

**When telephoning, please ask for:** Laura Webb  
**Direct dial** 0115 914 8511  
**Email** constitutional.services@rushcliffe.gov.uk

**Our reference:**  
**Your reference:**  
**Date:** Wednesday, 3 October 2018



**Rushcliffe Community  
Contact Centre**  
Rectory Road  
West Bridgford  
Nottingham  
NG2 6BU

To all Members of the Partnership Delivery Group

Dear Councillor

A Meeting of the Partnership Delivery Group will be held on Tuesday, 16 October 2018 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 'Sanjit Sull'.

Sanjit Sull  
Monitoring Officer

## **AGENDA**

1. Apologies for absence
2. Declarations of Interest
3. Minutes of the Meeting held on 3 July 2018 (Pages 1 - 6)
4. Building Control Agreement with South Kesteven District Council (Pages 7 - 14)

The report of the Executive Manager – Communities.

5. Review of Metropolitan Housing Partnership (Pages 15 - 18)

The report of the Executive Manager – Neighbourhoods.

6. Work Programme (Pages 19 - 20)

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

**In person**  
Monday to Friday  
8.30am - 5pm  
First Saturday of  
each month  
9am - 1pm

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**Email:**  
customerservices  
@rushcliffe.gov.uk

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**Postal address**  
Rushcliffe Borough  
Council  
Rushcliffe Arena  
Rugby Road  
West Bridgford  
Nottingham  
NG2 7YG



## Membership

Chairman: Councillor J Cottee

Vice-Chairman: Councillor S Bailey

Councillors: R Hetherington, J Lungley, Mrs M Males, R Mallender, A Phillips, L Plant and Mrs J Smith

## **Meeting Room Guidance**

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## **Recording at Meetings**

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**MINUTES  
OF THE MEETING OF THE  
PARTNERSHIP DELIVERY GROUP  
TUESDAY, 3 JULY 2018**

Held at 5.30 pm in the Council Chamber Area B, Rushcliffe Arena, Rugby Road,  
West Bridgford

**PRESENT:**

Councillors J Cottee (Chairman), S Bailey (Vice-Chairman), R Hetherington,  
J Lungley, Mrs M Males, L Plant and Mrs J Smith

**OFFICERS IN ATTENDANCE:**

L Webb	Constitutional Services Officer
D Banks	Executive Manager - Neighbourhoods
P Phillips	Environmental Sustainability Officer
J Bradley	Head of Conservation - Nottinghamshire Wildlife Trust

**APOLOGIES:**

Councillors R Mallender and A Phillips

**1 Declarations of Interest**

There were no declarations of interest.

**2 Minutes of the Meeting held on 20 March 2018**

The minutes of the meeting held on Tuesday 20 March 2018 were approved as a true record.

**3 Introduction to the Partnership Delivery Group**

The Executive Manager – Neighbourhoods delivered a presentation to the Group which explained the role and remit of the Partnership Delivery Group.

**4 Review of the Cooperation Agreement for Fleet Maintenance and Garage Service Provision for 2017/18**

The Executive Manager – Neighbourhoods submitted a report to provide a report on the performance of the Council's cooperation agreement for Fleet Maintenance and Garage Services Provision with Nottingham City Council for 2017/18. It was noted that the partnership was now in its fourth year of operation and that Nottingham City Council maintained both the Council's fleet as well as vehicles owned by Streetwise Environmental Ltd.

The Executive Manager advised that it was important to note that performance

in the last year had been adversely affected by some changes in staffing levels and resources at Nottingham City Council, which had led to some areas of performance being negatively impacted on. It was also noted that some work referenced in the report on outstanding invoices for Streetwise had now been resolved. The Executive Manager advised that expenditure incurred as part of the cooperation agreement in 2017/18 was higher than in previous year due to more vehicle breakdowns with a small overspend of £3,000 against a budget of £284,500.

