

**To: The Chairman and Members of the
Community and Environment Board
(Councillors Phillips, L Dirveiks, Ferro, Fox,
Freer, Lewis, May, M Moss and Payne).**

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

23 January 2012

The Community and Environment Board will meet in The Committee Room, The Council House, South Street, Atherstone, Warwickshire on Monday 23 January 2012, at 6.30pm.

AGENDA

- 1 Evacuation Procedure.**
- 2 Apologies for Absence / Members away on official Council business.**
- 3 Declarations of Personal or Prejudicial Interests**
(Any personal interests arising from the membership of Warwickshire County Council of Councillors Fox and May and the various Town/Parish Councils of Councillors Freer (Atherstone), Lewis, M Moss, and Phillips (Kingsbury), are deemed to be declared at this meeting).

- 4 **Request for discussion of En Bloc items.**
- 5 **Minutes of the Meeting of the Board held on 3 October 2011** - copy herewith, to be approved as a correct record and signed by the Chairman.
- 6 Presentation by Richard Dobbs (Assistant Director Streetscape) on the work of his Division.

PART A – ITEMS FOR DISCUSSION AND DECISION

7 **Corporate Plan 2012 -13 – Report of the Chief Executive**

Summary

The Corporate Plan is updated on an annual basis. The purpose of this report is to seek the Board's approval for the Corporate Plan Key Actions for which it is responsible and to agree the 2012-13 Service Plans for the Leisure & Community Development, Streetscape and Environmental Divisions.

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

8 **General Funds Fees and Charges 2012/13** - Report of the Assistant Chief Executive and Solicitor to the Council, Assistant Director (Streetscape), and Assistant Director (Leisure and Community Development)

Summary

The report covers the fees and charges for 2011/12 and the proposed fees and charges for 2012/13.

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

9 **General Fund Revenue Estimates** – Report of the Deputy Chief Executive

Summary

This report covers the revised budget for 2011/12 and an estimate of expenditure for 2012/13, together with forward commitments for 2013/14, 2014/15 and 2015/16.

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

- 10 **Capital Programme Bids 2012/13 - 2014/15** – Report of the Assistant Director (Finance and Human Resources)

Summary

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

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

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

Summary

Borough Council support to outside organisations is provided in many ways, including through its Annual Grants scheme. Two requests for assistance through the provision of an annual grant have been received; one from Warwickshire Community and Voluntary Action (WCAVA) for funding towards the final year of its three-year countywide agreement and the other from North Warwickshire Citizens Advice Bureau (NW CAB). Consideration is also afforded to the means by which the Authority can support the undertaking of community-based activities in celebration of the Queen's Diamond Jubilee.

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

- 12 **Future Indoor Leisure Provision in Coleshill** – Report of the Assistant Director (Leisure and Community Development)

Summary

This report updates Members on the condition of Coleshill Leisure Centre, outlines progress in respect of the work being undertaken to protect the future of indoor leisure provision in the town and seeks guidance on which, if any, options should be advanced through detailed external appraisal, discussion with potential partners and consultation with the local community.

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

- 13 **Parks, Open Spaces and Horticultural Service and Grounds Maintenance Service Review** – Report of the Assistant Director (Leisure and Community Development).

Summary

This report updates the Board with regard to the annual benchmarking exercise for parks, open spaces and horticultural services and advises on progress of the Grounds Maintenance Service Review, with particular

reference to the grass cutting service provided on behalf of both this Authority and Warwickshire County Council.

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

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

Summary

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 5 of the Strategy for approval.

Proposals for partnership working in respect of Daw Mill Sports Ground in Hurley and Piccadilly Community Centre and Sports Field are presented for approval in principle.

Members are also informed of the opportunity to allocate Section 106 money to advance a number of projects that will contribute to delivery of priorities identified in the Green Space Strategy in the Birch Coppice area and are asked to approve a framework for delivery.

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

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

- 15 **Progress Report on Achievement of Corporate Plan and Performance Indicator Targets April – September 2011** – Report of the Chief Executive and Deputy Chief Executive.

Summary

This report informs Members of the progress with the achievement of the Corporate Plan and Performance Indicator targets relevant to the Community and Environment Board for April to September 2011.

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

JERRY HUTCHINSON
Chief Executive

NORTH WARWICKSHIRE BOROUGH COUNCIL

MINUTES OF THE COMMUNITY AND ENVIRONMENT BOARD

3 October 2011

Present: Councillor Phillips in the Chair

Councillors L Dirveiks, Ferro, Fox, Freer, Lewis, May, M Moss and Payne.

Councillor Humphreys was also in attendance.

11 **Declarations of Personal or Prejudicial Interests**

Any personal interests arising from the membership of Warwickshire County Council of Councillors Fox and May and membership of the various Town/Parish Councils of Councillors Fox (Shustoke), Freer (Atherstone), Lewis, M Moss and Phillips (Kingsbury), were deemed to be declared at the meeting.

Councillor May declared a personal interest in Minute No 17 (Play Area Development Programme) by reason of the Merevale Estate involvement with the Baxterley project .

12 **Minutes**

The minutes of the meeting held on 13 June 2011, copies having been previously circulated were approved as a correct record and signed by the Chairman.

13 **Presentation by Simon Powell** - Assistant Director (Leisure and Community Development).

The Assistant Director (Leisure and Community Development) gave a presentation on the work of his Division.

14 **Budgetary Control Report 2011/2012 Period Ended 31 August 2011.**

The Assistant Director (Finance and Human Resources) reported on the expenditure and income from 1 April 2011 to 31 August 2011.

Resolved:

That the report be noted.

