

**To: The Deputy Leader and Members of the
Community and Environment Board**

**(Councillors Bell, Chambers, Gosling, M
Humphreys, Jarvis, Jenns, Lebrun, Lees,
Morson, H Phillips, Rose, Smith and A Wright)**

For the information of other Members of the Council

For general enquiries please contact Democratic Services, on 01827 719450/719221 or via e-mail democraticservices@northwarks.gov.uk.

For enquiries about specific reports please contact the officer named in the reports.

The agenda and reports are available in large print and electronic accessible formats if requested.

COMMUNITY AND ENVIRONMENT BOARD AGENDA

18 January 2021

The Community and Environment Board will meet on Monday 18 January 2021 at 6.30pm via Teams. An email invite will be sent to Board Members and the meeting will be live streamed on the Council's YouTube channel, accessible from the home page of the Council's website or at <https://www.youtube.com/user/northwarks>

AGENDA

- 1 Apologies for Absence / Members away on official Council business.**

2 **Disclosable Pecuniary and Non-Pecuniary Interests**

3 **Public Participation**

Up to twenty minutes will be set aside for members of the public to put questions to elected Members. Questions should be submitted by 9.30am 2 working days prior to the meeting. Participants are restricted to five minutes each.

PLEASE BE AWARE THAT THIS MEETING WILL BE TAKING PLACE REMOTELY.

Members of the public wishing to address the Board must register their intention to do so by 9:30 am 2 working days prior to the meeting. Participants are restricted to five minutes each.

If you wish to put a question to the meeting, please register by:
e-mail to democraticservices@northwarks.gov.uk or telephone: (01827) 719221/719226.

Once registered to speak, an invitation will be sent to join the Teams video conferencing for this meeting. Those registered to speak should dial the telephone number and ID number (provided on their invitation) when joining the meeting to ask their question. However, whilst waiting they will be able hear what is being said at the meeting. They will also be able to view the meeting using the YouTube link provided (if so they may need to mute the sound on YouTube when they speak on the phone to prevent feedback).

4 **Minutes of the meeting of the Board held on 12 October 2020** – copy herewith, to be approved and signed by the Chairman.

**PUBLIC BUSINESS
(WHITE PAPERS)**

5 **General Funds Fees and Charges 2021/2022 - Report of the Chief Executive, Corporate Director – Streetscape and Director of Leisure and Community Development**

Summary

The report covers the fees and charges for 2020/21 and the proposed fees and charges for 2021/22.

The Contact Officer for this report is Nadeem Afzal (719444).

- 6 **General Fund Revenue Estimates 2021/2022** – Report of the Corporate Director Resources

Summary

This report covers the revised budget for 2020/21 and an estimate of expenditure for 2021/22, together with forward commitments for 2022/23, 2023/24 and 2024/25.

The Contact Officer for this report is Nigel Lane (719371).

- 7 **Capital Programme 2021/2022 to 2023/2024** – Report of the Corporate Director Resources

Summary

This report identifies proposals for schemes to be included within the Council's capital programme over the next three years.

The Contact Officer for this report is Daniel Hogan (719337).

- 8 **Leisure Facilities: Service Improvement Plan** - Report of the Director of Leisure and Community Development

Summary

Due to the Coronavirus pandemic and the enforced closure of leisure facilities, initially for a period of approximately four months, a revised 2020 / 21 Service Improvement Plan (SIP) was approved by the Board at its meeting held in October 2020. Appended to this report is a copy of the revised SIP, which details the progress made to date against each of the identified proposed actions.

The Contact Officer for this report is Russell Simkiss (719257).

- 9 **Play Area Development Programme** - Report of the Director of Leisure and Community Development

Summary

This report outlines, and seeks Board approval for, proposed improvements to four play spaces as part of the Play Area Development Programme.

The Contact Officer for this report is Katherine Webster (719492).

- 10 **Minutes of the meeting of the Health and Wellbeing Working Party** held on 7 December 2020 – copy herewith.

11 **Fly Tipping Update** - Report of the Corporate Director Streetscape

Summary

This report provides Members with information on the actions taken to tackle fly tipping across the Borough.

The Contact Officer for this report is Richard Dobbs (719440).

12 **Progress Report on Achievement of Corporate Plan and Performance Indicator Targets April – September 2020** – Report of the Chief Executive

Summary

This report informs Members of the progress with the achievement of the Corporate Plan and Performance Indicator targets relevant to the Community and Environment Board for April to September 2020.

The Contact Officer for this report is Robert Beggs (719238).

13 **Exclusion of the Public and Press**

Recommendation:

That under Section 100A(4) of the Local Government Act 1972, the public and press be excluded from the meeting for the following item of business, on the grounds that it involves the likely disclosure of exempt information as defined by Schedule 12A to the Act.

14 **Update on Sub-Regional Materials Recycling Facility** – Report of the Corporate Director Streetscape

The Contact Officer for this report is Richard Dobbs (719440).

STEVE MAXEY
Chief Executive

NORTH WARWICKSHIRE BOROUGH COUNCIL

MINUTES OF THE COMMUNITY AND ENVIRONMENT BOARD

12 October 2020

Present: Councillor Bell in the Chair.

Councillors Gosling, M Humphreys, Jarvis, Jenns, Lees, H Phillips, Rose, Smith and A Wright.

Apologies for absence were received from Councillors Chambers, Lebrun and Morson.

Councillors D Clews, Farrow and Parker were also in attendance.

1 **Disclosable Pecuniary and Non-Pecuniary Interests**

None were declared at the meeting.

2 **Minutes of the Meeting of the Board held on 9 March 2020**

The minutes of the meeting held on 9 March 2020, copies having been previously circulated, were approved as a correct record and signed by the Chairman.

3 **Budgetary Control Report 2020/21 – Period Ended 31 August 2020**

The Corporate Director Resources reported on the revenue expenditure and income for the period from 1 April to 31 August 2020.

Resolved:

That the report be noted.

4 **Leisure Facilities: Service Improvement Plan and Key Performance Indicators**

The Director of Leisure and Community Development presented copies of the Service Improvement Plan (SIP) and the associated set of Key Performance Indicators (KPIs) that were approved by the Board at its meeting held in March 2020. Due to the Coronavirus pandemic and the enforced closure of leisure facilities from the end of March through to 25 July 2020, it had been necessary to revise the Service Improvement Plan. Members consideration of the revised draft Plan was sought.

Resolved:

- a That the revised draft Service Improvement Plan through which operational and financial performance will be managed and monitored through to 31 March 2021, be noted; and**
- b That, subject to there being no significant adverse implications for levels of community use of the centres, the Director of Leisure and Community Development, in consultation with the Chairman, Vice Chairman and Opposition Spokesperson for the Board, be granted delegated authority to amend the Christmas / New Year opening hours of the leisure facilities.**

5 North Warwickshire Green Space Strategy Progress Report

The Director of Leisure and Community Development informed Members of the progress made in respect of delivery against the priorities set out in the North Warwickshire Green Space Strategy (2020 to 2033).

Resolved:

That the report be noted.

6 Health and Wellbeing Action Plan

The Board was provided with an update on the progress being made in respect of the actions identified in the approved Health and Wellbeing Action Plan (2020 to 2023).

Resolved:

That the report be noted.

7 Minutes of the Health and Wellbeing Working Party Meeting held on 8 July 2020

The minutes of the Health and Wellbeing Working Party meeting held on 8 July 2020 were received and noted.

8 Update on Sub-Regional Materials Recycling Facility

Following the Council's decision to become full partners in the sub-regional MRF project, the Corporate Director Streetscape updated Members on the project's progress to date and the next steps in the process of procuring and delivering the facility.

Resolved:

- a That the report be noted; and**
- b That a report detailing actions being undertaken to address fly tipping in the Borough be brought to a future meeting of the Board.**

9 Progress Report on Achievement of Corporate Plan and Performance Indicator Targets April 2019 to March 2020

Members were informed of the progress with the achievement of the Corporate Plan and Performance Indicator targets relevant to the Board for April 2019 to March 2020.

Resolved:

That the report be noted.

10 Progress Report on Achievement of Corporate Plan and Performance Indicator Targets April to June 2020

Members were informed of the progress with the achievement of the Corporate Plan and Performance Indicator targets relevant to the Board for April to June 2020.

Resolved:

That the report be noted.

Margaret Bell
Chairman

Agenda Item No 5

Community and Environment Board

18 January 2021

**Report of the Chief Executive,
Corporate Director - Streetscape and
Director of Leisure and Community
Development**

**General Fund Fees and Charges
2021/22**

1 **Summary**

- 1.1 The report covers the fees and charges for 2020/21 and the proposed fees and charges for 2021/22.

Recommendation to the Board

That the schedule of fees and charges for 2021/22, as set out in Appendix A, be accepted.

2 **Introduction**

- 2.1 At its meeting held in September, the Executive Board agreed the budget strategy for 2021/25, which included an allowance for price increases of 2%.

3 **Fees and Charges Proposed for 2021/22**

- 3.1 Attached at Appendix A for the Board's consideration are details of present and proposed fees and charges for the financial year 2021/22. The amounts shown have already been assumed in the revenue estimates for 2021/22.
- 3.2 The Leisure and Community Development Division made focused changes to the fees and charges within the leisure facilities in 2020/21. For 2021/22 the proposal is to freeze leisure fees and charges due to the ongoing pandemic, which, nationally and locally, has seen a loss in members. Due to closures throughout the year, it has not been possible to establish a true picture of the impact on use of the fees and charges imposed during 2020/21. By freezing the fees and charges it is hoped to encourage heightened levels of both memberships and use of the facilities when they are permitted to re-open to the public.
- 3.3 Industrial pollution fees and charges are statutory and so not set by ourselves.
- 3.4 If the changes to the charges for fly tipping under The Environmental Protection (Miscellaneous Amendments) (England and Wales) Regulations 2018 Fixed Penalties Fly Tipping Household Waste Duty of Care Offences have been

agreed as mentioned in another report on the agenda, then those changes have been included in the proposed fees.

3.5 It is proposed to freeze charges for green waste collection as charging for all green waste collections did not go ahead in 2020/21 due to the pandemic.

3.6 Other prices have generally increased in line with inflation, whilst attempting to maximise income, although consideration has been given to the pricing structure of other organisations.

4 Report Implications

4.1 Finance and Value for Money Implications

4.1.1 The pricing structure contained within this report is expected to generate additional income of £10,490.

4.1.2 This will contribute to the achievement of income targets, which are contained within the Corporate Director – Resources report on the General Fund estimates 2021/22, presented elsewhere within the agenda for this meeting. A 1% change in income generated by services reporting to this Board would result in an increase or decrease in income of £5,250.

4.2 Risk Management Implications

4.2.1 Changes to fees and charges may impact on the level of demand. However, this has been considered in proposing the revised charges.

4.3 Legal Implications

4.3.1 Those fees which are set by law or for which the prescribes a maximum amount are identified on Appendix A as being subject to statutory control and may not be exceeded. Where a fee is not fixed by law or limited by law to a particular amount the Council must exercise its discretion reasonably and consider the impact of any increased charges on those who will be affected by them. The increases proposed appear limited and, as stated above, take account of the ongoing pandemic.

The Contact Officer for this report is Nadeem Afzal (719444).

Background Papers

Local Government Act 1972 Section 100D, as substituted by the Local Government Act, 2000 Section 97

Background Paper No	Author	Nature of Background Paper	Date

NORTH WARWICKSHIRE BOROUGH COUNCIL
COMMUNITY & ENVIRONMENT BOARD
FEES AND CHARGES FROM 1 APRIL 2021

	2020/2021 TOTAL CHARGE £	2021/2022 TOTAL CHARGE £	VAT RATING
TRADE REFUSE SERVICE			
(weekly collection)			
a) Collection Only			
1100 litre container per annum	241.00	246.00	Outside scope
660 litre container per annum	216.00	220.00	"
330/360 litre container per annum	203.00	207.00	"
240 litre container per annum	173.00	176.00	"
140 litre container per annum	134.00	137.00	"
Sack per annum	73.00	74.00	"
b) Hire & Collection			
1100 litre container per annum	375.00	383.00	Outside Scope
660 litre container per annum	340.00	347.00	"
330/360 litre container per annum	246.00	251.00	"
240 litre container per annum	192.00	196.00	"
140 litre Container per annum	141.00	144.00	"
Reduction for first container at mixed commercial/ domestic premises (per annum).	-40.00	-41.00	Outside Scope
TRADE RECYCLING			
Hire & Collection			
1100 Litre container	375.00	383.00	"
660 Litre container	340.00	347.00	"
360 Litre container	246.00	251.00	"
240 Litre container	192.00	196.00	"
140 Litre container	141.00	144.00	"
Sack	73.00	74.00	Outside Scope
Disposal will be charged at the rate specified by W.C.C.			
Services provided to customers located outside the North Warwickshre Borough Council boundary will be subject to VAT at the standard rate.			
CLINICAL WASTE (per sack @ 3.5 kg capacity) (includes collection)	69.00	70.00	Outside Scope
BLACK REFUSE SACKS (pack of 100) (does not include collection/disposal)	12.50	13.00	Incl VAT at Standard Rate
SALE OF BINS			
New developments & replacements			
240 Litre container	39.00	40.00	Outside Scope
1 each of black, green and red 240 litre bins per individual property	117.00	119.00	"
360 Litre container	103.00	105.00	"
660 Litre container	216.00	220.00	"
1100 Litre container (new)	320.00	326.00	"
1100 Litre container (refurbished)	151.00	154.00	"
GARDEN WASTE COLLECTION			
Per bin, per annum	40.00	40.00	Standard Rate
HOUSE CLEARANCES			
	As per agreement	As per agreement	Plus VAT at Standard Rate

NORTH WARWICKSHIRE BOROUGH COUNCIL
COMMUNITY & ENVIRONMENT BOARD
FEES AND CHARGES FROM 1 APRIL 2021

	2020/2021 TOTAL CHARGE £	2021/2022 TOTAL CHARGE £	VAT RATING
REMOVAL OF BULKY HOUSEHOLD WASTE			
Up to 5 items	26.00	27.00	Outside scope
Items in excess of 5 charged pro-rata per item (maximum 3 items)	5.10	5.20	"
THE UNAUTHORISED DEPOSIT OF WASTE (FIXED PENALTY) REGULATIONS 2016			
Fly tipping fixed penalty	400.00	400.00	Outside scope
If paid before the end of 10 days following the date of notice	300.00	300.00	"
THE ENVIRONMENTAL PROTECTION (MISCELLANEOUS AMENDMENTS) (ENGLAND AND WALES) REGULATIONS 2018-FIXED PENALTIES-FLY TIPPING-HOUSEHOLD WASTE DUTY OF CARE OFFENCES			
Duty of Care fixed penalty	200.00	400.00	Outside scope
If paid before the end of 10 days following the date of notice	120.00	300.00	"
CESSPOOL/SEPTIC TANK EMPTYING SERVICE			
Collection & Disposal per load or part load -weak strength (on a contract paying by direct debit)	113.00	115.00	Zero Rated
Collection & Disposal per load or part load - standard strength (on a contract paying by direct debit)	217.00	221.00	"
Additional charge to the above fees if not on a contract paying by direct debit	20.00	20.00	"

NORTH WARWICKSHIRE BOROUGH COUNCIL

COMMUNITY & ENVIRONMENT BOARD

FEES AND CHARGES FROM 1 APRIL 2021

	2020/2021 TOTAL CHARGE £	2021/2022 TOTAL CHARGE £	2020/2021 TOTAL CHARGE £	2021/2022 TOTAL CHARGE £	
	STANDARD PRICE		LIFETIMES CARD HOLDER		
Lifetimes Card (per annum)					
	N/A	N/A	11.50	11.50	Incl. VAT at Standard Rate
Resident					
Non-resident	N/A	N/A	14.40	14.40	"
Child	N/A	N/A	0.00	0.00	
Concessionary	N/A	N/A	7.20	7.20	"
Spectator	2.00	2.00	2.00	2.00	"
Relacement card	N/A	N/A	1.00	1.00	"
Squash (per court)					
Adult	10.80	10.80	8.60	8.60	"
Junior	N/A	N/A	5.40	5.40	"
Badminton (per court)					
Adult	10.80	10.80	8.60	8.60	"
Junior	N/A	N/A	5.40	5.40	"
Sports Hall - Polesworth					
	43.50	43.50	34.80	34.80	Incl. VAT at Standard Rate
Whole hall - peak					
Whole hall - concessionary/junior	N/A	N/A	21.75	21.75	"
Equipment hire	0.60	0.60	0.60	0.60	"
Sports Hall - Coleshill					
Whole hall - peak	40.00	40.00	32.00	32.00	"
Whole hall - concessionary/junior	N/A	N/A	20.00	20.00	"
Equipment hire	0.60	0.60	0.60	0.60	"
Commercial Hire					
Club Use - Premium for Commercial Organisations. (series of 10 or more pre-booked lettings is exempt)					Incl. VAT at Standard Rate (Exempt if 10 or more bookings)
Badmington	N/A	N/A	12.50	12.50	"
Squash	N/A	N/A	12.50	12.50	"
Sports Hall	N/A	N/A	40.00	40.00	"

NORTH WARWICKSHIRE BOROUGH COUNCIL

COMMUNITY & ENVIRONMENT BOARD

FEES AND CHARGES FROM 1 APRIL 2021

	2020/2021 TOTAL CHARGE £	2021/2022 TOTAL CHARGE £	2020/2021 TOTAL CHARGE £	2021/2022 TOTAL CHARGE £	
	STANDARD PRICE		LIFETIMES CARD HOLDER		
Birthday Parties					
Birthday Party - rafts and floats (Atherstone LC)					Incl. VAT at Standard Rate
	97.50	97.50	87.50	87.50	"
Birthday Party - inflatables (Atherstone LC)	129.50	129.50	119.50	119.50	"
Bouncy castle party (Coleshill LC/Polesworth LC)					"
	98.00	98.00	88.00	88.00	"
Bouncy castle party (Atherstone LC)					"
	82.50	82.50	75.50	75.50	"
Nerf party (Coleshill LC)	94.00	94.00	84.00	84.00	"
Pre-school party (Coleshill LC)	69.00	69.00	N/A	N/A	"
Teas & coffees -30 cups	14.00	14.00	14.00	14.00	"
Unlimited squash	6.00	6.00	6.00	6.00	"
Other Activities					
Carpet bowls (Coleshill SC)	4.20	4.20	3.30	3.30	Standard
Playtimes	4.20	4.20	3.30	3.30	"
Playtimes (under 12 months)	N/A	N/A	1.00	1.00	"
Walking football (Coleshill SC)	4.20	4.20	3.30	3.30	"
Tea Dance	4.20	4.20	3.30	3.30	"
Courses					
Gymnastics taster (1 only)	5.00	5.00	5.00	5.00	Standard
Gymnastics/trampoline 1 hour x 10	N/A	N/A	45.00	45.00	Exempt
Gymnastics/trampoline 1.5 hours x 10	N/A	N/A	67.50	67.50	"
Dry Courses Direct Debit payment	N/A	N/A	19.50	19.50	Standard
Dry Courses Direct Debit payment Mondays	N/A	N/A	18.00	18.00	"
Dry Courses Direct Debit payment 1.5 hours	N/A	N/A	29.25	29.25	"
Dry Courses Direct Debit payment 1.5 hours Mondays	N/A	N/A	27.00	27.00	"

NORTH WARWICKSHIRE BOROUGH COUNCIL
COMMUNITY & ENVIRONMENT BOARD
FEES AND CHARGES FROM 1 APRIL 2021

	2020/2021 TOTAL CHARGE £	2021/2022 TOTAL CHARGE £	2020/2021 TOTAL CHARGE £	2021/2022 TOTAL CHARGE £	VAT RATING
	STANDARD PRICE		LIFETIMES CARD HOLDER		
LIFETIMES FITNESS SUITE					
Induction-monthly direct debits	N/A	N/A	Free	Free	N/A
Joining fee	N/A	N/A	17.50	17.50	Exempt
Joining fee - Concessionary	N/A	N/A	12.00	12.00	"
	7.00	7.00	5.60	5.60	Incl. VAT at Standard Rate
Adult peak workout					"
Concessionary workout	N/A	N/A	3.50	3.50	"
Student direct debit	N/A	N/A	18.90	18.90	Incl. VAT at Standard Rate
					"
Student pass	N/A	N/A	18.90	18.90	"
Fitness classes -all sites	5.70	5.70	4.50	4.50	Exempt
Fitness classes -concessionary	N/A	N/A	3.50	3.50	"
GYM DAY PASSES					
1 day	7.00	7.00	N/A	N/A	Incl. VAT at Standard Rate
					"
1 week	15.00	15.00	N/A	N/A	"
2 weeks	25.00	25.00	N/A	N/A	"
4 weeks	40.00	40.00	N/A	N/A	"
PERSONAL TRAINERS					
Block of 10 sessions	286.00	286.00	286.00	286.00	Incl. VAT at Standard Rate
					"
Block of 3 sessions	103.00	103.00	103.00	103.00	"
Individual session	36.00	36.00	36.00	36.00	"
DIRECT DEBIT MONTHLY MEMBERSHIPS					
Ultimate-all sites	N/A	N/A	37.00	37.00	Incl. VAT at Standard Rate
					"
Corporate/employee/army veteran	N/A	N/A	20.50	20.50	"
Lifetimes -Atherstone - Gym & Classes	N/A	N/A	32.50	32.50	"
Lifetimes -Coleshill	N/A	N/A	29.50	29.50	"
Lifetimes -Polesworth	N/A	N/A	26.50	26.50	"
Lifetimes -Swimmer	N/A	N/A	27.50	27.50	"
ANNUAL MEMBERSHIPS					
(12 months for the price of 11 months at contract rate)					
Ultimate-all sites	N/A	N/A	352.00	352.00	Incl. VAT at Standard Rate
					"
Lifetimes -Atherstone- Gym and Classes	N/A	N/A	302.50	302.50	"
Lifetimes -Coleshill	N/A	N/A	269.50	269.50	"
Lifetimes -Polesworth	N/A	N/A	236.50	236.50	"
Lifetimes -Swimmer	N/A	N/A	242.00	242.00	"
DIRECT DEBITS (MONTHLY CONTRACT)					
Ultimate-all sites	N/A	N/A	32.00	32.00	Incl. VAT at Standard Rate
					"
Lifetimes -Atherstone- Gym and Classes	N/A	N/A	27.50	27.50	"
Lifetimes -Coleshill	N/A	N/A	24.50	24.50	"
Lifetimes -Polesworth	N/A	N/A	21.50	21.50	"
Lifetimes -Swimmer	N/A	N/A	22.00	22.00	"

NORTH WARWICKSHIRE BOROUGH COUNCIL
COMMUNITY & ENVIRONMENT BOARD
FEES AND CHARGES FROM 1 APRIL 2021

	2020/2021 TOTAL CHARGE £ STANDARD PRICE	2021/2022 TOTAL CHARGE £	2020/2021 TOTAL CHARGE £ LIFETIMES CARD HOLDER	2021/2022 TOTAL CHARGE £	VAT RATING
QUEEN ELIZABETH SCHOOL SPORTS VILLAGE					
Artificial pitch					
Standard hire (per hour)					
One pitch	45.00	45.00	36.00	36.00	Incl. VAT at Standard Rate
Two pitches	90.00	90.00	72.00	72.00	"
Three pitches	115.00	115.00	92.00	92.00	"
10-30 weeks					
One pitch	40.00	40.00	32.00	32.00	Exempt
Two pitches	80.00	80.00	64.00	64.00	"
Three pitches	105.00	105.00	84.00	84.00	"
31+ weeks					
One pitch	36.00	36.00	28.80	28.80	Exempt
Two pitches	72.00	72.00	57.60	57.60	"
Three pitches	92.00	92.00	73.60	73.60	"
Indoor					
Sports hall adult	43.50	43.50	34.80	34.80	Incl. VAT at Standard Rate
Sports hall junior	N/A	N/A	21.75	21.75	"
Badminton adult	10.80	10.80	8.60	8.60	"
Badminton junior	N/A	N/A	5.40	5.40	"

NORTH WARWICKSHIRE BOROUGH COUNCIL

COMMUNITY & ENVIRONMENT BOARD

FEES AND CHARGES FROM 1 APRIL 2021

	2020/2021 TOTAL CHARGE £	2021/2022 TOTAL CHARGE £	2020/2021 TOTAL CHARGE £	2021/2022 TOTAL CHARGE £	VAT RATING
SWIMMING AT ATHERSTONE LEISURE COMPLEX ONLY					
	STANDARD PRICE		LIFETIMES CARD HOLDER		
Adult swim (age 16+)	4.50	4.50	3.60	3.60	Incl. VAT at Standard Rate
Junior swim (age 0 - 15)	2.70	2.70	2.25	2.25	"
Family swim (2 adults, maximum 3 children)	13.20	13.20	10.50	10.50	"
Concessionary/Blue badge/OAP swim	N/A	N/A	2.25	2.25	"
Inflatable junior	3.20	3.20	2.55	2.55	"
Spectator	2.00	2.00	Free	Free	"
School swimming	2.10	2.10	N/A	N/A	Exempt
School swim per teacher	24.75	24.75	N/A	N/A	"
School swim per teacher (39 weeks)	21.00	21.00	N/A	N/A	"
Adult Lessons:					
Single lesson	5.50	5.50	5.50	5.50	Exempt
Cash payment (10 week block)	55.00	55.00	55.00	55.00	"
Direct debit payment (per month)	22.92	22.92	22.92	22.92	"
One-off assessment	4.20	4.20	4.20	4.20	"
Junior lessons:					
Single lesson	4.40	4.40	N/A	N/A	Exempt
Cash payment (10 week block)	44.00	44.00	44.00	44.00	"
Direct debit payment (per month)	18.34	18.34	18.34	18.34	"
One-off assessment	4.20	4.20	4.20	4.20	"
Ladies Only	4.50	4.50	3.60	3.60	Standard
Shower only	4.40	4.40	Free	Free	"
Aquacise	5.60	5.60	4.45	4.45	Exempt
Aquacise (concessionary)	N/A	N/A	3.50	3.50	"
Club use (per hour)	105.00	105.00	105.00	105.00	"
Galas (per hour)	140.00	140.00	140.00	140.00	"
Swim 1 to 1 - 1 session	16.00	16.00	16.00	16.00	Exempt
Swim 1 to 1 - 3 sessions	42.00	42.00	42.00	42.00	"
Swim 1 to 1 - 10 sessions	112.50	112.50	112.50	112.50	"

MEMORIAL HALL (per hour)

	STANDARD PRICE MAIN HALL	
Functions & Events (up to 6 hours)	180.00	180.00
Hall hire per hour (no additional staff)	30.00	30.00
Hall hire per hour (1 additional member of staff)	15.00	15.00
Hall hire per hour (2 additional members of staff)	50.00	50.00
Training Room (per hour)	12.50	12.50
Bar extension	35.00	35.00

Notes

*Facilities let for any sport or physical recreation are normally standard rated unless bookings comply with Customs and Excise rules regarding series of lettings.

Facilities let for other purposes are exempt from VAT unless optional extra equipment or services are provided. In these circumstances a composite rate will apply.

Charges for Memorial Hall bookings may vary in accordance with usual promotional pricing policy.