Mr Gooding – Head of Service for Parking, Fleet and Transport and Mr Parr – Interim Fleet and Commercial Operations Manager of Nottingham City Council attended the meeting and provided a presentation on performance of the cooperation agreement covering the period 2017/18. The presentation covered:

- Nottingham City Council's Commercial Ethos
- Commercial Fleet – The Story so far
- The Origins of the Co-operation Agreement
- The Objectives of the Co-operation Agreement
- Scope of Services Delivered
- The Governance of the Co-operation Agreement
- Key Performance Indicators
- Issues and Improvements Made
- Streetwise
- Next Steps

Members of the Group asked several specific questions regarding the lifespan of the vehicles and whether prolonging the use of the vehicles was causing additional financial problems. Members of the Group were informed that an increase in the quality of materials meant that vehicles had an increased life span which created efficiencies and less frequent replacement of vehicles but that this did mean that there had to be an increase in the maintenance budget. However this was more than offset by a reduction in the capital expenditure for new vehicles.

Members of the Group asked several questions regarding the use of electric vehicles and were advised that Nottingham City Council had recently received £1.5 million in funding from DEFRA to fund electric vehicles. Members were also informed that charging points for electrical vehicles would be installed at the depots with the help of the funding from DEFRA. Members of the Group were also pleased to note that there were currently four apprentices working in fleet maintenance at Nottingham City Council.

The Chairman members of the Group thanked the officers for attending the meeting and for answering their questions.

It was **RESOLVED** that:

- a) the report of the Executive Manager – Neighbourhoods be noted.
- b) the presentation made by Nottingham City Council be noted.

- c) that the work of the cooperation agreement be endorsed.

## 5 Nottinghamshire Wildlife Trust

The Environmental Sustainability Officer presented the report of the Executive Manager – Communities to report how the Council had been working with the Nottinghamshire Wildlife Trust (NWT) to deliver the Rushcliffe Nature Conservation Strategy and Biodiversity gain in Rushcliffe. It was noted that Rushcliffe Borough Council had a Nature Conservation strategy since 1995 that had been refreshed in 2010 and 2015 and was due for renewal in 2020. It was noted that the Nottinghamshire Wildlife Trust was making a significant contribution to delivering the nature conservation strategy in areas including:

- Promoting Landscape Scale Conservation to create a more resilient natural environment
- Promoting the maintenance and enhancement of nature reserves
- Promoting sympathetic land management for wildlife in rural and urban areas
- Supporting continuous surveying, monitoring and reporting of Rushcliffe's biodiversity
- Raising awareness of nature conservation issues
- Seeking to influence the impact of development on wildlife.

The Environmental Sustainability Officer provided information on some of the achievements against key performance indicators of the Service Level Agreement with the Nottinghamshire Wildlife Trust. These included an increase of the original 210 hectares being managed as nature reserve to approximately 460 hectares since 2004, and the significant increase in the number of hours recorded as voluntary practical nature conservation work from 3,138 hours in 2004 to 10,219 hours in 2016. It was noted however that even if a site was managed at a nature reserve that it did not necessarily mean that the site was open to the public.

Ms Janice Bradley - Head of Conservation at Nottinghamshire Wildlife Trust, attended the meeting and delivered a presentation to the Group which focused on delivery of the service level agreement with the Council. The presentation covered:

- The Service Level Agreement
- The Service Level Agreement Targets
- The Service Level Agreement Sites
- The Service Level Agreement Outputs
- Training Provisions
- Multiple Output Projects
- The Benefits to Rushcliffe in Partnership Working

Members asked several questions regarding the nature reserve at the East Leake quarry site. Ms Bradley advised that the quarry was now undergoing its fourth extension and that at each extension the trust had been successful in ensuring that the amount of habitat provision had been maximised at each

stage of the restoration. It was noted that because the land at the quarry site was privately owned and that the quarry was still in operation, it was difficult for members of the public to gain access to the site but that there were public access paths available and that these would be increased over the coming years.

Members of the Group noted that the SLA with the Nottinghamshire Wildlife Trust provided excellent value of money for the Council with the wide-ranging services that it provided and welcomed how well it engaged with volunteers and local schools. Members of the Group asked several questions regarding the tuberculosis vaccination programme for badgers and received verbal responses. Members also welcomed the work that the Nottinghamshire Wildlife Trust had done in assisting to establish Friends Groups at new nature reserves sites such as the Lily Ponds in Radcliffe on Trent.

