

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

**(Councillors Smith, Bell, Chambers,
Ferro, Gosling, Hanratty, Jarvis, Lewis,
Phillips, Singh, Smitten, Symonds, and
Waters).**

For the information of other Members of the Council

For general enquiries please contact Jenny Price, Democratic Services Officer, on 01827 719450 or via e-mail jennyprice@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

22 January 2018

The Community and Environment Board will meet in The Committee Room, The Council House, South Street, Atherstone on Monday 22 January 2018, at 6.30pm.

AGENDA

- 1 Evacuation Procedure.**
- 2 Apologies for Absence / Members away on official Council business.**
- 3 Disclosable Pecuniary and Non-Pecuniary Interests**

4 **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. If you wish to put a question to the meeting please contact Jenny Price on 01827 719450 or email democraticservices@northwarks.gov.uk

5 **Minutes of the meeting of the Board held on 16 October 2017** – copies herewith, to be approved as a correct record and signed by the Chairman.

**PUBLIC BUSINESS
(WHITE PAPERS)**

6 **Corporate Plan 2018 – 19** – Report of the Chief Executive.

Summary

The Corporate Plan is updated on an annual basis. The purpose of this report is to seek the Board's approval for the Corporate Plan targets for which it is responsible and to agree the 2018-19 Service Plans for the Leisure & Community Development, Streetscape and Environmental Divisions.

The Contact Officer for this report is Jerry Hutchinson (719200).

7 **General Fund Fees and Charges 2018/2019** - Report of the Assistant Chief Executive and Solicitor to the Council, Assistant Director (Housing), Assistant Director (Streetscape) and Assistant Director (Leisure and Community Development).

Summary

The report covers the fees and charges for 2017/18 and the proposed fees and charges for 2018/19.

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

8 **General Fund Revenue Estimates 2018/2019** – Report of the Deputy Chief Executive.

Summary

This report covers the revised budget for 2017/18 and an estimate of expenditure for 2018/19, together with forward commitments for 2019/20, 2020/21 and 2021/22.

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

9 **Capital Programme 2018/19 to 2020/21**

This report identifies proposals for schemes to be included within the Council's Capital Programme over next 3 years.

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

10 **Prosecutions Taken By The Environmental Health Division 2017** – Report of the Assistant Chief Executive And Solicitor to the Council.

Summary

The report provides details of the prosecutions taken by the Environmental Health Division during the calendar year 2017.

11 **Leisure Facilities – 2018 / 19 Bank Holiday Closures** – Report of the Assistant Director (Leisure and Community Development).

Summary

This report seeks the Board's consideration of a schedule of Bank Holiday closures of leisure facilities during the 2018 / 19 financial year.

The Contact Officer for this report is Peter Wheaton (719257).

12 **Minutes of the Health and Wellbeing Working Party** meeting held on 10 January 2018 (copy herewith).

13 **The Arcade – Update** – Report of the Assistant Director (Streetscape)

Summary

This report presents Members with an updated copy of the annual report on the community use of The Arcade, Atherstone, submitted by Atherstone Town Council in response to the Board's request for more detail following consideration of the previous Town Council report presented to the Board in October.

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

14 **Supplementary Garden Waste Collections** – Report of the Assistant Director (Streetscape).

Summary

This report highlights the resource pressures experienced by the Council's refuse and recycling collection services and how the seasonal nature of green waste collections and the issue of additional green bins increases those pressures. The report proposes that charges are introduced to cover the costs of providing supplementary garden waste collections in order to ease

pressure on the service and enable it to be better prepared to accommodate ever increasing numbers of residential households within the Borough.

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

- 15 **Progress Report on Achievement of Corporate Plan and Performance Indicator Targets April – September 2017** - Report of the Chief Executive and the Deputy 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 2017.

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

JERRY HUTCHINSON
Chief Executive

NORTH WARWICKSHIRE BOROUGH COUNCIL

MINUTES OF THE COMMUNITY AND ENVIRONMENT BOARD

16 October 2017

Present: Councillor Smith in the Chair

Councillors Bell, Chambers, Gosling, Jarvis, Phillips, Smitten and Waters

Apologies for absence were received from Councillors Ferro and Lewis.

Councillor Humphreys was also in attendance.

19 **Disclosable Pecuniary and Non-Pecuniary Interests**

Councillor Gosling declared a non-pecuniary interest in Minute 22 – North Warwickshire Green Space Strategy Progress Report, by virtue of being a Director of Jellybeans Nursery and a member of the Friends of Daffern's Wood Group.

Councillor Jarvis declared a non-pecuniary interest in Minute 27 - The Arcade, Atherstone, by virtue of being an Atherstone Town Councillor and took no part in the discussion or voting thereon.

20 **Minutes of the meetings of the Board held on 17 July and 13 September 2017**

The minutes of the meetings held on 17 July and 13 September 2017, copies having been previously circulated, were approved as a correct record and signed the Chairman.

21 **Budgetary Control Report 2017/2018 Period Ended 30 September 2017**

The Assistant Director (Finance and Human Resources) reported on the revenue expenditure and income for the period from 1 April 2017 to 30 September 2017.

Resolved:

That the report be noted.

22 **North Warwickshire Green Space Strategy Progress Report**

Members were informed of progress in respect of delivery against the priorities set out in the North Warwickshire Green Space Strategy (2008 to 2018).

Resolved:

That progress in respect of the implementation of the North Warwickshire Green Space Strategy (2008 to 2018), be noted.

23 LEADER Programme Update

The Assistant Director (Leisure and Community Development) updated the Board on the progress made to date in respect of delivery of the North Warwickshire and Hinckley and Bosworth LEADER programme (2015 to 2020) and notified Members of changes made to the funding application process.

Resolved:

That the progress made to date in respect of delivery of the North Warwickshire and Hinckley and Bosworth LEADER programme (2015 to 2020) and the changes made to the associated funding application process be noted.

24 Destination Management Plan

The Assistant Director (Leisure and Community Development) updated the Board on the work being undertaken in partnership with Hinckley and Bosworth Borough Council to develop and deliver a Destination Development Plan for the combined area.

Resolved:

- a That the progress made in developing and delivering the Destination Development project, which was being funded through the European Agricultural Fund for Rural Development (EAFRD), be noted; and**
- b That the content of the Destination Management Plan for North Warwickshire and Hinckley and Bosworth, be noted.**

25 Health and Wellbeing Action Plan (2017 to 2020)

Members were updated on the progress being made in respect of the actions identified in the approved three-year Health and Wellbeing Action Plan.

Resolved:

That the progress made in respect of the delivery of commitments identified in the current Health and Wellbeing Action Plan, be noted.

26 **Minutes of the Health and Wellbeing Working Party held on 14 September 2017**

The minutes of the Health and Wellbeing Working Party held on 14 September 2017 were received and noted.

27 **The Arcade, Atherstone**

The Assistant Director (Streetscape) presented Members with a copy of the annual report on the community use of The Arcade, Atherstone, submitted by Atherstone Town Council.

Resolved:

That the Atherstone Town Council report as set out in Appendix A to the report be noted and that the Assistant Director (Streetscape) write to Atherstone Town Council to request a more detailed report on the community use of the The Arcade, Atherstone.

28 **The Controlled Waste (England and Wales) Regulations 2012**

The Board was informed how the waste arising from different types of premises was classified under the Controlled Waste (England and Wales) Regulations 2012. The Assistant Director (Streetscape) explained the charges for collection and disposal which local authorities could apply to such waste and how waste arising from different types of non-domestic premises was charged at present by the Borough Council.

Resolved:

That a further report be brought to a future meeting of the Board.

29 **Progress Report on Achievement of Corporate Plan and Performance Indicator Targets April – June 2017**

Members were informed of the progress with the achievement of the Corporate Plan and Performance Indicator targets relevant to the Community and Environment Board for April to June 2017.

Resolved:

That the report be noted.

30 **Exclusion of the Public and Press**

Resolved:

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.

31 **Environmental Health**

The Assistant Chief Executive and Solicitor to the Council and the Assistant Director (Housing) sought the Board's approval for a restructure of the Environmental Health teams to be reported onto the Special Sub-Group.

Recommendation to the Special Sub-Group:

That the restructure of the Environmental Health teams as detailed in the report of the Assistant Chief Executive and Solicitor to the Council and Assistant Director (Housing) be reported onto the Special-Sub Group for approval.

Councillor Smith
Chairman

Agenda Item No 6

Community and Environment Board

22 January 2018

Report of the Chief Executive

Corporate Plan 2018 - 19

1 Summary

- 1.1 The Corporate Plan is updated on an annual basis. The purpose of this report is to seek the Board's approval for the Corporate Plan targets for which it is responsible and to agree the 2018-19 Service Plans for the Leisure & Community Development, Streetscape and Environmental Divisions.

Recommendation to the Executive Board

- a That those Corporate Plan Targets as set out in Appendix A to the report for which the Community and Environment Board is responsible be agreed; and**

Recommendation to the Board

- b That the Service Plans as set out in Appendix B to the report be agreed.**

2 Report

- 2.1 Corporate Plan Targets and Divisional Service Plans are normally agreed in the January/February cycle of meetings and adopted by Full Council in February at the same time as the Budget.

- ... 2.2 Appendix A sets out proposals for those Corporate Targets which fall within the remit of the Community and Environment Board. Members are requested to recommend to the Executive Board that the Corporate Targets set out in Appendix A are agreed.

- 2.3 A report will be presented to Boards/Sub-Committees after the end of the financial year to show the year end out-turn on the 2017-18 Key Actions. Proposals for 2018-19 will form part of the 2018-19 Corporate Plan which covers the Council's top level priorities.

- 2.4 It is also important, however, that Members are aware of and agree the significant amount of work carried out within the Divisions to provide services to local people. This information appears in a single document for each Division, the Divisional Service Plan, which is the key management tool for ensuring that services deliver their annual work programme.

- ...
- 2.5 The Service Plans for the Leisure & Community Development, Streetscape and Environmental Divisions comprise Appendix B to this report, as most of these programmes relate to work carried out for this Board.
- 2.6 Where there are any budget implications for another Board/Sub-Committee arising out of this work programme, those implications will be drawn to the attention of the relevant Board/Sub-Committee in the Budget report going to this cycle of meetings. Similarly, any budgetary implications for this Board from Divisional Plans being reported to other Boards/Sub-Committees are dealt with in the Budget Report also on this agenda.
- 2.7 Once the Corporate Plan Targets and Divisional Service Plans have been agreed, they will all be subject to the following reporting procedures for monitoring performance:-
- Monthly reports are considered by Management Team;
 - A traffic light warning indicator is used:-
 - Red – target not likely to be achieved.
 - Amber – target currently behind schedule and requires remedial action in order to be achieved.
 - Green – target currently on schedule to be achieved;
 - Progress reports to each Board/Sub-Committee meeting.

3 Report Implications

3.1 Finance and Value for Money Implications

- 3.1.1 Where possible, Targets and indicators for 2018-19 will be achieved from within existing Board/Sub-Committee resources. Details of any additional funding are included in the right hand column of the table in Appendix A and in the Budget report and will be in appropriate cases, the subject of reports to the Board.

3.2 Risk Management Implications

- 3.2.1 The main risk is ensuring that the Council prioritises its resources to enable it to deliver its priorities. The performance monitoring arrangements set out above provide the mechanism to ensure that remedial action can be taken to review progress and ensure that priority outcomes are delivered.

3.3 Other Report Implications

- 3.3.1 Any further implications resulting from the proposals in Appendix A will be the subject of further reports to the Board.

3.4 Links to Council’s Priorities

3.4.1 These are set out in the Appendices.

The Contact Officer for this report is Jerry Hutchinson (719200).

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

PRIORITIES AND KEY ACTIONS

<p>PRIORITY 2</p> <p>CREATING SAFER COMMUNITIES</p>	<p>Working with our communities and partners to enable our residents to both be and feel safer, whether at home or in and around the Borough.</p>
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Target	Board/Lead Officer	Additional Training/ Financial Implications
<p>To ensure that the Council is prepared for emergencies and has suitable emergency and business continuity plans, as required by the Civil Contingencies Act, and to review both the emergency and business continuity plans annually in March.</p>	<p>Executive Board/CE/AD (CS)</p>	<p>To be met within existing budgets.</p>
<p>To continue to work with Warwickshire County Council, the Environment Agency and local communities to mitigate the effects of, and protect against, the impacts of localised flooding and to update as part of the quarterly performance reports.</p>	<p>Executive Board/AD (S)/ACE&StC</p>	<p>Investigations to be carried out within existing budgets.</p>

Target	Board/Lead Officer	Additional Training/ Financial Implications
<p>To consider the findings of the 2018-19 North Warwickshire Community Safety Partnership Strategic Assessment and, to work with the community including the Police, Town and Parish Councils and young people to improve public perception and public confidence by contributing towards the achievement of the partnership plan actions and targets for the 2018/2019 strategic priorities relating to Violence against the person, sexual offences, Anti-Social Behaviour, Crime in rural areas and road safety.</p> <p>The specific priorities may change, pending the finalisation of the Strategic Assessment 2018/19. The draft priorities may be available in February for consideration by the North Warwickshire Community Safety Partnership.</p>	Safer Communities Sub-Committee/CE/AD (L&CD)	The Council makes additional contributions to supplement the Community Safety Grant received from the Police and Crime Commissioner.
To continue working with partners to resolve Safer Neighbourhood issues, including, where necessary, taking action to address anti-social and nuisance behaviour.	Safer Communities Sub-Committee/CE/AD (L&CD)	External funding is often required to undertake appropriate actions.

Target	Board/Lead Officer	Additional Training/ Financial Implications
To address the audit recommendations from the Telecare Service Authority by September 2018.	Resources Board/AD (H)	Any financial implications will be identified as part of the review.
To extend the Borough Care Service into the Nuneaton and Bedworth area by May 2018.	Resources Board/AD (H)	Any financial implications will be identified as part of the review.
During 2018, consider the implications of modernising the lifeline equipment used and anticipate the move to digital compliant equipment.	Resources Board/AD (H)	Any financial implications will be identified as part of the review.
<p>To carry out the Council's obligations as a member of the Warwickshire Safeguarding Children Board, including those relating to the Child Protection Policy and, where appropriate, to co-ordinate all related activity alongside the need to safeguard adults and other vulnerable people in the community and to report on progress by March 2019.</p> <p>The training programme will be rolled out in 2018 to senior management and front-line operatives in Housing Direct Works and Streetscape.</p>	Community & Environment Board/AD (L&CD)	Internal trainers will continue to deliver the WSCB Child Protection course to all colleagues throughout the authority. This course will include CSE training.

Target	Board/Lead Officer	Additional Training/ Financial Implications
To carry out the Council's obligations as a member of the Warwickshire Safeguarding Adults Board. This will include delivering a comprehensive training programme for staff during 2018, to support the Council's policy and procedures.	Community & Environment Board/AD (H)	Internal trainers will deliver relevant training.
To report on current CCTV camera usage and possible options for future deployment by December 2018.	Safer Communities Sub-Committee/CE	Any financial decisions will be reported as part of the decision-making process.

<p>PRIORITY 3</p> <p>PROTECTING OUR COUNTRYSIDE & HERITAGE</p>	<p>Protecting and improving our countryside and heritage in times of significant growth challenges and opportunities.</p>
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Target	Board/Lead Officer	Additional Training/ Financial Implications
<p>To continue to:-</p> <p>(a) Manage development so as to deliver the priorities on the Council's Corporate Plan and in the Sustainable Community Strategy;</p> <p>(b) Use the Design Champions to ensure the best achievable designs are implemented and developed so as to reflect setting and local character;</p> <p>(c) To seek to secure the protection of the best of the Borough's built and rural heritage; and</p> <p>(d) To continue to work with North Warwickshire Heritage Forum to protect, promote and develop the heritage and tourism of North Warwickshire.</p> <p>To report on Growth pressures on the Borough, how to protect the Green Belt as far as possible and sustain the rurality of the Borough by February 2019 and at least annually thereafter.</p>	<p>Planning & Development Board/ Design Champions/ACE&StC</p>	<p>To be met within existing budgets.</p>

Target	Board/Lead Officer	Additional Training/ Financial Implications
<p>(a) Whilst continuing to oppose the route of HS2 Phase 2b in principle, to press for maximum mitigation and benefits for the Borough, required as a consequence of the HS2 proposal, in partnership with other affected Councils and community action groups; and</p> <p>(b) To continue to oppose the principle of Opencast Mining and Mineral Extraction.</p>	Executive Board/ACE&StC	Should any additional funding be required, this will be subject to further report.
<p>(a) 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.</p> <p>(b) Tackle fly-tipping in line with the Council's Action Plan through joint-working and cross-border co-operation with all relevant stakeholders and through increased promotion, monitoring, investigation and enforcement.</p>	<p>Community & Environment Board/AD (S)/ AD (H)</p> <p>Safer Communities Sub-Committee/AD (S)</p>	<p>Any requirement for additional funding will be reported.</p> <p>Progress against the fly-tipping action plan will be regularly reported to the Safer Communities Sub-Committee.</p>

Target	Board/Lead Officer	Additional Training/ Financial Implications
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 (see also Safer Communities priorities).	Community & Environment Board/AD (S)/ Safer Communities Sub-Committee/CE	Any financial implications will be reported as part of the decision-making process.
To progress the Local Plan through Inquiry towards adoption by October 2018.	Executive Board/Planning & Development Board/LDF Sub-Committee/ACE&StC	To be met within existing budgets.
To continue to take action to reduce the Council's carbon footprint and carbon emission in the Borough, in accordance with the Climate Change Strategy and Action Plan, and to report annually in March on progress. This will include acting on any Government led initiatives for domestic properties.	Community & Environment Board/ACE&StC	To be met within existing budgets.

<p>PRIORITY 4</p> <p>IMPROVING LEISURE & WELLBEING OPPORTUNITIES</p>	<p>Providing opportunities to enable local people to enjoy their leisure and recreation and to improve their health and wellbeing.</p>
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Target	Board/Lead Officer	Additional Training/ Financial Implications
<p>In accordance with the priorities established by relevant Boards, commence implementation of the approved outcomes of the Strategic Leisure Review process and report on progress by March 2019.</p>	<p>Community & Environment Board/AD (L&CD)</p>	<p>Any financial implications will be included in the reports.</p>
<p>Subsequent to completion of the process of external review, commence implementation of the new North Warwickshire Green Space and Playing Pitch Strategies in accordance with their associated Action and Funding Plans and report on progress by March 2019.</p>	<p>Community & Environment Board/AD (L&CD)</p>	<p>The resource implications will be detailed in the supporting Action and Funding Plans.</p>

Target	Board/Lead Officer	Additional Training/ Financial Implications
<p>To continue to work in partnership with other agencies to tackle health inequalities and specifically to co-ordinate the sustainable implementation of the new corporate Health and Wellbeing Action Plan (2017 to 2020), including its focus on priorities that are compatible with those of the approved Health, Well-being and Leisure Strategy, the Community Partnership and the Warwickshire North Health and Well-being Partnership.</p>	<p>Community & Environment Board/AD (L&CD)</p>	<p>External funding is sought, and often required, to undertake appropriate actions.</p>
<p>In conjunction with WCC and other partners, to ensure the success of the Women's 2018 International Cycle Race and its impact upon the community of North Warwickshire. Encourage and support the future staging of similar events within the Borough.</p>	<p>Community & Environment Board/ ACE&StC/AD (S)/AD (L&CD)</p>	<p>This is subject to additional funding being approved.</p>

<p>PRIORITY 5</p> <p>PROMOTING SUSTAINABLE & VIBRANT COMMUNITIES</p>	<p>Working with local residents including our tenants and partners to help our communities to be sustainable and vibrant, both in terms of facilities and lifestyle.</p>
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Target	Board/Lead Officer	Additional Training/ Financial Implications
<p>In order to promote and support community life, the Borough Council:-</p> <p>(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 annually in March on progress.</p> <p>(b) Ensure the active engagement of partners, stakeholders and the community within the Action Plans that support the approved and targeted approach to Community Development work and report on progress by March 2019.</p>	<p>Community & Environment Board/CE/ACE (CS)/AD (L&CD)</p>	<p>To be met within existing budgets, unless new initiatives come along which will be the subject of separate reports.</p>

Target	Board/Lead Officer	Additional Training/ Financial Implications
To continue to review the refuse and recycling service with particular emphasis on options around recycling to ensure the sustainability & cost-effectiveness of the service while building sufficient capacity to accommodate future housing growth.	Community & Environment Board/AD (S)	Any financial implications will be reported as part of the decision-making process. The Refuse & Recycling Task & Finish Group will oversee work in this area.
To explore ways in which the waste management service can operate more efficiently and cost-effectively through a more strategic and co-ordinated approach across the sub-region.	Community & Environment Board/AD (S)	Any financial implications will be reported as part of the decision-making process. The Community & Environment Board will receive regular reports and be asked to consider options for progress in this area.
To work in partnership with the County Council and other agencies to agree and implement CPE and introduce a comprehensive new off-street parking strategy to ensure that the service is sustainable and continues to meet local demand.	Resources Board/AD(S)	Any financial implications will be reported as part of the decision making process.

Target	Board/Lead Officer	Additional Training/ Financial Implications
The forward work plan for the service will be set out by the HEART Board at its meeting in February 2018. During 2018, the service will seek to increase take-up for the service, monitor outcomes for customers and to procure a new framework for contractors to deliver adaptation works.	Resources Board/AD (H)	Any financial implications will be reported as part of the decision-making process.
To report on changes to Homelessness Legislation and take action to implement new requirements, starting with a report to Resources Board following publication of the statutory consultation.	Resources Board/AD (H)	Any financial implications will be reported as part of the decision making process.
During 2018/2019, we will put procedures and systems in place to deliver the new homelessness legislation. This will include promoting the joint, prevention trailblazer initiative – PHIL (Preventing Homelessness Improving Lives) as part of our housing options offer.	Resources Board/AD (H)	Any financial implications will be reported as part of the decision making process.
We will deliver a new Homelessness Strategy by April 2018 and progress the action plan during 2018 – 2019.	Resources Board/AD (H)	Any financial implications will be reported as part of the decision making process.

Target	Board/Lead Officer	Additional Training/ Financial Implications
During 2018, we will deliver a new shared service for the private sector housing duties and will review the service after 12 months and report to the Resources Board on performance.	Resources Board/AD (H)	Any financial implications will be reported as part of the decision-making process.
To report in March 2019 on the work of the local Financial Inclusion Partnership including, for 2018/19, 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.	Community & Environment Board/ACE (CS)	Any financial implications will be reported as part of the decision making process.
To report by September 2018 on progress on the delivery of the Customer Access Strategy, including the use of Community Hubs, the BOB bus, increased take-up of online services and the success of driving channel shift.	Resources Board/ACE (CS)/ACE&StC/ AD (CS)	Any financial implications will be reported as part of the decision-making process.

Target	Board/Lead Officer	Additional Training/ Financial Implications
In partnership with Job Centre Plus, implement the ongoing roll-out of Universal Credit and input into the Universal Support/Delivery local agenda, to support residents impacted by providing support and advice.	Community & Environment Board/ ACE (CS)	Any funding implications will be the subject of discussion with DWP and staffing capacity and roles will be reviewed in light of the impact of the additional works undertaken.
To work with public, voluntary and business partners to deliver ongoing food-related projects if a business case can be agreed to continue to support individuals and community organisations supported from our award-winning innovative food hub project. 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 2019.	Community & Environment Board/ACE (CS)	To be met through existing budgets and external funding applications.
To ensure we communicate effectively to help inform residents, businesses and all sections of our communities of the Council's services and priorities and to make clear the opportunities for them to be involved in decision making via consultation. To take into account the LGA Communications Health-Check and the commitments in the Council's Customer Access Strategy in all aspects of work in this area and to report on progress by May 2018.	Executive Board/CE/AD (CS)/ACE&StC/ ACE (CS)	To be met within existing budgets.

<p>PRIORITY 6</p> <p>SUPPORTING EMPLOYMENT & BUSINESS</p>	<p>Supporting employment and business to grow the local economy in terms of access to work, skills improvement and wider business development opportunities.</p>
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Target	Board/Lead Officer	Additional Training/ Financial Implications
<p>To continue to work with partner organisations in the Coventry, Warwickshire and Hinckley Joint Committee and to consider further options for joint work in the light of Central Government proposals for greater devolution, if this proves beneficial to the local economy.</p>	<p>Executive Board/CE/ACE&StC</p>	<p>To be identified as part of the negotiating process.</p>

Target	Board/Lead Officer	Additional Training/ Financial Implications
<p>To:-</p> <p>(a) Work with the County Council, Job CentrePlus and other partners to provide and promote apprenticeships/ training opportunities; and</p> <p>(b) Administer funding provided by developers and through other funding sources to maximise opportunities for employment of local people including employment engagement activity, development of work clubs and bespoke training.</p> <p>To work with the County Council, Town/Parish Councils and other partners to maximise section 106/CIL contributions for infrastructure, biodiversity offsetting and community improvements.</p>	<p>Planning & Development Board/ACE&StC</p>	<p>Use of Section 106 funding and any financial implications identified in the report on employing apprentices.</p>
<p>In partnership with the Local Action Group and Hinckley & Bosworth Borough Council, to continue to ensure the successful delivery of the LEADER programme (2015 to 2020) in accordance with the priorities identified in the approved Local Development Strategy and Business Plan and to report on progress by March 2019.</p>	<p>Community & Environment Board/AD (L&CD)</p>	<p>LEADER is a predominantly externally funded programme.</p>

Target	Board/Lead Officer	Additional Training/ Financial Implications
Look at ways to improve transport links, including cycle links, footpath links, public transport and HGV parking to local employment and report on progress by March 2019.	Planning & Development Board/ACE&StC	Section 106 funding.
To develop a North Warwickshire Transport Strategy, together with Warwickshire County Council, by March 2019.	Executive Board/ACE&StC	Section 106 funding, external funding and as to be identified by the Strategy.
To work to improve broadband access for the people and businesses of North Warwickshire through the work of the Council and specifically the Coventry, Solihull and Warwickshire BDUK Project and report on progress by December 2018.	Resources Board/AD (CS)	BDUK funding and approved Council matched funding.

