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**Our reference:**  
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**Date:** Monday, 4 March 2019



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Rushcliffe Borough  
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To all Members of the Cabinet

Dear Councillor

A Meeting of the Cabinet will be held on Tuesday, 12 March 2019 at 7.00 pm in the Council Chamber Area B, Rushcliffe Arena, Rugby Road, West Bridgford to consider the following items of business.

Yours sincerely

A handwritten signature in black ink, appearing to read 'S Sull'.

Sanjit Sull  
Monitoring Officer

## **AGENDA**

1. Apologies for Absence
2. Declarations of Interest
3. Minutes of the Meeting held on 12 February 2019 (Pages 1 - 8)
4. Opposition Group Leaders' Questions

To answer questions submitted by Opposition Group Leaders on items on the agenda.

5. Citizens' Questions

To answer questions submitted by citizens on the Council or its services.

## **KEY DECISIONS**

6. Rushcliffe Care Leavers Offer (Pages 9 - 56)

The report of the Executive Manager – Neighbourhoods is attached.

## NON-KEY DECISIONS

7. Statement of Community Involvement for Planning Policy and Planning Applications (Pages 57 - 100)

The report of the Executive Manager – Communities is attached.

8. Revenue and Capital Budget Monitoring 2018/19 - Quarter 3 Update (Pages 101 - 120)

The report of the Executive Manager – Finance and Corporate Services is attached.

### Membership

Chairman: Councillor S J Robinson

Vice-Chairman: Councillor D Mason

Councillors: A Edyvean, G Moore and R Upton

<b>Meeting Room Guidance</b>
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**Toilets:** are located to the rear of the building near the lift and stairs to the first floor.

**Mobile Phones:** For the benefit of others please ensure that your mobile phone is switched off whilst you are in the meeting.

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<b>Recording at Meetings</b>
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Rushcliffe Borough Council is committed to being open and transparent in its decision making. As such, the Council will undertake audio recording of meetings which are open to the public, except where it is resolved that the public be excluded, as the information being discussed is confidential or otherwise exempt.



## **MINUTES OF THE MEETING OF THE CABINET**

**TUESDAY, 12 FEBRUARY 2019**

Held at 7.00 pm in the Council Chamber Area B, Rushcliffe Arena, Rugby Road,  
West Bridgford

### **PRESENT:**

Councillors S J Robinson (Chairman), D Mason (Vice-Chairman), A Edyvean,  
G Moore and R Upton

### **ALSO IN ATTENDANCE:**

Councillors R Jones, A MacInnes, R Mallender

### **OFFICERS IN ATTENDANCE:**

D Banks	Executive Manager - Neighbourhoods
C Caven-Atack	Performance, Reputation and Constitutional Services Manager
T Coop	Constitutional Services Officer
A Graham	Chief Executive
P Linfield	Executive Manager - Finance and Corporate Services
K Marriott	Executive Manager - Transformation and Operations
D Mitchell	Executive Manager - Communities
S Sull	Borough Solicitor

### **APOLOGIES:**

There were no apologies.

#### **40 Declarations of Interest**

There were no declarations of interest.

#### **41 Minutes of the Meeting held on Tuesday 11 December 2018**

The minutes of the meeting held on Tuesday 11 December 2018 were  
declared a true record and were signed by the Chairman.

#### **42 Opposition Group Leaders' Questions**

What progress is being made on: a) the relocation of the Councils recycling2go  
service to Nottingham City Eastcroft Depot, b) Streetwise in finding an alternative  
site, and c) the decontamination of the Abbey Road site so that it can be  
developed for housing?

The Portfolio Holder for Finance, provided the following response.

A joint working group (Rushcliffe and Nottingham City) is continuing to make good progress and the move of Recycling2go to Eastcroft remains on track for April – June 2019. Streetwise continue to explore alternative options for their location with the support of the Council. Regarding decontamination of the site, full reports have been undertaken on the site and a remediation strategy will be put in place as part of the planning process.

Councillor MacInnes also asked:

“What work has been completed by officers to progress the Councils ambition to build housing on the Depot site which would provide: a) much needed additional housing, b) assist in meeting the 5 year Housing Supply of Land, and c) deliver further economic growth within the Borough and therefore help the Council to achieve its corporate priorities.”

Councillor Edyvean, Portfolio Holder for Economic Growth and Business, provided the following response.

“Following on from the Cabinet report of October 2018, a design team has been appointed and it is anticipated that a planning application for the site will be submitted in March/April 2019. Proud of record as council of affordable housing having delivered more than any other council in Nottinghamshire.”

#### **43 Citizens' Questions**

The following question was submitted by Ms Carys Thomas.

“Authority to grant outline planning permission for the land South of Clifton was delegated to the Executive Manager (Communities) on 25 January 2018, so the Council’s decision to grant permission is now hurtling towards its first birthday. Why has the planning permission not yet been granted? Every delay worsens the prospects for attaining/maintaining the 5-year housing land supply you require and moves more projected completions beyond the current plan period, meaning that additional sites have to be found elsewhere. I understand that a government grant was awarded to help provide roads for the Clifton development – is there a time limit for spending it?”

In the absence of Ms Thomas, the question was asked by the Monitoring Officer.

Councillor Upton provided the following response.

“The delivery of this strategic site has been, and continues to be, a top priority of the Council.

Officers worked hard to get Council approval to the development, which was achieved at the Planning Committee in early 2018 subject to the completion of a Section 106 agreement.

Over the last 12 months officers have been engaged with the lead developer in finalising this agreement so the permission can be issued.

Despite officers' hard work, the completion of the Section 106 agreement is outside the control of the Council and relies on the agreement of the consortium of landowners. This situation is not unusual for large complex sites that require significant long term investment.

It is hoped that in the very near future the Section 106 agreement can be completed and then further detailed planning applications can be progressed for the delivery of the housing, employment and the required infrastructure.

We continue to work closely with Homes England who understand the difficulties we are facing and are seeking to provide appropriate support officer and financial support. Like many authorities we still await formal feedback from them in relation to the Housing Infrastructure Grant provisionally identified for the site.

In summary, can I assure you that the delivery of this site remains a top priority of the Council.”

### **Key Decisions**

#### **44 Empty Homes Strategy**

Councillor Upton proposed the report of the Executive Manager – Neighbourhoods which asked for Cabinet approval of a revised Empty Homes Strategy for the authority. He highlighted that there were over 900 empty residential properties in the Borough with 100 of these having been empty for over two years. These long-term empty properties were increasingly a cause of alarm to neighbours as they attracted pests and fly-tipping, led to over-grown gardens, and were a focus of crime and disorder. Alongside an analysis of why homes become empty, the strategy outlines what assistance can be given to home owners, and what action can be taken by the authority, to bring homes back into occupation.

Councillor Edyvean endorsed the comments of Councillor Upton in seconding the report.

Councillor Robinson added that in light of the pressure within the Borough to increase the number of new homes, it seemed right do what was necessary to bring empty properties back into use.

#### **It was RESOLVED that**

- a) The Empty Homes Strategy 2019 -2024 be approved and,
- b) The Executive Manager – Neighbourhoods be authorised to make minor revisions to the Strategy during its lifespan

#### **Reasons for Recommendation**

To create a strategic framework and associated action plan which will detail how the Council will seek to target and address empty homes in the borough.

## **Non-Key Decisions**

### **45 Bingham Leisure Centre - Review of Chapel Lane Site**

Councillor Mason proposed the report of the Executive Manager – Communities requesting Cabinet approval to move to the next phase of development on the Chapel Lane site in Bingham. The interim report proposes the development of a new Leisure Centre, community hall and stand-alone office complex effectively linking the existing community with the new residential properties being built north of the town. The £20m capital investment would be overseen by a Cabinet-led member panel reflecting the support given to the development of Rushcliffe Arena.

Councillor Edyvean seconded the report and outlined how building a new leisure centre in Bingham would support the Council's continuing goal of providing high quality leisure facilities as well as addressing the future needs of this expanding town.

Councillor Upton commented that the existing building was beyond its useful life and was not cost effective to update. He was very supportive of the proposal which gives the Council the opportunity to meet modern disability and energy efficiency standards as well as providing an excellent modern community facility. Councillor Moore also supported the proposal and welcomed the opportunity to put to use many of the lessons learnt from building Rushcliffe Arena.

Councillor Robinson concluded the discussion by highlighting that Bingham was a major growth area in the Borough and that it was positive that we were able to provide a significant piece of community infrastructure as part of that expansion.

#### **It was RESOLVED that**

- a) the outcome of the options appraisal be noted and the preferred option of a new leisure centre (with community hall) and stand-alone offices be approved;
- b) the procurement of a professional team to proceed to the next stage to proceed to the next stage of design, planning approval and tender development be authorised;
- c) a Cabinet led Member group to oversee the leisure aspect of the report be appointed;
- d) the financial implications identified within the report be noted and the inclusion of £20m in the Councils Capital Programme together with the funding and resource implications associated with the development in the Council's Medium Term Financial Strategy be approved and presented to Full Council on 7 March 2019;
- e) once successful planning permission has been achieved a further report be provided with pre-tender estimates and any revised funding

consequences.

## **Reasons for Decision**

Development of a new leisure centre alongside stand-alone serviced offices responds to market requirements combined with intelligence indicating good levels of local demand for offices at competitive rents. Although this option does not provide the Council with the highest return on investment it complements the wider masterplan for Bingham by creating an attractive gateway to and from the new housing development within the north of the town as well as providing employment and economic regeneration benefits.

## **46 Budget and Financial Strategy 2019/20**

Councillor Moore presented the report of the Executive Manager – Finance and Corporate Services outlining the Council's proposed budget for 2019/20 and the five year Medium Term Financial Strategy. The proposed budget set the Council Tax for the coming year at £137.39 for a Band D property (which represents an increase of £4.95 or 3.73%) as well as the additional Special Expenses for West Bridgford, Ruddington and Keyworth. The report presents a balanced budget despite an ambitious capital programme and further cuts in central government funding. Councillor Moore further outlined that despite the proposed increase, Rushcliffe's Council Tax would remain the lowest in Nottinghamshire and within the lowest quartile nationally. As a result of this prudent and responsible budget, Councillor Moore was pleased to announce that the Council was now self sufficient and thanked Mr Linfield and his team for all of their hard work.

The report was seconded by Councillor Upton who made no further comments. Councillor Mason expressed the belief that this was an excellent and restrained budget which demonstrated as desire to protect services as well as a willingness to invest in the future. Councillor Robinson also thanked Mr Linfield and his team for delivering a balanced and robust budget at a very difficult time.

**It was RESOLVED that Cabinet recommend that Council;**

- a) adopts the budget setting report and associated financial strategies 2019/20 to 2023/2024, including the Transformation Strategy and Efficiency Statement to deliver efficiencies over the five year period.
- b) Adopts the Capital programme, as set out in Appendix 4 of the annex to the officer's report.
- c) Adopts the Capital and Investment Strategy, as set out in Appendix 5 of the officer's report.
- d) Sets Rushcliffe Borough Council's element of the 2019/20 Council Tax for a Band D property at £137.39.
- e) Sets the Special Expenses for West Bridgford, Ruddington and Keyworth, as detailed at Appendix 1 of the annex to the officer's report, resulting in the following Band D Council tax levels for the Special

Expenses area:

- i. West Bridgford £48.51
- ii. Keyworth £1.60
- iii. Ruddington £3.37

**Reason for decisions**

To comply with the Local Government Finance Act (1972) and ensuring the budget enables corporate objectives to be achieved. The Council is required to set a balanced budget and that it has adequate funds and reserves to address its risks.

**47 Revision to the terms of reference of the Economic Prosperity Group**

Councillor Robinson proposed the report of the Chief Executive outlining revised terms of reference, costs and constitution for the Economic Prosperity Group (formally Committee) which brings together the local authority leaders of all councils to drive forward growth and the creation of jobs. The proposal was seconded by Councillor Mason.

**It was RESOLVED that:**

- a) The membership of the EPC be continued.
- b) The amended Constitution (Terms of Reference, Membership and procedures) of the EPC be approved.
- c) Nottingham City Council continue to host the Committee and provide all secretarial, legal and financial support services, (including S151 and Monitoring Officer roles) be approved. The annual costs be agreed by the constituent authorities and to be met in equal shares. The chairing of the Committee may be transferred to Nottinghamshire County Council in future as is allowed for in the terms of reference.

**Reason for decisions**

To support this Council's continued membership of the EPC.  
To update Cabinet on the amendment to the terms of reference of the EPC.  
To note the costs of membership of the EPC.

**48 Discretionary Rate Relief Policy Review**

Councillor Moore proposed the report of the Executive Manager – Finance and Corporate Services covering a technical change to the Discretionary Rate Relief Policy. This was last reviewed in 2016 and approved for a three-year period. It awards rate relief to charities, community groups and village halls for example thus enhancing community well-being within the Borough. The report was seconded by Councillor Upton who further commented that this scheme was valued by the community.

**It was RESOLVED that:**



- a) The new policy for Discretionary Rates Relief be approved.
- b) The Executive Manager – Finance and Corporate Services be given delegated authority to amend the policy within the next 3 years following expected changes to the current business rates scheme in 2020/21.

**Reasons for decisions**

To ensure that there is a consistent approach to the award of any discretionary rate relief (DRR).

The meeting closed at Time Not Specified.

CHAIRMAN

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**Cabinet**

**Tuesday, 12 March 2019**

**Rushcliffe Care Leavers Offer**

**Key Decision**

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

### **Portfolio Holder for Community and Leisure Councillor D Mason**

#### **1. Purpose of report**

- 1.1. This report provides a summary of the District/Borough Council elements contained within the proposed Nottinghamshire Local Offer for Care Leavers, attached as Appendix 1, which is recommended for Members to support.

#### **2. Recommendation**

It is RECOMMENDED that Cabinet:

- a) Approve the proposed Nottinghamshire Local Offer for Care Leavers and;
- b) Delegate authority to the Executive Manager for Communities to explore and report to cabinet how the Council might work with Nottinghamshire County Council to support Looked After Children and those at risk/vulnerable of becoming so.

#### **3. Reasons for Recommendation**

- 3.1. To fulfil statutory Corporate Parenting duties, improve lifetime outcomes for care leavers in Rushcliffe and across Nottinghamshire and to reduce lifetime local and national spend on care leavers.

#### **4. Background**

- 4.1. There are approximately 70,000 children in care in England at any one time. Many of these young people when they leave care face serious disadvantage in their lives, compared to their peers. While most young people continue to rely on their families long after they are 18, young people leaving care often do so without the support of a loving family. This is the context for Section 2 of the Children & Social Care Act 2017 which requires each local authority (including District Councils) to publish a Local Offer for its care leavers (18 – 25 years). It should provide information about all the services and support, statutory and discretionary that is available to them from each local authority.
- 4.2. The Local Offer should include details of local authority services and support that could help care leavers' transition to adulthood and independent living in relation to health and well-being, positive relationships, education and training, employment, accommodation and participation in society.

- 4.3. Through the Nottinghamshire Local Authorities Chief Executives' Group, the County Council and District/Borough Councils agreed to create one joint single Care Leaver Offer for Nottinghamshire.
- 4.4. Representatives from the County Council, District/Borough Councils, other public sector services, voluntary organisations and key stakeholders including ex and current care leavers, have all been involved in developing the draft Local Offer. In addition, a Business Breakfast, hosted by Sir John Peace was held on 7th March to engage local businesses in the offer with a particular emphasis on the employment and training aspect.
- 4.5. Various work streams were agreed and have been led by appropriate senior officers from the County and District Councils with Newark & Sherwood's Chief Executive providing the link with, and lead from, Nottinghamshire Chief Executives.

## **5. Contributions from Borough and District Councils**

- 5.1. The Borough/District Councils' Chief Executives have expressed 'in principle' support for a number of proposals subject to the relevant approvals of their respective Councils. Set out below are those elements of the offer that are of particular relevance to Borough/District Councils and which Rushcliffe is looking at supporting/implementing where possible:

**5.1.1. Employment, Skills and Apprenticeships** - A number of Care Leavers are already employed in various apprenticeships by Nottinghamshire local authorities. It is the intention to more actively signpost care leavers to apprenticeships made available by Borough/District Councils and wherever possible, to prioritise care leavers for local authority apprenticeships, for example, guaranteeing care leavers an interview if they meet essential criteria. Ideally, individual Borough/District councils are encouraged to identify and support a specific number of care leaver apprentices per year, paid at the age-related national minimum wage and supported with a care leaver apprentice coaching and support programme, recognising the specific vulnerabilities and extra support that care leavers may need to apply for and succeed in these roles.

**5.1.2.** The Council already has a strong track record of delivering apprenticeships and subject to Cabinet approval further work will be undertaken to develop the Council's offer.

**5.1.3. Housing** - Borough/District Councils' have already been working together to secure a consistent offer that gives priority to care leavers within Housing Allocation Schemes, together with a commitment to help care leavers secure accommodation as quickly as possible (ideally within 8 weeks) However, if emergency accommodation is required, it is proposed that the statutory homelessness process would be triggered and homeless accommodation utilised, as a last resort.

**5.1.4. Physical and Mental Health** - Across the County, some Borough/Districts offer free use and/or concessions for leisure facilities whereas others do not. In recognising the health and wider well-being

benefits of physical activity, it is proposed that all Borough/District Councils consider providing free membership of their leisure centres to Care Leavers. In respect of Rushcliffe positive conversations have taken place with Lex Leisure and further work is underway with Mitie in respect of East Leake Leisure Centre.

5.1.5. In addition to the above, all Nottinghamshire Borough/District Councils have previously agreed to exempt care leavers from council tax up to their 25th birthday as part of the development of this Local Offer. It is understood that Nottinghamshire is the first two-tier area to make this commitment but a number of others are now following, including Derbyshire and Lincolnshire.

5.2. The draft Local Offer was approved by Nottinghamshire County Council's Children & Young People's Committee on 11 February 2019 and is due to be presented to each respective Borough/District Council Cabinet and/or Committees in February/March 2019 for support.

5.3. The current number of care leavers in Nottinghamshire (as at 9 January 2019) is provided below by district/borough areas:

	18-20 years	20 years +
Ashfield	41	55
Bassetlaw	33	41
Broxtowe	4	9
Gedling	14	20
Mansfield	44	57
Newark & Sherwood	33	24
Rushcliffe	15	24

5.4. In terms of the communicating the offer Nottinghamshire County Council's Communications Team is co-ordinating a multi-channel media launch of the Local Offer in early March and will liaise with Borough/District Councils and other partners for this activity. This includes a conference for local authority officers and relevant practitioners delivering services and support across the 6 themes of the Local Offer (Summer 2019). The conference will inform them of the Offer as it relates to their service, raise awareness of how to adapt their practice to deliver an effective service for care leavers and to promote other areas of the Offer to the care leavers they support.

5.5. Subject to approval, the Local Offer will be available to all care leavers through their social worker or personal adviser, in a format that is appealing and accessible to young people. It will also be available on a dedicated area of 'Notts Help Yourself' ([www.nottshelpyourself.org.uk](http://www.nottshelpyourself.org.uk)) and on a mobile App. The use of IT platforms means that the current Offer will be updated as soon as new services and support become available from partners. The design of all formats will be informed by the feedback gained from consultation with care leavers on the Local Offer that was undertaken between 10 and 21 December 2018.

## **6. Other Partnership Activities**

- 6.1. As mentioned above, a Business Breakfast took place on Thursday, 7 March 2019, hosted by the Lord Lieutenant of Nottinghamshire. He outlined the Local Offer to business leaders from across Nottinghamshire and invited them to pledge their support to increase employment opportunities for care leavers.
- 6.2. Children's Services Directors from across D2N2 are discussing the development of a joint offer across the region, which has been promoted by the Care Leaver Ambassador who is also advocating for a stronger national offer for care leavers to be developed centrally by government.
- 6.3. Though positive progress is being made around the Care Leaver agenda, the objective of course has to be to reduce the number of children in care and better support those currently in care. Historically, in two tier areas, this has tended to be solely the domain of Children's Social Care but there are clearly opportunities for Borough and District Councils to make a more active contribution, supporting and incentivising fostering and adoption for example.

## **7. Governance**

- 7.1. It is proposed that Nottinghamshire's Looked After Children (LAC) and Care Leavers (CL) Strategic Partnership Board be the body accountable for the performance management and continuous improvement of the Offer.

## **8. Alternative options considered and reasons for rejection**

- 8.1. Each local authority in Nottinghamshire could develop and produce its own Local Offer for Care Leavers. However a collective approach, sharing expertise and best practice across the County, is a more effective way of ensuring the best outcomes for young people leaving care.

## **9. Implications**

### **9.1. Financial Implications**

- 9.1.1. The exemption detailed in paragraph 5.1.5 is categorised as discretionary relief and therefore charged to revenue. Any other costs associated with the proposed Local Offer for Care Leavers are contained within the Council's existing budgets and the County Council's existing Children's Social Care, Communications and HR budgets.

### **9.2. Legal Implications**

- 9.2.1 The Children and Social Work Act 2017 re-affirmed council's corporate parenting responsibilities and extended them to include district and borough councils. All top tier councils are also now required to produce and publish a 'local offer for care leavers'. In two-tier areas, district and borough councils are required to contribute to this local offer.

### 9.3. Equalities Implications

9.3.1. The proposed Local Offer for Care Leavers (Appendix A) has significant and positive benefits for services users, namely the County's care leavers, who are some of the most vulnerable residents in the County. This new Offer provides a comprehensive guide to all the services and support care leavers are already entitled to, as well as new entitlements that, together, will have a substantial impact on their lives

### 9.4. Section 17 of the Crime and Disorder Act 1998 Implications

9.4.1. Providing appropriate support to care leavers will deliver a range of benefits and support which will hopefully result in a positive transition and reduce the risk of negative outcomes.