Courses & classes - all facilities
Commercial use- all facilities
Promotional pricing

Fees set at management discretion according to cost
 Charges negotiable according to the nature of booking
 Any of the above prices may be varied for promotional campaigns

NORTH WARWICKSHIRE BOROUGH COUNCIL

COMMUNITY & ENVIRONMENT BOARD

FEES AND CHARGES FROM 1 APRIL 2021

	2020/2021 TOTAL CHARGE £	2021/2022 TOTAL CHARGE £	VAT RATING
SPORTS PITCHES			
Casual hire (adult)	41.00	41.00	Incl. VAT at Standard Rate
Casual hire (junior)	26.00	26.00	"
Seasonal hire (adult)	(conditions apply) 464.00	464.00	Exempt
Seasonal hire (junior)	" 245.00	245.00	"
Seasonal hire (mini)	" 184.00	184.00	"
PAVILIONS			
Casual matches (adult)	20.00	20.00	Incl. VAT at Standard Rate
Casual matches (junior)	20.00	20.00	"
Seasonal hire-matches (adult)	(conditions apply) 184.00	184.00	Exempt
Seasonal hire-matches (junior)	" 184.00	184.00	"
REMOVAL OF ABANDONED VEHICLES (from private land)			
	77.00	79.00	Outside Scope

NORTH WARWICKSHIRE BOROUGH COUNCIL
COMMUNITY & ENVIRONMENT BOARD
FEES AND CHARGES FROM 1 APRIL 2021

	2020/2021 TOTAL CHARGE £	2021/2022 TOTAL CHARGE £	VAT RATING
THE LOCAL AUTHORITY PERMITS FOR PART A(2) INSTALLATIONS AND SMALL WASTE INCINERATION PLANT (FEES AND CHARGES) (ENGLAND) SCHEME 2017			
The charging scheme may be accessed via the following link: www.gov.uk/government/publications/permits-for-waste-incineration-fees-and-charges-for-applications			
THE LOCAL AUTHORITY PERMITS FOR PART B INSTALLATIONS AND MOBILE PLANT AND SOLVENT EMISSION ACTIVITIES (FEES AND CHARGES) (ENGLAND) SCHEME 2017			
The charging scheme may be accessed via the following link: www.gov.uk/government/publications/permits-for-solvent-emission-fees-and-charges-for-applications			
CONTAMINATED LAND ENQUIRIES			
Simple	14.00	14.00	Outside Scope
Detail	67.00	68.00	"
WORK IN DEFAULT OF NOTICE(S) SERVED			
Where NWBC carries out repairs which are the responsibility of the individual. (NWBC appointed as contractor)	Actual costs plus 20% admin.costs	Actual costs plus 20% admin.costs	Standard
Where the owner has failed to undertake the work.	Actual costs plus 20% admin.costs	Actual costs plus 20% admin.costs	Outside Scope
PRIVATE WATER SUPPLIES REGULATIONS 2009			
Statutory Fees (maximum)			
Risk Assessment (each visit)	500.00	500.00	Outside Scope
Sampling (each visit)	100.00	100.00	"
Investigation (each investigation)	100.00	100.00	"
Granting an authorisation	100.00	100.00	"
Sample analysis -small/single supplies	25.00	25.00	"
Sample analysis -check monitoring	100.00	100.00	"
Sample analysis -audit monitoring	500.00	500.00	"
NWBC Fees			
Risk Assessments/Investigations (per hour)	57.50	58.50	Standard
Sampling visits/Granting authorisations (per hour)	25.00	25.50	"
Sample analysis	As charged by laboratory	As charged by laboratory	
EXPORT CERTIFICATE (NON-VISIT)	54.00	54.00	Outside Scope
FOOD EXPORT CERTIFICATE	66.00	66.00	Outside Scope
Amendment to certificate	27.00	27.00	Outside Scope
SMOKING FIXED PENALTY FOR FAILING TO SIGN OR FOR SMOKING IN A SMOKE FREE AREA (Statutory)	50.00	50.00	Outside Scope
Reduced charge for early payment	30.00	30.00	"
UNADOPTED STREETS AND CAR PARKS			
Builders' skip permits	30.00	31.00	Exempt
Scaffolding/hoarding permits (for a period up to and including 1 month)	124.00	126.00	"
Vehicular access crossing	88.00	90.00	"
Licence agreement for temporary possession	362.00	369.00	"
Licensors surveyor's fee and legal costs	58.00	59.00	"
STREET WORKS LICENCE			
Inspection fee (per opening)	179.00	183.00	Exempt
Administration fee to process application	352.00	359.00	"
ROAD CLOSURES			
Commercial organisations	Cost of advert + 15% admin. Charge	Cost of advert + 15% admin. Charge	Exempt
Town/parish councils	50% of cost of advert + 15% admin. Charge	50% of cost of advert + 15% admin. Charge	Exempt
Charities and non profit making bodies	Free	Free	N/A

NORTH WARWICKSHIRE BOROUGH COUNCIL

COMMUNITY & ENVIRONMENT BOARD

FEES AND CHARGES FROM 1 APRIL 2021

	2020/2021 TOTAL CHARGE £	2021/2022 TOTAL CHARGE £	VAT RATING
HOUSING ACT 2004			
Enforcement notice (service)	222.00	226.00	Outside Scope
PRIVATE SECTOR HOUSING ENFORCEMENT			
Work in default rate	cost + 20%	cost + 20%	Standard
HOUSING MULTIPLE OCCUPATION REGISTRATION			
New Application (Up to 5 Lets) (5-yearly charge)	730.00	745.00	Outside Scope
Transfer of Licence (Up to 5 Lets)	227.00	232.00	"
Variation of Licence (Up to 5 Lets)	227.00	232.00	"
New Application (6-10 Lets) (5-yearly charge)	848.00	865.00	Outside Scope
Transfer of Licence (6-10 Lets)	246.00	251.00	"
Variation of Licence (6-10 Lets)	246.00	251.00	"
New Application (11+ Lets) (5-yearly charge)	949.00	968.00	Outside Scope
Transfer of Licence (11+ Lets)	261.00	266.00	"
Variation of Licence (11+ Lets)	261.00	266.00	"
MOBILE HOMES ACT 2013			
Single Units / Family Sites (incl. Gypsy, Roma & Traveller Sites)			
New Site Licence Application	215.00	219.00	Outside Scope
Annual licence administration	Free	Free	N/A
Site rules lodgement (incl. variation/deletion) :			
Single owner occupied sites	Free	Free	N/A
Privately rented sites / Family Sites (incl. Gypsy, Roma & Traveller Sites)	40.00	41.00	Outside Scope
Transfer of Site Licence	95.00	97.00	"
Variation of Site Licence	145.00	148.00	"
Multiple Units on Commercial Sites			
New Site Licence Application (2-5 Units)	215.00	219.00	Outside Scope
Annual licence administration (2-5 Units)	91.00	93.00	"
Site rules lodgement (incl. variation/deletion) (2-5 Units)	40.00	41.00	"
Transfer of Site Licence (2-5 Units)	95.00	97.00	"
Variation of Site Licence (2-5 Units)	145.00	148.00	"
New Site Licence Application (6-30 Units)	265.00	270.00	Outside Scope
Annual licence administration (6-30 Units)	141.00	144.00	"
Site rules lodgement (incl. variation/deletion) (6-30 Units)	40.00	41.00	"
Transfer of Site Licence (6-30 Units)	95.00	97.00	"
Variation of Site Licence (6-30 Units)	195.00	199.00	"
New Site Licence Application (31+ Units)	400.00	408.00	Outside Scope
Annual licence administration (31+ Units)	274.00	279.00	"
Site rules lodgement (incl. variation/deletion) (31+ Units)	40.00	41.00	"
Transfer of Site Licence (31+ Units)	95.00	97.00	"
Variation of Site Licence (31+ Units)	328.00	335.00	"
ANTISOCIAL BEHAVIOUR CRIME AND POLICING ACT 2014 (Statutory - maximum)			
Fixed penalty fine	100.00	100.00	Outside Scope
THE REDRESS SCHEMES FOR LETTINGS AGENCY WORK AND PROPERTY MANAGEMENT WORK (REQUIREMENT TO BELONG TO A SCHEME ETC) (ENGLAND) ORDER 2014 (Statutory)			
Fixed penalty fine	5,000.00	5,000.00	Outside Scope
SMOKE & CARBON MONOXIDE ALARM (ENGLAND) REGULATIONS 2015 (Up to Statutory Maximum)			
First Offence	2,500.00 plus work in default costs	2,500.00 plus work in default costs	Outside Scope
Second Offence	5,000.00 inclusive of work in default costs	5,000.00 inclusive of work in default costs	"

NORTH WARWICKSHIRE BOROUGH COUNCIL**COMMUNITY & ENVIRONMENT BOARD****FEES AND CHARGES FROM 1 APRIL 2021**

	2020/2021 TOTAL CHARGE £	2021/2022 TOTAL CHARGE £	VAT RATING
RODENT CONTROL (commercial premises) Per hour (minimum 1 hour per visit)	57.00	58.00	Incl VAT at Standard Rate
		plus cost of materials	
PEST CONTROL (domestic premises) Fleas,bedbugs,cockroaches etc.	56.00	57.00	Incl VAT at Standard Rate
Residents in receipt of means tested benefits	29.00	30.00	"
Wasps' Nests-subject to service capacity	56.00	57.00	Incl VAT at Standard Rate
Residents in receipt of means tested benefits	29.00	30.00	"
Rats and mice			
Rats in domestic premises	10.70	11.00	Incl VAT at Standard Rate
Residents in receipt of means tested benefits	5.40	5.50	"
Mice only (this fee has to be paid by debit/credit card in advance of treatment)	39.00	40.00	"
Residents in receipt of means tested benefits	20.00	20.00	"
A retention will be made for failed appointments and non-treatment (Applies to fees of £10 and over)	10.00	10.00	"
MOLE TRAPPING			
Initial assessment	Free	Free	N/A
Domestic premises (up to 6 visits)	111.00	113.00	Incl VAT at Standard Rate
Commercial premises	Case Specific	Case Specific	"
STRAY DOGS	57.20	58.30	Outside Scope
	Plus £14.00 per dog, per day plus vets' fees and fouling fines	Plus £14.00 per dog, per day plus vets' fees and fouling fines	
	(or the current kennel daily rate)	(or the current kennel daily rate)	
DOG FOULING PENALTIES (Statutory)	80.00	80.00	Outside Scope
If paid within 7 days	50.00	50.00	"
Failure to pay the fixed penalty may lead to prosecution and a fine of up to £1,000.00			
LITTERING PENALTIES (Statutory)	100.00	100.00	Outside Scope
If paid within 7 days	65.00	65.00	"

Agenda Item No 6

Community and Environment Board

18 January 2021

Report of the
Corporate Director - Resources

General Fund Revenue Estimates
2021/22

1 Summary

- 1.1 This report covers the revised budget for 2020/21 and an estimate of expenditure for 2021/22, together with forward commitments for 2022/23, 2023/24 and 2024/25.

Recommendation to the Board

- a To accept the revised budget for 2020/21;
- b To note the growth of £207,870 for Refuse and Recycling; and
- c To accept or otherwise vary the Estimates of Expenditure for 2021/22, as submitted, for them to be included in the budget to be brought before the meeting of the Executive Board on 15 February 2021.

2 Introduction

- 2.1 In consultation with other Directors, the Corporate Director – Resources has prepared an estimate of net expenditure for 2021/22 and this, together with a revised budget for 2020/21, appears in Appendices A and B. To provide a more complete picture of the spending pattern of the service the actual figures for 2019/20 are shown.

...

- 2.2 At its meeting in September 2020, the Executive Board agreed the budget strategy for 2021-2025, which required savings of £2.30 million over a four year period. This required budget savings of £700,000 in 2021/22 with additional savings of £800,000 in 2022/23 and £800,000 in 2023/24. A savings target was not included for 2024/25 at that time. Some limited growth was built into the strategy in specific areas.

- 2.3 Directors were asked to identify areas where savings could be made, either by a reduction in expenditure or through the generation of additional income.

2.4 A subjective analysis of the Board's requirement is shown below:

	Approved Budget 2020/21 £	Revised Budget 2020/21 £	Original Budget 2021/22 £
Employee Costs	3,858,300	4,204,350	3,970,030
Premises Related	558,780	542,060	584,380
Supplies and Services	1,445,080	1,918,270	1,654,880
Transport	653,680	847,660	655,010
Miscellaneous Expenditure	680	21,680	700
Earmarked Reserves	(47,440)	(270,470)	(11,300)
Gross Expenditure	6,469,080	7,263,550	6,853,700
Income	(3,261,860)	(3,776,760)	(2,928,850)
Net Controllable Expenditure	3,207,220	3,486,790	3,924,850
Departmental Support	696,400	696,400	708,960
Central Support	658,350	658,350	688,260
Capital Charges	888,760	888,760	888,760
Net Expenditure	5,450,730	5,730,300	6,210,830

2.5 The Council values all of its assets using a five year rolling programme, and this can affect the level of capital charges that are made to services and can therefore significantly affect the net service cost. Changes in net service expenditure that are as a result of increases or decreases in capital charges are shown below net operating expenditure in the following pages.

3 Comments on the 2020/21 Revised Budget

3.1 The revised budget for 2020/21 is estimated to be £5,730,300, an increase of £279,570 on the approved provision. The main reasons for variations are set out below.

3.2 Leisure Centres and Memorial Hall **£292,620**

3.2.1 Employees costs have increased by £4,970 due to the 2020-21 pay award of 2.75%, exceeding the 2% originally budgeted.

3.2.2 Premises costs have reduced by £4,290 due to lower spend on utilities due to the closure of facilities during the year because of Covid-19.

3.2.3 Supplies and Services costs have reduced by £23,880 due to one-off savings on equipment, equipment maintenance, party items, vending machine snacks, licences, chemicals and cash collection because of the closure of facilities during the year due to Covid-19.

3.2.4 Overall income has reduced by £315,820 due to the closure of leisure facilities for a major part of the year and limited service provision relating to Covid-19 regulations when able to open. Although Covid-19 grants for the loss of sales, fees and charges have been included, the amount that the Council has been able to claim from the Government doesn't cover all of the lost income.

- 3.3 Public Health (Commercial Pollution Control) £6,730**
- 3.3.1 The increase is due to a one-off reduction in income from food export health certificates as a result of Covid-19 and lower exports.
- 3.4 Domestic Refuse and Recycling (£3,290)**
- 3.4.1 Employee costs have increased by £315,230 due to the use of more agency staff to cover additional rounds and staff absences as a result of Covid-19.
- 3.4.2 Supplies and Services costs have increased by £243,150, due to an increase in the recycling disposal costs which have been raised by external waste processing organisations, and also due to increased volumes of recycling collected as a result of people working from home.
- 3.4.3 Transport costs have reduced by £11,440. This is due to a lower fuel costs partially offset by increases in repairs and maintenance costs.
- 3.4.4 Overall income has increased by £550,110. This is because one-off Covid-19 grant funding of £867,830 has been allocated to the service to cover the increases in employees costs, recycling disposal costs and the loss of green waste collection income of £383,890. Income from recycling credits has increased by £43,650 due to the additional amount of recycling. A one-off increase in income of £20,210 has been included from the sale of bins to developers and individuals, as well as additional clinical and bulky waste collections.
- 3.5 Cesspool Emptying £23,070**
- 3.5.1 Cesspool waste disposal costs have increased by £11,590 because Severn Trent Water changed its charging bands and pricing structure from April 2020. In addition, income from cesspool collections has reduced by £22,090 as a result of a reduction in emptyings and cancellations due to Covid-19. This has been partly offset by Covid-19 grant of £11,260 for the loss of the income.
- 3.6 Animal Control £9,510**
- 3.6.1 Income has reduced by £12,730. This is due to no litter penalties being served in 2020/21 and no income from pest control services as the Pest Control Officer post is currently vacant and the loss of the Severn Trent Sewer Baiting contract. This has been partly offset by one-off transport savings of £2,000 as the animal control van isn't being used as much. In addition, there are one off savings of £1,230 in equipment, poisons and traps and clothing budgets.
- 3.7 Amenity Cleaning (£23,180)**
- 3.7.1 Employee costs have reduced by £18,530 due to one-off savings from vacancies and due to an operative working in Recycling to cover a shortfall caused by the current pandemic. Transport costs have reduced by £4,580 due to lower fuel costs.

3.8 Green Space Budget (£19,710)

3.8.1 Premises costs have reduced by £15,650 because the Council has received a one-off refund of non-domestic rates of £14,330 for the Piccadilly Pavilion and one-off savings of £1,440 in electricity costs due to the lower use of the pavilions as a result of Covid-19 restrictions.

3.8.2 Supplies and Services have reduced by £6,730 as the internal recharge for Animal Control has ceased due to the Pest Control Officer post vacancy. Income from pitch bookings has reduced by £2,660 due to pitch closures throughout the year as a result of the Covid-19 pandemic.

3.9 Consultation (£4,650)

3.9.1 A one-off saving in the consultation budget as the funding has not been required in 2020/21.

3.10 Additional Covid-19 Expenditure

3.10.1 Additional Covid-19 expenditure of £259,310 has been budgeted for services reporting to this Board. This expenditure is in addition to the above and covers the costs of employee expenditure on Refuse and Recycling services where Leisure Facilities staff have helped the Refuse and Recycling Service, Supporting Shielding activity, the costs of additional equipment and cleaning materials, the costs of hiring additional refuse and recycling trucks and the running costs of those vehicles. Covid-19 support grant of £259,310 has been budgeted to fund these costs.

4 Comments on the 2021/22 Estimates

4.1 The 2021/22 estimate has been prepared, taking into account the following assumptions:

- A 2% pay award from 1 April 2021;
- An increase in income to reflect the increases included in the fees and charges report elsewhere on this agenda; and
- Savings of £3,360 have been incorporated into the estimates being considered and are shown in Appendix C.

...

4.2 The total estimated net expenditure for 2021/22 is £6,210,830. An increase of £760,100 on the 2020/21 approved budget and an increase of £480,530 on the revised 2020/21 budget. The main reasons for variations from the revised budget are set out below. Members are advised these forecasts could be amended before the final version for approval at Executive Board, to reflect any further changes that may be needed as circumstances under the pandemic continue to evolve.

4.3 Leisure Centres and Memorial Hall £146,870

4.3.1 Employee costs have increased by £35,200 due to the pay award increase.

- 4.3.2 Premises costs have increased by £32,520 due to inflationary increases on utilities and business rates and the reinstatement of the one-off reductions mentioned earlier. The contribution from leisure budgets to the building maintenance fund has increased due to higher repairs and maintenance on leisure buildings and plant.
- 4.3.3 Supplies and Services costs have reduced by £33,520, due to the removal of the one-off budget in 2020/21 of £53,000 for the Leisure Facilities Strategic Outcomes Planning Model exercise. The one-off use of earmarked reserves to fund these costs has also been removed. This has been partly offset by inflationary increases to supplies and services budgets and the reinstatement of the one-off reductions mentioned earlier in the report.
- 4.3.4 Overall income has reduced by £59,670. The assumed receipt of the Covid-19 Sales, Fees and Charges grant has reduced, to reflect the end of the scheme in June 2021, in line with current Government announcements. As a result, only £45,000 of the grant has been included in the budget. The loss of the grant income has been partly offset by budgeting for an improvement in the income from the provision of leisure services. However, the improvement is expected to be gradual as Covid-19 is still expected to have an impact on leisure services in 2021/22, with any increase in membership numbers likely to be very gradual.

4.4 Domestic Refuse and Recycling £232,020

- 4.4.1 Employee costs have reduced by £270,190 due to the removal of the one-off increases in the use of agency staff as a result of Covid-19 mentioned earlier. This has been partly offset by increases due to the pay award.
- 4.4.2 Supplies and Services have increased by £12,130 due to inflationary increases on equipment, clothing, software maintenance and recycling disposal costs budgets.
- 4.4.3 Transport costs have increased by £2,040 due to inflationary increases to fuel and repairs and maintenance budgets.
- 4.4.4 Income has reduced by £487,740 due to the removal of the one-off Covid-19 grant funding and the removal of the one-off increases in income from the sale of bins, clinical and bulky waste collections mentioned earlier in the report. This has been partly offset by the reinstatement of the green waste collection income budget.

4.5 Streetscene Grounds Maintenance £12,530

- 4.5.1 Employee costs have increased by £20,120 due to the pay award increase and the reinstatement of the budget to the full establishment.
- 4.5.2 Income from grass cutting and the recharge to the Green Space Budget for grounds maintenance work at parks and playing fields have increased by £9,140 due to inflationary increases.

- 4.6 **Cesspool Emptying** **(£20,610)**
- 4.6.1 The one-off increases in costs mentioned earlier have been removed. In addition the one-off Covid-19 sales, fees and charges grant has been removed and the income from cesspool collections income budget reinstated.
- 4.7 **Amenity Cleaning** **£36,670**
- 4.7.1 Employee costs have increased by £24,470 due to the pay award and reinstatement of one-off reductions from vacancy savings mentioned earlier.
- 4.7.2 Transport costs have increased by £11,530 due to inflationary increases to fuel and repairs and maintenance budgets and the reinstatement of one-off reductions mentioned earlier.
- 4.8 **Green Space Budget** **£18,370**
- 4.8.1 Employee costs have increased by £1,600 due to the pay award increase. Premises costs have increased by £12,820 due to the removal of the one-off business rates refund mentioned earlier.
- 4.8.2 Supplies and services have increased by £6,880 due to inflationary increases in the costs of grounds maintenance at parks and playing fields. Income has increased by £2,930 as the one-off reduction in pitch booking income mentioned earlier has been removed.
- 4.9 **Consultation** **£4,650**
- 4.9.1 The increase is due to the reinstatement of the one-off saving mentioned earlier.
- 4.10 **Corporate Policy** **£3,670**
- 4.10.1 Employee costs and supplies and services have increased due to the pay award and inflationary increases respectively. There is also an increase of £2,170 relating to the reduction in the use of earmarked reserves.
- 4.11 **Departmental and Central Support Services** **£42,470**
- 4.11.1 Departmental costs have increased by £12,560 due to the pay award and staff increments within Environmental Health.
- 4.11.2 Central Support has increased by £29,910 due to the pay award and a change in the work plan of Internal Audit.
- 5 **Growth Items**
- 5.1 As mentioned earlier in the report, recycling disposal costs have increased in 2020/21 due to an increase in the disposal costs charged by external waste processing organisations and also as a result of increased volumes of recycling collected. Whilst the Council receives additional recycling credits income for the

recycling collected, the increase in income is significantly less than the increase in the disposal costs. There is a net increase in expenditure of £207,870. Recycling disposal costs are dependent on external market factors and it is unlikely recycling disposal costs will reduce in the short term, so growth of £207,870 has been included in the Recycling Budget for 2021/22 onwards.

6 Income

- 6.1 Changes in the levels of fees and charges for services under the responsibility of this Board are covered in another report on tonight's agenda. Income on fees and charges is expected to contribute to the achievement of income targets.

7 Risks to Services

- 7.1 The key risks to the budgetary position of the Council from services under the control of this Board are:

- Deteriorating condition of assets, particularly the Leisure Centres, and further economic and market pressure affecting the generation of income particularly due to the Covid-19 pandemic.
- Additional costs relating to the Refuse and Recycling Services in particular due to the Covid-19 pandemic.

A risk analysis of the likelihood and impact of the risks identified above are included in Appendix D.

8 Future Year Forecasts

- 8.1 In order to assist with medium-term financial planning, Members are provided with budget forecasts for the three years following 2021/22. The table below provides a subjective summary for those services reporting to this Board:

	Forecast Budget 2022/23 £	Forecast Budget 2023/24 £	Forecast Budget 2024/25 £
Employee Costs	4,037,990	4,133,950	4,237,730
Premises Related	591,390	602,600	610,160
Supplies and Services	1,658,430	1,691,760	1,704,060
Transport	667,430	679,910	690,650
Miscellaneous Expenditure	720	740	760
Earmarked Reserves	26,280	26,540	26,590
Additional Refuse and Recycling rounds	141,810	289,290	295,080
Gross Expenditure	7,124,050	7,424,790	7,565,030
Income	(3,271,500)	(3,406,620)	(3,474,270)
Net Controllable Expenditure	3,852,550	4,018,170	4,090,760
Departmental Support	721,500	737,960	754,190
Central Support	701,210	718,090	734,450
Capital Charges	888,760	888,760	888,760
Net Expenditure	6,164,020	6,362,980	6,468,160

- 8.2 The forecasts given above have used a number of assumptions, which include pay awards of 2% in 2022/23 to 2024/25, increases in contracts and general increases in supplies and services of 2% in 2023/24. In total, net expenditure is expected to decrease by 0.75% in 2022/23, and increase by 3.23% in 2023/24, and 1.65% in 2024/25.
- 8.3 The decrease in net expenditure in 2022/23 is based on the assumption that most of the Covid-19 impact on leisure income will have disappeared and the economy will have gradually recovered.
- 8.4 These forecasts are built up using current corporate and service plans. Where additional resources have already been approved, these are also included. However, these forecasts will be amended to reflect any amendments to the estimates, including decisions taken on any further corporate or service targets.

9 Report Implications

9.1 Finance and Value for Money Implications

9.1.1 As detailed in the body of the report.

9.2 Environment and Sustainability Implications

9.2.1 Continuing the budget strategy will allow the Council to manage its expected shortfall in resources without disruption of essential services.

9.3 Risk Management Implications

9.3.1 There are a number of risks associated with setting a budget, as assumptions are made on levels of inflation and demand for services. To minimise the risks, decisions on these have been taken using past experience and knowledge, informed by current forecasts and trends. However, the risk will be managed through the production of regular budgetary control reports, assessing the impact of any variances and the need for any further action.

The Contact Officer for this report is Nigel Lane (719371).

Background Papers

Local Government Act 1972 Section 100D, as substituted by the Local Government Act, 2000 Section 97

Background Paper No	Author	Nature of Background Paper	Date

NORTH WARWICKSHIRE BOROUGH COUNCIL
COMMUNITY AND ENVIRONMENT BOARD
SUMMARY OF GENERAL FUND REVENUE ESTIMATES

Codes	Description	Actual 2019/2020 £	Approved Budget 2020/2021 £	Revised Budget 2020/2021 £	Original Budget 2021/2022 £
3072	Polesworth Sport Centre	174,053	113,560	161,570	171,370
3075	Colleshill Leisure Centre	291,982	182,510	281,510	321,520
3077	Atherstone Leisure Complex	368,710	185,860	326,720	411,140
3081	Leisure Facilities Strategic Outcome Plan	-	-	-	-
3082-3	Memorial Hall	121,987	110,140	114,890	127,530
4002	Public Health (Commercial Pollution Control)	247,864	240,740	247,470	247,070
4003	Public Health (Domestic Pollution Control)	64,763	24,740	23,940	25,400
5000	Domestic Refuse Collection	725,317	663,450	589,960	633,090
5001	Streetscene Grounds Maintenance	21,014	8,450	5,630	18,160
5002	Trade Refuse Collection	(42,037)	(45,880)	(46,100)	(44,250)
5003	Cesspool Emptying	(12,527)	(51,870)	(28,800)	(49,410)
5004	Recycling	1,005,366	532,220	602,420	791,310
5005	Animal Control	22,948	16,220	25,730	23,220
5006	Abandoned Vehicles	2,303	2,010	2,010	2,050
5010	Amenity Cleaning	534,385	545,600	522,420	559,090
5013	Unadopted Roads	4,058	7,900	7,900	8,050
5014	Flooding And Land Drainage	1,058	-	-	-
5015	Street Furniture	3,398	1,350	1,350	1,380
5016	Atherstone Market	2,331	1,840	1,790	1,880
5019	Green Space Budget	421,402	432,670	412,960	431,330
5021	Public Health (Control of Disease) Act 1984 Burials	2,050	-	1,720	-
5023	Consultation	574	4,650	-	4,650
5025	Corporate Policy	48,255	44,120	44,120	47,790
5030	Rural Regeneration	30,228	27,390	27,390	27,980
5034	Landscape	10,345	10,260	10,570	10,780
5040	Marketing and Market Research	5,470	8,760	8,760	8,930
5044	Support to Voluntary Organisations	54,149	54,620	54,620	55,710
5047	Community Fund for Local Projects	-	-	-	-
5055	Community Development Health Improvement	25,945	32,100	32,440	33,550
5056	Community Development Safer Communities	56,009	62,840	62,840	64,740
5064	QE - Artificial Grass Pitch	(10,647)	(10,080)	(10,080)	(9,870)
7361	England's Rural Heart LEADER Partnership	(3,718)	1,050	1,040	660
7365	AFC Veterans Hubs Development	-	-	-	-
7700	Stronger & Safer Communities	-	-	-	-
7856	High Street Innovation Grants	-	-	-	-
72xx	Covid Related Expenditure	814	-	-	-
	Net Controllable Expenditure	4,177,849	3,207,220	3,486,790	3,924,850
	Departmental Support	653,418	696,400	696,400	708,960
	Central Support	617,176	658,350	658,350	688,260
	Capital	894,114	888,760	888,760	888,760
	Net Expenditure	6,342,557	5,450,730	5,730,300	6,210,830

3072 - POLESWORTH SPORTS CENTRE

Polesworth Sports Centre is a dual-use facility shared with The Polesworth School. It has a four badminton court-size hall, one squash court and a "Lifetimes" fitness suite.