LEISURE AND COMMUNITY DEVELOPMENT DIVISION - SUMMARY ACTION PLAN 2018/19

Action	Links with the Sustainable Community Strategy and Corporate Plan	Lead Officer	Start Date	End Date	Priority	Measurement of Success	Resource / Training Implications
Key "Headline" Divisional Objectives							
<p>Maintain focused programmes of Leisure and Community Development work and ensure that, wherever appropriate, Divisional activity contributes to the advancement of objectives contained within the North Warwickshire Sustainable Community Strategy, the Corporate Plan and the strategies adopted through the Strategic Leisure Review process and to report on progress to the C&E Board in March 2019</p>	<p>Raising Aspirations / Developing Healthier Communities / Improving Access to Services</p> <p>Responsible Financial and Resource Management / Creating Safer Communities / Protecting our Countryside and Heritage / Improving Leisure and Wellbeing Opportunities / Promoting Sustainable and Vibrant Communities / Supporting Employment and Business</p>	<p>AD (L&CD) / CDM & LFM</p>	<p>April 2018</p>	<p>On-going</p>	<p>High</p>	<p>C&E Board approval of actions taken in support of the North Warwickshire Sustainable Community Strategy, the Corporate Plan and the strategies adopted through the Strategic Leisure Review process</p>	<p>The extent of activity will be determined by the availability of revenue resources and, in some instances, the acquisition of external funding support</p>

LEISURE AND COMMUNITY DEVELOPMENT DIVISION - SUMMARY ACTION PLAN 2018/19

Action	Links with the Sustainable Community Strategy and Corporate Plan	Lead Officer	Start Date	End Date	Priority	Measurement of Success	Resource / Training Implications
<p>Ensure compliance with the Council's statutory responsibilities as a member of the Warwickshire Safeguarding Children Board, including those relating to the Child Protection Policy and, where appropriate, co-ordinate all related activity alongside the need to safeguard adults and other vulnerable people in the community. A report on progress will be presented to Members in February / March 2019</p>	<p>Developing Healthier Communities / Improving Access to Services</p> <p>Responsible Financial and Resource Management / Creating Safer Communities / Improving Leisure and Wellbeing Opportunities / Promoting Sustainable and Vibrant Communities</p>	<p>CE & AD (L&CD)</p>	<p>April 2018</p>	<p>On-going</p>	<p>High</p>	<p>Member approval of actions taken in support of the Warwickshire Safeguarding Children Board</p> <p>Continued implementation of the Child Protection and Vulnerable Adults Policies</p>	<p>Internal "trainers" will continue to deliver the WSCB Child Protection course to all colleagues throughout the Authority. This course will include CSE training</p> <p>Similarly, relevant staff will be required to undertake Vulnerable Adults training</p> <p>The Borough Council makes an annual contribution to the work of the WSCB, including Serious Case Reviews</p>

LEISURE AND COMMUNITY DEVELOPMENT DIVISION - SUMMARY ACTION PLAN 2018/19

Action	Links with the Sustainable Community Strategy and Corporate Plan	Lead Officer	Start Date	End Date	Priority	Measurement of Success	Resource / Training Implications
<p>In accordance with the priorities established by relevant Boards, commence implementation of the approved outcomes of the Strategic Leisure Review process and report on progress by March 2019</p> <p>In conjunction with Polesworth School, determine the future of Polesworth Sports Centre on its current site by December 2018</p>	<p>Raising Aspirations / Developing Healthier Communities / Improving Access to Services</p> <p>Responsible Financial and Resource Management / Creating Safer Communities / Improving Leisure and Wellbeing Opportunities / Promoting Sustainable and Vibrant Communities / Supporting Employment and Business</p>	<p>AD (L&CD) / CDM & LFM</p> <p>AD (L&CD)</p>	<p>April 2018</p> <p>Jan 2018</p>	<p>On-going</p> <p>Dec 2018</p>	<p>High</p> <p>High</p>	<p>Board approval of actions taken to implement the approved outcomes of the Strategic Leisure Review process</p> <p>Clarity regarding the future of Polesworth Sports Centre on the site of Polesworth School beyond December 2018</p>	<p>The associated capital and revenue implications of the Review will be reported to relevant Boards</p> <p>Provision has been made within the revenue budget for the continued use of Polesworth Sports Centre</p>

LEISURE AND COMMUNITY DEVELOPMENT DIVISION - SUMMARY ACTION PLAN 2018/19

Action	Links with the Sustainable Community Strategy and Corporate Plan	Lead Officer	Start Date	End Date	Priority	Measurement of Success	Resource / Training Implications
<p>Formally adopt and commence implementation of a Service Improvement Plan for the Leisure Facilities section, against which performance will be monitored by the C&E Board at each of its meetings</p>	Raising Aspirations / Developing Healthier Communities / Improving Access to Services	AD (L&CD) & LFM	April 2018	March 2020	High	Evidenced improvement of the Leisure Facilities section, within the context provided by the Service Improvement Plan	This action has significant implications for the Council's 2018/19 revenue budget projections
<p>Maximise opportunities for income generation and customer retention within Leisure Facilities in order to ensure that corresponding income receipts exceed the levels achieved in 2017/18</p>	Responsible Financial and Resource Management / Creating Safer Communities // Improving Leisure and Wellbeing Opportunities / Promoting Sustainable and Vibrant Communities / Supporting Employment and Business	AD (L&CD) / LFM & BDT	April 2018	March 2019	High	Corresponding 2018/19 income receipts that exceed those achieved in 2017/18	

LEISURE AND COMMUNITY DEVELOPMENT DIVISION - SUMMARY ACTION PLAN 2018/19

Action	Links with the Sustainable Community Strategy and Corporate Plan	Lead Officer	Start Date	End Date	Priority	Measurement of Success	Resource / Training Implications
<p>Subsequent to completion of the process of external review, commence implementation of the new North Warwickshire Green Space and Playing Pitch Strategies in accordance with their associated Action and Funding Plans and to report on progress by March 2019</p>	<p>Raising Aspirations / Developing Healthier Communities / Improving Access to Services</p> <p>Responsible Financial and Resource Management / Creating Safer Communities / Protecting our Countryside and Heritage / Improving Leisure and Wellbeing Opportunities / Promoting Sustainable and Vibrant Communities / Supporting Employment and Business</p>	<p>AD (L&CD) & CDM</p>	<p>April 2018</p>	<p>On-going</p>	<p>High</p>	<p>Board approval of actions taken to implement the first phases of the Green Space and Playing Pitch Strategies</p>	<p>The significant resource implications will be detailed in the supporting Action and Funding Plans</p>

LEISURE AND COMMUNITY DEVELOPMENT DIVISION - SUMMARY ACTION PLAN 2018/19

Action	Links with the Sustainable Community Strategy and Corporate Plan	Lead Officer	Start Date	End Date	Priority	Measurement of Success	Resource / Training Implications
Supporting Divisional Actions for 2018/19							
Develop and commence implementation of a proactive approach to tree management in accordance with the processes and procedures agreed by the Community and Environment Board in 2010	Raising Aspirations / Developing Healthier Communities / Improving Access to Services Responsible Financial and Resource Management / Creating Safer Communities / Protecting our Countryside and Heritage / Improving Leisure and Wellbeing Opportunities / Promoting Sustainable and Vibrant Communities	AD (L&CD) & CDM	April 2018	On-going	Medium	C&E Board approval of action taken to develop and implement a proactive approach to tree management	Significant input will be required from the Green Space Officer (Trees) to develop and implement the desired approach to tree management. Any revenue implications will need to be met from existing budgets

LEISURE AND COMMUNITY DEVELOPMENT DIVISION - SUMMARY ACTION PLAN 2018/19

Action	Links with the Sustainable Community Strategy and Corporate Plan	Lead Officer	Start Date	End Date	Priority	Measurement of Success	Resource / Training Implications
<p>In conjunction with Hinckley and Bosworth Borough Council and the appointed external consultant, ensure implementation of the relevant provisions of the approved Destination Management Plan</p>	<p>Raising Aspirations / Developing Healthier Communities / Improving Access to Services</p> <p>Responsible Financial and Resource Management / Creating Safer Communities / Protecting our Countryside and Heritage / Improving Leisure and Wellbeing Opportunities / Promoting Sustainable and Vibrant Communities / Supporting Employment and Business</p>	CDM	Sept 2017	Sept 2022	Medium	Implementation of the relevant priorities identified in the Destination Management Plan	<p>The first year of the five year Destination Management Plan is externally funded. There are, therefore, no immediate revenue implications of the Borough Council's involvement in the associated processes</p>

LEISURE AND COMMUNITY DEVELOPMENT DIVISION - SUMMARY ACTION PLAN 2018/19

Action	Links with the Sustainable Community Strategy and Corporate Plan	Lead Officer	Start Date	End Date	Priority	Measurement of Success	Resource / Training Implications
<p>In partnership with the Local Action Group and Hinckley and Bosworth Borough Council, continue to ensure the successful delivery of the LEADER programme (2015 to 2020), in accordance with the priorities identified in the approved Local Development Strategy and Business Plan and to report on progress by March 2019</p>	<p>Raising Aspirations / Developing Healthier Communities / Improving Access to Services</p> <p>Responsible Financial and Resource Management / Creating Safer Communities / Protecting our Countryside and Heritage / Improving Leisure and Wellbeing Opportunities / Promoting Sustainable and Vibrant Communities / Supporting Employment and Business</p>	<p>AD (L&CD) & CDM</p>	<p>Jan 2015</p>	<p>March 2020</p>	<p>Medium</p>	<p>Implementation of the relevant priorities identified in the approved Local Development Strategy and Business Plan</p>	<p>LEADER is a predominantly externally funded programme</p>

LEISURE AND COMMUNITY DEVELOPMENT DIVISION - SUMMARY ACTION PLAN 2018/19

Action	Links with the Sustainable Community Strategy and Corporate Plan	Lead Officer	Start Date	End Date	Priority	Measurement of Success	Resource / Training Implications
<p>In conjunction with partner agencies, continue to ensure delivery of relevant actions arising through Safer Neighbourhood processes, including, where necessary, support for the delivery of positive interventions to address anti-social and nuisance behaviour</p>	<p>Raising Aspirations / Developing Healthier Communities / Improving Access to Services</p> <p>Responsible Financial and Resource Management / Creating Safer Communities / Improving Leisure and Wellbeing Opportunities / Promoting Sustainable and Vibrant Communities / Supporting Employment and Business</p>	CDM	April 2018	On-going	High	Community Safety Partnership approval of actions taken through Safer Neighbourhood processes	External funding is sought, and often required, in order to undertake appropriate actions

LEISURE AND COMMUNITY DEVELOPMENT DIVISION - SUMMARY ACTION PLAN 2018/19

Action	Links with the Sustainable Community Strategy and Corporate Plan	Lead Officer	Start Date	End Date	Priority	Measurement of Success	Resource / Training Implications
In accordance with the approved and externally funded Action Plan, re-open the North Warwickshire Cycleway for public use by May 2018	Raising Aspirations / Developing Healthier Communities / Improving Access to Services	CDM	Jan 2018	May 2018	Medium	Re-opening of the North Warwickshire Cycleway for public use by May 2018	External funding has been secured through which to undertake the works required to re-open the North Warwickshire Cycleway
In conjunction with WCC and other partners, ensure the success of the Women's 2018 International Cycle Race and its impact upon the community of North Warwickshire	Responsible Financial and Resource Management / Creating Safer Communities / Protecting our Countryside and Heritage / Improving Leisure and Wellbeing Opportunities / Promoting Sustainable and Vibrant Communities / Supporting Employment and Business	CDM	April 2018	June 2018	Medium	Successful organisation of the Women's 2018 International Cycle Race, which meets the requirements of all partners	Revenue funding will be required to support delivery of related actions

LEISURE AND COMMUNITY DEVELOPMENT DIVISION - SUMMARY ACTION PLAN 2018/19

Action	Links with the Sustainable Community Strategy and Corporate Plan	Lead Officer	Start Date	End Date	Priority	Measurement of Success	Resource / Training Implications
<p>Continue to work in partnership with other agencies to tackle health inequalities and specifically to co-ordinate the sustainable implementation of the new corporate Health and Wellbeing Action Plan (2017 to 2020), including its focus on priorities that are compatible with those of the approved Health, Wellbeing and Leisure Strategy, the Community Partnership and the Warwickshire North Health and Wellbeing Partnership</p>	<p>Raising Aspirations / Developing Healthier Communities / Improving Access to Services</p> <p>Responsible Financial and Resource Management / Creating Safer Communities / Improving Leisure and Wellbeing Opportunities / Promoting Sustainable and Vibrant Communities / Supporting Employment and Business</p>	<p>AD (L&CD) / CDM & LFM</p>	<p>April 2018</p>	<p>March 2020</p>	<p>High</p>	<p>Delivery of the anticipated outcomes within the approved corporate Health and Wellbeing Action Plan</p>	<p>External funding is sought, and often required, to undertake appropriate actions</p>

LEISURE AND COMMUNITY DEVELOPMENT DIVISION - SUMMARY ACTION PLAN 2018/19

Action	Links with the Sustainable Community Strategy and Corporate Plan	Lead Officer	Start Date	End Date	Priority	Measurement of Success	Resource / Training Implications
Performance Management and Measurement							
<p>Ensure implementation of a sustainable and long-term approach to performance management within both Leisure Facilities and Community Development, including through the use of meaningful key performance measures and, in the case of Leisure Facilities, to report on performance to each meeting of the C&E Board</p>	<p>Raising Aspirations / Developing Healthier Communities / Improving Access to Services</p> <p>Responsible Financial and Resource Management / Creating Safer Communities / Protecting our Countryside and Heritage / Improving Leisure and Wellbeing Opportunities / Promoting Sustainable and Vibrant Communities / Supporting Employment and Business</p>	<p>AD (L&CD) / CDM & LFM</p>	<p>April 2018</p>	<p>March 2019</p>	<p>Medium</p>	<p>Implementation of a new performance management framework and endorsement of performance reports by the C&E Board</p>	<p>Membership of the APSE benchmarking service requires a revenue contribution, which will be financed from within existing budgetary provision</p>

LEISURE AND COMMUNITY DEVELOPMENT DIVISION - SUMMARY ACTION PLAN 2018/19

Action	Links with the Sustainable Community Strategy and Corporate Plan	Lead Officer	Start Date	End Date	Priority	Measurement of Success	Resource / Training Implications
Risk Management							
<p>Ensure that all identified Divisional risks are assessed and managed in accordance with the moderated and agreed control procedures and that opportunities are taken to reduce risks wherever possible (particularly in respect of those activities and functions that are considered to be “high risk”)</p>	<p>Raising Aspirations / Developing Healthier Communities / Improving Access to Services</p> <p>Responsible Financial and Resource Management / Creating Safer Communities / Protecting our Countryside and Heritage / Improving Leisure and Wellbeing Opportunities / Promoting Sustainable and Vibrant Communities / Supporting Employment and Business</p>	<p>AD (L&CD) / CDM & LFM</p>	<p>April 2018</p>	<p>On-going</p>	<p>Medium</p>	<p>Approved risk moderations and reduction of risk levels within the Division</p>	<p>Training will be required for relevant staff in respect of the Council’s duty to protect vulnerable people</p>

LEISURE AND COMMUNITY DEVELOPMENT DIVISION - SUMMARY ACTION PLAN 2018/19

Action	Links with the Sustainable Community Strategy and Corporate Plan	Lead Officer	Start Date	End Date	Priority	Measurement of Success	Resource / Training Implications
Consultation, Communication and Customer Engagement							
<p>Undertake consultation, communication and community involvement, including with children, young people and their families, within all areas of Divisional activity in order to inform service design, development and delivery in respect of Community Development and Leisure Facility provision</p> <p>Develop a market and marketing led approach to Service Improvement and Business Development planning within the Leisure Facilities section, which is designed to increase the operational viability of the service</p>	<p>Raising Aspirations / Developing Healthier Communities / Improving Access to Services</p> <p>Responsible Financial and Resource Management / Creating Safer Communities / Protecting our Countryside and Heritage / Improving Leisure and Wellbeing Opportunities / Promoting Sustainable and Vibrant Communities / Supporting Employment and Business</p>	CDM & LFM	April 2018	On-going	Medium	Analysed and documented outcomes of consultation, communication and engagement activity and Board approval of subsequently revised Action, Service Improvement and Business Development Plans, as appropriate	Activity to be supported through the Divisional Marketing budget

LEISURE AND COMMUNITY DEVELOPMENT DIVISION - SUMMARY ACTION PLAN 2018/19

Action	Links with the Sustainable Community Strategy and Corporate Plan	Lead Officer	Start Date	End Date	Priority	Measurement of Success	Resource / Training Implications
Partnership Working							
<p>Maintain a key role in the co-ordination of activity within relevant Community Partnership delivery groups and other sub-regional and local partnership forums</p> <p>Ensure the active engagement of partners, stakeholders and the community within the Action Plans that support the approved and targeted approach to Community Development work and report on progress by March 2019</p>	<p>Raising Aspirations / Developing Healthier Communities / Improving Access to Services</p> <p>Responsible Financial and Resource Management / Creating Safer Communities / Protecting our Countryside and Heritage / Improving Leisure and Wellbeing Opportunities / Promoting Sustainable and Vibrant Communities / Supporting Employment and Business</p>	AD (L&CD) & CDM	April 2018	On-going	Medium	Action plan progress endorsed by the C&E Board, the Community Partnership and other relevant groups	Involvement in this area of work has a profound effect on the Division's ability to secure external grant support for community-based activity programmes

STREETSCAPE SUMMARY ACTION PLAN 2018/19

Action	The Corporate Priority the task contributes to	Lead Officer(s)	Start Date	End Date	Priority	Measurement of Success	Resource/Training Implications
Street Cleansing							
SC1. Continue to maintain high standards of cleanliness across the borough (LEQS equivalent score of 95% or better)	Protecting and Improving Our Environment	Assistant Director (Streetscape) Grounds & Streets Operations Manager Assistant Grounds & Streets Operations Manager	Ongoing	Ongoing	High	<ul style="list-style-type: none"> ○ LEQS based survey will be used as a framework to assess cleanliness levels (100 every four months) to ensure service standards are maintained 	<ul style="list-style-type: none"> ○ Staff time within existing budgets. ○ Costs of mechanical sweeping and weekend cleaning ○ Resource & staffing pressures
SC2. Use APSE benchmarking data and comparisons with neighbouring local authorities to improve efficiency leading to better scores for litter and detritus and focus resources to raise cleanliness levels.	Protecting and Improving Our Environment	Assistant Director (Streetscape) Grounds & Streets Operations Manager Assistant Grounds & Streets Operations Manager	April 2018	Ongoing	Medium	<ul style="list-style-type: none"> ○ Low scoring LEQS areas and land types identified ○ Scores in those areas to be improved by 10% ○ Overall LEQS score to be improved by 1% ○ Joint inspections with other local authorities undertaken 	<ul style="list-style-type: none"> ○ Staff time within existing budgets

Action	The Corporate Priority the task contributes to	Lead Officer(s)	Start Date	End Date	Priority	Measurement of Success	Resource/Training Implications
SC3. Continue to monitor & improve partnership arrangements with WCC and Highways England Contractors to share lane closures to increase litter picking and mechanical sweeping operations on the Borough's main roads	Protecting and Improving Our Environment	Assistant Director (Streetscape) Grounds & Streets Operations Manager Assistant Grounds & Streets Operations Manager	Ongoing	Ongoing	High	<ul style="list-style-type: none"> ○ Increase inspections on main roads and improve LEQS scores in those areas by 5%+ ○ Maintain a minimum of four shared cleansing & maintenance operations across the highway network each year 	<ul style="list-style-type: none"> ○ Staff time ○ Protocol allows for shared resources and operations across local authority boundaries
SC4. Continue to review the new arrangements for the clearance of fly-tipped asbestos & amend as necessary to save money and/or improve efficiency	Protecting and Improving Our Environment	Assistant Director (Streetscape) Assistant Grounds & Streets Operations Manager	Ongoing	Ongoing	High	<ul style="list-style-type: none"> ○ Current service levels maintained or improved ○ Continued 50%+ cost reduction on 2014/15 levels relating to removal of fly-tipped asbestos 	<ul style="list-style-type: none"> ○ Staff time ○ Reduced costs
SC5. Contribute to the implementation of the Fly-tipping action plan agreed by the Safer Communities Sub Committee	Protecting & Improving Our Environment	Assistant Director (Streetscape) Assistant Grounds & Streets Operations Manager	Ongoing	Ongoing	Medium	<ul style="list-style-type: none"> ○ Hotspot locations identified and monitored ○ PSPO implemented and reviewed ○ Fly-tipping enforcements ○ Multi-agency meetings 	<ul style="list-style-type: none"> ○ Staff time ○ Capital & revenue costs of installing and monitoring CCTV (mainly EH)

Action	The Corporate Priority the task contributes to	Lead Officer(s)	Start Date	End Date	Priority	Measurement of Success	Resource/Training Implications
Parking Services							
CP1. Continue to prepare for the successful introduction and integration of CPE into the Borough once DfT have indicated that they have sufficient capacity to process new CPE applications	Making Best Use of Our Resources	Assistant Director (Streetscape) Senior Engineer	Ongoing	Ongoing	Medium	<ul style="list-style-type: none"> ○ Off-street parking modelling finalised. ○ Potential options and delivery models agreed. ○ Successful promotion of economic vitality and town centres 	<ul style="list-style-type: none"> ○ Staff time within existing budgets ○ Other capital and revenue implications will be scheme specific
Flood Risk Management							
FR1. Continue to tackle local flooding and drainage issues in partnership with other agencies & riparian owners through inspections, action and enforcement where appropriate and investigate how FRM issues can be addressed more efficiently through greater partnership working (with WCC & others)	Protecting and Improving Our Environment	Assistant Director (Streetscape) Engineering Manager	Ongoing	Ongoing	Medium	<ul style="list-style-type: none"> ○ Flooding & Drainage issues identified and action taken to address them ○ Improvements to Partnership arrangements identified and reported to MT/Board 	<ul style="list-style-type: none"> ○ Staff time within existing budgets

Action	The Corporate Priority the task contributes to	Lead Officer(s)	Start Date	End Date	Priority	Measurement of Success	Resource/Training Implications
FR2. Continue to inspect and maintain Council owned watercourses and associated infrastructure	Protecting and Improving Our Environment Making Best Use of Our Resources	Assistant Director (Streetscape) Senior Engineer	Ongoing	Ongoing	High	<ul style="list-style-type: none"> ○ All identified watercourses & hotspots inspected and maintained as per programme 	<ul style="list-style-type: none"> ○ Staff time within existing budgets
Grounds Maintenance							
GM1. Continue to deliver and review the effectiveness of the enhanced service at specific locations identified by Housing	Protecting and Improving Our Environment	Assistant Director (Streetscape) Grounds & Streets Operations Manager	Ongoing	Ongoing	Medium	<ul style="list-style-type: none"> ○ New Housing specification implemented at additional locations ○ Tenant satisfaction monitored and reported ○ Weekly service standard inspections undertaken 	<ul style="list-style-type: none"> ○ Staff time within existing budgets ○ Increased Housing contract costs to be met from HRA

Action	The Corporate Priority the task contributes to	Lead Officer(s)	Start Date	End Date	Priority	Measurement of Success	Resource/Training Implications
GM2. Explore opportunities for providing services to other local authorities, local clubs and businesses	Making Best Use of Our Resources	Assistant Director (Streetscape) Grounds & Streets Operations Manager Streetscape Projects Officer	Ongoing	Ongoing	Medium	<ul style="list-style-type: none"> ○ New contracts won ○ Extra income 	<ul style="list-style-type: none"> ○ Staff time within existing budgets ○ Should generate additional revenue
Transport							
T1. Undertake vehicle fleet renewals in accordance with the agreed programme	Making Best Use of Our Resources	Waste & Transport Manager	Ongoing	Ongoing	Medium	<ul style="list-style-type: none"> ○ Fleet renewals as per agreed programme 	<ul style="list-style-type: none"> ○ Existing budgetary provision for fleet renewals etc.
T2. In conjunction with the Transport Group, implement a new vehicle tracking system and implement any identified improvements to its use and effectiveness as a management tool to improve service delivery.	Making Best Use of Our Resources	Assistant Director (Streetscape) Waste & Transport Manager	April 2018	September 2018	High	<ul style="list-style-type: none"> ○ All service users requirements accommodated ○ Overall system & service costs reduced ○ KPIs monitored around transport performance measures ○ Reduced fuel usage and transport costs 	<ul style="list-style-type: none"> ○ Staff time within existing budgets ○ Ongoing system costs to be funded through continued efficiency savings ○ Staff training ○ Insurance savings over time

Action	The Corporate Priority the task contributes to	Lead Officer(s)	Start Date	End Date	Priority	Measurement of Success	Resource/Training Implications
Refuse Collection & Recycling							
RR1. Continue to promote recycling through advertising and awareness raising and increase participation including specific targeted initiatives in identified areas across the Borough	Protecting and Improving Our Environment	Assistant Director (Streetscape) Streetscape Projects Officer	Ongoing	Ongoing	Medium	<ul style="list-style-type: none"> ○ Increased participation ○ Higher recycling and participation rates – with the aim of achieving 90% participation and maintaining 50% recycling rate 	<ul style="list-style-type: none"> ○ Staff time within existing budgets ○ Promotional material funded from existing budgets
RR2. Review the impact of the suspension of the refuse and recycling service over Christmas week and the green waste service in January/February 2018	Protecting and Improving Our Environment Making Best Use of Our Resources	Assistant Director (Streetscape) Waste & Transport Manager	April 2018	June 2018	High	<ul style="list-style-type: none"> ○ Service impact reviewed ○ Levels of savings identified ○ Future suspension arrangements agreed by C&E Board 	<ul style="list-style-type: none"> ○ Staff time ○ Should generate revenue savings
RR3. Continue to review how the R&R services are operated and look at alternative collection options for green waste, recycling (including glass collections) and additional bins (incl. garden waste service) – zonal working & 4 day weeks	Protecting and Improving Our Environment Making Best Use of Our Resources	Assistant Director (Streetscape) Waste & Transport Manager	April 2018	September 2018	High	<ul style="list-style-type: none"> ○ Refuse & recycling costs reduced and overall efficiency increased ○ Green waste & glass collection options reports presented to Board ○ Number of missed bins maintained below < 125 per 100,000 	<ul style="list-style-type: none"> ○ O/T costs to be further reduced from 2016/17 levels by 5% or more where practicable

Action	The Corporate Priority the task contributes to	Lead Officer(s)	Start Date	End Date	Priority	Measurement of Success	Resource/Training Implications
RR3. Continue to plan for housing growth by mapping areas of new development and modelling collection implications ready for future implementation	Protecting and Improving Our Environment Making Best Use of Our Resources	Assistant Director (Streetscape) Waste & Transport Manager	Ongoing	Ongoing	Medium	<ul style="list-style-type: none"> ○ Growth areas mapped ○ Round options modelled ○ Cost implications estimated and reported 	<ul style="list-style-type: none"> ○ Staff time ○ There will be revenue implications once round growth occurs
Facilities Management							
FM1. Carry out scheduled refurbishment and maintenance works to corporate buildings in line with the capital programme	Making Best Use of Our Resources	Assistant Director (Streetscape) Facilities Manager	April 2018	March 2019	Medium	<ul style="list-style-type: none"> ○ All identified schemes completed 	<ul style="list-style-type: none"> ○ Funded from Capital Programme
FM2. Planned maintenance – implement planned maintenance programmes	Making Best Use of Our Resources	Assistant Director (Streetscape) Facilities Manager	April 2018	March 2019	Medium	<ul style="list-style-type: none"> ○ All identified works completed 	<ul style="list-style-type: none"> ○ Funded from Revenue Budgets
FM3. Continue to review and update all statutory H&S management plans, policies and procedures (including asbestos, legionella, fire safety and emergency lighting) as necessary	Making Best Use of Our Resources	Assistant Director (Streetscape) Facilities Manager	Ongoing	Ongoing	High	<ul style="list-style-type: none"> ○ All plans and policies reviewed ○ Identified actions implemented 	<ul style="list-style-type: none"> ○ Staff time within existing budgets

Action	The Corporate Priority the task contributes to	Lead Officer(s)	Start Date	End Date	Priority	Measurement of Success	Resource/Training Implications
Asset Management							
AM1. Implement any agreed options for depot refurbishment and look to maximise the use of the Council House and look at alternative options for OBH	Making Best Use of Our Resources	Assistant Director (Streetscape) Facilities Manager	April 2018	September 2018	High	<ul style="list-style-type: none"> ○ Works completed ○ Business resilience increased ○ Housing staff moved to new base and archive store relocated 	<ul style="list-style-type: none"> ○ Staff time within existing budgets ○ Capital cost of agreed option (jointly with Housing) ○ Increased rental income
AM2. Monitor occupancy of commercial and industrial units. Maintain or improve on current occupancy levels. Reduce void liabilities where possible. Review tenancy agreements and rental charges across the portfolio	Making Best Use of Our Resources	Assistant Director (Streetscape) Facilities Manager Streetscape Projects Officer	Ongoing	Ongoing	High	<ul style="list-style-type: none"> ○ Occupancy levels maintained or increased ○ Costs reduced ○ Income increased 	<ul style="list-style-type: none"> ○ Staff time within existing budgets ○ Potential costs for improvement works (offset by increased income)

Action	The Corporate Priority the task contributes to	Lead Officer(s)	Start Date	End Date	Priority	Measurement of Success	Resource/Training Implications
<p>AM3. Continue to develop the Asset Management Plan & review corporate property assets (including options to expand the Council's commercial property portfolio) while continuing to support sub-regional asset management programmes such as One Public Estate</p>	<p>Making Best Use of Our Resources</p>	<p>Assistant Director (Streetscape)</p> <p>Facilities Manager</p> <p>Streetscape Projects Officer</p>	<p>Ongoing</p>	<p>Ongoing</p>	<p>High</p>	<ul style="list-style-type: none"> ○ AMP & Property Strategy reviewed ○ Use of web based/GIS information and data increased ○ PMP for each building updated ○ Options for increased return on investment through expanding the commercial property portfolio explored 	<ul style="list-style-type: none"> ○ Staff time within existing budgets ○ Potential opportunity to Invest to Save