## 10. Link to Corporate Priorities

10.1. This report links to the following corporate priority of 'Maintaining and enhancing our residents' quality of life'. By supporting the proposed Nottinghamshire Local Offer for Care Leavers and considering how the Council might work with Nottinghamshire County Council will bring benefits in maintaining and enhancing the quality of life of some of our most vulnerable residents.

## 11. Recommendations

It is RECOMMENDED that Cabinet:

- a) Approve the proposed Nottinghamshire Local Offer for Care Leavers and;
- b) Delegate authority to the Executive Manager for Communities to explore and report to cabinet how the Council might work with Nottinghamshire County Council to support Looked After Children and those at risk/vulnerable of becoming so.

<b>For more information contact:</b>	David Banks Executive Manager - Neighbourhoods 0115 9148438 dbanks@rushcliffe.gov.uk
<b>Background papers available for Inspection:</b>	Children and Social Care Act 2017 <a href="http://www.legislation.gov.uk/ukpga/2017/16/contents/enacted">http://www.legislation.gov.uk/ukpga/2017/16/contents/enacted</a>  Local offer guidance: Guidance for local authorities (February 2018) <a href="http://www.gov.uk/government/publications/local-offer-guidance">www.gov.uk/government/publications/local-offer-guidance</a>
<b>List of appendices:</b>	<b>Appendix A</b> - Nottinghamshire's Local Offer For Care Leavers





## NOTTINGHAMSHIRE'S LOCAL OFFER FOR CARE LEAVERS

Leaving care is a big thing in your life, and without the right support it can be difficult and stressful. Even though you are leaving care, or have left care, as your corporate parents, we still care about you and want to support you to have the chances and successes in life that other young adults have.

The Local Offer for Care Leavers tells you about the “offer” of services and support that is available to you as a care leaver in Nottinghamshire. We know that it is a big step when you move out of care and start living on your own or with others. We want to make sure that you feel safe and supported and know where and who to go to for advice and help.

Local care leavers have helped us to create this offer. We will continue to listen to your views to make sure the services and support we offer are what you need and improved on an ongoing basis.

## [QUICK READ GUIDE](#)

The guide has been split into the following main sections:

**[What does the local offer mean for me?](#)** *pages 3 to 5* - including checking your eligibility for this offer, the role of a personal adviser, your pathway plan and your rights overview – I will add page numbers to this and the following

- 1) **[Setting up your own home and helping you stay there:](#)** *pages 6 to 8* - preparation for getting your own place and support to do this.
- 2) **[Looking after your money:](#)** *pages 9 to 11* - how to obtain financial support and manage your money effectively
- 3) **[Keeping healthy and happy:](#)** *Pages 12 to 13* - advice on how to seek emotional, physical and mental health services
- 4) **[Education, training, skills and work:](#)** *pages 14 to 18* - guidance and information about job options improving you skills and knowledge plus financial support to do this,
- 5) **[Family and relationships:](#)** *pages 19 to 20* – support on how to achieve and maintain healthy relationships with family and friends
- 6) **[Finding things to do and feeling part of where you live:](#)** *pages 21 to 22* – ways to spend your free time, including volunteering, how to help improve services for care leavers, and to get important documents together

**[What's happening next?](#)** *page 23* - plans to improve the offer and how you can get involved, how to keep up to date with new support and services, and the Care Leaver Covenant

**[Additional information:](#)** *pages 24 to 36*

- 1) **[Extra information for your health and well-being:](#)** *pages 24 to 28* – description of physical and mental health and well-being services, including contact information
- 2) **[Extra information on helping you into work, training and education:](#)** *pages 29 to 31* – additional organisations and opportunities that may be of interest
- 3) **[What's on offer in your local area:](#)** *page 32* – including discounted leisure facilities, community involvement and volunteering
- 4) **[More information about your Pathway Plan:](#)** *page 33*
- 5) **[Corporate Parenting Principles:](#)** *page 33*
- 6) **[Useful contacts, resources & further support:](#)** *pages 34 to 36*

### WHAT DOES THE LOCAL OFFER MEAN FOR ME?

To be able to get the support and services available in this Offer, you must have been in care for a period of at least 13 weeks (or periods amounting to 13 weeks) which began after age 14 and included some time after your 16th birthday. If you were looked after on or after your 16th birthday but for less than 13 weeks you may still qualify for some support.

If you're not sure whether the Offer applies to you, ask your social worker or personal adviser whether it does.

If you don't have a social worker or personal adviser, get in touch with the Leaving Care Team and they will be able to let you know whether it applies to you.

If you've had a personal adviser in the past and would like some support from the Leaving Care Team again, please get back in touch.

You can contact Nottinghamshire's Leaving Care Team by telephone or email:  
Bassetlaw, Newark Mansfield: 01158041236 or [LeavingCareDuty@nottscc.gov.uk](mailto:LeavingCareDuty@nottscc.gov.uk)  
Ashfield, Broxtowe, Gedling, Rushcliffe: 01158546318 or [LeavingCare.South@nottscc.gov.uk](mailto:LeavingCare.South@nottscc.gov.uk)

Support from personal advisers is centred on your individual needs and aspirations and can continue until you are 25 years old, but you may decide you no longer need support before then.

Everything that is available to care leavers in this Offer is available online at [www.nottshelpyourself.org.uk](http://www.nottshelpyourself.org.uk). You can email [quality.improvementgroup@nottscc.gov.uk](mailto:quality.improvementgroup@nottscc.gov.uk) to request more copies.

If you have one, your social worker or personal adviser will talk with you about the information in the Offer.

If there is anything in this guide that you don't understand or you want to learn more about, speak to your social worker or personal adviser, or get in touch with the Leaving Care Team by email or telephone via the contact detail provided above or on page 34.

If you identify as a former unaccompanied asylum seeking child or are awaiting leave status from the Home Office, there may be some elements of this Offer that you are not entitled to. Please discuss this with your personal adviser.

#### Your rights checklist

By law you are entitled to the following

- ✓ Involvement in decisions for your life.

- ✓ Access to personal adviser support and advice until your 25<sup>th</sup> birthday
- ✓ A Pathway Plan detailing the journey to your future.
- ✓ To request access to any information we may hold about you.
- ✓ Be listened to and supported in where you decide to live.
- ✓ To obtain your consent if we wish to share your information with other parties.

#### Our vision and ambition for you as your corporate parents

We are Nottinghamshire's Looked after Children (LAC) and Care Leavers Strategic Partnership (the partnership). Nottinghamshire County Council, and now the 7 district councils of Ashfield, Bassetlaw, Broxtowe, Gedling, Mansfield, Newark and Sherwood and Rushcliffe, are your statutory corporate parents.

This means we must provide you with certain support and services by law. However, we provide these things and more because we know it is the right thing to do to help you get on in life. Our other partners who provide services and support for you include housing providers, schools, colleges, universities, businesses, voluntary and community organisations and the police who also take on this role because they know it is the right thing to do.

#### **We all want you to have every opportunity and the support you need to be the best you can possibly be.**

We will give you strong roots of stability, love, encouragement, positive relationships and healing from past harm. We will give you wings of resilience, ambition, aspirational goals and practical and emotional support into successful adulthood.

Our ambitions for you as corporate parents mean that you will:

- be safe and feel safe
- experience good physical, emotional and mental health & wellbeing
- fulfil your potential
- make a positive contribution to your community
- successfully move to adulthood

- achieve employment and economic independence

Nottinghamshire County Council supports the national Care Leavers' Charter which means we promise to:

- respect and honour your identity
- believe in you
- listen to you
- inform you
- support you
- find you a home
- be a lifelong champion.

The full charter can be found online [here](#):

#### Personal advisers

It is your right by law to have a personal adviser (PA) and Nottinghamshire County Council will provide you with one from the age of 18 until you are aged 21. You also have the right to support and advice from a personal adviser up to your 25<sup>th</sup> birthday if you need it.

The role of a personal adviser is to help you prepare for independent living and to support you as you prepare to leave care and after you leave care, depending on your circumstances. Personal advisers are also here to support you to overcome any difficulties that you may be experiencing. Personal advisers are responsible for helping you to create your own Pathway Plan, keeping it relevant to your circumstances and most importantly supporting you to achieve the goals you set out for yourself in it

The amount of support that you receive from your personal adviser will depend on what you want and your circumstances.

The Leaving Care Team will consider with you what extra support you may need. You might, for example, need extra support because:

- you are homeless
- you have special educational needs or a disability
- you are not in employment, education or training
- you are a former unaccompanied Asylum Seeking Child (UASC) and your immigration status is unclear
- you are in or leaving custody or you have had contact with the criminal justice system;
- you are a young parent or
- you are going through a difficult time in your personal life.

#### How to get a personal adviser

If you've had a personal adviser in the past and not been in touch for a while, don't worry. If you're under 25, we can still help. Get in touch on 0115 804 1236 for Bassetlaw, Newark & Mansfield or 0115 854 6318 Ashfield, Broxtowe, Gedling and Rushcliffe.

We will try to make contact with you by letter once a year, so if you do hear from us in this way and would like some help, please do get in touch.

#### Your Pathway Plan

You will create your own Pathway Plan, with support from your social worker, when you are about 16. It sets out what you want to achieve when you leave care. Your social worker will work with you to set out your needs, views and future goals, and identify exactly what support you will receive from us. It will also set out who will help you in this journey.

You will look at your Pathway Plan again every six months, with the help of your social worker until you are 18. This is to make sure that it still reflects your needs. When you leave care at 18, you and your PA will have another good look at your Pathway Plan to check it still makes sense for what you want to achieve once you have left care. You will be able to review your Plan every 6 months.

You can find out more about Pathway Plans on [page 33](#)

#### Your right to be heard

An Independent Advocate can inform you about your rights and help you to be heard in meetings. They are separate from Children's Services and in Nottinghamshire are provided by a charity called the Children's Society. If you would like an Independent Advocate call Freephone 0808 901 9488 or email [advocacy@childrenssociety.org.uk](mailto:advocacy@childrenssociety.org.uk) or ask your personal adviser to help you get one.

#### If you have a disability or special educational needs

If you have special educational needs and/or disabilities there is a specific 'Local Offer' that describes the help you can expect in your local area. Further information is available on the Notts Help Yourself website – click on the SEND Local Offer tile – [www.Nottshelpyourself.com](http://www.Nottshelpyourself.com)

If you are an unaccompanied asylum seeker

We will make sure that you have the support you need and that this is recorded in your Pathway Plan.

If you are under a period of probation supervision

Your probation worker will make contact with your PA and we will work together to make sure you get the support you need to help you complete your court order.

**SETTING UP YOUR OWN HOME AND HELPING YOU STAY THERE**

We know that finding accommodation is really difficult. Our aim is to support you to live independently in accommodation that meets your needs, is stable and affordable, and makes you feel safe. Where you live when you leave care will depend on your individual circumstances and needs. There are many living options available to you and your personal adviser will support you to decide which option suits you best.

We will encourage you to stay in care until you are 18. If you decide to leave care before turning 18 years old, we must make sure that you have somewhere suitable to live.

You and your personal adviser will make sure that the support that you require when you leave care and the accommodation that you choose is included your Pathway Plan.

If you do not have a personal adviser and would like their help with your current accommodation circumstances please contact the Leaving Care Team 0115 804 1236 for Bassetlaw, Newark & Mansfield or 0115 854 6318 Ashfield, Broxtowe, Gedling and Rushcliffe.

We will help you find a home that's right for you

Our commitment to you to help you find the right place, one that you can call home. Some care leavers live in individual flats or houses, totally independently and don't need much support from their personal adviser. Others may require more support to live independently. The Leaving Care Service offers different levels of support depending on your individual needs.

Your personal adviser or social worker will help you find out about all types of housing that provide support services and will show you the options that are available to you.

We can help you stay with your foster family if that's what you want

If you would like to carry on living with your current foster carer(s) after your 18th birthday we will help you to do this under what is called a “Saying Put” arrangement. You can do this until you are 21.

If you are still at college, 6th form or on certain training courses such as an apprenticeship when you turn 18 you can “stay put” at your foster placement until the end of the summer term after your 18<sup>th</sup> birthday. This is to help make sure your course is not disrupted by you leaving care.

Talk to your social worker, foster carer(s) and/or personal adviser if you would like to do either of these. You can find out more about our “Staying Put Policy” here: [http://nottinghamshirechildcare.proceduresonline.com/chapters/p\\_staying\\_put.html](http://nottinghamshirechildcare.proceduresonline.com/chapters/p_staying_put.html)

### We’ll help you find a place to live

#### Supported Housing

When you move on from foster or residential care you are likely to move into Supported Accommodation. There are supported accommodation services throughout Nottinghamshire for young people aged 16-21. Some settings have staff on site 24 hours a day to help you if needed, and others have support staff that visit you in a self-contained property or a house that you would share with one other or possibly two other people.

Support staff will help you learn how to budget your money so you can pay your bills, help you understand what managing a tenancy is like, and will support you to access opportunities such as volunteering, training or education. They will also support you to grow more confident and resilient, and as your independence grows the support you receive will reduce. If you have your own child we can also provide supported accommodation for you and your child. We will also help you to find housing in an emergency or crisis, and we will work together to make a plan for your longer term housing.

#### Independent living

If you are ready to move into your own flat and live independently, there are a number of options for you, including “private rented” accommodation, housing associations and “social housing” managed by your local district council (that’s us!). Most council houses have been transferred to housing associations and is now called social housing. For example, Gedling Borough Council housing is now managed by Jigsaw Homes.

Private rented accommodation means renting your home from someone who owns a property. They could be an individual who owns one place or a company who owns lots of properties, for example. We will help you with this by providing you with advice and guidance so you understand exactly what a tenancy is and your rights and responsibilities when renting a house in the private sector, so you get the best possible start in your new home.

We work with housing providers to help you prepare for getting your own place. This includes offering you short courses on how to manage a tenancy. You can learn about the different types of housing available, including how to buy your own home, household bills, how to pay them and how they affect your credit score. Some of these are accredited and will help you when you apply for housing. Talk to your personal adviser to find out more.



### You don't have to pay council tax until you are 25

To help you with your bills, we have introduced a Council Tax Reduction Scheme, which means that once you have applied for your Council Tax Discount you will not have to pay any Council Tax until your 25<sup>th</sup> birthday. If you need any help to apply for this, please talk to your personal adviser.

### We will give you priority on Nottinghamshire local authority housing waiting lists

We (Nottinghamshire's 7 district councils – see below) have agreed that care leavers are a priority on our waiting lists for social housing. When you apply for local authority housing in a planned way we will make you a high priority applicant so that you are offered a property quickly, ideally within 8 weeks. If you come to us for re-housing in an emergency we would only take a homeless application from you as a last resort.

As a Nottinghamshire care leaver you will be able to move anywhere within the county – this covers Ashfield, Bassetlaw, Broxtowe, Gedling, Mansfield, Newark & Sherwood and Rushcliffe. So give some thought to where you would like your first independent home to be. For example, would it make sense to be close to college, work and/or friends?

### We'll support you when applying to the district council for social housing

When you apply for a home with us (through one of the 7 district councils) you can choose whether you would like live on your own or to live in a shared house. If you want to live on your own, we will support you through the process of bidding for properties and provide the additional funding required to make this happen. This is called Discretionary Housing Benefit.

### In certain circumstances we will pay your deposit and act as guarantor

Many landlords require the payment of a deposit when you take up a tenancy. They also often ask for someone to act as a guarantor. When you reach 18, if appropriate and as part of your Pathway Plan, if your landlord requires a guarantor or deposit then we can support you with this.

### We will help you move into and furnish your home so you can make it your own

To help you live independently in accommodation that is stable and affordable, we will offer practical and financial support which you can find out more about in the Looking After Your Money section of this guide on [page 9](#). Some social and supported housing providers offer their tenants support to help with the practical side of things, so talk to your personal adviser if this is something you are interested in.

### We will help you keep on top of your bills and rent

We understand that looking after your own home and knowing what you have to do as part of your tenancy contract can be hard. We want you to succeed and stay in your home. We will offer advice and support to help you do this by helping you to settle into your new home. We can give you advice about holding down a tenancy, paying your rent and bills, making sure you are applying for all the benefits you are entitled to and helping you learn to budget/manage your money. We can arrange for your housing benefit and/or rent to be paid directly to your landlord, if this would help managing your money.

We understand that paying bills can take some time to get used to and things go wrong sometimes. If this happens to you, please get in touch with our housing officers or your personal adviser as soon as possible so we can work together to put things right.

### **LOOKING AFTER YOUR MONEY**

As you leave care, and move into adulthood, we will support you to become a financially independent adult. We offer a range of practical support and advice, as well as direct financial support to help you make a successful shift from care to independence.

#### Help to keep to a budget

It's really important that you know how much money you have and to plan for the essential things you have to pay for. Organisations like Citizen's Advice can help you with this. Your personal adviser can also help you with this, including support for budget planning, prioritising payments and opening a bank account.

#### Help to claim benefits

We will support you to make contact with the Department for Work & Pensions (DWP) to make sure you are accessing the benefits available to you if you are on a low income. Personal advisers are your personal link to the DWP, if you want or need one. They can help you to set up your benefits and act on your behalf if you're having problems with your benefit claims. Your PA can support you to do this 4 weeks before your 18<sup>th</sup> birthday to ensure there are minimal delays in you receiving your benefits. They can also help you to get hold of your National Insurance number if you don't have one or don't remember it. Don't forget to give your consent for your PA to act on your behalf with the DWP at your Leaving Care Interview.

You can also check out whether there is any financial support available to you using this [website](#)

#### We'll be there to help in an emergency

We understand that managing money when you first leave care isn't easy and that sometimes things go wrong. If this happens to you, please get in touch with your personal adviser as soon as you can and we will help you to sort things out. This can include providing additional financial support if you need it. For example, if your first benefit payment is delayed or if you have a gap between your last benefit payment and your first payday.

#### Supporting you to set up your first home

If you choose to live independently, with your own tenancy, we will support you financially in a number of ways. We will give you a Home Establishment Grant. This can help to pay for things such as your first year's contents insurance, furniture and a TV.

We'll also help to pay for your actual move, so things like a removal van, furniture storage and boxes. Sometimes we can help to top up your electricity or gas meters when you first move in and perhaps pay for your first month's rent and deposit (if private renting is right for you). Your personal adviser will

help you with all of this, as well as looking into any grants, discounts or other sources of funding that may be available to you in your particular circumstances. For example, on household bills such as water - you could be entitled to up to 90% reduction on your water bill with Severn Trent. This scheme will also help you clear any debts you have with Severn Trent. Talk to your personal adviser about this, go to [www.ccwater.org.uk/households/help-with-my-bills/severn-trent-water-big-difference/or](http://www.ccwater.org.uk/households/help-with-my-bills/severn-trent-water-big-difference/or) call 0800 917 6901 to find out more.

If you are aged 16 or 17 and living in a supported or semi-independent home, we will provide you with a regular allowance to meet your needs.

#### Your Child Trust Fund and Junior ISA

You will have a Child Trust Fund or Junior ISA bank account from when you were in care. It is made up of money paid in by the government and sometimes Nottinghamshire County Council and/or your carers over the course of your time in care. You can access it when you turn 18. You can choose to leave it where it is, take it out or transfer it to another bank account. Your social worker or PA will be able to tell you more about your account, including where the savings have come from, and help you to fill in the form when it arrives (this may be before or after you leave care).

#### Supporting you at university.

We will support you financially whilst you are at university or in higher education. We will contribute £3465 per year towards your fees (you will be expected to use the student loan and maintenance loan to cover the rest). We will pay for your accommodation all year round and provide you with a grant of £2000. We will also help you to apply to any care leaver grants or bursaries that may be available to you at your university.

#### Supporting you at college or other education programmes

We will support you to access the financial support you are entitled to if you are at school or college. This may depend on your age, type of course and other circumstances.

We will provide you with the following financial support for your course until you are 21, or over 21, or until the end of your programme of education or training as long as it is in your Pathway Plan

- Registration and Examination fees
- Textbooks and software specified as essential
- Activities essential to meet course requirements
- Public transport between home and place of learning
- Transport to open days and interviews
- Specific clothing, including clothes for interview and essential equipment relating to the course

If you are 20 or over, they can also help you to access other sources of funding to support you into education and training.

If you are 18/19 and in full-time education you may be entitled to the 16 to 19 bursary fund. This can be up to £1200 per year. Care leavers are a priority group for this funding. <https://www.gov.uk/1619-bursary-fund>.

#### Extra help for young parents.

If you are under 20 at the start of your college course, you may be entitled to help with childcare costs while you study under the Care to Learn scheme. You can get up to £160 a week. [www.gov.uk/care-to-learn](http://www.gov.uk/care-to-learn)

If you have children under 5 you may get help with the cost of childcare. See [page 17](#) for more information

#### Help towards health costs

If you are on a low income, you shouldn't have to pay for healthcare costs such as prescriptions, dental care or glasses. If you do need help to pay for healthcare costs, please talk to your personal adviser as we may be able to help.

#### Other financial support

We will always look at other ways of supporting you financially in ways that fit your individual circumstances, such as providing you with a phone card to call relatives that live outside of the UK. We'll also help you access other sources of funding. Please speak to your personal adviser if you need help with something important to you that you are struggling to pay for.

