 months=1 3-6 months =38 >6 months =29	0 35 48	7 months data only in 2014/15
ComS_018a	No. of Community Protection Notices warning letters issued by the Council	13	47	
ComS_018b	No. of Community Protection Notices warning	0	28	

<b>Covalent Code</b>	<b>Service Data Description</b>	<b>Actual 2014/15</b>	<b>Actual 2015/16</b>	<b>Comments including benchmarking data</b>
	letters issued by the Police			
ComS_019a	No. of Community Protection Notices served by the Council	1	5	
ComS_019b	No. of Community Protection Notices served by the Police	0	5	
ComS_035	No. of dog fouling complaints investigated by the Neighbourhood Wardens	217	178	
ComS_036	No. of stray dogs dealt with	211	175	
ComS_078	Flytipping cases	240	490	
ComS_080	Graffiti complaints	19	50	
ComS_081	Litter complaints	52	47	
ComS_083	Dog attacks	105	83	
ComS_084	Flyposting complaints	7	8	
ComS_037	No. of fixed penalty notices issued by Neighbourhood Wardens	11	5	
ComS_071	No. of CAT meetings	44	17	
ComS_004	No. of police incident viewings on CCTV	52	70	14/15 figures for last 8 months of year only
ComS_059	Child Poverty (Children under 16)	14.7	15.4	Data not available post-2013 (14.7%). The trend is downward
ComS_061	Gap in life expectancy for women between the richest and poorest wards (years)	6.3	Not yet available	Latest data released 2012-2014 = 6.3
ComS_062	Gap in life expectancy for men between the richest and poorest wards (years)	7.7	Not yet available	Latest data released 2012-2014 = 7.7
Coms_063	Smoking Prevalence (% adults aged 18 and over)	12.1%	Not yet available	National figure for England is 16.9%
ComS_064	Obese Adults (% of adults classified as obese)	23.1%	Not yet available	Latest data released 2012-2014 = 23.1
ComS_085	Alcohol related referrals to Change-Grow-Live from Broxtowe where positive	n/a	n/a	New indicator. Baseline will be provided from

Covalent Code	Service Data Description	Actual 2014/15	Actual 2015/16	Comments including benchmarking data
	outcome established			2017-18
<b>Environmental Health</b>				
ComS_038	Food business Inspections	634	426	
ComS_039	Food business re-inspections	71	90	Increase in requests in line with the display of food hygiene ratings scheme.
ComS_040	No. of food establishments subject to formal enforcement actions - Written Warnings	318	363	Increased number of interventions resulted in increased number of written warnings.
ComS_041	Food complaints/service Requests	385	307	
ComS_042	Infectious Disease notifications	172	144	
ComS_043	Health & Safety Inspections	35	23	
ComS_044	Health & Safety complaints/service requests	51	40	
ComS_045	Health and Safety Accidents	49	38	
ComS_046	Licensing/Registration	278	352	
ComS_047	Pollution complaints (including noise)	745	763	This includes all Environmental Health anti-social behaviour cases (see below)
ComS_012	Anti-social behaviour cases dealt with by Environmental Health	432	566	
<b>Licensing</b>				
ComS_065	Licences processed	1,701	1,642	
ComS_066	Licensing Act premises inspected	375	344	
ComS_067	Gambling Act premises inspected	10	10	
ComS_068	Other premises visited	18	6	
<b>Mediation</b>				
ComS_074	Mediation requests handled	104	95	

## Critical Success Indicators (CSI)

Priority leaders should work corporately to **define the outcome objective** for each priority area and **identify an outcome indicator** or indicators which will be **Critical Success Indicators**. There will be a maximum of two CSI for each corporate priority.

Indicator Description	Covalent Code	Achieved		Target				Indicator Owner and Comments (incl. benchmarking)
		2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	
<b>Critical Success Indicators (CSI)</b>								
<b>Reduce the amount of anti-social behaviour in Broxtowe (CS1)</b>								
Reduction in reported ASB cases in Broxtowe (Nottinghamshire Police Strategic Analytical Unit)	ComS_011	2,297	2,029 -11.7%	1,928 -5%	1,832 -5%	1,649 -5%	1,649	M Hawley  Benchmarking via South Notts Community Safety Partnership, including most similar family group
Reduction in ASB cases reported in the borough to Environmental Health , Communities and Housing	ComS_012d	432	566	538 -5%	486 -5%	462 -5%	462	S Hickey
	ComS_014d	n/a	17					M Hawley
	ComS_013d	99	86					R.Smith
Neighbourhood Wardens (exc. stray dogs)		640	856					M Hawley
<b>Reduce domestic violence in Broxtowe (CS2)</b>								
% of high risk domestic abuse cases re-referred to the Multi Agency Risk Assessment Conference [Expressed as a % of the total number of referrals]	ComS_024	13%	21%	20%	19%	18%	17%	A McLeish
Domestic abuse in the borough	ComS_025	1,583	922					M Hawley  Figures represent total of DV incidents and DV crime and DV crime against the person.
<b>Reduce alcohol related harm in Broxtowe (He3)</b>								
Hospital stays for	ComS_0	633	Not yet	<633	<633	<633	<633	A McLeish

