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**Our reference:**  
**Your reference:**  
**Date:** 21 June 2013

To all Members of the Community Development Group and Partnership Delivery Group

Dear Councillor

A joint meeting of the Community Development Group and Partnership Delivery Group will be held on Tuesday 2 July 2013 at 7.00 pm in the Council Chamber, Civic Centre, Pavilion Road, West Bridgford to consider the following items of business.

Yours sincerely

Executive Manager - Operations and Corporate Governance

### ***AGENDA***

1. Apologies for absence.
2. Declarations of Interest.
3. Notes of the Meetings held on Tuesday 9 April 2013 and 19 March 2013 (pages 1 – 9 and 10 - 16).

4. Service Level Agreement with RCVS and RCAN Year 1 Scrutiny

The report of the Executive Manager - Communities is attached (pages 17 - 42).

5. Annual Work Programme Review

- a) Community Development Group

The report of the Executive Manager - Neighbourhoods is attached (pages 43 - 48).

- b) Partnership Delivery Group

The report of the Executive Manager - Transformation is attached (pages 49 - 54).

## 6. Work Programme

### a) Community Development Group

The report of the Executive Manager - Operations and Corporate Governance is attached (pages 55 - 56).

### b) Partnership Delivery Group

The report of the Executive Manager - Operations and Corporate Governance is attached (pages 57 - 58).

## Membership

### **Community Development Group**

Councillors Chairman: R L Butler, Vice-Chairman: T Combellack,  
S J Boote, N K Boughton-Smith, L B Cooper, J E Greenwood, M G Hemsley,  
Mrs M M Males, G R Mallender

### **Partnership Delivery Group**

Councillors Chairman: Mrs J A Smith, Vice-Chairman: F A Purdue-Horan,  
Mrs D M Boote, H A Chewings, L B Cooper, R Hetherington, E J Lungley,  
Mrs M Stockwood, T Vennett-Smith

<b>Meeting Room Guidance</b>
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**NOTES  
OF THE MEETING OF THE  
COMMUNITY DEVELOPMENT GROUP  
TUESDAY 9 APRIL 2013**

Held at 7.00 pm in the Council Chamber, Civic Centre, Pavilion Road, West Bridgford

**PRESENT:**

Councillors N C Lawrence (Chairman), S J Boote, N K Boughton-Smith, T Combellack, L B Cooper, J E Greenwood, M G Hemsley, G R Mallender, J A Stockwood (substitute for Councillor Mrs M M Males)

**OFFICERS PRESENT:**

D Banks	Executive Manager - Neighbourhoods
A Graham	Chief Executive
K Marriott	Executive Manager - Transformation
D Mitchell	Executive Manager - Communities
V Nightingale	Senior Member Support Officer

**APOLOGY FOR ABSENCE:**

Councillor Mrs M M Males

**19. Declarations of Interest**

There were none declared.

**20. Notes of the Previous Meeting**

The notes of the meeting held on Tuesday 5 February 2013 were accepted as a true record.

The Chairman stated that it would be necessary to add a review of Assets of Community Value and the Community Right to Challenge into the Group's work programme.

With regard to the action sheet Members noted the responses. Following a question regarding the provision of one or two bedroomed properties officers stated that this had been taken on board and had been addressed at the recent Members' briefing session about strategic housing. A complete list of topics considered by the Group had been included and this would be considered as part of the Group's discussion about its work programme. Members also noted that there were vacant positions for parish councillors, which indicated there were difficulties in recruiting people.

**21. Economic Assessment**

Following a request at the last meeting the Executive Manager - Transformation gave a presentation on the current situation in respect of the Council supporting economic growth. She informed the Group that one of the three corporate priorities within the Corporate Strategy was to support economic growth by ensuring there was a sustainable, prosperous and thriving

local economy. She stated that Rushcliffe benefitted from a buoyant economy, whereas other boroughs had particular issues regarding worklessness, and therefore the market had been left to regulate itself with no adverse effects. Although it was noted that this could be affected by the recent economic downturn and the introduction of new collection charging for business rates. Another issue for Rushcliffe was its lack of brownfield sites for development. She informed Members that there were a variety of agencies who provided help to businesses and it was important that the Council did not duplicate this.

For the Group's information the Executive Manager - Transformation explained Central Government's four key aims to help the economy grow. She also explained the changes the Government had made in achieving these, including the replacement of the regional development agencies with local enterprise partnerships. These partnerships were business led not public led. In this area it was called D2N2 however the leaders of Nottinghamshire and Derbyshire County Councils, and Nottingham and Derby City Councils were members of the partnership. From the East Midlands Development Agency Rushcliffe had received funding for creating start-up units at the old colliery site at Cotgrave and also to look at working up a viable masterplan for Cotgrave Town Centre. Under the new partnerships funding would be available to improve business growth, however this was often recyclable grants for larger companies to help with expansion costs.

With regard to public sector led economic development Members were informed of the work undertaken by Nottinghamshire County Council, Nottingham City Council and Rushcliffe Borough Council to promote economic growth with partners. She stated that the County Council had led on regeneration projects across the county, secured public and private sector investment in infrastructure and worked to develop a network of business innovation centres. One project that was particularly pertinent to Rushcliffe was their work with BDUK on a tender relating to the provision of broadband, which affected many homes and businesses in the rural areas.

In respect of the City Council they had provided a comprehensive support package for activity in Nottingham, trade and inward investment agency to encourage foreign businesses to have a base in the county, help to reduce worklessness, an employer hub which allowed businesses to buy in to training and recruitment services, and Nottingham Connect which linked businesses together for support. Rushcliffe Borough Council provided support and information to interested companies regarding available employment sites in the Borough, provided a variety of commercial accommodation, and actively supported the Rushcliffe Business Partnership. Through the Partnership there had been many events held providing valuable networking opportunities and information. Annually an event is held for the larger businesses in the Borough which provides the Council with information on their issues and successes. The Executive Manager - Transformation explained that recently the Council had been disposing of the old Gresham site and following an enquiry a local company had now put in for planning permission to develop the site. She was also pleased to inform the Group that the industrial units were 97% occupied which was above market expectation. The Council did offer more flexible arrangements by offering commercial rents with flexible leaseholds, which helped start-up businesses.

Other business support was available via the Nottinghamshire and Derbyshire Chambers of Commerce, the Federation of Small Businesses, the Confederation of British Industry for the East Midlands, UK Trade and Investment, and Nottingham Business Ventures Enterprise Solutions.

With regards to the Borough the Executive Manager - Transformation explained that it was a mainly rural area that was defined within the Nottingham-Derby Green Belt. It had an excellent highways network which allowed businesses connectivity. Within the 1996 Local Plan there was 51 hectares of allocated employment land remaining, however, none of this has current planning permission for development. Within the draft Core Strategy there was a target for Greater Nottingham to provide 59,900m<sup>2</sup> of office space and 20 hectares of new industrial and warehouse land. Since 2006 there had been 46 “windfall” employment sites, consisting of farm buildings and land being diversified, with permission, or applying for permission, to be used for employment. Often this was for storage or warehousing which did not create many jobs. There had been no employment sites commenced during the last year due to issues about development costs and infrastructure links.

Members were informed that, based on the Office of National Statistics data, in 2011 there were 4,620 active businesses in the Borough, with the majority employing up to 4 people. Many companies had been in existence for over 10 years and were of a professional nature. During 2011, 470 businesses had opened, however the same number had closed, both statistics being the highest in the county. A recent search on the Estates Gazette website revealed that in the retail sector there were only 7 vacant units in Rushcliffe compared to 223 in Nottinghamshire.

With regards to residents 74% between the ages of 16-64 were in employment, with 1,323 people claiming job seekers allowance. Within Rushcliffe 39% of residents worked within the Borough. Information from local businesses indicated that West Bridgford had a valuable night time economy and that the large sporting events, ie Nottingham Forest Football Club’s matches and Test matches, brought in extra revenue.

From networking events a small number of businesses had stated that the benefits of being in the Borough were that this was an affluent area with close proximity and access to other cities. The challenges were the current economic climate, high rents, finding good staff, public spending, new businesses and competition. They felt that the Council could support new and existing businesses by providing grants, more networking opportunities, local advertising for local businesses only and incubator office space. Following on from a business event the three top suggestions were a co-ordinated events calendar, a dedicated Rushcliffe Business forum and a review of parking charges, including a redemption if visitors used a local business or to coincide with events.

The Executive Manager - Transformation stated that, having consideration to what other provision there was, the main areas to focus on for the Council were to adopt and implement the Local Plan, support businesses, utilise the Council’s property and estates, promote Rushcliffe and regenerate Cotgrave. Members were informed that the Executive Manager – Finance and

Commercial was currently investigating options regarding a commercial loan scheme.

Some Members were concerned that by delivering on this part of the Corporate Strategy, especially loans which would have an element of risk, other parts of the Strategy would not be delivered. The Chief Executive stated that no decision had been made regarding commercial loans. He informed the Group that other local authorities were considering this option and making large sums of money available. At present the Executive Manager – Finance and Commercial was investigating the options and any decision would follow the decision making process. The Corporate Strategy had been agreed and the funds would need to be balanced to achieve it. The Executive Manager - Transformation stated that the Council had not received a lot of requests but would like to be able to assist business that were already in or would like to relocate to the Borough. Members agreed that the Council should promote the benefits of the Borough. Officers stated the Leader was very active in promoting the area's benefits.

Following a question regarding the regeneration of Cotgrave the Executive Manager - Transformation explained that there was outline planning permission for the former colliery site and that the developer had been appointed as the preferred partner on the Town Centre Board. She stated that it was anticipated that work would start on site in January 2014. The viability of the Town Centre project was dependent on market conditions but it was hoped that a supermarket partner could be brought into the scheme in the near future. The Chief Executive stated that it was felt that, following the dualling of the A46, there was now an opportunity to work with Newark and Sherwood District Council to develop the A46 corridor and rejuvenate the area.

Members discussed whether rents or car parking charges had an affect on the composition of the 'high streets' in the Borough. Officers explained that there was a national issue regarding the decline of the 'high streets', however, in Rushcliffe there were very few vacant units. With regard to rents these were not set by the Borough Council. In relation to charity shops Members were informed that they received mandatory relief in respect of Business Rates. Members were informed that there was no evidence to suggest that car parking charges were affecting businesses in fact the number of people paying had increased over the last few years.

Members queried if the Council provided a list of empty properties for businesses. The Executive Manager - Transformation stated that information was provided about any of the Council's empty properties, however there were not a large number of empty units in the Borough. It was noted that businesses did not have to inform the Council of their existence and due to the number of businesses run from homes and via the internet it was agreed that a comprehensive list would not be possible to maintain. Officers had been made aware of a shortage of units for small flexible expanding businesses. Officers were investigating opportunities for the Council to assist. It was noted that it would not be commercially viable to build incubation units, however the Council could look at the Civic Centre and enter into flexible leases on accommodation. Following a discussion Members felt that this could help smaller businesses.

In respect of linking local people to local employees Members were informed of the Local Employment Partnerships. The Group felt that this would be very beneficial and should be seen as good practice and incorporated within Section 106 agreements.

