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Our reference:
Your reference:
Date: 24 February 2017



To all Members of the Partnership Delivery Group

Dear Councillor

A meeting of the PARTNERSHIP DELIVERY GROUP will be held on Monday 6 March 2017 at 7.00 pm in the Council Chamber, Rushcliffe Arena, Rugby Road, West Bridgford to consider the following items of business.

Yours sincerely

A handwritten signature in black ink, appearing to be 'J. A. Smith'.

Deputy Monitoring Officer

AGENDA

1. Apologies for absence.
2. Declarations of Interest.
3. Notes of the Meeting held on Wednesday 18 January 2017 (pages 3 - 11).
4. Review of the South Nottinghamshire Community Safety Partnership

The report of the Executive Manager - Neighbourhoods is attached (pages 12 - 13).

5. Local Resilience Forum

The report of the Executive Manager - Operations and Transformation is attached (pages 14 - 17).

6. Work Programme

The report of the Executive Manager - Finance and Corporate Services is attached (pages 18 - 19).

Membership

Chairman: Councillor Mrs J A Smith
Vice-Chairman: Councillor J E Greenwood
Councillors J Donoghue, R Hetherington, E J Lungley, G R Mallender, A Phillips, E A Plant, J G A Wheeler

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First Saturday of
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NOTES
OF THE MEETING OF THE
PARTNERSHIP DELIVERY GROUP
WEDNESDAY 18 JANUARY 2017

Held at 7 pm in Council Chamber A, Rushcliffe Arena, Rugby Road, West Bridgford

PRESENT:

Councillors Mrs J A Smith (Chairman), M Buckle (substitute for Councillor Lungley), J Donoghue, J E Greenwood, G R Mallender, A Phillips, E A Plant, J G A Wheeler

ALSO IN ATTENDANCE:

Dr J Collins	Rushcliffe Business Partnership
H Kearsley-Cree	Rural Community Action Nottinghamshire
J Kirkwood	Rural Community Action Nottinghamshire
J Plant	Waterloo Housing

OFFICERS PRESENT:

D Banks	Executive Manager - Neighbourhoods
D Dwyer	Strategic Housing Manager
D Hayden	Principal Community Development Officer
V Nightingale	Constitutional Services Officer

APOLOGY FOR ABSENCE:

Councillors E J Lungley

12. Declarations of Interest

There were none declared.

13. Notes of the Previous Meeting

The notes of the meeting held on Tuesday 18 October 2016 were accepted as a true record.

The Group noted the responses to the actions raised at the last meeting. Councillor Donoghue requested further information on the surveys that were being undertaken by Metropolitan Housing Trust and how these would be carried out.

14. Rushcliffe Business Partnership Annual Review

The Principal Community Development Officer presented a report which outlined the work undertaken by the Rushcliffe Business Partnership as part of its Service Level Agreement with the Council. He stated that the Partnership provided support and networking opportunities for businesses in Rushcliffe. The Group was informed that the Service Level Agreement focussed on the delivery of twelve monthly networking events and one annual, all day showcase event; and the maintenance and upkeep of a dedicated website.

Dr Collins gave a presentation that outlined the history, key aims and objectives, highlights of the past year and priorities for the future of the Partnership. With regard to membership he stated that there were over 700 members and approximately 2,900 social media followers; he said that the Partnership used social media to engage with young people and the wider business community.

The Group was informed that the Partnership had, over the last year, designed a new website with additional financial support from the Borough Council, which would enable businesses to obtain information easier. The Partnership had also redesigned its marketing and branding. It was acknowledged that the website could not provide all the required information but that it could signpost businesses to other organisations such as the D2N2LEP and the Growth Hub.

With regard to the events the Group was informed that the 2016 annual event had focussed on education and employability and, in conjunction with Rushcliffe Academy, had considered the needs of local businesses and the skills of young people to ensure that they were work ready. Dr Collins was pleased to say that over the eight conferences the attendance had been between 170 and 230 delegates.