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2019/2020	BUDGET 2020/2021	BUDGET 2020/2021	BUDGET 2021/2022
Employee Expenditure	302,492	265,280	266,830	272,680
Premises Related Expenditure	42,160	40,480	40,460	39,580
Supplies & Services	25,525	24,700	20,910	24,940
Transport Related Expenditure	157	-	-	-
Miscellaneous Expenditure	-	-	-	-
Earmarked Reserves	(2,107)	-	-	-
GROSS EXPENDITURE	368,227	330,460	328,200	337,200
GROSS INCOME	(194,174)	(216,900)	(166,630)	(165,830)
NET CONTROLLABLE EXPENDITURE	174,053	113,560	161,570	171,370
Departmental Support	17,421	19,260	19,260	18,780
Central Support Services	36,964	40,840	40,840	43,050
Capital Charges	19,560	14,000	14,000	14,000
NET EXPENDITURE	247,998	187,660	235,670	247,200

Contributes to corporate priority :
- Improving leisure and wellbeing opportunities

KEY PERFORMANCE INDICATORS

Operational Staff V Total Income	105.5%	108.2%	141.7%	145.6%
Operational Recovery Rate (excluding Central Support and Capital Charges)	71.6%	72.9%	56.5%	54.7%

3075 - COLESHILL LEISURE CENTRE

Coleshill Leisure Centre is situated on the site of Coleshill School and run in partnership with the school. It houses a four badminton court hall, two squash courts, a studio and a 40 station "Lifetimes" fitness suite.

DESCRIPTION	ACTUALS	APPROVED BUDGET	REVISED BUDGET	ORIGINAL BUDGET
	2019/2020	2020/2021	2020/2021	2021/2022
Employee Expenditure	462,423	400,630	400,940	409,500
Premises Related Expenditure	149,251	150,620	155,870	160,990
Supplies & Services	51,711	49,350	41,850	48,180
Transport Related Expenditure	46	-	-	-
Miscellaneous Expenditure	-	-	-	-
Earmarked Reserves	18,803	20,910	20,910	20,910
GROSS EXPENDITURE	682,234	621,510	619,570	639,580
GROSS INCOME	(390,252)	(439,000)	(338,060)	(318,060)
NET CONTROLLABLE EXPENDITURE	291,982	182,510	281,510	321,520
Departmental Support	20,145	22,470	22,470	21,750
Central Support Services	56,773	61,660	61,660	64,550
Capital Charges	104,710	101,130	101,130	101,130
NET EXPENDITURE	473,610	367,770	466,770	508,950

Contributes to corporate priority :
- Improving leisure and wellbeing opportunities

KEY PERFORMANCE INDICATORS

Operational Staff V Total Income	84.2%	81.9%	106.4%	115.5%
Operational Recovery Rate (excluding Central Support and Capital Charges)	72.4%	79.0%	61.0%	55.5%

3077 - ATHERSTONE LEISURE COMPLEX

This facility comprises a 25 metre pool, a learner pool and a "Lifetimes" fitness suite.

DESCRIPTION	ACTUALS	APPROVED BUDGET	REVISED BUDGET	ORIGINAL BUDGET
	2019/2020	2020/2021	2020/2021	2021/2022
Employee Expenditure	638,433	546,650	548,980	567,140
Premises Related Expenditure	266,485	250,890	240,430	264,860
Supplies & Services	61,884	60,070	52,250	56,990
Transport Related Expenditure	-	-	-	-
Earmarked Reserves	(513)	2,500	2,500	2,500
GROSS EXPENDITURE	966,289	860,110	844,160	891,490
GROSS INCOME	(597,579)	(674,250)	(517,440)	(480,350)
NET CONTROLLABLE EXPENDITURE	368,710	185,860	326,720	411,140
Departmental Support	22,791	25,370	25,370	24,420
Central Support Services	79,198	79,760	79,760	86,820
Capital Charges	193,520	250,950	250,950	250,950
NET EXPENDITURE	664,219	541,940	682,800	773,330

Contributes to corporate priority :
- Improving leisure and wellbeing opportunities

KEY PERFORMANCE INDICATORS

Operational Staff V Total Income	78.7%	73.3%	95.9%	106.9%
Operational Recovery Rate (excluding Central Support and Capital Charges)	75.4%	84.2%	65.9%	57.8%

3081 - Leisure Facilities Strategic Outcome Plan

This budget covers the costs of the Leisure Facilities Strategic Outcomes Planning Model exercise through which to identify the most appropriate long-term, sustainable portfolio of leisure facilities to serve the residents of North Warwickshire.

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2019/2020	BUDGET 2020/2021	BUDGET 2020/2021	BUDGET 2021/2022
Supplies & Services	-	53,000	53,000	-
Earmarked Reserves	-	(53,000)	(53,000)	-
GROSS EXPENDITURE	-	-	-	-
GROSS INCOME	-	-	-	-
NET CONTROLLABLE EXPENDITURE	-	-	-	-
Central Support Services	-	-	-	-
NET EXPENDITURE	-	-	-	-

Contributes to corporate priority :

- Improving leisure and wellbeing opportunities

3082-3083 - MEMORIAL HALL

The Council's main entertainment and function venue which is available for sports and communal use.

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2019/2020	BUDGET 2020/2021	BUDGET 2020/2021	BUDGET 2021/2022
Employee Expenditure	101,262	94,960	95,740	98,370
Premises Related Expenditure	41,978	38,360	39,300	43,150
Supplies & Services	10,480	11,970	7,200	11,580
Earmarked Reserves	-	-	-	-
GROSS EXPENDITURE	153,720	145,290	142,240	153,100
GROSS INCOME	(31,733)	(35,150)	(27,350)	(25,570)
NET CONTROLLABLE EXPENDITURE	121,987	110,140	114,890	127,530
Departmental Support	2,650	2,910	2,910	2,760
Central Support Services	12,334	12,430	12,430	13,850
Capital Charges	28,785	25,170	25,170	25,170
NET EXPENDITURE	165,756	150,650	155,400	169,310

Contributes to corporate priority :

- Improving leisure and wellbeing opportunities

KEY PERFORMANCE INDICATORS

Operational Staff V Total Income	252.7%	251.8%	325.2%	357.6%
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Operational Recovery Rate (excluding Central Support and Capital Charges)	23.9%	25.3%	20.2%	17.5%
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4002 - PUBLIC HEALTH (COMMERCIAL POLLUTION CONTROL)

This extends from dealing with noise and other statutory nuisances to the enforcement of food hygiene and health and safety in relevant premises in the Borough. Air pollution monitoring and the issue of authorisations for certain types of air polluting processes under the Environmental Protection Act 1990 are also dealt with under the budget, as well as statutory duties in respect of contaminated land.

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2019/2020	BUDGET 2020/2021	BUDGET 2020/2021	BUDGET 2021/2022
Employee Expenses	263,898	256,100	256,100	262,690
Supplies & Services	17,241	19,560	19,690	19,770
Transport Related Expenditure	-	-	-	-
Earmarked Reserves	-	-	-	-
GROSS EXPENDITURE	281,139	275,660	275,790	282,460
GROSS INCOME	(33,275)	(34,920)	(28,320)	(35,390)
NET CONTROLLABLE EXPENDITURE	247,864	240,740	247,470	247,070
Departmental Support	69,151	75,410	75,410	79,470
Central Support Services	7,802	8,380	8,380	14,140
Capital Charges	-	60	60	60
NET EXPENDITURE	324,817	324,590	331,320	340,740

Contributes to corporate priority :
- Improving leisure and wellbeing opportunities

4003 - PUBLIC HEALTH (DOMESTIC POLLUTION CONTROL)

Private sector domestic enforcement of housing standards

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2019/2020	BUDGET 2020/2021	BUDGET 2020/2021	BUDGET 2021/2022
Employee Expenses	65,190	24,710	24,710	25,390
Supplies & Services	2,124	3,580	2,780	3,630
Earmarked Reserves	-	-	-	-
GROSS EXPENDITURE	67,314	28,290	27,490	29,020
GROSS INCOME	(2,551)	(3,550)	(3,550)	(3,620)
NET CONTROLLABLE EXPENDITURE	64,763	24,740	23,940	25,400
Departmental Support	18,366	21,300	21,300	22,160
Central Support Services	5,774	7,030	7,030	6,400
Capital Charges	673	60	60	60
NET EXPENDITURE	89,576	53,130	52,330	54,020

Contributes to corporate priority :
- Improving leisure and wellbeing opportunities

5000 - DOMESTIC REFUSE COLLECTION

The collection of domestic refuse from households in the Borough. Also the collection of clinical waste from surgeries, nursing homes and private dwellings.

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2019/2020	BUDGET 2020/2021	BUDGET 2020/2021	BUDGET 2021/2022
Employee Expenditure	579,461	526,720	661,160	540,230
Premises Related Expenditure	9,179	9,120	9,000	9,300
Supplies & Services	76,234	64,120	64,650	65,320
Transport Related Expenditure	220,056	227,510	169,480	186,240
Miscellaneous Expenditure	-	-	-	-
GROSS EXPENDITURE	884,930	827,470	904,290	801,090
GROSS INCOME	(159,613)	(164,020)	(314,330)	(168,000)
NET CONTROLLABLE EXPENDITURE	725,317	663,450	589,960	633,090
Departmental Support	64,562	64,500	64,500	64,460
Central Support Services	102,174	122,290	122,290	120,070
Capital Charges	150,978	150,550	150,550	150,550
NET EXPENDITURE	1,043,031	1,000,790	927,300	968,170

Contributes to corporate priority :
- Improving leisure and wellbeing opportunities

KEY PERFORMANCE INDICATORS

No of Households	28,574	28,740	28,675	28,800
Cost per household	£36.50	£34.82	£32.34	£33.62
Maximum missed collections per 100,000 users	36	40	26	40

5001 - STREETSCENE GROUNDS MAINTENANCE

This budget covers the maintenance of informal areas of green space that are intrinsic to the streetscene.

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2019/2020	BUDGET 2020/2021	BUDGET 2020/2021	BUDGET 2021/2022
Employee Expenditure	378,195	362,600	358,980	379,100
Premises Related Expenditure	-	-	-	-
Supplies & Services	21,657	29,910	29,740	30,310
Transport Related Expenditure	70,531	72,280	73,250	74,210
Miscellaneous Expenditure	655	580	580	600
Earmarked Reserves	-	-	-	-
GROSS EXPENDITURE	471,038	465,370	462,550	484,220
GROSS INCOME	(450,024)	(456,920)	(456,920)	(466,060)
NET CONTROLLABLE EXPENDITURE	21,014	8,450	5,630	18,160
Departmental Support	34,069	43,740	43,740	45,440
Central Support	22,096	27,070	27,070	26,930
Capital Charges	38,603	31,890	31,890	31,890
NET EXPENDITURE	115,782	111,150	108,330	122,420

Contributes to corporate priorities :
- Protecting our countryside and heritage
- Improving leisure and wellbeing opportunities

5002 - TRADE REFUSE COLLECTION

Collecting waste from business premises situated in the Borough.

DESCRIPTION	ACTUALS	APPROVED BUDGET	REVISED BUDGET	ORIGINAL BUDGET
	2019/2020	2020/2021	2020/2021	2021/2022
Employee Expenditure	14,452	11,240	11,240	11,560
Supplies & Services	219,523	221,040	223,590	228,070
GROSS EXPENDITURE	233,975	232,280	234,830	239,630
GROSS INCOME	(276,012)	(278,160)	(280,930)	(283,880)
NET CONTROLLABLE EXPENDITURE	(42,037)	(45,880)	(46,100)	(44,250)
Departmental Support	14,452	14,160	14,160	14,030
Central Support Services	17,456	16,290	16,290	15,480
NET EXPENDITURE	(10,129)	(15,430)	(15,650)	(14,740)

Contributes to corporate priority :
- Responsible financial and resource management

KEY PERFORMANCE INDICATORS

Number of Trade Bins	485	476	484	484
Gross cost per bin collected	£548.21	£551.95	£548.10	£556.07
Net cost per bin collected	-£20.88	-£32.42	-£32.33	-£30.45

5003 - CESSPOOL EMPTYING

The collection and disposal of cesspool and septic tank waste from properties in the Borough.

DESCRIPTION	ACTUALS	APPROVED BUDGET	REVISED BUDGET	ORIGINAL BUDGET
	2019/2020	2020/2021	2020/2021	2021/2022
Employee Expenditure	43,589	38,300	39,930	40,740
Premises Related Expenditure	-	110	110	110
Supplies & Services	33,365	23,690	35,260	24,370
Transport Related Expenditure	39,066	25,710	24,750	27,400
Miscellaneous Expenditure	-	100	100	100
Earmarked Reserves	-	-	-	-
GROSS EXPENDITURE	116,020	87,910	100,150	92,720
GROSS INCOME	(128,547)	(139,780)	(128,950)	(142,130)
NET CONTROLLABLE EXPENDITURE	(12,527)	(51,870)	(28,800)	(49,410)
Departmental Support	12,855	13,420	13,420	13,680
Central Support Services	13,826	27,070	27,070	26,820
Capital Charges	15,102	14,770	14,770	14,770
NET EXPENDITURE	29,256	3,390	26,460	5,860

Contributes to corporate priorities :
- Responsible financial and resource management
- Improving leisure and wellbeing opportunities

KEY PERFORMANCE INDICATORS

Number of emptyings	1,091	1,141	1,077	1,077
Gross cost per emptying	£144.64	£125.51	£144.30	£137.41
Net (surplus)/cost per emptying	£26.82	£2.97	£24.57	£5.44

5004 - RECYCLING

An in-house service which collects and recycles green and recyclable waste.

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2019/2020	BUDGET 2020/2021	BUDGET 2020/2021	BUDGET 2021/2022
Employee Expenses	673,027	656,860	837,650	688,390
Premises Related Expenditure	-	120	120	120
Supplies & Services	389,148	327,340	569,960	581,420
Transport Related Expenditure	233,195	237,500	284,090	269,370
Earmarked Reserves	15,000	-	-	-
GROSS EXPENDITURE	1,310,370	1,221,820	1,691,820	1,539,300
GROSS INCOME	(305,004)	(689,600)	(1,089,400)	(747,990)
NET CONTROLLABLE EXPENDITURE	1,005,366	532,220	602,420	791,310
Departmental Support	39,171	38,080	38,080	38,730
Central Support Services	48,009	50,320	50,320	58,690
Capital Charges	180,635	145,110	145,110	145,110
NET EXPENDITURE	1,273,181	765,730	835,930	1,033,840

Contributes to corporate priority :

- Promoting sustainable and vibrant communities

KEY PERFORMANCE INDICATORS

Number of Households	28,574	28,740	28,675	28,800
Cost per household	£44.56	£26.64	£29.15	£35.90
Tonnes of recycle material collected	12,288	12,580	13,340	13,340
% of waste recycled	45%	50%	48%	50%

5005 - ANIMAL CONTROL

Dealing with rats, mice, wasps and certain insects in domestic and non-food business premises. Also sewer baiting for rats in main sewers for Severn Trent Water.

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2019/2020	BUDGET 2020/2021	BUDGET 2020/2021	BUDGET 2021/2022
Employee Expenses	17,143	21,900	21,900	22,510
Supplies & Services	8,187	8,990	7,770	9,080
Transport Related Expenditure	4,180	5,100	3,100	4,810
Earmarked Reserves	-	-	-	-
GROSS EXPENDITURE	29,510	35,990	32,770	36,400
GROSS INCOME	(6,562)	(19,770)	(7,040)	(13,180)
NET CONTROLLABLE EXPENDITURE	22,948	16,220	25,730	23,220
Departmental Support	8,035	9,960	9,960	10,430
Central Support Services	16,577	11,830	11,830	11,780
Capital Charge	2,619	4,290	4,290	4,290
NET EXPENDITURE	50,179	42,300	51,810	49,720

Contributes to corporate priority :

- Improving leisure and wellbeing opportunities

- Promoting sustainable and vibrant communities

5006 - ABANDONED VEHICLES

Service provided to deal with abandoned vehicles within the Borough.

DESCRIPTION	ACTUALS 2019/2020	APPROVED BUDGET 2020/2021	REVISED BUDGET 2020/2021	ORIGINAL BUDGET 2021/2022
Employee Expenditure	331	-	-	-
Supplies & Services	2,122	2,160	2,160	2,200
GROSS EXPENDITURE	2,453	2,160	2,160	2,200
GROSS INCOME	(150)	(150)	(150)	(150)
NET CONTROLLABLE EXPENDITURE	2,303	2,010	2,010	2,050
Departmental Support	4,917	4,980	4,980	5,150
Central Support Services	541	570	570	560
NET EXPENDITURE	7,761	7,560	7,560	7,760

Contributes to corporate priorities :

- Protecting our countryside and heritage

5010 - AMENITY CLEANING

Street cleaning and road sweeping throughout the Borough. Also site clearance of tipped rubbish.

DESCRIPTION	ACTUALS 2019/2020	APPROVED BUDGET 2020/2021	REVISED BUDGET 2020/2021	ORIGINAL BUDGET 2021/2022
Employee Expenditure	422,522	429,710	411,180	435,650
Premises Related Expenditure	28,584	23,010	23,010	23,470
Supplies & Services	23,530	17,400	17,330	17,650
Transport Related Expenditure	84,641	81,010	76,430	87,960
Earmarked Reserves	(11,231)	-	-	-
GROSS EXPENDITURE	548,046	551,130	527,950	564,730
GROSS INCOME	(13,661)	(5,530)	(5,530)	(5,640)
NET CONTROLLABLE EXPENDITURE	534,385	545,600	522,420	559,090
Departmental Support	58,046	61,860	61,860	63,890
Central Support Services	33,670	43,540	43,540	36,530
Capital Charges	31,214	56,030	56,030	56,030
NET EXPENDITURE	657,315	707,030	683,850	715,540

Contributes to corporate priorities :

- Protecting our countryside and heritage

- Improving leisure and wellbeing opportunities

5013 - UNADOPTED ROADS

A small budget to provide minor repairs to the Council's unadopted roads.

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2019/2020	BUDGET 2020/2021	BUDGET 2020/2021	BUDGET 2021/2022
Employee Expenditure	747	-	-	-
Supplies & Services	3,311	7,900	7,900	8,050
GROSS EXPENDITURE	4,058	7,900	7,900	8,050
GROSS INCOME	-	-	-	-
NET CONTROLLABLE EXPENDITURE	4,058	7,900	7,900	8,050
Departmental Support	9,262	11,340	11,340	11,650
Central Support Services	604	740	740	740
NET EXPENDITURE	13,924	19,980	19,980	20,440

Contributes to corporate priority :
- Creating safer communities

5014 - DRAIN UNBLOCKING AND LAND DRAINAGE

A service to the Borough's residents to provide assistance in times of flooding, and the provision of professional assistance in cases where land is saturated.

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2019/2020	BUDGET 2020/2021	BUDGET 2020/2021	BUDGET 2021/2022
Employee Expenses	1,058	-	-	-
Supplies & Services	-	-	-	-
NET CONTROLLABLE EXPENDITURE	1,058	-	-	-
Departmental Support	9,262	11,340	11,340	11,650
Central Support Services	5,861	6,400	6,400	6,550
Capital Charges	2,652	2,650	2,650	2,650
NET EXPENDITURE	18,833	20,390	20,390	20,850

Contributes to corporate priority :
- Creating safer communities

5015 - STREET FURNITURE

The maintenance and replacement of street furniture e.g. benches and bollards.

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2019/2020	BUDGET 2020/2021	BUDGET 2020/2021	BUDGET 2021/2022
Employee Expenses	411	-	-	-
Supplies & Services	2,987	1,350	1,350	1,380
NET CONTROLLABLE EXPENDITURE	3,398	1,350	1,350	1,380
Departmental Support	4,154	4,160	4,160	4,260
Central Support Services	1,140	1,300	1,300	1,290
NET EXPENDITURE	8,692	6,810	6,810	6,930

Contributes to corporate priority :
- Creating safer communities

5016 - ATHERSTONE MARKET

The market is held every Tuesday and Friday at the Market Square in Atherstone. It is principally run by Atherstone Town Council in conjunction with Hinckley & Bosworth Borough Council.

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2019/2020	BUDGET 2020/2021	BUDGET 2020/2021	BUDGET 2021/2022
Employee Expenses	519	-	-	-
Premises Related Expenditure	1,812	1,840	1,790	1,880
NET CONTROLLABLE EXPENDITURE	2,331	1,840	1,790	1,880
Departmental Support	956	1,020	1,020	1,040
Central Support Services	410	480	480	430
NET EXPENDITURE	3,697	3,340	3,290	3,350

Contributes to corporate priority :
- Promoting sustainable and vibrant communities

5019 - GREEN SPACE BUDGET

The management and maintenance of parks, recreation grounds and other open spaces in order to enhance the quality and visual appearance of the environment and provide opportunities for formal and informal recreation and play. Costs relating to Pitches and Pavilions are also included

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2019/2020	BUDGET 2020/2021	BUDGET 2020/2021	BUDGET 2021/2022
Employee Expenditure	69,390	57,730	57,730	59,330
Premises Related Expenditure	35,559	39,690	24,040	36,860
Supplies & Services	373,303	350,700	343,970	350,850
Miscellaneous Expenditure	-	-	-	-
Earmarked Reserves	(16,126)	-	-	-
GROSS EXPENDITURE	462,126	448,120	425,740	447,040
GROSS INCOME	(40,724)	(15,450)	(12,780)	(15,710)
NET CONTROLLABLE EXPENDITURE	421,402	432,670	412,960	431,330
Departmental Support	58,612	60,690	60,690	61,470
Central Support Services	72,442	54,650	54,650	54,480
Capital Charge	119,706	90,210	90,210	90,210
NET EXPENDITURE	672,162	638,220	618,510	637,490

KEY PERFORMANCE INDICATORS

Number of Play Areas	26	26	26	26
Number of play areas meeting the safety, DDA and Play Value standard	26	26	26	26
Number of Pitches	7	7	12	12
Number of Teams	17	17	25	25
Number of Hirers	17	17	25	25
Budgeted income per team	£330.29	£313.53	£106.40	£215.20

Contributes to corporate priorities :

- Improving leisure and wellbeing opportunities
- Promoting sustainable and vibrant communities

5021 - PUBLIC HEALTH (CONTROL OF DISEASE) ACT 1984 BURIALS

Making arrangements for burial or cremation of the body of any person who has died or been found dead in the Borough where it appears that no suitable arrangements are being made for disposal of the body.

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2019/2020	BUDGET 2020/2021	BUDGET 2020/2021	BUDGET 2021/2022
Employee Expenditure	157	-	-	-
Supplies & Services	3,000	-	1,720	-
GROSS EXPENDITURE	3,157	-	1,720	-
GROSS INCOME	(1,107)	-	-	-
NET CONTROLLABLE EXPENDITURE	2,050	-	1,720	-
Departmental Support	3,610	2,720	2,720	2,800
Central Support Services	262	270	270	6,400
NET EXPENDITURE	5,922	2,990	4,710	9,200

5023 - CONSULTATION

This budget shows the corporate cost of public consultation, focus groups and maintenance of the Citizens' Panel.

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2019/2020	BUDGET 2020/2021	BUDGET 2020/2021	BUDGET 2021/2022
Employee Expenditure	574	-	-	-
Supplies & Services	-	4,650	-	4,650
NET CONTROLLABLE EXPENDITURE	574	4,650	-	4,650
Departmental Support	3,854	6,640	6,640	6,900
Central Support	2,669	2,860	2,860	2,960
NET EXPENDITURE	7,097	14,150	9,500	14,510

Contributes to corporate priority :
- Responsible financial and resource management

5025 - CORPORATE POLICY

The purpose of this budget is to support projects and initiatives developed from the North Warwickshire Community Safety Partnership Plan, the Council's equality policy and other corporate policy initiatives.

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2019/2020	BUDGET 2020/2021	BUDGET 2020/2021	BUDGET 2021/2022
Employee Expenditure	32,522	29,040	29,040	29,840
Premises Related Expenditure	569	420	420	430
Supplies & Services	11,090	35,260	35,260	35,960
Miscellaneous Expenditure	16,330	-	-	-
Earmarked Reserves	(12,256)	(20,270)	(20,270)	(18,100)
GROSS EXPENDITURE	48,255	44,450	44,450	48,130
GROSS INCOME	-	(330)	(330)	(340)
NET CONTROLLABLE EXPENDITURE	48,255	44,120	44,120	47,790
Departmental Support	19,101	20,750	20,750	22,020
Central Support	20,789	15,430	15,430	14,770
Capital Charges	5,041	-	-	-
NET EXPENDITURE	93,186	80,300	80,300	84,580

Contributes to corporate priorities :
- Creating safer communities
- Promoting sustainable and vibrant communities

5030 - RURAL REGENERATION

A service providing support and assistance to improve and develop local communities in North Warwickshire ensuring their long term sustainability, particularly through supporting implementation of parish plans.

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2019/2020	BUDGET 2020/2021	BUDGET 2020/2021	BUDGET 2021/2022
Employee Expenditure	29,563	26,120	26,120	26,680
Premises Related Expenditure	-	-	-	-
Supplies & Services	35,106	1,270	1,270	1,300
Miscellaneous Expenditure	-	-	-	-
Earmarked Reserves	(34,441)	-	-	-
GROSS EXPENDITURE	30,228	27,390	27,390	27,980
GROSS INCOME	-	-	-	-
NET CONTROLLABLE EXPENDITURE	30,228	27,390	27,390	27,980
Departmental Support	37,878	40,080	40,080	40,500
Central Support	1,859	7,600	7,600	8,620
NET EXPENDITURE	69,965	75,070	75,070	77,100

Contributes to corporate priority :
- Promoting sustainable and vibrant communities

5034 - LANDSCAPE

This service provides for monitoring and enhancing the built and natural environment of the Borough.

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2019/2020	BUDGET 2020/2021	BUDGET 2020/2021	BUDGET 2021/2022
Employee Expenses	81	-	-	-
Supplies & Services	10,264	10,260	10,570	10,780
NET CONTROLLABLE EXPENDITURE	10,345	10,260	10,570	10,780
Departmental Support	1,295	1,210	1,210	1,250
Central Support Services	277	330	330	310
NET EXPENDITURE	11,917	11,800	12,110	12,340

Contributes to corporate priority :
- Protecting our countryside and heritage

5040 - MARKETING & MARKET RESEARCH

The marketing and promotion of all aspects of the leisure centres and community development activity.

DESCRIPTION	ACTUALS	APPROVED BUDGET	REVISED BUDGET	ORIGINAL BUDGET
	2019/2020	2020/2021	2020/2021	2021/2022
Employee Expenditure	433	-	-	-
Supplies & Services	5,037	8,760	8,760	8,930
Earmarked Reserves	-	-	-	-
NET CONTROLLABLE EXPENDITURE	5,470	8,760	8,760	8,930
Departmental Support	5,440	5,400	5,400	5,510
Central Support Services	848	1,960	1,960	1,080
NET EXPENDITURE	11,758	16,120	16,120	15,520

Contributes to corporate priority :
- Improving leisure and wellbeing opportunities

5044 - SUPPORT TO VOLUNTARY ORGANISATIONS

Annual grants to the North Warwickshire Citizens Advice Bureau and Warwickshire Community and Voluntary Action (CAVA)

DESCRIPTION	ACTUALS	APPROVED BUDGET	REVISED BUDGET	ORIGINAL BUDGET
	2019/2020	2020/2021	2020/2021	2021/2022
Employee Expenditure	1,256	-	-	-
Supplies & Services	62,893	54,620	54,620	55,710
Earmarked Reserves	(10,000)	-	-	-
NET CONTROLLABLE EXPENDITURE	54,149	54,620	54,620	55,710
Departmental Support	19,778	22,030	22,030	22,410
Central Support Services	1,238	1,610	1,610	1,360
NET EXPENDITURE	75,165	78,260	78,260	79,480

Contributes to corporate priorities :
- Creating safer communities
- Improving leisure and wellbeing opportunities
- Promoting sustainable and vibrant communities

5047 - COMMUNITY FUND FOR LOCAL PROJECTS

Community Fund from which local organisations can obtain funding for local projects.

