



Wednesday, 16 January 2019

Dear Sir/Madam

A meeting of the Community Safety Committee will be held on Thursday, 24 January 2019 in the New Council Chamber, Town Hall, Foster Avenue, Beeston NG9 1AB, commencing at 7.00 pm.

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
M Brown
B C Carr
E Cubley (Vice-Chair)
T A Cullen

J C Goold (Chair)
G Harvey
S Kerry
J W McGrath
J M Owen

A G E N D A

1. APOLOGIES

To receive any apologies and notification of substitutes.

2. DECLARATIONS OF INTEREST

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

3. MINUTES

PAGES 1 - 4

To confirm as a correct record the minutes of the meeting held on 15 November 2018.

4. A PRESENTATION ON MODERN SLAVERY AND HUMAN TRAFFICKING FROM NOTTINGHAMSHIRE POLICE

A representative from Nottinghamshire Police will give a presentation to the Committee on Modern Slavery and Human Trafficking.

5. UPDATE ON ANTI-SOCIAL BEHAVIOUR ACTION PLAN 2018-19 PAGES 5 - 20

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

6. UPDATE ON CHILD POVERTY ACTION PLAN 2018/20 - PROGRESS REPORT PAGES 21 - 38

To update on progress on the Child Poverty Action Plan 2018/20.

7. HATE CRIME POLICY PAGES 39 - 60

To seek approval for a revised Hate Crime Policy.

8. PUBLIC SPACES PROTECTION ORDER (PSPO) MALTHOUSE CLOSE/KNAPP AVENUE PAGES 61 - 70

To seek approval to renew an existing PSPO which is due to expire.

9. PARKING SERVICES ANNUAL UPDATE PAGES 71 - 76

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

10. BUSINESS PLANS AND FINANCIAL ESTIMATES 2019/20 - 2021/22 PAGES 77 - 128

To consider proposals for business plans; detailed revenue budget estimates for 2019/20; capital programme for 2019/20 to 2021/22; and proposed fees and charges for 2019/20 in respect of the Council's priority areas.

11. WORK PROGRAMME

PAGES 129 - 130

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

This page is intentionally left blank

COMMUNITY SAFETY COMMITTEE

15 NOVEMBER 2018

Present: Councillor J C Goold, Chair

Councillors: M Brown
B C Carr
E Cubley
T A Cullen
L Fletcher (substitute)
G Harvey
S Kerry
G Marshall (substitute)
J W McGrath
M Radulovic MBE

Apologies for absence were received from Councillors D Bagshaw and J M Owen.

15. **DECLARATIONS OF INTEREST**

Councillor J W McGrath declared a non-pecuniary interest in item 8 due to his being a licensee in the Borough, minute number 21 refers.

16. **MINUTES**

The minutes of the meetings held on 7 June 2018 and 20 September 2018 were confirmed and signed.

17. **DOG CONTROL POLICY**

The Committee was asked to consider the approval of the Dog Control Policy, which brought together policies on dog fouling, dog collars and stray dogs. Consideration was also given to the charging of a flat fee for the collection and return of dogs that had strayed.

There was concern that a flat fee would penalise dog owners who were in the main responsible and that it would not change the behaviour of repeat offenders who regularly allowed their dogs to stray. Debate progressed on to the number of complaints received about dog fouling and it was noted that there were approximately 200 per annum. It was noted that the Dog Wardens were able to issue fixed penalty notices to the owners of dogs that were observed to foul the pavement if the owner then refused to clear up the mess. The difficulty in prosecuting owners for allowing dog fouling were discussed.

The Committee noted that the Dog Wardens had received an RSPCA award for their stray dog collection service.

The meeting discussed the Equalities Impact Assessment with particular reference to their being no adverse impact identified. There was concern that there could be an adverse impact on people on benefits and those with disabilities. It was noted that Dog Wardens could exercise discretion regarding the issue of fees. There was also concern that there would be an administrative cost that would not be covered by the suggested £35 recovery fee.

RESOLVED that:

- 1. The Dog Control Policy included in appendix 1 be approved.**
- 2. A recommendation be made to the Finance and Resources Committee that a fee of £35 be imposed where dogs are collected as strays and returned to owners without the involvement of the kennels.**

18. FOOD SERVICE PLAN

The Committee considered the Food Service Plan, which contained data from the last financial year and information on proposals for undertaking duties regarding official controls on food law in 2018-19.

The debate centred on how complaints were escalated, what constituted a formal warning and how the record of inspection was used to help businesses to improve their food safety score. It was noted that nearly 50% of food businesses were made aware of some improvements that could be made, even if it was simply a recommendation regarding good practice.

The Committee noted that there was a balance to be established between giving premises a chance to improve and publishing inspection reports to protect and inform the public. It was noted that all of the food hygiene scores were published 21 days after inspection on the Food Standards Agency website to give establishments an opportunity to appeal and make improvements.

RESOLVED that the Food Service Plan 2018-19 be approved.

19. SAFEGUARDING CHILDREN POLICY

The Committee considered the Safeguarding Children Policy. It was noted that the Council was not a lead authority for safeguarding children, but that a policy was required because it was a partner organisation.

There was concern that the role of members in making safeguarding referrals was referred to less than that of officers. It was agreed that the role of members would be emphasised throughout the policy by making some minor changes.

Debate then focused on the strain that allegations of historic child abuse had put on certain members to whom allegations had been made. The distress caused to those receiving allegations was noted.

RESOLVED that the revised Safeguarding Children Policy be approved.

20. SAFEGUARDING ADULTS POLICY

The Committee considered the Safeguarding Adults Policy. It was noted that the referrals to the Multi Agency Safeguarding Hub (MASH) at Nottinghamshire County Council should be filtered to ensure that reports were appropriate.

There was a discussion about modern slavery and its connections to serious organised crime such as drug trafficking. The progress the police had made on identifying and tackling cases of modern slavery was discussed. The debate progressed on to the difficulties the Council faced in balancing the needs of service users who were vulnerable, the risk their behaviour posed to themselves and the harm caused to others by said behaviour. It was noted that officers took a rigorous approach to these serious issues using the policies seen and approved by members.

Some minor changes to language were suggested, but overall the policy was agreed to be a comprehensive guide to the issues around safeguarding adults.

RESOLVED that the revised Safeguarding Adults Policy be approved.

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

The Committee considered the progress made against outcome targets identified in the Community Safety Business Plan, linked to Corporate Plan priorities and objectives, and an update on Key Performance Indicators.

There was a brief discussion regarding progress made on tackling anti-social behaviour and the back log of food inspections.

22. WORK PROGRAMME

After debate, items on Modern Slavery, the Anti-Social Behaviour Action Plan and the Hate Crime Policy refresh were added to the Work Programme.

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

This page is intentionally left blank

Report of the Chief Executive

UPDATE ON ANTI-SOCIAL BEHAVIOUR ACTION PLAN 2018-19

1. Purpose of report

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

2. Detail

Considerable action is taken by officers of the 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 appended. The action plan is complementary to the 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

This page is intentionally left blank

**Broxtowe Borough Council
Anti Social Behaviour
Action Plan**

April 2018 – March 2019

Anti Social Behaviour Data	Broxtowe Borough Council		
Dept	2015/16	2016/17	2017/18
Environmental Health	554 Incidents	569 Incidents	564 Incidents
Housing	88 Cases (numerous incidents per case)	84 Cases (numerous incidents per case)	152 Cases (numerous incidents per case)
Communities	17 Cases (numerous incidents per case)	56 Cases (numerous incidents per case)	32 Incidents (numerous incidents per case)
Police Strategic Analytical Unit (Police & Communities combined)	2029 Incidents	2238 Incidents	2875 Incidents

Hate Crime + Hate Incident Data	2015/16	2016/17	2017/18
Number of Hate Crime Incidents reported	95	107	128

Perception of Safety Data (Nottinghamshire County Council)	2015/16	2016/17	2017/18
Percentage of people surveyed who feel safe in the community during the day	97%	98%	100%
Percentage of people surveyed who feel safe in the community during at night	76%	57%	50%

Target	How it will be achieved	Outcomes	Lead Dept & officer	Milestones	Target Date	Date Achieved	Update
Increase in awareness of ASB and Hate Crime	20,000 ASB leaflets produced for events and for members to deliver to targeted areas within their wards	Increase in awareness of ASB and appropriate reporting pathways	Chief Communities Officer Members	<ul style="list-style-type: none"> • Leaflets Produced • Leaflets available at events • Leaflets delivered to members • Leaflets delivered to residents 	30/12/2019	<ul style="list-style-type: none"> • 30/11/18 	<ul style="list-style-type: none"> • COMPLETED • Leaflets offered to members for distribution • Leaflets allocated to CAT meetings
	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"> • 10x monthly themed drop-in sessions • 35 weekly drop-in sessions 	30.03.19		<ul style="list-style-type: none"> • As at 14.11.18 – 21 weekly sessions held, 2 x themed sessions (1 Electoral Services, 1 Hate Crime)
	Attend community group sessions to promote awareness of ASB and Hate Crime	Increase in awareness of ASB and Hate Crime	Communities Officer Victim Care	<ul style="list-style-type: none"> • 2 x community group sessions attended 	30.10.18	<ul style="list-style-type: none"> • 31/10/18 	<ul style="list-style-type: none"> • COMPLETED • 07.08.18 Eastwood Playday 13-20 October 2018, Hate Crime Awareness week – 20.09.18. Awareness raising in Eastwood Library. Photo of Victim Care/

							Library Staff to support social media aspect of the campaign EH - 22.10.18, Wellington Court, Eastwood, 15 x residents attended - interactive session provided low level crime reduction resources
	Promotion of Hate Crime reporting	Increase awareness of reporting Hate Crime	HR - Equalities and Diversity Officer	<ul style="list-style-type: none"> Hate Crime Business Cards distributed through events, organisations and venues 	30/3/19		<ul style="list-style-type: none"> Web pages updated "No Place for Hate" campaign
	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 Educational material updated and distributed at summer road show events, local service days, Environmental days, poop scoop week, litter hero days, Geo cache events 	30/03/19		<ul style="list-style-type: none"> Educational material distributed at events ASB leaflets distributed to Members and at CAT meetings All ASB related web pages updated

Reduce complaints	Through the designation of Registered Social Landlord (RSL) housing officers to issue Community Protection Warnings to tenants	Reduction in ASB from RSL tenants	Head of Public Protection	<ul style="list-style-type: none"> Meeting held with RSLs Report to committee to designate RSLs 	30/03/19		<ul style="list-style-type: none"> Investigated but not pursued due to benefits being limited.
	Through information supplied to University Nottingham University website and the wardens of halls of residence and Moving In Moving On event	Decrease the number of incidents of ASB from students causing nuisance to their neighbours and not dealing with their waste correctly	Police Insp Waste and Recycling Manager	<ul style="list-style-type: none"> Provide updated information to the university 	30/09/18	30 /09/18	<ul style="list-style-type: none"> COMPLETED Information about waste and recycling has been sent to contacts at Nottingham University for their distribution.

	<p>Through raising awareness through leaflets, 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 • 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 • Start of new university year 	<p>Communities Officer</p> <p>Communication Manager</p> <p>South Notts Community Safety Partnership Operation and Delivery Group</p>	<ul style="list-style-type: none"> • Promotion through media channels • Distribution of leaflets/posters • Promotion through BBC website • Some targeted work 	30/3/19		<ul style="list-style-type: none"> • Crime Reduction article submitted for Spring and Autumn Broxtowe Matters • 15.05.18 Garden Crime Campaign - PR, leaflets/posters to garden centres and via drop-ins/events • 20.09.18 Halloween Campaign - Press release. Members Matters, BBC homepage promotion, Public Protection email bulletin, distribution of door/window No Trick or Treat cards
	<p>Promotion of Neighbourhood Watch and Neighbourhood Alert through events and the BBC website</p>	<p>Increase Neighbourhood Watch and Neighbourhood Alert membership</p>	<p>Communities Officer</p> <p>Communication Manager</p>	<ul style="list-style-type: none"> • Promotion at events • Promotion on social media • Promotion through the website 	30/3/19	30/09/18	<ul style="list-style-type: none"> • COMPLETED • Neighbourhood Watch/Alert promoted at all Community Safety drop-ins/events. • Contact details included on Community Safety leaflets/posters

							<ul style="list-style-type: none"> BBC website, Community Safety Partnership page has an offsite link to NHW/Alert
	Report appropriate convictions through social media, press Releases and Broxtowe Matters	Increase awareness of consequences of ASB	Neighbourhood Wardens ASB Enforcement Officer Neighbourhood Services Manager	<ul style="list-style-type: none"> Press releases sent out Articles included in Broxtowe matters 	30/3/19		<ul style="list-style-type: none"> 4/18 press release re Public Spaces Protection Order Nuthall 7/18 press release re tenant evicted for ASB 7/18 press release re fines for car litterers 9/18 press release re knife amnesty 10/18 press release re Halloween ASB 10/18 press release re injunction for ASB
Increase use of mediation services	Promotion of services through events Social Media and Broxtowe Matters	Increase in referrals to, cases resolved and reduction in repeat reports	Mediation Manager	<ul style="list-style-type: none"> Events held Social media messages distributed Broxtowe Matters promotions 	30/3/19		<ul style="list-style-type: none"> Provision of Mediation Service has been amended and operates only within housing
Increase how well	Through events, social media and	Increase in reporting and	HR – Equalities and Diversity	<ul style="list-style-type: none"> Events held Social media 	30/3/19		<ul style="list-style-type: none"> 11/18 celebrating older people events

communities get on together	Broxtowe Matters	increase in how well communities get on well together	Officer Communications Manager	<ul style="list-style-type: none"> messages distributed Broxtowe Matters promotions 			<ul style="list-style-type: none"> 6/18 Armed forces day 5/18 Freedom parade Clean and green litter picks 11/18 Remembrance day 4/18 WW1 poppy sowing 11/18 white ribbon 5/18 WW! Remembrance 7/18 play days 7/18 community celebration event 11/18 festival of lights 11/18 Xmas lights switch on
Increase support to victims	Through increasing referrals for repeat victims to Victim Care and promote Victim Care through events, social media and Broxtowe Matters	Increases in referrals to Victim Care	Chief Communities Officer Chief Environmental Health Officer Communities Officer Communications Manager	<ul style="list-style-type: none"> Referrals made through Complex Cases Panel Events held Social Media messages distributed Broxtowe Matters promotions 	30/3/19	30/09/18	<ul style="list-style-type: none"> COMPLETED 07.08.18 Victim Care (VC) information available at Eastwood Playday Between 01.04.18 – 26.09.18 Victim Care have attended 6 x weekly Community Safety drop-in sessions in Eastwood Victim Care