15 Play Safety Service to Parish Councils

The Assistant Director (Leisure and Community Development) advised Members of the intention to withdraw the current free four-weekly play area inspection service for Parish Councils from April 2012 and set out a proposal to replace it with a better quality, more robust quarterly inspection service for which a small charge would be levied.

Resolved:

- a That the current free play area inspection service provided to Parish Councils be withdrawn with effect from April 2012;**
- b That, with effect from April 2012, Parish Councils be offered a quarterly operational play area inspection service that will be subject to an annual charge as identified in the report of the Assistant Director (Leisure and Community Development); and**
- c That selected Parish Councils be offered the option to take up the quarterly operational play area inspections service with effect from October 2011.**

16 Leisure and Community Development Division – Proposed 2012/13 Revenue Savings.

The Assistant Director (Leisure and Community Development) identified potential areas for revenue budget savings within the Leisure and Community Development Division for inclusion in the 2012/13 revenue estimates.

Recommendation to Executive Board:

That, subject to consultation, the proposed budget savings within the Leisure and Community Development Division be included in the 2012/13 revenue estimates.

17 Play Area Development Programme

Members were informed of progress in respect of the implementation of the Play Area Development Programme and approval was sought for the establishment of a reserve to provide match funding for a project to provide new play facilities in Baxterley.

Resolved:

- a That progress in respect of the Play Area Development Programme be noted and approved;**

- b That the proposal to match fund the installation of new play facilities in Baxterley from the revenue budget be approved; and**

Recommendation to Executive Board

- c That the principle to establish a reserve of up to £10,500, if necessary, from the revenue budget at the end of the 2011/12 financial year for the project in Baxterley, be approved.**

18 Atherstone Market

The Assistant Director (Streetscape) informed the Board of an agreement between North Warwickshire Borough Council, Atherstone Town Council and Hinckley and Bosworth Borough Council to transfer the management of the Market Square, Atherstone on an initial twelve month trial basis in order to try and enhance the market and increase the use of the Market Square for other events.

Resolved:

- a That the content of the report be noted and the action taken to date be endorsed; and**
- b That a further report on the success of the new arrangements be brought back to the Board early next year before the agreement is considered for renewal.**

19 Leisure Facilities – Bank Holiday Closures

The Board's approval was sought for the Bank Holiday closure of leisure facilities during 2012/13.

Resolved:

That the schedule of leisure facility closures, as set out in paragraph 4.1 of the report of the Assistant Director (Leisure and Community Development), be approved.

20 Update on Outreach Proposals – Community Hubs and the B.O.B Mobile Service

Resolved:

- a That progress made and the expressions of interest received to date to establish community hubs (ICT only or combined with video conference technology) be noted and that officers work with other agencies to**

evaluate locations and funding opportunities available to deliver increased access in the Borough;

- b That a Task & Finish Group of five Members be set up to oversee the work of a multi-agency officer group tasked with working with town and parish councils and other interested community groups to develop an infrastructure of community hubs (or B.O.B stops);**
- c That the Task & Finish Group be given delegated powers to approve funding for the setting up of community hubs within the agreed budget; and**
- d That approval be granted to continue to run the B.O.B mobile bus for at least a further 12 months from April 2012 to 31 March 2013 whilst the strategy to deliver community hubs is delivered and the ongoing need for the service evaluated.**

21 2012 Olympic and Paralympic Games

The Assistant Director (Leisure and Community Development) provided a summary of how the Borough Council was using the inspiration of the 2012 Olympic Games to increase participation in physical activity across North Warwickshire and ensure a positive and lasting legacy for the local community.

Resolved:

That the progress being made in using the impact of the 2012 Olympic and Paralympic Games to increase participation in physical activity in North Warwickshire, be noted.

22 Progress Report on Achievement of Corporate Plan and Performance Indicator Targets April – June 2011

Members were informed of the progress with the achievement of the Corporate Plan and Performance Indicator targets relevant to the Community and Environment Board for April to June 2011.

Resolved:

That the report be noted.

23 Provision and Management of an Artificial Grass Pitch at Queen Elizabeth School and Sports College, Atherstone

The Assistant Director (Leisure and Community Development) reported on the progress in respect of negotiations with relevant parties to undertake the

management of community use of a new artificial grass pitch at Queen Elizabeth School and Sports College in Atherstone.

Resolved;

That the action taken by the Assistant Director (Leisure and Community Development), in consultation with the Chairman and Vice-Chairman of the Board, to enter into a Partnership Agreement with Queen Elizabeth School and Sports College, Atherstone, be endorsed.

H Phillips
Chairman

Agenda Item No 7

Community and Environment Board

23 January 2012

**Report of the
Chief Executive**

Corporate Plan 2012 - 13

1 Summary

- 1.1 The Corporate Plan is updated on an annual basis. The purpose of this report is to seek the Board's approval for the Corporate Plan Key Actions for which it is responsible and to agree the 2012-13 Service Plans for the Leisure & Community Development, Streetscape and Environmental Divisions.

Recommendation to the Executive Board

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

Recommendation to the Board

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

2 Consultation

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

3 Report

- 3.1 Corporate Plan Key Actions and Divisional Service Plans are normally agreed in the January/February cycle of meetings and adopted by Full Council in February at the same time as the Budget.
- 3.2 At its September 2011 meeting the Council agreed its Vision and Priorities together with Key Actions for the remainder of 2011-12 and this report seeks approval for the Corporate Plan Key Actions for 2012-13.
- 3.3 Appendix A sets out proposals for those Key Actions which fall within the remit of the Community and Environment Board. Members are requested to recommend to the Executive Board that the Corporate Plan Key Actions set out in Appendix A are agreed.

...

3.4 A report will be presented to Boards/Sub-Committees after the end of the financial year to show the year end out-turn on the 2011-12 Key Actions. Proposals for 2012-13 will form part of the 2012-13 Corporate Plan which covers the Council's top level priorities.

