

**To: The Deputy Leader and Members of the
Community and Environment Board
(Councillors Phillips, Barber, Fowler, Fox,
Freer, Hayfield, Lewis, B Moss, M Moss,
Pickard, Smith, Winter and Wykes).**

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

16 March 2015

The Community and Environment Board will meet in The
Committee Room, The Council House, South Street,
Atherstone on Monday 16 March 2015, 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 **Request for discussion of En Bloc items and approval of remaining En Bloc items.**

5 **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

PART A – ITEMS FOR DISCUSSION AND DECISION

6 **Minutes of the Meeting of the Board held on 19 January 2015** – copy herewith, to be approved as a correct record and signed by the Chairman.

7 **North Warwickshire Green Space Strategy Progress Report** – Report of the Assistant Director (Leisure and Community Development)

This report informs Members of progress in respect of delivery against the priorities set out in the North Warwickshire Green Space Strategy and presents the supporting Action Plan for Year 8 of the Strategy for approval.

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

8 **Financial Assistance to Outside Organisations** - Report of the Assistant Director (Leisure and Community Development)

Borough Council support for outside organisations is provided in many ways, including through its Annual Grants scheme and through wider partnership agreements. Four requests for assistance through the provision of an annual grant have been received; from Warwickshire Community and Voluntary Action (WCAVA) for funding towards a third year extension to its initial three-year countywide agreement, from North Warwickshire Citizens Advice Bureau (NW CAB), from Live and Local for support towards a new countywide Key Client Agreement and from the North Warwickshire Allotment Federation.

The Contact Officer for this report is Jaki Douglas (719492).

9 **LEADER – Outcome of Funding Application** - Report of the Assistant Director (Leisure and Community Development)

This report notifies the Board of the outcome of the North Warwickshire and Hinckley and Bosworth application for funding within the new LEADER programme (2015 to 2020) and updates Members on the anticipated future of the programme.

The Contact Officer for this report is Rachel Stephens (719301).

- 10 **Development of New Indoor Leisure Facilities in Coleshill** - Report of the Assistant Director (Leisure and Community Development)

This report updates the Board on progress in respect of the development of new indoor leisure facilities in Coleshill, most particularly in respect of the capital finance implications of the project.

The Contact Officer for this report is Simon Powell (719352).

- 11 **Financial Inclusion Activity Update** - Report of the Assistant Chief Executive (Community Services)

The purpose of this report is to provide Members with an update of the Financial Inclusion activity undertaken by the Council and some of its partners in the last twelve months.

The Contact Officer for this report is Bob Trahern (719378).

PART B – ITEMS FOR EN BLOC DECISIONS (YELLOW PAPERS)

- 12 **Progress Report on Achievement of Corporate Plan and Performance Indicator Targets April – December 2014** -Report of the Chief Executive and the Deputy Chief Executive

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 December 2014.

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

- 13 **Notes of the North Warwickshire Financial Inclusion, Consumer Empowerment and Community Workers Forum meeting held on 14 January 2015.**

The notes of the North Warwickshire Financial Inclusion, Consumer Empowerment and Community Workers Forum meeting held on 14 January 2015 to be received and noted.

- 14 **Notes of the Hub Task and Finish Group held on 15 January 2015.**

The notes of the North Warwickshire Borough Council Access Task and Finish Group held on 15 January 2015 to be received and noted.

JERRY HUTCHINSON
Chief Executive

NORTH WARWICKSHIRE BOROUGH COUNCIL

MINUTES OF THE COMMUNITY AND ENVIRONMENT BOARD

19 January 2015

Present: Councillor Phillips in the Chair.

Councillor Fowler, Freer, Morson, M Moss, Pickard, Smith, Winter and Wykes.

Apologies for absence were received from Councillors Barber, Hayfield, Lewis, (Substitute Morson) and B Moss.

23 **Disclosable Pecuniary and Non-Pecuniary Interests**

Councillor Fowler declared a Non-Pecuniary interest in Minute 29 – Development of New Indoor Leisure Facilities in Coleshill by reason of being a Governor at The Coleshill School.

24 **Minutes of the Meetings of the Board held on 20 October 2014**

The minutes of the meeting held on 20 October 2014, copies having been previously circulated, were approved as a correct record and signed by the Chairman.

25 **Corporate Plan 2015-16**

The Board's approval was sought for the Corporate Plan Key Actions for which it was responsible and also for the 2015-16 Service Plans of the Leisure and Community Development, Streetscape and Environmental Divisions.

Recommendation to Executive Board

- a **That those Corporate Plan Key Actions set out in Appendix A to the report of the Chief Executive for which the Community and Environment Board is responsible be agreed; and**

Resolved:

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

26 **General Funds Fees and Charges 2015/16**

The Board was asked to consider the proposed fees and charges for 2015/16.

Resolved:

That the schedule of fees and charges for 2015/16 as set out in the report be accepted.

27 **General Fund Revenue Estimates 2015/16**

The Deputy Chief Executive presented the revised budget for 2014/15 and an estimate of expenditure for 2015/16, together with forward commitments for 2016/17, 2017/18 and 2018/19.

Resolved:

- a That the revised budget for 2014/15 be accepted; and**

Recommendation to Executive Board

- b That the growth bid as set out in paragraph 6.1 of the report of the Deputy Chief Executive, be approved; and**
- c That, subject to the inclusion of the growth bid at (b) above, the Estimates of Expenditure for 2015/16, as submitted in the report of the Deputy Chief Executive be included in the budget to be brought before the meeting on 10 February 2015.**

28 **Capital Programme 2015/16 to 2017/18**

The Assistant Director (Finance and Human Resources) detailed proposals for schemes to be included within the Council's capital programme over the next three years.

Resolved:

- a That the schemes previously approved within the Council's three year capital programme be supported;**
- b That the inclusion of the proposed new schemes within the Council's provisional three year programme, be supported; and**
- c That the schemes which will not be included within the capital programme, be noted.**

29 Development of New Indoor Leisure Facilities in Coleshill

The Assistant Director (Leisure and Community Development) updated the Board on progress in respect of the development of new indoor leisure facilities in Coleshill.

Resolved:

That the report be noted.

30 Grounds Maintenance Service Review – Proposed New Service Delivery Arrangements

The Board was informed of the principles of a proposed re-organisation of delivery arrangements for the Authority's grounds maintenance services and for a rationalisation of the associated budgets.

Resolved:

That the proposed new grounds maintenance service arrangements and associated proposed rationalisation of budgets be approved.

31 Recycling – Necessity and Practicability Assessment (TEEP) Final Report

The Assistant Director (Streetscape) reported on the findings of the recent Practicability and Necessity Assessment of North Warwickshire Borough Council's recycling services and their compliance with the separate collection requirements of the Waste Framework Directive 2008.

Resolved:

- a That the findings set out in Appendix A of the report of the Assistant Director (Streetscape), be endorsed; and**
- b That a further report be brought back to the Board in twelve months' time which reviews the MRF arrangements for sorting glass to ensure continued compliance.**

32 Prosecutions taken by the Environmental Health Division

The Board were provided with details of those prosecutions taken by the Environmental Health Division during the calendar year 2014.

Resolved:

That the report be noted.

33 **Progress Report on Achievement of Corporate Plan and Performance Indicator Targets April – September 2014.**

Members were informed of progress with the achievement of the Corporate Plan and Performance Indicator targets relevant to the Board for April to September 2014.

Resolved:

That the report be noted.

H Phillips
Chairman

Agenda Item No 7

Community and Environment Board

16 March 2015

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

**North Warwickshire Green Space
Strategy Progress Report**

1 Summary

- 1.1 This report informs Members of progress in respect of delivery against the priorities set out in the North Warwickshire Green Space Strategy and presents the supporting Action Plan for Year 8 of the Strategy for approval.

Recommendation to the Board

- a That progress in respect of the implementation of the provisions of Year 7 of the North Warwickshire Green Space Strategy be noted and that the Action Plan for Year 8 be approved;**
- b That the proposed amendment to the Management Agreement in respect of Local Nature Reserves to include a minimum payment for the three years to 2017/18, funded through the existing revenue budget, subject to the availability of resources, be approved;**
- c That the Board resolves to dedicate Piccadilly Sports Field as a Centenary Field; and**

Recommendation to the Executive Board

- d That, subject to a successful external funding bid, the proposal to include the project at Hurley Daw Mill Sports Ground in the 2015/16 capital programme be approved.**

2 Consultation

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

3 Introduction

- 3.1 The North Warwickshire Green Space Strategy (2008 to 2018) was formally adopted by the Executive Board at its meeting held on 8 December 2008. At that meeting, the Board also considered the supporting Action and Funding Plan, which it approved in principle, pending the need to consider each phase of the Plan within the context provided by the Council's overall capital and revenue requirements.
- 3.2 The Action Plan, which is rolled forward annually, directs the work of the Landscape Management Section within the Leisure and Community Development Division, but depends, for its successful delivery, on extensive partnership working both within and outwith the Authority. Progress in respect of the implementation of the Action Plan was last reported to the Board at its meeting held in October 2014. A summary of overall performance to date is attached at Appendix A and copies of the Action Plan itself have been placed in Members' Group Rooms.
- 3.3 The Green Space Strategy sets out a number of policy and service priorities, a set of area-based priorities and policies in respect of resources and monitoring and development. Progress in those areas of activity that has been made since the last report to the Board is set out in sections 4 to 6 below.

4 Service Priorities

4.1 Maintenance and Cleanliness

- 4.1.1 A key priority in this section of the Strategy is to "review current grounds maintenance arrangements to ensure coherent and appropriate work programming and adequate allocation of resources". Good progress has been made this year in addressing this priority and proposed new arrangements for the delivery of grounds maintenance services were approved by the Board at its meeting held in January 2015.
- 4.1.2 Another key priority is to explore opportunities for alternative maintenance arrangements for certain sites, such as through partnership working with other providers. This is currently being advanced in two areas in particular – the maintenance of Local Nature Reserves and the management of a number of sports facilities. More details in this regard are set out in sections 4.4 and 4.6 below.

4.2 Safety and Security

- 4.2.1 The Green Space Strategy identifies a commitment to investment in basic service improvements by improving site infrastructure. A programme of

related work is prepared annually within the context of available revenue, capital and external funding resources. In 2014/15 those resources have primarily been directed towards the implementation of Green Space Management Plans, which are realising significant improvements to a number of sites, as set out in section 5 below and summarised in Appendix B.

4.3 **Tree Management**

4.3.1 Progress in respect of the Tree Management Programme was last reported to the Board in March 2014. Members will recall that the part-time post of Landscape Officer (Trees) has been vacant for some time and that whilst the proactive tree inspection programme had been suspended, reactive work continues with the support of Warwickshire County Council's Arboricultural Officer.

4.3.2 To date during 2014/15, 120 reactive inspections have been undertaken (a 20% increase on the previous year) resulting in works to 105 trees (a 28% increase) and five overgrown hedges. Of these, 23 trees were felled as they were dead, dying or dangerous or to abate a nuisance to adjoining properties (compared to 21 in the previous year) and one fell in high winds. The increase in reactive work continues the trend of 2012/13 and 2013/14 and reflects the lack of a proactive and systematic inspection programme.

4.3.3 Extensive proactive works were, however, undertaken again at Daffern's Wood Local Nature Reserve in accordance with the site Management Plan. (section 4.4 below).

4.4 **Biodiversity and Climate Change – Local Nature Reserves**

4.4.1 The Green Space Strategy sets out a number of priorities in respect of the conservation and enhancement of biodiversity through habitat creation and management, to which the ongoing Local Nature Reserves project (the Wild:LIFE Project) is making a significant contribution. Four reserves have been created with, as previously reported, those at Abbey Green Park in Polesworth and Daffern's Wood in New Arley having been formally declared in April 2013. Formal declarations were subsequently made for the Reserves at Kingsbury Meadow and Cole End Park, Coleshill, in December 2014.

4.4.2 Members will be aware that the Authority is working in partnership with Warwickshire Wildlife Trust to manage the reserves, funded through the revenue budget. Through this arrangement, the Trust is carrying out specialist conservation management on each site and supporting the Friends of Daffern's Wood group, which is now actively involved in managing that site. The Trust is also providing a programme of events to encourage the establishment of Friends Groups for the other three sites.

4.4.3 A report of the Wildlife Trust's work over the year is attached at Appendix C. From this it can be seen that, even at this early stage, there is a measureable increase in the number and variety of species present on the Reserves. It can also be seen that local communities have been actively engaged with the

project throughout the year, through volunteering or by attending events and that subsequent feedback has been very positive.

4.4.4 At its meeting held in May 2014, the Board authorised the Assistant Chief Executive and Solicitor to the Council to enter into a 15-year Management Agreement with the Wildlife Trust in respect of the ongoing management of the Reserves, which has not yet been effected. Under the Agreement the Trust is required to submit a budget for approval by 1 September each year in respect of expected expenditure in the ensuing financial year. In 2014/15 this amounted to £16,850 payable by the Borough Council, with the Trust providing £18,590 of added value through match funding support. The projected figures for 2015/16 are £16,350 and £17,170 respectively, on which basis appropriate provision has been made in the revenue budget for the Council's contribution. Full details of the projected costs, together with the agreed work programme for the coming year, are shown in Appendix D.

4.4.5 Before committing to the longer term Management Agreement, however, the Wildlife Trust has asked whether there could be some indication of financial support going forward. As a third sector organisation the Trust is concerned that there may be a risk of diminishing funds for its work, which could be detrimental to the organisation, and so is anxious to mitigate any financial and reputational risks that could arise. The Wildlife Trust has been a valued partner over the past four years and its continued involvement in the development of the sites is invaluable in advancing a sustained and consistent approach to both conservation management and community engagement. Members, therefore, are asked to consider an amendment to the draft Management Agreement to include a) a minimum level of payment of £15,000 for each of the three years 2015/16 to 2017/18, which would be met from the existing revenue budget, subject to that sum at least being matched by way of "added value" contributions from the Trust and b) provision to review the minimum payment on a three-yearly basis.

4.5 Partnership Working

4.5.1 In addition to promoting partnership working to improve and manage the Authority's own sites, such as at Hurley Daw Mill Sports Ground (4.6 below) and at the Local Nature Reserves, the Strategy recognises the important role that other providers have in delivering green space provision across the Borough. It therefore commits the Authority to supporting partners where their green spaces have been identified as Area Priorities.

4.5.2 Progress in respect of projects with Atherstone and Coleshill Town Councils and Nether Whitacre Parish Council is reported in section 4.9 and with Shuttington and Polesworth Parish Councils in section 5 below.

4.6 Outdoor Sports – Hurley Daw Mill Sports Ground

4.6.1 Members will be aware that, subsequent to the Board's approval at its meeting held in May 2014, it is intended to underlet Hurley Daw Mill Sports Ground to Hurley Kings Football Club. Since the Board was last updated in

respect of this project consultants have been appointed, on the advice of Birmingham County FA, to prepare detailed proposals, cost estimates and a funding plan for the provision of changing facilities, boundary fences, improvements to the three existing pitches (primarily drainage) and the creation of a new five-a-side football pitch. A planning application in respect of these works has now been submitted. Details have also been forwarded to the Coal Industry Social Welfare Organisation (CISWO) for consent as landlord and to inform preparation of the required Licence to Underlet.

- 4.6.2 It is expected that the total cost of the project will be in the order of £465,000. In addition to the Borough Council's contribution of £10,185 set aside in earmarked reserves, the Club has, to date, secured a grant offer of £115,000 from Sport England and has committed to contributing £10,000 from its own resources. On the advice of Birmingham County FA, it is proposed that the Borough Council should be the employer in respect of the works, as the Club does not yet have security of tenure. An application for the remaining funding has, therefore, been jointly submitted to the Football Foundation by the Club and the Borough Council. The Borough Council will be responsible for compliance with the terms and conditions of the grant until the responsibility transfers to the Club on the execution of the proposed Underlease. The Board is asked to recommend to the Executive Board the inclusion of the project within the 2015/16 capital programme on this basis, subject to the outcome of a successful grant application to the Football Foundation.
- 4.6.3 An indicative programme of works has been prepared in which it is anticipated that tenders will be invited for the building works by the end of March 2015 and for the pitch improvements by April 2015. Subject to successful outcomes of both the planning application and the funding bid it is hoped that pitch improvement works will then commence in May 2015 and building works in June 2015. The existing, but improved, pitches should then be available for use from September 2015, with the new five-a-side pitch, which will require a longer establishment period, becoming available from August 2016. The building should be complete and in use by November 2015, at which point the Underlease to the Football Club will be effected.
- 4.6.4 The consultants have also been working closely with the Football Club to ensure that it has sound business and development plans in place. This will ensure that the Club will be able to effectively manage and maintain the facility in the future, whilst also growing as an organisation and offering increased opportunities for participation in sport in North Warwickshire.

4.7 Outdoor Sports – Abbey Green Park Bowling Green, Polesworth

- 4.7.1 Further to the Board's approval of the proposal to lease the bowling green in Abbey Green Park to Polesworth Bowls Association, this agreement is expected to be in place from April 2015. The Partnership and Development Section is working with the Association to help it source appropriate training and funding for equipment to ensure that it can sustain the maintenance of the facility in the future.

4.8 Outdoor Sports – Playing Pitch Strategy

4.8.1 The North Warwickshire Playing Pitch Strategy, preparation of which was identified as a priority within the Green Space Strategy, has been in place since October 2010. This is a key document in advancing outdoor sports provision to meet the needs of communities across North Warwickshire. It is also material to the Planning process.

4.8.2 The Playing Pitch Strategy (PPS) was prepared in accordance with Sport England’s guidance at the time. However, the guidance was revised by Sport England and the National Governing Bodies (NGBs) in 2013 and now states that:

“If no review and subsequent update has been carried out within three years of the PPS being signed off then Sport England and the NGBs would consider the PPS and the information on which it is based to be out of date. The nature of the supply and in particular the demand for playing pitches will be likely to have changed over the three years. Therefore, without any form of review and update within this time period it would be difficult to make the case that the supply and demand information and assessment work is sufficiently robust.”

4.8.3 By this definition, the North Warwickshire Playing Pitch Strategy would be considered by Sport England to be out of date, which could impact adversely on both Forward Planning and Development Control processes. As the guidance acknowledges, “developing a playing pitch strategy requires significant resources from a range of parties”. A priority in 2015/16, therefore, will be to determine a way forward to resource and effect a review of the Playing Pitch Strategy.

4.9 Children and Young People

4.9.1 The Green Space Strategy recognises the vital role of green space in helping children and young people to develop skills through play and social interaction and commits the Authority to supporting the development of a strategic network of play facilities across the Borough. The Play Area Development Programme aims to meet this commitment through delivery of an associated action plan, a copy of which is attached at Appendix E.

4.9.2 Members will be aware that £120,000 has been allocated in the capital programme to support phase three of the Development Programme, which is currently being advanced and has seen the installation of new play equipment at Boot Hill in Grendon in December 2014.

4.9.3 Further to the Board’s approval of the proposal to work in partnership with Atherstone Town Council, to improve the play facilities at Westwood Road, a scheme has now been agreed, informed by consultation with local children and young people, and the contract has been let. It is anticipated that installation will be underway by late March 2015 and completed by May 2015.

4.9.4 Further to the Board's approval of the proposal to support Coleshill Town Council to improve play provision at its Memorial Park, Officers are continuing to engage with the Town Council and its consultants as the project advances. Further progress will be reported to the Board in due course.

4.9.5 Officers in the Landscape Management and Partnership and Development Sections are also currently assisting Nether Whitacre Parish Council to advance proposals, and secure funding, for the improvement of play facilities at Whitacre Heath Recreation Ground. Similarly, Officers are assisting Polesworth and Shuttington Parish Councils to progress projects that include play provision, more details of which are set out in section 5 below.

4.10 Customer Engagement

4.10.1 The Green Space Strategy acknowledges the value of open space to communities and seeks to encourage people to use their local spaces and to take pride in their development. In particular, the Wild:LIFE project (section 4.4 above) actively engages local people in the development and management of the Local Nature Reserves and is supporting the establishment of "Friends Groups". Similarly, local communities are consulted during the preparation of site management plans and to inform proposals for the refurbishment of play facilities.

4.10.2 In addition to the events held earlier in the year, as previously reported to the Board, the Partnership and Development Section held an event at Old Arley Recreation Ground in October 2014 in conjunction with Public Health Warwickshire's "Big Day Out" and to mark the dedication of the Ground as a Queen Elizabeth II Playing Field. More recently, children from the local school joined the Mayor at the opening of the play area at Boot Hill in Grendon in January 2015.

4.10.3 The Authority also continues to support the North Warwickshire Allotment Federation with grant aid through an annual Service Level Agreement. From 2015/16 responsibility in this respect will be transferred from Landscape Management to Partnership and Development, as it is felt that this now more properly sits within the remit of Financial Assistance to Outside Organisations and will in future be reported as such.

5 Area-Based Priorities

5.1 Coleshill Area

5.1.1 As referred to in section 4 above, Officers are liaising with Coleshill Town Council as it advances the preparation of a Management Plan for Coleshill Memorial Park. The Town Council's landscape consultants have undertaken community consultation and have prepared a master plan for the site, which is due for consideration by the Town Council in March 2015.

5.2 Curdworth, Hurley and Wood End Area

- 5.2.1 This area includes the settlement of Piccadilly with its Sports Field and Community Centre. A specific priority identified in the Strategy is to “ensure there is no loss of publicly accessible open space within the area”.
- 5.2.2 Members will be aware of the dedication of four of the Authority’s recreation areas as Queen Elizabeth II Playing Fields through the Fields in Trust (FIT) campaign to mark the Diamond Jubilee. FIT is now delivering a similar initiative in partnership with The Royal British Legion to dedicate Centenary Fields in commemoration of World War 1 (WW1). The programme aims to protect at least one green space in every local authority area across the country. Sites put forward for dedication must be war memorial parks, contain a war memorial or have some other significance to WW1.
- 5.2.3 People of Piccadilly whose lives were lost in WW1 are remembered on commemorative boards located within the Community Centre. The Centre and adjoining Sports Field are the only recreation facilities available in the immediate area but are easily accessible to residents and are valued by the community. There is no known threat to the Field, which is subject to the usual protections through the Planning process and by virtue of being recognised as green space in the Open Spaces, Sports and Recreation Study (PPG17 Study). However, dedication of the site through the Centenary Fields programme would afford it protection in perpetuity and would provide reassurance to the local community that the Authority is committed to retaining it as green space. Such protection would also contribute to delivery of the priority set out in the Green Space Strategy (as 5.2.1 above). It is, therefore, proposed that the Board affords additional protection to Piccadilly Sports Field through its designation as a Centenary Field.

5.3 Arley and Whitacre Area

- 5.3.1 Members will recall that following a tendering exercise, the cost of the currently envisaged project to improve play provision at Bretts Hall Recreation Ground in Ansley Common is over budget by about £30,000, even should a bid for landfill tax funding be successful. Officers have reviewed both the scheme and the budgetary position but have so far been unable to find a way to address the shortfall. There is also concern that although the Ansley Common Residents’ Association has been very active in its support for the project it has, as yet, not been able to raise any funds itself. Officers feel that any application to an external funding body that cannot demonstrate a tangible partnership with the local community is unlikely to be successful. The current position has been discussed with Ward Members and Officers are continuing to work with the Residents’ Association. For the time being, however, an application for grant support has not been taken forward.
- 5.3.2 Outline proposals for improvements at Old Arley Recreation Ground have now been drawn up and cost estimates are in preparation and will be brought to a future meeting of the Board for consideration. As previously reported, the surface of the Multi-Use Games Area, which is managed by the Leisure Facilities Section, is nearing the end of its useful life. The condition of the surface is such that access cannot now be offered to customers on a regular

basis. The long-term future of the MUGA will be considered in the context of both the site management plan and the Playing Pitch Strategy.

5.4 Atherstone and Mancetter Area

5.4.1 Further to outline proposals for the improvement of Meadow Street Gardens having been drawn up, cost estimates have now been prepared that indicate a need for funding of around £75,000 for implementation. As agreed by the Board at its meeting held in October 2014, £25,000 will be earmarked towards the project funded from the Section 106 Agreement in respect of the redevelopment of the site of the former Police Station and Magistrates' Court in the town. Opportunities to secure further funding will be explored in 2015/16 in the hope that the project may be taken forward in due course.

5.5 Polesworth and Dordon Area

5.5.1 Members will be aware that £36,680 was allocated from the Birch Coppice Section 106 fund to support improvements at Kitwood Avenue Recreation Ground in Dordon, the last of the green space projects to be funded from this source.

5.5.2 Some initial hedgeworks were carried out in late spring 2014 at a cost of £4,230, leaving £32,450 available in the budget. This has since been augmented by £3,000 grant aid from Public Health Warwickshire towards improved footpaths and waymarking, to encourage the use of the Recreation Ground as a walking route to local schools and other facilities. This provides a budget of £35,450 for further works.

5.5.3 Tenders have now been secured for footpath and fencing improvements, the lowest of which is priced at £27,795. The contract for these works will be let shortly with a view to work commencing in early April. Further tenders, in respect of lighting works, are due to be returned at the end of February, the outcome of which will be reported verbally at the meeting.

5.6 Newton Regis and Warton Area

5.6.1 Members will be aware that detailed proposals for Shuttington Parish Council's recreation area in Alvecote, including much-needed new play provision, have been prepared. Contract documentation necessary to progress to tender stage has now also been completed, subsequent to a successful funding bid to the County Council by the Parish Council. Officers are now assisting the Parish Council to identify potential sources of funding to implement the project. Tenders will be invited when a potentially viable funding strategy has been determined.

5.6.2 As referred to in section 4 above, Officers have been helping Polesworth Parish Council and Warton Community Association to prepare proposals and a funding bid for the improvement of the Recreation Ground in Warton, including new play facilities. Tenders have now been secured and a

preferred contractor selected to take the project forward, subject to a successful outcome to a landfill tax funding bid in September 2015.

6 Resources, Monitoring and Development

6.1 Resources

6.1.1 The Green Space Strategy acknowledges the value attached to green spaces by the community for many forms of recreation and aims to ensure that the Authority's investment priorities reflect this, albeit within a challenging financial climate and with limited staff capacity. Expenditure in respect of the 2014/15 Green Space Improvements and Play Area Development Programmes is summarised in Appendices B and D.

6.1.2 Delivery against key priorities of the Strategy, from its inception to date, has to a great extent been made possible through external funding and grant aid. It is likely that securing such funding in the future will become more difficult as partners and funding bodies face similar pressures to those being experienced by the Authority at a time of increasing demand for their assistance.

6.2 Monitoring

6.2.1 The Green Space Strategy Action Plan includes sections setting out a suite of performance indicators against which progress in delivering key priorities is measured. The list of indicators is long, reflecting the complexity of issues being addressed and whilst some actions are discrete and can be completed, others will always be on-going undertakings. Performance, therefore, has been measured by both the percentage of actions completed and of those in progress.

6.2.2 The targets for performance in Year 7 (2014/15) are 52% of actions completed and 3% of proposed actions in progress. As can be seen from the summary in Appendix A, 39% of actions have been completed and 7% are in progress to date.

6.2.3 Targets for Year 8 (2015/16) have initially been set at 50% of actions to be completed and 5% in progress. However, at the conclusion of Year 8 the Strategy will only have a further two years to run. A priority in the coming year, therefore, will be to undertake a thorough review and revision of the Strategy and its supporting Action and Funding Plan in order to advance the sustainable provision of green space into the future. This review will include consideration of performance measures with a view to providing a more concise and focused set of indicators going forward.