### **KEEPING HEALTHY AND HAPPY**

Looking after yourself is really important and we want to give you all the support you need to be as physically, mentally and emotionally healthy as possible. We recognise that everyone is different and will have a wide range of health and well-being needs. Therefore, we will support you to access the health and well-being services and activities that are right for you. When you leave care:

#### We'll support you to look after your health and wellbeing.

Your personal adviser can support you with anything to do with your health and well-being. They'll also have information about the health professionals who already support you. On leaving care you will now receive the same health services as any other adult, this includes a GP.

If you have an additional health condition and regularly see a health specialist, that worker will support you to make sure you have your needs met by adult health services when you turn 18.

If you're having support from CAMHS (child and adolescent mental health services), your worker will support you to access adult mental health services, if you need them.

### We'll give you information about your health needs, and health history.

When you leave care, if Nottinghamshire is the council that had responsibility for you when you were in care, we'll give you a summary of your health needs and your medical history in a document called your "Important Health Information". If a different authority had responsibility for you when you were in care, they will give you this information.

The information from your last annual health assessment and your Leaving Care Review will feed into your Pathway Plan. This will include what you need to look after your physical, mental and emotional health after you've left care. This is to make sure you get the support you need.

### We'll give you information about local health services and support

There is a range of health services and support available to help you. Go to [pages 24](#) and you will find a description all the types of physical and mental health and well-being services available, as well as the information on how to contact them if you need to. Your personal adviser can help you to do this if you need them to.

### Help to pay for healthcare charges

If you are under 19 and in full-time education, on a low income, receiving benefits, a lone parent, sick and/or disabled it is likely that you won't have to pay many NHS charges such as for medication or dental treatment. You may have to apply for discounts or exemptions from charges through the NHS Low Income Scheme [www.nhsbsa.nhs.uk/nhs-low-income-scheme](http://www.nhsbsa.nhs.uk/nhs-low-income-scheme). In some cases we may be able to help you by paying for additional charges that aren't covered by exemptions. Ask your personal adviser for more information on this or look at [page 24](#)

### Support for your emotional and mental health:

It is normal to experience changes in your mood and behaviour, particularly at times of stress and emotional upset. If these changes continue to affect you there is a range of services that can help. Look on [page 26](#) for a full list. If you're not sure what service you need or would like some help to access them, ask your personal adviser for advice.

### Free access to council-run leisure centres

If you like to exercise to improve your physical and mental well-being, you might be interested to hear that all 7 district councils now provide free access to their leisure centres for care leavers. You will be able to use their gyms, swimming pools, go to their fitness classes, join sports clubs and get involved in other activities they have available at any time of day. All for free! To find out how to sign up in your district go to [page 32](#)

### Other support available

If you'd like them to, your personal adviser can also support you to

- register with a local doctor (GP), dentist and other health services (such as an optician) when you move home
- attend hospital, GP or other health appointments
- access drug and alcohol support
- register for a C-Card (for access to free contraception)

#### If you have a disability

If you have a disability your social worker will start to work with you, usually from around the age of 16, (it can be later) to look at what might be the best housing options for you when you leave care. They may get in touch with the Transition Team within our adult social care service and, if needed, the relevant health services, to make sure you have all the support you need to keep you healthy, happy and safe after you turn 18. If appropriate, you will be introduced to a new worker, from the Transitions Team, who will support you from 18 and will work out if you can get on-going support from Adult Social Care. If you do need on-going support from Adult Social Care you will have a financial assessment and you may have to pay towards this support. You are also entitled to the Offer detailed in this document, including support to claim for benefits, which you can find more information on in Looking After Your Money on page 9.

If you do not need support from Adult Social Care at this time but may need it at a later point in your life, you can telephone Nottinghamshire County Council Customer Services Centre on 0300 500 80 80 for advice and guidance. They will guide you and signpost you to the most appropriate service. You can also look at [Notts Help Yourself](#) which contains lots of information about different types of support you can access as an adult.

## EDUCATION, TRAINING, SKILLS AND WORK

As your corporate parents, we believe in you and will support you to fulfil your potential. We aim to give you the support that any parent would give their own children to get an apprenticeship, go to college or university and/or to get the job they want. We will help you to gain the skills and qualifications you need and help you to be ready for work when the right job comes along.

Together, we will work with you to offer work place opportunities, including work taster sessions, work experience, apprenticeships and job opportunities. These will be flexible and tailored to your needs so you can understand what it is you want to do in your working life.

We understand that you may not be ready to pursue your ambitions when you leave care (you might be a parent, have additional learning needs, be a young offender or just have a lot of other things to think about) so we will provide support until you are 25 so you can choose when the time is right for you.

We will provide support to make sure you receive any additional help you require if you have special educational needs and/or disabilities. This includes taking into account the support you require which has been identified in your Education, Health and Care Plan if you have one until age 25.

### Extra support for care leavers

When you do decide to explore your ideas in this area, as a care leaver entering education and/or training between 18 and 25, there is a range of education, training and job options available, with additional support available to you. If you let your college, university or training provider know you are a care leaver they will give you extra help. We understand doing this may not be easy for you, so do ask your personal adviser if you would like some help with this. Otherwise you could ask for a private conversation with your tutor. Some places give you the option to tell them on the application form. Remember they are all there to help and support you.

### Specialists available to help you every step of the way

As well as having a personal adviser, the Leaving Care Team will put you in touch with your own achievement adviser. They will help you to work out what your education, training and/or employment goals are and build your confidence and skills towards getting the job you want. They will get to know what you would like to achieve, help you identify what skills you need to get ready for work (these are called employability skills), and also what skills, training or qualifications you need for the job.

If you need extra specialist support, your achievement adviser will find this for you. For example you may need one- to-one employability mentoring support. This will all be done in a way that suits your situation and needs, and your adviser will help you move into work when you are ready. You will agree this together as part of your Pathway Plan.

Your Achievement Adviser can help you from the age of 18 to 21, or until you've finished your college or university course if you are still studying after you are 21.

#### Jobs advice and guidance

We will help you to get careers information and advice – this can be either through your achievement adviser, college, university, higher education setting or a specialised Information and guidance provider, for example Futures - [www.the-futures-group.com/futures-for-you.html](http://www.the-futures-group.com/futures-for-you.html) .

#### Getting ready for work and/or study

We will support you to learn new skills and gain the experience and knowledge required to get the job you'd like. Your achievement adviser will talk to you about the best way for you to do this and help you find ways to achieve your goals.

Some of the skills you need can be as simple as gaining confidence, learning to make good decisions, working as part of a team, knowing how to solve problems or learning to use a computer. You might do this through a short course, a workshop, work experience, a work placement, longer term college or university course.

Supported housing providers also help you build up your skills ready for work through volunteering and short courses. For example, these might include confidence workshops, taking part in staff interviews, accredited training such as City and Guilds and apprenticeships. If you are interested in any of these, speak to your key worker where you live.

There are many organisations that offer programmes and courses to get people ready for work. Some of these are particularly helpful for care leavers. These include Futures, the Princes Trust and the Inspire and Achieve Foundation. Find out more on page...

#### Help with Job Centre and DWP requirements and appointments

We understand that applying for help at or attending Job Centre appointments and going to things like training, work experience or interviews can be scary– so your achievement adviser can come with you if you wish.

To make things as easy as possible for you we have made arrangements with the Job Centre and DWP. They have a special point of contact for care leavers at every Job Centre. If they know you are a care leaver they will be more understanding and give you extra help if you need it. They will also allow your achievement adviser to act on your behalf and your PA can also help you make the most of the support the DWP offer. For example, finding the right courses and activities to help you get into work, preparing for appointments and sorting this out when things get stressful.

Your achievement adviser can also:



- make sure you are getting all the benefits you're entitled to and always make sure you're better off in work, otherwise we will provide a top-up payment
- help you develop your employability skills such as job seeking skills, completing job applications, writing CVs, interview skills (this might be with another organisation)
- help you identify any emotional well-being courses available at the Job Centre to help you get ready for training and/or work
- make sure our support does not disrupt any health related out of work benefits you receive
- look in to discounts on travel to work that may be available from the Job Centre
- provide financial support to if you need it between the end of your benefits and your first pay day or between jobs
- help you update your claims if you are working part-time.

#### Work experience

We will provide you with work experiences to help you decide what job you're interested in. It's a great way to decide on the career you want and whether you are ready for work. It can also help

- you to decide if you like a job before you apply for it or a college course
- you to stand out from the crowd on a job application or in an interview and
- provide you with a reference once you get your job offer.

We can provide "tasters" of just an hour, half a day or two, or a longer placement of a couple of weeks. Your achievement adviser and work coach have a huge list of companies and organisations with a range of opportunities so let them know if this is something you would like to try. Your achievement adviser will help you prepare for the experience and the practicalities like traveling to and from the workplace.

#### Apprenticeships

We will encourage and help you to secure an Apprenticeship if this is what you want. An apprenticeship is a job combined with a skills development and training programme relevant to the job role. Apprenticeships are available from GCSE Level 2 (GCSE or Equivalent) up to Level 7 (Postgraduate Level). There are a wide range of apprenticeships available in most professions and these are advertised on the National Apprenticeship Service (see link below).

As a care leaver you are entitled to a £1000 bursary from your training provider that will be paid to you within the first 3 months of you starting your apprenticeship.

If you are interested in becoming an apprentice your achievement adviser can help you. You can find out more [here](#)

#### Care Leaver apprenticeships in Nottinghamshire

We are committed to increasing the number of care leaver apprenticeships available to you within the partnership and in businesses across Nottinghamshire. We hire apprentices and we offer some dedicated care leaver apprenticeships (at Nottinghamshire County Council and at Newark and Sherwood District Council). Nottinghamshire County Council (NCC) will guarantee all care leavers an interview if you apply for an apprenticeship vacancy and meet all the essential requirements.

We also offer a coaching programme to our apprentices and full support to enable you to successfully complete the apprenticeship training and assessment. NCC are also committed to topping up care leaver apprentice salaries to the National Living Wage to make it affordable for you to work as an apprentice with us. You can search for apprenticeship opportunities across the partnership on [page 29](#).

#### Thinking of going to college?

We will encourage and help you to go to college if this is what you want. We will give you extra help and individual guidance via your achievement adviser to make sure you are supported to choose the right course and to do well in college. Many local colleges provide extra support to care leavers as they also want you to succeed and achieve your potential.

Your achievement adviser knows the key people at all the local colleges so they can help you with everything you need, from choosing the right course, to helping with your application, preparing for an interview, helping to apply for any benefits you may be entitled to whilst you're in education or training, and helping you to attend college once you start.

We understand that sometimes it is hard to go on your own to enrol so Nottingham College is offering you the chance to enrol at a different time if you want to. Nottingham College will also provide you with the following:

- Access to an Achievement Coach, wellbeing support and health advice
- Support through the college and your achievement adviser to support your attendance
- A named person to support you to get an appropriate work placement or work experience
- Support to visit their various college sites if you just want to find out more.

City College, Nottingham provides dedicated support to students are care leavers, including those on apprenticeships.

Newark College has a service for care leavers whereby they will inform you via your Progress Tutorials of Apprenticeships, work experience and training opportunities available following a discussion about your career aspirations. If you are interested, you will be offered additional support with the application and interview preparation from the Designated Teacher and Progress Coaches.

Look at [page 30](#) for information on other colleges that are easily accessible for Care Leavers in Nottinghamshire.

### Thinking of going to university?

We will encourage and help you to go to university if this is right for you. This includes support towards tuition fees and maintenance loans, travel costs at the start and end of term and making sure you have somewhere to live during the holidays – this may be with your foster carer, in your own accommodation or in supported accommodation. If you are at a residential college or university away from Nottinghamshire, we will help you to get yourself and your belongings to and from college/university at the beginning and end of terms if needed. You will work with you PA so that your Pathway Plan includes your accommodation arrangements, including financial arrangements during term time, short vacations and the long summer vacation.

Some of you may have secured your entry qualifications to attend university, but even if you have not, all universities are happy to talk to you about the options available. Your achievement adviser will support you every step of the way, from considering which course and universities might be right for you, to making your application, to helping you move in and then supporting you along the way once you have started your course, and over holiday time too.

Many universities provide additional support to care leavers, so it's always worth searching the websites or contacting the student support service of the ones you're interested in to find out what they offer. If you feel comfortable you can let them know you were in care once you start so you can get the extra help you may need. Your achievement adviser can help you with all of this.

A number of organisations provide care leavers with information to support you going to university, including finance, support and settling in. These include UCAS and Propel.

[www.ucas.com/undergraduate/applying-university/individual-needs/ucas-undergraduate-support-care-leavers](http://www.ucas.com/undergraduate/applying-university/individual-needs/ucas-undergraduate-support-care-leavers)

[www.propel.org.uk](http://www.propel.org.uk)

Locally, Nottingham Trent University (NTU) and the University of Nottingham (UoN) will give you lots of information about how they can help you before you apply to them as part of the Growing Lives Programme.

Both universities offer lots of other support to help you settle in and succeed at university. For an overview visit

NTU - [www4.ntu.ac.uk/student\\_services/individual\\_support/care\\_leavers/been\\_in\\_care/index.html](http://www4.ntu.ac.uk/student_services/individual_support/care_leavers/been_in_care/index.html)

UoN - [www.nottingham.ac.uk/studentservices/services/care-leavers.aspx](http://www.nottingham.ac.uk/studentservices/services/care-leavers.aspx)

And you can find more details on [page 30](#)

#### Help with the cost of childcare

If you have children under the age of 5, you may be eligible for free childcare. Using childcare can help you get some time out, help you access training or get a job, and it will also help your child to grow and develop and be ready for school.

Families often struggle with the cost of childcare because they are not aware that there is support out there to help them, or they believe that they will not be eligible to receive any assistance. But there are lots of ways to get help with costs. We can also help you find the right childcare for you and your child. To find out more about childcare and what funding is available, please go to the Childcare tile on the Notts Help Yourself homepage

[www.nottshelpyourself.org.uk](http://www.nottshelpyourself.org.uk)

If you would like further information and advice and would like to speak to one of our advisers please telephone our advice line on 0300 500 80 80

Extra help for Young Parents – if you are under the age of 20 and in school or college you can receive £160 per week to help with your childcare costs and travel to and from the childcare provision. You can find out more here [www.gov.uk/care-to-learn](http://www.gov.uk/care-to-learn) and under the Childcare tile on Notts Help Yourself [www.nottshelpyourself.com](http://www.nottshelpyourself.com)

## **FAMILY AND RELATIONSHIPS**

We realise how important positive and supportive relationships with family, friends and others can be to living a happy, safe and successful life. So we will support you to have a strong and safe support network around you.

### Creating a strong and safe support network

If you want to, your personal adviser can advise and support you to get in touch with people who are special to you or who cared for you in the past. They can also support you to re-connect with family in cases where it will be a positive step for you. They can help you to develop healthy relationships with friends and family and help you keep safe. Go to page 4 to find out how to get a PA if you haven't already got one.

### Understanding your life history

If and when you want to we will help you to understand your time in care and your life history, including your case files. This can include support to trace your family if needed and support to access extra emotional support if you need it as we understand this can be a challenging time. Speak to your personal adviser if you would like to look at this.

### Independent Advocates – supporting your rights as a care leaver

You have the right to have support from an Independent Advocate who can help you to be involved in all the decisions about when you leave care and your plans for leaving care. They inform you of your rights and help you to be heard in meetings. They can help you if you're not happy with the decisions your PA make about the support given to you by the Leaving Care Team. Independent Advocates don't work for social services or the Council, they are completely separate from them, and work for a different organisation. If you would like an Independent Advocate call Freephone 0808 901 9488, email [advocacy@childrenssociety.org.uk](mailto:advocacy@childrenssociety.org.uk) or ask your personal adviser to help you get one.

### Personal relationship support

If you find yourself in relationships that you feel are difficult, that are making you unhappy and/or aren't good for you, your personal adviser can offer support. For example, they can help with domestic abuse and sexual exploitation issues to make sure you feel safe and stay safe.

Your personal adviser will always respect your own gender and sexual identity. They can help you access services that offer support with your sexual and gender identity needs.

Your personal adviser will give you advice and help you to challenge any discrimination you face as a care leaver.

### If you are a parent

Your personal adviser can help you find support if you are pregnant or have a young child. Children's Centres are great places to find things like parenting groups and other support for young families with children under 5. For more information please see: <https://nottinghamshirehealthcare.nhs.uk/ccs>

If your child is over 5, then the Family Service may be able to help you with parenting support. To ask for help from the Family Service you, or a professional working with you, should get in touch with the Early Help Unit on 0115 8041248 or [early.help@nottscg.gov.uk](mailto:early.help@nottscg.gov.uk)

The Parent/Carer Zone on Notts Help Yourself [www.nottshelpyourself.org.uk](http://www.nottshelpyourself.org.uk) provides useful information to parents and parents-to-be.

If you are a first-time teenage mum-to-be, you may also be able to access support through the Family Nurse Partnership (FNP), which is a home visiting service providing on-going support to first-time teenage mothers and their babies (plus fathers and other family members, with mum's permission). For more information go to [www.nottinghamshirehealthcare.nhs.uk/family-nurse-partnership](http://www.nottinghamshirehealthcare.nhs.uk/family-nurse-partnership). Please ask your Personal Adviser how to do this because it will be different if you want some extra support.

The Healthy Families Teams are also there to support you with your child's development and health needs. For more information please see:

<https://www.nottinghamshirehealthcare.nhs.uk/healthy-family-teams>

## FINDING THINGS TO DO AND FEELING PART OF WHERE YOU LIVE

We want you to feel part of the community you live in and wider society. We'll support you to have the opportunities that other young people do, to feel part of your community, wherever and whatever that is, and help you to make a positive contribution in the way you'd like to.

We will also celebrate important life events and faith and cultural events with you. For example, we will help you celebrate your birthday and get in touch at Christmas to make sure you are spending it in the way you want to. We will also help you to maintain and/or explore your faith and ethnicity networks.

### Having a say

If you'd like to get involved in improving and designing the services and support for children in care and those leaving care, you can join Nottinghamshire's care leavers group - "No Labels". We want to hear your views on how to make things better for children in care and care leavers like you.

Some care leavers have had life-changing experiences after getting involved in No Labels. They have found that their self-esteem, confidence and skills have grown a lot. This has helped them to make new friends, travel, to make a positive difference for children in care and to find a good job. This could be you! Talk to your personal adviser if you'd like to get involved, or contact Emma Betteridge on 01623 626972 or [emma.betteridge@nottsc.gov.uk](mailto:emma.betteridge@nottsc.gov.uk)

If you want to get your voice heard on a national level, then you might want to vote in national elections and to do that you need to enrol on the Electoral Register. This also makes it easier to do other things such as applying for housing, your passport or a bank account.

### Getting all your important documents together

To live a fully independent life you need to make sure you have all your essential citizenship identity documents. We will help you to do this and pay for any fees. These include your birth certificate, passport, national insurance number, young person's citizen cards and deed poll to change your name, if you choose to. This also includes making sure you have a bank account. Let your personal adviser know when you'd like to do this.

### Having fun, trying new things and meeting new people

Like other people, you might want to find time to relax and enjoy yourself and meet new people from time to time and we'll help you with this if this is what you want to do.

If you fancy an adventure, **we will take you on a free annual residential or day trip** to one of our outdoor and environmental centres in the Peak District and around Nottinghamshire. If you want to organise your own trips, they offer unique and affordable opportunities, covering a wide range of outdoor adventures and environmental activities. You can find out more here <http://www.nottinghamshire.gov.uk/education/outdoor-and-environmental-education/outdoor-education/about>

If you live in supported housing, there will be a range of leisure activities available for you to get involved in such as sports, fitness and adventure activities, day trips, art and craft, nature and gardening clubs and user forums. There will also be opportunities for you to get into volunteering. Talk to your housing support or key worker or personal adviser if you'd like to get involved.

If you like to exercise with your family and friends, you might be interested to hear that all 7 district councils now provide free access to their leisure centres for care leavers. You will be able to use their gyms, swimming pools, go to their fitness classes, join sports clubs and get involved in other activities they have available at any time of day. All for free! To find out how to sign up in your district go to [page 32](#).

Nottinghamshire Youth Service offers high quality positive social educational activities across the county to care leavers until your 22<sup>nd</sup> birthday. They can support you to develop your confidence, knowledge, skills and experience in a safe and enjoyable way! To find out more call their Participation Team on 01623 626972.

Through Notts Help Yourself, [www.nottshelpyourself.org.uk](http://www.nottshelpyourself.org.uk) you can find out about all the groups and activities taking place in your area. Your personal adviser can help you with this and provide information on other groups and clubs you may wish to join. They may be able to help you with the cost of these and other leisure activities. Until you are 19 your Platinum Card will get you into Nottinghamshire County Council youth clubs and activities for free.

### Volunteering

Volunteering is a great way to get out of the house, to try new things, build your confidence and skills, not only for your self-esteem, but to help you get into work. New skills gained like communication, team work and decision making can really make you stand out from the crowd when applying for a college or university course and a job. Volunteering can also make you feel pretty good and of course you will make a positive difference to your local or wider community.

One way of getting into volunteering is through the Duke of Edinburgh Award, as it's one of the 4 sections in this adventurous scheme where you get to experience a range of new activities and challenges, as well as learn new skills and sometimes travel to new places with other young people. **In Nottinghamshire it's completely free for care leavers.** Find out more and register here <https://www.dofe.org/> or contact the Nottinghamshire County Duke of Edinburgh Award Office on 01623 556 110 or [DukeofEdinburgh@nottsccl.gov.uk](mailto:DukeofEdinburgh@nottsccl.gov.uk). As your personal adviser to help you with this if you need it. They can also tell you about other awards, schemes and competitions you can enter.