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

... 3.6 The Service Plans for the Leisure & Community Development, Streetscape and Environmental Divisions comprise Appendix B to this report, as most of these programmes relate to work carried out for this Board.

3.7 Where there are any budget implications for another Board/Sub-Committee arising out of this work programme, those implications will be drawn to the attention of the relevant Board/Sub-Committee in the Budget report going to this cycle of meetings. Similarly, any budgetary implications for this Board from Divisional Plans being reported to other Boards/Sub-Committees are dealt with in the Budget Report also on this agenda.

3.8 Once the Corporate Plan Key Actions and Divisional Service Plans have been agreed, they will all be subject to the usual reporting procedures for monitoring performance as for last year, ie:-

- Monthly reports are considered by Management Team;
- A traffic light warning indicator is used:-
 - Red – target not likely to be achieved.
 - Amber – target currently behind schedule and requires remedial action in order to be achieved.
 - Green – target currently on schedule to be achieved;
- Progress reports to each Board/Sub-Committee meeting, and
- The Scrutiny Board to monitor the performance of indicators and targets where the traffic light is amber and red.

4 Report Implications

4.1 Finance and Value for Money Implications

4.1.1 Where possible, key actions and indicators for 2012-13 will be achieved from within existing Board/Sub-Committee resources. Details of any additional funding are included in the right hand column of the table in Schedule A and in the Budget report and will be in appropriate cases, the subject of reports to the Board.

4.2 Human Resources Implications

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

4.3 Risk Management Implications

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

4.4 Links to Council's Priorities

4.4.1 These are set out in the Appendices.

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

Background Papers

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

Background Paper No	Author	Nature of Background Paper	Date

CORPORATE PLAN TARGETS – 2012/13

COMMUNITY & ENVIRONMENT BOARD

Priority	Target	Board/Lead Officer	Additional Training/ Financial Implications
Local Employment	To continue to raise aspirations, attainment and skill levels and attainment through recognised vocational qualifications, volunteering and targeted activities and help members of the community to achieve local and national accreditations and to report on progress by March 2013.	Community & Environment Board/AD (L&CD)	External funding will be required to undertake appropriate actions.
Environment	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.	Community & Environment Board/ACE&StC	To be met within existing budgets.

Priority	Target	Board/Lead Officer	Additional Training/ Financial Implications
Environment	To maintain the current high levels of street cleanliness to not less than 95%, targeting resources and working in partnership, where appropriate, to ensure that standards remain as consistently high as possible throughout the Borough.	Community & Environment Board/AD (S)	To be met within existing budgets.
Environment	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.	Community & Environment Board/AD (S), AD (H)	To be met within existing budgets.
Environment	To encourage and support communities to identify, report and take action on public realm concerns. This work will include school-based activities and support for at least four local "clean up" initiatives	Community & Environment Board/AD (L&CD), AD (S)	To be met within existing budgets.

Priority	Target	Board/Lead Officer	Additional Training/ Financial Implications
Environment	To implement the approved outcomes of the Grounds Maintenance Service Review, thereby improving service delivery and operational efficiency and thereafter review and report on the impact of any new approaches to service delivery by March 2013.	Community & Environment Board/AD (S), AD (L&CD)	To be met within existing budgets.
Recycling	To continue to work with partners to improve the Council's recycling rate to not less than 36% and to report on ways to further improve recycling and increase the efficiency of the service by April 2012.	Community & Environment Board/AD (S)	To be met within existing budgets, but with a view to achieving revenue savings.
Crime and Disorder	To continue to provide positive interventions to address anti-social and nuisance behaviour, including through targeted activities (eg Call4Sport, Activities4U, etc).	Community & Environment Board/CE, AD (L&CD)	External funding is often required to undertake appropriate actions.

Priority	Target	Board/Lead Officer	Additional Training/ Financial Implications
Access to Services	To ensure the successful delivery of the European and Central Government funded LEADER programme, in partnership with WCAVA and the North Warwickshire Local Action Group and to report on progress by March 2013.	Community & Environment Board/AD (L&CD), ACE (CS)	Up to £1.03 million of LEADER funding was initially secured for North Warwickshire, although a 20% cut in available funding was imposed by DEFRA in 2011/12, whilst a 35% cut will be experienced in 2012/13, thereby resulting in an overall loss of over £240,000 to spend on community projects in the Borough. Training in respect of all aspects of the management and administration of the LEADER programme will be required for relevant staff.
Access to Services	To report on progress on the project to improve access to services through Community Hubs by June 2012.	Community & Environment Board/ACE (CS)	Any financial implications will be reported as part of the decision-making process.
Health and Well-being	To implement phase 5 of the North Warwickshire Green Space Strategy in accordance with its revised Action and Funding Plan and corresponding Management Plans for Parks, where appropriate.	Community & Environment Board/AD (L&CD)	The significant resource implications are detailed in the supporting Action and Funding Plan. Any further implications from the review will be reported as part of the decision-making process.

Priority	Target	Board/Lead Officer	Additional Training/ Financial Implications
Health and Well-being	To complete the first year actions arising out of the Local Nature Reserve Project and beginning to implement the year two actions. This will include completion of improvement works at Kingsbury Linear Park and Dafferns Wood, New Arley, production of a Management Plan for each site and their designation as Local nature Reserves, as well as the commencement of work at Abbey Green Park, Polesworth, and Cole End Park in Coleshill.	Community & Environment Board/AD (L&CD)	£225,000 of external funding has been secured from Natural England's Access to Nature Programme. This has been matched by £30,000 of revenue funding from the Borough Council.
Health and Well-being	In conjunction with potential key partners, continue to investigate and commence implementation of long-term future of Coleshill Leisure Centre.	Community & Environment Board/DCE, AD (L&CD)	The report to Members will include an assessment of any capital and revenue resource implications.
Health and Well-being	To continue to work with partners to implement the North Warwickshire Playing Pitch Strategy in accordance with its supporting Action Plan.	Community & Environment Board/AD (L&CD)	The resource implications of the Playing Pitch Strategy (not all of which relate to the Borough Council) are detailed in the supporting Action Plan.

