

Objective	Activity	Timescale	Lead & support agency	Progress report Dec 2018	Progress report Mar 2019
1. Reduce incidents of alcohol sales to young people	Undertake C25 Compliancy Testing exercises at the start of project and after training using young adults under 25.	Short	Licensing	Helen to co-ordinate with Tony. Use apprentices from NSDC if possible	2 compliancy tests carried out to date covering all areas
	Provide CAP and Challenge 25 training and advice to licensees	Short	CAP team	Once compliancy testing is complete throughout the CAPS area all retailers will be invited to workshop. This will include short message on licensing, public health with the majority of the session being run by Tesco/Asda training staff	Alan Simpson is organising with Simon from Asda, has emailed requesting a date – awaiting feedback
	Organise follow up visit by RASG Trainer to Independent retailers who cannot attend the workshop.	Short	CAP team	For those who cannot shut shop to attend above workshop	
	Conduct Friday evening joint patrols to support retailers (with partners where possible)	Short	Police/Community Safety	Organise couple of dates for Friday night patrols. Organise once some activity dates have been set. Helen to make links to forest to organise KICKS programme giving us an activity to signpost young people to	1 st patrol organised for Thursday 29 th March – partnership patrol inc Forest to promote new KICKS session and positive play on parks
	Create new CAP branded posters and leaflets for licensees and the general public.	Short	CAP/HLO	Awaiting arrival, Helen to distribute to all retailers and partners	All shared via knowledge hub (helen to email details on sign up) and sent via email to all partners All seasonal posters sent to retailers as and when
	Promote use of PASS approved ID (Citizen card)	Short		Alan to order	Helen in receipt of packs so notify if you require any

	Create leaflets in relevant languages	Short	CAP	Will action if issue arises	
	Display CAP Stand Up Banner in supermarket entrances.	Short	HLO/Community Safety	Awaiting arrival – Helen to co-ordinate	1 currently displayed in Tesco & youth service have the other Looking to circulate so after health event will move them to Asda and Dukeries Academy
	Monitor number of complaints received in respect of licensed premises and support partnership activity	Medium		Have more access to ASB figures – though across CAPS area there is an issue with the lack of reporting incidents to the police Licensing team receive more ASB & noise complaints	
	Share information on youth alcohol consumption and hotspots with retailers.	Short		After compliancy testing ensure all retailers have enough challenge 25 display information	
	Create anonymous tip-off box in schools and youth clubs to pass on any alcohol misuse intelligence to partners	Medium			
2. Reduce proxy purchasing and general supply of alcohol to under 18's	Conduct proxy purchasing campaigns/activities on key dates	Medium			
	Retailers to be provided with point of contact number and email for the CAP project for reporting alcohol related issues.	Short		Helen to re-circulate action plan to retailers and ensure they are aware of the process to report incidents to	
	Initiate Proxy Watch and design leaflet to inform people about proxy purchasing.	Long			
	Conduct intelligence-led surveillance for proxy purchasing and take appropriate action.	Long			
	School to send text messages or letters home, advising against proxy purchasing.	Medium	Schools/HLO		

	Consider four pack sales only, in CAP areas, to financially dissuade young people approaching adults to proxy purchase.	Long			
	Undertake an educational focused Proxy Purchasing operation whereby supervised young people approach adults near off-licences and ask them to buy alcohol for them. (South Ockendon initiative)	Medium	Police/community safety		
	Supply parents and wider adults with advice that they can give to their children when they want to go to house parties.	Short	School/HLO	Helen to contact Jacqui Ferris in regard of utilising the academies parent mail to share messages around advice for parents/videos etc Helen to work with Fiona to look into creating some parent training around alcohol consumption Alan to resend all videos to Helen Group to ensure we utilise Health for Teens website articles/videos sent through to Ben	Parent education leaflet being developed to be bprinted on back of CAP general leaflet. All info being sent to CCG for display where possible in local surgeries
	Send all parents the Drinkaware Parentmail via school	Short	School/HLO	As above	Helen to speak to Jacqui
	Consider use of temporary pavement stencils outside off-licences advising against proxy purchase.	Medium			Will be utilised at Health roadshow
	Create leaflets in relevant languages regarding Proxy Purchasing.	Long			
3. Develop a responsible retailing ethos and effective partnership approach in the CAP area	Ensure the sharing of best practice between licensees and agencies	Medium	HLO/Community Safety		
	Provide licensees with CAP materials, Challenge 25 point of sale materials and Refusals Registers	Short		Helen to work with Tony to ensure all retailers have enough resource around challenge 25 campaign	

