



10 January 2018

Dear Sir/Madam

A meeting of the Community Safety Committee will be held on Thursday 18 January 2018 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 Gould (Chair)
	M Brown (Vice Chair)	G Harvey
	B C Carr	S Kerry
	E Cubley	J M Owen
	T A Cullen	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 - 3

The Committee is asked to confirm as a correct record the minutes of the Community Safety Committee meeting held on 9 November 2017.

4. PRESENTATION FROM THE AGE FRIENDLY PILOT PROJECT

The Committee will receive a presentation from a representative of the Age Friendly Pilot Project which is being run in Beeston by Nottinghamshire County Council.

5. PARKING SERVICES ANNUAL UPDATE PAGES 4 - 8

To provide Committee with a general update on parking services including shared service arrangements.

6. TECHNOLOGY DRIVE, BEESTON OFF-STREET CAR PARKING ORDER 2018 PAGES 9 – 10

To report back on the outcome of the recent Publication of Notice of Proposals, to make recommendations accordingly and to recommend that the Council proceeds to the next stage of the process to make the Order.

7. CCTV UPDATE PAGES 11 - 14

To provide Committee with various updates regarding the Council's closed-circuit television cameras and the shared service partnership that operates them.

8. FOOD STANDARDS AGENCY AUDIT PAGES 15 - 20

To advise Committee of the progress made following the Food Standards Agency audit of the Council's food hygiene function in 2017.

9. UPDATE ON ANTI-SOCIAL BEHAVIOUR ACTION PLAN PAGES 21 -38

To advise Committee of the progress made on the Anti-social Behaviour Action Plan.

10. CHILD POVERTY ACTION PLAN PAGES 39 - 53

To present the proposed Child Poverty Action Plan 2018/20.

11. BUSINESS PLANS AND FINANCIAL ESTIMATES PAGES 54 - 88
2018/19 – 2020/21

To consider the proposals for business plans, detailed revenue budget estimates for 2018/19, capital programme for 2018/19 to 2020/21 and proposed fees and charges for 2018/19 in respect of the Council's priority areas.

12. WORK PROGRAMME PAGE 89

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

COMMUNITY SAFETY COMMITTEE

9 NOVEMBER 2017

Present: Councillor J Goold, Chair

Councillors: D Bagshaw
M Brown
E Cubley
D A Elliott
G Harvey
S Kerry
L Fletcher (substitute)
A W G A Stockwell (substitute)

Apologies for absence were received from Councillors R I Jackson, J M Owen, J C Patrick and M Radulovic MBE.

17. **DECLARATIONS OF INTEREST**

There were no declarations of interest.

18. **MINUTES**

The minutes of the meeting held on 21 September 2017 were confirmed and signed.

19. **PRESENTATION BY BROXTOWE WOMEN'S PROJECT**

The Committee received a presentation by a representative of Broxtowe Women's Project.

There was concern regarding the continuing threat to women from abusive partners after they had escaped from abuse. It was noted that the practical assistance that councillors could offer to Broxtowe Women's Project included raising awareness, participating in the White Ribbon scheme, having a domestic abuse policy, referring victims to them and taking up their awareness training.

20. **TECHNOLOGY DRIVE, BEESTON OFF-STREET CAR PARKING ORDER, 2018**

The Committee considered an informal consultation on the construction of an off-street car park at Technology Drive, Beeston.

It was noted that there had been no responses to the informal consultation. The section 106 agreement for the Beeston Business Park development had recently been signed, bringing the commencement of construction on the car park another step closer. It was also noted that the Finance and Resources Committee had approved improvements to disabled access to platform 2.

RESOLVED that delegated authority be given to the Chief Executive and the Interim Deputy Chief Executive to finalise and undertake the required publication of the Notice of Proposals.

21. CHILD POVERTY ACTION 2016/17 PLAN UPDATE

The Committee noted the update on the Child Poverty Action Plan 2016-17.

Discussion centred on the pockets of deprivation that existed within the Borough. It was requested that councillors be given the opportunity to feed into the initial stages of the renewed plan that was being prepared for 2018-2020.

22. CHILWELL RETAIL PARK PUBLIC SPACES PROTECTION ORDER

The Committee considered the responses to the consultation regarding the proposed Public Spaces Protection Order (PSPO). There had been six responses to the consultation, all supporting the implementation of the PSPO.

There was a discussion regarding the installation of speed humps by the operator of Chilwell Retail Park. The intention had been to calm traffic, but the speed humps were poorly designed and, after numerous complaints, they had been removed. The Committee noted that it was the stated intention of the operator to redesign and reinstall the speed humps.

RESOLVED that in accordance with the Anti-Social Behaviour, Crime and Policing Act 2014 a Designated Public Space Order be created in respect of Chilwell Retail Park as detailed in the appendix.

23. PERFORMANCE MANAGEMENT – REVIEW OF BUSINESS PLAN PROGRESS – COMMUNITY SAFETY AND HEALTH

The Committee considered the progress against targets in the Community Safety and Health Business Plan.

It was noted that the Contaminated Land Strategy was behind schedule, but that the responsible officer was to return to work shortly, having been on maternity leave.

There was a discussion about the indicator for antisocial behaviour which provided a percentage for cases closed within three months. It was

considered that this was not illustrative enough and the Committee requested that a figure for the number of cases be provided.

24. WHITE RIBBON CAMPAIGN

The Committee considered the proposal to apply for the White Ribbon Campaign Council's Award. The many kinds of abuse were noted, though it was acknowledged that the largest proportion of domestic abuse is violence committed by men against women. The White Ribbon Campaign encourages men to reject violence against women and 25 November 2017 is the international day for the elimination of violence against women.

Consideration was given to the action plan that would lead to the award of the status. It was noted that whilst the White Ribbon Campaign focused on the eradication of violence towards women, the Council's Domestic Abuse Strategy targeted all violence against partners.

There followed a discussion about whether the Town Centre Information Days were the best forum to promote the White Ribbon Campaign, given that the advice from the group itself suggested informal events. It was requested that carnivals and events such as the Hemlock Happening might be more appropriate.

RESOLVED that approval be granted for the Council to apply for the White Ribbon Campaign Councils' Award.

25. WORK PROGRAMME

The Committee considered the Work Programme.

RESOLVED that the Work Programme be approved.

Report of the Interim Deputy Chief Executive

PARKING SERVICES ANNUAL UPDATE1. Purpose of report

To provide Committee with a general update on parking services including shared service arrangements.

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. Future developments

On a positive note a new 60 space public car park is being provided at Technology Drive, Beeston (next to Beeston train station) by the developers of the Beeston Business Park. It is hoped that construction will be undertaken this spring. The car park will be leased to the Borough Council. All capital costs are being borne by the developers of the Beeston Business Park. There is a small cost for the Borough Council (less than £1,000) associated with the various stages of public advertising of the off-street car parking order, but this will be more than recouped through the proposed car park charges.

The net annual income for the Borough Council arising from the new car park is expected to be in the range £10,000 to £30,000, depending on its success.

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.

5. Financial implications

The financial implications are set out in the appendices. It can be seen that the net cost of the service increased in 2016/17 for the reasons given in appendix 1.

Recommendation

The Committee is asked to NOTE this report.

Background papers: Nil

APPENDIX 1

Broxtowe off-street car park data for 2016/17 and 2015/16

General Car Park Information	2016/17	2015/16
Number of car parks	29	28
Total number of spaces (inc. blue badge)	828	801
Total number of blue badge spaces	72	72
Total number of charging spaces	726	699
Number of Pay & Display machines	30	29
Pay and Display Use		
Total number of Pay & Display tickets purchased or free 1hr vouchers issued	735,695	734,114
Total Pay & Display Income (net)	£161,365.04	£151,858.37
% using free hour	78.7%	80.0%
% paying £1.00	15.8%	15.0%
% paying £1.50	2.2%	2.2%
% paying £2.00	3.2%	2.7%
% paying £3 plus (Beeston train station)	0.1%	0.1%
Penalty Charge Notices (PCN)/Permits		
PCN's issued	3,795	4,468
PCN Income	£101,540.23	£135,785.81
Parking Permit income (net)	£8,930.16	£8,074.57
Income from NCC/Rushcliffe BC	£60,936.49	£60,936.49
Total Income	£332,771.92	£356,654.24
Costs		
Direct Employee Expenses (operatives)	£64,855.89	£64,618.12
Central Support Recharges	£125,795.62	£91,629.00
Repairs and Maintenance	£78,456.83	£87,560.04
Utilities	£60,162.54	£57,029.54
Cash Collection	£17,782.56	£16,309.00
Capital Charges*	£48,213.00	£32,533.39
PCN Processing charges	£24,038.68	£29,043.00
Total Expenditure	£419,305.12	£378,722.09
Net Cost of Service	£86,533.20	£22,067.84

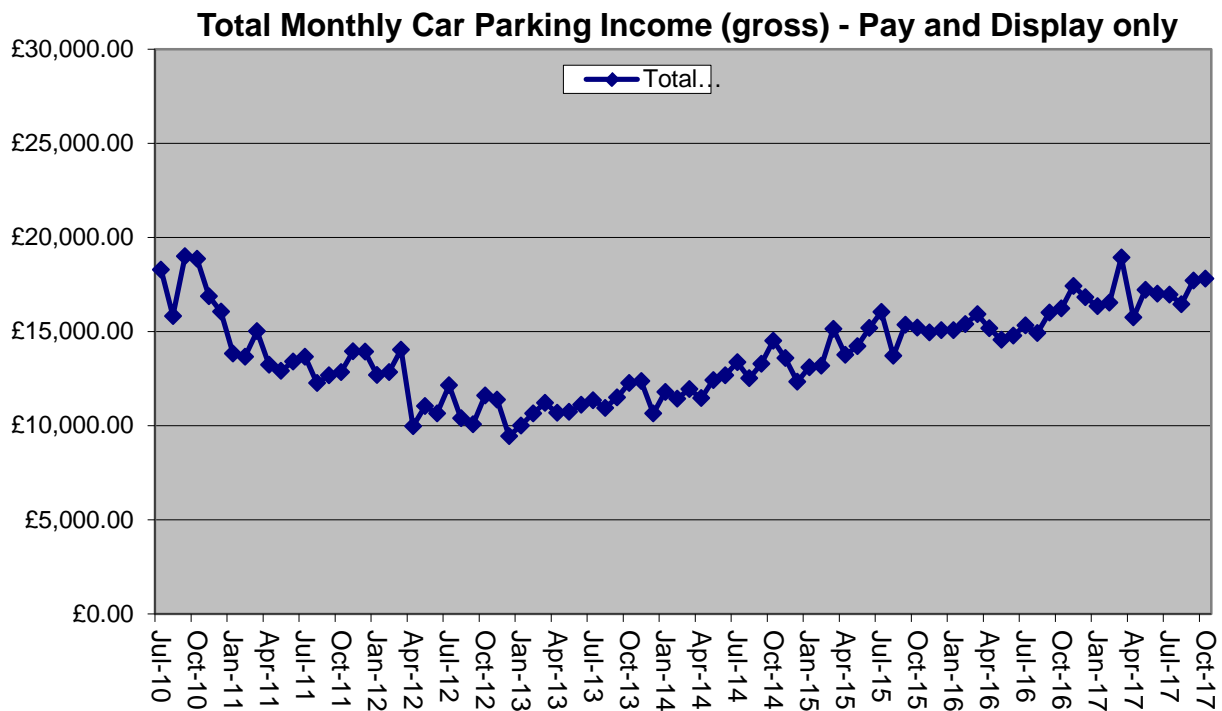
*Capital charges are nominal and relate to equipment purchased on behalf of Rushcliffe in 2016/17 and to depreciation charges in 2015/16.

