

**To: The Deputy Leader and Members of the
Community and Environment Board
(Councillors Smith, Ingram, Bell, Clews,
Hanratty, Hayfield, Jones, Smitten, Chambers,
Farrell, Ferro, Lewis and Phillips).**

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

18 January 2016

The Community and Environment Board will meet in The
Committee Room, The Council House, South Street,
Atherstone on Monday 18 January 2016, 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 ask questions or to put their views to elected Members. Participants are restricted to five minutes each. If you wish to speak at 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 19 October 2015** – copy herewith, to be approved as a correct record and signed by the Chairman.

PART A – ITEMS FOR DISCUSSION AND DECISION

- 6 **Corporate Plan 2016-2017** – 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 2016-17 Service Plans for the Leisure & Community Development, Streetscape and Environmental Divisions.

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

- 7 **Proposed Revision of Green Space and Playing Pitch Strategies** – Report of the Assistant Director (Leisure and Community Development and the Assistant Chief Executive and Solicitor to the Council.

Summary

This report seeks Members' approval of a proposal for the preparation of revised Green Space and Playing Pitch Strategies to provide a framework for the provision and protection of green space and outdoor recreation facilities in North Warwickshire for the 15 year period 2017-2032.

The Contact Officer for this report is Alethea Wilson (719212).

- 8 **General Funds Fees and Charges 2016/17** - Report of the Assistant Chief Executive and Solicitor to the Council, Assistant Director (Streetscape) and Assistant Director (Leisure and Community Development).

Summary

The report covers the fees and charges for 2015/16 and the proposed fees and charges for 2016/17.

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

- 9 **General Funds Revenue Estimates 2016/17** – Report of the Deputy Chief Executive

Summary

This report covers the revised budget for 2015/16 and an estimate of expenditure for 2016/17, together with forward commitments for 2017/18, 2018/19 and 2019/20.

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

- 10 **Capital Programme 2016/17 to 2018/19** – Report of the Assistant Director (Finance and Human Resources).

Summary

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

The Contact Officer for this report is Stephen Robbins (719337).

- 11 **Leisure Facilities 2016/2017 Bank Holiday Closures** – Report of the Assistant Director (Leisure and Community Development).

Summary

This report seeks the Board's approval for the Bank Holiday closure of leisure facilities during financial year 2016 / 17.

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

- 12 **Prosecutions Taken By The Environmental Health Division 2015** – Report of the Assistant Chief Executive and Solicitor to the Council.

Summary

The report provides details of those prosecutions taken by the Environmental Health Division during the calendar year 2015.

The Contact Officer for this report is Stephen Whiles (719326).

- 13 **Progress Report on Achievement of Corporate Plan and Performance Indicator Targets April – September 2015** – Report of the Chief Executive and 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 2015.

**PART C – EXEMPT INFORMATION
(GOLD PAPERS)**

14 Exclusion of the Public and Press

Recommendation:

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

15 Arley Sports Centre – Report of the Assistant Director (Leisure and Community Development).

JERRY HUTCHINSON
Chief Executive

NORTH WARWICKSHIRE BOROUGH COUNCIL

MINUTES OF THE COMMUNITY AND ENVIRONMENT BOARD

19 October 2015

Present: Councillor Smith in the Chair.

Councillors Bell, Chambers, Clews, Farrell, Ferro, Hanratty, Hayfield, Ingram, Jones, Lewis, Phillips and Smitten.

Councillors Davey and M Stanley were also in attendance.

14 **Disclosable Pecuniary and Non-Pecuniary Interests**

None were declared at the meeting.

15 **Minutes of the Meeting of the Board held on 20 July 2015.**

The minutes of the meeting held on 20 July 2015, copies having been previously circulated, were approved as a correct record and signed by the Chairman.

16 **Budgetary Control Report 2015/2016 Period Ended 30 September 2015**

The Assistant Director (Finance and Human Resources) reported on the revenue expenditure and income for the period from 1 April 2015 to 30 September 2015.

Resolved:

That the report be noted.

17 **Leisure and Community Development Division – Proposed Savings 2016/17**

The Assistant Director (Leisure and Community Development) set out proposed areas for revenue budget savings within the Leisure and Community Development Division for inclusion in the 2016/17 revenue estimates.

Recommendation to Executive Board:

- a That the annual contribution of £46,760 to the Play Area Replacement Fund be included in the revenue savings from within the 2016/17 Leisure and Community Development Division revenue estimates and that this Fund contribution be reviewed again for inclusion within future revenue estimates; and**

- b That the proposed saving of £8,750 in respect of the Local Community Projects Fund be agreed and that the remaining £8,750 be used to support projects identified in the North Warwickshire Health Improvement Plan.**

18 North Warwickshire Green Space Strategy Progress Report

Members were provided with an overview of progress in respect of delivery against the priorities set out in the North Warwickshire Green Space Strategy 2008 to 2018.

Resolved:

That the report be noted.

19 Health Improvement Activity Update – Leisure and Community Development

The Assistant Director (Leisure and Community Development) gave an update on the progress being made in respect of the actions identified in the approved three-year Health Improvement Action Plan.

Resolved:

- a That the report be noted; and**
- b That a Health and Well-being Working Party be established in order to identify and structure the corporate contribution to the health and well-being agenda and that a report on the progress of this undertaking be submitted to a future meeting of the Board.**

20 Highway Cleansing Protocol

The Assistant Director (Streetscape) reported on recent improvements in joint-working and partnership arrangements with Highways England and other local authorities in relation to highway cleaning and asked the Board to agree to the Council becoming signatories to a joint highway cleansing protocol.

Resolved:

- a That the report be noted; and**
- b That the Council sign up to the Highways Cleansing Protocol as set out in the report of the Assistant Director (Streetscape).**

21 **Bin Policy**

The Board was informed of some issues which the kerbside recycling service was currently facing and the impact on frontline services of the Council's current approach to the provision of additional and replacement bins. The Assistant Director (Streetscape) sought approval to review the Council's policy on additional recycling bins and a change to the current policy on replacement bins.

Resolved:

That this item be deferred and that a further report be brought back to the next meeting of the Board.

22 **Progress Report on Achievement of Corporate Plan and Performance Indicator Targets April – June 2015**

Members were informed of progress with the achievement of the Corporate Plan and Performance Indicator targets relevant to the Community and Environment Board for April to June 2015.

Resolved:

That the report be noted.

L Smith
Chairman

Agenda Item No 6

Community and Environment Board

18 January 2016

Report of the Chief Executive

Corporate Plan 2016 - 17

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 2016-17 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 Consultation

- 2.1 Councillors with responsibility for the relevant areas have been involved in discussions relating to issues contained within the Appendices.

3 Report

- 3.1 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.
- 3.2 At its September 2015 meeting the Council agreed a new Vision Statement for the Council and a revised Corporate Plan for the remainder of 2015-16 based on the Council's six new priorities. This report sets out proposals for taking forward those priorities in 2016-17.

- ... 3.3 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. The proposals in relation to Safer Communities included within Priority 2 (Creating Safer Communities) may be subject to change following the completion of the Strategic Assessment for the North Warwickshire Community Safety Partnership.
- 3.4 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 2015-16 Key Actions. Proposals for 2016-17 will form part of the 2016-17 Corporate Plan which covers the Council's top level priorities.
- 3.5 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.
- ... 3.6 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.
- 3.7 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.
- 3.8 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.

4 Report Implications

4.1 Finance and Value for Money Implications

4.1.1 Where possible, Targets and indicators for 2016-17 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 Schedule A and in the Budget report and will be in appropriate cases, the subject of reports to the Board.

4.2 Human Resources Implications

4.2.1 Any Human Resources implications resulting from the proposals in the Schedule will be the subject of further reports to the Board.

4.3 Risk Management Implications

4.3.1 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.

4.4 Links to Council's Priorities

4.4.1 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 report annually in September.</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 2016-17 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 2016 – 2017 actions and targets for the 2016/17 strategic priorities relating to Violent Crime, Anti-Social Behaviour, Property Crime; Reducing Re-offending, Reducing killed and serious injury road accidents; Tackling anti-social use of cars and motorbikes and preventing displacement within the Borough; and supporting victims and vulnerable people to prevent victimisation and repeat victimisation.</p>	<p>Safer Communities Sub-Committee/CE/AD (L&CD)</p>	<p>The Council makes additional contributions to supplement the Community Safety Grant received from the Police and Crime Commissioner.</p>
<p>To continue working with partners to resolve Safer Neighbourhood issues, including, where necessary, taking action to address anti-social and nuisance behaviour.</p>	<p>Safer Communities Sub-Committee/CE/AD (L&CD)</p>	<p>External funding is often required to undertake appropriate actions.</p>
<p>To report to the remaining meetings of the Safer Communities Sub-Committee on progress to tackle Rural Crime (including any initiatives aimed specifically at vulnerable people) together with partners during 2015/16.</p>	<p>Safer Communities Sub-Committee/CE</p>	<p>External funding has been sought to take initiatives forward specifically in relation to rural crime.</p>

Target	Board/Lead Officer	Additional Training/ Financial Implications
To implement the work directed by the Borough Care Task and Finish Group and deliver any actions agreed by the Resources Board as part of the review. (Recommendations to be agreed no later than April 2016.)	Resources Board/AD (H)	Any financial implications will be identified as part of the review.
Carrying out the Council's obligations as a member of the Warwickshire Safeguarding Children Board, including those relating to the Child Protection Policy and the Section 11 Audit Action Plan and to co-ordinate all related activity alongside the need to safeguard adults and other vulnerable people in the community, when appropriate and to report on progress by March 2017.	Community & Environment Board/AD (L&CD)	Internal "trainers" will continue to deliver the WSCB Level 1 course to relevant Members and colleagues throughout the Authority.
To carry out a review of the use and effectiveness of CCTV in the Borough, taking account of its role in creating a safer environment. The review to include the use and impact of the Nomad 3G Mobile CCTV cameras.	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; and</p> <p>(c) To seek to secure the protection of the best of the Borough's built and rural heritage.</p> <p>To report on Growth pressures on the Borough and how to protect the Green Belt as far as possible by February 2017 and at least annually thereafter.</p> <p>To report on these approaches and their impact on sustaining the rurality of the Borough by March 2017.</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 HS2 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.</p>	Executive Board/ACE&StC	Should any additional funding be required, this will be subject to further report.
To maintain a very high standard of street cleanliness (95%) throughout the Borough and target those areas of highest community value to deliver as efficient and cost-effective service as possible and to continue to raise awareness (both of the public and other agencies) of the problems of litter, fly-tipping and dog fouling, using suitable enforcement measures where appropriate and report on progress annually in March.	Community & Environment Board/AD (S)/AD (H)	Any requirement for additional funding will be reported.
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.

Target	Board/Lead Officer	Additional Training/ Financial Implications
To submit final Development Plan documents relating to Development Management Community Infrastructure Levy and Gypsy and Travellers by November 2016.	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>To report on a phased basis on the various aspects of Leisure provision across the Borough, commencing with a report on Leisure facilities by February 2016.</p> <p>To complete the review of all aspects of Leisure and Community Development provision and to report on such to relevant Boards by March 2017.</p>	<p>Community & Environment Board/AD (L&CD)</p>	<p>Any financial implications will be included in the reports.</p>
<p>To implement phase 9 of the North Warwickshire Green Space Strategy in accordance with its revised Action and Funding Plan and corresponding Management Plans for Parks and Recreation Grounds, where appropriate.</p> <p>To report on the implications of reviewing the Green Space Strategy and the North Warwickshire Playing Pitch Strategy by May 2016.</p>	<p>Community & Environment Board/AD (L&CD)</p>	<p>The significant resource implications are detailed in the supporting Action and Funding Plan and associated Management Plans.</p> <p>The resource implications will be set out in the report.</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 approved Health Improvement Action Plan, including its focus on priorities that are compatible with those of the Community Partnership and the Northern Warwickshire Health and Wellbeing Partnership, the promotion of healthy lifestyles and raising levels of physical activity, in particular for children and young people.</p> <p>Under the direction of the Health and Wellbeing Working Party, to establish a new, Corporate Health Improvement Action Plan, which will guide related work within the authority from April 2017 to March 2020.</p>	Community & Environment Board/AD (L&CD)	External funding is sought, and often required, to undertake appropriate actions.

<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>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 2016.</p>	<p>Community & Environment Board/CE</p>	<p>Any additional financial implications would be identified in the report.</p>
<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>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
(b) Will actively engage with the Warwickshire Third and Public Sector Partnership Group, with a view to ensuring the appropriate engagement of community groups, organisations 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 2017.		
To further review the new refuse and recycling service introduced in October 2013, to improve the efficiency and effectiveness of the service and maintain (subject to reviewing the impact of market changes) the Council's recycling rate and report to Board on the operational impact by March 2016.	Community & Environment Board/AD (S)	Any financial implications will be reported as part of the decision-making process.
To work in partnership with the County Council and other agencies on a review of car parking in the Borough, to include on and off street car parking and including exploring the introduction of civil parking enforcement.	Community & Environment/AD(S)	Any financial implications will be reported as part of the decision making process.

Target	Board/Lead Officer	Additional Training/ Financial Implications
To deliver the actions set out in the Housing Strategy to address housing need in the Borough. To report to the Resources Board annually.	Resources Board/AD (H)	Any financial implications will be identified as development schemes progress.
To work in partnership with other organisations to provide a shared service to deliver adaptations in the private sector. This will include revising the Business Plan and reporting proposals to the Resources Board by July 2016.	Resources Board/AD (H)	Any financial implications will be reported as part of the decision-making process.
To report annually in March on the work of the local Financial Inclusion Partnership including for 2016/17 to mitigate local impact of the Welfare Reform programme in order to maximise the collection of monies due to the Council.	Community & Environment Board/ACE (CS)	Any financial implications will be reported as part of the decision making process.

Target	Board/Lead Officer	Additional Training/ Financial Implications
To report by March 2017 on progress on the delivery of the Customer Access Strategy, including the development of existing Community Hubs, the BOB bus, increased take-up of online services, the success of driving channel shift and the ongoing provision of welfare support, together with partners.	Community & Environment Board/ ACE (CS)/AD (CS)	Any financial implications will be reported as part of the decision-making process.
To build a model with Job Centre Plus to implement the requirements of Universal Credit and in particular our input into the Universal Support/Delivery local agenda. This will also be extended to supporting outcomes impacted by new disability rules.	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 to support individuals and community organisations and report to Community & Environment Board by March 2017.	Community & Environment Board/ACE (CS)	To be met through existing budgets and external funding.

Target	Board/Lead Officer	Additional Training/ Financial Implications
<p>To ensure we communicate effectively to help inform residents, businesses and all sections of our communities of the Council's services and priorities and made clear the opportunities for them to be involved in decision making via consultation, in line with the commitments in the Council's Customer Access Strategy and report on progress by February 2017.</p>	<p>Executive Board/AD (CS)/ACE&StC/ ACE (CS)</p>	<p>To be met within existing budgets.</p>

<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 develop an action plan based on the Economic Review and Impact Assessment and report on progress by March 2017.</p>	<p>Executive Board/ACE&StC</p>	<p>To be identified as part of consideration of the LGA report.</p>
<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 apprenticeships/training, including reporting by December 2016 on the feasibility and cost of directly employing more apprentices; 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>Planning and Development Board/ACE&StC/ ACE (CS)</p>	<p>Use of Section 106 funding and any financial implications identified in the report on employing apprentices.</p>
<p>To encourage new active rural businesses and, in particular, in partnership with the Local Action Group and Hinckley & Bosworth Borough Council, ensure the successful delivery of the second year of engagement with the new 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 2017.</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
Looking to improve transport links to local employment and report on progress by March 2017.	Planning & Development Board/ACE&StC	Section 106 funding.
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 2016.	Resources Board/AD (CS)	BDUK funding and approved Council matched funding.

LEISURE AND COMMUNITY DEVELOPMENT DIVISION - SUMMARY ACTION PLAN 2016/17

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 on-going 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 and the Corporate Plan and to report on progress to the C&E Board in March 2017</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 Well-being Opportunities / Promoting Sustainable and Vibrant Communities / Supporting Employment and Business</p>	AD (L&CD)	April 2016	On-going	High	C&E Board approval of actions taken in support of the North Warwickshire Sustainable Community Strategy and the Corporate Plan	The extent of activity will be determined by the availability of constrained revenue resources and, in some instances, the acquisition of external funding support

LEISURE AND COMMUNITY DEVELOPMENT DIVISION - SUMMARY ACTION PLAN 2016/17

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 partner and Compact signatory within the Warwickshire Safeguarding Children Board, including the need to implement the provisions of the Child Protection Policy and the Council’s Section 11 Audit Action Plan and, where appropriate, to 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 2017</p>	<p>Developing Healthier Communities / Improving Access to Services</p> <p>Responsible Financial and Resource Management / Creating Safer Communities / Improving Leisure and Well-being Opportunities / Promoting Sustainable and Vibrant Communities</p>	<p>CE & AD (L&CD)</p>	<p>April 2016</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 Level 1 course to Members and relevant colleagues throughout the Authority and to a wider audience of local organisations on behalf of WSCB. Where appropriate, these courses will include CSE training</p> <p>Similarly, relevant staff will be required to undertake Vulnerable Adults E-learning modules</p>

LEISURE AND COMMUNITY DEVELOPMENT DIVISION - SUMMARY ACTION PLAN 2016/17

Action	Links with the Sustainable Community Strategy and Corporate Plan	Lead Officer	Start Date	End Date	Priority	Measurement of Success	Resource / Training Implications
<p>To complete the review of leisure facilities and services and to report to relevant Boards by March 2017</p>	<p>Raising Aspirations / Developing Healthier Communities / Improving Access to Services</p> <p>Responsible Financial and Resource Management / Creating Safer Communities / Improving Leisure and Well-being Opportunities / Promoting Sustainable and Vibrant Communities / Supporting Employment and Business</p>	<p>DCE / AD (L&CD) & LFM</p>	<p>April 2016</p>	<p>March 2017</p>	<p>High</p>	<p>Approval of the findings and recommendations of the review by relevant Boards</p>	<p>The associated capital and revenue implications of the review will be reported to relevant Boards</p>

LEISURE AND COMMUNITY DEVELOPMENT DIVISION - SUMMARY ACTION PLAN 2016/17

Action	Links with the Sustainable Community Strategy and Corporate Plan	Lead Officer	Start Date	End Date	Priority	Measurement of Success	Resource / Training Implications
<p>To maximise opportunities for income generation and customer retention within leisure facilities in order to ensure that corresponding income receipts exceed the levels achieved in 2015/16</p>	<p>Raising Aspirations / Developing Healthier Communities / Improving Access to Services</p> <p>Responsible Financial and Resource Management / Creating Safer Communities // Improving Leisure and Well-being Opportunities / Promoting Sustainable and Vibrant Communities / Supporting Employment and Business</p>	<p>AD (L&CD) / LFM and Centre Mgrs</p>	<p>April 2016</p>	<p>March 2017</p>	<p>High</p>	<p>Corresponding 2016/17 income receipts that exceed those achieved in 2015/16</p>	<p>This action has significant implications for the Council's 2016/17 revenue budget projections</p>

LEISURE AND COMMUNITY DEVELOPMENT DIVISION - SUMMARY ACTION PLAN 2016/17

Action	Links with the Sustainable Community Strategy and Corporate Plan	Lead Officer	Start Date	End Date	Priority	Measurement of Success	Resource / Training Implications
<p>Implement Phase 9 of the North Warwickshire Green Space Strategy in accordance with its revised Action and Funding Plan and corresponding Management Plans for Parks and Recreation Grounds, where appropriate</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 Well-being Opportunities / Promoting Sustainable and Vibrant Communities / Supporting Employment and Business</p>	<p>AD (L&CD) & LM</p>	<p>April 2016</p>	<p>March 2017</p>	<p>High</p>	<p>Actions identified in Phase 9 of the Action and Funding Plan completed, reported to and endorsed by the C&E Board</p> <p>Increased public satisfaction levels with outdoor recreation facilities</p>	<p>The significant resource implications are detailed in the supporting Action and Funding Plan and within the associated Management Plans</p>
<p>Supporting Divisional Actions for 2016/17</p>							

LEISURE AND COMMUNITY DEVELOPMENT DIVISION - SUMMARY ACTION PLAN 2016/17

Action	Links with the Sustainable Community Strategy and Corporate Plan	Lead Officer	Start Date	End Date	Priority	Measurement of Success	Resource / Training Implications
<p>Review, evaluate and roll forward the North Warwickshire Green Space Strategy and the North Warwickshire Playing Pitch Strategy</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 Well-being Opportunities / Promoting Sustainable and Vibrant Communities / Supporting Employment and Business</p>	<p>AD (L&CD) & LM</p>	<p>April 2016</p>	<p>March 2017</p>	<p>High</p>	<p>Outcome of the review and evaluation reported to, and endorsed by, the C&E Board</p> <p>Draft revised Strategies prepared for consideration by the C&E Board</p>	<p>Significant staff time and resources will need to be set aside to undertake the review. Any revenue implications will need to be met from existing budgets</p>

LEISURE AND COMMUNITY DEVELOPMENT DIVISION - SUMMARY ACTION PLAN 2016/17

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 approved Management Plan and in conjunction with the local community, implement improvements at Bretts Hall Recreation Ground in Ansley Common</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 Well-being Opportunities / Promoting Sustainable and Vibrant Communities</p>	LM	March 2015	March 2017	Medium	Scheme completed and public satisfaction with the facility increased	<p>£30,000 has been made available in the capital programme to implement improvements. Further funding will need to be secured through external grant aid if the Management Plan is to be implemented in full. The earliest outcome of any funding bid will be in September 2016</p>