If you are interested in other volunteering opportunities contact your local CVS (Community and Voluntary Service). Look in the district council information section at the end of the document) or take a look at these websites – [www.Do-it.org](http://www.Do-it.org), [www.vinspired.org.uk](http://www.vinspired.org.uk) and [www.volunteerics.org](http://www.volunteerics.org).

### If you are a parent



You can find out about different activities for children and families across Nottinghamshire, such as toddler groups and children's library sessions by looking on Notts Help Yourself – under the Things to do in the Community tile at [www.nottshelpyourself.org.uk](http://www.nottshelpyourself.org.uk)

### **WHAT'S HAPPENING NEXT?**

We will be increasing and improving on the services and support we have told you about in this offer to make sure we are doing all we can to help be the best you can be.

We will continue to work with care leavers across the county to make this offer even better, so you have the best opportunities to achieve your potential.

To keep up to date with what the new offers are, keep an eye out on the Care Leaver Local Offer tile on Notts Help Yourself ([www.nottshelpyourself.org.uk](http://www.nottshelpyourself.org.uk)) as we will post them all on there as they become available. We will launch a Local Offer app so you will find the entire offer on there as well as update - wherever you are, even when you are without a signal or out of data.

We are thinking big with our offer – working with councils across Nottingham, Derby, Derbyshire, the East Midlands and the rest of the country to make sure you and other care leavers can expect the same services and support wherever you live, work or visit.

If you would like to get involved in helping to make this offer bigger and better for all care leavers, we'd love to have you on board. Let your personal adviser know or get in touch with Emma Betteridge on 01623 626972 or [emma.betteridge@nottsgov.uk](mailto:emma.betteridge@nottsgov.uk)

### The Care Leaver Covenant

Every council area must create an offer of what's its providing to help care leavers. Alongside this, there is the national Care Leaver Covenant where businesses, charities and other government organisations can pledge their services, support and opportunities to help you move on from care and towards a successful and independent life of your own. These include apprenticeships, work experience and free or discounted goods and services. You can find out more here [www.gov.uk/government/collections/care-leaver-covenant--2](http://www.gov.uk/government/collections/care-leaver-covenant--2) and here <https://mycovenant.org.uk/>

## REFERENCE SECTION

### **Additional information to help you keep physically healthy**

#### **Doctors**

You may have met or will meet different kinds of doctors during your life. For example, your local doctor, also known as GPs, who look after the health of people living in their local area, and deal with a whole range of health problems; consultants, who are specialists in certain areas of illness such as allergies, eyesight, mental health; and doctors who work in Accident and Emergency.

To find a doctor (GP) near to where you live, go to NHS Choices [www.nhs.uk](http://www.nhs.uk) and click “Find a GP”. Once you have found a doctors surgery near to where you live, visit them and ask to register. You’ll need your NHS number (which can be found on your important health information), some ID, and the name and address of your last doctor/GP (this can also be found on your Important Health Information document). **They may not know that you are a care leaver, so it would be useful to tell them.** Your personal adviser can help you register with a GP.

If you need medicines you’re given a prescription from the doctor to take to a pharmacy. You may not have to pay for prescriptions if you are a student, or on benefits. You would need to complete an “exemption form”, and your doctor’s (GP) surgery or pharmacy will be able to help you with this. Your personal adviser can also help you with this. Otherwise, you will have to pay to collect the medicine you’ve been prescribed.

#### **Pharmacy:**

Pharmacies are trained to help with many common health problems and minor injuries, including coughs and colds, aches and pains and skin rashes. They can give advice and ‘over the counter’ medicines or treatments, which you pay for. If you are given a prescription for medication by the doctor, you can take this to any pharmacy and they will dispense (supply) your medication. You can find a pharmacy near to where you live, by going to [www.nhs.uk](http://www.nhs.uk)

#### **NHS 111**

NHS 111 is a 24/7 confidential telephone helpline that can help you with concerns about your health. You can find out more here: <https://www.nhs.uk/using-the-nhs/nhs-services/urgent-and-emergency-care/nhs-111/>.

If you need health care outside of normal working hours (which are Monday to Friday daytimes) you should dial 111 to contact your local NHS Out of Hours health service. The staff at 111 will help you get the care you need. If you need help now, but it’s not an emergency, call 111. If it’s an emergency, always call 999.

#### **Dentist:**

To find a dentist near to where you live, go onto NHS Choices [www.nhs.uk](http://www.nhs.uk) and click “Find a dentist”. Phone or visit the dentist you have chosen and ask to register as an NHS patient. Under the NHS, you might have to pay for some check-ups and treatments. If you’re not sure, your personal adviser will be able to help you.

**Opticians:**

You can go to a local, high street optician and have an NHS eye test. They are free up to the age of 19 if you are in full time education. After that, you may have to pay for sight tests and glasses, if you need them. Ask your personal adviser, as they will be able to help you with this and looking into whether you are entitled to any help with dentist and opticians charges. You may have to apply for discounts or exemptions from charges through the NHS Low Income Scheme. [www.nhs.uk/nhs-low-income-scheme](http://www.nhs.uk/nhs-low-income-scheme)

### **Additional information to help with your emotional and mental health:**

#### **Psychological therapy services:**

Psychological therapy services offer assessment and treatment for emotional health and wellbeing, and are often known as talking therapies. You can refer yourself directly to a psychological therapy service for concerns like stress, anxiety, depression, OCD, trauma and phobias.

In Nottinghamshire there are three different services, and you can access any one of them:

- Let's Talk Wellbeing

Call **0115 956 0888** or visit <https://www.nottinghamshirehealthcare.nhs.uk/nottingham-city-and-county->

- Trent PTS

Call 0115 896 3160 or visit <https://www.trentpts.co.uk/>

- Insight Healthcare

Call 0300 555 5582 or visit <https://www.insighthealthcare.org/our-services/talking-therapies/find-a-service/nottinghamshire/>

#### **Kooth counselling:**

Kooth.com is an online counselling service for young people aged up to 25. It is a safe, confidential and non-stigmatised way for you receive free counselling, advice and support on-line from fully trained and qualified counsellors. Go to [www.kooth.com](http://www.kooth.com) to find out more.

#### **GP:**

Your GP will offer advice and support around your mental health. They can also help identify if you need help from specialist adult mental health services, and support you to access these.

#### **You Know Your Mind:**

'You Know Your Mind' is a project that seeks to give you more choice and control over how you can improve your mental health - in recognition that only *you* will know what works for you. Your Personal Adviser can discuss this option with you and can refer you into the project on your behalf.

## **Voluntary and Community Sector-run mental and emotional health services and support**

### **We R Here:**

Offer free counselling and support for anyone who has experienced a traumatic life experience. They also run self-esteem courses and practical support in times of crisis. You can call them on 0115 920 6241 or 07891 306 972 or visit their website. Or you could ask your personal adviser or other worker to contact them for you [www.werehere.org.uk](http://www.werehere.org.uk)

## **Information to help you have a healthy lifestyle**

### **Contraception and sexual health:**

Using the right contraception helps you avoid unplanned pregnancies. You should talk to a health worker about contraception, you can get advice and contraception from your Doctors (GP), your local sexual health service, and some pharmacies (visit [www.nhs.uk](http://www.nhs.uk) to check). Contraception is free on the NHS.

### *C-Card:*

The C Card scheme is a free condom and sexual health advice service for young people aged up to 25. It allows young people to gain access to condoms, lubricants and advice on sex, STI's and relationships. You can access the service via [www.ccardnottinghamshire.co.uk](http://www.ccardnottinghamshire.co.uk).

### *Sexual health services:*

Looking after your sexual health is important. Nottinghamshire sexual health services are open access, free, and confidential. In Nottinghamshire, your local sexual health service depends on where you live, you can find out more about each service and how to access it via their website or by calling the service.

- **If you live in north Nottinghamshire (Bassetlaw)**

Tri Health Bassetlaw <http://bassetlawtrihealth.dbh.nhs.uk>

Tel: 01909 506418

- **If you live in Mid Nottinghamshire (Mansfield, Ashfield, Newark and Sherwood)**

My Sexual Health <http://www.sfh-tr.nhs.uk/index.php/my-sexual-health>

Tel: 01623672260

- **If you live in south Nottinghamshire (Broxtowe, Gedling, Rushcliffe) and Nottingham City**

NUH Sexual Health [www.nuh.nhs.uk](http://www.nuh.nhs.uk)

Tel: 0115 9627627

### **Smoking:**

Stopping smoking gives you better health for life. For support to stop smoking contact Smoke free life by texting QUIT to 66777 or by phoning 0800 2465343 or 0115 772 2515.

### **Healthy eating and healthy weight:**

Part of staying healthy is eating a healthy diet, getting enough exercise and being a healthy weight. If you have concerns about your weight you can get support from Change Point Nottinghamshire by calling 0333 005 0092 or visiting <http://www.everyonehealth.co.uk/nottinghamshire-county-council/>.

### **Drugs:**

Taking drugs can have serious consequences, and their effects vary from person to person. If you are worried about drug use, get support from New Directions Nottinghamshire. You can call them on 0115 896 0798 or email them on [notts@cgl.org.uk](mailto:notts@cgl.org.uk). Find out more here <https://www.changegrowlive.org/content/cgl-new-directions-nottinghamshire-newark-mansfield-worksop-hucknall-broxtowe-rushcliffe>. You can also find out more information from Frank [www.talktofrank.com](http://www.talktofrank.com)

### **Alcohol:**

If you are worried about drinking, get support from New Directions Nottinghamshire. You can call them 0115 896 0798 or email them on [notts@cgl.org.uk](mailto:notts@cgl.org.uk). Find out more here <https://www.changegrowlive.org/content/cgl-new-directions-nottinghamshire-newark-mansfield-worksop-hucknall-broxtowe-rushcliffe>. You can also find out more information about drinking alcohol, including how to drink responsibly, here: <https://www.drinkaware.co.uk/>.

### **NHS Choices**

NHS Choices is a website aimed at everyone. By searching NHS choices you can find information on everything from the common cold and sickness to symptoms of sexually transmitted infections, information about contraception, and help to identify the symptoms of depression.

### **Health for Teens**

A health for teens website in Nottinghamshire provides information on health and wellbeing for teenagers including sexual health, sexuality, relationships, drugs & alcohol, feelings & lifestyle. You may find some of the information useful [www.healthforteens.co.uk](http://www.healthforteens.co.uk).

## **Education, training, skills and employment organisations, opportunities and information**

Search for apprenticeships and other job opportunities across the partnership

Ashfield District Council <https://www.ashfield.gov.uk/your-council/jobs-and-careers/jobs-and-careers/>

Bassetlaw District Council - <http://www.bassetlawjobs.co.uk/latestjobs/>

Broxtowe Borough Council - <https://www.broxtowe.gov.uk/for-you/jobs/>

Futures - <https://www.futuresforbusiness.com/vacancies/>

Gedling Borough Council - <https://www.gedling.gov.uk/council/jobs/>

Mansfield District Council - <http://www.mansfield.gov.uk/article/5700/Jobs-and-careers>

Newark and Sherwood District Council - <https://www.newark-sherwooddc.gov.uk/jobsandcareers/>

Nottinghamshire County Council - [www.nottinghamshire.gov.uk/jobs-and-working/working-for-us/apprenticeships-at-the-council](http://www.nottinghamshire.gov.uk/jobs-and-working/working-for-us/apprenticeships-at-the-council)

Rushcliffe District Council - <https://www.rushcliffe.gov.uk/jobs/>

Futures offers a range of advice, support and guidance to help you get into work. These include careers guidance, skills training, employability, work experience and apprenticeships

[www.the-futures-group.com/futures-for-you.html](http://www.the-futures-group.com/futures-for-you.html)

### **Building Better Opportunities Programme**

*The Towards Work Programme* gives you personalised support to help you get ready for work, education or training and help you stay there by working with you to deal with some of the things that might be stopping you doing that at the moment. They will help you feel more confident and ready to look for the right opportunities for you. They'll also provide you with a personal budget to help you on your way into work. This can help with things like childcare, work equipment, training and bus passes.

For more information go to [www.towardswork.org.uk](http://www.towardswork.org.uk) or refer yourself at <https://www.towardswork.org.uk/make-a-referral/> (put Nottinghamshire County Council Leaving Care as the organisation).

*Money Sorted* will help if you are not in work and would like support to help you feel more in control of your finances. You will learn skills and knowledge to better manage your money and to give you confidence with money issues. The aim is help you to cope better with budgeting and avoid getting into debt in the future. You will have the chance to take short courses on money issues. You can do this programme if you are not in paid employment. This includes if you've not been in work for or claiming work-related benefits, for example, you might be looking after a child or caring for someone else. Email [info@moneysortedind2n2.org](mailto:info@moneysortedind2n2.org) to find out and get started.

Please note that you can only do one of the two above Building Better Opportunities Programmes. If you are unsure what this means for you, talk to your personal adviser for advice.

#### Further Education Colleges within easy access to Nottinghamshire care leavers

- Vision West Notts College, Mansfield – [www.wnc.ac.uk](http://www.wnc.ac.uk) -0808 100 3626
- Nottingham College - [www.nottinghamcollege.ac.uk](http://www.nottinghamcollege.ac.uk) - 0115 910 0100
- Derby College – [www.derby-college.ac.uk](http://www.derby-college.ac.uk) - 0800 028 0289
- North Notts College, Worksop [www.nnc.ac.uk](http://www.nnc.ac.uk) - 01909 504504
- Portland College, Mansfield – [www.portland.ac.uk](http://www.portland.ac.uk)
- 
- Newark College- [www.lincolncollege.ac.uk/our-colleges/newark-college](http://www.lincolncollege.ac.uk/our-colleges/newark-college) - 01636 680680
- City College, Nottingham - [citycollegenottingham.com](http://citycollegenottingham.com) - 0115 910 1455

#### Extra support for care leavers from Nottingham Trent University and the University of Nottingham

##### NTU offers

- campus visits for you before you arrive and/or additional welcome activities if you want to go to them
- if you've had an offer, NTU will contact you over the summer before you start and again after clearing to let you know the support available to you as a care leaver and encourage you to apply for ...
- a bursary for financial support of £500
- a dedicated support officer to help you settle in during the first term and then on an ongoing basis while you are at University
- money advisers to help you apply for all you are entitled to and work out a budget to suit your needs and interests.
- a guaranteed offer of University-allocated accommodation if you have accepted a place at Nottingham Trent University as your first choice - accommodation in halls is available throughout the summer vacation too
- a personal health and wellbeing welcome pack



- help accessing all support services
- As part of the NTU Navigate Programme, NTU provides opportunities for unaccompanied asylum seeking young people to find out more about the UK higher education system, as well as English-language support at evening classes and an annual summer school.

Your achievement adviser has a direct link with a key contact at the university to make sure you get all the support you need in applying and to succeed when you get there.

If you'd like to speak to someone at NTU about going the university you can contact [lucy.judd@ntu.ac.uk](mailto:lucy.judd@ntu.ac.uk) (before you apply and about NTU Navigate Programme) and [kathryn.frith@ntu.ac.uk](mailto:kathryn.frith@ntu.ac.uk) after you've applied, including any point during your time at NTU.

The University of Nottingham offers care leavers the following:

- Special consideration in the admissions process. This means that you are more likely to get an offer and if you do we may ask for slightly lower grades from you
- Additional financial support. The Nottingham Potential Bursary is available to most students who have been living in the care of a local authority for over 3 months. We can also ensure you receive all the other grants and bursaries you may be entitled to
- Access to 365-day university accommodation and support in finding the best accommodation for you
- An informal pre-entry meeting with a member of the University's Financial Support Team to explain the financial support available to you. At the meeting we can also give you information about accommodation and anything else that you need help with to set things up for the start of your studies. You can bring someone along with you.
- Additional welcome activities when you arrive in September
- Ongoing support throughout your course from our Care Leavers' Mentor

#### Interested in a job to help adults with health and social care needs?

If you are interested in working in adult social care, Nottinghamshire County Council offers anybody over the age of 16 the opportunity to take part in an accreditation scheme to become a personal assistant. Personal assistants (PAs) are employed to help people who need social care and health or health care support, either because of their age or disability, to enable them to live as independently as possible in their home. "Support with Confidence" is a council-

run scheme for people who want to work, or are currently working as a personal assistant. By joining the scheme you will be accredited, on our register and listed on the Nottinghamshire Help Yourself website as available to work as a PA. You can find out more about the role and the Support with Confidence scheme here [www.nottinghamshire.gov.uk/care/adult-social-care/working/personal-assistants/support-with-confidence](http://www.nottinghamshire.gov.uk/care/adult-social-care/working/personal-assistants/support-with-confidence) If you would like to go ahead, talk to your personal adviser who can support you in this.

#### The Job Centre and Department of Work & Pensions

This organisation offers a range of support and activities to help you get ready for and find work. These include job search, CV writing, completing job applications, preparing for interviews, telling you about job fairs, finding you work experience and getting you on courses at all levels including apprenticeships, such as life skills, IT skills, business administration, childcare, warehousing and construction.

<https://www.gov.uk/government/organisations/department-for-work-pensions>

#### The Princes Trust

If you live in **Nottingham or Nottinghamshire** join Team, The Princes Trust's free 12-week personal development programme, which is offered in Beeston, Basford, Mansfield, Sutton in Ashfield or Worksop, for the chance to gain new skills, take a qualification and meet new people. Three out of four people on Team go on to work or college courses within three months.

They also run a week-long programme called **Get Started** which is focused on one theme such as sport, robots, web design, nail art, racing cars. There's another called **Get Into** that is 4-6 weeks long based with an employer where you get work experience and training and can lead to paid employment. Examples are the NHS, logistics, retail, catering and hospitality and customer service. The Prince's Trust can help with food and cover travel expenses.

If you're interested in setting up your own business the Prince's Trust run a programme called **Enterprise** for 18 to 30 year olds who want to go self-employed. It includes mentoring, one to one support and is also available as an online programme.

To find out more and/or apply for any of these programmes go to [www.princes-trust.org.uk/help-for-young-people](http://www.princes-trust.org.uk/help-for-young-people) or phone their Nottingham Office 0115 8456495. The Prince's Trust publish all opportunities on Nottingham Jobs ([www.nottinghamjobs.com](http://www.nottinghamjobs.com)) and also at the Job Centre (see link above). You can also follow them on Facebook and Twitter.

#### Inspire & Achieve Foundation

If you live in Mansfield, your personal adviser can put you in touch with this organisation for extra specialist one to one support to help you get ready for training and/or work. Your mentor will help you with things like your CV, application forms, finding an apprenticeship and helping you prepare for an interview

Notts Help Yourself - Work & Volunteering Zone – click this tile for information on organisations that can help support you back into work, or to volunteer.  
[www.nottshelpyourself.org.uk](http://www.nottshelpyourself.org.uk)

### WHAT'S ON OFFER IN YOUR LOCAL AREA

#### Let's Live Well in Rushcliffe

If you live in Rushcliffe, this programme will help you to connect to local groups, activities and places to help you improve your wellbeing. You will also be supported by a Health Coach who will discuss an action plan that focuses on what matters to you. Contact 07909 890 699, email [LLWiR@nottshc.nhs.uk](mailto:LLWiR@nottshc.nhs.uk) or you can ask your GP or personal adviser to refer you.

#### Volunteering opportunities and community projects

Ashfield Voluntary Action - Ashfield Voluntary Action, Portland St, Kirkby in Ashfield NG17 7AE - 01623 555551 - [www.ashfieldvoluntaryaction.org.uk](http://www.ashfieldvoluntaryaction.org.uk)

Bassetlaw CVS - The Old Abbey School Priorswell Road, Worksop S80 2BU - 01909 476118 – [www.bcvcs.org.uk](http://www.bcvcs.org.uk)

Voluntary Action Broxtowe - Oban House, 8 Chilwell Rd, Beeston, Nottingham NG9 1EJ - 0115 917 8080 – [www.vabroxtowe.org.uk](http://www.vabroxtowe.org.uk)

Mansfield CVS - Community House, 36 Wood St, Mansfield NG18 1QA - 01623 392444 – [www.mansfieldcvcs.org](http://www.mansfieldcvcs.org)

Newark & Sherwood CVS - Castle House, Great North Road, Newark, Nottinghamshire, NG24 1BY - 01636 679539 – [nandscvcs.org](http://nandscvcs.org)

Rushcliffe CVS - The Pump House, Abbey Rd, West Bridgford, Nottingham NG2 5NE- 0115 969 9060- [rushcliffecvcs.org.uk](http://rushcliffecvcs.org.uk)

#### Practical help with your home

Mansfield- If you live in housing provided by Mansfield District Council, they will provide you with tenancy support. You can register for this when you first take on your tenancy or ask for it at any time. You can ask your personal adviser to help you do this

#### How to sign up for free use of council-owned leisure centres

At the moment, this section contains information provided by districts who have current leisure offer for care leavers . Once there is a single joint offer from all districts I will remove the individual offers and give details of the single joint offer, including details of how care leavers can register for it in their district.

Mansfield District Council-run leisure facilities offer discounts if you are on some types of benefits. Visit [https://www.mansfieldleisure.com/oak\\_tree/MEM\\_Centre](https://www.mansfieldleisure.com/oak_tree/MEM_Centre) to find out more

Rushcliffe Borough Council – For care leavers looking to become physically active and socialise with friends, Lex Leisure are offering free swimming in all four of their leisure centres; Rushcliffe Arena in West Bridgford, Bingham Leisure Centre, Keyworth Leisure Centre and Cotgrave Leisure Centre. To access this please email: Alex Julian – Health Development Officer [ajulian@rushcliffe.gov.uk](mailto:ajulian@rushcliffe.gov.uk)

### **More information about your Pathway Plan**

Your Pathway Plan covers things like your:

- Goals and aspirations around education, training and/or getting a job
- Where you want to live and in what type of accommodation
- Financial support you need to cover your accommodation and bills – this includes support to help you manage your money
- Any physical, mental and emotional health and well-being needs you have and how you will be helped with them
- any contact you may have with your foster carers, parents, wider family and friends, and how they and other people you know might be able to help you to live more independently

You and your PA will review your Pathway Plan every 6 months and this will happen until at least you are 21, sometime until you are 25 depending on your circumstances.