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2019/2020	BUDGET 2020/2021	BUDGET 2020/2021	BUDGET 2021/2022
Supplies & Services	3,800	-	196,200	-
Earmarked Reserves	(3,800)	-	(196,200)	-
NET EXPENDITURE	-	-	-	-

Contributes to corporate priorities :

- Creating safer communities
- Improving leisure and wellbeing opportunities
- Promoting sustainable and vibrant communities

5055 - COMMUNITY DEVELOPMENT HEALTH IMPROVEMENT

To work with partners to develop and co-ordinate initiatives designed to improve health and remove health inequalities concentrating on prevention rather than cure.

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2019/2020	BUDGET 2020/2021	BUDGET 2020/2021	BUDGET 2021/2022
Employee Expenditure	33,935	34,530	34,530	35,490
Premises Related Expenditure	815	-	-	-
Supplies & Services	14,246	11,120	11,120	11,160
Transport Related Expenditure	2,637	3,450	3,790	3,900
Earmarked Reserves	(3,688)	-	-	(17,000)
GROSS EXPENDITURE	47,945	49,100	49,440	33,550
GROSS INCOME	(22,000)	(17,000)	(17,000)	-
NET CONTROLLABLE EXPENDITURE	25,945	32,100	32,440	33,550
Departmental Support	39,268	41,710	41,710	42,110
Central Support Services	12,818	12,650	12,650	20,440
Capital Charges	-	-	-	-
NET EXPENDITURE	78,031	86,460	86,800	96,100

Contributes to corporate priorities :

- Improving leisure and wellbeing opportunities
- Promoting sustainable and vibrant communities

5056 - COMMUNITY DEVELOPMENT SAFER COMMUNITIES

To work with partners to develop and co-ordinate initiatives and projects designed to make North Warwickshire a safer place to live, work and visit.

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2019/2020	BUDGET 2020/2021	BUDGET 2020/2021	BUDGET 2021/2022
Employee Expenditure	39,540	34,530	34,530	35,490
Premises Related Expenditure	2,135	370	370	750
Supplies & Services	27,507	27,940	27,940	28,500
Transport Related Expenditure	-	-	-	-
Earmarked Reserves	-	-	-	-
GROSS EXPENDITURE	69,182	62,840	62,840	64,740
GROSS INCOME	(13,173)	-	-	-
NET CONTROLLABLE EXPENDITURE	56,009	62,840	62,840	64,740
Departmental Support	39,468	41,710	41,710	42,110
Central Support Services	9,935	9,910	9,910	10,020
Capital Charges	-	1,890	1,890	1,890
NET EXPENDITURE	105,412	116,350	116,350	118,760

Contributes to corporate priority :
- Creating safer communities

5064 - QE - ARTIFICIAL GRASS PITCH

An artificial grass pitch was constructed at Queen Elizabeth School in Atherstone in 2011, which is capable of hosting a range of sporting activities all year round whatever the weather. The pitch is run in partnership with Queen Elizabeth School, with the Council managing community use of the pitch. In addition the council now manages the community use of the school sports hall.

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2019/2020	BUDGET 2020/2021	BUDGET 2020/2021	BUDGET 2021/2022
Employee Expenditure	14,175	16,430	16,170	16,670
Premises Related Expenditure	2,232	3,500	2,570	2,620
Supplies & Services	6,307	6,520	3,780	6,550
Miscellaneous Expenditure	-	-	-	-
Earmarked Reserves	10,788	2,420	(4,410)	390
GROSS EXPENDITURE	33,502	28,870	18,110	26,230
GROSS INCOME	(44,149)	(38,950)	(28,190)	(36,100)
NET CONTROLLABLE EXPENDITURE	(10,647)	(10,080)	(10,080)	(9,870)
Departmental Support	14,849	8,180	8,180	8,130
Central Support Services	1,209	1,900	1,900	1,740
NET EXPENDITURE	5,411	-	-	-

Contributes to corporate priority :
- Improving leisure and wellbeing opportunities

7361 - ENGLAND'S RURAL HEART LEADER PARTNERSHIP (externally funded)

The Council is the accountable body for the North Warwickshire and Hinckley and Bosworth LEADER Programme, which has been awarded £1.416m (from DEFRA and the European Union) as part of the Rural Development Programme for England (RDPE). Payments to supported projects over the period from 2015 to 2020 will be made directly by the Rural Payments Agency (RPA). This budget, therefore, represents the Management and Administration costs awarded to the Council to manage the programme.

DESCRIPTION	ACTUALS	APPROVED BUDGET	REVISED BUDGET	ORIGINAL BUDGET
	2019/2020	2020/2021	2020/2021	2021/2022
Employee Expenditure	47,290	24,260	43,490	12,580
Premises Related Expenditure	800	250	250	260
Supplies and Services	8,985	7,850	7,790	7,550
Transport Related Expenditure	416	1,120	1,120	1,120
Miscellaneous Expenditure	-	-	-	-
GROSS EXPENDITURE	57,491	33,480	52,650	21,510
GROSS INCOME	(61,209)	(32,430)	(51,610)	(20,850)
NET CONTROLLABLE EXPENDITURE	(3,718)	1,050	1,040	660
Central Support	31,621	31,180	31,180	31,400
Capital Charges	316	-	-	-
NET EXPENDITURE	28,219	32,230	32,220	32,060

Contributes to corporate priority :

- Promoting sustainable and vibrant communities
- Supporting employment and business

7365 - ARMED FORCES COVENANT VETERAN HUBS DEVELOPMENT

The Armed Forces Covenant (AFC) is a promise from the nation ensuring that those who serve or who have served in the Armed Forces and their families, should be treated with fairness and respect in the communities, economy and society they serve with their lives.

DESCRIPTION	ACTUALS	APPROVED BUDGET	REVISED BUDGET	ORIGINAL BUDGET
	2019/2020	2020/2021	2020/2021	2021/2022
Supplies and Services	17,389	-	7,670	-
Transport	1,414	-	-	-
Earmarked Reserves	(2,803)	-	-	-
GROSS EXPENDITURE	16,000	-	7,670	-
GROSS INCOME	(16,000)	-	(7,670)	-
NET CONTROLLABLE EXPENDITURE	-	-	-	-

Contributes to corporate priority :

- Creating safer communities
- Improving leisure and wellbeing opportunities
- Promoting sustainable and vibrant communities
- Supporting employment and business

7700 - STRONGER & SAFER COMMUNITIES

Grant funded position which provided assistance to local community projects to provide activities for communities

DESCRIPTION	ACTUALS	APPROVED BUDGET	REVISED BUDGET	ORIGINAL BUDGET
	2019/2020	2020/2021	2020/2021	2021/2022
Supplies & Services	11,486	-	14,270	-
Miscellaneous Expenditure	20,905	-	21,000	-
GROSS EXPENDITURE	32,391	-	35,270	-
GROSS INCOME	(32,391)	-	(35,270)	-
NET CONTROLLABLE EXPENDITURE	-	-	-	-

Contributes to corporate priority :
- Creating safer communities

7856-HIGH STREET INNOVATION GRANTS

The Government awarded £100,000 to this Council under the High Street Innovation Fund, part of the Portas scheme to renew the "High Street". The Council received the money as a result of the number of empty business premises as a whole, rather than just in the "High Street" shopping areas.

The money is intended to help Councils support retailers against recent trends, such as the effects of the internet and out of town shopping areas.

DESCRIPTION	ACTUALS	APPROVED BUDGET	REVISED BUDGET	ORIGINAL BUDGET
	2019/2020	2020/2021	2020/2021	2021/2022
Supplies & Services	1,150	-	20,000	-
Earmarked Reserves	(1,150)	-	(20,000)	-
NET CONTROLLABLE EXPENDITURE	-	-	-	-

Contributes to corporate priority :
- Supporting employment and business

7200,7201,7209 - COVID RELATED EXPENSES

This budget shows some of the additional expenditure incurred due to Covid-19 to support shielding, leisure and Streetscape services.

DESCRIPTION	ACTUALS	APPROVED BUDGET	REVISED BUDGET	ORIGINAL BUDGET
	2019/2020	2020/2021	2020/2021	2021/2022
Employee Expenditure	-	-	27,400	-
Premises Related Expenditure	-	-	4,320	-
Supplies & Services	814	-	15,940	-
Transport Related Expenditure	-	-	211,650	-
Miscellaneous Expenditure	-	-	-	-
Earmarked Reserves	-	-	-	-
GROSS EXPENDITURE	814	-	259,310	-
GROSS INCOME	-	-	(259,310)	-
NET CONTROLLABLE EXPENDITURE	814	-	-	-
Departmental Support	-	-	-	-
Central Support Services	-	-	-	-
Capital Charges	-	-	-	-
NET EXPENDITURE	814	-	-	-

SAVINGS INCLUDED WITHIN 2021/22

Board	Description	2021/22 £
C & E	Reduction in business rates	2,120
C & E	Reduction in car lump sum allowances	1,240
	Community and Environment Total	3,360

Risk Analysis

	Likelihood	Potential impact on Budget
Deteriorating condition of assets, particularly the Leisure Centres, and further economic and market pressure affecting the generation of income particularly due to the Covid-19 pandemic.	High	High
Additional Costs relating to the Refuse and Recycling services in particular due to the Covid-19 pandemic.	Medium	Medium

Agenda Item No 7

Community and Environment Board

18 January 2021

Report of the Corporate Director - Resources

Capital Programme 2021/22 to 2023/24

1 Summary

- 1.1 This report identifies proposals for schemes to be included within the Council's capital programme over the next three years.

Recommendations to the Board

- a That the Board supports the schemes previously approved within the Council's three-year capital programme; and
- b That the Board notes the schemes which will not be included within the capital programme.

2 Introduction

- 2.1 The Council has a shortfall of capital resources when compared against potential capital schemes. As a result, schemes considered to be non essential were not included in the three year capital programme for 2020/21 to 2022/23 approved last February. The same approach will be required for setting the capital programme for 2021/22 to 2023/24.

3 Schemes Currently In the Approved Capital Programme

- 3.1 **Leisure Equipment** - Equipment at the Council's three leisure facilities is in constant need of updating and renewal if the product offering is going to continue to conform to health and safety standards and meet customer demands and expectations. The capital allocation will enable facility managers to meet legislative requirements, to maintain service standards and to protect significant levels of income.
- 3.2 **Play Area Replacement Programme** – In line with the approved Development Programme, detailed consideration will be given to the scheduled replacement/refurbishment of play area facilities at Polesworth, Corley, Hurley and Wood End in 2021/22, the last significant improvements to which were made 15 years ago. Thereafter consideration will be given to the need for improvement works at the play area facilities in Dordon and Mancetter in 2022/23.

... 3.3 A detailed breakdown of these schemes can be found in Appendix A.

4 Schemes for Inclusion in the Approved Capital Programme

4.1 There are no additional schemes to be considered for approval in the three year capital programme.

4.2 Schemes relating to this Board which were considered to be non essential at this time, or unaffordable and were excluded from the programme, are shown in Appendix B.

...

5 Report Implications

5.1 Finance and Value for Money Implications

5.1.1 In terms of the overall capital programme, the bids included in this report will be collated into an overall programme and submitted to the Executive Board for final approval on 15th February 2021.

5.1.2 Due to the surplus of schemes to the capital resources available, Members of this Board should be aware that if schemes not currently approved are to be moved into the recommended capital programme, they may only do so if another approved scheme is reduced or deleted, or additional resources are found.

5.2 Safer Communities Implications

5.2.1 The identified schemes would have positive implications for the development of safer communities, in that the provision of good quality leisure opportunities reduces the likelihood of criminal and/or anti-social behaviour.

5.3 Environment and Sustainability Implications

5.3.1 Capital investment is required if the Council is to maintain and enhance both its assets and the quality and consistency of its services to the community.

5.4 Equality Implications

5.4.1 Public authorities are required to have due regard to the aims of the general equality duty when making decisions and when setting policies. The Council will need to consider if there will be any adverse impacts for particular groups as defined by the protected characteristics in making any decisions about the allocations of resources.

5.5 Risk Management Implications

5.5.1 The risks associated with the failure to undertake the proposed schemes are taken into account in assessing whether the schemes are essential or non-essential.

5.6 **Links to Council's Priorities**

- 5.6.1 The capital projects proposed for inclusion will contribute to improving recycling, enhancing community involvement and access to services and tackling health inequalities through improving well-being and providing leisure opportunities to all our citizens.

The Contact Officer for this report is Daniel Hogan (719337).

Draft Capital Programme - Approved Schemes

Name of the Scheme	Basic Details of the Scheme	Year 1	Year 2	Year 3	Total
		2021/22	2022/23	2023/24	3 Year Programme
Leisure Equipment	To replace the equipment used in the execution of various activity programmes in each of the leisure centres that conforms to industry and market standards relating to customer needs and safety requirements. The proposed investment protects significant levels of income. Whilst fitness equipment has been replaced over the last few years, there is other sports equipment that is in need of renewal.	30,000	20,000	20,000	70,000
Play Area Replacement Programme	Planned replacement of play facilities - Year 1 at Polesworth, Corley, Hurley, Wood End; Year 2 at Mancetter and Dordon (Kitwood Avenue).	200,000	100,000	-	300,000
TOTAL		230,000	120,000	20,000	370,000

Draft Capital Programme - Unapproved Schemes

Name of the Scheme	Basic Details of the Scheme	Essential or Non Essential	Year 1	Year 2	Year 3	Total
			2021/22	2022/23	2023/24	3 Year Programme
Improvements to Ansley Hall Sports Ground to include refurbishment of Pavilion	If a review shows a need to retain Ansley Hall Sports Ground, there will be a need to carry out improvement works at the sports pavilion, the extent and nature of which will be determined once future management options for the site have been agreed.	Non Essential	-	35,000	-	35,000
TOTAL			-	35,000	-	35,000

Agenda Item No 8

Community and Environment Board

18 January 2021

Report of the Director of Leisure and Community Development

Leisure Facilities: Service Improvement Plan

1 Summary

- 1.1 Due to the Coronavirus pandemic and the enforced closure of leisure facilities, initially for a period of approximately four months, a revised 2020 / 21 Service Improvement Plan (SIP) was approved by the Board at its meeting held in October 2020. Appended to this report is a copy of the revised SIP, which details the progress made to date against each of the identified proposed actions.

Recommendation to the Board

That the Board notes and comments upon the progress made against the requirements identified in the approved 2020/21 Leisure Facilities Service Improvement Plan

2 Consultation

- 2.1 Consultation has taken place with relevant Members and any comments received will be reported verbally at the meeting.

3 Introduction

- 3.1 In order to provide a more focused approach to service delivery, in July 2018, the Board adopted its first Leisure Facilities Service Improvement Plan (SIP). At its meeting held in March 2020, the Board approved a revised SIP, which was intended to guide activity through until the end of March 2021. As Members will be aware, however, the leisure facilities were almost immediately required to close due to the COVID-19 pandemic, which, in turn, resulted in the need to review and re-draft the SIP. This latest version of the 2020 / 21 SIP, which sought to take account of the rapidly changing pandemic environment, was considered and approved by the Board at its meeting held in October 2020. A copy of the revised Plan, which details the key actions, work programmes and improvements to be achieved by March 2021, is attached at Appendix A. The Plan continues to seek to highlight those matters that the Board has determined are important in order to enhance the quality and financial viability of the service delivered through its leisure facilities.

...

4 **Service Improvement Plan: Progress**

- 4.1 The revised SIP (Appendix A) evidences the progress made by the leisure facilities through to the end of November 2020. The Board is invited to comment on that progress, which has obviously been made in very challenging and unique times. Significant updates within the leisure facilities up to the end of December 2020 will be circulated to the Board prior to the meeting, although Members will be aware that the centres have again been required to close to the public due to Warwickshire being placed within Tier 4 of the pandemic restrictions and more recently by the further lockdown.
- 4.2 As agreed with Members, this report does not seek to provide detailed commentary on the progress being made in respect of each action identified within the SIP. Instead, it aims to update the Board on the key areas of recent progress made within the leisure facilities. Members, however, are invited to comment and advise on any areas of activity upon which they wish Officers to focus in order to improve the operational and financial sustainability of the facilities when they are allowed to re-open.
- 4.3 Following the announcement of the second Coronavirus-related lockdown, the facilities were again closed at short notice, with effect from 5 November 2020. The closure was undertaken efficiently by Leisure Facilities staff and the communication with customers and the general public was clear, consistent and well received. Importantly, an adapted service offering was maintained online, which included:
- A “paid for” online Zoom fitness class timetable
 - A “paid for” online Zoom gymnastics programme at Coleshill Leisure Centre and Polesworth Sports Centre
 - Free online swimming resources and drills
 - Free online social drop-in sessions for bowls and other groups

 - Phlebotomy services continue to be available at the centres in Atherstone (Memorial Hall) and Coleshill
- 4.4 The “paid for” services generated approximately £1,000 in income receipts, whilst the free services received positive levels of engagement.
- 4.5 As Members will be aware, the leisure facilities re-opened to the public on 2 December 2020, albeit with a restricted service programme due to Warwickshire’s position within Tier 3 (Very High) of the Coronavirus alert levels. Unfortunately, the county’s move into Tier 4 required a further closure which continues in effect with the national lockdown. At the time of writing this report, it is not known for certain when the facilities will be permitted to re-open however, the current restrictions regulations are in effect until 31 March 2021 and further restrictions may follow.
- 4.6 At its meeting held in October 2020, it was agreed that authority be delegated to the Director of Leisure and Community Development, in consultation with the Chairman, Vice-Chairman and Opposition Spokesperson for the

Community and Environment Board to amend the Christmas / New Year opening hours of the leisure facilities. A report detailing the outcome of consultation with staff and customers was produced that identified the minimal service impacts of a proposed reduction in opening hours across the three sites. In view of the financial saving to the Authority of approximately £4,856, the proposed changes to the opening hours were approved by Members. A copy of the associated report was circulated to the Board on 7 December 2020.

- 4.7 Further to having worked closely with the Community Development section to secure Tackling Inequalities funding from Think Active, Leisure Facilities staff will deliver subsidised Yoga exercise sessions to Year 11 students from The Queen Elizabeth Academy and The Polesworth School between February and June 2021. The sessions will be delivered in accordance with Coronavirus guidelines to the extent allowed by the regulations in place at the time.
- 4.8 The Yoga instructors will provide 18 sessions in each locality, with capacity for 10 young people at each session. The aim of the initiative is to support students who have found it difficult, mentally and physically, in their return to school during the pandemic or to help those students who are struggling with exam-related stress. The sessions will teach appropriate coping strategies, as well as promoting the benefits of physical activity. The programme is designed to create a pathway for the students from the funded programme into the regular sessions delivered at the leisure facilities. Subject to Coronavirus restrictions, the last six weeks of the programme will provide the students with a pass, giving them access to all of the activities on offer at the leisure centres to further embed the importance of physical activity on physical and mental wellbeing.
- 4.9 Whilst Coronavirus restrictions have prevented staff from holding face to face forums, customers' views have been sought on how safe and engaging they have found the facilities and their services through a survey posted on the Leisure webpage and the Authority's social media channels. The survey went online in December and a verbal summary of feedback will be presented to the Board at its meeting.
- 4.10 In a concerted effort to incentivise the public to return to leisure facilities, to get healthy, to stay fit and to grow the membership base, it was intended to run a "Better Year, happier You" promotion throughout January, which would offer new customers an opportunity to pay nothing until their first payment becomes due in February. The promotion was scheduled to operate alongside the "Red January" national campaign, to support physical activity and mental health awareness. An opportunity for existing members to secure a free month was also to be made available through a "Refer a Friend" scheme. The opportunity to run these promotional campaigns will be reviewed during the current period of closure.
- 4.11 Building on initiatives previously reported to the Board, Leisure Facilities staff, in conjunction with their colleagues in the Community Development section, have continued to seek ways both to develop the momentum generated

through the “Year of Wellbeing” and use health and exercise activity to enhance awareness of the Birmingham 2022 Commonwealth Games. Under a “Common Health Aims” (as opposed to Common-Wealth-Games) brand, staff planned a number of enjoyable events through which to engage the community, whilst also raising awareness about the importance of physical and mental health. Unfortunately, the pandemic and second lockdown have meant that these events, a sample of which are listed below, will have to be re-scheduled and undertaken in 2021.

- In support of “Men’s Health Awareness Month” (November), an information booklet was created by the team to support a programme of on-site activity. This programme had to be postponed due to the need to close the leisure facilities for a second time. Nevertheless, physical and mental health and nutritional information was publicised through social media postings and on the website. A prostate cancer charity yoga event, to which staff had devoted their time without seeking payment, had to be postponed, although it is hoped that it will take place later in the year
- A “Children in Need” Cyclathon at Coleshill Leisure Centre and a Rowathon (Pull for Pudsey) at Atherstone Leisure Complex also had to be postponed. The planning will be used to support the hosting of these events in 2021
- A “Go Fund Me” page was set up in support of “Christmas Jumper Day” and the Save the Children charity on 11 December 2020
- Unfortunately, Warwickshire’s position in Tier 3 of the Coronavirus alert levels meant that a programme of Christmas themed “Festive Fitness” classes could not proceed, as planned. Again, the programme planning will be used in due course

4.12 Leisure facilities staff are continuing to engage with their colleagues at Atherstone Clinic, with whom a further meeting will take place this month (January). Both partners are seeking to share and understand their common goals and to find ways to better support each other in future. Increased awareness of existing services within the community, encouraging a health professional presence at future leisure events and increasing referral pathways are early opportunities that will be explored by both organisations.

4.13 The Leisure Facilities Business Development team, in conjunction with relevant colleagues throughout the Authority, will continue to manage and monitor the implementation of the requirements of the SIP on a regular basis and to report accordingly to each meeting of this Board, including to its next scheduled meeting to be held in March 2021. This process will continue to afford Members an opportunity to both understand and direct relevant aspects of the performance of the Borough Council’s leisure facilities.

5 Report Implications

5.1 Finance and Value for Money Implications

5.1.1 Whilst there is no financial implication arising directly out of this report, the SIP will enable the Board to monitor the financial performance of the leisure facilities at each of its meetings and to advise on activity that would improve operational sustainability.

5.2 Safer Communities Implications

5.2.1 The Authority's leisure facilities contribute to community safety by providing well-managed services that afford opportunities for positive activity and, therefore, a creative alternative to potential criminal and / or anti-social behaviour.

5.3 Legal, Data Protection and Human Rights Implications

5.3.1 There are no legal, data protection or human rights implications arising directly from this report.

5.4 Environment, Sustainability and Health Implications

5.4.1 Leisure facilities have a positive impact on the physical and mental wellbeing of individuals and the sustainability of local communities by providing opportunities for formal and informal recreation and by contributing to an improved quality of life.

5.5 Human Resources Implications

5.5.1 There are no human resources implications arising from this report, other than those to which reference is made in the appended Service Improvement Plan and upon which commentary is provided therein.

5.6 Risk Management Implications

5.6.1 There are no direct risk management implications arising from this report. The activity that is included within the Service Improvement Plan, however, will be risk assessed and appropriate controls put in place, where appropriate.

5.7 Equalities Implications

5.7.1 The activity identified in the Service Improvement Plan is intended to advance the Borough Council's commitment to ensuring equality for all members of the community across its portfolio of service provision.

5.8 Links to Council's Priorities

5.8.1 The Service Improvement Plan has direct links to the following corporate priorities:

- Responsible financial and resource management
- Creating safer communities
- Improving leisure and wellbeing opportunities
- Promoting sustainable and vibrant communities

5.8.2 Additionally, the Borough Council's leisure facilities contribute directly to the priorities of the Sustainable Community Strategy to:

- Raise aspirations, educational attainment and skill levels
- Develop healthier communities
- Improve access to services

The Contact Officer for this report is Russell Simkiss (719257).

Background Papers

Local Government Act 1972 Section 100D, as substituted by the Local Government Act, 2000 Section 97

Background Paper No	Author	Nature of Background Paper	Date
1	Director of Leisure and Community Development	Report to Community and Environment Board (Leisure Facilities: Service Improvement Plan and Key Performance Indicators)	Jan 2020
2	Director of Leisure and Community Development	Report to Community and Environment Board (Leisure Facilities: Service Improvement Plan and Key Performance Indicators)	March 2020
3	Director of Leisure and Community Development	Report to Community and Environment Board (Leisure Facilities: Service Improvement Plan and Key Performance Indicators)	Oct 2020

North Warwickshire Leisure Facilities

Service Improvement Plan - April 2020 – March 2021

(Revised Due to COVID-19)

Aim: To improve the operational efficiency and effectiveness of the Borough Council's Leisure Facilities

Responsible Officers Key:

D:	Director
LFM:	Leisure Facilities Manager
SSRO:	Service, Sales and Retention Officer
SAEO:	Sports, Activities and Events Officer
OO:	Operations Officer(s)
LMT:	All of the above

Theme	Action	Target	Timescale	Resource / Cost	Lead Officer	RAG and DOT	Comment / Progress
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Service Improvement Plan Last Updated: December 2020

Theme	Action	Target	Timescale	Resource / Cost	Lead Officer	RAG and DOT	Comment / Progress
Finance and Pricing	Review pricing at all sites, having due regard to the need to reduce the revenue cost of the Leisure Facilities, also to consider the Concessionary Membership offering	Conclude pricing review and present any proposal to C&E Board in January 2021	January 2021	To be identified within the review process	LMT	↑	Considering the impact of the current pandemic and the need to get people back into facilities, active and improve their health. Proposal to freeze prices addressed with Finance colleagues within the context of the Fees and Charges report
		Complete a zero-budgeting exercise to understand the impacts of COVID-19 and more effectively budget plan in future, identify efficiencies / service improvements and to maximise future income levels	January 2021		LMT	↑	Forecasts for 2020./ 21 and 2021 / 22 have been presented to Finance Division and will be reviewed ongoing through the year Further budgeting / income generation activity will be addressed within the context of service development and future pricing initiatives work
Staffing	Ensure the recruitment of a sufficient number of qualified and trained staff in order to provide appropriate levels of cover for all forms of staff leave / absence	Ensure sufficient staffing in key roles through recruitment and links with schools / colleges / volunteers / training providers	March 2021	Divisional and Corporate Training Budget	OOs	↑	Staff recruitment has continued to ensure appropriate staffing levels at facilities
	Review individual and facility-based training needs at all sites	Sectional Training Plan to be produced by 31 July 2020	31 July 2020		LFM / OOs	↑	Complete and communicated with HR

Theme	Action	Target	Timescale	Resource / Cost	Lead Officer	RAG and DOT	Comment / Progress
	and produce a prioritised Training Plan for implementati	Key training to be delivered throughout the year	March 2021		LFM / OOs	↑	Monthly staff training has continued to be delivered at Atherstone Leisure Complex A Risk Assessment training course is being planned through HR for key operational staff to attend in the New Year
	Ensure effective and structured staff communication is maintained throughout the service	Ensure effective channels of communication are maintained throughout the leisure facilities staff, to include one to ones and team meetings	March 2021		LMT	↑	Regular one to one and team meetings are taking place Business Development Team continues to meet regularly to drive service improvement
	Review the service demand by Christmas and feedback appropriate opening hours proposals to optimise resource	Consult with customers and staff on the opening hours between Christmas and New Year to understand demand. Make appropriate recommendations	Dec 2020		LFM	↑	Following consultation with staff and customers, a reduced Christmas open hours timetable was approved for 24, 29, 30 and 31 December, offering a saving of approximately £4,856
Health and Safety	Ensure the effective implementation of all Health and Safety Systems and Procedures, including to be compliant with COVID-19 guidance.	Utilise the annual operational planner to include all key Health and Safety documentation reviews required for Leisure Facilities Utilise Health and Safety wall charts for each site to clearly outline their respective Health and Safety schedules. To utilise this tool to monitor and manage Health and Safety compliance at each site. To include the PPM schedule within this chart and action accordingly	March 2021 March 2021		LFM / OOs LFM / OOs	↑ ↑	Leisure staff have continued health and safety checks and updates ongoing as required Leisure staff have continued health and safety checks and updates ongoing as required. This work has intensified due to the pandemic