In relation to the monthly meetings it was recognised that these were mainly focussed on West Bridgford, however, the Partnership was trying to engage with other villages. Monthly events were being held in Ruddington and in Keyworth but were hoping to grow into Cotgrave, Radcliffe on Trent and East Leake. Following a question the Group was informed that there were a variety of networking clubs, although it was acknowledged that these could be costly. The Principal Community Development Officer stated that there was a Bingham Business Club and that there was a good relationship between it and the Partnership. He also stated that the Bingham Business Club was closely related to the Council's Bingham and Radcliffe on Trent Growth Board. It was felt that a good outcome that could be measured was the rise in the number of people attending the monthly meetings.

Dr Collins stated that to be able to expand the reach of the Partnership it was now felt that it needed to be self sustaining; to accomplish this the Partnership was offering membership packages, including a gold package for £60 a year which would give added acknowledgement on the Partnership's website. For larger businesses there would be a platinum level and these would appear on the home page of the website. Following a question Councillors were informed that the silver membership would be free. Councillors queried the target of 75 and were informed that there had been no upper limit defined.

The Principal Community Development Officer informed the Group that the Partnership also held an event for the larger businesses as the monthly meetings were mainly attended by small businesses and home workers.

The Group felt that the Partnership was working well and asked how the Council could support it in the future? Dr Collins thanked the Council for its support to date and informed the Group that he had been having discussions with the Executive Manager - Communities regarding extra funding to assist in taking the Partnership forward to achieve its goals regarding the website.

AGREED that Members had considered and made comments on the presentation made by the Rushcliffe Business Partnership and endorsed the work of the partnership.

15. **Review of Waterloo Housing Partnership**

The Strategic Housing Manager presented a report which outlined the work undertaken by Waterloo Housing in partnership with the Borough Council. She explained that Waterloo was the second largest provider of affordable housing in the Borough. As part of the Trent Valley Partnership the organisation provided affordable homes as part of the rural exception site programme. It was noted that, although there had been no properties delivered this year there had been a large amount of background work undertaken, including housing needs surveys. She outlined the exception site programme that had been delivered since 2005 and explained that this had predominately been in more sustainable locations with larger populations but that they were now considering schemes in smaller villages, which depending on need identified, might have to be shared by two parishes.

The Group was informed of the funding that was being levered in from the Homes and Community Agency and how the Borough Council's capital programme supported the programme. The Strategic Housing Manager also explained about the Government proposals on Starter Homes and Right To Buy and the need to consider any impacts arising from this in relation to properties being affordable in perpetuity.

Mr Plant gave a presentation to the Group outlining the work of the Partnership. He explained that last year the Government announced the Shared Ownership and Affordable Housing programme which was a shift in policy towards home ownership, organisations were being grant funded to develop shared ownership and rent to buy properties. He stated that in September 2016 the organisation submitted a bid to the Homes and Community Agency which was awarded in December and he was pleased to say that they received the sixth largest allocation in the country. However, since the allocation the Government had expanded the tenure and the organisation was exploring the impact of this change.

The Group was informed that they would continue to be part of the Trent Valley Partnership and that during the year they had been negotiating 6-12 units in Gotham.

Mr Plant informed the Group that during April 2016 there had been a merger with the Acclaim Housing Group, which had increased their stock by 5,000 units. At present there was a restructure of the teams occurring to amalgamate operating structures, including promoting local and home working.

In relation to housing allocations Mr Plant stated that, during 2016, there had been 21 voids, which equated to 3% of the stock, and 50% of these were advertised through Homesearch. He explained that across the whole company there were 8% voids which highlighted the small turnover in Rushcliffe. On average the turnround of properties was 20 days although this did extend to 35 days for properties for older people. Following a question Mr

Plant explained that there was a variety of reasons, including the need to go into care as to why there were more voids in older persons' accommodation.

With regard to anti-social behaviour Councillors were informed that this was not a big issue; with only six cases in 2016 and four of these were life style issues. Mr Plant explained that there had been an amendment to the Housing Act in 2014 which gave providers larger powers to take enforcement action, especially by working in partnership with other agencies.

The Group had requested information on the organisation's repair programme and he was pleased to say that the budget had been increased by £200,000 which had mostly been allocated for installing energy efficient boilers as fuel poverty had been recognised as an important issue. Also it was believed that by driving fuel efficiency by supplying better insulation and smart meters this would assist residents to reduce their costs and in turn negate rent arrears. Mr Plant explained that in Lincolnshire and Derbyshire there was an in-house maintenance service and that in the other areas there were six contractors that could be used; this had previously been a single company contract and it had been decided that a larger pool of contractors was more beneficial.