			Members				leaflet/poster and link to Victim Care on BBC website
Increase the number of residents influencing Police priorities	Promotion of Police Neighbourhood Priority Surveys through events and drop in sessions	Increase in the number of residents influencing Police priorities in their communities	Public Protection Communities Officer Police Members	<ul style="list-style-type: none"> Neighbourhood priority surveys promoted at events 	30/3/19	0/11/18	<ul style="list-style-type: none"> COMPLETED Residents directed to electronic Neighbourhood Priority Survey on Notts Police website, this through events, drop-in sessions and routine patrols.
Improve the ASB services provided to tenants	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	Improve the ASB services provided to tenants	Neighbourhood Services Manager	<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 	30/03/19		<ul style="list-style-type: none"> "Neighbourhood Planning and strategy" is a something that we have in the plans for next financial year as a strategic priority

				project			
	By ensuring ASB involving leasehold perpetrators is managed robustly with partner teams.	Improve the ASB services provided to tenants	Neighbourhood Services Manager	<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 	30/03/19	30/11/18	<ul style="list-style-type: none"> • COMPLETED. • All ASB issues relating to leasehold is handled by the Housing Officer under the existing ASB procedure

Improve the ASB services provided to leaseholders	Through more ASB focus at Community Roadshows	Reduction of ASB on estates	Neighbourhood Services 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 	30/3/19		<ul style="list-style-type: none"> • “Waste Days” in partnership with waste and recycling are planned to take place throughout the Borough next year, led by the Environment and Business Development Manager, one of the focuses of housing’s involvement will be ASB advice and information

Provide /Upgrade Recreational facilities for diversionary activity	Through new/upgraded play facilities to be provided on parks	<p>Upgraded Play Areas at;</p> <p>Broadgate Park Spring 2018</p> <p>Redbridge Drive Open space , Nuthall Summer 2018</p> <p>Leyton Crescent Recreation Ground, Beeston early autumn 2018</p> <p>Mansfield Road Recreation Ground Eastwood, late Autumn 2018.</p> <p>Millfield Road Open Space, Kimberley late Autumn 2018</p> <p>New Play Strategy 2017-2025</p>	Environment Parks and Open Spaces Manager	<ul style="list-style-type: none"> • Funding bids successful • Funding bids submitted • Works undertaken 	<p>April 2018</p> <p>June 2018</p> <p>October 2018</p>		<ul style="list-style-type: none"> • The 2 play areas at Broadgate Park and Leyton Crescent Recreation Ground have both had major refurbishments as part of the councils Pride in Parks initiative with funding secured after successful bids to external agencies. The play area at Redbridge Drive was also upgraded as part of the Pride in Parks Initiative with Mansfield Road and Millfield Road scheduled for late autumn 2018

		approved and being used to obtain funds for works over next 2 financial years					
Actions to address Litter, Flytip, Graffiti, Dog Fouling and Fly Posting ASB are held separately within the Environmental ASB Action Plan							

This page is intentionally left blank

Report of the Chief Executive

UPDATE ON CHILD POVERTY ACTION PLAN 2018/20

1. Purpose of report

To update on progress on the Child Poverty Action Plan 2018/20.

2. Background

At the January 2018 meeting of this Committee, members approved a Child Poverty Action Plan for the period 2018-20 to capture the actions Broxtowe Borough Council will be taking to tackle the drivers of child poverty. This was based on 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*" which considers drivers for poverty other than just fiscal measures, which 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.

Further detail on the latest figures is included at appendix 1.

The updated Child Poverty Action Plan is attached at the appendix 2.

Recommendation

Committee is asked to NOTE the progress on the Child Poverty Action Plan 2018/20.

Background papers

Nil

APPENDIX 1

The latest data from Her Majesty's Revenue and Customs (HMRC) which uses benefits and tax credit data to measure the proportion of children falling under an income threshold gives a slightly different result to that of the "Households below average income" (HBAI) report which is produced by the Department for Work and Pension. However, the HBAI report only gives child poverty figures down to a regional level, and not districts.

The figures for children under 16 in poverty taken as a snap shot at 31 August 2016 from the HMRC report are as follows:

Area	Percentage of children under 16 in poverty
England	17.0%
East Midlands	16.6%
Nottinghamshire	15.6%
Ashfield	21.1%
Bassetlaw	16.2%
Broxtowe	13.5%
Gelding	14.2%
Mansfield	20.4%
Newark and Sherwood	15.0%
Rushcliffe	6.9%

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

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 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, and is driven 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

This action plan is Broxtowe Borough Council's response to these drivers of poverty in our communities and has been further consolidated with the April 2017 policy paper Improving Lives: Helping Workless Families, which sets out proposals to improve outcomes for children who grow up in workless families and face multiple disadvantages.

Broxtowe Borough Council – Child Poverty Action Plan 2018 / 2020

Department	Action	Timescales	Lead Responsibility	Comments / Annual Updates	Driver
Private Sector Housing	Reduce housing disrepair. No baseline as a reactive service – measure closed cases	January 2018 March 2020	Senior Private Sector Housing Officer	10 cases	1,5,7,11,13
Private Sector Housing	Monitor Disabled Facilities Grant cases for children (reactive service – measure as above)	January 2018 March 2020	Senior Private Sector Housing Officer	1 case	6,7,11
Revenues, Benefits and Customer Services	Council Tax Support Scheme	January 2018 March 2020	Head of Revenues and Benefits	The Council Tax Support scheme remains in place with little alterations from last year. <u>2017/18</u> 7459 claims (£6,786,125)	1,9

				2018/19 7736 claims (£6,742,776)	
Department	Action	Timescales	Lead Responsibility	Comments / Quarterly Updates	Driver
Revenues, Benefits and Customer Services	Discretionary Housing Benefit Awards (demand lead)	January 2018 March 2020	Head of Revenues and Benefits	<p>The Council continues to be proactive in respect of Discretionary Housing Payments.</p> <p>In 2017/18 just under 300 applications were approved and 130 approved in the period April to October 2018. Report went to Finance and Resources Committee on 13 December 2018.</p>	1,9
Revenues, Benefits and Customer Services	Partnership with Citizens Advice Bureau (CAB) for debt advice (demand lead)	January 2018 March 2020	Head of Revenues and Benefits	Partnership is in place and support is being provided. CAB Handled £4.9m worth of debt in Broxtowe in 17/18 helping with 2849 debt issues during the year.	9

Human Resources	Work experience / placements	January 2018 March 2020	Human Resources Manager	January – March 3 April – September 11 October – 13 November 3	6,12
Department	Action	Timescales	Lead Responsibility	Comments / Quarterly Updates	Driver
Human Resources	Apprenticeships Corporate Plan 2016-2020 6 apprentices to be appointed	January 2018 - March 2020	Human Resources Manager	2 in post Apprenticeship strategy approved by the Policy and Performance Committee on 12 December 2018.	1,6,12
Human Resources	As a Disability Confident Employer offer up to 12 x 4 week work experience placements	January 2018 – January 2019	Human Resources Manager	First 4 week placement started 20 August. Positive feedback received from the team hosting the placement.	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>	<p>April 2018 March 2019</p>	Homeless Manager	(Awaiting email confirmation of stats from project)	3,6,7,8,10,11,12,13
Department	Action	Timescales	Lead Responsibility	Comments / Quarterly Updates	Driver
<p>Environment</p> <p>Property Services and Environmental Health</p>	<p>Reduce Fuel Poverty by working in partnership with national and regional schemes:</p> <p>Nottinghamshire Warm Homes on Prescription Project which aims to reduce fuel poverty/making homes warmer for householders with</p>	<p>January 2018 March 2018</p>	Senior Private Sector Housing Officer	<p>Working in partnership with all the Nottinghamshire Local Authorities to deliver this project. Funding is available until end of March 2018 but further is likely to be available from the Better Care Fund in 2019-20.</p> <p>9 cases complete/in progress. 3 other applications being processed</p>	5,7,9,11,13

	a long term health condition made worse by cold living conditions.				
Department	Action	Timescales	Lead Responsibility	Comments / Quarterly Updates	Driver
Parks and Environment	<p>Improve / upgrade free play areas for children and families:</p> <p>Broadgate Park, Beeston, Play Area Upgrade</p>	May 2018	Business and Projects Manager	Works completed in April 2018 as part of Pride in Parks Initiative. Report on Pride in Parks taken to Leisure and Environment Committee on 26 September 2018	8,11,12

	Refurbish Trim Trail Bramcote Hills Park	June 2018	Business and Projects Manager	Works done to refurbish some items of equipment. June 2018. Possible community scheme working with volunteer groups being investigated working with Groundwork Greater Nottingham	
Department	Action	Timescales	Lead Responsibility	Comments / Quarterly Updates	Driver
	Refurbish Play Area Leyton Crescent Recreation Ground, Beeston	May 2018	Business and Projects Manager	Major scheme to refurbish the full play area as part of Pride in Parks scheme. Huge success with major opening event undertaken	
	Refurbish Play Areas at	November 2018	Business and Projects Manager	Two more schemes as part of Pride in Parks	

	Mansfield Road Recreation Ground, Eastwood and Millfield Road Recreation Ground , Kimberley			Initiative	
Capital Works	500 (approx.) solid wall properties require external / internal insulation	January 2018 March 2020	Modernisations Manager	120 properties completed with external wall insulation from January – Oct 2018	5,7,11,13
Department	Action	Timescales	Lead Responsibility	Comments / Quarterly Updates	Driver
Communities	Partnership Health Events: Eastwood South 2017-18 action plan	01.04.17 – 31.03.18 (refreshed annually)	Communities Officer	See action plan for further details but includes:- Public Information days/advice and signposting	1,3, 6,8,9,

	Broxtowe Health Partnership and Children and Young People Task Group Action Plans annual refresh	January 2018 March 2020	Communities Officer Communities Officer (Health)	<p>Job Club Debt Project Dom. Abuse project</p> <p>See action plans for further details but includes: Domestic Abuse training/White Ribbon Campaign</p> <p>Child Sexual Exploitation training</p> <p>Learning Disability Community</p> <p>Information Sessions</p> <p>Tobacco Control Breastfeeding Healthy Options Takeaway (HOT) project Carers Dementia Drug and Alcohol Services (signposting and Brief Intervention training)</p>	1,2,3,4,5,6,8,9,10, 11,12,13
Communities	Support actions		Communities Officer	On –going.	1 - 13

	<p>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>	(Health)	<p>21 June 2018 workshop for the Children and Families Alliance held</p> <p>Completed</p> <p>Meeting held 23 October for Universal Credit roll out in Beeston November 2018</p>	
Environmental Health	Increase number of HOT takeaways in Broxtowe.	January 2018 March 2020	Chief Environmental Health Officer Communities Officer (Health)	15 premises signed up (figure was higher but some businesses have closed). Working in partnership with Everyone Health	5,8,11
Department	Action	Timescales	Lead Responsibility	Comments / Quarterly Updates	Driver
Chief Executive	Safeguarding Workshop to review Child Poverty Action Plan progress	Feb/March 2018 Sept /Oct 2018	Chief Executive	Meeting held 18 May 2018	1 - 13

Finance	Grants to voluntary and community organisations and charitable bodies £95,050	April 2018 March 2019	Chief Audit and Control Officer	Quarter 1 update – letters sent out to all football clubs.	Not all applications may fit with this brief but will record those that do
Finance	Grant to Citizen's Advice Broxtowe £73,750	April 2018 March 2019	Chief Audit and Control Officer	Latest grant request was approved by the Finance and Resources Committee on 12 July 2018.	7,9 Other indicators through signposting to partner services
Department	Action	Timescales	Lead Responsibility	Comments / Quarterly Updates	Driver
Housing	Recruitment of: Tenancy Sustainment Officer (TSO) Financial Inclusion Officer (FIO)	March 2018	Housing Options Manager	Both officers have been recruited and are working with tenants of the Council. The TSO is mainly dealing with our known most vulnerable that are slipping between statutory agencies.	5,7,9,11,13

	(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)			Some of these are clients with children, some with safeguarding concerns. The FIO is mainly dealing with preparation for Universal Credit borough wide. Also dealing with the highest rent arrears cases. Many of these involve households with children as the financial circumstances of families and arrangements regarding benefits can be more complex.	
Department	Action	Timescales	Lead Responsibility	Comments / Quarterly Updates	Driver
Economic Development	Provide Job Clubs in Eastwood Working with local organisations and businesses to provide job clubs.	September 2018 (est.)	Senior Economic Development Officer	The Jobs and Economy Committee at its meeting on 17/12/18 agreed to continue this for a further 6 months	1,2,6,12
Economic	Organise job fairs	January 2018 –	Senior Economic	Post was vacant for a	1,2,6,12

Development	across Broxtowe Aim to provide one job fair, with local employers, colleges and apprenticeship providers.	December 2018 (est.)	Development Officer	substantial period and as a consequence, a jobs fair was not organised. Agreed at Jobs and Economy Committee on 17/12/18 to hold one next year.	
Citizens Advice Broxtowe	Accepting work experience placements from Jobcentre Plus Beeston (Jobseekers Allowance claimants)	January 2018 - 2020	Chief Executive Broxtowe Citizens Advice	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. 80% of placements obtain paid working including paid work at the Citizens Advice Bureau.	1, 2, 6, 13
Department	Action	Timescales	Lead Responsibility	Comments / Quarterly Updates	Driver
Citizens Advice Broxtowe	Benefit Checks carried out when a change of circumstances occurs (including applications to trust funds to help the most	January 2018 - 2020	Chief Executive Broxtowe Citizens Advice	During 17/18 Citizens Advice assisted Broxtowe residents to claim additional ongoing benefits of £2.5m. This helps prevent poverty and puts money back into	1, 7, 9

	vulnerable)			the local economy.	
Citizens Advice Broxtowe	Specialist Housing Advice – working with BBC Homelessness Team to achieve Homelessness Prevent Targets	January 2018 - 2020	Chief Executive Broxtowe Citizens Advice	Project now extended to fund Housing Advice for 2019-20, and a new housing surgery in Eastwood. More details to follow.	7, 9

Appendix 1

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/datagroups/finance-open-data/>

This page is intentionally left blank

Report of the Chief Executive

HATE CRIME POLICY

1. Purpose of report

To seek approval for a revised Hate Crime Policy.

2. Detail

Every year, tens of thousands of people in Britain suffer prejudice because of their identity or perceived 'difference'. This can include acts of physical violence, as well as forms of harassment such as being spat at, being called an abusive name and being threatened. Hate crime is a criminal offence and affects all kinds of people from all walks of life. It can cause enormous damage to victims, to their families and friends and to wider communities.

Numbers of hate crimes and incidents recorded for the last three financial years in Broxtowe are as follows:

Year	Number of hate crimes and incidents
2015/16	95
2016/17	107
2017/18	128

The Council, along with many other organisations in Nottinghamshire, has signed up to the "No to Hate!" Organisational Pledge in Nottinghamshire. This is a commitment to tackling prejudice in all its forms, training staff, promoting diversity in policies and procedures, speaking out against all forms of discrimination and having an overall hate crime policy.

This policy sets out the Council's commitment to tackling hate crime and hate incidents and how it will support this through its decision making, service delivery and by the actions it will develop to implement the policy. A copy is attached at appendix 1, with an Equality Impact Assessment (EIA) included at appendix 2.