It can be seen that the net cost of the parking service increased by approximately £64,000 in 2016/17 compared with 2015/16. The main reasons being:

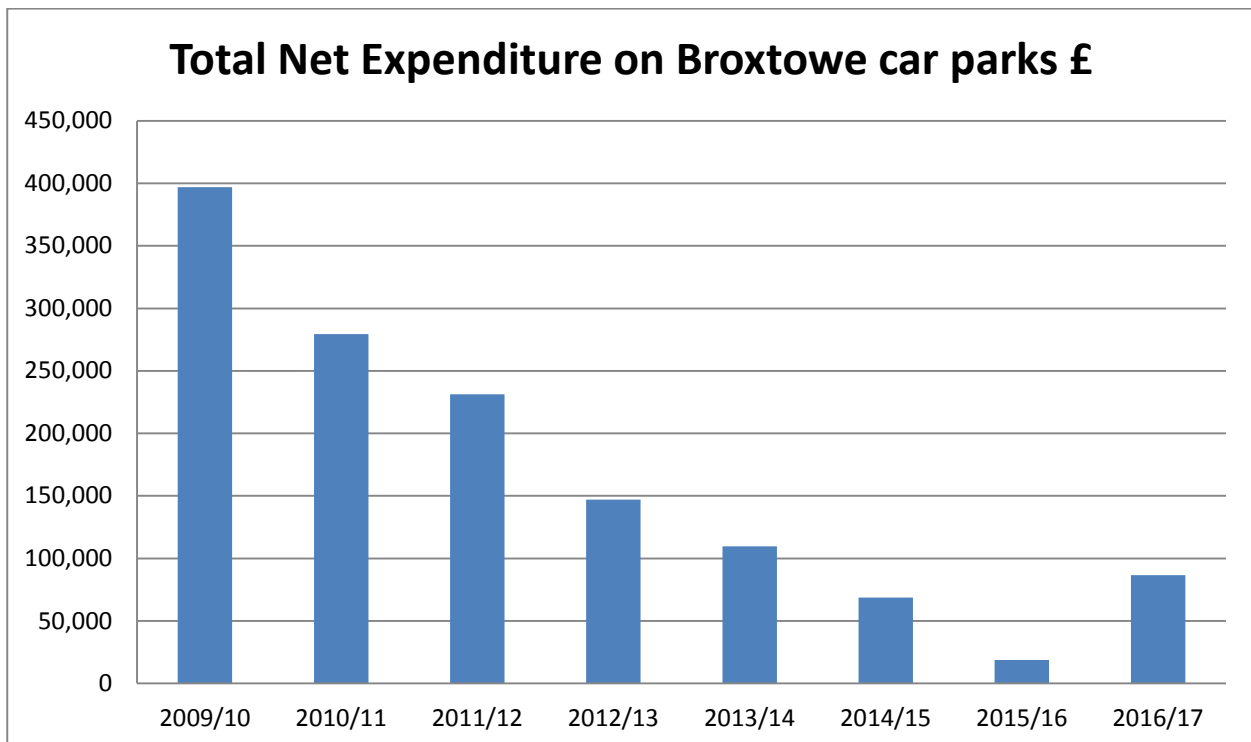
1. Reduction of approximately £35,000 in off-street PCN income, which is likely to be due to reduced charging hours, hence reduced requirement to display a ticket and reduced ability to enforce.

2. Increase in employee-related costs of approximately £34,000 are due to a change in the basis of apportionment of central support recharges, pay increments and inflation as well as one off redundancy costs.

Broxtowe off-street car park income trends 2010-2017



Net cost of Parking Services 2009/10 to 2016/17



APPENDIX 3Shared 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 Nottinghamshire 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 (for example bulk purchase of pay and display tickets)

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

Report of the Interim Deputy Chief Executive

TECHNOLOGY DRIVE, BEESTON OFF-STREET CAR PARKING ORDER 20181. Purpose of the report

To report back on the outcome of the recent Publication of Notice of Proposals (for example any objections received), to make recommendations accordingly and to recommend that the Council proceeds to the next stage of the process to make the Order.

2. Background and detail

Committee will recall the report of 21 September 2017 which explained that a new 60 space public car park is being provided at Technology Drive, Beeston by the developers of the Beeston Business Park. It is hoped that the car park will be constructed this spring. The car park will be leased to the Borough Council and an off-street car parking order is required to allow the proposed charges and restrictions to be effectively enforced. The second stage of the process is statutory consultation and this has recently been completed.

No objections have been received at any stage of the process. It is therefore recommended to make the Order as per the timescales given in the appendix.

3. Financial implications

All capital costs are being borne by the developers of the Beeston Business Park. There is a small cost for the Borough Council (less than £1,000) associated with the various stages of public advertising of the off-street car parking order, but this will be more than recouped through the proposed car park charges.

The annual income for the Borough Council arising from the new car park is expected to be in the range £10,000 to £30,000, depending on its success.

Recommendation

Committee is asked to RESOLVE that the making of the Technology Drive, Beeston Off-Street Car Parking Order 2018 be approved.

Background papers

Nil

APPENDIX

Technology Drive, Beeston Off-street Car Parking Order 2018Implementation Timescale

Friday 22 September 2017	Statutory Consultation letters sent out COMPLETED
Friday 20 October 2017	Consultation deadline (28 days) Start preparing legal notices and adverts COMPLETED
Thursday 9 November 2017	Committee consider the consultation responses and agree to publish Notice of Proposals COMPLETED
Thursday 16 November 2017	Publish Notice of Proposals COMPLETED
Thursday 14 December 2017	Objection deadline (28 days) Start preparing legal notices and adverts COMPLETED
Thursday 18 January 2018	Committee consider any objections and agree to making of the order
Friday 19 January 2018	Sealing of the order
Monday 22 January 2018	Publication of Notice of Making
Monday 5 March 2018	Order comes into force (six weeks later), car park signs must be erected or amended accordingly within two years or the Order lapses

The following proviso applies: any new Order is potentially subject to a challenge by application to the High Court during the six weeks following the making of the Order (this is reflected in the final stage above).

Report of the Interim Deputy Chief Executive

CCTV UPDATE1. Purpose of report

To provide Committee with various updates regarding the Council's closed-circuit television (CCTV) cameras and the shared service partnership that operates them.

2. Detail

The Council currently has 217 CCTV cameras, of which 65 are in public places - mostly town centres. The 65 cameras are managed and monitored centrally as part of a shared service arrangement with Ashfield District Council and Newark and Sherwood District Council. 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 are given in appendix 1.

The latest CCTV Code of Practice (appendix 2) requires the Council to carry out an annual review of all 217 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 and the Finance and Resources Committee considered the necessary resources for this work at its meeting on 8 January 2018.

3. Use of CCTV

Appendix 1 gives statistics for the use of CCTV in Broxtowe in 2016/17 and compares this with 2015/16.

4. Financial implications

The financial implications are set out in appendix 1. A further report will be brought to Committee to consider possible cost-saving options for the future.

Recommendation

The Committee is asked to NOTE this report.

Background papers

Nil

APPENDIX 1

Broxtowe Borough Council CCTV – facts and figures

Broxtowe Borough Council currently has 217 CCTV cameras, of which:

- 65 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 which was based at Kelham Hall but which 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	65

The 2017/18 budgeted costs for Broxtowe's 65 public place cameras and their associated control room monitoring are as follows:

Item	2017/18 budget
Camera maintenance	£13,500
Rent, power, communications, insurance	£64,700
Monitoring contract (on behalf of all three partners)	£201,450
Income (in 2017/18 this is expected to consist of an £67,185 recharge to N&SDC, £30,195 to ADC and £3,770 to Trowell)	(£133,500)
NET COST	£146,150

- 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 20% are record only and cannot be remotely accessed or monitored. The other 80% 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.

Usage of Broxtowe public place CCTV

In 2016/17 Broxtowe’s 65 public place CCTV cameras played the following (officially recorded) part in crime prevention and detection in the borough:

- 244 incidents were captured on CCTV (249 incidents in 2015/16)
- The CCTV control room was requested 32 times by the police to monitor live incidents (46 times in 2015/16)
- The police accessed the system 208 times to view incidents (195 times in 2015/16)
- Pub/shop watch did not request access to view incidents (5 requests in 2015/16)
- Others used it four times (3 times in 2015/16)
- Captured incidents resulted in 22 arrests (28 arrests in 2015/16)
- Evidence was produced on 23 occasions
- Total number of viewings 75

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.”

Report of the Chief Executive

FOOD STANDARDS AGENCY AUDIT1. Purpose of report

To advise Committee of the progress made following the Food Standards Agency audit of the Council's food hygiene function in 2017.

2. Detail

On 9 March 2017, the Council's food hygiene service was audited by the Food Standards Agency. A report was brought to the Community Safety Committee at its meeting on 29 June 2017 and an action plan to address the identified issues was approved. This included a recommendation to the Finance and Resources Committee to approve expenditure of £15,000 to appoint temporary staff to deal with the backlog of outstanding inspections of low risk premises.

The Food Standards Agency requires a six monthly update on the progress of the action plan and a copy of the document forwarded to them on their template is attached at the appendix. Copies of relevant documents were all included with that submission.

The updated action plan shows the considerable progress which has been made in dealing with the identified issues. In particular, the appointment of a temporary officer has enabled the backlog of premises to be dealt with. However, as has been identified throughout the audit process and in the Food Safety Service Plan (approved by Community Safety Committee on 9 November 2017) staffing levels within the team are not sufficient to prevent a considerable backlog building up once again. The need for a full time equivalent Food Officer has been identified. In order to ensure the revenue development to create this post was integrated into the budget for 2018-19 and to show timely progress to the Food Standards Agency, a report requesting the extra staffing resource was taken to the Finance and Resources Committee on 8 January 2018. An update on the decision will be given at the meeting of this Committee.

Recommendation

Committee is asked to NOTE the progress made on the Food Safety Action Plan, the update given to the Food Standards Agency, and the decision of Finance and Resources Committee with regard to the appointment of an extra officer.