Theme	Action	Target	Timescale	Resource / Cost	Lead Officer	RAG and DOT	Comment / Progress
		To score 65%+ in knowledge spot-checks throughout the year	March 2021		LFM / OOs	↑	A spot check was completed by the LFM in November across sites. Staff demonstrated a good knowledge and scored 80% overall. Answers were fed back to site managers to identify any training needs. Another spot check will take place in the New Year
		To achieve 80% + on internal Building Audit and H&S Audit scores	March 2021		LFM / OOs	↑	Audits took place across sites in November and December, scoring 80%+. Further Audits will take place in the New Year
Customer service and service quality	To gain feedback from customers and react to improve our service	Improve customer service performance scores on 2019 / 20			LMT	→	A survey went out to customers and the public about service performance and engagement through the pandemic. Communication was made via email, social media and web
		Deliver a minimum of one customer forum	March 2021		LMT	→	Survey feedback will be collated in January 2021
		Deliver a minimum of one customer survey	March 2021		LMT	↑	An action plan and appropriate customer communications will be made to ensure the service benefits from the feedback
		Deliver a minimum of one mystery visit, ensure customer feedback is recorded, responded to and actioned	March 2021		LMT	→	A 'You Said, We Did' communication will be shared with customers and the public via various media to inform them of how the service
		Display 'You Said We Did' information in sites each quarter	March 2021		LMT	↑	
		Complete a cost / benefit analysis of Net Promoter Score to consider future implementation	March 2021		LMT	→	

Theme	Action	Target	Timescale	Resource / Cost	Lead Officer	RAG and DOT	Comment / Progress
							<p>has/plans to improve as a result of public feedback</p> <p>A further survey is planned for later in the year to gain feedback in different areas of service</p> <p>Forums and mystery visits are not currently being undertaken due to the pandemic</p>
Programming:	<p>To return to performance of the sports halls and bookable spaces achieved pre-pandemic by the end of the financial year in: Occupancy; attendance; financial performance (pro-rata)</p> <p>Maintain existing and Create new programmed sessions</p>	Restore the levels of occupancy across the facilities to last year's performance by the end of March 2021 (Sports Halls, AGP, Squash, Parties).	March 2021	Provision made within the revenue budget	SEAO	↓	<p>It is not believed that levels will be restored to those previously seen by April 2021. The Coronavirus pandemic has resulted in further service closures through November and subsequent tier restrictions have required changes to the way activities are delivered or have stopped in accordance with Government guidance</p> <p>The leisure facilities team continues to stay positive and to engage with customers, understand the latest guidance and adapt to offer the best safe service possible to the community</p>
		Start a three to four new activity sessions across the portfolio (see coaching section)	March 2021		SEAO	↑	See 'Coaching' section
		Recruit two to three new external bookings across the portfolio.	March 2021		SEAO	↑	A phlebotomy booking that started at Coleshill Leisure

Theme	Action	Target	Timescale	Resource / Cost	Lead Officer	RAG and DOT	Comment / Progress
							Centre this year has recently been extended to two days a week Two additional regular bookings were secured in the Memorial Hall
Holiday Activities Service Offering	Create a more focused and co-ordinated holiday activity programme to optimise the service offering, increase participation and inspire children to take up a new activity	Adhering to COVID-19 guidelines and ensuring public confidence in the leisure facilities, to deliver a comprehensive holiday programme at PSC, CLC, ALC (and TQEA when available) during all school holidays Restore attendances and performance levels to those achieved in 2019/20.	March 2021	Provision made within the revenue budget	SAEO/OOs	↑	Holiday activities delivered during the one week in October achieved 115 attendances and generated £160 profit across sites, which, in the current climate and from speaking to other service providers, was successful. Delivery included sessions run by the leisure facilities, TopScore at Polesworth and a basketball coaching hire at Coleshill Holiday activities are planned to take place in February half term
Parties	To successfully re-start parties with the aim to return to performance pre-pandemic by the end of the financial year	Adhering to government and governing body guidelines to ensure parties are started in a safe and financially viable way Complete a review of parties' packages, service and the offering in 'the new normal' post pandemic and plan appropriately to stay competitive in the marketplace	Sept 2020 March 2021	Provision within the revenue budget	SAEO SAEO	↓ ↓	Leisure facilities continue to monitor guidelines and will re-start the service as soon as it is safe to do so. It is anticipated this will not be until sometime in the next financial year. Due to the pandemic, this workflow has been pushed back. A review of party packages is due to start later

Theme	Action	Target	Timescale	Resource / Cost	Lead Officer	RAG and DOT	Comment / Progress
							in the year, with any identified changes to be implemented from September 2021
Coaching: (including consideration for families, 50+, and junior service provision)	Maintain existing and develop new coached services or activities across the portfolio to increase participation, improve occupancy and financial performance.	To restore all existing sessions run by the leisure facilities and external clubs / groups in a COVID-19 safe environment post pandemic, as outlined by government and governing body guidelines.	March 2021		LMT	↑	Leisure facilities closed again through November as a result of the pandemic. Since re-opening in Tier Three and with stricter tiers, the team has adapted well to ensure a safe service can be delivered
		Start three to four new sports and activity sessions across the portfolio. Activities may change based on market research and best opportunities, but currently are as follows:	March 2021		SEAO	↑	As a result of current restrictions in place, the leisure facilities team has adapted priorities in service development to focus on what can be progressed during the pandemic
		Coleshill Gymnastics				↑	With junior coaching able to continue, additional gymnastics sessions have been added at Coleshill to increase capacity and participation
		Polesworth Gymnastics				↑	Planning has started to develop gymnastics at Polesworth further. If business cases are accepted, delivery will start sometime in the New Year.
		Learn to ride sessions at Atherstone and Coleshill				↑	Learn to ride sessions are planned to take place outside at leisure facilities during the February half term. Based on

Theme	Action	Target	Timescale	Resource / Cost	Lead Officer	RAG and DOT	Comment / Progress
		Atherstone pre-school Gymnastics	March 2021			↑	<p>the interest received in junior cycling, leisure facilities, working with Community Development, will look at more regular cycling services and pathways in future</p> <p>Pending confirmation of staff and the approval of business cases, leisure facilities staff look to introduce pre-school gymnastics in the Memorial Hall in the New Year. Sessions will initially feed into the Polesworth's gymnastics scheme</p> <p>Through lockdown, leisure facilities delivered gymnastics session to customers via Zoom. Sessions were well attended.</p> <p>The swim team offered online swim resources which received a high number of views</p> <p>Sites also offered online coffee catch up sessions to the bowls and other groups</p>
Schools	To offer a COVID-19 secure service to schools. To optimise the swim offering to schools in order to increase the number of schools utilising the service,	To communicate with schools to ensure a COVID-19 safe service is offered and other considerations are made to make the return to the Pool	Sept 2020	Provision within the revenue budget	SAEO	↑	Swim England guidance has been followed and the leisure team is in regular contact with the schools

Theme	Action	Target	Timescale	Resource / Cost	Lead Officer	RAG and DOT	Comment / Progress
	increase income and participation	To return school swimming back to previous numbers of schools / attendances / performance pre-lockdown	March 2021		SAEO	↓	Following the initial period of closures, a number of schools returned to swimming, with other schools confirming their return staggered through the year Since the second lockdown, some schools returned in December, some intend to return in January, but a number of schools do not intend to return until September 2021. As a result, similar levels of school attendances will not be seen until that time.
		To review pool capacities and where space is available, to recruit more schools into the facilities (swim / gym / sports)	March 2021		SAEO	↑	Leisure staff will continue to communicate with schools; recruit new; and optimise the uptake of school swimming ongoing
Swim Development	To return swimming to the Pool in a COVID-19 safe environment.	To return public swimming to the Pool, ensuring risk assessments, systems of work, staff training, and customer communication are all completed.	July 2020	Provision within the revenue budget	SAEO / OO / LFM	↑	Swimming re-opened successfully again following the second lockdown in November
	To plan how swimming activity can develop in future, to grow the swim scheme, optimise the Pool programme, improve income, attendances and enhance service to the public.	To return swimming lessons to the Pool, ensuring risk assessments, systems of work, staff training, and customer communication are all completed	August 2020		SAEO / OO / LFM	↑	Swimming lessons re-started again from 2 December, following the second lockdown. Swimming lesson numbers were not further impacted by the second lockdown
		To review Government guidelines, customer and staff feedback ongoing and adapt as appropriate	March 2021		SAEO / OO /	↑	Results of a survey that went out to the public will be

Theme	Action	Target	Timescale	Resource / Cost	Lead Officer	RAG and DOT	Comment / Progress
		to improve service / optimise attendances			LFM		reviewed in January. Feedback will be used to continue to improve service
		To return swim participation to levels achieved pre-lockdown	March 2021		SAEO	↓	With the current restrictions in place, attendances are unlikely to be restored to those seen prior to the pandemic. The leisure team will continue to work to optimise performance but believe this level of recovery is most likely to be seen in 2021 / 22
Health and Fitness	To plan the return of gym and group exercise activities in a COVID-19 safe environment	To return gym activity to the leisure facilities ensuring risk assessments, systems of work, staff training, and customer communication are all completed.	July 2020	Provision within the revenue budget	LMT	↑	Gyms re-opened successfully on 2 December following the second lockdown
	To improve the quality of the health and fitness services and service offering across the facilities, focusing on improving retention, increasing sales, live members, attendances and providing a positive customer experience	To return group exercise programmes to leisure facilities ensuring risk assessments, systems of work, staff training, and customer communication are all completed	July 2020		SSRO	↑	Leisure facilities offered a live Zoom classes timetable through lockdown for customers and the wider public. Re-opening in Tier Three, leisure facilities continued to deliver a Zoom service to customers, whilst gym and swim services remain open
		To review Government guidelines, customer and staff feedback and adapt as appropriate to improve service / optimise attendances	March 2021		SSRO	↑	Results of a survey that went out to the public will be reviewed in January. Feedback will be used to continue to improve service

Theme	Action	Target	Timescale	Resource / Cost	Lead Officer	RAG and DOT	Comment / Progress
		To set-up Facebook groups to better engage members, create more of a 'leisure community' feel, improve retention and the ability to sell to customers and the public	July 2020		SSRO	↑	Facebook groups continue to be used to engage and communicate with members
		Continue to deliver exercise referral and cardiac rehabilitation service	March 2021		SSRO	↑	Exercise referral sessions have been stopped whilst in Tier Three as advised by Everyone Health, with services and support pushed online. Leisure facilities will remain in touch with Everyone Health and re-start sessions on site once allowed
		Ensure the delivery of the Health and Fitness marketing campaigns throughout the year to achieve sales targets and live members. Achieve campaign targets.	March 2021		SSRO	↑	The first promotional campaign is planned in January; a 'refer a friend' campaign for existing members; and a 'Better Year, Happier You' campaign to attract new members
		Review the group exercise programme to ensure occupancy levels are pro-actively managed to ensure group exercise attendances are cost effective and restored to those prior to lockdown	March 2021		LMT	↑	The group exercise timetable was updated to be delivered online during lockdown; was reviewed for opening in Tier Three. Plans are in place to launch a timetable should North Warwickshire move into Tier Two; a Christmas Special timetable was also created for some festive spirit and in line with the reduced opening hours
		Deliver gym and classes promotional events to increase awareness, occupancy and maintain up to date with industry trends	March 2021		SSRO	↑	A number of promotional events that were due to take place through November could not take place. However:

Theme	Action	Target	Timescale	Resource / Cost	Lead Officer	RAG and DOT	Comment / Progress
		Deliver a number of gym engagement activities to encourage members to attend, take part and improve the community feel			SSRO	↑	Men's Health Awareness month was promoted online and through social media groups. Leisure facilities are promoting Red January in the New Year, aiming to get people active and talking about mental health Gym challenges are taking place across facilities each month to engage members
		Review the cost / benefit of introducing Les Mills and other branded classes to the timetable			SSRO	↑	A business case was approved in December. Les Mills classes will be introduced to the service from March/April 2021
		Review the need to renew the gym equipment and start to procure			SSRO	↑	Leisure facilities are working to finalise the capital spend plan for relevant approvals. As part of this spend, Leisure Facilities are finalising planning what equipment is required to ensure improved service provisions in future
		Review the personal training package and re-launch with an improved service model			SSRO	↑	Personal training models have been discussed with teams. Further project work is required to continue progress
		Review front of house procedures to improve sales processes, consistency in service quality and the member journey			SSRO	→	This activity will be undertaken later in the financial year

Theme	Action	Target	Timescale	Resource / Cost	Lead Officer	RAG and DOT	Comment / Progress
Marketing, Events, PR and Promotions	To ensure effective marketing to the public to optimise engagement, sales, prospects and attendances to the facilities and services, and return on investment.	Create an updated marketing plan to be proactive in the campaigns, and to include the events schedule for the year	June 2020	Provision within the revenue budget	LMT	↑	An initial marketing plan, outlining the activities and events, has been produced. This will evolve as lockdown restrictions ease
		Review and maintain the web site up to date with all of our activities	March 2021		LMT	↑	The website was reviewed and re-designed during lockdown to improve the ability to navigate and look more 'commercial'
		Increase website engagements	March 2021		LMT	→	Leisure facilities forecasts an additional 16,000 visits and 12000 views this financial year versus 2019 / 20
		Increase social media Facebook followers (Facebook (200) and Twitter (50))	March 2021		LMT	↑	Facebook followers have grown by 227 and Twitter followers by 28 across sites since April
	Be aware of the local and wider market environment and use events to showcase the service offering	Piggyback main leisure related local events	March 2021		LMT	↑	Leisure Facilities championed "Men's health Month", "Christmas Jumper Day", "Children in Need" and "Red January"
To increase the number of events offered and sell to increase income and participation	Re-plan and re-build Memorial Hall bookings and events	March 2021	LMT	↑	Events have not been able to take place due to current pandemic restrictions, however an events plan has been created to start to generate more business through the		

Theme	Action	Target	Timescale	Resource / Cost	Lead Officer	RAG and DOT	Comment / Progress
		<p>Create an event strategy to outline the events and activities leisure facilities intend to run, including Commonwealth Games build up, outdoor space, school and community links, and to include the Memorial Hall</p>	March 2021		LMT	↑	<p>Memorial Hall and across the service as restrictions ease</p> <p>The Leisure Facilities staff have managed to generate some additional one off and consistent hall bookings</p> <p>Some key events have been agreed and put in the calendar pending COVID-19 restrictions</p> <p>Leisure Facilities, in working with Community Development, will look to banner activities and events under “Common Health Aims” from 2021, in a similar way to the Year of Wellbeing, with the aim to promote health; activities awareness; and support the build up to the Common Wealth Games in Birmingham 2022</p>
		Deliver quarterly internal and external leisure bulletins	March 2021		LMT	→	The first bulletin / newsletter will be launched from January 2021
Technology	To maintain up to date with industry and technology changes in order to remove friction from the customer journey, remain competitive and good value for money	Business case the opportunity to introduce a leisure app	March 2021		LFM	↑	A business case has been created and will be presented to Management Team for feedback in the New Year

Theme	Action	Target	Timescale	Resource / Cost	Lead Officer	RAG and DOT	Comment / Progress
Monitoring, Review and Evaluation	Report on performance against the actions, and in respect of the KPIs, identified in this Service Improvement Plan to each meeting of the Community and Environment Board		Every Community and Environment Board		D / LFM	→	Ongoing
	Report to the Health and Wellbeing Working Party on action within the Health and Wellbeing Action Plan, 2017 to 2021, which reflects work being undertaken in Leisure Facilities		Every Health and Wellbeing Working Party		D / LFM / CDM	↑	The LFM was in attendance at its meeting in December 2020

Agenda Item No 9

Community and Environment Board

18 January 2021

Report of the Director of Leisure and Community Development

Play Area Development Programme

1 Summary

- 1.1 This report outlines, and seeks Board approval for, proposed improvements to four play spaces as part of the Play Area Development Programme.

Recommendation to the Board

That Members approve or otherwise comment on the proposed improvements to the four play spaces identified within the main body of the report.

2 Consultation

- 2.1 Consultation has taken place with the relevant Members and any comments received will be reported at the meeting.

3 Introduction

- 3.1 The Green Space Strategy recognises the vital role of open space in helping children and young people to develop skills through play and social interaction and it commits the Authority to supporting the provision and maintenance of a strategic network of play facilities across the Borough. The Play Area Development Programme, through which the Authority determined to redevelop and / or enhance its play spaces in order to provide facilities that were safe, accessible, of good play value and appropriate to local needs, has enabled the Authority to meet this commitment through the delivery of an associated action plan.
- 3.2 The need to develop or refurbish those play areas that were first improved through the Development Programme, in 2005 / 06, has previously been reported to the Board, including at its most recent meeting, held in October 2020. Members, therefore, are aware that the initial sites to be considered for associated work are the play spaces located in Ansley Common, Austrey, Coleshill and Piccadilly. In support of this work, an approved allocation of £200,000 has been made within the 2020 / 21 capital programme.

3.3 The site-specific improvements outlined in this report are based on the 2020 independent inspection of the Borough Council's play sites, an internal "play value assessment" of the Authority's play spaces and recommendations drawn from the approved Green Space Strategy. Ordinarily, improvements to play areas would also be informed by detailed, site specific consultation with children, young people and the wider community. Due to the Coronavirus pandemic, however, it has not been possible to undertake consultation in the same way as in previous years. Nevertheless, consultation has been undertaken and account has been taken of related views received from within previous community consultation exercises, such as the extensive engagement programme that informed the production of the latest Green Space Strategy.

4 **Site Specific Improvements**

4.1 **Ansley Common**

4.1.1 A new and diverse range of play facilities, primarily for young children, was installed at Brett's Hall Recreation Ground in 2018, subsequent to which the site has been very well used. The need to improve provision of older children, however, has been recognised, including within the Green Space Strategy. In this respect, there is known to be considerable local support for the development of an off-road cycle facility. As well as complementing current provision, an off-road cycle track would also meet an additional priority within the Green Space Strategy, which recommends looking for "opportunities to provide more exciting and innovative play solutions for children and young people of all ages, including BMX / skate / pump tracks."

4.1.2 BMX tracks are purpose built for bikes and usually consist of a starting gate for up to eight "racers", a groomed, serpentine, dirt course made of various jumps and rollers, and a clear finish line. Pump tracks, which use an up and down "pumping" motion to generate forward momentum, have a wider potential appeal. They are a particular draw for teenagers and are suitable for skateboards, rollerblades and scooters, as well as bikes.

4.1.3 Detailed quotations have not yet been sought, although a specialist contractor has provided an indicative cost of £35,000 for a small (approximately 45m x 25m) pump track with a tarmac surface.

4.1.4 The overall play value assessment score of the Brett's Hall play area is 75%, which is relatively high in comparison with other sites across the Borough. This score, of course, could be improved through the provision of an off-road cycle facility and through the introduction of natural features, such as boulders, to encourage imaginative play and "risk" taking.

4.1.5 Public consultation on the possible provision of an off-road cycle facility was undertaken in December 2020 through the Authority's social media platforms. A short video explained the opportunities provided by skate parks, BMX and pump tracks. Members of the public were then encouraged to identify their preferences or alternative ideas for the site. A verbal update on this

consultation will be presented to the Board at the meeting. Ansley Common Residents Association (ACRA) has been informally consulted and it has been cautiously supportive of the possible development of an off-road cycle facility. It has stated, however, that the on-site CCTV cameras must be working and actively monitored in order to deter any possible anti-social behaviour at the facility.

4.1.6 In addition to the provision of an off-road cycle facility and natural features, it is proposed that the existing entrance fencing and access gates at the play area are replaced and that site signage be introduced at the Recreation Ground. This will improve first impressions of the site.

4.1.7 The cost to undertake the outlined improvement works is currently estimated at £38,950.

4.2 **Austrey**

4.2.1 The existing play equipment in Austrey was installed in 2006. It has been well used by local children and well looked-after, as a consequence of which much of the equipment still has a good life-expectancy. The independent play area inspection, however, has evidenced the need for maintenance work to be undertaken on some items of equipment, as well as the safer surfacing.

4.2.2 Based on the independent inspection, it is proposed to remove and replace the following items of equipment that have lower life expectancies:

- Arch Cradle Swings x2
- Bicycle Roundabout
- Multi Pondo (standing see-saw)
- Pirouette and Two Stepping Logs (a miniature standing roundabout)
- Spring Turtle

4.2.3 The overall play value assessment score of the Austrey play area is 66%, although this value will always be restricted due to the limitations on space and the inability of the play area to accommodate ball games and wheeled movement. The play value score could be improved, however, through the introduction of natural features, such as boulders, to encourage imaginative play.

4.2.4 Public consultation was undertaken in December 2020, again through social media. A short video showed the play equipment that will be removed and proposes options for its replacement. Views were then sought on these proposals and any alternative ideas held by the community, and this feedback will inform the choice of equipment to replace that listed above. The balance of equipment types will be retained on site. A verbal update on progress will be presented at the meeting.

4.2.5 The wet-pour safer surfacing at the play area will be removed and replaced. The independent play area assessment evidenced that the surfacing dimensions near to the swings do not meet current safety standards, as a

consequence, and to avoid expensive alterations to the tarmac path, it is proposed that a single bay swing be located in this position instead and turned 90 degrees to face the nearest entrance gate. The existing site signage will be replaced and the access will be improved through the provision of a dropped kerb at one of the entrances to the play area.

4.2.6 The estimated cost to undertake the identified refurbishment works is approximately £51,154.

4.3 **Coleshill**

4.3.1 Cole End Park play area, in Coleshill, is popular with local children and young people, although the provision for toddlers is limited. For a “destination” Park, however, it has to be acknowledged that the quality and play value (62%) of the on-site provision are both poor. The location of the equipment adjacent to a busy trunk road is also not ideal.

4.3.2 Consultation to inform the production of the Green Space Strategy was undertaken at Cole End Park in 2019. At this time, there was significant local community support for the development of a nature-themed play trail within the Local Nature Reserve and it is considered that this is an option worth pursuing at this location. In this regard, a recycled plastic activity trail and play boulders could be sited on the grassed area further into the Park and boulders, nature themed sculptures and play panels could be located within the Local Nature Reserve.

4.3.3 Additionally, it is proposed to retain the existing play area in its current location and to replace those items of equipment that have lower life expectancies based on the independent inspection. It is, therefore, proposed to remove and replace the following items of equipment:

- Multi Pondo (standing see-saw)
- Rotating Cone
- Spring Turtle
- Track Runway

4.3.4 Public consultation was again undertaken in December 2020 through social media channels. The nature of this consultation was similar to that undertaken in Ansley Common and Austrey and it is hoped that the feedback will inform the provision of balanced set of equipment that will cater for a broad age range of children and young people. A verbal update on the consultation will be presented at the meeting.

4.3.5 The wet-pour safer surfacing will also be removed and replaced. The existing bin will be replaced and new site signage installed, which will improve first impressions of the Park. Picnic benches will also be installed within the Park, which was a need identified within the Green Space Strategy consultation process.

4.3.6 The cost to undertake the improvement and re-development work identified above is currently estimated at £70,326. Additional funding (£13,657) for Cole End Park has been acquired through the Green Recovery Fund, whilst a further sum has been secured through S106 contributions. These resources will both add value to this scheme and enable alternative provision to be made elsewhere within the Play Area Development Programme.

4.4 **Piccadilly**

4.4.1 The play area in Piccadilly has regular rather than heavy use. It is popular with local children and their parents / guardians and it is pleasing to be able to report that it is well looked-after by users. Based on the findings of the independent inspection, however, a number of items of equipment are in need of replacement and these are listed below:

- Bicycle Roundabout
- Mobilus (a large, dynamic see-saw)
- Pirouette (a miniature standing roundabout)
- Spring Turtle

4.4.2 The overall play value assessment score of the play area in Piccadilly is 76%. Once again, this play value could be improved through the introduction of natural features, such as boulders, to encourage imaginative play.

4.4.3 Similar to Austrey, public consultation was undertaken through social media channels in December 2020, which will help to inform the choice of equipment to replace the items listed above. A request for more play equipment for teenagers was made during Green Space Strategy consultation in 2019, to which consideration will be given within the play area consultation programme. A verbal update on the outcomes of this process will be presented to the Board at its meeting.

4.4.5 In addition to replacing certain items of play equipment, the wet-pour safer surfacing will also be removed and replaced, whilst a surfaced footpath will be introduced to enhance access by connecting the two entrances into the play area. The site signage will also be replaced.

4.4.6 The estimated cost to undertake the identified refurbishment works is approximately £62,750.

5 **Community Consultation**

5.1 Due to the pandemic, the extent of on-site consultation that would ordinarily inform site improvement works has not been possible. As reported, however, consultation has been undertaken, including through social media platforms. Subject to the views of the Board, it is additionally proposed to further engage with Ward Members prior to undertaking any work at the four sites referred to in this report.

6 Report Implications

6.1 Finance and Value for Money Implications

6.1.1 Capital provision of £200,000 has been made to support the advancement of the Play Area Development Programme in 2020 / 21. The works proposed within this report are currently estimated to cost £223,180. The Green Recovery Fund and S106 contributions referred to in this report, however, reduce the call on the capital programme to £199,372. Prices may change once the procurement of any works has taken place and this may require minor adjustments to be made within the programme of improvements in order to ensure that the planned works remain within budget. Subject to approval by the Executive Board, any underspend would be carried forward to advance the Play Area Development Programme in 2021 / 22.

6.2 Safer Communities Implications

6.2.1 Appropriately designed and located play opportunities for children and young people provide constructive alternatives to anti-social and / or criminal behaviour. Improving the quality and accessibility of play areas will also help to reduce the likelihood of disorder within the community.

6.3 Legal, Data Protection and Human Rights Implications

6.3.1 There are no direct legal, data protection or human rights implications arising from this report.

6.4 Environment, Sustainability and Health Implications

6.4.1 The provision of opportunities for constructive activity within communities enhances local cohesion, social inclusion and individual and collective quality of life. It also impacts positively upon the creation of sustainable communities, within which people feel safe, healthy and valued.

6.5 Human Resources Implications

6.5.1 There are no human resources implications arising from this report.

6.6 Risk Management Implications

6.6.1 There are no direct risks consequent upon the proposed improvements to the play spaces identified in this report. The improvement activity itself, however, will be risk assessed and appropriate controls put in place, where necessary.

6.7 Equalities Implications

6.7.1 There are no equalities implications arising directly from this report. The Authority's play areas are provided for the benefit of the whole community and no group or individual defined by the protected characteristics under the Equality Act will be excluded therefrom. All equipment installed within the

play areas as part of the Development Programme will comply with the latest British Standards and will be Equality Act compliant.

6.8 Links to Council's Priorities

6.8.1 The Play Area Development Programme has direct and positive links to the following corporate priorities:

- Responsible financial and resource management
- Creating safer communities
- Protecting our countryside and heritage
- Improving leisure and wellbeing opportunities
- Promoting sustainable and vibrant communities

The Contact Officer for this report is Katherine Webster (719492).

Background Papers

Local Government Act 1972 Section 100D, as substituted by the Local Government Act, 2000 Section 97

Background Paper No	Author	Nature of Background Paper	Date
1	Director of Leisure and Community Development	Report to Community and Environment Board	Oct 2020

Equality Impact Assessment Summary Sheet

Please complete the following table summarised from the equality impact assessment form. This should be completed and attached to relevant Board reports.

Name of Policy / Procedure / Service	Play Area Development Programme
Officer Responsible for Assessment	Green Space Officer

Does this policy /procedure /service have any differential impact on the following equality groups /people

- (a) Is there a positive impact on any of the equality target groups or contribute to promoting equal opportunities and improve relations or:
- (b) could there be a negative impact on any of the equality target groups i.e. disadvantage them in any way

Equality Group	Positive Impact	Negative Impact	Reasons / Comments
Racial	N / A	N / A	The play areas, recreation grounds and parks will remain publicly accessible to all
Gender	N / A	N / A	The play areas, recreation grounds and parks will remain publicly accessible to all
Disabled People	Yes	N / A	The proposed works for Austrey include proposals to improve access into the play area by installing a dropped kerb at an access point. It is proposed to also improve access within Piccadilly play area through the creation of a surfaced path. Provision of inclusive play equipment which is designed to be accessible to children with limited mobility will be ensured
Gay, Lesbian and Bisexual People	N / A	N / A	The play areas, recreation grounds and parks will remain publicly accessible to all
Older / Younger People	Yes	N / A	As mentioned above, the proposed provision of a dropped kerb into Austrey play area and a hard-surfaced footpath within Piccadilly play area will improve access to a wide range of users, including older and younger people. Proposed play equipment will cater for a range of ages from toddler/ early years to teenagers.