7 Report Implications

7.1 Finance and Value for Money Implications

- 7.1.1 The proposed minimum payment of £15,000 to Warwickshire Wildlife Trust for each of the three years 2015/16 to 2017/18 would be met from within the existing revenue budget, subject to the availability of resources. The arrangement would be subject to review six months prior to the end of the third year.
- 7.1.2 The capital project at Hurley Daw Mill Sports Ground will only be taken forward consequent upon confirmation that external funding has been secured for the project.
- 7.1.3 There are otherwise no new financial implications arising directly out of this report in respect of delivery of the Green Space Strategy Action Plan, as this is being advanced within the context provided by approved capital and revenue budgets and through approved earmarked reserves and external grant aid.

7.2 Safer Communities Implications

- 7.2.1 Projects advanced through the Green Space Strategy contribute to community safety by providing well-managed recreation areas that afford opportunities for positive activity.

7.3 Legal and Human Rights Implications

- 7.3.1 Projects advanced through the Green Space Strategy are compliant with all relevant legislation.
- 7.3.2 Should the funding bid in respect of Hurley Daw Mill Sports Ground be successful, the Football Foundation will require a charge on the lease for the site. CISWO has confirmed that this is acceptable. The Authority will be responsible for compliance with the terms and conditions of the grant until such time as the proposed underlease is executed.
- 7.3.3 With regard to the proposed dedication of Piccadilly Sports Field as a Centenary Field, the establishment of a charitable trust on land by a deed of dedication would be a disposal for the purposes of land registration. If the land is currently unregistered there may be a need to submit an application for first registration. Such a deed of dedication would contain restrictions on the Council's behaviour in respect of the dedicated site. Fields in Trust would have the ability to approve, or object to, any disposal of the site or erection of structures thereon. If the Council did subsequently wish to dispose of the land it may be possible with the consent of Fields in Trust, provided that the land is replaced by another dedication and the disposal is undertaken in accordance with section 36 of the Charities Act 1993.

7.4 Environment and Sustainability Implications

- 7.4.1 Delivery of priorities identified in the 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 communities.

7.5 Health, Well-being and Leisure Implications

7.5.1 Appropriate management of the Borough Council's green spaces 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.

7.6 Risk Management Implications

7.6.1 The risks associated with this report have been identified within the context of the corporate risk management process. The risk implications of all projects advanced through the Green Space Strategy are considered as part of effective project management.

7.7 Equalities Implications

7.7.1 The provisions of the Green Space Strategy are targeted at reducing inequalities in access to good quality green space provision. The equalities implications of all projects advanced through the Strategy are considered as part of the project management process.

7.8 Links to Council's Priorities

7.8.1 The North Warwickshire Green Space Strategy has direct and positive links to the corporate priorities in respect of:

- Public services and Council Tax
- Local employment
- Environment
- Crime and disorder
- Countryside and heritage
- Access to services
- Consultation and communication
- Health and well-being

7.8.2 The North Warwickshire Green Space Strategy contributes directly to the following priorities of the Sustainable Community Strategy:

- 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 Paper No	Author	Nature of Background Paper	Date
1	Assistant Director (Leisure and Community Development)	Report to Executive Board	December 2008
2	Assistant Director (Leisure and Community Development)	Report to Community and Environment Board (North Warwickshire Green Space Strategy Progress Report)	March 2014
3	Assistant Director (Leisure and Community Development)	Report to Community and Environment Board (Local Nature Reserves – Proposed Management Agreement)	May 2014
4	Assistant Director (Leisure and Community Development)	Report to Community and Environment Board (Proposal to Underlet Hurley Daw Mill Sports Ground)	May 2014
5	Assistant Director (Leisure and Community Development)	Report to Community and Environment Board (North Warwickshire Green Space Strategy Progress Report)	October 2014
6	Assistant Director (Leisure and Community Development), Assistant Director (Streetscape) and Assistant Director (Housing)	Report to Community and Environment Board (Grounds Maintenance Service Review - Proposed New Service Delivery Arrangements)	January 2015

Appendix A: North Warwickshire Green Space Strategy Year 7 Performance Report

PI Ref	Action	Key Priority	Target Date	Overall Target	Completion Target 2014/2015	Progress @ 31/03/2015	In Progress Target 2014/2015	Progress @ 31/03/2015
<u>Policy / Resources / Monitoring and Development Priorities</u>								
GSS PI 01	Four-year Action and Funding Plan adopted by Council	PP2/RP1	December 2008	1	1	1	-	-
GSS PI 02	Four-year Action and Funding Plan reviewed and rolled forward	MP1/MP4	Annual	9	7	7		
GSS PI 03	Divisional and Corporate Plans informed by the Green Space Strategy	MP4	Annual	9	7	7		
GSS PI 04	Performance targets set out and reported against	MP2	Annual	9	6	6		
GSS PI 05	Customer satisfaction survey carried out and reported	MP2	Annual	9	4	3		
GSS PI 06	Progress in delivery of the Green Space Strategy reported to Board	MP3	Annual	9	7	7		
GSS PI 07	Open Spaces Supplementary Planning Document adopted by Council	PP1/RP3	September 2011	1			1	
GSS PI 08	Protocol established to ensure compliance with OSSR Study and Green Space Strategy in the Planning process	PP1	September 2011	1			1	1
GSS PI 09	Briefings held to ensure compliance with OSSR Study and Green Space Strategy in the Planning process	PP1	Annual from September 2011	7			1	
GSS PI 10	Protocol established to ensure compliance with OSSR Study and Green Space Strategy in any review of land holdings and any proposals for adoption or disposal	PP3	October 2011	1	1			1
GSS PI 11	Briefings held to ensure compliance with OSSR Study and Green Space Strategy in any review of land holdings and any proposals for adoption or disposal	PP3	Annual from October 2011	7	1			
GSS PI 12	Landscape Officer post established	RP2	March 2018	1	1			1
GSS PI 13	Interim review of PPG17 Study and Green Space Strategy completed	MP5	December 2013	1	1			
GSS PI 14	Full review of PPG17 Study and Green Space Strategy completed	MP5	December 2018	1				1

Appendix A: North Warwickshire Green Space Strategy Year 7 Performance Report

PI Ref	Action	Key Priority	Target Date	Overall Target	Completion Target 2014/2015	Progress @ 31/03/2015	In Progress Target 2014/2015	Progress @ 31/03/2015
<u>Service Priorities</u>								
GSS PI 15	Initial benchmarking of parks and open spaces service	SP1/RP2	November 2008	1	1	1	-	-
GSS PI 16	Annual benchmarking of parks and open spaces service completed and reported to Board	SP1/RP2	Annual	9	4	3		
GSS PI 17	Grounds maintenance base data verified	SP1	July 2010	1	1	1	-	-
GSS PI 18	Revised grounds maintenance specification prepared and approved by Board	SP1	January 2011	1	1	1	-	-
GSS PI 19	Budget profiles for the grounds maintenance service revised	SP1	March 2012	1	1	1	-	-
GSS PI 20	Value for money review of parks and open spaces service completed and reported to Board	SP1	March 2012	1	1			
GSS PI 21	Service Level Agreements in place between Grounds Maintenance Service and internal clients	SP1	March 2012	4	4			4
GSS PI 22	Review and revision of Internal Grounds Maintenance Service arrangements completed	SP1	Annual from January 2013	5				
GSS PI 23	Revised Service Level Agreements with external clients in place	SP1 / RP2	March 2012	20	20			
GSS PI 24	Review and revision of Grounds Maintenance Service arrangements with external clients completed	SP1 / RP2	Annual from January 2013	5				
GSS PI 25	Annual Green Space Improvements Programme prepared and reviewed	SP4	Annual	10	7	7		
GSS PI 26	Green Space Improvements Programme implemented	SP4	Annual	10	7	7		
GSS PI 27	Tree Management Policy adopted by Council	SP5 / SP19	March 2012	1			1	
GSS PI 28	Officer capacity increased to one FTE to support implementation of the Tree Management Policy	SP5	March 2012	1	1			1
GSS PI 29	Six sites designated as Local Nature Reserves	SP6	March 2018	6	4	4		
GSS PI 30	Budget to support biodiversity established	SP6	Annual	9	3	3		
GSS PI 31	Local communities enabled to participate in the development of Local Nature Reserves	SP6	March 2018	6	4	4		
GSS PI 32	Community Green Spaces Development Fund established and promoted	SP10 / SP8	Annual	9	1	1		
GSS PI 33	Consultation completed with schools and other providers to inform the preparation of a Playing Pitch Strategy	SP11	May 2010	1	1	1	-	-
GSS PI 34	Playing Pitch Strategy adopted by Council	SP12	October 2010	1	1	1	-	-

Appendix A: North Warwickshire Green Space Strategy Year 7 Performance Report

PI Ref	Action	Key Priority	Target Date	Overall Target	Completion Target 2014/2015	Progress @ 31/03/2015	In Progress Target 2014/2015	Progress @ 31/03/2015
GSS PI 35	Play Area Business Plan adopted by Council	SP13	March 2012	1	1			1
GSS PI 36	Play Area revenue budget reviewed to ensure appropriate allocation of resources in the context of the Play Area Business Plan	SP13	March 2012	1	1			1
GSS PI 37	Appropriate investment made into the Play Area Replacement Fund	SP13	Annual	10	7	7		
GSS PI 38	Community Play Area Development Fund established and promoted	SP14	Annual	9				
GSS PI 39	Friends groups established as a key action of the development of site management plans	SP16	March 2018	2	1			
GSS PI 40	Friends groups established as a key action of the development of Local Nature Reserves	SP16	March 2018	6	2	1	2	2
GSS PI 41	North Warwickshire Allotments Federation established	SP17	March 2009	1	1	1	-	-
GSS PI 42	North Warwickshire Allotments Federation supported to implement small-scale projects	SP17	Annual	10	7	7		
GSS PI 43	Allotment Associations established	SP18	March 2018	2	2	2	-	-
GSS PI 44	Allotment sites established and in use	SP18	March 2018	2	2	2	-	-
GSS PI 45	Allotments Policy Statement adopted by Council	SP18	March 2010	1	1	1	-	-
GSS PI 46	Parks and open spaces promoted in publicity and on the website	SP19	Annual	10	3			1
<u>Area Priorities</u>								
GSS PI 47	Areas where informal open space has been developed for alternative green space uses	AP5/AP35/AP39	March 2018	3	1	1		
GSS PI 48	Areas where open space has been released for development to secure funds to develop existing green spaces	AP11/AP26/AP40/AP55	March 2018	4	3	3		
GSS PI 49	Areas with long-term provision of specific open space needs secured	AP42/AP50	March 2018	2			1	1
GSS PI 50	Areas protected from the loss of publicly accessible open space	AP12	March 2018	1	1			
GSS PI 51	Areas with resources specifically targetted to improve the quality of green spaces	AP18/AP41	March 2018	2	2	2		

Appendix A: North Warwickshire Green Space Strategy Year 7 Performance Report

PI Ref	Action	Key Priority	Target Date	Overall Target	Completion Target 2014/2015	Progress @ 31/03/2015	In Progress Target 2014/2015	Progress @ 31/03/2015
GSS PI 52	Areas with improved access to rights of way, green spaces and the countryside	AP16/AP17/AP24/AP32	March 2018	4	1	1		1
GSS PI 53	Costed management plans prepared for Borough Council recreation sites	AP1/AP22/AP27/AP36/AP38	March 2018	5	6	4		2
GSS PI 54	Management plans being implemented at Borough Council recreation sites	AP1/AP22/AP27/AP36/AP38	March 2018	5	4	3		
GSS PI 55	Parish councils and other providers supported to prepare management plans for recreation sites	AP2/AP6/AP13/AP14/AP15/AP23/AP28/AP37/AP46/AP49/AP51/AP53	March 2018	14	2	2		2
GSS PI 56	Management plans being implemented at parish council and other providers' recreation sites	AP2/AP6/AP13/AP14/AP15/AP23/AP28/AP37/AP46/AP49/AP51/AP53	March 2018	14	2	2		
GSS PI 57	A formal destination park developed	AP29	March 2018	1				
GSS PI 58	Existing Borough Council play facilities renewed	AP19/AP31/AP43	March 2018	8	7	7		
GSS PI 59	Parish Councils supported to improve existing play facilities	AP7/AP13/AP14/AP20/AP25/AP44/AP47/AP52	March 2018	9	4	4		2
GSS PI 60	Areas with new sites identified and developed for play provision	AP3/AP8/AP10/AP45/AP48/	March 2018	5				
GSS PI 61	Areas with parish councils and other providers meeting demand for more community access to sports pitches	AP9	March 2018	1			1	
GSS PI 62	Areas with schools meeting demand for more community access to sports pitches	AP4/AP21/AP33	March 2018	3	1	1	1	
GSS PI 63	A sports hub developed	AP30	March 2018	1				
GSS PI 64	Provision of a Synthetic Turf Pitch supported	AP34	March 2018	1	1	1		
				306	161	118	9	22
				Progress	53%	39%	3%	7%

Objective	Action	Timescale	Lead	Resources Required	Progress	Expenditure to Date			
						Revenue / Reserves	Capital	External / S106	Total
Piccadilly Sports Ground									
Site Improvements Phase 3 - Lighting	Prepare outline proposals and cost estimates		LM	Staff time	Complete				
	Prepare detailed design and specifications	Spring 2015	LM	Staff time	Complete				
	Tender and award contracts	Spring 2015	LM	Staff time	In hand				
	Secure funding	Spring 2015		Tbc	£2880 allocated				
	Implement works on site	Spring 2015	LM	Phases 1 & 2 £17120 Phase 3 tbc	Phases 1 and 2 complete				
Dordon Long Street									
Improvements to the recreation ground including new play and teen facilities	Practical completion				Achieved March 2014	£83,935		£200,415	£284,350
	Contract management	to March 2015	AAA	Consultancy	Consultancy ceased December 2014	£1,280			£1,280
	Final completion	March 2015	LM	Retentions £7290					
Polesworth Abbey Green Park									
Major refurbishment of park and development of local nature reserve	Practical completion				Achieved March 2014	£37,350	£2,000	£277,320	£316,670
	Contract management	to March 2015	AAA	Consultancy	Consultancy ceased December 2014	£2,470			£2,470
	Final completion	March 2015	LM	Retentions £7550					

Objective	Action	Timescale	Lead	Resources Required	Progress	Expenditure to Date			
						Revenue / Reserves	Capital	External / S106	Total
New Arley Dafferns Wood									
Local Nature Reserve Access Improvements Phase 2	Prepare design and specifications	Phase 2 Spring 2015	LM	Staff time	In hand				
	Tender and award contract	Spring 2015	LM	Staff time					
	Secure funding	Spring 2015		Tbc					
	Commence implementation of contract	Summer 2015	LM						
	Completion	Summer 2015	LM						
Dordon Kitwood Avenue Recreation Ground									
Site Improvements Phase 2 - Fencing and Furniture Phase 3 - Lighting	Prepare site evaluation, site proposals and cost estimates				Complete				
	Secure funding				£32450 S106 money earmarked + £3000 grant aid				
	Prepare detailed design and specifications	January 2015	AAA	Consultancy	Complete	£3,180			£3,180
	Tender and award contracts	February 2015	LM	Staff time	Phase 2 Complete Phase 3 In Hand				
	Implement landscape works on site	Spring 2015	LM / Contractor	£27,795					
	Implement lighting works on site	Spring 2015	LM / Contractor	tbc					
Baddesley Ensor Church and Community Hall Grounds									
Environmental Improvements					Complete	£20,000		£24,380	£44,380

Objective	Action	Timescale	Lead	Resources Required	Progress	Expenditure to Date			
						Revenue / Reserves	Capital	External / S106	Total
Baddesley Ensor Recreation Ground									
Site improvements and Installation of Floodlights					Complete			£25,440	£25,440
Alvecote Recreation Area									
Improvements to the recreation area including new play facilities (provisional timetable)	Prepare site evaluation, site proposals and cost estimates				Complete				
	Carry out initial consultations				Complete				
	Prepare detailed design and specifications	January 2015	AAA	Consultancy	Complete			£1,900	£1,900
	Determine funding plan	Spring 2015	PC/PDM	Staff time	In progress				
	Tender for prices	Spring 2015	PC/LM	Staff time					
	Submit funding bids	Autumn 2015	PC/PDM	Staff time					
	Award contract	Winter 2015	PC	Staff time					
	Commence works on site	Spring 2016	PC/LM						
	Target for completion of works	Summer 2016	PC/LM						
Provisional target for final completion following defects period	Summer 2017	PC/LM							
Hurley Brick Kiln Lane Recreation Ground									
Footpath improvements					Complete	£21,680			£21,680
Grendon Recreation Ground									
Boundary improvements					Complete	£6,070	£10,740		£16,810

Objective	Action	Timescale	Lead	Resources Required	Progress	Expenditure to Date			
						Revenue / Reserves	Capital	External / S106	Total
Ansley Common Bretts Hall Recreation Ground									
Site Improvements and Junior Play Provision	Prepare site evaluation, site proposals and cost estimates				Complete				
	Carry out consultations				Complete				
	Prepare detailed design and specifications	Spring 2014	AAA	Consultancy	Complete	£2,460			£2,460
	Tender for prices	Summer 2014	LM	Staff time	Complete but over budget				
	Secure funding	Summer / Autumn 2014	LM	Staff time	Delayed pending further work to determine a way forward				
	Award contracts		LM	Staff time					
	Implement landscape works on site		LM / Contractor	£100,000					
Old Arley Recreation Ground									
Site Improvements	Prepare site evaluation, site proposals and cost estimates	Summer 2014	LM / AAA	Consultancy	Outline proposals prepared, cost estimates in progress	£1,310			£1,310
	Carry out consultations		LM / PDM	Staff time					
	Prepare detailed design and specifications		AAA	Consultancy					
	Tender for prices		LM	Staff time					
	Secure funding		LM / PDM	staff time					
	Award contracts		LM	Staff time					
	Implement landscape works on site		LM / Contractor						
Baxterley Recreation Ground									
Access Improvements	Prepare design and specifications	Spring 2015	LM	Staff time	Complete				
	Secure quotes	Spring 2015	LM	Staff time	In hand				
	Secure funding		LM	staff time					
	Implement works	Spring 2015	LM						

Objective	Action	Timescale	Lead	Resources Required	Progress	Expenditure to Date			
						Revenue / Reserves	Capital	External / S106	Total
Atherstone Meadow Street Gardens									
Landscape improvements	Prepare outline proposals and cost estimates	Autumn 2014	AAA	Consultancy	Complete	£1,920			£1,920
	Secure funding				£25,000 s106 monies earmarked				
	Consultations								
	Prepare detailed design and specifications								
	Tender and award contract								
	Commence works on site								
	Target for completion of works								
	Provisional target for final completion following defects period								

Objective	Action	Timescale	Lead	Resources Required	Progress	Expenditure to Date			
						Revenue / Reserves	Capital	External / S106	Total
Hurley Daw Mill Sports Ground									
Pitch and access and parking improvements and construction of pavilion	Appointment of consultants	Winter 2014	LM / Birmingham FA	£9,900 earmarked reserves	Steve Wells Associates appointed	£9,900			£9,900
	Submission of planning application	February 2015	SWA	£1,155 earmarked reserves	Application submitted	£1,155			£1,155
	Submission of funding bid to Football Foundation	February 2015	SWA	Consultancy	Bid submitted				
	Tenders secured for pitch improvements and construction works	April 2015	SWA	Consultancy					
	Contracts awarded	May 2015	SWA	Consultancy					
	Pitch improvement works completed and existing pitches fit for play	September 2015	SWA / Contractor						
	Practical completion on construction works	November 2015	SWA / Contractor						
	Facility let to Hurley Kings FC	November 2015	LM						
	New pitch fit for play	August 2016	SWA / Contractor						
	Final completion on construction works	November 2016	SWA / Contractor						
Total Expenditure 2014/15 @ 28 February 2015						£192,710	£12,740	£529,455	£734,905

NORTH WARWICKSHIRE LOCAL NATURE RESERVE REPORT

The following comprises a summary of works delivered over the last twelve months by the Warwickshire Wildlife Trust at Abbey Green Park, Cole End Park, Daffern's Wood and Kingsbury Meadow.

In order to improve the overall status of the Local Nature Reserves (LNR's) as wildlife friendly sites, we have undertaken a variety of practical works, including scrub management, meadow management, Himalayan balsam control, sycamore felling, pollarding, sapling regeneration control, coppicing, habitat pile creation, hedge laying, tree and wildflower planting, bird and bat box installation and brook / pool management.

In addition, we have utilised various surveying methods to monitor the species present on the reserves and at this very early stage, it would appear that the number and variety of species are on the increase. The recent discovery of Otter spraint at Hurley Brook, Kingsbury Meadow was a particularly exciting discovery and will inevitably raise Kingsbury Meadow's wildlife conservation status.

The feedback from local communities has been positive with many commenting that the sites are looking attractive with more flowers, butterflies and birds being spotted. By having a regular presence at the reserves we are able to liaise with local people and either encourage them to get involved or to just enjoy the wildlife on their doorstep by spending more time at their LNR.

Where we have been able to engage local people we have sought to educate them about their local green spaces, offer positive volunteering opportunities whereby new skills and knowledge have been gained or given them the opportunity to be physically active and socialise with others in their community – becoming empowered in their locality.

We have also delivered a series of bat walks, which have been attended by local residents and families who were keen to learn about the wildlife on their doorstep. For many, they were completely unaware of the presence of bats on the LNR's, knew very little about them and had no idea that we could teach them how to hear them. Feedback from these events was extremely positive with many commenting that they would thereafter be purchasing their own bat detectors to use both in their back gardens and on their LNR.

Another event which caused a stir was the Fungus Foray delivered by members of the Warwickshire Flora Group to the Daffern's Wood local residents. The positive comments received with regards to this event were astounding with all truly engaged in wanting to explore their local green spaces to seek out further fungi. The event was also a positive step in engaging local residents as to the existence of Daffern's Wood, of which some were unaware.

Having previously delivered sessions to local children's group Tumble Time, a repeat visit was warmly welcomed. As such, our education team delivered two further sessions to the group last September.

The Wildlife Trust's input into the four sites, working in partnership with North Warwickshire Borough Council has resulted in over 694 volunteering hours in actively managing and engaging in the local green spaces in 2014 alone. Further events, activities and promotion of the reserves and work being undertaken have no doubt increased the number of local visitors.

Local residents in New Arley have risen to the challenge by regularly marketing volunteering opportunities, as well as hosting their own events in Daffern's Wood. They are also actively seeking

Appendix C: Warwickshire Wildlife Trust Local Nature Reserves Management Report February 2015

funding and materials for their own projects and have already successfully applied for a number of trees from the Woodland Trust, which they subsequently planted to gap up defunct hedge lines.

We have also been able to provide two members of the Friends of Daffern's Wood group with Emergency First Aid at Work training in order that they can, in the future, lead their own practical work parties.

At Cole End Park, local volunteers were keen to see the Warwickshire Wildlife Trust link up with educational providers in order to introduce them to the benefits of working on their local LNR. We are happy to report that we have now arranged to meet with a local school to discuss the opportunities that we can offer to their students later this summer.

2014 also saw the Warwickshire Wildlife Trust successfully bid for funding to install and promote an outdoor exercise trail at Abbey Green Park. The project aims to promote health and wellbeing by encouraging local residents and in particular, children, to get active in their local park. The project is due for completion this summer which will include the promotion of the scheme locally and a launch event.

JUST SOME OF THE HIGHLIGHTS FROM 2014...



Grassland restoration at Abbey Green Park through bankside vegetation management
© Alexis Evans (WWT)



Silver-washed Fritillary at Daffern's Wood
© Keith Warmington (WWT)



Grassland condition monitoring at Kingsbury Meadow
© Alexis Evans (WWT)



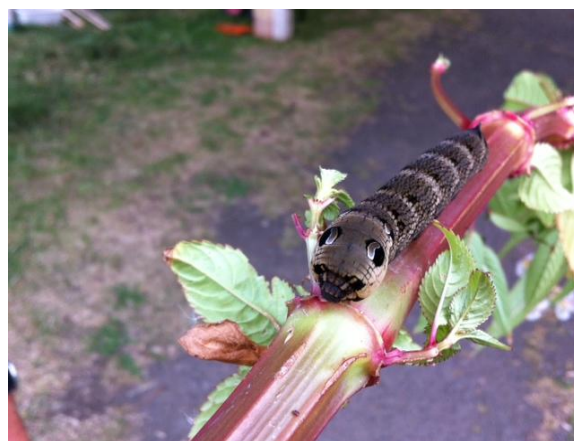
Habitat pile construction at Abbey Green Park
© Alexis Evans (WWT)



Bird's-foot trefoil at Daffern's Wood
© Alexis Evans (WWT)



Wildflower planting at Abbey Green Park
© Alexis Evans (WWT)



An Elephant hawkmoth caterpillar at Abbey Green Park
© Alexis Evans (WWT)



An area cleared of Himalayan Balsam at Cole End Park
© Alexis Evans (WWT)



Field Scabious at Daffern's Wood
© Alexis Evans (WWT)



Tree planting at Daffern's Wood
© Alexis Evans (WWT)

Appendix D: Local Nature Reserves Work Programme and Management Costs 2015-2016

Warwickshire Wildlife Trust costs for continued support of Friends of Groups development and site management, including overhead costs and consumables.

DAFFERN'S WOOD, NEW ARLEY

Practical Management	No. of days	Rate	Total
Coppicing and stacking	1	£300	£300
Removing arisings from grassland area	0.5	£300	£150
Sycamore sapling and pollard regeneration control	1	£300	£300
Woodland replanting – Hazel/Oak	0.5	£300	£150
Hedgelaying/coppicing/gapping up on Arden Trail	1	£300	£300
Pollarding – large trees	1	£300	£300
Scrub, pool and brook vegetation management	0.5	£300	£150
Giant Knotweed/Invasive species control	0.5	£300	£150
Sycamore thinning (30-40 year old trees)	1	£300	£300
Fixed point photography and monitoring (inc preparation and travel): <ul style="list-style-type: none"> • Bioblitz • Woodland condition monitoring • Grassland condition monitoring 	3	£200	£600
Preparation for practical days and administration	3	£250	£750
Advice on management plan delivery	1	£250	£250
Reportage	1	£200	£200
Events and Community Engagement			
Organise and attend Friends of Group meetings, training, event and preparation/administration	4	£250	£1000
TOTAL	18.5		£4,900

KINGSBURY MEADOW

Practical Management	No. of days	Rate	Total
Willow thinning	1	£300	£300
Grassland management	1	£300	£300
Scrub management (on rotation)	0.5	£300	£150
Management of invasive garden species	0.5	£300	£150
Scrape management (potential to increase)	1	£300	£300
Potential sedge bed management	1	£300	£300
Fixed point photography and monitoring (inc preparation and travel): <ul style="list-style-type: none"> • Bioblitz • Grassland condition monitoring 	2	£200	£400
Preparation for practical days and administration	3	£250	£750
Advice on management plan delivery	1	£250	£250
Reportage	1	£200	£200
Events and Community Engagement			
Support of Friends of Group development, event(s) and preparation/administration	4	£250	£1,000
TOTAL	15		£4,100

ABBAY GREEN PARK, POLESWORTH

Practical Management	No. of days	Rate	Total
Himalayan Balsam control and channel width monitoring	0.5	£300	£150
Review progress of semi natural grasslands and need for further wildflower planting	0.5	£300	£150
Bank and channel vegetation management	1	£300	£300
Top meadow management including taking off arisings and scrub control	1	£300	£300
Taking arisings off the island	2	£300	£600
Fixed point photography and monitoring (inc preparation and travel): <ul style="list-style-type: none"> • Grassland condition monitoring • Bioblitz 	2	£200	£400
Preparation for practical days and administration	3	£250	£750
Advice on management plan delivery	1	£250	£250
Reportage	1	£200	£200
Events and Community Engagement	No. of days	Rate	Total
Support of Friends of Group development, event(s) and preparation/administration	3	£250	£750
TOTAL	13		£3,850

COLE END PARK, COLESHILL

Practical Management	No. of days	Rate	Total
Himalayan Balsam control throughout all woodland.	2	£300	£600
Taking arisings off the grassland behind the houses	1	£300	£300
Coppicing and habitat pile creation	1	£300	£300
Monitoring (inc preparation and travel): <ul style="list-style-type: none"> • Grassland condition • Woodland condition • Bioblitz 	3	£200	£600
Preparation for practical days and administration	3	£250	£750
Advice on management plan delivery	1	£250	£250
Reportage	1	£200	£200
Events and Community Engagement	No. of days	Rate	Total
Support of Friends of Group development, event and preparation/administration	2	£250	£500
TOTAL	13		£3,500

TOTAL COSTS TO NWBC	
Site	Cost
Daffern's Wood	£4,900
Kingsbury Meadow	£4,100
Abbey Green Park	£3,850
Cole End Park	£3,500
TOTAL	£16,350

Appendix D: Local Nature Reserves Work Programme and Management Costs 2015-2016

Match Funding Support – the link with Warwickshire Wildlife Trust will retain a strong working relationship and the Trust will bring a range of other resources to the partnership in addition to the funded days.