Your expenses (travel and refreshments) in attending your review will be paid for by Nottinghamshire County Council. There will be some circumstances where you will always need to update your Pathway Plan before the regular 6 months. For example, moving into some types of accommodation.

### **Corporate Parenting Principles**

All departments within a local authority are required to recognise their role as corporate parents which covers the following principles:-

- to act in the best interests, and promote the physical and mental health and well-being, of those children and young people;
- to encourage those children and young people to express their views, wishes and feelings;
- to take into account the views, wishes and feelings of those children and young people to help those children and young people gain access to, and make the best use of, services provided by the local authority and relevant partners;
- to promote high aspirations, and seek to secure the best outcomes, for those children and young people;
- for those children and young people to be safe

and is summarised in the following quotation

“It asks local and central government to up their game as corporate parents, using the level of support that we expect a reasonable parent to provide for their child as a benchmark for how they should approach their role”.

Ministerial Foreword

Keep On Caring

Supporting Young People from Care to Independence

July 2016

**Useful Contacts, Resources & Further Support** – [www.nottshelpyourself.org.uk](http://www.nottshelpyourself.org.uk) provides up-to-date information on many of the organisations below

Organisation/Service/Resource	Description	Contact info.
Leaving Care Service/Personal advisers	Contact the Leaving Care Service directly	Telephone: 01158041236 or <a href="mailto:LeavingCareDuty@nottsc.gov.uk">LeavingCareDuty@nottsc.gov.uk</a> (Bassetlaw, Newark, Mansfield); 01158546318 or <a href="mailto:LeavingCare.South@nottsc.gov.uk">LeavingCare.South@nottsc.gov.uk</a> (Ashfield, Broxtowe, Gedling, Rushcliffe)
Complaints	We want to hear your views about our services, good or bad. What you tell us helps us improve services and plan for the future.	Telephone: 0300 500 80 80 Website: <a href="http://www.nottinghamshire.gov.uk/contact-and-complaints/complaints/make-a-complaint-comment-or-compliment">http://www.nottinghamshire.gov.uk/contact-and-complaints/complaints/make-a-complaint-comment-or-compliment</a>
Samaritans	We offer a safe place for you to talk any time you like, in your own way – about whatever’s getting to you. You don’t have to be suicidal. A free and confidential service, 24 hours a day, 365 days a year	Free phone: 116 123 Website: <a href="http://Samaritans.org">Samaritans.org</a>
Change, Grow, Live & “New Directions”	Change, Grow, Live run New Directions, a free and confidential drug and alcohol service open to anyone over the age of 18 living in Nottinghamshire. They also provide other services including health and wellbeing, mental health, domestic abuse and homelessness	Telephone: 0115 896 0798 <a href="http://www.changegrowlive.org">www.changegrowlive.org</a> Website: <a href="https://www.changegrowlive.org/content/cgl-new-directions-nottinghamshire-newark-mansfield-worksop-hucknall-broxtowe-rushcliffe">https://www.changegrowlive.org/content/cgl-new-directions-nottinghamshire-newark-mansfield-worksop-hucknall-broxtowe-rushcliffe</a>
Citizens Advice Bureau	The Citizens Advice Bureau helps people to resolve their legal, money and other problems by providing free, independent and confidential advice and influencing policy makers. Some branches can provide legal advice on immigration and asylum cases.	Telephone: 0300 330 5457 Website: <a href="https://www.citizensadvice.org.uk/">https://www.citizensadvice.org.uk/</a>
Catch22	Catch 22 works with young people who are in or leaving custody, involved in or on the fringes of crime, out of work, struggling at school, homeless or facing young parenthood without the safety net of a supportive family. Catch 22 offer practical support services which are flexible, highly personalised and often intensive.	Website: <a href="http://www.catch-22.org.uk">www.catch-22.org.uk</a>
Young Minds	Young Minds is committed to improving the emotional wellbeing and mental health of children and young people and empowering their parents and carers.	Website: <a href="https://youngminds.org.uk/">https://youngminds.org.uk/</a>

Missing People	Missing People is a free phone confidential service for anyone who has run away from home or care, or been forced to leave home.	Telephone: 11600 Website: <a href="https://www.missingpeople.org.uk/">https://www.missingpeople.org.uk/</a>
The Howard League	Free, independent and confidential advice, assistance and representation on a wide range of issues to young people under 21 years old in custody.	Telephone: 0808 801 0308 Website: <a href="https://howardleague.org/">https://howardleague.org/</a>
Community Legal Advice	<p>Community Legal Advice (CLA) is a free and confidential advice service in England and Wales paid for by legal aid. If you are living on a low income or benefits, you may be eligible for free specialist advice from legal advisers on issues including:</p> <ul style="list-style-type: none"> <li>• Debt, if your home is at risk</li> <li>• Housing, if you're homeless or at risk of being evicted</li> <li>• Domestic abuse</li> <li>• Separating from an abusive partner, when you're making arrangements for children or sorting out money and property</li> <li>• Special education needs</li> <li>• Discrimination</li> </ul>	Telephone: 0345 345 4 345 Website: <a href="https://www.gov.uk/civil-legal-advice">https://www.gov.uk/civil-legal-advice</a>
The Care Leavers' Association	The Care Leavers' Association provides advice and information about leaving care and your rights and entitlements	Telephone: 0161 236 5665 Website: <a href="http://www.careleavers.com/what-we-do/young-peoples-project/leavingcare/">http://www.careleavers.com/what-we-do/young-peoples-project/leavingcare/</a>
ChildLine	ChildLine is a free national 24 hour telephone help line for any child in trouble or danger. It is a confidential counselling service which offers information and help to children and young people	Telephone: 0800 1111 Website: <a href="http://www.childline.org.uk">www.childline.org.uk</a>
National Youth Advocacy Service	The National Youth Advocacy Service is a UK charity providing children's rights and socio-legal services. NYAS offer information, advocacy, legal representation and advice to children and young	Telephone: 0808 808 1001 Website: <a href="https://www.nyas.net/">https://www.nyas.net/</a>

	people up to the age of 25 through a network of advocates	
Refugee Council	The Refugee Council is one of the leading charities in the UK working directly with refugees, and supporting them to rebuild their lives.	Website: <a href="https://www.refugeecouncil.org.uk">https://www.refugeecouncil.org.uk</a>
Become	Become's mission is to provide help, support and advice to children in care and young care leavers so that they can take control of their lives and unleash their potential	Telephone: 0800 023 2033 Website: <a href="http://www.becomecharity.org.uk/">http://www.becomecharity.org.uk/</a>
Buttle UK	Buttle UK's mission is the maintenance, education and advancement in life of children and young people who through poverty and family circumstances are in need of, and will benefit significantly from, Buttle UK's support.	Website: <a href="https://www.buttleuk.org/">https://www.buttleuk.org/</a>
Nottinghamshire County Council LAC & Care Leavers Partnership & Strategy	This partnership is responsible for ensuring the best possible outcomes for all looked after children and care leavers in Nottinghamshire. Their strategy sets out how their shared vision and plan on how they will do this. They are responsible for creating and improving the Local Offer for Care Leavers	<a href="http://www.nottinghamshire.gov.uk/media/130637/looked-after-childrencareleaversstrategy.pdf">http://www.nottinghamshire.gov.uk/media/130637/looked-after-childrencareleaversstrategy.pdf</a>
Department for Work & Pensions	Information on finding jobs and accessing benefits.	Website: <a href="https://www.gov.uk/government/organisations/department-for-work-pensions">https://www.gov.uk/government/organisations/department-for-work-pensions</a>
Ofsted	The national regulator that ensures local authorities are delivering the best possible outcomes for children in care and care leavers. You can view reports of how Nottinghamshire County Council performs when delivering services for looked after children and care leavers	Nottinghamshire reports: <a href="https://reports.ofsted.gov.uk/local-authorities/nottinghamshire">https://reports.ofsted.gov.uk/local-authorities/nottinghamshire</a>
Department for Education	Information from the Department of Education about your rights as a care leaver	Website: <a href="https://www.gov.uk/leaving-foster-or-local-authority-care">https://www.gov.uk/leaving-foster-or-local-authority-care</a>
The Rees Foundation	Supports care leavers and care experienced individuals across the UK. They champion services, projects and interventions with and for care experienced people. They empower and inspire others to effect social change and to improve support, policy, practice and interventions	Website: <a href="http://www.reesfoundation.org">www.reesfoundation.org</a>
The Rees Care Leavers' Foundation	Offer small grants to care leavers aged 18 to 29	Website: <a href="http://www.thecareleaversfoundation.org">www.thecareleaversfoundation.org</a>
British Red Cross International Family	Helping you trace your family abroad	Donna Boulton



Tracing Service		<a href="mailto:DBoulton@redcross.org.uk">DBoulton@redcross.org.uk</a> 01158 505942
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**Cabinet**

**12 March 2019**

**Statement of Community Involvement for Planning Policy  
and Planning Applications**

**Report of the Executive Manager - Communities**

**Cabinet Portfolio Holder for Housing, Planning and Waste Management  
Councillor R Upton**

**1. Purpose of report**

- 1.1. The Statement of Community Involvement (SCI) sets out the Borough Council's policies on community involvement in planning policy preparation and the determination of planning applications. A revised SCI was published and consulted on over a six week period ending on 28 June 2018. A total of eight organisations and individuals submitted representations.
- 1.2. The representations received have been considered and a number of revisions to the draft SCI are proposed in response. It is recommended that the revised SCI be adopted for use in the preparation of planning policy and the determination of planning applications.

**2. Recommendation**

It is RECOMMENDED that Cabinet adopts the revised draft Statement of Community Involvement for Planning Policy and Planning Applications.

**3. Reasons for Recommendation**

- 3.1. The Statement of Community Involvement for Planning Policy and Planning Applications will, if adopted, set out the Council's policies on community involvement in planning policy preparation and the determination of planning applications. It would replace the existing, 2016 Statement of Community Involvement.

**4. Supporting Evidence**

- 4.1. Section 18 of the Planning and Compulsory Purchase Act (2004) requires local planning authorities to prepare a Statement of Community Involvement (SCI). The SCI must set out how persons and organisations, who appear to the authority to have an interest in matters relating to development in the area, will be involved in the Council's plan making and development management functions.
- 4.2. The Council adopted its first SCI in June 2007 and revised it in September 2016. Since 2007 the SCI has governed the public participation undertaken during the preparation of the Local Plan Part 1: Core Strategy and Local Plan

Part 2: Land and Planning Policies. It has also established the consultation methods on planning applications.

- 4.3. While the SCI was updated as recently as 2016, there is a requirement to update two parts of the document. Firstly, it is now a legal requirement for the SCI to set out the Borough Council's policy for discharging its statutory duty to advise and assist on the production of Neighbourhood Plans. Chapter 3 of the SCI has been added in order to discharge this legal requirement.
- 4.4. Secondly, amendments have been made to chapter 4 (Planning Applications) to reflect the changes to the make-up and operation of Planning Committee. There have also been minor factual amendments throughout the document.
- 4.5. A replacement draft SCI with these revisions was published in June 2018 and consulted on over a six week period ending on 28 July 2018. A total of eight representations were received from: Historic England; Barton in Fabis, Ruddington and Saxondale parish councils/meeting; three residents; and the Council's Data Protection Officer.
- 4.6. A summary of all representations received is set out at **Appendix 1**. The comments are grouped on the basis of those relating to development plan and supplementary planning documents preparation and those which concern the process of determining planning applications.
- 4.7. Historic England welcomed the proposed consultation with specific consultation bodies, but did not make detailed comments. Responses from the parish councils raised concerns regarding the location of local plan consultation events and the planning application process, most notably: pre-application consultation; the need to consult businesses and voluntary groups; the additional weight that should be attached to significant numbers of objections; the delegation of applications to officers; constraints on speaking at planning committee; and discussions on financial contributions.
- 4.8. The Council's Data Protection Officer suggested a number of amendments that ensure compliance with data protection legislation and the appropriate management of private and personal information.
- 4.9. Alongside the summary of comments at **Appendix 1** is a proposed response to each one. In response to some of the comments made, it is considered that a limited number of revisions to the draft SCI are justified. These and other relatively minor revisions have been incorporated into the revised draft SCI at **Appendix 2**.

## **5. Other Options Considered**

- 5.1. Cabinet could choose not to adopt the revised draft Statement of Community Involvement for Planning Policy and Planning Applications. This option is considered inappropriate as the 2016 SCI does not take account of regulatory changes since the SCI was published or refer to current practice in respect of neighbourhood planning.

## **6. Risk and Uncertainties**

- 6.1. The Council's existing Statement of Community Involvement is no longer up to date. It would therefore be unsatisfactory to continue to place reliance on the existing SCI and not aim to replace it with a new revised version.

## **7. Implications**

### **7.1. Finance**

- 7.1.1. There are no direct financial implications arising from this report.

### **7.2. Legal**

- 7.2.1. It is a statutory requirement for the Council to have a Statement of Community Involvement in place covering community engagement in relation to development plan preparation and the determination of planning applications.

### **7.3 Equalities**

- 7.3.1 None.

### **7.4 Corporate Priorities**

- 7.4.1 The adoption of the Rushcliffe Local Plan, which the revised SCI would assist in achieving, is a key element of the Council's corporate priority of supporting economic growth to ensure a sustainable, prosperous and thriving local economy.

### **7.5 Other Implications**

- 7.5.1 None.

<b>For more information contact:</b>	Richard Mapletoft Planning Policy Manager 0115 914 8457 <a href="mailto:rmapletoft@rushcliffe.gov.uk">rmapletoft@rushcliffe.gov.uk</a>
<b>Background papers Available for Inspection:</b>	Rushcliffe Statement of Community Involvement - Adopted June 2016  <a href="http://www.rushcliffe.gov.uk/planningpolicy/localplan/communityinvolvement/">http://www.rushcliffe.gov.uk/planningpolicy/localplan/communityinvolvement/</a>
<b>List of appendices (if any):</b>	<b>Appendix 1</b> - Consultation Statement and summary of representations  <b>Appendix 2</b> - Revised Draft Statement of Community Involvement for Planning Policy and Planning Applications

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## **Appendix 1: Consultation Statement and summary of representations**

# **Draft Statement of Community Involvement for Planning Policy and Planning Applications 2018**

## **Consultation Statement**

### **Introduction**

1. The draft Rushcliffe Statement of Community Involvement (SCI) for Planning Policy and Planning Applications was published for consultation on the 17 May 2018 alongside the Land and Planning Policies Development Plan (LAPP DP) Publication Version, and its supporting Sustainability Appraisal Report.
2. The 6 week consultation period ended on the 28 June 2018.

### **Consultation Methods**

3. In order to assist those who wished to comment, the following questions were asked within a response form (a copy of the response form can be found in Appendix A):
  1. **Consulting on Development Plan Documents (DPDs) and Supplementary Planning Documents (SPDs)**  
Do you agree or disagree with the consultation methods identified in the Draft Statement of Community Involvement? If you disagree, please explain why and how the Draft Statement of Community Involvement should be changed.
  2. **Consulting on Planning Applications**  
Do you agree or disagree with the consultation methods identified in the Draft Statement of Community Involvement? If you disagree, please explain why and how the Draft Statement of Community Involvement should be changed.
  3. **Further comments**  
Please provide any others comments you wish to make.
4. Paper copies of the draft SCI and response form were available to view at the Rushcliffe Community Contact Centre and local libraries. It was also available to download from the Council's website alongside a response form.

### **Consultation Representations**

5. The Council received representation on the draft SCI from the following 7 consultees: Historic England, Barton in Fabis Parish Council, Saxondale Parish Meeting, two residents and the Borough Council's Data Protection Officer.



6. Historic England supports the early consultation with specific consultation bodies throughout the process. Historic England welcomes involvement at an early stage for both planning policy and planning applications.
7. Responses from the parish councils raised concerns on:
  - the accessibility of consultation events;
  - the need to consult businesses and voluntary groups;
  - the increased weight that should be given to significant numbers of public objections;
  - the need for pre-application engagement; and
  - the reasons for delegating of decision making.
8. They also highlight the need for a Local Enforcement Plan and training for elected members.
9. Two of the three local residents supported the SCI. The third requested that all residents within the post code of an application should be notified that it has been submitted and that a decision has been made. The use of social media should be used as a method of informing the public.

1. **Consulting on Development Plan Documents (DPDs) and Supplementary Planning Documents (SPDs)**

Question: Do you agree or disagree with the consultation methods identified in the Draft Statement of Community Involvement? If you disagree, please explain why and how the Draft Statement of Community Involvement should be changed.

Organisation/ Individual	Agree/ Disagree/ Comment	Comment Details	Draft Response/Recommended Change
Barton in Fabis Parish Council 382145	Disagree	<p><b>Paragraph 2.11</b></p> <p>Too often the Borough Council holds events which cannot be accessed by public transport. There must be a commitment to holding more events in all communities affected by a given proposal.</p> <p>Amend paragraph 2.11 to <b><u>“We will organise events such as stakeholder meetings...”</u></b> and add commitment to ensure that venues for such meetings take account of need for access by the elderly and disadvantaged groups lacking transport access.</p>	<p>Disagree with proposed amendment to the fifth bullet under “How we will consult”.</p> <p>The authority has organised events at all the settlements where development is proposed. All events have taken place at village halls or community buildings, which are accessible to the elderly and disadvantaged groups. This will continue. However in some circumstances stakeholder meetings may not be appropriate or necessary, for example at the publication stage where, in the Council’s opinion, the plan is sound.</p>
Hall D 1006116	Agree	Agree	Noted and welcomed
Historic England 372928		<p>Support the reference to the need to consult with specific consultation bodies throughout the process. Historic England (HE) welcomes involvement at an early stage for both planning policy and planning applications.</p> <p>HE is keen to advise on the development of planning documents, evidence base etc. in order to ensure that the historic environment is fully considered</p>	Support noted and welcomed

Organisation/ Individual	Agree/ Disagree/ Comment	Comment Details	Draft Response/Recommended Change
		<p>throughout the Local Plan process. HE also supports the need for early engagement with stakeholders during the Sustainability Appraisal process.</p> <p>There are regulatory requirements for consulting us on planning applications too.</p>	
Ken Thompson (Data Protection Officer, Rushcliffe Borough Council)	Comment	<p>SCI should have regard to the GDPR.</p> <p>Paragraph 2.7 should contain an additional bullet point which states:</p> <p><u>“We will ensure that any personal and, in particular, any sensitive personal data is subject to appropriate technical and organisational security measures so that we meet our obligations under data protection law.”</u></p>	Agreed. Suggested amendment is incorporated into the SCI.
Ken Thompson (Data Protection Officer, Rushcliffe Borough Council)	Comment	<p>Paragraph 2.11 “How we will consult” final bullet should read:</p> <p>We will publish comments received and/or provide a summary as soon as possible <u>via our Planning Portal</u>. We will explain how these comments have been considered when decisions are taken. <u>Comments will be available to view on the council’s website, but email address, signature and contact details will not be included. If we determine that specific reference to personal and, in particular, sensitive personal data within the comments needs to be removed or redacted then we will do so on a</u></p>	<p>Agree in part.</p> <p>Comments are not published on the Planning Portal.</p> <p>Removal or redaction of personal or sensitive information within comments is accepted. However all representations must be published in accordance with the local plan regulations.</p> <p>Paragraph will read:</p> <p>“We will publish comments received and/or</p>

Organisation/ Individual	Agree/ Disagree/ Comment	Comment Details	Draft Response/Recommended Change
		<u>case-by-case basis in consultation with the Borough Council's Data Protection Officer. We recognise that we have a responsibility to protect personal data which, if disclosed, could affect the fundamental privacy rights and freedoms of the individuals concerned. If removing or redacting this data is not possible then we reserve the right not to publish the comments on to the Planning Portal; however, we will take these comments into consideration as part of the planning consultation process.</u>	provide a summary as soon as possible. We will explain how these comments have been considered when decisions are taken. <u>Comments will be available to view on the council's website, but email address, signature and contact details will not be included. If we determine that specific reference to personal and, in particular, sensitive personal data within the comments needs to be removed or redacted then we will do so on a case-by-case basis in consultation with the Borough Council's Data Protection Officer. Any comments will be publicised in a manner having regard to the General Data Protection Regulations (see <a href="http://www.rushcliffe.gov.uk/privacy/">http://www.rushcliffe.gov.uk/privacy/</a>).</u> "
Ken Thompson (Data Protection Officer, Rushcliffe Borough Council)	Comment	Broxtowe should be added to the list of local authorities within paragraph 2.13.	Agreed. Broxtowe is added.
Ken Thompson (Data Protection Officer, Rushcliffe Borough Council)	Comment	Amend paragraph 3.1 bullet point seven should be amended as follows:  "Upon request of the qualifying body, and subject to <del>General Data Protection Regulations</del> <u>data protection considerations</u> , we will share contact details for statutory consultees or other bodies that may wish to provide feedback on a particular neighbourhood plan where we hold such knowledge or information.	Agreed. Paragraph amended.