Background papers

Nil

APPENDIX

Updated Action Plan for Broxtowe Borough Council

Audit date: 9 March 2017

TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)	BY (DATE)	PLANNED IMPROVEMENTS	PROGRESS	ACTION TAKEN TO DATE
<p>Recommendation 1 - Service Plan [The Standard - 3.1& 3.3]</p> <p>(i) The Authority should ensure that Service Plans include a clear comparison of the resources required to effectively carry out the full range of food law activities against the resources available to the service and any resource shortfall should be identified.</p> <p>(ii) Any variance in meeting the Service Plan shall be addressed by the Authority in subsequent Service Plans.</p>	<p>30/09/2017</p> <p>30/09/2017</p>	<p>Service Plan for 2017/18 to include resources available and resources required and ensure any shortfall is identified.</p> <p>Future Service Plans will show any variations in meeting the plan and how these are to be addressed.</p>	<p>Service Plan identified the need to review resources. This has been undertaken and the need for 1 FTE Food Officer has been identified. Report to go to Finance and Resources Committee 8th January 2018.</p> <p>This recommendation (review and address variance) will be complete in terms of approval to appoint an extra officer on 8th January (subject to Committee approval). The officer will be appointed as soon as possible thereafter.</p>	<p>Service Plan approved by Community Safety Committee 21/09/17. Service Plan attached Appendix 1 Committee minute attached Appendix 2</p> <p>New Business Plan for Public Protection Division has been drafted and includes reference to revenue development in order to fund new FTE Food Officer. Relevant page of draft Business Plan attached (Appendix11). Report to go to Finance and Resources Committee on 8th January 2018. Copy attached (Appendix 12). Also, the performance Indicator for low risk interventions is set at 100% in the Business Plan. Copy of relevant page attached (Appendix 13)</p>

TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)	BY (DATE)	PLANNED IMPROVEMENTS	PROGRESS	ACTION TAKEN TO DATE
<p>Recommendation 2 - Sufficient Authorised Officers [The Standard - 5.3]</p> <p>The Authority should ensure it has sufficient numbers of authorised officers to carry out all food hygiene law activities required by the Framework Agreement and Food Law Code of Practice</p>	<p>31/06/2017</p> <p>31/07/2017</p> <p>31/07/2017</p>	<p>Data Cleansing completed.</p> <p>Seek approval for additional funding for staff to complete overdue interventions.</p> <p>Additional staff resource to be in place.</p>	<p>As at 23/11/17, data cleansing was 80% complete.</p> <p>Completed 24/4/17</p> <p>Temporary member of staff in place 4/9/17</p>	<p>Data cleansing is on-going. Estimated to be complete by 31/12/17</p> <p>Approval obtained from Community Safety Committee on 20/04/2017 (Appendix 10) to request funding for temporary staffing at the next Finance and Resources Committee (13/07/2017). Please note that the report to Community Safety Committee requesting extra resources was taken after the audit but before the formal report was received from the Food Standards Agency in order to progress the matter quickly.</p> <p>Agreed by Finance and Resources Committee 13/7/17. Committee minute attached Appendix 3</p> <p>Temporary officer appointed and started work 4/9/17. Report to go to Finance and Resources Committee on 8/1/18 to approve appointment of 1 FTE permanent Food Officer</p>

TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)	BY (DATE)	PLANNED IMPROVEMENTS	PROGRESS	ACTION TAKEN TO DATE
<p>Recommendation 3 - Frequency of Interventions [The Standard – 7.1]</p> <p>The Authority should carry out intervention/inspections at a frequency which is not less than that specified by the Food Law Code of Practice and centrally issued guidance.</p>	<p>30/04/2017</p> <p>30/04/2017</p> <p>31/01/2018</p>	<p>Re-allocation of food premises to officers</p> <p>Monthly monitoring of intervention frequency.</p> <p>Review whether numbers of overdue premises have been reduced, and undertake appropriate action if not.</p>	<p>Completed 13/7/17</p> <p>Completed 5/10/17 and ongoing</p> <p>As at 23/11/17, running at 90% on intervention required. Numbers of overdue premises coming down. As at 5/10/17, 62 of initial backlog had been inspected. As at 23/11/17, 242 of initial backlog had been inspected</p>	<p>All premises including low risk have been allocated to individual officers' workload.</p> <p>Report generated by Chief EHO and reported to meetings with Head of Service and Committee Chair.</p> <p>Appointment of temporary officer has resulted in number of overdue premises reducing. Review of situation going forward will be taken at end of January and report taken to next available Community Safety Committee 22/3/18</p>
<p>Recommendation 4 - Authorisation – level of authorisation [The Standard 5.3]</p> <p>Review officer authorisations and ensure those officers whose duties would extend to exercising powers under the Trade in Animal and Related Products Regulations 2011 are appropriately authorised in line with their competencies and the Codes of Practice.</p>	<p>30/06/2017</p>	<p>Review of Authorisations to be undertaken. Necessary amendments made to include these Regulations.</p>	<p>Completed 30/6/17</p>	<p>Example copy of authorisations attached – Appendix 4</p>

TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)	BY (DATE)	PLANNED IMPROVEMENTS	PROGRESS	ACTION TAKEN TO DATE
<p>Recommendation 5 – Policies and Procedures – review and updating [The Standard 4.1]</p> <p>Ensure documented policies and procedures for each of the enforcement activities covered by the Standard are reviewed at regular intervals and when there are changes to legislation or centrally issued guidance.</p>	30/06/2017	Review of all documented policies and procedures with a bi-annual refresh if not reviewed before following changes in legislation or centrally issued guidance.	Completed 5/10/17	Copies of documented policies and procedures attached – Appendix 5

TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)	BY (DATE)	PLANNED IMPROVEMENTS	PROGRESS	ACTION TAKEN TO DATE
<p>Recommendation 6 – Internal Monitoring [The Standard –19.1, 19.2 and 19.3]</p> <p>(i) Review, maintain and implement a documented internal monitoring procedure in accordance with Article 8 of Regulation EC no 882/20014 (Official Feed and Food Controls) to verify conformance with relevant legislation, the Food Law Code of Practice, centrally issued guidance and the Authority’s own documented policies and procedures.</p> <p>(ii) Ensure that accurate reports concerning the number of interventions due and overdue are provided as part of the quantitative monitoring.</p> <p>(iii) Maintain records of all internal monitoring undertaken.</p>	<p>30/06/2017</p> <p>31/08/2017</p> <p>30/04/2017</p>	<p>Procedure to be implemented then reviewed on a triennial basis or sooner following changes in guidance.</p> <p>Quarterly progress on interventions to be reported to the Head of Public Protection and the Chair of the Community Safety Committee.</p> <p>All internal monitoring will be collated by Chief EHO.</p>	<p>Completed 13/7/17</p> <p>Completed and on-going. First meeting with Chair 7/8/17</p> <p>Completed and on-going 21/7/17</p>	<p>Copy of procedure attached – Appendix 6</p> <p>Regular meetings now held and action plan updated. Between 11/7/17 and 23/11/17, 8 meetings held between Chief EHO and Head of Public Protection. Chair of Committee has been present at 6 of these. Report on progress to be reported to committee on 18/1/17 See Workplan – Appendix 7</p> <p>Records of internal monitoring attached Appendix 8</p>

Report of the Chief Executive

UPDATE ON ANTI-SOCIAL BEHAVIOUR ACTION PLAN1. Purpose of report

To advise Committee of the progress made on the Anti-social Behaviour (ASB) Action Plan.

2. Detail

Considerable action is taken by officers of Broxtowe Borough Council to deal with cases of anti-social behaviour. This behaviour can take various forms and includes issues such as noise nuisance, bonfires, dog fouling, fly tipping and graffiti, amongst others. Work is also undertaken to complement that undertaken by Nottinghamshire Police. Broxtowe Borough Council also organises and hosts the Anti-social Behaviour Panel which involves partner agencies meeting on a monthly basis to discuss cases and decide on appropriate actions.

At the end of 2016 a request was made at this Committee to look at the issues of anti-social behaviour in the borough and prepare an action plan to tackle some identified problems.

Since that time, a small working group has met and the action plan created. Progress has been made in carrying out the various actions identified. A copy of the updated action plan is attached at the appendix. The action plan is complementary to the Authority's Litter/Fly Tipping/Graffiti/ Dog Fouling Action Plan.

Recommendation

Committee is asked to NOTE the progress made on the Anti-social Behaviour Action Plan.

Background papers

Nil

**Broxtowe Borough Council
Anti-social Behaviour
Action Plan**

April 2017 – March 2018

Anti-social Behaviour Data for Broxtowe

Team	2014/15	2015/16	2016/17
Environmental Health	N/A	554 (incidents)	569 (incidents)
Housing	N/A	88 (cases)	84 (cases)
Communities	N/A	17 (cases)	56 (cases)
Police Strategic Analytical Unit (Police & Communities combined)	2292 (incidents)	2029 (incidents)	2238 (incidents)

Perception of feeling safe (Nottinghamshire county Council Survey)

	2016	2017
Percentage of people surveyed who feel safe outside in the community during the day	97%	98%
Percentage of people surveyed who feel safe outside in the community at night	76%	57%

Actions	Outcomes	Lead officer	Milestones	Target Date	Date Achieved	Update
Hold 4 Town centre multi agency events to include information relating to ASB and Hate Crime	Increase in awareness of ASB and Hate Crime	Communities Officers Members	<ul style="list-style-type: none"> • Event in Eastwood held • Event in Kimberley held • Event in Beeston held • Event in Stapleford held 	30/03/2018	<ul style="list-style-type: none"> • 27/7/17 • 9/8/17 • 23/8/17 • 27/9/17 	<ul style="list-style-type: none"> • COMPLETED • A Hate Crime business card and ASB leaflet are being produced and will be made available to residents at events
Hold weekly drop in sessions and monthly themed drop in sessions in Eastwood and promote awareness of ASB and Hate Crime	Increase in awareness of ASB and Hate Crime	Communities Officer	<ul style="list-style-type: none"> • 12 themed drop in sessions held • 35 drop in sessions held 	30/03/2018	Held weekly	<ul style="list-style-type: none"> • Completed up to 5/12/2017 • A Hate Crime business card and ASB leaflet are being produced and will be made available to residents at drop in sessions
Attend community group sessions to promote awareness of ASB and Hate Crime	Increase in awareness of ASB and Hate Crime	Communities Officer	<ul style="list-style-type: none"> • 3 community group sessions attended • Eastwood (12/04/16) 	30/03/2018	<ul style="list-style-type: none"> • 12/4/17 Breathe Easy Group Eastwood • 28/6/17 Park Hall academy • 27/10/17 Wellington court 	<ul style="list-style-type: none"> • COMPLETED • A Hate Crime business card and ASB leaflet are being produced and will be made available to residents at the events

Actions	Outcomes	Lead officer	Milestones	Target Date	Date Achieved	Update
Promotion of Hate Crime reporting	Increase awareness of reporting Hate Crime	Chief Communities Officer Equality & Diversity Assistant	<ul style="list-style-type: none"> Hate Crime Business Cards produced Hate Crime business cards distributed 	30/12/2017	30/3/17	<ul style="list-style-type: none"> COMPLETED Business card produced and distributed
Promotion through leaflets and giveaways (dog poo bags)	Increase in awareness of ASB	Neighbourhood Wardens	<ul style="list-style-type: none"> Promotion through media channels Distribution of giveaways 	30/03/2018		New Dog control leaflet designed and distributed at summer road show events, local service days, poop scoop week, litter hero days
Through raising awareness through calendar of campaigns across South Notts	Increase in awareness of ASB	Community Safety Partnership Operational Delivery Group Chief Communities Officer	<ul style="list-style-type: none"> Develop and store on ECINs a suite of 14 ASB campaigns using Posters, leaflets, social media, website etc inc some targeted work 	30/03/2018	<ul style="list-style-type: none"> April 17 	<ul style="list-style-type: none"> All South Notts Campaigns being put into south notts information booklet Joint campaigns will be developed 1 per year 2016 Halloween 2017 hate Crime

Actions	Outcomes	Lead officer	Milestones	Target Date	Date Achieved	Update
Through the designation of RSL housing officers to issue CPWs to tenants	Reduction in ASB from tenants of Registered Social Landlords	Head of Public Protection	<ul style="list-style-type: none"> • Meeting held with RSLs • Report to committee to designate RSLs 	30/03/2018		<ul style="list-style-type: none"> • letters have been sent to all the Registered Social Housing Providers with properties in the borough for interest in being designated by the council to serve Community Protection Notices
Through Nottingham University website and the wardens of halls of residence	Decrease the number of incidents of ASB from students causing nuisance to their neighbours and not dealing with their waste correctly	Communities Officer Senior Private Sector Housing Officer Neighbourhood Police Inspector Waste and Recycling Env Technician Comms & Marketing Officer	<ul style="list-style-type: none"> • Provide updated information to the university 	09/2017 – 10/2017	23/11/17	<ul style="list-style-type: none"> • COMPLETED • Moving In Moving On event held and information supplied to University