LEISURE AND COMMUNITY DEVELOPMENT DIVISION - SUMMARY ACTION PLAN 2016/17

Action	Links with the Sustainable Community Strategy and Corporate Plan	Lead Officer	Start Date	End Date	Priority	Measurement of Success	Resource / Training Implications
<p>Complete delivery of the Play Area Development Programme with the provision of improved facilities at Coleshill Memorial Park in conjunction with the Town Council's wider development of the site</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 Well-being Opportunities / Promoting Sustainable and Vibrant Communities / Supporting Employment and Business</p>	<p>AD (L&CD) & LM</p>	<p>April 2015</p>	<p>March 2017</p>	<p>Medium</p>	<p>All play areas meeting current safety and accessibility standards</p> <p>Play value and public satisfaction levels increased</p>	<p>Appropriate provision has been made in the capital programme for the specified improvements</p>

LEISURE AND COMMUNITY DEVELOPMENT DIVISION - SUMMARY ACTION PLAN 2016/17

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, ensure the successful delivery of the second year of engagement with 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 2017</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 Well-being Opportunities / Promoting Sustainable and Vibrant Communities / Supporting Employment and Business</p>	<p>AD (L&CD) & PDM</p>	<p>Jan 2015</p>	<p>Dec 2020</p>	<p>High</p>	<p>Implementation of the relevant priorities identified in the approved Local Development Strategy</p>	<p>LEADER is a predominantly externally funded programme</p>

LEISURE AND COMMUNITY DEVELOPMENT DIVISION - SUMMARY ACTION PLAN 2016/17

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, 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 Well-being Opportunities / Promoting Sustainable and Vibrant Communities / Supporting Employment and Business</p>	PDM	April 2016	On-going	High	Community Safety Partnership and Area Fora approval of actions taken through Safer Neighbourhood Team processes	External funding is sought, and often required, in order to undertake appropriate actions

LEISURE AND COMMUNITY DEVELOPMENT DIVISION - SUMMARY ACTION PLAN 2016/17

Action	Links with the Sustainable Community Strategy and Corporate Plan	Lead Officer	Start Date	End Date	Priority	Measurement of Success	Resource / Training Implications
<p>To continue to work with identified priority communities to understand and address community needs and aspirations</p>	<p>Raising Aspirations / Developing Healthier Communities / Improving Access to Services</p> <p>Responsible Financial and Resource Management / Creating Safer Communities / Improving Leisure and Well-being Opportunities / Promoting Sustainable and Vibrant Communities / Supporting Employment and Business</p>	PDM	April 2016	On-going	Medium	Priority communities identified and action plans approved by the C&E Board	External funding is sought, and often required, to undertake appropriate actions

LEISURE AND COMMUNITY DEVELOPMENT DIVISION - SUMMARY ACTION PLAN 2016/17

Action	Links with the Sustainable Community Strategy and Corporate Plan	Lead Officer	Start Date	End Date	Priority	Measurement of Success	Resource / Training Implications
<p>To continue to co-ordinate the sustainable implementation of the approved Health Improvement Action Plan, including its focus on priorities that are compatible with those of the Community Partnership and the Warwickshire North Health and Well-being Partnership, the promotion of healthy lifestyles and raising levels of physical activity, in particular for children and young people</p> <p>Under the direction of the Members' Health and Well-being Working Party, to establish a new, corporate Health Improvement Action Plan, which will guide related work within the Authority from April 2017 to March 2020</p>	<p>Raising Aspirations / Developing Healthier Communities / Improving Access to Services</p> <p>Responsible Financial and Resource Management / Creating Safer Communities / Improving Leisure and Well-being Opportunities / Promoting Sustainable and Vibrant Communities / Supporting Employment and Business</p>	<p>AD (L&CD) / PDM & LFM</p>	<p>April 2016</p>	<p>On-going</p>	<p>High</p>	<p>Delivery of the anticipated outcomes within the approved Health Improvement Action Plan</p>	<p>External funding is sought, and often required, to undertake appropriate actions</p>
<p>Performance Management and Measurement</p>							

LEISURE AND COMMUNITY DEVELOPMENT DIVISION - SUMMARY ACTION PLAN 2016/17

Action	Links with the Sustainable Community Strategy and Corporate Plan	Lead Officer	Start Date	End Date	Priority	Measurement of Success	Resource / Training Implications
<p>Formulate , agree and implement a sustainable and long-term approach to performance management within the Division, including through the use of meaningful performance measures</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 Well-being Opportunities / Promoting Sustainable and Vibrant Communities / Supporting Employment and Business</p>	<p>AD (L&CD) / LFM / LM / PDM</p>	<p>April 2016</p>	<p>March 2017</p>	<p>Medium</p>	<p>Adoption 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>
<p>Risk Management</p>							

LEISURE AND COMMUNITY DEVELOPMENT DIVISION - SUMMARY ACTION PLAN 2016/17

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 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 Well-being Opportunities / Promoting Sustainable and Vibrant Communities / Supporting Employment and Business</p>	<p>AD (L&CD) / PDM / LFM & LM</p>	<p>April 2016</p>	<p>On-going</p>	<p>High</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>
<p>Consultation, Communication and Customer Engagement</p>							

LEISURE AND COMMUNITY DEVELOPMENT DIVISION - SUMMARY ACTION PLAN 2016/17

Action	Links with the Sustainable Community Strategy and Corporate Plan	Lead Officer	Start Date	End Date	Priority	Measurement of Success	Resource / Training Implications
<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, Landscape Management and Leisure Facility provision</p> <p>Encourage increased customer engagement with online service opportunities across all areas of Divisional activity</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 Well-being Opportunities / Promoting Sustainable and Vibrant Communities / Supporting Employment and Business</p>	<p>PDM / LFM & LM</p>	<p>April 2016</p>	<p>On-going</p>	<p>Medium</p>	<p>Analysed and documented outcomes of consultation, communication and engagement activity and Board approval of subsequently revised Action Plans, as appropriate</p>	<p>Activity to be supported through the Divisional Marketing budget</p>
<p>Partnership Working</p>							

LEISURE AND COMMUNITY DEVELOPMENT DIVISION - SUMMARY ACTION PLAN 2016/17

Action	Links with the Sustainable Community Strategy and Corporate Plan	Lead Officer	Start Date	End Date	Priority	Measurement of Success	Resource / Training Implications
<p>Maintain a key role in the co-ordination of activity within relevant Community Partnership delivery groups and other sub-regional and local partnerships</p> <p>Actively engage with the Warwickshire Third and Public Sector Partnership Group, with a view to ensuring the appropriate engagement of community groups, organisations and individuals in the co-ordinated delivery of local activity that is designed to support and enhance community life</p> <p>In conjunction with WCC and other partners, ensure the success of the Women's International Cycle Race and its impact upon the community of North Warwickshire, ensuring that any lessons learned from this major event are disseminated throughout the Authority (June 2016)</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 Well-being Opportunities / Promoting Sustainable and Vibrant Communities / Supporting Employment and Business</p>	<p>AD (L&CD) / PDM / LFM & LM</p>	<p>April 2016</p>	<p>On-going</p>	<p>Medium</p>	<p>Action plan progress endorsed by Community Partnership and other relevant groups</p>	<p>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</p> <p>Hosting of the Women's International Cycle Race will require a revenue contribution from the Borough Council</p>
			<p>Jan 2016</p>	<p>June 2016</p>	<p>High</p>	<p>Delivery of a successful major event within the Borough, which meets the requirements of the Race organisers and other partners</p>	

STREETSCAPE SUMMARY ACTION PLAN 2016/17

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 to improve efficiency leading to better scores for litter and detritus and focus resources to improve cleanliness levels.	Protecting and Improving Our Environment	Assistant Director (Streetscape) Grounds & Streets Operations Manager Assistant Grounds & Streets Operations Manager	April 2016	June 2016	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% 	<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	April 2016	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 Assistant Grounds & Streets Operations Manager	April 2016	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

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. Work with WCC, the Police, local communities, local authority partners and others to prepare for the successful introduction and integration of CPE into the Borough -taking both on-street and off-street parking into consideration	Making Best Use of Our Resources	Assistant Director (Streetscape) Car Parks Manager	Ongoing	Ongoing	High	<ul style="list-style-type: none"> ○ CPE implemented and successfully integrated (timescale yet to be determined) ○ Meet the objectives of Local Transport Plan. ○ 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
CP2. Undertake a review of car parking usage and capacity within the main towns and villages	Making Best Use of Our Resources	Assistant Director (Streetscape) Car Parks Manager	April 2016	December 2016	High	<ul style="list-style-type: none"> ○ Study completed and results reported via the Task & Finish Group to 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
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
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) Engineering Manager	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

Action	The Corporate Priority the task contributes to	Lead Officer(s)	Start Date	End Date	Priority	Measurement of Success	Resource/Training Implications
Grounds Maintenance							
GM1. Expand 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
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	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.

Action	The Corporate Priority the task contributes to	Lead Officer(s)	Start Date	End Date	Priority	Measurement of Success	Resource/Training Implications
T2. In conjunction with the Transport Group, tender, procure and implement the new vehicle tracking system across the whole transport fleet.	Making Best Use of Our Resources	Assistant Director (Streetscape) Waste & Transport Manager	April 2016	July 2016	High	<ul style="list-style-type: none"> All service users requirements accommodated Overall system & service costs reduced KPIs monitored around transport performance measures 	<ul style="list-style-type: none"> Staff time within existing budgets Ongoing system costs to be funded through continued efficiency savings Staff training
T3. Go out to tender for a new fuel supply contract for DERV	Making Best Use of Our Resources	Assistant Director (Streetscape) Waste & Transport Manager	April 2016	July 2016	High	<ul style="list-style-type: none"> Market test completed Overall fuel costs reduced by 5% or more Eliminate price variance between depot & LHF 	<ul style="list-style-type: none"> Staff time within existing budgets Should generate a significant revenue saving
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) Recycling Incentives Officer (CCC)	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

Action	The Corporate Priority the task contributes to	Lead Officer(s)	Start Date	End Date	Priority	Measurement of Success	Resource/Training Implications
RR2. Introduce changes to increase the efficiency of the refuse & recycling service (including using APSE benchmarking data) and look at alternative collection options for green waste	Protecting and Improving Our Environment Making Best Use of Our Resources	Assistant Director (Streetscape) Waste & Transport Manager	April 2016	December 2016	High	<ul style="list-style-type: none"> ○ Refuse & recycling costs reduced and overall efficiency increased ○ Green waste options report 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 2013/14 levels by 5% or more where practicable
RR3. Bin policy to be reviewed to realise savings on bin replacement costs and reduce residual waste levels	Making Best Use of Our Resources	Assistant Director (Streetscape) Waste & Transport Manager	April 2016	October 2016	High	<ul style="list-style-type: none"> ○ Policy revised and implemented ○ Residual waste levels stabilised or reduced ○ Total cost of new bins reduced to below 50% of 2013/14 level ○ Cost of bin provision tied to new developments through the planning process 	<ul style="list-style-type: none"> ○ Staff time ○ Should achieve a cost saving
RR4. Begin planning 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	April 2016	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

Action	The Corporate Priority the task contributes to	Lead Officer(s)	Start Date	End Date	Priority	Measurement of Success	Resource/Training Implications
Facilities Management							
FM1. Implement the capital programme	Making Best Use of Our Resources	Assistant Director (Streetscape) Facilities Manager	April 2016	March 2017	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 2016	March 2017	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
Asset Management							
AM1. Finalise options for depot refurbishment or replacement including alternative delivery models and undertake phased works as necessary	Making Best Use of Our Resources	Assistant Director (Streetscape) Facilities Manager	April 2016	September 2016	High	<ul style="list-style-type: none"> ○ Review Completed ○ Report to Board on options and costs ○ Undertake and complete necessary works in phases as agreed by Board 	<ul style="list-style-type: none"> ○ Staff time within existing budgets ○ Capital cost of agreed option (jointly with Housing)

Action	The Corporate Priority the task contributes to	Lead Officer(s)	Start Date	End Date	Priority	Measurement of Success	Resource/Training Implications
AM2. Monitor occupancy of commercial and industrial units. Maintain or improve on current occupancy levels. Reduce void liabilities where possible	Making Best Use of Our Resources	Assistant Director (Streetscape) Facilities Manager	Ongoing	Ongoing	High	<ul style="list-style-type: none"> ○ Occupancy levels maintained or increased ○ Costs reduced 	<ul style="list-style-type: none"> ○ Staff time within existing budgets ○ Potential costs for improvement works (offset by increased income)
AM3. Remove the three automatic public conveniences and replace with a Community Toilet Scheme	Making Best Use of Our Resources	Assistant Director (Streetscape) Facilities Manager	April 2016	September 2016	High	<ul style="list-style-type: none"> ○ Community Toilet Scheme in place ○ Existing toilets removed and sites reinstated ○ Review completed and options for rationalisation identified 	<ul style="list-style-type: none"> ○ Staff time within existing budgets ○ Contract and reinstatement costs plus small ongoing revenue expenditure (to be offset by future savings)
AM4. Develop an Asset Management Plan & support sub-regional asset management programmes such as One Public Estate	Making Best Use of Our Resources	Assistant Director (Streetscape) Facilities Manager	April 2016	December 2016	High	<ul style="list-style-type: none"> ○ AMP produced ○ Web based/GIS version developed 	<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
Value for Money / Efficiency							
VM1. Monitor identified savings for 2016/17. Identify potential future savings for future years across whole Division	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 	<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	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	April 2016	February 2017	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	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. Specify and implement an in-cab solution for R&R service to improve service management, increase efficiency and improve customer service	Making Best Use of Our Resources	Assistant Director (Streetscape) SMT	April 2016	September 2016	High	<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 within TomTom replacement 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 explore the potential for mobile recording of H&S and quality control inspections	Making Best Use of Our Resources	Assistant Director (Streetscape) SMT	April 2016	September 2016	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 necessary	Making Best Use of Our Resources	Assistant Director (Streetscape) SMT	September 2016	October 2016	High	<ul style="list-style-type: none"> Reviews completed Validation through HR/HSE 	<ul style="list-style-type: none"> Staff time within existing budgets
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 2016	March 2017 (Mid-term review September 2016)	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
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

Action	The Corporate Priority the task contributes to	Lead Officer(s)	Start Date	End Date	Priority	Measurement of Success	Resource/Training Implications
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 2016	June 2016	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
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

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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;

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- 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.

The current staffing level of the section is;-

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Environmental Health Manager (Commercial, Licensing and Health Promotion)	Stephen Whiles
Senior Environmental Health Officer	Joanne Phipps
Food Safety Officer	Sharon Patrick
Part time Food Safety Officer (30 hours)	Carol Randle (4 days per week)
Part time Food Safety Officer (30 hours)	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

Good Hope Hospital, Sutton Coldfield (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.

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.

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- 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 779 premises registered under food safety legislation. These are recorded on the section's computer database.

2.4.2 Categorised by risk group, these are:

Category A	1	6 monthly inspection
Category B	55	12 monthly inspection
Category C	155	18 monthly inspection
Category D	214	24 monthly inspection
Category E	213	36 monthly inspection
Unrated	5	Awaiting Inspection
Outside programme	132	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 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.

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- 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, and The Catering Academy, a national Catering Company. 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.
- 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.

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2.5 Enforcement Policy

The Council first adopted an enforcement policy for food safety purposes in 1994. This has been reviewed annually 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 annually 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 2016 - 31st March 2017.) 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.

Anticipated premises inspection on 01/04/16 (subject to change)

Premises category	No. Programmed inspections	Estimated no. of <i>re-visits</i>
A	1	1
B	110	70
C	102	51
D	107	30
E	70	0
Totals	390	152

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, Revisits take less. A card system is in operation for low risk premises for them to

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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 2016/17. 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.

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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 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

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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

3.2.3 The first response to a food complaint will be within one working day.

3.2.4 The forecast for 2016/17 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 are home authority agreements with the Sandwich Factory – a large producer of fresh chilled sandwiches for the retail sector and The Catering Academy a nationwide provider of catering in schools, colleges, staff canteens etc.

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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

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.

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- ◆ 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, Good Hope Hospital, Sutton Coldfield

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 2016/17 is 10 samples per month:

The purchase of the samples will normally be anonymous.

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.

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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.

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 Good Hope Hospital, Sutton Coldfield 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

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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.

The Consultant in Communicable Disease Control Dr Huda Mohamed, 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

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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

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 EHCnet. 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 from the ehcnet.

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

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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 Environmental Health Manager 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.

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Commercial, Licensing & Health Promotion Section
Food Service Plan 2016 - 2017**

3.9 Food Safety Promotion

The Council's 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.

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 Council's Legal Services department act across all of the Council's 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.

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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 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 others in the Tamworth Benchmarking Group; the District Audit Family Group, and the food service operated by the

**North Warwickshire Borough Council,
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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 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.

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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

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.

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8:0 Performance Indicators

PI Ref	Description	2014/15 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 2016/17

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 – basically 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. In addition there are known to be a substantial number of new businesses that have never been visited or registered on the Environmental Health Divisions database due to current Government policy banning pro-active inspection in all but the most high risk premises.

Traditionally enforcement was by regular risk based inspections of all premises but now the Government, in an attempt to reduce the 'burden of red tape' on businesses 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.

Section 18 Standard On Enforcement

Section 18 of The Act requires Local Authorities to make adequate arrangements for enforcement. It sets out the arrangements that Local Authorities should put in place to meet this duty.

The standard is very rigorous and covers

- Commitment
- Priorities
- Planning
- Targeting
- Capacity
- Management Infrastructure
- Performance Management
- Information Systems
- Competent Inspectorate
- Enforcement Policy
- Enforcement Decisions
- Complaints
- Partnership
- Governance
- Sensible Risk Management

It is believed that the Council complies with the standard.

Targeting Interventions

HSE Local Authority Circular 67/2 Rev 4.1 (May 2015) 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.

The guidance provides a simple rating system for scoring premises based on four factors:

- Confidence in management.
- Health performance
- Safety performance
- Welfare standards

The categories of premises are:

- A – Highest risk – suitable for proactive inspection. Identify the risk and consider the use of all interventions to address that risk.
- B – Medium risk – Not suitable for proactive inspection. Identify the risk and consider how it might be addressed using the remaining 12 interventions
- C – Lowest risk – Use reactive interventions only.

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. sector and industry wide initiatives
6. working with those at risk
7. education and awareness
8. inspection (restricted to category A premises only)
9. intermediaries
10. best practice
11. recognising good performance

b. Reactive interventions

1. incident and ill-health investigation

2. dealing with issues of concern that are raised and complaints

Summary Of National Planning Priorities 2016 - 2017

Over arching principles:

Local Authorities should decide, plan and target their health & safety interventions having regard to the range of interventions available, the risk profile of the business/sector, national information (accident statistics, national priorities, Primary/Lead Authority inspection plans) and local knowledge and priorities.

Local Authorities should reserve proactive inspection for Category 'A' premises and consider the use of other non-inspection techniques for other categories of premises. In keeping with the Government's reforms of health and safety, there are no restrictions on reactive work but Local Authorities should consider using HSE's Incident Selection Criteria and risk based approach to complaints handling to assist with targeting their resources.

1) Proactive interventions:

At Premises:

- a) rated Category A - use the most appropriate form of intervention, and this may include proactive inspection;
- b) that are part of an agreed Primary Authority (PA) health and safety inspection plan - use those interventions supported by the PA inspection plan and the site rating - proactive inspections are only appropriate for suitable Category A sites;
- c) demonstrating a significant potential local issue – select the most appropriate intervention to address the risk posed using the interventions appropriate to the premise risk rating;
- d) where there is sufficient weight of intelligence over a period of time (complaints, accident reports, adverse insurance reports, risk rating history, information from other enforcing authorities etc) combined with a relevant workplace context (number of employees , public risk etc) to indicate poor performance and/or potential significant breaches of health and safety law – select the most appropriate intervention to address the risk posed using the interventions appropriate to the premise risk rating, and
- e) identified as part of a recognised national priority, selecting the most appropriate intervention appropriate to the individual premises risk rating. For 2016/17 these are:

1. Legionella infection - Premises with cooling towers/evaporative condensers
Lack of suitable legionella control measures.

2. Explosion caused by leaking LPG
Premises (including caravan parks) with buried metal LPG pipework.

3. e.coli/cryptosporidium infection especially in children
Open Farms/Animal Visitor Attractions
Lack of suitable micro-organism control measures

4. Fatalities/injuries resulting from being struck by vehicles
Tyre fitters/ MVR(as part of Car Sales). SMEs only not national chains.
High volume warehousing/distribution
Use of two post vehicle lifts. Workplace transport.

5. Fatalities/injuries resulting from falls from height/amputation and crushing injuries

Industrial retail/wholesale premises e.g. steel stockholders, builders/timber merchants

Workplace transport/work at height/cutting machinery /lifting equipment.

6 Industrial diseases (occupational asthma/deafness)

Industrial retail/wholesale premises e.g. steel stockholders, builders/timber merchants

Noise and dust (including flour dust)

7 Falls from height

High volume Warehousing/Distribution

Work at height

8 Crowd control & injuries/fatalities to the public

Large scale public gatherings e.g. cultural events, sports, festivals & live music

Lack of suitable planning, management and monitoring of the risks arising from crowd movement and behaviour as they arrive, leave and move around a venue.