In respect of welfare reform Councillors were informed that the organisation had quarterly meetings to consider the impact this was having on the residents. Mr Plant stated that six homes had been affected by benefit capping and there was one live Universal Credit claim. He explained that the Local Housing Allowance cap affected 156 homes and that it now affected people of pensionable age. He was pleased to inform the Group that the organisation had successfully made a bid to the Big Lottery Fund for the provision of a welfare reform advice service, and although this would be based in Leicestershire there was capability to expand the service. He also explained that to avoid debt there was a tenancy support scheme and the organisation worked with the Citizens Advice Bureau to help people. The Strategic Housing Manager stated that colleagues from the Finance section had written to tenants notifying them of the impact of benefit capping and had advised them to contact the Council regarding the availability of Discretionary Housing Benefit. Following a question regarding carers and a benefit cap the Strategic Housing Manager agreed to ask Finance colleagues regarding exemptions.

In relation to income recovery the Group was informed that the organisation had a target of 3% and for 2016 it had only been 2.7% with an average debt of £320, although this could be reduced as tenants in receipt of benefit were paid in arrears. Mr Plant explained that the organisation provided face to face negotiations for anyone who needed it.

Mr Plant informed the Group that the number of complaints was very low and that there had only been three in 2016 and that these had all been resolved at Stage One of the process. He stated that during October 2016 the organisation had reviewed its process and reduced it to a two stage system. He assured Councillors that the organisation monitored any trends so that remedies could be put in place.

Following a question Mr Plant explained that the call centre had a target of answering calls within 60 seconds and although it was acknowledged that at peak times this was not met 100% there were no complaints received about

the service. One initiative that had been well received by customers was the ability to request that an operator would call them back. Mr Plant agreed to provide further information on this service to the Group.

In respect of grounds maintenance the Group was informed that a tendering exercise had been undertaken and this had resulted in a more competitive contract, which had in turn reduced the service charges to residents.

With regard to resident involvement Mr Plant was pleased to say that, following customer feedback, there had been a review and it had been identified that people preferred not to have boards that met quarterly but to have themed engagement on certain areas, ie repairs, anti-social behaviour, etc. The organisation had a digital inclusion group which was expanding. This group allowed the organisation to obtain quick feedback on any consultation. Also the organisation had introduced My Waterloo which gave residents access to their rent account, benefits and shortly they will be able to see any anti-social behaviour cases. It had been recognised that self-service was an efficient delivery method. Mr Plant was pleased to say that, without any promotion, over 3,000 people had registered for the service. Following a question Mr Plant explained that although service was digital by default the other contact methods had not been removed and people could phone or request a home visit. Councillors asked if there would be a digital lounge in Rushcliffe and Mr Plant explained that these were run by volunteers and that the equipment, which was gifted by the organisation, needed to be secured. It was also acknowledged that many of the properties in Rushcliffe were in rural locations and therefore there was not the density of residents to make a digital lounge viable; also these sites were often in areas that were wifi challenged.

The Group asked for further clarification on the Right to Buy properties and the relationship with affordable homes; Mr Plant stated that this had been a one year voluntary pilot and he would be in a better position to provide feedback at the next scrutiny after an evaluation of the pilot.

In relation to refugee support Mr Plant stated that the organisation was happy to assist and was helping when asked and had housed four families in the Newark area.

AGREED that Members had considered and made comments on the presentation made by Waterloo and endorsed the work of the partnership.

16. Service Level Agreement with Rural Community Action Nottinghamshire

The Principal Community Development Officer presented the report that outlined the work undertaken by Rural Community Action Nottinghamshire as part of the Service Level Agreement with the Borough Council for 2015/16 and for the first six months of 2016/17. He explained that the agreement had been scrutinised by the Cabinet Portfolio Holder in July 2016 and it had been agreed that they had exceeded their targets. Officers were currently working on the targets for 2017/18.