Indicator Description	Covalent Code	Achieved		Target				Indicator Owner and Comments (incl. benchmarking)
		2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	
alcohol related harm	86		available					National (England) in 14/15 = 641
Alcohol related referrals to Change-Grow-Live from Broxtowe where positive outcome established	ComS_085	Not available	Not available					A McLeish. New indicator. 16/17 figures will produce baseline

## Performance Indicators

Priority leaders should identify two sets of performance indicators namely **Key Performance Indicators (KPI)** for reporting to GMT and Members and **Management Performance Indicators (MPI)** for use in business planning and performance monitoring purposes at a service level.

Indicator Description	Covalent Code	Achieved		Target				Indicator Owner and Comments (incl. benchmarking)
		2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	
<b>Key Performance Indicators (KPI)</b>								
Council Housing related ASB cases closed in less than three months %	HSLocal_18	46%	92.2%	60%	60%	60%		R Smith Housemark benchmarking available
Environmental Health and Communities related ASB cases closed in less than three months %	ComS_012d ComS_014d	Not available	Not available	60%	60%	60%		S Hickey M Hawley Information available from 2016/17
Residents surveyed who feel safe when outside in the local area during the day % 1=Notts CC survey 2=Broxtowe survey	ComS_032	1=95% 2=not avail	1=97% 2=97.5%	98%	98%	98%		M Hawley Overall Notts figures from County Council survey 2014-15 =94% 2015-16 = 95%
Residents surveyed who feel safe when outside in the local area	ComS_033	1=71% 2=not avail	1=76% 2=77%	77%	77%	77%		M Hawley Overall Notts figures from County Council





Indicator Description	Covalent Code	Achieved		Target				Indicator Owner and Comments (incl. benchmarking)
		2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	
Plan targets met %								
Health Action Plan targets met %	HE1620_EE	100%	97%	100%	100%	100%	100%	A McLeish
Environment Action Plan targets met %	LSP1617E	80%	93.5%	100%	100%	100%	100%	A Pooley
Eastwood South Action Plan targets met %		100%	100%	100%	100%	100%	100%	J Balchin
<b>Environmental Health</b>								
Food Inspections – Low Risk - Inspect all businesses due for inspection in accordance with a pre-planned programme based on risk	ComS_049 (%)	34%	34%	75%	75%	75%	75%	S Hickey Risk category D and E as determined by the Food Law Code of Practice and be subject to alternating official control or other intervention.
Food - Respond to specific complaints about practices procedures and conditions which may prejudice health in the short term within 1 working day of receipt, and non-urgent complaints/ general requests for advice within 5 working days of receipt.	ComS_041 (number)	385	307					S Hickey Selection of 1, 3 and 5 days responses depending on risk to public health
	ComS_-50 (%)	96%	98%	100%	100%	100%	100%	
Infectious Disease - Respond to notifications within 1 working day and requests for advice and information as soon as practicable within 5 working days of receipt.	ComS__042 (number)	172	144					S Hickey Investigated in relation to public health significance. Approach to responses aligned within the whole County.
	ComS_051 (%)	87%	100%	100%	100%	100%	100%	
Health and Safety - Complete a programme of intervention visits	ComS_0							S Hickey Proactive health and safety interventions reduced to account



Indicator Description	Covalent Code	Achieved		Target				Indicator Owner and Comments (incl. benchmarking)
		2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	
issued within 14 days of full application received %								
No. of licensed premises in the borough accredited under the Best Bar None Scheme.	ComS_070	n/a	10	20	20	20	20	J Miley
<b>Mediation</b>								
Mediation requests resolved satisfactorily %	ComS_074 (number received) ComS_075 (%)	104 81%	95 82%	83%	85%	85%	85%	D Partington