Members were pleased to note that there had been 46 sites, consisting farm building and land, with permission, or applying for permission, to be used for employment. It was suggested that information could be collated to encourage more farmers to consider using their land in this way and that this could form the basis for a Rushcliffe Business Partnership meeting. Although it was recognised that this information might be available from the National Farmers' Union. It was also recognised that the lack of broadband availability in the rural areas was a barrier to some businesses. Officers explained that this was a clear priority and that they were working with BDUK to overcome this problem.

Members asked for an update regarding the Hall in West Bridgford. The Executive Manager - Transformation stated that the Council was currently going through a tender process. A recent consultation exercise had been carried out on future uses for the Hall. A briefing note would be provided within the next few weeks.

It was AGREED that Members

- a. were informed of the strategic context and current data
- b. noted the actions and priorities proposed within the table at Appendix A for the coming year.
- c. recognised the work officers were doing to progress this strategic priority within the resources available
- d. would consider this issue again after 12 months.

## **22. Feedback and Update Regarding the Borough Council's Relationship with the Parishes**

The Executive Manager - Communities made a presentation which gave an update from the discussion at the last meeting and outlined the results of the consultation with the parish councils. He stated that there were 199 parishes in the County with Newark and Sherwood having the most. There were 58 in the Borough which was the second highest number; with a maximum of 339 parish council positions. He explained that both Lincolnshire and Nottinghamshire County Councils had conducted a review of parishes over the last few years. Several recommendations had been made that could be explored whilst considering the Borough's relationship with the parishes.

Following the last meeting two specific officers had been identified at the County Council and in future they would be included in any communications with the parishes.

The consultation had been amended to include the Group's views from the last meeting and had been sent to all parish/town councils, parish meetings and

Borough Councillors. There had been 13 responses received from the parishes and 5 from Borough Councillors, which gave officers limited data to work with. The majority of parishes rated their overall satisfaction with the current relationship as good or very good; from the 2 who rated it as poor one felt that they were bombarded with communications and the other had issues with the County Highways service.

In respect of the support from Borough Councillors the parishes felt that they kept them informed and raised their concerns with the Borough, they discussed finance, legal and planning issues, showed interest in current events and used their community support fund to support community groups.

With regard to officers it was felt that they were very helpful when contacted for advice, discussed finance and legal issues, gave advice on planning, conservation and environmental issues, and were approachable regarding depot services.

In response to the question about the top issues why the parishes contacted the Borough it was stated that it was regarding environmental, financial and planning issues. It had been agreed that planning would be discussed at the next parish forum on 24 April 2013 and that the Core Strategy would be considered at the next parish conference.

The majority of the parishes had acknowledged that they struggle to just do their own work and did not have any ideas of any ways they could help the Borough apart from disseminating information.

The Executive Manager - Communities gave two key areas for improvement in the future. These were communications and planning. With regard to planning it was felt that the next parish forum would provide a good opportunity for improved understanding on planning matters. In respect of communication there should be improved contact details, clear concise communications written in plain English with no jargon and improved contact by electronic means.

Other comments that had been received were that the smaller parishes would like to have a link officer, that the same information should not be sent by email and paper copy, the Borough Council could act as a conduit between the parishes and the County Council and that the involvement of parishes should be tailored to the parishes needs.

Following consideration officers were recommending that:

- a one page summary of the 'Partnership with the Parishes' document be produced for town and parish councils for quick reference
- re-emphasise that Member Services would act as a filter for contact by parishes. Member Services would filter questions to respective Executive Managers and their teams
- where possible executive summaries of large Council documents in plain English be supplied to town and parish councils



- a forward plan of training for town and parish forums should be developed but with increased emphasis on the parishes leading the programme and involving other parties, ie the County Council
- key county link officers to be included in communications to town and parishes and future collaboration opportunities be explored
- the Chairman of this Group to arrange a meeting of those seven parishes that had expressed an interest to review the outputs and outcomes of the recommendations

The Group agreed that an executive summary in plain English of Council documents was an excellent idea. They also agreed that there was a need to reduce the amount of paper that was sent to the parishes. The Executive Manager - Communities accepted that it would be a challenge to tailor the requirements of each parish. Members discussed the pros and cons of sending everything by email, in particular when it was a large document and taking into consideration the issues rural areas had with broadband. One of the concerns was planning applications especially drawings viewed via Blueprint.

With regard to planning Members agreed that this was an area of concern in the parishes. One useful document that had been recently produced for councillors was a table of material and non-material considerations. The Group felt that this could be useful for the parishes as it focussed people's views. Members believed that it would be beneficial if information could be provided on cards for new parish councillors as there was not always a parish office in every area.

Members suggested that documents could be colour coded depending on the subject.

With regard to link officers the Executive Manager - Communities stated that each of the large six parishes had an Executive Manager contact. The Executive Manager – Neighbourhoods and Executive Manager - Communities stated that they had already opened up a dialogue with three of the parishes.

The Group AGREED the recommendations made and felt that a review should be undertaken in twelve months.

## 23. **Work Programme**

The Group discussed its work programme. It was noted that tonight's discussion on Economic Development had been brought forward from the meeting on 29 October, a review would be programmed in for 18 March 2014. It was anticipated that the review of Assets of Community Value and the Community Right to Challenge could be programmed into the Group's meeting on 29 October 2013, with a review of the relationship with the parishes on 6 May 2014.

The Chairman asked Members to consider the list of topics provided and email him with any suggestions of topics for future meetings.

The meeting closed at 9.20 pm.

**Action Sheet****COMMUNITY DEVELOPMENT GROUP - TUESDAY 9 APRIL 2013**

<b>Minute Number</b>	<b>Actions</b>	<b>Officer Responsible</b>
21. Economic Assessment	a) Officers to collate information regarding changing farm buildings and land to employment use, and encourage the Rushcliffe Business Partnership to hold a meeting on this topic.  b) Officers to provide a briefing note on the consultation exercise on Bridgford Hall	The Executive Manager - Transformation  The Executive Manager - Transformation
23. Work Programme	Members to consider the list of topics provided and email the Chairman with suggestions of topics for future meetings.	All Members

## ACTION UPDATE FROM THE COMMUNITY DEVELOPMENT GROUP - 9 APRIL 2013

Minute Number	Action	Officer Responsible	Response
21. Economic Assessment	a) Officers to collate information regarding changing farm buildings and land to employment use, and encourage the Rushcliffe Business Partnership to hold a meeting on this topic.	The Executive Manager - Transformation	RCAN and RCVS will co-ordinate a workshop on rural diversification and this will be included in the work programme for the SLA.
	b) Officers to provide a briefing note on the consultation exercise on Bridgford Hall	The Executive Manager - Transformation	Briefing Note 08/13 was emailed on 12 April 2013
23. Work Programme	Members to consider the list of topics provided and email the Chairman with suggestions of topics for future meetings.	All Members	No topics had been submitted to Councillor Lawrence (Chairman of this meeting).



**NOTES  
OF THE MEETING OF THE  
PARTNERSHIP DELIVERY GROUP  
TUESDAY 19 MARCH 2013**

Held at 7.00 pm in the Council Chamber, Civic Centre, Pavilion Road, West Bridgford

**PRESENT:**

Councillors R Hetherington (Chairman), Mrs D M Boote, H A Chewings, A M Dickinson, J E Greenwood (substitute for Councillor Mrs M Stockwood), E J Lungley, F A Purdue-Horan

**ALSO IN ATTENDANCE:**

M Stratford                      Locality Manager, Early Years and Early Intervention,  
Nottinghamshire County Council

**OFFICERS PRESENT:**

D Hayden                      Community Engagement Manager  
K Marriott                      Executive Manager - Transformation  
V Nightingale                  Senior Member Support Officer

**APOLOGY FOR ABSENCE:**

Councillors Mrs M Stockwood

**21. Declarations of Interest**

There were none declared.

**22. Notes of the Previous Meeting**

The notes of the meeting held on Tuesday 22 January 2013 were accepted as a true record. The Group accepted the responses in regard to the actions and were pleased to note that Members would be informed if any further difficulties were encountered with accessing schools.

**23. Partnership Work With Sure Start Children's Centres**

The Community Engagement Manager presented a report outlining the provision of Sure Start in Rushcliffe. He explained that the Group had last considered this item in September 2010 and that since then there had been many changes in this area including the provision of services in Rushcliffe. As this was the responsibility of Nottinghamshire County Council Ms Stratford had been invited to attend.

Ms Stratford gave a presentation defining the various Children's Centres in Rushcliffe. She explained that Rushcliffe had been the last area in the County to receive any provision. Now there were seven centres, in Bingham, Cotgrave, Keyworth, Ruddington, East Leake and two in West Bridgford. Each centre had its own catchment area and these centres provided cover for the whole of the Borough. She stated that the service tried to make better use of buildings that were not used in the day and they had recently acquired

accommodation in the new Young People's Centre in West Bridgford and at the youth centre in Ruddington.

The Group was informed that their strategic vision was to improve the outcomes for young children and their families. At first they had concentrated on children from 0 – 5 years; this had now been extended to 12 years. It was important that families were supported throughout the primary years and during the transition to secondary education. The service assessed local needs and identified gaps and opportunities to close the gap between the vulnerable and the rest. They worked with partners and child care professionals, including health visitors, child minders, nurseries etc. They worked with partners such as Job Centre Plus and health services to offer the community drop in support and access to services. In engaging with parents and enabling them to develop parents forums had been set up and the service was encouraging these to become constituted groups so that they could access other services.

Ms Stratford explained that they received referrals from partners which enabled them to reach the more vulnerable families, those who suffered from abuse, poverty, teenage parents and children with disabilities. The service ran a programme of activities in areas but could also run pop up sessions where they could target children's activities in the local parks of deprived areas.

In respect of successes Ms Stratford stated that by focussing resources on the more vulnerable they had increased their reach from 29% to 45% and in the last quarter had received 85 referrals for one to one support. Following taking accommodation in the new youth centres it was anticipated that the service would be able to offer more targeted services in those areas. Also the staffing structure had been refreshed and this had increased front line services.

In conclusion Ms Stratford explained the challenges and opportunities for the future. As well as increasing the provision from 5 to 12 years there were plans to develop a new centre in Bingham in the new library in 2014. Discussions were under way to utilise existing space in Keyworth's Early Years Unit at the school to reach the most vulnerable in that area. It was anticipated that they would be able to enhance their offer through commissioning arrangements with the new Nottinghamshire Children and Families Partnership.

The Group was pleased to note that the number of families contacted had increased but queried how the service reached families that were homeless, travellers or where English was not their first language. Ms Stratford explained that they provided services/activities at the travellers' site near Radcliffe on Trent as well as working with the Friary. Officers stated that services were also provided at the Council's two lodges.

In respect of the various groups Members asked if there was a specific grandparents' group as they were increasingly becoming carers for young children. Ms Stratford stated that there was no specific group at present but they would take this on board.

Members queried how the service would interact with 5-12 year olds. Ms Stratford explained that this would be targeted support, especially for those

children with poor attendance records. She said that they would not be duplicating services such as before and after school clubs.