Recommendation

The Committee is asked to RESOLVE that the Hate Crime Policy be approved.

Background papers

Nil

This page is intentionally left blank



Broxtowe Borough Council Hate Crime Policy

CONTENTS

- 1.0 Introduction and context**
- 2.0 Definitions of hate crime**
- 3.0 Types of hate crime**
- 4.0 Impact of hate crime**
- 5.0 Policy scope**
- 6.0 Policy statement**
- 7.0 Policy objectives**
- 8.0 Responsibilities**
- 9.0 Actions and reporting**
- 10.0 Other organisations and contacts**

1.0 Introduction and context

Every year tens of thousands of people in Britain suffer prejudice because of their identity or perceived 'difference'. This can include acts of physical violence, as well as forms of harassment such as being spat at, being called an abusive name and being threatened. Hate crime is a criminal offence and affects all kinds of people from all walks of life. It can cause enormous damage to victims, to their families and friends and to wider communities.

Broxtowe Borough Council's (the Council's) vision for the Borough is that it is *"a great place where people enjoy living, working and spending leisure time."*

The Council's corporate objective in respect of community safety is that *"Broxtowe will be a place where people feel safe and secure in their communities."*

This policy sets out the Council's commitment to tackling hate crime and hate incidents and how it will support this through its decision making, service delivery and by the actions it will develop to implement the policy.

The Council recognises the seriousness of hate crime in all its forms and its impact on the victim/s and community.

The Council will not tolerate any form of hate crime. Everyone who visits, lives or works in Broxtowe has the right to be treated with dignity and respect and live without fear or discrimination.

The Council has a duty to act positively to create and promote access to services to all citizens, irrespective of age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, ethnicity/culture, religion or belief, gender or sexual orientation.

2.0 Definitions of hate crime

Police and the Crown Prosecution Service have agreed a common definition of hate crime. A hate crime is *"any criminal offence which is perceived, by the victim or any other person, to be motivated by hostility or prejudice based on a person's race or perceived race; religion or perceived religion; sexual orientation or perceived sexual orientation; disability or perceived disability; transgender identity or perceived transgender identity."*

There is no legal definition of "hostility" so the everyday understanding of the word is used which includes all ill-will, spite, contempt, prejudice, unfriendliness, antagonism, resentment, and dislike.

A hate incident is *"any non-crime incident which is perceived, by the victim or any other person, to be motivated by hostility or prejudice based on a person's race or perceived race; religion or perceived religion; sexual orientation or perceived sexual orientation; disability or perceived disability; transgender identity or perceived transgender identity."*

Hate incidents can feel like crimes (although no crime has been committed) to those experiencing them. For example, a launderette refuses to let a member of the gypsy or travelling community use their facilities.

“Mate crime” is the term used for a relatively new phenomenon where vulnerable people (e.g. elderly people or those with learning disabilities) are befriended and then taken advantage of. Mate crime is not a nationally monitored category but is most likely to be included under disability hate crime.

Nottinghamshire Police define hate crime as any incident (which may or may not constitute a criminal offence) which is perceived by the victim or any other person as being motivated by prejudice or hatred. All hate crime and hate incidents reported to the police in Nottinghamshire are given a crime occurrence number but are categorised separately as “crime” and “non-crime” dependent on the circumstances of each incident.

Nottinghamshire police record misogyny as a separate category of hate crime.

As detailed above, hate crimes and hate incidents are motivated by prejudice or hate. Prejudice can be based on:

- Race/ethnicity and nationality
- Gender or gender identity
- Gender reassignment
- Disability
- Religion, faith or belief
- Sexual orientation
- Age
- Appearance/lifestyle
- Marriage and civil partnership
- Pregnancy and maternity.

3.0 Types of hate crime

Types of behaviour which could be classed as hate crimes are listed below. This list is not exhaustive.

- Verbal abuse
- Threatening or abusive behaviour towards any person
- Harassment
- Damage or threats of damage to property (including arson)
- Writing threatening, abusive or insulting messages by letter, graffiti or on social media
- Distributing and or displaying racist leaflets, posters or notifications and posts on social media (Twitter, Facebook etc.)
- Physical assault
- Jokes/'banter'
- Malicious phone calls or text messages
- Bullying at school/college or in the workplace.

In terms of recording by the police, there are five centrally monitored strands of hate crime. They are:

- race or ethnicity
- religion or beliefs
- sexual orientation
- disability
- transgender identity

4.0 Impact of hate crime

Anyone can be a victim of a hate crime. Hate crime can cause a person to feel humiliated, embarrassed or angry. Repeated episodes may lead to severe distress, making life intolerable; in extreme circumstances they can cause death or injury and will almost certainly cause stress, ill health and fear. They can create a climate of fear and can stop people from taking part in everyday life.

Incidents of hate crime are not only significant for an individual, family or group; they have widespread implications for the whole community.

5.0 Policy scope

This policy is relevant to:

- Victims
- Witnesses
- Any third parties (e.g. trade unions) representing victims and witnesses.

The policy relates to any hate crime or hate incident occurring:

- On Council premises
- During the delivery of a service by the Council
- During the delivery of a service on behalf of the Council
- Within the community that a member of the public or staff wishes to report.

The policy gives due regard to other existing Council policies and procedures including:

- Grievance Policy
- Anti-bullying and Harassment Policy
- Disciplinary Policy
- Health & Safety Policy
- Equality and Diversity Policy
- Whistleblowing Policy
- Safeguarding Adults Policy
- Safeguarding Children Policy

The Council operates a Code of Conduct which stipulates employees who fail to adhere to the Code may be subject to disciplinary investigation and action.

Therefore, if an allegation of a hate crime is believed to have been perpetrated by one employee or employees against another employee(s) or service user(s), this will be addressed by the appropriate existing Human Resources Policy and not the Hate Crime Policy.

6.0 Policy statement

The Council has a duty to act positively to create and promote access to services to all citizens, irrespective of age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, ethnicity/culture, religion or belief, gender, or sexual orientation.

The Council is committed to ensuring that all individuals are treated fairly, with dignity and respect and valued equally.

The Council's actions and policies will be governed by this commitment in its dealings with its own employees, residents, visitors and any others persons it comes into contact with.

The Council is fully committed to tackling all hate crimes and hate incidents by creating a culture of reporting, recording, challenging and eradication of such incidents.

7.0 Policy objectives

The objectives of this policy are to:

- Raise awareness within the Council of what hate crimes and hate incidents are and why reporting is important.
- Provide guidance to all employees on how to respond to a hate incident they witness or are subject to, and the procedure to follow. To ensure that all such incidents are reported and are dealt with promptly, appropriately and effectively.
- Raise awareness across the Borough to encourage users of the Council's services to report any hate incident and ensure they have confidence in the response received, regardless of who in the Council they report it to.
- To improve the response to a hate incident to ensure any victims or witnesses are supported appropriately and individuals' needs are met.
- Provide a consistent approach across the Council for recording, reporting, investigating and monitoring a hate incident, including triggering a multi-agency approach.
- Ensure that hate incidents are proactively identified, managed and challenged within the Council, including the services provided.
- Provide a safe place in Council buildings open to the public where vulnerable people with learning disabilities can go if they get into trouble or feel unsafe, frightened or bullied.

8.0 Responsibilities

8.1 Police and Crime Commissioner

The Police and Crime Commissioner is responsible for setting the strategic framework of policing in the county. In the Nottinghamshire Police and Crime Plan 2018-21, the Commissioner has made a pledge to *“Demonstrate to people who suffer hate crimes because of their gender identity, race, religion, sexual orientation, beliefs or disability that they won't go unheard and I will work with the Chief Constable to ensure those who perpetrate it are brought to justice.”*

8.2 Safer Nottinghamshire Board

The Safer Nottinghamshire Board is a countywide strategic group that is required under the Crime and Disorder (Formulation and Implementation of Strategy) Regulations 2007 to ensure the delivery of shared priorities and a community safety agreement. It supports local community safety partnerships, which were set up as statutory bodies under the Crime and Disorder Act 1998, and aims to bring together agencies and communities to tackle crime and anti-social behaviour in local areas.

The Safer Nottinghamshire Board has a series of Delivery Groups which support the Board to implement the community safety strategies. One of these is the Hate Crime Delivery Group. The work of this group includes the allocation of funding from the Police and Crime Commissioner to enable free attendance at the “No to Hate” conferences in the county.

8.3 Elected Members

Elected members are responsible for the monitoring and review of this policy, as well as adhering to best practice, participating in relevant training and reporting any disclosure, concern, incident or allegation.

8.4 General Management Team

The General Management Team, led by the Chief Executive, will lead the authority with regard to hate crime responsibilities. The General Management Team will ensure that this policy and the associated procedures are properly implemented to ensure the Council's duties and responsibilities with respect to hate crime are properly discharged.

8.5 Head of Public Protection

The Head of Public Protection is responsible for:

- Writing, reviewing, and implementing the Council's Hate Crime Policy
- Reporting to General Management Team and Portfolio Holder for Community Safety every six months on the number of hate crime and hate incidents, training, and any changes to policy or guidance.
- Championing training and the dissemination of this policy and associated guidance across the Council.

8.6 Chief Public Protection Officer

The Chief Public Protection Officer is responsible for facilitating the Complex Case Panel.

8.7 Heads of Service and Senior Managers

Although it is the responsibility of all employees to report and challenge episodes of hate crime and incidents, management have a specific responsibility to ensure that they do everything they can to support and protect service users/employees from intimidation and harassment. Other roles of officers at this level include:

- Ensure that employees understand the procedures for recording and reporting hate crime
- Make new staff aware of the policy and procedures as part of their induction programme
- Put in place a process to review and discuss hate crime and its resulting implications within their service
- Ensure that line managers are able to support employees who are affected and advise them on the actions that can be taken to support complainants in taking action against alleged perpetrators
- Clearly state to members of the public who harass employees or other service users due to a protected characteristic that their behaviour will not be tolerated
- State that the service may be withdrawn, if necessary and appropriate, in order to protect employees and other service users
- Invoke the Council's Health & Safety Policy as appropriate
- Support and advise employees who experience hate crime from service users by protecting them and by offering assistance where needed, including reporting the incident
- Ensure that all complaints of hate crime and incidents are taken seriously and investigated as quickly and as effectively as possible and/or referred to Nottinghamshire Police for investigation
- Make employees who are the subject of a hate crime aware of the support available including the Council's confidential counselling service, Occupational Health service and Trade Union support
- Make employees who are the subject of a hate crime aware of the Council's stance that where appropriate, formal action will be taken against members of the public/perpetrators to prevent a recurrence
- Ensure that when working in partnership with others or contracting out services, that outside organisations acting on behalf of the council adhere to the principles of the Council's Hate Crime Policy

8.8 Human Resources Manager

The Human Resources Manager is responsible for receiving and acting on all concerns of hate crime or hate incidents allegedly being perpetrated by staff or councillors.

8.9 Equalities and Diversity Assistant

The Communities Team Leader has responsibility for:

- Collating and producing reports on all information received relating to hate crimes and incidents.
- Receiving and acting on all reports of hate crime received by the Council
- Ensuring the effective implementation of the Hate Crime Policy throughout the Council
- Working to assess and reduce risks in relation to hate crime
- Raising awareness of hate crime amongst staff
- Establishing and maintaining effective multi-agency working with the police, the Safer Nottinghamshire Board Hate Crime Delivery Group, other district councils, and other relevant statutory and non-statutory agencies
- Identifying and providing for staff training needs

8.10 Learning and Development Officer

The Learning and Development Officer will work with the Equalities and Diversity Assistant to source, create, and deliver appropriate training

8.11 All employees

Employees who work for (or are contracted to) the Council have a duty to report a hate crime or incident if:

- They have a crime or incident perpetrated against them
- Witness a hate crime or incident
- Have a hate crime or incident reported to them by a victim or a witness

Employees should always pay due regard to their own health and safety when reporting a crime or incident.

8.12 Contractors and other agencies

The Council will take reasonable care that contractors and other agencies undertaking work on its behalf are monitored appropriately. Any contractor, sub-contractor, or other agency engaged by the Council should have its own Equalities Policy.

8.13 Police

The police will take the lead in assessing whether or not a hate crime has taken place, and the subsequent action to be taken. The police will undertake a risk assessment in each case to establish if the victim should be referred to the Complex Case Panel. This is a multi-agency panel facilitated by the Council and will result in agencies identifying services it is appropriate for the victim to access for support.

9.0 Actions to implement this policy

9.1 Reporting hate incidents and crimes

Irrespective of whether it is a victim or a witness to a hate crime or a hate incident, the reporting mechanisms are the same and are detailed below.

9.2 On-line reporting

An online reporting facility called “True Vision” is available at http://www.report-it.org.uk/your_police_force. This allows for the reporting of hate crimes online if you do not want to report directly to the police. The police take hate crime very seriously and will record and investigate this offence even if the person reporting does not want to give their details. However, it must be noted that the investigation and ability to prosecute the offender(s) is severely limited if the police cannot contact the person reporting.

The person reporting may also specify how they want to be contacted and if contacting them would cause any difficulties. The police will not pass on personal details without consent and may ask a person reporting to consider giving their details confidentially.

9.3 Reporting direct to the police

Direct reporting to the police is possible and can be done by telephoning the 101 non-emergency number or by visiting any staffed police station.

9.4 Reporting to Broxtowe Borough Council

All victims and witnesses of hate crime are encouraged to report the matter directly to the police in one of the methods outlined above. However, there may be witnesses or victims who, for whatever reason, do not wish to do this directly. They may just want to discuss the matter or seek further advice. They can do this through the Council’s Equalities and Diversity Officer.

9.5 Reporting to other organisations

It is recognised that certain groups within our society are more likely to become victims of hate crime than the population generally. There are a number of other ways that reports can be made. The information in Section 10 contains details of other people and agencies that victims can speak to. They will take concerns seriously and will ensure that information remains confidential, and they will only share it with any partner agencies that the victim is comfortable with.

9.6 Reporting a member of staff or elected member

Any concerns about a hate crime being perpetrated by a member of staff should be reported to the Human Resources Manager.

Any concerns about a hate crime being perpetrated by an elected member should be reported to the Council's Monitoring Officer.

9.7 Hate incident or hate crime by a service user

Any member of staff subject to a hate incident by a service user should report the matter to their line manager. The incident should be reported by the line manager to the Police. The perpetrator should be advised that the matter has been reported to the Police, and that further sanctions may be applied, including the potential withdrawal of service, as appropriate.

9.8 Training

The Council will ensure that all employees are aware of this policy and the role they play in reporting and recording hate crime through use of e-learning modules and other appropriate materials. Managers will make appropriate arrangements with none office based staff or staff that require additional support.

9.9 Support for victims

In order to protect victims, a risk assessment will be completed in cases of hate crime reported to the police (with consent provided). In cases where the risk is assessed as 'high' a referral will be made to the Complex Case Panel. This is a multi-agency forum where all information relevant to the case will be shared with partners to agree the most appropriate response, responsibilities and actions.