Priority	Target	Board/Lead Officer	Additional Training/ Financial Implications
Health and Well-being	To continue to co-ordinate the sustainable development of Wellness Matters, including its further expansion into targeted outreach communities and through the promotion of healthy lifestyles, healthy eating programmes and exercise referral schemes.	Community & Environment Board/AD (L&CD)	To be met within existing budgets.
Health and Well-being	In conjunction with key partners, to raise levels of physical activity within the community, in particular for children and young people (both in schools and during school holidays) and as a means by which to tackle rising levels of obesity within the Borough.	Community & Environment Board/AD (L&CD)	Any additional financial implications will be the subject of a further report.

Priority	Target	Board/Lead Officer	Additional Training/ Financial Implications
Health and Well-being	To continue to ensure compliance with the Council's statutory responsibilities as a partner and Compact signatory within the Warwickshire Safeguarding Children Board, including the need to continue to implement the provisions of the Child Protection Policy, to deliver the actions identified in 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.	Community & Environment Board/AD (L&CD)	Internal "trainers" will continue to deliver the WSCB Level 1 course to relevant colleagues throughout the Authority.
Health and Well-being	To review and 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 by December 2012.	Executive Board/Community & Environment Board/Young people's Champion/ACE&StC, AD (L&CD), ACE (CS), AD (CS)	If there are any potential financial implications, these will be reported as part of the review.

LEISURE AND COMMUNITY DEVELOPMENT DIVISION - SUMMARY ACTION PLAN 2012/13

Action	Links with the Sustainable Community Strategy and Corporate Plan	Lead Officer	Start Date	End Date	Priority	Measurement of Success	Resource / Training Implications
Key "Headline" Divisional Objectives							
<ul style="list-style-type: none"> Maintain on-going programmes of Leisure and Community Development work and ensure that, wherever appropriate, Divisional activity contributes to the advancement of objectives contained within the North Warwickshire Sustainable Community Strategy and the Corporate Plan 	Raising Aspirations / Developing Healthier Communities / Improving Access to Services Public Services / Local Employment / Environment / Recycling / Crime and Disorder / Countryside and Heritage / Access to Services / Consultation and Communication / Health and Well-being	AD (L&CD)	April 2012	On-going	High	C&E Board approval of actions taken in support of the North Warwickshire Sustainable Community Strategy and the Corporate Plan	The extent of activity will be determined by the availability of constrained revenue resources

LEISURE AND COMMUNITY DEVELOPMENT DIVISION - SUMMARY ACTION PLAN 2012/13

Action	Links with the Sustainable Community Strategy and Corporate Plan	Lead Officer	Start Date	End Date	Priority	Measurement of Success	Resource / Training Implications
<ul style="list-style-type: none"> • Ensure compliance with the Council's statutory responsibilities as a partner and Compact signatory within the Warwickshire Safeguarding Children Board, including the need to continue to implement the provisions of the Child Protection Policy, to deliver the actions identified in 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 	<p>Developing Healthier Communities / Improving Access to Services</p> <p>Local Employment / Crime and Disorder / Access to Services / Consultation and Communication / Health and Well-being</p>	CE & AD (L&CD)	April 2012	On-going	High	<p>C&E Board approval of actions taken in support of the Warwickshire Safeguarding Children Board</p> <p>Continued implementation of the Child Protection and Vulnerable Adults Policies</p>	Internal "trainers" will continue to deliver the WSCB Level 1 course to relevant colleagues throughout the Authority

LEISURE AND COMMUNITY DEVELOPMENT DIVISION - SUMMARY ACTION PLAN 2012/13

Action	Links with the Sustainable Community Strategy and Corporate Plan	Lead Officer	Start Date	End Date	Priority	Measurement of Success	Resource / Training Implications
<ul style="list-style-type: none"> In conjunction with potential key partners, continue to investigate and commence implementation of the long-term future of Coleshill Leisure Centre 	Raising Aspirations / Developing Healthier Communities / Improving Access to Services Public Services / Local Employment / Environment / Crime and Disorder / Access to Services / Consultation and Communication / Health and Well-being	DCE / AD (L&CD) / LFM	April 2012	March 2013	High	Board approval of the proposals and corresponding business plan(s) relating to the future of CLC	Future capital and revenue provision for Coleshill Leisure Centre is being addressed through appropriate processes

LEISURE AND COMMUNITY DEVELOPMENT DIVISION - SUMMARY ACTION PLAN 2012/13

Action	Links with the Sustainable Community Strategy and Corporate Plan	Lead Officer	Start Date	End Date	Priority	Measurement of Success	Resource / Training Implications
<ul style="list-style-type: none"> Implement Phase 5 of the North Warwickshire Green Space Strategy in accordance with its revised Action and Funding Plan and corresponding Management Plans for Parks, where appropriate 	<p>Raising Aspirations / Developing Healthier Communities / Improving Access to Services</p> <p>Public Services / Local Employment / Environment / Crime and Disorder / Countryside and Heritage / Access to Services / Consultation and Communication / Health and Well-being</p>	AD (L&CD) & LM	April 2012	March 2013	High	Actions identified in Phase 5 of the Action and Funding Plan completed, reported to and endorsed by the C&E Board	The significant resource implications are detailed in the supporting Action and Funding Plan