Mrs Kirkwood gave a presentation and explained that the organisation had been assisting rural communities since 1924 and were part of 38 Councils that formed the ACRES network, which fed back to Central Government. The

organisation provided research and information, assistance with community planning, transport, health, economic regeneration and rural proofing. Members were informed of the Wheels to Work project which had been running for over ten years and how this assisted young people to gain employment by removing the barrier to transport issues. Following a question the Group was informed that either the business could be rural or the person could live in a rural location and needed to access an employment opportunity in an urban area, each case was considered on its own merit. Also protective clothing, including hi-vis accessories, were provided.

Mrs Kirkwood informed the Group of the IT Community Champions initiative which provided IT training to people in Nottinghamshire over 50. 27 courses had been delivered to 125 learners with 486 volunteer hours gifted to the project. It was noted that the project had been funded through the Lottery and that this was due to expire in March 2017; Rural Community Action Nottinghamshire wanted to extend the project but had not currently found any funding. Councillors suggested that officers should place an article in Councillors' Connection to ascertain if a Councillor could use their Community Support Scheme to assist. Following a question the Group was informed that rural connectivity was varied and also where superfast broadband had been introduced people were not aware that they had to request to be upgraded. The Executive Manager - Neighbourhoods explained that the Community Development Group annually scrutinised the County Council's project to upgrade broadband speeds across the County.

The organisation had assisted five communities to develop a Community Led Plan of which three had been completed and two were being supported in 2016/17. Rural Community Action Nottinghamshire had given funding support and advice to 40 groups and had successfully assisted developing applications that had brought £91,000 in 2015/16 and £73,200 in 2016/17 into the region.

The Group was informed of the Town and Parish Forums and Annual Conference and how the organisation assisted the Borough Council in the organisation of these events. Mrs Kirkwood reminded Councillors of the next forum that would be considering planning.

With regard to the Service Level Agreement it had been agreed to replace the Rural Diversification Conference with a Retail Boosting Workshop in Cotgrave.

In conclusion, Mrs Kirkwood explained its proposals for the future, and that, due to funding cuts, the organisation had considered how to reduce its own expenditure. A skills audit of parish councillors had been undertaken and a database of peer support had been created and although there had been no enquiries so far they would continue to promote it. In respect of Neighbourhood Planning negotiations had been undertaken with a planning consultancy service to enable joint working. Also the organisation had considered its own skills and how these can be marketed to the community.

Finally, the Group was informed of a bid that had been made to the Department of Communities and Local Government to address isolation and loneliness; a hub had been created in Leverton in 2015/16 and it was proposed to run a similar scheme in Rushcliffe.

Councillors reminded Rural Community Action Nottinghamshire that they had their own Community Support Scheme that she could promote to people if they needed some funding. Mrs Kirkwood replied that she did inform groups of both the Borough and the County Council's funding opportunities.

AGREED that Members had made comments on the performance of Rural Community Action Nottinghamshire in delivering the Service Level Agreement for April 2015 to December 2016 (as detailed in **appendix 1 & 2**).

17. **Work Programme**

The Group considered, and agreed, its work programme and noted that an invitation would be extended to Inspector Berry of Nottinghamshire Police to give their perspective on the South Notts Community Safety Partnership.

A request was made to have a further update on the Choice Based Lettings Scheme. The Executive Manager - Neighbourhoods agreed to provide a briefing note that would explain how the scheme worked.

The meeting closed at 20.55 pm.

Action Sheet

PARTNERSHIP DELIVERY GROUP - WEDNESDAY 18 JANUARY 2017

Minute Number	Actions	Officer Responsible
13. Notes of the Previous Meeting	Officers to request further information regarding Metropolitan Housing Trust's surveys.	Strategic Housing Manager
15. Review of Waterloo Housing Partnership	a) Officers to provide information on the impact of benefit capping in relation to carers and any exemptions. b) Waterloo Housing to provide data on the performance of its contact centre regarding the amount of time taken to answer calls.	Strategic Housing Manager Waterloo Housing
16. Service Level Agreement with Rural Community Action Nottinghamshire	An article to be placed in Councillors' Connection to ascertain if any Councillor could support the IT project from their Community Support Scheme.	Principal Community Development Officer
17. Work Programme	Officers to provide further information on the Choice Based Lettings scheme.	Executive Manager - Neighbourhoods