Action	The Corporate Priority the task contributes to	Lead Officer(s)	Start Date	End Date	Priority	Measurement of Success	Resource/Training Implications
Value for Money / Efficiency							
VM1. Monitor delivery of previously identified savings. Identify potential savings for future years across whole Division as well as measures to increase revenue income.	Making Best Use of Our Resources	Assistant Director (Streetscape)	Ongoing	Ongoing	High	<ul style="list-style-type: none"> ○ All identified savings achieved ○ Further savings identified and (where possible) implemented ○ Additional revenue sources identified and implemented 	<ul style="list-style-type: none"> ○ Staff time within existing budgets ○ Any additional resources identified as “invest to save”
Performance Indicators							
PI1. Continue to monitor divisional PIs (national and local)	Making Best Use of Our Resources	Assistant Director (Streetscape) SMT Streetscape Projects Officer	Ongoing	Ongoing	Medium	<ul style="list-style-type: none"> ○ Regular reviews completed and results implemented in line with Corporate Data Quality Policy 	<ul style="list-style-type: none"> ○ Staff time within existing budgets

Action	The Corporate Priority the task contributes to	Lead Officer(s)	Start Date	End Date	Priority	Measurement of Success	Resource/Training Implications
PI2. Continue to use APSE's performance networks programme to reduce costs and, where possible, improve service efficiency across the division	Making Best Use of Our Resources	Assistant Director (Streetscape) SMT	Ongoing	Ongoing	Medium	<ul style="list-style-type: none"> Reviews undertaken and any potential savings or efficiencies identified and implemented 	<ul style="list-style-type: none"> Staff time within existing budgets APSE benchmarking costs
Use of Technology							
UT1. Continue to develop & improve Streetscape content on the Council's website.	Making Best Use of Our Resources	Assistant Director (Streetscape) SMT Streetscape Projects Officer	Ongoing	Ongoing	Medium	<ul style="list-style-type: none"> Improvements to website completed In-house & peer assessment of content 	<ul style="list-style-type: none"> Staff time within existing budgets
UT2. Explore the benefits of the use of in-cab technology for R&R services in order prepare for changes such as zonal working and to improve service management, increase efficiency and improve customer service	Making Best Use of Our Resources	Assistant Director (Streetscape) SMT Streetscape Projects Officer	April 2018	September 2018	Medium	<ul style="list-style-type: none"> System implemented across R&R services Integrated with Contact Centre Reduced missed bins Reduced customer complaints 	<ul style="list-style-type: none"> Staff time within existing budgets System costs met from underspends on current vehicle tracking budget

Action	The Corporate Priority the task contributes to	Lead Officer(s)	Start Date	End Date	Priority	Measurement of Success	Resource/Training Implications
UT3. Continue to expand the use of mobile recording of H&S, quality control and other inspections	Making Best Use of Our Resources	Assistant Director (Streetscape) SMT Streetscape Projects Officer	April 2018	September 2018	Medium	<ul style="list-style-type: none"> Options evaluated and implemented if practicable/cost-effective 	<ul style="list-style-type: none"> Staff time One-off implementation costs to be funded from existing budgets
Health & Safety / Risk Management							
HS1. Review and update Risk Assessments across the Division as well as SSOW and deliver appropriate training to staff	Making Best Use of Our Resources	Assistant Director (Streetscape) SMT Streetscape Projects Officer	Ongoing	Ongoing	High	<ul style="list-style-type: none"> Reviews completed Validation through HR/HSE Training delivered through tool box talks etc. 	<ul style="list-style-type: none"> Staff time within existing budgets Use of reserves to fund additional support for RA reviews
HS2. Undertake six monthly audits in line with H&S Audit Policy. Continue to carry out monthly operational H&S inspections across all front line services	Making Best Use of Our Resources	Assistant Director (Streetscape) SMT	April 2018	March 2019 (Mid-term review September 2018)	High	<ul style="list-style-type: none"> Audits completed every six months Monthly inspections undertaken and reports logged and acted on as necessary 	<ul style="list-style-type: none"> Staff time within existing budgets

Action	The Corporate Priority the task contributes to	Lead Officer(s)	Start Date	End Date	Priority	Measurement of Success	Resource/Training Implications
HS3. Continue to implement compliance with the General Data Protection Regulation across the division	Making Best Use of Our Resources	Assistant Director (Streetscape) SMT Streetscape Projects Officer	April 2018	May 2018	High	<ul style="list-style-type: none"> ○ Compliance with GDPR 	<ul style="list-style-type: none"> ○ Staff time within existing budgets
HS3. Continue to monitor and record H&S in relation to operational services (R&R, Street Cleansing and Grounds Maintenance)	Making Best Use of Our Resources	Assistant Director (Streetscape) Waste & Transport Manager Grounds & Streets Operations Manager	Ongoing	Ongoing	High	<ul style="list-style-type: none"> ○ 2 H&S inspections carried out per service per month minimum ○ All inspections logged and monitored ○ Any identified breaches of H&S rectified and revisited the following month 	<ul style="list-style-type: none"> ○ Staff time within existing budgets ○ Staff training as required
Workforce Planning							
WP1. Devise and implement Divisional Training Plan based on H&S requirements and staff appraisals	Making Best Use of Our Resources	Assistant Director (Streetscape) SMT	April 2018	June 2018	High	<ul style="list-style-type: none"> ○ Training Plan devised and implemented 	<ul style="list-style-type: none"> ○ Staff time within existing budgets ○ Training Budget

Action	The Corporate Priority the task contributes to	Lead Officer(s)	Start Date	End Date	Priority	Measurement of Success	Resource/Training Implications
WP2. Continue to monitor sickness absence, deal with identified issues as appropriate and review associated management processes	Making Best Use of Our Resources	Assistant Director (Streetscape) SMT	Ongoing	Ongoing	High	<ul style="list-style-type: none"> ○ Reduced sickness absence (especially short term sickness) ○ Monthly meetings with HR to review sickness 	<ul style="list-style-type: none"> ○ Staff time within existing budgets

**North Warwickshire Borough Council,
Chief Executive's Division, Environmental Health Team
Commercial, Licensing & Health Promotion Section
Food Service Plan 2018 - 2019**

This Food Service Plan is based on the Guidance provided in the Food Standards Agency Food Law Enforcement – The Standard, amendment version July 2004

Service Aims and Objectives

1.1 Overall Aims

The aim of the service is to protect residents, workers and visitors to the Borough from the effects of

- unsound or unwholesome food;
- unhygienic premises and practices;
- contaminated water supplies;
- contaminated imported food;

1.1.1 Objectives

- To carry out a comprehensive programme of inspections based on risk, to ensure compliance with current European Union and United Kingdom legislation using competent and professional staff;
- To encourage good practice and offer assistance in compliance as well as identifying non compliance;
- To identify premises that are suitable for relevant awards;
- To maintain an up to date database of all registered food premises and mobile traders;
- To have all relevant premises that require 'approval' dealt with appropriately
- To be accountable and fair in the enforcement of legislation as per the Regulators Code of Compliance and the Council's enforcement policy;
- To have a co-ordinated programme of food sampling in conjunction with the other West Midlands Local Authorities and Government.
- To liaise with other local authorities with a view to establishing sound comparable policies, procedures and benchmarking information.
- To have a food service that is responsive to needs and provides high quality results.

1.2 Links to Corporate objectives and plans

The corporate plan identifies the Council's main strategic and service objectives and its goals. It also includes short-term targets and annual performance indicators. The Corporate plan links to the Community plan, the themes that the Food Service will impact on are Health and Well Being, Education and Life Long Learning, the Environment, the Local Economy and Community Life. A portfolio group exists for Health and Well-Being to champion the food service and ensure that as a statutory service it is provided effectively and efficiently with full member support

The food service links to the corporate plan are

- that the service is available equally and fairly to all of the local community and will not exclude anyone;
- to look to working in partnership where appropriate;
- to consider sustainability issues in all of its work;
- to have professional, well-trained, competent and motivated staff, involved with the planning and development of a high quality food service;
- To develop consultation methods with service users to enable interaction with the service;

**North Warwickshire Borough Council,
Chief Executive's Division, Environmental Health Team
Commercial, Licensing & Health Promotion Section
Food Service Plan 2018 - 2019**

- To have agreed procedures for monitoring the service, and bringing forward new concepts to ensure that the Council operates effectively in providing a modern food service that is fair, equitable, transparent and responsive to local needs.
- To develop and maintain links to the community – both consumers and business – that will inform their needs and from which improvement of the service to the standards desired by the vision, can flow.

2 Background

2.1 Local Authority profile

With a population of just 61,800, North Warwickshire Borough Council is one of the smaller district councils. The Borough covers an area of 28,418 hectares (110 square miles), comprising the market towns of Atherstone, Coleshill and Polesworth and a number of smaller villages. North Warwickshire's mainly rural area, is a sea of green amongst its urban neighbours – Birmingham, Solihull and Tamworth to the west, Nuneaton and Hinckley to the east, and Coventry to the south.

2.2 Structure of the Section and its position within the Chief Executive's Division.

The Commercial and Licensing section is located within the Chief Executives Division and the Environmental Health Manager reports to the Assistant Chief executive and Solicitor to the Council.

The section operates from offices at Old Bank House, 129, Long Street Atherstone.

A One Stop Shop has been introduced staffed by receptionists and a Contact Centre operates during normal working hours.

A 24-hour emergency out of hours service is available for urgent matters through the Council's Boroughcare scheme.

All Officers work flexible hours including evenings and weekends as required to meet the needs of the service.

The Council subscribes to the EHCnet service - which includes Short Messaging Service SMS (text messages) - for Food Hazard Warnings to the mobile phones of the Manager, Senior and Environmental Health Officer of the section. Other features of ehcnet allow electronic networking of all Local Authority food safety units and communication from the Food Standards Agency (FSA).

All officers in the Commercial Licensing and Health Promotion team are equipped with dedicated mobile phones as part of the Lone Worker arrangements.

**North Warwickshire Borough Council,
Chief Executive's Division, Environmental Health Team
Commercial, Licensing & Health Promotion Section
Food Service Plan 2018 - 2019**

The current staffing level of the section is;-

Environmental Health Manager (Commercial, Licensing and Health Promotion)	Stephen Whiles (2 days per week)
Senior Environmental Health Officer	Joanne Phipps (4 days per week)
Food Safety Officer	Sharon Patrick (full time)
Food Safety Officer	Carol Randle (4 days per week)
Food Safety Officer	Julia Rowbottom (4 days per week)

Steve Maxey, Assistant Chief Executive And Solicitor To The Council has overview of the Divisions functions

Jerry Hutchinson is the Chief Executive, and is member of the Council's Management Team, Steve Maxey a member of the Management Team and Stephen Whiles is a member of the Principal Officers Group – a third tier officers management group.

2.3 Scope of the service

The Commercial, Licensing & Health Promotion section is responsible for the delivery of the food safety service.

Warwickshire County Council provides trading standards services (food standards, weights and measures, consumer protection, labelling etc.).

2.3.1 Whilst sampling is carried out by its officers, the Council contracts with others for the analysis of such samples. These contracts are reviewed from time to time to ensure that best value is obtained.

Currently, microbiological examination of samples of water, food, faeces and swabs is undertaken by

Public Health England

Colindale (Food)

Heartlands Hospital, Birmingham (Faeces)

Other macroscopic, foreign body and miscellaneous analysis is undertaken by the Council's nominated public analyst – in common with all the Warwickshire Council's and the County – Eurofins .

2.3.2 Photographs for evidence are normally taken by officers and a protocol exists for the correct handling of digital images for evidential purposes in line with Home Office guidelines.

**North Warwickshire Borough Council,
Chief Executive's Division, Environmental Health Team
Commercial, Licensing & Health Promotion Section
Food Service Plan 2018 - 2019**

2.3.3 As well as the food safety service, the section has responsibility for:

- Inspections of premises allocated to the Council under the Health and Safety (Enforcing Authority) Regulations, under the Health and Safety at Work etc Act 1974;
- Accident and dangerous occurrence investigations;
- Licensing - including taxi's, animals, Liquor and Gambling etc.
- Investigation into cases of Infectious diseases
- Monitoring of private water supplies.
- Monitoring recreational water standards
- Health Promotion

There are additional dedicated staff working in licensing administration & enforcement. Administration duties in food safety are carried out by the officers themselves with support from central resources for administration of Corporate matters.

The Council's contact centre deals with customer telephone contacts for the most of the Council's business. Dedicated telephone lines still operate for the food service and details of the case officer's contact details are given to customers and at the head of each piece of correspondence.

Health promotion is part of the job description of the 30hours Food safety Officer, dealing with administration of the Heartbeat awards and promotional events around Food Safety Week, Christmas Food Safety etc.

2.4 Demands on the service.

2.4.1 There are currently 792 premises registered under food safety legislation (The actual number fluctuates). These are recorded on the section's computer database.

2.4.2 Categorized by risk group, these are:

Category A	2	6 monthly inspection
Category B	50	12 monthly inspection
Category C	144	18 monthly inspection
Category D	227	24 monthly inspection
Category E	212	36 monthly inspection
Unrated	17	Awaiting Inspection
Outside programme	141	No Inspection

2.4.3 Eleven premises are approved under Regulation 853/2004 and required to carry the EC official health mark on their products. These premises formerly required additional visits but are now incorporated into the normal risk rating scheme.

Those premises outside the programme include very low risk premises (sweetshops etc) but also include some higher risk premises such as childminders. It is felt inappropriate to visit childminders as they already receive visits from Ofsted that include an element of food safety. However in a joint project with the Early Years service all childminders that prepare food have registered as food businesses with

**North Warwickshire Borough Council,
Chief Executive's Division, Environmental Health Team
Commercial, Licensing & Health Promotion Section
Food Service Plan 2018 - 2019**

the Division and have been provided with advice including a food safety management system tailored to their needs.

- 2.4.4 Across the Borough there is a total of 29 premises that have private water supplies – which includes a garden centre, a health club, and a cafe premises at a fishing facility. A commercial bottled water plant operates at Fillongley bottling and distributing water from a private water supply.
- 2.4.5. The Commercial Enforcement and Licensing section is the home authority for the Sandwich Factory, Atherstone, a large-scale producer of fresh, chilled sandwiches. There is also the Primary Authority Scheme by the Local Better Regulation Office. This scheme is similar to the Home Authority scheme but differs in that it is mandatory that enforcement authorities must consult with the Primary Authority before taking enforcement action. The Primary Authority has the power to veto the proposed action if it is contrary to the advice they have already given to the Company. It is not envisaged that this Authority will take on the role of Primary Authority due to the large resource implications which would be disproportionate for an Authority of its size. The Council has not yet been approached by any Companies seeking a partner but a full report would be presented for members to consider should this occur.
- 2.4.6 There is one premises in the Borough that require export certificates and these are running at the rate of around 25 per month.
- 2.4.7 Two golf courses in the Borough - the Belfry and the Forest of Arden – have hosted major international golf tournaments - including the prestigious Ryder Cup in the past. These tournaments involve the construction of large, mobile catering units. During the currency of tournaments, caterers operating in these units, together with other mobile caterers operating at the sites are subject to daily visits by staff of the section. The resource at these events can be in excess of 200 officer hours each year.
- 2.4.8 Because of its rural nature there are still farms in North Warwickshire that produce low volumes of poultry at Christmas. Poultry produced at these establishments is subject to inspection by staff of the section. This can account for 20 officer hours each year
- 2.4.9 There are approximately 20 food premises in the Borough where the occupiers do not speak English as their first language.
- 2.4.10 The authority has two Motorway service areas; one on the M6 at Corley, and the other on the M42 at Tamworth. The throughput of visitors at these premises in summer can be in the region of 30,000 per week. Both have Premises licences to offer late night refreshment.
- 2.4.11 During the past years the continued occupation of warehouses built at Hams Hall Distribution Park, Birch Coppice and Kingsbury Link has increased with several large food, storage and distribution premises now present. Some of these premises are designated as ERTS (Enhanced Remote Transit Sheds) and are involved with the import of a variety of goods including some foodstuffs.

**North Warwickshire Borough Council,
Chief Executive's Division, Environmental Health Team
Commercial, Licensing & Health Promotion Section
Food Service Plan 2018 - 2019**

2.4.12 In February 2011 the Council joined the Food Standards Agency's National Food Hygiene Rating Scheme. This means that consumers can find out about standards at all food premises in the Borough by visiting a website or looking for the certificates in the premises. This should also have the effect of driving up standards in premises due to consumer pressure.

2.5 Enforcement Policy

The Council first adopted an enforcement policy for food safety purposes in 1994. This has been reviewed periodically and the current version is available on the Council's website.

There is a separate policy for enforcement of the Health and Safety at Work etc. Act 1974, which was formally adopted by the Council in 1995 reviewed periodically and again published on the Council's website.

The Council is a signatory to the Enforcement Concordat and The Regulators Code which inter-alia embraces all of the enforcement activities of the Division.

The enforcement policy is available on the website www.northwarks.gov.uk.

Service Delivery

3.1 Food Premises Inspections.

The food service will aim to complete a programme of interventions (1st April 2018 - 31st March 2019.) The programme will be drawn from the database using risk ratings associated with the Code of Practice scoring scheme, and will be in both annual and monthly targets intervals

3.1.1 The senior officer in the section will be responsible for allocating the primary inspections together with any re-inspections that are required during the period and Performance indicator reporting. The Environmental Health Manager will be responsible for monitoring progress and dealing with consistency reports

3.1.2 Completion of interventions at high-risk premises and approved premises will take priority over the completion of lower risk premises.

Estimate of Premises inspections due from 01/04/18

Premises category	No. Programmed inspections	Estimated no. of <i>re-visits</i>
A	4	6
B	39	70
C	94	51
D	105	30
E	75	0
Totals	317	157

3.1.4 Initial programmed inspections are estimated on last year's figures to take an average of 4.3 hours to complete including planning, travel and correspondence,

**North Warwickshire Borough Council,
Chief Executive's Division, Environmental Health Team
Commercial, Licensing & Health Promotion Section
Food Service Plan 2018 - 2019**

Revisits take less. A card system is in operation for low risk premises for them to notify the officer in writing that all works have been completed hence there are very few re visits against low risk premises.

- 3.1.5 The target for officers of the section is the completion of all due inspections within the month of the allocation
- 3.1.6 To ensure that best value is obtained through the inspection process, more than one inspector may travel to larger premises and conduct a unit inspection within the larger premises. Likewise (and because some of the remoter areas of the Borough are in excess of 12 miles each way from the operating base), inspectors, having travelled to a particular geographical area are required to carry out as much productive work as possible in that area whilst they are there.
- 3.1.7 There are no specially targeted inspections during the year 2018/19. Instead, routine risk-rated inspections will be carried out. In line with FSA instruction, all qualified staff will routinely check the legality of imported food during inspection in appropriate cases.
- 3.1.8 The section notifies all relevant business of new or changed legislation by the most expedient means as and when this occurs. The section also has access to the weekly list of planning applications submitted to the Council. By this means it is possible to identify premises where the Food Safety Act might apply, and to make early contact with the applicant in question.
- 3.1.9 It is a priority to have all premises registered with the Council and where required approved.
- 3.1.10 The training budget for the Division includes provision for practical training updates and the continuing professional development of all staff. As a result, staff of the food safety section attend seminars and training sessions on new legislation or techniques, and all qualified Environmental Health Officers and Food Safety Officers have attended microbiological updates.
The Code of Practice (made under Section 40 of the Food Safety Act) requires that the Council satisfy itself that all food enforcement officers are competent to carry out those duties and requires that specific Hazard Analysis (HACCP) development is carried out by those officers each year. It is the Manager of the section who will identify training needs and bid for funds from the training budget.
- 3.1.11 Food premises are inspected at minimum frequencies decided in accordance with the approved risk rating scheme in the Code of Practice. Inspections are also normally carried out following complaints. In certain circumstances, inspections will be brought forward or delayed where the opening is seasonal to avoid unnecessary failures in outcomes. These are a few premises that for instance only open in the summer at the Country park, or during the cricket season.
- 3.1.12 New premises, especially those handling unwrapped food, are inspected before they open for business. A package of information is available for all new premises on request.
- 3.1.13 Inspections of food premises are carried out in accordance with the Food Safety Act 1990, Code of Practice. Inspections include a preliminary assessment of food safety

**North Warwickshire Borough Council,
Chief Executive's Division, Environmental Health Team
Commercial, Licensing & Health Promotion Section
Food Service Plan 2018 - 2019**

hazards associated with the business and examine the system in place for assessing food hazards and controlling risks. Inspections also identify contraventions of food safety legislation and highlight good practice.

3.1.14 The number of food premises by risk bands, A-C and D-F, as a percentage of those which required inspection in any given year is a Local Performance Indicator. The target inspection level for 2013/14 is 100%. Reports are made quarterly to Management Team and variances reported to the relevant Board. A system of traffic lights red, amber and green are used to denote movement away from the desired outcome.

3.1.15 Registration of Food Premises

The Policy

Registration of food premises, with certain exemptions, is required under Regulation (EC) 852/2004 not less than 28 days before it is intended to use them for the purpose of a food business. The Section will ensure that all premises in the Borough – static or mobile – are registered with the appropriate Local Authority.

Copies of public register entries are available on the Council's website. The register of food premises is in the Council's Freedom of Information Act publication scheme.

3.2 Food Complaints

The Policy

Food complaints dealt with include those relating to:

- ◆ Unfit Food
- ◆ Contaminated Food
- ◆ Potentially Harmful Food
- ◆ Food Involving contravention of Food Standards Agency or regulatory requirements.

3.2.1 In dealing with complaints, officers will take into account the requirements of the Codes of Practice issued under the Food Safety Act. In particular, officers will be aware of the division of responsibility between the Borough Council and the County Council. Only officers deemed competent as per Code of Practice will deal with food complaints.

3.2.2 All food complaints arising from the Borough will be investigated. All investigations of purchases made by residents of the Borough from premises outside of the Borough will be commenced by the Division and transferred with - if considered necessary by the investigating officer - a statement by that officer to the originating authority by the most expedient means.

The plan

**North Warwickshire Borough Council,
Chief Executive's Division, Environmental Health Team
Commercial, Licensing & Health Promotion Section
Food Service Plan 2018 - 2019**

- 3.2.3 The first response to a food complaint will be within one working day.
- 3.2.4 The forecast for 2018/19 is that there will be 20 food complaints from within the Borough. This will involve officer time of some 10 hours per event (This does not include complaints referred to other authorities nor investigations or complaints from home authority or originating authority partners or enquirers.)
- 3.2.5 If the complaint is concerned with composition, labelling or quality, it will be passed to the Trading Standards Department of Warwickshire County Council for investigation. Depending on the nature of the foodstuff complained of, it will be subjected to analysis and photographs for subsequent use in legal proceedings taken.

The section has benefit of digital cameras which can use to transmit images to other local authorities or producers to assist in determining food complaints

3.3 Home Authority Principle

The Policy

There is a home authority agreements with the Sandwich Factory – a large producer of fresh chilled sandwiches for the retail sector.

Experience shows that staff of the Commercial Enforcement and Licensing section are contacted at frequent intervals to deal with food matters because the food has originated from premises in this area. Frozen food distribution warehouses based on the Hams Hall Distribution Park and at Coleshill and Curdworth export food to non EU countries and require health certificates for these destinations.

3.4 Advice to businesses in the Borough

Time allocated to advising residents and business is assessed as being in the order of 120 officer hours per annum.

The policy

The policy of the section is to be as accessible and helpful as necessary. The Council would rather advise proprietors of relevant establishments at an early stage, and for that advice to be acted upon.

All advice given will state clearly what the legal requirements are and what any government guidance, codes of practice etc is. If requested or required, the advice by Council staff will be in writing.

Each piece of correspondence will be sent with a contact officer's name and direct telephone number, and will include a paragraph inviting the recipient to call for further help and assistance.

Other than general enquiries, calls from food businesses will not be routed through the Council's contact centre. Instead, they will continue to be received by the relevant staff in the Commercial and Licensing section

**North Warwickshire Borough Council,
Chief Executive's Division, Environmental Health Team
Commercial, Licensing & Health Promotion Section
Food Service Plan 2018 - 2019**

Several leaflets, booklets and guidance sheets (many produced in house) are kept within the section and updated frequently. These are distributed as a result of a specific request or, where considered appropriate, by the inspecting officer as a result of an inspection or service request.

A pack of information is available for new food premises and the Council's website www.northwarks.gov.uk is available for other information streams

Officers of the section give presentations on various aspects of the work to a variety of different trade organisations and schools

3.5 Food Sampling

The Policy

Informal food samples are taken for microbiological analysis as part of:

- ◆ The West Midlands Food Sampling Programme which includes the Food Standards Agency (Official Control of Foodstuffs Directive) co-ordinated food control programme.
- ◆ An investigation of a food complaint.
- ◆ An investigation of food-borne disease.
- ◆ An in-depth inspection of food premises.

All samples procured for microbiological examination are taken in accordance with the Food Safety Act Code of Practice.

Microbiological samples are examined by the Council's nominated food examiner, Public Health England, Colindale

The Plan

Sampling is conducted in accordance with the West Midlands Food Sampling Programme.

The programme is determined each year by the West Midlands Food Sampling Group which consists of the District Councils and representatives from the Health Protection Agency.

The Group meets twice a year to:-

- formulate the sampling programme;
- monitor its progress and discuss the results.
- Report findings back to the Warwickshire Food Liaison Group, the constituent authorities and the public

The foods for sampling during the course of the following year are selected taking into consideration past results and problems as well as recent or emerging food safety issues. The sampling regime and time demands placed on staff

The anticipated demand on the service 2018/19 is 10 samples per month:

The purchase of the samples will normally be anonymous.

**North Warwickshire Borough Council,
Chief Executive's Division, Environmental Health Team
Commercial, Licensing & Health Promotion Section
Food Service Plan 2018 - 2019**

Samples are taken to the Laboratory using temperature control techniques and data recording as appropriate.

All results of samples taken as part of the West Midlands Food Sampling Programme are sent to the local authority responsible for collating the results on the form provided by that authority. The responsibility rotates on an annual basis.

The results are compared against the standards set in the HPA guidelines 'Microbiological Food Safety Based On Presence/Absence Of Pathogens.

Samples that fail the criteria above will be discussed with the business from where they were procured and remedial works or actions will be agreed prior to the taking of further samples.

Water Sampling and Water Supplies

The Policy

Water is an essential part of the food industry and the Council samples private water supplies at various premises throughout the area for conformity with the Regulations.

The authority liaises regularly with the public mains water providers (Severn Trent Water and South Staffordshire Water Plc). In addition, staff contribute to, and participate in local authority health liaison meetings held by the water companies. They also take part in outbreak control plans and training.

The Plan

The Council's nominated analysts for water samples are:-

Bacteriological analysis Public Health England, Good Hope Hospital, Sutton Coldfield

Chemical analysis Seven Trent water Authority, Torrington Avenue, Coventry

A water sampling programme is declared each year in the Commercial Enforcement and Licensing section's work programme and covers the following activities:-

- ◆ Private Water Supplies.
- ◆ E C Testing.

The parameters tested and the frequency of testing is indicated in the sampling programme.

All sampling in respect of water supplies will normally be carried out as part of the normal operational work of the section.

Legal Position

Under the provisions of the Water Industry Act 1991, the Council has a duty to check private water supplies and keeps a register of such supplies and samples taken.

**North Warwickshire Borough Council,
Chief Executive's Division, Environmental Health Team
Commercial, Licensing & Health Promotion Section
Food Service Plan 2018 - 2019**

Any new private water supply is entered in the private water register and a questionnaire sent to the occupier for completion. The supply is classified using the Private Water Supply Regulations.