	Publicise results of compliancy testing in terms of identifying premises that failed and those that passed.	Medium			
	New licensees to receive CAP advisory visit / offer of training if required.	Long			
	Involve retailers in CAP initiatives (other than alcohol retailers) whose customers include young people, e.g McDonalds.	Long			
	Consider development of Shop Watch in the CAP area.	Long			
	Encourage retailers and gain trust to and provide intelligence. This is achieved by PCSOs 'adopting an off-licence' and visiting monthly.	Short		Police regularly visit retailers	Linked to licensing
	PCSOs to check and sign Refusals Registers on each visit. Any descriptions recorded should be circulated round other retailers.	Short	Police	Tony to send briefing to Dawn around the refusal register – licensing visits currently annual Police to shadow Tony on next round of visit linked to refusal register	
	Work with Pub watch to deliver community safety and health messages around alcohol.	Medium			Helen providing update to Tony for next meeting Circulate batch of leaflets
	Consider creating a retailer pyramid communication system or ring-round to pass on useful information about underage drinking or proxy purchasing.	Long			
4. Reduce anti-social behaviour associated with youth alcohol consumption	Produce baseline statistics for 1. Youth Alcohol fuelled ASB, 2. Youth ASB 3. General ASB	Short		Create report on figures from Police and community safety team to report back to next meeting	
	Use leisure centre activities to promote healthy living workshops	Medium	A4T/HLO		

Promote volunteering opportunities to young people to benefit the community	Medium	A4T/Youth Service	Meetings with Valentine Marshall at the Young Peoples Centre and Jacqui Ferris of Dukeries Academy to be held in September to discuss the best way to promote amongst their young people/students. Dave to promote VISPA	
Utilise Satellite funding to provide extra activities for young people, organised on the back of 'what young people want'	Medium	A4T/Active Notts	Alistair Bagnall in contact with Helen Davis – funding successful activities currently in planning stages	Funding confirmed to run cook and eat Saturday session throughout closure periods
Engage with Newark and Sherwood Youth Forum to help map key areas of work linked to local young people	Medium	Youth Service/HLO		Figures re: CAP linked into Youth Service community profile for forthcoming year
Mapping exercise to plot where current activities take place locally and promote existing provision	Short	HLO/A4T	Helen to work with youth service/town council and A4T to plot activities before start of CAPS project	
Find ways of engaging with NEET young people in the local area	Long	HLO/Youth Service		Linked in with Dukeries college students and Inspire learning
Any young person found intoxicated to receive a Home Visit to encourage parental supervision and offer support.	Medium	Police/Community Safety		
Identify and publicise existing diversionary activity especially on school holidays or key dates.	Medium	Schools/HLO		
Arrange a meeting with youth diversionary group providers with an adviser on how to access external grants more effectively.	Long	Youth Service/A4T		
Run diversionary taster sessions to establish interest.	Long	A4T/Youth Service	Meeting held with Notts FA regarding funding for a football project for females aged 14+ in collaboration	Separate diversionary meeting group to discuss – will feedback each meeting

			<p>with Ollerton Town Ladies – meeting with Rachel Goddard on 11th September.</p> <p>In conjunction will also arrange to meet with Valentine Marshall and PCSO's to run a similar scheme for males. Will discuss the possibility of involving Ollerton Town again.</p> <p>Alongside these I will be looking to involve other local clubs and sports – want to ensure that there is an exit route into regular sports opportunities once the taster sessions or funding ends. Meeting with Nottingham Forest FITC team has taken place and options being explored to run Friday night youth football – funding available</p> <p>Look into links that could be made with Trent Bridge Cricket – as they may have funding available to run activities</p>	<p>Junior parkrun being developed</p> <p>A number of free taster sessions have been organised in partnership with national governing bodies</p> <p>Forest KICKS programme confirmed for June start</p>
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				Ben to contact Pythien Boxing club in Beeston as they may look to create satellite sessions in Ollerton if need is identified	
	Provide Brief Intervention Training for front line staff, volunteers and groups. This will include updates on key legislation and powers.	Long			
	Create new youth projects based on information from young people	Long			
	Support young people to attend CAP meetings. E.g Youth Council or Ambassadors.	Medium	All		
	Educate about the dangers of high energy drinks	Medium	Youth Service/HLO		Helen and Nicky creating info on energy drinks
	Ensure effective systems are in place to enable Housing Enforcement activity for alcohol related incidents and offences.	Medium	Housing/Police / Community Safety		
	Publicise the ability of the enforcement services to identify alcohol added to soft drinks and the implications.	Medium			
	Housing Authorities to share data to enable partnership problem solving.	Long	Housing		
	Create a multi-agency booklet containing advice and signposting that can be given out by Housing Authorities to people accused of causing ASB where alcohol could be a factor.	Long	HLO/Community Safety/NCHA/NSH		
	Use legislations such as Dispersal Powers and PSPO Orders where appropriate.	Medium			
	Fire Service to map secondary fire reports e.g bin fires, to identify youth alcohol misuse hotspot areas.	Medium	Fire service		