9 Carbon monoxide poisoning

Commercial catering premises using solid fuel cooking equipment

Lack of suitable ventilation and/or unsafe appliances

10 Violence at work

Premises with vulnerable working conditions (lone/night working/cash handling e.g. betting shops/off-licences/care settings) and where intelligence indicates that risks are not being effectively managed

Lack of suitable security measures/procedures

2) Reactive Interventions

a) investigations in response to information from a single complaint, accident report or adverse insurance report 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.

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

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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:

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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

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.

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 2016/17

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 2016/17 is as follows:

1. Proactive inspections of any category A premises
2. Significant Potential Local Issues:
 - a) To provide health and safety advice to new businesses, particularly small businesses that may have no other access to advice by locating them, making contact with them and 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

SERVICE PLAN

Chief Executive's Department, Environmental Health Division, Pollution Control Team 2016/17

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

In accordance with the Regulators' Code 2013, 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.

The Council has an enforcement policy and this has been reviewed annually and the current version is available 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 specific / team issues [Pollution Team]

Service / issue	Current service(s) - continuing	Variations - +/-	Opportunities, pressures, influences & key issues
Air quality	Respond to complaints and service requests re bonfires, smoke, odours, dust etc. Respond to planning consultations. Give advice. Passive monitoring and reporting to DEFRA		The number of service requests and planning issues to be considered continue to rise putting pressure on the service.
Environmental Permitting Pollution Prevention and Control [PPC]	Process applications, variations & revocations. Compliance visits. Give advice and respond to planning consultations.	Cannot predict how many new applications if any, or those which cease trading, alterations in regime technical details etc. Further work on Permits & risk assessments required for reduced fee activities.	Performance is currently meeting target.
Contaminated land	. Complaint/development led site investigations have priority. Also monitoring closed landfills.i.e. Cherryfields/Grange.	Significant and complex problems with many sites. These may require remediation statement, works and decisions on cost recharge.	Lack of grant funding is hindering proactive work which is now mainly dependant upon applicants for planning permission funding reports Continue to investigate any grant funding for intrusive investigations if possible.
Nuisance	Respond to service requests re; industrial/commercial noise, dust, smoke, odour etc. Enforcement action and work in default.		Issues on increased noise from licensed premises due to smoking ban and implementation of the Live Music Act. Possible further deregulation of regulated entertainment may have implications.
Fly tipping	Duty to investigate fly tipping and recover costs / prosecute where possible, as per Environment Agency / Local Govt. Assoc. protocol.	Improved working with the Streetscape Division has led to greater efficiency A number of successful prosecutions have been taken.	The amount of fly tipping continues to increase and may get worse due to the current economic climate. In lieu of a PI annual enforcement actions will be reported to the Community &

			Environment Board.
Planning Consultations	Give professional advice on any planning applications NWBC receive re; issues such as noise, odour, dust, contaminated land etc.		Comments and recommendations need to be objective and accurate and based on professional judgement.
Scrap Metal Dealers Act 2013	The new legislation has replaced the previous registration of scrap metal dealers and motor salvage operators with a new licensing regime	Totally new legislation.	The duty is being shared with the licensing team. Compliance visits to sites and collectors are also be carried out jointly with the Police.

EH Pollution Control Team – Agreed performance indicators/measures

Board	PI Ref	Sub PI	Description	Year End Target
Community & Environment Board	Local	Quarterly	To respond to all complaints and requests for service within three working days.	99%
Community & Environment Board	Local	Annual	The percentage of permitted process inspections that were carried out within the scheduled time scale.	100%
Licensing Committee	Local	Annual	To arrange at least one joint operation with other agencies to stop and search itinerant scrap metal dealers and one to visit licensed sites.	Two operations

Agenda Item No 7

Community and Environment Board

18 January 2016

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

**Proposed Revision of the Green
Space and Playing Pitch
Strategies**

1 Summary

- 1.1 This report seeks Members' approval of a proposal for a review of open space, sport and recreation need and supply in North Warwickshire and the subsequent preparation of revised Green Space and Playing Pitch Strategies to provide a framework for the provision and protection of green space and outdoor recreation facilities in North Warwickshire for the period to 2031.

Recommendation to the Board

- a That the proposed approach to the review of open space, sport and recreation need and supply in North Warwickshire and the revision of the Green Space and Playing Pitch Strategies be approved, subject to the Executive Board's approval of the required supplementary estimate; and**

Recommendation to Executive Board

- b To approve one off growth of £15,000 towards the costs of the commission be included in the 2016/17 Leisure and Community Development Division revenue estimates.**

2 Consultation

- 2.1 The Chairman, Vice-Chairman and Opposition Spokesperson for the Community and Environment, Resources and Planning and Development Boards, the Safer Communities and Local Development Framework Sub-Committees and Members with responsibility for Health, Well-being 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.

2.2 As the Green Space and Playing Pitch Strategies are of Borough-wide significance the report has also been circulated to all other Ward Members for comment.

3 Background

3.1 The North Warwickshire Green Space Strategy was formally adopted by the Borough Council in December 2008. Together with its supporting Action and Funding Plan, its purpose was to provide a ten-year framework for the provision, protection and enhancement of green space for the benefit of communities across the Borough.

3.3 A key priority within the Green Space Strategy was the preparation and adoption of a Playing Pitch Strategy for the Borough. This undertaking was completed in October 2010 and provides a strategic framework for the maintenance and improvement of playing pitches and outdoor sports facilities.

3.4 The two Strategies are invaluable tools to enable providers and managers of green space and outdoor sports facilities to prioritise activity and resources and to secure external funding support for related projects. Furthermore, they are material to the planning process and inform both the Development Control and Forward Planning functions to ensure adequate green space provision across the Borough.

3.5 The Board has received regular progress reports in respect of delivery of the Green Space Strategy, including within them reference to delivery of the Playing Pitch Strategy. At its meeting held in March 2015, the Board was advised that the current Playing Pitch Strategy is considered by Sport England to be out of date, which, given that Sport England is a statutory consultee on planning matters, will impact adversely on both Forward Planning and Development Control processes, as well as on potential future funding applications. Members were advised that determining a way forward to resource and effect a review would be a priority.

3.6 More recently, at its meeting held in October 2015, the Board was provided with an overview of progress in delivery of the Green Space Strategy that set out achievements to date and the challenges still to be met. In that report Members were advised that there is now a need for a considered review of the Green Space Strategy, and of the evidence supporting it, in order to ensure that it remains fit for purpose.

3.7 Adoption of robust strategies that are fully integrated with the Local Development Framework and planning policy will enable North Warwickshire to benefit fully from the opportunities that a new era of potential infrastructure growth will bring and to meet the challenges that will arise in promoting both sustainable development and the health and well-being of communities across the Borough.

4. Proposed Way Forward

- 4.1 Both the Green Space Strategy and the Playing Pitch Strategy are founded upon an assessment of need and supply, which were determined by an Open Spaces, Sports and Recreation Study in 2007 and an Outdoor Sports Assessment in 2010. Together these studies represent a considerable body of work that it is felt unnecessary to repeat but that should be subject to thorough review and appropriate revision to account for changes that have taken place in respect of supply and, more particularly, in respect of potential growth and related need going forward.
- 4.2 The results of the proposed review would then be used to inform the preparation of each of the two strategies. In the case of the Green Space Strategy this would be carried out in accordance with the same methodology, originally formulated by CABE Space, which underpinned preparation of the current Strategy. In the case of the Playing Pitch Strategy, it will be necessary to comply with Sport England's revised guidance published in 2013.
- 4.3 Consultants were commissioned to prepare each of the current Green Space and Playing Pitch Strategies, which took two years and seven months respectively to complete. Taking into account the body of work already available and the recommended timescales in each methodology it is anticipated that preparation of the two revised strategies could be completed within twelve months, albeit that it would again be necessary to appoint consultants as staff capacity is very limited.
- 4.4 The cost of such a commission can only be determined by a tendering process but the two previous commissions were priced at £30,000 for green space and £15,000 for playing pitches. Again taking into account the body of work already available, but also considering that two strategies will be required to be produced, it is thought likely that the cost would be in the order of £30,000.
- ... 4.5 A draft brief for the proposed commission is attached at Appendix A.

5 Report Implications

5.1 Finance and Value for Money Implications

- 5.1.1 A contribution of £15,000 can be made available from the Local Development Framework Fund towards the estimated costs of £30,000. If the Board is minded to approve the proposal to produce the strategies it will be necessary to seek approval from the Executive Board for a one off growth of £15,000 in 2016/17, to fund the balance.
- 5.1.2 It is necessary to have robust Green Space and Playing Pitch Strategies in place to ensure the provision and protection of related spaces, but also to underpin bids for external funding support. Sport England has specifically stated, in relation to its Protecting Playing Fields programme, that local authorities that do not have a Playing Pitch Strategy, or have one that is more

than three years old, will need to develop or review and refresh such a Strategy before it will fund projects.

- 5.1.3 The report to the Board in October 2015 demonstrated the value of having relevant strategies in place when it set out details of funding in respect of the delivery of the current Green Space Strategy. It was noted in this report that of £2.74 million expenditure over the life of the Strategy, more than £2.15 million was externally funded.

5.2 Safer Communities Implications

- 5.2.1 Robust Green Space and Playing Pitch Strategies contribute to community safety by establishing a framework for the provision of well-managed recreation areas that are safe by design and afford opportunities for positive activity.

5.3 Legal and Human Rights Implications

- 5.3.1 The adoption of Green Space and Playing Pitch Strategies provides a sound evidence base to assist the Authority in meeting its statutory duty in respect of the delivery of planning policy. The National Planning Policy Framework (NPPF) states that “access to high quality open spaces and opportunities for sport and recreation can make an important contribution to the health and well-being of communities” and that “planning policies should be based on robust and up-to-date assessments of the needs for open space, sports and recreation facilities and opportunities for new provision”. It also states that “existing open space, sports and recreational buildings and land, including playing fields, should not be built on unless:

- an assessment has been undertaken which has clearly shown the open space, buildings or land to be surplus to requirements; or
- the loss resulting from the proposed development would be replaced by equivalent or better provision in terms of quantity and quality in a suitable location; or
- the development is for alternative sports and recreational provision, the needs for which clearly outweigh the loss”

5.4 Environment and Sustainability Implications

- 5.4.1 Delivery of priorities identified in a robust Green Space Strategy contributes directly to environmental improvements, enhancement of biodiversity and mitigation of the effects of climate change. It also helps to build sustainable and vibrant communities.

5.5 Human Resources Implications

- 5.5.1 There are no human resources implications arising directly out of this report.

5.6 Health, Well-being and Leisure Implications

5.6.1 Robust Green Space and Playing Pitch Strategies are essential for the provision, protection and appropriate management of green space, which has a positive impact on the health and well-being of individuals and communities by providing opportunities for outdoor leisure and recreation activities and by contributing to an improved quality of life.

5.7 Risk Management Implications

5.7.1 The corporate risk management process identifies and scores risks associated with the provision and maintenance of green space. Services are obliged to manage operational risks keeping them as low as reasonably possible. Adoption and implementation of robust Green Space and Playing Pitch Strategies are control measures that help to maintain low risk scores,

5.7.2 Revision of the Green Space and Playing Pitch Strategies is necessary to ensure that they remain effective tools in managing the risks to the Authority associated with the provision and maintenance of green space.

5.8 Equality Implications

5.8.1 Robust Green Space and Playing Pitch Strategies ensure that inequalities in access to good quality green space and outdoor recreation provision are addressed.

5.9 Links to Council’s Priorities

5.9.1 Green Space and Playing Pitch Strategies have direct and positive links to the corporate priorities in respect of:

- Responsible financial and resource management
- Creating safer communities
- Protecting our countryside and heritage
- Improving leisure and well-being opportunities
- Promoting sustainable and vibrant communities
- Supporting employment and business

5.9.2 Both Strategies contribute directly to the priorities of the Sustainable Community Strategy, namely:

- Raising aspirations, educational attainment and skill levels
- Developing healthier communities
- Improving access to services

The Contact Officer for this report is Alethea Wilson (719212).

Background Papers

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

Background	Author	Nature of Background Paper	Date
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Paper No			
1	Assistant Director (Leisure and Community Development)	Report to Community and Environment Board (North Warwickshire Green Space Strategy Progress Report)	March 2015
2	Assistant Director (Leisure and Community Development)	Report to Community and Environment Board (North Warwickshire Green Space Strategy Progress Report)	October 2015

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(Preceding section comprises instructions for tendering etc.)

SECTION 2: BRIEF

2.1 Aim of the Commission

- 2.1.1 The aim of the commission is to review open space, sport and recreation need and supply (both indoor and outdoor) in North Warwickshire and to develop a Green Space Strategy and a Playing Pitch Strategy that will together provide a framework for the delivery of accessible, high quality green space, sports and outdoor recreational facilities that meet the needs of local residents and visitors to the Borough, in particular contributing to improved health and well-being and increased opportunities for participation in both sport and informal recreation.
- 2.1.2 Priorities identified within the Strategies will be used to inform clear and deliverable action plans.
- 2.1.3 Recommendations from the review of need and supply will inform the future strategic approach to the provision of indoor leisure facilities in the Borough.

2.2 Introduction to North Warwickshire

- 2.2.1 The Borough is the northernmost district in the county of Warwickshire. It has several large urban settlements on its doorstep, including Tamworth, Nuneaton, Coventry, Sutton Coldfield and other settlements within the Birmingham conurbation.
- 2.2.2 North Warwickshire itself is overwhelmingly rural in nature with approximately two thirds of its area designated Green Belt. The population of the Borough is 62124 (2011 Census), most of which is centred in the three main towns in the Borough: Atherstone, Coleshill and Polesworth. The rest of the population is dispersed throughout a number of smaller rural settlements. The dispersed nature of the Borough has particular implications for the provision of open space, sports and recreation facilities.

2.3 Policy Context

- 2.3.1 North Warwickshire Borough Council commissioned an *Open Spaces, Sport and Recreation Study*¹ in 2007, in accordance with the then current Planning Policy Guidance 17. The findings of the Study were used to inform the preparation of the *North Warwickshire Green Space Strategy 2008-2018*², which was formally adopted by the Council in December 2008. The Strategy set out a number of key service priorities and a range of area specific priorities, many of which related to outdoor sports provision.
- 2.3.2 An *Outdoor Sports Assessment*³ and the *North Warwickshire Playing Pitch Strategy*⁴ were subsequently developed in accordance with Sport England guidance at the time and this Strategy was formally adopted by the Council in October 2010.
- 2.3.3 Delivery of the Green Space Strategy is an objective of the Borough Council's *Corporate Plan*⁵ and contributes to delivery of the *North Warwickshire Sustainable Community Strategy*⁶.
- 2.3.4 Current planning policies that guide development and the use of land are detailed in the Borough's *Core Strategy 2011-2029*⁷, adopted in October 2014. This embraces strategic planning policies to address development considerations and requirements, including provision of open space and recreation facilities and promotion of healthier lifestyles.

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- 2.3.5 The Borough Council consulted on the pre-submission stage *Site Allocations Plan*⁸ in June 2014, which identified the main sites expected to deliver the housing, employment and other needs of the Borough. More recently it consulted on the *Development Management Plan*⁹, which includes a detailed set of policies for the management of development and will contribute to achieving the Spatial Strategy and Policies set out in the Core Strategy. It is expected that a combined *Site Allocations Plan and Development Management Policies* document will be published for consultation in early to mid-summer 2016.
- 2.3.6 A consultation for the *Community Infrastructure Levy (CIL), Preliminary Draft Charging Schedule*¹⁰ was undertaken in February 2015 and evidence on the level of charge proposed and viability is available on the Borough Councils website¹¹.
- 2.3.7 All but Core Policies 4, 7 and 9 of the North Warwickshire Local Plan adopted on 4 July 2006 were saved under Direction from the Secretary of State¹², and will be replaced as work progresses on the new Local Plan.

2.4 Objectives of the Commission

2.4.1 The objectives of the commission are to:

- i. Provide an up to date assessment of open space, sport and recreation need and supply in North Warwickshire (both indoor and outdoor) to 2031, in line with the current adopted Core Strategy and emerging Site Allocations plan periods. The assessment should build upon the 2007 Study whilst taking account of projected future growth in the Borough, particularly the increased housing requirement noted in the assessment of need for housing in the Coventry and Warwickshire Housing Market Area (HMA), September 2015¹³.
- ii. Prepare a Green Space Strategy to 2031 that addresses the needs identified in the assessment in respect of outdoor provision, provides an evidence base for open space policies within the Local Development Framework adopted Core Strategy and informs future investment decisions.
- iii. Prepare a Playing Pitch Strategy to 2031 to guide future provision and management of sports pitches in North Warwickshire in the context of national policy and local sports development needs.
- iv. Formulate local standards for the protection and future provision of open space, sport and recreation facilities (both indoor and outdoor) within the Borough.
- v. Prepare Supplementary Planning Guidance to inform the planning process, guide the formation of planning agreements and set standards for onsite provision of open space, sport and recreation facilities as appropriate. The guidance should help to establish the required level of CIL necessary to address identified open space or recreation needs offsite. It should also advise upon an appropriate, straightforward method of calculation for determining, at application stage, levels of contributions to be sought to address those needs generated by development proposals on sites exempted from CIL charges but subject to potential Section 106 agreements.

2.5 Methodology

- 2.5.1 The assessment of open space, sport and recreation need and supply that will underpin the preparation of the Strategies should be guided by:
- i. *Assessing Needs and Opportunities: A Companion Guide to Planning Policy Guidance 17 DCLG 2002*¹⁴ (it is understood that this guidance has been withdrawn from national planning guidance but it is felt to be valid in the context of this commission).

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- ii. *Assessing Needs and Opportunities Guide for Indoor and Outdoor Sports Facilities* Sport England 2014¹⁵.

2.5.2 The Green Space Strategy should be developed in accordance with the guidance set out in *Open Space Strategies: Best Practice Guidance* CABE 2009¹⁶.

2.5.3 The Playing Pitch Strategy must be developed in accordance with *Playing Pitch Strategy Guidance: An Approach to Developing and Delivering a Playing Pitch Strategy* Sport England 2013¹⁷.

2.6 Key Tasks and Outputs

2.6.1 The commission is to be completed in the following stages:

Stage	Outputs
1: Scoping	Scoping report to include: <ul style="list-style-type: none"> i. Draft vision and initial aims and objectives for each strategy ii. Project management plan iii. Work programme iv. Engagement and communication strategy
2: Reviewing the context	Report summarising local context
3: Understanding supply	Assessment of supply including: <ul style="list-style-type: none"> i. Assessment of quantity, quality and accessibility of current provision ii. Revised GIS database of green space data and key information
4: Understanding demand and need	Assessment of demand and need
5: Analysing and identifying objectives	Key issues reports and recommendations including: <ul style="list-style-type: none"> i. Revised vision, aims and objectives for each strategy ii. Draft planning and management policies iii. Local standards for quantity, quality and accessibility
6: Drafting and consulting on the strategies	<ul style="list-style-type: none"> i. Draft green space strategy and action plan for consultation ii. Draft playing pitch strategy and action plan for consultation iii. Consultation reports
7: Finalising strategies for adoption	<ul style="list-style-type: none"> i. Final green space strategy and action plan ii. Final playing pitch strategy and action plan

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2.7 References

- ¹ Open Spaces Sports and Recreation Study 2007
www.northwarks.gov.uk/downloads/download/1602/green_space_strategy_spd_-_supporting_documents_downloads
- ² North Warwickshire Green Space Strategy 2008-2018
www.northwarks.gov.uk/downloads/file/3608/north_warwickshire_green_space_strategy_2008-2018
- ³ Outdoor Sports Assessment 2010
www.northwarks.gov.uk/downloads/file/3694/outdoor_sports_assessment_report_july_2010
- ⁴ North Warwickshire Playing Pitch Strategy 2010
www.northwarks.gov.uk/downloads/file/3693/north_warwickshire_playing_pitch_strategy_october_2010
- ⁵ North Warwickshire Borough Council Corporate Plan 2015-16
www.northwarks.gov.uk/downloads/file/5908/corporate_plan_201516
- ⁶ North Warwickshire Sustainable Community Strategy 2009-2026
www.northwarks.gov.uk/downloads/download/2242/north_warwickshire_sustainable_community_strategy_2009-2026
- ⁷ North Warwickshire Local Plan Core Strategy October 2014
www.northwarks.gov.uk/download/downloads/id/5892/core_strategy_adopted_2014.pdf
- ⁸ Site Allocations Pre Submission Plan June 2014
www.northwarks.gov.uk/download/downloads/id/5852/draft_pre-submission_site_allocations_consultation_document.pdf
- ⁹ Development Management Plan 2015
www.northwarks.gov.uk/download/downloads/id/5996/draft_development_management_plan_consultation_2015.pdf
- ¹⁰ Community Infrastructure Levy (CIL) - Preliminary Draft Charging Schedule February 2015
www.northwarks.gov.uk/download/downloads/id/5760/preliminary_draft_charging_schedule.doc
- ¹¹ Planning Consultations
www.northwarks.gov.uk/info/20028/forward_planning/1090/planning_consultations
- ¹² The North Warwickshire Local Plan 2006 Saved Policies
<http://northwarks.devplan.org.uk/document.aspx?document=24&display=contents>
- ¹³ Report to Local Development Framework Meeting 28th September 2015
www.northwarks.gov.uk/download/meetings/id/1403/download_the_agenda_reports_and_appendices
- ¹⁴ Assessing Needs and Opportunities: A Companion Guide to Planning Policy Guidance 17 DCLG 2002
www.gov.uk/government/publications/assessing-needs-and-opportunities-a-companion-guide-to-planning-policy-guidance-17
- ¹⁵ Assessing Needs and Opportunities Guide for Indoor and Outdoor Sports Facilities Sport England 2014
www.sportengland.org/facilities-planning/planning-for-sport/planning-tools-and-guidance/assessing-needs-and-opportunities-guidance
- ¹⁶ Open Space Strategies: Best Practice Guidance CABE 2009
webarchive.nationalarchives.gov.uk/20110118095356/http://www.cabe.org.uk/publications/open-space-strategies

- ¹⁷ Playing Pitch Strategy Guidance: An Approach to Developing and Delivering a Playing Pitch Strategy Sport England 2013
www.sportengland.org/facilities-planning/planning-for-sport/planning-tools-and-guidance/playing-pitch-strategy-guidance

2.8 Materials, Equipment and Labour

- 2.8.1 The consultant will be responsible for the supply of all materials, equipment and labour necessary to carry out the commission.
- 2.8.2 Access will be provided to the Borough Council's GIS mapping system, Cadcorp SIS 7.1.