LEISURE AND COMMUNITY DEVELOPMENT DIVISION - SUMMARY ACTION PLAN 2012/13

Action	Links with the Sustainable Community Strategy and Corporate Plan	Lead Officer	Start Date	End Date	Priority	Measurement of Success	Resource / Training Implications
Supporting Divisional Actions for 2012/13							
<ul style="list-style-type: none"> In conjunction with the Streetscape Division, implement the approved outcomes of the Grounds Maintenance Service Review, thereby improving service delivery and operational efficiency, and thereafter review and report on the impact of any new approaches to service delivery 	Raising Aspirations / Developing Healthier Communities / Improving Access to Services Public Services / Local Employment / Environment / Crime and Disorder / Countryside and Heritage / Access to Services / Consultation and Communication / Health and Well-being	LM	April 2012	On-going	High	Board approval of progress in respect of the delivery of outcomes arising from the Grounds Maintenance Service Review	The demands of the revised Grounds Maintenance Specification will necessitate training for relevant staff

LEISURE AND COMMUNITY DEVELOPMENT DIVISION - SUMMARY ACTION PLAN 2012/13

Action	Links with the Sustainable Community Strategy and Corporate Plan	Lead Officer	Start Date	End Date	Priority	Measurement of Success	Resource / Training Implications
<ul style="list-style-type: none"> • Continue to work with partners to implement the North Warwickshire Playing Pitch Strategy in accordance with its supporting Action Plan 	Raising Aspirations / Developing Healthier Communities / Improving Access to Services Public Services / Local Employment / Environment / Crime and Disorder / Access to Services / Consultation and Communication / Health and Well-being	LM	April 2012	Ongoing	High	Provisions identified in the Action Plan completed according to timescale, reported to and endorsed by the C&E Board	The significant resource implications are detailed in the supporting Action Plan

LEISURE AND COMMUNITY DEVELOPMENT DIVISION - SUMMARY ACTION PLAN 2012/13

Action	Links with the Sustainable Community Strategy and Corporate Plan	Lead Officer	Start Date	End Date	Priority	Measurement of Success	Resource / Training Implications
<ul style="list-style-type: none"> • Complete the first year actions arising out of the Local Nature Reserves Project and begin to implement the year two actions. This will include completion of improvement works at Kingsbury Linear Park and Dafferns Wood, New Arley, production of a management plan for each site and their designation as Local Nature Reserves, as well as the commencement of work at Abbey Green Park, Polesworth, and Cole End Park in Coleshill 	<p>Raising Aspirations / Developing Healthier Communities / Improving Access to Services</p> <p>Public Services / Local Employment / Environment / Crime and Disorder / Countryside and Heritage / Access to Services / Consultation and Communication / Health and Well-being</p>	AD (L&CD) / LM / PDM & CDO (E)	Dec 2010	October 2013	Medium	Achievement of milestones as laid out in the Local Nature Reserves Project Business Plan	£225,000 of external funding has been secured from Natural England's Access to Nature Programme. This has been matched by £30,000 of revenue funding from the Borough Council

LEISURE AND COMMUNITY DEVELOPMENT DIVISION - SUMMARY ACTION PLAN 2012/13

Action	Links with the Sustainable Community Strategy and Corporate Plan	Lead Officer	Start Date	End Date	Priority	Measurement of Success	Resource / Training Implications
<ul style="list-style-type: none"> In conjunction with other Divisions and partner organisations, as appropriate, encourage and support communities to identify, report and take action on public realm concerns. This work will include school-based initiatives and support for at least four local “clean up” initiatives 	Raising Aspirations / Developing Healthier Communities / Improving Access to Services Environment / Recycling / Crime and Disorder / Countryside and Heritage / Access to Services / Consultation and Communication / Health and Well-being	PDM / LM / CDO (E) & CDO (SC)	April 2012	March 2013	High	Support a minimum of four “community clean ups” (one per Area Forum) in 2012/13	

LEISURE AND COMMUNITY DEVELOPMENT DIVISION - SUMMARY ACTION PLAN 2012/13

Action	Links with the Sustainable Community Strategy and Corporate Plan	Lead Officer	Start Date	End Date	Priority	Measurement of Success	Resource / Training Implications
<ul style="list-style-type: none"> • Ensure the successful delivery of the European and Central Government funded LEADER programme, in partnership with WCAVA and the North Warwickshire Local Action Group 	<p>Raising Aspirations / Developing Healthier Communities / Improving Access to Services</p> <p>Public Services / Local Employment / Environment / Crime and Disorder / Countryside and Heritage / Access to Services / Consultation and Communication / Health and Well-being</p>	AD (L&CD) / PDM / CDO (RR)	April 2012	Dec 2013	High	Board and LAG approval of delivery against the provisions of the corresponding Action Plan	Training in respect of all aspects of the management and administration of the LEADER programme will be required for relevant staff

LEISURE AND COMMUNITY DEVELOPMENT DIVISION - SUMMARY ACTION PLAN 2012/13

Action	Links with the Sustainable Community Strategy and Corporate Plan	Lead Officer	Start Date	End Date	Priority	Measurement of Success	Resource / Training Implications
<ul style="list-style-type: none"> In conjunction with partner agencies, continue to ensure delivery of relevant actions arising through Safer Neighbourhood processes 	Raising Aspirations / Developing Healthier Communities / Improving Access to Services Public Services / Environment / Crime and Disorder / Countryside and Heritage / Access to Services / Consultation and Communication / Health and Well-being	PDM / LM & CDO (SC)	April 2012	On-going	High	Community Safety Partnership and Area Fora approval of actions taken through Safer Neighbourhood Team processes	External funding is sought and often required in order to undertake appropriate actions