Response Sheet

PARTNERSHIP DELIVERY GROUP - WEDNESDAY 18 JANUARY 2017

Minute Number	Actions	Officer Responsible	Response
13. Notes of the Previous Meeting	Officers to request further information regarding Metropolitan Housing Trust's surveys.	Strategic Housing Manager	Officers are working with Metropolitan to provide an update for Councillors which can then be circulated.
15. Review of Waterloo Housing Partnership	<p>a) Officers to provide information on the impact of benefit capping in relation to carers and any exemptions.</p> <p>b) Waterloo Housing to provide data on the performance of its contact centre regarding the amount of time taken to answer calls.</p>	<p>Strategic Housing Manager</p> <p>Waterloo Housing</p>	<p>a) The cap does not affect households if the claimant, their partner or any children living with them are awarded any of the following benefits, or the claimant or partner qualify for Working Tax Credit:</p> <ul style="list-style-type: none"> • Attendance Allowance • Carer's Allowance • Disability Living Allowance • Guardian's Allowance • Personal Independence Payment • the support component of Employment and Support Allowance • Industrial Injuries Benefits • Armed Forces Compensation Scheme or war disablement pension • Armed Forces Independence Payment • War Widow's or War Widower's Pension. <p>b) Included in the presentation on the Members' Extranet.</p>

16. Service Level Agreement with Rural Community Action Nottinghamshire	An article to be placed in Councillors' Connection to ascertain if any Councillor could support the IT project from their Community Support Scheme.	Principal Community Development Officer	Officers are currently drafting an article for Councillors connections regarding the IT Project, This will cover an overview of the scheme, when the project ends and the funding gap that would need to be filled for it to continued.
17. Work Programme	Officers to provide further information on the Choice Based Lettings scheme.	Executive Manager - Neighbourhoods	Briefing note was circulated on 24 February 2017 with the agenda and reports for the meeting on 6 March 2017.

Report of the Executive Manager - Neighbourhoods

1. Summary

- 1.1. Members have requested a review of the South Nottinghamshire Community Safety Partnership (SNCSPP) performance with particular emphasis on the further transformation of the Nottinghamshire Police service and opportunities for community engagement development.
- 1.2. Members will therefore receive a presentation from Inspector Craig Berry from Nottinghamshire Police.

2. Recommendation

It is RECOMMENDED that the Partnership Delivery Group consider and make comments on the performance of the SNCSPP within Rushcliffe during 2016.

3. Reasons for Recommendation

- 3.1. The SNCSPP covers the administrative areas of Rushcliffe, Broxtowe and Gedling.
- 3.2. It performs the role of being the Council's Crime and Disorder Reduction Partnership which is a statutory group required by the 1998 Crime and Disorder Act.
- 3.3. Statutory and voluntary partners participate in the SNCSPP with a common aim of reducing crime and disorder, anti-social behaviour, and promoting healthy and safe communities.
- 3.4. Nottinghamshire Police is a core delivery partner on the community safety agenda within South Nottinghamshire. In addition to an overview of crime performance within the Borough, the presentation will provide an overview of how the Police are continuing to adapt to the on-going challenges around finance, crime reporting, prioritisation (adoption of a strategic threat and risk assessment (STRA) approach) and the identification of future opportunities for further locality working with other key CSP partners such as the Council.

4. Supporting Evidence

- 4.1. Members will receive a presentation covering the performance of the SNCSPP within Rushcliffe during 2016.

5. Risk and Uncertainties

5.1. None

6. Implications

6.1. Finance

There are no direct financial implications to this report, however, it should be noted that the Council received additional funding of up to £28,278 from the Police and Crime Commissioner to support the Trent Bridge Locality Area in 2016/17.

6.2. Legal

None.

6.3. Corporate Priorities

Supporting economic growth to ensure a sustainable, prosperous and thriving local economy – crime prevention and crime reduction are important foundation factors in developing and maintaining business and economic prosperity in the borough.

Maintaining and enhancing our resident's quality of life – this subject is fundamental to the Council's duty under Section 17 of the Crime and Disorder Act 1998 to do all it reasonably can when exercising its functions to prevent crime and disorder. The fulfilment of this duty has a significant positive impact on our residents' quality of life.