Volunteer Match Time Provided by Warwickshire Wildlife Trust	Cost
Practical management	£5,600
Specialist species surveys – 10 days @ £150	£2,400
Conservation advice (above days accounted for above) and additional staff support by telephone and email	£2,000
Access to support groups and Volunteer Manager	£750
Loan of additional specialist tools	£1,500
First Aid support	£1,100
Trained brushcutter operators	£900
Trained chainsaw operators	£1,200
Publicity support / magazine / web link	£1,000
Fundraising support for applications (Fundraising Manager – 3 days @ £240)	£720
TOTAL	£17,170

TOTAL FUNDING POSITION 2015-2016	
NWBC contribution	£16,350
WWT contribution	£17,170
TOTAL	£33,520

Objective	Action	Timescale	Resource	Lead	Progress
DELIVERY AGAINST THE STRATEGIC PRIORITIES OF THE NORTH WARWICKSHIRE GREEN SPACE STRATEGY					
In accordance with key priority SP013 of the North Warwickshire Green Space Strategy ensure all Borough Council play facilities offer good play value, meet current safety standards, are accessible, are secured by design and support the objectives of the North Warwickshire Play Strategy	Develop a Play Area Business Plan to determine the action to be taken at those Borough Council play areas still awaiting improvement	March 2012	Staff time	LM	Project plan prepared for the implementation of Phase 3 of the Play Area Development Programme.
	Establish a play area replacement fund to replace equipment at Borough Council sites in the long-term	On-going	Revenue budget - £3000 per play area per annum	LM / AD(L&CD)	Fund established – provision made in respect of all Borough Council projects completed to date.
	Ensure all Borough Council play areas are subject to routine inspection and maintenance and to annual independent inspections	On-going	Staff time, revenue budget	LM	Staff training undertaken. Routine inspection and maintenance schedules in place and annual independent inspections undertaken. Supporting paperwork revised to ensure clear, auditable systems in place.
In accordance with key priority SP014 of the North Warwickshire Green Space Strategy support the development of a strategic network of play facilities across the Borough and assist other providers to deliver improvements through partnership working	Where appropriate include other providers' sites in the Play Area Development Programme	Ongoing	Staff time External funding Revenue budget	LM	Parish Council sites at Hartshill, Baddesley Ensor, Kingsbury and Fillongley improved through the programme and projects in progress in Alvecote, Atherstone, Coleshill, Warton and Nether Whitacre

Objective	Action	Timescale	Resource	Lead	Progress
DELIVERY AGAINST THE STRATEGIC PRIORITIES OF THE NORTH WARWICKSHIRE GREEN SPACE STRATEGY <i>continued.....</i>					
In accordance with key priority SP014 of the North Warwickshire Green Space Strategy support the development of a strategic network of play facilities across the Borough and assist other providers to deliver improvements through partnership working <i>continued.....</i>	Facilitate events for other providers to raise awareness of current thinking on the provision of outdoor play opportunities	Ongoing	Staff time Revenue funding	PDM / LM	Events held in March and November 2010 and September 2011.
	Develop and implement a more supportive play area inspection service for parish councils	April 2012	Staff time Revenue income	LM	Service currently provided to 12 parish councils. Training for Parish Councils carried out in 2008, 2011, 2013 and 2014.
PHASE 1 SCHEMES					

Piccadilly Recreation Ground Coleshill Cole End Park / Memorial Park Austrey Hollybank Polesworth Abbey Green Park Ansley Common Bretts Hall Phase 1 Corley Church Lane Hurley Brick Kiln Lane Wood End Johnson Street Water Orton George Road Hartshill Snowhill Recreation Ground Hartshill Grange Road Recreation Ground Hartshill Moorwood Estate Mancetter Recreation Ground Dordon Kitwood Avenue Recreation Ground Atherstone Royal Meadow Drive Atherstone St George's Road	Provision of replacement junior / toddler facilities & new teen facilities Provision of replacement junior / toddler facilities / teen kickabout Provision of replacement junior / toddler facilities Provision of replacement junior / toddler facilities & new teen facilities Provision of new teen facilities Provision of extra equipment to increase play value for juniors / toddlers Provision of replacement junior / toddler facilities & new teen facilities Provision of replacement junior / toddler facilities & new teen facilities Provision of fencing and extension to hard surface Provision of junior / toddler & teen facilities (<i>Parish Council</i>) Removal of equipment inappropriately sited play facility Removal of equipment inappropriately sited play facility Provision of replacement junior / toddler facilities & new teen facilities Provision of additional junior / toddler facilities Provision of family play facility Removal of inappropriately sited play facility	All Complete
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Objective	Action	Timescale	Resource	Lead	Progress
PHASE 2 SCHEMES					
Kingsbury Church Lane Recreation Ground Ridge Lane Recreation Ground Baddesley Ensor Recreation Ground Old Arley Recreation Ground Kingsbury Sycamore Road Recreation Ground Fillongley Church Lane Recreation Ground Polesworth Sunset Close Baxterley Recreation Ground	Provision of junior /toddler facilities(<i>Parish Council</i>) Provision of junior /toddler facilities Provision of junior /toddler facilities (<i>Parish Council</i>) Provision of replacement junior / toddler facilities & new teen facilities Provision of replacement junior / toddler facilities & new teen facility Provision of junior /toddler facilities (<i>Parish Council</i>) Removal of redundant equipment and reinstatement of open space Provision of replacement junior / toddler facilities & new teen facilities				All complete
PHASE 3 SCHEMES					

Dordon Long Street Recreation Ground Polesworth Abbey Green Park Atherstone Warwick Drive Grendon Boot Hill	Renewal of junior / toddler facilities and provision of teen facilities Provision of skate facilities Removal of redundant equipment Provision of replacement junior / toddler facilities	All complete			
Alvecote Recreation Area (Parish Council)					
Renewal of junior / toddler facilities	Community consultation				Complete
	Preparation of design proposals				Complete
	Funding search	Spring 2015	Staff time	PDM / PC	In hand
	Preparation of tender documentation		Consultancy	Consultant	Complete
	Tender period	To be confirmed	Staff time	PC / LM	
	Submission of funding application	To be confirmed	Staff time	PC / PDM	
Objective	Action	Timescale	Resource	Lead	Progress
PHASE 3 SCHEMES <i>continued</i>					
Alvecote Recreation Area (Parish Council) <i>continued</i>					
Renewal of junior / toddler facilities <i>continued</i>	Confirmation of funding	To be confirmed		Funding Body	
	Contract let	To be confirmed		PC	
	Installation on site	To be confirmed			

	Opening celebration	To be confirmed			
Ansley Common Bretts Hall Phase 2					
Provision of further play facilities in conjunction with improvements to the recreation ground and adjacent allotment site	First consultation with young people and local residents	March 2014	Volunteer time	ACRA	Complete
	Preparation of two design options	March 2014	Revenue budget	Consultant	Complete
	Consultation Play Safety consultant	March 2014	Staff time	PDM/LM	Complete
	Second community consultation event	March 2014	Staff time	ACRA / PDM	Complete
	Preparation of the final design, specification and cost estimates	April 2014	Consultant	Consultant	Complete

Objective	Action	Timescale	Resource	Lead	Progress
PHASE 3 SCHEMES <i>continued</i>					
Ansley Common Bretts Hall Phase 2 <i>continued</i>					
Provision of further play facilities in conjunction with improvements to the recreation ground and adjacent allotment site <i>continued</i>	Confirmation of final design with the Community	April 2014	Staff time	ACRA / PDM	Complete
	Preparation of tender documentation	May 2014	Revenue budget	Consultant	Complete
	Tender period	June-July 2014	Staff time	LM / Consultant	Complete - overbudget
	Submission of funding application		Staff time	LM	Delayed pending revised funding strategy

	Confirmation of funding				
	Contract let				
	Installation on site				
	Opening celebration				
Atherstone Minions Close / Westward Road (Town Council)					
Provision of replacement junior / toddler facilities at Westwood Road	Consultation with Atherstone Town Council to consider options	February 2014	Staff time	AD (L&CD) / LM	Complete
	First consultation with young people and local residents	October 2014	Staff and Volunteer time	PDM / ATC	Complete
	Preparation of two design options	October / November 2014	Revenue budget	LM / ATC	Complete
	Second community consultation event	November 2014	Staff time	PDM / ATC	Complete
Objective	Action	Timescale	Resource	Lead	Progress
PHASE 3 SCHEMES <i>continued.....</i>					
Atherstone Minions Close / Westward Road (Town Council) <i>continued.....</i>					
Provision of replacement junior / toddler facilities at Westwood Road <i>continued.....</i>	Confirmation of the final design, specification and cost estimates	November 2014	Consultation	Play Company	Complete
	Contract let	December 2014	Staff time	ATC / LM	Contract let February 2015

	Installation on site	April - May 2015	NWBC £30,000 Capital Funding ATC £20,000	Play Company	
	Opening celebration	Late Spring 2015	Staff time	ATC / PDM	
Removal of play facility at Minions Close	Removal of equipment and restoration to informal open space	Late Spring 2015	Revenue budget	LM	
Coleshill Brendan Close / Memorial Park (Town Council)					
Provision of replacement junior / toddler facilities	Consultation with Coleshill Town Council to consider options	February 2014	Staff time	AD (L&CD)	Complete
	Progress meetings with Coleshill Town Council	September 2014 October 2014 February 2015	Staff time	AD (L&CD)	Complete
	Progress meeting with Coleshill Town Council and landscape consultants	April 2015	Staff time	AD (L&CD)	
Removal of play facility at Brendan Close	Removal of equipment and restoration to informal open space		Revenue budget	LM	

Objective	Action	Timescale	Resource	Lead	Progress
PROJECT MANAGEMENT					
Ensure effective delivery of and accountability for the Play Area Development Programme	Carry out post project evaluation of the delivery of Play Area Development Programme Phase 1 Schemes	April 2010	Staff time	AD (L&CD) / LM / PDM	Complete

	Carry out post project evaluation of the delivery of Play Area Development Programme Phase 2 Schemes	Summer 2013	Staff time	AD (L&CD) / LM / PDM	Consultation completed
	Carry out post project evaluation of the delivery of Play Area Development Programme Phase 3 Schemes	Autumn 2015	Staff time	AD (L&CD) / LM / PDM	
	Monitor revenue budget	On-going	Staff time	LM	Monthly finance reports in place
	Monitor capital budget	On-going	Staff time	LM	Monthly finance reports in place
	Report to Members	Ongoing	Staff time	AD(L&CD) / LM	Report to be presented to C. & E. Board in March 2015

AD (L&CD) – Assistant Director (Leisure & Community Development Division)
 ACRA – Ansley Common Residents’ Association

LM – Landscape Manager PDM – Partnership & Development Manager

Agenda Item No 8

Community and Environment Board

16 March 2015

Report of the
Assistant Director
(Leisure and Community Development)

Financial Assistance to
Outside Organisations

1 Summary

- 1.1 Borough Council support for outside organisations is provided in many ways, including through its Annual Grants scheme and through wider partnership agreements. Four requests for assistance through the provision of an annual grant have been received; from Warwickshire Community and Voluntary Action (WCAVA) for funding towards a third year extension to its initial three-year countywide agreement, from North Warwickshire Citizens Advice Bureau (NW CAB), from Live and Local for support towards a new countywide Key Client Agreement and from the North Warwickshire Allotments Federation.

Recommendation to the Board

- a That Members note the progress made by WCAVA in its delivery of Volunteer and Third Sector Support Services (VATS Support Services) in Warwickshire and approve financial assistance for a third year extension to the current countywide agreement, as identified in the main body of the report;**
- b That Members approve the draft Service Level Agreement for further negotiation with NW CAB and that the proposed financial award for 2015/16 be approved and administered as indicated in the report, including the provision for the second instalment to be made subject to the prior agreement of the Chairman and Vice-Chairman of the Board;**
- c That Members note the work undertaken by Live and Local in assisting local promoters to deliver professional arts performances in local venues and approve the proposed grant award towards a new countywide Key Client Agreement; and,**
- d That Members note the work undertaken by the North Warwickshire Allotments Federation and approve the proposed annual grant award, subject to the successful conclusion of negotiations in respect of the appended draft Service Level Agreement.**

2 Consultation

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

3 Introduction

- 3.1 Through its provision of financial assistance to voluntary and outside organisations, the Borough Council seeks to ensure cost effective support for a broad range of services for the community of North Warwickshire. In pursuance of this objective, this report considers four applications for assistance, and recommends awards, through its Annual Grants to Voluntary Organisations scheme.
- 3.2 An Annual Grant application for 2015/16 has been received from NW CAB. Members will also be aware that Volunteer and Third Sector Support Services (VATS Support Services) in Warwickshire are delivered through WCAVA and monitored through an agreement administered by Warwickshire County Council. Similarly, Live and Local is supported in its work through a joint agreement administered by the County Council. A fourth application has been received from the North Warwickshire Allotments Federation. These four applications are considered in more detail below.

4 Annual Grant Request - WCAVA

- 4.1 The countywide VATS Support Services agreement, which was awarded to WCAVA in November 2009 for a period of three years, has an option to extend its provisions for up to three years. The contract commenced on 1 April 2010 and consideration is required in respect of the possible extension of the initial agreement for a third year.
- 4.2 WCAVA is monitored through its achievements against the countywide agreement and, as a consequence, a single monitoring report is provided. Through this process, WCAVA (North Warwickshire) has provided a written report detailing how it is meeting the outcomes of the agreement locally. Activity from April to December 2014 is detailed in Appendix 1. The North Warwickshire report provides detailed information and will enable Members to consider the request to provide funding support for 2015/16.
- ...
- 4.3 The North Warwickshire office has worked with over 150 community and voluntary sector organisational enquiries during 2014, which is a 50% increase on 2013. In undertaking this work, WCAVA has assisted these organisations in securing over £200,000 of external funding into the Borough. This represents a 50% decrease on the same period as last year, which is a reflection of the difficulty in accessing external support in the current climate, as competition increases and resources diminish. Three new organisations

have been established with WCAVA support: Austrey Residents' Association, Baden Powell Scouts and the Better Day's activities group. The forms of support have included assistance with a community buildings audit, a "Community Right to Bid" application (relating to allotment gardens) and a review of organisational processes and procedures, which can be challenging when the membership age profile is increasing within a significant number of community groups.

- 4.4 WCAVA is represented on the Local Strategic Partnership and works closely with Borough Council officers on third sector matters. It is also an active member of the LEADER Local Action Group and is continuing to work closely with the Big Local project in Arley and Ansley, for which it is employing the Big Local Support Worker.
- 4.5 The local Voluntary Action North (VAN) Forums have been particularly successful, with groups initiating a "Village Venues" meeting, facilitated by WCAVA, which is supporting the sustainability of local community venues during the challenging current economic climate.

5 Proposed Financial Support for WCAVA

- 5.1 The proposed award to WCAVA has had a 2% inflationary increase added to its previous grant, resulting in suggested financial assistance in 2015/16 of £11,642. The funding agreed through the Annual Grants scheme provides financial assistance towards the core functions of WCAVA, as detailed in the Principles and Outcomes for Volunteering and Third Sector Support Services in Warwickshire. The Borough Council also provides additional financial support by offering WCAVA the maximum level of rate relief, a sum of £495.47. WCAVA also has charitable waste disposal that costs the Authority £440.20. These three forms of proposed support would result in the Borough Council providing a total sum of £12,578 to WCAVA in 2015/16.
- 5.2 Members should note that, as this is the third and final extension to the Volunteer and Third Sector Support Services agreement, discussions will be taking place with Warwickshire County Council over the next year to review the content of any future proposed contract and agreement.

6 Annual Grant Request - NW CAB

- 6.1 The Board will be familiar with the nature of the request from the CAB and the need to link any Annual Grant award to the negotiation of an approved Service Level Agreement (SLA). Through the Agreement, the Council seeks to ensure the delivery of mutually compatible outcomes in return for its investment. Wherever possible, these outcomes are linked to the objectives and priorities of the North Warwickshire Sustainable Community Strategy. In this regard, the draft 2015/16 SLA for the CAB is attached at Appendix 2. Subject to Board approval, it will provide the basis for the negotiation of the final Agreement.

...

- 6.2 NW CAB is monitored through the production of a report that details the support work that has been provided to the residents of North Warwickshire. The April to December 2014 review report is attached at Appendix 3. In brief, however, the report identifies that CAB advisors had 5,305 client contacts, which is a significant increase of over 1,500 contacts compared to the same period in 2013. A new case management system has been installed, which enables the accurate recording of statistics and shows that the preferred method of contact for clients is face to face (~60%) or over the telephone (~40%), with only a few clients choosing to make contact via email. Advice concerning benefits and tax credits, debt and financial services and capability continue to be the principal needs of clients.

7 Proposed Financial Support for NW CAB

- 7.1 NW CAB is providing services that are increasingly required in the current economic climate. It is, therefore, proposed to retain the previously awarded £15,000 fixed payment and to also increase the main grant award by inflation, resulting in a proposed 2015/16 award of £49,125. The SLA for NW CAB requires a six monthly review of its work to be undertaken in order to ensure compliance with the provisions of the Agreement. It is proposed that this award continues to be made in two half-yearly instalments and that the second payment is only made with the prior agreement of the Chairman and Vice-Chairman of the Board and upon the satisfactory completion of work in the first period.
- 7.2 The funding agreed through the Annual Grants scheme provides financial assistance towards the core functions of NW CAB. The Borough Council also provides additional financial support by offering NW CAB the maximum level of discretionary rate relief. This results in a 2015/16 award of £940.80. Additionally, the CAB also has charitable waste disposal that costs the Authority £172.00.
- 7.3 Over the past six years, as part of its proactive work to prevent homelessness, the Housing Division has used a proportion of its Government Homelessness Prevention Grant to support independent debt advice work undertaken by the CAB. The value of this and associated work is currently being reviewed and in the first instance the CAB will only be funded for the first quarter of 2015/16. A sum of £3,750 will be provided to CAB to deliver this work until the end of June 2015, during which time the future requirements of, and support for, this important service will be reviewed.
- 7.4 Subject to approval, the identified recommendation brings the total level of financial assistance allocated to NW CAB to £53,988 in 2015/16.

8 Annual Grant Request - Live and Local

- 8.1 Live and Local works with voluntary groups and professional artists to create new audiences for the performing arts, with a view to enabling the development of stronger communities. The organisation achieves this by co-ordinating professional, good quality performances in a network of non-

mainstream venues, such as community halls, and by working in partnership with voluntary and other organisations.

- 8.2 Live and Local brings people together, playing an important part in the social life of participating communities. It builds support for community venues, encourages volunteering and helps to develop active communities, thereby contributing to a range of local priorities, such as raising aspirations and skill levels, developing healthier communities and improving access to services.
- 8.3 The “Community Touring Service” has previously been funded through a three-year partnership agreement, within which levels of financial support are subject to the budget setting processes of funding partners. The agreement was administered by Warwickshire County Council’s Arts Service, on behalf of the partners, which included North Warwickshire Borough Council, Nuneaton and Bedworth Borough Council, Rugby Borough Council and Warwick District Council. Following changes at the County Council a new agreement will be drafted; which will be managed within its Economic Development section.
- 8.4 Live and Local’s work will be monitored through the proposed partnership agreement. With the funding provided by the Borough Council, Live and Local will need to deliver a total of 10 shows, with no fewer than five promoters across North Warwickshire. Attached at Appendix 4 is a “Value for Money” overview of Live and Local’s 2013/14 performances (the promoters’ year ran from October 2013 to May 2014). Attached at Appendix 5 is the current position on its 2014/15 funding (from October 2014 to May 2015), which details the promoters, venues and their chosen performance.

9 **Proposed Financial Support for Live and Local**

- 9.1 It is proposed that the level of support previously provided for Live and Local (£2,000) is retained for 2015/16. The funding agreed through the Annual Grants scheme provides financial assistance towards the core functions of Live and Local. A new Key Client Agreement will be drafted, which will identify the key functions and will be used to monitor Live and Local’s performance over the period of the Agreement.

10 **Annual Grant Request - North Warwickshire Allotments Federation**

- 10.1 The North Warwickshire Allotments Federation, which is run by volunteers, seeks to bring together representatives from allotment associations and groups across North Warwickshire. The Federation holds regular events, including an annual awards competition, aimed at developing and promoting allotments. Over the last year, the Federation has hosted or taken part in eight events, ranging from the AGM to its annual Awards Evening, a theatrical production to Gardener’s World Live, and a “veggie workshop” to a Fun Day. Participant numbers have ranged from 30 for the workshop to 75 for the Awards Evening.

11 Proposed Financial Support for The North Warwickshire Allotments Federation

11.1 It is proposed that the level of support previously provided for the Federation (£500) is retained for 2015/16. The Authority is continuing to support the North Warwickshire Allotments Federation through an annual Service Level Agreement, a draft of which is attached at Appendix 6. It is proposed that the suggested grant award is made conditional upon the successful conclusion of negotiations in respect of the Service Level Agreement.

...

12 Report Implications

12.1 Finance and Value for Money Implications

12.1.1 Provision has been made for the proposed Annual Grant awards within the Support to Voluntary Organisations revenue budget allocation for 2015/16. It should be noted that financial assistance is provided subject to the availability of resources and consideration of this issue within the annual process of setting the Council's revenue budgets.

12.1.2 Supporting community and voluntary sector work is a very cost effective way for the Borough Council to maintain service provision for the residents of North Warwickshire.

12.2 Safer Communities Implications

12.2.1 There is no direct safer communities implication arising from this report, although the activities that are supported by WCAVA and Live and Local provide positive diversions from anti-social and/or nuisance behaviour. The BEATS Project, managed by WCAVA, is a recent example of a positive intervention that has assisted with the engagement of a group of problematic young people in Atherstone. NW CAB's work, particularly with regard to financial advice, can also help to prevent people from resorting to criminal activity to resolve their personal problems.

12.3 Environment and Sustainability Implications

12.3.1 Providing grant-aid to community and voluntary sector organisations is a cost-effective way of increasing local service provision and helping to enhance individual and collective quality of life. WCAVA is an active member of the North Warwickshire Community Partnership and a key contributor in the delivery of the priorities of the Sustainable Community Strategy. It provides valuable links to local community and voluntary sector groups that directly enhance the capacity of partnership working.

12.3.2 The Allotment Federation provides support to local Allotment Associations, supporting their sustainability and in turn having a positive impact upon the local environment. Similarly, Live and Local supports communities in their endeavours to ensure the on-going sustainability of local venues.

12.4 Health, Well-being and Leisure Implications

12.4.1 The activities of each of the organisations identified in this report positively impact upon people's health and well-being. Additionally, WCAVA supports organisations that provide leisure opportunities to the residents of North Warwickshire. Live and Local's support enables promoters to provide good quality arts productions in local venues, which in turn positively impact upon people's mental health and well-being. The Allotment Federation's work supports allotment gardening, which has the potential to improve both physical and mental health.

12.5 Risk Management Implications

12.5.1 WCAVA, NW CAB and Live and Local are all funded through a number of other organisations. Significant loss of funding from other sources could have an adverse impact upon the delivery of local services.

12.6 Equalities Implications

12.6.1 An Equality Impact and Needs Assessment has previously been undertaken, which did not highlight any negative impact consequent upon the proposed financial awards. The advice provided by both WCAVA and NW CAB helps to provide equality of opportunity and address inequality within the local community. By helping local promoters to provide professional arts productions in local venues, Live and Local is increasing access to art and entertainment services.

12.7 Links to Council's Priorities

12.7.1 The provision of grant aid to community and voluntary sector organisations has positive and direct links to the corporate priorities in respect of:

- Public services and council tax
- Local employment
- Crime and disorder
- Housing
- Access to services
- Consultation and communication
- Health and well-being

12.7.2 The provision of grant aid to community and voluntary sector organisations also has a positive impact upon the Sustainable Community Strategy objectives to:

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

The Contact Officer for this report is Jaki Douglas (719492).

WCAVA North Warwickshire Office
Monitoring report
April – December 2014

During the last 9 months, WCAVA North Warwickshire Office has dealt with 150 enquiries from community and voluntary sector organisations. This is 50% increase in enquiries compared to 2013.

WCAVA continues to work with groups on a one-to-one basis and continue to work with groups 'out of office hours' which is important to many volunteers especially those who work during the day. We know it is essential to offer support to groups at a time when they most need it.

We have supported groups to access £217,153.50 worth of funding which directly benefits community members within North Warwickshire.

New Groups:

We have supported 3 new groups to become established. These are:

- Austrey Residents Association
- Baden Powell Scouts
- Better Days activities group

Just a few examples of groups supported:

*Oldbury Nursing Home	*Start-up for new Craft/activities group
*Atherstone and District Blind	*Phantom Knights
*The Phoenix Group	*New Art Group
*St. Mary's Church	*Grendon group
*2 nd Chance Furniture	*Austrey Gardening
*North Warwickshire Over 50's	*Water Orton and District Tennis Club
*Crossroads	*Water Orton Rugby Club
*Readers of Roman Way	*NW Over 50s Group
*North Warwickshire Active	*Safeline
*Austrey Residents Association	*Phoenix Group
*Values and Education for Life	*Dordon Hub
*Austrey Gardening Group	*St. Leonards Church

Some examples of support given to groups:

St. Mary's Church:

We have given the Church advice on how to do a community buildings audit. The Church wants to refurbish the building and encourage a community focused space. They also want to include offices for community rental however, they need to know that organisations/community groups will make use of this space and this is what the audit will clarify. The audit will also give them a better idea of any 'gaps' i.e. could the Church become a heritage centre. In addition to this we have already had two meetings to advise and support the writing of their Heritage Lottery bid which will hopefully pay for the roof to be fixed. We have signposted the Church to Katy Harper who will carry out the audit for them.

***Community Right to Bid for Assets of Community Value:**

Grendon residents were signposted to us as land that is currently used as allotments may be sold off for housing. They wanted to know about the community right to bid for assets of community value. Went through process and signposted them to the Borough Councils website where they are able to fill out a form and submit. Since then, we have been informed that the Parish Council have decided to register the land as an asset and will be organising a meeting with the land owner.