LEISURE AND COMMUNITY DEVELOPMENT DIVISION - SUMMARY ACTION PLAN 2012/13

Action	Links with the Sustainable Community Strategy and Corporate Plan	Lead Officer	Start Date	End Date	Priority	Measurement of Success	Resource / Training Implications
<ul style="list-style-type: none"> Develop and deliver appropriate local community safety days to address community safety concerns/issues and address residents' perceptions and fear of crime 	Raising Aspirations / Developing Healthier Communities / Improving Access to Services Public Services / Environment / Crime and Disorder / Countryside and Heritage / Access to Services / Consultation and Communication / Health and Well-being	CDO (SC)	April 2012	On-going	High	The number of targeted interventions / campaigns / community safety days The number of issues resolved to a satisfactory conclusion	External funding is sought, and often required, to undertake appropriate actions

LEISURE AND COMMUNITY DEVELOPMENT DIVISION - SUMMARY ACTION PLAN 2012/13

Action	Links with the Sustainable Community Strategy and Corporate Plan	Lead Officer	Start Date	End Date	Priority	Measurement of Success	Resource / Training Implications
<ul style="list-style-type: none"> • Provide positive interventions to address anti-social and nuisance behaviour, including through targeted activities (e.g. Call4Sport, Activities4U, etc.) 	<p>Raising Aspirations / Developing Healthier Communities / Improving Access to Services</p> <p>Public Services / Environment / Crime and Disorder / Access to Services / Consultation and Communication / Health and Well-being</p>	<p>PDM / CDO (SC) / CDO (YP&I) & CDO (SI&S)</p>	<p>April 2012</p>	<p>On-going</p>	<p>High</p>	<p>Reduction in the number of reported anti-social / nuisance behaviour incidents</p> <p>The number of targeted interventions</p>	<p>External funding is sought, and often required, to undertake appropriate actions</p>

LEISURE AND COMMUNITY DEVELOPMENT DIVISION - SUMMARY ACTION PLAN 2012/13

Action	Links with the Sustainable Community Strategy and Corporate Plan	Lead Officer	Start Date	End Date	Priority	Measurement of Success	Resource / Training Implications
<ul style="list-style-type: none"> Raise aspirations, attainment and skill levels through recognised vocational qualifications, volunteering and targeted activities (e.g. Cook and Taste, Activities4U, leadership and environmental awards, Make a Difference career events, Children's University) 	<p>Raising Aspirations / Developing Healthier Communities / Improving Access to Services</p> <p>Public Services / Local Employment / Crime and Disorder / Access to Services / Consultation and Communication / Health and Well-being</p>	PDM / All CDOs	April 2012	On-going	High	<p>The number of participants who achieve a recognised qualification or skill</p> <p>The number of targeted interventions</p>	External funding is sought, and often required, to undertake appropriate actions

LEISURE AND COMMUNITY DEVELOPMENT DIVISION - SUMMARY ACTION PLAN 2012/13

Action	Links with the Sustainable Community Strategy and Corporate Plan	Lead Officer	Start Date	End Date	Priority	Measurement of Success	Resource / Training Implications
<ul style="list-style-type: none"> To continue to co-ordinate the sustainable development of Wellness Matters, including its further expansion into targeted outreach communities and through the promotion of healthy lifestyles, exercise referral schemes and healthy eating programmes 	Raising Aspirations / Developing Healthier Communities / Improving Access to Services Public Services / Crime and Disorder / Access to Services / Consultation and Communication / Health and Well-being	CDO (HI)	April 2012	On-going	High	Delivery of the anticipated outcomes within the Wellness Matters Action Plan The operation of exercise referral, Ante and Post Natal exercise referral and Change4Life schemes The number of targeted interventions / campaigns to promote awareness of healthy lifestyles	

LEISURE AND COMMUNITY DEVELOPMENT DIVISION - SUMMARY ACTION PLAN 2012/13

Action	Links with the Sustainable Community Strategy and Corporate Plan	Lead Officer	Start Date	End Date	Priority	Measurement of Success	Resource / Training Implications
<ul style="list-style-type: none"> In conjunction with key partners, raise levels of physical activity within the community, in particular for children and young people and as a means by which to tackle rising levels of obesity within the Borough 	<p>Raising Aspirations / Developing Healthier Communities / Improving Access to Services</p> <p>Public Services / Environment / Crime and Disorder / Access to Services / Consultation and Communication / Health and Well-being</p>	<p>PDM / LFM / CDO (HI) / CDO (SI&S) / SCDO</p>	<p>April 2012</p>	<p>On-going</p>	<p>High</p>	<p>Increase the percentage (by 1%, from 13.1 to 14.1%) of adults undertaking a minimum of 30 minutes physical activity three or more times per week (Active People Survey)</p>	<p>CIF grant has been received to support the appointment (until July 2012) of the Sports Club Development Officer</p> <p>The cost implications of providing free swimming for young people during school holidays will be reported to Board in due course</p>

LEISURE AND COMMUNITY DEVELOPMENT DIVISION - SUMMARY ACTION PLAN 2012/13

Action	Links with the Sustainable Community Strategy and Corporate Plan	Lead Officer	Start Date	End Date	Priority	Measurement of Success	Resource / Training Implications
Policy, Strategy, Standards and Process							
<ul style="list-style-type: none"> In conjunction with appropriate external organisations and key stakeholders, including within the context provided by the development of a county-wide Third Sector Strategy, review the Council's schemes of financial assistance to outside organisations, to ensure their relevance to the priorities of the Sustainable Community Strategy and to the principles of the Warwickshire Compact 	Raising Aspirations / Developing Healthier Communities / Improving Access to Services Public Services / Local Employment / Environment / Recycling / Crime and Disorder / Countryside and Heritage / Access to Services / Consultation and Communication / Health and Well-being	PDM	April 2012	October 2012	Medium	Completion of review and adoption of new scheme criteria, if appropriate	Future support for third sector organisations is currently subject to a county-wide review