Religion and Beliefs	N / A	N / A	The play areas, recreation grounds and parks will remain publicly accessible to all
People Having Dependent Caring Responsibilities	N / A	N / A	The play areas, recreation grounds and parks will remain publicly accessible to all
People Having an Offending Past	N / A	N / A	The play areas, recreation grounds and parks will remain publicly accessible to all
Transgender People	N / A	N / A	The play areas, recreation grounds and parks will remain publicly accessible to all
Armed Forces Covenant	N / A	N / A	The play areas, recreation grounds and parks will remain publicly accessible to all

Risk Management Form

**NORTH WARWICKSHIRE
BOROUGH COUNCIL**

Division

Cost Centre or Service

Risk Ref	Risk: Title/Description	Consequence	Likelihood (5 = high, 1 = low)	Impact (5 = high, 1 = low)	Gross Risk Rating	Responsible Officer	Existing Control Procedures	Likelihood(5 = high, 1 = low)	Impact (5 = high, 1 = low)	Net Risk Rating
1	As play equipment and ancillary facilities become older, they are more likely to wear and break and become a risk to the public.	Play equipment being put out of use more frequently whilst replacement parts are being ordered and fitted. In worse case play area being decommissioned if equipment too difficult to repair.	4	4	16	Katherine Webster	Play Area team on hand to clean up play area and repair minor faults or make safe if not possible to repair straight away. Green Space Officer to order replacement parts or arrange contractor to undertake repair works.	3	3	9
2	Quality and appearance of play equipment declining. Play value being average or decreasing as a result of play equipment being out of use or decommissioned	Play areas and the green spaces they are located within are at risk of vandalism, with less people/ children using the play areas and loss of reputation to the Council.	4	4	16	Katherine Webster	Play Area team on hand to clean up play area and repair minor faults or make safe if not possible to repair straight away	4	3	12
3	Cost to Borough Council in staff time and capital costs for more frequent play equipment repairs	Increased time of, Streetscape and Leisure and Community	4	4	16	Katherine Webster	Streetscape Team and Play Area team on hand to clean up play area and	4	3	12

		Development staff taken up with remedial action to repair or make safe damaged equipment / ancillary items.					repair minor faults or make safe if not possible to repair straight away			
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Risk Ref	Options for additional / replacement control procedure	Cost Resources	Likelihood (5 = high, 1 = low)	Impact (5 = high, 1 = low)	Net Risk Rating
1	The refurbishment of the play areas should in turn minimise the occurrences of play equipment being out of use or play areas decommissioned.	£223,179	2	2	4
2	The refurbishment of the play areas should in turn minimise vandalism to play equipment and loss of reputation.	As above	2	2	4
3	The refurbishment of the play areas should in turn minimise staff time spent on repairing and making safe damaged equipment / ancillary items.	As above	2	2	4

Completed By: Katherine Webster

Date: 16 December 2020

Health and Wellbeing Working Party Minutes

7 December 2020

Present: Cllr. M. Humphreys (Chairman), Cllr. Bell, Cllr. Chambers, Cllr. Macdonald, Becky Evans, Russell Simkiss, Matt Green (all NWBC), Lori Harvey (WCC) and Yasser Din (Public Health)

Apologies for Absence: Simon Powell (NWBC)

Item	Notes	Action
2	<p>Minutes of the Last Meeting (08 July 2020)</p> <p>The minutes of the meeting held on 8 July 2020 were agreed as an accurate record of the proceedings.</p>	
3	<p>COVID Pandemic</p> <p>Emma Ecob has a list of all known community led COVID support groups across North Warwickshire, which she undertook to disseminate to the Working Party.</p> <p>EE reported that the Borough Council had received funding (from Central Government - MHCLG) to assist in the re-opening of the high streets after lockdown. This funding has enabled the purchase of hand sanitiser, signage and barriers.</p>	EE
4	<p>Draft Warwickshire Health and Wellbeing Strategy</p> <p>EE informed the Working Party that Warwickshire County Council was asking for feedback on the draft Health and Wellbeing Strategy, which had been circulated prior to the meeting. Questions were raised from the Working Party regarding the flow of the strategy and where from where the main aims of Strategy had arisen. Yasser Din reported that the aims had come from the outcomes of the JSNAs and agreed to take back the point regarding the flow of the document. It was agreed that the draft Strategy would be re-circulated to ensure that all members had an opportunity to contribute to a collated response.</p> <p>The Working Party requested information regarding the health inequalities and requested specific figures for North Warwickshire. Yasser Din to send to EE for dissemination.</p>	YD EE YD / EE
5	<p>Leisure Facilities Update</p> <p>Due to the Government restrictions and a second lockdown, the leisure centres were closed throughout November and re-opened on 2 December. During the</p>	

Item	Notes	Action
	<p>lockdown, the facilities offered online classes, Zoom gymnastics and free online swimming resources. Since re-opening, the gyms are available, as are the squash courts (providing participants are from the same household), while classes remain online. Junior sports are up and running and TQEA can run football session outside.</p> <p>Russell Simkiss reported that Leisure Facilities have received £900 funding from Think Active to run yoga sessions in TQEA and Polesworth school, from January to March 2021. These sessions will run with exam age students to help reduce stress levels and help with their mental health. This initiative links closely with the January promotion, which is supporting the Red January campaign (which focuses on mental health).</p> <p>Members of the Working Party voiced their praise for Russell and the Leisure Facilities team for their hard work to keep the leisure centres running throughout the pandemic.</p>	
6	<p>Air Quality</p> <p>Matthew Green reported that the data from the 28 NOX tubes across the Borough will be reported back late 2021. MG also reported that four personal NOX tubes are available for use. Cllr. M Humphreys, Cllr. M Bell, Cllr. J Macdonald and Cllr. S Rose have requested these monitors to learn how they operate, so when they are given to the public, Councillors will be able to assist. MG will liaise with the Councillors regarding distribution.</p> <p>Cllr J Chambers raised a query regarding the health impact of the quarry in Hartshill / Mancetter and stated that she had contacted the Business Intelligence team at Warwickshire County Council. A bar chart had been sent, which outlined that a fraction of mortality rates were attributed to particulate links. JC asked the Working Party if this is something to pursue now or in the future, to which it was agreed that this project would be paused until after the pandemic.</p>	MG
7	<p>Warwickshire County Council Localities Update</p> <p>Lori Harvey updated the Working Party on Warwickshire County Council's Localities work. LH reported that £20k of the recent Councillor Grants had been allocated and should be paid before the Christmas break. LH agreed to send list of recipients to EE for circulation. "Community Champion" courses had been held online for residents across Warwickshire (three completers from North Warwickshire), and more sessions are to be held. LH asked the Working Party to share the posters across their wards, to spread the message to North Warwickshire residents. LH to send to EE / Members for dissemination. Requests are being made for case studies of residents, groups or organisations who have long COVID symptoms or have been majorly impacted by COVID-19.</p> <p>LH and WCAVA have been working to create a "COVID Survivors Group", which has the support of local GPs and mental health practitioners. The first session is due to be held in mid-January.</p>	LH LH/EE

Item	Notes	Action
	<p>Timebanks – LH reported that the North Warwickshire Timebank was now up and running and recruiting volunteers, and also that the Atherstone and Mancetter Timebank had moved under the North Warwickshire Timebank banner.</p> <p>Community Information Network (CIN) – LH updated the Working Party regarding the CIN and that the theme for the next meeting (January) is “mental health”. LH requested topic ideas to be sent to her prior to the meeting.</p> <p>Apprenticeship scheme – WCC has recruited two apprentices to work within its Localities team, one of which will be based in North Warwickshire.</p>	All
8	<p>Public Health / JSNA Update</p> <p>YD reported that the JSNA reports are available on the Public Health Warwickshire website. Although the reports have recommendations on them for changes in North Warwickshire, very little work has been done on these due to the pandemic.</p> <p>YD also update the Working Party about the COVID-19 Health Report presentation. YD agreed to send the report to EE for circulation.</p>	YD / EE
9	<p>Health and Wellbeing Action Plan Update</p> <p>Fitter Futures EE reported the referral figures to Fitter Futures since March 2020 (these can be seen in the Health and Wellbeing Action Plan 2020 to 2023), as well as the top referring GP practices in North Warwickshire (The Atherstone Surgery, Polesworth and Dordon GP Practice and Hazelwood Surgery, Coleshill).</p> <p>Dementia EE reported that all community-led dementia support groups have stopped meeting since March due to the pandemic, although group organisers have been contacting several members by telephone. EE also reported the key points from a recent meeting held virtually with the GEH Dementia Strategy Group.</p> <p>Health Store Health Store has re-opened since the March lockdown but has changed from a walk-in system to an appointment only basis. MH and MB both expressed their hope that the old system of Health Store could return, as both felt that more young people attended the walk-in sessions, and that this was the unique feature of Health Store. The Working Party was, however, pleased that Health Store had been able to re-open during the pandemic.</p>	
10	<p>Feedback from Relevant Partnership Meetings</p> <p>EE informed the Working Party of a presentation regarding the Commissioning of Health Services in North Warwickshire. This will be shared with Members for their information.</p> <p>JC informed the Working Party about an Integrated Care Review, which is currently open for feedback. JC to send to EE for dissemination.</p>	EE JC / EE

Item	Notes	Action
11	<p>AOB</p> <p>EE updated the Working Party on the mental health work for North Warwickshire Borough Council staff, which is due to take place. This includes a monthly mental health newsletter, as well as Mental Health First Aid training for staff.</p> <p>LH asked the Working Party to share the weblink for Warwickshire County Council's online wellbeing advent calendar. Link to be shared with the Working Party.</p>	LH / EE
12	<p>Dates of Future Meetings</p> <p>22 February 2021, 10:00 to 12:30, Teams</p> <p>26 April 2021, 10:00 to 12:30, Teams</p>	

Agenda Item No 11

Community and Environment Board

18 January 2021

Report of the Corporate Director - Streetscape

Fly-Tipping

1 Summary

- 1.1 This report provides Members with information on the actions taken to tackle fly tipping across the Borough.

Recommendation to the Board

- a That Members note the contents of this report; and
- b That the Fixed Penalty for Householder Duty of Care offences issued under The Environmental Protection (Miscellaneous Amendments) (England and Wales) Regulations 2018 be raised to the maximum level of £400 as set out in paragraph 4.3

2 Background

- 2.1 Fly-tipping is defined as the 'illegal deposit of any waste onto land that does not have an environmental permit to accept it'. Waste Collection Authorities such as District and Borough Councils have a specific duty to keep relevant land free of litter and refuse. A similar duty applies to statutory undertakers such as Network Rail and Water Companies as well as Educational institutions and parts of the Crown Estate.
- 2.2 Members of the Community & Environment Board asked for a report on the prevalence of fly-tipping across the Borough and the actions being taken to prevent it and mitigate its impact. This report sets out the issues which the borough faces in relation to fly-tipping and the various ways in which the issue is tackled by the Council including clearance, promotion, surveillance and enforcement.
- 2.3 An action plan has been prepared that pulls these various areas of activity together and which reflects the multi-agency approach that is being taken by the Council together with Warwickshire County Council, Warwickshire Police, Warwickshire Fire and Rescue Service and Parish and Town Councils. An update on this action plan is presented regularly to the Safer Communities Sub-Committee and an updated version of the action plan is attached at Appendix A to this report.
- ...

3 The scale of the problem

- 3.1 During the COVID 19 lockdown period and restrictions there has been an increase in fly tipping on public land across the borough. From April to December there have been 1055 reported incidents compared with 842 over the same period last year. These have been cleared by Streetscape crews or specialist contractors (in the cases of large quantities or hazardous materials) within 1.5 days on average.
- 3.2 In the run up to Christmas and over the festive period there has been a further increase in the amount of fly-tipping reported and a number of larger scale fly-tips. One trailer of waste abandoned in a lay-by near Middleton took weeks of investigatory work by the Borough Council, Police, WCC and the Environment Agency and the eventual cost of material analysis, removal, and disposal was in excess of £33,000. The investigation into the incident is ongoing.

4 Investigation and Prosecutions

- 4.1 The Pollution Team of Environmental Health investigate fly tipping on both public and private land where evidence is available. Due to suspension of interviews under caution during the first national lockdown and an increase in fly tipping there is a large number of as yet unresolved fly-tipping cases being investigated by the Environmental Health team. Since March, 2020 there have been 46 new cases taken on. Of those 46 cases, five interviews under caution were possible in person and those cases are currently under review. 11 of the cases have been closed due to lack of evidence and the Environmental Health team are currently looking at the feasibility of conducting interviews under caution by post to progress the outstanding cases.
- 4.2 In certain circumstances, depending on the scale and nature of the offence, it may be suitable to issue a fixed penalty notice (FPN) to offenders. FPNs are a quicker alternative to prosecuting fly-tippers through the courts and NWBC issues FPNs to both businesses and householders who are guilty of fly-tipping offences. At present, FPNs are issued to businesses and householders under different parts of the legislation for different offences and at different rates. Fly tipping offences are currently fined amounts set under the Unauthorised Deposit of Waste (Fixed Penalty) Regulations 2016 at an amount of £400 (reduced to £300 if paid within ten days) while householders are fined amounts set under The Environmental Protection (Miscellaneous Amendments) (England and Wales) Regulations 2018 for Duty of Care offences at an amount of £200 (reduced to £120 if paid within ten days).
- 4.3 Given the ongoing problem of fly-tipping and the fact that fly-tipping continues to arise from both businesses and households, it is proposed that the amount of the Fixed Penalty Notice for householder Duty of Care fly-tipping offences is raised to match the amount for businesses in order to increase the level of the deterrent for such offences. If Members agree, from April the FPN amount will rise to £400 (reduced to £300 if paid within ten days) for offences by a householder of failing to ensure that their waste is

only transferred to authorised persons or for authorised purposes under section 34 of the Environmental Protection Act 1990.

5 Identifying & Monitoring Hot Spot Locations

5.1 The Streetscape Division continue to deploy CCTV cameras in hot spot locations. The cameras deployed are a mixture of mobile data enabled and non-data enabled. A new type of mobile data enabled camera has been purchased which will upload images and video to the cloud. In-camera storage space, which is an issue, can also be managed remotely.

5.2 CCTV warning signage continue to be deployed to hot spot locations and following requests from the public

5.3 Hot spot locations have been identified in the following areas:

- Hartshill 91 fly-tips between April and November 20th (only 5 of those on Borough Council land).
- Apple Pie Lane, Woodford Lane, Grange Road and Oldbury Road.
- Mancetter A5 lay-by opposite Copper Kettle café.
- Atherstone, Alder & Heather Court flats by bin stores (Borough Council).
- Ridge Lane, Arden Forest Estate bin stores (Borough Council).
- Corley, Burrow Hill Lane (aka Corley Rocks).
- Arley/Shawbury, Daw Mill Lane (landowners of the former Daw Mill Colliery site have recently erected barriers at exposed entrance points to their land).
- Marston, Old Kingsbury Road.
- Lea Marston, Hams Lane.
- Ryefield Lane Wishaw (cul-de-sac opposite The Belfry).
- Polesworth, Stipers Hill on pull in area and B5000 Tamworth Road
- Whittington, Whittington Lane.
- Grendon, Waste Lane.
- Grendon, Folly Lane.
- Dosthill, Rush Lane. Mainly on private land.
- Coleshill, Packington Lane between Coleshill FC and motorway bridge.

5.4 The Council uses this information to determine where promotional work should be undertaken, for the deployment of CCTV and to assist in prosecution activity and in partnership with the Police and Environment Agency where there is evidence of wide scale criminal activity associated with fly-tipping and other environmental crime.

6 Police Analysis of Fly-tipping

6.1 In addition to the data collected and collated by the Borough Council, the Police also record incidents of fly-tipping linked to antisocial behaviour. A report produced by one of the police researchers comparing fly-tipping reports to the council versus those reported to the police (undertaken as part of the Police's strategic assessment considerations) is attached at Appendix B to this report for information. Members will see in the report that not many

incidents are reported to the police and therefore do not significantly contribute to ASB reports. The Council and the Rural Crime team continue to work closely together to ensure that all incidents of fly-tipping are reported to the appropriate authorities and investigated accordingly.

7 Multi Agency Approach

- 7.1 The action plan that has been prepared reflects the joint approach attempting to address the fly tipping problems which are currently being experienced across the Borough.
- 7.2 A meeting has been held with the Police Rural Crime Team to explore closer working with the team to help tackle fly tipping. This work has the support of the Inspector for North Warwickshire Safer Neighbourhood Team and Rural Crime Lead. This should help the Police to respond more effectively to reports of fly tipping. This will lead to more co-ordination and help increase detection of the offenders who are responsible for the fly tipping.
- 7.3 The intention is to liaise more with Parish Councils and to update them regularly on activity within their areas and prosecution outcomes. A meeting has been held with Middleton Parish Council as a positive step towards this aim.

8 Fillongley Public Spaces Protection Order 2017

- 8.1 In addition to the measures such as promotional activity, CCTV surveillance and prosecution of offenders, the Council can, in certain circumstances, apply for fly-tipping locations to be closed off to general vehicular access through the use of a Public Space Protection order. Two such orders are in place in Fillongley where two lanes (not public highway) have been closed to most vehicular traffic. The lanes can still be accessed by riders, walkers and the landowners, but are not accessible to normal traffic.
- 8.2 The order was made in 2017 and will shortly be reviewed and no fly tipping problems are being seen in the location covered by the order. There is a requirement to review the order after three years. Work to review the order has been delayed due to the commitments responding to the COVID 19 outbreak. The review was expected to be undertaken before the 30 October 2020. Fillongley Parish Council have expressed their support for the order to remain in place.
- 8.3 Some other potential locations for a similar order are being identified.

9 Additional Resource Allocation

- 9.1 The additional allocation of funding made in the 2017/18 year to address fly tipping has been used to provide the barriers, gates, CCTV and associated equipment and additional staff hours in Streetscape.
- 9.2 The additional allocation is being used to support publicity and to raise awareness of fly tipping. For example "Fly Tippers We are watching you!" banners have been installed to three Refuse and Recycling vehicles. Other

media and communications have, and continue to be, prepared including North Talk articles on fly tipping. This has resulted in a specific communications plan being prepared for this work.

9.3 Additional expenditure on security cameras and equipment, publicity campaigns, investigations and multi-agency operations is being planned currently. The spend during 2020/21 has been limited so far due to the current COVID 19 related restrictions. A spend of £265.43 has been made on additional security camera and associated equipment so far to date.

9.4 Consideration is taking place currently about the use of a different type of security camera which includes an inbuilt GPS tracker device. This camera has been used in responding to rural crime problems in Warwickshire and uses 4g and cloud technology. An initial quote for a camera is £278.00. There will be a tariff charge for the 4g which is expected to be approximately £20.00 per month based upon our recent deployments. A firm order will be raised with the intention of purchasing 4 cameras initially.

10 **Summary**

10.1 The action plan to tackle fly tipping has been prepared to reflect joint working with other partners to provide a co-ordinated approach to an increasing problem across the Borough. Members are requested to note the progress made.

11 **Report Implications**

11.1 **Financial Implications**

11.1.1 Expenditure of £1,761.50 in the 2019/20 year was funded from a balance of £32,043.17. This leaves a remaining balance of £30,281.67 for the 2020/21 year. Spend so far is totalling £265.43 in the current year. The balance was created from a one-off allocation of £50,000 towards addressing flytipping set aside in the 2017/18 financial year. The cost of collecting and investigating fly tips is currently included within the budgets for amenity cleaning and environmental health.

11.2 **Safer Communities Implications**

11.2.1 These are set out in the report.

11.3 **Legal Data Protection and Human Rights Implications**

11.3.1 Fly tipping is an offence under the Environmental Protection Act 1990. There is also a Duty of Care specified in this Act which requires businesses to take certain steps when transferring waste, including ensuring it is transferred to authorised persons or for authorised transport purposes, prevent other offences, and complete certain documentation; and for householders to take all reasonable measure to ensure that their waste is only transferred to someone who is authorised to transport or dispose of it. Public Spaces Protection Orders can be made under the Anti-Social Behaviour Crime and Policing Act 2014 and can prohibit activities which have a detrimental effect on the quality of life in a locality.

11.3.2 The use of the security cameras is subject to a protocol to ensure compliance with the relevant legal requirements for CCTV surveillance. The protocol will be reviewed to ensure its compliance with the General Data Protection Regulation and updated guidance prepared by the Surveillance Camera Commissioner.

11.4 Environment and Sustainability Implications

11.4.1 Tackling fly tipping will make positive contributions towards improving the environment and sustainability. The fly tips create adverse impacts on the local environment and use significant resources in removing them and carrying out investigations.

11.5 Health Implications

11.5.1 By reducing fly tipping the quality of life in local communities will be improved. This will reduce the adverse impacts on the local environment and local communities.

11.6 Risk Management Implications

11.6.1 There are risks associated with the removal of fly tipping which often include hazardous materials. For example waste including asbestos requires the use of specialist contractors to remove and dispose of the material safely. The operational risks associated with fly tipping are covered by Streetscape and Environmental Health risk assessments and safe systems of working. The risks associated with the draft action plan have been assessed. There has been a challenge raised about restricting access to the lanes if the consultation on implementing a public spaces protection order is approved.

11.7 Equality Implications

11.7.1 There are no known adverse impacts on any of the groups defined in the Equality Act 2010 under the protected characteristics. The adverse impacts of fly tipping on the local environment is often in rural locations although not exclusively.

11.8 Links to Council's Priorities

11.8.1 The proposed action plan will contribute towards the priorities of creating safer communities and protecting our countryside and heritage.

The Contact Officer for this report is Richard Dobbs (719440).

North Warwickshire Addressing Fly Tipping action plan 2020/21

Action	Organisation / Lead	Timescales	Resources	Update November 20
<p>1. Raise awareness of the fly tipping problem profile for North Warwickshire</p> <p>Retain this action</p>	NWBC – Streetscape & Information Services	April 20 – March 21	Use of existing communication resources including north talk, website, social media and parish and town councils.	Leaflets have been distributed to libraries, leisure centres, the one stop shop and North Warwickshire Neighbourhood Watch. Printed and electronic copies are available to anyone who would like to distribute or display them.
<p>2. Establish partnership with parish and town councils to help reduce fly tipping in North Warwickshire</p> <p>Retain this action</p>	NWBC – Policy Support	April 20 – March 21	Initial meeting with the North Warwickshire Association of Local Councils	On going liaison with local councils. Meeting held with Middleton Parish Council with Director of Streetscape.
<p>3. Identify hot spot locations using data from GPS co-ordinates</p> <p>Retain this action</p>	NWBC – Streetscape & Information Services	April 20 – March 21	Use of mobile phone GPS data by Streetscape collection teams and online reporting form allows for specific location to be selected.	Ongoing
<p>4. Deploy CCTV cameras and signage at hot spot locations</p>	NWBC –Streetscape	April 20 – March 21	Cost implications to be confirmed for additional cctv cameras. Use of o/s	Ongoing.

Action	Organisation / Lead	Timescales	Resources	Update November 20
<p>to detect perpetrators</p> <p>Retain this action</p>			<p>coordinates to plot locations</p>	
<p>5. Raise awareness of investigations into perpetrators of fly tipping and waste licence carriers responsibilities</p> <p>Retain this action</p>	<p>NWBC – Environmental Health</p>	<p>April 20 – March 21</p>	<p>Promotional campaigns and reports to boards</p>	<p>Report to C & E Board July meeting re increasing the FPN penalty to £400 for fly tipping to be followed by publicity once agreed.</p>
<p>6. Raise awareness of the impacts of fly tipping with the Magistrates Courts</p> <p>Retain this action</p>	<p>NWBC & WCC</p>	<p>April 20 – March 21</p>	<p>Sharing of information and data. Confirmation of legal options regarding prosecutions</p>	<p>Opportunities should arise from individual cases. A representative from the Magistrates Courts attends the North Warwickshire Community Safety Partnership. The representative can help raise more awareness.</p>
<p>7. Identify any examples of best practice for reducing fly tipping</p> <p>Retain this action</p>	<p>NWBC & WCC</p>	<p>April 20 – March 21</p>	<p>Apse group Rural Watch National network</p>	<p>Waste Officers across Warwickshire will be meeting with the Hertfordshire Fly Tipping Group in the near future regarding communication materials and methods .</p>

Action	Organisation / Lead	Timescales	Resources	Update November 20
8. Review the use of the Fillongley Public Spaces Protection Order to restrict public right of way over highway in Didgley Lane and Bun Lane. Retain this action	NWBC	April 20 – March 21	Pilot proposal for Fillongley Cost of legal process and provision of a barrier	Less fly tipping within the vicinity of the PSPO. The order will be subject to formal review. Review delayed due to the COVID 19 lockdown.
9. Work with the Police Safer Neighbourhood Team to encourage reporting of intelligence from local communities Retain this action	Warwickshire Police NWBC & WCC	April 20 – March 21	Parish Councils Community Safety events Rural Watch	Work with local Safer Neighbourhood Team is on-going. The opportunity to enhance the work with the Police via the Rural Crime Team is being developed.
10. Work with the Police Safer Neighbourhood Team to complete outstanding warrants Retain this action	Warwickshire Police NWBC – Environmental Health	April 20 – March 21	Police resources	This will take place when the need arises.
11. Arrange multi agency meetings to co-ordinate actions Retain this action	NWBC	April 20 – March 21	Quarterly meetings	Meeting held with the Rural Crime Team and Fire & Rescue.
12. Support local	NWBC	April 20 – March 21	Provision of litter picking	The Great British Spring

Action	Organisation / Lead	Timescales	Resources	Update November 20
communities in carry out community clean ups and litter picking Retain this action.			equipment and sacks	Clean was promoted on social media channels.
13. Raise the need for longer opening times for the waste disposal sites Retain this action.	NWBC & WCC	April 20 – March 21	AD Streetscape	Ongoing liaison being carried out with the County Council about this action.
14. Identify the current top 5 hot spot locations of fly tipping. Retain this action	NWBC	April 20 – March 21	Analysis prepared by Warwickshire Insight Service Data from co-ordinates recorded	Current hot spots identified including Hartshill locations.

Fly-tipping From 01/01/2019 to 31/08/2020 in North Warwickshire Borough

Peter Roebuck, 2300 6835 – Crime Intelligence Researcher

Reference: A&R/2020/467

Date published: 15/12/2020

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Executive Summary

Nearly all reports of fly-tipping are made via North Warwickshire Borough Council rather than the police.

Between 01/01/2019 and 31/08/2020 the council recorded 1714 fly-tipping reports whilst the police recorded 18 offences and 26 incidents.

The key hotspot for North Warwickshire Borough was on Princess Road in Atherstone, with smaller secondary hotspots located in Corley, Wishaw and Hartshill.

There is no data available to confirm days/times on which the fly-tipping was committed, this report is based on when the fly-tipping is reported to the police or council.

What?

Fly-tipping

Fly-tipping is the illegal public disposal of unwanted goods in a public (often rural) environment. This is problematic for numerous reasons and often depends on what was disposed of and where it was left. Fly-tipping can be a health and safety concern dependent on the refuse discarded as items such as syringes and sharp glass could lead to infection or injury. Alternatively this could be no more than an environmental and aesthetic issue as disposed objects (such as mattresses and sofas) become an eyesore within the community. Other times this may be an accessibility issue as refuse blocks footpaths or roads. Fly-tipping also costs money to clear up which can be highly costly in the long run.



(Google-sourced images of fly-tipping.)

Fly-tipping From 01/01/2019 to 31/08/2020 in North Warwickshire Borough

What?

The data covers 01/01/2019 – 31/08/2020 and is an accumulation of police recorded incidents and offences, as well as data collated by the North Warwickshire Borough Council.

North Warwickshire Borough Council recorded 1,714 reports of fly-tipping. Warwickshire Police recorded 18 offences and 26 incidents (one occurrence on July 28th 2020 was reported to the police both as an incident and a crime).

Only a few incidents appear to have been reported to the police and the council however given the limited information available this cannot be confirmed.