10.0 Organisations and contacts

TellMAMA

<http://tellmamauk.org/>

This project provides a means for hate crimes and incidents against Muslims to be reported, recorded and analysed, working to ensure this data is accurate and reliable and the victims and witnesses affected receive support. This project also works with police forces across England, Wales and Scotland in order to ensure access to justice for victims through the prosecution of perpetrators.

Healthy Gay Nottingham

www.healthygaynottingham.org.uk

A gay and bisexual men's health service providing a range of services including counselling and one-to-one support on mental health, emotional wellbeing, sexuality and sexual health issues. They also offer third party reporting of homophobic incidents, advocacy and follow-up support.

Nottingham & Nottinghamshire Lesbian & Gay Switchboard

www.nottslgs.org.uk

0115 934 8485

The Switchboard provides information on social facilities, support groups, coming out, accommodation, legal issues, HIV/AIDS or you can just call for a talk. The switchboard also offers third party reporting of homophobic incidents and follow-up support.

Victim Support

<https://www.victimsupport.org.uk/help-victims/ive-been-affected/hate-crime>

08 08 16 89 111

Victim Support has specially trained volunteers who can provide practical and emotional support and practical information to help deal with the impact of hate crime. Its services are free, independent and totally confidential.

Ann Craft Trust

www.anncrafttrust.org

0115 951 5400

Ann Craft Trust is a national charity that is dedicated to the protection of adults and children with learning disabilities from any form of abuse. They can also provide advice on other local support services for adults and children with learning disabilities.

True Vision

<http://www.report-it.org.uk/home>

True Vision is a police funded web site designed to provide information about hate crime along with a simple reporting procedure.

Smile, Stop Hate Crime

<http://www.nottinghammencap.org.uk/What-We-Do/smile-stop-hate-crime.html>

0115 956 1130

Smile, Stop Hate Crime (SSHC) is a partnership Project between Nottingham Mencap, Nottingham City and Nottinghamshire County Councils. SSHC raises awareness and tackles Hate Crime against adults with learning disabilities and ensures that everyone is equipped with the skills and knowledge to address Hate Crime effectively.

Equality Advisory & Support Service (EASS)

www.equalityadvisoryservice.com

0808 800 0082

Advises and assists individuals on issues relating to equality and human rights across England, Scotland and Wales

Broxtowe Borough Council Employee Assistance Programme (PAM Assist)

www.pamassist.co.uk

0800 882 4102

A confidential help-line for employees of Broxtowe Borough Council

Equality Impact Assessment

The Equality Act 2010 replaces the previous anti-discrimination laws with a single Act. It simplifies the law, removing inconsistencies and making it easier for people to understand and comply with it. It also strengthens the law in important ways, to help tackle discrimination and equality. The majority of the Act came into force on 1 October 2010.

Public bodies are required in it to have due regard to the need to:

- eliminate unlawful discrimination, harassment, victimisation and any other conduct prohibited under the Act
- advance equality of opportunity between people who share a protected characteristic and people who do not share it, and
- foster good relations between people who share a protected characteristic and people who do not share it.

The public sector Equality Duty came into force on 5 April 2011. The duty ensures that all public bodies play their part in making society fairer by tackling discrimination and providing equality of opportunity for all. It ensures that public bodies consider the needs of all individuals in their day to day work – in shaping policy, delivering services and in relation to their own employees.

The Equality Duty encourages public bodies to understand how different people will be affected by their activities so that policies and services are appropriate and accessible to all and meet different people's needs. By understanding the effect of their activities on different people, and how inclusive public services can support and open up people's opportunities, public bodies are better placed to deliver policies and services that are efficient and effective.

The new equality duty replaces the three previous public sector equality duties, for race, disability and gender. The new equality duty covers the following protected characteristics:

- age
- disability
- gender reassignment
- pregnancy and maternity
- race – this includes ethnic or national origins, colour or nationality
- religion or belief – including lack of belief
- sex
- sexual orientation.

It also applies to marriage and civil partnership, but only in respect of the requirement to have due regard to the need to eliminate discrimination.

Having due regard means consciously thinking about the three aims of the equality duty as part of the process of decision-making. This means that consideration of equality issues must influence the decisions reached by public bodies, including how they act as employers, how they develop, evaluate and review policies, how

they design, deliver and evaluate services, and how they commission and procure from others.

Having due regard to the need to advance equality of opportunity involves considering the need to:

- remove or minimise disadvantages suffered by people due to their protected characteristics
- meet the needs of people with protected characteristics, and
- encourage people with protected characteristics to participate in public life or in other activities where their participation is low.

Fostering good relations involves tackling prejudice and promoting understanding between people who share a protected characteristic and others.

Complying with the equality duty may involve treating some people better than others, as far as this is allowed by discrimination law. For example, it may involve making use of an exception or the positive action provisions in order to provide a service in a way which is appropriate for people who share a protected characteristic.

The Equality Duty also explicitly recognises that disabled people's needs may be different from those of non-disabled people. Public bodies should therefore take account of disabled people's impairments when making decisions about policies or services. This might mean making reasonable adjustments or treating disabled people better than non-disabled people in order to meet their needs.

There is no explicit requirement to refer to the Equality Duty in recording the process of consideration but it is good practice to do so. Keeping a record of how decisions were reached will help public bodies demonstrate that they considered the aims of the Equality Duty. Keeping a record of how decisions were reached will help public bodies show how they considered the Equality Duty. Producing an Equality Impact Assessment after a decision has been reached will not achieve compliance with the Equality Duty.

It is recommended that assessments are carried out in respect of new or revised policies and that a copy of the assessment is included as an appendix to the report provided to the decision makers at the relevant Cabinet, Committee or Scrutiny meeting.

Where it is clear from initial consideration that a policy will not have any effect on equality for any of the protected characteristics, no further analysis or action is necessary.

Public bodies should take a proportionate approach when complying with the Equality Duty. In practice, this means giving greater consideration to the Equality Duty where a policy or function has the potential to have a discriminatory effect or impact on equality of opportunity, and less consideration where the potential effect on equality is slight. The Equality Duty requires public bodies to think about people's different needs and how these can be met.

EQUALITY IMPACT ASSESSMENT (EIA)

Directorate:	Chief Executive's	Lead officer responsible for EIA	David Gell
Name of the policy or function to be assessed:		Hate Crime Policy	
Names of the officers undertaking the assessment:		David Gell	
Is this a new or an existing policy or function?		Existing	
<p>1. What are the aims and objectives of the policy or function?</p> <p>Broxtowe Borough Council's (the Council's) Vision for Broxtowe is <i>"a great place where people enjoy living, working and spending leisure time."</i></p> <p>The Council's corporate objective for Community Safety is <i>"Broxtowe will be a place where people feel safe and secure in their communities."</i></p> <p>This policy sets out the Council's commitment to tackling hate crime and hate incidents and how it will support this through its decision making, service delivery and by the actions it will develop to implement the policy.</p>			
<p>2. What outcomes do you want to achieve from the policy or function?</p> <p>Increased awareness of hate crime among staff and residents</p> <p>Increased reporting of hate crime</p> <p>Reduced tolerance of hate crime</p>			
<p>3. Who is intended to benefit from the policy or function?</p> <p>Residents, visitors, and workforce in the borough; Broxtowe Borough Council staff</p>			
<p>4. Who are the main stakeholders in relation to the policy or function?</p> <p>Staff; Nottinghamshire Police; residents and workforce in the borough; Safer Nottinghamshire Board; relevant charities and organisations.</p>			
<p>5. What baseline quantitative data do you have about the policy or function relating to the different equality strands?</p> <p>In 2017/18, there were 94,098 hate crimes recorded by the police in England and Wales; an increase of 17% compared with 2016/17</p> <p>This continues the upward trend of recent years with the number of hate crimes recorded by the police having more than doubled since 2012/13. The increase is thought by the Home Office to be largely driven by improvements in police recording.</p> <p>In 2017-18, there were 1509 hate crimes reported in Nottinghamshire; an increase of 19% compared with 2016/17.</p> <p>From 2016/17 to 2017/18, there were increases nationally across all prejudice strands for hate crime. Race increased by 14%, Religion by 40%, Sexual orientation by 27%; Disability by 30%; Transgender by 32%.</p>			

(Data source: Hate Crime, England and Wales, 2017-18. Home Office Statistical Bulletin 20/18 and Appendix Tables)

6. What baseline qualitative data do you have about the policy or function relating to the different equality strands?

The policy impacts directly on all the different equality strands.

In 2017/18, there were 94,098 hate crimes recorded by the police in England and Wales, an increase of 17% compared with 2016/17, of which:

- 71,251(76%) were race hate crimes;
- 11,638 (12%) were sexual orientation hate crimes;
- 8,336 (9%) were religious hate crimes;
- 7,226 (8%) were disability hate crimes; and
- 1,651 (2%) were transgender hate crimes.

It is possible for one hate crime offence to have more than one motivating factor which is why the above numbers sum to more than 94,098 and 100 per cent.

7. What has stakeholder consultation, if carried out, revealed about the nature of the impact?

Not undertaken.

8. From the evidence available does the policy or function affect or have the potential to affect different equality groups in different ways? In assessing whether the policy or function adversely affects any particular group or presents an opportunity for promoting equality, consider the questions below in relation to each equality group:

- Does the policy or function target or exclude a specific equality group or community? Does it affect some equality groups or communities differently? If yes, can this be justified?

No specific groups will be excluded. Given that the policy is about preventing hate crime in all its forms, it will involve all people due to the potential for prejudice to be shown, often leading to hate incidents, on the basis of any one of the nine protected characteristics laid down in the equalities legislation.

- Is the policy or function likely to be equally accessed by all equality groups or communities? If no, can this be justified?

Yes

- Are there barriers that might make access difficult or stop different equality groups or communities accessing the policy or function?

No

- Could the policy or function promote or contribute to equality and good relations between different groups? If so, how?

Positively addressing the issue of hate incidents and hate crime in all its forms is a positive contributor to equality and good relations

- What further evidence is needed to understand the impact on equality?

None

9. On the basis of the analysis above what actions, if any, will you need to take in respect of each of the equality strands?
--

Age: No further action required
--

Disability: No further action required

Gender: No further action required

Gender Reassignment: No further action required
--

Marriage and Civil Partnership: No further action required

Pregnancy and Maternity: No further action required
--

Race: No further action required

Religion and Belief: No further action required
--

Sexual Orientation: No further action required

Head of Service:

I am satisfied with the results of this EIA. I undertake to review and monitor progress against the actions proposed in response to this impact assessment.

Signature of Head of Service: D Gell

This page is intentionally left blank

Report of the Chief Executive

PUBLIC SPACES PROTECTION ORDER (PSPO) MALTHOUSE CLOSE/KNAPP AVENUE

1. Purpose of report

To seek approval to renew an existing PSPO which is due to expire.

2. Background

Public Spaces Protection Orders (PSPOs) were introduced as a provision of the Anti-social Behaviour, Crime and Policing Act 2014. Their purpose is to help curb various aspects of anti-social behaviour in public spaces in designated areas (known as restricted areas). PSPOs replace various measures, including Gating Orders.

In June 2011, the making of a Gating Order was approved by Cabinet to block off access to an alleyway between Malthouse Close and Knapp Avenue Eastwood. This was in response to persistent anti-social and criminal behaviour within the alleyway which included arson, drug use, littering, underage drinking, abusive behavior, and property damage. The Gating Order had an immediate and dramatic effect on the situation resulting in the activities ceasing due to the lack of access to the alley.

In March 2016, the existing Gating Order was converted to a Public Spaces Protection Order under the provisions of the Anti-social Behaviour Crime and Policing Act 2014. The order was made for a period of three years and expires on 3 March 2019. Given the impact the making of the order had, it is proposed to renew the PSPO for a further three years, which is the maximum period allowed under the legislation.

Consultation on the potential renewal has been undertaken with relevant parties and the results will be presented at the committee meeting. A copy of the proposed Order is attached at appendix 1 and response to the consultation are at appendix 2.

3. Financial implications

The estimated cost of the consultation (including signage) is £3,120. It is anticipated that this will be met from existing budgets.

Recommendation

Committee is asked to RESOLVE that in accordance with the provisions of the Anti-Social Behaviour, Crime and Policing Act 2014 the existing Malthouse Close/Knapp Avenue Public Spaces Protection Order be renewed, as detailed in the appendix, for a period of three years with effect from 3 March 2019.

Background papers

Nil

This page is intentionally left blank

THE ANTI-SOCIAL BEHAVIOUR, CRIME AND POLICING ACT 2014
MALTHOUSE CLOSE / KNAPP AVENUE PUBLIC SPACES PROTECTION
ORDER
RESTRICTION ON PUBLIC RIGHT OF WAY AT REAR OF MALTHOUSE CLOSE /
KNAPP AVENUE EASTWOOD

WHEREAS Broxtowe Borough Council ("the Authority") is satisfied that properties adjoining and adjacent to the highway referred to in paragraph 1 of this Order have been affected by crime and anti -social behaviour, the existence of the said highway when not gated facilitates the persistent and continuing commission of criminal offences and anti-social behaviour which has a detrimental effect on the quality of life of those in the locality. It is in all circumstances expedient to make an Order under Section 59 of the Anti-Social Behaviour Crime and Policing Act 2014 ('the Act') for the purposes of reducing crime and anti-social behaviour.

NOW THEREFORE the Authority in exercise of the powers under Section 59 of the Act, and all other enabling powers, hereby make the following Order:-

1. In this Order 'the highway' means the highway specified in Schedule 1 to this Order
2. Save as provided in Article 3 of this Order the public right of way over the highway is restricted at all times to all persons so that passage and repassage thereover may not occur.
3. Nothing in Article 2 of this Order shall apply to the following:
 - (a) The occupiers or owners of any properties adjoining or adjacent to the highway
 - (b) The Police, Fire and Rescue Service or Emergency Ambulance Services
 - (c) A local authority undertaking a statutory duty
 - (d) Any statutory undertaker provider of gas, electricity or water services or communications provider which maintains apparatus in the highway.
4. A gate or other barrier may be installed, operated and maintained at any point or points on the highway as determined from time to time by the Authority. The responsible department for the maintaining and operating the gates can be contacted on 0115 9177777.
5. The alternative routes available for persons affected by the Order is via Church Street, Knapp Avenue the length of highway to which the public has access (between Knapp Avenue and Plumptre Way).
6. This Order shall take effect on the 4 March 2019 for a period of three years.