LEISURE AND COMMUNITY DEVELOPMENT DIVISION - SUMMARY ACTION PLAN 2012/13

Action	Links with the Sustainable Community Strategy and Corporate Plan	Lead Officer	Start Date	End Date	Priority	Measurement of Success	Resource / Training Implications
<ul style="list-style-type: none"> • Continue to review processes and procedures within the Division, including within the context provided by Systems Thinking and through any Internal Audit investigations and agreed recommendations, in order to ensure compliance with all appropriate corporate policies and protocols 	Improving Access to Services Public Services / Local Employment / Access to Services	AD (L&CD) / PDM / LFM & LM	April 2012	On-going	High	Processes and procedures that continue to comply with all internal policy requirements	

LEISURE AND COMMUNITY DEVELOPMENT DIVISION - SUMMARY ACTION PLAN 2012/13

Action	Links with the Sustainable Community Strategy and Corporate Plan	Lead Officer	Start Date	End Date	Priority	Measurement of Success	Resource / Training Implications
Performance Management and Measurement							
<ul style="list-style-type: none"> Formulate and agree a sustainable and long-term approach to performance management within the Division (including through the use of meaningful performance measures and engagement in external benchmarking, thereby enabling critical examination of the Division's performance in a wider context) 	Raising Aspirations / Developing Healthier Communities / Improving Access to Services Public Services / Access to Services / Consultation and Communication	AD (L&CD) / LFM / LM / PDM	April 2012	March 2013	Medium	Adoption of a new performance management framework and endorsement of performance reports by the C&E Board	Membership of the APSE benchmarking service requires a revenue contribution of £3000, which will be financed from within existing budgetary provision

LEISURE AND COMMUNITY DEVELOPMENT DIVISION - SUMMARY ACTION PLAN 2012/13

Action	Links with the Sustainable Community Strategy and Corporate Plan	Lead Officer	Start Date	End Date	Priority	Measurement of Success	Resource / Training Implications
E-Government							
<ul style="list-style-type: none"> In conjunction with the Corporate Services Division, and through appropriate Systems Thinking reviews, investigate the options and business case for procuring software to support relevant functions within the Division (e.g. Leisure Facilities, Grounds Maintenance, Play Areas, Tree Management, etc.) 	Improving Access to Services Public Services / Local Employment / Environment / Recycling / Crime and Disorder / Countryside and Heritage / Access to Services / Consultation and Communication / Health and Well-being	PDM / LFM / LM	April 2012	October 2012	Medium	Completion of Systems Thinking review of the Grounds Maintenance service Agreed outcome of investigation to procure new software to support relevant activity within the Division	There will be a need to identify revenue provision through which to procure any new software

LEISURE AND COMMUNITY DEVELOPMENT DIVISION - SUMMARY ACTION PLAN 2012/13

Action	Links with the Sustainable Community Strategy and Corporate Plan	Lead Officer	Start Date	End Date	Priority	Measurement of Success	Resource / Training Implications
Risk Management							
<ul style="list-style-type: none"> • Ensure that all identified Divisional risks are assessed and managed in accordance with the moderated and agreed control procedures and that opportunities are taken to reduce risks wherever possible (particularly in respect of the potential abuse of vulnerable people and the loss of external funding support for Divisional activities) 	Raising Aspirations / Developing Healthier Communities / Improving Access to Services Public Services / Local Employment / Environment / Recycling / Crime and Disorder / Countryside and Heritage / Access to Services / Consultation and Communication / Health and Well-being	AD (L&CD) / PDM / LFM & LM	April 2012	On-going	High	Approved risk moderations and reduction of risk levels within the Division	Training will be required for relevant staff in respect of the Council's duty to protect vulnerable people

LEISURE AND COMMUNITY DEVELOPMENT DIVISION - SUMMARY ACTION PLAN 2012/13

Action	Links with the Sustainable Community Strategy and Corporate Plan	Lead Officer	Start Date	End Date	Priority	Measurement of Success	Resource / Training Implications
Consultation and Communication							
<ul style="list-style-type: none"> Undertake consultation, communication and community involvement within all areas of Divisional activity in order to inform service delivery in respect of Community Development, Landscape Management and Leisure Facility provision 	Raising Aspirations / Developing Healthier Communities / Improving Access to Services Public Services / Local Employment / Environment / Recycling / Crime and Disorder / Countryside and Heritage / Access to Services / Consultation and Communication / Health and Well-being	PDM / LFM & LM	April 2012	On-going	Medium	Analysed and documented outcomes of consultation and communication activity and Board approval of subsequently revised Action Plans, as appropriate	Activity to be supported through the Divisional Marketing budget

LEISURE AND COMMUNITY DEVELOPMENT DIVISION - SUMMARY ACTION PLAN 2012/13

Action	Links with the Sustainable Community Strategy and Corporate Plan	Lead Officer	Start Date	End Date	Priority	Measurement of Success	Resource / Training Implications
Training and Development							
<ul style="list-style-type: none"> • Ensure delivery of the Divisional Training Plan, particularly in respect of the following widely held needs: Child Protection (and other vulnerable people), Performance Management and Health and Safety 	Raising Aspirations / Developing Healthier Communities / Improving Access to Services Public Services / Crime and Disorder / Access to Services / Consultation and Communication / Health and Well-being	AD (L&CD) / PDM / LFM & LM	April 2012	March 2013	High	Delivery of 80% of the Divisional Training Plan commitments	Revenue provision is made through the corporate training budget