It may appear unusual that the number of crossovers (incidents reported to the police and council) are few, there is several reasons for this:

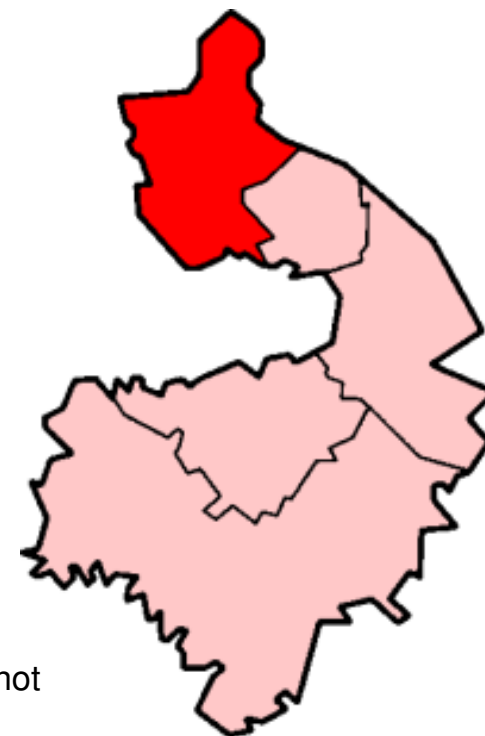
1. The police received relatively few reports in general as people are encouraged to report it to the council, not the police.
2. Individuals who reported their issue to the police may feel like they have done their bit and that the issue will be resolved, therefore feeling there is no need to report it to the council.
3. The council were consistently quick to deal with reports of fly-tipping. Using the difference between the “Job Raised” date and the “Job Completed” date the council dealt with issues very quickly, therefore this makes the fly-tipping less likely to be seen at a later date by someone who may report it to the police.

Where?

This presentation covers the North Warwickshire Borough.

The five parishes with the most reports are Atherstone (224), Coleshill (137), Hartshill (133), Arley (106), and Corley (98).

The amount of fly-tipping offences recorded in one area is likely to be dependant on its geographical size, however others factors may come into effect such as proximity to construction sites, discreetness of location, and proximity to a landfill they were unable to gain access to.



136 of the council reports could not be plotted due to insufficient or incorrect data.

Fly-tipping From 01/01/2019 to 31/08/2020 in North Warwickshire Borough

What?

18 incidents and 26 offences were reported to the police.

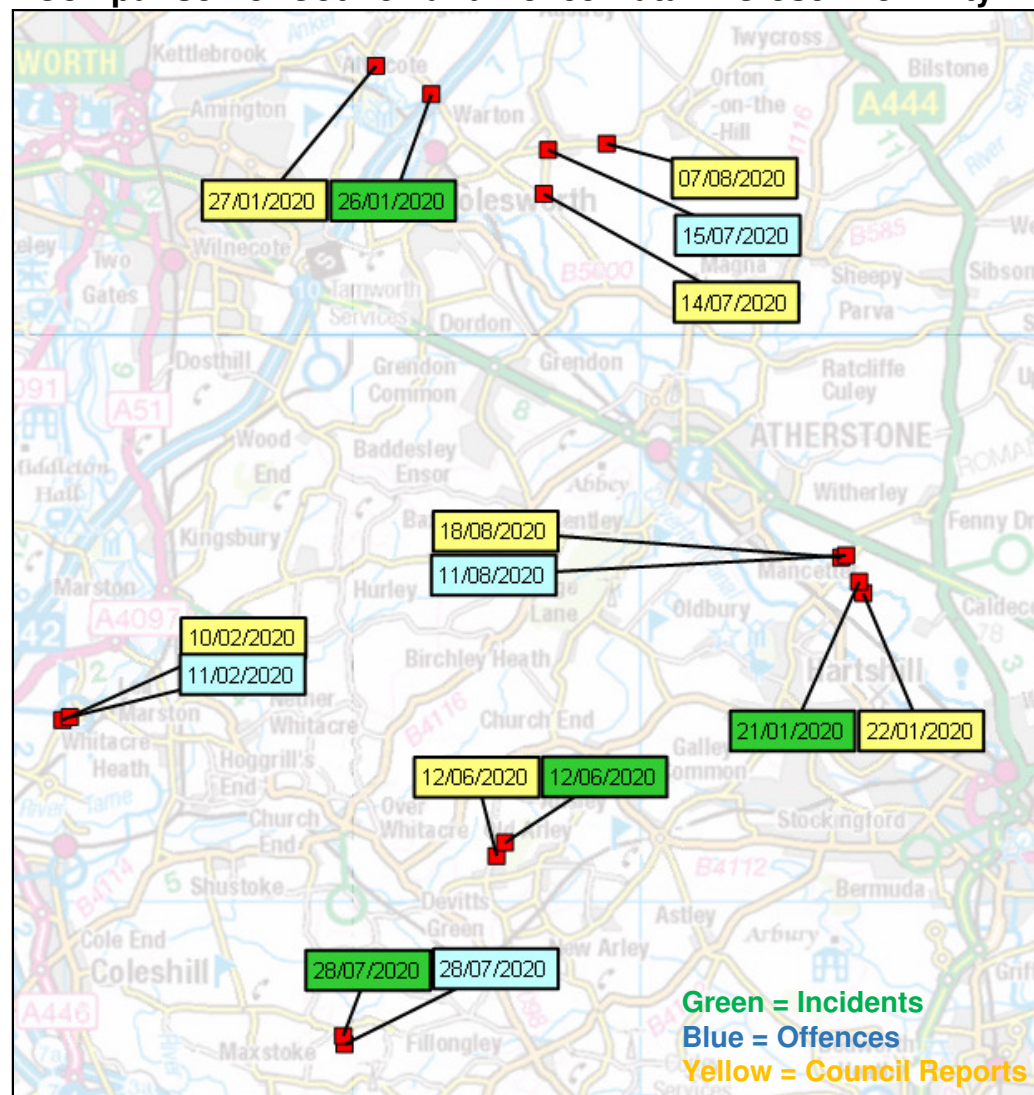
To ascertain whether a case of fly-tipping has been recorded by both the police and the council, the data was mapped.

The police data was highlighted and the council data that geographically surrounded it was analysed for similarities, such as date and description of what was tipped. Six cases of fly-tipping appear to have been reported to both the police and the council, although it is difficult to ascertain with 100% accuracy that these are the same incidents due to limited information being available.

Although police incident data noted that the council was informed of the fly-tipping on 14 occasions, this does not seem to appear on council data. For example, one case on the 25/05/2019 was recorded by the police, yet when the council data was plotted there was no incidents in the surrounding area.

Fly-tipping is a council matter, however it has been assessed that several people who reported the acts to the police did so because they were either witnessing it and/or because they had identifying information of the perpetrator such as vehicle number plates or a physical description.

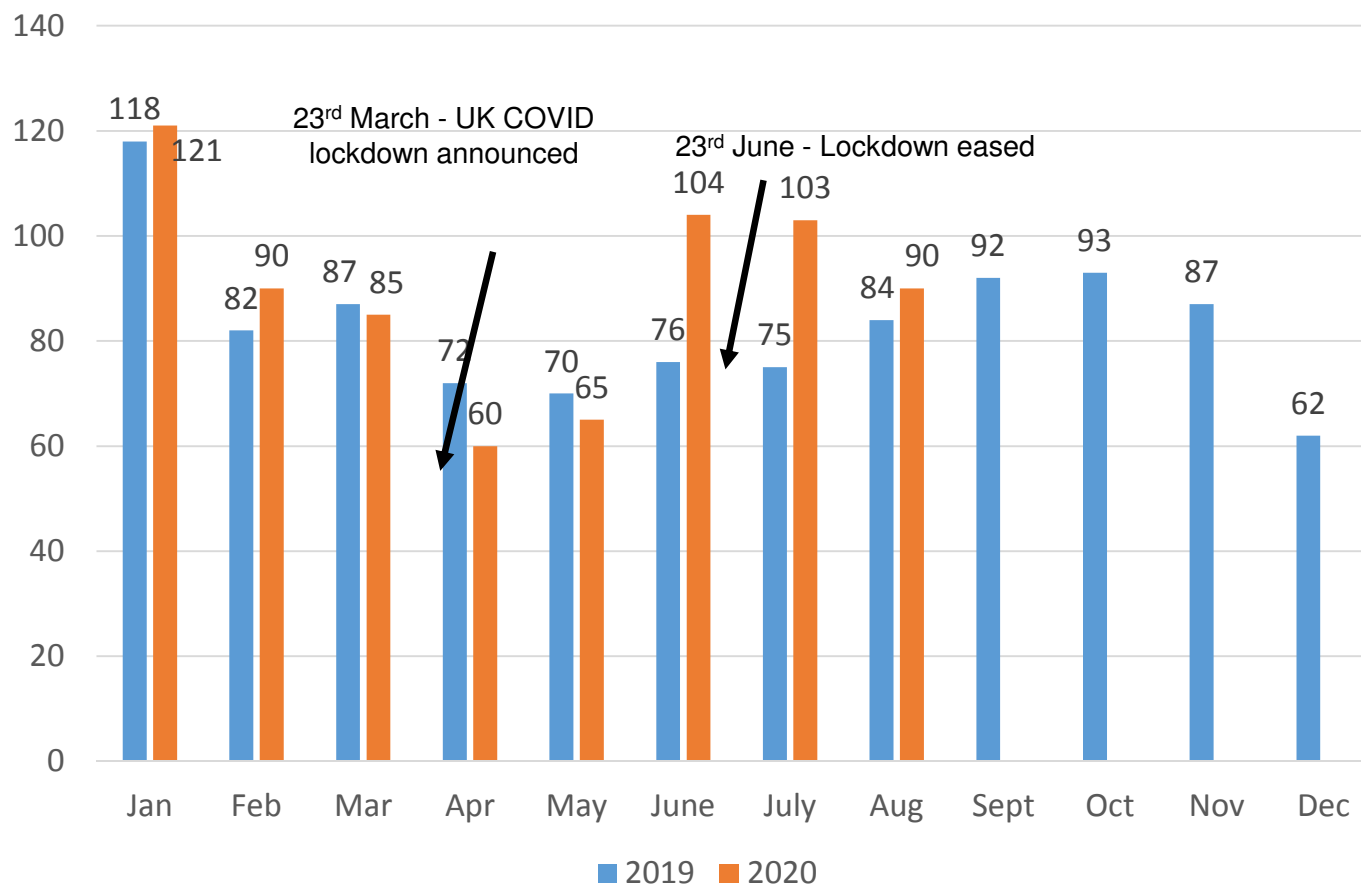
Comparison of Council and Police Data in Close Proximity



Fly-tipping From 01/01/2019 to 31/08/2020 in North Warwickshire Borough

When?

Fly-tipping Incidents (Council + Police Data 01/01/2019 – 31/08/2020)



Month	Incidents +/-	Percentage +/-
Jan	+3	+2.5
Feb	+8	+9.7
Mar	-2	-2.3
Apr	-12	-16.7
May	-5	-7.1
June	+28	+36.8
July	+28	+37.3
Aug	+6	+7

As seen in the chart, fly-tipping decreased in March, April, and May in line with other crime types. Fly-tipping would have been increasingly difficult without being seen, as simply being outside raised suspicion and fly-tippers would not have been able to blend in with other members of the public.

** Data is not presently available beyond August 2020, however if current monthly averages continue the borough will record 1,077 incidents for 2020. This would be an increase of 80 incidents, up 8.2% from 997 in 2019.*

Why?

The worldwide Coronavirus pandemic brought nationwide lockdowns and as a result the closure of safe tipping places and refuse centres. This has ultimately led to people being unable to correctly dispose of unwanted goods, and in turn it is highly likely that they have resorted to disposing of them by other means.

Additionally, with so many people staying at home for longer periods of time this will likely have encouraged people to tidy up their own premises, be it their house, garden, shed, etc, and as a result of this there is a realistic probability they have accumulated an amount of unwanted waste to be disposed of.

As lockdown measures became more relaxed in late June and as people were able to travel more freely, fly-tipping cases increased.

With many people in a similar position refuse centres became overly busy, people may have been unable to attend a refuse centre and as a result have fly-tipped their materials in the coming months.

How?

Fly-tippers will usually change their methods dependant on how much waste they are disposing of, for example some disposals may be a small black bag simply thrown out of a vehicle in a discreet location, whereas larger tipplings will be more carefully planned requiring bigger vehicles for transit.

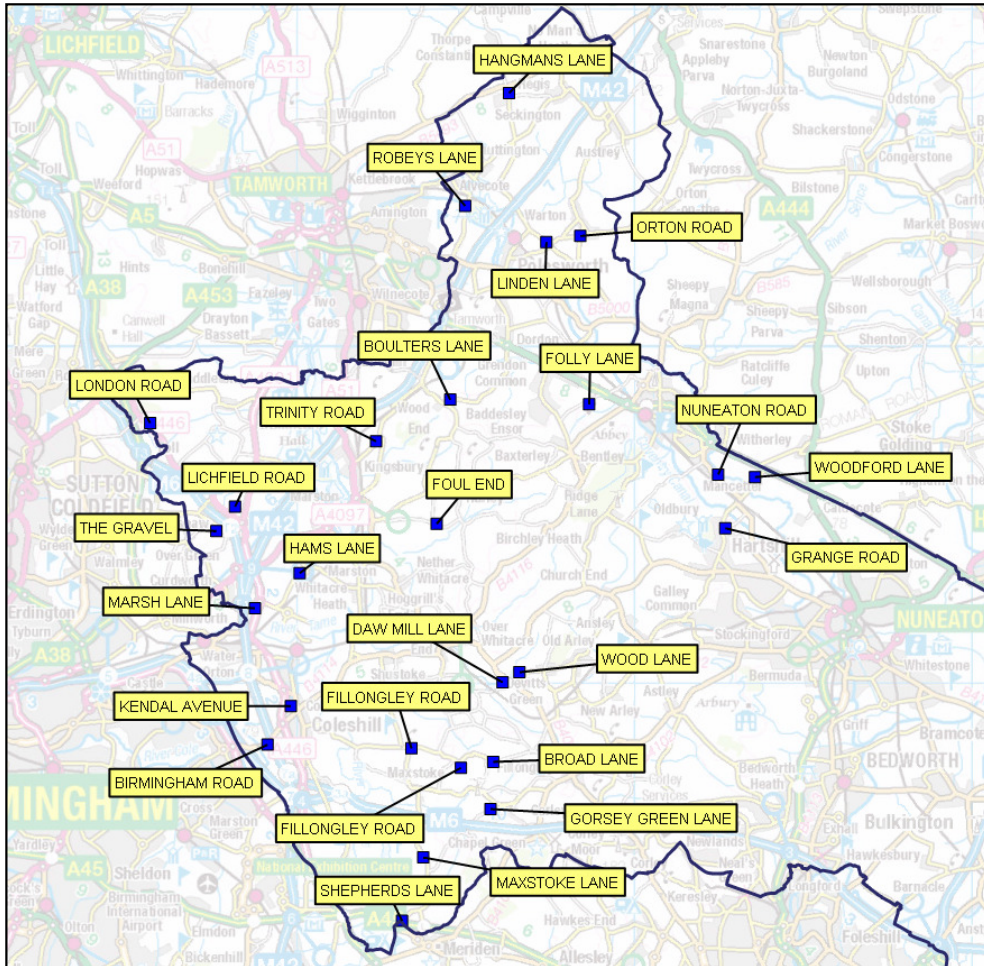
Rural areas are more likely to be targeted for fly-tipping. Due to their discreet location away from people, the surrounding environment (such as trees giving them cover from sight), and the ample room to dump waste.

Fly-tipping From 01/01/2019 to 31/08/2020 in North Warwickshire Borough

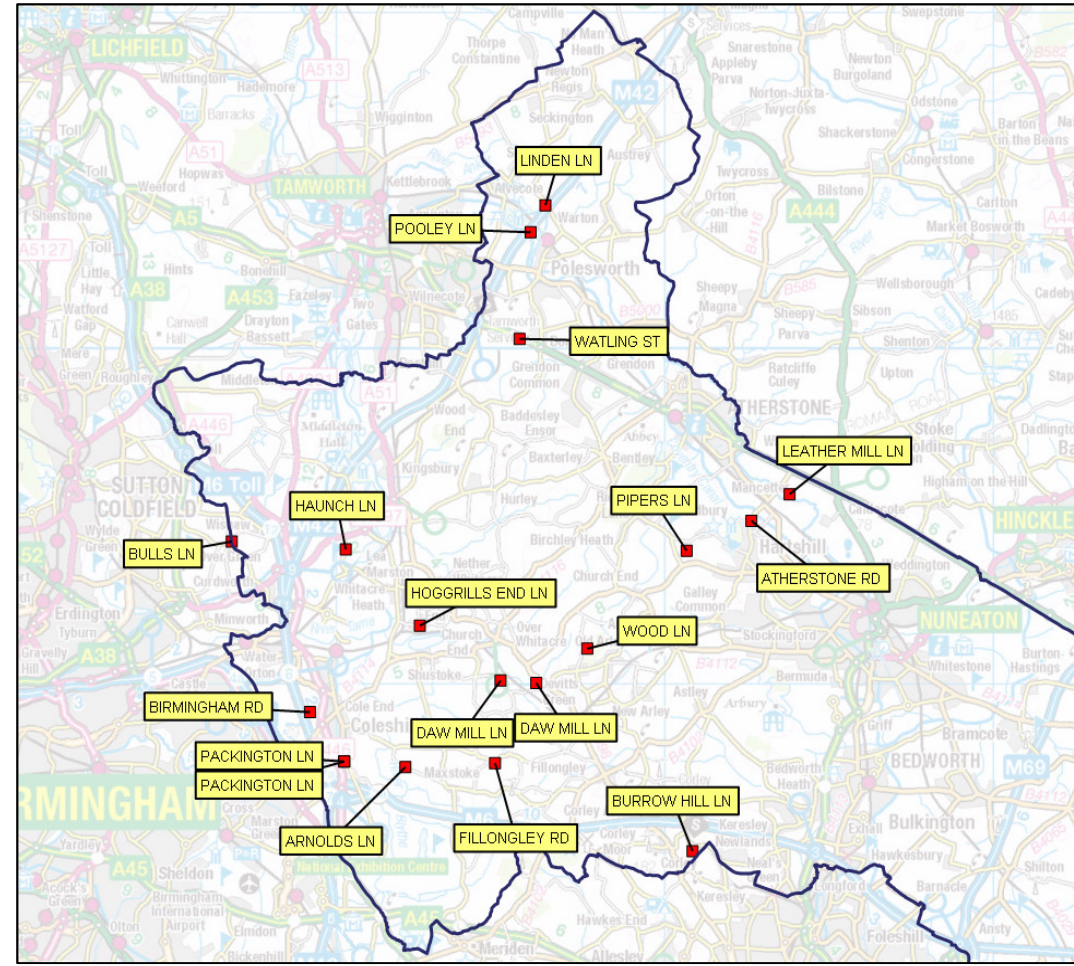
Where?

Locations of police reported fly-tippings in North Warwickshire were spread throughout the borough with no repeat locations.

North Warwickshire Police Recorded Offences



North Warwickshire Police Recorded Incidents

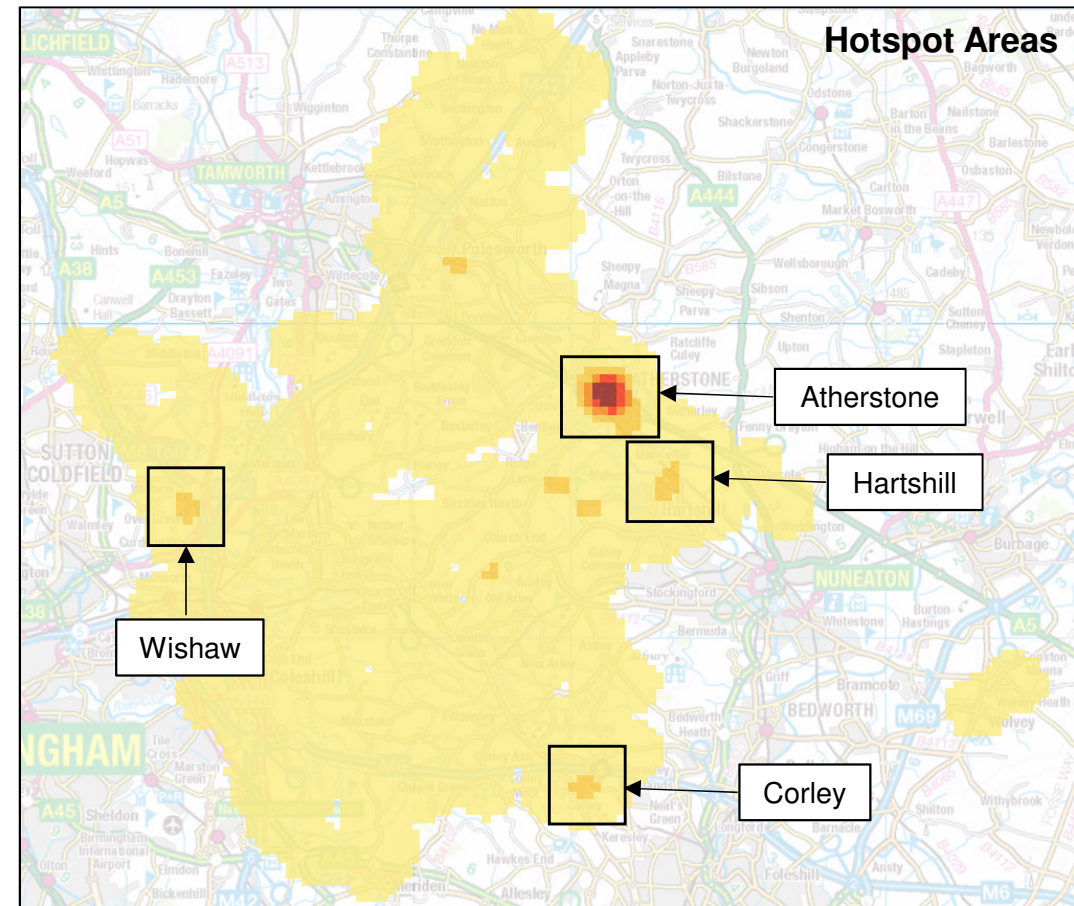
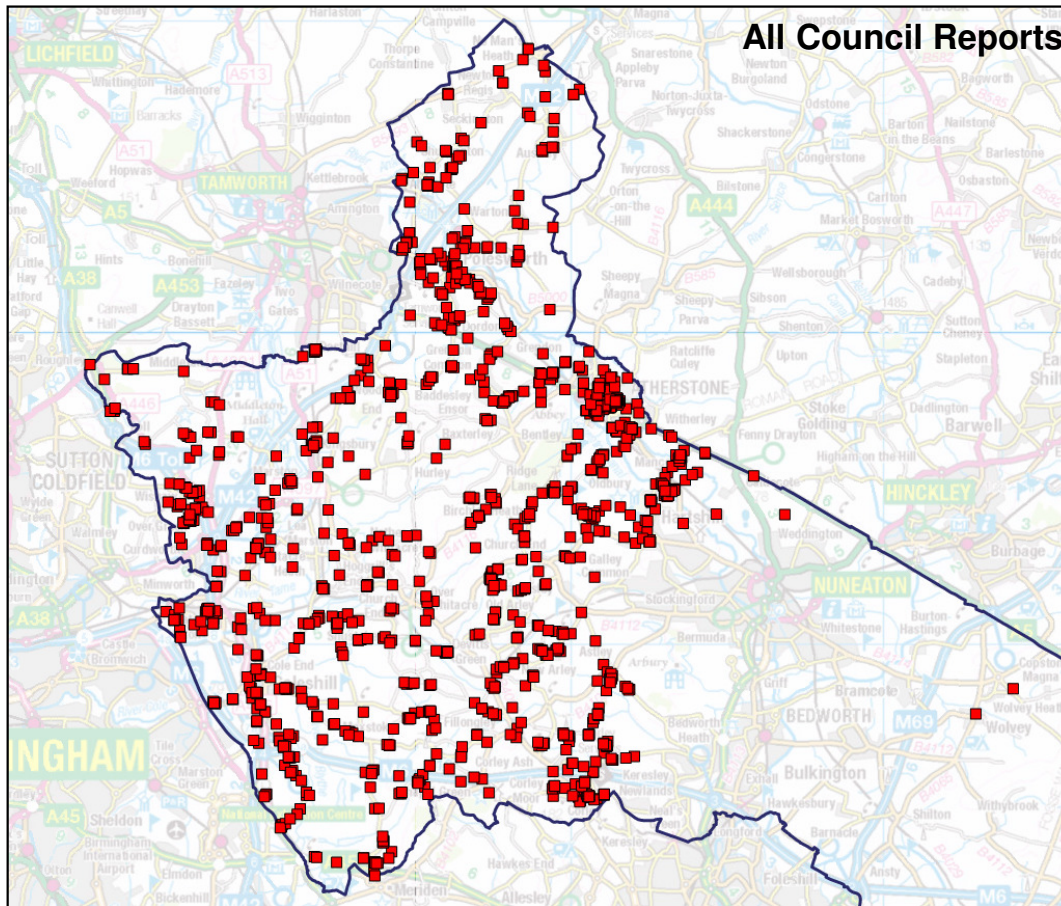


Fly-tipping From 01/01/2019 to 31/08/2020 in North Warwickshire Borough

Where?

North Warwickshire Borough Council recorded 1,714 fly-tipping reports in the recording period. Reports were spread throughout the borough.

Hotspots were identified from the council data, the most prominent of which was in Atherstone. Secondary smaller hotspots could be seen in Corley, Wishaw and Hartshill.

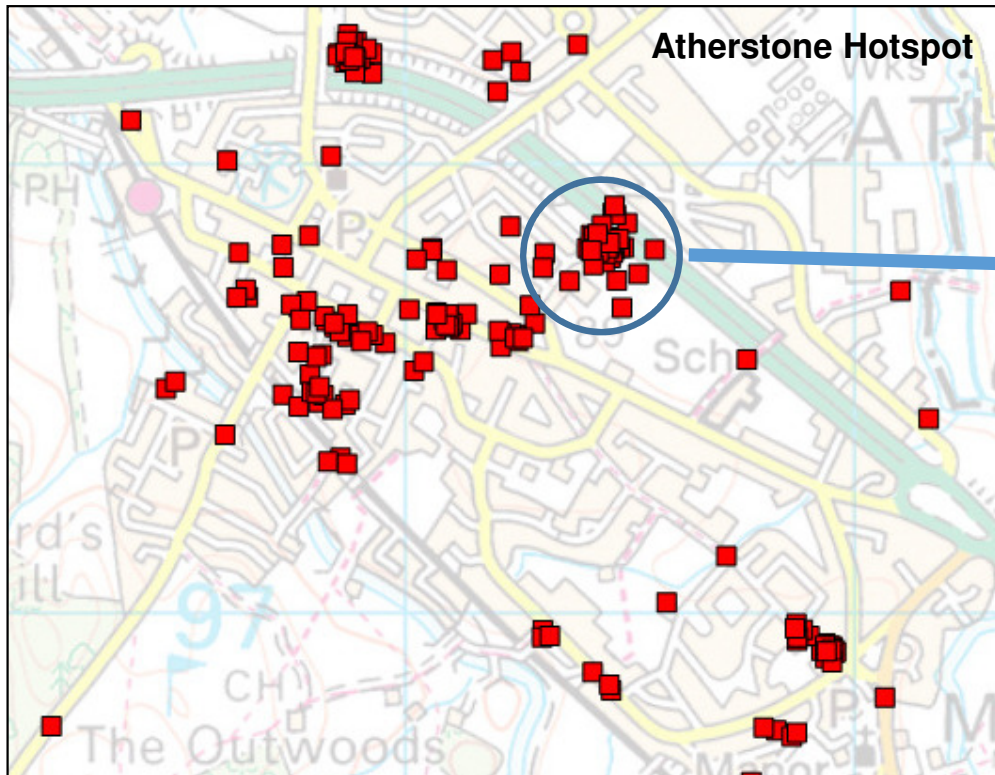


Fly-tipping From 01/01/2019 to 31/08/2020 in North Warwickshire Borough

Where?

There were 224 council reports in Atherstone, leading the area to become the most prominent hotspot for fly-tipping within this period.

The most prominent hotspot within Atherstone is Princess Road, south of the A5 and close to a large field. This saw numerous offences with the items disposed of ranging from household waste to construction rubble. On Princess Road alone there was 43 incidents, whilst sporadic offences took place within the surrounding area. Increased CCTV and communication with residents may prove beneficial in targeting this hotspot.