THE COMMON SEAL of **BROXTOWE BOROUGH COUNCIL** was hereunto affixed
in the presence of :-

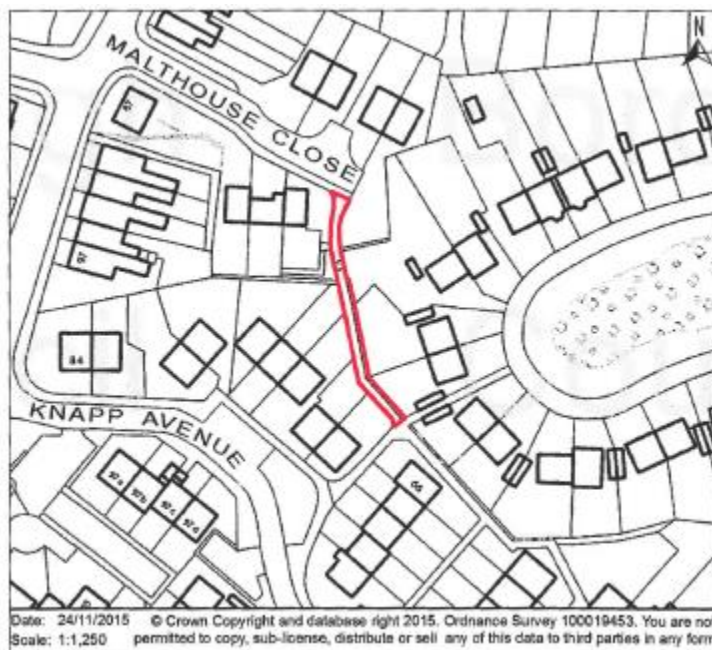
Mayor

Duly Authorised Officer

Date

Schedule 1

Plan showing area affected by this Order restricting public right of way at rear of Malthouse Close / Knapp Avenue, Eastwood, Notts.



This page is intentionally left blank

Malthouse Close – Knapp Avenue PSPO Consultation report

RESPONSE	COMMENTS
<p>Resident FOR</p> <p>5</p>	<ol style="list-style-type: none"> 1. My wife and myself are firmly against the re-opening of the foot path to the rear of number 5 Malthouse close. Prior to the closure we were constantly having to phone the police because of it being used as a rat run for drug dealers, antisocial behaviour and being used as a toilet. We live opposite to the entry and were wary of leaving the house as youths were sitting on the top steps drinking, smoking and using bad language. 2. As a resident of one of the houses very close to the entrance on Plumtre Way and garden leading on to the footpath I would like to voice my concerns. My first concern is the stench of Marijuana that comes from teenagers hanging around in these footpaths both day and night and secondly, we have recently started having children/teenagers throw objects at our house and running off into the footpath which we have had to put up fake CCTV camera's as a deterrent, although this does not seem to have taken effect and the police are disinterested. Although these footpaths can save people time by cutting through they have caused me and my family nothing but misery and I really hope the whole network can be shut down. 3. My wife and myself are firmly against the reopening of the footpath to the rear of number 5 Malthouse Close. Prior to the closure we were constantly having to phone the Police because of it being used as a rat run for drug dealers, antisocial behaviour and being used as a toilet. We live opposite to the entry and were wary of leaving the house as youths were sitting on the top steps drinking, smoking and using bad language. 4. I am a resident on Malthouse Close, number *. Since the aforementioned footpath was closed off, Malthouse Close has been a place where I am pleased to call home. Prior to the closure there was always gangs of youth in the area and they made it uncomfortable to use the footpath because of their drinking, drug taking and general foul mouths, male and female. There was always drug dealing activity, as they had a clear route of escape if the police where to arrive. Almost every Friday, Saturday and Sunday night there would be youth coming home from the pubs and they would be fighting on the Close and they would be urinating up the cars and in your front gardens. As I said before since the closure it is so much better and reopening it would be an invite for the scum of this area to start again with their activities. This is not what the residents off Malthouse Close want. Thanking you for all you are doing to keep this area safe. 5. I am in receipt of your letter dated 4th December 2018 regarding the footpath from the rear entry of 5

	<p>Malthouse Close to its junction with the footpath between Knapp Avenue and Plumptre Way. I live at number * Malthouse Close with my wife and we would like to strongly object to the reopening of this footpath. We foresee nothing but problems if this footpath reopens and have no desire to be subject to the anti-social behaviour it will attract.</p>
Resident AGAINST 0	
Police	<p>I have reviewed reported crime and anti-social behaviour in the Malthouse Close location over a period of 6 years, from December 2012 to December 2018. A total of 17 reports have been made during this time period. Upon review, none of these incidents relates to violence which isn't of a domestic nature, nor ASB. In short, the PSPO appears to have been effective in this respect.</p> <p>As alluded to in your letter, the footpath from Malthouse Close terminates where it meets the footpath which runs between Plumptre Way and Knapp Avenue. Analysis of incidents reported to the police in the past 12 months, December 6th 2017 to December 6th 2018, on both Plumptre Way and Knapp Avenue shows that a total of one hundred and forty-two (142) incidents were reported on Plumptre Way. Eighteen (18) of these related to ASB, eleven (11) were reports of violence and ten (10) were drug-related incidents. Over the same period, ninety-seven (97) incidents were reported on Knapp Avenue, with eleven (11) of these ASB, nine (9) relating to violence and one (1) drug-related incident. From this analysis, it's fair to say that the footpath sits within an area where there are a significant and consistent number of reports of crime and ASB incidents being made.</p> <p>In light of this, I would respectfully request that the PSPO is <u>renewed</u>.</p> <p>In addition to the high number of incidents recorded in the nearby location, removal of the order would lead to access to the Malthouse Way footpath once again. From local knowledge, groups of local youths congregate in the Knapp Avenue / Plumptre Way vicinity. Should the PSPO be rescinded, my belief is that it is highly likely that the footpath would then become a cut through for local youths resulting in an increase in foot traffic, thereby increasing the risk of an increase in incidents at the location. Additionally, the specific geography of the Malthouse Close footpath makes it somewhere where local youths would be drawn to. It is split level, affording a seated meeting place on concrete steps and is protected from view of the houses in the location by a high panelled fence, meaning that any criminality / ASB could go on unseen. It would provide an ideal location for drug dealers to operate and given the overall level of drug-related criminality in Eastwood, this is something I am keen to avoid. I would not want to see an upsurge in ASB / ASB-related crime activity on Malthouse Close, where there</p>

	has previously been none for the past 6 years. The PSPO has clearly been a success in improving the quality of life for local residents and I would be keen to see that quality of life maintained.
NCC Highways	I have spoken with the District Manager for the area and also the local County Councillor on this matter and we would recommend that the order remains in place or the issues with anti-social behaviour will simply return.

This page is intentionally left blank

Report of the Interim Deputy Chief Executive

PARKING SERVICES ANNUAL UPDATE

1. 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 2 car parks 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 30 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. Recent developments

A new 60 space public car park was opened in August 2018 at Technology Drive, Beeston (next to Beeston train station). The capital costs were borne by the developers of the Beeston Business Park. Appendix 2 contains a graph showing very encouraging growth in usage since its opening. The original forecast was for annual income to be in the range £10,000 to £30,000 per annum. It is currently on track for annual income in excess of £20,000 per annum.

Victoria Street car park in Eastwood will be resurfaced in the current financial year and, subject to the council's annual budgetary processes it is hoped to instigate a programme of resurfacing one car park every year.

5. Financial implications

The financial implications are set out in the appendices. In future years the growth in income from the new Technology Drive car park is likely to be offset by the loss of two temporary car parks in Beeston when the Square Phase 2 is re-developed. However, arrangements are being made with the purchasers of the residential site to keep the two car parks open until actual construction starts.

Recommendation

The Committee is asked to NOTE this report.

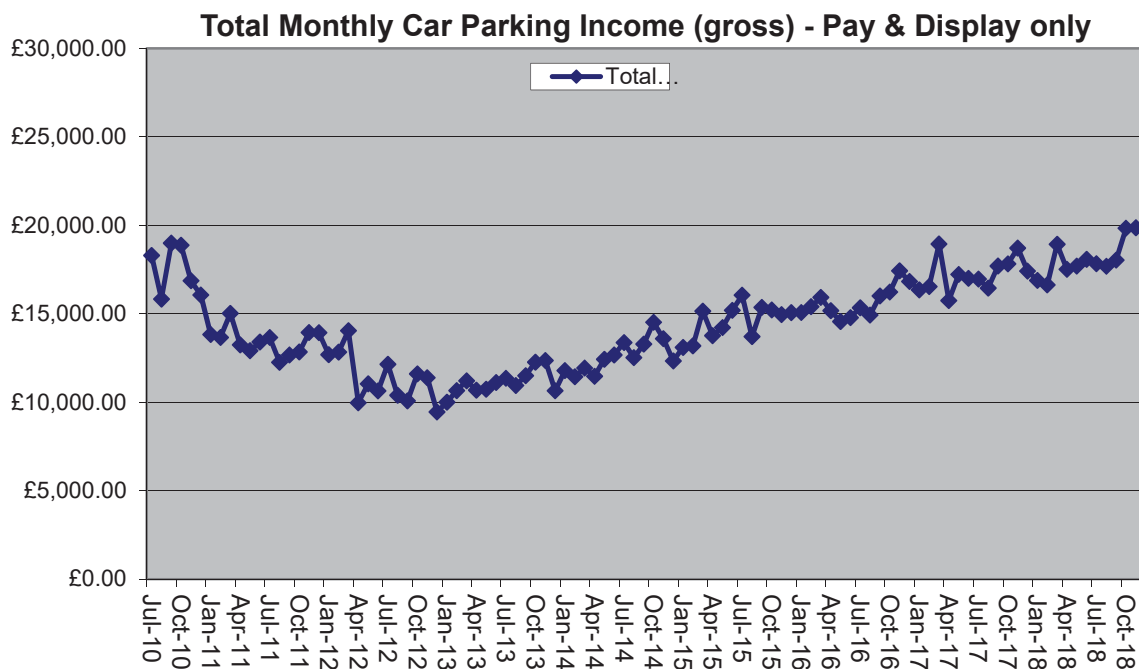
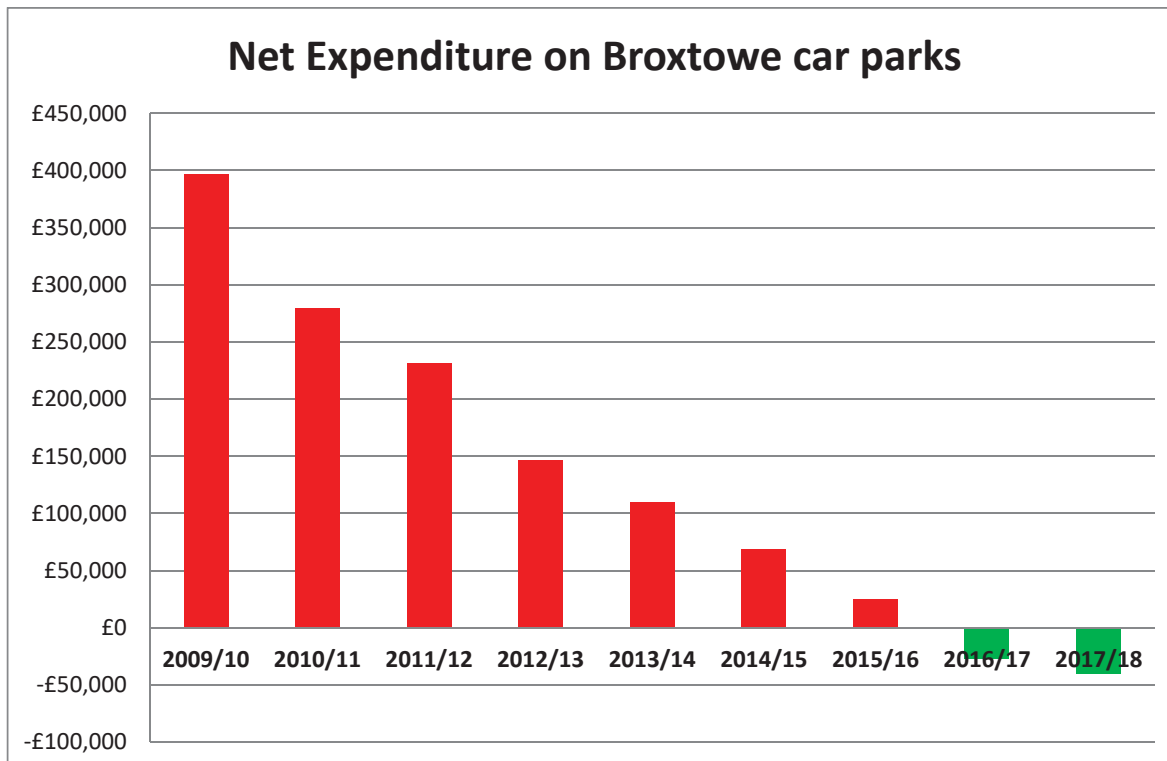
Background papers

Nil

APPENDIX 1

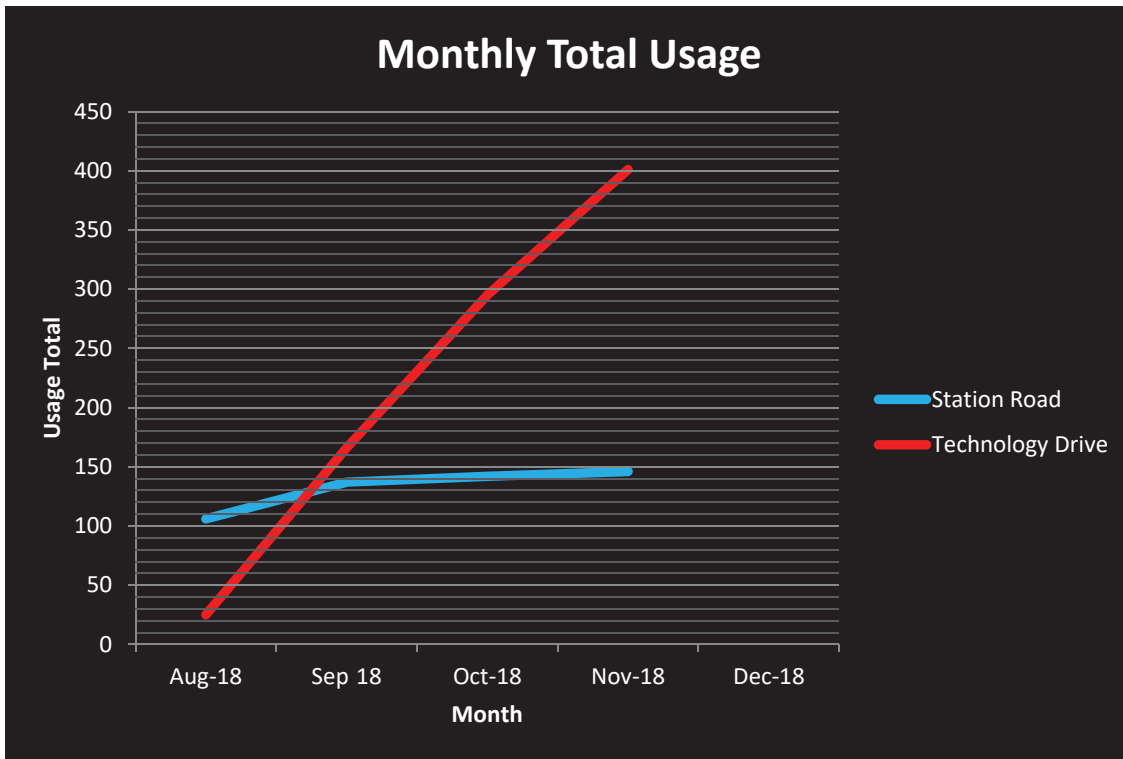
Broxtowe off-street car park data for 2017/18 and 2016/17

General Car Park Information	2017/18	2016/17
Number of car parks	29	29
Total number of spaces (inc. blue badge)	828	828
Total number of blue badge spaces	72	72
Total number of charging spaces	726	726
Number of Pay & Display machines	29	29
Pay and Display Use		
Total number of Pay & Display tickets purchased or free 1hr vouchers issued	750,381	735,695
Total Pay & Display Income (net)	£176,451.20	£161,365.04
% using free hour	77.5%	78.7%
% paying £1.00	16.6%	15.8%
% paying £1.50	2.6%	2.2%
% paying £2.00	3.2%	3.2%
% paying £3 plus (Beeston train station)	0.1%	0.1%
Penalty Charge Notices (PCN)/Permits		
PCN's issued	4,017	3,795
PCN Income	£122,405.20	£101,540.23
Parking Permit income (net)	£14,136.41	£8,930.16
Income from NCC/Rushcliffe BC	£60,936.49	£60,936.49
Total Income	£373,929.30	£332,771.92
Costs		
Direct Employee Expenses (operatives)	£68,400.00	£62,600.00
Repairs and Maintenance	£76,266.93	£78,456.83
Utilities	£50,731.83	£60,162.54
Cash Collection	£13,436.16	£17,782.56
PCN Processing charges	£26,913.90	£24,038.68
Total Expenditure	£235,748.82	£243,040.61
Net Cost of Service	-£138,180.48	-£89,731.31

Broxtowe off-street car park income trends 2010-2018Net cost of Parking Services 2009/10 to 2017/18

Note: The 2016/17 and 2017/18 figures shown on the above graph differ to the bottom lines shown in Appendix 1 due to a different treatment of recharges to other departments and nominal capital costs. These are included in all the years shown above, but not in Appendix 1.