2.9 Award of Commission

- 2.9.1 The commission will be awarded following a two-stage process comprising a written submission with fee proposal followed by presentation to the client by up to four shortlisted candidates.
- 2.9.2 The written submission should include the following:
- i. Details of the consultant's staff to be employed on the contract, including curriculum vitae
 - ii. Method statement and timetable for the execution of the commission
 - iii. Indicative programme of project meetings with the client
 - iv. Lump sum fee for the completion of the commission with percentage breakdown and timetable for interim payments
 - v. Day rate for any additional work agreed with the client
 - vi. Two references in respect of similar commissions undertaken
- 2.9.3 The lump sum fee submitted will be deemed to include for the following:
- i. Time spent
 - ii. Materials
 - iii. Mileage
 - iv. Subsistence
 - v. Meetings with the client, partner organisations and other stakeholders
 - vi. Final documents in electronic format compatible with the Borough Council's systems.
 - vii. All other disbursements
- 2.9.4 A shortlist of candidates to be invited to make a presentation to the client will be drawn up following evaluation of the submissions and quotes according to the following criteria:

<u>Criteria</u>	<u>Weighting</u>	<u>Notes</u>
Cost	30%	Costs will be assessed for total contract life, based on the lowest price received
Delivery	20%	Delivery will be assessed in terms of guarantees and penalties against delivery to the Council's schedule. The completion date set out in paragraph 2.10 below is the maximum time for completion – additional points will be awarded where a submission indicates that completion could be achieved sooner

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Quality 50% Quality will be subjectively assessed in terms of performance against specification

2.9.5 Candidates invited to make a presentation will be allotted 30 minutes in which to present and elaborate upon their written submission, plus 15 minutes for questions.

2.9.6 Candidates should give particular, but not exclusive, attention at this stage to their proposals for:

- i. Project management
- ii. Community and stakeholder engagement
- iii. Compliance with each of the recommended methodologies to achieve the distinct but, complementary, final strategies

2.10 Timetable

2.10.1 Appointment of Consultants

- | | |
|---|---------------------------------|
| i. Deadline for clarifications | 25 th February 2015 |
| ii. Closing date for submissions | 3 rd March 2016 |
| iii. Presentation to the client by shortlisted candidates | w/b 21 st March 2016 |
| vi. Confirmation of appointment | w/b 28 th March 2016 |

2.10.2 Execution of the Commission

- | | |
|--|--------------------------------|
| i. Start of commission | w/b 4 th April 2016 |
| ii. Completion of commission (at the latest) | w/e 2 nd April 2017 |

2.11 Copyright

2.11.1 Copyright will remain within the ownership of North Warwickshire Borough Council.

2.12. Management of the Commission

2.12.1 The client is North Warwickshire Borough Council.

- i. The Project Lead is:

Simon Powell, Assistant Director (Leisure and Community Development)

tel: 01827 719352

e-mail: simonpowell@northwarks.gov.uk

Agenda Item No 8

Community and Environment Board

18 January 2016

**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
2016/2017**

1 Summary

- 1.1 The report covers the fees and charges for 2015/16 and the proposed fees and charges for 2016/17.

Recommendation to the Board

That the schedule of fees and charges for 2016/17, set out in the report, be accepted.

2 Consultation

- 2.1 The Chairman, Vice-Chairman and Opposition Spokesperson for the Community and Environment and Resources Boards have been sent an advanced copy of this report for comment. Any comments received will be reported verbally to the Board.

3 Introduction

- 3.1 At its meeting held in September, the Executive Board agreed the budget strategy for 2016/20, which included an allowance for price increases of 2%, equating to £37,830 of additional income. This was split between leisure-related income of £24,500 and other income of £13,330.

4 Fees and Charges Proposed for 2016/17

- 4.1 Attached at Appendix A for the Board's consideration are details of present and proposed fees and charges for the financial year 2016/17. The amounts shown have already been included in the revenue estimates for 2016/17.

- 4.2 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.

- 4.3 It is anticipated that these proposed fees and charges will continue to ensure that the leisure facilities remain competitive and continue to offer value for money services, as well as support the approach to focused pricing that has served the Authority well over the last three years.
- 4.4 The Division has additionally proposed to freeze direct debit and membership prices subsequent to the successful introduction of a more sensitive and competitive price package last year. These changes have resulted in an increase in attendances and sales and the proposed price freeze will enable the facilities to maintain this level of achievement and remain competitive with other local providers.
- 4.5 The Division has also made some below and with inflation increases in fees and charges at the Memorial Hall following a review of charges last year. This will continue with the work to improve and increase activities with the facility more price comparative with these charges.
- 4.6 The Division has increased Action Hire charges above inflation following a charges review and in an attempt to take a more commercial approach to charges and service for this area. The Division has maintained a competitive charge for residents over non residents in line with previous fees and charges.
- 4.7 Industrial pollution fees have remained the same, as the charges are statutory and so not set by ourselves.
- 4.8 The variations in the fees for the Mobile Homes Act 2013 reflect the charges agreed by Resources Board on 8 September 2015.
- 4.9 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.

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 £96,330 above the revised budget for 2015/16. This increase is split between changes in customer base and inflation.
- 5.1.2 There is an increase in customer base of £57,040 relating mainly to changes to the swimming lessons programmes at Atherstone Pool of £45,860 and additional income from Coleshill leisure Centre of £9,540.
- 5.1.3 The remaining additional income of £39,290 relates to price inflation increases.
- 5.1.4 This will contribute to the achievement of income targets, which are contained within the Deputy Chief Executive's report on the General Fund estimates

2016/17, 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 £19,650.

5.2 Risk Management

5.2.1 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 2016

	2015/2016 TOTAL CHARGE £	2016/2017 TOTAL CHARGE £	VAT RATING
TRADE REFUSE SERVICE			
(weekly collection)			
a) Collection Only			
1100 litre container per annum	215.00	219.50	Outside scope
1100 litre container per annum (school)	181.00	185.00	"
660 litre container per annum	193.50	197.50	"
660 litre container per annum (school)	163.20	166.50	"
330/360 litre container per annum	181.00	185.00	"
330/360 litre container per annum (school)	155.50	159.00	"
240 litre container per annum	155.50	159.00	"
240 litre container per annum (school)	130.20	133.00	"
140 litre container per annum	119.00	121.50	"
Sack per annum	65.80	67.00	"
b) Hire & Collection			
1100 litre container per annum	336.30	343.00	Outside Scope
1100 litre container per annum (school)	301.00	307.00	"
660 litre container per annum	304.80	311.00	"
660 litre container per annum (school)	271.90	277.00	"
330/360 litre container per annum	220.10	224.50	"
330/360 litre container per annum (school)	191.00	195.00	"
240 litre container per annum	172.00	175.50	"
240 litre container per annum (school)	146.80	150.00	"
140 litre Container per annum	126.40	129.00	"
Reduction for first container at mixed commercial/ domestic premises (per annum).	-35.80	-36.50	Outside Scope
TRADE RECYCLING			
Hire & Collection			
Sack	65.80	67.00	Outside Scope
140 Litre container	126.40	129.00	"
240 Litre container	172.00	175.50	"
360 Litre container	220.10	224.50	"
660 Litre container	304.80	311.00	"
1100 Litre container	336.30	343.00	"
Disposal will be charged at the rate specified by W.C.C.			
CLINICAL WASTE (per sack @ 3.5 kg capacity) (includes collection)	62.00	63.00	Outside Scope
BLACK REFUSE SACKS (pack of 100) (does not include collection/disposal)	11.00	11.20	Incl VAT at Standard Rate
SALE OF BINS			
New developments & replacements			
240 Litre container	52.50	53.50	Outside Scope
1 each of black, green and red 240 litre bins per individual property	103.00	105.00	"
360 Litre container	91.90	94.00	"
660 Litre container	194.30	198.00	"
1100 Litre container (new)	287.10	293.00	"
1100 Litre container (refurbished)	135.10	138.00	"
REMOVAL OF BULKY HOUSEHOLD WASTE			
Up to 6 items	22.70	23.00	Outside Scope
Items in excess of 6 charged pro-rata per item	3.80	4.00	"
HOUSE CLEARANCES	As per agreement	As per agreement	Plus VAT at Standard Rate

NORTH WARWICKSHIRE BOROUGH COUNCIL
COMMUNITY & ENVIRONMENT BOARD
FEEES AND CHARGES FROM 1 APRIL 2016

	2015/2016 TOTAL CHARGE £	2016/2017 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)	101.60	104.00	Zero Rated
Collection & Disposal per load or part load -standard strength (on a contract paying by direct debit)	194.40	198.50	"
Additional charge to the above fees if not on a contract paying by direct debit	17.00	17.50	"

ACTION HIRE

	CATEGORY A North Warwickshire based community, voluntary & charitable organisations		CATEGORY B All other hirers		VAT RATING
	2015/2016 TOTAL CHARGE £	2016/2017 TOTAL CHARGE £	2015/2016 TOTAL CHARGE £	2016/2017 TOTAL CHARGE £	
Bouncy Castle 3.6 m x 3.6 m	20.90	25.00	36.70	40.00	Incl. VAT at Standard Rate
Croquet set	10.70	15.00	15.80	20.00	"
Tug-of-war rope	10.70	15.00	15.80	20.00	"
Giant Jenga	10.70	15.00	15.80	20.00	"
Giant Bowling Set	10.70	15.00	15.80	20.00	"
Giant Connect 4	10.70	15.00	15.80	20.00	"
Sumo Suit (child size)	15.80	20.00	26.50	30.00	"
Sumo Suit (adult size)	15.80	20.00	26.50	30.00	"
Sumo Suit (both sizes)	20.90	25.00	36.70	40.00	"

NORTH WARWICKSHIRE BOROUGH COUNCIL

COMMUNITY & ENVIRONMENT BOARD
FEES AND CHARGES FROM 1 APRIL 2016

	2015/2016 TOTAL CHARGE £	2016/2017 TOTAL CHARGE £	2015/2016 TOTAL CHARGE £	2016/2017 TOTAL CHARGE £	
	STANDARD PRICE		LIFETIMES CARD HOLDER		
Lifetimes Card per annum					
Adult resident	N/A	N/A	9.20	9.40	Incl. VAT at Standard Rate
Adult non-resident	N/A	N/A	13.30	13.60	"
Concessionary	N/A	N/A	4.10	4.20	"
Spectator	2.00	2.00	Free	Free	"
Junior/student pass	N/A	N/A	17.30	17.70	"
Relacement card	N/A	N/A	1.00	1.10	"
Squash (per court)					
Peak	9.70	9.90	7.60	7.75	Incl. VAT at Standard Rate
Off-peak	8.20	8.40	6.60	6.75	"
Anytime junior (under 16yrs)	N/A	N/A	3.00	3.10	"
Squash League pass (Arley SC)	N/A	N/A	20.40	21.00	Incl. VAT at Standard Rate
Badminton (per court)					
Peak	9.70	9.90	7.60	7.75	Incl. VAT at Standard Rate
Off-peak	8.21	8.41	6.60	6.75	"
Anytime junior (under 16yrs)	N/A	N/A	3.00	3.10	"
No Strings badminton (adult) (Arley SC)	4.60	4.70	4.10	4.20	Incl. VAT at Standard Rate
No Strings badminton (junior) (Arley SC)	3.60	3.70	3.10	3.20	"
Court cancellation fee (Polesworth SC)	3.10	3.20	3.10	3.20	Incl. VAT at Standard Rate
Team Games (per 45 minutes)					
5-a-side football peak - Polesworth SC	38.80	39.60	31.60	32.50	Incl. VAT at Standard Rate
5-a-side football off-peak - Polesworth SC	30.60	31.20	25.50	26.50	"
5-a-side juniors (under 16s) - Polesworth SC	N/A	N/A	13.30	13.60	"
5-a-side football peak - Arley SC & Coleshill LC	28.60	29.20	25.50	26.50	"
5-a-side football off-peak - Arley SC & Coleshill LC	20.89	21.30	20.40	21.00	"
5-a-side juniors (under 16s) - Arley SC & Coleshill LC	N/A	N/A	10.20	10.50	"
Club Use - Premium for Commercial Organisations. (series of 10 or more pre-booked lettings is exempt)	N/A	N/A	11.20	11.50	Incl. VAT at Standard Rate (Exempt if 10 or more bookings)
School use peak & off-peak (Arley SC)	N/A	N/A	12.20	12.45	Standard (Exempt if 10 or more bookings)
Equipment hire-rackets	0.50	0.50	0.50	0.60	Incl. VAT at Standard Rate
Birthday Parties					
Polesworth SC & Coleshill LC	80.00	81.60	70.00	71.40	Incl. VAT at Standard Rate
Bouncy castle party (Saturday/Sunday) (Arley SC)	76.50	78.00	71.40	72.85	"
Other Activities					
Fitness classes	5.00	5.10	4.00	4.10	Exempt
Fitness classes (concessionary)	N/A	N/A	2.90	3.00	"
Gymnastics (Arley SC)	N/A	N/A	3.80	3.90	Exempt
Trampoline (Arley SC)	N/A	N/A	3.80	3.90	Exempt
Basics at Gun Hill School (Arley SC)	N/A	N/A	3.80	3.90	Exempt
Half term (Arley SC)	call for more information		call for more information		
Indoor bowls - Coleshill LC & Arley SC	3.40	3.50	2.80	2.85	Incl. VAT at Standard Rate
50+	3.40	3.50	2.80	2.85	"
School holiday activities	3.40	3.50	2.80	2.85	"
Tumble Time	3.40	3.50	2.80	2.85	"
Tumbletime siblings (Coleshill LC)	3.30	3.00	1.50	1.55	"
Tumbletime under 6 months (Coleshill LC)	0.50	Free	N/A	N/A	N/A
Playtime	3.40	3.50	2.80	2.85	"
Fitbike	5.00	5.10	4.00	4.10	Exempt
Pilates (Polesworth SC)	5.00	5.10	4.00	4.10	"
Abs Blast (Coleshill LC)	5.00	5.10	4.00	4.10	"
Yoga Tuesday pay-as-you-go (Coleshill LC)	5.00	5.10	4.00	4.10	"
	20.40	20.00	20.40	21.00	Incl. VAT at Standard Rate
Adult mascot costume hire-1 hour (Coleshill LC)					
Toys & trikes hire-1 hour (Coleshill LC)	5.00	5.10	5.00	5.15	"
Teas & coffees -30 cups (Coleshill LC)	10.00	10.20	10.00	10.20	"

NORTH WARWICKSHIRE BOROUGH COUNCIL
COMMUNITY & ENVIRONMENT BOARD
FEES AND CHARGES FROM 1 APRIL 2016

	2015/2016 TOTAL CHARGE £	2016/2017 TOTAL CHARGE £	2015/2016 TOTAL CHARGE £	2016/2017 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	15.00	15.50	Exempt
Concessionary	N/A	N/A	10.50	10.80	"
Peak adult - per session	N/A	N/A	5.00	5.10	Incl. VAT at Standard Rate
Off peak adult - per session	N/A	N/A	4.10	4.20	"
Junior/concessionary - per session	N/A	N/A	2.90	3.00	"
Junior/full time student pass	N/A	N/A	17.30	18.00	Incl. VAT at Standard Rate
LIFETIMES STUDIO					
Adult induction	N/A	N/A	7.70	10.00	Incl. VAT at Standard Rate
Concession induction	N/A	N/A	4.60	5.00	"
Adults (30 minute session)	N/A	N/A	3.20	3.25	"
Concessions (30 minute session)	N/A	N/A	2.60	2.65	"
Pay As You Go Annual Memberships (12 mths for the price of 10 mths)					
Ultimate-all sites	N/A	N/A	330.00	330.00	Incl. VAT at Standard Rate
Lifetimes -Atherstone	N/A	N/A	275.00	275.00	"
Lifetimes -Coleshill	N/A	N/A	242.00	242.00	"
Lifetimes -Polesworth	N/A	N/A	220.00	220.00	"
Lifetimes -Arley	N/A	N/A	220.00	220.00	"
Lifetimes -Swimmer	N/A	N/A	220.00	220.00	"
Lifetimes -Studio	N/A	N/A	220.00	220.00	"
Pay As You Go Monthly Memberships					
Ultimate-all sites	N/A	N/A	35.00	35.00	Incl. VAT at Standard Rate
Lifetimes -Atherstone	N/A	N/A	30.00	30.00	"
Lifetimes -Coleshill	N/A	N/A	27.00	27.00	"
Lifetimes -Polesworth	N/A	N/A	25.00	25.00	"
Lifetimes -Arley	N/A	N/A	25.00	25.00	"
Lifetimes -Swimmer	N/A	N/A	25.00	25.00	"
Lifetimes -Studio	N/A	N/A	25.00	25.00	"
Direct Debits (monthly)					
Ultimate-all sites	N/A	N/A	30.00	30.00	Incl. VAT at Standard Rate
Lifetimes -Atherstone	N/A	N/A	25.00	25.00	"
Lifetimes -Coleshill	N/A	N/A	22.00	22.00	"
Lifetimes -Polesworth	N/A	N/A	20.00	20.00	"
Lifetimes -Arley	N/A	N/A	20.00	20.00	"
Lifetimes -Swimmer	N/A	N/A	20.00	20.00	"
Lifetimes -Studio	N/A	N/A	20.00	20.00	"
Outdoor floodlit area (Arley SC)					
Football					
Full pitch peak	25.50	26.00	24.50	25.00	Incl. VAT at Standard Rate
Half pitch peak	15.30	15.00	12.20	12.50	"
Full pitch off peak	19.40	20.00	18.40	18.00	"
Half pitch off-peak	12.20	12.50	10.20	10.00	"
Full pitch junior (Anytime)	N/A	N/A	9.70	10.00	"
Half pitch junior (Anytime)	N/A	N/A	5.10	5.00	"

	2015/2016 TOTAL CHARGE £	2016/2017 TOTAL CHARGE £	2015/2016 TOTAL CHARGE £	2016/2017 TOTAL CHARGE £	VAT RATING
	STANDARD PRICE		LIFETIMES CARD HOLDER		
Tennis					
Peak	9.70	9.90	7.60	7.75	Incl. VAT at Standard Rate
Off-peak	8.20	8.40	6.50	6.50	"
Junior (Anytime)	N/A	N/A	3.10	3.20	"
Netball					
Training-half court	15.30	15.00	12.20	10.00	Incl. VAT at Standard Rate
Game-full court	19.40	20.00	18.40	15.00	"
QUEEN ELIZABETH SCHOOL SPORTS VILLAGE					
Artificial pitch					
Standard hire (per hour)					
One pitch	31.80	32.40	26.50	27.00	Incl. VAT at Standard Rate
Two pitches	63.70	65.00	53.00	54.00	"
Three pitches	81.60	83.20	69.40	70.80	"
Sports clubs					
10-30 weeks					
One pitch	26.50	27.00	N/A	N/A	Exempt
Two pitches	55.10	55.00	N/A	N/A	"
Three pitches	69.40	70.00	N/A	N/A	"
31+ weeks					
One pitch	23.90	25.00	N/A	N/A	Exempt
Two pitches	47.70	49.00	N/A	N/A	"
Three pitches	62.40	64.00	N/A	N/A	"
Sports hall adult	31.80	32.45	26.50	27.00	Incl. VAT at Standard Rate
Sports hall junior	17.10	17.45	14.30	15.00	"
Badminton adult	6.30	6.45	5.30	5.00	"
Badminton junior	3.10	3.20	2.60	3.00	"
Gymnasium (1hr) adult	23.30	23.80	19.40	20.00	"
Gymnasium (1hr) junior	15.90	16.25	13.30	10.00	"
Dining room (1hr) adult	20.80	21.20	17.30	18.00	"
Dining room (1hr) junior	14.70	15.00	12.20	10.00	"
Shower adult	8.00	8.20	6.60	5.00	"
Shower junior	5.50	5.60	4.60	2.00	"
Playground adult	8.60	8.80	7.10	8.00	"
Playground junior	6.70	6.80	5.60	6.00	"
Toilet adult	3.10	3.20	2.60	3.00	"
Toilet junior	2.70	2.75	2.20	2.00	"

NORTH WARWICKSHIRE BOROUGH COUNCIL
COMMUNITY & ENVIRONMENT BOARD
FEES AND CHARGES FROM 1 APRIL 2016

	2015/2016 TOTAL CHARGE £	2016/2017 TOTAL CHARGE £	2015/2016 TOTAL CHARGE £	2016/2017 TOTAL CHARGE £	VAT RATING
SWIMMING AT ATHERSTONE LEISURE COMPLEX ONLY					
	STANDARD PRICE		LIFETIMES CARD HOLDER		
Adult swim (age 16+)	3.90	4.00	3.20	3.25	Incl. VAT at Standard Rate
Junior swim (age 0 - 15)	1.80	1.85	1.80	2.00	"
Family swim (2 adults, maximum 3 children)	10.00	12.50	10.00	10.00	"
Concessionary swim	2.20	2.30	2.20	2.30	"
Blue badge holder swim	N/A	N/A	2.20	2.30	"
Spectator	1.90	2.30	Free	Free	"
School swimming	1.60	1.65	1.60	1.65	Exempt
Adult lesson	4.80	4.90	4.80	4.90	"
Junior lesson	3.90	4.00	3.90	4.00	"
Ladies Only	3.90	4.00	3.20	3.30	Incl. VAT at Standard Rate
Joggers/shower	3.90	4.00	1.60	1.70	"
Aquacise	4.80	5.00	4.00	4.10	Exempt
Aquacise (concessionary)	N/A	N/A	3.10	3.20	"
Birthday parties	76.50	78.00	76.50	78.00	Incl. VAT at Standard Rate
Castle parties	56.10	55.00	56.10	55.00	"
Club use (per hour)	96.90	99.00	96.90	99.00	"
Galas (per hour)	127.50	130.00	127.50	130.00	"
Indoor bowls	3.50	3.60	3.50	3.00	"
Tea dance	3.50	3.60	3.50	3.00	"
Tea dance / bowls (concessionary)	N/A	N/A	2.90	2.50	"

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	N/A	35.00	36.00	Exempt
Main hall (off-peak)	N/A	N/A	25.00	25.00	"
Small hall (per hour)	12.00	12.00	13.00	13.00	"
Birthday parties	56.00	57.00	60.00	61.00	"
Training room (per hour)	10.00	10.00	10.00	10.00	"

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 2016

		2015/2016 TOTAL CHARGE £	2016/2017 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)	420.00	430.00	Exempt
Seasonal hire (junior)	"	220.00	225.00	"
Seasonal hire (mini)	"	165.00	170.00	"
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)	165.00	170.00	Exempt
Seasonal hire-matches (junior)	"	165.00	170.00	"

NORTH WARWICKSHIRE BOROUGH COUNCIL
COMMUNITY & ENVIRONMENT BOARD
FEES AND CHARGES FROM 1 APRIL 2016

PLEASE NOTE THAT THE CHARGES BELOW ARE SUBJECT TO CHANGE BY DEFRA

**LOCAL AUTHORITY ENVIRONMENTAL REGULATION OF INDUSTRIAL PLANT
2014/2015 AIR FEES AND CHARGES SCHEME**

LA-IPPC CHARGES

PART A

NB-every subsistence charge in the table below includes the additional £99 charge to cover LA extra costs in dealing with reporting under the E-PRTR Regulation.