6.4. Other Implications

None

For more information contact:	David Banks Executive Manager - Neighbourhoods 0115 914 8438 DBanks@rushcliffe.gov.uk
Background papers Available for Inspection:	None
List of appendices (if any):	None

Report of the Executive Manager - Operations and Transformation

1. Summary

- 1.1. The emergency planning and resilience capability of Rushcliffe Borough Council is delivered via a Service Level Agreement with Nottinghamshire County Council. This report gives an update on the background to the Local Resilience Forum and the Emergency Planning Officer will present a report detailing work streams, exercises and training from 2016/17 with a look ahead to 2017/18.

2. Recommendation

It is RECOMMENDED that Members consider and make comment on the presentation made by the Rushcliffe Emergency Planning Officer and endorse the work of the Local Resilience Forum.

3. Civil Contingencies Act 2004

- 3.1. Following the fuel crisis and the severe flooding in the autumn and winter of 2000, the Government announced a review of emergency planning arrangements. The review concluded that existing legislation no longer provided an adequate framework for modern civil protection efforts and that new legislation was needed. This led to the Civil Contingencies Act 2004.
- 3.2. The Act, accompanying regulations, and non-legislative measures deliver a single framework for civil protection in the United Kingdom to meet the challenges of the 21st Century. The Act is separated into two substantive parts: local arrangements for civil protection (part 1) and emergency powers (part 2).
- 3.3. The Act focuses on three types of threat:
 - a) an event or situation which threatens serious damage to human welfare
 - b) an event or situation which threatens serious damage to the environment
 - c) war, or terrorism, which threatens serious damage to security.
- 3.4. The purpose of part 1 of the Act establishes a statutory framework for civil protection at the local level. This, together with accompanying guidance and regulations, sets out clear expectations and responsibilities for responders to ensure they are fully prepared to deal effectively with the wide range of emergencies from localised incidents through to catastrophic emergencies. It divides local responders into two categories.
- 3.5. Those in **Category 1** have duties placed upon them to:

- a) Assess local risks, including the development and maintenance of a Community Risk Register, and use this to inform emergency planning
 - b) Put in place emergency plans
 - c) Put in place Business Continuity Management arrangements, to ensure that they can continue to exercise critical functions in the event of an emergency
 - d) Put in place arrangements to make information available to the public about civil protection matters (such as the Community Risk Register) and maintain arrangements to warn, inform and advise the public in the event of an emergency
 - e) Share information with other local responders to enhance co-ordination;
 - f) Co-operate with other local responders to enhance co-ordination and efficiency; and
 - g) Provide advice and assistance to businesses and voluntary organisations about business continuity management (local authorities only).
- 3.6. Those covered by the duties at present are local authorities, government agencies, emergency services and most NHS organisations.
- 3.7. **Category 2** organisations will be placed under the lesser duties of co-operating with Category 1 organisations and sharing relevant information. Those to be included at present are utilities, transport, NHS clinical commissioning groups, voluntary agencies and the Health and Safety Executive.
- 3.8. Category 1 and 2 organisations have joined to form “Local Resilience Forums” (based on police areas) to help co-ordination and co-operation between responders at the local level.
- 3.9. While it is primarily focused at civil emergencies, Part 1 of the Civil Contingencies Act was aimed at improving the UK's ability to deal with the consequences of a wide range of disruptions by improving the planning process at a local level, building better contacts between organisations and ensuring what goes on at the local level dovetails with efforts at the regional and national levels.
- 3.10. Part 2 of the Civil Contingencies Act – the Emergency Powers legislation – is a mechanism for dealing with only the most serious of emergencies that require an urgent response, an instrument of last resort. The Act introduced a range of other new features mostly designed to ensure emergency powers cannot be misused and can be used in a more targeted and proportionate manner.

4. Local Resilience Forum (LRF)

- 4.1. The Nottingham and Nottinghamshire Local Resilience Forum is the senior management multi agency group for the co-ordination of emergency planning within Nottingham and Nottinghamshire.
- 4.2. The Forum meets regularly, is led by Nottinghamshire Police, and is made up of senior managers from the principal emergency planning and response organisations. It does not have a separate legal personality and does not have powers to direct its members.