Usage of car parks adjacent to Beeston Train Station



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 the County Council. In October 2014 this arrangement was extended to include the management of on-street parking in Rushcliffe.

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

- Introduction of new off-street car park orders
- Revision of car parking tariffs
- Introduction of car parking charges outside of West Bridgford

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.

This page is intentionally left blank

Joint Report of the Chief Executive and the Interim Deputy Chief Executive

BUSINESS PLANS AND FINANCIAL ESTIMATES 2019/20 - 2021/22

1. Purpose of report

To consider proposals for business plans; detailed revenue budget estimates for 2019/20; capital programme for 2019/20 to 2021/22; and proposed fees and charges for 2019/20 in respect of the Council's priority areas.

2. Detail

As part of the Council's performance management framework, the business and financial plans for the five corporate priority areas identified within the Corporate Plan 2016-2020 are brought together in one report, set out in appendix 1 so that the linkages between service priorities, spending proposals and targets are clear.

Under the 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 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 14 February 2019 for consideration and recommendation to Full Council on 6 March 2019.

Recommendations

- 1. The Committee is asked to RESOLVE that the Community Safety Business Plan be approved.**
- 2. The Committee is asked to RECOMMEND that the Finance and Resources Committee recommends to Council that the following be approved:**
 - a) The detailed revenue budget estimates for 2019/20 (base) including any revenue development submissions.**
 - b) The capital programme for 2019/20 to 2021/22**
 - c) The fees and charges for 2019/20.**

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. These schemes will be brought forward for approval once a potential funding source has been identified.

All of these items will be the subject of further reports throughout 2019/20 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 2018/19 revised estimate as of December 2018 and the 2019/20 base estimate for the areas encompassed by the relevant business plans. The 2019/20 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 2019/20 base figures in this report:

- a) Allowance for certain inflationary pressures including the April 2019 pay award and cost of 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 2019/20 base figures in this report:

- a) The revenue effects of the 2019/20 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 14 February 2019.
- b) Any revenue developments. There are no revenue developments for which approval is being sought for 2019/20.

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.

Vision

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

Priorities

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

The Council's priorities are **Housing; Business Growth; Environment; Health; and Community Safety**.

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

Going the extra mile: *a strong, caring focus on the needs of communities*

Ready for change: *innovation and readiness for change*

Employees: *valuing our employees and enabling the active involvement of everyone*

Always improving: *continuous improvement and delivering value for money*

Transparent: *integrity and professional competence*.

Objectives

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

The priorities and objectives for **Housing** are 'a good quality affordable home for all residents of Broxtowe':

- Increase the rate of house building on brownfield sites
- Become an excellent housing provider
- Improve the quality and availability of the private rented stock to meet local housing need.

The priorities and objectives for **Business Growth** are 'new and growing businesses providing more jobs for people in Broxtowe and improved town centres':

- Increase the number of new business starting in Broxtowe
- Help our town centres to compete and attract more visitors

- Complete the regeneration of Beeston town centre and seek opportunities to regenerate town centres throughout Broxtowe

The priorities and objectives for **Environment** are 'The environment in Broxtowe will be protected and enhanced for future generations':

- Reduce litter and fly tipping to make Broxtowe cleaner
- Maintain and improve the green infrastructure of the Council
- Increase recycling, composting, renewable and energy efficiency projects as resources allow

The priorities and objectives for **Health** are 'People in Broxtowe enjoy longer, active and healthy lives:

- Increase the number of people who have active lifestyles
- Work with partners to improve the health of the local population
- Reduce alcohol related harm in Broxtowe

The 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
- Reduce domestic violence in Broxtowe

APPENDIX 1b

REVENUE BUDGET 2019/20**CLASSIFICATION OF EXPENDITURE**

The classification of expenditure shown in the revenue estimates is based on the CIPFA 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	2018/19 Revised Budget (as at December 2018)	2019/20 Base Budget (as at December 2018)
Communities Team	398,700	441,929
CCTV	226,050	235,776
South Notts Crime Reduction Partnership	0	0
Neighbourhood Wardens	116,900	114,378
Private Sector Housing	15,250	0
Public Protection	87,700	88,944
Environmental Health	607,150	588,634
Pest Control	700	196
Private Sector Housing Renewal	19,950	(11,795)
	1,472,400	1,458,062
Community Safety Portfolio - Revenue Budgets		
Cost Centre	2018/19 Revised Budget (as at December 2018)	2019/20 Base Budget (as at December 2018)
Employees	882,250	920,200
Premises	13,500	13,500
Transport	7,350	7,150
Supplies & Services	129,250	118,300
Transfer Payments	0	0
Third Party Payments	201,450	170,000
Central Support Recharges	554,950	594,219
Capital Charges	350	2,300
Income	(316,700)	(367,607)
Income - Benefits	0	0
	1,472,400	1,458,062

The change in the 2019/20 base budget for total net expenditure when compared with the 2018/19 revised estimate is primarily a consequence of the following items:

	Change (£)
Employees - The 2019/20 base budget includes the April 2019 pay award that has already been confirmed.	37,950
Supplies and Services - The 2018/19 revised estimate includes a carry forward of £8,000 from 2017/18 for CCTV maintenance works that should result in cost savings in future years	(10,950)
Third Party Payments - This refers to the cost of the CCTV monitoring contract. This is expected to fall significantly in 2019/20 due to a rationalisation of monitoring methods..	(31,450)
Central Support Recharges - The annual review of central support charges has resulted in some reallocations intended to better reflect the Council's management structure. These changes are balanced by opposite entries in the 2019/20 base budget for other committees.	39,269
Income (including recharges) - Income from the licensing of Houses in Multiple Occupation (HMOs) is expected to increase from £3,000 in 2018/19 to £33,000 in 2019/20 following the introduction of the new arrangements - The greater level of central support recharges into this area for 2019/20 as set out above means that a larger sum will be charged out to other areas as a consequence of this.	(30,000) (44,707)

HOUSING CAPITAL PROGRAMME

No.	Scheme	Start	Finish	Estimated Total Cost				Net Revenue Costs in 2019/20	Full Years Revenue Effect of (6)	Net Effect of (5)
					2019/20	2020/21	2021/22			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
1.	<u>GENERAL FUND HOUSING</u>	Ongoing		£	£	£		£	£	£
	Disabled Facilities Grants			2,241,900	747,300	747,300	747,300	0	0	0
	Grants			2,241,900	747,300	747,300	747,300	0	0	0
	TOTAL - GENERAL FUND HOUSING			2,241,900	747,300	747,300	747,300	0	0	0

1. Disabled Facilities Grants (£747,300)

This budget is to provide grants to improve facilities for disabled people living in private sector dwellings. The budget is administered by Nottinghamshire County Council through the Better Care Fund.

This page is intentionally left blank

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

£

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

Gambling Act 2005

Lotteries and Amusements-Registration	40.00
---------------------------------------	-------

Lotteries and Amusements-Renewal

20.00

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

(ii) Licences for which the fees are at the discretion of the Council, subject to maximum limits set by

Gambling Act 2005

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

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

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:**

	Present charge 2018/19 £	Proposed charge 2019/20 £
<u>Private Hire/Hackney Carriage</u>		
Operators (5 years)		
- 1 vehicle	98.25	101.25
- 2-5 vehicles	190.75	196.50
- 6-10 vehicles	407.25	419.50
- 11-15 vehicles	689.00	710.00
- 16-20 vehicles	914.25	941.75
- 21 or more vehicles	1,319.50	1,349.00
Private Hire or Hackney Carriage Vehicle (1 year) (initial inclusive of refundable plate deposit of £40)	326.50	336.50
Private Hire or Hackney Carriage Vehicle (1 year) (renewal)	206.00	212.75
Private Hire or Hackney Carriage Vehicle (6 month) (renewal) over 5 years old	173.50	181.50

Private Hire or Hackney Carriage Driver Application (1 year)	136.75	146.00
Private Hire or Hackney Carriage Driver Application (3 year)	241.75	255.00
Private Hire or Hackney Carriage Driver Renewal (1 year)	104.25	112.00
Private Hire or Hackney Carriage Driver Renewal (3 year)	209.00	220.00
Private Hire or Hackney Carriage Driver Topography test or retest	51.00	52.00
Replacement of lost badge	30.50	31.00
Replacement of lost plate per plate	30.50	31.00
Transfers – Change of Operator details/ownership	51.00	52.00
Transfer – Change of details	51.00	52.00
Re-inspection of vehicle if examination failed or failed to keep appointment	51.00	52.00
Miscellaneous		
Establishments for Massage and Special Treatment/Sunbed/both	178.50	184.50
Establishments for Massage and Special Treatment and Laser New	391.25	403.00
Establishments for Massage and Special Treatment and Laser Renew	284.00	294.25
Sex Establishment – application	1,020.00	1,020.00
Sex Establishment – Grant	2,550.00	2,550.00
Sex Establishment – Transfer	1,020.00	1,020.00
Street and House-to-House Collections	No legal provision to make a charge	

2. Environmental Health Licences

Present charge 2018/19 £	Proposed charge 2019/20 £
--------------------------------	---------------------------------

(Licences and registrations are exempt from VAT, all other charges are VAT inclusive)

*plus veterinary or other advisers' fees

Animal Boarding Establishment –only cats or only dogs < 40	102	260*	
Animal Boarding Establishment – Cats and Dogs< 40	140	295*	
Animal Boarding Establishment - for every additional 50 animals above 40		52.50*	
Dog Sitting (domestic 4 dogs max) Grant/Renewal (incl HOSTS)	75	184*	
Dog Sitting/Home Boarding - Providers/Franchisors		145*	
Dog Day Care/Creche Grant/Renewal		295*	
Dog Breeding Establishment - domestic up to 5 breeding bitches - Grant/Renewal	120	205*	Vet Inspection mandatory for grant
Dog Breeding Establishment - domestic 6-12 breeding bitches - Grant/Renewal		260*	Vet Inspection mandatory for grant
Dog Breeding Establishment - Commercial up to 10 breeding bitches - Grant/Renewal		260*	Vet Inspection mandatory for grant
Dog Breeding Establishment - Commercial up to 10 breeding bitches - Grant/Renewal for every additional 6 (or part thereof) breeding bitches above 10		35*	Vet Inspection mandatory for grant
Pet Shop/Vending – Single Species - Grant/Renewal	98	260*	
Pet Shop/Vending – Multiple Species - Grant/Renewal	120	305*	
Dangerous Wild Animals			Vet Inspection mandatory for grant/renewal
- Licence (2 years)	140	330*	Vet Inspection mandatory for grant/renewal
Amendment of species or new accommodation	70	330*	Vet Inspection mandatory for grant/renewal
Variation (number kept if can be contained in existing accommodation)	45	85*	
Riding Establishment - Grant/Renewal	150.00*	260*	Vet Inspection mandatory for grant/renewal
- Variation (number kept)	50.00*	50*	Vet Inspection mandatory for grant/renewal
Zoo			
- Licence (4 years)	800.00*	800*	Specialist vet inspection mandatory
- Renewal (6 years)	600.00*	800*	Specialist vet inspection mandatory
Performing animals (3 years)			

Grant/Renewal	133.00*	260*
Amendment - no additional visit required		85*
Combination of Activities applied for at the same time		less 30% of lowest fee
Animal Rerating Inspection		120*
Residential Caravan Site		
-New Licence	470.00 plus 8.00 per pitch	470.00 plus 8.00 per pitch
-Transfer/Minor Amendments	163	163
-Major Amendments	283	283
- Annual fee	16.55 per pitch	16.55 per pitch
-Deposit of site rules	126	126

3. Registrations

	Present charge 2018/19 £	Proposed charge 2019/20 £
Acupuncture, Semi-permanent Skin		
Colouring, Tattooing, Cosmetic Piercing and Electrolysis		
- Person	95	130
- Premises	105	155
Tattoo Hygiene Rating Application		119
Tattoo Hygiene Rating Rescore		58

4. Miscellaneous

	Present charge 2018/19 £	Proposed charge 2019/20 £
Food Condemnation Certificates	60	105
Export Certificates	95	120
Health and Safety Statements	118	118
Food Hygiene Course (individuals)		

Level 2	60	60
Level 3	100	100
Food Hygiene Course		
(commercial customers on site 8 candidates)	300	300
Health and Safety Course Level 2	50	60
Scrap Metal Dealers (3 years)		
- Site	275	275
- Collector	98	98
- Variation of Site Manager	45	45
- Change of licence	95	95
(above now includes Motor Salvage Operators)	As per above	
Contaminated Land Information		
- full report	120	120
- per pre-determined question	25	25

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

5. Private Water Supplies

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

(Maximum permitted charge = 100.00)

Analysis – Regulation 10 domestic supplies (Maximum permitted charge = 25.00)	25.00 each	25.00 each	25.00 each
--	------------	------------	------------

Analysis – Check Monitoring – Commercial Supplies (Maximum permitted charge = 100.00)	Labour Cost Plus time	Labour Cost Plus time	Labour Cost Plus time
--	--------------------------	--------------------------	--------------------------