***Phoenix Group:**

We have been visiting this Charity since it lost 'in kind' funding from the NHS. The 'in kind' funding provided the group with a mini bus service and nurses to assess those with dementia. Although a challenge, members have been picking up as many people as they can so that 'users' can still access this much needed service. The group has since had a volunteer trained to drive a mini bus and they have also identified a bus they can rent on a weekly basis. HomeInstead (works with people with dementia) has offered to send an advisor to the group once a month to support carers with any worries they have. We have also identified a volunteer to provide craft activities. We will continue to support this group.

We are finding that older groups are in need of continued support. This may be in doing funding bids, writing letters, supporting them in their meetings or generally 'keeping an eye' on them. We are continually encouraging the younger members (60's) in the groups to take a lead but many only want to take part in the activity and not lead.

Case study 1.

The Older Peoples Forum contacted us as they felt that it was time to close the group. This is because all the committee members are now in their 80's and the younger members (in their 70's) are not coming forward to take on a leadership role. The Forum has over 50 members who benefit immensely from the informative meetings and networking opportunity this group provides for them.

CAVA went through their dissolution clause which said that any money/assets remaining would need to go to another group with similar aims and objectives. Looking at their finances it was apparent that they had a small amount of money that they had raised money themselves (not funding). It was decided that it was beneficial to the group to pay someone to do their admin for 1 hr per week to keep the group going and to take the pressure off the committee. This has worked really well for the group and has safe-guarded the Forum until the money runs out. This simple solution may benefit other groups whose committees are getting older and feel that they can no longer take a leadership role.

Case study 2.

A local group came to us for advice on how to start a new organisation however, during the meeting it transpired that they are already paid up members of an umbrella organisation of which they had decided to break-away from. The group explained that they wanted to break-away from the umbrella organisation as they had been told that they would need permission to spend more than

£250 of their own money and that if the umbrella organisation needed any money, they are allowed to take it from the groups bank account.

The local group feel that they have worked hard to raise funds and they want the local members to benefit from this money. In addition to this, the umbrella organisation has strict criteria around who can be a member and again the group feel that this is too stringent. The group has a list of people who are not registered disabled as yet but do have a disability which will potentially progress therefore, they would like to open the membership up to these new members now. By doing this the group will become more sustainable and the new members will have widened their network.

Looking at the group's constitution, there was no clause in it that would allow the umbrella organisation to take money from the local group therefore CAVA advised them to contact the umbrella organisation to get confirmation in writing to say that this is what they are allowed to do. As far as membership is concerned, the umbrella organisation has decided who its members can be therefore the group will need to abide by this or lobby to change the criteria.

Unfortunately the group still feel that as soon as they have spent as much of their money as possible they will still move away from the umbrella organisation as the rules are so restrictive and they do not want their money going out of the locality.

This is the second group CAVA NW has recently advised who have wanted to break-away from their umbrella organisation because the central function say that they are able to take local money away from the group. We have already assisted one of these groups to become independent and they now have their own bank account, have lowered the membership age and are planning the activities they want to do.

Case study 3

TNT Volunteering opportunities:

CAVA North Warwickshire was contacted by TNT People Development to ask if we could find volunteering opportunities for their 24 senior managers and trainers for the 19th December 2014. Finding volunteers and linking them to volunteering opportunities is the Volunteer Centre North Warwickshire's' role however, on this occasion they were not able to help as they did not have the appropriate placements.

As CAVA North Warwickshire has a good knowledge of the needs of its community and voluntary sector organisations, we were able to give volunteering opportunities immediately. In addition, we asked community and voluntary sector organisations attending the VAN forum to fill out a volunteering opportunity if they wanted TNT staff to volunteer for them on the 19th December.

In total, CAVA NW was able to find 11 opportunities for the TNT volunteers to choose from. TNT chose the following:

- 7 volunteers for Grendon Common: Baddesley Ensor has reinstated a pond on the common and was in need of volunteers to help clear and burn the birch.
- 7 volunteers for the Tame Valley Wetlands based at Kingsbury Water Park and Whitaker Heath. The need to clear around an existing pond.

- 2 Volunteers for Beeline Community Transport and the Crossroads Trust: To delivery leaflets to Doctors surgeries around North Warwickshire to raise awareness of services available.
- 2 Volunteer for the Citizens Eye project. Young people with learning disabilities attend events and write and take photos. On this occasion they will report on the Grendon Common and Tame Valley Wetlands projects.
- Arley and Ansley Big Local: 3 volunteers to promote Big Local and encourage residents to fill out a questionnaire.
- Volunteer Centre North Warwickshire: 3 volunteers to deliver Town Guides.

This was a great opportunity for North Warwickshire groups to have access to much needed volunteers.

****Darren Carlin Operations and Learning & Development Officer, People Management, TNT wrote:**

‘Many thanks to CAVA NW for responding and showing an interest in our charity activities’

Volunteer Centre:

CAVA NW has initiated a meeting with the North Warwickshire Volunteer Centre manager (Martin Horner) to look at how both organisations can work better/smarter together. To start this collaborative approach the Volunteer Centre will co-facilitate the VAN forums. This has been agreed and publicity for the VAN will now show both logos with a strap line saying ‘working together in partnership to support the Voluntary Sector’. We have since met with Martin to plan further VAN forums and some bite size training session that we will be doing throughout the year.

Village Venue meeting:

In October, CAVA NW facilitated the first Village Venues meeting which was attended by 4 venues. We have since had another meeting in January 2015 which was attended by 6 venues. This meeting was initiated by groups who met whilst at a VAN forum. CAVA NW was asked to facilitate this meeting so that they could share ideas, new initiatives and talk about the issue that concern them. The issues discussed so far: cost of room hire – groups wanted to have an understanding around the amount they were charging and if this was in-line with other venues, funding, employing a worker, caretaking hours, heating and environmental funding. Some common ideas are: to employ someone to promote the venues (already signposted the groups to 2 free sites that promote village venues) and activities, to start farmers markets and signposting groups to each other’s venues. They have already decided that they would like to continue with these meetings and CAVA NW will continue to facilitate.

Three Villages Youth project and the Ley Group Young People’s project.

CAVA NW continues to support both youth groups at their meetings. Both groups struggle to get committee members to attend therefore we have suggested that both groups should meet to look at how both projects can collaborate with each other i.e. provide support, experience, apply for joint funding and coordinating events/activities. Both groups have agreed to do this and had their first meeting in December 2014 to look at a joint funding bid. CAVA NW will facilitate further meetings.

Dordon Community Day:

The Dordon Community Lunch and Fun Day was a success with over 40 people attending the lunch. Sarah has been working and supporting Jo Giblin (Northern Area Team) with this event. The village has lost many of its older members and many of the houses are going as Lets - this means that Dordon is losing its community spirit. CAVA NW suggested that they engage residents through a community lunch and fun day. Next steps: Jo and Sarah are creating a network event for residents and looking at a community newsletter.

Big Local:

CAVA NW continues to employ the Big Local Support Worker until the end of Feb 2015. We also continue to attend the Big Local Steering Group on a monthly basis. CAVA NW is working with the Steering Group on its Terms of Reference and a Code of Conduct. The activities, to encourage community engagement, have gone extremely well and TNT provided three volunteers to hand out leaflets/fill out questionnaires on the 19th December. CAVA and the Big Local Representative will be applying for the next stage of funding which enables the Ley's Millionaires to access £18,000. This funding is taken out of the £1,000,000 and will contribute to staff time and engagement activities. A joint training event will take place in February between Hill Top and the Ley's Millionaires.

VAN Forum:

WCAVA held two forums during 2014. The forums are consistently supported by over 50 people who represent diverse community and voluntary sector organisations. Groups tell us that they attend the forums as it is informative and gives them an opportunity to network.

Agenda for the February Forum:

- Tame Valley Development - Tame Valley Wetlands Landscape Partnership
- B.O.B Hubs, Foodbank and Financial Inclusion update – Bob Trahern
- Pay Day Loans - CWEDA
- Helping people with financial topics in NW - CAB

Agenda for November Forum:

- Update on Voluntary Sector funding through WCC – Nick Darwin
- 5 Ways to Wellbeing – Friendship Care and Housing Wellbeing Hubs
- Do It Volunteering – Volunteer Centre
- Updates on the North Warwickshire Community Partnership and themed groups – Julie Taylor NWBC

We followed Julie's presentation with an exercise asking groups the following questions:

Thinking about the community you live in:

- **What do you think are the most significant problems related to health? and what ages do you think are most affected by this issue?**
- **In terms of health, what gaps do you think there are within your community?**
- **What do you think are the most significant problems related to education, learning and school readiness? what ages do you think are most affected by this issue?**

- **What do you think are the most significant problems affecting families? What ages do you think are most affected by this issue?**

We have since categorised the answers into an 8 page document for the NHS and Julie Taylor at the Borough Council.

We continue to support the following groups at their meetings:

LEADER

Community Partnership

Co-ordinators Meeting

Ley Group Youth Group

Ex-mining villages – 3 village youth project

Big Local

Older Peoples Forum

Library Meetings

Village Venue meetings

Also to note: The Charity Commission no longer gives general advice to groups unless they are already, or in the process, of becoming a Charity. Groups who are thinking of becoming a Charity and want information will be signposted to their website. This will be quite a challenge for many of the groups that often need verbal clarification on specific issues.

NORTH WARWICKSHIRE CITIZENS ADVICE BUREAU SERVICE LEVEL AGREEMENT 2015 – 2016

North Warwickshire Borough Council agrees funding for the provision of core advice and information services by North Warwickshire Citizens Advice Bureau as set out in this agreement.

INTRODUCTION

The objective of the bureau is to provide free, confidential, impartial and independent advice to enable local residents to deal with a wide range of issues, including benefits, housing, money advice, employment, consumer, relationships, taxation and many more. The nature of the assistance provided will depend on a client's needs and ranges from the provision of information to formal representation.

The North Warwickshire Citizens Advice Bureau (CAB) deals with approximately 9000 client contacts a year involving in the region of 10,000 issues.

The provision of this service requires that, at any one time, up to 3 advisers are on duty and 2 telephone lines are available to members of the public for a period of 16 hours per week as part of the County CAB telephone advice service and free telephone access is available from North Warwickshire's Community and Information Hubs (10am – 2pm Mon-Fri). For face-to-face advice, offices are available in Atherstone. Advice by e-mail is also available.

The standard of service is set out in the Citizens Advice Quality Assurance Standards Membership Agreement and Advice Quality Standard (see Part 2 of this agreement).

The bureau also receives funding for core services from Warwickshire County Council.

Further information can be found in the CAB's Annual Report 2014/15, which is submitted with this agreement.

CONTENTS:

Part 1 – General conditions

Part 2 – Service objectives and specification

Part 3 – Financial and resourcing arrangements

Part 4 – Monitoring arrangements

Part 5 – Declaration

PART 1 – GENERAL CONDITIONS

1.1 PARTIES

This is an agreement between North Warwickshire Borough Council (hereinafter called “the council”) and the Trustee Board of North Warwickshire Citizens Advice Bureau (hereinafter called “the bureau”).

1.2 OBJECT OF AGREEMENT

The council wishes to support the services of the bureau for the purpose of providing an information and advice service operated within the aims, principles and policies of Citizens Advice subject to an agreed grant and to a defined level of service.

1.3 PERIOD OF THE AGREEMENT

The agreement will commence on 1 April 2015 for a period of 12 months.

1.4 THE PARTIES’ OBLIGATIONS

- a) The bureau agrees to provide the services specified in Part 2 of this agreement (Service Objectives and Specifications).
- b) The council agrees to make the grant payments specified in Part 3 of this agreement (Financial and resourcing arrangements).

1.5 STATUS OF AGREEMENT

It is not the intention of either party that this agreement shall be legally binding and therefore neither party shall have any liability to the other for any failure to observe the terms of this agreement.

1.6 STATUS OF SERVICE PROVIDER

In carrying out this agreement, the bureau is acting in its own right as an independent organisation, and not as agents of the council.

1.7 MANAGEMENT

Responsibility for the management of the bureau is vested in the Trustee Board, the membership and operation of which is laid down by a constitution Memorandum and Articles of Association.

1.8 PARTIES’ REPRESENTATIVES

The council and the bureau will each appoint a contact officer.

- a) The role of the council’s contact officer is to:
 - Be the initial point of contact within the council for the bureau
 - Inform the bureau of any issues which may have an effect on the implementation of the service provision in this agreement

- Provide information, advice and support to the bureau as reasonably required
 - Set up an six monthly monitoring meeting with the bureau contact officer to consider the information set out in Part 4 of this agreement
 - Inform the bureau of any change in the council's contact officer.
- b) The role of the bureau's contact officer is to provide the information required in Part 4 of this agreement and to inform the council's contact officer, in writing, if there is:
- a proposal by the bureau to change or reduce the core services set out in Part 2 of this agreement;
 - a major change to the bureau's financial budget;
 - a change to the bureau's constitution; or
 - a change in the bureau contact officer.

The parties' contact officers will be the Partnership and Development Manager of the Council and the Bureau Manager.

1.9 CONFIDENTIALITY

The council accepts that the bureau offers a confidential service and that all matters raised by individual clients are kept confidential.

1.10 STAFFING

- a) Paid and volunteer staff will be recruited and selected with full regard to an equal opportunities policy and procedures approved by Citizens Advice.
- b) Paid staff will be employed and remunerated with full regard to Citizens Advice Guidelines.

1.11 QUALITY ASSURANCE

The bureau undertakes to operate the quality assurance systems described in Part 2 of this agreement.

1.12 HEALTH AND SAFETY

The bureau shall have regard to the requirements of the Health and Safety at Work Act, 1974 and any other Acts, Regulations, Directives or Orders etc about health and safety.

1.13 INSURANCES

The bureau shall maintain with a reputable insurer the following insurances:

- Employer's Liability in a minimum amount of £5 million
- Public Liability in a minimum amount of £5 million per claim or series of claims.

1.14 DISPUTE RESOLUTION

If either party considers the other to be in breach of their duties under this agreement or has a grievance about some aspect of the agreement's operation, the parties shall make every effort to resolve the issue through joint discussions. Where this fails:

- the party wishing to make the complaint should provide the other with written details, including proposals for resolving it;
- a written response should be sent to the initiating party within 14 days;
- if the response is not considered to resolve the issue, the initiating party may request in writing to the contact officer a meeting of the authorised signatories (or their successor);
- where possible the meeting should be held within 14 days of the contact officer receiving the request;
- where the meeting does not resolve the complaint, the issue should be considered by the bureau's Trustee Board or the relevant council committee as a confidential item. Any submissions should be sent in advance to the other party and representation permitted;
- If either party is dissatisfied with the outcome as notified to it in writing within seven days of the meeting, arbitration can be requested and this will take place with a mutually acceptable external party.

1.15 REVIEW

- a) This agreement may require amendments in the light of experience of implementing its terms. Any amendments will need to be negotiated and agreed in writing by both parties.
- b) The mechanism used for determining the core-funding grant set out in 3.2 cannot be the subject of an amendment under a).
- c) A review of the level of services specified in 2.3 and 2.4 can be requested by either party, and a meeting held as soon as practicable after this. It can take into account changes in community needs, feedback from clients or other stakeholders, changes in the council's corporate objectives and any other relevant factors beyond the control of the bureau, such as the availability of staff.
- d) Any amendment to the service specification under c) will need to be negotiated and agreed in writing by both parties, as would any amount to be taken into account under 3.2c).

1.16 TERMINATION

- a) Either party giving the other party six months notice in writing, clearly stating the reasons, can terminate the agreement.
- b) Notice can be served if delivered, posted or faxed to the contact officer (see 1.8)

PART 2 – SERVICE OBJECTIVES AND SPECIFICATIONS

2.1 AIMS OF THE SERVICE

The aims of the Citizens Advice service, of which the bureau is a member and to which the bureau adheres are:

- To provide the advice people need for the problems they face.
- To improve the policies and practices that affect people's lives.

The service provides free, independent, confidential and impartial advice to everyone on their rights and responsibilities. It values diversity, promotes equality and challenges discrimination.

2.2 PRINCIPLES UNDER WHICH THE SERVICES ARE PROVIDED

The bureau will provide an information and advice service which is:

- free
- confidential
- impartial
- open to all regardless of race, gender, sexuality or disability and
- in accordance with the Citizens Advice guidelines on equal opportunities.

2.3 CORE SERVICES FUNDED UNDER THIS AGREEMENT

The service (to which the funding arrangements in Part 3 relate) offered by the bureau shall be 'assisted information' and 'general help' (as defined by the Community Legal Service Quality Mark - see 2.5)

Assisted information is a service in which staff are available to help clients access information, and to identify where a client needs further information or advice.

General help is:

- Diagnosing the client's problems
- Giving information and explaining options
- Identifying further action the client can take and
- Giving basic assistance e.g. filling in forms, helping the client draft letters, and contacting third parties to seek information on the client's behalf.

Where necessary for a particular client, the core service provided by the bureau will also include contacting a third party to negotiate on the client's behalf.

In accordance with the Citizens Advice membership agreement the subjects covered will include:

- Consumer
- Money advice
- Welfare Benefits
- Employment
- Housing
- Family and personal matters
- Taxes

- Immigration and nationality
- Health
- Education

The service covered by this agreement will not include casework as defined by the Community Legal Service Quality Mark i.e. with casework, the service provider takes responsibility for further action, whereas with a general help service, the client retains responsibility for the case. Casework also includes representing a client at appeal proceedings where necessary, which general help does not.

2.4 MEANS OF ACCESSING THE SERVICE

The core service shall be available:

- a) by letter and fax
- b) to personal callers on a drop-in and appointment based basis at:

Location; The Parish Rooms, Welcome Street, Atherstone, CV9 1DU.

Hours of opening:

Monday	9.30 - 2.00
Tuesday	9.30 - 2.00
Wednesday	3.30 - 6.30
Friday	9.30 - 2.00

- c) by telephone on 0844 855 2322 to the County CAB telephone advice service between 10am and 2pm Monday to Friday.
- d) By free phone available at local community hubs and by videoconferencing from Coleshill and Polesworth Libraries and Arley and Hartshill Community Centres.

In addition an assisted information service is provided by e-mail on nwcab.advice@cabnet.org.uk

A home visiting service is not provided as part of this agreement.

All of these services shall be clearly advertised.

2.5 QUALITY ASSURANCE

- a) The bureau operates the core service to the requirements of the Advice Quality Standard at General Help level. This quality scheme for advice services is set nationally by the Legal Services Commission and audits are carried out annually. The seven key quality areas covered are:
 - Access to service
 - Seamless service (includes referral to other agencies)
 - Running the organisation
 - People management
 - Running the service
 - Meeting clients' needs
 - Commitment to quality (includes complaints, user feedback)

b) The bureau also complies with Citizens Advice Quality Assurance Standards Membership Agreement, which is fully convergent with a) but contains additional requirements. The quality areas covered are:

- Quality of advice
- Quality of social policy work
- Governance
- Operational management
- Financial management
- Planning and managing resources
- Volunteers and paid staff
- Training and people development
- Networking and partnership
- Complaints and suggestions
- Client-centred service
- Case management

A copy of the scheme is supplied with this agreement.

c) All staff, both paid and voluntary, are required to undergo relevant training in order to achieve their competence level to a standard acceptable to the Trustee Board, and compatible with the aims, principles, and membership standards of Citizens Advice.

2.6 SERVICE DEVELOPMENT AND IMPROVEMENT

- a) The bureau has a business and development plan (see 4.6), the monitoring of which and the results of audits (see 4.2 and 4.3) lead to innovation and improvements in its service
- b) The bureau will participate in the activities of the Legal Advice Warwickshire Network and other relevant local networks in order to enhance the services provided to local residents.
- c) The bureau will work to secure additional funding in order to meet unmet needs for advice amongst the diverse local communities.
- d) The bureau will make use of clients' experiences to inform and influence the policy and delivery of other local services, and will inform the council of relevant issues

2.7 USER FEEDBACK AND INVOLVEMENT

- a) The bureau will operate a procedure for representations and complaints about the service in accordance with Citizens Advice guidelines and shall take all reasonable steps to bring this to the attention of the users of the bureau.
- b) The bureau will undertake an annual client satisfaction survey.
- c) The bureau will consult both clients and potential clients about service provision and opening hours.
- d) The bureau will encourage users to take up appropriate training opportunities within the bureau.
- e) The Trustee Board are to be constituted in such a way as to encourage representation from as wide a range of local people and organisations as possible.

2.8 CIRCUMSTANCES BEYOND THE BUREAU'S CONTROL

- a) The bureau will not be held responsible for any interruption in or disruption to the core services due to circumstances beyond its control.
- b) The services specified are dependent on the availability of suitable advisers.

PART 3 – FINANCIAL AND RESOURCING ARRANGEMENTS

- 3.1 The Council has agreed that the grants to be paid to the bureau for the financial year beginning April 2015 shall be £49,125 (no inflationary increase on the set fee of £15,000 from that received in 2014, there is however, a 2% increase on the main grant award which is now £34,125).
- 3.2 Together with the funds from Warwickshire County Council, these grants shall be construed as being sufficient to fund those core services referred to in Part 2 of this agreement, and for the purposes of this agreement are deemed to be the bureau's 'core funding'.
- 3.3 Service developments and additional services over and above those supported by the core funding and described in Part 2 of this agreement, can be considered for additional funding by the Council on the understanding that the Council can offer no commitment to fund. If the Council does fund these developments or additions in any one year, such funding will not affect the core funding arrangements and shall not be taken into account when calculating the core funding grants in the succeeding year.
- 3.4 All payments to be made under this agreement are exclusive of VAT. In the event of the bureau becoming liable for VAT during the period of the operation of this agreement, the council will enter into discussions with the bureau with the aim of reaching a mutually acceptable outcome.
- 3.5 The core funding grants awarded to the bureau under this agreement will be paid in two instalments, subject to full compliance with the terms of Part 4 of this agreement by the bureau, by 1 May and 1 November. There will be no need for the bureau to invoice or otherwise apply for the payments.
- 3.6 The bureau agrees to submit, to the council a copy of its approved accounts, within the meaning of the Charities Act, 1992 and 1993.
- 3.7 Any change to the core funding provided by North Warwickshire Borough Council or Warwickshire County Council referred to in 3.3 could cause the bureau to be unable to provide the services specified in part 2 of this agreement.
- 3.8 Where the bureau gains a surplus of income from grants, fundraising or other sources in any one year, the council will not seek repayment of any part of the grant. The bureau will maintain a level of reserves appropriate to meet its financial responsibilities.

PART 4 – MONITORING ARRANGEMENTS

- 4.1 The bureau monitors and evaluates its services in accordance with the procedures and directions set out in the Citizens Advice Quality Assurance Standards Membership Agreement (a copy of which is supplied with this agreement).
- 4.2 The bureau will be subject to annual external audits to ensure that it is meeting the standards required for the Community Legal Service Quality Mark at the Generalist Help level.
- 4.3 The bureau is subject to a three-yearly audit by Citizens Advice to ensure the service meets the standards set down in the Quality Assurance Standards Membership Agreements, as well as the Community Legal Service Quality Mark. This audit includes a quality of advice assessment. Continued membership of Citizens Advice is dependent on a satisfactory performance in this audit.
- 4.4 The bureau will provide a copy of the Annual Report to the council and an invitation for the council's contact officer to its Annual General Meeting.
- 4.5 The bureau will provide to the Council the annual information that it provides to Citizens Advice such as follows:
 - a) Opening hours.
 - b) Number of enquiries (new and repeat listed separately).
 - c) Number of enquiries categorised by their complexity.
 - d) Percentage of people using the bureau by telephone [and by e-mail].
 - e) Number of paid staff. Hours worked. Type of paid staff.
 - f) Number of volunteers. Hours worked. Type of volunteer staff.
 - g) Training sessions undertaken by staff. Number of trainees.
 - h) Number of formal complaints about the bureau.
- 4.6 The bureau produces a three-year business and development plan, which it reviews annually. The plan includes, amongst other things:
 - an assessment of client satisfaction
 - a client and community profile
 - a community advice needs analysis
 - a strategy for promoting the bureau within the community
 - a funding strategy; and
 - an equality action plan covering all aspects of the bureau's operation.
- 4.7 The bureau will provide information reasonably required by the council, subject to those requirements not being in breach of clients' confidentiality. Information will not be required more frequently than at quarterly intervals.
- 4.8 Subject to Citizens Advice guidelines these monitoring arrangements can be amended by agreement between the council and the bureau to reflect changes in service practice, for example data collection.
- 4.9 The bureau undertakes, in discussion with the Borough Council and Warwickshire County Council, over the period of this agreement to develop a set of performance indicators. These indicators should take note of those under development nationally.

PART 5 – DECLARATION

On behalf of North Warwickshire Borough Council I confirm that I have read the agreement as set out above and the council will comply with the terms and conditions contained within

Signed ...

Date:

Name of authorised signatory for North Warwickshire Borough Council: Jaki Douglas

Address of NWBC:

The Council House, South Street, Atherstone, Warwickshire, CV9 1DE.

On behalf of North Warwickshire CAB I confirm that I have read the agreement as set out above and the CAB will comply with the terms and conditions contained within

Signed ...

Date:

Name of authorised signatory(ies) for North Warwickshire CAB: Carol Musgrave

Address of CAB:

The Parish Rooms, Welcome Street, Atherstone, CV9 1DU

North Warwickshire Citizens Advice Bureau

1. Statistics

2014-15 Q1-3 Outcomes by Issue

Outcome Issue	Number of Outcomes
Benefits & tax credits	195
Consumer goods & services	1
Debt	71
Education	2
Employment	4
Financial services & capability	97
Health & community care	5
Housing	55
Immigration & asylum	0
Legal	3
Other	22
Relationships & family	2
Tax	2
Travel & transport	2
Utilities & communications	12
Discrimination	0
Grand Total	473

- 169 benefit increases or new benefit awards, for a total annualised value of £517,868.
- £8,241 of annualised savings made through assisting clients with budgeting.
- 40 better deals on fuel supply costs achieved through assistance with switching supplier, and 3 better deals negotiated by staying with the same supplier, for total annualised savings of £8,959 on fuel costs.
- 25 instances of homelessness prevented or delayed, and 9 clients successfully rehoused.
- 53 reports of clients benefitting from improved health and capacity to manage after receiving advice.
- 25 instances of bailiff or other creditor enforcement action being prevented or suspended.

2. Project updates

North Warwickshire Advice Services Partnership

The Lottery Advice Services Transition Fund has approved our request to move some underspend into funding a part time Project Assistant Post.

The Financial Wellbeing Assessment has now been completed by over 1200 people across the county and is providing a wealth of information that is useful to our service and partners. The team attended 3 national Money Advice Conferences and gained interest from 60 other CABx, in the wider rollout of the Financial Wellbeing Assessment.

To boost the E volunteer's element of the project via a different approach we are currently piloting sessions at Coleshill and Birchmoor Hubs. Clients may access general advice or E services.

Warwickshire Welfare Support Scheme Project

Financial capability targets for the project are being exceeded - 156 clients seen; 270 at group sessions. There has been an increase in people coming to CAB at the crisis stage when court cases are pending. Many clients are seen on a regular basis as they are unable to cope with finances alone.

The team are undertaking group sessions on Energy Big Deal and Doorstep Crime.

3. Funding news

A bid (Integrated Pathway to Financial Resilience) has been submitted to the Warwickshire Welfare Support Scheme and has been approved in principle, subject to a scaled down delivery plan. The project will include debt advice and financial capability and will work alongside partners Warwickshire Welfare Rights Advice Service (delivering income maximisation via benefit take up) and Coventry and Warwickshire Co-operative Development Agency (helping people move towards employment)

We have been shortlisted in a bid to provide a 'pop up' energy advice clinic. The bid also has a capital element to improve energy efficiency at our offices.