Private Water Supplies

There are currently 29 properties with a private water supply in North Warwickshire. These are a mixture of domestic residential premises, a garden centre, a health club and a private fisheries cafe

The 29 properties are served by a total of 24 sources.

Samples are taken in line with the revised tables in the Private Water Supply Regulations, which also permits the recovery of some of the Council's costs. This was agreed by the Council's Community & Environment Board in 2011.

The Health Protection Agency's Laboratory at Colindale undertakes analysis of bacteriological samples, and chemical analysis is undertaken by Severn Trent Water Laboratories, Coventry.

Sampling is normally carried out between April and September.

New private water supply Regulations are now in place. These include a requirement for risk assessment of multi user and commercially used supplies and this may impose a greater workload on the Division but this may be offset by the exclusion of small supplies from the sampling requirement.

3.5.1 Food Inspection

The policy

The Council's officers routinely inspect foodstuffs, where they are being stored, sold, delivered, imported into or exported from premises in the Borough.

No charge is made for the inspection service to residents or businesses in cases of a freezer breakdown etc. However, if the Council agrees to remove foodstuffs on behalf of owners, the cost of that removal and disposal will be re-charged.

The Plan

Certain premises in the Borough currently export food to non-EU countries. This requires a duly authenticated certificate from the Council to confirm that the food in question is from a reputable source. There is a charge for the issue of such certificates, agreed annually as part of the Council's fees and charges report. The impact of this work on the section has been detailed above

Certain other premises require inspection of poultry that has been slaughtered on premises for human consumption

Officers are duly authorised by the Council to act under all relevant food legislation including that relating to imported food.

3.6 Control and Investigation of Outbreaks of and Food Related Infectious Disease

Notification of an outbreak is usually received from one of the following sources:

- a) Public Health England
- b) One of the local hospital laboratories.
- c) General Practitioners.
- d) Another local authority.
- e) The patient themselves.

Doctors who attend patients either in the community or in hospital have a statutory duty to inform the appropriate officer for the district of a case or cases of cholera, dysentery, food poisoning (proven or suspected), typhoid or paratyphoid fever and viral hepatitis.

3.6.1 Policy

Cases notified to the section will be contacted wherever possible within 1 day of receipt. The investigation of each case will be treated as a potential outbreak. Each case will be investigated fully to a conclusion- albeit that in some instances the conclusion may be inconclusive. The individuals involved in each case will be treated with sensitivity and above all confidentiality. Failure to observe such confidentiality may result in disciplinary action. For this reason calls regarding Infectious disease will not be dealt with in the Contact Centre.

The authority is represented on the Warwickshire Control of Infection Committee, and the Primary Care Trust's Communicable Diseases Committee. Training, outbreak control, peer exercises and team briefings originate from this body.

Following the agreement of the Warwickshire Chief Environmental Health Officer group, reciprocal arrangements with the other Warwickshire local authorities exist to provide essential staff cover in the event of a serious outbreak of disease in any of the constituent authority areas.

**North Warwickshire Borough Council,
Chief Executive's Division, Environmental Health Team
Commercial, Licensing & Health Promotion Section
Food Service Plan 2018 - 2019**

The Consultant in Communicable Disease Control at Public Health England is the point of contact for advice, and guidance on the medical aspects of outbreaks of infectious disease.

The Assistant Chief Executive And Solicitor To The Council is the Proper Officer under the Health Protection (Notification) Regulations 2010

3.6.2 Procedure

The most commonly notified infectious diseases are Campylobacter, suspected food poisoning and Salmonella.

Every effort is made to contact the affected patient as soon as possible, especially if the person is suffering from E. coli 0157, or is thought to be part of an outbreak.

In some cases it may be more appropriate to send the patient a questionnaire.

To help identify any possible source of infection, questions are asked regarding milk supply, water supply, recent holidays and hobbies, visits to farms, etc and eating preferences, including history of the foods eaten 72 hours prior to onset of symptoms. The particular pathogen isolated will also suggest particular areas to concentrate on due to the different characteristics of the organism such as its incubation period and usual source.

If the information supplied suggests that there is a general outbreak, i.e. more than one household affected, then an in depth investigation is mounted immediately.

The Consultant in Communicable Disease Control will be contacted, and the Assistant Chief Executive And Solicitor To The Council and Environmental Health Manager (Commercial, Licensing and Health Promotion) kept informed.

Under the Public Health (Control of Disease) Act 1984 and the Health protection (Part 2A) Orders Regulations 2010, certain persons in high risk groups can be excluded from work, school or nursery if they are considered to present a risk of infection to other people. Such people include food handlers, health care workers and children under 5 years old. Any decision to exclude persons from work will be taken in consultation with the Consultant in Communicable Disease Control, the Assistant Chief Executive And Solicitor To The Council and the Environmental Health Manager (Commercial, Licensing and Health Promotion).

The Countywide outbreak control plan and associated procedure have been reviewed and are up to date. There is also a Memorandum Of Understanding between the West Midlands Local Authorities and the PHE on the roles and responsibilities of each partner in the event of incidents of infectious disease.

3.7 Food Safety Incidents

3.7.1 The Policy

The section will lead the Authority's response to all Food Hazard Warnings.

These are two fold those for information and those for action

**North Warwickshire Borough Council,
Chief Executive's Division, Environmental Health Team
Commercial, Licensing & Health Promotion Section
Food Service Plan 2018 - 2019**

The former group has been the most frequent and often ask local authorities 'to assist in the trade withdrawal'

The Environmental Health Manager (Commercial, Licensing and Health Promotion) will take the lead in Food Hazard Warnings. In his absence his role will be taken by the Senior Officer and in the absence of both, any other team member with the assistance if necessary of the Environmental Health Manager (Domestic and Pollution) or Assistant Chief Executive And Solicitor To The Council.

The officers named above will have notified their whereabouts to the Divisional administrators as part of the agreed lone worker policy. Divisional Management team diaries will be available electronically. All officers are issued with mobile phones, and can therefore be contacted quickly when they are away from the office.

The Out of Hours service has a procedure for notifications out of hours, and the section EHO's have SMS to their individual mobile phones from the Food Standards Agency.

3.7.2 The Plan

By their very nature, Food Hazard Warnings are unexpected and the resource allocation necessary to respond to each and every warning is difficult to estimate. However, every effort will be made to respond promptly to any food hazard warning in a way that is commensurate with the warning contents.

Currently the aim would be to respond to any actions notifications only. Those classed as for information only and either are dealt with via the trade or the warning is upgraded to an action required from the Food Standards Agency.

3.7.3 Procedure

Currently Food Hazard Warnings are received via Email from the FSA. The mailing system within the Microsoft outlook package ensures that all food team members automatically receive a copy of each Food Hazard warning,

The dedicated mobile phones of the Environmental Health Manager, Senior and Environmental Health Officer for the section are registered to receive SMS (Short Message Service or Text messaging) directly.

The section's computer system is able to search to identify those implicated in the warning. Individuals, companies etc involved will then be contacted by the most expeditious means possible, to pass on instructions and guidance contained in the warning. Clear records of the action taken will be kept.

In the case of high grade notifications, de-brief sessions will be held with staff as necessary, but at least at the beginning and end of each working day

Any access to the building is available through the key holders. Staff will be kept aware of key holder's details.

Liaison with other organisations.

3.8.1 The Policy

The Warwickshire and Coventry Food Liaison Group (WCFLG), reports to the Central England Food Group made up of the Chairs and Secretaries of all the West Midlands region food groups which in turn reports to the Centre Of England Environmental Health Management Board (CEEHMB) made up of Heads of Service for the entire West Midlands region, is the main food liaison mechanism across the county. The constituent authorities are the district councils and Warwickshire County Council the PHE and FSA.

Chairmanship and secretariat of the group is rotated bi-annually. Meetings are typically convened at two-month intervals, but special meetings may be convened to consider special issues.

The WFLG has its own vision and work plan which include consideration and debate of food law updates; inter authority audit, benchmarking; food complaints and training. This is the organisation that is best suited to providing the annual 10 hours of Continuous professional development as per the code of practice competency issues.

The Senior Environmental Health Officer will attend and report on the proceedings of the Food Liaison Group.

The Environmental Health Manager (Commercial, Licensing and Health Promotion) and the Food Safety Officer (FT) will attend and report on the proceedings of the Water Companies Liaison Groups

The Sampling Officer will attend the Sampling Liaison Group; otherwise, the most appropriate person will take his place.

3.9 Food Safety Promotion

The Councils Health Promotion function is part of the work of the Commercial and Licensing Team.

3.9.1 The policy.

Annually the Food Safety Officers will provide a proposed work programme of health promotional activities that can be achieved and reflect the needs of the residents of the Borough. Typically, and based on previous years, initiatives will include food safety; food hygiene; nutrition; food poisoning and ways to avoid it and the 'do's and don'ts' of mass catering etc.

Individual projects and initiatives relating to food safety promotion will also be undertaken.

All requests for training of food handlers updating and refresher courses will be directed in the first instance to local colleges offering these courses.

All requests for lectures, school talks, class visits, interest club talks etc will be responded to if resources of the section permit.

**North Warwickshire Borough Council,
Chief Executive's Division, Environmental Health Team
Commercial, Licensing & Health Promotion Section
Food Service Plan 2018 - 2019**

Leaflets in the Division's promotional library will be reviewed and amended or added to as necessary. These are given or sent following any request or inspections and are available in the main reception areas of the Council's buildings.

Consultation questionnaires to evaluate the effectiveness or otherwise of promotional activities will be devised and given out at all events.

4 Resources

4.1 Financial Allocation

The costs for the operation of the section are allocated centrally.

Each professional member of staff will have funding from the Council's training budget allocated to them for professional and technical updates as well as continuing professional development, and subscriptions to the professional body.

The councils Legal Services department act across all of the Councils functions and their costs are included in the Central support charges to each of the service budgets. The cost of taking legal action would be made from the Divisional Hire and Contracted General Budget.

4.2 Staffing allocation to food safety measures

All staff in the section are employed on permanent contracts with the Council. The hours allocated to the food safety function and reproduced below result from analysis of the most recent period of time recording sheets, which are completed by all members of staff of the Division.

Stephen Whiles	EHManager	Chartered EHP	0.1FTE
Jo Phipps	SEHO	EHO Graduate	0.6FTE
Sharon Patrick	FSO	Higher Food Premises Inspection Certificate	0.8FTE
Carol Randle	FSO x 0.8 FTE	Higher Food Premises Inspection Certificate	0.8FTE
Julia Rowbottom	FSO x 0.8 FTE	Higher Food Premises Inspection Certificate.	0.8 FTE

4.3 Staff Development Plan

North Warwickshire Borough Council regards development of its staff towards their full potential as being a high priority.

During the forthcoming year, training needs and aspirations of staff will be assessed as part of their annual appraisal. If supported, they will form part of the training plan for the individual in question for the ensuing year.

Additionally all professional Environmental Health officers have to complete continuing professional development in order to maintain their status. All staff engaged in Hazard Analysis will undergo 10 hours of specific training appropriate to the class of premises they

**North Warwickshire Borough Council,
Chief Executive's Division, Environmental Health Team
Commercial, Licensing & Health Promotion Section
Food Service Plan 2018 - 2019**

are expected to inspect. The Chartered Practitioners need to complete 30 hours of CPD activities.

In-house training as well as relevant external courses and seminars for staff will continue. Peer assessment and inter-authority audits through the Warwickshire Food Liaison Group will also feature in staff development.

The authority contributes to both the Health and Safety and Food Safety Liaison group training funds. The funds are used by the relevant groups to buy appropriate training for the enforcement officers across the County at preferential rates.

Senior Managers have participated in a Management Competency Workshop and have been assessed on a 360° appraisal by line managers, peers and managed staff. The results passed back to the manager of the food service were positive.

5 Quality Assessment

The authority's food service has benchmarked its functions against the food service operated by the four other Warwickshire local authorities. It will continue to monitor its performance against national standards. Inter Authority audits form a key function of the Liaison Groups.

Inspections of premises will not normally be carried out by the same officer twice in a row.

The Section has internal monitoring procedures for capability of inspectors, quality of inspections and food complaints.

The Warwickshire and Coventry Food Safety Liaison Group supports and organises inter authority auditing currently based on the Food Standards Agency proforma – directed at both policy and specific matters.

The section has a fully documented system and procedures manual.

6.0 Review

The food service plan along with the work programme will be reported monthly and quarterly to the Assistant Director, and will include details of completed work against targets. It will also detail the level of reactive work achieved against that predicted.

Key Performance Indicators are reported to the Director currently at quarterly intervals as an indicator of achievement against the quarterly target, using a traffic light movement monitor (red, amber and green denote the difference between the desired level of performance and the distance from it.)

6.1 Dealing with variances

Variances from the service plan, together with their reasons, are submitted monthly to the Assistant Director by the Environmental Health Manager (Commercial, Licensing and Health Promotion) of the section. Additionally, any variance against the service plan will be open to scrutiny by the Council's Internal Audit section, and Scrutiny Board. It has to be accepted that the inspection programme will not be in twelve equal parts and hence variance on a monthly basis is expected. Similarly the health and safety visits to food premises will be brought forward to the scheduled food visit if it is within six months of that date. This is to

**North Warwickshire Borough Council,
Chief Executive's Division, Environmental Health Team
Commercial, Licensing & Health Promotion Section
Food Service Plan 2018 - 2019**

prevent unnecessary duplication of visits for the benefit of proprietors and the overall efficiency of the operation of the section.

Variances of note are reported to the appropriate Board.

6.2 Improvements

There is a continual appraisal by the Section of what is possible and practical given budgetary and legal constraints, and regard is had to the reports of Food Standard Agency Inspections of local authority food services carried out to date. A number of improvements were made following an FSA audit of the Divisions handling of approved premises carried out in 2008. The report was generally favourable but highlighted some procedural short coming that have now been addressed.

The Section's commitment is to deliver a first rate service to its users that keeps pace with the demands of government legislation and guidance, and that is effective, compassionate, transparent and fairly delivered to all users.

7.0 Priority Regulatory Outcomes – Local Better Regulation Office Final Report (November 2011)

This document sets out a new approach to setting priorities for local authority regulatory services, recognising that they remain an integral part of local government and placing them firmly at the centre of the localism agenda. Their local presence makes local regulators sensitive to local issues and proportionate in their dealings with local businesses.

For this reason, the delivery of local authority regulatory services neatly reflects the challenges inherent in localism – the need for both national consistency and local presence, while crucially addressing the issue of constrained resources.

This new approach to setting priorities for local authority regulatory services seeks to address these challenges. Priority regulatory outcomes, replacing narrower national enforcement priorities, provide clarity about what the Government wants to achieve and ensure that regulatory activity is focused on delivering outcomes rather than 'ticking boxes' or meeting centrally driven targets. These outcomes, drafted through a collaborative approach between local and national partners, are a key part of the conditions needed to ensure effective local delivery.

The priority regulatory outcomes for England are as follows:

1. Support economic growth, especially in small businesses, by ensuring a fair, responsible and competitive trading environment
2. Protect the environment for future generations including tackling the threats and impacts of climate change
3. Improve quality of life and wellbeing by ensuring clean and safe neighbourhoods
4. Help people to live healthier lives by preventing ill health and harm and promoting public health
5. Ensure a safe, healthy and sustainable food chain for the benefits of consumers and the rural economy

**North Warwickshire Borough Council,
Chief Executive's Division, Environmental Health Team
Commercial, Licensing & Health Promotion Section
Food Service Plan 2018 - 2019**

In accordance with the Regulators' Code, when seeking to deliver these priorities, regulators must consider the impact that their interventions have on economic progress, by bearing mind the costs, effectiveness and perceptions of fairness of regulation.

8:0 Performance Indicators

PI Ref	Description	2018/19 Target	Suggested reporting interval	Board	Reported to MT
ACP1 H1	The percentage of food premises inspections that should have been carried out that were carried out for high risk premises.	100%	Quarterly	C & E Board	Yes
ACP1 H4	Ditto for low risk premises	100%	Quarterly	C & E Board	Yes
	To respond to all complaints and requests for service within three working days	99%	Quarterly	C & E Board	Yes

HEALTH AND SAFETY SERVICE PLAN 2018/19

Introduction

The Council is responsible for the enforcement of the Health and Safety at Work etc Act 1974 (The Act) and associated Regulations in over 1000 premises in the Borough ranging from large warehouses, through tyre and exhaust fitting bays to corner shops – essentially all commercial premises with the exception of factories, construction sites, farms and domestic premises which fall to the Health and Safety Executive (HSE) for enforcement.

Traditionally enforcement was by regular risk based inspections of all premises but now the Government has removed the inspection element for all but the most high risk of premises in favour of a variety of other 'interventions' (see below).

In addition the Council deals with complaints about working conditions and public safety, investigates accidents at work and provides information and advice to businesses and the public.

Targeting Interventions

HSE Local Authority Circular 67/2 (Rev 6) requires a shift of focus in terms of interventions planning by Local Authorities. It reflects the Governments new strategy as set out in the publication 'Good Health And Safety, Good For Everyone'(April 2011). Under the reforms, protecting people in the workplace and in society as a whole remains a key priority. The health and safety regime will move to a lighter touch approach concentrating on higher risk industries and on tackling serious breaches of the rules. The reforms require HSE and Local Authorities to:

- Reduce the number of inspections carried out.
- Have greater targeting where proactive inspections continue
- Increase information provision to small businesses in a form that is both accessible and relevant to their needs.

Local Authorities should consider the full range of interventions at their disposal for managing health & safety risks in their community, these are:

a. Proactive interventions:

1. partnership
2. motivating senior managers
3. supply chain
4. design and supply
5. intermediaries
6. working with those at risk
7. education and awareness

8. inspection
9. working with other regulators etc
10. encouraging compliance
11. recognising compliance

b. Reactive interventions

1. incident and ill-health investigation
2. dealing with issues of concern that are raised and complaints

2018-19 local authority national planning priorities.

Not all national priorities have a proactive inspection component

These priorities fit within the wider GB Health and Safety strategy, 'Helping Great Britain Work Well', first published on 29th February 2016.

This wider strategy sets out the six themes for the whole of the GB health and safety system. LA workplace health and safety regulators are a key part of that system, and will be expected to play their role in:

- Encouraging and recognising improvements, being increasingly joined up to deliver improved outcomes and minimise unnecessary burdens on businesses;
- Continuing to promote the risk-based, goal-setting regulatory regime that has served health and safety in Great Britain so well;
- Working with partners in the system to make workplaces safer and healthier, providing a level playing field for responsible employers with regulators and coregulators, by advising, promoting, and where necessary, enforcing good standards of risk control;
- Using proportionate, risk-based regulation to support better outcomes, innovation and the safe use of new technologies;
- Developing services and products that contribute to improved management and control of risks, sharing our knowledge, and;
- Continuing the dialogue and conversation with stakeholders to make the system better, always looking to provide simple, pragmatic advice and support

Over-arching principles

LAs should use the full range of interventions available to influence behaviours and the

management of risk.

Proactive Inspections

Proactive inspection should only be used:

- a) For high risk premises/ activities within the specific LA enforced sectors published by HSE (See List of activities/sectors for proactive inspection by LAs); or
- b) Where intelligence shows that risks are not being effectively managed.

In both circumstances, LAs have the discretion as to whether or not proactive inspection is the most appropriate intervention

Primary Authority inspection plans should follow the principles of the Code and be developed taking into account the national priorities (see below), the list of activities/sectors considered suitable for proactive inspection and company/site specific information.

National Priorities

1. Construction – advice for owners of commercial premises likely to be clients for construction work.
2. Falls from height – work on/adjacent to fragile roofs/materials
3. E.coli/cryptosporidium infection especially in children
Open Farms/Animal Visitor Attractions
Lack of suitable micro-organism control measures
4. Duty to manage asbestos – raising awareness with duty holders
5. Beverage gases in the hospitality industry – raising awareness of the risks
6. Health risks – respirable silica dust
7. Gas safety in commercial catering premises – the proper installation, maintenance and inspection to ensure staff and customers are protected from the risk of carbon monoxide poisoning.
8. Welfare provision for delivery drivers – where appropriate onsite toilet and rest facilities should be made available to visiting workers.
9. Investigation of incidents and complaints – with reference to the HSE incident selection and complaint handling criteria.

Reactive Interventions identified using HSE's incident selection criteria and complaint handling criteria/risk filter:

- a) investigations in response to information from complaints, accident reports or adverse insurance reports or other intelligence where the nature of the information indicates poor duty holder performance and/or potential significant breaches of health and safety law;

- b) during visits for another primary purpose, for example a food safety inspection where if matters of evident concern and /or significant breaches of health and safety law are identified they are dealt with at the same time;
- c) to check compliance with a notice.

In accordance with the Regulators' Compliance Code, when seeking to deliver these priorities, regulators must consider the impact that their interventions have on economic progress, by bearing mind the costs, effectiveness and perceptions of fairness of regulation.

Performance Management

Performance will be measured by the Environmental Health Manager and Senior EHO in the Section on an ongoing basis and PIs reported on an annual basis. The Council also participates in the Coventry and Warwickshire health and safety liaison group peer review exercise.

Resilience

There is an agreement in place within Warwickshire to allow Officers to work in any of the other Districts in case of emergencies, staff shortage etc.

HEALTH AND SAFETY WORK PROGRAMME 2018/19

As can be seen from the above the focus has shifted from primarily inspection and enforcement with some advice to business, to primarily advice to business with inspection and enforcement as a last resort. This actually reflects the way the Environmental Health Division (and most local authorities) have always operated. With this in mind the suggested work programme for 2018/19 is as follows:

1. Proactive inspections of any high risk premises within the specific LA enforced sectors published by HSE where this is considered appropriate in line with HSE guidance.
2. To provide health and safety advice to new businesses, particularly small businesses that may have no other access to advice by offering advice and guidance in a format that is most useful to them.
3. Intelligence led interventions where there is sufficient weight of intelligence over a period of time to indicate poor performance and/or potential significant breaches of health and safety law.
4. Identified as part of a recognised national priority, selecting the most appropriate intervention appropriate to the individual premises risk rating.
5. Identified whilst involved in another primary purpose, for example food safety inspections, where if matters of evident concern and/or significant breaches of health and safety law are identified they are dealt with at the same time.
6. To investigate accidents in accordance with established incident selection criteria. Around 10 accident investigations are anticipated.

7. To respond to all service requests from employers, employees and members of the public concerning health and safety within three working days. (**Performance Indicator**)

NORTH WARWICKSHIRE BOROUGH COUNCIL
ASSISTANT CHIEF EXECUTIVE'S DEPARTMENT
ENVIRONMENTAL HEALTH DIVISION
ENVIRONMENTAL PROTECTION SERVICE PLAN 2018/19

OVERVIEW

The Council is responsible for a variety of environmental protection issues and this team deals only with commercial premises. The areas of responsibility are detailed below.

2017/18 has been a very busy year. The number of planning applications for which the team is a consultee has increased dramatically. This has been made worse by the departure of a key member of the team to a new post.

Fly tipping has also continued to increase. The Council has created a fly tipping action plan to try and tackle the issue which has created more work for the team.

Nuisance complaints and the regulation of commercial processes have stayed fairly constant.

The service has an enforcement policy which is periodically updated and is available to view on the Council's website.

Performance indicators are reported to the Council's management team and prosecutions are reported annually to the Community and Environment Board

Suggested performance indicators for 2018/19 are:

1. To respond to all service request within 3 working days
2. To complete 100% compliance inspections to all premises with permitted processes.

SERVICE PLAN 2018/19

SERVICE AREA	SERVICE PLAN
Air Quality	<ol style="list-style-type: none"> 1. To respond to complaints (smoke, odour, dust etc) within 3 working days PI 2. To act as consultee on air quality and noise in respect of planning applications. 3. To carry out passive monitoring of local air quality and complete DEFRA returns.
Environmental Permitting, Pollution Prevention and Control	<ol style="list-style-type: none"> 1. To process applications, variations and revocations 2. To carry out compliance inspections to 100% of premises PI 3. To offer advice to business 4. To act as consultee in respect of relevant planning applications.
Contaminated Land	<ol style="list-style-type: none"> 1. To identify contaminated sites as part of the planning consultation process and monitor

	<p>remediation during development</p> <ol style="list-style-type: none"> 2. To respond to complaints about contaminated land within 3 working days. PI 3. To investigate any opportunities for grant funding for intrusive investigations.
Nuisance	<ol style="list-style-type: none"> 1. To respond to complaints (noise, dust, smoke etc) within 3 working days.
Fly Tipping	<ol style="list-style-type: none"> 1. To respond to complaints about fly tipping, where there is evidence that may identify the perpetrator, within 3 working days PI 2. To carry out a programme of proactive work in conjunction with partner organisations as identified in the Council's fly tipping action plan.
Planning Consultations	<ol style="list-style-type: none"> 1. To give professional advice on any planning application to the Council's planning department in respect of noise, dust, contaminated land etc
HS2	<ol style="list-style-type: none"> 1. To be responsible for receiving and processing notifications under section 61 of the Control Of Pollution Act 1974 in respect of development works 2. To liaise with HS2 over all relevant environmental matters 3. To respond to complaints about noise, dust etc within 3 working days PI
Scrap Metal Dealers	<ol style="list-style-type: none"> 1. To process applications, variations, renewals and revocations 2. To carry out compliance visits as necessary based on intelligence or complaints 3. To offer advice to business

Agenda Item No 7

Community and Environment Board

22 January 2018

**Report of the
Assistant Chief Executive and Solicitor to
the Council, Assistant Director (Housing),
Assistant Director (Streetscape) and
Assistant Director (Leisure and
Community Development)**

**General Fund Fees and Charges
2018/2019**

1 Summary

- 1.1 The report covers the fees and charges for 2017/18 and the proposed fees and charges for 2018/19.

Recommendation to the Board

- a) That the schedule of fees and charges for 2018/19, as set out in appendix A, be accepted; and**
- b) To accept or otherwise vary the proposed new corporate membership scheme within the leisure facilities.**

2 Introduction

- 2.1 At its meeting held in September, the Executive Board agreed the budget strategy for 2018/22, which included additional income of £14,140. Price inflation increases of £57,170 were included, but this was offset by a reduction in expected income.

3 Fees and Charges Proposed for 2018/19

- 3.1 Attached at Appendix A for the Board's consideration are details of present and proposed fees and charges for the financial year 2018/19. The amounts shown have already been assumed in the revenue estimates for 2018/19, with the exception of the charge proposed in section 4.
- 3.2 The Leisure and Community Development Division has made focused changes to the fees and charges within leisure facilities following an analysis of usage and benchmarking with local and wider competitors.
- 3.4 It is proposed to freeze the Ultimate Direct Debit packages and increase the annual, contract and monthly packages by 3% (rounded). Birthday parties at all sites have increased by £5 which is a growth of approximately 6%, dry

courses will rise between 5% and 8%, whilst personal trainers, pool parties, club use and functions will remain the same. Swimming lessons have increased slightly above the rate of inflation and it is proposed to add a 4% increase on direct debit and 10 week block payment options.

- 3.5 Industrial pollution fees and charges are statutory and so not set by ourselves. A new scheme came into force during 2017/18.
- 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 Proposed Corporate Membership

4.1 Background

4.1.1 This part of the report seeks the Board's approval of a proposal to introduce a new membership scheme for corporate organisations within the Authority's leisure facilities.

4.1.2 In previous years, a small number of discount schemes were negotiated through which the employees of corporate organisations could become members of any one of the centres. The schemes were not widely promoted and only really had an impact at Coleshill Leisure Centre.

4.1.3 These schemes had the following broad strands:

- 25 or more employees of an organisation received a six months Ultimate membership for an upfront payment of £2,500 (Inc. Vat) (which equates to £100 per six months membership). This scheme has not been offered in recent years
- A "999" public sector emergency worker Ultimate membership for an annual cost of £250 (Inc. Vat) (instead of £330 (Inc. Vat))
- A centre-specific corporate membership through which organisational employees pay a reduced monthly fee (at Coleshill Leisure Centre, for example, a contract rate of £19 per month (Inc. Vat) instead of £23 per month(Inc. Vat)).