Actions	Outcomes	Lead officer	Milestones	Target Date	Date Achieved	Update
<p>Through leaflet, website, social media, poster and promotion of Campaign at identified peak times of year for ASB reporting</p> <ul style="list-style-type: none"> • Halloween • Bonfire Night • Summer • End of school exams • Start of new university year 	<p>Decrease the number of incidents of ASB during peak times during the year</p> <ul style="list-style-type: none"> • Halloween • Bonfire Night • Summer • End of school exams • Start of new university year 	<p>Communities Officer</p> <p>Comms & Marketing Officer</p>	<ul style="list-style-type: none"> • Promotion through media channels • Distribution of leaflets/posters • Promotion through BBC website 	30/03/2018	<ul style="list-style-type: none"> • May 17 • Targeted May & Sept 17 • Oct 17 • Nov 17 • June 17 • June 17 • June 17 • Targeted Nov 17 	<ul style="list-style-type: none"> • Lighter Nights, Garden Crime and Burglary • Vehicle crime • Halloween • Darker nights • White van man • Fly tip • Dog fouling • Counter terrorism • End of school year and bonfire night no longer delivered – Fire deliver bonfire night and end of school year not effective or draw attention to it
<p>Promotion of Neighbourhood Watch and Neighbourhood Alert through events and the BBC website</p>	<p>Increase in awareness of ASB</p>	<p>Communities Officer</p> <p>Comms & Marketing Officer</p>	<ul style="list-style-type: none"> • Promotion at events • Promotion on social media • Promotion through the website 	30/03/2018	<ul style="list-style-type: none"> • 27/7/17 • 9/8/17 • 23/8/17 • 27/9/17 • 12/4/17 • 28/6/17 • 27/10/17 	<ul style="list-style-type: none"> • Promoted through every event communities attend including some CAT meetings

Actions	Outcomes	Lead officer	Milestones	Target Date	Date Achieved	Update
Through raising awareness through calendar of campaigns across South Notts	Increase in awareness of ASB	Community Safety Partnership Operational Delivery Group Chief Communities Officer	<ul style="list-style-type: none"> Develop and store on ECINs a suite of 14 ASB campaigns using Posters, leaflets, social media, website etc 	30/03/2018		<ul style="list-style-type: none"> All South Notts Campaigns being put into south notts information booklet Joint campaigns will be developed 1 per year 2016 Halloween 2017 Hate Crime
Report Convictions through social media, press Releases and Broxtowe matters	Increase awareness of consequences of ASB	Neighbourhood Wardens ASB Enforcement Officer Housing Operations Manager	<ul style="list-style-type: none"> Press releases sent out Articles included in Broxtowe matters 	30/03/2018		<ul style="list-style-type: none"> 2 x September 2017
Through the identification of hot spot areas within wards by borough Cllrs	Decrease in reports from hot spot areas	Chief Communities Officer	<ul style="list-style-type: none"> Email out to members to identify hot spot areas Hot spot areas identified within action plan Departmental actions identified to address issues 	March 2017 March 2017 April 2017		<ul style="list-style-type: none"> See table below

Actions	Outcomes	Lead officer	Milestones	Target Date	Date Achieved	Update
Promotion of services through events Social Media and Broxtowe Matters	Increased use of mediation services	Mediation Manager Chief Environmental Health Officer Chief Communities Officer Comms & Marketing Officer Members	<ul style="list-style-type: none"> • Events held • Social media messages distributed • Broxtowe Matters promotions 	30/03/2018		<ul style="list-style-type: none"> • No update from mediation received
Through events, social media and Broxtowe Matters	Increase in reporting and increase in how well communities get on well together	Chief Communities Officer Comms & Marketing Officer Members	<ul style="list-style-type: none"> • Events held • Social media messages distributed • Broxtowe Matters promotions 	30/03/2018		<ul style="list-style-type: none"> • Events held throughout the year • Community Celebration • Season of lights • Hemlock happening • Arts events • Community events • Community Meetings
Through bringing people together for mutual support reflecting NCC Age Friendly pilot	Create new community groups in Beeston Rylands. Increase the resilience of the community. Increase tolerance.	Members Chief Communities Officer	<ul style="list-style-type: none"> • Meeting between Cllr Cullen and age Friendly team • Individuals / groups identified and established 	30/03/2018		<ul style="list-style-type: none"> • Contact for AFP passed to Cllr Cullen

Actions	Outcomes	Lead officer	Milestones	Target Date	Date Achieved	Update
Through increasing referrals for repeat victims to Victim Care and promote Victim Care through events, social media and Broxtowe Matters	Increased support to victims of ASB	Chief Communities Officer Chief EHO Communities Officer Comms & Marketing Officer Members	<ul style="list-style-type: none"> • Events held • Social Media messages distributed • Broxtowe Matters promotions 	30/03/2018	4/4/17	<ul style="list-style-type: none"> • Victim Care leaflets available to residents • Victim Care attending drop in session to promote services to residents • Victim care held event at Wellington Court in Eastwood 27/10/17
By reviewing corporate ASB Procedures to ensure correct measures are being taken to support complaints and proactively manage perpetrators	Improve the ASB services provided to complainants	Housing Operations Manager Chief Environmental Health Officer Chief Communities Officer	<ul style="list-style-type: none"> • Review procedures • Procedures reported to and approved by members • Implement procedures 	30/07/17		Love app reviewed and some improvements to procedures made ECINs procedures written and will go live Jan 1 st or April 1 st

Actions	Outcomes	Lead officer	Milestones	Target Date	Date Achieved	Update
Promotion of Police Neighbourhood Priority Surveys through events and drop in sessions	Increase in the number of residents influencing Police priorities in their communities	Communities Officer Police Members	<ul style="list-style-type: none"> Neighbourhood priority surveys promoted at events 	30/03/2018	<ul style="list-style-type: none"> 27/7/17 9/8/17 23/8/17 27/9/17 12/4/17 28/6/17 27/10/17 	<ul style="list-style-type: none"> Police priority surveys available through police website Publicised through events held
Through Housemark Accreditations	Improve the ASB services provided to tenants	Housing Operations Manager	<ul style="list-style-type: none"> Work with the CIH to gain the accreditation and show accountability, empower tenants, assist with review of processes, stimulate continuous improvement, demonstrate value for money and recognise the contribution of staff 	30/03/2018		

Actions	Outcomes	Lead officer	Milestones	Target Date	Date Achieved	Update
<p>Through Implementation of proper patch based working to ensure all teams working on an estate are tackling all aspects of ASB. Repairs, caretaking, housing, retirement living</p>	<p>Improve the ASB services provided to tenants</p>	<p>Housing Operations Manager</p>	<ul style="list-style-type: none"> • To work with the Housing Repairs section to integrate Repairs, Retirement Living, Caretaking and Housing Officers in to one cohesive patch unit • Develop performance framework to monitor the progress of this project 	<p>30/03/2018</p>		<ul style="list-style-type: none"> • Ongoing • These working arrangements are currently working well in Eastwood where it is operation. • Looking to move forward for the rest of the Borough next year.

Actions	Outcomes	Lead officer	Milestones	Target Date	Date Achieved	Update
<p>By ensuring ASB involving leasehold perpetrators is managed robustly with partner teams.</p>	<p>Improve the ASB services provided to tenants</p>	<p>Housing Operations Manager</p>	<ul style="list-style-type: none"> • Ensure staff understand their responsibilities in relation to leaseholds and understand the differences that can arise between dealing with tenants and leaseholders in respect of tenancy and lease agreements. • Involving the Leasehold Officer in dealing with complaints where necessary and improving the training and awareness of the Leasehold Officer in the area of ASB. • Ensure that Housing and Legal services work together in a positive and cohesive way in cases where there is a breach of lease • 	<p>30/03/2018</p>		<ul style="list-style-type: none"> • Ongoing • The recruitment of a leasehold officer has been substantially delayed due to the delay on the implementation of the housing restructure, of which the leasehold officer was a part. There is currently a recruitment process ongoing. • The duties of the Leasehold officer in relation to estate management and ASB are in the process of being transferred to the Housing Officer to be managed in the same way as tenants

Actions	Outcomes	Lead officer	Milestones	Target Date	Date Achieved	Update
Through more ASB focus at Community Roadshows	Reduction of ASB on estates	Housing Operations Manager	<ul style="list-style-type: none"> • More information and awareness to be provided at the current Roadshows that there is at present • Questionnaire to residents attending the roadshows about ASB and perceptions and experiences • Events to take place in Stapleford and Eastwood 	29/2/2017	31/3/17	<p>COMPLETED</p> <ul style="list-style-type: none"> • Questionnaire was completed at the Stapleford event. • Of the ones completed with the attendees. 3 had suffered ASB, 1 was a new complaint and was advised accordingly on the day, one reached a satisfactory conclusion following agency intervention and the other was fearful of reprisal so did not want action taking

Actions	Outcomes	Lead officer	Milestones	Target Date	Date Achieved	Update
Through new/upgraded play facilities to be provided on parks	Upgraded Play Area at Smithurst Road/Broadgate Park/Leyton Crescent. These are all dependent on successful bids for external funding	Environment Parks and Open Spaces Officer	<ul style="list-style-type: none"> • Funding bids submitted • Works undertaken 	30/03/2018		<ul style="list-style-type: none"> • New Play area at Smithurst Road completed and open for use. Funding bid for Broadgate Park Successful and work on full refurbish due to commence in early 2018. Awaiting outcome of funding bid for Leyton Crescent. New Play Strategy 2017-2025 approved in
Through provision of reduced cost (50p) football facilities when not otherwise in use at leisure centres for young people under 17yrs	Young people under 17yrs accessing football facilities when not otherwise in use	Liberty Leisure Manager	<ul style="list-style-type: none"> • Contact Liberty Leisure regarding provision • Contact County Cllrs to investigate funding 	30/09/2017	<ul style="list-style-type: none"> • Feb 17 	<ul style="list-style-type: none"> • COMPLETED

MEMBERS HOT SPOT AREAS				
Area	Issue identified by members	Action	Dept	Update
Stapleford				
Montrose Court	Alcohol	Investigate evidence to support PSPO	Communities	Evidence not sufficient to support PSPO
Matthews Court	Drug Dealing by tenants	Report to the Police Action under tenancy agreements if appropriate	Police Housing	Police deal with reports accordingly at the time of the report
Kimberley				
Sainsbury's car park	Youths on mopeds	Report to the Police	Police	Police deal with reports accordingly at the time of the report
	Intimidation	CPNs to be issued where individuals are identified	Communities (ASB)	Action taken against individuals where they are identified and evidence is established
Coop Maws Lane	Shop theft	Report to the Police	Police	Police deal with reports accordingly at the time of the report
	Parking on street	Investigate issue and take action as appropriate	Parking	29 enforcement visits with 2 PCN's issued; no other requests for enforcement have been received
Eastwood				
Coronation	Vandalism (Criminal	Report to Police	Police	Police deal with reports

Park	Damage) Bikers	Report to Police	Police	accordingly at the time of the report
The Island	Groups gathering outside the chip shop being intimidating	Report to the Police	Police	Police deal with reports accordingly at the time of the report
Cross Street	Drug taking and illegal entry at 2 half built properties	Report to the Police	Police	Will be resolved when properties are completed
Princes Street	Drug dealing	Report to the Police Report to Housing if BBC tenants Action under tenancy agreements if appropriate	Police Housing Housing	Police deal with reports accordingly at the time of the report 2 reports of needles have been received from residents on Princes Street since 1/1/2017 both were cleared
Chewton Street	Parking close to SureStart	Investigate issue and take action as appropriate	Parking	20 enforcement visits with no PCN's issued; this would indicate an acceptable level of compliance. No further requests received
Beeston				
	Drug taking	Report to the Police	Police	Police act on Intel when

Sandgate Park	Parties	Env Health to take appropriate action where reports of noise are made Report drinking to the Police Additional security patrols put in place where appropriate Report litter to neighbourhood wardens for appropriate action	Env Health Police Parks Communities (Wardens)	evidence or intel received Reports responded to appropriately at the time of reporting
Marlborough Road	Drunks urinating in gardens	Report to the Police	Police	No further reports

Report of the Chief Executive

CHILD POVERTY ACTION PLAN 2018/20

1. Purpose of report

To present the proposed Child Poverty Action Plan 2018/20.