The Chairman thanked the Environmental Sustainability Officer and the Head of Conservation at the Nottinghamshire Wildlife Trust for attending the meeting and for answering their questions.

It was **RESOLVED** that:

- a) The report of the Executive Manager – Communities be noted.
- b) The work undertaken by the Nottinghamshire Wildlife Trust be endorsed.
- c) The Service Level Agreement with the Nottinghamshire Wildlife Trust be supported.

## 6 **Partnership Delivery Group Annual Report**

Members of the Group considered the Partnership Delivery Group Annual Report 2017/18.

It was **RESOLVED** that the Partnership Delivery Group Annual report be approved and submitted to Council for consideration.

## 7 **Work Programme**

The Group considered its Work Programme

It was **RESOLVED** that the Work Programme, as detailed below be approved.

### **16 October 2018**

- Review of Metropolitan Housing Partnership
- Building Control Agreement with South Kesteven District Council
- Work Programme

## **8 January 2019**

- Review of Waterloo Housing Partnership
- Review of Positive Futures/YouNG
- Work Programme

## **19 March 2019**

- South Notts Community Safety Partnership
- Grantham Canal Partnership with the Canal Rivers Trust
- Work Programme

The meeting closed at 7.18 pm.

CHAIRMAN

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## Partnership Delivery Group

16 October 2018

## Building Control Agreement with South Kesteven District Council

### Report of the Executive Manager – Communities

#### 1. Purpose of report

- 1.1. This item will provide Members with an opportunity to review the performance of the Building Control partnership with South Kesteven who deliver Rushcliffe Borough Councils and Newark District Councils Building Control services through the East Midlands Building Consultancy.
- 1.2. An overview of the Building Control Service will be provided at the meeting as well as a presentation from Rob Howbrook (Lead professional and Interim Building Control Manager) on the partnership and performance to date including an outline of future plans and initiatives.

#### 2. Recommendation

It is RECOMMENDED that Members consider and make comments on the performance and effectiveness of the partnership with South Kesteven to deliver the Building Control Function on behalf of Rushcliffe Borough Council.

#### 3. Reasons for Recommendation

- 3.1. During 2013/14 proposals were considered for the creation of a partnership with South Kesteven District Council (SKDC) for the provision of a shared Building Control.
- 3.2. The benefits of developing a partnership with SKDC were identified as the provision of a single Building Control service which would deliver the following advantages:
  - Reduced costs through economies of scale.
  - A consistent level of service delivery to improve customer satisfaction.
  - A more attractive prospect for recruitment and retention of professional staff, and areas of expertise and excellence can be shared.
  - Improved ability of the service to compete with 'Approved Inspectors'; over a larger geographical area.
  - Enhanced flexibility of the service to cope with future pressures better.

- Opportunity of extending the shared service across the East Midlands as opportunities arise.
- 3.3. At a meeting of the Cabinet on 11 March 2014 it was resolved to accept South Kesteven District Council (SKDC) being the lead authority for the delivery of Building Control services for the joint authorities in partnership with Rushcliffe Borough Council (RBC). It was also resolved to delegate authority to the Executive Manager – Communities in consultation with the then Portfolio Holder for Sustainability to enter into the legal Agreement setting out the terms of the partnership shared service with SKDC prior to the commencement of the partnership arrangement on 1 April 2014.
- 3.4. The transfer of existing RBC staff was completed in June 2014 completing the process to establish the partnership. The partnership operates under the name of East Midlands Building Consultancy.
- 3.5. Since the partnership was established, it has been expanded to include the delivery of the building control service for Newark and Sherwood District Council and the partnership is also undertaking cross boundary work (plan checking and inspections) for Rutland County Council.