4.1.4 Coleshill Leisure Centre currently has 35 corporate members, Atherstone Leisure Complex has five "999" corporate members, whilst the schemes had no impact at either Arley or Polesworth Sports Centres.

4.2 Proposed Corporate Membership Offer

4.2.1 In view of its very limited impact, the scheme has been reviewed and an alternative corporate membership offer has been drafted for the consideration of the Board. In this respect, it is proposed that the two offers identified above are replaced with the following corporate membership option:

- For ten or more employees of a corporate organisation, a standard Ultimate membership fee of £19.99 per month (Inc. Vat) for a direct debit contract (or the equivalent Annual cost). The standard 2018/19 Ultimate membership is proposed to cost £36.00 per month (Inc. Vat)

4.2.2 It is additionally proposed that Borough Council staff would qualify for an Ultimate membership fee of £19.99 per month (Inc. Vat) on a direct debit contract. An Ultimate membership affords access to the fitness suite, classes and swimming at any and all of the Authority's leisure facilities.

4.2.3 There is, of course, a risk that a number of existing members could discontinue their current membership and re-join, along with their corporate colleagues, at the reduced fee of £19.99 (Inc. Vat). Given the information held about our members it is not possible to accurately quantify the level of this risk. To put the risk in context, if all ten of the employees required to take advantage of the reduced rate are existing members, this would give a loss of income of £1,600 per annum. However it would seem more likely that only a few current members would convert to the corporate package, and in that scenario the additional members coming into the scheme would give a net benefit. Examples of the possible net gain or loss in income are given in the table below, for a scheme of 10 employees joining under the corporate rate.

Existing members converting to corporate scheme	Annual Loss (exc. Vat) £	New members within corporate scheme	Annual Gain (exc. Vat) £	Net Gain / Loss (exc. Vat) £
0	-	10	1,999.20	1,999.20
1	-160.10	9	1,799.28	1,639.18
2	-320.20	8	1,599.36	1,279.16
3	-480.30	7	1,399.44	919.14
4	-640.40	6	1,199.52	559.12
5	-800.50	5	999.60	199.10
6	-960.60	4	799.68	-160.92
7	-1,120.70	3	599.76	-520.94
8	-1,280.80	2	399.84	-880.96
9	-1,440.90	1	199.92	-1,240.98
10	-1,601.00	0	-	-1,601.00

4.2.4 Assuming 5% of current members took this option, the loss of income could equate to £17,610 (exc. Vat) in a full year. Alternatively an increase of 5% in new members joining under this scheme could generate additional income of £21,930 (exc. Vat).

4.2.5 Subject to Board approval, the proposed corporate membership option would be promoted to local businesses and organisations, through the active engagement of the recently created post of Sales, Marketing and Promotions Officer. Thereafter, it is hoped that the scheme will lead to enhanced levels of use and membership of the facilities, particularly during off-peak periods (weekday mornings and lunchtimes), enhanced levels of income and an improvement in the health and wellbeing of people who live and work within the Borough.

5 Report Implications

5.1 Finance and Value for Money Implications

5.1.1 The pricing structure contained within this report is expected to generate additional income of £81,070 above the revised budget for 2018/19. Of the increase £57,850 relates to price inflation increases, with the remainder relating to an increase in the income received.

5.1.2 Any agreement on the introduction of the Corporate Membership scheme offer has not been built into the 2018-19 revenue estimates.

5.1.3 The pricing structure will contribute to the achievement of income targets, which are contained within the Deputy Chief Executive's report on the General Fund estimates 2018/19, 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 £19,280.

6 Risk Management Implications

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

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 & ENVIRONMENT BOARD
FEES AND CHARGES FROM 1 APRIL 2018

	2017/2018 TOTAL CHARGE £	2018/2019 TOTAL CHARGE £	VAT RATING
TRADE REFUSE SERVICE			
(weekly collection)			
a) Collection Only			
1100 litre container per annum	224.00	231.00	Outside scope
660 litre container per annum	201.50	208.00	"
330/360 litre container per annum	189.00	195.00	"
240 litre container per annum	162.00	167.00	"
140 litre container per annum	124.00	128.00	"
Sack per annum	68.50	71.00	"
b) Hire & Collection			
1100 litre container per annum	350.00	360.50	Outside Scope
660 litre container per annum	317.00	326.50	"
330/360 litre container per annum	229.00	236.00	"
240 litre container per annum	179.00	184.50	"
140 litre Container per annum	131.50	135.50	"
Reduction for first container at mixed commercial/ domestic premises (per annum).	-37.00	-38.00	Outside Scope
TRADE RECYCLING			
Hire & Collection			
Sack	68.50	70.50	Outside Scope
140 Litre container	131.50	135.50	"
240 Litre container	179.00	184.50	"
360 Litre container	229.00	236.00	"
660 Litre container	317.00	326.50	"
1100 Litre container	350.00	360.50	"
Disposal will be charged at the rate specified by W.C.C.			
CLINICAL WASTE (per sack @ 3.5 kg capacity) (includes collection)	64.50	66.50	Outside Scope
BLACK REFUSE SACKS (pack of 100) (does not include collection/disposal)	11.50	12.00	Incl VAT at Standard Rate
SALE OF BINS			
New developments & replacements			
240 Litre container	36.00	37.00	Outside Scope
1 each of black, green and red 240 litre bins per individual property	107.00	111.00	"
360 Litre container	96.00	99.00	"
660 Litre container	202.00	208.00	"
1100 Litre container (new)	299.00	308.00	"
1100 Litre container (refurbished)	141.00	145.00	"
REMOVAL OF BULKY HOUSEHOLD WASTE			
Up to 6 items	23.50	24.20	Outside Scope
Items in excess of 6 charged pro-rata per item	4.00	4.10	"
HOUSE CLEARANCES	As per agreement	As per agreement	Plus VAT at Standard Rate

COMMUNITY & ENVIRONMENT BOARD
FEES AND CHARGES FROM 1 APRIL 2018

	2017/2018 TOTAL CHARGE £	2018/2019 TOTAL CHARGE £	VAT RATING
CESSPOOL/SEPTIC TANK EMPTYING SERVICE			
Collection & Disposal per load or part load -weak strength (on a contract paying by direct debit)	106.00	109.00	Zero Rated
Collection & Disposal per load or part load -standard strength (on a contract paying by direct debit)	202.50	209.00	"
Additional charge to the above fees if not on a contract paying by direct debit	18.00	19.00	"

ACTION HIRE

	<div style="border: 1px solid black; padding: 5px; display: inline-block;"> CATEGORY A North Warwickshire based community, voluntary & charitable organisations </div>		<div style="border: 1px solid black; padding: 5px; display: inline-block;"> CATEGORY B All other hirers </div>		VAT RATING
	2017/2018 TOTAL CHARGE £	2018/2019 TOTAL CHARGE £	2017/2018 TOTAL CHARGE £	2018/2019 TOTAL CHARGE £	
Bouncy Castle 3.6 m x 3.6 m	30.00	31.00	45.00	47.00	Incl. VAT at Standard Rate
Tug-of-war rope	16.00	17.00	21.00	22.00	"
Giant Jenga	16.00	17.00	21.00	22.00	"
Giant Connect 4	16.00	17.00	21.00	22.00	"
Sumo Suit (child size)	21.00	22.00	31.00	32.00	"
Sumo Suit (adult size)	21.00	22.00	31.00	32.00	"
Sumo Suit (both sizes)	30.00	31.00	45.00	47.00	"

COMMUNITY & ENVIRONMENT BOARD
FEEES AND CHARGES FROM 1 APRIL 2018

	2017/2018 TOTAL CHARGE £	2018/2019 TOTAL CHARGE £	2017/2018 TOTAL CHARGE £	2018/2019 TOTAL CHARGE £	
	STANDARD PRICE		LIFETIMES CARD HOLDER		
Lifetimes Card per annum					
Adult resident	N/A	N/A	10.00	10.30	Incl. VAT at Standard Rate
Adult non-resident	N/A	N/A	14.00	14.40	"
Child	N/A	N/A	5.00	5.20	"
Concessionary	N/A	N/A	5.00	5.20	"
Spectator	2.00	2.10	Free	Free	"
Relacement card	N/A	N/A	1.50	1.00	"
Squash (per court)					
Peak	10.00	10.30	7.90	8.10	Incl. VAT at Standard Rate
Off-peak	8.50	9.00	6.90	7.40	"
Anytime junior (under 16yrs)	N/A	N/A	3.10	3.50	"
Squash League pass (Arley SC)	N/A	N/A	21.40	20.00	Incl. VAT at Standard Rate
Badminton (per court)					
Peak	10.00	10.30	7.90	8.10	Incl. VAT at Standard Rate
Off-peak	8.50	9.00	6.90	7.40	"
Anytime junior (under 16yrs)	N/A	N/A	3.10	3.50	"
Team Games (per 45 minutes)					
5-a-side football peak - Polesworth SC	40.00	41.20	32.50	33.50	Incl. VAT at Standard Rate
5-a-side football off-peak - Polesworth SC	32.00	33.00	27.00	27.80	"
5-a-side juniors (under 16s) - Polesworth SC	N/A	N/A	14.00	15.00	"
5-a-side football peak - Arley SC & Coleshill LC	31.00	31.90	28.00	28.80	"
5-a-side football off-peak - Arley SC & Coleshill LC	25.00	25.80	22.00	22.70	"
5-a-side juniors (under 16s) - Arley SC & Coleshill LC	N/A	N/A	11.00	12.00	"
Club Use - Premium for Commercial Organisations. (series of 10 or more pre-booked lettings is exempt)	N/A	N/A	11.70	12.10	Incl. VAT at Standard Rate (Exempt if 10 or more bookings)
School use peak & off-peak (Arley SC)	N/A	N/A	13.00	13.40	Standard (Exempt if 10 or more bookings)
Equipment hire-rackets	0.50	0.50	0.50	0.50	Incl. VAT at Standard Rate

NORTH WARWICKSHIRE BOROUGH COUNCIL**COMMUNITY & ENVIRONMENT BOARD****FEES AND CHARGES FROM 1 APRIL 2018**

	2017/2018 TOTAL CHARGE £	2018/2019 TOTAL CHARGE £	2017/2018 TOTAL CHARGE £	2018/2019 TOTAL CHARGE £	
	STANDARD PRICE		LIFETIMES CARD HOLDER		
Birthday Parties					
All Sites	85.00	90.00	75.00	80.00	Incl. VAT at Standard Rate
Other Activities					
Gymnastics	N/A	N/A	4.20	4.20	Exempt
Trampoline	N/A	N/A	4.20	4.20	Exempt
Carpet bowls (Coleshill SC & Arley SC)	3.60	3.70	2.90	3.00	Standard
Playtimes (pre-school) (Arley SC)	3.60	3.70	2.90	3.00	"
Fitness classes -all sites	5.20	5.50	4.20	4.30	Exempt
Fitness classes -concessionary (Coleshill SC & Polesworth SC)	N/A	N/A	3.10	3.20	"
Adult mascot costume hire-1 hour (Coleshill SC)	21.40	N/A	20.40	5.00	Standard
Toys & trikes hire-1 hour (Coleshill SC)	6.00	N/A	5.50	N/A	"
Teas & coffees -30 cups (Coleshill SC)	11.00	N/A	10.50	11.00	"
Dry Courses Direct Debit payment	16.80	N/A	16.80	18.20	"
Dry Courses Direct Debit payment Mondays	15.80	N/A	15.80	16.80	"
Dry Courses Direct Debit payment 1.5 hours	25.20	N/A	25.20	27.30	"
Dry Courses Direct Debit payment 1.5 hours Mondays	23.70	N/A	23.70	25.50	"
Walking football (Coleshill SC)	N/A	N/A	3.10	3.20	Standard
Gymnastics & Trampoline (Coleshill SC & Polesworth SC)					
Cash payment (10 week block)					
1 hour	N/A	N/A	40.00	42.00	Exempt
1.5 hours	N/A	N/A	60.00	63.00	"

NORTH WARWICKSHIRE BOROUGH COUNCIL

COMMUNITY & ENVIRONMENT BOARD

FEES AND CHARGES FROM 1 APRIL 2018

	2017/2018 TOTAL CHARGE £	2018/2019 TOTAL CHARGE £	2017/2018 TOTAL CHARGE £	2018/2019 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	16.00	16.50	Exempt
Concessionary	N/A	N/A	11.00	11.30	"
Peak adult - per session	N/A	N/A	5.20	5.40	Incl. VAT at Standard Rate
Off peak adult - per session	N/A	N/A	4.30	4.50	"
Junior/concessionary - per session	N/A	N/A	3.10	3.20	"
Junior/full time student pass	N/A	N/A	18.50	19.10	Incl. VAT at Standard Rate
Junior/full time student DD	N/A	N/A	N/A	18.50	Incl. VAT at Standard Rate
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					
Arley, Atherstone & Coleshill					
Block of 10 sessions	260.00	260.00	260.00	260.00	Incl. VAT at Standard Rate
Block of 3 sessions	96.00	96.00	96.00	96.00	"
Individual session	35.00	35.00	35.00	35.00	"
DIRECT DEBIT MONTHLY MEMBERSHIPS					
Ultimate-all sites	N/A	N/A	36.00	36.00	Incl. VAT at Standard Rate
Lifetimes -Atherstone	N/A	N/A	31.00	31.90	"
Lifetimes -Coleshill	N/A	N/A	28.00	28.80	"
Lifetimes -Polesworth	N/A	N/A	25.00	25.80	"
Lifetimes -Arley	N/A	N/A	25.00	25.80	"
Lifetimes -Swimmer	N/A	N/A	26.00	26.80	"
ANNUAL MEMBERSHIPS					
(12 months for the price of 11 months at contract rate)					
Ultimate-all sites	N/A	N/A	341.00	341.00	Incl. VAT at Standard Rate
Lifetimes -Atherstone	N/A	N/A	286.00	294.80	"
Lifetimes -Coleshill	N/A	N/A	253.00	260.70	"
Lifetimes -Polesworth	N/A	N/A	220.00	226.60	"
Lifetimes -Arley	N/A	N/A	220.00	226.60	"
Lifetimes -Swimmer	N/A	N/A	231.00	237.60	"
DIRECT DEBITS (MONTHLY CONTRACT)					
Ultimate-all sites	N/A	N/A	31.00	31.00	Incl. VAT at Standard Rate
Lifetimes -Atherstone	N/A	N/A	26.00	26.80	"
Lifetimes -Coleshill	N/A	N/A	23.00	23.70	"
Lifetimes -Polesworth	N/A	N/A	20.00	20.60	"
Lifetimes -Arley	N/A	N/A	20.00	20.60	"
Lifetimes -Swimmer	N/A	N/A	21.00	21.60	"
OUTDOOR FLOODLIT AREA (Arley SC)					
Football					
Full pitch peak	26.50	27.30	25.50	26.30	Incl. VAT at Standard Rate
Half pitch peak	15.30	15.80	12.80	13.20	"
Full pitch off peak	20.40	21.00	18.40	19.00	"
Half pitch off-peak	12.80	13.20	10.20	10.50	"
Full pitch junior (Anytime)	N/A	N/A	10.20	10.50	"
Half pitch junior (Anytime)	N/A	N/A	5.10	5.30	"

COMMUNITY & ENVIRONMENT BOARD
FEES AND CHARGES FROM 1 APRIL 2018

	2017/2018 TOTAL CHARGE £ STANDARD PRICE	2018/2019 TOTAL CHARGE £	2017/2018 TOTAL CHARGE £ LIFETIMES CARD HOLDER	2018/2019 TOTAL CHARGE £	VAT RATING
Tennis					
Peak	10.10	10.40	7.90	8.10	Incl. VAT at Standard Rate
Off-peak	8.60	8.90	6.60	7.40	"
Junior (Anytime)	N/A	N/A	3.30	3.50	"
Netball					
Training-half court	15.30	15.80	10.20	10.50	Incl. VAT at Standard Rate
Game-full court	20.40	21.00	15.30	15.80	"
QUEEN ELIZABETH SCHOOL SPORTS VILLAGE					
Artificial pitch					
Standard hire (per hour)					
One pitch	33.10	34.10	27.50	28.30	Incl. VAT at Standard Rate
Two pitches	66.30	68.30	55.10	56.80	"
Three pitches	84.90	87.40	72.20	74.40	"
Sports clubs					
One pitch	27.50	28.30	N/A	N/A	Exempt
Two pitches	56.10	57.80	N/A	N/A	"
Three pitches	72.20	74.40	N/A	N/A	"
31+ weeks					
One pitch	25.50	26.30	N/A	N/A	Exempt
Two pitches	50.00	51.50	N/A	N/A	"
Three pitches	65.30	67.30	N/A	N/A	"
Sports hall adult	33.10	34.10	27.50	30.00	Incl. VAT at Standard Rate
Sports hall junior	17.80	18.30	15.30	15.00	"
Badminton adult	10.00	10.30	5.10	5.80	"
Badminton junior	N/A	N/A	3.10	3.50	"

COMMUNITY & ENVIRONMENT BOARD
FEES AND CHARGES FROM 1 APRIL 2018

	2017/2018 TOTAL CHARGE £	2018/2019 TOTAL CHARGE £	2017/2018 TOTAL CHARGE £	2018/2019 TOTAL CHARGE £	VAT RATING
SWIMMING AT ATHERSTONE LEISURE COMPLEX ONLY					
	STANDARD PRICE		LIFETIMES CARD HOLDER		
Adult swim (age 16+)	4.10	4.20	3.30	3.40	Incl. VAT at Standard Rate
Junior swim (age 0 - 15)	2.10	2.30	1.90	2.10	"
Family swim (2 adults, maximum 3 children)	11.50	12.00	9.50	10.00	"
Concessionary/Blue badge/OAP swim	N/A	N/A	2.40	2.50	"
Inflatable junior	2.50	2.60	2.00	2.10	"
Spectator	2.40	2.50	Free	Free	"
School swimming	1.80	1.90	1.80	1.90	Exempt
Adult lesson	5.00	5.20	5.00	5.20	"
Junior lessons:					
Single lesson	4.10	4.10	4.10	4.10	Incl. VAT at Standard Rate
Cash payment (10 week block)	39.40	41.00	39.40	41.00	"
Direct debit payment (per month)	16.40	17.80	16.40	17.80	"
Ladies Only	4.10	4.20	3.30	3.40	"
Joggers/shower	4.10	4.20	Free	Free	"
Aquacise	5.10	5.30	4.20	4.30	Exempt
Aquacise (concessionary)	N/A	N/A	3.30	3.40	"
Birthday parties - rafts and floats	80.00	80.00	80.00	80.00	Incl. VAT at Standard Rate
Birthday parties - inflatables	125.00	125.00	125.00	125.00	"
Castle parties	56.00	56.00	56.00	56.00	"
Club use (per hour)	101.00	101.00	101.00	101.00	"
Galas (per hour)	132.60	132.60	132.60	132.60	"
Tea dance /indoor bowls	3.60	3.70	N/A	N/A	"
Tea dance /indoor bowls (concessionary)	N/A	N/A	2.90	3.00	"

MEMORIAL HALL (per hour)

	MAIN HALL		BOTH HALLS		
Functions & Events package * (inc.extension)					
Reception/evening parties (access 2pm)	99.00	99.00	99.00	99.00	Exempt
Small functions*					
Main hall (peak)	N/A	22.00	N/A	22.00	Exempt
Main hall (off-peak)	N/A	22.00	N/A	22.00	"
Small hall (per hour)	15.00	15.00	15.00	15.00	"
Birthday parties	60.00	65.00	60.00	65.00	"
Training room (per hour)	12.00	12.00	12.00	12.00	"

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

Fees set at management discretion according to cost

Commercial use- all facilities

Charges negotiable according to the nature of booking

Promotional pricing

Any of the above prices may be varied for promotional campaigns

NORTH WARWICKSHIRE BOROUGH COUNCIL

COMMUNITY & ENVIRONMENT BOARD

FEES AND CHARGES FROM 1 APRIL 2018

		2017/2018 TOTAL CHARGE £	2018/2019 TOTAL CHARGE £	VAT RATING
SPORTS PITCHES				
Casual hire (adult)		40.00	40.00	Incl. VAT at Standard Rate
Casual hire (junior)		25.00	25.00	"
Seasonal hire (adult)	(conditions apply)	440.00	455.00	Exempt
Seasonal hire (junior)	"	230.00	240.00	"
Seasonal hire (mini)	"	175.00	180.00	"
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)	175.00	180.00	Exempt
Seasonal hire-matches (junior)	"	175.00	180.00	"

NORTH WARWICKSHIRE BOROUGH COUNCIL

COMMUNITY & ENVIRONMENT BOARD

FEES AND CHARGES FROM 1 APRIL 2018

	2017/2018 TOTAL CHARGE £	2018/2019 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	13.20	13.60	Outside Scope
Detail	62.70	64.60	"
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)	53.70	55.30	Standard
Sampling visits/Granting authorisations (per hour)	23.40	24.10	"
Sample analysis	As charged by laboratory	As charged by laboratory	
EXPORT CERTIFICATE (NON-VISIT)	52.00	54.00	Outside Scope
FOOD EXPORT CERTIFICATE	64.00	66.00	Outside Scope
Amendment to certificate	26.00	27.00	Outside Scope
UNADOPTED STREETS AND CAR PARKS			
Builders' skip permits	27.50	28.50	Exempt
Scaffolding/hoarding permits (for a period up to and including 1 month)	115.50	119.00	"
Vehicular access crossing	82.00	84.50	"
Licence agreement for temporary possession	338.00	348.00	"
Licensor surveyor's fee and legal costs	54.00	56.00	"
STREET WORKS LICENCE			
Inspection fee (per opening)	166.50	171.50	Exempt
Administration fee to process application	328.00	338.00	-
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

Agenda Item No 8

Community and Environment Board

22 January 2018

Report of the
Deputy Chief Executive

General Fund Revenue Estimates
2018/19

1 Summary

- 1.1 This report covers the revised budget for 2017/18 and an estimate of expenditure for 2018/19, together with forward commitments for 2019/20, 2020/21 and 2021/22.

Recommendation to the Board

- a To accept the revised budget for 2017/18; and
- b To accept or otherwise vary the Estimates of Expenditure for 2018/19, as submitted, for them to be included in the budget to be brought before the meeting of the Executive Board on 12 February 2018.

Recommend to Executive Board

- c To accept the growth bid of £16,560 for the redundant 7.5 tonne refuse vehicle for use on amenity cleaning.

2 Introduction

- 2.1 In consultation with other Assistant Directors, the Assistant Director (Finance and Human Resources) has prepared an estimate of net expenditure for 2018/19 and this, together with a revised budget for 2017/18, appears in Appendices A and B. To provide a more complete picture of the spending pattern of the service the actual figures for 2016/17 are shown.

...

- 2.2 At its meeting in September, the Executive Board agreed the budget strategy for 2018-2022 which required savings of £1.6 million over a four year period. This required budget savings of £500,000 in 2018/19 with additional savings of £400,000 in 2019/20, £350,000 in 2020/21 and 2021/22 respectively. Some limited growth was built into the strategy in specific areas.

2.3 Assistant 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 2017/18 £	Revised Budget 2017/18 £	Original Budget 2018/19 £
Employee Costs	3,499,460	3,584,880	3,622,710
Premises Related	605,790	592,970	597,800
Supplies and Services	1,366,230	1,389,040	1,298,950
Transport	619,280	662,620	633,290
Miscellaneous Expenditure	2,030	650	660
Earmarked Reserves	(22,800)	(138,260)	(19,890)
Gross Expenditure	6,069,990	6,091,900	6,133,520
Income	(2,938,050)	(2,865,260)	(2,929,700)
Net Controllable Expenditure	3,131,940	3,226,640	3,203,820
Departmental Support	632,560	648,290	642,970
Central Support	517,360	541,970	558,110
Capital Charges	919,030	919,030	919,030
Net Expenditure	5,200,890	5,335,930	5,323,930

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 2017/18 Revised Budget**

3.1 The revised budget for 2017/18 is estimated to be £5,335,930; an increase of £135,040 on the approved provision. The main reasons for variations are set out below.

3.2 **Leisure Centres and Memorial Hall £33,180**

3.2.1 Employee costs have decreased by £22,180. Additional new classes/courses operated at the leisure centres and additional employees joining the pension scheme have been offset by the reduction in salaries following the Leisure Centre management restructure and vacancies.

3.2.2 Premise costs have reduced by £13,250, reflecting decreases in utility costs, reductions in Mechanical/Electrical Contracts at Coleshill Leisure Centre and a reduction in the recharges from the Building Maintenance Fund.

3.2.3 Supplies and services have increased by £4,100. This is mainly due to additional expenditure on equipment maintenance at Coleshill and increase in music licences fees following the growth in the number of exercise classes. These have been partially offset by a decrease in spending on beer and provisions at the Memorial Hall.

3.2.4 Income has decreased overall by £62,910. Of this, £28,100 relates to swimming lessons which had been double counted in the original estimate in error. The other main changes are a reduction in swimming income from junior lessons and casual swims, a fall in direct debit income at Coleshill and Polesworth, offset by an improvement in gymnastic income.

3.3 **Public Health £34,550**

3.3.1 The increase is attributable to the increase in recharged salaries which has been reallocated from departmental support to employee costs.

3.4 **Domestic Refuse and Recycling £10,710**

3.4.1 The increase in costs for Domestic Refuse is mainly due to additional employee costs of £41,960 caused by the temporary Office Administration post of £24,460, additional overtime to complete rounds of £14,120 and additional national insurance and superannuation costs of £8,450.

3.4.2 Supplies and Services have reduced due to a £12,060 reduction in professional fees, which is included elsewhere, as it is being used to cover the costs of the Streetscape Project Officer. There has also been a reduction in expenditure on bin purchases of £12,500.

3.4.3 There is an increase in transport running costs of £24,280 caused by the timing of vehicle replacements.

3.4.4 There has been a reduction of £17,360 in the income received for replacement bins, off set by the saving in supplies and services. In addition a one off receipt of £5,360 from Warwickshire County Council for the distribution of bin tags has been received.

3.4.5 The suspension of all services for one week over Christmas, and the suspension of 3 green rounds over a further 4 weeks, has given a saving of £47,110.

3.5 **Streetscene Grounds Maintenance £9,930**

3.5.1 The increase is due to the increase in transport repair and maintenance costs on mowers and tractor and an increase in the training and recruitment recharge from the central budget.

3.6 **Cesspool Emptying** **£15,820**

3.6.1 The increase is due to the reduction in income totalling £23,910 caused by the loss of the contract with the Belfry. This has been partially offset by a £2,080 reduction in employee costs and a £15,620 reduction in disposal costs. There has also been a £9,610 increase in transport costs due to planned sale of the old cesspool tanker not going ahead in the anticipated time scale.

3.7 **Amenity Cleaning** **(£8,180)**

3.7.1 The reduction in costs is due to employee vacancies.

3.8 **Community Development Activities** **(£10,640)**

3.8.1 The saving on Community Development activities is mainly due to a reduction in the Pool Transport recharge. This has been partially offset by an increase in salary costs of £1,880 and a grant increase of £210 for the contribution towards the Warwickshire Safeguarding Children's Board for Serious Case Reviews.

3.9 **Departmental and Central Support** charges have increased by £40,340.

3.9.1 The main changes in departmental support of £15,730 relate to the allocation for the Streetscape Project Officer and an additional 1 day for the Engineer, funded by utilising supplies and service budgets and earmarked reserves. This has been partially offset by the costs of the Environmental Health section reallocated from departmental support to employee costs on the Commercial Pollution Control budget and costs of the Environmental Health Manager reallocated to employee costs on the Domestic Pollution Control budget.

3.9.2 The main changes in central support relate to changes in financial services and printing and stationary allocations.

4 **Comments on the 2018/19 Estimates**

4.1 The 2018/19 estimate has been prepared, taking into account the following assumptions:

- A 2% pay award from 1 April 2018;
- An increase in income to reflect the increases included in the fees and charges report elsewhere on this agenda.
- Savings of £95,710 have been incorporated into the estimates being considered and are shown in Appendix C.