2. Background

In the UK, over one in four children are living in poverty once housing costs have been deducted from their income. According to national data from the Department of Work and Pensions, the proportion below 60% of median income after housing costs (the definition of poverty) was 29% in 2014/15.

The Government's 2014 report *"An evidence review of the drivers of child poverty for families in poverty now and for poor children growing up to be poor adults"* considers drivers for poverty other than just fiscal measures. These are:

- worklessness (long-term) and low earnings
- parental qualifications
- family instability
- family size
- parental health and disability
- educational attainment
- housing
- neighbourhood
- debt
- drug and alcohol dependency
- child health
- non-cognitive development
- home learning environment, parenting styles and aspirations.

Based on the above, a Child Poverty Action Plan has been developed for the period 2018-20 to capture the actions Broxtowe Borough Council will be taking to tackle the drivers of child poverty. The action plan is included at the appendix.

Recommendation

Committee is asked to RESOLVE that the Child Poverty Action Plan 2018/20 be approved.

Background papers

Nil

APPENDIX

Broxtowe Borough Council
Child Poverty Action Plan January 2018 - March 2020

Each year, the Government publishes a set of statistics called Households Below Average Income (HBAI). These publications provide statistics and commentary on living standards in UK households, as determined by disposable income. They include the number and percentage of people living in low-income households, and changes in income patterns over time.

In these statistics, relative low income is defined as children living in households which have less than 60% of the median income. This adjusts income for household size and composition and sets the poverty line. In other words, if a household's income is less than 60 per cent of this average, HBAI considers them to be living in poverty.

In 2014, the Government produced a report: "*An evidence review of the drivers of child poverty for families in poverty now and for poor children growing up to be poor adults.*" It stated that it is not just fiscal measures that affect child poverty; other drivers include:

1. worklessness (long-term) and low earnings
2. parental qualifications
3. family instability
4. family size
5. parental health and disability
6. educational attainment
7. housing
8. neighbourhood
9. debt
10. drug and alcohol dependency
11. child health
12. non-cognitive development .
13. home learning environment, parenting styles and aspirations

The report suggests that it is the lack of income from parental employment (Including low pay / reduced hours) that makes it hard to break free from poverty. This in turn is often caused by:

- Long-term worklessness
- Low parental qualifications

- Parental ill health or family instability
- Family size
- Drug and alcohol dependency

Additionally, factors that are likely to cause a child to grow up to be a poor adult are poor educational outcomes which are influenced by:

- Parental qualifications
- Parental health
- Child health
- The home environment (made up of the home learning environment and parental behaviours)
- Child non-cognitive skills (including aspirations).
- Childhood poverty

The government has further reinforced the importance of certain drivers in the 2017 Department of Work and Pensions publication "*Improving Lives: Helping Workless Families*".

This action plan is Broxtowe Borough Council's response to these drivers of poverty in our communities.

Broxtowe Borough Council – Child Poverty Action Plan 2018 / 2020

Department	Action	Timescales	Lead Responsibility	Comments / Annual Updates	Driver which action will respond to
Private Sector Housing	Reduce housing disrepair. No baseline as a reactive service – measure closed cases	Jan 2018 to March 2020	Senior Private Sector Housing Officer		5,7,11,13
Private Sector Housing	Provide Disabled Facilities Grant cases for children (reactive service – measure as above)	Jan 2018 to March 2020	Senior Private Sector Housing Officer		6,7,11
Revenues, Benefits and Customer Services	Council Tax Support Scheme -approx. 8.5k supported annually. (Will know early 2018 but expect to remain the same)	Jan 2018 March 2020	Head of Revenues and Benefits		1,9

Department	Action	Timescales	Lead Responsibility	Comments / Quarterly Updates	Driver
Revenues, Benefits and Customer Services	Discretionary Housing Benefit Awards (demand lead)	Jan 2018 March 2020	Head of Revenues and Benefits		1,9
Revenues, Benefits and Customer Services	Partnership with CAB for debt advice (demand lead)	Jan 2018 March 2020	Head of Revenues and Benefits	.	9
Human Resources	Work experience / placements Corporate Plan 2016-2020 30 work experience placements offered	Jan 2018 March 2020	Human Resources Manager		6,12
Human Resources	Apprenticeships Corporate Plan 2016-2020 6 apprentices to be appointed	Jan 2018 March 2020	Human Resources Manager		1,6,12

Department	Action	Timescales	Lead Responsibility	Comments / Quarterly Updates	Driver
Human Resources	As a Disability Confident Employer offer up to 12 x 4 week work experience placements	Jan 2018 – Jan 2019	Human Resources Manager		1, 12
Housing	<p><i>Home Sweet Home</i> project to prevent youth homelessness and raise awareness to Yr. 10/11 students through school workshops;</p> <p>40 sessions (across 6 schools)</p>	April 2018 March 2019	Homelessness Manager		3,6,7,8,10,11,12,13

Department	Action	Timescales	Lead Responsibility	Comments / Quarterly Updates	Driver
Environment	<p>Reduce Fuel Poverty by working in partnership with national and regional schemes:</p> <p>Nottinghamshire Warm Homes on Prescription Project</p>	Jan 2018 March 2018	Energy and Sustainability Manager	Working in partnership with all the Nottinghamshire Local Authorities to deliver this project. BCF funding is available until end of March 2018 but will continue if resources are available. Aim to reduce fuel poverty/making homes warmer for householders with a long term health condition made worse by cold living conditions. Home visits are undertaken and a range of actions are then taken to achieve affordable warmth on behalf of the householder (some households will have children).	5,7,9,11,13

Department	Action	Timescales	Lead Responsibility	Comments / Quarterly Updates	Driver
Environment	Promoting Energy saving in the home – saving costs and improving home efficiency	Jan 2018 March 2020	Energy and Sustainability Manager	To continue to promote via Broxtowe Matters, at events, working with partners (e.g. CA/NEP yearly energy events), promoting training sessions, Healthy Housing Service, through different media	5, 7, 9, 11,13
Parks and Environment	Improve / upgrade free play areas for children and families: Broadgate Park, Beeston, Play Area Upgrade Refurbish Trim Trail Bramcote Hills Park Refurbish Play area Leyton Crescent Recreation Ground, Beeston	May 2018 June 2018 May 2018	Tim Crawford Tim Crawford Tim Crawford	(there may well be more when the capital programme for 2018/19 is approved. update early in 2018)	8,11,12

Department	Action	Timescales	Lead Responsibility	Comments / Quarterly Updates	Driver
Capital Works	500 (approx.) solid wall properties require external / internal insulation Budget TBC	Jan 2018 March 2020	David Wadsley		5,7,11,13
Communities	Partnership Health Events: Eastwood South 2017-18 action plan	01.04.17 – 31.03.18 (refreshed annually)	Head of Public Protection	See action plan for further details but includes:- Public Information days/advice and signposting Job Club Debt Project Dom. Abuse project	1,3, 6,8,9,
	Broxtowe Health Partnership and Children and Young People Task Group Action Plans annual refresh	Jan 2018 March 2020	Communities Officer	See action plans for further details but includes: Domestic Abuse training/White Ribbon Campaign Child Sexual	1,2,3,4,5,6,8,9,10, 11,12,13

				<p>Exploitation training</p> <p>Learning Disability Network (action plan TBC)</p> <p>Community Information Sessions</p> <p>Tobacco Control</p> <p>Breastfeeding</p> <p>Healthy Options</p> <p>Takeaway (HOT) project</p> <p>Carers</p> <p>Dementia</p> <p>Drug and Alcohol Services (signposting)</p>	
Communities	<p>Support actions within the Nottinghamshire Life Chances for Children and Families Strategy</p> <p>Strategy refresh</p> <p>Universal Credit briefings to partners in Broxtowe</p>	<p>April 2018</p> <p>May 2018</p>	Communities Officer		1 - 13

Department	Action	Timescales	Lead Responsibility	Comments / Quarterly Updates	Driver
Environmental Health	Increase number of HOT takeaways in Broxtowe.	Jan 2018 March 2020	Chief Environmental Health Officer		5,8,11
Chief Executive	Safeguarding Workshop to review Child Poverty Action Plan progress	Feb/March 2018 Sept /Oct 2018	Chief Executive		1 - 13
Finance	Grants to voluntary and community organisations and charitable bodies £94,200	April 2017 March 2018	Chief Audit and Control Officer	On-going, see Appendix 1	Not all applications may fit with this brief but will record those that do

Department	Action	Timescales	Lead Responsibility	Comments / Quarterly Updates	Driver
Finance	Grant to Citizens Advice Bureau £73,750	April 2017 March 2018	Chief Audit and Control Officer	Latest grant request was approved by the Finance and Resources Committee on 13 July 2017.	7,9 Other indicators through signposting to partner services
Housing	Recruitment of: Tenancy Sustainment Officer Financial Inclusion Officer (key part of their roles will be to assist the most vulnerable tenants and families with the difficulties that they face that relate to their housing)	March 2018	Housing Operations Manager		5,7,9,11,13

Department	Action	Timescales	Lead Responsibility	Comments / Quarterly Updates	Driver
Economic Development	<p>Provide job clubs for areas across Broxtowe</p> <p>Working with local organisations and businesses to provide job clubs.</p>	Sept 2018 (est.)	Senior Economic Devpt Officer	Discussions have taken place for job clubs in Broxtowe	1,2,6,12
Economic Development	<p>Organise job fairs across Broxtowe</p> <p>Aim to provide two job fairs a year, with local employers, colleges and apprenticeship providers.</p>	Jan 2018 – Dec 2018 (est.)	Senior Economic Devpt Officer		1,2,6,12

Department	Action	Timescales	Lead Responsibility	Comments / Quarterly Updates	Driver
Citizens Advice Broxtowe	Accepting work experience placements from Jobcentre Plus Beeston (JSA claimants)	Jan 2018 - 2020	CAB Manager	This example of partnership working has been flagged up as being an excellent model to get people back into paid work. Nationally recognised by Citizens Advice	1, 2, 6, 13
Citizens Advice Broxtowe	Benefit Checks carried out when a change of circumstances occurs (including applications to trust funds to help the most vulnerable)	Jan 2018 - 2020	CAB Manager	During 16/17 CAB assisted Broxtowe residents to claim additional ongoing benefits of £2.66m. This helps prevent poverty and puts money back into the local economy.	1, 7, 9
Citizens Advice Broxtowe	Specialist Housing Advice – working with BBC Homelessness Team to achieve Homelessness Prevent Targets	Jan 2018 - 2020	CAB Manager		7, 9

The list of grants awarded since April 2014 is available as an editable file on the website under *Grants To Voluntary, Community and Social Enterprise Organisations* at <https://www.broxtowe.gov.uk/about-the-council/data-protection-foi-open-data/open-data-transparency/hidden-datagroups/finance-open-data/>.

Joint Report of the Chief Executive, the Deputy Chief Executive and the Director of Housing, Leisure and Property Services**BUSINESS PLANS AND FINANCIAL ESTIMATES 2018/19 - 2020/21**1. Purpose of report

To consider the proposals for business plans, detailed revenue budget estimates for 2018/19, capital programme for 2018/19 to 2020/21 and proposed fees and charges for 2018/19 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 five 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 Limited, responsibility for business planning rests with the 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; and**
- 2a) the detailed revenue budget estimates for 2018/19 (base) including any revenue development submissions**
 - b) the capital programme for 2018/19 to 2020/21**
 - c) the fees and charges for 2018/19.**

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 planning

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, together with proposed fees and charges, are shown in appendices 2a to 2c.