Following a question Members were informed that marketing was a balancing act, by providing too much information then the service would be inundated and would not reach the more vulnerable, which is why they worked with health visitors. In respect of Ruddington 100 families had attended the last event. The Chairman stated that an article could be placed in Rushcliffe Reports, Ms Stratford agreed to provide information.

In respect of the five wards that had centres Members queried how services were delivered. Ms Stratford explained that work was undertaken in partnership with other services, including Job Centre Plus, who made appointments with Sure Start for the families to receive targeted support, including helping parents to gain skills. Provision of services was also part of the Rushcliffe Young People's Plan. Officers explained that as part of the Rushcliffe Community Strategy there was a separate child poverty plan. Following a request, officers agreed to provide Members with the plan.

Ms Stratford explained to the Group that there had been a commissioning exercise undertaken by the County Council which had increased frontline resources and enabled them to provide more services for less resources and that they were secure for the next three years. The administration of the County Council had stated that they were keen not to close any centres. Also the outreach programme was considered to be very good value for money.

The Chairman thanked Ms Stratford for her presentation and answering Members' questions.

The Group AGREED that the Group endorsed the work being undertaken by Rushcliffe Borough Council in partnership with Sure Start Children's Centres,

#### **24. Progress Report on Rushcliffe Community Strategy Action Plans**

The Community Engagement Manager presented a report which gave the Group an update on the Partnership's performance within each theme group from 1 April 2012 to 1 March 2013. In May 2012 the Local Strategic Partnership Management Board reduced the number of themed groups from six to four. The Building Stronger Communities and the Environment Group were covered by other organisations. It was recognised that the Environment Group had been run primarily by the Borough Council's officers.

In respect of the themed groups Members were informed that they met quarterly and undertook a number of activities, which was reviewed by an Executive Group and a Management Board. In February 2013 the Partnership reviewed its activity. The Management Board did not feel that it was taking strategic decisions as these were being taken by other organisations so it was decided that instead of a Management Board and an Executive Group there would be a wider forum including both groups that would only meet once or twice a year. The themed groups would continue as normal and would receive support from the Partnership Officer and Assistant.

The Partnership had provided £68,000 of capital and £15,000 of revenue resources during the year. There were resources still available for one other project of £1,500 of capital and £1,900 of revenue.

The Group were informed of the highlights and exceptions for each themed group. With regard to the health group there were no exceptions. The Community Engagement Manager stated that there had been a significant change in how services were run and a workshop had been programmed in late May for Members.

In respect of the Business Group activity had been strengthened. Members were reminded that this issue was part of the Council's Corporate Strategy. 12 networking events had been held and this had increased the number of businesses involved. Also two annual events for both large and small businesses had been held. Business growth advice and support sessions had been held at the Rushcliffe Community Contact Centre on a weekly basis and work was focussing on young people who were 'Not in Employment, Education or Training' (NEETs).

With regard to the Children and Young People's group one of the highlights was the YouNG project which was a social network project developed in conjunction with young people from Rushcliffe's secondary schools. This helped to promote local businesses and events. Also young people had been consulted about the services that will be delivered from the new young people's centre in West Bridgford.

Following a question regarding the action plans for the Cotgrave and Trent Bridge wards officers explained that these had been created as these two wards had been crime hotspots for Rushcliffe. They were pleased to say that the Cotgrave plan was nearly complete and had been a success as it was no longer highlighted in the Police's ward rankings. Unfortunately Trent Bridge was the poorest performing crime ward in the Borough, although it compared favourably with many other wards in Nottinghamshire and did not qualify for County funding. Although there was no specific action plan for the whole of Rushcliffe officers did consider the data and analyse any trends and respond accordingly.

Members queried the issues in the Trent Bridge ward. Officers stated that the area had a large vibrant night time economy and two large sporting grounds which encouraged a large number of people into the area. Officers were working with partners in the City to tackle serious acquisitive crime. The ward also contained the new Young People's Centre and officers had worked with partners to avoid anti-social behaviour. It also had two Co-op stores which had problems with shop lifting that was being addressed nationally. Following a question, officers explained that they were consulted on planning and licensing issues in respect of crime.

With regard to the new Young People's Centre Members were informed that a CCTV camera had been located in the main reception area. The scheme had been considered by various partners and no problems were envisaged. Members agreed that CCTV was not a universal panacea and that it was a balancing act to ensure that the centre was safe whilst still making it attractive

to people. Officers assured Members that as this was a new development it would be reviewed on a regular basis and resource would follow demand.

In respect of the Wheels to Work scheme officers stated that this was administered by RCAN and the County had been awarded £50,000 for the project. This was a good example of partnership working as documents were completed by Job Centre Plus and referrals from the Rushcliffe area were strong. Officers agreed to provide Members with further information.

With regard to apprenticeships officers explained that the milestone was not yet completed as all the information would not be known until the end of the financial year. This was the first year that this data had been collected and therefore this year would form the baseline for future years and this would enable officers to measure its success. Ms Stratford explained that they were working with Job Centre Plus to increase the number of apprenticeships within the building and associated sectors. The Community Engagement Manager said that during apprenticeship week the twenty largest businesses had been contacted regarding the scheme. It was noted that if every employer had one apprentice there would be no 'NEETs' in the area.

Members queried the number of milestones that had not been completed and asked for stronger explanations as to why. Officers stated that the majority of milestones were set for the end of the financial year and that officers were working hard to input the data by then, unfortunately this was being presented just before the year end. However it could also be seen as a success that some milestones had not been met; he explained that as there had been no requests to put in CCTV in Cotgrave that milestone was not complete, which meant that the area had improved. It was agreed that future reports would explain in more detail why milestones had not been met.

The Group queried the delivery of the New Leaf programme. Officers stated that representatives had been at all the Council's major public events. Officers had taken the programme to local businesses, as well as ante natal and baby clinics to encourage people to stop smoking during pregnancy.

## 25. **Work Programme**

The Executive Manager - Transformation presented the Group's work programme. It was explained that as this was the first year of a joint service level agreement between the Borough and Rural Community Action Nottinghamshire and Rushcliffe Community & Voluntary Service the Group's next meeting would be a joint meeting with the Community Development Group. Officers asked Members to email in their questions for these organisations

Whilst considering the programme Members asked for an update to the partnership list to ensure that the Group considered all the Council's partners, including any new partnerships. It was also recognised that other scrutiny groups considered some partnerships. Officers agreed to provide the information.

The meeting closed at 8.30 pm.



## Action Sheet

### PARTNERSHIP DELIVERY GROUP - TUESDAY 19 MARCH 2013

Minute Number	Actions	Officer Responsible
23. Partnership Work With sure Start Children's Centres	a) Officers to provide Members with the Child Poverty Plan b) Officers to check the possibility of running a feature on the work of the Surestart centres in Rushcliffe Reports c) Officers to provide the presentation to all Members	Community Engagement Manager  Exec Manager - Transformation  Member Services
24 Progress Report on Rushcliffe Community Strategy Action Plans	a) Officers to provide information on the Wheels to Work scheme b) Future reports to contain more information on why milestones had not been met.	Community Engagement Manager  Community Engagement Manager
25 Work Programme	Officers to provide an updated list on the Council's partners	Executive Manager - Transformation

**ACTION UPDATE FROM THE PARTNERSHIP DELIVERY GROUP  
ON 19 MARCH 2013**

<b>Minute Number</b>	<b>Action</b>	<b>Officer Responsible</b>	<b>Response</b>
23. Partnership Work With sure Start Children's Centres	<p>a) Officers to provide Members with the Child Poverty Plan</p> <p>b) Officers to check the possibility of running a feature on the work of the Surestart centres in Rushcliffe Reports</p> <p>c) Officers to provide the presentation to all Members</p>	<p>Community Engagement Manager</p> <p>Exec Manager - Transformation</p> <p>Member Services</p>	
24 Progress Report on Rushcliffe Community Strategy Action Plans	<p>a) Officers to provide information on the Wheels to Work scheme</p> <p>b) Future reports to contain more information on why milestones had not been met.</p>	<p>Community Engagement Manager</p> <p>Community Engagement Manager</p>	
25 Work Programme	Officers to provide an updated list on the Council's partners	Executive Manager - Transformation	



**Community Development Group/Partnership  
Delivery Group**

**2 July 2013**

**Service Level Agreement With RCVS And RCAN  
Year 1 Scrutiny**

**4**

## **Report of the Executive Manager - Communities**

### **Summary**

This report sets out the Council's end of year 1 scrutiny report of the Service Level Agreement with Rushcliffe Community Voluntary Service (RCVS) and Rural Community Action Nottinghamshire (RCAN) for the period 2012-2015 to deliver services on the Council's behalf.

Carolyn Perry, Acting Chief Executive of RCVS accompanied by Jessica Molineaux and Jackie Colquitt, Deputy Chief Executive of RCAN accompanied by Jennifer Kirkwood will provide a presentation for Members focussing on the first year of delivery of the service level agreement.

### **Recommendation**

It is RECOMMENDED that Members make comment on and endorse the Year 1 delivery report of the Service Level Agreement between the Council and Rushcliffe Community Voluntary Service (RCVS) / Rural Community Action Nottinghamshire (RCAN). **(Attached as Appendix 2)**

### **Background**

1. In 2008 Rushcliffe Borough Council entered into a Service Level Agreement (SLA) with RCVS and RCAN to deliver services on the Council's behalf over a three year period (2008-2011).
2. Members of the Community Development Group received two reports on the review of the SLA's in July and September 2011. Members were asked to comment on the services that RCVS and RCAN provide to meet the needs of residents and to provide direction on the development of the SLA. Following on from the September scrutiny the SLA was developed and presented to Cabinet for approval on 10 January 2012.

### **Service Level Agreement 2012-2015**

3. The Service Level Agreement with RCVS and RCAN funds five specific activity outputs **(Appendix 1)**
  - Deliver infrastructure services to voluntary and community groups, including direct provision of support services to individual volunteers and voluntary and community organisations.

- Support town and parish councils and community groups in the development and delivery of parish plans, neighbourhood plans and market town initiatives.
  - Assist the Council in developing and implementing its Transformation Agenda.
  - Assist the Council in implementing its Equality Scheme - including managing the Rushcliffe Community Cohesion Network (RCCN), which provides an opportunity for engagement with diverse groups across Rushcliffe.
  - Communication - RCVS and RCAN will work closely with the Council to actively engage local residents and community groups.
4. The SLA also incorporates a payment of £10,475 per year which RCVS then pay to the Council for accommodation at Bridgford House.

### **Monitoring and evaluation**

5. The SLA sets out specific annual outcomes to be reviewed on a quarterly basis which has been done at an officer level. This allows flexibility to be built into the SLA to ensure the partnership continues to meet the needs of the Council and residents in changing times.
6. In addition to strengthen the performance management process the Cabinet Portfolio Holders for Community Services and Resources hold six monthly strategic meetings with all parties to scrutinise performance.