Analysis – Audit Monitoring – Commercial Supplies (Maximum permitted charge = 500.00)	Labour Cost Plus time	Labour Cost Plus time	Labour Cost Plus time
--	--------------------------	--------------------------	--------------------------

6. Environmental Permitting

In accordance with DEFRA Schedule

Page 94

7. Houses in Multiple Occupation

	Present charge 2018/19 £	Proposed charge 2019/20 £
Full licence fee/renewal	475	560**
Reduced fee if landlord is making an application in respect of a second or subsequent HMO	415	449**
Immigration Housing Certificate	110	115

** subject to Housing Committee approval

COMMUNITY SAFETY AND HEALTH BUSINESS PLAN 2019–2022

This Business Plan details the projects and activity undertaken in support of the Broxtowe Borough Council Corporate Plan 2016 – 2020 priority 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:

- **Going the extra mile: a strong, caring focus on the needs of communities**
- **Ready for change: innovation and readiness for change**
- **Employees: valuing our employees and enabling the active involvement of everyone**
- **Always improving: continuous improvement and delivering value for money**
- **Transparent: integrity and professional competence**

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**
- **Reduce domestic violence in Broxtowe**

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**
- **Work with partners to improve the health of the local population**
- **Reduce alcohol related harm in Broxtowe**

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

Strategy/Policy Document	Purpose of Document	Renewal Date	Responsible Officer/Contact
Corporate Plan 2016-2020	The Council's overarching plan for its priorities, targets and objectives. The plan sets out priorities to achieve the vision to make "Broxtowe a great place where people enjoy living, working and spending leisure time" with focus on the priorities of Housing, Business Growth, Community Safety, Health and Environment.	April 2020	Chief Executive
Business Strategy 2019/20 to 2021/22	Deigned to ensure that the Council is: <ul style="list-style-type: none"> • Lean and fit in its assets, systems and processes • Customer focused in all its activities • Commercially minded and financially viable • Making best use of technology. 	Updated annually	Deputy Chief Executive
Medium Term Financial Strategy 2019/20 to 2021/22	The Council's key financial planning document. In detailing the financial implications of the Corporate Plan, the MTFS provides a reference point for corporate decision-making and helps to ensure that the Council can optimise the balance between its financial resources and the delivery of its priorities. The MTFS informs the annual budget-setting process, ensuring that each year's budget is considered within the context of the Council's ongoing sustainability over the entirety of the planning period.	Updated annually	Deputy Chief Executive Head of Finance Services
Commercial Strategy 2017-2020	Promote and support a change in organisational culture towards a more business-like approach to the delivery of services. Overall, commercialism will enable departments to adopt a business-like approach with the focus firmly on delivering the best services possible for residents and businesses within the Borough whilst at the same time maximising income generation.	April 2020	Deputy Chief Executive Commercial Manager

Strategy/Policy Document	Purpose of Document	Renewal Date	Responsible Officer/Contact
Capital Strategy	An overarching summary document which encompasses all capital and treasury activity including the capital programme, financing planning, accounting policies and asset management.	Updated annually	Deputy Chief Executive Head of Finance Services
Nottinghamshire Police – Neighbourhood Policing 2018	Outlines the expectation of those involved in guiding and delivering the Neighbourhood Policing to the communities of Nottinghamshire	2019	Chief Constable
Police and Crime Plan 2018-21	Sets out the Police and Crime Commissioners strategic priorities for dealing with crime. These are : <ul style="list-style-type: none"> • Protecting people from harm • Helping and supporting victims • Tackling crime and antisocial behaviour • Transforming services and delivering quality policing 	Annual update	Head of Strategy and Performance, Nottinghamshire Office of the Police and Crime Commissioner
Broxtowe Borough Partnership Statement of Common Purpose 2018-2020	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	Chief Executive
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

Strategy/Policy Document	Purpose of Document	Renewal Date	Responsible Officer/Contact
Nottinghamshire Safeguarding Adults Board Strategic Plan 2018-21	Sets out the strategic direction of the Board, working in partnership with Nottinghamshire citizens, along with statutory and non-statutory agencies, to deliver a joined-up service to those adults at most risk of abuse and neglect, across the county.	2021	Independent Chair
Broxtowe Safeguarding Children Policy	Outlines the Council's and its staff's responsibilities and procedures in relation to safeguarding children	2021	Head of Public Protection
Broxtowe Safeguarding Adults Policy	Outlines the Council's and its staff's responsibilities and procedures in relation to safeguarding adults	2021	Head of Public Protection
Broxtowe Contaminated Land Strategy	Provides standards and targets for service delivery	2023	Chief Environmental Health Officer
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	Licensing Manager
Broxtowe Statement of Licensing Policy	Declares the Council's policies under its Licensing Act 2003 duties	2019	Licensing Manager
Broxtowe Gambling Licensing Statement	Outlines the Council's policies under its Gambling Act 2005 duties	2019	Licensing Manager
Broxtowe Sex Establishment Policy	Outlines the Council's policy on sex establishments and sexual entertainment venues	2019	Licensing Manager
Broxtowe Corporate Anti-social Behaviour Policy	Sets out the Council's approach to dealing with and preventing anti-social behaviour across the borough.	2019	Head of Public Protection
Broxtowe Housing Strategy 2015-2020	Sets out the strategic direction for housing services provided by Broxtowe Borough Council	2020	Head of Housing

Strategy/Policy Document	Purpose of Document	Renewal Date	Responsible Officer/Contact
Broxtowe Enforcement Policy	Sets out the way the Council will undertake its enforcement activities	2020	Head of Public Protection
Broxtowe Empty Homes Strategy	Outlines the Council's approach to dealing with empty homes in the borough	2019	Chief Environmental Health Officer
Broxtowe Dog Control Policy	Outlines the Council's approach to dealing with the control of dogs	2021	Head of Public Protection
Broxtowe Disabled Facilities Grants Policy	Details the Council's approach to dealing with Disabled Facilities Grants	2020	Head of Public Protection
Stapleford Neighbourhood Action Plan	Actions to address crime related issues within Stapleford	2019	Communities Officer
Eastwood South Neighbourhood Action Plan	Actions to address crime related issues within Eastwood South	2019	Communities Officer
Broxtowe Health Partnership Action Plan	Describes core health themes and actions to address them	2019	Communities Officer (Health)
Child Poverty Action Plan 2018-2020	Describes actions to tackle child poverty	2020	Communities Officer (Health)
Anti-social Behaviour Action Plan 2018-2020	Describes actions to tackle anti-social behaviour	2020	Chief Communities Officer
White Ribbon Campaign Action Plan	Describes actions to tackle male violence against women and achieve accreditation for the Authority	2020	Communities Officer

Strategy/Policy Document	Purpose of Document	Renewal Date	Responsible Officer/Contact
Dementia Action Plan	Outlines the actions the authority will take to recognise the rights of people with dementia to feel valued and live as independently as possible in their communities.	2019	Communities Officer (Health)
Food Service Plan	Informs on the Council's activity in this area	2019	Chief Environmental Health Officer
Tackling Excess Weight Strategy	Nottinghamshire County Council with local councils to tackle excess weight and obesity.	2019	Communities Officer (Health)
Children and Young People Action Plan	Describes actions to address issues affecting children and young people	2020	Chief Communities Officer
Older People Action Plan	Describes actions to address challenges faced by older people	2020	Chief Communities Officer

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	Promote a safer community through partnership working via the Community Safety Partnership making Broxtowe a place where people feel safe and secure within their community.
	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
	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	Ensure prevention of nuisance, crime and disorder, and harm to children by effective administration and enforcement of the relevant licensing legislation and functions.
Housing	
Tenancy Management and Independent Living	To enable residents to have quiet enjoyment of their homes
	To investigate and resolve anti-social behaviour in council tenancies
Mediation	Provide a free, accessible community mediation service for tenants of Broxtowe BC dwellings

Service Areas covered by this Plan	Service Objectives
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	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

Increase the number of people who have active lifestyles (He1)

Service Areas covered by this Plan	Service Objectives
Liberty Leisure Limited	
Get Active Strategy 2018-21	Improve activity of adults in Broxtowe

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

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

Reduce alcohol related harm in Broxtowe (He3)

Service Areas covered by this Plan	Service Objectives
Public Protection	
Licensing	Ensure licence conditions are complied with and licensed establishments are managed in an effective and responsible manner
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	Actual 2017/18	Comments including benchmarking data
Communities					
ComS_001	All crime	4,783	5,461	7,085	
ComS_007	No. of burglary at dwellings	309	343	929	
ComS_008	No. of vehicle crimes	595	637	929	
ComS_009	No. of incidents of robbery	45	52	68	
ComS_088	All crime within Priority Plus Area (Stapleford)	-	-	-	NEW Indicator from October 2018
ComS_010	Total violence (with and without injury)	1,020	1,230	1,531	
ComS_011	No. of ASB Incidents (police)	2,029	2,238	2,875	
ComS_012	No. of ASB cases received by Environmental Health	566	569	564	
ComS_013	No. of ASB cases received by Housing Division (general housing)	88	84	152	Rise due in part to improve recording practices
ComS_014	No. of ASB cases received by Communities	17	56	32	
ComS_020	No. of hate crime incidents reported in Broxtowe	95	107	128	Slight increases may be reflective of improved confidence of victims to report.

Pentana Code	Service Data Description	Actual 2015/16	Actual 2016/17	Actual 2017/18	Comments including benchmarking data
ComS_024a	High risk cases of domestic violence in Broxtowe reported to South Nottinghamshire Multi-Agency Risk Assessment Conference (MARAC)	81	100	96	
ComS_024b	Repeat high risk cases of domestic violence in Broxtowe reported to South Nottinghamshire MARAC	17	15	21	
ComS_024c	High risk cases of domestic violence in Broxtowe reported to South Nottinghamshire MARAC which are repeats %	21%	15%	22%	
ComS_025	No. of domestic abuse (incidents and crime) reported in Broxtowe	922	533	516	
ComS_028	No. of requests for Community Trigger received by the Council	0	1	1	
ComS_029	No. of Public Spaces Protection Orders made	1	1	7	
ComS_013 (a-c)	Time taken for ASB incidents reported to Housing to be closed:				
	Less than 3 months	40	50	120	
	Between 3 and 6 months	23	28	26	
	Over 6 months or still open	23	16	10	

Pentana Code	Service Data Description	Actual 2015/16	Actual 2016/17	Actual 2017/18	Comments including benchmarking data
ComS_012 (a-c)	Time taken for ASB incidents reported to Environmental Health to be closed: Less than 3 months Between 3 and 6 months Over 6 months or still open	- - -	403 23 32	407 35 21	Data available from April 2016.
ComS_014 (a-c)	Time taken for ASB incidents reported to Community Safety to be closed: Less than 3 months Between 3 and 6 months Over 6 months or still open	- - -	30 3 20	30 1 34	Data available from April 2016.
ComS_016	Injunctions imposed as a result of Council action	3	1	1	
ComS_002	Acceptable Behaviour Contracts (ABC) issued across the borough	5	9	9	
ComS_017	No. of individuals discussed at ASB multi-agency panel	-	30	30	
ComS_015	Time an individual remains on the ASB panel agenda Less than 3 months Between 3 and 6 months Over 6 months or still open	- - -	10 15 5	3 7 21	Data available from April 2016.

Pentana Code	Service Data Description	Actual 2015/16	Actual 2016/17	Actual 2017/18	Comments including benchmarking data
ComS_018a	Community Protection Notice warning letters issued by the Council	47	55	34	
ComS_018b	Community Protection Notices warning letters issued by the Police	28	58	27	
ComS_019a	Community Protection Notices served by the Council	5	8	3	
ComS_019b	Community Protection Notices served by the Police	5	9	8	
ComS_035	Dog fouling complaints received by Neighbourhood Wardens	178	190	200	
ComS_036	Stray dogs collected	175	127	201	
ComS_078	Flytipping cases dealt with by Neighbourhood Wardens	490	154	260	
ComS_080	Graffiti complaints dealt with by Neighbourhood Wardens	50	34	16	
ComS_081	Litter complaints dealt with by Neighbourhood Wardens	47	68	47	
ComS_083	Aggressive dogs	83	146	70	
ComS_084	Flyposting complaints	8	35	20	

Pentana Code	Service Data Description	Actual 2015/16	Actual 2016/17	Actual 2017/18	Comments including benchmarking data
ComS_037	Fixed penalty notices issued by Neighbourhood Wardens	5	3	4	
ComS_071	People attending CAT meetings	447	362	317	
ComS_004	Police incident viewings on CCTV	70	75	81	
ComS_059	Child Poverty (Children under 16)	12.8%	13.5%	Not yet available	2016/17 figure is a snapshot at 31 August 2016
ComS_061	Gap in life expectancy for women between the richest and poorest wards (years)	7.5 yrs	7.6 yrs	Not yet available	Latest data released (July 2018) is for 2014-16 = 7.6 years
ComS_062	Gap in life expectancy for men between the richest and poorest wards (years)	7.3 yrs	5.9 yrs	Not yet available	Latest data released (July 2018) is for 2014-16 = 5.9 years
Coms_063	Smoking Prevalence (% of adults aged 18 and over)	16.5%	18.7%	Not yet available	
ComS_064	Excess weight in adults (% of adults classified as obese or overweight)	62.0%	58.7%	Not yet available	Data is not directly comparable due to changes in data analysis methodology.
ComS_085	Alcohol related referrals to Change-Grow-Live from Broxtowe	n/a	88	93	
ComS_085a	Alcohol related referrals to Change-Grow-Live from Broxtowe where positive outcome	n/a	50	61	

Pentana Code	Service Data Description	Actual 2015/16	Actual 2016/17	Actual 2017/18	Comments including benchmarking data
Environmental Health					
ComS_038	Food business Inspections	426	482	982	Increase due to the completion of the backlog of food hygiene inspections (approximately 500 premises) which had additional funding to specifically achieve this following the external Food Standards Agency audit. This will revert to approximately 400 inspections to be completed as per the normal intervention programme.
ComS_039	Food business re-inspections	90	97	98	
ComS_040	Food establishments subject to formal enforcement actions - Written Warnings	363	245	562	Increase due as a result of carrying out additional inspections (and a similar rate in terms of percentage of inspections resulting in a formal enforcement action). As some of these premises had not been visited for some time, there was a need to take formal action. Formal action includes letters confirming action points.
ComS_041	Food complaints/service requests	307	324	349	
ComS_042	Infectious disease notifications investigated	144	32	26	
ComS_043	Health & Safety Inspections	23	29	10	
ComS_044	Health & Safety complaints/service requests	40	78	63	
ComS_045	Health and Safety accidents	38	49	43	
ComS_046	Licensing/Registration actions	352	327	315	