4.2 The total estimated net expenditure for 2018/19 is £5,323,930 an increase of £123,040 on the 2017/18 approved budget and a decrease of £12,000 on the revised 2017/18 budget. The main reasons for variations from the revised budget are set out below.

4.3 Leisure Centres and Memorial Hall (£22,980)

- 4.3.1 Employee costs have increased by £43,330. Although additional pension costs of £29,250 are included here, they are matched by a reduction in the pensions budget contained within Resources Board. There are additional coaching costs of £17,140 and costs relating to the pay award of £16,390. These have been partially offset by the Leisure staff restructure implemented fully in 2018/19.
- 4.3.2 Premise costs have risen by £9,770 which mainly reflects an inflationary increase in premises related expenditure.
- 4.3.3 Supplies and Services have decreased by £4,700 due to reversal of the one off increase in the equipment maintenance budget at Coleshill Leisure Complex in 2017/18 revised budget
- 4.3.4 Income has increased overall by £70,130. This mainly reflects the expected price changes detailed in the fees and charges report. However the focus on business development and marketing following the restructure is expected to increase usage for some activities such as the swimming lesson programme, Direct Debit take up across the Centres and increases in birthday parties, gymnastics and public swimming.

4.4 Public Health (Domestic Pollution Control) (£27,690)

- 4.4.1 The decrease relates to the staffing restructure due to be implemented.

4.5 Domestic Refuse and Recycling (£59,440)

- 4.5.1 Employee costs on refuse have reduced by £26,300 due to the removal of the temporary office administration post from 2017/18. Employee costs on recycling have increased by 59,870 relating to pay awards, superannuation and a change in salary allocations of the Refuse and Recycling Assistant Manager of £19,040 from Departmental Support.
- 4.5.2 There is a reduction in the rental payable to Warwickshire County Council for the use of the Lower House Farm depot.
- 4.5.3 In addition there has been a £15,350 reduction in transport maintenance and repair costs.

4.6 Streetscene Grounds Maintenance (£6,950)

- 4.6.1 This is due to the reversal of the training and recruitment recharge to the central budget and inflationary increases on income.

4.7 Cesspool Emptying (£4,620)

- 4.7.1 Transport costs have reduced by £7,780 as the old tanker will be disposed of in 2017/18, partially offset by inflation rises to costs of services and employees.

4.8 **Amenity Cleaning** £12,560

4.8.1 The increase relates to the pay award and superannuation taking into account a decrease in agency staff to permanent staff.

4.9 **Green Space** £6,840

4.9.1 The increases relate to inflation.

4.10 **Departmental and Central Support** recharges have increased by £10,820, relating to the inclusion of a pay award and pension increases.

5 **Growth Items**

5.1 There is a growth bid of £16,560 for the surplus 7.5 tonne refuse vehicle to be used on the amenity cleaning service instead of a ford transit to aid the collection of fly tipping and emptying litter bins in lay-bys. The larger capacity vehicle which has a built-in bin lift will enable the amenity cleaning service to work more efficiently as they will have greater on board capacity, meaning fewer trips to tip, especially when clearing fly-tips and working in rural and isolated areas. The vehicle will also be able to support the refuse collection service and empty missed bins or undertake one-off collections where it would be impracticable and significantly costly for the refuse crews to attend. These savings in other areas of Streetscape should help offset the predicted additional transport costs.

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 pressure affecting the generation of income.
- Additional costs relating to the Refuse and Recycling Services.

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

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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 2018/19. The table below provides a subjective summary for those services reporting to this Board:

	Forecast Budget 2019/20 £	Forecast Budget 2020/21 £	Forecast Budget 2021/22 £
Employee Costs	3,674,190	3,764,890	3,857,560
Premises Related	613,770	621,200	633,470
Supplies and Services	1,298,790	1,292,830	1,318,150
Transport	652,120	663,560	677,600
Miscellaneous Expenditure	660	660	660
Earmarked Reserves	32,930	46,390	46,510
Gross Expenditure	6,272,460	6,389,530	6,533,950
Income	(2,984,310)	(3,036,250)	(3,096,450)
Net Controllable Expenditure	3,288,150	3,353,280	3,437,500
Departmental Support	652,000	651,400	666,080
Central Support	573,580	587,760	601,890
Capital Charges	919,030	919,030	919,030
Sub Total	5,432,760	5,511,470	5,624,500
Additional Refuse/Recycling rounds based on expected property growth	-	155,270	316,860
Net Expenditure	5,432,760	5,666,740	5,941,360

- 8.2 The forecasts given above have used a number of assumptions, which include pay awards of 2% in 2018/19 to 2021/22, increases in contracts and general increases in supplies and services of 3% in 2019/20. In total, net expenditure is expected to increase by 2.04% in 2019/20, 4.30% in 2020/21 and 4.85% in 2021/22.
- 8.3 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

APPENDIX C**SAVINGS INCLUDED WITHIN 2018/19**

Board	Description	2018/19 £
C&E	Reduce Leisure Staffing	45,000
C&E	Suspension of the Refuse Service over Christmas	10,300
C&E	Suspension of the Recycling Service over Christmas	20,610
C&E	Suspension of the Green Recycling Service (1 month)	19,800
	Community and Environment Total	95,710

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

Codes	Description	Actual 2016/2017 £	Approved Budget 2017/2018 £	Revised Budget 2017/2018 £	Original Budget 2018/2019 £
3072	Polesworth Sport Centre	84,632	65,550	73,360	72,080
3074	Arley Sports Centre	118,543	84,840	67,020	79,700
3075	Coleshill Leisure Centre	110,467	112,440	102,920	118,370
3077	Atherstone Leisure Complex	135,809	120,570	156,480	112,490
3082	Memorial Hall	96,845	95,520	112,320	106,480
4002	Public Health (Commercial Pollution Control)	197,222	200,630	210,470	218,370
4003	Public Health (Domestic Pollution Control)	58,527	47,280	81,830	54,140
5000	Domestic Refuse Collection	633,340	652,490	725,190	665,750
5001	Streetscene Grounds Maintenance	5,136	18,030	27,960	21,010
5002	Trade Refuse Collection	(42,465)	(37,760)	(41,210)	(43,690)
5003	Cesspool Emptying	(55,617)	(64,770)	(48,950)	(53,570)
5004	Recycling	708,411	714,210	652,220	724,530
5010	Amenity Cleaning	464,489	478,890	470,710	483,270
5013	Unadopted Roads	2,598	7,750	5,750	7,750
5014	Flooding And Land Drainage	285	-	190	-
5015	Street Furniture	1,038	1,310	1,430	1,310
5016	Atherstone Market	1,973	1,680	1,780	1,830
5019	Green Space Budget	395,374	397,810	398,690	405,530
5021	Public Health (Control of Disease) Act 1984 Burials	3,467	-	4,500	-
5023	Consultation	174	4,560	2,000	4,650
5025	Corporate Policy	49,132	40,410	41,400	41,940
5030	Rural Regeneration	33,141	27,750	28,520	29,500
5034	Landscape	8,640	8,800	8,800	8,980
5040	Marketing and Market Research	62,472	8,510	8,510	8,510
5044	Support to Voluntary Organisations	67,353	53,100	53,100	53,100
5055	Community Development Health Improvement	37,740	39,940	27,110	28,810
5056	Community Development Safer Communities	64,948	59,520	61,710	62,380
5064	QE - Artificial Grass Pitch	(7,162)	(7,120)	(7,170)	(9,400)
7700	Stronger & Safer Communities	-	-	-	-
7856	High Street Innovation Grants	-	-	-	-
	Net Controllable Expenditure	3,236,512	3,131,940	3,226,640	3,203,820
	Departmental Support	562,251	632,560	648,290	642,970
	Central Support	514,040	517,360	541,970	558,110
	Capital	1,003,342	919,030	919,030	919,030
	Net Expenditure	5,316,145	5,200,890	5,335,930	5,323,930

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
	2016/2017	BUDGET 2017/2018	BUDGET 2017/2018	BUDGET 2018/2019
Employee Expenditure	214,963	218,930	209,640	224,610
Premises Related Expenditure	49,808	51,910	51,130	51,250
Supplies & Services	20,661	20,620	20,550	20,580
Miscellaneous Expenditure	92	-	-	-
Earmarked Reserves	4,839	4,840	4,840	3,590
GROSS EXPENDITURE	290,363	296,300	286,160	300,030
GROSS INCOME	(205,731)	(230,750)	(212,800)	(227,950)
NET CONTROLLABLE EXPENDITURE	84,632	65,550	73,360	72,080
Departmental Support	17,004	21,050	19,090	17,470
Central Support Services	28,974	28,570	31,130	31,530
Capital Charges	4,784	13,680	13,680	13,680
NET EXPENDITURE	135,394	128,850	137,260	134,760

Contributes to corporate priority :
- Improving leisure and wellbeing opportunities

KEY PERFORMANCE INDICATORS

Operational Staff V Total Income	90.0%	82.1%	82.0%
Operational Recovery Rate (excluding Central Support and Capital Charges)	72.7%	52.5%	71.8%

3074 - ARLEY SPORTS CENTRE

Arley Sports Centre's facilities include a three badminton court hall, one squash court, a "Lifetimes" fitness suite and a small social room.

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2016/2017	BUDGET 2017/2018	BUDGET 2017/2018	BUDGET 2018/2019
Employee Expenditure	160,959	120,520	102,780	119,740
Premises Related Expenditure	34,894	39,880	38,630	39,090
Supplies & Services	18,808	19,530	19,930	19,390
Miscellaneous Expenditure	(28)	-	-	-
GROSS EXPENDITURE	214,633	179,930	161,340	178,220
GROSS INCOME	(96,090)	(95,090)	(94,320)	(98,520)
NET CONTROLLABLE EXPENDITURE	118,543	84,840	67,020	79,700
Departmental Support	15,586	15,320	13,470	13,290
Central Support Services	26,441	26,530	25,870	26,390
Capital Charges	45,521	36,320	36,320	36,320
NET EXPENDITURE	206,091	163,010	142,680	155,700

Contributes to corporate priority :
- Improving leisure and wellbeing opportunities

KEY PERFORMANCE INDICATORS

Operational Staff V Total Income	118.1%	90.5%	101.7%
Operational Recovery Rate (excluding Central Support and Capital Charges)	48.7%	54.0%	51.4%

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	REVISED	ORIGINAL
	2016/2017	BUDGET 2017/2018	BUDGET 2017/2018	BUDGET 2018/2019
Employee Expenditure	345,549	344,930	335,190	364,420
Premises Related Expenditure	108,909	146,420	140,390	143,740
Supplies & Services	43,339	43,780	46,350	42,090
Transport Related Expenditure	118	-	-	-
Miscellaneous Expenditure	(58)	-	-	-
Earmarked Reserves	20,910	20,910	20,910	20,910
GROSS EXPENDITURE	518,767	556,040	542,840	571,160
GROSS INCOME	(408,300)	(443,600)	(439,920)	(452,790)
NET CONTROLLABLE EXPENDITURE	110,467	112,440	102,920	118,370
Departmental Support	19,724	23,770	20,840	17,990
Central Support Services	47,942	47,370	47,630	50,630
Capital Charges	127,498	100,690	100,690	100,690
NET EXPENDITURE	305,631	284,270	272,080	287,680

Contributes to corporate priority :
- Improving leisure and wellbeing opportunities

KEY PERFORMANCE INDICATORS

Operational Staff V Total Income	74.4%	66.8%	71.1%
Operational Recovery Rate (excluding Central Support and Capital Charges)	76.5%	78.0%	76.9%

3077 - ATHERSTONE LEISURE COMPLEX

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

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2016/2017	BUDGET 2017/2018	BUDGET 2017/2018	BUDGET 2018/2019
Employee Expenditure	420,788	454,180	521,560	451,420
Premises Related Expenditure	229,345	255,100	250,060	255,270
Supplies & Services	49,764	53,130	51,980	52,030
Earmarked Reserves	3,282	2,500	(53,710)	4,100
GROSS EXPENDITURE	703,179	764,910	769,890	762,820
GROSS INCOME	(567,370)	(644,340)	(613,410)	(650,330)
NET CONTROLLABLE EXPENDITURE	135,809	120,570	156,480	112,490
Departmental Support	18,842	22,310	27,770	17,830
Central Support Services	61,937	62,690	63,330	67,580
Capital Charges	280,604	250,070	250,070	250,070
NET EXPENDITURE	497,192	455,640	497,650	447,970

Contributes to corporate priority :
- Improving leisure and wellbeing opportunities

KEY PERFORMANCE INDICATORS

Operational Staff V Total Income	65.5%	67.4%	61.5%
Operational Recovery Rate (excluding Central Support and Capital Charges)	81.9%	76.9%	83.3%

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
	2016/2017	BUDGET 2017/2018	BUDGET 2017/2018	BUDGET 2018/2019
Employee Expenditure	83,713	86,930	106,400	86,450
Premises Related Expenditure	38,375	40,470	40,320	40,950
Supplies & Services	11,821	10,580	12,930	12,950
Earmarked Reserves	-	-	(14,450)	-
GROSS EXPENDITURE	133,909	137,980	145,200	140,350
GROSS INCOME	(37,064)	(42,460)	(32,880)	(33,870)
NET CONTROLLABLE EXPENDITURE	96,845	95,520	112,320	106,480
Departmental Support	4,236	5,110	6,710	3,570
Central Support Services	9,840	9,730	10,190	10,640
Capital Charges	4,357	25,170	25,170	25,170
NET EXPENDITURE	115,278	135,530	154,390	145,860

Contributes to corporate priority :

- Improving leisure and wellbeing opportunities

KEY PERFORMANCE INDICATORS

Operational Staff V Total Income	197.6%	258.1%	231.8%
Operational Recovery Rate (excluding Central Support and Capital Charges)	29.7%	21.6%	23.5%

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
	2016/2017	BUDGET 2017/2018	BUDGET 2017/2018	BUDGET 2018/2019
Employee Expenses	218,164	217,720	226,590	235,530
Supplies & Services	11,881	18,430	24,430	18,430
Transport Related Expenditure	16	-	-	-
Earmarked Reserves	-	-	(6,000)	-
GROSS EXPENDITURE	230,061	236,150	245,020	253,960
GROSS INCOME	(32,839)	(35,520)	(34,550)	(35,590)
NET CONTROLLABLE EXPENDITURE	197,222	200,630	210,470	218,370
Departmental Support	90,116	92,130	81,700	75,770
Central Support Services	7,937	8,280	7,970	8,150
Capital Charges	-	60	60	60
NET EXPENDITURE	295,275	301,100	300,200	302,350

Contributes to corporate priority :

- Improving leisure and wellbeing opportunities

4003 - PUBLIC HEALTH (DOMESTIC POLLUTION CONTROL)

Private sector domestic enforcement of housing standards and associated licensing, domestic origin nuisances, drainage and associated environmental crimes.

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2016/2017	BUDGET 2017/2018	BUDGET 2017/2018	BUDGET 2018/2019
Employee Expenses	58,052	46,030	80,580	76,860
Supplies & Services	2,748	3,210	3,210	3,210
Earmarked Reserves	-	-	-	23,910
GROSS EXPENDITURE	60,800	49,240	83,790	56,160
GROSS INCOME	(2,273)	(1,960)	(1,960)	(2,020)
NET CONTROLLABLE EXPENDITURE	58,527	47,280	81,830	54,140
Departmental Support	39,090	43,560	22,850	34,440
Central Support Services	9,844	10,080	10,220	10,300
Capital Charges	-	60	60	60
NET EXPENDITURE	107,461	100,980	114,960	98,940

Contributes to corporate priority :

- Improving leisure and wellbeing opportunities

5000 - DOMESTIC REFUSE COLLECTION

The collection of domestic refuse from approximately 28,050 households in the Borough. Also the collection of clinical waste from surgeries, nursing homes and private dwellings.

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2016/2017	BUDGET 2017/2018	BUDGET 2017/2018	BUDGET 2018/2019
Employee Expenditure	521,707	489,580	531,540	504,240
Premises Related Expenditure	(11,000)	6,940	8,710	4,200
Supplies & Services	52,717	69,370	56,870	56,880
Transport Related Expenditure	213,555	245,800	270,080	245,550
Miscellaneous Expenditure	-	1,380	-	-
GROSS EXPENDITURE	776,979	813,070	867,200	810,870
GROSS INCOME	(143,639)	(160,580)	(142,010)	(145,120)
NET CONTROLLABLE EXPENDITURE	633,340	652,490	725,190	665,750
Departmental Support	41,304	42,180	46,820	60,250
Central Support Services	85,359	88,980	95,060	97,110
Capital Charges	148,528	150,430	150,430	150,430
NET EXPENDITURE	908,531	934,080	1,017,500	973,540

Contributes to corporate priority :
- Improving leisure and wellbeing opportunities

KEY PERFORMANCE INDICATORS

No of Households	27,792	28,047	28,400	28,400
Budgeted cost per household	£32.69	£33.30	£35.83	£34.28
Number of bins per 100,000 population missed	70	125	58	58

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
	2016/2017	BUDGET 2017/2018	BUDGET 2017/2018	BUDGET 2018/2019
Employee Expenditure	312,820	341,360	346,180	346,840
Premises Related Expenditure	25	50	50	50
Supplies & Services	20,411	34,550	36,630	36,690
Transport Related Expenditure	82,197	68,490	77,430	72,170
Miscellaneous Expenditure	469	550	550	560
Earmarked Reserves	5,951	-	(5,000)	-
GROSS EXPENDITURE	421,873	445,000	455,840	456,310
GROSS INCOME	(416,737)	(426,970)	(427,880)	(435,300)
NET CONTROLLABLE EXPENDITURE	5,136	18,030	27,960	21,010
Departmental Support	27,740	28,930	31,190	31,620
Central Support	18,070	19,640	27,930	27,960
Capital Charges	44,024	31,890	31,890	31,890
NET EXPENDITURE	94,970	98,490	118,970	112,480

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	REVISED	ORIGINAL
	2016/2017	BUDGET 2017/2018	BUDGET 2017/2018	BUDGET 2018/2019
Employee Expenditure	10,678	10,140	10,170	10,380
Supplies & Services	188,022	197,010	205,920	207,520
GROSS EXPENDITURE	198,700	207,150	216,090	217,900
GROSS INCOME	(241,165)	(244,910)	(257,300)	(261,590)
NET CONTROLLABLE EXPENDITURE	(42,465)	(37,760)	(41,210)	(43,690)
Departmental Support	8,982	9,140	12,720	13,040
Central Support Services	13,335	12,900	12,410	12,630
NET EXPENDITURE	(20,148)	(15,720)	(16,080)	(18,020)

Contributes to corporate priority :
- Responsible financial and resource management

KEY PERFORMANCE INDICATORS

No. of Bins Collected	661	520	723	723
Gross budgeted cost per bin collected	£334.37	£440.75	£333.64	£336.89
Net budgeted (surplus)/Deficit per bin collected	-£30.48	-£30.23	-£22.24	-£24.92

5003 - CESSPOOL EMPTYING

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

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2016/2017	BUDGET 2017/2018	BUDGET 2017/2018	BUDGET 2018/2019
Employee Expenditure	34,860	35,450	33,370	36,800
Premises Related Expenditure	-	110	110	110
Supplies & Services	33,687	45,620	30,000	30,000
Transport Related Expenditure	26,353	24,490	34,100	26,320
Miscellaneous Expenditure	-	100	100	100
Earmarked Reserves	17,897	-	-	-
GROSS EXPENDITURE	112,797	105,770	97,680	93,330
GROSS INCOME	(168,414)	(170,540)	(146,630)	(146,900)
NET CONTROLLABLE EXPENDITURE	(55,617)	(64,770)	(48,950)	(53,570)
Departmental Support	9,464	9,480	11,340	11,520
Central Support Services	16,474	16,730	12,470	12,720
Capital Charges	15,102	14,770	14,770	14,770
NET EXPENDITURE	(14,577)	(23,790)	(10,370)	(14,560)

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

KEY PERFORMANCE INDICATORS

Number of emptyings	1,267	1,210	1,200	1,210
Gross budgeted cost per emptying	£121.42	£121.28	£113.55	£109.37
Net budgeted (surplus)/ deficit per emptying	-£11.51	-£19.66	-£8.64	-£12.03

5004 - RECYCLING

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

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2016/2017	BUDGET 2017/2018	BUDGET 2017/2018	BUDGET 2018/2019
Employee Expenses	544,791	580,640	524,030	591,910
Supplies & Services	277,858	289,220	261,450	261,470
Transport Related Expenditure	165,694	194,160	204,640	213,820
Earmarked Reserves	54,500	15,000	15,000	15,000
GROSS EXPENDITURE	1,042,843	1,079,020	1,005,120	1,082,200
GROSS INCOME	(334,432)	(364,810)	(352,900)	(357,670)
NET CONTROLLABLE EXPENDITURE	708,411	714,210	652,220	724,530
Departmental Support	41,917	42,730	47,490	35,680
Central Support Services	40,080	42,040	43,670	46,190
Capital Charges	149,613	145,110	145,110	145,110
NET EXPENDITURE	940,021	944,090	888,490	951,510

Contributes to corporate priority :
- Promoting sustainable and vibrant communities

KEY PERFORMANCE INDICATORS

Number of Households	27,792	28,047	28,400	28,400
Budgeted cost per household	£33.82	£33.66	£31.28	£33.50
Budgeted tonnes of recycle material	12,747	11,500	12,750	12,700
Budgeted % of waste recycled	50%	48%	50%	50%

5010 - AMENITY CLEANING

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

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2016/2017	BUDGET 2017/2018	BUDGET 2017/2018	BUDGET 2018/2019
Employee Expenditure	367,591	374,430	369,760	383,490
Premises Related Expenditure	20,080	21,420	21,420	21,420
Supplies & Services	15,300	17,600	17,600	17,600
Transport Related Expenditure	65,737	69,390	72,150	71,210
GROSS EXPENDITURE	468,708	482,840	480,930	493,720
GROSS INCOME	(4,219)	(3,950)	(10,220)	(10,450)
NET CONTROLLABLE EXPENDITURE	464,489	478,890	470,710	483,270
Departmental Support	45,123	45,800	53,190	53,950
Central Support Services	38,899	38,370	37,380	38,520
Capital Charges	46,786	56,030	56,030	56,030
NET EXPENDITURE	595,297	619,090	617,310	631,770

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
	2016/2017	BUDGET 2017/2018	BUDGET 2017/2018	BUDGET 2018/2019
Employee Expenditure	167	-	-	-
Supplies & Services	2,431	7,750	5,750	7,750
NET CONTROLLABLE EXPENDITURE	2,598	7,750	5,750	7,750
Departmental Support	5,312	5,390	8,920	9,120
Central Support Services	661	500	600	590
NET EXPENDITURE	8,571	13,640	15,270	17,460

Contributes to corporate priority :
- Creating safer communities

5014 - FLOODING 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
	2016/2017	BUDGET 2017/2018	BUDGET 2017/2018	BUDGET 2018/2019
Employee Expenses	285	-	-	-
Supplies & Services	-	-	190	-
GROSS EXPENDITURE	285	-	190	-
NET CONTROLLABLE EXPENDITURE	285	-	190	-
Departmental Support	6,332	6,430	11,970	12,240
Central Support Services	5,524	5,300	5,420	5,470
Capital Charges	2,652	2,650	2,650	2,650
NET EXPENDITURE	14,793	14,380	20,230	20,360

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
	2016/2017	BUDGET 2017/2018	BUDGET 2017/2018	BUDGET 2018/2019
Employee Expenses	119	-	-	-
Supplies & Services	919	1,310	1,430	1,310
NET CONTROLLABLE EXPENDITURE	1,038	1,310	1,430	1,310
Departmental Support	3,694	3,780	3,860	3,910
Central Support Services	1,088	1,000	1,140	1,110
NET EXPENDITURE	5,820	6,090	6,430	6,330

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
	2016/2017	BUDGET 2017/2018	BUDGET 2017/2018	BUDGET 2018/2019
Employee Expenses	134	-	-	-
Premises Related Expenditure	1,839	1,680	1,780	1,830
GROSS EXPENDITURE	1,973	1,680	1,780	1,830
NET CONTROLLABLE EXPENDITURE	1,973	1,680	1,780	1,830
Departmental Support	1,020	1,040	970	980
Central Support Services	544	310	440	430
NET EXPENDITURE	3,537	3,030	3,190	3,240

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
	2016/2017	BUDGET 2017/2018	BUDGET 2017/2018	BUDGET 2018/2019
Employee Expenditure	26,182	50,750	51,550	54,380
Premises Related Expenditure	41,456	38,860	37,290	36,740
Supplies & Services	349,461	324,470	323,550	328,520
Miscellaneous Expenditure	(3,230)	-	-	-
GROSS EXPENDITURE	413,869	414,080	412,390	419,640
GROSS INCOME	(18,495)	(16,270)	(13,700)	(14,110)
NET CONTROLLABLE EXPENDITURE	395,374	397,810	398,690	405,530
Departmental Support	36,510	49,490	54,770	55,510
Central Support Services	57,663	58,490	58,010	58,860
Capital Charge	122,678	90,210	90,210	90,210
NET EXPENDITURE	612,225	596,000	601,680	610,110

KEY PERFORMANCE INDICATORS

Number of Play Areas	27	25	27	27
Number of play areas meeting the safety, DDA and Play Value standard	27	25	27	27
Number of Pitches	8	11	9	9
Number of Teams	13	16	13	13
Number of Hirers	13	16	13	13
Budgeted income per team	£550.29	£453.75	£360.77	£371.54

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
	2016/2017	BUDGET 2017/2018	BUDGET 2017/2018	BUDGET 2018/2019
Employee Expenditure	51	-	-	-
Supplies & Services	3,416	-	4,500	-
NET CONTROLLABLE EXPENDITURE	3,467	-	4,500	-
Departmental Support	2,460	2,490	2,650	2,630
Central Support Services	483	230	260	250
NET EXPENDITURE	6,410	2,720	7,410	2,880

5023 - CONSULTATION

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

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2016/2017	BUDGET 2017/2018	BUDGET 2017/2018	BUDGET 2018/2019
Employee Expenditure	174	-	-	-
Supplies & Services	-	4,560	2,000	4,650
NET CONTROLLABLE EXPENDITURE	174	4,560	2,000	4,650
Departmental Support	6,370	6,460	6,850	6,810
Central Support	2,682	2,460	2,630	2,580
NET EXPENDITURE	9,226	13,480	11,480	14,040

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
	2016/2017	BUDGET 2017/2018	BUDGET 2017/2018	BUDGET 2018/2019
Employee Expenditure	28,339	26,460	31,320	27,870
Premises Related Expenditure	333	270	400	400
Supplies & Services	8,031	84,240	87,140	34,240
Miscellaneous Expenditure	11,994	-	-	-
Earmarked Reserves	8,735	(70,260)	(77,160)	(20,260)
GROSS EXPENDITURE	57,432	40,710	41,700	42,250
GROSS INCOME	(8,300)	(300)	(300)	(310)
NET CONTROLLABLE EXPENDITURE	49,132	40,410	41,400	41,940
Departmental Support	18,990	19,370	21,310	20,460
Central Support	11,694	11,660	12,990	12,980
NET EXPENDITURE	79,816	71,440	75,700	75,380

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
	2016/2017	BUDGET 2017/2018	BUDGET 2017/2018	BUDGET 2018/2019
Employee Expenditure	31,354	26,520	27,290	28,270
Premises Related Expenditure	264	-	-	-
Supplies & Services	8,442	1,230	2,230	3,230
Transport Related Expenditure	381	-	-	-
Earmarked Reserves	6,200	-	2,000	(2,000)
GROSS EXPENDITURE	46,641	27,750	31,520	29,500
GROSS INCOME	(13,500)	-	(3,000)	-
NET CONTROLLABLE EXPENDITURE	33,141	27,750	28,520	29,500
Departmental Support	25,337	35,000	36,600	36,740
Central Support	3,104	2,000	2,140	2,150
NET EXPENDITURE	61,582	64,750	67,260	68,390