#### 4. KEY TASKS AND PRIORITIES FOR IMPROVEMENT 2017/20

Covalent Code	Description	Targeted Outcome	Partnership/ Procurement Arrangement	Officer Responsible Target Date	Budget Implications / Efficiencies Other comments
COMS 1620_05	Deliver actions to support the 2016-18 Nottinghamshire Domestic and Sexual Abuse Strategic Framework	Increased awareness and knowledge of domestic abuse amongst residents and professionals		A McLeish	Training and awareness raising
COMS 1620_09a	Write and produce a Members guide on domestic violence and abuse	Increased understanding and knowledge incl. appropriate signposting and referral pathways to assist Members if approached for help and support by a member of their constituency		D Gell April 2017	
COMS 1620_11a	Develop and deliver a Neighbourhood Action Plan for Eastwood South	Reduction in all crime types and improvements in community confidence	Police / County Council / Voluntary Sector/Fire Service	J Balchin April 2017	Dependent on resources being allocated by Police and Crime Commissioner
COMS 1620_12	Develop Information @work for safe storage of Communities information and data	Secure but accessible storage of data electronically	Element of work required by IT.	M Hawley April 2017	IT have this in their work plan for 2016/17
COMS 1620_13	Review control provisions for drinking in town centres	Provision of Public Spaces Protection Orders where appropriate	Consultation with public Legal	M Hawley May 2017	Cost for provisions of signs. Unable to predict scale of this as not known what extent of areas will be.
COMS 1620_16a	Develop and deliver Action Plans for Broxtowe Strategic Partnership	Improvement in issues identified in respect of Children/Young Persons, Positive Communities, Health and Environment.	Agencies working as part of Broxtowe Partnership	M Hawley 31 May 2017	

<b>Covalent Code</b>	<b>Description</b>	<b>Targeted Outcome</b>	<b>Partnership/ Procurement Arrangement</b>	<b>Officer Responsible Target Date</b>	<b>Budget Implications / Efficiencies Other comments</b>
COMS 1720_01	Implement the ECINs case management and data sharing system for all anti-social behaviour cases referred to Council departments.	Anti-social behaviour cases managed and data shared between partner agencies in a more timely and secure manner	Police Police and Crime Commissioner Victim Support Notts CC	M Hawley Sept 2017	
COMS 1620_19	Review Alcohol Licensing Policy	Ensure the Council has a "fit for purpose" Alcohol Licensing Policy	Notts Authorities Licensing Group (NALG)	J Miley Consultation 2018 Implement 2019	
COMS 1720_02	Review Taxi Licensing Policy	A "fit for purpose" Taxi Licensing Policy to ensure standards of drivers, vehicles, and operators are maintained	Nottinghamshire Authorities Licensing Group (NALG)	J Miley Sept 2017	
COMS 1720_03	Sex Establishment Policy	A "fit for purpose" Sex Establishment Policy to ensure legal compliance		J Miley April 2018	
COMS 1620_20	Explore commercial opportunities for Mediation Service	Generate income	Neighbouring housing providers	D Partington April 2018	Income generation will reduce demand on general fund. Target of £3,000 pa.
COMS 1620_23	Review Contaminated Land Strategy	Council's strategy for dealing with contaminated land is clearly defined and approved		R Salmon December 2017	

<b>Covalent Code</b>	<b>Description</b>	<b>Targeted Outcome</b>	<b>Partnership/ Procurement Arrangement</b>	<b>Officer Responsible Target Date</b>	<b>Budget Implications / Efficiencies Other comments</b>
COMS 1620_25	Create a new Corporate Enforcement Protocol covering Environmental health, food safety and health and safety, taxi licensing, licensed premises, private sector housing, car parking and planning enforcement	Sets out our approach to enforcement, engaging with relevant stakeholders, proportional approach, compliance with national guidance, ensuring consistency and transparency	Businesses, planning agents, Food standards agency, taxi drivers, licensees, Food standards agency, Police	D Gell May 2017	Within existing resources
COMS 1720_ENV01	Deliver on relevant aspects of flytipping, littering, and graffiti action plan	Improvement in Environmental standards across the borough	Environment Division	M Hawley March 2018	Within existing resources
COMS 1720_04	Create and deliver the ASB Action Plan	Reduction in ASB in the borough		M Hawley March 2018	Within existing resources
COMS 1720_05	Embed Dementia Action Plan and Alcohol Action Plan within the Health Action Plan	Reduction in alcohol dependency and associated problems. Improved quality of life for those with dementia and their carers	Local Strategic Partnership Notts CC	A McLeish	Within existing resources