Organisation/ Individual	Agree/ Disagree/ Comment	Comment Details	Draft Response/Recommended Change
Saxondale Parish Meeting 1168124	Disagree	There has been little consultation across business parameters sufficient to be reflective of the needs of local businesses which are a paramount consideration across Rushcliffe. I have not seen any consultation with respect to the rural agricultural economy which is becoming increasingly blighted by Rushcliffe's proposals. It appears that the Council has failed in part in respect of the consultation methods which will serve to distort the final results of the consultation.	Disagree  Local businesses are made aware of local plan consultations through the same methods as those used to inform residents. Representatives of the local business community are consulted and information is disseminated through them.
Shelton R 1071588	Agree	Agree	Noted

## 2. Consulting on Planning Applications

Question: Do you agree or disagree with the consultation methods identified in the Draft Statement of Community Involvement? If you disagree, please explain why and how the Draft Statement of Community Involvement should be changed.

Organisation/ Individual	Agree/ Disagree	Comment Details	Draft Response/Recommended Change
Barton in Fabis Parish Council 382145	Disagree	<p>Paragraph 4.1</p> <p>It cannot be right for the planning system to take no account of the strength of views expressed by council tax payers in a given community. This should be taken account of at least in terms of the level of scrutiny required as is acknowledged elsewhere in 4.15 in reference to “significant community interest”</p> <p>Add <u>“The number of objections will however be a determining factor in whether an application will be determined by the Planning committee rather than individual officers and will be an indicator of the strength of feeling for and against a planning application”</u></p>	<p>The Council's Constitution includes the scheme of delegation for planning applications. Whether an application is decided by Planning Committee or Officers is determined by applying the provisions of the constitution, this does not include reference to the number of representations received. Section 38(6) of the Planning and Compulsory Purchase Act 2004 states that planning applications should be determined in accordance with the development plan unless material considerations indicate otherwise. Whilst relevant comments contained within letters of representation will be a material planning consideration to be weighed in the balance, the volume of opposition or support is not itself a material consideration.</p>
Barton in Fabis Parish Council 382145	Disagree	<p>Paragraph 4.3</p> <p>Borough Council should take a more active role in requiring consultation with the community from developers. The term “more significant” is not defined and should relate to criteria in 4.15.</p>	<p>The Borough Council encourages applicants to undertake consultation on all development proposals prior to the submission of an application. The extent of any such pre-application consultation will depend on the nature and scale of the development involved, Pre-</p>

Organisation/ Individual	Agree/ Disagree	Comment Details	Draft Response/Recommended Change
		Amend to <u>“Require the applicants of more significant applications to engage with the community...”</u>	application consultation with the community is not an obligatory requirement, with the exception of proposals for development involving an installation for the harnessing of wind power for energy production, where the development involves two or more turbines or the hub height of any turbine exceeds 15 metres (see Part 2, Article 3 of the Town and Country Planning (Development Management Procedure) Order 2015). Therefore, with the exception of wind turbine development, the Borough Council could not refuse to validate a planning application where pre-application consultation had not been undertaken.
Barton in Fabis Parish Council 382145	Disagree	Paragraph 4.8  Parish Councils are the duly elected representatives of local communities and should have the right for their views to be heard at Planning Committee whether or not their Ward member concurs with their objection.  <u>Amend to include “Where a Parish Council or Ward Member disagrees with the officer’s recommendation”</u>	Disagree – no change  Such a requirement would involve a change to the Constitution. This can be reviewed separately through any update to the constitution.
		Paragraph 4.15  The threshold for the criteria set out are far too high and fail to take account of the fact that such	The thresholds are not intended to be prescriptive, i.e. they do not preclude pre-application consultation on smaller development proposals but larger proposals at or over the

Organisation/ Individual	Agree/ Disagree	Comment Details	Draft Response/Recommended Change
		<p>developments will have the same or greater impact proportionately in smaller communities</p> <p>Paragraph 4.15 proposes “early involvement with community” for larger developments. <u>The same should apply for ‘smaller’ (5-100 dwellings) developments in villages under 500 dwellings.</u></p>	thresholds are more likely to prompt ‘significant’ community interest.
Burton, P 1166984	Disagree	For all types of application, notification of receipt of the application should be sent by letter or email to every address within the postcode area of the site.	<p>The Town and Country Planning (Development Management Procedure) Order 2015 sets out the publicity requirements for planning applications. In the majority of cases, the Order requires that notice is served on an adjoining owner or occupier (i.e. those properties which share a boundary with the application site) or by display of a notice where it will be visible from public land. For larger or certain types of development, it may also be a requirement to publicise the application in a local newspaper. Rushcliffe Borough Council generally exceeds the statutory minimum and the extent of publicity will depend on the nature of the development or extent of the likely impacts.</p> <p>It is considered that to send notification to all addresses within the postcode area of the site for all types of applications would be excessive.</p>
Burton, P	Disagree	Paragraph 4.13 (After the decision is made).	Applications for non-material amendments



Organisation/ Individual	Agree/ Disagree	Comment Details	Draft Response/Recommended Change
1166984		<p>It is inadequate for there to be "no statutory requirement to publicise or undertake consultation on these Applications"</p> <p>It is not adequate public consultation for "any publicity or consultation will be undertaken at the discretion of the officers".</p>	<p>generally relate to small scale changes, when assessed against the overall scale of the development, which are unlikely to have any greater impact over and above the approved development. If an approach has been made by a neighbour raising concerns that the development is not being carried out in accordance with the approved plans and this results in the submission of an application for a non-material amendment, that neighbour would normally be notified of the submission.</p> <p>With regard to the discharge of conditions, these will, for the most part, relate to technical matters and the views of the relevant technical body, e.g. Highway Authority, will be sought.</p>
Burton, P 1166984	Disagree	A notification of each decision should be sent by letter or email to every address within the postcode area of the site.	Article 33 of the Town and Country planning (Development Management Procedure) Order 2015 requires that; <i>"A local planning authority must give notice of their decision to every person who has made representations which they were required to take into account in accordance with paragraph (1)(b)(i), and such notice is the notice prescribed for the purposes of section 71(2)(b) of the 1990 Act."</i>
Hall D 1006116	Agree	Agree	Noted
Ken Thompson (Data Protection)	Comment	Paragraph 4.5 additional bullet point:	This is largely covered in the fourth bullet point, suggest rewording to read as follows:

Organisation/ Individual	Agree/ Disagree	Comment Details	Draft Response/Recommended Change
Officer, Rushcliffe Borough Council)		<u>"Comments will be made available to view on the council's website as soon as possible, but address, signature and contact details will not be included. However, as copies of representations have to be made available for public inspection, comments cannot be treated as confidential and will be available for inspection in full."</u>	<u>"Comments will be made available to view on the council's website as soon as possible, but address, signature and contact details will not be included. Any comments will be publicised in a manner having regard to the General Data Protection Regulations (see <a href="http://www.rushcliffe.gov.uk/privacy/">http://www.rushcliffe.gov.uk/privacy/</a>). However, as copies of representations have to be made available for public inspection, comments cannot be treated as confidential and will be available for inspection in full."</u>
Ken Thompson (Data Protection Officer, Rushcliffe Borough Council)	Comment	Additional final paragraph after 4.16 which reads:  <u>"If such an exercise is carried out, the developer is legally responsible for ensuring they comply with data protection law when processing personal and sensitive personal data."</u>	Agreed
Ruddington Parish Council (1134198)	Disagree	The Parish Council disagrees that Town/Parish Councils should be subject to the public speaking protocol referred to in paragraph 4.10.  The public speaking protocol should be changed to accommodate a 5 minute 'slot' for 1 Parish or Town Councillor to represent the viewpoint of their Council, if they wish and request it.	The current protocol for public speaking at Planning Committee makes provision for the applicant, an objector and a Ward Councillor to address the Committee. Where the Town/Parish Council are objecting, they may speak as the objector. For larger developments the adopted procedures may be varied to include additional speakers or increase the time allowed to address the committee.
Ruddington	Disagree	The Parish Council disagrees with Paragraph 4.7	The paragraph (4.7) does not say that Town and

Organisation/ Individual	Agree/ Disagree	Comment Details	Draft Response/Recommended Change
Parish Council (1134198)		<p>(Developer Contributions)</p> <p>Town/Parish Councils are responsible for some of the local infrastructure (such as cemetery, allotment and/or play area provision or litter bins and benches for example).</p> <p>Paragraph 4.7 states that consultations and negotiations will be undertaken with infrastructure providers but then states that Town &amp; Parish Councils will be excluded from this process and further states that once the contributions have been received by the Borough Council they may consult with Town/Parish Councils, this ignores the valuable contributions that are made within the communities by the Councils. We believe that the Borough Council should ask Town/Parish Councils for a list of priorities and/or projects which should be considered as part of the decision making process in regard to developer contributions and the document should be changed to include this.</p>	<p>Parish councils will be excluded from the process, it states that section 106 'negotiations' will not normally involve consultation with or the involvement of the general public or town/parish councils. The negotiations to determine the final content of a Section 106 will be undertaken between officers and the applicant/developers. Town/Parish Councils are consulted on planning applications and can, as part of their response, request contributions to certain infrastructure/facilities. It will be necessary to determine if any such requests are justified and compliant with the relevant legislation. Inclusion of obligations for financial contributions may also be influenced by viability issues.</p> <p>The Borough Council does not ask other statutory/technical consultees for a list of priorities or projects, requests may be made for contributions to infrastructure/projects and officers will consider if these requests are justified.</p>
Saxondale Parish Meeting 1168124	Disagree	<p>Whilst the application methods themselves are broadly acceptable, there does appear to be a large element of discretion and this may result in a lack of balanced consultation between statutory bodies - who appear to be quite well consulted – and businesses, charities and voluntary organisations (as well as harder to reach groups) who appear to be less well informed.</p>	<p>The Town and Country Planning (Development Management Procedure) Order 2015 sets out the statutory consultees to be consulted on planning applications. The Borough Council will undertake additional consultation/publicity of an application as considered necessary and commensurate to the scale and potential impact of the development proposed. Where the Borough Council is aware</p>

Organisation/ Individual	Agree/ Disagree	Comment Details	Draft Response/Recommended Change
			of the existence of a voluntary group, they will, where appropriate, be consulted on applications affecting their area of interest, e.g. Friends of Bridgford Park and friends of Sharphill Wood.
Saxondale Parish Meeting 1168124	Disagree	Saxondale Parish often receive applications within Upper Saxondale (at St James Park) or do not receive applications that are in the parish. Rarely receive notifications of decisions.	Consultations will be undertaken with all Town/parish Councils and Parish Meetings on planning applications in their area. Similarly, they will be notified of decisions on planning applications in their area. There have been isolated occasions when this process was not followed due to an administrative error and an apology was offered to the Parish Meeting
Smith D (1143783)	Disagree	<p>Paragraph 4.6 on page 11 is too vague and would allow applicants to make significant changes to an application without appropriate consultation.</p> <p>This section should specify the process for determining whether consultation on an amendment is required. The council should publish its intention not to require further consultation and allow interested parties to make representation if they feel this decision isn't appropriate. Also, in satisfying an objection by one individual/organisation, the amendment may give rise to an objection from another individual.</p> <p>The section sets out that <i>"where amendments are made before the decision is taken which significantly affect individuals then re consultation may be</i></p>	<p>Disagree, decision will be taken on the merits of each case, it is not possible to be so prescriptive as the circumstances and nature of changes in each case will vary.</p> <p>There is no statutory requirement to undertake further consultations after the initial period of consultation. The Borough Council is entitled to determine the appropriate length of time for response to any subsequent consultation exercise.</p> <p>The Borough Council has a duty to determine all planning applications submitted to the authority and whilst officers may suggest that an</p>

Organisation/ Individual	Agree/ Disagree	Comment Details	Draft Response/Recommended Change
		<p><i>undertaken</i>" The word 'may' is too vague - it should be 'must' accompanied by an outline of possible exceptions. Paragraph 4.6 will encourage applicants to introduce controversial elements as an amendment as opposed to in the original plan.</p> <p>The time period for consultations on amendments is too short, particularly if it falls in a holiday period. I would argue that 14 days is the absolute minimum and should be extended to 21 days if the period includes a school holiday.</p> <p>Paragraph 4.6 also states "<i>where there are significant changes needed the application should ideally be withdrawn and resubmitted as a fresh application.</i>" The word ideally is too vague. This should be changed to "<u>must</u>" with some exceptions as examples.</p>	<p>application is withdrawn, the applicant is entirely within their rights to request that the application is determined as submitted.</p>
Shelton R 1071588	Agree	Agree	Noted

### 3. Further comments

Organisation/Individual	Comment Details	Draft Response/Recommended Change
<div data-bbox="91 347 414 414">Barton in Fabis Parish Council 382145</div> <div data-bbox="91 742 123 821" style="writing-mode: vertical-rl; transform: rotate(180deg);">page 10</div>	<p><b>Training for Councillors</b></p> <p>The Parish Council's experience has been that the average Parish councillor has considerably more knowledge of planning legislation and that Borough Councillors are therefore extremely reluctant to challenge the opinions of officers and simply defer to their opinion.</p> <p>There should be an explicit commitment to ensure that members of the Planning Committee have the correct training and knowledge of planning law particularly the requirements of the NPPF.</p>	<p>Disagree</p> <p>Borough Councillors who sit on the Planning Committee receive training on planning procedures and policy. Rather than defer, members agree with the recommendations, which are based on sound judgements. Members can disagree, provided decisions are based on legitimate planning and land use issues.</p>
<div data-bbox="91 826 414 893">Barton in Fabis Parish Council 382145</div>	<p><b>Local Enforcement Plan</b></p> <p>NPPF para 207 states "local planning authorities should consider publishing a local enforcement plan to manage enforcement proactively, in a way that is appropriate to their area." It is essential for the planning system to have credibility that the council has a clear set of actions to ensure that planning decisions it makes are properly enforced and unauthorised development is discouraged.</p> <p>There should be a specific statement included regarding how the council will monitor the implementation of planning permissions, investigate alleged cases of unauthorised development and take action where it is appropriate to do so. This should include specific targets in terms of timescales and escalation protocols.</p>	<p>This is a matter more appropriately addressed in an Enforcement Policy rather than the SCI.</p>

Organisation/Individual	Comment Details	Draft Response/Recommended Change
Burton, P 1166984	As this statement is expected to be in use until the year 2028, I recommend that social media be considered as an additional means of communicating with the public.	Agreed.  Paragraph 2.11 "How we will consult" first bullet reads:  "We will publicise consultations by methods such as leaflets, websites, posters, press releases, <u>social media platforms</u> , displays, working with existing community groups, attending community events and joint consultations;"
Hall D 1006116	Have lived adjacent to RUD01 for 30 years and have been that the site could be developed.	Noted
page 77	<p>There is a fundamental flaw with regard to the whole process and this affects the consultation process.</p> <p>The constant designation of land for building purposes is primarily due to allocated land not being selected by developers and this appears to be an ineffective and inappropriate process which has led, and will continue to lead, to great swathes of land being blighted by the threat of future development. Surely it would be better to concentrate on policies which encourage development on land already allocated and urban redesign around and within existing town areas.</p>	<p>Disagree – Local Plan Part 2 is required to provide complete policy coverage and identify allocations which will deliver the development targets within Local Plan Part 1. The need for Local Plan Part 2 is not linked to the shortfall, although it is an issue which Part 2 must address. It has not been a constant process.</p> <p>Issues regarding the shortfall in housing delivery are addressed within Local Plan Part 2.</p>
Shelton R 1071588	Request that site EBR9 is included for development	This request is addressed through the emerging Local Plan Part 2.

## **Appendix A:**

### **Draft Statement of Community Involvement**

#### **Response Form**



# Draft Rushcliffe Statement of Community Involvement for Planning Policy and Planning Applications

## Response Form

Your Details		Agent details (where applicable)
	Name	
	Address	
	E-mail	

### 1. Consulting on Development Plan Documents (DPDs) and Supplementary Planning Documents (SPDs)

Do you agree or disagree with the consultation methods identified in the Draft Statement of Community Involvement? If you disagree, please explain why and how the Draft Statement of Community Involvement should be changed.

(please continue on a separate sheet if necessary)

### 2. Consulting on Planning Applications

Do you agree or disagree with the consultation methods identified in the Draft Statement of Community Involvement? If you disagree, please explain why and how the Draft Statement of Community Involvement should be changed.

(please continue on a separate sheet if necessary)

**3. Please provide any others comments you wish to make**

(please continue on a separate sheet if necessary)

**Date:**

Please return by **5pm on Thursday 28 June 2018**

to: Planning Policy

Rushcliffe Borough Council

Rushcliffe Arena, Rugby Road

West Bridgford

Nottingham. NG2 7YG

Or to: [localdevelopment@rushcliffe.gov.uk](mailto:localdevelopment@rushcliffe.gov.uk)

Please note that your comments can be directly entered through the Borough Council's online consultation system: <http://rushcliffe-consult.objective.co.uk/portal>

**Data Protection Notice**

The personal information you provide will only be used by Rushcliffe Borough Council, the Data Controller, in accordance with General Data Protection Regulation 2016/Data Protection Act 2018 to undertake a statutory function (also known as a 'public task')

Your personal information will be shared with the Planning Inspectorate in connection with the above purpose.

Your personal data will be kept in accordance with the Council's retention policy and schedule. Details of which can be found on the Council's website at [http://www.rushcliffe.gov.uk/retention\\_schedule/](http://www.rushcliffe.gov.uk/retention_schedule/)

Your data protection rights are not absolute and in most cases are subject to the Council demonstrating compliance with other statutory legislation, for further information see <http://www.rushcliffe.gov.uk/privacy/>

Representations will be available to view on the Borough Council's website, but any signatures, addresses, email addresses or telephone numbers will not be included. However, as copies of representations must be made available for public inspection, comments cannot be treated as confidential and will be available for inspection in full.

**Appendix 2: Revised Draft Statement of  
Community Involvement for Planning  
Policy and Planning Applications**

## Notes:

Proposed revisions are identified within the document as 'track changes'. Generally, this means that text that is in light blue and underlined is proposed new text and text that is in ~~red and crossed~~ ~~through~~ is proposed for deletion.



# **Rushcliffe Statement of Community Involvement for Planning Policy and Planning Applications ~~(DRAFT)~~**

~~May 2018~~ March 2019

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## 1. Introduction

- 1.1 This Statement of Community Involvement sets out Rushcliffe Borough Council's proposed policies on community involvement in planning policy preparation and the determination of planning applications. This Statement replaces the previous adopted version of the Statement of Community Involvement prepared in 2007. It exceeds the minimum legal requirements for consultation set out in the Planning Acts and regulations.
- 1.2 For community involvement to be successful it must involve an inclusive approach based on the differing needs of the various parts of the community. The Council therefore wishes to use the most effective means to enable people to be informed and to contribute throughout the plan-making process. The aim is to ensure that all groups in the Borough are involved in the process early enough for people to be able to have an input, and to address the needs of those groups of people who traditionally have not been involved in the process but may have specific needs to be met or addressed. It is important that all views are sought, not just those of people with a direct interest in a land use proposal.

## 2. Planning Policy

### Local Plan

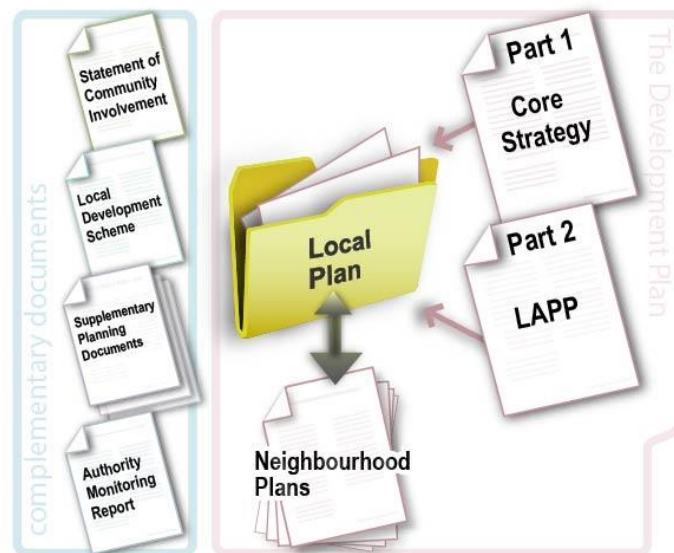
- 2.1 Paragraph ~~455~~[16 part c\)](#) of the Government's National Planning Policy Framework states that [plans should](#):

~~*“Early and meaningful engagement and collaboration with neighbourhoods, local organisations and businesses is essential. A wide section of the community should be proactively engaged, so that Local Plans, as far as possible, reflect a collective vision and a set of agreed priorities for the sustainable development of the area, including those contained in any neighbourhood plans that have been made.”*~~

*[“be shaped by early, proportionate and effective engagement between plan-makers and communities, local organisations, businesses, infrastructure providers and operators and statutory consultees...”](#)*

- 2.2 The Local Plan sets out how the Borough will develop in the future. It comprises a set of planning documents collectively called Development Plan Documents and in combination these constitute the Development Plan as shown in the diagram below. These plans are subject to a statutory process including community involvement.

- 2.3 In addition to the views of the general public, they must be supported by a number of evidenced based technical documents including a Sustainability Appraisal, Equalities Impact Assessment and Habitats Regulations Assessment. Development Plan Documents are also subject to an independent examination.



- 2.4 The Development Plan Documents in Rushcliffe include:

- Local Plan Part 1: Core Strategy – setting out the overarching spatial vision and identification of strategic sites.
- Local Plan Part 2: Land and Planning Policies – sets out policies for the management of development against which planning applications will be considered and non-strategic allocations.
- Neighbourhood Development Plans – The Localism Act 2011 gave local communities powers to develop their own planning policies for their areas. Consultation methods on these documents are decided by the local body responsible for the neighbourhood plan, not Rushcliffe Borough Council.