### **End of year 1 evaluation outcomes**

7. At the annual review with the Portfolio holders, it was concluded that both RCVS and RCAN had substantially met all targets within the SLA with the following comments where further information is required.
- **Service Target 1.3:** It was agreed that more responses to the users' satisfaction survey were required to validate the survey.
  - **Service Target 1.4:** Details of the location of the 90 volunteer placements needed to be provided
  - **Service Target 1.7** It was agreed that more responses to the Volunteer Centre users' satisfaction survey were required to validate the survey
  - **Service Target 2.2:** Monitoring of the achievement of the two parish plans needed to be strengthened, it was also recognised that it is difficult to complete a parish plan in 12 months due to the speed of the group so an officer target of 6 plans in the 3 years will be used to monitor this service target.
  - **Service Target 5.4:** It was agreed that an annual satisfaction survey to the newsletter needed to be provided in the first Quarter of 2013/14 and

to help avoid consultation fatigue additional consideration needed to be given to innovative ways of collecting user satisfaction.

8. In addition to the above additional information further clarity was provided regarding service 3 in year 2 of the service level agreement. It was agreed that RCAN would lead on a Rural Diversification workshop in an effort to identify opportunities in rural areas to help stimulate the Economy. For year 2 Service 3.1 will read as follows:

- RCAN will deliver a rural diversification workshop to identify opportunities to stimulate the rural economy in Rushcliffe.

#### **Financial Comments**

The cost of the revised SLA will be £236,223. This represents three annual payments of £78,741 between 2012 and 2015.

#### **Section 17 Crime and Disorder Act**

RCVS and RCAN work closely with the Community Safety Partnership and consider community safety in all aspects of their work.

#### **Diversity**

RCVS and RCAN work actively to promote equal opportunities and diversity in all aspects of their work. The SLA will specifically fund the Rushcliffe Community Cohesion Network which brings together diverse and hard to reach groups from all over Rushcliffe to ensure they have a voice in Rushcliffe.

#### **Background Papers Available for Inspection:**

1. **Cabinet 10 January 2012**
2. **Community Development Group September 2011**
3. **Community Development Group July 2011**



**SERVICE LEVEL AGREEMENT**

**BETWEEN**

**RUSHCLIFFE BOROUGH COUNCIL**

**AND**

**RUSHCLIFFE COMMUNITY & VOLUNTARY SERVICE**

**AND**

**RURAL COMMUNITY ACTION NOTTINGHAMSHIRE**

**2012-2015**

**Service Level Agreement between**  
**RUSHCLIFFE BOROUGH COUNCIL**  
**& RUSHCLIFFE COMMUNITY & VOLUNTARY SERVICE/ RURAL COMMUNITY**  
**ACTION NOTTINGHAMSHIRE**

TOTAL 2012/13.....	£ 78,741
TOTAL 2013/14.....	£ 78,741
TOTAL 2014/15.....	£ 78,741
<b><u>GRAND TOTAL 2012-2015.....</u></b>	<b><u>£236,223</u></b>

TERMS AND CONDITIONS OF AGREEMENT between  
RUSHCLIFFE BOROUGH COUNCIL and RUSHCLIFFE  
COMMUNITY & VOLUNTARY SERVICE/ RURAL  
COMMUNITY ACTION NOTTINGHAMSHIRE

Date of Commencement:- 1 April 2011      Period – 3 years

This agreement relates to:

- the provision of services in Rushcliffe
- services provided by Rushcliffe Community & Voluntary Service and Rural Community Action Nottinghamshire
- the above period only.

**NB.** Reference throughout this document to **the Council** shall mean, **Rushcliffe Borough Council**, to **RCVS** shall mean, **Rushcliffe Community & Voluntary Service** and to **RCAN** shall mean, **Rural Community Action Nottinghamshire**.

**1. Rushcliffe Community Strategy**

All activity undertaken must help Rushcliffe Community Partnership achieve its objectives as stated in the current Rushcliffe Community Strategy and its annual action plans.

**2. The Council's Corporate Plan**

All activity undertaken by **RCVS/RCAN** and funded through this agreement must assist in helping **the Council** achieve its priorities as set down in **the Council's** Corporate Plan.

**3. Local Authority Compact**

Both parties are committed to fulfilling their obligations under the agreement within the framework of the current Compact and are committed to the development and implementation of a new style joint framework for partnership working.

**4. General Conditions**

**RCVS and RCAN** shall:

- a) provide to **the Council** the services as set out in Schedules A & D, these shall be in accordance with the terms and conditions of this Agreement.
- b) ensure that in providing the services, it complies with and achieves the activities as set out in Schedule B.
- c) perform to the standards as set out in Schedule C.



- d) perform in accordance to appropriate professional standards.
- e) exercise all reasonable skill, care and diligence in the performance of the services.
- f) comply with all applicable statutory and other legal requirements, regulations and all relevant voluntary and compulsory codes of conduct.
- g) provide activity monitoring reports to **the Council** 4 times per year, attend two strategic meetings per year with Cabinet Portfolio Holders and an annual scrutiny of the partnership at Partnership Delivery (see Schedule D).
- h) provide to **the Council** any other such reports in relation to the provision of services or this agreement as **the Council** shall reasonably require. **The Council** will give adequate notice in such cases.

## 5. Duties of the Provider

It is the duty of **RCVS** and **RCAN** as joint service providers to:

- a) ensure that all necessary measures are taken for the protection and safekeeping of any staff or volunteers, together with any items of property, to be used or employed by **RCVS and RCAN**, in connection with the provision of services under this agreement.
- b) indemnify and keep **the Council** indemnified against all liability, loss, damages, costs and expenses (including legal expenses) awarded against or incurred or paid by **the Council** as a result of, or in connection with:-
  - any breach by **RCVS or RCAN** of any of the provisions of this agreement; or
  - any act or omission of its employees, agents or sub-contractors (including, but without limitation, voluntary workers) in connection with the provision of services by **RCVS and RCAN** under this agreement; or
  - any claim brought against **the Council** by any third party which arises in connection with the provision of services under this agreement.
- c) without prejudice to the provisions of sub-clause 5b) take out, and throughout the period of this agreement, maintain policies of insurance with an insurance company of good repute against any liability for which **RCVS and RCAN** may be responsible in connection with the provision of services under this agreement (including, but without limitation, employer's liability), such insurance shall be in a minimum amount of £5,000,000 for any one incident or series of connected incidents. **RCVS and RCAN** shall upon request by **the Council**, at any time, produce such policies of insurance together with the receipt for the current year's premium.

## 6. Monitoring and Evaluation

**RCVS and RCAN** shall comply with the monitoring and evaluation arrangements as set out in the conditions.

**RCVS and RCAN** shall allow **the Council** reasonable access to the premises/sites where the service is provided and to financial information and other documentation relevant to the monitoring requirements set out in Schedule D.

The clause above does not relate to statutory rights of access of the client, or government or other authority or regulatory body who may have legitimate rights to information.

## 7. Service Agreement Management

**The Council** and **RCVS/RCAN** shall each nominate a Service Agreement Manager to act on their behalf. Any decision, notice, information or communication given or made by a Service Agreement Manager or his duly nominated representatives (such nomination being advised in writing) shall be deemed to have been given by **the Council** or **RCVS/RCAN** as the case may be.

## 8. Assignment

**RCVS/RCAN** shall not assign any element of this Agreement, or sub-contract its duties and obligations within this Agreement, without the prior written consent of **the Council**.

## 9. Agreement Reviews

Reviews of the Agreement may be initiated by either party for the duration of the Agreement

## 10. Financial Management

- a) **The Council** agrees to commission the services of **RCVS/RCAN** as detailed in Schedule A at the costs detailed in Schedule D for the duration of the Agreement.
- b) Payment will be made in three installments, in advance on the following dates:
  - 1<sup>st</sup> April 2012
  - 1<sup>st</sup> April 2013
  - 1<sup>st</sup> April 2014.
- c) If **RCVS/RCAN** shall fail to meet the service specifications or standards **the Council** may bring this agreement to an end and require immediate repayment of all or part of the pre-paid funding.

## 11. Duration and Termination

This Agreement shall come into force on 1 April 2012 and subject to the provisions below shall continue in force until 31 March 2015.

- a) It may be terminated by either party at any time on giving to the other party not less than 6 months' notice in writing.
- b) Either party shall be entitled to terminate this Agreement if :-
  - i) the other party commits any continuing or material breach of any of the provisions of this Agreement and, in the case of a breach capable of remedy, fails to remedy the same within 28 days after receipt of a written notice giving full particulars of the breach and requiring it to be remedied
  - ii) another party, or individual with which there is not an Agreement takes possession or a receiver is appointed over any of the property or assets of that other party
  - iii) that other party makes any voluntary arrangement with its creditors or becomes subject to an administration order
  - iv) a petition is presented, or a resolution is passed, for the winding up of that other party
  - v) that other party ceases, or threatens to cease, to carry on the services of this Agreement.
- c) During the period of Termination the parties shall:-
  - i) Work to ensure that the interests and needs of users are met;
  - ii) Endeavour to reconcile all financial matters including sums outstanding;
  - iii) Return any property of the other party.

## 12. Entire Agreement and Variation

- a) This Agreement (together with the Schedules hereto) sets forth the entire agreement between the parties with respect to the subject matter herein and supersedes and replaces all prior communications, representations, warranties, stipulations, undertakings and agreements whether oral or written between the parties.
- b) The Council will seek an agreement with the provider for compliance with **the Council's** Equal Opportunity, Community Safety and Environmental Policies, particularly its procurement provisions.
- c) No variation shall be made to this Agreement unless such variation is in writing and agreed to by duly authorised representatives of both parties.

### 13. Settlement of Disputes

- a) A difference or dispute arising out of this Agreement shall be dealt with as follows:
  - i) the aggrieved party shall notify the other party via the Service Agreement Manager in writing giving details of the dispute or difference
  - ii) **The Council** will work with **RCVS/RCAN** to identify the causes of the problems and make recommendations to enable a resolution (this would not prevent **the Council** exercising its rights to end the agreement).
  - iii) within 14 days of such notification the Service Agreement Manager of **the Council** and Service Agreement Manager of **RCVS/RCAN** (or in their absence a duly authorised representative) shall meet to attempt to resolve the dispute or difference
  - iv) if within 28 days after any notification given pursuant to clause a) i) above the dispute or difference in question has not been resolved, the matter shall be referred to the Deputy Chief Executive for a decision
- b) Nothing within this clause shall prevent the parties at any time agreeing to settle any difference or dispute arising out of this Agreement without recourse to arbitration.

THIS AGREEMENT IS SIGNED ON BEHALF OF THE CHIEF EXECUTIVE OF RUSHCLIFFE BOROUGH COUNCIL BY:

.....(Head of Community Shaping)

Date .....

And .....

Signature .....

Designation .....

Date .....

On behalf of Rushcliffe Community and Voluntary Service

And .....

Signature .....

Designation .....

Date .....

On behalf of Rural Community Action Nottinghamshire

**SERVICES**

In broad terms, **RCVS/RCAN** agrees:

- To provide services to community organisations and individuals engaged in voluntary work in Rushcliffe
- To provide a service to Rushcliffe rural community groups and Town and Parish Councils on behalf of Rushcliffe Borough Council to assist them in meeting the corporate goals set down in the Councils Corporate Strategy 2012-2016.

