

**NOTTINGHAMSHIRE COUNTY COUNCIL,
PARISH AND TOWN COUNCILS
CODE of PRACTICE
1999-2000**

Parish and Town Councils can reasonably expect that the County Council will:

- **Communicate** clearly and regularly with Local Councils
- Reply to Local Council communications within 10 working days giving, where practical, a full explanation of the County Council's views and actions
- Use plain English
- Publish and distribute the regular newsletters 'Countylink/Parish file' and others
- Hold 6 monthly liaison meetings, to which all Local Councils are invited
- Provide a regularly updated contact list of officers and maintain a central contact point
- Provide officers and/or County Councillors to attend Local Council meetings whenever practical and appropriate

- **Consult** directly with Local Councils on issues of local interest, as specified on the attached list
- Allow, where practical, a consultation period of 6 weeks
- Ensure that the views of Local Councils are included within relevant Committee Reports
- Explain why a particular decision has been made following consultation, particularly if it differs from the desires expressed by the Local Council

- Welcome **feedback** from Local Councils on any issues which they have selected from the attached list, and provide relevant information to assist this.

The County Council can reasonably expect that Parish and Town Councils will:

- Respond to County Council communications within the required period
- Constructively and promptly inform the County Council of the failure or poor quality of any of its services or activities
- Provide any other information that will assist the County Council to provide quality and cost effective services for the people of Nottinghamshire
- Write directly to the Chief Executive concerning their views on the quality and conduct of County Council business and County-Parish relationships, where this is deemed appropriate.

**SPECIFIC SERVICES COVERED BY THIS CODE FOR ...
PARISH/TOWN COUNCIL**

1 Your Local Council will be consulted on the following

1.a Development Control	1.h Bridges, Culverts and other Highway structures	1.n Tourism
1.b Mineral Development	1.i Location of Bus Stops and shelters	1.o Local Studies (Libraries, Archives and Information)
1.c Waste Development	1.j Rights of Way - Map	1.p Structure Plan
1.d Major Transportation Improvement Schemes	1.k Footpath Diversions	1.q Local Area Forums
1.e Traffic Management Schemes	1.l Library Opening Hours	1.r The Annual Budget
1.f Traffic Calming Schemes	1.m Mobile Library Service	1.s Significant Social Services Developments
1.g Local Road Safety Schemes		

2 Your Council will also be consulted on any of the following services indicated

2.a New Street Lighting <input type="checkbox"/>	2.g Countryside Conservation <input type="checkbox"/>	2.n School Places Provision <input type="checkbox"/>
2.b School Crossing Patrols <input type="checkbox"/>	2.h Verge Conservation <input type="checkbox"/>	2.o Early Years Education and Child Care Services <input type="checkbox"/>
2.c New Waste & Recycling Facilities <input type="checkbox"/>	2.i Local Arts Events <input type="checkbox"/>	2.p Significant changes in access to education <input type="checkbox"/>
2.d Minerals & Waste Planning <input type="checkbox"/>	2.j Youth, & similar Forums <input type="checkbox"/>	2.q Policy - Development projects, e.g. Lottery, Coalfield <input type="checkbox"/>
2.e Local Bus Services <input type="checkbox"/>	2.k Mobile Youth Provision <input type="checkbox"/>	2.r Local changes to Social Services provision <input type="checkbox"/>
2.f Land Reclamation <input type="checkbox"/>	2.l Community Dev ^{nt} <input type="checkbox"/>	
	2.m Play Development <input type="checkbox"/>	