- 4.3. The Forum is concerned with overall direction and policies of emergency planning and preparation in Nottingham and Nottinghamshire. The Forum also forms the basis of the strategic multi-agency group that leads the overall response to any major emergency.
- 4.4. The main Forum meets at least once every six months, although meetings can be held more frequently if LRF members agree that is necessary.
- 4.5. There are 16 working groups within the Forum coordinated by the Resilience Working Group. These groups work to national capabilities and planning assumptions. Each group provides emergency plans, training and exercises.
- 4.6. Training is provided for Strategic and Tactical level management of the different partners in the Local Resilience Forum. The training is split into training for the **response phase** for an emergency, and then the management of the **recovery phase**. Training is also provided for each capability provided by the sub groups. This can range from flooding incidents, survivor reception centres, telecommunications to emergency mortuaries.
- 4.7. Each year the Forum holds a large scale exercise as well as individual plans being exercised on a review cycle of every 4 years. 2014 saw Rushcliffe heavily involved in Exercise Jarrell. This was a two day exercise dealing with a structural collapse at a football ground that tested Strategic and Tactical coordination groups and eight plans ranging from site clearance, humanitarian assistance to recovery.

5. Service Level Agreement

- 5.1. Rushcliffe Borough Council has an annual Service Level agreement with Nottinghamshire County Council for the provision of a 0.5fte Emergency Planning Officer.
- 5.2. As well as taking part in Forum sub groups and internal work to maintain emergency planning arrangements, produce corporate emergency and business continuity plans, local work is conducted with Rushcliffe communities to enhance resilience within communities.
- 5.3. Parish Councils and communities are helped to produce community emergency plans. These harness local knowledge and skills to enable communities to work together in time of emergencies in a way that complements the response of the emergency services. The plans:
 - a) provide a co-ordinated response from the local community
 - b) identify key contacts and resources within the locality
 - c) identify places of safety for residents should an evacuation be necessary
 - d) identify vulnerable people or groups that may require additional assistance
 - e) identify local hazards within the community, and
 - f) assist in keeping residents within the parish informed of the situation.
- 5.4. Contact is maintained with flood wardens within Rushcliffe to provide a bridge between Rushcliffe and local communities in times of flood. Local flood plans

and the extensive local flood knowledge of these community volunteers create an effective joined up response.

5.5. Recent work has included support to Gotham Village in the recovery phase after surface water floods of 30.6mm of rain affected the community. This included:

- a) Assisting the Parish Council to collate information on affected properties
- b) Liaising with the County Council Flood risk teams section 19 flood investigation of the incident
- c) Advice and information around surface water flood maps for the village
- d) Options for flood protection products
- e) Attendance at community meetings to discuss the results of the section 19 investigation and the ownership of various water courses/drains in the village, and
- f) On-going support to encourage the Parish council to apply for a Rushcliffe flood resilience store grant.

6. Implications

6.1. Finance

The annual Service Level Agreement with Nottinghamshire County Council is £25,900.

6.2. Legal

Legal implications are contained within the body of the report.

For more information contact:	Karen Emery Emergency Planning Officer 0115 914 8399 kemery@rushcliffe.gov.uk
Background papers Available for Inspection:	Nil
List of appendices (if any):	Nil

Report of the Executive Manager - Finance and Corporate Services

1. Summary

- 1.1. The work programme is a standing item for discussion at each meeting of the Partnership Delivery Group. This report presents the Group's rolling work programme.

2. Recommendation

It is **RECOMMENDED** that the Partnership Delivery Group agrees the proposed work programme for 2016/17 and 2017/18.

3. Details

Date of Meeting	Item
6 March 2017	<ul style="list-style-type: none"> • South Notts Community Safety Partnership – update • Local Resilience Forum • Work programme
5 July 2017	<ul style="list-style-type: none"> • Garage Co-operation Agreement • Positive Futures • Work programme including capturing questions for Metropolitan
17 October 2017	<ul style="list-style-type: none"> • Annual Review of partnership with Metropolitan • RCVS SLA Update • Work programme including capturing questions for Waterloo Housing and Rushcliffe Business Partnership
17 January 2018	<ul style="list-style-type: none"> • Annual Review of Waterloo Housing • RCAN SLA Update • Rushcliffe Business Partnership • Work programme, including capturing questions for the South Notts Community Safety Partnership

For more information contact:	Constitutional Services 0115 914 8481 constitutionalservices@rushcliffe.gov.uk
Background papers Available for Inspection:	Nil
List of appendices (if any):	Nil