In more specific terms, **RCVS/RCAN** will:

- provide services to Rushcliffe Borough Council to assist them in meeting the Councils corporate goals as laid down in the Council's Corporate Strategy 2012-2016

The following five services will be provided:

**Service 1:** Delivery of infrastructure services to voluntary and community groups

**Service 2:** Supporting town and parish councils and community groups in the development and delivery of community led plans, neighbourhood plans and market town initiatives.

**Service 3:** Assist the Council in developing and implementing its Transformation

Agenda

**Service 4:** Assist the Council in implementing its Equality Scheme

**Service 5:** Communicate with voluntary and community organisations throughout Rushcliffe

### ACTIVITY OUTPUTS

#### **Service 1: Deliver infrastructure services to voluntary and community groups**

1. Work to initiate, support and develop voluntary and community action across Rushcliffe
2. Work with voluntary and community agencies to develop and deliver services to meet identified need through a programme of face to face interviews with local groups and organisations. Services will include:
  - securing funding
  - establishing legal structures
  - management issues
  - training
  - provide practical resources available to voluntary and community groups including photocopies, IT equipment and display panels
3. Promote and facilitate volunteering across Rushcliffe:
  - work with local organisations to promote good practice in volunteering
  - make contact with groups with a view to placing volunteers and recruiting potential volunteers
  - maintain an up to date database of volunteer opportunities and of volunteers seeking placement
  - follow up contacts with potential volunteers to check satisfaction level
  - offer training opportunities to volunteers and organisations involving them
4. Work in conjunction with partner agencies to respond to community and voluntary action emerging from strategic work led by parish and town councils
5. Attract additional funding into the Borough in the support of voluntary and community activity:
  - organise one 'funding workshop' per year for voluntary and community organisations
  - work with organisations to help them identify and secure funding for their work
  - RCVS will generate income from a variety of sources to support delivery of core services and project work

#### **Service 2: Supporting town and parish councils and community groups in the development and delivery of community led plans, neighborhood plans and market town initiatives.**

1. Provide rural advice to any rural community group or town and parish council, with a particular focus on community led plans
2. Work with town and parish councils to support the development and delivery of community led plans
3. Work with Keyworth Parish Council to support the development and delivery of a Neighbourhood Plan
4. Work with town and parish councils to lead on the delivery of 'market town initiatives'

5. Provide an efficient grant finder scheme, attracting additional funding into the Borough in support of rural communities:

### **Service 3: Assist the Council in developing and implementing its Transformation Agenda**

1. Work with the Council to support the delivery of its Four Year Plan, specifically on the Transformation Agenda. This will involve the development of an annual action plan in conjunction with Head of Community Shaping and Head of Transformation to meet the Council's requirements.
2. Support the Council in promoting and delivering Localism to encourage community engagement and support local community initiatives
3. Work with the Council to promote rural broadband in Rushcliffe

### **Service 4: Assist the Council in implementing its Equality Scheme**

1. Maintain and improve a database of organisations across Rushcliffe from all sectors of the community which the Council can then access to engage with minority groups.
2. Enable individuals and organisations from minority groups to engage in voluntary and community activity and in local decision making processes
  - ensure that publications and website conform to agreed accessibility criteria
  - contribute to Borough-wide initiatives aimed at promoting and facilitating diversity and inclusion
  - promote and support initiatives aimed at enabling hard to reach groups and individuals to enable their needs to be heard
3. Deliver the Rushcliffe Community Cohesion Network
  - bring together networks of organisations and individuals concerned with diversity, equality and social capital

### **Service 5: Communication**

Contribute to Council efforts to develop two way communication with individuals and organisations in Rushcliffe

- make available provision for information exchange in RCVS/RCAN publications and other media and event
- Regular newsletters (250-300) per mailing (mainly electronic versions)
- 'piggy-back information in media delivered by other organizations
- direct mailings as required
- website up dated weekly



**PERFORMANCE OUTCOMES (Annual)**

**Service 1: Deliver infrastructure services to voluntary and community groups**

1. One to one contact with at least 35 voluntary and community groups
2. Work with at least 5 organisations to help them identify suitable funding opportunities and helping them to secure at least £25,000 additional funding
3. At least 95% of organisations helped by RCVS and RCAN responding to user survey express satisfaction with the service received
4. Advice and support provided to at least 400 potential volunteers and successfully place at least 90 volunteers
5. Work is done with at least 12 voluntary and community groups to promote good practice in volunteering
6. The Volunteer Centre achieves and maintains accreditation with Volunteering England
7. At least 95% of people using the Volunteer Centre and responding to user survey express satisfaction with the service
8. Volunteer Centre engages with Centres elsewhere in the County to develop collaborative initiatives aimed at improving efficiency and effectiveness
9. RCVS will generate additional period income to provide new services to users

**Service 2: Supporting town and parish councils and community groups in the development and delivery of community led plans, neighbourhood plans and market town initiatives.**

1. Rural community groups and town and parish councils receive appropriate advice and guidance, with a particular focus on parish plans by offering
  - Specialist advice on community consultation, action planning and project development activity
  - Signposting to other organisations and support services that may be able to provide further support and advice in specialist areas
  - Offer telephone and email advice to groups and other online resources including village hall and funding fact sheets
  - signposting and liaison with partner organisations and other service providers on local issues, networking and the sharing of best practice
2. At least two parish plans under development per year. Help develop CLP's by guiding community through the process including:
  - Helping the community to come together and compile an evidence based action plan
  - Use information gathered as a means of targeting support for key priority areas and themes utilising local intelligence and information available
  - Facilitate and help steering groups with constitutions, consultation and identifying funding
  - Oversee the whole process including action planning and production of a final plan
  - Support implementation of actions resulting from the plan and feed into Borough Councils Local plan.

- Ensure service providers and RBC are kept informed of successes and challenges as they arise
  - Liaise with relevant LA departments to ensure a sustainable plan is produced
3. Provide support for the ongoing development of a Neighbourhood Plan in Keyworth
- Building on evidence gained through the CLP work with the local community LA and other partners to develop a Neighbourhood plan by providing specific specialist consultative support and guidance
4. Lead on the delivery of one 'market town initiative'
- Bring together relevant expertise and partners to achieve the delivery of a MTI
  - Work with the community and SME's by offering them advice guidance and signposting them to resources
  - Facilitate the whole process
5. Work with community groups and town and parish councils to help them identify suitable funding opportunities and helping them to secure additional funding
- Provide funding advice and help to deliver a funding plan help and guidance on fundraising activities
  - Offer guidance and governance support to management committees and encourage capacity building within groups to enable delivery of sustainable initiatives
  - Facilitate relevant training to groups to help build their capabilities to deliver
  - Update Funding Dragon website
- 6 Engage with partners in up to 12 town or parish council community initiatives. Support the development of initiatives by
- promotion of opportunities that help to provide services for people in rural areas
  - support the development of community initiatives
  - promote opportunities to provide services in rural areas
- 7 Develop mechanisms for consulting with town and parish councils post parish plan to continually improve the service.
- Conduct parish plan evaluation and feed back results to parishes , local LA DCLG and Defra
  - Offer ongoing support and guidance to projects arising from parish plans including new group development
  - Flag up emerging trends to relevant partners and LA departments

### **Service 3: Assist the Council in developing and implementing its Transformation Agenda**

1. As the Council is in the early stages of developing its transformation agenda and undertaking the Four Year Plan Redesign it is too early to establish clear outcomes. It is therefore anticipated that the Council will work with RCVS and RCAN to develop an action plan in 2012-2013 in respect of supporting the Councils goals set out in Schedule A. This will then be updated on an annual basis as the transformation agenda evolves. It is anticipated that RCVS and RCAN will both take a proactive approach in working with the Council on the transformation agenda by providing specialist knowledge about the third sector and identifying potential solutions to challenges the Council may face.

### **Service 4: Assist the Council in implementing its Equalities Scheme**

1. Ensure that the database is seen to reflect our diverse population
2. Ensure that at least 10 key networks are engaged in the Community Cohesion Network (CCN)
3. Lead on the organization and delivery of at least one CCN event
4. Lead on the organization and delivery at least one initiative with the BME community
5. At least 10 volunteers with additional support needs are successfully placed

### **Service 5: Communication**

1. Database of voluntary opportunities is updated regularly
2. At least 10 electronic news bulletins are circulated
3. Database entries increase by at least 10% per annum
4. Those responding to an annual survey will show at least 90% overall satisfaction with the news bulletin
5. Circulate 10 regular newsletters (250-300) per mailing (mainly electronic versions)
6. 'piggy-back information in media delivered by other organizations
7. carry out at least 4 direct mailings as required
8. website information is up dated weekly

## EVALUATION AND MONITORING

All parties will monitor the Service Level Agreement performance on a quarterly basis. Any party may call a meeting to discuss any part of the performance of the Service Agreement and where appropriate amendments to the Service Level Agreement will be made if agreed by all parties.

**RCVS/RCAN** will provide Activity Monitoring reports with evidence of outcomes to Rushcliffe Borough Council 4 times per year. The reports will focus on the progress of the five services, any relevant developments and recommendations for future work. **The Councils Service Agreement Manager, Cabinet Portfolio Holders for Finance and Community Services** and the **RCVS/RCAN** Service Manager will meet on a six monthly basis, to review performance and agree the strategic approach for the next 6 months. In addition, there will be an annual scrutiny of the partnership at Partnership Delivery Group.

## PAYMENT

**Subject to meeting all of the outcomes shown in Schedule C, Rushcliffe Borough Council** will pay **RCVS/RCAN** £236,223 for the period 2012 – 2015 in three annual installments for the period 1 April 2012- 31 March 2012), £78,471, £78,471, and £78,471 respectively, annually in advance.

**RCVS/RCAN then agree to pay** the Council £10,475 per year for accommodation provided at Bridgford House on an annual basis.

Any and all sums paid or payable to the provider, under or pursuant to this agreement, shall be exclusive of Value Added Tax (where appropriate).





## **RCAN and RCVS End of Year Report**

Joint service level agreement, Rural Community Action Nottinghamshire and Rushcliffe Community and Voluntary Service. 1<sup>st</sup> April 2012 – 31<sup>st</sup> March 2013

### **Service 1: Deliver Infrastructure Services to voluntary and community groups and be able to demonstrate**

8 out of the 9 targets have been fully achieved with 1 needing further work.