- 2.5 Supplementary Planning Documents give further explanation and detail to Local Plan policies. They are subject to statutory procedures including community involvement but are not subject to independent examination.

- 2.6 Other documents that support a Local Plan include:

- Local Development Scheme - sets out the programme for the preparation



of Development Plan Documents and also lists supplementary planning documents to be prepared

- Statement of Community Involvement (this document)
- Local Plan Monitoring Report

### **Local Plan Consultation Principles**

2.7 We will abide by the following principles when consulting on the Local Plan:

- We will involve the public and consultees at the earliest opportunity when producing documents;
- Consultation will be transparent, open and accessible to all sections of the community, enabling the community to engage with the planning system, not just those who are familiar with it;
- The consultation process will allow local communities and consultees to see how ideas have developed at various stages with effective feedback;  
~~and~~
- Wherever possible consultation will be carried out in tandem with other community engagement initiatives; and
- We will ensure that any personal and, in particular, any sensitive personal data is subject to appropriate technical and organisational security measures so that we meet our obligations under data protection law.

### **Consultation on Development Plan Documents and Supplementary Planning Documents**

2.8 Rushcliffe Local Plan Part 1: Core Strategy was adopted in December 2014. This key planning policy document contains housing and employment targets and their distribution across Rushcliffe, and overarching strategic policies on design, housing mix and tenure, green infrastructure, biodiversity and infrastructure. It also identifies strategic development sites which are critical to the delivery the majority of development proposed in the Core Strategy.

2.9 Whilst policies within the adopted Core Strategy are the primary consideration when determining planning applications, further detailed policies are required to guide and deliver development. These will be contained within the Local Plan Part 2: Land and Planning Policies. This document will also be accompanied by a policies map for the Borough which will identify non-strategic housing and employment allocations, new infrastructure, the Green Belt boundary, retail areas and other features as necessary.

2.10 The Government does not set out precise detail of how a council should

prepare a Local Plan but rather considers councils are best placed to decide the exact process and how to engage with their communities. However, the regulations<sup>1</sup> do prescribe certain stages where the public are to be consulted and this is shown in the appendix.

- 2.11 The following consultation methods exceed the requirements as set out in the regulations:

#### Who we will consult

- Statutory organisations including parish councils and neighbouring authorities, infrastructure providers and government bodies as legally required or otherwise appropriate;
- Organisations representing local geographical, economic, social and other communities or other relevant interests;
- Local businesses, voluntary and other organisations;
- Others who have expressed an interest in the subject matter; and
- The general public.

#### How we will consult

- We will contact appropriate organisations and individuals directly;
- We will publicise consultations by methods such as leaflets, websites, posters, press releases, [social media platforms](#), displays, working with existing community groups, attending community events and joint consultations;
- We will leave consultation documents on display at locations open to the public (such as the Rushcliffe Community Contact Centre and libraries);
- If requested, and applying any reasonable charges, we will give consultation documents to community groups, councils and statutory organisations;
- We will consider organising events such as stakeholder meetings or workshops; and
- We will publish comments received and/or provide a summary as soon as possible. We will explain how these comments have been considered when decisions are taken. [Comments will be available to view on the Council's website, but email address, signature and contact details will not be included. If we determine that specific reference to personal and, in particular, sensitive personal data within the comments needs to be removed or redacted then we will do so on a case-by-case basis in consultation with the Borough Council's Data Protection Officer.](#) Any comments will be publicised in a manner having regard to the General Data Protection Regulations (see <http://www.rushcliffe.gov.uk/privacy/>)

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<sup>1</sup> The Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended)

### When we will consult

#### *For Development Plan Documents (DPDs)*

- We will, where necessary, ask for views on issues, ideas and information from appropriate organisations, individuals or communities;
- After considering any initial comments we will consult on documents which explain issues to be considered and which may also include potential options; and
- We will consider the need to prepare documents for additional consultation stages setting out further options, information or a preferred option or other useful content; and
- We will formally publish the proposed submission document for representations prior to independent examination.

#### *For Supplementary Planning Documents (SPDs)*

- We will, where necessary, ask for views on issues, ideas and information from appropriate organisations, individuals or communities;
- After considering any initial comments we will consult on a draft version of the Supplementary Planning document
- After considering the responses to the draft we will consider the need for further consultation; and
- Once we consider there has been enough community involvement we will adopt the Supplementary Planning document

### **Duty to cooperate**

2.12 The 'duty to cooperate' as set out in the Localism Act (2011) requires local planning authorities, county councils and other public organisations (including the Environment Agency and Highways England) to engage with one another and consider joint approaches to plan making.

2.13 Rushcliffe is located within Nottinghamshire and shares its boundaries with eight other local authorities: Melton, Charnwood, North West Leicestershire, [Broxtowe](#), Erewash, Nottingham City, Gedling, and Newark and Sherwood. Nottinghamshire County Council is also a major service provider. It is important for us to communicate with our partner organisations, particularly regarding cross-boundary and county-wide issues. We also take part in regular discussions through the following forums:

- Nottinghamshire Planning Officer Group (NPOG); and
- Greater Nottinghamshire Joint Planning Advisory Board (JPAB)

- 2.14 We will continue to work closely with our partners to deliver planning in Rushcliffe and fulfil the requirements under the duty to cooperate.

### **Seldom Heard Groups**

- 2.15 We are committed to providing fair and equal access to planning services. Resources will be directed towards those 'seldom heard groups' identified in Equality Assessments to ensure those affected by the plan have a chance to be involved and to ensure we meet our statutory obligations under equalities legislation.
- 2.16 We will provide information in a variety of formats, including Braille, large print, and other languages on request. If this is not possible we will work with the group or individual to provide information and obtain views through alternative inclusive methods.

## **3. Duty to Advise and Assist on Neighbourhood Plans**

- 3.1 The Borough Council has a statutory role in the preparation of a neighbourhood plan/Order as well as elements of consultation and is responsible for much of the process following the 'submission' of the draft plan/order to the council. We also have a statutory duty to advise and assist groups producing neighbourhood plans. We are required to set out how we will meet these duties within this Statement of Community Involvement. Our commitments in order to meet these duties are as follows:
- For neighbourhood forums, we will publicise the applications for the designation of the neighbourhood area for no less than 6 weeks on the Council's website, along with details of how to make representations, the date by which representations should be received and a statement that if the designation is made then no other neighbourhood areas will be designated in that area.
  - We will publicise the designation of all neighbourhood areas on the Council's website, including a map of the area designated, the name of the neighbourhood area and the name of the relevant body who applied for the designation.
  - We will identify a main point of contact at the Borough Council to the qualifying body. The point of contact will fulfil the duty to advise and assist as set out in this Statement of Community Involvement.

- The named officer (or substitute officer if named officer not available) will attend, at the request of the qualifying body (which will usually be the parish, town council or qualifying body), an inception meeting in order to explain the process. Attendance to additional meetings will be determined on a case-by-case basis by the named officer.
- We will advise of any potential grant funding available to qualifying bodies in order for them to employ technical support for the production of their neighbourhood plan.
- We will advise the qualifying body on any evidence base documents that we have produced that could potentially support the development of neighbourhood plan policies.
- [We will undertake the Strategic Environmental Assessment \(SEA\) screening to determine whether the Neighbourhood Plan requires an SEA. The SEA itself will be completed by the plan making body.](#)
- Upon request of the qualifying body, and subject to ~~General Data Protection Regulations~~ [data protection considerations](#), we will share contact details for statutory consultees or other bodies that may wish to provide feedback on a particular neighbourhood plan where we hold such knowledge or information.
- We may also be able to assist in the provision of Ordnance Survey basemaps in certain formats, subject to the qualifying body being signed up to the Public Sector Mapping Agreement.
- We will check a draft neighbourhood plan/order if the qualifying body want us to and advise if it meets all the relevant legislation/regulations and that it generally conforms to the Local Plan before the formal stage of consultation is undertaken by the qualifying body.
- Officers of the Council, in liaison with relevant portfolio holder will provide a formal response to any neighbourhood plan published under Regulation 14 of the Neighbourhood Plan (General) Regulations 2012 (as amended).

3.2 Once a neighbourhood plan is submitted to the Borough Council the remainder of the process is largely undertaken by the Council.

- We will check that the neighbourhood plan and additional information meets the legal requirements for submission. Where in our opinion the

submitted documents do not meet the legal requirements, we will notify the qualifying body of the reasons why not and the measures required to rectify any deficiency in the submission.

- We will undertake a further consultation as required by Regulation 16 of the Neighbourhood Planning (General) Regulations 2012 (as amended). We will publicise details of the plan including where and when the neighbourhood plan can be inspected on the Council's website. We will provide details of how representations to the plan can be made, how requests to be notified of the decision on the plan can be made, and the date by which those representations should be received, this not being less than 6 weeks from the date the plan is first publicised.
- Officers of the Borough Council, in liaison with relevant Portfolio Holder will provide a further formal response to any neighbourhood plan published under Regulation 16 of the Neighbourhood Plan (General) Regulations 2012 (as amended).
- We will undertake to notify any consultation body referred to in the consultation statement of the neighbourhood plan/Order as required by neighbourhood planning regulations.
- We will arrange for an examination of the neighbourhood plan or order and appoint an independent examiner. Once received, we will publish the Examiner's Report on our website and provide an electronic copy of it to the qualifying body. Following the publication of the Examiner's Report we will prepare and publish the decision statement and send a copy to the relevant Parish Council and any person who asked to be notified of the decision.
- Subject to the findings of the decision statement we will arrange a local referendum for the neighbourhood plan/order. If over 50% vote in favour then, subject to compliance with the various legal obligations, we will adopt/approve the plan/order. Any adopted neighbourhood plan will formally become part of the Borough's statutory development plan. We will publish on our website the neighbourhood development plan/order stating where and when it may be viewed and notify any person who asked to be notified of the making of the neighbourhood development plan/order.

## **4. Planning Applications**

- 4.1 Planning decisions can often be controversial. There will often be good reasons for and against any development and the Borough Council must apply planning criteria in a reasonable manner. The important issue is to make the decision making process as clear, transparent and inclusive as possible. It is important to realise that the number of objections to a proposal is not a determining factor and applications can only be refused for clear planning- related reasons.
- 4.2 Rushcliffe Borough Council is not responsible for determining all planning applications within the Borough. Nottinghamshire County Council control certain categories of applications, such as minerals and waste developments – and in these cases, they will be responsible for any consultation.

### **Pre-application stage**

- 4.3 The aim of pre-application engagement is to encourage discussion before a formal application is made. The process can help to identify improvements and overcome objections at a later stage. At the pre-application stage, we will:-
- Publish and update advice about the information required when submitting planning applications on the Borough Council's website;
  - Actively encourage and hold pre-application discussions with prospective applicants whatever the scale of development proposed. For the larger proposals or those which may give rise to local controversy, on sensitive sites or of a significant scale, consultation may be carried out with technical consultees such as Nottinghamshire County Council as Highways Authority and the Environment Agency;
  - Encourage the applicants of more significant applications to engage with the community including holding exhibitions and other events to publicise their proposals; and
  - Encourage all landowners/property owners to discuss their proposals with their neighbours and where appropriate the wider community before submitting an application.
- 4.4 Whilst the Borough Council does not charge for general advice on the planning system and application process, charges will be made for pre-application advice on specific proposals. Details of charges made for

providing pre-application advice are set out on the Council's website<sup>2</sup>.

## Planning application stage

### How we will publicise planning applications

- 4.5 We are required by law<sup>3</sup> to give publicity to all planning applications and applications affecting Listed Buildings and Conservation Areas. The statutory publicity requirements for planning and heritage applications are set out in the following table:-

Type of Development	Publicity Required
<ul style="list-style-type: none"><li>• Applications subject to Environmental Impact Assessment which are accompanied by an environmental statement;</li><li>• Applications involving a departure from the development plan; or</li><li>• Development affecting a public right of way</li></ul>	Posting of a site notice and notice in a local newspaper.
Major Development (a) 10 or more dwellings or, where the site is 0.5 ha or more; and (b) for all other uses, floor space of 1000 sq. metres or more or site area of 1 ha or more.	Notice in local newspaper and either a site notice or neighbour notification letter.
Minor Development (all other development)	Site notice or neighbour notification letter and publicised on the Council's web site .
Listed Buildings and development in Conservation Areas	Notice in local newspaper and site notice.

### How we will consult

- Additional publicity and/or neighbour notification will generally be undertaken, over and above the statutory requirement, dependent on the nature and scale of the development proposal. Anyone can comment not just those who have received a letter. All planning applications are available for inspection on the Borough Council's web site at

<sup>2</sup> <http://www.rushcliffe.gov.uk/developmentcontrol/applyingforplanningpermission/pre-applicationadvice/>

<sup>3</sup> Article 15 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 and The Planning (Listed Buildings and Conservation Areas) Regulations 1990.



[www.rushcliffe.gov.uk](http://www.rushcliffe.gov.uk) and electronically at the Rushcliffe Community Contact Centre in West Bridgford during office hours or online. The availability of information on major planning applications will be considered on a case by case basis and if it is judged necessary information will be made available at places additional to the Council offices.

- We will consult various specialists and relevant organisations including statutory consultees<sup>4</sup> such as the Environment Agency and Natural England and other organisations as appropriate such as the town/parish council/meeting and district and parish councils which adjoin Rushcliffe Borough.
- There is a statutory consultation period of 21 days (except where consultation falls over a Bank Holiday, where an additional day will be added). After that period a decision may be taken, but any comment received before the application is decided will generally be considered. Where applications are to be considered by the Planning Committee, any comments received after the agenda has been finalised will be reported to Members of the Committee in a Schedule of Late Representations. However, any comments received after noon on the working day before the date of the meeting will not be reported to the Committee.
- Comments will be made available to view on the council's website as soon as possible, but address, signature and contact details will not be included. Any comments will be publicised in a manner having regard to the General Data Protection Regulations (see <http://www.rushcliffe.gov.uk/privacy/>) However, as copies of representations have to be made available for public inspection, comments cannot be treated as confidential and will be available for inspection in full.
- The preferred and most efficient way for comments to be submitted is through the Council's website at <https://planningonline.rushcliffe.gov.uk/online-applications/> . However, comments submitted by email to [planningandgrowth@rushcliffe.gov.uk](mailto:planningandgrowth@rushcliffe.gov.uk) or by post will also be taken into account.<sup>5</sup> All comments received from Statutory Consultees, Borough Councillors, Town/Parish Councils and residents etc. will normally be displayed on the website.”
- Comments should consider ‘material planning considerations’. Examples include:
  - Local and national planning policy and guidance
  - Loss of light or overshadowing
  - Impact on residential amenity
  - Impact on listed buildings and conservation areas
  - Heritage and nature conservation

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<sup>5</sup> As set out in Schedule 4 to the Town and Country Planning (Development Management Procedure) (England) Order 2015.

- Examples of issues that are not material planning considerations include: loss of property value, the loss of a person's private view or a boundary ownership dispute.

#### Amendments to Applications

- 4.6 There is no statutory requirement to consult on amendments to applications. Where amendments to applications are negotiated which satisfy objections no further consultation will be undertaken. Where amendments are made before the decision is taken which significantly affect individuals then re-consultation may be undertaken. Normally a shorter period of 7 to 14 days will be given for further responses. Where there are significant changes needed the application should ideally be withdrawn and resubmitted as a fresh application. In this case there is one "free go" with no further planning fee within 12 months of the submission of the original application for applications by the same applicant and relating to the same site which are of similar character or description of development.

#### Developer Contributions

- 4.7 Developments over a certain size may require the developer to pay financial contributions to address the impacts of the development on local infrastructure such as schools, medical facilities and highway improvements, etc. There may also be a requirement to provide affordable housing. These contributions will be sought as part of a Section 106 legal agreement or Community Infrastructure Levy where one is in place. During consideration of the application, consultations and negotiations will be undertaken with infrastructure providers to determine the level of contributions required. The Section 106 negotiations will not normally involve consultation with or the involvement of the general public or town/parish councils. Once the contributions have been paid to the Borough Council, further consultations will be undertaken with infrastructure providers to ensure that the money is spent appropriately, this may, where appropriate, involve consultation with the town/parish council/meeting for the area where the development is taking place.

#### The Decision

- 4.8 Borough Council has delegated the taking of decisions on planning applications to designated officers, except where:
- a Ward Member disagrees with the officer's recommendation;
  - there is a declaration of interest by a Ward Member;
  - the applicant/agent is the Borough Council or County Council (except for minor proposals), a Borough Councillor or a Senior Officer; or

- where a non-standard Section 106 Legal Agreement is required.
- 4.9 The full list of circumstances where planning applications may be referred to Planning Committee is contained within Appendix 4 of the Borough Councils constitution:  
[http://www.rushcliffe.gov.uk/media/1rushcliffe/media/documents/pdf/councilanddemocracy/constitution/consultation2018/CONSTITUTION%20\(FINAL\)%20March%202018.pdf](http://www.rushcliffe.gov.uk/media/1rushcliffe/media/documents/pdf/councilanddemocracy/constitution/consultation2018/CONSTITUTION%20(FINAL)%20March%202018.pdf)
- 4.10 In the above cases the application is referred to the Planning Committee (presently made up of 11 Borough Councillors, which meets approximately every 4 weeks. The agenda papers are available 5 working days before the meeting from the Council offices or from the Council's website. Members of the public can attend the meeting and listen to the debate. People and organisations who have commented on a planning application can request to speak at Planning Committee, subject to the Borough Councils public speaking protocol. The public speaking protocol can be found at  
<http://www.rushcliffe.gov.uk/councilanddemocracy/haveyoursay/committees/>
- 4.11 After the decision the applicant/agent will receive a decision notice detailing conditions and reasons for approval or reasons for refusal. A copy of the decision notice is kept by the Borough Council and is available for viewing on the website.
- 4.12 To check on the progress of a planning application:
- Contact the Planning and Growth on 0115 9819911
  - Use the Council's planning on-line system: <https://planningonline.rushcliffe.gov.uk/online-applications/>

#### After the Decision is made

- 4.13 There is a formal application process to deal with relatively minor changes to approved plans, these are referred to as non-material amendments. In addition, there is a formal application process to discharge the requirements of conditions of a planning permission. There is no statutory requirement to publicise or undertake consultation on these applications and any publicity or consultation will be undertaken at the discretion of officers.

#### Developer Community Involvement

- 4.14 At the pre-application stage we consider that developers can have a crucial role in engaging local communities with the planning process. Carrying out a Community Involvement Exercise will help the community understand what is

being proposed and also give them opportunity to voice any concerns.

4.15 If a proposal is likely to prompt significant community interest, we recommend and would encourage early involvement with the community before submitting a planning application, particularly for larger developments, such as:-

- Industrial and commercial development of 1500+sqm;
- Residential development of 100+ dwellings / 3+ hectares;
- All major infrastructure projects;
- All new educational or institutional buildings and extensions of 1000+sqm.

4.16 Where pre-application consultation has been undertaken with the community, the application shall demonstrate how the views of the local communities have been taken in to consideration, or justify why such views have not been taken in to account.

4.17 If such an exercise is carried out, the developer is legally responsible for ensuring they comply with data protection law when processing personal and sensitive personal data.

## **5. Further Information**

5.1 If you wish to know more about the Statement of Community Involvement or any aspect of the planning policy or planning applications, please contact us at the address shown below. Information on the Local Plan and the development plan process is also available on the Borough Council's website.

By post:        Rushcliffe Borough Council  
                    Rushcliffe Arena  
                    Rugby Road  
                    West Bridgford  
                    NOTTINGHAM  
                    NG2 7YG

By telephone: 0115 981 9911

By e-mail:      [localdevelopment@rushcliffe.gov.uk](mailto:localdevelopment@rushcliffe.gov.uk) for planning policy  
                    [planningandgrowth@rushcliffe.gov.uk](mailto:planningandgrowth@rushcliffe.gov.uk) for planning applications

Website: [www.rushcliffe.gov.uk/planningpolicy](http://www.rushcliffe.gov.uk/planningpolicy) for planning policy  
<http://www.rushcliffe.gov.uk/planningandgrowth/> for planning applications

## Appendix 1: Stages of the preparation of a Development Plan Document

Development Plan Document Stage	Consultation
Early tasks	This is an initial survey and evidence gathering stage, which will help identify issues which need to be addressed, and the initial document preparation stage.
Pre-submission ( <b>regulation 18</b> )	This is a key stage of plan development and community engagement is required. The Council will consult on issues and options in the early stages of this process and will continue to engage with stakeholders and the community throughout the pre-submission stage using a variety of methods.
Pre-submission Consultation or publication stage ( <b>regulation 19</b> )	This stage involves a formal consultation on the final proposed submission document, when the Council will invite all interested parties to submit representations. The consultation will last six weeks. The Council will consider any representations received.
Submission ( <b>regulation 22</b> )	The Council will formally submit the development plan document to the Secretary of State for independent examination.
Examination	Interested parties can seek to make representations to the independent Planning Inspector.
Adoption	This is a formal process for Rushcliffe Borough Council to adopt the documents as part of the Local Plan.