	NET CHARGE £	VAT RATING	TOTAL CHARGE £
Type of Charge	Local Authority Element		
Application	3,218.00	Outside Scope	3,218.00
Additional fee for operating without a permit	1,137.00	"	1,137.00
Annual Subsistence LOW	1,384.00	"	1,384.00
Annual Subsistence MEDIUM	1,541.00	"	1,541.00
Annual Subsistence HIGH	2,233.00	"	2,233.00
Late payment fee	50.00	"	50.00
Substantial Variation	1,309.00	"	1,309.00
Transfer	225.00	"	225.00
Partial Transfer	668.00	"	668.00
Surrender	668.00	"	668.00

Key

Subsistence charges can be paid in four equal quarterly instalments paid on 1st April, 1st July, 1st October and 1st January

Where paid quarterly the total amount payable to the local authority will be increased by £36.00.

Reduced fee activities are listed in the Schedule to the Part B Charging Scheme.

Newspaper advertisements

Newspaper adverts may be required under EPR at the discretion of the LA as part of the consultation process when considering an application (see Chapter 9 of the General Guidance Manual). This will be undertaken and paid for by the LA and the charging scheme contains a provision for the LA to recoup its costs.

LAPPC CHARGES

PART B

	NET CHARGE £	VAT RATING	TOTAL CHARGE £
Application Fee			
Standard process (includes solvent emission activities)	1,579.00	Outside Scope	1,579.00
Additional fee for operating without a permit	1,137.00	"	1,137.00
PVRI, SWOBs and dry cleaners	148.00	"	148.00
PVR I & II combined	246.00	"	246.00
VRs and other reduced fee activities	346.00	"	346.00
Reduced fee activities : additional fee for operating without a permit	68.00	"	68.00
Mobile plant **	1,579.00	"	1,579.00
For the third to seventh applications	943.00	"	943.00
For the eighth and subsequent applications	477.00	"	477.00
Where an application for any of the above is for a combined part B & waste application, add an extra £297 to the above amounts			

	NET CHARGE £	VAT RATING	TOTAL CHARGE £
Annual Subsistence Charge			
Standard process LOW	739.00(+99.00)*	Outside Scope	739.00(+99.00)*
Standard process MEDIUM	1,111.00 (+149.00)*	"	1,111.00 (+149.00)*
Standard process HIGH	1,672.00 (+198.00)*	"	1,672.00 (+198.00)*
PVRI, SWOBs and dry cleaners LOW	76.00	"	76.00
PVRI, SWOBs and dry cleaners MEDIUM	151.00	"	151.00
PVRI, SWOBs and dry cleaners HIGH	227.00	"	227.00
PVR I & II combined LOW	108.00	"	108.00
PVR I & II combined MEDIUM	216.00	"	216.00
PVR I & II combined HIGH	326.00	"	326.00
VRs and other reduced fees LOW	218.00	"	218.00
VRs and other reduced fees MEDIUM	349.00	"	349.00
VRs and other reduced fees HIGH	524.00	"	524.00
Mobile plant for first & second permits LOW **	618.00	"	618.00
Mobile plant for first & second permits MEDIUM**	989.00	"	989.00
Mobile plant for first & second permits HIGH**	1,484.00	"	1,484.00
For the third to seventh permits LOW	368.00	"	368.00
For the third to seventh permits MEDIUM	590.00	"	590.00
For the third to seventh permits HIGH	884.00	"	884.00
For the eighth and subsequent permits LOW	189.00	"	189.00
For the eighth and subsequent permits MEDIUM	302.00	"	302.00
For the eighth and subsequent permits HIGH	453.00	"	453.00
Late payment fee	50.00	"	50.00

* the additional amounts in brackets must be charged where a permit is for a combined part B & waste installation

Where a Part B installation is subject to reporting under the E-PRTR Regulation add an extra £99 to the above amounts

Transfer and Surrender			
Standard process transfer	162.00	Outside Scope	162.00
Standard process partial transfer	476.00	"	476.00
New operator at low risk reduced fee activity (extra one-off subsistence charge-see Art 15 (2) of charging scheme)	75.00	"	75.00
Surrender : all Part B activities	0.00	"	0.00
Reduced fee activities : transfer	0.00	"	0.00
Reduced fee activities : partial transfer	45.00	"	45.00

Temporary transfer for mobiles			
First Transfer	51.00	"	51.00
Repeat following enforcement or warning	51.00	"	51.00

Substantial Change			
Standard process	1,005.00	Outside Scope	1,005.00
Standard process where the substantial change results in a new PPC activity	1,579.00	"	1,579.00
Reduced fee activities	98.00	"	98.00

** Not using simplified permits

NORTH WARWICKSHIRE BOROUGH COUNCIL
COMMUNITY & ENVIRONMENT BOARD
FEEES AND CHARGES FROM 1 APRIL 2016

PLEASE NOTE THAT THE CHARGES BELOW ARE SUBJECT TO CHANGE BY DEFRA

NET CHARGE £	VAT RATING	TOTAL CHARGE £
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LOCAL AUTHORITY ENVIRONMENTAL REGULATION OF INDUSTRIAL PLANT

LAPPC STANDARD MOBILE PLANT CHARGES
(NOT USING SIMPLIFIED PERMITS)

PART B contd.

Application Fee

Number of permits			
1	1,579.00	Outside Scope	1,579.00
2	1,579.00	"	1,579.00
3	943.00	"	943.00
4	943.00	"	943.00
5	943.00	"	943.00
6	943.00	"	943.00
7	943.00	"	943.00
8 and over	477.00	"	477.00

Subsistence Fee-Low

Number of permits			
1	618.00	Outside Scope	618.00
2	618.00	"	618.00
3	368.00	"	368.00
4	368.00	"	368.00
5	368.00	"	368.00
6	368.00	"	368.00
7	368.00	"	368.00
8 and over	189.00	"	189.00

Subsistence Fee-Medium

Number of permits			
1	989.00	Outside Scope	989.00
2	989.00	"	989.00
3	590.00	"	590.00
4	590.00	"	590.00
5	590.00	"	590.00
6	590.00	"	590.00
7	590.00	"	590.00
8 and over	302.00	"	302.00

Subsistence Fee-High

Number of permits			
1	1,484.00	Outside Scope	1,484.00
2	1,484.00	"	1,484.00
3	884.00	"	884.00
4	884.00	"	884.00
5	884.00	"	884.00
6	884.00	"	884.00
7	884.00	"	884.00
8 and over	453.00	"	453.00

NORTH WARWICKSHIRE BOROUGH COUNCIL**COMMUNITY & ENVIRONMENT BOARD****FEES AND CHARGES FROM 1 APRIL 2016**

	2015/2016 TOTAL CHARGE £	2016/2017 TOTAL CHARGE £	VAT RATING
CONTAMINATED LAND ENQUIRIES			
Simple	12.60	12.90	Outside Scope
Detail	60.30	61.50	"
HOUSING MULTIPLE OCCUPATION REGISTRATION			
Per occupied room (5-yearly charge)	75.00		Outside Scope
New Application (Up to 5 Lets) (5-yearly charge)		648.00	Outside Scope
Transfer of Licence (Up to 5 Lets)		202.00	"
Variation of Licence (Up to 5 Lets)		202.00	"
New Application (6-10 Lets) (5-yearly charge)		752.00	Outside Scope
Transfer of Licence (6-10 Lets)		214.00	"
Variation of Licence (6-10 Lets)		214.00	"
New Application (11+ Lets) (5-yearly charge)		840.00	Outside Scope
Transfer of Licence (11+ Lets)		232.00	"
Variation of Licence (11+ Lets)		232.00	"
WORK IN DEFAULT OF NOTICE(S) SERVED			
Where NWBC carries out repairs which are the responsibility of the individual. (NWBC appointed as contractor)	Actual costs plus 20% admin.costs	Actual costs plus 20% admin.costs	Plus VAT at Standard Rate
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)	51.60	52.60	Incl. VAT at Standard Rate
Sampling visits/Granting authorisations (per hour)	22.50	22.90	"
Sample analysis			
	As charged by laboratory	As charged by laboratory	
EXPORT CERTIFICATE (NON-VISIT)	50.60	51.60	Outside Scope
FOOD EXPORT CERTIFICATE	62.60	63.90	Outside Scope
UNADOPTED STREETS AND CAR PARKS			
Builders' skip permits	26.50	27.00	Exempt
Scaffolding/hoarding permits (for a period up to and including 1 month)	110.50	113.00	"
Vehicular access crossing	78.50	80.00	"
Licence agreement for temporary possession	325.00	331.50	"
Licensor surveyor's fee and legal costs	52.00	53.00	"
STREET WORKS LICENCE			
Inspection fee (per opening)	160.00	163.00	Exempt
Administration fee to process application	315.00	321.50	"
ROAD CLOSURES			
Commercial organisations	Cost of advert + 15% admin. Charge	Cost of advert + 15% admin. Charge	Exempt
Town/parish councils	50% of cost of advert + 15% admin. Charge	50% of cost of advert + 15% admin. Charge	Exempt
Charities and non profit making bodies	Free	Free	N/A

NORTH WARWICKSHIRE BOROUGH COUNCIL
COMMUNITY & ENVIRONMENT BOARD
FEES AND CHARGES FROM 1 APRIL 2016

	2015/2016 TOTAL CHARGE £	2016/2017 TOTAL CHARGE £	VAT RATING
MOBILE HOMES ACT 2013			
Single Units / Family Sites (incl. Gypsy, Roma & Traveller Sites)			
New Site Licence Application	50.00	190.00	Outside Scope
Annual licence administration	Free	Free	"
Site rules lodgement (incl. variation/deletion)	50.00	35.00	"
Transfer of Site Licence	50.00	84.00	"
Variation of Site Licence	50.00	128.00	"
Multiple Units on Commercial Sites			
New Site Licence Application (per pitch)	25.00		Outside Scope
Annual licence administration (per pitch)*	12.00		"
Site rules lodgement (incl. variation/deletion)	50.00		"
Transfer of Site Licence	100.00		"
Variation of Site Licence	200.00		"
New Site Licence Application (2-5 Units)		190.00	Outside Scope
Annual licence administration (2-5 Units)		80.00	"
Site rules lodgement (incl. variation/deletion) (2-5 Units)		35.00	"
Transfer of Site Licence (2-5 Units)		84.00	"
Variation of Site Licence (2-5 Units)		128.00	"
New Site Licence Application (6-30 Units)		235.00	Outside Scope
Annual licence administration (6-30 Units)		125.00	"
Site rules lodgement (incl. variation/deletion) (6-30 Units)		35.00	"
Transfer of Site Licence (6-30 Units)		84.00	"
Variation of Site Licence (6-30 Units)		173.00	"
New Site Licence Application (31+ Units)		354.00	Outside Scope
Annual licence administration (31+ Units)		243.00	"
Site rules lodgement (incl. variation/deletion) (31+ Units)		35.00	"
Transfer of Site Licence (31+ Units)		84.00	"
Variation of Site Licence (31+ Units)		292.00	"

* Invoiced each March

Agenda Item No 9

Community and Environment Board

18 January 2016

Report of the
Deputy Chief Executive

General Fund Revenue Estimates
2016/17

1 Summary

- 1.1 This report covers the revised budget for 2015/16 and an estimate of expenditure for 2016/17, together with forward commitments for 2017/18, 2018/19 and 2019/20.

Recommendation to the Board

- a To accept the revised budget for 2015/16; and**
- b To accept or otherwise vary the Estimates of Expenditure for 2016/17, as submitted, for them to be included in the budget to be brought before the meeting of the Executive Board on 9 February 2016.**

2 Consultation

- 2.1 The Chairman, Vice-Chairman and Opposition Spokesperson for the Community and Environment and Resources Boards have been sent an advanced copy of this report for comment. Any comments received will be reported verbally to the Board.

3 Introduction

- 3.1 In consultation with other Assistant Directors, the Assistant Director (Finance and Human Resources) has prepared an estimate of net expenditure for 2016/17 and this, together with a revised budget for 2015/16, appears in Appendices A and B. To provide a more complete picture of the spending pattern of the service the actual figures for 2014/15 are shown.

...

- 3.2 At its meeting in September, the Executive Board agreed the budget strategy for 2016-2020 which required savings of £1.71 million over a four year period. This required budget savings of £535,000 in 2016/17 with additional savings of £475,000, £350,000 and £350,000 in 2017/18, 2018/19 and 2019/20 respectively. Some limited growth was built into the strategy in specific areas.
- 3.3 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.

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

	Approved Budget 2015/16 £	Revised Budget 2015/16 £	Original Budget 2016/17 £
Employee Costs	2,990,020	2,973,570	3,088,980
Premises Related	560,200	578,650	586,100
Supplies and Services	1,270,880	1,440,030	1,414,150
Transport	557,390	636,780	560,410
Miscellaneous Expenditure	1,450	35,100	1,450
Earmarked Reserves	63,540	47,190	22,740
Gross Expenditure	5,443,480	5,711,320	5,673,830
Income	(2,275,670)	(2,335,050)	(2,423,050)
Net Controllable Expenditure	3,167,810	3,376,270	3,250,780
Departmental Support	606,100	593,630	591,770
Central Support	499,060	525,070	513,040
Capital Charges	768,790	679,640	887,740
Net Expenditure	5,041,760	5,174,610	5,243,330

3.5 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.

4 **Comments on the 2015/16 Revised Budget**

4.1 The revised budget for 2015/16 is estimated to be £5,174,610; an increase of £132,850 on the approved provision. The main reasons for variations are set out below.

4.2 **Leisure Centres and Memorial Hall £5,060**

4.2.1 Employee costs have increased by £48,900. These include an increase in salaries and overtime to cover sickness, the staffing costs of new classes operated by centres and additional employees joining the pension scheme.

4.2.2 Premise costs have risen by £16,550, reflecting increases in electricity costs at Coleshill Leisure Centre and the recharges from the Building Maintenance Fund. These have been offset by a reduction in Business Rates at Polesworth and Coleshill Leisure Centre.

4.2.3 Supplies and services have increased by £2,950. This is mainly due to additional expenditure on licences, broadband and refuse collection at Coleshill Leisure Centre. This position will continue into 2016/17, with an additional cost pressure relating to building and plant maintenance, which is still being considered. Shows are no longer put on at the Memorial Hall

resulting in reductions in bar stock and professional fee costs. Spending on resale equipment, vending snacks and provisions have all reduced.

4.2.4 Income has increased overall by £63,340, due to additional income at Atherstone Leisure complex and Coleshill Leisure Centre. The main reduction in income is £2,770 at the Memorial Hall, reflecting the loss of income from shows and bar takings. There has been some reduction relating to resale equipment and vending snacks.

4.3 **Public Health** (£30,700)

4.3.1 The cost of Commercial Pollution Control has reduced due to salary savings of £25,160 due to maternity leave. This has been partially offset by lower income from Air Pollution Fees.

4.3.2 Domestic Pollution Control costs have reduced due to the part time secondment of the Senior Environmental Health Manager to Nuneaton and Bedworth Borough Council.

4.4 **Domestic and Trade Refuse** £109,580

4.4.1 The increase in costs is mainly due to additional employee costs of £31,970, and additional transport costs of £61,840. The longer than expected lead in times for the new refuse freighters have delayed delivery leading to additional repair and maintenance costs, although these have been partially offset as the increase in capital charges for the new vehicles has also been delayed.

4.4.2 There are increased costs of £10,000 associated with purchasing additional bins and lower than expected income from the sale of bins to developers of £17,710. These have been partially offset by additional income from clinical and bulky collections and bin hire of £15,910.

4.5 **Streetscene Grounds Maintenance** £8,720

4.5.1 DSO costs have increased by £24,430 largely due to a one off cost for purchasing vehicles which have come to the end of their lease. This has been offset by the transfer of income of £11,940 from the Green Space budget and additional income of £3,600 from work carried out for Atherstone Town Council.

4.6 **Recycling Service** £119,910

4.6.1 The increase is largely due to the purchase of more wheeled bins of £48,000 and increased recycling disposal costs of £60,000. There has also been an increase in clothing costs due to higher quality workwear, and an increase in professional fees for employing staff from Coventry City Council. Income received from Recycling credits has also reduced. These increases have been partially offset by a reduction in employee costs.

4.7 **Amenity Cleaning** **£23,370**

4.7.1 The increased costs are due to additional employee costs and additional transport costs due to the repairs and maintenance of the road sweeper offset by a reduction in Asbestos removal costs.

4.8 **Green Space Budget** **£27,850**

4.8.1 The increase is due to a higher recharge from the Building Maintenance Fund relating to the level of works on sports pavilions of £5,850 and a transfer of the Landscape Officer time from the allotments departmental budget to this budget of £9,880. In addition £11,940 of income has been re assigned to the Street scene Grounds Maintenance budget.

4.9 **Community Development Activities** **(£45,310)**

4.9.1 The saving on community development activities has arisen due to a number of staffing vacancies, which has curtailed the level of activity which has been undertaken. Some of these savings have been used to cover Health Improvement work.

4.10 **Departmental and Central Support** charges have increased by £13,540. Within departmental support there are increased costs of £7,210 associated with changes in staff time allocations on Leisure Centres offset by vacant post savings in Partnership and Development and changes in staff time allocations on Refuse and Amenity Cleaning reducing costs by £12,470. Central support charges have increased by £26,010 as a result of changes in Information Services allocations.

4.11 **Capital related** costs have decreased by £89,150. This relates to a decreased capital charge on Cesspool Emptying, Refuse and Recycling due to the long lead in times for replacing the cesspool tanker and some of the refuse freighters.

5 **Comments on the 2016/17 Estimates**

5.1 The 2016/17 estimate has been prepared, taking into account the following assumptions:

- A 2% pay award from 1 April 2016;
- Increases in the Council's pension contribution rate for current employees of 0.75% per annum up to 2019/20;
- An increase in income to reflect the increases included in the fees and charges report elsewhere on this agenda
- Savings of £108,000 have been incorporated into the estimates being considered and are shown in Appendix C.

5.2 The total estimated net expenditure for 2016/17 is £5,243,330; an increase of £201,570 on the 2015/16 approved budget and an increase of £68,720 on the revised 2015/16 budget.

5.3 Leisure Centres (£32,680)

5.3.1 Employee costs have increased by £43,700. This includes the extension of the swimming lesson programme of £20,910, the reversal of the training and recruitment budgets added in the revised 15/16 budgets of £14,070 and an allowance for a pay award and increments.