- 1.1 - One to one contact with at least 35 community groups
- RCAN and RCVS together have supported 100 community groups across Rushcliffe.
- 1.2 - Work with at least 5 organisations to help them identify suitable funding opportunities and helping them to secure at least £25,000 additional funding
- 39 groups supported to submit funding applications
  - Total funding secured RCAN - £107,010 - Total funding pending - £220,000
  - Total funding secured RCVS - £14,119
- 1.3 - At least 95% of organisations helped and responding to user survey express satisfaction with the service received
- RCVS - 17 respondents to the user satisfaction survey, though we need to be mindful that groups had engaged in the lengthy Transforming Local Infrastructure survey.
  - 1.4 - The advice and support has been provided to at least 400 potential providers and that at least 90 volunteers have been successfully placed
  - RCVS - 655 volunteers have been contacted with 90 volunteers known to be placed
- 1.5 - Work has been undertaken with at least 12 voluntary and community groups to promote good practice in volunteering.
- RCVS - 99 voluntary and community groups have been supported to promote good practice in volunteering.
- 1.6 - The Volunteer Centre achieves and maintains accreditation with Volunteering England
- RCVS - VCQA has now been achieved across the partnership

- 1.7 - At least 95% of people using the Volunteer Centre and responding to user survey express satisfaction with the service
- RCVS - Ongoing survey of volunteer centre users is now underway. 100% of respondents expressed satisfaction with the service provided
- 1.8 - The Volunteer Centre engages with centres elsewhere in the County to develop collaborative initiatives aimed at improving efficiency and effectiveness
- RCVS - VCQA accreditation meetings. Developing Centre of Excellence in Volunteering through South Notts Alliance
- 1.9 - RCVS and RCAN have generated additional period income to provide new services to users.
- RCVS - Housing Choices Service - £20,000 from NCC via RBC. Rushcliffe Befriends - £101,000 from the National Lottery Reaching Communities programme
  - RCAN – Rushcliffe Community partnership, Wheels to Work project - £5563

**Service 2: Supporting Town and Parish Councils and community groups in the development and delivery of community led plans, neighbourhood plans and market town initiatives.**

7 out of the 7 targets have been fully achieved.

- 2.1 - Rural community groups and parish councils receive appropriate advice and guidance, with a particular focus on parish plans
- RCAN continue to respond to queries about Community led Planning and have attended one annual parish meeting to deliver a presentation in Bradmore. RCAN work in partnership with other specialist agencies and signpost groups on where appropriate. RCAN produce 10 sets of funding factsheets on particular topics such as Community Buildings, Environmental grants, Play facilities etc.
- 2.2 - At least 2 parish plans are produced per year
- RCAN are currently supporting communities to develop community led plans in East Leake, Radcliffe on Trent and Kingston on Soar. This support involves attendance at monthly meetings, advising on effective community engagement techniques and acting as the link between the community group and the borough council to ensure that departments are aware of identified issues.
- 2.3 - Support has been provided for the ongoing development of a Neighbourhood Plan in Keyworth
- RCAN continues to work in partnership with the Planning and Policy team at Rushcliffe Borough Council to support the development of Neighbourhood plans in Keyworth and East Leake.
- 2.4 – Lead on the delivery of one ‘market town initiative’
- RCAN – There wasn’t a market town initiative to support, so with agreement from Charlotte McGraw, the target was changed and

support has been provided to East Leake Neighbourhood Planning group.

- 2.5 - Work with community groups and town and parish councils has been effective in helping them identify suitable funding opportunities and helping them to secure additional funding
- RCAN continue to support community groups and town and Parish Councils and have secured £107,010 this financial year with a further £220,000 possible from pending applications.
  - RCVS continue to support community groups and have secured £14,119 this financial year
- 2.6 - An active involvement has taken place with partners in up to 12 town and parish council initiatives
- RCAN are currently actively involved with a variety of projects in 14 parishes across the Borough.
- 2.7 - Mechanisms have been developed for consultation with town and parish councils post parish plan to continually improve the service.
- RCAN - A Parish Plan evaluation went out to all parishes in Rushcliffe who have undertaken a community led/parish plan in the last ten years.

### **Service 3: Assist the Council in developing and implementing its Transformation Agenda**

The 1 action in this service area has been fully achieved

- 3.1 – Supporting the Transformation Officer with the Cotgrave Masterplan visioning event.
- RCAN - Supporting Catherine Sowter with the planning for Cotgrave's visioning weekend. Meeting the working group on the 7th May to plan for the event on the 8th and 9th June.

### **Service 4: Assist the Council in implementing its Equalities Scheme**

5 out of the 5 targets have been fully achieved

- 4.1.1 - Ensuring that the database is seen to reflect our diverse population
- RCVS database is regularly updated and is linked in with the Rushcliffe Together database also held by RCVS. Census information to be used to review this in 2013.
- 4.1.2 - Ensuring that at least 10 key networks are engaged in the Community Cohesion Network (Rushcliffe Together)
- RCVS - The 'networks' are groups and organisations that come under the strands of Equality & Diversity, and who will have their own networks – table attached to reflects this. Those in bold are new to the network.



4.1.3 - Leading the organisation and delivery of at least one Community Cohesion Network (Rushcliffe Together) event

- RCVS - The Rushcliffe Together Annual Event took place in March. Fifty people from twenty three different organisations attended. The guest speaker was Chris Cutland, the Deputy Police Commissioner.

4.1.4 - Leading the organisation and delivery of at least one initiative with the black minority and ethnic community

- RCVS - Rushcliffe Asian Community Association: Health event held in July 2012.

4.1.5 - Successfully placing at least 10 volunteers with additional support needs

- RCVS - 25 volunteers successfully placed this year through the Volunteering and Beyond project.

### **Service 5: Communication**

7 out of the 8 target have been fully achieved; the newsletter survey is due to go out in the first quarter of year 2

5.1 – RCVS's database of voluntary opportunities is updated regularly

- RCVS's database is updated and reviewed on an ongoing basis

5.2 - At least 10 electronic news bulletins are circulated

- RCVS - 49 electronic bulletins have been circulated this year.

5.3 - Database entries increase by at least 10% per annum

- RCVS - Baseline figure – 461, 542 at end of the year = 16.5% increase

5.4 - Those responding to an annual survey show at least 90% overall satisfaction with the news bulletin

- RCVS - Newsletter survey – this has been further delayed as it was felt that the sector had been inundated with surveys – to be reviewed in quarter 1 of 2013/4.

5.5 - 10 regular newsletters (250-300) per mailing (mainly electronic versions) are circulated

- RCVS – 9 newsletters have been mailed out to contacts
- RCAN – 6 newsletters have been emailed out to members

5.6 - 'Piggy Backing' of information in media delivered by other organisations is demonstrated.

- RCVS – 94 separate items of information circulated via partner organisation communications.

5.7 - At least 4 direct mailings as required, are carried out

- 20 direct mailings have occurred this year

- 5.8 - The RCVS website is updated weekly
- The RCVS website continues to be updated on a weekly basis.

Out of the 30 outputs 28 have been fully achieved with steps taken to address those not achieved in the first quarter of year 2.

### **Rural Community Action Nottinghamshire additional work in Rushcliffe**

- Wheels to work - 6 young people are being supported to access work / training via a Moped Loan, 3 in East Bridgford and 3 in Cotgrave. 10 people (5 in Radcliffe on Trent, 1 in Bingham, 2 in Cotgrave, 1 in Edwalton and 1 in Widmerpool) are being supported with assistance from IGNITION which helps people with transport via bicycles or public transport passes to enable them to take up training or employment opportunities.
- Bulk Oil - We now have 6 members of the Bulk Oil buying scheme (1 in Barton in Fabis, 2 in Cotgrave, 2 in Stanford on Soar, 1 in Kneeton)
- IT Community Champions - 12 courses have taken place in Rushcliffe with 17 volunteer tutors delivering the sessions and 54 people over 50 being trained in basic IT.
- Travelling Together – The Travelling Together Coordinator has worked in partnership with Rushcliffe Borough Council’s Domestic Violence Coordinator to ensure that correct advice and guidance relating to those fleeing violence and the implications of finding safe, suitable sites or housing away from Nottinghamshire is correct.
- Town and Parish Council Annual Conference and Parish Forums – RCAN have supported with the administration, organisation and delivery of both the Town and parish forums and the annual conference.
- Energy awareness and renewable event for community buildings held in May 2012
- Rural Access to Services Partnership – Advice on a number of legal matters provided to RCVS regarding their community transport scheme.

### **Rushcliffe Community & Voluntary Service Additional work in Rushcliffe**

- Community Outreach Advisor Service is for those in Rushcliffe over 50 who need some advice or information on a whole range of issues. The Advisor will visit the person in their own home and support them to access the support they need. This can range from benefits, keeping warm and adaptations to local social groups, pensions and getting out and about. Funding was secured to continue the project 2012 – 13. Over the year our Community Outreach Advisor had one to one contact with 169 clients, helping them to live safe and

independent in their own homes

- First Contact Signposting Scheme works with public and voluntary services to help people aged 60 and over to get the information and support they need through the completion of a simple checklist. First Contact can help with the fitting of smoke alarms, arranging home adaptations advice on crime reduction and other issues that matter to older people. The project is delivered across Broxtowe, Gedling & Rushcliffe, during the 2012 – 13 1301 people were signposted to services 2012 – 13, of which 352 were Rushcliffe residents.
- Housing Choices is an advice and information service aimed at older people, their families and carers. The service provides one to one energy efficiency advice and general housing advice such as making adaptations to the home, moving to alternative accommodation or getting more support to manage more easily at home. Our Housing Choices Advisor has provided one to one support to 162 Rushcliffe residents during the year
- Rushcliffe Voluntary Transport Scheme helps people with no alternative means of transport to make necessary journeys. These include journeys to visit relatives or friends; trips to the dentists, GP's, opticians, chiropodists and other health appointments, as well as journeys for going shopping, to social clubs and groups. Nearly 300 passengers are helped by the scheme, which is supported by over 50 volunteer drivers.
- Through our Health Development Work, we work with NHS Rushcliffe Clinical Commissioning Group (CCG), voluntary and community groups to help improve health care and the health of residents in Rushcliffe. This includes chairing a number of forums including the Diabetes and Cancer forums, 50+ Health subgroup and the Mental Health and Wellbeing partnership.
- Whatton Prison Visitor Centre. Rushcliffe CVS manage and run the Visitor Centre at HMP Whatton, providing a welcoming place for friends and families of prisoners to spend time and relax before and after their visit. They aim to offer a safe, pleasant environment where all visitors are treated with dignity and respect, provided with the facilities they need and offered information, support and the opportunity to discuss in confidence any difficulties they may face. Two members of staff are supported by 7 volunteers.
- Rushcliffe Befriends. We are absolutely delighted to announce that we have been successful in obtaining three years' funding to develop a befriending scheme in Rushcliffe for older people. Through our existing older people's projects we have become increasingly aware of the effects of social isolation on our ageing population.

With the backing of our 50+ user group and the evidence gathered through our project work as well as a stakeholder consultation exercise, we sought

funding, and have secured £101,000 from the National Lottery through the Big Lottery Fund and £24,000 from the Lloyds TSB Foundation England & Wales.

We will be launching the project in the Autumn once project staff and volunteers are in place. Volunteers will be fully trained and supported and undergo the relevant checks. As well as improving the quality of life for clients by reducing social isolation, studies show that there will be an improvement in physical and mental health, and consequently a reduction or at least a delay in associated health and social care costs.