3 Your Council has opted to give feedback on any of the following services indicated

3.a Major Minerals & Waste operations <input type="checkbox"/>	3.g Missing Road Signs <input type="checkbox"/>	3.n Mobile Library Service <input type="checkbox"/>
3.b Historic Properties in disrepair <input type="checkbox"/>	3.h Home-School Transport <input type="checkbox"/>	3.o Local studies & information <input type="checkbox"/>
3.c Highways - Grass Cut'g <input type="checkbox"/>	3.i Public Transport Network <input type="checkbox"/>	3.p Local Tourist Facilities <input type="checkbox"/>
3.d Maintenance of Roads & Footways <input type="checkbox"/>	3.j Local Bus services <input type="checkbox"/>	3.q Local Arts Events <input type="checkbox"/>
3.e Street Lighting Maintenance <input type="checkbox"/>	3.k Parish Paths Partnership <input type="checkbox"/>	3.r Mobile Youth Provision <input type="checkbox"/>
3.f Highways - Winter main <input type="checkbox"/>	3.l Countryside Conservation <input type="checkbox"/>	3.s Play Development <input type="checkbox"/>
	3.m Library Opening Times <input type="checkbox"/>	

Further information on consultation/feedback arrangements on all of the relevant services has been provided to your Parish/Town Council. This Code will be monitored to ensure it is effective.

Monitoring this Code

The aim of this code is to 'make a difference' and to improve working relationships between the County and Local Councils for the benefit of local people. We want to monitor how it is working to make sure it helps to meet this aim. This will require your active participation in some simple procedures.

The code will be monitored in three ways:

1. How it is being implemented by the County Council
2. How it is being implemented by Parish and Town Councils
3. A regular review of its overall effectiveness

1. Monitoring by Parish and Town Councils of how it is implemented by the County Council

We wish to monitor our performance against the standards set out within the code. Monitoring will take place in two ways

- a. We request that your Council informs us of any areas where you consider that the Code or the County Council do not meet your expectations in the light of the promises and commitments that we have made
- b. At various times we will contact you to specifically ask you about your views on the Code and how it is being implemented (see 3).

2. Monitoring by the County Council of how it is implemented by Parish and Town Councils

This Code should not adversely affect current partnerships and consultation arrangements between the County and Local Councils. However, these should be reviewed to make sure that they are at least in line with the standards of this Code. Monitoring of how Parish and Town Councils are using the Code will take place in two ways:

- a. Departmental contact officers will draw to our attention any areas where particular problems are occurring.
- b. A regular survey of contact officers on the operation of code will take place (see 3).

3. A regular review of the overall effectiveness of the Code

The Regeneration Division will undertake a short, structured, annual survey in order to monitor the code in a more comprehensive manner. The survey will cover a number of topics, which will include:

Parish Councils

- a. On what issues have you been consulted?
- b. How do you rate
 - the quality and clarity of the information received
 - the accessibility, attitude and helpfulness of County Council representatives
 - the quality of the explanation of decisions made following consultation?
- c. What time and resources have been put into consultation and feedback?
- d. Overall, what difference has the Code made to working relationships and the services provided in your area?

County Council Departments/Contact Officers

- a. How many times have you entered into consultation with local councils on specific services?
- b. What has been the level of response to consultation?
- c. How have local councils' views influenced decisions?
- d. Are there any particularly useful, unhelpful and non-responding Parishes?
- e. What time and resources have been put into consultation?
- f. Overall, what difference has the Code made to working relationships, the services provided and the achievement of the County Council's objectives?