#### **4. Supporting Information**

- 4.1. The Strategic Business Plan for the partnership identifies three key objectives, which were to:
- Operate the service as a commercial business / trading unit / new delivery model;
  - Build a unified team and maximise use of resources; and
  - Grow greater market share and increase income including offering additional discretionary services
- 4.2. The report considered by Cabinet in April 2014 identified a number of advantages to the establishment of a partnership to deliver the Building Control Service. Of particular importance was a need to reduce the cost of delivery of the service, which due to the downturn in the construction industry at the time and competition from approved Building Control inspectors, had struggled to keep within budget resulting in a charge to the general fund. In the 2013/14 financial year, the final year that the service was delivered in-house, the cost of the service was circa £375k against a budget of around £258k.
- 4.3. Since the partnership was established, the cost to RBC of delivering the service through the partnership has fluctuated due to a number of factors, including activity in the building industry and income to the partnership, but this has been significantly lower than the cost of delivering the service in-house. For the current financial year, the budget for Rushcliffe's contribution

to the partnership is £80k. Therefore, the delivery of the service through the partnership has proved to be more cost effective. Overall, the partnership has performed financially above target over the 2017/18 financial year and consequently has made a considerable reduction in the deficit of each of the partner authorities, as well as reducing the overall cost of service to each council's general fund.

- 4.4. The Local Authority Building Control services have to compete for business with approved inspectors (private sector providers). However, the partnership is able to deliver a high quality building control service and continues to regain market share from private competition. In addition, the Partnership has strengthened its relationships with local businesses, working alongside professional organisations such as the Chartered Institute of Building to facilitate successful local networking events, illustrating the benefits of working collaboratively and is a model that the Local Authority Building Control professional membership organisation encourages other authorities to adopt.
- 4.5. The partnership has proved to be attractive as an employer and the last recruitment exercise to fill a vacant post attracted 40 applications. In addition, a career pathway has been developed for a new trainee and the partnership has recruited an apprentice, assisting with succession planning and again making the partnership an attractive employer.
- 4.6. In terms of performance, the partnership is performing well and the majority of the performance indicators are above target. Appendix A to this report sets out the performance achieved against targets for the last two financial years. The only indicators not achieving target in the last financial year were:
  - BC06 – Building Control Partnership percentage of Full Plan applications determined within 8 weeks,
  - BC08 – Percentage of telephone calls answered in working hours – Building Control
  - BC10 – Building Control Partnership percentage of Full Plan, Building Notice, Regularisation application numbers against Initial Notice application numbers.

The latter of these indicators records the market share of the partnership against applications dealt with by approved inspectors. In this area the partnership is making a concerted effort to increase month by month. Furthermore, the use of the partnership is promoted by the Rushcliffe planning officers through discussions with applicants/developers and use of promotional information on emails where appropriate.

- 4.7. Overall it is considered that the partnership is performing well and represents good value for money for the Council and its residents, having realised significant budget savings in delivery of the Building Control Service.

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

5.1. None.

## **6. Risks and Uncertainties**

6.1. The report to Cabinet in March 2014 identified a number of risks in establishing and for the ongoing operation of the partnership. In terms of ongoing risks to the partnership, these are set out below:

### **Category Risk**

### **Action / Controls**

Partnership operates at loss as income falls below target

Accounts kept under review by Board. Business case is based on a realistic income forecasting. Increase income from higher fees.

Insufficient allowance made for running costs

Current estimate is based on existing budgets and the Manager's experience. Monthly budget monitoring and reports.

6.2. In addition to those risks identified above, an initial risk was identified in setting up the partnership regarding the failure to recruit a new Building Control Business Manager. The mitigation to this risk was to run the partnership before the former Building Control Manager retired and to have an alternative management plan in place in the event that a new manager could not be recruited. A manager was successfully recruited but subsequently chose to leave (July 2017) to join another partnership. The decision was taken not to recruit at that stage, as the skills profile of the replacement would to a certain extent depend on the strategy for future expansion of the partnership and the delivery model chosen following the period of consolidation. The two lead surveyors agreed to act up and pick up the additional duties between them and this has been working successfully. This is also a good development opportunity for both members of staff.

## **7. Implications**

### **7.1. Financial Implications**

7.1.1. None

### **7.2. Legal Implications**

7.2.1. By section 101 of the Local Government Act 1972, a local authority is permitted to discharge the functions of another local authority. This

legislation also permits two local authorities to discharge their functions jointly.

7.2.2. It is noted that the current partnership arrangement between Rushcliffe Borough Council and South Kesteven Borough Council represents one such arrangement for the discharge of a function of the Council.