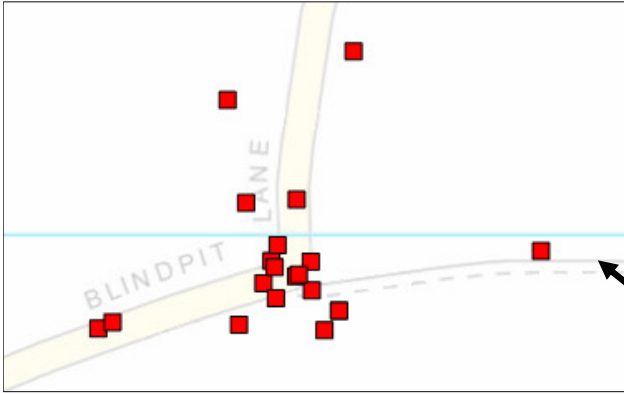


Fly-tipping From 01/01/2019 to 31/08/2020 in North Warwickshire Borough

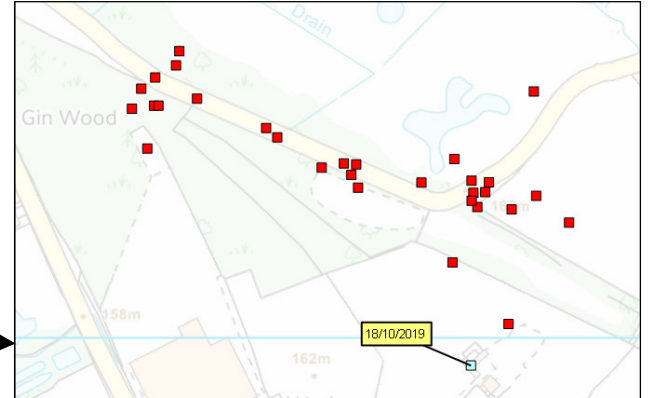
Where?

Several other hotspots throughout North Warwickshire also appeared (this is not an exhaustive list).

Wishaw - Blindpit Lane (23)



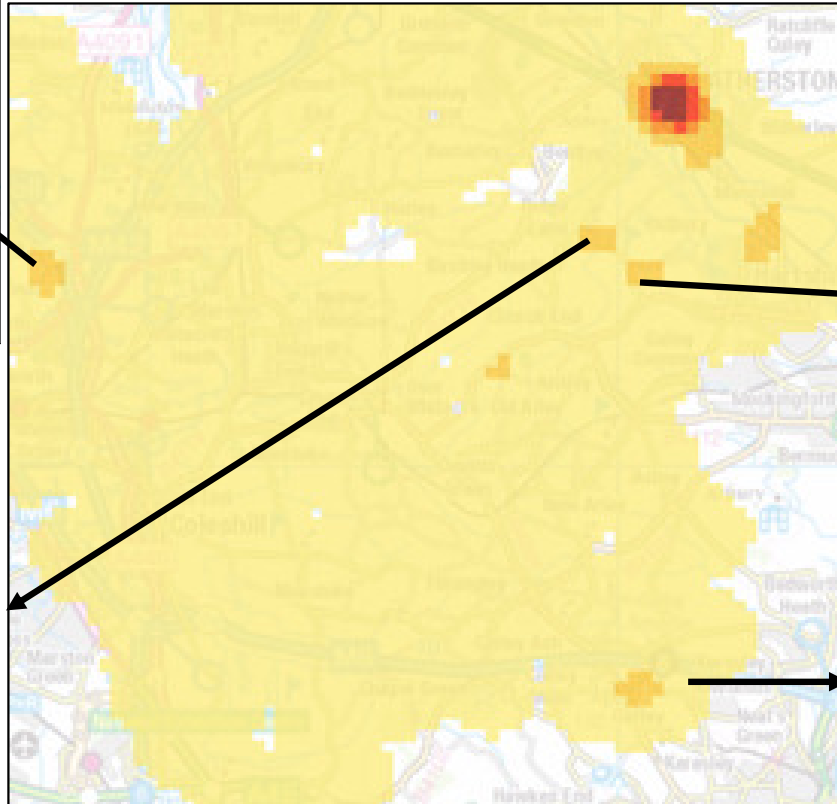
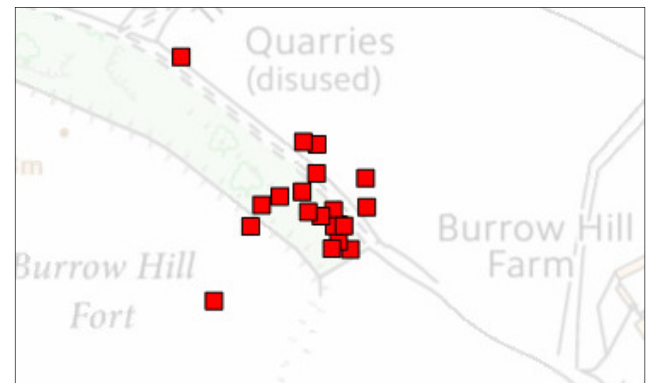
Gin Wood (30)



Arden Forest estate, Ridge Lane (29)



Barrow Hill Farm, Corley (20)



Contacts and References

Author	Reviewer
Peter Roebuck, 2300 6835, Crime Intelligence Research	Irene McComiskey, 4969, Crime Intelligence Analyst

Contact Details

For further details or discussion on this product please contact: Ext. 3111 External Dial 02476 483111

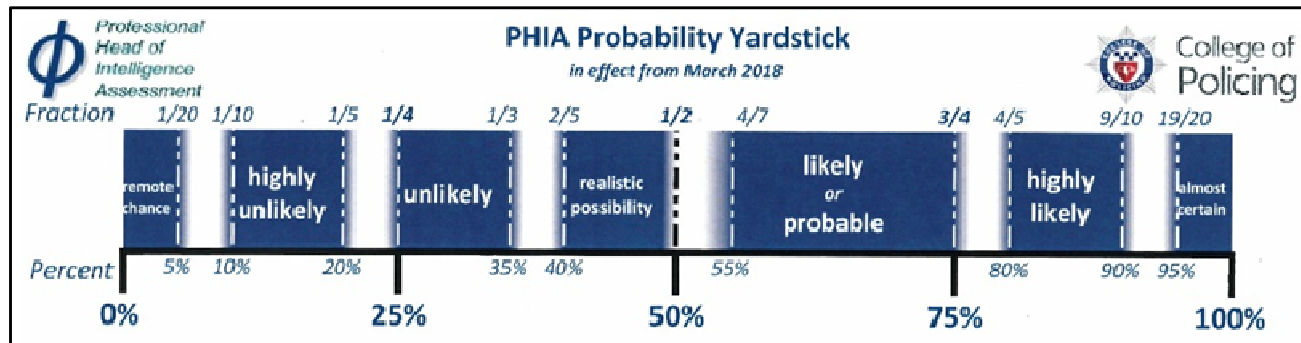
For general questions regarding Analysis and Research please use the intelligence group email: [Intelligence Analysis](#)

References

Not applicable

Probability Yard-Stick

The Probability Yardstick is a scale of probabilistic language developed by Defence Intelligence and latterly adopted by the Professional Heads of Intelligence Analysis (PHIA) for use across the government intelligence community.



This scale follows on from the ACPO Practice Advice and Guidance for Analysis 2008, with the Uncertainty Yardstick attempting to tighten the language and clarity over usage of particular statements.

Agenda Item No 12

Community and Environment Board

18 January 2021

Report of the Chief Executive

Progress Report on Achievement of Corporate Plan and Performance Indicator Targets April – September 2020

1 Summary

- 1.1 This report informs Members of the progress with the achievement of the Corporate Plan and Performance Indicator targets relevant to the Community and Environment Board for April to September 2020.

Recommendation to the Board

That Members consider the performance achieved and highlight any areas for further investigation.

2 Consultation

- 2.1 Consultation has taken place with the relevant Members and any comments received will be reported at the meeting.

3 Background

- 3.1 This report shows the second quarter position with the achievement of the Corporate Plan and Performance Indicator targets for 2020/21. This is the second report showing the progress achieved so far during 2020/21.

4 Progress achieved during 2020/21

- 4.1 Attached at Appendices A and B are reports outlining the progress achieved for all the Corporate Plan targets and the performance with the local performance indicators during April to September 2020/21 for the Community and Environment Board.

- 4.2 Members will recall the use of a traffic light indicator for the monitoring of the performance achieved.

Red – target currently not being achieved (shown as a red triangle)

Amber – target currently behind schedule and requires remedial action to be achieved (shown as an amber circle)

Green – target currently on schedule to be achieved (shown as a green star)

5 Performance Indicators

- 5.1 Members will be aware that national indicators are no longer in place and have been replaced by national data returns specified by the government. Some previous national and best value indicators have been kept as local indicators as they are considered to be useful in terms of managing the performance of our service delivery corporately.
- 5.2 The current national and local performance indicators have been reviewed by each division and Management Team for monitoring for 2020/21. Members are asked to note that work is underway to review and improve the performance reports, following discussions at Executive Board.

6 Overall Performance

- 6.1 The Corporate Plan performance report shows that 58% of the Corporate Plan targets and 21% of the performance indicator targets are currently on schedule to be achieved. The report shows that individual targets have been classified as red, amber or green. Individual comments from the relevant Division have been included, where appropriate. The table below shows the following status in terms of the traffic light indicator status:-

Corporate Plan

Status	Number	Percentage
Green	14	58%
Amber	10	42%
Red	0	0%
Total	24	100%

Performance Indicators

Status	Number	Percentage
Green	3	21%
Amber	0	0%
Red	11	79%
Total	14	100%

7 Summary

- 7.1 Members may wish to identify any areas that require further consideration where targets are not currently being achieved.

8 Report Implications

8.1 Safer Communities Implications

8.1.1 There are Safer Communities related actions highlighted in the report, including improving community life, health and well-being and adult safeguarding.

8.2 Legal and Human Rights Implications

8.2.1 The national indicators were specified by the Secretary of State for Communities and Local Government. They have now been ended and replaced by a single list of data returns to Central Government from April 2011.

8.3 Environment and Sustainability Implications

8.3.1 Improvements in the performance and quality of services will contribute to improving the quality of life within the community. There are a number of specific actions and indicators included within the report, which contribute towards improving the environment and sustainability under the priority of promoting sustainable and vibrant communities.

8.4 Risk Management Implications

8.4.1 Effective performance monitoring will enable the Council to minimise associated risks with the failure to achieve targets and deliver services at the required performance level.

8.5 Equality Implications

8.5.1 There are equality related actions and indicators highlighted in the report, including developing access to community services, tackling health inequalities and raising aspirations work.

8.6 Links to Council's Priorities

8.6.1 There are targets and performance indicators contributing towards the priorities of improving leisure and well-being opportunities, promoting sustainable and vibrant communities and supporting employment and businesses.

The Contact Officer for this report is Robert Beggs (719238).

Background Papers

Local Government Act 1972 Section 100D, as substituted by the Local Government Act, 2000 Section 97

Background Paper No	Author	Nature of Background Paper	Date
National Indicators for Local Authorities and Local Authority Partnerships	Department for Communities and Local Government	Statutory Guidance	February 2008

Community and Environment Board 20/21										
New No	Action	Priority	Board	Reporting Officer	Quarter 1	Status	Direction	Quarter 2	Status	Direction
19	To carry out the Council's obligations as a "relevant agency" and partner within Warwickshire Safeguarding, including those relating to the implementation of the Authority's Child Protection and Safeguarding Vulnerable Adults Policy, and to report on progress by March 2021.	Creating Safer Communities	Community & Environment Board	Simon Powell/Ange Coates	The Borough Council is closely engaged with Warwickshire Safeguarding and is undertaking its obligations as a "Relevant Agency" and partner. The Authority is also implementing the provisions of its Safeguarding Policy, which was approved by the Executive Board in September 2019	Green	↑	The Borough Council is closely engaged with Warwickshire Safeguarding and is undertaking its obligations as a "Relevant Agency" and partner. The Authority is also implementing the provisions of its Safeguarding Policy, which was approved by the Executive Board in September 2019	Green	↔
26	To maintain a very high standard of street cleanliness (95%) throughout the Borough and to continue to raise awareness (both of the public and other agencies) of the problems of litter, fly-posting and dog fouling	Protecting our Countryside & Heritage	Community & Environment Board	Richard Dobbs	Although inspections have been delayed due to coronavirus, street cleaning operations have continued as usual in most areas with some operational changes due to the pandemic restrictions	Amber	↔	Street cleaning operations continue to slowly return to 'normal' while still operating under Covid secure conditions. No surveys have been carried out during the pandemic	Amber	↑
27	To continue to investigate and implement ways to improve the responsiveness and efficiency of the street cleaning service, working more closely with Environmental Health on enforcement in the Borough	Protecting our Countryside & Heritage	Community & Environment Board	Richard Dobbs	Work on reviewing enforcement will be undertaken later in the year	Amber	↓	Work on this will begin over the coming months	Amber	↔
29	To work in partnership with the Highways Authority, Highways England and other partners to improve both the appearance and safety of the Borough's main roads. To work with partners so as to reduce the number of fatalities and injuries on roads in North Warwickshire (see also Safer Communities priorities)	Protecting our Countryside & Heritage	Community & Environment Board	Richard Dobbs	Partnership working has been difficult in recent months with access to night-time lane closures problematic due to staff working patterns	Amber	↓	This work is still delayed due to operational disruption caused by Covid	Amber	↔
31	In accordance with the priorities established by relevant Boards, continue to implement the approved outcomes of the Strategic Leisure Review process including, in particular, the need to determine and advance the long-term future of leisure facility provision and delivery in Atherstone, Coleshill and Polesworth and report on progress by March 2021	Improving Leisure & Wellbeing Opportunities	Community & Environment Board	Simon Powell	Work has continued in respect of the implementation of the approved outcomes of the Strategic Leisure Review, including in respect of the long-term future of leisure facility provision in Atherstone, Coleshill and Polesworth	Green	↔	Work has continued in respect of the implementation of the approved outcomes of the Strategic Leisure Review, including in respect of the long-term future of leisure facility provision in Atherstone, Coleshill and Polesworth, as well as with regard to the implementation of a revised and COVID-19 compliant Service Improvement Plan	Green	↔
32	Continue to implement the North Warwickshire Green Space and Playing Pitch Strategies, and the accompanying Local Football Facilities Plan, in accordance with their associated Action and Funding Plans and report on progress by March 2021	Improving Leisure & Wellbeing Opportunities	Community & Environment Board	Simon Powell	Work is progressing in respect of the implementation of the adopted Green Space and Playing Pitch Strategies, including in respect of projects being undertaken with sports clubs in both Atherstone and Grendon, the Management Plan for Abbey Green Park, Polesworth, and the further evolution of the Play Area Development Programme	Green	↑	Work is progressing in respect of the implementation of the adopted Green Space and Playing Pitch Strategies, including in respect of projects being undertaken with sports clubs in both Atherstone and Grendon, the progression of a multi-agency Green Recovery Plan that includes planned improvements in Cole End Park, Coleshill, and the implementation of the next stage of the Play Area Development Programme	Green	↔

34	To continue to work in partnership with other agencies to tackle health inequalities and specifically to renew and thereafter co-ordinate the sustainable implementation of the corporate Health and Wellbeing Action Plan. Report progress to each Health and Wellbeing Board	Improving Leisure & Wellbeing Opportunities	Community & Environment Board	Simon Powe	A new Health and Wellbeing Action Plan (2020 to 2023) has been developed by the Health and Wellbeing Working Party and was approved by the C&E Board in March 2020, subsequent to which its provisions are being advanced through work being undertaken across the Authority. This work was reported to a meeting of the Working Party held in July	Green	↑	A new Health and Wellbeing Action Plan (2020 to 2023) has been developed by the Health and Wellbeing Working Party and was approved by the C&E Board in March 2020, subsequent to which its provisions are being advanced through work being undertaken across the Authority. A number of health services have had to change their delivery arrangements as a result of the pandemic, but all services are still available	Green	↔
35	In conjunction with WCC and other partners, to ensure the success of North Warwickshire's involvement in appropriate national cycle events and initiatives, such as the National Time Trials, Velo and Commonwealth Games road races, having taken due account of the potential impact on local residents and the business community	Improving Leisure & Wellbeing Opportunities	Community & Environment Board	Simon Powell	All national cycling events due to impact upon the Borough were cancelled in 2020 due to the COVID-19 pandemic	Amber	↓	All national cycling events due to impact upon the Borough were cancelled in 2020 due to the COVID-19 pandemic	Amber	↔
36 (a)	In order to promote, support and strengthen community life (including new communities formed by housing growth), the Borough Council:- a) Will work in conjunction with partners through the North Warwickshire Community Partnership in order to advance the priorities and objectives of the North Warwickshire Sustainable Community Strategy, including in respect of the commitment to improve access to opportunities, services and facilities for local residents and will report in March on progress. Priorities will be formed by Partnership Day 13 and include	Promoting Sustainable & Vibrant Communities	Community & Environment Board	Steve Maxey	The Partnership Day event was cancelled in 2020 due to the COVID 19 pandemic	Amber	↓	It still has not been possible to hold the Partnership Day and so the formal work of the partnership is on hold	Amber	↔
36 (b)	b) Will continue to implement the focussed way of working in Community Development, through which activity will be targeted in locations determined by Members (Atherstone/Mancetter, Dordon and Arley and Whitacre) and in which communities are central to the identification of their own needs and the means by which those needs are met and to report on progress by March 2021	Promoting Sustainable & Vibrant Communities	Community & Environment Board	Simon Powell	The Board approved approach to targeted Community Development activity is continuing to be advanced, in conjunction with local residents in the communities of Atherstone / Mancetter, Dordon and Arley / Whitacre. In addition, significant work has been undertaken with community and voluntary sector organisations across the Borough in support of the corporate response to the COVID-19 pandemic	Green	↑	The Board approved approach to targeted Community Development activity is continuing to be advanced, in conjunction with local residents in the communities of Atherstone / Mancetter, Dordon and Arley / Whitacre. In addition, significant work has been undertaken with community and voluntary sector organisations across the Borough in support of the corporate response to the COVID-19 pandemic	Green	↔
38	To review the refuse and recycling service, with particular emphasis on options around recycling to ensure the sustainability and cost-effectiveness of the service while building sufficient capacity to accommodate future housing growth and explore how use of in-cab technology can support more efficient service delivery by April 2021	Promoting Sustainable & Vibrant Communities	Resources Board Community and Environment Board	Richard Dobbs	In-cab technology solutions are being reviewed in-line with existing route optimisation technology	Green	↑	In-cab and route optimisation solutions are being developed to aid the implementation of the garden waste charging service from April	Green	↑
39	To explore how waste services are delivered to reduce net cost and by using technology to make collection operations as efficient and sustainable as possible, while accommodating future housing growth	Promoting Sustainable & Vibrant Communities	Community & Environment Board	Richard Dobbs	In-cab and route optimisation IT will assist in the review of R&R service delivery over the coming months	Green	↔	Route optimisation and improved vehicle capacity will help improve round efficiency in these areas	Green	↔
40	To contribute as a full member of the Multi Recycling Facility project in order to have a fully operational facility in place by 2023	Promoting Sustainable & Vibrant Communities	Community & Environment Board	Richard Dobbs/Sue Garner	The procurement process is progressing	Green	↔	The procurement process is nearing conclusion with a preferred process equipment bidder (Lot B) now appointed. Lot A (Civils) is progressing well against target	Green	↔

44	To report in December 2020 on the work of the local Financial Inclusion Partnership, including to advise on actions and initiatives undertaken to mitigate local impact of the Welfare Reform programme and other economic changes in order to maximise the collection of monies due to the Council and best support customers to find solutions to help themselves	Promoting Sustainable & Vibrant Communities	Community & Environment Board	Sue Garner	Planned for later in the year.	Green	↔	To fit in with the Board timetable, the report will be taken to the January meeting	Green	↔
46	In partnership with Job Centre Plus, manage the ongoing migration of existing benefit customers onto Universal Credit and input into the Universal Support/Delivery local agenda, to support residents by providing support and advice and to report on progress by March 2021	Promoting Sustainable & Vibrant Communities	Community & Environment Board	Sue Garner	The responsibility to deliver assisted support to help customers make Universal Credit claims transferred to the Local Citizens Advice from April 2019. However we continue to support residents by providing advice and support as required.	Green	↔	We continue to support residents by providing advice and guidance as required.	Green	↔
47	To work with public, voluntary and business partners to deliver ongoing food-related projects to continue to support individuals and community organisations supported by Ediblelinks. This will also incorporate support to veterans via the Armed Forces Covenant work. Quarterly reports on progress will be made to the North Warwickshire Community Partnership and an annual report will be made to the Community & Environment Board in March 2021	Promoting Sustainable & Vibrant Communities	Community & Environment Board	Sue Garner	The Council has operated a Shielding Hub during the pandemic and has also supported a number of community organisations with food related projects. Work with Edible Links has also continued.	Green	↑	The Council has operated a Shielding Hub during the pandemic and has also supported a number of community organisations with food related projects. Work with Edible Links has also continued.	Green	↔
53	In partnership with the Local Action Group and Hinckley & Bosworth Borough Council, to continue to ensure the successful management, monitoring and evaluation of the local LEADER programme and report on progress by March 2021	Supporting Employment & Business	Community & Environment Board	Simon Powell	The LEADER programme has committed all of the available funds, including an additional sum allocated to the programme by the Rural Payments Agency (RPA). As the Accountable Body, the Authority is continuing to manage the programme through to a successful conclusion	Green	↑	The LEADER programme has committed all of the available funds, including an additional sum allocated to the programme by the Rural Payments Agency (RPA). As the Accountable Body, the Authority is continuing to manage the programme through to a successful conclusion.	Green	↔
55	To seek the introduction of Civil Parking Enforcement into North Warwickshire at the earliest opportunity as part of steps to improve and increase, amongst other things, parking in our town centres	Supporting Employment & Business	Community & Environment Board	Richard Dobbs	Work on CPE is ongoing in partnership with WCC with implementation anticipated no later than 1st November 2021.	Green	↑	Work on CPE is ongoing in partnership with WCC with implementation anticipated no later than 1st November 2021. A review of off-street parking orders and schedules is underway	Green	↑
56	Audit the Council's current carbon emissions and measures already in place to address climate change	Tackle Climate Change	Community & Environment Board	Richard Dobbs	Covid-19 has disrupted this work but it will begin again over the coming weeks and months	Amber	↓	The Council is using the Local Networks Carbon Accounting tool in conjunction with the other Warwickshire Councils. Baseline data has been collated and is in the process of being verified.	Green	↑
57	Develop an action plan by July 2020 to reduce the Council's net carbon emissions to a sustainable level	Tackle Climate Change	Community & Environment Board	Richard Dobbs	Covid-19 has disrupted this work but it will begin again over the coming weeks and months	Amber	↓	The Climate Change Member Group has now met and an action plan is being developed.	Amber	↑

58	Explore ways to reduce net carbon emissions across the Borough and to mitigate and adapt to future changes in the climate through procurement, planning, transport operations, and other measures	Tackle Climate Change	Community & Environment Board	Richard Dobbs	Covid-19 has disrupted this work but it will begin again over the coming weeks and months	Amber	↓	The Climate Change Member Group has now met and divisions are reviewing their activities in this area to feed into the emerging action plan.	Amber	↑
59	Engage with local businesses, residents, workers and visitors on the issue of climate change to encourage greater understanding of the issues and steps which can be taken to tackle it	Tackle Climate Change	Community & Environment Board	Richard Dobbs	Covid-19 has disrupted this work but it will begin again over the coming weeks and months	Amber	↓	Engagement will begin once the Council's action plan has been finalised and agreed	Amber	↑
60	Encourage cycling and walking in order to reduce air pollution and climate change impacts of other modes of transport	Tackle Climate Change	Community & Environment Board	Richard Dobbs	Covid-19 has disrupted this work but it will begin again over the coming weeks and months	Amber	↓	The Council is working with WCC on the development of LTP4 which will tackle this in detail	Amber	↑
61	Monitor and improve air quality in North Warwickshire, in line with Air Quality SPD	Tackle Climate Change	Community & Environment Board	Richard Dobbs	This work continues	Green	↔	This work is ongoing	Green	↔

Ref	Description	Section	Priority	Year End Target 2020/21	Outturn 2019/20	April - Sept Performance	Traffic Light	Direction of Travel	Comments
NWLPI 007	The percentage of food premises inspections that should have been carried out that were carried out for high risk premises.	Env Health (C, L & HP)	Health and Well-being	100	99	11	Red	↓	Inspections affected due to Covid 19 work
NWLPI 157	The percentage of food premises interventions that should have been carried out that were carried out for low risk premises	Env Health (C, L & HP)	Health and Well-being	100	94	4	Red	↓	Inspections affected due to Covid 19 work
NWLPI 085	Swimming pools and sports centres: The net cost per swim/visit	Leisure Facilities	Health and Well-being	0.84	1.66	18.22	Red	↓	The Leisure Facilities were closed from 21 March until 25 July 2020, with a consequent effect on visitor numbers and levels of income. This will significantly affect this performance indicator throughout 2020 / 21
NWLPI 086	Leisure Centres - Total income per visit	Leisure Facilities	Health and Well-being	3.31	3.33	£2.81	Red	↓	Visitor numbers are gradually increasing, as customer confidence in the safety of the Leisure Facilities returns. Government guidance, however, has prevented the return of various activities and this is affecting income levels and the performance in respect of this particular indicator
NWLPI 119	Number of collections missed per 100,000 collections of household waste (former BV88)	Refuse & Recycling	Recycling	125	35.83	26.42	Green	↑	Figure estimated for 31 December 20.
@NW:NI192	The percentage of household waste arisings which have been sent by the Authority for reuse, recycling, composting or treatment by anaerobic digestion.	Refuse & Recycling	Recycling	45	48.35%	50.41%	Green	↑	Figure estimated for 31 December 20.
@NW:NI195a	The percentage of relevant land and highways that is assessed as having deposits of litter that fall below an acceptable level. Only the level of litter is monitored and excludes detritus	Streetscape	Environment	5	Not completed	-	Red	↔	Due to work capacity issues no inspections have taken place.
New	Average Time Taken to Remove Fly-tipping	Streetscape	Environment	2	1.02	1.43	Green	↔	During the Covid-19 period there's been a 25% increase in fly-tipping incidents. FT removal jobs is sometimes shared across teams to meet the clearance within 2 day period.
New	Number of Borough Council led activities	Community Development	Health & Well-being	30	38	0	Red	↓	The COVID-19 pandemic has resulted in there being no direct Community Development led activity in Q1 and Q2. The Section, however, has given considerable support to business and community groups, including in respect of the acquisition of emergency funding, throughout the pandemic
New	Number of people who attended Borough Council led activities	Community Development	Health & Well-being	7,000	6,571	0	Red	↓	The COVID-19 pandemic has resulted in there being no direct Community Development led activity in Q1 and Q2

Ref	Description	Section	Priority	Year End Target 2020/21	Outturn 2019/20	April - Sept Performance	Traffic Light	Direction of Travel	Comments
New	Number of co-led activities (those activities that are delivered with the community)	Community Development	Health & Well-being	20	15	0	Red	↓	The COVID-19 pandemic has resulted in there being no co-led Community Development activity in Q1 and Q2
New	Number of people who attended co-led activities	Community Development	Health & Well-being	500	693	0	Red	↓	The COVID-19 pandemic has resulted in there being no co-led Community Development activity in Q1 and Q2
New	Number of community led activities	Community Development	Health & Well-being	15	26	0	Red	↓	The COVID-19 pandemic has resulted in there being no community led Community Development activity in Q1 and Q2. That said, there has been an enormous voluntary and community sector response to the pandemic, which has been supported by the Community Development section
New	Number of discovered people (those members of the community who are engaged to lead on local activity)	Community Development	Health & Well-being	50	40	0	Red	↓	The absence of Community Development activity meant that there were no "discovered people" in Q1 and Q2. High levels of community leadership and engagement were evident, however, throughout the pandemic

Agenda Item No 13

**Community and Environment
Board**

18 January 2021

**Report of the
Chief Executive**

Exclusion of the Public and Press

Recommendation to the Board

That under Section 100A(4) of the Local Government Act 1972, the public and press be excluded from the meeting for the following item of business, on the grounds that it involves the likely disclosure of exempt information as defined by Schedule 12A to the Act.

Agenda Item No 14

Update on Sub-Regional Materials Recycling Facility – Report of the Corporate Director Streetscape

Paragraph 3 – information relating to the financial or business affairs of any particular person (including the authority holding that information).

In relation to the item listed above members should only exclude the public if the public interest in doing so outweighs the public interest in disclosing the information, giving their reasons as to why that is the case.

The Contact Officer for this report is Jenny Price (719450)