5.3.2 Premise costs have risen by £8,320 allowing for inflation on utility cost and insurance budgets.

5.3.3 Income has increased overall by £84,700. This is due to the extension of the swimming lesson programme of £46,770 and an increase in DD take up at Coleshill Leisure Centre of £9,780. In addition an inflation allowance has been allowed for.

5.4 Public Health £15,870

5.4.1 The cost of Commercial Pollution Control has increased due to the reinstatement of full year provision for staffing that was not required in 2015/16.

5.4.2 The cost of Domestic Pollution Control has increased as the secondment of the Senior Environmental Health Manager will finish in March 2016, requiring reinstatement of the budget provision.

5.5 Domestic and Trade Refuse (£88,440)

5.5.1 One-off employee and vehicle repairs and maintenance costs from 2015/16 do not carry forward into 2016/17.

5.6 Street scene Grounds Maintenance (£15,670)

5.6.1 One-off costs from 2015/16 in relation to the purchase of equipment and vehicles have been taken out of the 2016/17 budget and income has increased by inflation.

5.7 Cesspool Emptying (£6,590)

5.7.1 The main change relates to transport, as maintenance costs are expected to decrease with the expected renewal of the cesspool vehicle.

5.8 Amenity Cleaning (£5,200)

5.8.1 Employee costs have increased due to the pay award. These have been more than offset by a reduction in transport repair and maintenance costs and lower asbestos removal costs.

5.9 **Green Space** (£37,240)

5.9.1 The annual contribution to Play Area Replacement has been taken out of the 2016/17 budget.

5.10 **Community Development Activities** £41,420

5.10.1 The main change relates to the reinstatement of budget provision for posts that were left vacant in 2015/16, pending the outcome of the review of the Leisure and Community Development Division which is currently underway. Any delay in filling these posts will contribute to the central vacancy factor included in the overall budget.

5.11 **Departmental and central support** recharges have decreased by £13,890, which is comprised of a £1,860 decrease in Departmental Support charges. In addition there are decreases of £12,030 in Central Support charges due to changes in Information Services recharges.

5.12 **Capital** costs have increased by £208,100, relating to the replacement of the cesspool tanker and the refuse freighters on the refuse and recycling budgets.

6 **Growth Items**

6.1 Provision for growth was built into the Council's Budget Strategy, approved in September 2015 by the Executive Board, to cover additional haulage costs faced by the recycling service, an increase in insurance premium tax, the move to the national living wage and additional funding for BDUK.

7 **Income**

7.1 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.

8 **Risks to Services**

8.1 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
- Further reduction or cessation of grants received and the possibility of redundancy costs for those staff affected by withdrawal of funding for given projects.
- Further increases in the need for replacement bins, as well as the cost of bins for new developments.
- 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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9 Future Year Forecasts

- 9.1 In order to assist with medium-term financial planning, Members are provided with budget forecasts for the three years following 2016/17. The table below provides a subjective summary for those services reporting to this Board:

	Forecast Budget 2017/18 £	Forecast Budget 2018/19 £	Forecast Budget 2019/20 £
Employee Costs	3,175,450	3,279,160	3,393,290
Premises Related	603,830	611,090	629,800
Supplies and Services	1,442,960	1,451,430	1,483,710
Transport	579,250	591,720	612,010
Miscellaneous Expenditure	1,480	1,480	1,510
Earmarked Reserves	27,840	38,880	40,210
Gross Expenditure	5,830,810	5,973,760	6,160,530
Income	(2,471,210)	(2,520,080)	(2,570,560)
Net Controllable Expenditure	3,359,600	3,453,680	3,589,970
Departmental Support	604,780	617,120	631,040
Central Support	525,520	537,080	549,640
Capital Charges	890,230	890,230	890,230
Net Expenditure	5,380,130	5,498,110	5,660,880

- 9.2 The forecasts given above have used a number of assumptions, which include pay awards of 2% in 2017/18 to 2019/20, increases in contracts and general increases in supplies and services of 2% in 2017/18 and 2019/20. In total, net expenditure is expected to increase by 2.6% in 2017/18, 2.2% in 2018/19 and 3.0% in 2019/20.
- 9.3 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.

10 Report Implications

10.1 Finance and Value for Money Implications

10.1.1 As detailed in the body of the report.

10.2 Environment and Sustainability Implications

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

10.3 Risk Management Implications

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

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

Background Papers

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

Background Paper No	Author	Nature of Background Paper	Date

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

Codes	Description	Actual 2014/2015 £	Approved Budget 2015/2016 £	Revised Budget 2015/2016 £	Original Budget 2016/2017 £
3072	Polesworth Sport Centre	73,918	69,020	71,690	67,660
3074	Arley Sports Centre	148,076	118,990	127,470	120,180
3075	Coleshill Leisure Centre	164,147	105,140	114,310	104,990
3077	Atherstone Leisure Complex	176,155	179,190	164,790	148,090
3082-3083	Memorial Hall	94,547	91,640	90,780	95,440
4002	Public Health (Commercial Pollution Control)	208,482	208,250	184,200	196,220
4003	Public Health (Domestic Pollution Control)	45,381	48,950	42,300	46,150
5000	Domestic Refuse Collection	730,462	612,490	728,020	634,900
5001	Streetscene Grounds Maintenance	-	116,310	125,030	109,360
5002	Trade Refuse Collection	(49,533)	(50,300)	(56,250)	(51,570)
5003	Cesspool Emptying	(40,789)	(59,180)	(58,210)	(64,800)
5004	Recycling	501,234	537,680	657,590	659,800
5010	Amenity Cleaning	488,801	465,060	488,430	483,230
5013	Unadopted Roads	7,532	7,600	7,600	7,600
5014	Flooding And Land Drainage	8,987	8,870	-	-
5015	Street Furniture	596	1,280	1,280	1,280
5016	Atherstone Market	1,735	1,600	1,710	1,640
5019	Green Space Budget	518,577	397,180	425,030	387,790
5021	Public Health (Control of Disease) Act 1984 Burials	(415)	-	3,920	-
5022	Sustainable Communities	2,860	-	-	-
5023	Consultation	255	4,470	-	4,470
5025	Corporate Policy	17,684	13,380	13,380	13,390
5030	Rural Regeneration	23,714	20,370	19,010	17,020
5034	Landscape	8,645	9,060	8,630	8,800
5040	Marketing and Market Research	8,299	8,350	8,350	8,350
5044	Support to Voluntary Organisations	83,248	90,890	90,890	82,140
5051	Young People and Intergeneration	17,175	37,580	20,650	38,260
5052	Community Development Environment	17,654	27,180	9,530	27,880
5054	Social Inclusion and Sport	36,483	31,310	27,340	31,690
5055	Community Development Health Improvement	(3,873)	19,590	38,040	27,570
5056	Community Development Safer Communities	18,751	52,400	28,550	50,870
5059	Allotments and Biodiversity	159	-	-	-
5064	QE - Artificial Grass Pitch	(6,345)	(6,540)	(7,790)	(7,620)
7700	Stronger & Safer Communities	-	-	-	-
7856	High Street Innovation Grants	-	-	-	-
	Net Controllable Expenditure	3,302,602	3,167,810	3,376,270	3,250,780
	Departmental Support	597,422	606,100	593,630	591,770
	Central Support	497,577	499,060	525,070	513,040
	Capital	864,758	768,790	679,640	887,740
	Net Expenditure	5,262,359	5,041,760	5,174,610	5,243,330

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, two squash courts and a "Lifetimes" fitness suite.

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2014/2015	BUDGET 2015/2016	BUDGET 2015/2016	BUDGET 2016/2017
Employee Expenditure	217,467	209,360	212,590	214,110
Premises Related Expenditure	46,449	54,300	51,500	52,780
Supplies & Services	16,430	17,140	18,280	18,270
Transport Related Expenditure	119	-	-	-
Balance sheet items	4,839	5,000	5,000	5,000
GROSS EXPENDITURE	285,304	285,800	287,370	290,160
GROSS INCOME	(211,386)	(216,780)	(215,680)	(222,500)
NET CONTROLLABLE EXPENDITURE	73,918	69,020	71,690	67,660
Departmental Support	11,361	13,000	18,680	16,690
Central Support Services	28,891	29,410	34,210	30,370
Capital Charges	17,724	13,190	13,520	13,520
NET EXPENDITURE	131,894	124,620	138,100	128,240

Contributes to corporate priority :
- Improving leisure and wellbeing opportunities

KEY PERFORMANCE INDICATORS

No of Visits	72,132	70,000	77,000	80,000
Budgeted cost per visit	£4.76	£4.88	£4.59	£4.38
Budgeted income per visit	£2.93	£3.10	£2.80	£2.78
Budgeted Subsidy per visit	£1.83	£1.78	£1.79	£1.60

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
	2014/2015	BUDGET 2015/2016	BUDGET 2015/2016	BUDGET 2016/2017
Employee Expenditure	186,723	158,580	169,990	163,950
Premises Related Expenditure	38,885	42,230	40,510	40,970
Supplies & Services	21,096	18,330	16,840	16,790
Transport Related Expenditure	107	-	-	-
GROSS EXPENDITURE	246,811	219,140	227,340	221,710
GROSS INCOME	(98,735)	(100,150)	(99,870)	(101,530)
NET CONTROLLABLE EXPENDITURE	148,076	118,990	127,470	120,180
Departmental Support	11,212	12,070	17,950	15,550
Central Support Services	29,623	29,150	31,710	28,680
Capital Charges	(411)	36,220	36,210	36,210
NET EXPENDITURE	188,500	196,430	213,340	200,620

Contributes to corporate priority :
- Improving leisure and wellbeing opportunities

KEY PERFORMANCE INDICATORS

No of Visits	56,010	55,000	53,500	53,000
Budgeted cost per visit	£5.13	£5.39	£5.85	£5.70
Budgeted income per visit	£1.76	£1.82	£1.87	£1.92
Budgeted Subsidy per visit	£3.37	£3.57	£3.99	£3.79

3075 - COLESHILL LEISURE CENTRE

Coleshill Leisure Centre is the largest of the Council's "dry" facilities, and includes a four badminton court hall, four squash courts and a "Lifetimes" fitness suite. In late 2014, a new Coleshill Leisure Centre opened on the site of Coleshill School and will be run in partnership with the School. This will house a four badminton court hall, two squash courts, a studio and an enlarged 40 station "Lifetimes" fitness suite.

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2014/2015	BUDGET 2015/2016	BUDGET 2015/2016	BUDGET 2016/2017
Employee Expenditure	300,345	288,420	326,820	333,320
Premises Related Expenditure	84,734	113,460	133,540	135,500
Supplies & Services	44,274	33,800	37,110	37,140
Transport Related Expenditure	149	-	-	-
Earmarked Reserves	10	-	-	-
	20,910	20,910	20,910	20,910
GROSS EXPENDITURE	450,422	456,590	518,380	526,870
GROSS INCOME	(286,275)	(351,450)	(404,070)	(421,880)
NET CONTROLLABLE EXPENDITURE	164,147	105,140	114,310	104,990
Departmental Support	12,302	13,960	19,650	19,570
Central Support Services	41,313	41,150	51,950	48,140
Capital Charges	187,594	100,150	100,480	100,480
NET EXPENDITURE	405,356	260,400	286,390	273,180

Contributes to corporate priority :
- Improving leisure and wellbeing opportunities

KEY PERFORMANCE INDICATORS

No of Visits	104,724	105,000	135,000	140,000
Budgeted cost per visit	£6.60	£5.83	£5.11	£4.96
Budgeted income per visit	£2.73	£3.35	£2.99	£3.01
Budgeted Subsidy per visit	£3.87	£2.48	£2.12	£1.95

3077 - ATHERSTONE LEISURE COMPLEX

This facility comprises a 25 metre pool, a learner pool, a "Lifetimes" fitness suite and a new "Lifetimes Studio" (Easyline).

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2014/2015	BUDGET 2015/2016	BUDGET 2015/2016	BUDGET 2016/2017
Employee Expenditure	411,121	395,160	390,270	427,360
Premises Related Expenditure	252,475	248,780	252,730	256,300
Supplies & Services	48,977	48,350	49,760	49,790
Miscellaneous Expenditure	(210)	-	-	-
Earmarked Reserves	900	2,500	2,500	2,500
GROSS EXPENDITURE	713,263	694,790	695,260	735,950
GROSS INCOME	(537,108)	(515,600)	(530,470)	(587,860)
NET CONTROLLABLE EXPENDITURE	176,155	179,190	164,790	148,090
Departmental Support	11,874	13,900	19,650	18,820
Central Support Services	65,672	65,890	67,150	64,210
Capital Charges	247,577	249,890	249,860	249,860
NET EXPENDITURE	501,278	508,870	501,450	480,980

Contributes to corporate priority :
- Improving leisure and wellbeing opportunities

KEY PERFORMANCE INDICATORS

No of Visits	181,628	170,000	172,000	184,400
Budgeted cost per visit	£5.72	£6.03	£6.00	£5.80
Budgeted income per visit	£2.96	£3.03	£3.08	£3.19
Budgeted Subsidy per visit	£2.76	£2.99	£2.92	£2.61

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
	2014/2015	BUDGET 2015/2016	BUDGET 2015/2016	BUDGET 2016/2017
Employee Expenditure	84,618	79,270	80,020	84,650
Premises Related Expenditure	41,032	42,080	39,120	40,170
Supplies & Services	9,280	11,420	10,000	10,000
Miscellaneous Expenditure	(26)	-	-	-
GROSS EXPENDITURE	134,904	132,770	129,140	134,820
GROSS INCOME	(40,357)	(41,130)	(38,360)	(39,380)
NET CONTROLLABLE EXPENDITURE	94,547	91,640	90,780	95,440
Departmental Support	2,775	3,220	4,400	4,250
Central Support Services	9,388	9,560	9,100	9,170
Capital Charges	688	25,170	25,170	25,170
NET EXPENDITURE	107,398	129,590	129,450	134,030

Contributes to corporate priority :

- Improving leisure and wellbeing opportunities

KEY PERFORMANCE INDICATORS

No of Visits	16,560	16,560	17,230	17,230
Budgeted cost per visit	£8.92	£10.31	£9.74	£10.06
Budgeted income per visit	£2.44	£2.48	£2.23	£2.29
Budgeted Subsidy per visit	£6.49	£7.83	£7.51	£7.78

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
	2014/2015	BUDGET 2015/2016	BUDGET 2015/2016	BUDGET 2016/2017
Employee Expenses	228,095	224,700	199,540	211,860
Supplies & Services	14,181	18,060	18,060	18,060
GROSS EXPENDITURE	242,276	242,760	217,600	229,920
GROSS INCOME	(33,794)	(34,510)	(33,400)	(33,700)
NET CONTROLLABLE EXPENDITURE	208,482	208,250	184,200	196,220
Departmental Support	68,770	70,130	88,190	89,050
Central Support Services	8,394	8,640	12,320	12,440
Capital Charges	61	60	60	60
NET EXPENDITURE	285,707	287,080	284,770	297,770

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
	2014/2015	BUDGET 2015/2016	BUDGET 2015/2016	BUDGET 2016/2017
Employee Expenses	45,643	47,480	36,500	44,660
Supplies & Services	2,584	7,780	7,320	3,240
GROSS EXPENDITURE	48,227	55,260	43,820	47,900
GROSS INCOME	(2,846)	(6,310)	(1,520)	(1,750)
NET CONTROLLABLE EXPENDITURE	45,381	48,950	42,300	46,150
Departmental Support	38,843	39,140	47,820	45,000
Central Support Services	9,903	9,870	10,360	10,310
Capital Charges	61	60	60	60
NET EXPENDITURE	94,188	98,020	100,540	101,520

Contributes to corporate priority :
- Improving leisure and wellbeing opportunities

5000 - DOMESTIC REFUSE COLLECTION

The collection of domestic refuse from approximately 27,500 households in the Borough. Also the collection of clinical waste from surgeries, nursing homes and private dwellings.

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2014/2015	BUDGET 2015/2016	BUDGET 2015/2016	BUDGET 2016/2017
Employee Expenditure	482,766	442,850	474,560	450,450
Premises Related Expenditure	6,628	6,800	6,800	6,800
Supplies & Services	63,448	53,830	66,060	64,750
Transport Related Expenditure	298,946	233,530	295,370	235,220
Miscellaneous Expenditure	1,056	1,350	1,350	1,350
GROSS EXPENDITURE	852,844	738,360	844,140	758,570
GROSS INCOME	(122,382)	(125,870)	(116,120)	(123,670)
NET CONTROLLABLE EXPENDITURE	730,462	612,490	728,020	634,900
Departmental Support	51,433	48,990	39,640	40,280
Central Support Services	97,432	97,350	99,330	101,470
Capital Charges	82,053	82,300	38,830	150,380
NET EXPENDITURE	961,380	841,130	905,820	927,030

Contributes to corporate priority :
- Improving leisure and wellbeing opportunities

KEY PERFORMANCE INDICATORS

No of Households	27,101	27,101	27,447	27,747
Budgeted cost per household	£3.60	£3.59	£3.62	£3.66
Number of bins per 100,000 population missed	105	125	125	125

5001 - STREETSCENE GROUNDS MAINTENANCE

This budget covers the maintenance of informal areas of green space that are intrinsic to the streetscene. This was previously shown within the Parks, Playing Fields and Open Spaces and Play Areas budgets.

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2014/2015	BUDGET 2015/2016	BUDGET 2015/2016	BUDGET 2016/2017
Employee Expenditure	-	-	-	-
Supplies & Services	-	231,880	231,880	242,970
(Surplus)/Deficit on DSO	-	-	24,430	-
Earmarked Reserves	-	-	(4,750)	(4,550)
GROSS EXPENDITURE	-	231,880	251,560	238,420
GROSS INCOME	-	(115,570)	(126,530)	(129,060)
NET CONTROLLABLE EXPENDITURE	-	116,310	125,030	109,360
Central Support Services	-	-	980	860
NET EXPENDITURE	-	116,310	126,010	110,220

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
	2014/2015	BUDGET 2015/2016	BUDGET 2015/2016	BUDGET 2016/2017
Employee Expenditure	10,238	9,520	9,780	9,980
Supplies & Services	151,943	156,370	168,320	176,920
GROSS EXPENDITURE	162,181	165,890	178,100	186,900
GROSS INCOME	(211,714)	(216,190)	(234,350)	(238,470)
NET CONTROLLABLE EXPENDITURE	(49,533)	(50,300)	(56,250)	(51,570)
Departmental Support	14,367	7,780	7,800	7,960
Central Support Services	13,276	12,450	14,090	13,950
NET EXPENDITURE	(21,890)	(30,070)	(34,360)	(29,660)

Contributes to corporate priority :
- Responsible financial and resource management

KEY PERFORMANCE INDICATORS

No. of Bins Collected	444	497	462	462
Gross budgeted cost per bin collected	£427.53	£374.49	£432.88	£451.97
Net budgeted (surplus)/Deficit per bin collected	-£49.30	-£60.50	-£74.37	-£64.20

5003 - CESSPOOL EMPTYING

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

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2014/2015	BUDGET 2015/2016	BUDGET 2015/2016	BUDGET 2016/2017
Employee Expenditure	36,082	38,020	33,240	34,030
Premises Related Expenditure	3	110	110	110
Supplies & Services	45,936	50,210	35,840	35,840
Transport Related Expenditure	46,536	28,670	31,750	27,550
Miscellaneous Expenditure	-	100	100	100
GROSS EXPENDITURE	128,557	117,110	101,040	97,630
GROSS INCOME	(169,346)	(176,290)	(159,250)	(162,430)
NET CONTROLLABLE EXPENDITURE	(40,789)	(59,180)	(58,210)	(64,800)
Departmental Support	12,304	9,160	9,240	9,470
Central Support Services	19,499	16,790	16,550	16,500
Capital Charges	5,395	12,140	1,230	14,770
NET EXPENDITURE	(3,591)	(21,090)	(31,190)	(24,060)

Contributes to corporate priorities :

- Responsible financial and resource management
- Improving leisure and wellbeing opportunities

KEY PERFORMANCE INDICATORS

Number of emptyings	1280	1560	1210	1210
Gross budgeted cost per emptying	£129.50	£99.49	£105.83	£114.36
Net budgeted (surplus)/ deficit per emptying	-£2.81	-£13.52	-£25.78	-£19.88

5004 - RECYCLING

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

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2014/2015	BUDGET 2015/2016	BUDGET 2015/2016	BUDGET 2016/2017
Employee Expenses	503,519	518,840	491,250	501,400
Premises Related Expenditure	-	-	-	-
Supplies & Services	99,754	98,080	215,540	219,670
Transport Related Expenditure	199,533	202,700	210,420	210,300
Miscellaneous Expenditure	308	-	-	-
Earmarked Reserves	15,000	15,000	15,000	15,000
GROSS EXPENDITURE	818,114	834,620	932,210	946,370
GROSS INCOME	(316,880)	(296,940)	(274,620)	(286,570)
NET CONTROLLABLE EXPENDITURE	501,234	537,680	657,590	659,800
Departmental Support	72,145	50,040	40,940	41,730
Central Support Services	44,198	48,150	50,720	50,580
Capital Charges	90,519	113,390	82,580	145,110
NET EXPENDITURE	708,096	749,260	831,830	897,220

Contributes to corporate priority :