### **Joint and Partnership working between RCAN & Rushcliffe Community & Voluntary Service**

Rushcliffe Voluntary Sector Forum – the Voice of the Sector in Rushcliffe. In April we held the first of what we hope will be regular gatherings of the new Rushcliffe Voluntary Sector Forum. The Forum aims to bring together representatives from the sector to discuss issues and share good practice. We hope that it will develop as a respected voice of the sector in Rushcliffe, and has a direct link to decision makers within partner statutory agencies. Led by Rushcliffe CVS and in partnership with Rural Community Action Nottinghamshire, the event was organised with assistance from colleagues from Nottinghamshire County Council and NHS Rushcliffe Clinical Commissioning Group. 23 organisations were represented on the day with the main focus to discuss and agree how the forum might develop in the future. The response was very encouraging. Groups welcomed the opportunity to meet each other, share new ideas, and find out about what's happening in the local area and what issues are being faced in our communities. They wanted more opportunities to explore ways groups can work together better for the benefit of Rushcliffe residents. Buoyed by this enthusiasm, we will be seeking funding to continue this work and aim to arrange an event in the Autumn, themed around older people's services.



**Community Development  
Group/Partnership Delivery Group**

**2 July 2013**

**Annual Work Programme - Community  
Development Group**

**5a**

## **Report of the Executive Manager - Neighbourhoods**

### **Summary**

1. The annual report provides a review of the work undertaken by the Community Development Group during the scrutiny year 2012/13. Each of the four scrutiny groups will prepare an annual report. A summary annual scrutiny report will then be presented to full Council in September 2013.
2. The Group will have met on five occasions during the year. The Community Development Group considered:
  - Choice Based Lettings progress
  - Planning applications - public notification process
  - Assets of Community Value - draft procedure
  - Community Right to Challenge - draft procedure
  - West Bridgford Democracy and Local Engagement
  - Draft Housing Allocations Policy
  - Relationship with Town and Parish Councils
  - Economic assessment/economic growth
3. The Community Development Group is asked to review the report and consider if it fully reflects the work undertaken by the Group. Amendments will be made to reflect the discussion at this meeting.

### **Recommendation**

It is RECOMMENDED that the Community Development Group approve the report and forward it on to Council for consideration.

### **Financial Comments**

There are no direct financial implications arising from the matters in this report

### **Section 17 Crime and Disorder Act**

There are no direct Section 17 implications arising from the matters in this report

### **Diversity**

There are no direct diversity implications arising from the matters in this report

**Background Papers Available for Inspection: Nil**

**Community Development Scrutiny Group**  
**Annual Report 2012/13**

## **Chairman's foreword**

I am pleased to write this brief foreword to this year's annual report of the Community Development Group. This year our work has been challenging and rewarding. We have covered many significant topics, linked to the theme of ensuring communities within Rushcliffe remain vibrant, despite the tough economic times and regime of funding cuts.

Thanks to the many senior officers who gave us presentations throughout the year, with particular thanks to those officers who have supported this Scrutiny Group throughout the year.

We have scrutinised many interesting topics ranging from our progress with choice based lettings and revising our housing allocations policy, through to how we are supporting the business economy and how we can improve relationships with parishes even further.

I would like to thank all Group Members for their involvement, support and professionalism during our meetings. I give special thanks to my Vice Chairmen Councillor Tina Combella for her support in managing the process.

Councillor Nigel Lawrence  
Chairman – Community Development Scrutiny Group.

## **What are we responsible for?**

The main role of Rushcliffe's scrutiny groups is to:

- Develop a work programme which scrutinises the Council's priorities
- Ensure the Group's work helps implement Council plans and policies
- Review and challenge how the policy, plans and services are implemented and make recommendations to Cabinet and Council on any improvements to services and their performance
- Ensure the work contributes towards value for money, continuous improvement and best practice.

The Community Development Group's remit is to scrutinise:

- Community priorities and proposed solutions
- Engaging and identifying needs of key groups
- Building relationships to ensure that policies empower communities
- Reputation management gained via communications and promotion
- Town and Parish Councils shared working (identifying opportunities whilst establishing priorities)

A major element of the Group's role is to understand the key issues for residents, and encourage them to give their views about matters of importance. The Group also ensures the Council maintains its excellent reputation via effective communications.

## **Our work this year**

During this year the Group considered many service areas and issues within its scrutiny role, particularly:

- Choice Based Lettings progress
- Planning application - public notification process
- Assets of Community Value - draft procedure
- Community Right to Challenge - draft procedure
- West Bridgford Democracy and Local Engagement
- Draft housing allocations policy
- Relationship with town and parish councils
- Economic assessment/economic growth

### **Choice Based Lettings**

At the Group's first meeting in July 2012, Members received a progress report on the Choice Based Letting scheme which had then been in operation for just over a year. Members learnt more about how the scheme operates, for example the 'bidding process' and about research to be undertaken to evaluate the accessibility of the process and also a review of the housing allocations policy. Members found out how the scheme had already been improved based on partners' and customers' comments, for example, advertising properties weekly rather than fortnightly and a proactive approach to helping people to 'bid'. Members received answers to their questions around help given to people with disabilities, demand for homes in the Borough and how the Register was managed.



## **Notification for Planning Applications**

At the July meeting, Members also received a request to scrutinise the public notification process for planning applications. Members learnt about the current process, in effect, how a planning application was considered, reasons why people were consulted and the impact of consultation. The Group acknowledged that the Council met its statutory obligations, had a very good service and did considerably more than it had to. Members asked officers to consider some improvements including informing adjacent Ward Members if a consultation crosses the Ward boundaries, contacting the Ward Member before a site visit to ascertain if the development would have a wider impact, sending site notices to the Parish Council and providing Members with a weekly list of planning applications. Officers considered the suggestions and reported back on their implementation (or otherwise) at the October meeting.

## **Assets of Community Value and the Community Right to Challenge**

At the October 2012 meeting, Members discussed the draft procedure for administering Assets of Community Value, as required by the Localism Act. Members then discussed the draft procedure for the Community Right to Challenge ie to run Council services. Both the above processes were explained thoroughly and questions were answered by officers.

## **Governance of West Bridgford**

Members also received a report outlining a request for the democratic and community engagement arrangements for the governance of West Bridgford to be included on the Group's work programme. Following a thorough debate on the pros and cons of such a body, Members were informed about how community governance arrangements were triggered by an electorate. Upon voting, the Group agreed not to scrutinise this subject at this time.

## **Draft Housing Policy**

The draft Housing Allocations Policy was the focus of the December 2012 meeting. The Group was informed that the Localism Act gave local housing authorities more discretion on who qualified to join the Housing Register and what priority was given to certain circumstances. One of the proposals was to reduce the number of people on the waiting list by restricting the eligibility criteria. For Rushcliffe it was proposed that priority would be given to people employed in the area, foster carers and additional priority given to the armed forces. Members raised many pertinent questions around issues as diverse as the 'bidding' process and its impact, eligibility for joining the list, how the policy affected people transferring from another area and the different 'bandings' people were placed in on the Register. The Group asked for some wording changes to be made and to forward their comments to Cabinet for consideration.

## **Relationship with Town and Parish Councils**

The main topic under review at the February 213 meeting was the relationship with Town and Parish Councils. Members were asked to consider any gaps in the partnership with the parishes and any questions that should be included in a questionnaire to be circulated to Town and Parish Councils. There was an in depth discussion on staff employed to help with this remit, what was currently done to

further relationships and what more could be done. Members felt there was a need to improve communication, for example, a brief document to give the gist of help available to parishes from the Borough Council.

At the April 2013 meeting, Members received an update on improving relationships with parishes and the results from the questionnaire. In the main, relationships were good and staff were helpful, although the response rate to the questionnaire was low, meaning results would have limited reliability. The recommendations to Members revolved around 2 key topics - planning and communications. Members accepted the recommendations put forward including producing a summary of the 'Partnership with the Parishes' document for Town and Parish Councils for quick reference, executive summaries of large Council documents, a programme of relevant training for parishes and providing key link officers' names for further information, for example on planning. Members also wanted information on material and non-material considerations on plans to be sent to parishes.

### **Economic Development and Growth**

At the April 2013 meeting, Members received a presentation on the current economic situation in the Borough and how the Council was helping support economic growth. The Borough was buoyant and Members learnt how many agencies could help businesses to thrive, grow or start up and the funding that is available. Many topics were covered including the current business support package offered by the Council, the state of play with improving broadband, particularly in rural areas, Cotgrave regeneration and events held for businesses by the Council and its partners. The main areas of focus for the Council were to adopt and implement the Local Plan, support businesses, use the Council's property and estates to best effect, promote Rushcliffe and regenerate Cotgrave. Many pertinent topics were debated - and their impact on businesses - including car parking, commercial loans to businesses, the general high street national decline, the role of Local Enterprise Partnerships and progress with leasing Bridgford Hall.

### **The year ahead**

The Group will continue to help review and shape policy, ensuring improvements are implemented in the year ahead. This will be done by developing a challenging work programme linked to the Council's four-year plan.



**Community Development  
Group/Partnership Delivery Group**

**2 July 2013**

**Annual Work Programme - Partnership  
Delivery Group**

**5b**

## **Report of the Executive Manager - Transformation**

### **Summary**

1. The appended annual report provides a review of the work undertaken by the Partnership Delivery Group during the scrutiny year 2012/13. Each of the four scrutiny groups will prepare an annual report. It is envisaged that all four reports will be incorporated into a summary annual scrutiny report and this will be presented to full Council on 26 September 2013.
2. The Group will have met on 5 occasions during the year to accommodate the busy work programme. Over the year the Partnership Delivery Group scrutinised and helped to develop the Council's significant partnerships including:
  - The wide range of partnerships eg partnership work with Sure Start
  - Annual review of partnerships with Metropolitan and Waterloo Housing
  - Review of South Notts Community Safety Partnership
  - Scrutiny of the partnership with Nottinghamshire County Cricket Club and call-in of support
  - Progress report on Rushcliffe Community Strategy action plans
  - Review of partnership with Rushcliffe Advice Network (RAN)
3. The Partnership Delivery Group is asked to review the report and consider if it fully reflects the work undertaken by the Group.

### **Recommendation**

It is RECOMMENDED that the Partnership Delivery Group approve the report and forward it on to Council for consideration.

#### **Financial Comments**

There are no direct financial implications arising from the matters in this report

#### **Section 17 Crime and Disorder Act**

There are no direct Section 17 implications arising from the matters in this report

#### **Diversity**

There are no direct diversity implications arising from the matters in this report

**Background Papers Available for Inspection: Nil**

# **Partnership Delivery Scrutiny Group**

## **Annual Report 2012/13**

## **Chairman's Foreword**

I am delighted to present this annual report which summaries the Group's work over the past year. Scrutiny allows the Council to review and sometimes challenge decisions and by doing so ensures better, more informed, decisions. The Partnership Delivery Group focuses on ensuring that our many partnerships are productive, mutually beneficial and meet their objectives.

Scrutiny involves objectivity, impartiality and independence with the overarching aim to improve our performance, policies and services.

I am proud of the way we work with our many partners - we set out to achieve mutually beneficial relationships which deliver synergy, good outcomes and good value for money.

I am confident that our work this year will lead to even greater productivity and fruitful partnerships and that scrutiny will help ensure Rushcliffe remains the partner of choice when new business opportunities arise.