Coventry CAB, working with Warwickshire CABx has successfully bid for a project to extend advice by email and pilot the use of web chat. This has implications for all participants about adopting the use of the national telephone system, Adviceline.

Warwickshire County Council is consulting about proposals for funding services provided by the voluntary sector (Shaping the Future)

Citizens Advice Bureaux comes under this heading and the County Council is proposing to reduce funding for Advice Services from £360,000 to £280,000 by 2017/18. Cuts of this size will inevitably lead to reductions in services for local people.

There are 5 Citizens Advice Bureau in Warwickshire, in North Warwickshire, Nuneaton and Bedworth, Rugby, Stratford on Avon and Warwick District and they provide free advice on subjects including:

- Debt advice
- Benefits advice
- Employment rights
- Housing issues
- Consumer rights
- Discrimination

In 2013/14 Warwickshire CABx helped 27,241 people resolve 86,950 different problems

Headline statistics for the year

- **27,241 clients** supported - **8% rise** on the previous year
- **86,950 problems** presented - **3% rise** on the previous year
- **28%** of clients experiencing a long term illness or disability
- **Top issues** - welfare benefits, debt, housing and employment problems

Cuts in funding have, or are being made, across national and local services. This means that more people need to turn to Citizens Advice Bureaux for help.

Value for Money

In return for a cash contribution from **North Warwickshire Borough Council** in 2013-2014 of **£2,000** Live & Local:

Helped build sustainable, vibrant and cohesive communities by:

- Supporting **6** voluntary organisations to develop their skills and volunteer base;
- Creating **60** volunteering instances;
- Enabling **6** communities to choose and promote **13** professional, high quality events in villages;
- Entertaining **810** people in their own community;
- Achieving an average of **74%** audience capacity.

Supported the local economy by:

- Attracting inward investment of **£11,306** from Arts Council, England and the County Council;
- Raising **£5,881** in earned income;
- Enabling 309 hours of voluntary time (equivalent **£4,280** in-kind contribution¹);

Therefore for every one pound invested by NWBC, an additional **£10.73** was attracted from other sources.

- Enabling groups to retain **£1,495²** from the events that is reinvested in their local community.

Gave communities more say:

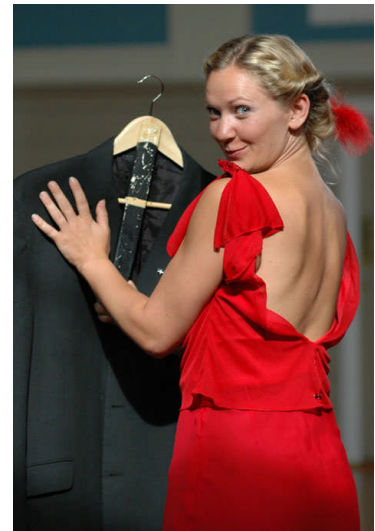
- All events are chosen and run by community groups with Live & Local's support;
- It motivates people to volunteer and get involved, and supports the work of village hall committees and other local associations;
- Many of the volunteers are retired or semi-retired and have worked to increase participation in communities whilst developing new skills.

Promoted health and wellbeing:

It is a focus of social interaction for weeks before and after the show; helping reduce isolation and loneliness; getting people out to see and make friends.

Supported environmental sustainability:

Through reducing the carbon footprint of audiences travelling to see shows, by enabling events actually in their communities



"The attendances have grown and grown. We now have our own stage which we bought through lottery funding as a direct result of Live & Local - this has spawned other events in the village hall."

Volunteer Promoter

"It's very rewarding to see the church full and being used. Vital for regeneration of the building and removing barriers for use of the church and obtaining grants to build toilets"

Volunteer Promoter

"[Live & Local] gives us confidence in handling professional artists and managing events. [It] adds colour to our lives."

Volunteer Promoter

¹ Based on ESF £13.85/hr for a project co-ordinator

² Retained box office and other income (raffles etc)

LIVE & LOCAL MONITORING

Network Health Check

As at: 29-Jan-15

This report lists targets, current programme (including available returns), active venues in current year, along with which ones are new or returning. Also details of venues recruited during year but haven't yet promoted and any venues currently going through recruitment

North Warwickshire Borough Council

Targets & Current Programme

Year Target	C/F Target	C/F Prog	Other Targets	Target Offset	Total Target	Requests this Year	C/F Prog	Year Prog	Inc CFP to Spring	Total Prog	Difference to Target
10	0	4		0	14	9	4	9	3	13	-1

Other targets/outcomes: N/a

(Under target by 1)

Notes

1. Year Target – Events target from funding provided for current financial year.
 2. C/F Target – Events target from any funding carried over from previous financial years(s).
 3. C/F Program – Events already programmed from funding carried over from previous financial years(s).
 4. Other Targets – Other non-event related targets detailed below.
- Target Offset – Adjustment to total events target caused by Other Targets

Current confirmed programme: (Total: 13)

04-Apr-14	Fillongley Village Hall					Every Mother's Son					
Attendance: 33	Capacity: 60	% Capacity: 55%				Multi Story Theatre Company					Drama
11-Apr-14	Atherstone Memorial Hall					Double Booked					
Attendance: 26	Capacity: 140	% Capacity: 19%				Ginny Davis Productions					Drama
11-Apr-14	Ansley Village Church Hall					Baltic Crossing in Concert					
Attendance: 48	Capacity: 70	% Capacity: 69%				Baltic Crossing					Folk
13-May-14	Owen Street Community Arts Centre, Atherstone					The Thankful Village					
Attendance: 56	Capacity: 80	% Capacity: 70%				Badapple Theatre Company					Drama
18-Oct-14	Fillongley Village Hall					The Urban Folk Quartet in Concert					
Attendance: 68	Capacity: 80	% Capacity: 85%				The Urban Folk Quartet					Folk
08-Nov-14	Owen Street Community Arts Centre, Atherstone					An Evening with Gordon Giltrap					Sell Out
Attendance: 72	Capacity: 70	% Capacity: 103%				Gordon Giltrap					Folk
31-Jan-15	Owen Street Community Arts Centre, Atherstone					Blair Dunlop in Concert					
Attendance: Tbc	Capacity: Tbc	% Capacity: Tbc				Blair Dunlop					Folk
13-Mar-15	Maxstoke Village Hall					An Evening with Gordon Giltrap					Sell Out
Attendance: Tbc	Capacity: Tbc	% Capacity: Tbc				Gordon Giltrap					Folk
15-Mar-15	Hurley Village Hall					On The Edge					
Attendance: Tbc	Capacity: Tbc	% Capacity: Tbc				Kepow Theatre Company					Comedy Theatre
28-Mar-15	Owen Street Community Arts Centre, Atherstone					The Remi Harris Gypsy Jazz Project					
Attendance: Tbc	Capacity: Tbc	% Capacity: Tbc				The Remi Harris Gypsy Jazz Project					Gypsy Jazz
10-Apr-15	Maxstoke Church					A Brief History of Music					
Attendance: Tbc	Capacity: Tbc	% Capacity: Tbc				Blast from the Past					Light Classical
13-May-15	St Leonard's Church Hall, Dordon					From Strauss to the Movies					
Attendance: Tbc	Capacity: Tbc	% Capacity: Tbc				Fordante					Light Classical
15-May-15	Fillongley Village Hall					The Remi Harris Gypsy Jazz Project					
Attendance: Tbc	Capacity: Tbc	% Capacity: Tbc				The Remi Harris Gypsy Jazz Project					Gypsy Jazz

Active Venues

With shows requested and confirmed for this report period: (Total: 8)

<u>Venue</u>	<u>Promoting Group</u>
Ansley Village Church Hall	Ansley Village Church Hall Committee
Atherstone Memorial Hall	Atherstone Memorial Hall
Fillongley Village Hall	Fillongley Village Hall Committee
Hurley Village Hall	Hurley Community Association
Maxstoke Church	Maxstoke PCC
Maxstoke Village Hall	Maxstoke Village Hall Cttee
Owen Street Community Arts Centre, Atherstone	Owen Street Community Arts Centre, Atherstone
St Leonard's Church Hall, Dordon	Dordon Parish Council

Awaiting requests: (Total: 1)

<u>Venue</u>	<u>Promoting Group</u>
Owen Street Community Arts Centre, Atherstone	OSCA Cinema Ltd

New or returning this year: (Total: 1)

<u>Venue</u>	<u>Promoting Group</u>
Owen Street Community Arts Centre, Atherstone	OSCA Cinema Ltd

Potential Venues and Enquiries

Currently in recruitment process: (Total: 5)

<u>Promoting Group</u>	<u>Prospect Level</u>
Baddesley Ensor Village Hall Committee	Cool
Piccadilly Community Centre Committee	Cool
Polesworth Community Association	Cool
Hartshill Community Centre	Cool
Water Orton Library & Community Centre	Cool

Narrative Report

January 2015

From the 2014/15 funding we had a target of 10 performances for the Community Touring scheme for the period Oct 2014 to May 2015 and have allocated 9. We will have also supported seven Big Picture Show screenings (not directly funded by NWBC). Good mix of artforms across drama and music.

In the three year period that our current Arts Council funding covers we have had a total target of 30 shows and have supported 34 performances in the Borough. We have also supported

Currently (with only two shows completed in this years programme) Borough audiences are averaging 70 (93% of capacity) with two sell outs. (County figures are 65 and 79% respectively) the Maxtoke sellout in March this year we thinkk may be a record for how far in advance that has happened!

The total programme on this report includes four performances in April/May 2014 funded from the 2013/14 budget, making a total programme on this report of 13 performances.

Allotment Federation Service Level Agreement

North Warwickshire Borough Council agrees funding for the promotion of allotment gardening through information and activities provided by North Warwickshire Allotment Federation as set out in this agreement.

INTRODUCTION

The Allotment Federation is made up of representatives from within the allotment community of North Warwickshire. The Federation is run by a committee of elected volunteers with an agreed constitution.

The aim of the Federation is to promote and support Allotments Associations and Allotment gardening in all its forms.

CONTENTS

- Part 1 - General conditions
- Part 2 - Service objectives and specification
- Part 3 - Financial and resourcing arrangements
- Part 4 - Monitoring arrangements
- Part 5 - Declaration

PART 1 - GENERAL CONDITIONS

1.1 PARTIES

This is an agreement between North Warwickshire Borough Council (hereinafter called "the Council") and the committee of North Warwickshire Allotment Federation (hereinafter called "the Federation").

1.2 OBJECT OF AGREEMENT

The Council wishes to support the services of the Federation to promote allotment gardening in North Warwickshire within the aims of the Federation's constitution and subject to an agreed grant and to a defined level of service.

1.3 PERIOD OF THE AGREEMENT

The agreement will commence on 1 April 2015 and will be reviewed annually on or before 1st January each year. The agreement will continue until such time as

- a) Either party is unable to meet its obligations as laid out in PART 2 and PART 3 of this agreement; OR
- b) Either party decides to end the agreement following the process laid out at 1.10 below.

1.4 THE PARTIES' OBLIGATIONS

- a) The Federation agrees to provide the services specified in Part 2 of this agreement.
- b) The Council agrees to make the grant payments specified in Part 3 of this agreement.

1.5 STATUS OF SERVICE PROVIDER

In carrying out this agreement, the Federation is acting in its own right as an independent organisation and not as agents of the Council.

1.6 MANAGEMENT

Responsibility for the management of the Federation is vested in the committee, the membership and operation of which is laid down by a constitution.

1.7 PARTIES' REPRESENTATIVES

The Council and the Federation will each appoint a contact officer.

a) The role of the Council's contact officer is to:

- Be the initial point of contact within the Council for the Federation
- Inform the Federation of any issues which may have an effect on the implementation of the service provision in this agreement
- Provide information, advice and support to the Federation as reasonably required.
- Set up an annual monitoring meeting with the Federation contact officer to consider the information set out in Part 4 of this agreement
- Inform the Federation of any change in the Council's contact officer.

b) The role of the Federation's contact officer is to provide the information required in Part 4 of this agreement and to inform the Council's contact officer, in writing, if there is:

- a proposal by the Federation to change or reduce the services set out in Part 2 of this agreement;
- a major change to the Federation's financial budget;
- a change to the Federation's constitution; or
- a change in the Federation contact officer.

c) The parties' contact officers shall be the Partnership and Development Manager of the Council and the Federation Committee Secretary.

1.8 DISPUTE RESOLUTION

If either party considers the other to be in breach of their duties under this agreement or has a grievance about some aspect of the agreement's operation, the parties shall make every effort to resolve the issue through joint discussions. Where this fails:

- the party wishing to make the complaint should provide the other with written details, including proposals for resolving it;
- a written response should be sent to the initiating party within 14 days;
- if the response is not considered to resolve the issue, the initiating party may make a request in writing to the contact officer a meeting of the authorised signatories (or their successor);
- where possible the meeting should be held within 14 days of the contact officer receiving the request;

- Where the meeting does not resolve the complaint, the issue should be considered by a full meeting of Federation members or the relevant council committee. Any submissions should be sent in advance to the other party and representation permitted;
- If either party is dissatisfied with the outcome as notified to it in writing within seven days of the meeting, arbitration can be requested and this will take place with a mutually acceptable external party.

1.9 REVIEW

a) This agreement may require amendments in the light of experience of implementing its terms. Amendments can take into account changes in community needs, feedback from members of the Federation or other stakeholders, changes in the Council's corporate objectives and any other relevant factors beyond the control of the Federation, such as the availability of volunteers.

b) Any amendments will need to be negotiated and agreed in writing by both parties.

1.10 TERMINATION

a) Either party giving the other party six months notice in writing, clearly stating the reasons, can terminate the agreement.

c) In the case of termination of the agreement, the Federation will be required to return to the Council any part of the funding which has not been used for legitimate purposes within the terms of the agreement.

b) Notice can be served if delivered, posted or faxed to the contact officer (see 1.8)

PART 2 - SERVICE OBJECTIVES AND SPECIFICATIONS

2.1 AIMS OF THE SERVICE

The aims of the services provided by the Federation under this agreement are:

- To provide a point of contact for information on allotment gardening in North Warwickshire,
- To identify the needs of the allotment community in North Warwickshire
- To assist the allotment community in meeting its needs
- To organise activities which promote allotment gardening and support allotment groups

2.2 PRINCIPLES UNDER WHICH THE SERVICES ARE PROVIDED

The Federation will provide information and activities which are:

- Confidential
- Impartial
- In keeping with all relevant legislation
- In accordance with the constitution of the Federation

2.3 SERVICES FUNDED UNDER THIS AGREEMENT

The services (to which the funding arrangements in Part 3 relate) offered by the Federation shall be:

a) To work with interested individuals, the Borough Council, Town and Parish Councils and other organisations to support the development and management of allotment land as appropriate and within available resources.

b) to run an annual Allotment awards competition open to all allotment sites in North Warwickshire

c) to develop and maintain a website to provide information on allotment gardening in North Warwickshire and the work of the Federation.

d) to keep a contact list for all known allotment sites in the Borough and update this list on an annual basis

2.4 SERVICE DEVELOPMENT

The Federation committee will actively seek feedback from the allotment community through the AGM and after events. This will be used to inform the future work of the Federation. The Federation will seek to keep the allotment community informed of their work through site representatives and contacts.

2.5 CIRCUMSTANCES BEYOND THE FEDERATION'S CONTROL

a) The Federation will not be held responsible for any interruption in or disruption to services due to circumstances beyond its control.

b) The services specified are dependent on the availability of suitable volunteers.

PART 3 - FINANCIAL AND RESOURCING ARRANGEMENTS

3.1 The Council has agreed that the grant to be paid to the Federation on 1st April annually shall be £500, subject to confirmation of the availability of resources within the Council's annual revenue budget.

3.2 This grant shall be construed as being sufficient to fund those services referred to in Part 2 of this agreement.

3.3 Service developments and additional services over and above those supported by the funding and described in Part 2 of this agreement, can be considered for additional funding by the Council on the understanding that the Council can offer no commitment to fund.

3.4 The funding grants awarded to the Federation under this agreement will be paid in one instalment, subject to full compliance with the terms of Part 4 of this agreement by the Federation, The Federation will be required to apply for the following year's funding at the time that it submits its annual report to the Council.

3.5 The Federation agrees to submit, to the Council a copy of its approved accounts on request.

3.6 Any change to the core funding provided by the Council referred to in 3.1 could cause the Federation to be unable to provide the services specified in part 2 of this agreement.

3.7 Where the Federation gains a surplus of income from grants, fundraising or other sources in any one year, the Council will not seek repayment of any part of the grant. The Federation will maintain a level of reserves appropriate to meet its financial responsibilities.

PART 4 - MONITORING ARRANGEMENTS

4.1 The Federation shall provide an annual report to the Council by 1st February each year. The report shall include the following information:

- a) a summary of activity undertaken in the previous twelve months including feedback from events and the Annual General Meeting
- b) the number of entrants to Allotment awards
- c) confirmation that information on the Federation's website is current
- d) a current contact list for all known allotment sites in the Borough

4.2 The Federation shall provide any other information reasonably required by the Council. Information shall not be requested more frequently than at quarterly intervals.

4.3 The Federation shall provide the Council with notification of its Annual General Meeting and an invitation for the Council's Contact Officer to attend.

4.4 These monitoring arrangements can be amended by agreement between the Council and the Federation.

PART 5 – DECLARATION

On behalf of North Warwickshire Borough Council I confirm that I have read the agreement as set out above and the Council will comply with the terms and conditions contained within

Signed:

Date:

Name of authorised signatory(ies) for North Warwickshire Borough Council:

Address of North Warwickshire Borough Council:
The Council House, South Street, Atherstone, Warwickshire, CV9 1BG.

On behalf of North Warwickshire Allotment Federation I confirm that I have read the agreement as set out above and the Federation will comply with the terms and conditions contained within

Signed:

Date:

Name of authorised signatory(ies) for North Warwickshire Allotment Federation:

Address of North Warwickshire Allotment Federation:

Agenda Item No 9

Community and Environment Board

16 March 2015

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

**LEADER – Outcome of Funding
Application**

1 Summary

- 1.1 This report notifies the Board of the outcome of the North Warwickshire and Hinckley and Bosworth application for funding within the new LEADER programme (2015 to 2020) and updates Members on the anticipated future of the programme.

Recommendation to the Board

- a That the Board notes the successful outcome of the North Warwickshire and Hinckley and Bosworth application for funding within the new LEADER programme (2015 to 2020); and**
- b That Members note the proposed delivery mechanism for the programme, and the partnership arrangements with Hinckley and Bosworth Borough Council.**

2 Consultation

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

3 Background

- 3.1 LEADER is a community-led development programme that is jointly funded by DEFRA and the European Union, as part of the Rural Development Programme for England (RDPE).
- 3.2 Members will recall that North Warwickshire successfully applied for funding from the previous LEADER programme (2009 to 2013), within which the Borough Council acted as the local "Accountable Body".
- 3.3 Members will also be aware that North Warwickshire had been awarded £29,190 by DEFRA, to cover the Transition Period from January to December

2014. This Transition Period provided the time needed to produce a new Local Development Strategy (LDS), which, subsequent to thorough consultation, accurately reflected the needs and aspirations of the local community and its local economy.

- 3.4 The LDS was produced by Officers from the Borough Council in conjunction with specialist consultants; Localecon Associates. The consultants provided the necessary economic development experience and expertise, which was required to produce a Strategy that focused on job creation and growth within the local economy.
- 3.5 The LDS formed the application for inclusion within, and funding from, the new LEADER programme and was submitted to DEFRA on 05 September 2014. As reported to the Board in October 2014, the LDS incorporated the boroughs of North Warwickshire and Hinckley and Bosworth, as this was considered to provide the most relevant and mutually beneficial partnership arrangement. This also met DEFRA’s guideline relating to population criteria. Consultation revealed that many businesses and organisations operate within comparable rural environments in the two boroughs, and encounter similar issues and barriers.

4 Outcome of the Funding Application

- 4.1 On 28 November 2014, initial confirmation was received from DEFRA that the local application for inclusion within the programme had been successful and that the partnership had been awarded LEADER funding under the European Agricultural Fund for Rural Development (EAFRD). Subsequently, DEFRA confirmed that the application had been considered to be extremely strong and was ranked within the top ten nationally.
- 4.2 At that time, the final budget allocation for the North Warwickshire and Hinckley and Bosworth programme had not been identified, due to a number of rejected applications having the opportunity to appeal against the decision. Nevertheless, DEFRA provided an indicative funding allocation of between £1.36 million and £1.46 million (see table below). A final award allocation was expected by mid-February 2015, with the formal contract being agreed by the end of February.

Project Name	Minimum (if 85 Projects Approved) 1000s sterling	Maximum (if only 77 Projects Approved) 1000s sterling
North Warwickshire and Hinckley and Bosworth	£1, 365	£1,460

- 4.3 The partnership was informed that no project applications should be processed until a formal contract has been signed with DEFRA.

5 Way Forward

- 5.1 Whilst North Warwickshire Borough Council will retain the role of Accountable Body, it is anticipated that a close relationship will be maintained with Officers at Hinckley and Bosworth Borough Council. This will include shared membership of the decision making group and appraisal panel, both to ensure fairness and increase the level of local knowledge. In addition, the two Officers who are to be employed as part of the programme; a Programme Manager and a Development Officer, will divide their time between the two areas.
- 5.2 The Local Action Group (LAG), which provides strategic direction to the programme, was revised as part of the development of the LDS process. Membership of the group needed to reflect the new focus on the local economy and the expanded area, and the priority sectors of farming and forestry, tourism and business. To this end, a number of key partners were invited to sit on the group and contribute their knowledge to the programme. This group needs to be further extended to ensure that the most appropriate representation is available to support delivery arrangements, in respect of which focused training will be required to support their involvement.
- 5.3 An inaugural meeting with DEFRA and representatives from the two borough councils and the Local Action Group was held on 14 January 2015. The meeting was informed that formal contracting would not take place until mid-February, with the call for local funding applications likely to take place in June 2015. The period prior to this will be used to provide LAG members with the appropriate training and to produce a more detailed set of funding priorities.
- 5.4 A recruitment process will also take place to appoint the two Officers. It is anticipated that the Project Manager will be appointed in advance of the call for applications, to allow for training and the transfer of knowledge from existing Officers involved in the delivery of the previous programme. The Development Officer will then be recruited at a later date.

6 Report Implications

6.1 Finance and Value for Money Implications

- 6.1.1 The funding implications of involvement in the new LEADER programme are identified in the main body of the report. The Authority will incur indirect expenditure in its capacity as the Accountable Body for the programme through providing management time and Officer support for related activity. Costs relating to the provision of financial management will be incorporated in the management and administration costs to be claimed back through the programme.

6.2 Safer Communities Implications

- 6.2.1 Any future LEADER funding will be used to create jobs and grow the local economy, which should have a positive impact upon reducing levels of crime and anti-social behaviour. There is potential for the LEADER programme to

support the work being developed by the North Warwickshire Community Safety Partnership and the Warwickshire Police and Crime Commissioner to reduce both business and rural crime.

6.3 Environment and Sustainability Implications

6.3.1 There are no direct environment and sustainability implications arising from the report. It should be noted, however, that the LEADER programme supports sustainable rural regeneration and encourages the design and delivery of economic projects that help regenerate and sustain local communities.

6.4 Health, Well-being and Leisure Implications

6.4.1 LEADER will help to create a stronger sense of place and improve health and well-being through actions that support communities, and could additionally enhance the rural environment by providing new leisure and recreation opportunities.

6.5 Human Resources Implications

6.5.1 As identified in the main body of the report, the funding will allow for the employment of two new Officers; a Project Manager and a Development Officer. It is anticipated that the recruitment process will take place over the next few months as the programme develops. In the interim, the existing LEADER Development Officer, who was employed during the previous programme and the transition period, will be retained to ensure that the knowledge and experience can be transferred to the new Officers.

6.6 Risk Management Implications

6.6.1 The risks associated with the LEADER programme have been, and will continue to be, managed and monitored through approved Divisional Risk Management processes, most specifically in relation to the effective management of partnership work, the efficient delivery of externally supported projects that meet the priorities and expectations of funding partners and the appropriate administration of all forms of financial assistance. Implementation of relevant processes and procedures will ensure the delivery of a LEADER programme that meets the priorities identified in the Local Development Strategy and minimises any risks to the Authority in its capacity as the Accountable Body.

6.6.2 With regard to the Authority's role as the Accountable Body, in February 2015 the Borough Council was informed that the financial allocation to the LEADER project will be made in Euros, which will then be converted into sterling on an annual basis. Any adverse fluctuation in exchange rates will need to be covered by the Accountable Body. Obviously it is not possible to quantify the extent of any future financial implication for the Authority, but this new development does represent a potential risk to the organisation.

6.7 Equalities Implications

6.7.1 The research and consultation work that has been carried out has provided opportunities for the local community to influence the production of the new LDS. This consultation has included groups and individuals defined by the protected characteristics under the Equality Act. An updated EIA Summary is appended to this report.

6.8 Links to Council's Priorities

6.8.1 The LEADER programme could financially support projects that directly link to the following corporate priorities:

- Public Services and Council Tax
- Local Employment
- Environment
- Crime and Disorder
- Countryside and Heritage
- Access to Services
- Consultation and Communication
- Health and Well-being

6.8.2 Additionally, projects funded by the LEADER programme will positively impact upon at least one of the priorities of the Sustainable Community Strategy, which are to:

- Raise aspirations, educational attainment and skills
- Develop healthier communities
- Improve access to services.

The Contact Officer for this report is Rachel Stephens (719301).

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
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1	DEFRA	Award Notification	Nov 2014
2	DEFRA	Letter to Approved Groups	Dec 2014

Equality Impact Assessment Summary Sheet

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

Name of Policy / Procedure / Service	NW LEADER
Officer Responsible for Assessment	Partnership and Development Manager

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

(a) Is there a positive impact on any of the equality target groups or contribute to promoting equal opportunities and improve relations or:

(b) could there be a negative impact on any of the equality target groups i.e. disadvantage them in any way

Equality Group	Positive impact	Negative impact	Reasons/Comments
Racial			N/A
Gender			N/A
Disabled people			N/A
Gay, Lesbian and Bisexual people			N/A
Older/Younger people			N/A
Religion and Beliefs			N/A
People having dependents caring responsibilities			N/A
People having an offending past			N/A
Transgender people			N/A

If you have answered **No** to any of the above, please give your reasons below

The evaluation of the 2007/13 LEADER programme has helped to identify its actual impact on the groups defined by the protected characteristics identified above.

Throughout the transition period checks have been made to ensure that consultation has been undertaken with groups defined by the protected characteristics under the Equality Act. Where there were identified gaps, these groups have been targeted directly.

Please indicate if you believe that this document should proceed to further Impact assessment

Agenda Item No 10

Community and Environment Board

16 March 2015

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

**Development of New
Indoor Leisure Facilities
in Coleshill**

1 Summary

- 1.1 This report updates the Board on progress in respect of the development of new indoor leisure facilities in Coleshill, most particularly in respect of the capital finance implications of the project.

Recommendation to the Board

That the Board notes and comments upon the development and financial implications of the new indoor community leisure facilities at The Coleshill School.