- Promoting sustainable and vibrant communities

KEY PERFORMANCE INDICATORS

Number of Households	27,101	27,101	27,447	27,747
Budgeted cost per household	£26.37	£27.65	£30.31	£32.34
Budgeted tonnes of recycle material collected	12,650	11,310	11,500	11,500
Budgeted % of waste recycled	49%	50%	48%	48%

5010 - AMENITY CLEANING

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

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2014/2015	BUDGET 2015/2016	BUDGET 2015/2016	BUDGET 2016/2017
Employee Expenditure	363,564	342,050	362,970	370,680
Premises Related Expenditure	28,510	20,040	16,040	15,040
Supplies & Services	13,386	17,280	17,280	17,280
Transport Related Expenditure	87,210	88,620	95,070	83,310
GROSS EXPENDITURE	492,670	467,990	491,360	486,310
GROSS INCOME	(3,869)	(2,930)	(2,930)	(3,080)
NET CONTROLLABLE EXPENDITURE	488,801	465,060	488,430	483,230
Departmental Support	59,240	61,510	49,170	50,170
Central Support Services	43,304	40,570	36,700	37,230
Capital Charges	38,558	39,390	34,820	57,020
NET EXPENDITURE	629,903	606,530	609,120	627,650

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
	2014/2015	BUDGET 2015/2016	BUDGET 2015/2016	BUDGET 2016/2017
Employee Expenditure	81	-	-	-
Premises Related Expenditure	-	-	-	-
Supplies & Services	4,612	7,600	7,600	7,600
Earmarked Reserves	2,864	-	-	-
GROSS EXPENDITURE	7,557	7,600	7,600	7,600
GROSS INCOME	(25)	-	-	-
NET CONTROLLABLE EXPENDITURE	7,532	7,600	7,600	7,600
Departmental Support	2,637	2,730	5,260	5,360
Central Support Services	495	480	480	490
Capital Charges	-	-	-	-
NET EXPENDITURE	10,664	10,810	13,340	13,450

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
	2014/2015	BUDGET 2015/2016	BUDGET 2015/2016	BUDGET 2016/2017
Employee Expenses	8,987	8,870	-	-
Supplies & Services	-	-	-	-
GROSS EXPENDITURE	8,987	8,870	-	-
NET CONTROLLABLE EXPENDITURE	8,987	8,870	-	-
Departmental Support	2,247	2,490	6,280	6,390
Central Support Services	4,441	5,290	5,290	5,340
Capital Charges	2,652	2,650	2,650	2,650
NET EXPENDITURE	18,327	19,300	14,220	14,380

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
	2014/2015	BUDGET 2015/2016	BUDGET 2015/2016	BUDGET 2016/2017
Employee Expenses	166	-	-	-
Supplies & Services	430	1,280	1,280	1,280
NET CONTROLLABLE EXPENDITURE	596	1,280	1,280	1,280
Departmental Support	5,284	5,450	3,670	3,730
Central Support Services	1,157	1,120	1,100	1,120
NET EXPENDITURE	7,037	7,850	6,050	6,130

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
	2014/2015	BUDGET 2015/2016	BUDGET 2015/2016	BUDGET 2016/2017
Employee Expenses	147	-	-	-
Premises Related Expenditure	1,588	1,600	1,710	1,640
GROSS EXPENDITURE	1,735	1,600	1,710	1,640
NET CONTROLLABLE EXPENDITURE	1,735	1,600	1,710	1,640
Departmental Support	1,070	1,050	1,020	1,030
Central Support Services	320	310	300	220
NET EXPENDITURE	3,125	2,960	3,030	2,890

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
	2014/2015	BUDGET 2015/2016	BUDGET 2015/2016	BUDGET 2016/2017
Employee Expenditure	42,881	39,360	48,980	50,020
Premises Related Expenditure	23,729	27,940	33,800	33,870
Supplies & Services	593,716	308,580	322,020	319,830
(Surplus)/Deficit on DSO	-	-	-	-
Miscellaneous Expenditure	(24,252)	-	-	-
Earmarked Reserves	27,393	42,010	35,870	-
GROSS EXPENDITURE	663,467	417,890	440,670	403,720
GROSS INCOME	(144,890)	(20,710)	(15,640)	(15,930)
NET CONTROLLABLE EXPENDITURE	518,577	397,180	425,030	387,790
Departmental Support	38,513	42,190	40,630	36,220
Central Support Services	36,255	35,550	34,840	34,640
Capital Charge	179,399	90,210	90,210	90,210
NET EXPENDITURE	772,744	565,130	590,710	548,860

KEY PERFORMANCE INDICATORS

Cost of maintenance per play area	£3,433.50	£3,529.35	£3,164.33	£3,409.66
Number of Play Areas	31	31	30	29
Number of play areas meeting the safety, DDA and Play Value standard	29	28	29	29
Number of Pitches	16	24	15	15
Number of Teams	37	17	30	30
Number of Hirers	37	24	30	30
Budgeted income per team	£235.27	£581.76	£232.67	£237.33

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
	2014/2015	BUDGET 2015/2016	BUDGET 2015/2016	BUDGET 2016/2017
Employee Expenditure	62	-	-	-
Supplies & Services	1,425	-	3,920	-
GROSS EXPENDITURE	1,487	-	3,920	-
GROSS INCOME	(1,902)	-	-	-
NET CONTROLLABLE EXPENDITURE	(415)	-	3,920	-
Departmental Support	2,580	2,450	2,510	2,470
Central Support Services	181	170	170	170
NET EXPENDITURE	2,346	2,620	6,600	2,640

5022 - SUSTAINABLE COMMUNITIES

To support the integration of sustainable development throughout the Authority and in partnership with others by promoting all aspects of sustainability through a wide range of information and by working to the vision and theme priorities set out in the Community Plan.

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2014/2015	BUDGET 2015/2016	BUDGET 2015/2016	BUDGET 2016/2017
Employee Expenditure	-	-	-	-
Supplies & Services	-	-	-	-
Balance sheet items	2,860	-	-	-
NET CONTROLLABLE EXPENDITURE	2,860	-	-	-
Central Support	10	-	-	-
NET EXPENDITURE	2,870	-	-	-

5023 - CONSULTATION

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

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2014/2015	BUDGET 2015/2016	BUDGET 2015/2016	BUDGET 2016/2017
Employee Expenditure	255	-	-	-
Supplies & Services	-	4,470	-	4,470
Earmarked Reserves				
NET CONTROLLABLE EXPENDITURE	255	4,470	-	4,470
Departmental Support	8,270	8,180	8,400	8,390
Central Support	2,734	2,630	2,580	2,470
NET EXPENDITURE	11,259	15,280	10,980	15,330

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
	2014/2015	BUDGET 2015/2016	BUDGET 2015/2016	BUDGET 2016/2017
Employee Expenditure	887	-	-	-
Premises Related Expenditure	290	250	250	260
Supplies & Services	12,772	20,780	25,240	25,240
Earmarked Reserves	3,735	(7,650)	(12,110)	(12,110)
NET CONTROLLABLE EXPENDITURE	17,684	13,380	13,380	13,390
Departmental Support	26,080	25,420	25,720	26,070
Central Support	12,468	12,040	11,680	11,520
NET EXPENDITURE	56,232	50,840	50,780	50,980

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
	2014/2015	BUDGET 2015/2016	BUDGET 2015/2016	BUDGET 2016/2017
Employee Expenditure	22,633	18,760	17,400	15,400
Supplies & Services	17	1,210	1,210	1,210
Transport Related Expenditure	284	400	400	410
Earmarked Reserves	780	-	-	-
NET CONTROLLABLE EXPENDITURE	23,714	20,370	19,010	17,020
Departmental Support	17,286	14,970	17,090	14,520
Central Support	839	860	820	840
NET EXPENDITURE	41,839	36,200	36,920	32,380

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
	2014/2015	BUDGET 2015/2016	BUDGET 2015/2016	BUDGET 2016/2017
Employee Expenses	29	-	-	-
Supplies & Services	8,616	9,060	8,630	8,800
NET CONTROLLABLE EXPENDITURE	8,645	9,060	8,630	8,800
Departmental Support	1,130	1,100	1,100	1,100
Central Support Services	190	220	180	180
NET EXPENDITURE	9,965	10,380	9,910	10,080

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
	2014/2015	BUDGET 2015/2016	BUDGET 2015/2016	BUDGET 2016/2017
Employee Expenditure	121	-	-	-
Supplies & Services	8,178	8,350	8,350	8,350
Balance Sheet Items	-	-	-	-
NET CONTROLLABLE EXPENDITURE	8,299	8,350	8,350	8,350
Departmental Support	4,700	4,710	4,710	4,790
Central Support Services	660	870	950	950
NET EXPENDITURE	13,659	13,930	14,010	14,090

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
	2014/2015	BUDGET 2015/2016	BUDGET 2015/2016	BUDGET 2016/2017
Employee Expenditure	119	-	-	-
Supplies & Services	73,090	90,890	84,880	82,140
Miscellaneous Items				
Earmarked Reserves	10,039	-	6,010	-
NET CONTROLLABLE EXPENDITURE	83,248	90,890	90,890	82,140
Departmental Support	6,507	5,670	5,840	4,870
Central Support Services	883	1,090	1,050	1,060
NET EXPENDITURE	90,638	97,650	97,780	88,070

Contributes to corporate priorities :

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

5051 - YOUNG PEOPLE AND INTERGENERATION

To work with partners to develop and co-ordinate initiatives, projects and activities designed to address priority issues identified through the community planning process and to ensure that the Council is meeting its obligations as identified in the Children Act.

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2014/2015	BUDGET 2015/2016	BUDGET 2015/2016	BUDGET 2016/2017
Employee Expenditure	8,208	30,490	8,440	31,100
Premises Related Expenditure	-	330	-	330
Supplies & Services	17,838	4,890	10,330	4,890
Transport Related Expenditure	1,374	1,870	1,880	1,940
Miscellaneous Expenditure	177	-	-	-
Earmarked Reserves	550	-	-	-
GROSS EXPENDITURE	28,147	37,580	20,650	38,260
GROSS INCOME	(10,972)	-	-	-
NET CONTROLLABLE EXPENDITURE	17,175	37,580	20,650	38,260
Departmental Support	17,573	25,380	16,030	20,620
Central Support Services	5,546	5,900	5,820	5,870
Capital Charges	2,079	2,080	2,070	350
NET EXPENDITURE	42,373	70,940	44,570	65,100

Contributes to corporate priorities :

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

5052 - COMMUNITY DEVELOPMENT ENVIRONMENT

To work on environmental priorities identified in the corporate and community plan concentrating on the involvement and education of communities to try and ensure a sustainable future for the environment of North Warwickshire.

DESCRIPTION	ACTUALS	APPROVED BUDGET	REVISED BUDGET	ORIGINAL BUDGET
	2014/2015	2015/2016	2015/2016	2016/2017
Employee Expenditure	16,648	26,060	8,400	26,740
Premises Related Expenditure	-	30	-	30
Supplies & Services	717	690	720	690
Transport Related Expenditure	289	400	410	420
GROSS EXPENDITURE	17,654	27,180	9,530	27,880
GROSS INCOME	-	-	-	-
NET CONTROLLABLE EXPENDITURE	17,654	27,180	9,530	27,880
Departmental Support	19,710	25,360	16,030	20,620
Central Support Services	3,896	4,250	3,860	3,890
NET EXPENDITURE	41,260	56,790	29,420	52,390

Contributes to corporate priorities :

- Protecting our countryside and heritage
- Promoting sustainable and vibrant communities

5054 - SOCIAL INCLUSION AND SPORT

The management and development of activities that focus on using sport as a tool for promoting social inclusion and addressing issues highlighted through the community planning process.

DESCRIPTION	ACTUALS	APPROVED BUDGET	REVISED BUDGET	ORIGINAL BUDGET
	2014/2015	2015/2016	2015/2016	2016/2017
Employee Expenditure	32,362	30,570	26,590	30,930
Premises	4,572	-	-	-
Supplies & Services	5,638	340	340	340
Transport Related Expenditure	289	400	410	420
Earmarked Reserves	-	-	-	-
GROSS EXPENDITURE	42,861	31,310	27,340	31,690
GROSS INCOME	(6,378)	-	-	-
NET CONTROLLABLE EXPENDITURE	36,483	31,310	27,340	31,690
Departmental Support	23,086	25,980	20,840	21,370
Central Support Services	5,427	6,560	5,900	5,940
NET EXPENDITURE	64,996	63,850	54,080	59,000

Contributes to corporate priorities :

- Creating safer communities
- Improving leisure and wellbeing opportunities

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 BUDGET	REVISED BUDGET	ORIGINAL BUDGET
	2014/2015	2015/2016	2015/2016	2016/2017
Employee Expenditure	12,374	34,300	52,730	42,250
Premises Related Expenditure	278	-	-	-
Supplies & Services	2,366	8,990	11,420	9,000
Transport Related Expenditure	289	400	660	420
Earmarked Reserves	(2,180)	(7,100)	(7,100)	(7,100)
GROSS EXPENDITURE	13,127	36,590	57,710	44,570
GROSS INCOME	(17,000)	(17,000)	(19,670)	(17,000)
NET CONTROLLABLE EXPENDITURE	(3,873)	19,590	38,040	27,570
Departmental Support	20,831	28,420	29,760	25,480
Central Support Services	3,551	4,180	6,570	6,520
Capital Charges				
NET EXPENDITURE	20,509	52,190	74,370	59,570

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 BUDGET	REVISED BUDGET	ORIGINAL BUDGET
	2014/2015	2015/2016	2015/2016	2016/2017
Employee Expenditure	9,003	34,180	10,320	32,630
Premises Related Expenditure	240	-	290	-
Supplies & Services	1,465	35,070	17,530	23,440
Transport Related Expenditure	289	400	410	420
Earmarked Reserves	7,754	(17,250)	-	(5,620)
GROSS EXPENDITURE	18,751	52,400	28,550	50,870
GROSS INCOME	-	-	-	-
NET CONTROLLABLE EXPENDITURE	18,751	52,400	28,550	50,870
Departmental Support	20,325	28,410	18,420	23,650
Central Support Services	6,761	7,490	7,060	6,840
Capital Charges	10,809	1,890	1,890	1,890
NET EXPENDITURE	56,646	90,190	55,920	83,250

Contributes to corporate priority :

- Creating safer communities

5059 - ALLOTMENTS AND BIODIVERSITY

This budget is to support a programme of improvements to Borough Council owned allotment sites.

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2014/2015	BUDGET 2015/2016	BUDGET 2015/2016	BUDGET 2016/2017
Employee Expenditure	159	-	-	-
Earmarked Reserves	-	-	-	-
NET CONTROLLABLE EXPENDITURE	159	-	-	-
Departmental Support	7,102	7,330	-	-
Central Support Services	350	440	-	-
NET EXPENDITURE	7,611	7,770	-	-

Contributes to corporate priority :

- Improving leisure and wellbeing opportunities

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.

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2014/2015	BUDGET 2015/2016	BUDGET 2015/2016	BUDGET 2016/2017
Employee Expenditure	10,912	13,180	13,180	13,460
Premises Related Expenditure	2,603	2,250	2,250	2,300
Supplies & Services	22,569	6,150	6,150	6,150
Earmarked Reserves	2,987	10,120	8,870	8,710
GROSS EXPENDITURE	39,071	31,700	30,450	30,620
GROSS INCOME	(45,416)	(38,240)	(38,240)	(38,240)
NET CONTROLLABLE EXPENDITURE	(6,345)	(6,540)	(7,790)	(7,620)
Departmental Support	5,865	5,910	6,720	6,550
Central Support Services	480	630	1,070	1,070
NET EXPENDITURE	-	-	-	-

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
	2014/2015	BUDGET 2015/2016	BUDGET 2015/2016	BUDGET 2016/2017
Supplies & Services	11,957	-	15,110	-
Miscellaneous Expenditure	2,481	-	9,220	-
Earmarked Reserves	-	-	-	-
GROSS EXPENDITURE	14,438	-	24,330	-
GROSS INCOME	(14,438)	-	(24,330)	-
NET CONTROLLABLE EXPENDITURE	-	-	-	-
Departmental Support	-	-	470	-
Central Support Services	-	-	180	-
NET EXPENDITURE	-	-	650	-

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
	2014/2015	BUDGET 2015/2016	BUDGET 2015/2016	BUDGET 2016/2017
Supplies & Services	19,397	-	23,010	-
Earmarked Reserves	(19,397)	-	(23,010)	-
NET CONTROLLABLE EXPENDITURE	-	-	-	-
Central Support Services	40	-	-	-
NET EXPENDITURE	40	-	-	-

Contributes to corporate priority :
- Supporting employment and business

SAVINGS INCLUDED WITHIN 2016/17

Board	Description	2016/17 £
C&E	Efficiencies at Coleshill Leisure Centre	19,550
C&E	Annual contribution to Play Area Replacement	46,760
C&E	Local Community Projects Fund	8,750
C&E	Extension of swimming lessons	25,860
C&E	Streetscene Grounds Maintenance – saving from additional recharge to HRA	7,080
	Community and Environment Total	108,000

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	High
Further reduction or cessation of grants received	Medium	Low
As grants cease, possibility of redundancy costs for those staff affected by withdrawal of funding for given projects	Medium	Low
Increasing bin replacement rates and bins to new developments	High	Low
Additional Costs relating to the Refuse and Recycling services	Medium	Medium

Agenda Item No 10

Community and Environment Board

18 January 2016

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

**Capital Programme 2016/17 to
2018/19**

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 Consultation

- 2.1 Councillors Smith, Ingram and Phillips have been sent an advanced copy of this report for comment. Any comments received will be reported verbally at the meeting.

3 Introduction

- 3.1 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 2015/16 to 2017/18 approved last February. The same approach will be required for setting the capital programme for 2016/17 to 2018/19.

4 Schemes currently in the approved Capital Programme

- 4.1 **Leisure Equipment** - Equipment at the Council's four leisure facilities is in constant need of updating and renewal if the product offered is going to continue to conform to health and safety standards and meet customer demands and expectations. The capital allocation of £20,000 per year will enable facility managers to meet legislative requirements, to maintain service standards and to protect significant levels of income.

4.2 **Easyline Replacement** - Atherstone Leisure Complex needs to have the Easyline equipment replaced on a periodic basis in order to ensure the availability of the service for the public. Annual revenue contributions have been established for the replacement of the equipment every five years. The first scheduled replacement of this equipment has been deferred until 2017/18.

4.3 **Improvements to Bretts Hall Recreation Ground** – Work will be undertaken to improve play provision at Bretts Hall Recreation Ground, Ansley Common, in line with the approved management plan. The scheme will be carried out upon the acquisition of the required external funding support.

4.4 **Play Area Development** – The approved programme of works at Coleshill Memorial Park will be undertaken in 2016/17 and this will complete the scheduled Play Area Development Programme.

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

5 **Schemes for inclusion in the approved Capital Programme**

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

5.2 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.
...

6 **Report Implications**

6.1 **Finance and Value for Money Implications**

6.1.1 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.

6.1.2 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.

6.2 **Safer Communities Implications**

6.2.1 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.

6.3 Environment and Sustainability Implications

- 6.3.1 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.

6.4 Equality Implications

- 6.4.1 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.

6.5 Risk Management Implications

- 6.5.1 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.

6.6 Links to Council's Priorities

- 6.6.1 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 Stephen Robbins (719337).

Draft Capital Programme - Approved Schemes

Name of the Scheme	Basic Details of the Scheme	Year 1	Year 2	Year 3	3 Year
		2016/17	2017/18	2018/19	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 also in need of renewal.	£20,000	£20,000	£20,000	£60,000
Easyline replacement at Atherstone Leisure Complex	Planned replacement of the Easyline equipment at Atherstone Leisure Complex.	£0	£10,000	£0	£10,000
Improvements to Bretts Hall Recreation Ground, Ansley Common	Carry out improvements in accordance with the approved management plan, including the second phase of play provision.	£30,000	£0	£0	£30,000
Play Area Development Programme (3)	Completion of the Play Area Development Programme through an approved scheme in the Memorial Park in conjunction with Coleshill Town Council.	£29,680	£0	£0	£29,680
Total		£79,680	£30,000	£20,000	£129,680

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
			2016/17	2017/18	2018/19	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	£100,000	£0	£0	£100,000
Arley Sports Centre - Internal Refurbishment	If a review shows a need to retain the sports service in Arley, there would be a need to refurbish the sports hall, fitness suite, squash court and changing areas.	Non Essential	£1,000,000	£0	£0	£1,000,000
Arley Sports Centre - Cladding and Roofing	As well as internal works, the external fabric of the Sports Centre will require refurbishment if structural damage is to be avoided.	Non Essential	£600,000	£0	£0	£600,000
Memorial Hall-Refurbishment & Improvement	The Memorial Hall is dated and lacking in key functionality, which makes it hard to attract hirers. Failure to carry out any structural work at the Memorial Hall means that it will become even more difficult to maximise its income generating potential. There have already been issues with the roof leaking which has resulted in less commercial bookings being taken.	Non Essential	£2,000,000	£0	£0	£2,000,000
Polesworth Sports Centre - Roofing and Cladding	The external appearance of the Sports Centre is dated. Eventually 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	£0	£0	£50,000
Sports Pavilion - Grendon - Hard standing area replacement and internal refurbishment	Improvement works are required at the sports pavilion, particularly to meet accessibility standards.	Non Essential	£0	£0	£25,000	£25,000
Improvements to Mancetter Brook Walk Rec Ground to include replacement of Sports Pavillion	Provision of 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	£0	£0	£350,000
Improvements to Arley Recreation Ground to include a 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	£0	£0	£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	£0	£0	£30,000
			£4,180,000	£0	£25,000	£4,205,000

Agenda Item No 11

Community and Environment Board

18 January 2016

**Report of the
Assistant Director
(Leisure and Community Development)**

**Leisure Facilities – 2016/17
Bank Holiday Closures**

1 Summary

- 1.1 This report seeks the Board's approval for the Bank Holiday closure of leisure facilities during financial year 2016 / 17.