7.2.3. The constitution of Rushcliffe Borough Council specifies that the review and scrutiny of decisions made and actions taken in connection with the discharge of any of the Council's functions falls within the general role of the various scrutiny groups within their specified terms of reference

### 7.3. **Equalities Implications**

7.3.1. None.

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

7.4.1. None.

### 7.5. **Other implications**

7.5.1. None.

## 8. **Link to Corporate Priorities**

8.1. **Delivering economic growth to ensure a sustainable, prosperous and thriving local economy** – the Building Control function forms part of the regulatory framework for the delivery of sustainable development and economic growth within the Borough.

8.2. **Maintaining and enhancing our residents' quality of life** – the Building Control function ensures that buildings constructed, adapted or extended within the Borough are safe to occupy and compliant with the regulations.

8.3. **Transforming the Council to enable the delivery of efficient high quality services** – The establishment of the partnership is a key example of how the Council has transformed a number of services as part of delivering its Transformation Plan. The partnership is able to deliver a high quality building control service and continues to regain market share from private competition.

## 9. **Recommendations**

It is RECOMMENDED that Members consider and make comments on the performance and effectiveness of the partnership with South Kesteven to deliver the Building Control Function on behalf of Rushcliffe Borough Council.

<b>For more information contact:</b>	Dave Mitchell Executive Manager – Communities 0115 914 8267 <a href="mailto:dmitchell@rushcliffe.gov.uk">dmitchell@rushcliffe.gov.uk</a>
<b>Background papers available for Inspection:</b>	Report to Cabinet 11 March 2014 'Building Control Partnership with South Kesteven District Council'
<b>List of appendices (if any):</b>	<b>Appendix A</b> – Performance Indicators for East Midlands Building Consultancy

## Appendix A

### Performance Indicators for East Midlands Building Consultancy

PI No.	PI/Qualitative Measure	Target	2016/17	2017/18	Cumulative/ Average Monthly Score etc
BC01	Building Control Partnership % valid applications acknowledged in 1 day	90%	96%	94%	Cumulative
BC02	Building Control Partnership % valid applications acknowledged in 5 days	100%	100%	100%	Cumulative
BC03	Building Control Partnership % of valid applications checked in 5 days	95%	95%	99%	Cumulative
BC04	Building Control Partnership % of valid applications checked in 15 days	100%	99%	100%	Cumulative
BC05	Building Control Partnership % Full Plan applications determined within 5 weeks	70%	87%	81%	Cumulative
BC06	Building Control Partnership % Full Plan applications determined within 8 weeks	100%	92%	89%	Cumulative
BC07	Building Control Partnership % of response to site inspection requests within 24 hours	95%	98%	99%	Cumulative
BC08	% Telephone calls answered in working hours – Building Control	95%	98%	93%	Cumulative
BC10	Building Control Partnership % of Full Plan, Building Notice, Regularisation application numbers against Initial Notice application numbers	65%	54%	60%	Cumulative

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## Partnership Delivery Group

16 October 2018

## Review of Metropolitan Housing Partnership

### Report of the Executive Manager – Neighbourhoods

#### 1. Purpose of report

- 1.1. This report will provide Members an opportunity to review the partnership with Metropolitan, the main housing provider in Rushcliffe.
- 1.2. Metropolitan representatives will provide a presentation to Members on performance during 2017/18 across key services and outline future plans and initiatives.
- 1.3. Members are requested to comment on performance to date and any areas where the partnership could be strengthened to achieve joint priorities.
- 1.4. The partnership with Metropolitan was last scrutinised in October 2017. At the meeting it was agreed that the work of the partnership with Metropolitan be endorsed.

#### 2. Recommendation

It is RECOMMENDED that Members consider and make comments on the presentation made by Metropolitan and endorse the work of the partnership.