## 5. LINK KEY TASKS AND PRIORITIES FOR IMPROVEMENT TO THE FINANCIAL BUDGETS

Budget Implications/Efficiencies Generated	Budget £
<b>Adjustments to Revenue Budgets 2016/17 - 2017/18</b>	
Add: Other Budget Implications	-
Less: Efficiencies Generated	
Employee savings programme	(67,718)
Reduce dog control service costs from 24 hours and microchipping/spaying services	(5,000)
Cease Pest Control Service	(38,700)
Less: New business/increased income	-
<b>Net Change in Revenue Budgets 2017/18</b>	<b>(111,418)</b>

<b>Planned adjustments to Revenue Budgets 2017/18 – 2018/19</b>	
Add: Other Budget Implications	
Less: Efficiencies Generated	
Less: New business/increased income	
<b>Net Change in Revenue Budgets 2018/19</b>	<b>-</b>

<b>Planned adjustments to Revenue Budgets 2018/19 - 2019/20</b>	
Add: Other Budget Implications	
Less: Efficiencies Generated	
Less: New business/increased income	
<b>Net Change in Revenue Budgets 2019/20</b>	<b>-</b>



## 6. SUMMARY OF KEY RISKS

Priority leaders are to identify three strategic risks for the Business area and to determine whether these have been/or should be considered on the Council's Strategic Risk Register.

Key Strategic Risk	Is this already covered by an existing Strategic Risk?	What action can be taken/is required to mitigate/minimise the risk or threat
1. Failure to implement effective community safety initiatives to reduce crime and ASB	Yes	See Corporate Risk Register
2. Failure to engage with partners and the community to implement Broxtowe's Sustainable Community Strategy 2010 – 2020	Yes	See Corporate Risk Register
3. Failure to comply with relevant domestic and European legislation	Yes	See Corporate Risk Register

Also, the top five risks (strategic or operational) arising from the key tasks and priorities for improvement should be identified. Whilst, it will be expected that detailed risks will be considered as part of the project planning process for each key task, it is anticipated that there will be 'common themes' identified which should enable the key risks to be limited to the top five. An earlier example has been included for reference.

Covalent Code	Key Task	Risk or Threat to Key Task	Covered by an existing Strategic Risk?	Action taken/ required to mitigate/ minimise the risk or threat
SC_0001	Implement the ECINS case management and data sharing system.	<p>Risk of limited staff resources to deliver</p> <p>Risk of lack of continuing funding after withdrawal of external funding after year one</p> <p>Risk of use of system not embraced by all partners</p> <p>Information Sharing Protocol not agreed and in place</p>	<p>2 – Failure to obtain adequate resources to achieve service objectives</p> <p>24 – Failure to comply with duty as a service provider and employer to groups such as children, the elderly, vulnerable adults</p> <p>28 – Failure to effectively communicate either externally or internally</p>	<p>Commitment to making adequate staff resources available</p> <p>Absolute dependency on system would need to be avoided. Lobby of PCC for continued funding.</p> <p>Top level commitment to ensuring system is fully utilised</p>

<b>Covalent Code</b>	<b>Key Task</b>	<b>Risk or Threat to Key Task</b>	<b>Covered by an existing Strategic Risk?</b>	<b>Action taken/ required to mitigate/ minimise the risk or threat</b>
SNPES_ South Notts Partners hip Eastwood South	Develop and deliver the Neighbourhood Action Plan for Eastwood South	Reduction in budgets from the Police and Crime Commissioner. Reduction in front line officers in partner agencies. Staff resources to deliver Partners having capacity to deliver	2 – Failure to obtain adequate resources to achieve service objectives 12 – Failure to implement effective Crime and Disorder Reduction Strategy	Lobbying of PCC for continuation of funding. Issues affecting partners discussed strategically at South Notts Community Safety Partnership and Safer Notts Board Advance planning to ensure resources are available
	Develop Information @Work for safe storage of Communities Team information and data	Risk of limited staff resources to deliver	2 – Failure to obtain adequate resources to achieve service objectives	Commitment to making adequate staff resources available
	Review control provisions for drinking in town centres	Risk of limited staff resources to deliver Limited financial resources to implement	2 – Failure to obtain adequate resources to achieve service objectives 12 – Failure to implement effective Crime and Disorder Reduction Strategy	Commitment to making adequate staff resources available Commitment to making adequate financial resources available
	Review Taxi Licensing Policy	Risk of limited staff resources to deliver Opposition from stakeholders Inadequate consultation	2 – Failure to obtain adequate resources to achieve service objectives 28 – Failure to effectively communicate either externally or internally 24 – Failure to comply with duty as a service provider and employer to groups such as children, the elderly, vulnerable adults	Commitment to making adequate staff resources available Planning of comprehensive consultation to ensure this is adequate and does not open up the Council to legal challenge