Recommendation to the Board

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

2 Consultation

- 2.1 The Chairman, Vice-Chairman and Opposition Spokesperson for the Community and Environment Board, the Safer Communities Sub-Committee and Members with responsibility for Health, Well-being 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 previous 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 practice was amended by the Board in order to allow the facilities to open for two extra days, initially over the Christmas 2013 / New Year 2014 period. Whilst attendances were slightly lower than the seasonal average, the initiative was well received by customers and, therefore, it was repeated last Christmas (2014) / New Year (2015). In order to ensure that affected staff did not incur any loss of annual leave or other entitlements, adjustments were accordingly made to their leave allowances.
- 3.2 Usage and income patterns will continue to be monitored in order to ensure the on-going sustainability of the service, including during the increased hours of opening over the Christmas / New Year period. Subject to the initiative continuing to be well received, however, it is proposed to continue with the

increased hours of opening at this time of year. Consequently, it is suggested that the schedule of closures identified in paragraph 4.1 below is approved by the Board. In this regard, it is proposed that the extra statutory day in May 2016 be transferred to 24 December 2016 and that the extra statutory day following the late Summer Bank Holiday be transferred to 31 December 2016.

4 Proposed Leisure Facility Closure Schedule

4.1 The proposed 2016 / 17 leisure facility closure schedule is as follows:

1	May Day	Monday 02 May 2016
2	Spring Bank Holiday	Monday 30 May 2016
3	Summer Bank Holiday	Monday 29 August 2016
4	Christmas Eve	Saturday 24 December 2016
5	Christmas Day	Sunday 25 December 2016
6	Boxing Day	Monday 26 December 2016
7	Day in Lieu of Christmas Day	Tuesday 27 December 2016
8	New Year's Eve	Saturday 31 December 2016
9	New Year's Day	Sunday 01 January 2017
10	Day in Lieu of New Year's Day	Monday 02 January 2017

4.2 In January 2011, the Board gave detailed consideration to the costs associated with opening the leisure facilities on Bank Holidays. The accompanying report focused on the Authority's two most frequently visited facilities, Atherstone Leisure Complex and Coleshill Leisure Centre, and on two of the Bank Holiday dates, one during the summer and one during the Christmas / New Year period. As already alluded to in this report, visitor numbers and, therefore, income levels are much lower on Bank Holidays than would be expected at other times of the year. Indeed, despite extensive marketing, income has been reduced to approximately 30% of normal levels during previous Bank Holiday openings. The facilities are also considerably more expensive to open on Bank Holidays, principally due to the higher staffing costs associated with the need to pay enhanced rates for working at these times. In 2011, therefore, the Board determined not to open the facilities on Bank Holidays due to the consequent adverse cost implications associated with doing so. Should Members wish to review the option of opening the facilities on Bank Holidays, there would be a need to adjust the revenue budget proposals presented elsewhere on this agenda. By way of example, it would cost an extra £2,300 to open Atherstone Leisure Complex on a Bank Holiday over the Christmas / New Year period and an extra £3,000 on a Summer Bank Holiday. Opening Coleshill Leisure Centre over the Christmas / New Year period would cost an extra £1,000 and an extra £1,600 on a Summer Bank Holiday.

5 Report Implications

5.1 Finance and Value for Money Implications

5.1.1 Proposed budgetary provision for 2016 / 17 will provide for the extent of closure indicated in this report. The proposed schedule will also enable the facilities to minimise the impact of the closures and remain open during periods of higher

customer demand. The 2016 / 17 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 above.

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 and Sustainability Implications

5.3.1 There is a judgement to be made on the balance between the likely low level of demand for the services on the proposed days of closure and the potential benefits for the health and well-being 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.

5.4 Health, Well-being and Leisure Implications

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

5.5 Human Resources Implications

5.5.1 None, other than the proposed 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.

5.6 Risk Management Implications

5.6.1 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 proposals contained in the report and the risk is felt to be minimal, given that the proposed closures are scheduled for the periods of lowest customer use.

5.7 Equalities Implications

5.7.1 Opening hours are monitored in relation to demand. It is not believed that these opening hours, or the proposed 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 proposed Bank Holiday closure of leisure

facilities has previously been reported to Board. The Assessment has been reviewed and remains unchanged.

5.8 Links to Council's Priorities

5.8.1 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 well-being opportunities
- Promoting sustainable and vibrant communities

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

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

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

Agenda Item 12

Community and Environment Board

18 January 2016

Report of the Assistant Chief Executive And Solicitor To The Council

Prosecutions Taken By The Environmental Health Division 2015

1 Summary

- 1.1 The report provides details of those prosecutions taken by the Environmental Health Division during the calendar year 2015.

Recommendation to the Board

That the report be noted.

2 Consultation

- 2.1 The Chairman and Vice Chairman and the Opposition Spokesperson 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 and Health Promotion). These duties relate to food safety, health and safety at work, licensing, pollution control and animal welfare. This delegation was conditioned, requiring an annual report to your Board detailing all prosecutions taken.
- 3.2 The Division always tries to offer support to businesses in the first instance to help them to comply with the law. However, enforcement remains an important tool for those businesses and individuals that can not 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. These policies are reviewed annually 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 2015.

DATE	DEFENDANT	LOCATION	OFFENCES	PENALTY
30/03/15	Sarah Miles	Wood Lane, Arley (twice), Mill Lane and Church Lane, Ansley.	Duty of care – domestic waste. Environmental Protection Act 1990.	Conditional discharge effective for nine months plus £327 costs.
22/06/15	Michael and Gail Ellis	Rush Lane, Whateley.	Duty of care – domestic waste. Environmental Protection Act 1990.	Fine and costs of £220 each
20/04/15	Hifzul Ahmed	Indigo Lounge, Polesworth	Seven offences - Food Safety and Hygiene (England) Regulations 2013	Fines and costs totalling £1170.
19/10/15	Anise Kasraoui	Freasley	Fly tipping. Environmental Protection Act 1990	£1520 fines and costs
21/12/15	Ian Thomas Mobbs	Clock Inn, Long Street, Atherstone	Unauthorised sale of alcohol S.136 Licensing Act 2003	£840 fines and costs.

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.

4.8.2 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 Stephen Whiles (719326).

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 13

Community and Environment Board

18 January 2016

Report of the Chief Executive and the Deputy Chief Executive

Progress Report on Achievement of Corporate Plan and Performance Indicator Targets April – September 2015

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 2015.

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 2015/16. This is the second report showing the progress achieved so far during 2015/16.

4 Progress achieved during 2015/16

- 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 2015/16 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 2015/16.

6 Overall Performance

- 6.1 The Corporate Plan performance report shows that 88% of the Corporate Plan targets and 70% 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	88%
Amber	2	12%
Red	0	0%
Total	17	100%

Performance Indicators

Status	Number	Percentage
Green	7	70%
Amber	3	30%
Red	0	0%
Total	10	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 the provision of leisure provision, play area development plan and green space strategy.

8.2 Legal and Human Rights Implications

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

8.3 Environment and Sustainability Implications

8.3.1 Improvements in the performance and quality of services will contribute to improving the quality of life within the community. There are a number of specific actions and indicators included within the report which contribute towards improving the environment and sustainability including the carbon management plan, green space strategy and refuse and recycling.

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

NWCP Community & Environment Board 15/16





















	Action	Priority	Reporting Officer	Quarter 1 Update	Quarter 2 Update	Status	Direction
NWCP 016	Through the North Warwickshire Community Partnership and in conjunction with partner agencies, continue to work with individuals and communities to help raise levels of aspiration, attainment and skills and report on progress by March 2016	Supporting Employment & Business	Simon Powell	A ten week cooking programme took place at the Queen Elizabeth School in Atherstone, engaging with 14 individuals, teaching people how to cook fresh wholesome meals on a budget. Seven participants also achieved their food hygiene certificate.	A second cooking programme is being planned at Queen Elizabeth School in Atherstone, which will be undertaken in October 2015. Consideration is also be given to the development of a community allotment project, also in Atherstone.		
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	A number of actions have taken place as part of the renovation or replacement of Council buildings. A lack of staff resource will hamper the full implementation of the Action Plan but a feasibility study in District Heat networks has been completed.	AA number of actions have taken place as part of the renovation or replacement of Council buildings. A lack of staff resource will hamper the full implementation of the Action Plan but a feasibility study in District Heat networks has been completed.		
NWCP 018	To maintain a very high standard of street cleanliness (95%) throughout the Borough and target those areas of highest community value to deliver as efficient and cost-effective a service as possible and to continue to raise awareness (both public and other agencies) of the problem of litter, fly-tipping and dog fouling, using suitable enforcement measures where appropriate	Protecting our Countryside & Heritage	Richard Dobbs/Angela Coates	Street cleanliness standards have dropped during the first quarter of 2015/16 due to mechanical problems and stretched resources within the division. Options to address both those key issues are being explored	Due to resource issues no street cleansing inspections have been completed.		
NWCP 022	To implement phase 8 of the North Warwickshire Green Space Strategy in accordance with its revised Action and Funding Plan and corresponding Management Plans for Parks and Recreation Grounds, where appropriate.	Improving Leisure & Wellbeing Opportunities	Simon Powell	Progress in respect of phase 8 of the Green Space Strategy is proceeding satisfactorily, having due regard to the capacity available for implementation work	Progress continues to be made in respect of delivery of phase 8 of the Green Space Strategy, having due regard to resources and the capacity available for implementation work		
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 approved Health Improvement Action Plan, including its focus on priorities that are compatible with those of the Community Partnership and the Northern Warwickshire Health and Wellbeing Partnership, the promotion of healthy lifestyles and raising levels of physical activity, in particular for children and young people	Improving Leisure & Wellbeing Opportunities	Simon Powell	Public Health tenders for Structured Family Weight Management, Exercise on Referral and Adult Weight Management programmes have been awarded and local activity will commence imminently. A #onething bus tour of North Warwickshire saw 60 people making pledges to change their lifestyle and 96 mini health checks undertaken. Big Day Out took place at Royal Meadow Drive in May, with around 600 members of the community attending. A singing "flash mob" in Atherstone Market Square launched Dementia Awareness Week, the video of which has had over 10,000 views on social media	Exercise on Referral and Family Weight Management (Change Makers) programmes have commenced in North Warwickshire. A further Big Day Out event took place, this time at Snow Hill Recreation Ground in Hartshill, which attracted more than 1500 people.		

	Action	Priority	Reporting Officer	Quarter 1 Update	Quarter 2 Update	Status	Direction
NWCP 029	Carrying out the Council's obligations as a member of the Warwickshire Safeguarding Children Board, including those relating to the Child Protection Policy and the Section 11 Audit Action Plan and to co-ordinate all related activity alongside the need to safeguard adults and other vulnerable people in the community, where appropriate	Creating Safer Communities	Simon Powell	The Child Protection Policy 2015 to 2019 was adopted by Executive Board in June 2015. Universal Awareness Training is currently being delivered by internal trainers. Relevant staff have also undertaken a full day Child Sexual Exploitation training course. In future, the Borough Council will be delivering an accredited combined Universal and Child Sexual Exploitation course. Actions arising from the Section 11 Audit are being delivered	The Child Protection Policy, 2015 to 2019, was adopted by Executive Board in June 2015. A new combined Universal Child Protection and Child Sexual Exploitation training course has been approved by the Warwickshire Safeguarding Children Board and is now being delivered to staff by internal trainers. Relevant staff have also undertaken a full day Child Sexual Exploitation training course. Further actions arising from the Section 11 Audit are being delivered according to the supporting Action Plan.		
NWCP 055	To report annually on progress on the Customer Access Strategy, including the development of existing Community Hubs, the BOB bus, increased take-up of online services, the success of driving channel shift and the ongoing provision of welfare support, together with partners	Promoting Sustainable & Vibrant Communities	Bob Trahern	Activities continue as part of the Divisional Service Plan and we continue to deliver with our Financial Inclusion partners and other divisions to deliver this agenda. A report is being taken to the Community & Environment board in July as to how to ensure Members continue to be engaged in this cross cutting commitment	Activities continue as part of the Divisional Service Plan and we continue to deliver with our Financial Inclusion partners and other divisions to deliver this agenda. A report is being taken to the Community & Environment board in July as to how to ensure Members continue to be engaged in this cross cutting commitment. The November / December edition of North Talk promoted the availability of a number of on line services.		
NWCP 081	To further review the new refuse and recycling service introduced in October 2013, to improve the efficiency and effectiveness of the service and maintain (subject to reviewing the impact of market changes) the Council's recycling rate and report to Board on the operational impact by March 2016	Promoting Sustainable & Vibrant Communities	Richard Dobbs	New vehicles are on order to improve the refuse and recycling service's resilience and flexibility and to increase collection capacity. A review of all aspects of the refuse & recycling operation is currently being undertaken	The new vehicles are on schedule and due to be delivered before the end of January 2016. In-cab solutions will be put in place in March/April with an interim report on service options to C&E Board in March		
NWCP 090	To encourage new active rural businesses and, in particular, in partnership with the Local Action Group and Hinckley & Bosworth Borough Council, ensure the successful delivery of the first year of engagement with the new 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 2016	Supporting Employment & Business	Simon Powell	A number of activities have been undertaken in preparation for the launch of the new programme in October 2015. Officers from both authorities have attended a series of training days delivered by DEFRA. Four sector specific sub-groups have been established, and inaugural meetings have taken place. Content of the Delivery Plan (due to be submitted to DEFRA by 31 July) has been developed and agreed by the LAG. Recruitment to the Project Manager post is underway	Activity continues to be undertaken in preparation for the launch of the new LEADER programme in November 2015. A Delivery Plan has been prepared and submitted to DEFRA for approval, a Project Manager has been appointed and a launch event is being organised for 05 November 2015. A new website has been developed and Facebook and Twitter accounts have been created. Publicity material has also been produced to support the launch event.		

	Action	Priority	Reporting Officer	Quarter 1 Update	Quarter 2 Update	Status	Direction
NWCP 091	To build a model with Job Centre Plus to implement the requirements of Universal Credit and in particular our input into the Universal Support/Delivery local agenda. This will also be extended to supporting outcomes impacted by new disability rules	Promoting Sustainable & Vibrant Communities/Supporting Employment & Business	Bob Trahern/Angela Coates	This is being progressed well. The co location of Jobcentre Plus has been in place for a year and we have a number of joint regional events planned to help ESA customers impacted by Government changes over the next 9 months. The implementation of Universal Credit will be starting in the borough in late October albeit this will only have a limited initial impact as it will only affect single people and couples with no children	Universal Credit officially goes live on 26th October although with the timetable for full roll out now delayed until 2020 it is expected to have limited impact as previously advised. We are currently evaluating the more immediate impact of the wider welfare benefit reforms announced in July which will impact on many households particularly around the impact of reducing tax credits and in respect of younger people from 2016 onwards. We will also continue to work closely with JC+ to review how best to support those customers whose disability benefits are at risk of being reduced following their Personal Independence Payment assessment.		
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	NWBC is working with Highways England, WCC and the other local authorities across the sub-region to develop and agree a highways cleansing protocol	A Highways Protocol has now been agreed between Highways England and all the local authorities in the sub-region. It was officially signed at the meeting of the Warwickshire Waste Partnership on 16th December, 2015		
NEW	To report on a phased basis on the various aspects of Leisure provision across the Borough, commencing with a report on Leisure facilities by February 2016	Improving Leisure & Wellbeing Opportunities	Simon Powell		Work has commenced on a review of the Authority's leisure facility provision, in respect of which a report will be brought to Members in due course.		
NEW	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 2016	Promoting Sustainable & Vibrant Communities	Steve Maxey		Two pilot walks will be proposed in two wards for members to agree.		
NEW	In order to promote and support community life, the Borough Council:- a) Works in conjunction with partners, stakeholders and the local community in order to advance the priorities and objectives of the Sustainable Community Strategy including, in respect of the commitment to improve access to opportunities, services and facilities for local residents; b) Will actively engage with the Warwickshire Third and Public Sector Partnership Group, with a view to ensuring the appropriate engagement of community groups, organisations and individuals in the co-ordinated delivery of local activity that is designed to support and enhance community life	Promoting Sustainable & Vibrant Communities	Bob Trahern/Simon Powell	This work is progressed through a number of very active forums which include many public and third sector agencies working together to deliver common objectives. These include but are not limited to the NW Community Partnership; and the NW Financial Inclusion Partnership Partnership which enable us to deliver our three key corporate objectives. The Council has an excellent reputation for its work in this area and its relationship with its partners have resulted in its ongoing success in accessing external funding to deliver its wider objectives (Leader; DWP; a number of Voluntary Sector grants)	Building on the previous quarters comments, in the last quarter the ACE (CS) has spoken at a number of Third Sector events promoting the work of the partnership and we also held a very successful day in August looking at improving how we deal with our customers with debts due to us which will inform how we better approach their issues going forward. This will particularly involve working with the CAB through a number of projects that will be delivered from a number of hub venues. The Borough Council is also actively engaged with the Warwickshire Third and Public Sector Partnership Group		

	Action	Priority	Reporting Officer	Quarter 1 Update	Quarter 2 Update	Status	Direction
NEW	To work in partnership with the County Council and other agencies on a review of the car parking in the Borough, to include on and off street car parking and including exploring the introduction of civil parking enforcement	Promoting Sustainable & Vibrant Communities	Richard Dobbs	The implementation of CPE within the Borough has been agreed in principle and support for its formal implementation given by NWBC for WCC to start the consultation process	Work on implementation of CPE is now formally underway with the initial application made by WCC and a joint meeting established for January to discuss the way forward		
NWCP 003	To report annually in March on the work of the local Financial Inclusion Partnership including for 2015/16 activity with the CAB and Warwickshire Welfare Rights Activity and the local impact of the Welfare Reform programme	Promoting Sustainable & Vibrant Communities	Bob Trahern	Activities continue as part of the Divisional Service Plan and we continue to deliver with our Financial Inclusion partners and Housing to deliver on this agenda. The food projects with local business support continue to support a wide range of activities and we will be embarking on a major review of all outstanding Council Tax and Housing debts to the Council as well as the likely impact of as yet unknown welfare reforms to be announced in July. This will take place over the next 9 months.	Building on the previous quarters comments, activities as detailed elsewhere in this report continue which will form the basis of the summary report that will be presented to board at the end of the financial year.		
	To work with public, voluntary and business partners to deliver ongoing food-related projects to support individuals and community organisations and report to Community & Environment Board by March 2016	Promoting Sustainable & Vibrant Communities	Bob Trahern	The arrangements with our food partners (Chapter One and Ocado) continue to enable us to support a number of new community groups and projects both in and outside the borough that is enabling us to support many initiatives that are helping support people in terms of their problems or in engagement. Discussions with Aldi will start in July and will see us expand our support to include fresh fruit and vegetables	The fresh fruit and vegetable arrangements with Aldi have settled in well and are helping us support public health weight management projects as well as food parcels. The 4th cooking community course is being delivered from QE School and we have had some very productive discussions with Ocado and a potential new charity Super Kitchen which hopefully will see us able to access regular supplies of meats and build on what we are doing locally and more importantly enable us to access external grants to support this work		

NWPI Community & Environment Board 15/16

Ref	Description	Section	Priority	Year End Target	April - Sep Performance	Traffic Light	Direction of Travel
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	89	 Amber	
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	88	 Amber	
NWLPI 085	Swimming pools and sports centres: The net cost per swim/visit	Leisure Facilities	Health and Well-being	1.90	1.31	 Green	
NWLPI 086	Leisure Centres - Total income per visit	Leisure Facilities	Health and Well-being	2.47	2.59	 Green	
NWLPI 119	Number of collections missed per 100,000 collections of household waste (former BV88)	Refuse & Recycling	Recycling	125	90.03	 Green	
@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	49.74%	 Green	
@NW:NI195a	The percentage of relevant land and highways that is assessed as having deposits of litter that fall below an acceptable level.	Streetscape	Environment	5	-	-	-
NWLPI 163	Number of projects/programmes being delivered	Partnership & Development	Health & Well-being	50	48	 Amber	
NWLPI 165	Number of people engaged on projects/programmes	Partnership & Development	Health & Well-being	1600	1645	 Green	
NWLPI 166	Percentage of people who are 'better off'	Partnership & Development	Health & Well-being	75	75.00%	 Green	
NWLPI 167	Satisfaction with service delivered	Partnership & Development	Health & Well-being	90	90.00%	 Green	

Comments
Only 9 visits outstanding
Only 8 visits outstanding
Due to various resource issues no street cleansing inspections have been completed. M Kennell will be undertaking inspections before Christmas.
Attendance at Hartshill Big Day Out exceeded expectations
No change as no further questionnaires undertaken
No change as no further questionnaires undertaken

Agenda Item No 14

**Community and Environment
Board**

18 January 2016

**Report of the
Chief Executive**

Exclusion of the Public and Press

Recommendation to the Board

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

Agenda Item No 15

Arley Sports Centre - Report of the Assistant Director (Leisure and Community Development).

Paragraph 1 – by reason of the report relating to staffing and financial matters.