2 Consultation

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

3 Background and Update on Progress

- 3.1 As the Board is aware the construction of new indoor community leisure facilities commenced on site at The Coleshill School in early November 2013. The construction programme was originally scheduled for completion on 31 October 2014, but the building was formally handed to the Borough Council a week early, on 24 October. The 12 months Contract Defects Date expires on 24 October 2015.
- 3.2 Subsequent to the opening of the facility to the public, on 17 November 2014, and to The School a day later, a small number of teething problems have come to light, which is an inevitable phase in the development, settling and operation of a major new building. A small number of design issues were identified to the Board at its meeting held in January 2015, most of which have now been resolved by Wates Construction, including the introduction of

privacy screens into two of the female changing rooms. As previously reported, it was perhaps also inevitable that car parking would be raised as a matter of concern by some customers. The opening months of operation have been very busy and the on-site car park has been full on a number of peak period occasions, most notably on a Monday and Tuesday evening, when some customers are resorting to parking on Packington Lane. To date no complaints have been received from local residents. Nevertheless, potential options are being discussed with neighbouring schools in the hope that a solution can be found to the problem.

- 3.3 The Leisure Centre, of course, is a dual-use facility, in that it is being used by The Coleshill School during the day, during term-times, as well as by the wider local community at all times. The early indications are that this arrangement is working well. The facility is a significant improvement to those “enjoyed” by The School in recent years and, as such, is welcomed by students and staff alike. Again, a small number of relatively minor operational problems have occurred, for example in the co-ordination of respective fire plan arrangements, and these are being resolved as they arise. A more significant problem in relation to the cleaning of the Leisure Centre has also been addressed. To ensure that communication is effective and that both partners are satisfied with the implementation of the approved Joint Use Agreement monthly meetings are now being held between School and Leisure Centre staff.

4 Update on Progress – Financial Position

- 4.1 The Board is aware that the capital funding available for the project was £4,301,366, including £2,815,000 from the Borough Council, with the balance being made up of valuable contributions from the Education Funding Agency and England Squash and Racketball. Account also needed to be taken of the requirement to fund £154,000 of fees attributable to the project, thereby leaving a sum of £4,147,366 available to support project delivery (including all contingencies and provision for fitness equipment and furniture and fittings, etc.).
- 4.2 Wates Construction was required to provide its Target Cost and Actual Cost forecasts on a monthly basis. The Project Manager, who very carefully scrutinised all costs on behalf of the Borough Council, was required to produce a monthly Funding Position Statement a week thereafter. Wates Construction submitted its fourteenth and final project invoice in November 2014, subsequent to which the Project Manager undertook the very sizeable task of scrutinising and verifying the Final Account for the project. Within his previous Financial Position Statement, the Project Manager had predicted an overspend of approximately £29,500. Despite the need to instruct Wates Construction to undertake a number of minor works post practical completion, it was reported to the Board in January 2015 that any overspend would be less than that predicted by the Project Manager in his last Statement. It is, therefore, pleasing to be able to report, further to receipt of his verification of the Final Account, initially on 10 February, but further clarified on

... 13 February 2015, that the project was delivered within budget, by £2,088. A Funding Position Statement is attached at Appendix A.

- 4.3 The final invoice to the contractor has been paid and a last invoice is in the process of being issued to The Coleshill School in order to ensure that the full sum of grant aid is drawn down from the Education Funding Agency. The School is also being invoiced for the works that it required to a retaining wall towards the end of the construction phase. The £25,000 grant from England Squash and Racketball has been received in full.

5 Update on Progress – Other Matters

- 5.1 As reported, the Leisure Centre opened to the public on 17 November. The initial feedback from customers and School students and staff has been extremely positive. It is also pleasing to be able to report that there has been a steady rise in membership numbers subsequent to the opening of the facility. Indeed, at 20 February 2015 the Leisure Centre had 682 direct debit members, compared to 304 at the corresponding time in February 2014. It had 361 members at the end of the month (September 2014) prior to opening the new facility. Visits to the fitness suite totalled 3998 in January 2015, which was just over 1000 more than in January 2014. There have also been approximately 3600 class attendances from the point of opening the new site to 20 February 2015, as opposed to 2000 attendances in the same period last year.
- 5.2 Construction of the Leisure Centre represents the end of the first phase in the delivery of new indoor recreational provision in Coleshill. Borough Council and School staff now have a responsibility to ensure that the facility effectively and efficiently meets the demands of their respective and shared communities long into the future. Nevertheless, it is important to acknowledge that the development of the new Leisure Centre was undertaken with the positive co-operation of all project partners, that it was delivered ahead of schedule, within budget and that it provides a high quality dual-use facility for the people of the Borough. It is felt that its provision can be viewed as a success by both the Authority and The School, as well as by Wates Construction and its partners. The task now is to ensure that the Centre continues to play a positive and sustainable role in the inclusive development of the health, well-being and growth of the local community.

6 Report Implications

6.1 Finance and Value for Money Implications

- 6.1.1 In addition to those previously reported to the Board, the headline financial implications associated with the construction of the new Coleshill Leisure Centre are detailed in section 4 above and within the appendix to this report.

6.2 Safer Communities Implications

- 6.2.1 The provision of good quality leisure facilities and services has profound and positive implications for the development of safer communities and a reduction in the likelihood of criminal and / or anti-social behaviour.

6.3 Legal and Human Rights Implications

- 6.3.1 The new Leisure Centre will have direct and positive implications for the Authority's ability to meet the requirements of Equalities and other legislation and on its determination to enhance access to good quality services for the local community.

6.4 Environment and Sustainability Implications

- 6.4.1 The investment of resources in the new Leisure Centre will enable the Council to maintain and enhance the quality, consistency and sustainability of its indoor leisure provision in Coleshill. The services provided through the new leisure facility will make a positive and lasting impact on individual and collective quality of life within North Warwickshire.

6.5 Health, Well-being and Leisure Implications

- 6.5.1 Leisure facilities have a positive impact on the health and well-being of individuals and communities through the provision of opportunities for formal and informal recreation and by contributing to an enhanced quality of life in the Borough. The project is also compliant with, and helps to deliver against, the priorities identified in the Warwickshire Health and Well-being Strategy and the supporting Joint Strategic Needs Assessment.

6.6 Human Resources Implications

- 6.6.1 There is no immediate human resource implication arising directly from this report.

6.7 Risk Management Implications

- 6.7.1 The condition and future replacement of Coleshill Leisure Centre have been the subject of a detailed risk assessment, a copy of which was presented to the Community and Environment Board in July 2012.

6.8 Equalities Implications

- 6.8.1 The scheme to replace Coleshill Leisure Centre has been designed to positively impact on the corporate priority to protect and provide access to Council services. An Equality and Impact Needs Assessment (EINA) has been carried out and was presented to the Community and Environment Board at its meeting held in July 2012.

6.9 Links to Council's Priorities

6.9.1 The undertaking to replace Coleshill Leisure Centre has positive and direct links to the following corporate priorities:

- Public service
- Crime and disorder
- Access to services
- Consultation and communication
- Health and well-being

6.9.2 The provision of the new Leisure Centre at The Coleshill School has positive implications for the Sustainable Community Strategy priorities to:

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

The Contact Officer for this report is Simon Powell (719352).

Background Papers

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

Background Paper No	Author	Nature of Background Paper	Date
1	Wates Construction	Client Meeting Report 2	January 2014
2	Coventry City Council	Clerk of Works Report 2	January 2014
3	Coventry City Council	Client Meeting Notes (16 January 2014)	January 2014
4	Coventry City Council	Client Meeting Notes (26 February 2014)	Feb 2014
5	Wates Construction	Client Meeting Report 4	March 2014
6	Wates Construction	Client Meeting Report 5	April 2014
7	Wates Construction	Client Meeting Report 6	May 2014
8	Wates Construction	Client Meeting Report 7	June 2014
9	Wates Construction	Client Meeting Report 8	July 2014
10	Wates Construction	Client Meeting Report 9	August 2014
Background Paper	Author	Nature of Background	Date

No		Paper	
11	Coventry City Council	Clerk of Works Report 9	August 2014
12	Wates Construction	Client Meeting Report 10	Sept 2014
13	Coventry City Council	Clerk of Works Report 10	Sept 2014
14	Wates Construction	Client Meeting Report 11	Oct 2014
15	Coventry City Council	Clerk of Works Report 11	Oct 2014
16	Wates Construction	Lessons Learned Notes	Nov 2014
17	Coventry City Council	Funding Position Statement	Feb 2015

New Coleshill Leisure Centre - Funding Position

APPENDIX A

	£	£	£
<u>Available Funding</u>			
NWBC Capital Receipts	1,850,000.00		
NWBC Approved Prudential Borrowing	965,000.00		
Sport England	-		
England Squash & Racketball	25,000.00		
School cont. to retaining wall	8,318.72		
EFA - adjusted for cabling	<u>1,460,781.00</u>		4,309,099.72
LESS			
<u>NWBC - Other Costs</u>			
Planning Fees	13,422.00		
Planning discharge fees / Amendments			
Building Regulation Fees	1,811.00		
(Osbornes) CDM-C Fee	5,250.00		
Clerk of Works Fee @1% of £3.5m	35,000.00		
(Cov CC) PM Fees @ 2% of £3.5m	<u>70,000.00</u>	125,483.00	
The Coleshill School - other costs			
Misc.	4,875.00		
Legal Fees	<u>23,000.00</u>	27,875.00	
Reserve for NWBC FF&E			
Fitness Equipment	162,651.06		
Loose FF&E	<u>162,651.06</u>	162,651.06	316,009.06
FUNDING BALANCE			<u>3,993,090.66</u>
Cost of Sports Centre			
Wates Target Cost Option C	3,094,157.27		
Design Fees & Surveys	included		
Compensation Events (risks/variations)	<u>86,853.96</u>		
Wates Final Total Target Cost Forecast	3,991,011.24		
Wates Final Total Actual Cost Forecast	3,990,227.64		
Difference to share (TC - AC)	783.60		
Contractors Share @ 50%	391.80		
FINAL COST F/C (AC + Contractors Share)	3,990,619.44		3,990,619.44
FUNDING POSITION - underspent			<u>2,471.22</u>
<u>Other Potential Costs</u>			
Compensation Events (adjustment)	382.87		
CEQ's - committed	-		
Early Warnings	-		
	<u>382.87</u>		<u>382.87</u>
CURRENT FORECAST FUNDING POSITION			2,088.35 SURPLUS

Agenda Item No 11

Community and Environment Board

16 March 2015

Report of the Assistant Chief Executive (Community Services)

Financial Inclusion Activity Update

1 Summary

- 1.1 The purpose of this report is to provide Members with an update of the Financial Inclusion activity undertaken by the Council and some of its partners in the last twelve months. The wide ranging activity undertaken in assisting residents of the Borough experiencing personal and financial difficulties to meet their commitments during what are particularly challenging times.
- 1.2 This year we have continued to support the most significant welfare reforms in sixty years. Our approach remains key to ensuring support around debt advice, income maximisation, affordable lending, emergency help via providing food and heating, and the promotion of health and well-being, is available to help residents address their future challenges. The real positives of the many good initiatives outlined in this report show how the Council working with partners are implementing initiatives that are supporting people into or nearer work.

Recommendation to the Board

That the report be noted.

2 Background

- 2.1 For many years, the Council working with key local partners have delivered help and support to customers to ensure they have maximised their benefits entitlement and have been able to access debt and other advice when they have experienced financial difficulty or personal problems.

The ever expanding and wide-ranging initiatives delivered by the Council and its Partners during 2014/15 have again been captured in a series of documents attached at Appendix A.

...

- 2.2 In terms of priority actions going forward in 2014/15, it is obvious that the future will continue to remain financially uncertain, both externally and internally, and the challenges to the Council and its partners will centre on delivering support around the following priorities;

1. The ongoing economic situation and its link to austerity measures.
2. Supporting customers impacted by the ongoing Welfare Reform changes and the introduction of Universal Credit.
3. Identifying how best to continue working together with partners to make existing funds go further and to identify potential new external funding opportunities.

2.3 Our key priorities for 2015/16 will focus on the following;

- The continued promotion of free school meals and attendance allowances;
- The ongoing development of the Community Hubs and the re-commissioned B.O.B bus;
- Developing closer working with the Department of Work and Pensions in preparation for the ultimate implementation of the Universal Credit and in particular the support of Employment Support Allowance customers;
- Promoting on-line services;
- Supporting a variety of cooking and food projects; and
- Developing greater financial capability skills within the Borough.

2.4 The infrastructure put in place by the Council in recent years means we are very well placed to address the outcomes of these challenges. These are co-ordinated via both the Council's own Financial Inclusion Forum of which Councillors Moore and Davis are members, the Community Hub Task and Finish Group Chaired by Councillor Lewis, the North Warwickshire Community Partnership Chaired by Councillor Hayfield as well as the Countywide Financial Inclusion Partnership.

2.5 Wider partnership links are also being made with the Warwickshire Priority Families Programme. This should help strengthen and co-ordinate multi agency inputs to families most in need across a range of issues. The criteria of the Phase 2 programme includes specifically financial inclusion aspects.

3 Report Implications

3.1 Finance and Value for Money Implications

3.1.1 As a measure of success, it is pleasing to report that in terms of ongoing collection performance in respect of Housing Rent and Council Tax, these have largely been maintained. This is in part to the proactive work being undertaken the Council and its decision to maintain a local Council Tax Reduction Scheme that has limited benefit cuts to only 8.5% in the last two years and which has been maintained at this level again for 2015/16.

3.1.2 However, the worrying trend from the Citizens Advice Bureau (CAB) and our own data is that those in difficulty have got bigger debts and are ignoring

them until the situation gets more serious and costly. As a consequence, their resulting needs and requirements are more complex and time consuming to deliver. The numbers presenting themselves as homeless are at our highest recorded levels and we are also seeing overpayments created from failure to notify of changes which would result in a loss of benefit increase, all indications that access to help and advice is more important than ever.

- 3.1.3 This position supports the decision of the Council to continue to make grants to the local CAB which have been maintained at the increased levels agreed in 2009. The increased level of funding (an extra £15,000 on the permanent award) will continue again in 2015/16. This has helped address the increased workload created by the economic climate which is seeing an ongoing and significant number of people needing debt advice and welfare support.
- 3.1.4 Funding to undertake the wider financial inclusion work undertaken in recent years has been resourced by diverting internal budgets as well as utilising external grants to fund the delivery of these new burdens.
- 3.1.5 We have also had considerable success in making a number of successful applications for external grants from a variety of bodies, a number with our partners which has in recent times included Nuneaton and Bedworth Borough Council. Whilst this is positive, the time and effort needed to make the bids can be considerable and delivery of the outcomes required in these challenging times is particularly demanding and should not be underestimated.
- 3.1.6 It is also disappointing to report that the funds provided by Central Government to fund the Warwickshire Local Welfare Scheme managed by the County Council since April 2013 remains significantly underspent with an unknown figure estimated to be as high as £1m uncommitted. The considerable efforts expended to access this funding via a competitive process in order to support local needs remains a frustrating experience with a lack of clear strategy, transparency around decision making and lack of consultation and dialogue being displayed. This is a situation that officers continue to try and address with their County Council counterparts.
- 3.1.7 In summary, the coordinated and holistic approach taken by the Council is providing excellent value for money in terms of a return on investment in respect of the limited resources deployed in delivering financial support.

3.2 Safer Communities Implications

- 3.2.1 Better access to advice and assistance has many direct and indirect benefits that contribute to a greater feeling of well being and community cohesiveness. This can only have a positive impact on the communities we serve.

3.3 Environment and Sustainability Implications

- 3.3.1 The Councils ongoing commitment to assist in helping people address or improve their financial circumstances or well-being has positive impacts. It is hoped that by providing this level of support, it will ensure that residents can

learn new skills to enable them to rely less on our help going forward and help keep collection rates in terms of rent, council tax and housing benefit overpayments as high as possible by providing the correct levels of help and support.

3.4 Human Resources Implications

3.4.1 Ascertaining the right level and type of resources needed to deliver financial inclusion is under regular review, most notably by the Assistant Chief Executive (Community Services) and the Assistant Director (Housing) working closely with other internal colleagues.

3.4.2 Overall, the Council's investment in staff and in developing effective partnerships has seen considerable improved take up and maximisation of benefits and increased opportunities to access work and a wide variety of help as detailed in the documents attached.

3.5 Risk Management Implications

3.5.1 Failure to provide appropriate levels of customer support could have a detrimental impact of many areas on Council activity and lead to an increase in costs of collection or support being incurred. The Councils current approach enables us to be proactive as opposed to reactive in our response to issues or circumstances. The risk of stopping or reducing levels of activity has to be considered on a case-by-case basis but in general terms it is generally accepted that there will be increased risks if such current services or resources were withdrawn in the current climate.

3.6 Links to Council's Priorities

3.6.1 The wide ranging activities undertaken under the overall Financial Inclusion approach cuts across virtually all Council priorities and in particular supports the three key corporate priorities of improving access to services, improving health and well being and raising education levels and aspirations.

3.7 Equalities Implications

3.7.1 The various methods and mediums used to promote financial inclusion activity ensure no group or individual is denied access to help or advice in respect of both Council and other complimentary services.

The Contact Officer for this report is Bob Trahern (719378).



North Warwickshire Community Partnership Quarterly progress report

Champion: Bob Trahern

Theme: Access

Commentary on Project Progress – achievements to date (and any slippage)

Actions since last report in November 2014

Continued good progress continues to be made on all fronts since the last verbal report in November and written report in September in relation to the commitments in respect of the Access agenda. All activity has focussed on

- Ongoing development of the Councils Foodbank Operation and Referral Process
- Supporting Customers Impacted by the Welfare Reforms
- Reviewing the Use of Hubs
- Supporting the Access Partnership Day outcomes

I have attempted to incorporate the most up to date information in this report but this has unfortunately been made more difficult as Sally Roberts, the Financial Inclusion Manager has currently been off for a month and Lori Harvey, the Community Hub Coordinator on maternity leave since the middle of January who would normally collate most of the data on take up to back up projects in this report.

Progress to the last report – WLWS Fund and Food Projects

Whilst it is pleasing that finally some progress is finally being made in committing a major underspend of monies from the WLWS scheme operated by the County Council to fund a FTE CAB Officer, CDA and some Warwickshire Welfare Rights support in each district, it is still unclear despite requests for ongoing updates and information how the underspend on funds available believed to be in the region of £800k to 31 March 2015 (even after these successful bids) is going to be committed in relation to delivering the 5 priorities agreed by the Countywide FIP in June . 2014. These priorities are all closely linked to the access agenda themes and would be able to assist us significantly in delivering positive outcomes at a time when they are most needed. Our requests for information continue both direct and via the Countywide FIP on which a number of county officers sit to try and determine how this money will be committed, particularly made more important with the recent announcement that funding for welfare support will continue from 2015/16 onwards albeit at a significantly reduced budget of £500k plus per year. I hope to be able to update members and partners at the meeting if I receive a response from them.

The only local bid to the WLWS fund that was successful in 2014/15 was the ongoing funding of the Foodbank via an award of £29k which has allowed for the service to be given certainty until March 2015. This will be reduced to £10k in 2015/16 which is being provided to contribute towards our ongoing storage costs of supplies that we are making widely available outside the borough but the county will no longer cover the cost of employing a worker to coordinate deliveries and despatch of food. This is in our view short-sighted due to the added value such an arrangement could deliver but fortunately the role of the paid worker that oversees the food bank operation is now largely self financing via the complimentary sale of second hand furniture from the foodbank outlet to cover these costs.

However, our effort to expand into chilled food in a bid involving NBBC and other Districts was unsuccessful. We understand that a review was to be overseen by a countywide Food for Life group that was to be tasked with identifying the options for delivering food projects over the last 6 months. This was to consider a number of options to help support local breakfast clubs and social enterprise cafes and cooking projects but as yet we remain unsure as to what decisions have been taken despite seeking clarification of this from the County Council as indicated below.

Despite these delays, during 2014/15 we have expanded our operation locally by working with Fareshare to supply 4 school breakfast clubs and 5 social enterprise cafes plus the 2 successful cooking projects we have run out of QE School, the results of which feature strongly in the progress made on both the health and work/aspirations agenda demonstrating the effectiveness of our partnership approach. We have in the last week been advised that the existing Fareshare arrangement that supplies these operations will continue in 2015/16 with the fees to cover delivery of the food paid by the county WLWS fund. This is despite the fact that we had identified an alternative solution that could have enabled this to be done potentially free of charge had we been consulted. This would be possible due to the significant and increased support we have had from Ocado and potentially Aldi going forward and is disappointing.

Food Supplies

The support from Ocado has been phenomenal and since the middle of December supplies have increased nearly threefold on the previous very generous levels of support meaning we have needed to review the scheme which has become a victim of its own success. This has involved incorporating more storage facilities in the short term and taking up a lot more time in its management and support by staff and volunteers which is unsustainable.

During January, we have sought to increase the number of regular beneficiaries to address this issue and this has now allowed us in the last 2 weeks to agree regular and increased arrangements in place with

- North Warwickshire and Hinckley College to support wide ranging work around supplying
 - The Young Mothers Group
 - Ongoing Students connected to Glebe House
 - The Breakfast Club
 - The Volunteering Opportunities to connect people to with Chapter One
 - Linking into our Volunteer Centre project on the Learn my Way project
 - Any special events you could use meats on and anyway we may be able to supplement or replace supplies purchased for certain course

- Looking at how the safety boots provided could be expanded to students
- Opportunities via your student pastors into the Trussel Trust operation

- The Nuneaton Trussel Trust
- The Nuneaton and Bedworth Salvation Army
- An outlet in the Tamworth Trussel Trust
- A local dog charity in Birchley Heath and the RSPCA in Coventry
- Children Services in Atherstone and Nuneaton
- The Troubled Families Project
- Other Chapter One outlets
- NBBC are visiting us this week to see how we can assist them further.

This built on a highly successful Christmas Eve collection which saw us distribute food and non food to over 2000 beneficiaries, including nearly 200 targeted families on 24th December alone and the significant meat supplies on that day are ensuring our community projects and food parcels are even better going forward. This event got significant press coverage. We also got non food help in toys etc. from Asda and continue to get regular donations from the Co-op via public donations

We are also currently in negotiations with Aldi that should see significant levels of fresh fruit and vegetables being made available on a weekly basis plus potentially wider support which could have major benefits regarding our health agenda but again the resource to oversee all this cannot be understated and does rely on a significant degree of goodwill and voluntary time by a few key people to ensure it operates as well as it does. This needs addressing urgently if we wish to take up this offer.

It should be noted that Ocado are also keen to supply us more but we need to find appropriate projects that can use a regular supply that are not for profit and have clear need and objectives At present we have needed to reduce the quantities that they can supply us which is a shame but necessary to avoid stock piling of supplies

Emergency Food Parcels

- As at the end of November we had issued provided over 800 food parcels, up 40% on the previous period in 2014/15. Up to date figures will be compiled on Sally's return.

Community Cafes, Breakfast Clubs and Community Projects:

The school breakfast clubs is something the County are keen to expand countywide based on our excellent results that we have implemented locally that are seeing nearly 100 kids being given a nutritious breakfast free each day and other positive results include improvements in attendance, reduction in smoking by providing an alternative activity at break times and increased concentration levels which can only have positive benefits and links to raising skills, education standards and aspirations.

Other projects supported and aligned to debt and ICT learning sessions also receive food and non food supplies as part of the support we give to

- Mother and child groups and Children Centres
- A range of ICT learners – linking into the “Learn My Way” project
- ESA Claimants (this is a new initiative being trialled with the DWP in February as a pilot that could see ultimately up to 900 plus recipients of ESA being invited to attend sessions to help them back or nearer to work) These initially

will operate out of Atherstone and if successful will be rolled out to be delivered from the hubs) and we are utilising excess stock to encourage engagement at these events and provide refreshments.

The third cooking project for which we had a waiting list after the success of the two ran in 2014 which was planned for March has had to be deferred because of resourcing shortages. This is something we are keen to review along with Public Health around how future courses can be supported if we expand them. This is because evidence suggests that they are hugely beneficial to helping build confidence, teach new skills and eating well on a budget

Complimentary to the food projects, we are also working with the volunteer centre to support healthy walking projects that all feed into the health priorities agenda. These have identified new volunteers and people engaging with us on work focused and up-skilling projects

The Foodbank adopts a holistic approach to customers – it's not just about providing a food parcel. Staff can refer people to other agencies to help with mental health issues, debt, energy bills, training and job searching. The volunteers who work in the Food bank report an increase in confidence with a number obtaining permanent employment and over 15 volunteers have now found permanent employment following volunteering on the project.

Future Planned Developments (but only with significant county and health support being provided)

- Increase number of school breakfast clubs across the borough (needs significant County input as one part of the organisations clear agenda)
- Continue to develop the Community Cooking programme and look for 'accreditation' for the course (needs Public Health input)
- Increase the beneficiaries of regular food (which I have been working on as well as self financing business solutions with Chapter One)

What is clear is that the food, baby supplies and non food items we are receiving are making a massive difference to making projects successful and are creating opportunities and making a difference across all our partnership commitments. However, without joined up thinking & resourcing, its ongoing supply could be at risk.

Welfare Reforms

The impact of welfare reforms continues to be a key issue that is being monitored by and reported on a regular basis by council staff. A positive is that the number of jobs in the area continues to increase which is mirrored by the dramatic drop in those claiming JSA particularly in Atherstone and the reduction in our Housing Benefit and Council Tax Support caseloads of around 10% on 2010 highs.

In terms of collection rates in respect of Housing Rent and Council Tax, these have largely been maintained but the worrying trend from CAB and our own data is that those in difficulty are in real difficulty and their needs and requirements are complex and time consuming. Those presenting as homeless are at our highest recorded levels and we are also seeing overpayments created from failure to notify of changes which would result in a loss of benefit increase, all indications that access to help and advice is more important than ever

The support we can offer them with food is a vital short term measure but more

permanent solutions to helping them and being able to refer people affected to immediate help are needed to help break any dependency cycle and address urgent needs.

This has finally resulted in a number of external bids finally being successful beyond the support provided by the borough in its grants which we have needed to work with partners to get but getting them has taken a number of months to achieve and significant additional work in submitting and compiling bids.

These have been successful because of our very good working relationship with the CAB and has also been significantly helped by involving customers from NBBC in making partnership approach applications. This closer working with NBBC has now been formalised from February 2015 with an agreement to share a Revenues and Benefits Manager and also Sally Roberts for one day per week to assist in the coordination and replication of FI work we have developed locally so it can be expanded into Nuneaton and Bedworth and will hopefully make our voice and ability to gain funding in the future much stronger..

A bid for CAB, Credit Union (CDA) and Warwickshire Welfare Rights initially submitted to the WLWS scheme in November 2013 as a borough bid but asked to be worked up as a countywide bid has recently been signed off and will finally start in April 2015. This will see a FTE debt advisor and 0.5 FTE Capability Worker being employed locally and access to other help and advice being available on referral. The significant delay in getting this bid approved by the County is disappointing as indications had been given as early as July 2014 that an expanded countywide bid would most likely be successful. As a result this resulted in us as NWBC using internal monies (HRA and partnership joint funded) to deliver a clear welfare related project going in 2014/15 at a cost of £10k that should have been avoided. This service had been identified at a workshop in June as one of five key priorities along with Debt Advice, Food Provision, Affordable Credit and Digital Inclusion that the County Council is seeking to support.

We have also recently been advised that we had been successful in terms of a bid to Jobcentre Plus for £50k made alongside NBBC to fund a SMART officer tasked with helping our worst debtors who are also unemployed to address their issues and improve their circumstances. This was initially for a full time post shared between the two councils for 18 months starting in October but it has only just been approved albeit with increased expectations. If signed, we will be commissioning an officer from the BRANCAB office to deliver this project. A meeting is planned with the DWP on 27 February

The SMART post will help us target that hard core of people struggling, unable or unwilling to pay monies due and who will require intensive support to address their debts. This is because our experience shows that unless needs are addressed, arrears escalate and become more costly and complex in helping those customers break their cycle of dependency in order to improve their life chances, health and work opportunities. Whilst resource intensive, it is the only answer to helping many of these most difficult cases and this is where future funding available needs to focus.