The revenue budgets show the 2017/18 revised estimate as of September 2017 and the 2018/19 base estimate for the areas encompassed by the relevant business plans. The 2018/19 base estimate figures generally reflect the same level of service as in the current year with a few exceptions.

The following are included in the 2018/19 base figures in this report:

- a) Allowance for certain inflationary pressures including pay award and utilities. These allowances are guided by the best indications available at the time
- b) Anticipated additional income within the General Fund and the Housing Revenue Account (HRA) arising from the review of fees and charges

The following are not included in the 2018/19 base figures in this report:

- a) The revenue effects of the 2018/19 capital programme including the cost of any new borrowing to support the capital programme. The Finance and Resources Committee will consider the base budget including this item on 15 February 2018.
- b) Two revenue developments totalling £150,000. Additional details are provided below.

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

The capital programme for the Community Safety portfolio consists only of Disabled Facilities Grants which form part of the Housing capital programme but are administered by the Private Sector Housing team within the Community Safety division of the Chief Executive's Department. The programme is therefore presented here for consideration as well as to the Housing Committee.

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

REVENUE BUDGET 2018/19

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

APPENDIX 2a

Community Safety Portfolio - Revenue Budgets		
Cost Centre	2017/18 Revised Budget (as at September)	2018/19 Base Budget (as at December)
Communities Team	(58,650)	420,800
CCTV	220,900	238,050
South Notts Crime Reduction Partnership	0	0
Neighbourhood Wardens	161,550	146,000
Private Sector Housing	2,800	0
Public Protection	75,200	87,700
Environmental Health	470,000	567,350
Pest Control	2,800	700
Private Sector Housing Renewal	708,650	19,950
	1,583,250	1,480,550
Community Safety Portfolio - Revenue Budgets		
Cost Centre	2017/18 Revised Budget (as at September)	2018/19 Base Budget (as at December)
Employees	940,500	866,850
Premises	13,500	13,500
Transport	15,900	13,000
Supplies & Services	221,484	146,550
Transfer Payments	214,600	214,600
Third Party Payments	0	0
Central Support Recharges	359,400	542,400
Capital Charges	658,250	350
Income (including recharges)	(840,384)	(316,700)
	1,583,250	1,480,550

The change in the 2018/19 base budget for total net expenditure when compared with the 2017/18 revised estimate is primarily a consequence of the following items:

	Change (£)
Employee costs reflect the potential April 2018 pay award. In addition, some posts have been transferred out of this area to better reflect the Council's management structure.	(73,650)
The 2017/18 revised estimate includes the impact of capital charges for Private Sector Housing Renewal based upon the budget for Disabled Facilities Grants within the original 2017/18 capital programme. These capital charges have not been included in the 2018/19 base budget at this stage as the 2018/19 capital programme awaits formal approval at this stage. These capital charges are notional figures required for accounting purposes and are matched with corresponding entries within the Finance and Resources Committee totals.	(654,900)
The annual review of central support charges has resulted in some reallocations intended to better reflect the Council's management structure, particularly within the Communities and Environmental Health headings. These changes are balanced by opposite entries in the 2018/19 base budget for other committees.	589,150

COMMUNITY SAFETY AND HEALTH – REVIEW OF FEES, CHARGES AND ALLOWANCES

All fees and charges are quoted exclusive of VAT, which will be added where applicable.

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	Statutory Fee £	
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	Statutory Fee £	
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	Transitional Non-fast Track Application £	New Application £	Annual Fee £	Application to Vary £	Application to Transfer £
Premises Type					
Existing Casino	N/A	N/A	N/A	N/A	N/A
New Small Casino	N/A	7,050.00	1,005.00	1,075.00	925.00
New Large Casino	N/A	7,050.00	1,005.00	1,075.00	925.00
Regional Casino	N/A	7,050.00	1,005.00	1,075.00	925.00
Bingo Club	1,045.00	1,405.00	830.00	1,045.00	925.00
Betting Premises (excl. tracks)	1,045.00	1,055.00	540.00	1,045.00	750.00
Tracks	N/A	1,055.00	540.00	1,045.00	750.00
Family Entertainment Centres	870.00	880.00	510.00	870.00	750.00
Adult Gaming Centre	870.00	880.00	510.00	870.00	750.00

Gambling Act 2005	Application for Re-instatement £	Application for Provisional Statement £	Licence Application (Provisional Statement Holder) £	Copy Licence £	Notification of Change £
Premises Type					
Existing Casino	N/A	N/A	N/A	N/A	N/A
New Small Casino	925.00	7,030.00	2,808.00	20.00	40.00
New Large Casino	925.00	7,030.00	2,808.00	20.00	40.00
Regional Casino	925.00	7,030.00	2,808.00	20.00	40.00
Bingo Club	925.00	1,385.00	850.00	20.00	40.00
Betting Premises (excl. tracks)	750.00	1,035.00	675.00	20.00	40.00
Tracks	750.00	1,035.00	675.00	20.00	40.00
Family Entertainment Centres	750.00	860.00	585.00	20.00	40.00
Adult Gaming Centre	750.00	860.00	585.00	20.00	40.00

Gambling Act 2005	Application for Re-instatement £	Application for Provisional Statement £	Licence Application (Provisional Statement Holder) £	Copy Licence £	Notification of Change £
Permit Type					
Unlicensed Family Entertainment Centre	300.00	300.00	100.00	N/A	25.00
Prize Gaming	300.00	300.00	100.00	25.00	25.00
Notification of two machines	50.00	N/A	N/A	50.00	25.00
Licensed premises gaming machine	150.00	50.00	100.00	25.00	25.00
Club machine permit/club gaming permit	200.00	50.00	100.00	N/A	25.00
Temporary use notice	350.00	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:

Private Hire/Hackney Carriage	Present 2017/18 £	Proposed 2018/19 £
Operators (5 years)		
- 1 vehicle	96.25	98.25
- 2-5 vehicles	187.00	190.75
- 6-10 vehicles	399.25	407.25
- 11-15 vehicles	675.50	689.00
- 16-20 vehicles	896.25	914.25
- 21 or more vehicles	1,293.75	1,319.50
Private Hire or Hackney Carriage Vehicle (1 year) (initial inclusive of refundable plate deposit of £40)	320.00	326.50
Private Hire or Hackney Carriage Vehicle (1 year) (renewal)	202.00	206.00
Private Hire or Hackney Carriage Vehicle (6 month) (renewal) over 5 years old	170.00	173.50
Private Hire or Hackney Carriage Driver Application (1 year)	134.00	136.75
Private Hire or Hackney Carriage Driver Application (3 year)	237.00	241.75
Private Hire or Hackney Carriage Driver Renewal (1 year)	102.25	104.25
Private Hire or Hackney Carriage Driver Renewal (3 year)	205.00	209.00
Private Hire or Hackney Carriage Driver Topography test or retest	50.00	51.00
Replacement of lost badge	30.00	30.50
Replacement of lost plate per plate	30.00	30.50
Transfers – Change of Operator details/ownership	50.00	51.00
Transfer – Change of details	50.00	51.00
Re-inspection of vehicle if examination failed or failed to keep appointment	50.00	51.00

Private Hire/Hackney Carriage	Present 2017/18 £	Proposed 2018/19 £	
Establishments for Massage and Special Treatment/Sunbed/both	175.00	178.50	
Establishments for Massage and Special Treatment and Laser New	383.50	391.25	
Establishments for Massage and Special Treatment and Laser Renew	278.50	284.00	
Sex Establishment – application	1,000.00	1,020.00	
Sex Establishment – Grant	2,500.00	2,550.00	
Sex Establishment – Transfer	1,000.00	1,020.00	

2. Licences

Private Hire/Hackney Carriage	Present 2017/18 £	Proposed 2018/19 £	
Animal Boarding Establishment –only cats or only dogs	102.00*	102.00*	
Animal Boarding Establishment – Cats and Dogs	140.00*	140.00*	
Dog Sitting (domestic 4 dogs max)	75.00*	75.00*	
Dog Breeding Establishment	120.00*	120.00*	
Pet Shop – Single Species	98.00*	98.00*	
Pet Shop – Multiple Species	120.00*	120.00*	
Dangerous Wild Animals			
- Licence (2 years)	140.00*	140.00*	
- Amendment	70.00*	70.00*	
- Variation (number kept)	45.00*	45.00*	
Riding Establishment	150.00*	150.00*	
- Variation (number kept)	50.00*	50.00*	
Zoo			
- Licence (4 years)	800.00*	800.00*	
- Renewal (6 years)	600.00*	600.00*	
Performing animals			
- Exotic	133.00*	133.00*	
- Domestic	75.00*	75.00*	
	*plus veterinary and other advisers' fees		
Residential Caravan Site			
-New Licence	470.00 plus 8.00 per pitch	470.00 plus 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

	Present 2017/18 £	Proposed 2018/19 £	
Acupuncture, Semi-permanent Skin Colouring, Tattooing, Cosmetic Piercing and Electrolysis			
- Person	95.00	95.00	
- Premises	105.00	105.00	

4. Miscellaneous

	Present 2017/18 £	Proposed 2018/19 £	
Food Condemnation Certificates	60.00	60.00	
Export Certificates	95.00	95.00	
Health and Safety Statements	118.00	118.00	
Food Hygiene Course (Individuals)			
-Level 2	60.00	60.00	
-Level 3	100.00	100.00	
Food Hygiene Course (commercial customers on site 8 candidates)	300.00	300.00	
Health and Safety Course Level 2	50.00	50.00	
Scrap Metal Dealers (3 years) (above now includes Motor Salvage Operators)			
- 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	
Contaminated Land Information			
- full report	120.00	120.00	
- per pre-determined question	25.00	25.00	
Private Water Supplies			
Risk Assessment (Maximum permitted charge = 500.00)	25.00 per hr	25.00 per hr	
Sampling (Maximum permitted charge = 100.00)	25.00 per hr	25.00 per hr	
Investigation in event of test failure (Maximum permitted charge = 100.00)	25.00 per hr	25.00 per hr	
Authorisation – application for temporary breach during remediation (Maximum permitted charge = 100.00)	25.00 per hr	25.00 per hr	
Analysis – Regulation 10 domestic supplies (Maximum permitted charge = 25.00)	25.00 each	25.00 each	
Analysis – Check Monitoring – Commercial Supplies (Maximum permitted charge = 100.00)	Labour cost	Labour cost	
Environmental Permitting			
In accordance with DEFRA Schedule			

4. Houses in Multiple Occupation

	Present 2017/18 £	Proposed 2018/19 £	
Full licence fee/renewal	475.00	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	415.00	415.00	
Immigration Housing Certificate	110.00	110.00	

COMMUNITY SAFETY AND HEALTH BUSINESS PLAN 2018-2021

This Business Plan details the projects and activity undertaken in support of the Broxtowe Borough Council 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'

- 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)

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 2016-2018	Sets out the Police and Crime Commissioners main priorities for dealing with crime. These are : <ul style="list-style-type: none"> • Protect, support and respond to victims, witnesses and vulnerable people • Improve the efficiency, accessibility and effectiveness of criminal justice processes • Focus on local areas most affected by crime and antisocial behaviour • Reduce the impact of drugs and alcohol on crime and antisocial behaviour • Reduce the threat from organised crime • Prevention, early intervention and reduction in reoffending • Spending your money wisely 	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