#### Reasons for Recommendation

- 2.1. Metropolitan is the main provider of social housing within the Rushcliffe area, with just over 3,500 properties and is an important partner to the Council. The partnership is well established and has continued to assist the Council in meeting its corporate priorities. Highlights, and activities in the last year include:
  - Enabling the development of new affordable homes, including a review of garage sites to deliver a second re-development programme which will deliver 23 units of affordable housing across 6 sites in the borough during 2018-19.
  - Innovative work on the Cotgrave town centre regeneration project
  - Participation in the Choice Based Lettings Scheme ensuring this remain one of the Council's main homelessness prevention tools
  - Wider partnership working with Nottingham City and Nottingham Refugee Forum to support the Government's Syrian Vulnerable Persons

Relocation Scheme, including the resettlement of 5 families (23 individuals) to date and ongoing work to meet the national target pledge

- Attendance at joint partnership meetings to tackle anti-social behaviour
- Participation in community projects and initiatives, including 'Metroployment' to help people get back to work and 'Recovered' a social enterprise in Nottingham to offer affordable reconditioned furniture
- Successful partnership working over the applicability of the Voluntary Right to Buy Scheme in the borough to address the continued demand for affordable rented housing.

### **3. Supporting Information**

- 3.1. Members were asked to submit questions for discussion with Metropolitan. In addition to their presentation to Members, Metropolitan representatives will take questions on the above areas and any other matters as requested.

### **4. Risks and Uncertainties**

- 4.1. Registered Providers eligibility criteria may result in an increasing number of applicants on the waiting list (including applicants threatened with/or homeless) having restricted access to social rented housing due to previous failed tenancies and/or rent arrears. Limited access to floating support services and increasing affordability issues in the private rented sector will further limit the rehousing options available to these individuals which may result in higher temporary accommodation costs where the Council has a statutory duty to rehouse.

### **5. Implications**

#### **5.1. Financial Implications**

- 5.1.1. The current programme (£1,146,000,000 for 2018/19) is for the delivery of affordable housing with Metropolitan and Waterloo Housing and includes a second programme of garage sites developments and the continuation of the rural exceptions site programme.

#### **5.2. Legal Implications**

- 5.2.1. None.

#### **5.3. Equalities Implications**

- 5.3.1. None.

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

5.4.1. The Partnership Agreement aims to assist in developing a more strategic approach to delivering against our Section 17 obligations and help in the reduction of crime and anti-social behaviour.

#### 5.5. **Other implications**

5.5.1. None.

#### 6. **Link to Corporate Priorities**

- **Delivering economic growth to ensure a sustainable, prosperous and thriving local economy** – Effective partnership working to increase the supply of affordable housing will meet a range of needs across the borough which in turn will generate economic growth and deliver other significant benefits (New Homes Bonus).
- **Maintaining and enhancing our residents' quality of life** - Strong partnership working will enable residents to have safer, healthier and live longer lives in which they are able to fulfil their aspirations. The continued supply of affordable housing will reduce the instability caused to families and communities by preventing homelessness

#### 7. **Recommendations**

It is RECOMMENDED Members consider and make comments on the presentation made by Metropolitan and endorse the work of the partnership.

<b>For more information contact:</b>	Dave Banks Executive Manager – Neighbourhoods 0115 914 438 <a href="mailto:dbanks@rushcliffe.gov.uk">dbanks@rushcliffe.gov.uk</a>
<b>Background papers available for Inspection:</b>	None.
<b>List of appendices:</b>	None.

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 <p><b>Rushcliffe</b> Borough Council</p>	<b>Partnership Delivery Group</b>
	<b>16 October 2018</b>
	<b>Work Programme</b>

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

### 1. Summary

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

### 2. Recommendation

It is RECOMMENDED that the Partnership Delivery Group agrees the proposed work programme for 2018/19.

### 3. Details

Date of Meeting	Item
8 January 2019	<ul style="list-style-type: none"> <li>Review of Waterloo Housing Partnership</li> <li>Review of Positive Futures/YouNG</li> <li>Work Programme</li> </ul>
19 March 2019	<ul style="list-style-type: none"> <li>South Notts Community Safety Update</li> <li>Grantham Canal Partnership with the Canal and Rivers Trust</li> <li>Work Programme</li> </ul>

<b>For more information contact:</b>	Constitutional Services 0115 914 8481 <a href="mailto:constitutionalservices@rushcliffe.gov.uk">constitutionalservices@rushcliffe.gov.uk</a>
<b>Background papers Available for Inspection:</b>	None
<b>List of appendices (if any):</b>	None

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