The co location of the Jobcentre in the One Stop Shop is working well for staff and customers alike and this will assist us deliver the Universal Credit which will go live for single people in NW between September and November 2015.

The success of moving people into jobs has seen a significant reduction of staff needing to be based in Atherstone Jobcentre but this trend is likely to reverse as

whilst JSA numbers drop, the numbers on Employment Support Allowance who will need to be supported better going forward are disproportionately high compared to many other Districts. These customers have particular needs that could prevent them from working and it is accepted that they will require varying levels of support to achieve returning or getting nearer to work. As such we have arranged an initial day event with the JC+ and partners to be held in the Council Chamber and Committee Room on 24 February to pilot an approach that hopefully will raise awareness of opportunities available to support them. This builds on our successful delivery work to date. An update on its success will be provided at the meeting.

Again this type of event cuts across all 3 of the Councils core partnership themes in addressing health and work aspirations and delivering via our access channels. A job fair has also been arranged to take place on Friday 20 March at the Memorial Hall building on previous successful events supported by local businesses which will continue to deliver on this holistic targeted approach to help and advice.

The discussions that took place with the Management Team at the County Council in September surrounding some possible pilot work in the borough around expanding our highly successful welfare reform work and a desire for better sharing of customer data than currently happens has made some progress. We were successful as the 5 districts and county in getting a successful bid in November to the CLG that should open the doors to better data sharing and prevention of fraud and we are currently in discussions with the Troubled Families coordinators to best target key families in the borough when their programme is expanded to include families needing financial inclusion support from April onwards. We will update on these discussions as progress is made. Along with NBBC we are also due to attend a meeting in March to explore better data sharing around the more effective processing of social care assessments that again has potentially many benefits to us and the customer .

The County Council is also leading with Coventry a European programme to seek to utilise a considerable amount of European Social Fund monies available to support amongst other priorities, financial Inclusion work from 2015 onwards. The anticipated projects that could be funded will support our most vulnerable customers and those dependent on or impacted by the welfare reforms. The work already undertaken by the Council and its partners should ensure we have a number of projects that have already delivered good results being eligible to qualify for continued or new funding over the next few years and we are keen to engage with our wide range of partners to access available monies which will need to be matched. This programme is complex to understand and access but we will hopefully be able to benefit from projects agreed particularly based on our deprivation and successful work in this area to date. To be successful this will require significant partnership working and a collaborative commitment.

Community Hubs and the B.O.B Bus

The 12 community hubs have now been rebranded and re-launched in December following the removal of the reference to B.O.B in the name title. These identify those with video conference technology as strategic Community Hubs and others enabling access to free ICT only as information points. As all are UK On Line Centres, this is providing all hubs with the real opportunity to earn revenue by getting people signed up for courses and this was a key thrust of the "Get Online Week" campaign that was launched in November which was all about getting people signed up to the Councils website and improve what information can be accessed via the web. The improved access to information is being delivered via a rolling out of new improved on line forms via our CRM and Internet and will see major improvements in interactive

functionality being introduced in terms of Leisure and Revenues and Benefits forms in the coming months. This soft launch which kicked off what will be a 6 to 12 month campaign has gone well to date but there is still a key need to engage members and partners in promoting the widest possible use which will be a key focus post election activity.

A number of issues involving the hub programme have been addressed over the last few months. The decision to relocate the Dordon hub in the community rooms at Derek Avenue is almost complete and this should be open for business by the middle of March. We are also well advanced in getting a new Kingsbury hub in Pear Tree Avenue community rooms set up and a Mancetter hub is to be re-launched that will operate out of the Memorial Hall from the end of March. This is particularly good news based on the high need identified in this area which is a high priority area for both the County Council and us alongside Dordon. This makes both these developments highly important to ensure access to information and advice is locally available.

Lori Harvey, the Council employed development worker tasked with promoting and supporting the hubs went on maternity leave in January after a difficult pregnancy. This has meant that the support to the hubs has not been delivered as comprehensively as we would have wished and unfortunately we have not been in a position to replace her at the time of writing this report for a variety of reasons. However, a decision has now been agreed that will see the Volunteer Centre being commissioned to undertake this role from March 2015 onwards similar to what existed pre April 2014 which we hope will enable the activities undertaken in hubs to be better promoted and coordinated again going forward.

This partnership arrangement with the Volunteer Centre has developed very well over the last few years. This has involved us but is not limited to working together to promote hubs, volunteering opportunities as well as the help and support to get local people with individual needs back or nearer to work.

This relationship has been established further by the successful bid to the Tinder Foundation developed by ourselves, the Volunteer Centre and NBBC to employ a driver and support worker for the revamped B.O.B bus. Using £7k of capital provided by WCC, the B.O.B bus has been modified and its graphics changed to rebrand it as an "on line vehicle". The decision to review its use came as a result of joint proposal by NBBC & NWBC to use the vehicle to promote take up of ICT as part of the "Learn my Way" National project. Providing we get enough people signing up to do on line courses on a regular basis to achieve external targets, this could make this a funded project for potentially the next 3 years and will allow us to make sure we can get our most hard to reach groups connected. We see the bus will be integral to helping people engage with up skilling opportunities around ICT helping them into work or higher paid work and early success has been achieved by Billy and Leanne, the Volunteer Centre employees who are undertaking the service being delivered out of fixed venues and promoted via the bus which is parked at busy places during the week across North Warwickshire, Nuneaton and Bedworth..

In my last report, I advised that the county was looking at committing £100k to develop community hubs across the county by March 2015. They were initially keen to roll out a video conference technology solution across the county but we were advised in August that they had decided not to pursue that option. We have asked the county to review this decision for NWBC where we believe a local case should be made and an update on how that monies is being deployed and are still awaiting their response which will hopefully be fed back at the meeting.

In summary, we continue to make good progress in delivering the Councils Access Strategy and the improvement and development of our on line capability which was the key focus of workshops at the Access partnership day will remain a high profile piece of work to develop in the coming years as we move as many people on line as possible and improve our use of social media. This agenda is central to our work internally alongside ICT colleagues as part of our channel shift commitments and this will see us using text messaging in preference to letters where appropriate in the areas of Revenues and Benefits as well as Housing from the summer onwards. The online campaign will give this commitment real drive and increase awareness raising on what opportunities are available. Our move onto the Firmstep CRM product in January 2014 continues to offer both service benefits and financial savings to the Council and will support our overall objectives and good progress is being made in this key area to the Council in delivering the digital agenda. This is also being helped by the rollout of faster speeds and broadband coverage within the borough as part of the Coventry, Solihull and Warwickshire roll out programme.

Transport

The final area that was considered as part of the partnership event was to consider work that will help improve transport links to work opportunities, our most difficult challenge. However, it is pleasing to report that this has resulted in some very positive moves with a regular bus being put on by Stagecoach to put on new routes to enable people to get to Birch Coppice for the start of early morning shifts. Julie Taylor will be able to provide greater detail at the meeting on this initiative and hopefully this is the first of a number of many initiatives that will assist in this most challenging of areas for us in getting people to the many work opportunities in the borough whether by public transport or other car share/alternative transport schemes.

Changes to the action plan

All planned activities and meetings agreed initially in 2011 and built upon in 2012 have been delivered and in many cases significantly over delivered as reported previously. The outputs from the 2013 partnership have been incorporated into the Councils Customer Access Strategy that runs until 2018 and ongoing Service Plans coordinated via the Councils Communication Group and overseen by various Council boards and task and finish group arrangements.

Making progress is largely dependent on being able to access resources and funding and it is against the backdrop of the ever challenging environment in which we work that we must continue to review our ability to continue to deliver on the many fronts we are currently engaged. In what amounts to a very small team that has recently been hit by key absenteeism, the need to work in partnership with county and other third sector partners is integral to being successful and maintaining momentum.

Undertaking proactive work is becoming increasingly difficult as organisations shrink, money for projects become tighter and where available subject of ever increasing demanding bidding processes. . It is also not helped by delays and onerous bidding exercises put in place to access external funding which is leading to increasing frustrations in getting timely decisions made and a clear strategic direction embedded. This situation needs to be monitored, scrutinised and addressed if it is felt it is not to be working in the best interests of all parties.

Expected Outcomes

Positive engagement with a wide variety of customers and improved access to a wide range of services and information are being delivered in partnership and innovatively. This has seen us be flagged up as a site of excellence by our peers and has seen us be very successful in bidding for external funding.

Our local work continues to get some very high profile press coverage particularly around Food bank activity and support for those impacted by welfare changes meaning that the Councils targeted, joined up and coordinated approach to access is delivering outcomes already in an environment that meets the Universal Support – Delivering Locally National agenda and expectations.

Progress

Minutes of all meetings of the Task and Finish Group chaired by Cllr Ann Lewis have been reported to the Community & Environment Board

Unfortunately progress continues to be thwarted by the perceived lack of a coordinated approach by the County Council in its management of the WLWS fund. This is despite significant efforts by us and partners to drive progress forward. This uncertainty and approach has resulted in the Council and its partners having to seek to find alternative solutions to maintain momentum and deliver priorities often at our own cost and putting a huge strain on very limited internal resources whilst we await the outcome of the less than coordinated approach being followed to determine the approach to best coordinate support countywide.

This has meant significant frustration and effort has been expended that could have been used more efficiently and we hope these shortcomings will be resolved or at least satisfactory answers provided as we have raised these concerns via the Countywide Financial inclusion Partnership, and directly with County Council officers tasked with finding joined up solutions. We hope these concerns will be reinforced following consideration of the report by this partnership in seeking the answers to how we will ensure value for money and targeted solutions are identified and implemented in a timely way to address our local issues.

Expenditure (SCS Funding)

	Predicted Expenditure	Actual Expenditure
Food for Life Contribution: to be run alongside health partners.	£5,000	£5000
Extension of CDA contract – June 2014 - December	£5,000	£5000

Publicity

- We have attended a significant number of internal and external officer, community and member meetings to raise awareness, review better partnership working and plan future activity of all three activities.
- Extensive coverage of Hub and Welfare Activity in North Talks and via press releases both locally and countywide.
-

Lessons learnt

- A reluctance to have effective dialogue and shared commitments across the two tier system is being demonstrated resulting in significant frustration around the lack of progress and strategic planning to deliver cross cutting agendas.
- Relying on volunteers and third sector partners who have limited capacity and resources to develop new projects and support initiatives is hugely challenging and means significant demands on limited officer time.
- Ongoing difficulties recruiting volunteers.
- A need to overcome the issues created by waiting on partner organisations lack of urgency in making financial decisions

Sustainability of project

This is a key requirement aim of all work being carried out to date and a key feature of any activity agreed to see how it can be supported long term by changing working practices to free up resources or identifying a suitable revenue stream where a need arises.

In essence the work promoted by the partnership has become embedded into the Councils corporate and service plans making the activities undertaken part of the “way we do business” as opposed to a separate strand of activity for which I have a clear mandate and responsibility to develop.

The one clear threat to sustainability is the lack of being able to make clear strategic plans due to the current environment in which we operate. This requires a degree of risk in taking decisions as we are operating in an ever changing environment. If this results in a continually deferring and delaying of decision making with little dialogue, this presents the biggest threat to the ongoing success and sustainability of activities being delivered which either are scaled back or not allowed to start at all..

North Warwickshire Community Partnership Quarterly progress report

Champion: Rachel Robinson

Theme: Health

Commentary on Project Progress – achievements to date (and any slippage)

Progress on actions from the Health and Wellbeing Action plan

1. Choose to Change, Atherstone Memorial Hall

This project is currently on hold and will await the outcome of the Warwickshire wide tender for weight management services. The planned Relaunch in October did not take place due to key members of the delivery staff leaving employment with the section.

North Warwickshire *Community*



Food Co-ops in North Warwickshire

Food Co-ops are currently available in:

- Atherstone County Veg – Daily
- Birchmoor Community Hub – Tuesday
- Baddesley Community Hub – Wednesday
- Coleshill Community Hub – Wednesday

Talks are taking place with other community hubs regarding setting up additional Coops. Approximately 40 bags per week are currently being distributed. Numbers are on the increase as some of the schemes are just getting established.

No Smoking Day – March 2015

Along with Warwickshire Stop Smoking Service, engagement days have been organised in partnership with Atherstone Food Bank and Euro Car Parts. Promotions about the days are in the process of being delivered to food bank customers and businesses on Abeles Way Industrial Estate. The day will involve people being able to get advice and referrals and to learn about the health benefits of stopping smoking.

WCC Public Health's - Big Day Out

Arley Recreation Ground hosted Big Day Out on Sunday 26 October and attracted 150 people who took part in a variety of activities such as a football match, coconut shy and penalty shootout against scorch Coventry Blazes' Ice Hockey mascot. The event also marked the unveiling of the park as a QE II field as part of the Queens Diamond Jubilee Celebrations. Events will run again in May and October 2015

Running Groups

Beginners and intermediate running groups are well attended at Atherstone Leisure Complex. Coleshill Leisure Centre opened its running group in November and has attracted a steady

attendance of between 8 and 10 runners on a weekly basis.

Planning for Run England's 3,2,1 running routes at each of the four leisure centres continues; the Atherstone Route should be installed before the end of February with the other three routes installed by the end of March.

Community Cooking Project – Cook It! (see also QE breakfast clubs for funding)

Participants for Course 1 were recruited through a referral scheme working with local partners such as CAB and JCP. Participants for Course 2 were recruited through referral and North Talk advert. CAB attended one session per course and ran an activity with the groups

Sessions took place at QE School from 5pm – 7pm on Thursday evenings. The courses were organised by NWBC and supported by QE School and the sessions were delivered by Geoff Baynes with the support from above. All attendees were given the opportunity to take part in weekly food hygiene sessions resulting in a food hygiene exam in week 10. All attendees received a Cook it recipe book, and Course 1 also received a cooking toolkit and store cupboard ingredients. Further courses including a Computer Course and Walking Course were offered to participants after each course. An awards evening was organised after the competition of Course 1, and will also be done for Course 2.

Course 1 figures and achievements:

- 12 participants took part in cook It (7 were job seekers)
- 5 participants gained employment as a result of the course
- 7 attended a computer course
- 8 attended a walking course (postponed due to weather)
- All participants gained level 2 food hygiene qualifications
- 8 participants booked sessions with CAB as a result of their visit during the course

Course 2:

- 16 participants took part in the course including 3 families with children, 2 foster children (aged 16 and 17), 4 retired people (including an 86 year old - wife had a stroke and he now needed to cook for them both)
- 3 participants with health problems, 1 participant with Learning disabilities
- 12 participants gained food hygiene qualifications
- 4 participants attended sessions with CAB as a result of their attendance

Health Walks.

Weekly walks are held in:

- Atherstone
- Austrey
- Coleshill
- Dordon
- Grendon
- Hartshill
- Kingsbury
- Mancetter
- Middleton
- Old Arley
- Ridge Lane

Walking Group Figures: (April – December 2014)

Total Number of Walking Group Visits	4018
Total Number of Individual Walkers	241
Total Number recommended by doctor	10
Total number of new walkers	82
Total Number with Health Condition (including: Heart Disease, High Blood Pressure, COPD, Diabetes and Asthma)	143
People reporting health has improved since joining the walking scheme	96.19% out of 124 people
Satisfaction of walking groups (Good/Average/Poor)	100% Good

Walks are on the health and wellbeing portal and awareness has been raised amongst GPs.

Progress on new programmes through the Healthier Communities Grant

In March information regarding the North Warwickshire Community Partnership Healthier Communities Grant 2014 was sent to stakeholders. The total funding available for 2013/14 was 20K (10K from PH, 10K from NWBC).

A total of 9 bids were received for the grant with funding requests totalling 35K. Projects were scored against a criteria matrix considering the scope of the project, targeted area of need, match funding, and sustainability. A total of 5 projects were successful.

Food For Life Project – Ian Nutt (Soil Association)

The Food for Life Partnership is a network of schools and communities committed to transforming food culture. We aim to reach out through schools to give communities access to seasonal, local and organic food, and to the skills they need to cook and grow fresh food. This is done by revolutionising schools meals, inspiring and embedding cooking skills, growth projects and farm visits to reconnect children and their families with where their food comes from. The Partnership is run by the Soil Association.

In North Warwickshire, the response has been patchy in that only one target school of the 4 (25%), Birchwood Primary has enrolled to date. However, they have done so with great enthusiasm and are the lead school in a consortium which includes another target school, Dordon Primary, to which they intend to roll out the programme after embedding at Birchwood. There is every chance that the other 3 schools in the consortium will also enrol at some point.

There is definitely engagement and interest from 3 other North Warwickshire target schools, they simply have not formally enrolled to date, 2 have already attended training and one non-target school is similarly engaged but not yet enrolled. FFLP are discussing with one of the local schools running an extra cooking training session purely for North Warwickshire schools later this term.

North Warwickshire Active – Sarah Warrington

Using physical activity to halt the rise of childhood obesity. This project will undertake baseline assessments in all 22 North Warwickshire Primary and Junior Schools, appropriate to age and developmental stage. Using this data, we would then set up 5 x school based Change 4 Life clubs targeted at the schools with the greatest need to increase activity levels. These clubs would be staffed for 10 weeks by ourselves, with support from school identified staff and/ or volunteers. A Change 4 Life equipment bag would be allocated to each of the 5 schools. Work began in September on the baseline assessments ***an update has not yet been received***

North Warwickshire Art & Wellbeing Group – North Warwickshire Volunteer Centre

The Volunteer Centre launched a new project funded by the North Warwickshire Community Partnership. The project comprises of a weekly lunch club for people who have mental health issues, a learning disability, have or are at risk of dementia and those who are socially isolated. The group will meet weekly for tea, coffee and cake but will also take part in regular art, cooking and craft activities. Members of the group will also be able to find out about services from Citizens Advice, local Job Clubs etc. There were also outreach sessions at other venues around the borough.

The Centre have held two exhibitions of the craft work done by the elderly and some with dementia, one in September was displayed at the residential homes. The second exhibition is in the tea rooms at the moment, with a banner produced jointly by Orchard Blythe and Bracebridge court residents, together with display and items made at the Friday craft group.

The Group have been holding weekly craft groups on a Friday morning, with 2 or 3 people coming along to these each week, and have held a craft session with the phoenix group in Wood End. This group is a dementia group that enjoy the craft session, and more sessions will follow. The Group also plan to do craft sessions with the over 55 group that meet at the Friendship building on a Friday, and

will also be taking the Craft Group to the new Mancetter hub when it opens in Mancetter. In addition, the centre have 4 volunteers running the various craft sessions that have been run so far by the group, and crafts include card making, jewellery making, painting of the mural and knitting.

The Group have held one Art session in Coleshill at Orchard Blythe with Runwood homes. The craft sessions in Coleshill Town hall have not really taken off due to a lack of volunteers coming forward, but instead a regular weekly session in Atherstone and Wood End takes place, with Mancetter happening soon. The Group have worked closely with Home Stead who refers people to them, and the Craft sessions have been promoted widely through posters, and press articles.

The Group have worked with at least 100 people through the residential homes, Phoenix group and the drop in sessions on a Friday morning, and will be in contact with another 40+ at the over 5 club at the friendship building.

There are two months left on this project, and more detail has been asked for on the outcomes.

QE Breakfast Club (Dan Watts) See also Access Report

Queen Elizabeth School (QES) currently provides a Breakfast club for approximately 10% of the school population. This ensures students have access to a healthy breakfast and drink before the school day starts and helps with concentration levels throughout the day. The Breakfast club was supported through NWBC foodbank for 2013/14 and funding has also been secured for the period 2014/15. This is an invaluable relationship for the school, as it not only enables them to run and support the Breakfast club, but it also enables FSM, SEN and LAC students to take part in cooking sessions through the provision of ingredients, which has not always been possible in the past.

The funds will support the purchase of consumables and cooking equipment, to ensure the smooth running of the clubs and courses in the future, such as plates / cooking utensils etc, and the cost of food and hygiene certificates for local people and recognised cooking based qualifications to ensure the continuation, growth, and sustainability of the project.

QES Breakfast Club – ‘Food for Fitness’

- Students receive a healthy breakfast each morning
- 30 minute physical activity sessions undertaken, such as Zumba
- A NWBC community projects officer will deliver a 6 week programme to ‘teach’ selected students to be a ‘sports Leader’ in order for the project to be sustainable. Students will then be able to run sessions themselves.
- QE is also delivering a successful stop smoking programme as part of the project

The funding has been supported and complimented through the NWBC Fareshare and foodbank arrangements, which have enabled the funding to be ‘stretched’ out even more. ***With the partnerships agreement the hope was, continue to fund the project throughout some of 2015 / 16.*** Additional outcomes have been achieved specifically with regard to the ‘school smokers’ and significant inroads have been made with this difficult group with the incentivised offer of free food at lunchtime. This engagement has made a difference to lives of staff and students at the school.

September – December 2014 figures

Total attendees for both sport and breakfast 1,973 sessions (breakfast sessions 70 and sport sessions 39) of which there were 178 Individual students attending breakfast clubs and 143 for sports
Average breakfast club attendees each day 28
27.5% of students attend activity session at breakfast club
27 out of 119 pupil premium students are engaged in the project

Stop Smoking

Number of session 43, Average number attending 11, Total number of attendees 16
12 out of 16 are in receipt of pupil premium
Student A’s behaviour points for smoking in summer term were 9 and in winter term 4.
Student B’s behaviour points for smoking in summer term were 7 and in winter term were 0.

Funding

Please see budget for current spending.

- There is currently an underspend of £2002
- The main reason for the underspend, in comparison to the amount of services received by the pupils and the local community, is due to the amazing and ongoing support of the North Warwickshire food bank and FareShare.
- This not only allowed for the 'Cook it' element of the project to be sustained without the need to buy ingredients, but also allowed for the school to develop a larger offer for breakfast club and lunch club and enable students on pupil premium to take part in cooking sessions as part of the curriculum where before they had abstained due to not being able to purchase the ingredients needed for the sessions.
- In order to expand the project further there is some more equipment to purchase
- A further cook it course is scheduled to start after February half term
- Also looking at a holiday programme for both school pupils and families to ensure pupils receiving free school meals can receive food, and pupil premium families have access to support.

Learning and Development Hub

NB this is funded in partnership with NWBC, WCC Economic Growth

Warwickshire North Health and Wellbeing Partnership (see Appendix 1)

#one thing

Dementia Friendly

Phoenix Group

Expected Outcomes

- Reduction in under 75 mortality rates from CVD and Cancer
 - Halt the rise of obesity in children and reduction in adults who are obese
 - Reduction in alcohol related harm
 - Reduction in smoking status at time of delivery
 - Increase in physical activity
- Improvement in quality of life for people with a mental illness
- Improvement in diagnosis for people with dementia
- Increased adoption of making every contact counts (MECC)

Expenditure (SCS Funding)

£20,000 was allocated to the Health theme 2013/14 (10K Public Health and 10K NWBC)	Predicted Expenditure	Actual Expenditure
Food For Life Project	£5,000	£5,000
North Warwickshire Active	£5,000	
North Warwickshire Art & Wellbeing Group	£4691	£4,691
QE Breakfast Club	£5,000	£2,998
Learning and Development Hub	£300	£300

Publicity

- *Updates will be provided in North Talk*

Sustainability of project

This is a key requirement aim of all work being carried out to date, and a key feature of any activity agreed, to see how it can be supported long term by changing working practices, to free up resources or identify a suitable revenue stream where a need arises.

***At the next meeting we need to look at the healthier communities grant for 2014/15 and 2015/16, and sustainability and roll out of current projects following full evaluation
Food For Life has been funded across the County by Public Health from 2015/16***

Financial Wellbeing Assessment

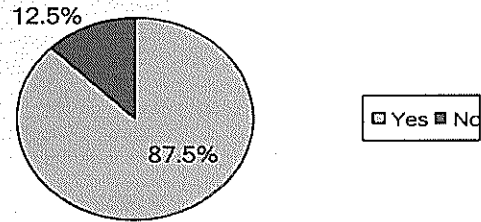
— Interim Results

Parameter Details

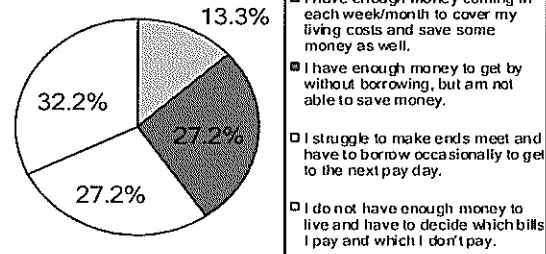
Bureau : North Warwickshire CAB
 Date : 01/08/2014—27/02/2015
 Responses : 330



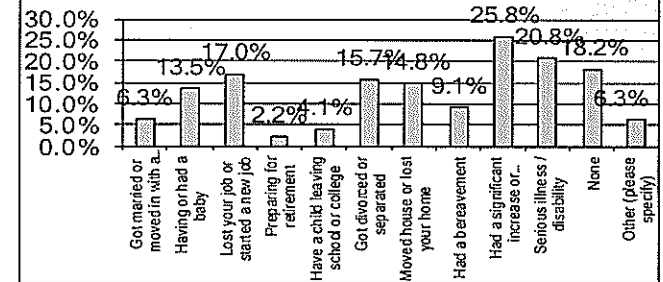
Did you know that Citizens Advice Bureau offer free, confidential and impartial advice on all money related matters, including saving money?



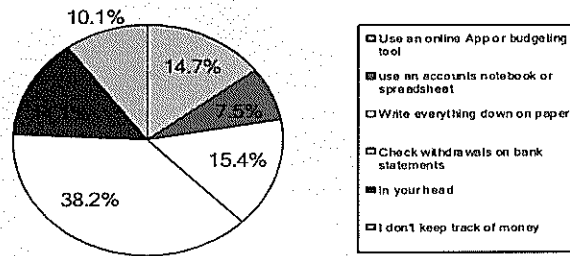
Which of the following best describes your current financial situation?



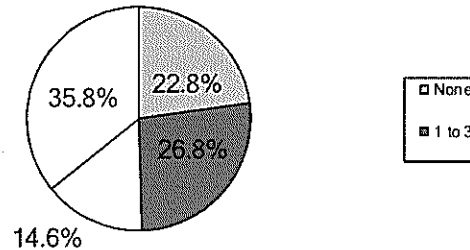
Have you recently gone through or, are expecting to go through any of the following life events?



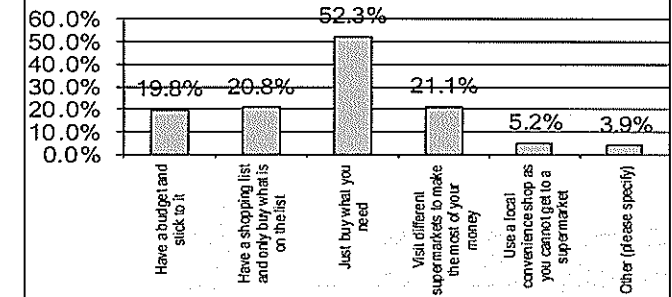
How do you keep track of your Money



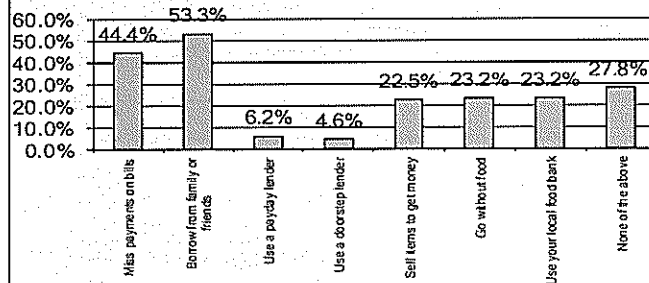
In the last 12 months how often have you run out of money before the end of the week/month?