Strategy/Policy Document	Purpose of Document	Renewal Date	Responsible Officer/Contact
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
Towards a Smoke Free Generation - A five year Tobacco Control Plan for England	To assist in achieving a smoking prevalence of 5% or below	2022	Dept. of Health
Broxtowe Safeguarding Children Policy	Outlines the Council's and its staff's responsibilities and procedures in relation to safeguarding children	2018	D Gell
Broxtowe Safeguarding Adults Policy	Outlines the Council's and its staff's responsibilities and procedures in relation to safeguarding adults	2018	D Gell
Broxtowe Contaminated Land Strategy	Provides standards and targets for service delivery	2018	S Hickey
Nottinghamshire Air Quality Strategy	Provides standards and targets for service delivery	2018	B Cox, Gedling BC
Broxtowe Hackney Carriage and Private Hire Policy	Declares the Council's policies in relation to licensing, enforcement and appeals procedures for all taxi matters	2020	J Miley
Broxtowe Statement of Licensing Policy	Declares the Council's policies under its Licensing Act 2003 duties	2019	J Miley
Broxtowe Gambling Licensing Statement	Outlines the Council's policies under its Gambling Act 2005 duties	2019	J Miley
Broxtowe Sex Establishment Policy	Outlines the Council's policy on sex establishments and sexual entertainment venues	2018	J Miley
Broxtowe Corporate Anti-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 Housing Strategy	Sets out the strategic direction for housing services provided by Broxtowe Borough Council	2020	L Price
Broxtowe Enforcement Policy	Sets out the way the Council will undertake its enforcement activities	2020	D Gell

Strategy/Policy Document	Purpose of Document	Renewal Date	Responsible Officer/Contact
Broxtowe Empty Homes Strategy	Outlines the Council's approach to dealing with empty homes in the borough	2019	S Hickey
Broxtowe Dog Microchipping Policy	Outlines the Council's approach to dealing with microchipping legislation	2020	D Gell
Broxtowe Disabled Facilities Grants Policy	Details the Council's approach to dealing with Disabled Facilities Grants	2020	D Gell
Eastwood South Neighbourhood Action Plan	Actions to address issues within Eastwood South	2018	J Balchin
Broxtowe Health Partnership Action Plan	Describes core health themes and actions to address them	2019	A McLeish
Child Poverty Action Plan 2018-2020	Describes actions to tackle child poverty	2020	A McLeish
Anti-social Behaviour Action Plan 2018-2020	Describes actions to tackle anti-social behaviour	2020	M Hawley
White Ribbon Campaign Action Plan	Describes actions to tackle male violence against women and achieve accreditation for the Authority	2019	J Fletcher

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
Public Protection	
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
Housing	
Tenancy Management and Retirement Living	To enable residents to have quiet enjoyment of their homes To investigate and resolve ASB in council tenancies
Property Services	
CCTV / Security	To develop and provide a responsive efficient and cost effective CCTV/Security service to help tackle crime, disorder, and anti-social behaviour
Legal Services	
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
Public Protection	
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
Housing	
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
Public Protection	
Communities	Provide an effective and efficient service to enable the Broxtowe Partnership to deliver its Community Strategy Deliver Action Plans for Health, Children and Young People, Child Poverty to address inequality and improve the lives of people living and working in the Borough Support Community Action Teams to provide resident representation in the community planning process
Environmental Health	Ensure the safety of food prepared and sold within the borough Promote healthy eating options Improve the air quality within the borough

Reduce alcohol related harm in Broxtowe (He3)

Service Areas Covered by this Plan	Service Objectives
Public Protection	
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

Pentana Code	Service Data Description	Actual 2015/16	Actual 2016/17	Comments including benchmarking data
Communities				
ComS_001	All crime	4,783	5,461	
ComS_007	No. of burglary at dwellings	309	343	
ComS_008	No. of vehicle crimes	595	637	
ComS_009	No. of incidents of robbery	45	52	
ComS_022 (NI 20)	Violence against a person with injury	555	625	
ComS_010	Total violence	1,020	1,230	
ComS_011	No. of ASB Incidents	2,029	2,238	
ComS_023	All crime within Priority Plus Area (Eastwood South)	682	777	
ComS_012	No. of ASB cases received by Environmental Health	566	569	
ComS_013	No. of ASB cases received by Housing Division (general housing)	88	84	
ComS_014	No. of ASB cases received by Communities	17	56	
ComS_020	No. of hate crime incidents reported in Broxtowe	73	13	
ComS_024a	No. of high risk cases of domestic violence in Broxtowe reported to South Nottinghamshire Multi-Agency Risk Assessment Conference (MARAC)	81	100	
ComS_024b	No. of repeat high risk cases of domestic violence in Broxtowe reported to South Nottinghamshire MARAC	17	15	
ComS_024c	Percentage of high risk cases of domestic violence in Broxtowe reported to South Nottinghamshire MARAC which are repeats	21%	15%	
ComS_025	No. of domestic violence crimes against the person	397	TBC	

Pentana Code	Service Data Description	Actual 2015/16	Actual 2016/17	Comments including benchmarking data
ComS_028	No. of requests for Community Trigger received by Council	0	1	
ComS_029	No. of Public Spaces Protection Orders made	1	0	
ComS_013 (a-c)	Time taken for ASB incidents reported to Housing Division housing to be closed) <3months 3-6 months >6 months or still open	 40 23 23	 50 28 16	
ComS_012 (a-c)	Time taken for ASB incidents reported to Environmental health to be closed) <3months 3-6 months >6 months or still open	 Not available	 403 23 32	Data available from April 2016. 2016/17 data provides the baseline.
ComS_014 (a-c)	Time taken for ASB incidents reported to community safety to be closed <3months 3-6 months >6 months or still open	 Not available	 30 3 20	Data available from April 2016. 2016/17 data provides the baseline.
ComS_016	No. of injunctions imposed as a result of Council action	3	1	
ComS_002	No. of Acceptable Behaviour Contracts (ABC) issued across the borough	5	9	
ComS_017	No. of individuals discussed at ASB multi-agency panel	83	30	Figure recorded for 2016/17 is the number of individual nominals as opposed to those subject to warning letters and other action.
ComS_015	Time an individual remains on the ASB panel agenda <3months 3-6 months >6 months or still open	 1 38 29	 10 20 5	Total figure is greater than figure in ComS_017 as some come back onto the panel

Pentana Code	Service Data Description	Actual 2015/16	Actual 2016/17	Comments including benchmarking data
ComS_018a	Community Protection Notices warning letters issued by the Council	47	55	
ComS_018b	Community Protection Notices warning letters issued by the Police	28	58	
ComS_019a	Community Protection Notices served by the Council	5	8	
ComS_019b	Community Protection Notices served by the Police	5	9	
ComS_035	No. of dog fouling complaints investigated by Neighbourhood Wardens	178	38	
ComS_036	No. of stray dogs collected	175	127	
ComS_078	Flytipping cases dealt with by Neighbourhood Wardens	490	154	
ComS_080	Graffiti complaints dealt with by Neighbourhood Wardens	50	34	
ComS_081	Litter complaints dealt with by Neighbourhood Wardens	47	68	
ComS_083	Aggressive dogs	83	146	
ComS_084	Flyposting complaints	8	35	
ComS_037	Fixed penalty notices issued by Neighbourhood Wardens	5	3	
ComS_071	No. of people attending CAT meetings	447	362	
ComS_004	No. of police incident viewings on CCTV	70	75	
ComS_059	Child Poverty (Children under 16)	Not yet available	Not yet available	Latest figure is for August 2014 which is 15.4%. Figure for England is 20.1%
ComS_061	Gap in life expectancy for women between the richest and poorest wards (years)	7.5 years	Not yet available	Latest data released (July 2017) is for 2013-15 = 7.5 years
ComS_062	Gap in life expectancy for men between the richest and poorest wards (years)	7.3 years	Not yet available	Latest data released (July 2017) is for 2013-15 = 7.3 years

Pentana Code	Service Data Description	Actual 2015/16	Actual 2016/17	Comments including benchmarking data
Coms_063	Smoking Prevalence (% of adults aged 18 and over)	16.5%	Not yet available	
ComS_064	Obese Adults (% of adults classified as obese)	Not yet available	Not yet available	Latest data released 2012-2014 = 23.1%
ComS_085	Alcohol related referrals to Change-Grow-Live from Broxtowe	n/a	TBC	
ComS_085a	Alcohol related referrals to Change-Grow-Live from Broxtowe where positive outcome	n/a	TBC	
Environmental Health				
ComS_038	No. of food business Inspections	426	482	
ComS_039	No. of food business re-inspections	90	97	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	363	245	
ComS_041	Food complaints/service requests	307	324	
ComS_042	Infectious disease notifications investigated	144	32	
ComS_043	No. of Health & Safety Inspections	23	29	
ComS_044	No. of Health & Safety complaints/service requests	40	78	
ComS_045	Health and Safety accidents	38	49	
ComS_046	Licensing/Registration actions	352	327	
ComS_047	Pollution complaints (including noise)	763	677	Includes all Environmental Health anti-social behaviour cases (see ComS_012)
ComS_012	ASB cases dealt with by Environmental Health	566	569	

Pentana Code	Service Data Description	Actual 2015/16	Actual 2016/17	Comments including benchmarking data
Licensing				
ComS_065	Licences processed	1,642	1,411	
ComS_066	Licensing Act premises inspected	344	311	
ComS_067	Gambling Act premises inspected	10	4	
ComS_068	Other premises visited	6	4	
Mediation				
ComS_074	Mediation requests handled	95	87	

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	Pentana Code	Achieved		Target				Indicator Owner and Comments (incl. benchmarking)
		2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	
Critical Success Indicators (CSI)								
Reduce the amount of anti-social behaviour in Broxtowe (CS1)								
Reduction in reported ASB cases in Broxtowe (Nottinghamshire Police Strategic Analytical Unit)	ComS_011	2,029 -12%	2,238 +10%	2,126 -5%	2,126	2,126	2,126	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	ComS_012d	566	569	541 -5%	541	541	541	S Hickey
• Communities	ComS_014d	17	56	53 -5%	53	53	53	M Hawley
• Housing	ComS_013d	86	82	78 -5%	78	78	78	R Smith
Reduce domestic violence in Broxtowe (CS2)								
Percentage 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	21%	15%	14%	13%	12%	11%	A McLeish
Domestic abuse in the borough	ComS_025	922	TBC	TBC	TBC	TBC	TBC	M Hawley Figures represent total of DV incidents and DV crime and DV crime against the person.