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
	2016/2017	BUDGET 2017/2018	BUDGET 2017/2018	BUDGET 2018/2019
Employee Expenses	25	-	-	-
Supplies & Services	8,615	8,800	8,800	8,980
NET CONTROLLABLE EXPENDITURE	8,640	8,800	8,800	8,980
Departmental Support	1,090	1,110	1,180	1,170
Central Support Services	514	260	290	280
NET EXPENDITURE	10,244	10,170	10,270	10,430

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	REVISED	ORIGINAL
	2016/2017	BUDGET 2017/2018	BUDGET 2017/2018	BUDGET 2018/2019
Employee Expenditure	113	-	-	-
Supplies & Services	60,724	8,510	8,510	8,510
Balance Sheet Items	1,635	-	-	-
NET CONTROLLABLE EXPENDITURE	62,472	8,510	8,510	8,510
Departmental Support	4,820	4,880	5,350	5,430
Central Support Services	1,164	910	1,030	1,030
NET EXPENDITURE	68,456	14,300	14,890	14,970

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	REVISED	ORIGINAL
	2016/2017	BUDGET 2017/2018	BUDGET 2017/2018	BUDGET 2018/2019
Employee Expenditure	173	-	-	-
Supplies & Services	95,307	53,100	73,100	78,100
Earmarked Reserves	(28,127)	-	(20,000)	(25,000)
NET CONTROLLABLE EXPENDITURE	67,353	53,100	53,100	53,100
Departmental Support	4,632	18,120	17,800	18,300
Central Support Services	2,681	2,590	9,020	9,150
NET EXPENDITURE	74,666	73,810	79,920	80,550

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
	2016/2017	BUDGET 2017/2018	BUDGET 2017/2018	BUDGET 2018/2019
Employee Expenditure	41,435	30,450	30,350	32,050
Premises Related Expenditure	212	-	-	-
Supplies & Services	1,662	16,050	18,610	11,050
Transport Related Expenditure	2,126	15,440	2,710	2,710
Earmarked Reserves	10,305	(5,000)	(7,560)	-
GROSS EXPENDITURE	55,740	56,940	44,110	45,810
GROSS INCOME	(18,000)	(17,000)	(17,000)	(17,000)
NET CONTROLLABLE EXPENDITURE	37,740	39,940	27,110	28,810
Departmental Support	30,430	35,770	37,270	37,480
Central Support Services	9,426	9,730	12,080	12,180
Capital Charges	386	-	-	-
NET EXPENDITURE	77,982	85,440	76,460	78,470

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
	2016/2017	BUDGET 2017/2018	BUDGET 2017/2018	BUDGET 2018/2019
Employee Expenditure	39,541	30,450	32,430	33,100
Premises Related Expenditure	332	330	330	330
Supplies & Services	19,183	27,230	33,570	27,440
Transport Related Expenditure	-	1,510	1,510	1,510
Earmarked Reserves	7,749	-	(6,130)	-
GROSS EXPENDITURE	66,805	59,520	61,710	62,380
GROSS INCOME	(1,857)	-	-	-
NET CONTROLLABLE EXPENDITURE	64,948	59,520	61,710	62,380
Departmental Support	30,120	35,770	37,720	37,670
Central Support Services	10,263	8,840	9,380	9,400
Capital Charges	10,809	1,890	1,890	1,890
NET EXPENDITURE	116,140	106,020	110,700	111,340

Contributes to corporate priority :

- Creating safer communities

5064 - QE - ARTIFICIAL GRASS PITCH

An artificial grass pitch has been 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
	2016/2017	BUDGET 2017/2018	BUDGET 2017/2018	BUDGET 2018/2019
Employee Expenditure	8,851	13,990	14,150	14,350
Premises Related Expenditure	3,200	2,350	2,350	2,420
Supplies & Services	15,670	6,330	6,330	6,330
Earmarked Reserves	1,440	9,210	9,000	7,680
GROSS EXPENDITURE	29,161	31,880	31,830	30,780
GROSS INCOME	(36,323)	(39,000)	(39,000)	(40,180)
NET CONTROLLABLE EXPENDITURE	(7,162)	(7,120)	(7,170)	(9,400)
Departmental Support	6,006	5,950	5,890	8,100
Central Support Services	1,417	1,170	1,280	1,300
NET EXPENDITURE	261	-	-	-

Contributes to corporate priority :

- Improving leisure and wellbeing opportunities

7700 - STRONGER & SAFER COMMUNITIES

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

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2016/2017	BUDGET 2017/2018	BUDGET 2017/2018	BUDGET 2018/2019
Supplies & Services	7,431	-	25,480	-
Miscellaneous Expenditure	23,484	-	-	-
GROSS EXPENDITURE	30,915	-	25,480	-
GROSS INCOME	(30,915)	-	(25,480)	-
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	REVISED	ORIGINAL
	2016/2017	BUDGET 2017/2018	BUDGET 2017/2018	BUDGET 2018/2019
Supplies & Services	12,124	-	-	-
Earmarked Reserves	(12,124)	-	-	-
NET CONTROLLABLE EXPENDITURE	-	-	-	-

Contributes to corporate priority :

- Supporting employment and business

Risk Analysis

	Likelihood	Potential impact on Budget
Detoriating condition of assets, particularly the Leisure Centres, and further economic pressure affecting the generation of income	Medium	Medium
Additional Costs relating to the Refuse and Recycling services	Medium	High

Agenda Item No 9

Community and Environment Board

22 January 2018

**Report of the Assistant Director
(Finance and Human Resources)**

**Capital Programme 2018/19 to
2020/21**

Summary

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

Recommendation 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 2017/18 to 2019/20 approved last February. The same approach will be required for setting the capital programme for 2018/19 to 2020/21.

3 Schemes Currently In The Approved Capital Programme

- 3.1 **Leisure Equipment** - Equipment at the Council's four 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 **Leisure Centre Fitness Suite Equipment Replacement** – The fitness suite equipment will need to be replaced on a 5 year basis in order to ensure the availability of the service to the public. The planned expenditure in this area has been brought forward from 2020/21, in line with the most recent replacement which took place in 2014/15.

3.3 **Play Area Replacement Programme** – In line with the approved management plan work will be undertaken for the planned replacement of play area facilities at Ansley Common, Austrey, Coleshill and Piccadilly.

... 3.4 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 in February.

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
		2018/19	2019/20	2020/21	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.	20,000	20,000	30,000	70,000
Leisure Centre Fitness Suite Equipment Replacement	Planned full replacement of fitness suite equipment on a 5 yearly basis.	-	250,000	-	250,000
Play Area Replacement Programme	Planned replacement of play facilities - Year 3 at Ansley Common, Austrey, Coleshill, Piccadilly.	-	-	200,000	200,000
Total		20,000	270,000	230,000	520,000

Draft Capital Programme - Unapproved Schemes

Name of the Scheme	Basic Details of the Scheme	Essential or Non Essential	Year 1	Year 2	Year 3	3 Year
			2018/19	2019/20	2020/21	Programme
Atherstone Leisure Complex - Heating	Replacement of the heating and other M&E systems at the Leisure Complex (additional to the boiler system for which there is funding set aside).	Non Essential	-	200,000	-	200,000
Arley Sports Centre - Full replacement	If a review shows a need to retain the sports service in Arley, there would be a need to rebuild the facility. This would include a requirement to improve the storage facilities within the building.	Non Essential	1,576,000	-	-	1,576,000
Memorial Hall-Refurbishment & Structural Works	If a review shows a need to retain the Memorial Hall, there would be a need to carry out internal refurbishment and structural works to the facility, including the leaking roof.	Non Essential	1,000,000	-	-	1,000,000
Polesworth Sports Centre - Roofing and Cladding	If a review shows a need to retain Polesworth Sports Centre, over time the cladding may fall into disrepair and cause structural damage to those parts of the building that are the responsibility of the Borough Council.	Non Essential	50,000	-	-	50,000
Sports Pavilion - Grendon - Hard standing area replacement and internal refurbishment	If a review shows a need to retain Grendon Sports Pavilion, there will be a need to carry out improvement at the sports pavilion, particularly to meet accessibility standards.	Non Essential	-	-	25,000	25,000
Improvements to Mancetter Brook Walk Rec Ground to include replacement of Sports Pavillion	If a review shows a need to retain Mancetter Brook Walk Rec Ground, there will be a need for a new pavilion / changing facilities. The current facility needs refurbishment, does not meet accessibility standards and is inappropriately located within the site.	Non Essential	350,000	-	-	350,000
Improvements to Arley Recreation Ground to include MUGA	Carry out improvements to the infrastructure at Old Arley Recreation Ground, including the car park and MUGA in accordance with the site management plan.	Non Essential	50,000	-	-	50,000
Improvements to Cole End Park Coleshill	Implement the provisions of the outline Management Plan, in accordance with a priority identified in the Green Space Strategy.	Non Essential	30,000	-	-	30,000
Total			3,056,000	200,000	25,000	3,281,000

Agenda Item No 10

Community and Environment Board

22 January 2018

Report of the Assistant Chief Executive And Solicitor To The Council

Prosecutions Taken By The Environmental Health Division 2017

1 Summary

- 1.1 The report provides details of the prosecutions taken by the Environmental Health Division during the calendar year 2017.

Recommendation to the Board

That the report be noted.

2 Consultation

- 2.1 The Chair and Vice Chair have been sent an advanced copy of this report for comment. Any comments received will be reported verbally at the meeting.

3 Report

- 3.1 Delegated authority has been given, by the Council, to officers, for the instigation of prosecutions in relation to legislation enforced by the Environmental Health Division (Commercial, Licensing & Health Promotion). The legislation relates to food safety, health and safety at work, licensing, pollution control and animal welfare. This delegation was conditional, requiring an annual report to your Board detailing all prosecutions taken.
- 3.2 The Division always offers support to businesses to help them comply with the law. However enforcement remains an important tool for those businesses and individuals that cannot or will not comply with the law or deliberately or recklessly flout the law endangering people and/or the environment.
- 3.3 The Council has enforcement policies in respect of each of these functions which set out its approach to regulatory compliance. These policies are regularly reviewed and the most recent versions are available to view on the Council's website.
- 3.4 The following prosecutions have been taken by the Division during 2017

DATE	DEFENDANT	LOCATION	OFFENCES	PENALTY
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03/01/17	Mr Tufel Ahmed		One offence Pet Animals Act 1951. Unlicensed pet shop	Fine and costs totalling £944.88
27/06/17			One offence Environmental Protection Act 1990. Fly tipping	Found not guilty. No order for costs.

- 3.5 Prosecutions have been at a much lower level this year compared to last year. There are probably multiple reasons for this. Compliance levels amongst food businesses are steadily improving as demonstrated by the increasing number of 4 and 5 rated premises under the National Food Hygiene Rating Scheme. Also the changes in sentencing guidelines for food and health and safety offences which now attract much higher penalties as demonstrated by the high profile food prosecutions last year and therefore encourage greater compliance from businesses. It also reflects the difficulty in obtaining sufficient evidence to convict for certain offences such as fly tipping which continues to be an intractable problem despite the co-operative multi agency approach to enforcement which has been developed.
- 3.6 Despite the drop in prosecutions the Division has had another busy year. In addition to the routine work of inspection, monitoring and service requests there have been a number of high profile matters that have involved a lot of officer time. There was a large outbreak of suspected food poisoning at an event, involving 163 people. The investigation took a lot of staff hours but eventually the problem proved to be norovirus.
- 3.7 The Division is also a consultee for all planning applications for matters such as noise and contaminated land and there has been a huge increase in the amount of such work.
- 3.8 Behind the scenes the Division is continuing to put a lot of work into the HS2 project, principally around improving mitigation of the impacts of the project during both the construction and operational phases. This work has been done in conjunction with fourteen other local authorities along the route as part of the HS2 Local Authority Noise Consortium (HS2 LANC). This group has achieved notable success, winning the CIEH excellence award for most outstanding environmental health team and the John Connell award from the Noise Abatement Society. The citation for the John Connell award reads:

‘The scope of this collaboration, between no less than 15 Councils, has been an extraordinary example of how, despite budget and manpower shortages, it was possible to achieve substantially improved noise mitigation measures for this large scale infra-structure development, than was included in the original project Environmental Statement. It allowed the effects of noise on the health and wellbeing of the communities which could be adversely affected over the 18 years of construction, to be properly considered.

The consortium ran a cost effective, professional campaign, jointly funded, on a firm basis of governance, legal agreements, good personal relationships, and clear and agreed mutual benefits. A highlight of this was the Information Paper “Operational Noise and Vibration Framework”. High Speed Rail 2 Phase 1 is the first major infrastructure railway project to make this commitment to these noise mitigation measures.’

4 Report Implications

4.1 Finance and Value for Money Implications

4.1.1 In each successful case the Council has been awarded full investigation and prosecution costs.

4.2 Safer Communities Implications

4.2.1 The work of the Division contributes to the safer communities agenda by investigating and prosecuting criminal activity.

4.3 Legal and Human Rights Implications

4.3.1 There are no legal or human rights implications arising from the work of the Division, provided the relevant statutory procedures are followed. Anyone convicted of an offence has a right of appeal.

4.4 Environment and Sustainability Implications

4.4.1 The work of the Division helps to protect the environment.

4.5 Health, Wellbeing and Leisure Implications

4.5.1 The work of the Division helps to promote health and wellbeing by, for example, ensuring food premises and workplaces are safe and the environment protected from pollution.

4.6 Human Resources Implications

4.6.1 The Division’s work requires a well trained, skilled and flexible workforce.

4.7 Risk Management Implications

4.7.1 There is a risk that if the Council does not pursue robust enforcement when necessary, unscrupulous persons could cause serious personal or environmental harm and non-compliant businesses gain financial advantage over compliant businesses.

4.8 Equalities Implications

4.8.1 There are no known negative impacts of opportunity for any known group. All cases are considered in accordance with legislative requirements and the Council's enforcement policies and each case is assessed on its merits.

4.9 Links to Council's Priorities

4.9.1 Creating safer communities

4.9.2 Protecting our countryside and heritage

4.9.3 Promoting sustainable and vibrant communities

4.9.4 Supporting employment and business.

The Contact Officer for this report is Steve Whiles (719236).

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

Agenda Item No 11

Community and Environment Board

22 January 2018

Report of the
Assistant Director
(Leisure and Community Development)

Leisure Facilities – 2018 / 19 Bank
Holiday Closures

1 Summary

- 1.1 This report seeks the Board's consideration of a schedule of Bank Holiday closures of leisure facilities during the 2018 / 19 financial year.

Recommendation to the Board

That the schedule of leisure facility closures, as set out in paragraph 4.1 of this report, be approved or otherwise amended.

2 Consultation

- 2.1 The Chairman, Vice-Chairman and Opposition Spokesperson for the Community and Environment and Resources Boards, the Safer Communities Sub-Committee and Members with responsibility for Health, Wellbeing and Leisure and Young People, have all had the opportunity to comment on the content of this report. Any comments received will be reported verbally at the meeting.

3 Background

- 3.1 In recent years, the Authority's leisure facilities have closed for eight statutory and four extra statutory days each calendar year. These closures have been organised to coincide with periods when public demand and income levels are likely to be relatively low and, conversely, open when the demand for access is higher. Historically, the schedule included an extended period of closure over the Christmas / New Year period in order to allow an opportunity for maintenance work to be undertaken. This arrangement was changed in 2013 / 14 when the Board agreed to extend the opening times of the leisure facilities between Christmas and New Year. The extended provision remains in place and the Leisure Facilities management team work hard to encourage current users and the wider community to take advantage of the increased opening hours. Whilst valued by attendees, as expected, usage is lower during this period than could be anticipated on an "average" day throughout the rest of the year, as can be seen within the table below:

Site	Average Visits per Day (Taken Over a	Average Visits per Day (Between Christmas and
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	Six Months Period)	New Year)
Arley	90	54
Atherstone	503	183
Coleshill	350	130
Polesworth	190	47

3.2 In accordance with recent practice, a schedule of Bank Holiday closures is identified in paragraph 4.1 for the consideration of the Board. In respect of the schedule, it is suggested that the extra statutory day on Tuesday 29 May 2018 be transferred to Monday 24 December 2018 and that the extra statutory day following the late Summer Bank Holiday on Tuesday 28 August 2018 be transferred to Monday 31 December 2018.

4 Possible 2018 / 19 Leisure Facility Closure Schedule

4.1 The 2018 / 19 leisure facility closure schedule referred to in paragraph 3.2 above is as follows:

Good Friday	30 March 2018
Easter Monday	02 April 2018
May Day Monday	07 May 2018
Spring Bank Holiday Monday	28 May 2018
Late Summer Bank Holiday Monday	27 August 2018
Christmas Eve (extra statutory day from Tuesday 29 May 2018)	24 December 2018
Christmas Day	25 December 2018
Boxing Day	26 December 2018
New Year's Eve (extra statutory day from Tuesday 28 August 2018)	31 December 2018
New Year's Day	01 January 2019

4.2 It is recognised that, in response to a growing customer expectation regarding the heightened availability of services, including on Bank Holidays, the Board has been increasingly concerned about closing the leisure facilities on so many days during the year. Indeed, many leisure facilities open for all but three days a year: New Year's Day, Christmas Day and Boxing Day. Further, it is acknowledged that the majority of local and competing facilities are open on most Bank Holidays, albeit many on reduced hours of operation.

4.3 Should Members wish to review the option of opening the leisure facilities on some Bank Holidays, there would be a need to adjust the revenue budget accordingly, which, in turn, would require the consideration of a growth bid by the Executive Board. By way of example, opening Atherstone Leisure Complex on a Bank Holiday would incur an approximate additional cost of between £2,700 and £3,000. Opening Coleshill Leisure Centre on a Bank Holiday would incur an additional cost of between £1,500 and £2,000. The difference in cost is a consequence of the levels of staff required to open the different facilities and the varying levels of use and income that might be expected at different times of the year. As the Board is aware, the staffing

implications of opening the Leisure Complex are more expensive than those at the dry facilities. Additionally, levels of use at the Swimming Pool would be greater during the late spring and summer, whereas the dry facilities are busier during the autumn, winter and early spring months. The following table identifies the approximate cost implications of opening each site on Bank Holidays.

Facility	Cost (£) – Summer Bank Holiday	Cost (£) – Spring Bank Holiday
Arley Sports Centre	870	725
Atherstone Leisure Complex	3,000	2,700
Coleshill Leisure Centre	2,000	1,500
Polesworth Sports Centre	1,100	270
Total	6,970	5,195

- 4.4 Within the analysis it has been necessary to make certain assumptions about the levels of use and income that might be expected during any Bank Holiday openings. There would, of course, be a need to review the service programmes at these times, in order to ensure that they met the needs of users and current non-users. When the facilities have opened on Bank Holidays in the past, however, levels of use have generally been much lower than the average daily attendances for the time of year in question. If a decision is taken to extend the number of days on which the facilities are open, use and income figures would be monitored and reported back to the Board.

5 Report Implications

5.1 Finance and Value for Money Implications

- 5.1.1 Proposed budgetary provision for 2018 / 19 will provide for the extent of closures identified in the schedule included at paragraph 4.1 above. This schedule will also enable the facilities to minimise the impact of the closures and remain open during periods of higher customer demand. The 2018 / 19 revenue budget proposals will need to be reviewed and adjusted, however, should Members determine to open the facilities on any of the Bank Holidays identified in the schedule detailed in paragraph 4.1.
- 5.1.2 As identified in paragraph 4.3 above, a decision to open the leisure facilities on Bank Holidays would require a growth bid to be made to the Executive Board. If the Board wished to open the facilities on all but New Year's Day, Christmas Day and Boxing Day this could incur a cost of approximately £38,140. In view of this potential increased cost implication, the Board could consider the option of piloting the opening of facilities on Bank Holidays at one of the centres. If this was the case, Members may consider it appropriate to open Atherstone Leisure Complex on all but three days a year, in view of

the fact that it offers both wet and dry provision. This option would incur an additional approximate cost of £19,200, if the associated growth bid was approved by Executive Board. These figures, however, have been based on current staffing levels and upon certain assumptions about the levels of use and income that might be expected on Bank Holidays. There would, of course, be a need to review the service programmes at these times in order to ensure that they met the needs of the community and maximised opportunities for participation.

5.2 Safer Communities Implications

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

5.3 Environment, Sustainability and Health Implications

5.3.1 There is a judgement to be made on the balance between the likely lower level of demand for the services on the identified days of closure and the potential benefits for the health and wellbeing of a relatively small number of customers who may wish to use the facilities on these days. If the facilities are open during peak periods of demand this will maximise the potential health benefits for customers.

5.3.2 Leisure facilities have a positive impact on the health and wellbeing of individuals and communities by providing opportunities for formal and informal recreation and by contributing to an improved quality of life.

5.4 Human Resources Implications

5.4.1 None, other than the suggested closures will afford the opportunity to meet the leave entitlement of staff at times that are consistent with the priorities and objectives of the Borough Council. If a decision is taken to open any or all of the leisure facilities on any of the dates identified in the closure schedule included within the main body of the report there will be a need to adjust the leave allowances of affected staff in order to ensure that they do not incur any loss of entitlement.

5.5 Risk Management Implications

5.5.1 The risks associated with the proposed Bank Holiday closure of leisure facilities have previously been reported to the Board. Changes to facility opening hours impact upon levels of customer demand. This has, however, been considered within the context provided by the schedule contained in the report and the risk is felt to be minimal, given that the identified closures are timed for the periods of lowest customer use.

5.6 Equalities Implications

5.6.1 Opening hours are monitored in relation to demand. It is not believed that these opening hours, or the identified closures, disproportionately affect any particular groups or members of the community and it is not considered that the report's proposals will adversely affect the Council's drive to ensure equalities in all aspects of service provision. An Equalities and Impact Needs Assessment associated with the Bank Holiday closure of leisure facilities has previously been reported to Board.

5.7 Links to Council's Priorities

5.7.1 The proposals contained in this report have 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

5.7.2 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 Peter Wheaton (719257).

Community and Environment Board

22 January 2018

Health and Wellbeing Working Party Minutes

10 January 2018

Present Cllr. Bell (Chairman), Cllr. Smith and Cllr. Chambers
 Rachel Robinson (WCC), Simon Powell, Becky Evans, Emma Bracey,
 Mike Dittman (all NWBC), Luke Butler (Fitter Futures), Heather Kelly
 (CCG), Berni Lee (WCC)

Apologies for Absence None

Item	Notes	Action
2	<p>Minutes of the Last Meeting (14 September 2017)</p> <p>The minutes of the previous meeting, which had been considered and accepted by the Community and Environment Board in October 2017, were agreed as an accurate record of the proceedings.</p> <p>Matters Arising</p> <p>Updates from previous meeting:</p> <p>Disabled Go – The Borough Council is commissioning an audit of facilities, which will include events and green spaces. Twenty full audits and 60 light touch audits will be undertaken. The venues to be reviewed will be confirmed in the near future.</p> <p>Changing Places – Currently progressing. One Changing Place is already established at Kingsbury Water Park. The Working Party wished to see a Changing Place developed in Atherstone, in respect of which the potential of the public toilets next to the bus station was being reviewed.</p> <p>North Warwickshire Cycle Way – funding had been confirmed through LEADER, and the Grant Funding Agreement has been signed. The Community Development team is advancing the project, in respect of which an update will be provided at the next meeting.</p>	
3	<p>End of Life Care</p> <p>Heather Kelly provided an update of the facilities and services available in North Warwickshire in terms of Community Care, Bedded Care and Specialist Care.</p> <p>Community Care - A variety of organisations, including SWFT, Mary Ann Evans Hospice, Marie Curie, Myton Hospice, Care UK and West Midlands Ambulance Service, offer various types of community care. An initiative to provide an electronic register of all individuals accessing services has been introduced and is being used nationwide. There has, however, been a low uptake from GPs in North Warwickshire (as it is not required, but optional), which is potentially due to concerns around additional workloads for GPs, data protection and future proofing.</p> <p>Bedded Care – Across North Warwickshire there are 10 providers, including care/residential homes as well as hospitals. HK explained that there have</p>	

Item	Notes	Action
	<p>been further expressions of interest from three homes to develop their services to include End of Life care. This will mean an additional four beds will be available from the end of January 2018. Increasing the number of bedded care options enables patient choice.</p> <p>Specialist Care – There are various different specialist care teams covering both George Eliot Hospital and hospice/homes in the area. The Specialist Palliative Care Team at George Eliot Hospital is available for patients in the hospital (however there is no specific ward/area in which the patients are seen). MB raised the concern that the service is not appropriate for people to die on busy wards. HK commented, however, that often people prefer to be on a ward/in a room with another person so that they have company.</p> <p>A Rapid Response at Night initiative was launched in November 2017, which has a target response time of 30 minutes.</p> <p>MB raised a concern, which was supported by the Working Party, that there is no bedded hospice in North Warwickshire and although residential homes may be adapted/developed to support bedded care, this may not be appropriate. HK was asked to keep the Working Party up-to-date with the Palliative Care team’s work, and locations, as well as the development of bedded hospices/residential homes in North Warwickshire.</p>	
4	<p>Cancer</p> <p>Berni Lee gave a presentation outlining the cancer work being conducted across Coventry and Warwickshire. Three main priorities in cancer work were discussed in the presentation: prevention, early diagnosis and living well and beyond cancer.</p> <p>Prevention – To encourage an increase in cancer screenings, working with Cancer Research UK, West Midlands Cancer Alliance and Macmillan, ‘Community Cancer Champions’ have attended an information session about different types of cancer screening. These ‘Champions’, however, are limited in what they are able to do, so further training / development / networking events are being investigated. Three main types of screening information are given: Breast, Bowel and Cervical cancer screening.</p> <p>Early diagnosis – The Primary Care Education Network (consisting of GPs, CCGs, PHE, WMCA and others) has met recently to discuss a programme of work to promote early diagnosis. A Public Engagement post has been commissioned to assist with this process. On 21 March a Coventry and Warwickshire wide meeting will be held at the Ricoh Arena with an estimated 300+ attendees with a primary focus on Lung cancer (early diagnosis, survival, diagnostic pathways, etc.).</p> <p>Living well and beyond Cancer – BL identified that the use of a Recovery Package (with information about how to reduce the risks of developing future cancers and other pieces of key health information) alongside follow up contact (e.g. phone calls) can increase uptake. Therefore, two posts have been commissioned to Primary Care and the CCG to undertake these follow up contacts, development of resources, etc.</p>	
5	<p>Fitter Futures</p> <p>Luke Butler updated the Working Party with the North Warwickshire specific</p>	

Item	Notes	Action
	<p>figures for different Fitter Futures services, the reasons for referral and the number of referrals from GP surgeries across North Warwickshire. It was identified that Hazelwood Surgery in Coleshill was referring most (with 249 referrals over three years) and the primary reason for referral was obesity (40%). MB/SP asked for quarterly updates of North Warwickshire referral figures, starting/completion numbers for each service and the reasons for referral to be sent to the Working Party. LB agreed that a detailed report would be submitted annually and that he would confirm quarterly report expectations with EB.</p> <p>It was highlighted during the meeting that there have only been two referrals for dementia over three years. Nevertheless, dementia, cancer and pre-diabetes are key areas in which Fitter Futures is looking to increase referrals.</p> <p>With regard to Physical Activity on Referral, it was identified that no staff from North Warwickshire had been able to attend the Cancer training previously provided by Fitter Futures. There is the potential to “borrow” a member of staff if there is an interest from an individual at a North Warwickshire facility, but capacity limitations existed. Instructors would be identified to attend the training if it is provided again.</p>	<p>EB/LB</p> <p>SNP/ BE</p>
6	<p>Planning</p> <p>MD spoke to the Working Party regarding links between planning and health. It was highlighted that hot food takeaways, payday loan shops and betting shops were all of note to the planning department and of significant critical mass concern in some areas. It was noted that any policies/restrictions on hot food takeaways in areas would need to be supported by evidence proving a disproportionate concentration of takeaways, which may lead to restriction/limitations of businesses. Potential planning applicants/businesses have an opportunity to challenge any restrictions/policies against them. MD will provide the Working Party with web links with previous examples.</p> <p>RR identified that a similar plan is in place in Nuneaton, information from which will be reported back to the Working Party at its next meeting.</p>	<p>MD</p> <p>RR</p>
7	<p>Health Improvement Action Plan</p> <p>Addressing Teenage Conceptions</p> <p>Cllr. Bell updated the Working Party about the proposed contribution of £5,000 over the next two years to the Health Store (which would match the contribution from Nuneaton and Bedworth Borough Council) and the Working Party confirmed its support for such. A plan to develop the Health Store in Atherstone, to cover the wider health issues for Young People, is to be discussed at a wider meeting in January. An event will be organised to launch both the Health Store and the C-Card scheme in North Warwickshire, with joint marketing available. Nurses have also been confirmed for the North Warwickshire Health Store.</p> <p>Potential link with Ediblelinks – Explore the potential of linking with Ediblelinks for the provision of sanitary products and personal hygiene items</p> <p>#onething</p> <p>The Healthy Living Network has been awarded the contract to run</p>	<p>EB</p>

Item	Notes	Action
	<p>#onething. MB suggested that it would be beneficial to invite the Healthy Living Network to the next meeting to discuss its work programme. The Working Party was also very keen to build the link between the food projects being undertaken by the Borough Council as an avenue through which to increase the number of health checks being undertaken, particularly by men.</p>	EB
8	<p>Atherstone / Mancetter JSNA</p> <p>The countywide project is going to the Health and Wellbeing Board on 10 January and, therefore, a further update will be given after this meeting. However, key projects from the plan were discussed:</p> <ul style="list-style-type: none"> • Additional data analysis is required to see different data groupings and to specifically pinpoint projects and areas. It was acknowledged that while the data is suitable for North Warwickshire as a whole, the different areas would need to be informed of their own specific data to make it relevant to each area. • It was confirmed that the JSNA would now need to move to Hartshill, with stakeholder events to be arranged. • The Atherstone JSNA model is to be replicated across Warwickshire with North Warwickshire as a whole being conducted within the next six months. <p>Action plans for the JSNA are to be brought to the next meeting and focused on to get them moving.</p> <p>MB informed the Working Party of the 'Happy, Healthy and Involved' initiative run in Whitestone. A voluntary sub group from the GPs Patient Participation Group was created to allow GPs to socially prescribe/refer patients to community groups. If no suitable group is available, the sub group will develop and run the required sessions. While it would be positive to have a similar sub group in place across North Warwickshire, it would be dependent upon the number and capacity of volunteers (which would be a main focus).</p>	RR
9	<p>County Health and Wellbeing Board</p> <p>The Board was meeting in the afternoon of the 10 January 2018 and, therefore, an update will be given at the next meeting of the Working Party.</p>	MB
10	<p>AOB</p> <p>Grapevine</p> <p>Grapevine is an Autism 'Speaking up Group' that runs across Coventry and Warwickshire helping local authorities to tackle isolation, poverty and disadvantage in people with Autism. Grapevine will be visiting Atherstone Leisure Complex on 1 February 2018 to conduct a report on what changes/adaptations could be made to make the Leisure Complex more autism friendly. Feedback will be given at the next Working Party meeting.</p>	BE
	<p>Date of Future meetings</p> <p>To be confirmed.</p>	

Agenda Item No 13

Community and Environment Board

22 January 2018

Report of the Assistant Director (Streetscape)

The Arcade - Update

1 Summary

- 1.1 This report presents Members with an updated copy of the annual report on the community use of The Arcade, Atherstone, submitted by Atherstone Town Council in response to the Board's request for more detail following consideration of the previous Town Council report presented to the Board in October.