I would like to thank all my colleagues for their constructive debate, questioning approach and professionalism during the meetings.

I would also like to thank our partners and Council staff for attending the meetings and for ensuring a thorough scrutiny process.

Councillor Ron Hetherington  
Chairman

## What we do

The main role for Rushcliffe's four scrutiny groups is to:

- Scrutinise priority outcomes for the community
- Ensure that this work helps the Council to implement its plans and policies.
- Challenge and question existing policies and the way services are delivered and recommend any improvements to Cabinet and Council.
- Ensure that scrutiny helps the Council to improve, implement best practice and provide excellent value for money.

The Partnership Delivery Scrutiny Group's role is to:

- Make sure existing partnerships are effective, grow and develop
- Help ensure partnership working is the norm to deliver synergy, better asset and resource utilisation, better value for money, remove duplication etc
- Forge public sector partnerships to deliver community benefits
- Develop future partnership working with both the public and private sector

## Our work this year

The main work was monitoring services, helping develop policy and consultation prior to Cabinet.

During the year the group considered many services and issues, particularly:

- Annual scrutiny of the partnership with Nottinghamshire County Cricket Club and call-in of support
- Annual review of partnership with Metropolitan and Waterloo Housing
- Review of partnership with Rushcliffe Advice Network (RAN)
- The wide range of partnerships eg partnership work with Sure Start
- Review of South Notts Community Safety Partnership
- Progress report on Rushcliffe Community Strategy action plans

### **Annual Scrutiny of Partnership with Nottinghamshire County Cricket Club**

Members were updated on the work of Nottinghamshire County Cricket Club at the July 2012 meeting, which outlined how the Club had developed a wide range of cricket activities across the Borough for boys and girls, as well as opportunities for young people with disabilities. The support work, as part of the Positive Futures work in Cotgrave, had been inspirational and the teams and individuals should be congratulated for all their hard work. The excellent outcomes included reducing anti-social behaviour and juvenile crime, as well as improvements in motivating children to

develop themselves and get jobs. The funding for the scheme finished in November 2011 and whilst the programme is secure in the near future, it was recognised that further financial support would be required to maintain the programme. The Group felt this was a showcase scheme and wanted to support and promote the activities and results being achieved. The Group agreed to encourage Cabinet to look positively at the significant social and community benefits arising from the partnership and would encourage them to do all possible to facilitate the long term continuation of the partnership benefits when reviewing the loan arrangement.

### **Cabinet Call In – Support to Nottinghamshire County Cricket Club**

In December 2012, the Group considered a call-in of the “£810,000 grant/gift to the Club, money it was felt that would not be coming back to the Council.” In summary, Councillor Boote stated that the signatories to the call-in felt that the Cabinet decision was flawed for reasons including expenditure was not proportionate to the expected benefits, insufficient consultation and no scrutiny, unclear aims and outcomes were unclear and insufficient evidence on how much benefit could be directly attributed to Positive Futures. After a thorough debate, being appraised of the options available to them, the Group felt that the call-in process had been useful. On voting, the Group agreed that while the decision had breached a decision-making principle, it was not sufficient to warrant referral back to Cabinet, consequently the Cabinet decision was upheld.

### **Review of partnerships with Metropolitan and Waterloo Housing Group**

Members were appraised of the work of Metropolitan and Waterloo at the September 2012 meeting.

Metropolitan were going through a period of change and Members still had concerns about how enquiries were being dealt with. There were some actions agreed at the last annual scrutiny meeting that still appeared to be outstanding and needed to be addressed. There was still the need for more clarity about how Metropolitan dealt with emergency situations. Metropolitan needed to be proactive and report emerging anti-social behaviour problems to the Rushcliffe housing team to enable them to inform local ward Members. Metropolitan should confirm their programme of resident forums for potential support by local councillors and agreed to confirm their proposed new working arrangements for warden assisted properties when finalised.

Members acknowledged Waterloo Housing Group’s long and successful history of developing and maintaining properties and rural housing in Rushcliffe. The Group agreed that the Waterloo Housing Group performed well and took action when any poor performance was identified. Waterloo Housing agreed to provide the name of a contact officer for any Councillor enquiries on behalf of tenants and to confirm details of any tenant forums for potential support by local councillors.

### **Review of Partnership with Rushcliffe Advice Network (RAN)**

Members received a presentation on the work of the Rushcliffe Advice Network (RAN) at the November 2012 meeting. RAN is an umbrella organisation funded by a Big Lottery grant of just under £500,000 which improves advice given to people in need. The Group recognised that it was early days for the Network, acknowledged that there were some good results from the three centres and it was hoped to have

more centres in Keyworth and Bingham during 2013. Members noted that approximately 2,000 residents had been helped.

### **Review of the South Nottinghamshire Community Safety Partnership**

At the January 2013 meeting, the Group was informed of the Partnership's achievements during 2012/13, which included the 'Make Cotgrave Smile' campaign which had been recognised nationally and was now shared as best practice throughout the County. In addition, crime had fallen considerably by 13%.

Members were informed about the activities in 2013/14 and that work would continue to address issues in the Trent Bridge Ward. An exit strategy will be implemented in Cotgrave.

Members were appraised of restructures to the Notts Fire and Rescue Service and the work carried out by the risk reduction teams.

### **Partnership work with Sure Start Children's Centres**

Members received a presentation on the seven children's centres and their work in Rushcliffe at the Match 2013 meeting. They work with children (birth to 12) and vulnerable families, working with many partners to help with health matters, childcare, drop-in support and help with jobs. They also deal with referrals from agencies.

The Group endorsed the work being undertaken by the Borough Council in partnership with Sure Start Children's Centres.

### **Progress on Rushcliffe Community Strategy action plans**

Members received a report on the performance within each of the four theme groups over the last year at the March 2013 meeting. The Group were informed of the highlights and the fact that there were no 'exceptions' for each themed group. For example, the business group activity had been strengthened with many successful events held, as well as business growth advice and support sessions at the Rushcliffe Community Contact Centre weekly and work was focusing on young people who were 'Not in Employment, Education or Training' (NEETs). With regard to the Children and Young People's group, one of the highlights was the YouNG project which was a social network project developed in conjunction with young people from Rushcliffe's secondary schools. This helped to promote local businesses and events. Also young people had been consulted about the services that will be delivered from the new young people's centre in West Bridgford.

## **The year ahead**

The Group will continue to scrutinise the Council's work with partners and the new work programme will be confirmed at the first meeting of the new financial year.





**Community Development  
Group/Partnership Delivery Group**

**2 July 2013**

**Work Programme – Community  
Development Group**

**6a**

## **Report of the Executive Manager - Operations and Corporate Governance**

The work programme for the Community Development Group is developed around the corporate priorities that fall within its remit and takes into account the timing of the Group's business in the previous municipal year and any emerging issues and key policy developments that may arise throughout the year. It is anticipated that the work programme for the year will be developed in line with the priorities identified in the 4 year plan for budget savings.

Members are asked to propose future topics to be considered by the Group, in line with the Council's priorities which are:

- *Supporting economic growth to ensure a prosperous and thriving local economy - Our economy;*
- *Maintaining and enhancing our residents' quality of life -Our residents*
- *Transforming the Council to enable the delivery of efficient high quality services - Our Council*

## **Recommendation**

It is RECOMMENDED that the Group notes the report and considers any future topics.

<b>Date of Meeting</b>	<b>Item</b>
2 July 2013 Joint meeting with the Partnership Delivery Group	<ul style="list-style-type: none"> <li>• Review of service level agreement with RCVS and RCAN</li> <li>• Annual Review of Scrutiny</li> <li>• Work Programme</li> </ul>
29 October 2013	<ul style="list-style-type: none"> <li>• Review of Assets of Community Value</li> <li>• Review of Community Right to Challenge</li> <li>• Work Programme</li> </ul>
21 January 2014	<ul style="list-style-type: none"> <li>• Work Programme</li> </ul>
18 March 2014	<ul style="list-style-type: none"> <li>• Update on Work with the parishes</li> </ul>

Date of Meeting	Item
6 May 2014	<ul style="list-style-type: none"> <li>• Update on Economic Development</li> </ul>
July 2014	<ul style="list-style-type: none"> <li>• Work Programme</li> </ul>
October 2014	<ul style="list-style-type: none"> <li>• Work Programme</li> </ul>
January 2015	<ul style="list-style-type: none"> <li>• Work Programme</li> </ul>

**Financial Comments**

No direct financial implications arise from the proposed work programme

**Section 17 Crime and Disorder Act**

In the delivery of its work programme the Group supports delivery of the Council's Section 17 responsibilities.

**Diversity**

The policy development role of the Group ensures that its proposed work programme supports delivery of Council's Corporate priority 6 'Meeting the Diverse needs of the Community'.

**Background Papers Available for Inspection: Nil**



**Community Development  
Group/Partnership Delivery Group**

**2 July 2013**

**Work Programme - Partnership Delivery  
Group**

**6b**

## **Report of the Executive Manager - Operations and Corporate Governance**

### **Summary**

This report sets out a rolling work programme for the Partnership Delivery Group for 2013/14 based on the areas proposed and supported by the Group during the previous municipal year.

### **Recommendation**

It is RECOMMENDED that the Partnership Delivery Group agrees the proposed work programme for 2012/13.

1. The work programme for the Partnership Delivery Group is developed around the corporate priorities that fall within its remit and takes into account the timing of the Group's business in the previous municipal year and any emerging issues and key policy developments that may arise.
2. As part of this agenda item Members are invited to discuss and consider potential questions they would like to raise in relation to the review of the Metropolitan Housing Partnership.
3. The following table sets out the proposed rolling work programme.

<b>Date of Meeting</b>	<b>Item</b>
2 July 2013 Joint meeting with the Community Development Group	<ul style="list-style-type: none"> <li>• Review of service level agreement with RCVS and RCAN</li> <li>• 2 year rolling work programme</li> <li>• Annual review of scrutiny</li> </ul>
3 October 2013	<ul style="list-style-type: none"> <li>• Annual review of partnership with Metropolitan Housing Partnership</li> <li>• Review of Partnerships</li> <li>• 2 year rolling work programme</li> </ul>

Date of Meeting	Item
7 January 2014	<ul style="list-style-type: none"> <li>• Annual review of partnership with Waterloo Housing Group</li> <li>• Review of the Rushcliffe Advice Network</li> <li>• 2 year rolling work programme, including capturing questions for the South Notts Community Safety Partnership</li> </ul>
25 March 2014	<ul style="list-style-type: none"> <li>• South Notts Community Safety Partnership - update</li> <li>• 2 year rolling work programme</li> </ul>

### **Financial Comments**

No direct financial implications arise from the proposed work programme

### **Section 17 Crime and Disorder Act**

In the delivery of its work programme the Group supports delivery of the Council's Section 17 responsibilities particularly in relation to the performance of the Council.

### **Diversity**

The policy development role of the Group ensures that its proposed work programme supports delivery of Council's commitment to meet the diverse needs of the community.

**Background Papers Available for Inspection: Nil**