	PCSOs to contact each secondary school/academy every Thursday/Friday to gather alcohol intelligence. This must be recorded.	Medium	Police/Schools		
	Arrange for joint patrols in hotspot areas i.e. skate park to identify activity wish list for local area Consider arranging a rota amongst partners	Short	Police/Community Safety		March 2019
	Gather intelligence about where alcohol related litter is being found and initiate activity in that area.	Short	Town council		Litter hotspots to be discussed next meeting
	Consider Restorative Justice sanctions for young people who are caught with alcohol. E.g. litter picks.	Long			
	Identify a target area in each area for specific activity for all partners based on reported incidents and community intelligence.	Short			
	Discuss actions with retailers where specific types of alcohol are found in youth hotspot areas.	Short			
	Engage all Primary and Secondary Schools with CAP	Medium	HLO/Town council through SFEP		Helen attended 2 primary schools parents evening re: health with the hope of discussing CAP
5. Increase young people's awareness of risks associated with drinking alcohol	Conduct Youth Survey, identify and address issues or themes raised.	Short	Town council/youth service		
	Use alcohol testing strips in youth centre settings linked to consequences	Short	Youth Service		Potential of using in sessions alongside beer goggles
	Work with agencies/partners to promote health eating/living to young people	Medium	HLO through Everyone Health		Alcohol and energy drinks education session to be covered in 1 cook and eat session
	Work with local sports clubs to promote safer drinking	Medium	A4T/HLO		Helen to speak to Alistair at A4T re: linking this to sports councils

Schools to provide timetable for alcohol education, key dates in school year(exam results etc)	Medium	Schools		Resource list sent to Jacqui and wish list being put together
Introduce corridors workshops in schools	Medium			
Create lesson plan showing effects of alcohol on young people's bodies and lives with excessive drinking. Share with all groups/schools	Short	HLO/Schools		As above
Consider use of QR codes linked to partner's alcohol misuse messages in schools, hotspots and other public places.	Medium			
Consider offering a session with Year 6 primary school parents on how to talk to children about alcohol as part of primary/secondary school transition activities.	Short	SFEP/HLO		Organise and trial this academic year at Forest view through junior council
Display CAP Stand Up Banner in School Foyers	Short			
Offer and encourage adoption of AET or other PHSE programmes - arrange supply of booklets and alcohol awareness resources.	Short			
Publicise CAP in school, information and newsletters, screensavers, text messages etc.	Medium			Helen to speak to Jacqui around using screens in school and an assembly date
Consider a Dragons Den competition with secondary schools and academies with an alcohol misuse theme.	Long			
Youth Educators to deliver alcohol education sessions in schools	Medium			
Schools to consider creating a drama based around CAP or Alcohol Misuse and show to pupils in the area.	Medium			
Develop links to ensure a programme of work that will focus on educating young people and parents about alcohol misuse and methods of effective guidance.	Medium			

	Offer guidance about drinks being spiked and consider purchase of spikeys	Medium			
	Create or enhance an alcohol education resource kit that can be used by all partners engaged with youth education.	Short			
	Schools to be offered a talk by a recovering service user.	Long			
	Develop media and communication plan to promote the CAP to schools, traders, young people, parents and community. Reporting on CAP activities and progress in local media.	Short			
6. Improve general understanding of safe drinking limits and the law relating to the sale of alcohol to young people	Organise events or participate in events (e.g. stalls in shopping malls, festivals) to raise awareness about the CAP and safe drinking limits	Medium			Health roadshow taking place on April 12 th
	Engage with tenants and resident groups to educate residents about CAP and the impact it could have on individual areas	Short			Helen to speak to NCHA and NSH around attending next round of meetings
	Promote Kooth online service to all families where possible	Medium			
	Engage with traveller sites, identify how many families live local and educate and involve families where possible in CAPS roll out	Medium			Food environment and physical activity projects starting with traveller families link in on those projects when possible
	Display CAP posters and information around youth settings and in the Town Centre.	Medium			
	Engage with Neighbourhood Watch for effective communications with public.	Short			
	Involve young people in exploring new ways of communicating how substance misuse of older people affects them.	Short			
	Make full use of Plasma or other display screens in schools and public areas.	Short			Surgeries and schools

	Consider us of powerful images or messages for parents and adults regarding alcohol misuse.	Medium			Tray liners
	Create anti-alcohol misuse messages alongside supermarket themed events e.g Healthy January, Halloween, Xmas.	Medium			
	Explore Parenting Information from DrinkAware and AET to identify useful resources	Short			
	Make effective use of the CAP Gazebo.	Long			Booked for use on April health roadshow
	Deliver a week of activities for Alcohol Awareness Week in November.	Medium			
	Involve Faith Groups in promoting CAP and engaging in initiatives.	Short			
	Engage with Ward Councillors to help deliver CAP themed educational messages and drive activity with the public.	Short			
	Develop links with local GP Practices to examine issues linked to alcohol and develop interventions locally.	Medium			Exploring possibilities around each surgery PPG linking in with various events
	Develop CAP website/Twitter/Facebook Publicise educational messages and events.	Short			