Pentana Code	Service Data Description	Actual 2015/16	Actual 2016/17	Actual 2017/18	Comments including benchmarking data
ComS_047	Pollution complaints (including noise)	763	677	647	Includes all Environmental Health anti-social behaviour cases (see ComS_012)
ComS_012	ASB cases dealt with by Environmental Health	566	569	564	
ComS_089a	Traveller encampments in the Borough	5	1	3	
ComS_089b	Traveller encampments on Council land	1	0	2	
Licensing					
ComS_065	Licences processed	1,642	1,411	1,363	
ComS_066	Licensing Act premises inspected	344	311	176	
ComS_067	Gambling Act premises inspected	10	4	6	
ComS_068	Other premises visited	6	4	5	

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	Future Years	
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	2,238	2,875	2,126	2,126	2,126	Chief Communities Officer
Reduction in ASB cases reported in the borough to:								
• Environmental Health	ComS_012	566	569	564	541	541	541	Chief Environmental Health Officer
• Housing	ComS_013	86	82	152	78	78	78	Temporary Housing Options Manager
• Communities	ComS_014	17	56	32	53	53	53	Chief Communities Officer
Reduce domestic violence in Broxtowe (CS2)								
High risk domestic abuse	ComS_024	21%	15%	22%	13%	12%	11%	Communities Officer (Health)

Indicator Description	Pentana Code	Achieved			Target			Indicator Owner and Comments (incl. benchmarking)
		2015/16	2016/17	2017/18	2018/19	2019/20	Future Years	
cases re-referred to the Multi Agency Risk Assessment Conference [expressed as a % of the total number of referrals]								
Domestic abuse reported in the borough	ComS_025	922	533	516	550	550	550	Chief Communities Officer Figures represent total of DV incidents and DV crime
Increase the number of people who have active lifestyles (He1)								
Inactive Adults in Broxtowe Borough %	LLLocal_G09	-	26.1%	26.1%	25.9%	25.5%	25.1%	Data collected annually by Liberty Leisure Limited
Work with partners to improve the health of the local population (He2)								
Complete all actions assigned to the Council in Partnership Action Plans for Health, Children and Young People, Dementia, Older People and Child Poverty to address inequality and improve the lives of people living and working in the Borough	LSP1820					100%	100%	Chief Communities Officer New indicator. The Action Plans are two year plans starting in 2018.
Reduce alcohol related harm in Broxtowe (He3)								

Indicator Description	Pentana Code	Achieved			Target			Indicator Owner and Comments (incl. benchmarking)
		2015/16	2016/17	2017/18	2018/19	2019/20	Future Years	
Alcohol related referrals to Change-Grow-Live from Broxtowe where positive outcome established	ComS_085 Referrals	Not available	88	93				Communities Officer (Health).
	ComS_085a Success	Not available	50 (57%)	61 (66%)	70%	70%	70%	Success figures for any one year do not correlate directly with the referrals in the same year. However, over a number of years, the representation as a percentage should average out to be a meaningful indicator

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 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	Future Years	
Key Performance Indicators (KPI)								
Environmental Health related ASB cases closed in less than three months	ComS_012	566	569	564	541	541	541	Chief Environmental Health Officer
Council Housing related ASB cases closed in less than three months	ComS_013	86	82	152	78	78	78	Temporary Housing Options Manager Housemark benchmarking available
Communities related ASB cases closed in less than three months	ComS_014	17	56	32	53	53	53	Chief Communities Officer
Residents surveyed who feel safe when outside in the local area during the day % (Notts CC survey)	ComS_032	97%	98%	100%	100%	100%	100%	Chief Communities Officer
Residents surveyed who feel safe when outside in	ComS_033	77%	57%	50%	65%	70%	75%	Chief Communities Officer

Indicator Description	Pentana Code	Achieved			Target			Indicator Owner and Comments (incl. benchmarking)
		2015/16	2016/17	2017/18	2018/19	2019/20	Future Years	
the local area after dark % (Notts CC survey)								The sharp decrease shown is evident in 5 of the 7 Nottinghamshire districts.
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)	40	78	63				Chief Environmental Health Officer
	ComS_053 (%)	83%	97%	94%	100%	100%	100%	
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%	Chief Environmental Health Officer 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. http://www.food.gov.uk/sites/default/files/laems-food-hygiene-data-2013-14.xls shows national statistics
Food Inspections – Low Risk - Inspect all	ComS_049	34%	41%	96%	100%	100%	100%	Chief Environmental Health Officer Risk category D and E as

Indicator Description	Pentana Code	Achieved			Target			Indicator Owner and Comments (incl. benchmarking)
		2015/16	2016/17	2017/18	2018/19	2019/20	Future Years	
businesses due for inspection in accordance with a pre-planned programme based on risk								determined by the Food Law Code of Practice.
Management Performance Indicators (MPI)								
Communities								
Council Housing related ASB cases closed in less than three months %	ComS_013d	46%	92.2%	91.1%	95%	95%	95%	Temporary Housing Options Manager Housemark benchmarking available
Communities related ASB cases closed in less than three months %	ComS_014d	Not available	53.6%	90.6%	60%	60%	60%	Chief Communities Officer
Stapleford South Action Plan targets met %	LSP1820S	Not applic	Not applic	Not applic	100%	100%	100%	Communities Officer. New indicator from 2018-19
Anti-social Behaviour Action Plan targets met	LSP1820A	Not applic.	Not applic,	100%	100%	100%	100%	Chief Communities Officer
Environmental Health								
Food - Respond to specific complaints about practices	ComS_041	307	324	349	-	-	-	Chief Environmental Health Officer Selection of 1, 3 and 5 days

Indicator Description	Pentana Code	Achieved			Target			Indicator Owner and Comments (incl. benchmarking)
		2015/16	2016/17	2017/18	2018/19	2019/20	Future Years	
procedures and conditions which may prejudice health in the short term within 1 working day of receipt, and non-urgent complaints/ requests for advice within 5 working days of receipt.	(number) ComS_-50 (%)	98%	99%	98%	100%	100%	100%	responses depending on risk to public health
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) ComS_051 (%)	144 100%	32 84%	26 100%	- 100%	- 100%	- 100%	Chief Environmental Health Officer Investigated in relation to public health significance. Approach to responses aligned within the whole county.
Health and Safety - Complete a programme of intervention visits at targeted workplaces.	ComS_052 (%)	50%	30%	20%	50%	50%	50%	Proactive health and safety interventions reduced as we are still experiencing a high level of new food premises registrations. In addition, there are added duties as a result of the new animal licensing regime.
Environmental Health related ASB cases closed in less than three months %	ComS_012d	Not available	70.8%	72.2%	72%	72%	72%	Chief Environmental Health Officer
Air Quality - Inspect authorised/ permitted polluting processes due for	ComS_055	100%	100%	100%	100%	100%	100%	Chief Environmental Health Officer All undertaken in second half of year

Indicator Description	Pentana Code	Achieved			Target			Indicator Owner and Comments (incl. benchmarking)
		2015/16	2016/17	2017/18	2018/19	2019/20	Future Years	
inspection in accordance with a pre-planned programme based on risk								
Public Health - Requests for service responded to within five working days/or identified response time %	ComS_056	99%	99%	100%	100%	100%	100%	Chief Environmental Health Officer
Public Health - % Caravan sites inspected in year	ComS_054	100%	100%	100%	100%	100%	100%	Chief Environmental Health Officer All undertaken in second half of year
Public Health - Consultations responded to within 10 working days %	ComS_057	95%	98%	97%	100%	100%	100%	Chief Environmental Health Officer
Licensing								
Non-statutory licences approved/ issued within 14 days of full application received %	ComS_069	100%	100%	100%	100%	100%	100%	Licensing Manager
a) No. of high risk licensed premises where there is a change of Premises Supervisor	ComS_087a	-	-	-	-	-	-	Licensing Manager New indicator in 2018/19
b) No visited	ComS_087b	- n/a	- n/a	- n/a	- 100%	- 100%	- 100%	

Indicator Description	Pentana Code	Achieved			Target			Indicator Owner and Comments (incl. benchmarking)
		2015/16	2016/17	2017/18	2018/19	2019/20	Future Years	
c) % visited	ComS_087c							

4. KEY TASKS AND PRIORITIES FOR IMPROVEMENT 2019/20 – 2021/22 INCLUDING COMMERCIAL ACTIVITIES

Priority leaders are asked to consider potential **commercial activities** in their priority areas when setting the key tasks and priorities for 2019/20 to 2021/22. In doing so priority leaders should consider:

- In which service areas could new commercial activities be undertaken?
- How much additional income could be generated from the new commercial activities?
- Would additional resources (employees, equipment, systems etc.) be needed to undertake the new commercial activities? If yes, outline these with estimates of costs.
- How will these new commercial activities link into the Council's Medium Term Financial Strategy, Capital Programme, Business Strategy and Commercial Strategy?
- Will the new commercial activities affect existing Revenue and Capital budgets? If yes, then remember to include the net income or costs to Section 5 'Link Key Tasks and Priorities for Improvement to the Financial Budgets'.
- Please identify new '**commercial activities**' in the comments column.

Pentana Code	Description	Targeted Outcome	Partnership/ Procurement Arrangement	Officers Responsible/ Target Date	Budget Implications/ Efficiencies/Other comments
COMS 1922_01 NEW	Develop and deliver a Neighbourhood Action Plan for Stapleford	Reduction in all crime types and improvements in community confidence	Police / County Council / Voluntary Sector/Fire Service	Communities Officer May 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, Health, Dementia, and Child Poverty	Agencies working as part of Broxtowe Partnership	Chief Communities Officer March 2020	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	Chief Communities Officer March 2020	Within existing resources

Pentana Code	Description	Targeted Outcome	Partnership/ Procurement Arrangement	Officers Responsible/ Target Date	Budget Implications/ Efficiencies/Other comments
COMS 1922_02 NEW	Implement ECINSs for ASB Panel meeting management.	Combine Anti-social Behaviour and Complex Case Panels into one meeting to increase efficiency	Police Police and Crime Commissioner Victim Support Notts CC	Chief Communities Officer May 2019	Within existing resources
COMS 1821_08	Undertake a feasibility study on introducing wheelchair accessible taxi fleet	Taxis in the borough are wheelchair accessible		Licensing Manager May 2019	Within existing resources
COMS 1922_03 NEW	Introduction of on-line application forms for licensing taxis, massage and special treatment establishments, scrap metal dealers, charitable collections, alcohol and gambling licences	On-line applications able to be made	ICT Section	Licensing Manager Dec 2019	Within existing
COMS 1922_04 NEW	Introduction of on-line payment facility for licence applications	Payments available on line for licence applications	ICT Section	Licensing Manager Dec 2019	Within existing
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	Notts authorities	Chief Environmental Health Officer June 2019	Within existing resources

Pentana Code	Description	Targeted Outcome	Partnership/ Procurement Arrangement	Officers Responsible/ Target Date	Budget Implications/ Efficiencies/Other comments
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	Chief Environmental Health Officer June 2019	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	Chief Environmental Health Officer June 2019	Within existing resources
COMS 1922_05 NEW	Set up procedures for Channel, Prevent, and Serious Organised Crime	Effective notification and referral mechanisms	Notts police	Chief Communities Officer March 2020	Within existing resources
COMS 1922_06 NEW	Set up effective mechanisms to manage the Local Strategic Partnership Task and Finish Group	Improved functioning of, and outcomes from, Local Strategic Partnership	Partners in Local Strategic Partnership	Chief Communities Officer October 2019	Within existing resources
COMS 1922_07 NEW	Achieve Well Being at Work Accreditation	Improve staff welfare and wellbeing	Nottinghamshire County Council	Communities Officer (Health) March 2020	Within existing resources
COMS 1922_08 NEW	Create an effective Key Individuals Network System (KINS) for Broxtowe	System populated with key individuals to enable distribution of information to the specific communities	Notts police	Chief Communities Officer December 2019	Within existing resources

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

Priority leaders should ensure that key tasks and priorities (including commercial activities) that have a financial implication are included in the analysis below.

Revenue and Capital Budget Implications/Efficiencies Generated	Pentana Action Code	2019/20 Budget £	2020/21 Budget £	2021/22 Budget £
Budget Implications				
None	-	0	0	0
Efficiencies Generated				
None	-	0	0	0
New business/increased income				
None	-	0	0	0
Net Change in Revenue Budgets		0	0	0

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 use Disabled Facilities Grant funding in accordance with central government and Better Care Fund requirements	Yes	See Strategic Risk Register (6,7,10)
2. Failure to implement adequate safeguarding mechanisms	Yes	See Strategic Risk Register (23)
3. Failure to comply with relevant domestic and European legislation	Yes	See Strategic Risk Register (6)

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.

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 1821_08	Undertake a feasibility study on introducing wheelchair accessible taxi fleet	Inadequate research to ascertain need, scale of task, and how it can be tackled	Risk 27 - Failure to effectively communicate either externally or internally	Feasibility study terms of reference to be agreed by senior management.

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 1922_03	Introduction of on-line application forms for licensing taxis, massage and special treatment establishments, scrap metal dealers, charitable collections, alcohol and gambling licences	ICT system limitations ICT staffing time availability Licensing Team and Business Support Unit not sufficiently trained to deal with new processes	Risk 19 - Lack of skills and/or capacity to meet increasing initiatives and expectations. Risk 21 - Failure to fully utilise investment in ICT infrastructure	Appropriate discussions with ICT colleagues Agreement sought from senior officers Appropriate and sufficient testing and training
COMS 1922_04	Introduction of on-line payment facility for licence applications (above)	ICT limitations Licensing Team and Business Support Unit not sufficiently trained to deal with new processes	Risk 19 - Lack of skills and/or capacity to meet increasing initiatives and expectations. Risk 21 - Failure to fully utilise investment in ICT infrastructure	Appropriate discussions with ICT colleagues Appropriate and sufficient testing and training
COMS 1922_08	Create an effective Key Individuals Network System (KINS) for Broxtowe	Appropriate groups not included on system Staff resources to deliver Inadequate support from partners	Risk 12 - Failure to implement effective Crime & Disorder Reduction Strategy Risk 23 - Failure to comply with duty as a service provider and employer to groups such as children, the elderly, vulnerable adults etc. Risk 27 - Failure to effectively communicate either externally or internally	Prioritisation of task Information sought from police on successful schemes in other areas to ensure as wide a representation of groups as possible. Agreement sought from police at senior level

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 1922_05	Set up procedures for Channel, Prevent, and Serious Organised Crime	Staff resources to deliver Inadequate support from partners	Risk 12 - Failure to implement effective Crime & Disorder Reduction Strategy Risk 23 - Failure to comply with duty as a service provider and employer to groups such as children, the elderly, vulnerable adults etc. Risk 27 - Failure to effectively communicate either externally or internally	Prioritisation of task Agreement sought from police at senior level

This page is intentionally left blank

Report of the Interim Strategic Director

WORK PROGRAMME

1. Purpose of report

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

2. Background

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

3. Work Programme

6 June 2019	<ul style="list-style-type: none"> • Fly posting policy • CCTV report • Food Service Plan
19 September 2019	<ul style="list-style-type: none"> • Off – street car parking order

Recommendation

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

Background papers

Nil

This page is intentionally left blank