Indicator Description	Pentana Code	Achieved		Target				Indicator Owner and Comments (incl. benchmarking)
		2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	
Reduce alcohol related harm in Broxtowe (He3)								
Hospital stays for alcohol related harm	ComS_086	666	Not yet available	<666	<666	<666	<666	A McLeish East Midlands in 15/16 = 686
Alcohol related referrals to Change-Grow-Live from Broxtowe where positive outcome established	ComS_085 Referrals ComS_085a Success	Not available	TBC	TBC	TBC	TBC	TBC	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	Pentana Code	Achieved		Target				Indicator Owner and Comments (incl. benchmarking)
		2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	
Key Performance Indicators (KPI)								
Council Housing related ASB cases closed in less than three months %	ComS_013d	46%	92.2%	95%	95%	95%	95%	R Smith Housemark benchmarking available
Environmental Health related ASB cases closed in less than three months %	ComS_012d	Not available	70.8%	72%	72%	72%	72%	S Hickey Information available from 2016/17
Communities related ASB cases closed in less than three months %	ComS_014d	Not available	53.6%	60%	60%	60%	60%	M Hawley Information available from 2016/17

Indicator Description	Pentana Code	Achieved		Target				Indicator Owner and Comments (incl. benchmarking)
		2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	
Residents surveyed who feel safe when outside in the local area during the day % 1=Notts CC survey 2=Broxtowe survey	ComS_032	1=97% 2=97.5%	1=98% 2 not yet availab	99%	99%	99%	99%	M Hawley Overall Notts figures from County Council survey The increase in Notts is shown in Broxtowe and only one other authority. One has stayed the same and the rest have fallen.
Residents surveyed who feel safe when outside in the local area after dark % 1=Notts CC survey 2=Broxtowe survey	ComS_033	1=76% 2=77%	1=57% 2 not yet availab	60%	65%	70%	75%	M Hawley Overall Notts figures from County Council survey The sharp decrease shown in NCC survey is evident in 5 out of the 7 district councils in Notts.
Individuals/families surveyed who feel safer as a result of Sanctuary adaptations to their properties %	ComS_034	N/A	N/A	100%	100%	100%	100%	S North New measure – baseline to be created 2017/18
Health and Safety - Respond to specific complaints/ accident notifications/ requests which may prejudice health and safety in the short term within 1 working day, and all others as soon as practicable and within 5 working days of receipt	ComS_044 (Number) ComS_053 (%)	40 88%	78 83%	100%	100%	100%	100%	S Hickey

Indicator Description	Pentana Code	Achieved		Target				Indicator Owner and Comments (incl. benchmarking)
		2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	
Food Inspections – High Risk - Inspect all businesses due for inspection in accordance with a pre-planned programme based on risk	ComS_048	82%	88%	100%	100%	100%	100%	S Hickey Risk Categories A, B & C determined by the Food Law Code of Practice and premises subject to an 'official control' as defined by the EU e.g. inspection or audit.
Management Performance Indicators (MPI)								
Communities								
Children & Young Persons Action Plan targets met %		100%	100%	100%	100%	100%	100%	J Fletcher
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
Anti-social Behaviour Action Plan targets met		Not applic.	Not applic.	100%	100%	100%	100%	M Hawley
Environmental Health								
Food Inspections – Low Risk - Inspect all businesses due for inspection in accordance with a pre-planned programme based on risk	ComS_049 (%)	34%	34%	100%	100%	100%	100%	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

Indicator Description	Pentana Code	Achieved		Target				Indicator Owner and Comments (incl. benchmarking)
		2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	
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)	307	324	-	-	-	-	S Hickey Selection of 1, 3 and 5 days responses depending on risk to public health
	ComS_50 (%)	98%	99%	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)	144	32	-	-	-	-	S Hickey Investigated in relation to public health significance. Approach to responses aligned within the whole County.
	ComS_051 (%)	100%	84%	100%	100%	100%	100%	
Health and Safety - Complete a programme of intervention visits at targeted workplaces.	ComS_052 (%)	50%	30%	30%	50%	50%	50%	S Hickey Proactive health and safety interventions reduced to account for increase in request for re-inspection under the Food Hygiene rating Scheme and time limits for these to be dealt with as determined nationally. If resource is not required for reactive complaints, additional interventions will be carried out.

Indicator Description	Pentana Code	Achieved		Target				Indicator Owner and Comments (incl. benchmarking)
		2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	
Air Quality - Inspect authorised/ permitted polluting processes due for inspection in accordance with a pre-planned programme based on risk	ComS_055	100%	100%	100%	100%	100%	100%	S Hickey All undertaken in second half of year
Public Health - Requests for service responded to within five working days/or identified response time %	ComS_056	99%	99%	100%	100%	100%	100%	S Hickey
Public Health - % Caravan sites inspected in year	ComS_054	100%	100%	100%	100%	100%	100%	S Hickey All undertaken in second half of year
Public Health - Consultations responded to within 10 working days %	ComS_057	95%	98%	100%	100%	100%	100%	S Hickey
Licensing								
Non-statutory licences approved/ issued within 14 days of full application received %	ComS_069	100%	100%	100%	100%	100%	100%	J Miley
a) No. of high risk licensed premises where there is a change of Premises Supervisor	ComS_087 (No')	-	-	-	-	-	-	J Miley New indicator in 2018/19
b) % visited		n/a	n/a	n/a	100%	100%	100%	
Mediation								
Mediation requests resolved satisfactorily	ComS_074 (No's) ComS_075 (%)	95 82%	87 80%					D Partington
				83%	85%	85%	85%	

4. KEY TASKS AND PRIORITIES FOR IMPROVEMENT 2017/20

Pentana Code	Description	Targeted Outcome	Partnership/ Procurement Arrangement	Officer Responsible Target Date	Budget Implications / Efficiencies Other comments
COMS 1821_01	Deliver actions to support the White Ribbon Campaign	Increased awareness and knowledge of domestic abuse amongst residents and professionals and accreditation for the authority		J Fletcher December 2019	Training. Raising awareness. £500 required for two year registration
COMS 1620_11	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 March 2019	Dependent on resources being allocated by Police and Crime Commissioner
COMS 1620_16	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 March 2019	Within existing resources
COMS 1720_04	Deliver the cross departmental Anti-social Behaviour Action Plan	Reduction in anti-social behaviour in the borough	Notts Police Other Council departments	M Hawley March 2019	Within existing resources
COMS 1720_01	Implement the ECINSs 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 September 2018	Within existing resources
COMS 1821_02	Review of dog control provisions	Agreed policies in place to enable appropriate control of dogs and their behaviour		D Gell December 2018	Within existing resources

Pentana Code	Description	Targeted Outcome	Partnership/ Procurement Arrangement	Officer Responsible Target Date	Budget Implications / Efficiencies Other comments
COMS 1821_03	Develop and produce South Notts Community Safety Guide	Community Safety Information readily available in respect of the three boroughs in South Notts	South Notts Community Safety Partnership	M Hawley December 2018	Within existing resources
COMS 1821_04	Develop mobile working platform for Neighbourhood Wardens	More efficient use of time and resources	IT Section	M Hawley June 2018	Cost of three computer tablets
COMS 1821_05	Relocate Neighbourhood Wardens to Beeston Office	More efficient use of officer and management time	IT Section Police	M Hawley June 2018	Within existing resources
COMS 1821_06	Review Safeguarding Adults Policy	Ensure the Council has a "fit for purpose" Safeguarding Adults Policy		D Gell September 2018	Within existing resources
COMS 1821_07	Review Safeguarding Children Policy	Ensure the Council has a "fit for purpose" Safeguarding Children Policy		D Gell September 2018	Within existing resources
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 January 2019	Within existing resources
COMS 1720_03	Review Sex Establishment Policy	A "fit for purpose" Sex Establishment Policy to ensure legal compliance	Notts Authorities Licensing Group (NALG)	J Miley March 2019	Within existing resources
COMS 1821_08	Undertake a feasibility study on introducing wheelchair accessible taxi fleet	Taxis in the borough are wheelchair accessible		J Miley March 2019	Within existing resources

Pentana Code	Description	Targeted Outcome	Partnership/ Procurement Arrangement	Officer Responsible Target Date	Budget Implications / Efficiencies Other comments
COMS 1821_09	Create a risk rating system for licensed premises	Targeted inspection and enforcement regime for licensed premises		J Miley June 2018	Within existing resources
COMS 1821_10	Review the authority's Statement of Gambling Policy	Ensure the authority has a fit for purpose Statement of Gambling Policy	Notts Authorities Licensing Group (NALG)	J Miley Consult 2018 Implement January 2019	Within existing resources
COMS 1821_11	Transfer Scrap Metal Dealers functions to Licensing Section	Licensing and enforcement function appropriately located		S Hickey June 2018	Within existing resources
COMS 1821_12	Complete Action Plan requirements following Food Standards Agency (FSA) Audit	Compliance with food hygiene enforcement requirements	Food Standards Agency	S Hickey April 2018	Requirement for new Food Hygiene Technical Officer
COMS 1821_13	Produce Food Service Plan	Authority has a fit for purpose Food Service Plan which informs activity in this area	Food Standards Agency	S Hickey June 2018	Within existing resources
COMS 1821_14	Produce DEFRA Annual Air Quality Status Report	Authority has a fit for purpose Air Quality Status Report highlighting current status and potential actions.	Notts authorities	S Hickey June 2018	Within existing resources
COMS 1821_15	Review authority's policy on toilet provision in cafes and restaurants	Production of approved policy on toilet provision in cafes and restaurants		S Hickey June 2018	Within existing resources

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

Budget Implications/Efficiencies Generated	Budget £
Adjustments to Revenue Budgets 2017/18	
New Food Hygiene Technical Officer	38,009
(Please note – this figure may be £41,952 if an EHO has to be recruited due to lack of availability of Technical Officers)	
	-
Net Change in Revenue Budgets 2017/18	38,009

Planned adjustments to Revenue Budgets 2018/19	
Saving on post of Senior EHO from Scale 12 to Scale 10 (basic salary costs as at end of Dec 2017)	(5,040)
Net Change in Revenue Budgets 2018/19	(5,040)

Planned adjustments to Revenue Budgets 2019/20	
Add: Other Budget Implications	
Less: Efficiencies Generated	
Less: New business/increased income	
Net Change in Revenue Budgets 2019/20	

Planned adjustments to Revenue Budgets 2020/21	
Add: Other Budget Implications	
Less: Efficiencies Generated	
Less: New business/increased income	
Net Change in Revenue Budgets 2020/21	

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.

Pentana 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
	Implement the ECINS case management and data sharing system.	Limited staff resources to deliver Lack of funding after withdrawal of external funding after year one System use not embraced by all partners Information Sharing Protocol not agreed and in place	Risks 2, 24 and 28	Commitment to making adequate staff resources available Absolute dependency on system would need to be avoided. Lobby of PCC for continued funding. Commitment to ensuring system is fully utilised
SNPES_ South Notts Partnership Eastwood South	Develop and deliver the Neighbourhood Action Plan for Eastwood South	Reduction in budgets from PCC. Reduction in front line officers in partner agencies. Staff resources to deliver Partners having capacity to deliver	Risks 2 and 12	Lobbying of PCC for continued funding. Issues affecting partners discussed strategically at South Notts Community Safety Partnership/ Safer Notts Board Planning to ensure available resources.

Pentana 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
COMS 1620_19	Review Alcohol Licensing Policy	Staff resources to deliver Partners not engaging	Risks 2 and 6	Time allocation from Licensing Manager to ensure development of policy. Ensure county and regional groups are aligned with action
COMS 1821_13	Complete Action Plan requirements following Food Standards Agency (FSA) Audit	Approval not gained for extra staffing resource Unable to recruit suitable officer	Risks 2, 6, 17, 19 and 20	Ensuring member involvement in process. Ensure suitable advertising for post
COMS 1821_02	Review of dog control provisions	Staff resources to deliver	Risks 2, 6 and 12	Introduction of revised working procedures to increase efficiency and effectiveness Realistic proposals put forward to ensure statutory duties are met and appropriate level of discretionary activities are undertaken

Strategic Risks (Extract):

- Risk 2 - Failure to obtain adequate resources to achieve service objectives
- Risk 6 - Not complying with domestic or European legislation
- Risk 12 - Failure to implement effective Crime and Disorder Reduction Strategy
- Risk 17 - Corporate and/or political leadership adversely impacting upon service delivery
- Risk 19 - Lack of skills and/or capacity to meet increasing initiatives and expectations
- Risk 20 - Inability to attract or retain key individuals or groups of staff
- Risk 24 - Failure to comply with duty as a service provider and employer to groups such as children, the elderly, vulnerable adults
- Risk 28 - Failure to effectively communicate either externally or internally

Report of the Chief Executive

WORK PROGRAMME1. 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

22 March 2018	<ul style="list-style-type: none"> • Dementia Action Plan • Update on Food Standards Agency Audit
Future Work	<ul style="list-style-type: none"> • CCTV options • Tobacco Action Plan

4. Dates of future meetings

Dates of future meetings are to be confirmed.

(All meetings to start at 7.00pm)

Recommendation

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

Background papers

Nil