Key County Council Contacts for Local Councils

CHIEF EXECUTIVE	Roger Latham Nottinghamshire County Council County Hall, West Bridgford Nottingham NG2 7QP	0115 977 3582
REGENERATION DIVISION	Corporate Support Regeneration Division Nottinghamshire County Council County Hall, West Bridgford, Nottingham NG2 7QP	0115 977 4085
Annual Budget	Peter Hurford	0115 977 4975
Arts	Tim Harris Amanda Pales	0115 977 4289 0115 977 2989
Bridges, Culverts and other Highway structures	The Bridge Manager	0115 977 4246
Bus Stops and Shelters	<i>See Public Transport</i>	
Countryside & Conservation	Nicholas Wort Gareth Broome	01623 758231 0115 977 4390
Community Development	<i>See Youth, Community & Play</i>	
Development Control & Planning	Ruth Kinsey Chris Houlton	0115 977 4277 0115 977 4563
Development projects - Regeneration Division	Celia Morris	0115 977 2043
Education Provision of early years education and child care services	John Thorn	0115 977 4617
Education Local Education Officers	Ashfield: Nicola Burton Bassetlaw: Malcolm Kesterton Broxtowe: Brohna Dart Gedling: Alan Coker Mansfield: Andrew Wingard Newark: Tim Kent Rushcliffe: Karen Edwards	01623 433368 01623 433368 0115 854 6076 0115 854 6079 01623 433369 01623 433369 0115 854 6080
Footpaths Definitive Map and Path Proposals	Tim Hart	0115 977 4395
Grass cutting	<i>See Highways - Area Offices</i>	
Gritting & Salting	<i>See Highways - Area Offices</i>	
Highways - Area Offices Area highways officers covering: <i>Grass cutting</i> <i>Gritting & Salting</i> <i>Missing Road Signs</i> <i>Road & Pavement Defects/Maintenance</i> <i>Street Lighting</i> <i>Traffic Calming & Management</i>	Ashfield/Mansfield Bassetlaw Broxtowe/Gedling Newark Rushcliffe	01623 443939 01777 704851 0115 977 4274 01636 673625 0115 977 4858

Highways Major Transportation Improvement Schemes	Highway Services	0115 977 4524
Historic Properties Archaeological Sites and Remains: Principal Archaeological Officer Senior Archaeological Officer Monuments Record Officer	Jason Mordan Mike Bishop Ursilla Spence Virginia Baddeley	0115 977 2159 0115 977 2116 0115 977 2129 0115 977 2162
Land Reclamation Schemes	Malvin Trigg	0115 977 4390
Libraries <i>including:</i> Mobile Library Service and Local Studies	Central: Roger Jones East: Rupert Vinnicombe North: Linda Turner South: Stuart Robertson West: Kath Owen	0115 920 2247 01636 605935 01777 708724 0115 925 5168 01623 627591
Local Area Forums	Don Rowe	0115 977 4091
Mineral Development (Local Plan)	Wayne Allum Jonathan Smith	0115 977 4547 0115 977 2109
Parish Paths Partnership	Charlotte Jolly	0115 977 4719
Play Development	Neil McCarthy	01636 670709
Public Transport Bus Service and School Transport Bus Shelters and stops Information and Concessions Community Transport	Andy Buckland Mike Bexson Robin Riley Anne Cartwright	0115 977 4582 0115 977 4789 0115 977 4520 01623 819923
Road & Pavement Defects	<i>See Highways - Area Offices</i>	
Road Safety Schemes	Accident Investigation Unit	0115 977 4298
Road Signs - Missing Signs	<i>See Highways - Area Offices</i>	
Road Verges - Conservation matters	Rachel Cartledge	0115 977 4557
School Crossing Patrols Including: Road Safety Education, School Travel Plans, Safe Routes to School, Area Road Safety Offices	General Number Ashfield and Mansfield Bassetlaw Broxtowe, Gedling & Rushcliffe Newark	0115 977 4373 01623 558243/ 01623 557662 01777 706040 0115 977 4373 01636 702716
Street Lighting	<i>See Highways - Area Offices</i>	
Social Services Ashfield & Mansfield: Bassetlaw & Newark: Broxtowe, Gedling and Rushcliffe:	Norman Hanson (children's services) Paul McKay (Adult Services) David Whitham (adult services) Helen Ryan (children's services) Carol Jones (children;s services) Jo Lawson (adult services)	01623 405300 01623 433433 01909 472220 01636 682700 0115 9141500 0115 8546000
Structure Plan	Richard Ling	0115 977 4540
Traffic Calming & Management	<i>See Highway - Area Offices</i>	
Tourism and Country Parks	General Enquiries Ext '0'	01623 822944
Youth, Community and Play Community Development Youth - Mobile Provision	Sharon Hall Chris Warren	0115 977 4220 0115 977 4203
Youth Forums	Ray Kinsey	0115 977 4367
Waste & Recycling	Chris Drew	0115 977 4383
Waste Development (Local Plan)	Suzanne Moody	0115 977 2108

Last Updated: April 2003