Recommendation to the Board

That the report be noted.

2 Background

- 2.1 The sale of the Arcade to Atherstone Town Council was completed on 20 December, 2013. The sale agreement included a covenant which requires the Town Council to ensure that all reasonable efforts are made to allow and encourage community use of the property (such use to include but not be limited to the use of offices or retain units within the property in general for training events, public meetings and meetings by community groups, local clubs, charities, voluntary organisations, parish councils etc.).
- 2.2 The covenant also requires the Town Council to submit an annual report demonstrating such encouragement of said community use. As a result, the Clerk to Atherstone Town Council has compiled a report on Community Use of The Arcade which is attached at Appendix A. Previously, such reports were considered by Resources Board, but it was resolved by that Board on 1 June 2015 to pass that responsibility to the Community and Environment Board given the focus on Community use.
- ...
- 2.3 The Town Council submitted a report for consideration at the last Community and Environment Board meeting held on 16 October, 2017. Members concluded that the report from the Town Council fell short of what was required and asked the Assistant Director (Streetscape) to request a more comprehensive report from the Town Council. Following that request, the clerk to Atherstone Town Council sent an updated report on 3 January, 2018 and a copy is attached at Appendix A.

3 Report Implications

3.1 Equalities Implications

- 3.1.1 The report from Atherstone Town Council includes confirmation that improved accessible kitchen and toilet facilities have been implemented on the ground floor of the Arcade.

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



Atherstone Town Council

PO Box 2000, Atherstone, Warwickshire, CV9 1YN.

Tel: 01827-720 829 Fax: 01827-720 829.

www.atherstone-tc.gov.uk/

[Email: clerk@atherstone-tc.gov.uk](mailto:clerk@atherstone-tc.gov.uk)

3rd January 2018

Richard Dobbs
Assistant Director
Streetscape
North Warwickshire Borough Council

REPORT FROM ATHERSTONE TOWN COUNCIL REGARDING COMMUNITY USE IN THE ARCADE BUILDING

Dear Richard,

The Town Council would like to apologise for the brevity of the recent arcade report and that it did not contain sufficient information.

The up to date situation is that we have an active arcade working group in place exploring options of a financially viable project to refurbish and open up the upstairs of the arcade for community use.

So far there have been meetings with property developers to get estimated costs of the project including looking at the installation of a lift.

Funding options are being explored including leader funding.

This report below covers the period from February 2015 to date and was approved at the Town Council meeting of 20th September 2017

Unit 7 was let to the Friends of Atherstone Heritage until April 2017 when they vacated the unit. This was at a peppercorn rent, with the service charge being covered by the Town Council.

The unit was advertised inviting applications to lease this unit for both community or retail use including charitable organisations. The only interest was for retail use and it was let to Mason Osborne in June 2017 for a bespoke menswear shop.

The Town Council engaged an architect to produce a design for the installation of a DDA compliant toilet and kitchen facility, downstairs, this is now in place and the downstairs tenants no longer have use of upstairs space.

Regarding the general upkeep of the building, roofing work and repairs to the flat roof between the rear of the upstairs and the front office was carried out in September 2016.

The inside of the arcade has been re painted and quotations have been approved to paint the outside rear of the arcade, work to commence soon.

Kind Regards

Odette Ghent
Town Clerk

Agenda Item No 14

**Community and Environment
Board**

22 January 2018

**Report of the Assistant Director
(Streetscape)**

**Supplementary Garden Waste
Collections**

1 Summary

- 1.1 This report highlights the resource pressures experienced by the Council's refuse and recycling collection services and how the seasonal nature of green waste collections and the issue of additional green bins increases those pressures. The report proposes that charges are introduced to cover the costs of providing supplementary garden waste collections in order to ease pressure on the service and enable it to be better prepared to accommodate ever increasing numbers of residential households within the Borough.

Recommendations to the Board

- a That Members note the contents of the report; and**
- b That supplementary garden waste collections are, in future, subject to an annual charge as set out in the paragraph 5 of the report.**

2 Consultation

- 2.1 Consultation has taken place with the Members of the Refuse and Recycling Task and Finish Group and they are broadly supportive of the measures proposed in this report.

3 Background

- 3.1 Increasing residential development within the Borough is placing ever increasing pressure on the Council's refuse and recycling collection services. The strain is felt greatest by the green waste collection crews as the workload is highly seasonal and subject to significant increases in the tonnage of waste presented for collection during the growing season, which can start as early as March and continue through to late October or beyond. The amount of waste collected in the summer months can be as much as four times greater than in the winter months with the green waste crews at times collecting as much or more than the domestic refuse teams.
- 3.2 For some time, it has been identified that a significant number of households have more than one green bin which means that the amount of waste collected is increased still further at times when weights are already at their

highest. Surveys undertaken by the refuse collection crews and supervisors have assessed that around 500 households have additional green bins, with the total number of additional bins placed out for collection exceeding 800.

- 3.3 The Council is only required to collect domestic refuse and dry recycling from households. There is no requirement in law to collect garden waste (although this accounts for over half of the Council's recycling rate). The Council has a policy of generally providing one green bin per household. However, in the past, additional bins were provided and emptied free of charge in a push to encourage ever greater levels of recycling. Unfortunately, this has resulted in an unsustainable pressure on resources as the impact of budget restraints and rising house numbers has increased.

4 Charging

- 4.1 The Council has the option to remove all additional green bins. However, it is felt that a better option would be to continue to collect garden waste from households who require more capacity but, in line with many other local authorities, to levy a charge for that extra service. A survey of other Councils has revealed that they charge between £30 and £86 per annum with typical annual cost being around £40 to £50. Many Councils also charge a one-off cost for the initial purchase of the additional bins with some limiting the amount of bins which any one household can have.

- 4.2 In North Warwickshire, it has been calculated that setting the charge for emptying each additional green bin at £40 per annum would cover the additional emptying costs as well as all associated management and administration overheads.

5 North Warwickshire – Proposed Scheme

- 5.1 It is proposed that:

- An annual charge of £40 for every additional green bin to be emptied is levied
- The collection service would mirror the existing green bin collections and would operate for eleven months of the year (with a break during the winter)
- Households who currently have additional bins would be allowed to keep them providing they signed up and paid for the additional collection service
- Those who did not wish to pay would have their additional bins removed
- Only garden waste would be allowed in the additional bins, with kitchen waste to be disposed of in the main green bin
- The additional bins would be identified through a sticker attached to the bins.

- Householders wishing to join the scheme anew would be required to pay a one-off charge for the purchase of the new bin(s) in addition to the annual collection fee
- The annual fee would be paid by direct debit only and renewed automatically every year with new stickers being sent out to every participating household and a central database held of properties entitled to the additional emptying service
- It is recommended that the scheme commences in May/June, 2018

6 Outcomes

- 6.1 Other local authorities who have introduced similar schemes have seen take up rates of between 50% and 70%. Assuming a take-up rate of 50% - the annual emptying charge would generate additional revenue income of £16,000, while a take-up rate of 70% would achieve £22,400. If the service were to be offered to all residents, even a modest take-up of 200 further properties would raise £7,200 in one-off income and additional revenue of £8,000 per annum.
- 6.2 By making the system as simple to operate as possible and making the payment method direct-debit only, the back-office costs are expected to be relatively low. The collection and operational costs already have to be met so a potential increase in annual revenue income in excess of £30,000 would serve to offset the increasing operating costs of the refuse and recycling service with very little, if any, impact on the Council's recycling rate. Officers have consulted on these proposals with Warwickshire County Council who are supportive of such a move which is also being considered by the other Warwickshire Waste Collection Authorities.

7 Report Implications

7.1 Finance and Value for Money Implications

- 7.1.1 Introducing a charge of £40 per annum for each supplementary bin emptied is estimated to realise additional income of between £16,000 and £32,000 per annum which would offset the cost of providing such additional collections. These are currently met from existing budgets and contribute to the resource pressures experienced by the refuse and recycling services, particularly during the growing season.

7.2 Environment and Sustainability Implications

- 7.2.1 An efficient, adaptable and cost-effective refuse and recycling service is essential to meeting the Council's wider commitments to environmental sustainability.

7.3 Risk Management Implications

- 7.3.1 The increasing costs of collecting domestic refuse, recycling and green waste as the number of households within the Borough continues to grow is placing additional budgetary and resource pressures on the Council's refuse and

recycling services. These pressures pose a significant risk in terms of long-term sustainability and cost effectiveness of the service. In terms of risk to the supplementary service itself, a high take-up level by residents will bring-in increased revenue while a lower take-up would lower the total number of green bins being emptied and therefore reduce pressure on the service.

7.4 Links to Council's Priorities

- 7.4.1 This links directly to the Council's priorities of responsible financial and resources management as well as contributing to the aim of protecting our countryside.

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

Agenda Item No 15

Community and Environment Board

22 January 2018

Report of the Chief Executive and the Deputy Chief Executive

Progress Report on Achievement of Corporate Plan and Performance Indicator Targets April – September 2017

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 2017.

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 2017/18. This is the second report showing the progress achieved so far during 2017/18.

4 Progress achieved during 2017/18

- 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 2017/18 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. A number of 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 the 2017/18.

6 Overall Performance

- 6.1 The Corporate Plan performance report shows that 79% of the Corporate Plan targets and 73% of the performance indicator targets are currently on schedule to be achieved. The report shows that individual targets that 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	15	79%
Amber	4	21%
Red	0	0%
Total	19	100%

Performance Indicators

Status	Number	Percentage
Green	8	73%
Amber	3	27%
Red	0	0%
Total	11	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 a number of Safer Communities related actions highlighted in the report including improving community life, health and well being and adult safeguarding.

8.2 Legal Data Protection 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 a number of 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 a number of 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

NWCP Community and Environment Board 17/18

	Action	Priority	Reporting Officer	Quarter 1	Quarter 2 Update	Status	Direction
NWCP 017	To continue to take action to reduce the Council's carbon footprint and carbon emission in the Borough, in accordance with the Climate Change Strategy and Action Plan and to report annually in March on progress. This will include acting on any Government led initiatives for domestic properties.	Protecting our Countryside & Heritage	Steve Maxey	The Council has a Carbon Management Plan with a list of actions. The life span of certain buildings and a lack of dedicated resource hampers progress but a number of actions are progressing. An alternative energy use scheme is under investigation for Atherstone leisure centre and our land holdings are being reviewed for sustainable energy production. A district heating feasibility study has been completed and may be submitted as part of a sub regional bid for European funding. A proposal across Warwickshire to provide an energy company is being developed by the Districts/Boroughs and County Councils. Solar panels have been fitted to the new Coleshill Leisure Centre. As well as saving carbon the Council receives feed in tariff payments, totally around £700 in 16/17	SPARSE and Local Partnerships have been approached to update the Council's action plan in this area. Work on district heating and a Warwickshire energy company continues	 Green	
NWCP 018	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	Richard Dobbs/Angela Coates	1st Quarter cleanliness score for litter was 90%. A report on the street cleaning service will be considered by a future meeting of the C&E Board. Increased public awareness and social media campaigns are in the pipeline.	Due to staffing issues it has not been possible to complete the Q2 survey. The number of fly-tips in the borough has continued to increase and this has had an impact on the resources available to undertake amenity cleaning.	 Amber	
NWCP 028	To continue to work in partnership with other agencies to tackle health inequalities and specifically to co-ordinate the sustainable implementation of the new corporate Health Improvement Action Plan (2017 to 2020), including its focus on priorities that are compatible with those of the approved Health, Well-being and Leisure Strategy, the Community Partnership and the Northern Warwickshire Health and Well-being Partnership	Improving Leisure & Wellbeing Opportunities	Simon Powell	Action Plan was endorsed by the C&E Board in March 2017. Its provisions and actions are being implemented through the direction provided by the Health and Wellbeing Working Party. Recent activity has included a "Big Day Out" held in Dordon in June 2017, advancement of a commitment to host a "Health Store" in Atherstone in response to the rise in teenage conceptions and the continued development of the Fitter Futures programme in the Borough	Action Plan was endorsed by the C&E Board in March 2017. Its provisions and actions are being implemented through the direction provided by the Health and Wellbeing Working Party. Recent activity has included a "Big Day Out" held in Atherstone in September 2017, advancement of a commitment to host a "Health Store" in Atherstone in response to the rise in teenage conceptions and the continued development of the Fitter Futures programme in the Borough	 Green	
NWCP 101	To commence implementation of the approved outcomes of the review of Leisure and Community Development services and to report to relevant Boards on progress by March 2018	Improving Leisure & Wellbeing Opportunities	Simon Powell	Receipt of the draft Green Space, Playing Pitch and Leisure Facilities Strategies is anticipated at the end of July 2017	Receipt of the draft Green Space, Playing Pitch and Leisure Facilities Strategies from the external consultants was delayed and was now anticipated during October 2017. Implementation would commence after the Strategies had received the consideration of Councillors.	 Amber	
NWCP 102	Subsequent to completion of the process of Review of Leisure and Community Development Services, to commence implementation of the new North Warwickshire Green Space and Playing Pitch Strategies, in accordance with their associated Action and Funding Plans and to report on progress by March 2018	Improving Leisure & Wellbeing Opportunities	Simon Powell	Receipt of the draft Green Space and Playing Pitch Strategies is anticipated at the end of July 2017	Receipt of the draft Green Space and Playing Pitch Strategies from the external consultants was delayed and was now anticipated during October 2017. Implementation would commence after the Strategies had received the consideration of Councillors.	 Amber	

	Action	Priority	Reporting Officer	Quarter 1	Quarter 2 Update	Status	Direction
NWCP 103	In conjunction with WCC and other partners, ensure the success of the Women's 2017 International Cycle Race and its impact upon the community of North Warwickshire	Improving Leisure & Wellbeing Opportunities	Steve Maxey	The Cycle Race was delivered very successfully on 9th June. A large range of activities were planned and a huge turnout from the public took place. Evaluation of the race's impact will be considered with partners	Initial evaluation feedback suggests that 15,000 attended the Atherstone start of the race, up significantly on last year. The net value to the local economy is calculated at over £270,000. 48% were estimated to have come from outside of Warwickshire and 92% of attendees rated the event as "very good".	★ Green	➡
NWCP 029	To carry out the Council's obligations as a member of the Warwickshire Safeguarding Children Board, including those relating to the Child Protection Policy and, where appropriate, to co-ordinate all related activity alongside the need to safeguard adults and other vulnerable people in the community, where appropriate and to report on progress by March 2018	Creating Safer Communities	Simon Powell	The Authority's commitment to "child protection" and to the Safeguard Children Board continue to be advanced in accordance with the Child Protection Policy. Initial work has also been undertaken to introduce more consistency with the approach being taken to safeguard adults and other vulnerable people in the community	The Authority's commitment to "child protection" and to the Safeguard Children Board continue to be advanced in accordance with the Child Protection Policy. Initial work has also been undertaken to introduce more consistency with the approach being taken to safeguard adults and other vulnerable people in the community	★ Green	➡
NWCP 055	To report by September 2017 on progress on the delivery of the Customer Access Strategy, including the use of Community Hubs, the BOB bus, increased take-up of online services and the success of driving channel shift	Promoting Sustainable & Vibrant Communities	Bob Trahern	Whilst this deadline could be achieved, due to unplanned work caused by the revaluation of business rates and a re-prioritisation of work, the report on updating on the BOB Bus and Community Hubs will now be taken later in the year. An update on online take up and the success of driving channel shift will be delivered as planned in partnership with the AD (CS) and a report will be taken to the September Resources Board	A report on the Councils On Line Activity was taken to Resources Board in September and also one on the Council's Peer Review outcomes from a very pleasing LGA report on customer satisfaction levels. Reports on the community hubs and BOB Bus are considered every quarter by the North Warwickshire Community Partnership and will form part of further reports to be considered by the C & E Board in March 2018	★ Green	➡
NWCP 081	To continue 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	Promoting Sustainable & Vibrant Communities	Richard Dobbs	A special meeting of C&E Board in September will consider a number of changes to the Refuse & Recycling service designed to increase efficiency and build in capacity. Partnership work with neighbouring authorities is also being progressed	The proposed Christmas changes and suspension of the green waste collection service was agreed by C&E Board. A future move to zonal working was also agreed in principle and the details are now being worked through. Partnership work continues on a sub-regional strategic approach to waste management	★ Green	➡
NWCP 090	In partnership with the Local Action Group and Hinckley & Bosworth Borough Council, to continue to ensure the successful delivery of the LEADER programme (2015 to 2020) in accordance with the priorities identified in the approved Local Development Strategy and Business Plan and report on progress by March 2018	Supporting Employment & Business	Simon Powell	A LEADER LAG meeting was held in May 2017, at which 13 outline applications were considered, 11 of which were approved for progression towards a full application	Expressions of Interest (EoI) have replaced Outline Applications. 17 EoIs have been received, two additional Full Applications have been approved and the LAG is in receipt of a further five Full Applications	★ Green	➡

	Action	Priority	Reporting Officer	Quarter 1	Quarter 2 Update	Status	Direction
NWCP 091	In partnership with Job Centre Plus, implement the ongoing roll-out of Universal Credit and input into the Universal Support/Delivery local agenda, to support residents impacted by providing support and advice	Promoting Sustainable & Vibrant Communities	Bob Trahern/Angela Coates	The Chelmsley Wood Job centre has gone live with full service Universal Credit in June. This will impact on customers who sign on in the South of the borough. Further roll out across the Tamworth and Nuneaton jobcentres are planned for the end of the year and Atherstone Jobcentre goes live in May 2018. The Council has developed on line forms to assist customers better manage their affairs which we anticipate will support UC customers and has further events planned with the DWP to better support customers going forward over the rest of the year.	As before. The Council ran a very successful jobs fair with the DWP and other partners in early October and are working with customers and partners alike to prepare for the wider roll out of Universal Credit going forward. This was launched at a kick off meeting of the Northern Warwickshire Financial Inclusion Partnership held on 21 September when the improved on line Customer Referral Form was launched which will be very beneficial to Universal Credit affected customers amongst others	 Green	
NWCP 097	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 (see also Safer Communities priorities)	Protecting our Countryside & Heritage	Richard Dobbs	Ongoing partnership work continues across the sub region and the highways network. Closer cooperation on tackling fly-tipping is also being explored	Multi-agency, sub-regional fly-tipping meetings are being held. NWBC continues to work with WCC and HE on shared use of TM and lane closures	 Green	
NWCP 106	To report on options for reviewing local facilities and issues within individual Wards through a programme of Ward walks/audits (including engaging partner agencies) by March 2018	Promoting Sustainable & Vibrant Communities	Steve Maxey	The first walks have taken place in Arley. Further walks will be scheduled as staff time becomes available	The first walks have taken place in Arley. Further walks will be scheduled as staff time becomes available	 Amber	
NWCP 107	In order to promote and support community life, 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 Community 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. b) In accordance with the approved new approach to Community Development work, will ensure the appropriate engagement of partners, community groups and individuals in the co-ordinated delivery of local activity that is designed to support and enhance community life and will report to Board on progress by March 2018	Promoting Sustainable & Vibrant Communities	Steve Maxey/Bob Trahern/Simon Powell	The approved new way of working in Community Development continues to be progressed in Atherstone and Dordon in accordance with the approach agreed by the C&E Board in January 2017. This work includes the active engagement of stakeholders, community groups and local residents	The Council ran a very successful jobs fair with the DWP and other partners and at the launch of the Northern Warwickshire Financial Inclusion Partnership held on 21 September the improved on line Customer Referral Form was launched which will be very beneficial to all customers seeking help and assistance	 Green	
NWCP 108	To work in partnership with the County Council and other agencies to agree and implement CPE and introduce a comprehensive new off-street parking strategy to ensure that the service is sustainable and continues to meet local demand	Promoting Sustainable & Vibrant Communities	Richard Dobbs	The CPE process is ongoing. Additional survey work has been completed and a final draft report is being reviewed prior to consideration by the Parking Task & Finish Group	CPE implementation is likely to be delayed due to capacity issues at DFT. The final draft of the consultant's report has been submitted and is being scrutinised. The business case for off-street parking management is being refined	 Green	

	Action	Priority	Reporting Officer	Quarter 1	Quarter 2 Update	Status	Direction
NWCP 003	To report in March on the work of the local Financial Inclusion Partnership including for 2017/18, to advise on actions and initiatives undertaken to mitigate local impact of the Welfare Reform programme in order to maximise the collection of monies due to the Council	Promoting Sustainable & Vibrant Communities	Bob Trahern	the North Warwickshire Community Partnership on all matters related to addressing poverty and the impact of welfare reforms. These will form the basis of the report taken to the board in March 2018 that pulls together the wide ranging activity we undertake in this area to support customers. Recent data released by the Government indicated that the Council was in the upper quartile in its collection of both Council Tax and NDR indicating that our approach appears to be working	An update report of Quarter Two activity was reported to the North Warwickshire Community Partnership around ongoing Financial Inclusion activity which covered the update on work around the debt project being undertaken, the food hub and community hub progress.	★ Green	➡
NWCP 109	To work with public, voluntary and business partners to deliver ongoing food-related projects if a business case can be agreed to continue to support individuals and community organisations and report to Community & Environment Board by March 2018	Promoting Sustainable & Vibrant Communities	Bob Trahern	The food hub in Atherstone continues to develop under the "Ediblelinks" brand which is a delivery arm of the Healthy Living Network charity that operate predominantly in the north of the county. In April, the food hub took delivery of two vehicles supplied by Ocado that has allowed the expansion of goods supplied to include dairy and perishable. The service is supporting an increasing number of schools and community eating projects and a lottery bid has been submitted that will hopefully provide funding to put the project on a sustainable footing for at least 3 years. A decision on this bid is expected shortly.	Excellent progress continues to be made and the work of the food hub that has launched Honesty Shops across NWBC and NBBC was featured on the BCC Midland News. We have also signed up a considerable number of new schools to take breakfast supply and progress continues in term of seeking to secure Big Lottery Funding with a decision expected by December	★ Green	➡
NEW	To carry out the Council's obligations as a member of the Warwickshire Safeguarding Adults Board. This will include delivering a comprehensive training programme for staff during 2017, to support the Council's policy and procedures	Creating Safer Communities	Angela Coates	The Council has a policy and procedure in place to support our work to safeguard adults, we are a part of the safer spaces initiative and the first tranche of training has been delivered.	The Council has a policy and procedure in place to support our work to safeguard adults, we are a part of the safer spaces initiative and the first tranche of training has been delivered.	★ Green	➡
NEW	To work with Warwickshire County Council to improve transport for health and access to health services in North Warwickshire	Promoting Sustainable & Vibrant Communities	Simon Powell	Transport and access to health services are issues being progressed through the corporate Health and Wellbeing Action Plan and through the Warwickshire North Health and Wellbeing Partnership	Transport and access to health services are issues being progressed through the corporate Health and Wellbeing Action Plan and through the Warwickshire North Health and Wellbeing Partnership. In pursuance of this undertaking, the Health and Wellbeing Working Party received an informative presentation from Beeline	★ Green	➡

NWPI Community & Environment Board 17/18

Ref	Description	Section	Priority	Year End Target 2017/18	Outturn 2016/17	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	100	77			Performance has been affected by the main holiday period and a large suspected food poisoning outbreak which took a lot of officer time.
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	100	70			As above
NWLPI 085	Swimming pools and sports centres: The net cost per swim/visit	Leisure Facilities	Health and Well-being	1.90	1.62	1.69			
NWLPI 086	Leisure Centres - Total income per visit	Leisure Facilities	Health and Well-being	2.47	3.18	3.19			
NWLPI 119	Number of collections missed per 100,000 collections of household waste (former BV88)	Refuse & Recycling	Recycling	125	70.15	47.49			
@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	48.73%	53.86%			
@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	11%	10%			Please note the results for the period Apr to June is 10%, however no inspections undertaken for period July to September due to staff resource issues.
New	Average Time Taken to Remove Fly-tipping	Streetscape	Environment	2	n/a	1.66 days			1/4/17 to 30/09/17 Total of 586 fly-tip jobs, total number days to clear is 970, average days to complete is 1.66 days. The crew when in an area will inspect hot spot FT locations and remove any found FT waste, this is reducing the quantity of customer reported FT jobs.
NWLPI 163	Number of projects/programmes being delivered	Community Development	Health & Well-being	50	40	53			
NWLPI 165	Number of people engaged on projects/programmes	Community Development	Health & Well-being	1600	12,943	7,838			This figure includes the number or people engaged through the Women's Tour Cycle Race
NWLPI 166	Percentage of people who are 'better off'	Community Development	Health & Well-being	75	79.00%	Non recorded	-	-	
NWLPI 167	Satisfaction with service delivered	Community Development	Health & Well-being	90	100.00%	96.00%			