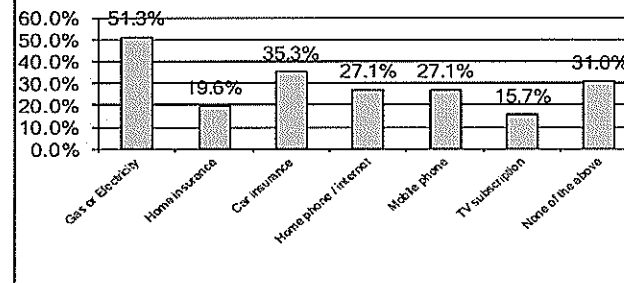
When you go food shopping do you



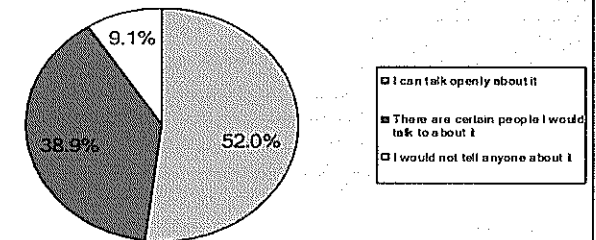
Have you had to do any of the following in the last 6 months to make ends meet?



In the last 18 months have you checked to see if you can save money on any of the following services you pay for?



How do you feel about talking about your money situation

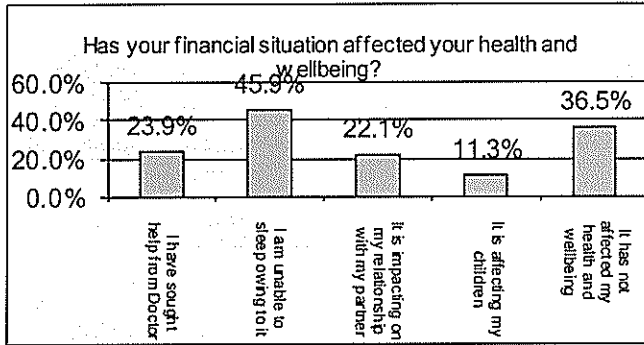


Financial Wellbeing Assessment

— Interim Results

Parameter Details

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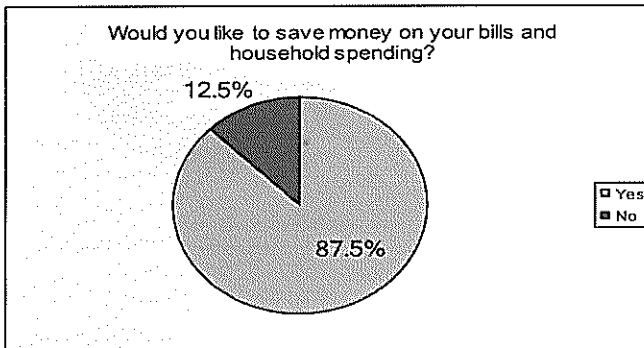
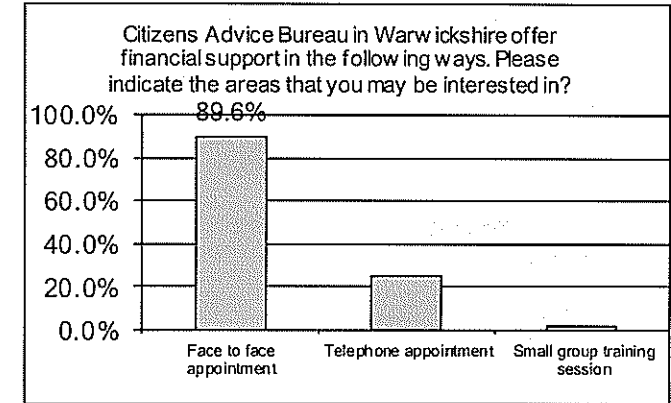


Access to the internet

Yes	No
189	30

Device type

Mobile phone	Computer/ laptop	Television	Games console
59	92	1	0



For more information :

Lorraine Verrall: -
lorraineverrall@nwcab.org.uk

Neale Williams :-
nealewilliams@nwcab.org.uk

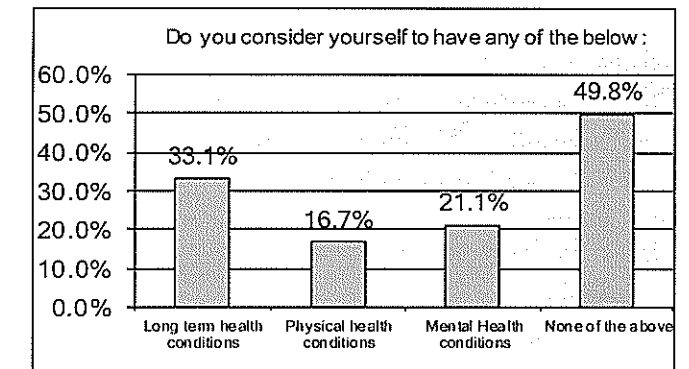
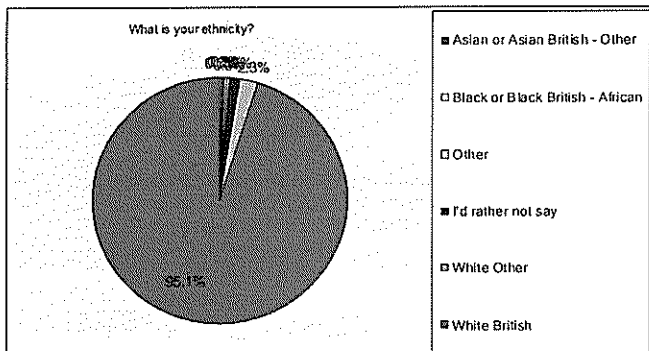
North Warwickshire Citizens Advice Bureau,
 The Parish Rooms, Welcome Street,
 Atherstone, CV9 1DU
 Tel: 01827 712852

Gender

Female	Male
170	114

Age

Under 24	25 to 34	35 to 49	50 to 64	65 to 74	75 and
38	77	96	56	14	5



Agenda Item No 12

Community and Environment Board

16 March 2015

Report of the Chief Executive and the Deputy Chief Executive

Progress Report on Achievement of Corporate Plan and Performance Indicator Targets April – December 2014

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 December 2014.

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 third quarter position with the achievement of the Corporate Plan and Performance Indicator targets for 2014/15. This is the third report showing the progress achieved so far during 2014/15.

4 Progress achieved during 2014/15

- 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 December 2014/15 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 2014/15.

6 Overall Performance

- 6.1 The Corporate Plan performance report shows that 87% of the Corporate Plan targets and 82% 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	13	87%
Amber	2	13%
Red	0	0%
Total	15	100%

Performance Indicators

Status	Number	Percentage
Green	9	82%
Amber	2	18%
Red	0	0%
Total	11	100%

7 Summary

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

8 Report Implications

8.1 Safer Communities Implications

8.1.1 There are a number of Safer Communities related actions highlighted in the report including the provision of diversionary activities, leisure provision, play strategy 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 Equalities

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 inter generational 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 environment, recycling, access to services, health and well being, public services and Council Tax and local employment.













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 14/15







	Action	Priority	Reporting Officer	Update	Status	Direction
NWCP 016	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 2015	Local Employment	Powell, Simon	Twenty students from Polesworth School received a Bronze or Silver Arts Awards after designing and commissioning four wooden sculptures for Abbey Green Park and helping to organise and deliver an arts event at the park in conjunction with the Polesworth Carnival. An awards evening took place on 22 October.	 Green	
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.	Environment	Maxey, Steve	The Council's new buildings (Civic Offices and Coleshill Leisure Centre) have a number of energy efficiency measures included within these programmes. Work on the Green Deal continues and the Council has made a bid to the Department of Energy and Climate Change to develop district heating schemes from sustainable sources. The Council has recently received £45,000 from DECC to look at the feasibility of using minewater to heat homes and businesses	 Green	
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	Environment	Dobbs, Richard	Latest survey results show a score of 100% across the Borough for litter	 Green	
NWCP 019	The Council will continue to promote waste minimisation and increased recycling, as well as raising awareness of the problems of litter, fly-tipping and dog fouling using suitable enforcement measures, where appropriate, and report quarterly	Environment	Dobbs, Richard	The Council continues to work closely with colleagues across Warwickshire and the wider sub-region to promote environmental issues	 Green	
NWCP 022	To implement phase 7 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, and report by March 2015	Health & Well-being	Powell, Simon	Consistent progress continues to be made in respect of delivery of Phase 7 of the approved Green Space Strategy	 Green	
NWCP 024	In conjunction with key partners, to ensure completion of the project to replace Coleshill Leisure Centre with a new facility that is accessible by the community on the site of The Coleshill School by November 2014	Health & Well-being	Powell, Simon	Construction of the new Coleshill Leisure Centre was completed ahead of schedule and the building was handed to the Borough Council on 24 October 2014. It was subsequently opened to the public on 17 November 2014, subsequent to which attendance levels and feedback from users have been very encouraging.	 Green	

	Action	Priority	Reporting Officer	Update	Status	Direction
NWCP 028	To continue to co-ordinate the sustainable multi-agency development of Wellness Matters, including its further progression into targeted outreach communities, the promotion of healthy lifestyles and raising levels of physical activity, in particular for children and young people, report by March 2015	Health & Well-being	Powell, Simon	Work is progressing on the implementation of the approved three-year Health Improvement Action Plan, including progression of the #One Thing campaign. Development of the Choose to Change programme (formally the One Stop Health Shop) is held in abeyance whilst consideration is given to the countywide procurement of a range of related services.	Green 	
NWCP 029	Ensure compliance with the Council's statutory responsibilities as a partner and Compact signatory within the Warwickshire Safeguarding Children Board, including the need to undertake a review 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	Health & Well-being	Powell, Simon	The Child Protection Policy review is complete. The revised document will be presented to Executive Board for adoption. The completed "Strategic and Organisations Self Assessment Tool" relating to North Warwickshire Borough Council's arrangements for safeguarding and promoting the welfare of children and young people has been returned and an action plan developed. Level 1 Awareness Training is currently being delivered by internal trainers.	Green 	
NWCP 055	To report annually on progress on the Customer Access Strategy, including the development of existing Community Hubs and the ongoing provision of welfare support together with partners	Access to Services	Trahern, Bob	Good progress is being made in terms of actions surrounding the Councils access strategy. In the last 3 months, a take up campaign promoting the benefits of getting on line has been agreed, a re-launch campaign to agree the rebranding of the hubs and an external funding bid has been successful that has seen the B.O.B bus be modified to allow it to be used as an on line vehicle for promotional purposes	Green 	
NWCP 069(1)	To continue to improve the manner in which the Council consults and engages with and secures the involvement of children, young people and their families within the development, management and delivery of services throughout 2014/15	Health & Well-being	Powell, Simon	Young people and families have recently been consulted about play provision in Grendon, Warton and Westwood Road, Atherstone. They were also engaged throughout the processes involved in the development of the new Leisure Centre in Coleshill.	Green 	
NWCP 081	To review and enhance the new refuse and recycling service introduced in October 2013, to improve the efficiency and effectiveness of the service and to increase the Council's recycling rate to at least 45% and report by March 2015	Recycling	Dobbs, Richard	Improvements to the operational efficiency of the new service continue to be made with a wider review currently being undertaken to identify areas for more significant future improvements. New vehicles will come on stream in Autumn 2015 which will improve the efficiency and flexibility of the service still further. The Council's overall recycling rate has now exceeded 50%.	Green 	

	Action	Priority	Reporting Officer	Update	Status	Direction
NWCP 086	In accordance with approved Management Plans, implement improvement at Bretts Hall Recreation Ground in Ansley Common	Health & Well-being	Powell, Simon	A draft Management Plan for Bretts Hall Recreation Ground has been produced and costed. Consideration is now being given to wider community engagement in the project, prior to the preparation of an application for external funding.	 Amber	
NWCP 090	In partnership with the Local Action Group, ensure the successful undertaking of North Warwickshire's approved LEADER Transition Fund programme, including the production of a renewed Local Development Strategy and Business Plan	Access to Services	Powell, Simon	The North Warwickshire and Hinckley and Bosworth application for inclusion within the new LEADER programme (2015 to 2020) has been approved, although formal confirmation of funding support is awaited (expected by end March 2015).	 Green	
NWCP 091	To integrate the Job Centre Plus operation into the existing One Stop Shop environment and implement any operational changes required by September 2014	Access to Services	Trahern, Bob	This new arrangement appears to be working well for both parties	 Green	
NWCP 093	Complete delivery of the Play Area Development Programme with the replacement/refurbishment of equipment at Minions Close in Atherstone, Boot Hill in Grendon and Brendan Close in Coleshill	Health & Well-being	Powell, Simon	A new play area has been successfully installed at Boot Hill in Grendon and proposals are well advanced in respect of a new development being undertaken in conjunction with the Town Council at Westwood Road in Atherstone. A scheme is also being progressed with the Town Council in Coleshill, although it is likely that this will not be completed until 2015 / 16 (given that it incorporates a wider enhancement of the local Memorial Park).	 Amber	

NWPI Community & Environment Board 14/15

Ref	Description	Section	Priority	Year End Target	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	95	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	79	Amber 	
NWLPI 085	Swimming pools and sports centres: The net cost per swim/visit	Leisure Facilities	Health and Well-being	1.9	1.66	Green 	
NWLPI 086	Leisure Centres - Total income per visit	Leisure Facilities	Health and Well-being	2.47	2.7	Green 	
NWLPI 119	Number of collections missed per 100,000 collections of household waste (former BV88)	Refuse & Recycling	Recycling	125	99	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	46.2	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	0	Green 	
NWLPI 163	Number of projects/programmes being delivered	Partnership & Development	Health & Well-being	50	64	Green 	

Ref	Description	Section	Priority	Year End Target	Performance	Traffic Light	Direction of Travel
NWLPI 165	Number of people engaged on projects/programmes	Partnership & Development	Health & Well-being	1600	2114	 Green	
NWLPI 166	Percentage of people who are 'better off'	Partnership & Development	Health & Well-being	75	88.84	 Green	
NWLPI 167	Satisfaction with service delivered	Partnership & Development	Health & Well-being	90	98.19	 Green	

Comments
High risk inspections remain on course to be completed.
The outstanding visits are due mainly to premises undergoing work, making them unavailable for inspection. They should all be completed by February.
Missed collections were below target for five of the last six months and the trend continues downwards
Performance has fallen due to Christmas disruption and reduction in garden waste collection levels
This is the combined Q2 and Q3 score
At the end of December 2014, 64 projects / programmes had been delivered, 36 as part of the LEADER Programme (including the production of the LEADER Local Development Strategy, the One Stop Health Shop, three Big Day Out events at recreation grounds and eleven weekly walking groups. Smoking cessation activity took place as part of Stoptober.

Comments

Attendance figures have beaten expectations, with 99 people participating in LEADER events, 1,372 attending Big Day Out and 244 people attending walking groups.

Of 224 people surveyed, 199 have claimed to be better off. Relatively poor figures relating to weight loss through the One Stop Health Shop have resulted in a review of the service and adjustments being made to the programme. All of the 66 participants in the LEADER business consultation event reported being better off further to their attendance and 120 of the 124 walking group participants believe that their health has improved through their participation.

Partnership and Community Development services have recorded a 98.19% "Good" satisfaction rating (from a choice of Good / Average / Poor). Evaluations completed by 224 people.

North Warwickshire Financial Inclusion, Consumer Empowerment and Community Workers Forum

Notes of the meeting held on Wednesday 14th January 2015 in the Council Chamber

Present: Bob Trahern (BT), NWBC (Chair); Sally Roberts (SR) NWBC; Lori Harvey, NWBC; Karen Barrow NWBC; Becky Evans, NWBC; Julie Richardson NWBC; Neale Williams (NW) NWCAB; Lorraine Verrall (LV) NWCAB; Andrea Buckley (AB), WCC; Chris Cresswell (CC), WCC; Dawn Slaney (DS), WCC; Debbie Hawkins (DH), Severn Trent Water; Caroline Quinn, Royal British Legion; Claire Ford (CF) Warwickshire Stop Smoking Service; Chris Bratchie, Age UK; Anthony Lengden (AL), PDM Training; Louise Chance, Midland Heart; Marion Needham (MN), DWP; Bill Connell, Crossroads Trust; John Beesley, Crossroads Trust; Martin Horner (MH), Volunteer Centre.

		ACTION
1	Apologies for absence Rachel Stephens NWBC, Jenny Swain WCC, Cllr Martin Davis NWBC, Hugh Nethercot Age UK, Julie Taylor NWBC	
2	Notes of last meeting and matters arising <ul style="list-style-type: none"> SR to email links out again for RGN and other networks. 	SR
3	DWP presentation on ESA and PIP - MN <ul style="list-style-type: none"> Decrease in numbers on Job Seekers' Allowance but registers not falling for ESA. Around 1620 people on Income Support and ESA in North Warwickshire. DWP working mainly with people with severe mental ill health/physical disabilities/ a terminal illness. Also with the 'work related group' but a backlog in work capability assessments. New provider in 2015. DWP aiming to have earlier contact with customers. Letters to be sent out inviting people in for discussions. Also working with people where their Statutory Sick Pay has ended so they have to claim ESA. SR added that there would be a pilot information and support session at NWBC on 24th February to include hourly sessions 10am-2pm with a market place of organisations also available. More events could be planned if this is successful, possibly using Hubs as venues. PIP – see the presentation attached to these minutes plus Helpline contact details, PIP toolkit and link to newsletter 	SR

	<p>'Touch base.'</p> <ul style="list-style-type: none"> SR – Attendance Allowance vastly underclaimed so this will be targeted this year. 	
4	<p>Local Area Team update - AB</p> <ul style="list-style-type: none"> Warwickshire Local Welfare Scheme – update is going the next Warwickshire wide FIP on 20/1 and the outcome will be circulated. Funding is to be withdrawn but there is a massive underspend. A county FIP rep is needed on the NWBC FIP. County FIP meets on 20/1 at NBBC. Bulk of discussions will be on its future and links with district FIPs. Draft of Child Poverty Strategy will go to SR to circulate. Priority Families – phase 2 commences April 2015 – 2020. Around 2,500 families identified. Focus on early intervention; worklessness and families who are financially excluded. NWBC rep is Robert Beggs. 70 families per year will be supported – criteria has now widened. 	<p>AB</p> <p>AB/SR</p>
5	<p>CAB update - LV</p> <ul style="list-style-type: none"> 156 clients seen; 270 at group sessions for financial wellbeing assessment. Increase in people coming to CAB at the crisis stage when court cases are pending. Many clients are seen on a regular basis as they are unable to cope with finances alone. Outreach sessions planned at Birchmoor and Coleshill Hubs. E volunteers will be there to help with form filling. CAB has run sessions in Atherstone on doorstep crime. CAB also runs group sessions offering people help on understanding energy bills. These can also be targeted at frontline workers – if anyone is interested, contact LV. NW reported on the CAB survey on Financial Wellbeing Assessments. 1062 responses to date. Stats need investigating as a high percentage of people with financial problems are in North Warwickshire. For example – 57% say they are unable to cope until their next payday; 80% say financial problems are linked to life events; 67% do not have a formal way of budgeting; over 50% borrow money off family members; 21% use the Foodbank in North Warwickshire; 20% go without food to pay bills; over 50% lose sleep over financial worries leading to health issues. Report included with these minutes. 	<p>ALL</p> <p>SR</p>
6	<p>Thrift Week - SR</p> <ul style="list-style-type: none"> SR reported that Thrift Week is 21-29th March. A Subgroup is needed so contact SR if interested in being involved. 	<p>ALL</p>
7.	<p>UK Online/Learn My Way – MH</p> <ul style="list-style-type: none"> Funding from Tinder Foundation enabled Volunteer Centre to run courses from October 2014, both in North Warwickshire and the Nuneaton and Bedworth areas. BOB Bus now on the road as a mobile IT Hub in North Warwickshire and Nuneaton and Bedworth. 	<p>All to</p>

	<ul style="list-style-type: none"> • Bus is used three days a week so may be available for spring/summer events. • Be Online 23rd February-8th March. • SR encouraged people to enrol on the Learn My Way courses – details to be circulated 	<p>comment</p> <p>SR</p>
8	<p>Trading Standards update - SC</p> <ul style="list-style-type: none"> • Report already circulated but SC highlighted the following. • Information report for partners to use via secure email – any comments to SC. • Cybercrime is a particular issue and work has been done in schools and with the Federation of Small Businesses. • Issues with health supplements/legal highs/buying online. • Mapping scams with Warwickshire Observatory. In the north, there is an issue with people applying for loans online and providing credit card details. The contact is actually a broker who then takes money from the person's account – many websites are bogus. • Sniffer dogs were used to trace counterfeit tobacco sold in Atherstone. • Over 2,000 fake 'Frozen' dolls seized and destroyed before Christmas as they contained carcinogenic chemicals. 	<p>ALL</p>
9.	<p>BT/SR update</p> <ul style="list-style-type: none"> • NWBC and NBBC working together on Revenues and Benefits. Mike Shaw retires this month and Jo Robinson from NBBC will be covering. SR also to do one day a week in NBBC on financial inclusion work. • SR reported on the new arrangement and branding for the Community Hubs. The Dordon Hub is moving to the Derrick Ave community rooms and consultation in Kingsbury on possibly using the Jubilee Court community rooms as a new Hub. Mancetter Hub may be at the Memorial Hall. • BT reported on the Christmas food parcels thanks to foodstuffs donated by Ocado and toys from Asda. • SR offered to run group training on the Foodbank and how to become a referrer. She reported on the drop in Emergency Food Parcels needed over summer 2014 and that there has been a big increase in people using the community cafes. • Cook It – two programmes run last year. Out of the seven people who were jobless, five found employment. A third Cook It session will run after half term and hoping to expand these with the support offered by Ocado. • SR reported that dementia training is being arranged for the morning of 18th March – details to be circulated with these minutes. • Warwickshire Warm and Well – now funded by Public Health. There is a county wide SLA with Act on Energy for loft and cavity wall insulation. Boiler repair and replacement service available plus emergency heating provision if heating has broken down. Further details to be circulated with these minutes plus the guide to keeping warm. 	<p>ALL</p> <p>SR</p> <p>SR</p>

10	<p>General member update</p> <ul style="list-style-type: none"> • AL from PDM Training reported on the warehouse training and lorry driver training at Euro Car Parts. Lorry drivers now start on £30,000 a year with the chance to progress. • JB from Crossroads reported that the organisation had received a national mentoring and befriending award and will be affiliated to Worcester University. They hope to set up a hub in Atherstone. • MH said that the Volunteer Centre had received some DWP funding to support pathways to employment and social enterprise. • Julian Coxon introduced the Warwickshire Employment Service (Rethink Mental Illness) funded by Public Health which supports people to stay in work. 100 people are currently on their caseload. • DS introduced herself from the Family Information Service. They will be appointing a new manager in the near future. • CF said that training is offered around stopping smoking. 11th March is No Smoking Day and there will be an event run with NWBC at 2ndChance involving the BOB bus. They will also be working with one of the local businesses. • DH said that Severn Trent Water have a new social tariff offering a 90% discount and will be working with the CAB on this. There could possibly be 35,000 customers in the region. The Water Sure Scheme (capped) covers only 10,000 people. From 1st April, DLA/PIP will be included. Housing Associations are looking at installing water meters where bills can be reduced. • SR asked members to send in activities from the past year for a report to the Council's Community and Environment Board. • SR reported that the agency referral form is to be simplified – agencies who want to be included should contact SR. Lori Harvey from NWBC is due to go on maternity leave and Becky Evans is the new Health Improvement Officer. 	ALL
	<p>Date of next meeting – Wednesday 15th April 2015, 10am-12.30pm. Venue tbc</p>	

NWBC Access Task and Finish Group

Notes and Action Points from meeting Thursday 15th January 2015

Present: Cllr Ann Lewis, Cllr Hayden Phillips, Martin Horner, Alistair Rigby, Sally Roberts (nwbc), Lori Harvey (nwbc), Jayney Faulkner mills (library), Bob Trahern, Julie Taylor

1. Apologies: CAB

2. Notes from last meeting

Main Agenda

3. Community Hub launch update

- Hub launches took place at Baddesley, Hartshill and Coleshill, all worthwhile and both Baddesley and Hartshill very successful, low numbers at Coleshill due to school nativity.
- Arley Launch cancelled due to problems with hall being opened
- All launches lacked partner buy in and support and in future perhaps avoid Christmas events

4. Dordon/Kingsbury/Mancetter

- **Dordon**
 - Hub moving to Derek Avenue Communal room
 - Housing currently undertaking refurbishments which should be completed early February
 - Volunteers in place to run café/hub and WCC support for LAT Jo Giblin
 - Bob to order BT line
 - Hub launch Feb/March
 - Sally/Bob to update Katherine before 9/02/15 regarding use of 106 monies
- **Kingsbury**
 - Hub to be established at Jubilee Court communal room after successful computer course and support from housing
 - Resident consultation due to take place early February
 - Bid placed with WCC for equipment
 - Bob to send information re digital bid Linda Bird
- **Mancetter**
 - Hub to be established at Mancetter Memorial Hall
 - Trial with existing broadband and phone line
 - Meeting established with hall week beginning 19th January
- Possibility of rolling out information points at other communal rooms
- WCC support for Kingsbury if capacity although not a priority area
- Alistair to follow up with WCC regarding their position for financial support for Mancetter

5. General Hub Updates and usage

- Lori/Martin updated on general hub usage and business
- Michelle has updated usage form to allow hubs to give feedback on activities as well as numbers
- In future look at what data we collect and focus figures on main hubs
- Jayney to send whole library figures
- Possible link for Coleshill and Water Orton hubs with Chelmsley Wood JCP

6. Get online/BECS/e-billing–

- NWBC BECS form to move online only in the coming months
- Future work With ESA claimants and JCP
- Pilot event scheduled for February if successful hopefully rolled out in Hubs
- North Talk will push Learn my way and digital future

7. Learn my way and Bob bus – Martin

- Leanne and Bill now in place and delivering computer courses across NW and NB
- Current figures 280 of 580 and 35 of 75 figures reached by end of March
- NWBC did a LMW push on Facebook (Martin to monitor to see if it worked)
- Be Online week 23rd Feb – 8th March, Michelle to distribute publicity to hubs
- Lori to send info re week to web and Karen Barrow

8. Bob Bus

- All IT installed and working well
- Proposed Re-branding completed by end of January

9. Foodbank update and Christmas Eve activity

- Christmas Eve operation with Ocado saw over 200 families receive food parcels.
- Environmental health have agreed to allow meat in food parcels
- Mayor held event to thank Ocado
- Asda provided 100 presents, decorations and trees for families in NW
- Aldi have offered 3 tonnes of fruit and vegetables every Thursday
- Fareshare have bid to set up super kitchens across Warwickshire.
- Still awaiting WCC funding agreement for Fareshare contract

10. Community Hub IT Equipment

- Windows XP no longer working from April
- Dordon and Kingsbury to be trial of new software
- Sally to work with IT on solution and costing's

11. AOB

- Lori asked for feedback on Newsletter for Michelle
- Future discussions on Red Phones some numbers not working etc.
- Lori finishes on 23rd January advert has gone out for maternity cover

12. Date for next meeting

- 8th April 2015 10am