**Cabinet**

**12 March 2019**

**Revenue and Capital Budget Monitoring 2018/19 – Quarter 3  
Financial Update**

**Report of the Executive Manager – Finance and Corporate Services**

**Cabinet Portfolio Holder for Finance Councillor G Moore**

## **1. Purpose of report**

- 1.1. This report presents the budget position for revenue and capital as at 31 December 2018 along with the appropriate recommendations for referral to Cabinet. Given the current financial climate, it is imperative that the Council maintains due diligence with regards to its finances and ensures necessary action is taken to maintain a robust financial position.
- 1.2. The report was presented to the Corporate Governance Group on 7 February 2019 with no issues arising. The revenue financial position has moved from a relatively small adverse variance to £1.01m favourable variance. This is due to largely to three one-off 'windfall' items of income. The position on planning income has improved linked to housing growth within the Borough, contributing towards the £406k positive service position. Business Rates Income has also increased by £455k as a result of 100% receipt in renewable energy business rates; and there is £127k as a result of the 2017/18 surplus on the Nottinghamshire business rates pool. The overall position of a £1.007m favourable variance represents a -9.63% variation against the net expenditure budget.
- 1.3. This has resulted in an increase to the amount expected to be transferred to reserves to £2.09m which is £313k more than the original budget or 17.6%. This is to be used to mitigate future deficits on the collection fund and the impact of any future risks associated with changes to the retention of Business Rates and Fairer Funding expected in 2020/21, consistent with the MTFS.
- 1.4. The capital programme shows a planned underspend of £12.698m due to reasons such as a 'slow down' in asset investment (with there being much property market risk) and the decision to no longer build a replacement Depot.

## **2. Recommendation**

- 2.1 It is RECOMMENDED that Cabinet note:
  - a) the projected revenue position for the year with a -9.63% variation (£1.007m) in the revenue position; and
  - b) the capital underspend of £12.698m as a result of capital scheme re-phasing and projected savings.

### 3. Reasons for Recommendation

- 3.1. To demonstrate good governance in terms of scrutinising the Council's on-going financial position and compliance with Council Financial Regulations.

### 4. Supporting Information

#### *Revenue Monitoring*

- 4.1 The revenue monitoring statement by service area is attached at **Appendix A** with detailed variance analysis as at 31 December 2018 attached at **Appendix B**. The overall £1.007m variation represents -9.63% against the net expenditure budget and we currently anticipate £2.09m to be transferred to reserves, to meet, in particular business rates risk going forward (see paragraph 5.3). Reasons for this include additional income from planning applications (£275k) and an improved position on Business Rates (£455k) as a result of a renewable energy asset for which 100% business rates is retained by the Council (notified by the Valuation Office in Quarter 3).
- 4.2 The Nottinghamshire Business Rates Pool has an uncommitted surplus. The Nottinghamshire Chief Executives agreed that the surplus for 2017/18 business rates pool should be shared proportionately according to the pool contributions made towards the surplus by each Council. For Rushcliffe this amounts to £127k. This will help support our strategic growth and economic development initiatives.
- 4.3 **Appendix A** includes a Minimum Revenue Provision (MRP) of £1m. This is a provision that the Council is required to make each year to cover the internal borrowing costs for the Arena which will be funded by the New Homes Bonus.
- 4.4 As documented at **Appendix B**, the financial position to date reflects a number of positive variances totalling £1,235k including a steady rise in income from planning applications (stated above), rental income on investment properties, additional grant income and salary savings. There are several adverse variances totalling £829k including Planning public inquiries, the rising costs of diesel, and an increase in the Streetwise Contract (mainly due to flytipping).
- 4.5 The overall position may still change in the final quarter of 2018/19 as managers continue to drive cost savings, and raise income, against existing budgets



## Capital Monitoring

- 4.6 The updated Capital Programme monitoring statement as at 31 December 2018 is attached at **Appendix C**. This provides further details about the progress of the schemes, any necessary re-phasing and highlights savings of £12.698m. A summary of the projected outturn and funding position is shown in the table below:

CAPITAL PROGRAMME MONITORING - DECEMBER 2018			
EXPENDITURE SUMMARY	Current	Projected	Projected
	Budget	Actual	Variance
	£	£	£
<b>Transformation</b>	10,299	7,364	-2,935
<b>Neighbourhoods</b>	3,104	2,417	-687
<b>Communities</b>	864	874	10
<b>Finance &amp; Corporate Services</b>	10,384	1,298	-9,086
<b>Contingency</b>	48.5	48.5	0
	<b>24,699</b>	<b>12,002</b>	<b>-12,698</b>
FINANCING ANALYSIS			
<b>Capital Receipts</b>	-14,091	-6,271	7,821
<b>Government Grants</b>	-1,026	-1,026	0
<b>Other Grants/Contributions</b>	-1,966	-1,966	0
<b>Use of Reserves</b>	-600	-355	245
<b>Internal Borrowing</b>	-7,016	-2,384	4,632
	<b>-24,699</b>	<b>-12,002</b>	<b>12,698</b>
NET EXPENDITURE	-	-	-

- 4.7 The original Capital Programme of £11.91m has been supplemented by a net brought forward and in-year adjustments of £12.79m giving a revised total of £24.70m. The net efficiency position of £12.698m is due to the decision to no longer construct a new Depot, and a slow down with regards to Asset Investments. This has a corresponding impact on the funding required during the year.

## 4.8 Conclusion

The overall financial position for both revenue and capital is overall positive. It should be noted that opportunities and challenges can arise during the year which may impact on the projected year-end position. There remain external financial pressures from developing issues such as business rates retention, the fair funding review, and continued uncertainty surrounding BREXIT. Against such a background, it is imperative that the Council continues to keep a tight control over its expenditure, identifies any impact from changing income streams and maintains progress against its Transformation Strategy.

## **5. Risks and Uncertainties**

- 5.1 Failure to comply with Financial Regulations in terms of reporting on both revenue and capital budgets could result in criticism from stakeholders, including both Councillors and the Council's external auditors.
- 5.2 Areas such as income can be volatile responding to external pressures such as the general economic climate. For example, planning income is variable according to the number and size of planning applications received dependent on factors such as business and housing growth.
- 5.3 Business rates is subject to specific risk given the volatile nature of the taxbase with a small number of properties accounting for a disproportionate amount of tax revenue, notably in Rushcliffe Ratcliffe-on-Soar power station. Furthermore, changes in central government policy influences business rates received and their timing, for example policy changes on small business rates relief. Such uncertainty is exacerbated by the impending changes in the Business Rates system and the impact of Fairer Funding for 2020/21.
- 5.4 The Council needs to be properly insulated against such risks hence the need to ensure it has a sufficient level of reserves, as well as having the ability to use such reserves to support projects where there is 'upside risk'.

## **6. Implications**

### **6.1. Financial Implications**

Financial implications are covered in the body of the report.

### **6.2. Legal Implications**

None.

### **6.3. Equalities Implications**

None.

### **6.4. Section 17 of the Crime and Disorder Act 1998 Implications**

None.

### **6.5. Other implications**

None.

## **7. Link to Corporate Priorities**

Changes to the budget enable the Council to achieve its corporate priorities:

- Delivering economic growth to ensure a sustainable, prosperous and thriving local economy
- Maintaining and enhancing our residents' quality of life

- Transforming the Council to enable the delivery of efficient high quality services

## 8. Recommendations

It is RECOMMENDED that Cabinet note:

- the projected revenue position for the year with a -9.63% variation (£1.007m) in the revenue position; and
- the capital underspend of £12.698m as a result of capital scheme re-phasing and projected savings.

<b>For more information contact:</b>	Peter Linfield Executive Manager – Finance and Corporate Services 0115 9148439 <a href="mailto:plinfield@rushcliffe.gov.uk">plinfield@rushcliffe.gov.uk</a>
<b>Background papers available for Inspection:</b>	Council 8 March 2018 – 2018-19 Budget and Financial Strategy Cabinet 9 October 2018 – Revenue and Capital Budget Monitoring Period 4 Cabinet 11 <sup>th</sup> December 2018 - Revenue and Capital and Budget Monitoring - Q2 2018/19
<b>List of appendices:</b>	<b>Appendix A</b> – Revenue Outturn Position 2018/19 – December 2018 <b>Appendix B</b> – Revenue Variance Explanations <b>Appendix C</b> – Capital Programme 2018/19 – December 2018 Position



## Appendix A

### Revenue Outturn Position 2018/19 – December 2018

	Period 9			
	Original Budget £'000	Revised Budget £'000	Projected Actual £'000	Variance £'000
<b>Communities</b>	1,103	1,301	1,184	-117
<b>Finance &amp; Corporate Services</b>	3,470	3,391	3,222	-169
<b>Neighbourhoods</b>	4,611	4,723	4,663	-60
<b>Transformation</b>	2,501	2,965	2,905	-60
<b>Sub Total</b>	<b>11,686</b>	<b>12,380</b>	<b>11,974</b>	<b>-406</b>
<b>Capital Accounting Reversals</b>	-2,234	-2,234	-2,234	0
<b>Minimum Revenue Provision</b>	1,000	1,000	1,000	0
<b>Total Net Service Expenditure</b>	<b>10,452</b>	<b>11,146</b>	<b>10,740</b>	<b>-406</b>
<b>Grant Income (including New Homes Bonus &amp; RSG)</b>	-1,632	-1,632	-1,651	-19
<b>Business Rates (including SBRR)*</b>	-2,990	-2,990	-3,572	-582
<b>Council Tax</b>	-6,346	-6,346	-6,346	0
<b>Collection Fund Surplus</b>	-1389	-1389	-1389	0
<b>Total Funding</b>	<b>-12,357</b>	<b>-12,357</b>	<b>-12,958</b>	<b>-601</b>
<b>Surplus (-)/Deficit on Revenue Budget</b>	<b>-1,905</b>	<b>-1,211</b>	<b>-2,218</b>	<b>-1,007</b>
<b>Capital Expenditure financed from reserves</b>	129	129	129	0
<b>Net Transfer to (-)/from Reserves</b>	<b>-1,776</b>	<b>-1,082</b>	<b>-2,089</b>	<b>-1,007</b>

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**Revenue Variance Explanations (over £10k)**

<b>ADVERSE VARIANCES in excess of £10,000</b>	<b>Projected</b>
	<b>Outturn</b>
	<b>Variance</b>
	<b>£'000</b>
<b>Communities</b>	
Planning - Legal costs from Public Enquiries and Advertising	69
Land Charges - Search Fees	17
Community Development Income	15
Income from facility hire – eg reduced bookings at Gresham, Lutterell Hall	39
<b>Finance &amp; Corporate Services</b>	
Performance & Reputation - Printing of lamp post banners and local plan documents. Delivery of Spring Rushcliffe Report in April which were budgeted for in 2017/18	17
Finance - additional staffing costs linked to staff vacancies	45
<b>Neighbourhoods</b>	
Homelessness - more single priority need homeless cases	15
Streetwise - Additional items in the prime contract mostly flytipping	58
Fleet & Garage - Diesel price increase	14
Car Parks - Equipment at Bunny Lane and increase to maintenance contracts	15
<b>Transformation</b>	
IT Holding Account - agency costs	10
Property Services - Staffing to meet increased asset base	20
Premises - service maintenance contracts and responsive works	30
Human resources - Occupational health counselling	20
<b>Sum of Minor Adverse Variances</b>	<b>445</b>
<b>Total Adverse Variances</b>	<b>829</b>

<b>FAVOURABLE VARIANCES in excess of £10,000</b>	<b>Projected</b>
	<b>Outturn</b>
	<b>Variance</b>
	<b>£'000</b>
<b>Communities</b>	
Planning Income	-275
Building Control saving on partnership costs	-10
Sponsorship Income	-12
Nottingham City Council Contribution to Strategic Sites Delivery Officer	-13
<b>Finance</b>	
Investment Income - hold on funding Asset Investment Strategy, therefore greater balances being invested	-22
Transformation, Constitutional Services, Revenues - Vacant post salary saving	-80
HB Overpayments Recovered	-80
HB Admin - Government grants received in excess of budget (Verify Earnings and Pensions Alert Service and UC Transitional Protection grants)	-19
<b>Neighbourhoods</b>	
Waste Collection and Recycling - Green waste income above target offset by overtime	-20
Leisure Centres - contract payments reduced due to change to Lex Leisure	-28
Repaid Disabled Facilities Grants	-18
Environmental Health Fees and Charges (eg Primary Authority)	-23
Recycling Credits - greater tonnage of recycling	-15
Hire of Transport linked to less breakdowns	-12
Various grant Income and costs recovered	-79
<b>Transformation</b>	
Economic Development - ERDF Digital Growth	-17
Income from Investment Properties	-17
Corporate Training & Postage (Hybrid Mail)	-20
Employee Vacancies (various)	-43
<b>Sum of Minor Favourable Variances</b>	<b>-432</b>
<b>Total Favourable Variances</b>	<b>-1235</b>
<b>TOTAL VARIANCE</b>	<b>-406</b>





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## Capital Programme 2018/19 – December 2018 Position

CAPITAL PROGRAMME MONITORING - DECEMBER 2018							
	Original	Current	Budget	Actual	Projected		
	Budget	Budget	YTD	YTD	Actual	Variance	
		£000	£000	£000	£000	£'000	
<b>TRANSFORMATION</b>							
<b>Cotgrave Regeneration &amp; MSC</b>	-	3,188	2,281	1,274	2,688	(500)	Works have started on site but there has been some slippage. £0.5m to be slipped into 2019-20
<b>Cotgrave Phase 2</b>	-	387	-	115	387	-	As agreed by Cabinet 12 June 2018
<b>Bingham Land off Chapel Lane</b>	438	645	329	-	645	-	Land acquisition completed in 2017-18. Remediation costs still to be incurred.
<b>Manvers Business Park</b>	100	100	-	-		(100)	Roof refurbishment work needed, this sum needs to be carried forward and added to the £100k in the 19/20 Capital Programme to commission works more efficiently.
<b>Property Heating Upgrades</b>	-	180	-	115	180	-	One provision created to commission priority works

## CAPITAL PROGRAMME MONITORING - DECEMBER 2018

	Original	Current	Budget	Actual	Projected		
	Budget	Budget	YTD	YTD	Actual	Variance	
		£000	£000	£000	£000	£'000	
							more efficiently. Works 2/3rds completely.
<b>The Point</b>	-	19	-	-	19	-	Sum to upgrade car park lighting, out to tender after Christmas.
<b>Arena Car Park Enhancements</b>	-	562	349	514	562	-	Works at practical completion. Final contract costs to be released.
<b>Colliers Way Industrial Units</b>	-	20	-	-	20	-	Sum to improve mains service connections to original Colliers Business Units 1 – 4
<b>New Depot</b>	2,500	2,385	-	12	150	(2,235)	Options currently being assessed. No longer building a new depot. Projected actual for professional costs. £100k of the underspend committed (Cabinet 13.11.18)
<b>RCCC Enhancements</b>	-	100	-	-		(100)	Works on hold
<b>Finch Close</b>	-	50	50	37	50	-	Fees on the acquisition
<b>Trent Boulevard</b>	-	1,478	1,478	1,473	1,478	-	Acquisition and professional fees
<b>6 Boundary Court</b>	-	860	-	1	860	-	Acquisition approved AIG

## CAPITAL PROGRAMME MONITORING - DECEMBER 2018

	Original	Current	Budget	Actual	Projected		
	Budget	Budget	YTD	YTD	Actual	Variance	
		£000	£000	£000	£000	£'000	
							01.11.18
<b>Transport Safety Infrastructure</b>	-	10	-	-	10	-	
<b>Footpath Enhancements</b>	-	19	-	-	19	-	
<b>Information Systems Strategy</b>	130	297	223	144	297	-	-
	<b>3,168</b>	<b>10,299</b>	<b>4,709</b>	<b>3,684</b>	<b>7,364</b>	<b>(2,935)</b>	
<b>NEIGHBOURHOODS</b>							
<b>Wheeled Bins</b>	80	90	-	58	90	-	Budget to be fully spent by year end
<b>Vehicle Replacement</b>	200	200	167	177	177	(23)	Refuse freighter purchased and Facilities Van purchased
<b>Support for Registered Housing Providers</b>	250	1,146	-	-	1,146	-	£896k brought forward from 2017-18, no commitments at this stage, some schemes being scoped
<b>Hound Lodge - Heating</b>	40	-			-	-	Provision moved to Property Heating Upgrades
<b>Assistive Technology</b>	13	12	9	10	12	-	Agreed BCF allocation
<b>Discretionary Top Ups</b>	57	57	43	4	57	-	Agreed BCF allocation
<b>Disabled Facilities Grants</b>	447	465	349	410	465	-	Agreed BCF allocation
<b>Arena Enhancements</b>	-	140	-	-	140		For identified capital works post completion of the new

## CAPITAL PROGRAMME MONITORING - DECEMBER 2018

	Original	Current	Budget	Actual	Projected		
	Budget	Budget	YTD	YTD	Actual	Variance	
		£000	£000	£000	£000	£'000	
							build
<b>Car Park Resurfacing</b>	220	220	-	-		(220)	Works will be procured 18/19 and delivered 19/20
<b>Car Park Improvements - Lighting WB</b>	-	50	-	-		(50)	Works to be undertaken with a view to achieving Safer Car Parks Standard. To be delivered 19/20.
<b>WB Car Park Improvements - Lighting Other</b>	110	110	-	-		(110)	Works will be procured 18/19 and delivered 19/20
<b>Bowls Floor &amp; Carpet</b>	-	65	65	58	65	-	Works completed
<b>KLC Dry Change/Sports Hall Floor</b>	30	30	-	-	13	(17)	£13k for Sports Hall Floor contribution to be released. The balance for the changing rooms to be assessed for carry forward.
<b>KLC Filter Replacement</b>	30	30	-	1	30	-	Contractor on site
<b>BLC Improvements</b>	159	267	-	-		(267)	Provision for essential health and safety work. £100k earmarked for the upgrade of the athletics track. This work likely to be carried out in 19/20. Any unspent provision needs to be carried forward.

## CAPITAL PROGRAMME MONITORING - DECEMBER 2018

	Original	Current	Budget	Actual	Projected		
	Budget	Budget	YTD	YTD	Actual	Variance	
		£000	£000	£000	£000	£'000	
<b>CLC Pool Handling Ventilation System</b>	100	200	-	-	200	-	Scheme expected to cost £200K, approval sought for the extra.
<b>EGC Fire Alarm System</b>		13	13	12	13	-	Works complete.
<b>EGC Upgrade Facilities</b>	-	9	7	2	9	-	Improvements largely complete
	<b>1,736</b>	<b>3,104</b>	<b>652</b>	<b>732</b>	<b>2,417</b>	<b>(687)</b>	
<b>COMMUNITIES</b>							
<b>Capital Grant Funding</b>	48	94	71	12	94	-	Outstanding commitments from 2017-18 £20k, £65k available for future allocation
<b>Play Areas - Special Expense</b>	50	90	-	-	90	-	£90k balance remaining for Play Areas
<b>The Hook Skatepark</b>	-	210	-	-	210	-	£100k Skateboard funding secured and £50k Sport England Grant.
<b>West Park Fencing and Drainage</b>	-	11	-	-	11	-	Fencing element complete, drainage work to be commissioned
<b>West Park Car Park Lighting</b>	-	25	-	-		(25)	To be procured with WB Car Parks in 18/19. Scheme delivered in 19/20.
<b>West Park Public Toilet Upgrade</b>	20	20	-	-	20	-	Scheme under review

## CAPITAL PROGRAMME MONITORING - DECEMBER 2018

	Original	Current	Budget	Actual	Projected		
	Budget	Budget	YTD	YTD	Actual	Variance	
		£000	£000	£000	£000	£'000	
<b>West Park Sports Pavilion</b>	40	-	-	-	-	-	Scheme under review
<b>West Park Julien Cahn Pavilion</b>	40	40	-	-	40	-	Scheme under review
<b>RCP - Car Park</b>	-	45	41	39	45	-	Works complete and retention released.
<b>Gresham Pavilion</b>	35	-			-	-	Provision moved to Property Heating Upgrades
<b>Lutterell Hall</b>	35	-	-	-	-	-	Provision moved to Property Heating Upgrades
<b>Skateboard Parks</b>	250	250	19	-	285	35	Grant awards to date are £125k Radcliffe on Trent Parish Council, £100k RBC The Hook (as above), £60k East Leake Parish Council. Budget Acceleration from 2019-20 NB Radcliffe funding draw down will be in 2019/20
<b>Arena Public Art</b>	-	25	-	-	25	-	Funds will be spent this year
<b>Gamston Community Centre - Heating</b>	30	-			-	-	Provision moved to Property Heating Upgrades
<b>Warm Homes on Prescription</b>	54	54	41	27	54	-	Agreed BCF allocation
	<b>602</b>	<b>864</b>	<b>171</b>	<b>78</b>	<b>874</b>	<b>10</b>	
<b>FINANCE &amp; CORPORATE SERVICES</b>							



## CAPITAL PROGRAMME MONITORING - DECEMBER 2018

	Original	Current	Budget	Actual	Projected		
	Budget	Budget	YTD	YTD	Actual	Variance	
		£000	£000	£000	£000	£'000	
<b>NCCC Loan</b>	-	822	-	-		(822)	No further tranches of loan to be released, balance to be carried forward to 2019/20
<b>Asset Investment Strategy</b>	6,300	9,562	-	-	1,298	(8,264)	Projected actual covers: 2 acquisitions in the pipeline and staff costs. £8.291m of the underspend is earmarked for 4 schemes included in the provisional capital programme for 19/20 and this sum can be taken out of the 18/19 programme
	<b>6,300</b>	<b>10,384</b>			<b>1,298</b>	<b>(9,086)</b>	
<b>CONTINGENCY</b>							
<b>Contingency</b>	100	49	-	-	49	-	Allocation made for Fire Alarm System at EGC £13k, additional Wheeled Bins £10K, Footpath Enhancements £18.5k and £10k Transport Safety
	<b>100</b>	<b>49</b>			<b>49</b>		
<b>TOTAL</b>	<b>11,906</b>	<b>24,699</b>	<b>5,532</b>	<b>4,495</b>	<b>12,002</b>	<b>(12,698)</b>	