LEISURE AND COMMUNITY DEVELOPMENT DIVISION - SUMMARY ACTION PLAN 2012/13

Action	Links with the Sustainable Community Strategy and Corporate Plan	Lead Officer	Start Date	End Date	Priority	Measurement of Success	Resource / Training Implications
Partnership Working							
<ul style="list-style-type: none"> Maintain a key role in the co-ordination of activity within relevant Community Partnership delivery groups and other sub-regional and local partnerships, as appropriate 	Raising Aspirations / Developing Healthier Communities / Improving Access to Services Public Services / Local Employment / Environment / Recycling / Crime and Disorder / Countryside and Heritage / Access to Services / Consultation and Communication / Health and Well-being	AD (L&CD) / PDM / LFM & LM	April 2012	On-going	High	Action plan progress endorsed by Community Partnership and other relevant groups	Involvement in this area of work has a profound effect on the Division's ability to secure external grant support for community-based activity programmes

LEISURE AND COMMUNITY DEVELOPMENT DIVISION - SUMMARY ACTION PLAN 2012/13

Action	Links with the Sustainable Community Strategy and Corporate Plan	Lead Officer	Start Date	End Date	Priority	Measurement of Success	Resource / Training Implications
Equalities							
<ul style="list-style-type: none"> • Undertake Equalities Impact and Needs Assessments across all areas of Divisional policy and activity and implement the required actions arising therefrom 	Raising Aspirations / Developing Healthier Communities / Improving Access to Services Public Services / Local Employment / Environment / Recycling / Crime and Disorder / Countryside and Heritage / Access to Services / Consultation and Communication / Health and Well-being	AD (L&CD) / PDM / LFM & LM	April 2012	On-going	High	Completed programme of Equality Impact and Needs Assessments	

STREETSCAPE SUMMARY ACTION PLAN 2012/13

Action	The Corporate Priority the task contributes to	Lead Officer(s)	Start Date	End Date	Priority	Measurement of Success	Resource/Training Implications
Street Cleansing							
SC1. Continue to maintain high standards of cleanliness across the borough (LEQS score of 95% or greater)	Protecting and Improving Our Environment	Assistant Director (Streetscape) SMT	April 2012	March 2013	High	<ul style="list-style-type: none"> ○ LEQS surveys will be used to assess cleanliness levels (900 per annum) and benchmarking with other authorities both locally and nationally ○ 40 in-house service standard inspections undertaken per week ○ Six-weekly meetings with external contractor to monitor quality of service delivery 	<ul style="list-style-type: none"> ○ Staff time within existing budgets. ○ Contract costs of mechanical sweeping and weekend cleaning ○ Resource & staffing pressures
SC2. Maintain (and where possible. Improve on) levels of public satisfaction with the street cleansing service	Protecting and Improving Our Environment	Assistant Director (Streetscape) SMT	April 2012	March 2013	High	<ul style="list-style-type: none"> ○ Results of Householder Satisfaction Survey ○ Via the peoples panel obtain clarification of the issues of concern and respond accordingly 	<ul style="list-style-type: none"> ○ Staff time within existing budgets ○ Cost of specific consultation exercises

Action	The Corporate Priority the task contributes to	Lead Officer(s)	Start Date	End Date	Priority	Measurement of Success	Resource/Training Implications
Civil Parking Enforcement							
CP1. Work with WCC, the Police, local communities, local authority partners and others to successfully introduce and integrate CPE into the Borough - taking both on-street and off-street parking into consideration		Assistant Director (Streetscape) Streetscape Manager	April 2012	March 2014	Medium	<ul style="list-style-type: none"> ○ CPE implemented and successfully integrated ○ Meet the objectives of Local Transport Plan. ○ Successful promotion of economic vitality and town centres 	<ul style="list-style-type: none"> ○ Staff time within existing budgets ○ Other capital and revenue implications will be scheme specific
Flood Risk Management							
FR1. Continue to tackle local flooding and drainage issues in partnership with other agencies & riparian owners through inspections, action and enforcement where appropriate and investigate how FRM issues can be addressed more efficiently through greater partnership working	Protecting and Improving Our Environment	Assistant Director (Streetscape) Streetscape Manager	April 2012	Ongoing	Medium	<ul style="list-style-type: none"> ○ Flooding & Drainage issues identified and action taken to address them ○ Potential Partnership arrangements identified and reported to MT/Board 	<ul style="list-style-type: none"> ○ Staff time within existing budgets

Action	The Corporate Priority the task contributes to	Lead Officer(s)	Start Date	End Date	Priority	Measurement of Success	Resource/Training Implications
FR2. Compile borough wide asset register of Council owned watercourses and inspect and clear regularly to reduce flood risk	Protecting and Improving Our Environment	AD(S/S) Streetscape Manager	April 2012	September 2012	Medium	<ul style="list-style-type: none"> ○ Asset register created ○ Monthly inspections of all identified watercourses & hotspots 	<ul style="list-style-type: none"> ○ Staff time within existing budgets
Grounds Maintenance							
GM1. Work with L&CD to further develop and implement the Council's Green Space Strategy and associated initiatives	Protecting and Improving Our Environment	Assistant Director (Streetscape) Streetscape Management Team (SMT)	April 2012	March 2013	High	<ul style="list-style-type: none"> ○ New specification implemented ○ Improvements made and outcomes monitored and reported ○ Weekly service standard inspections undertaken 	<ul style="list-style-type: none"> ○ Staff time within existing budgets
Transport							
T1. Continue to monitor and review transport requirements across the Council, coordinate transport policy and assist service managers with all relevant transport and fleet issues		Assistant Director (Streetscape) Streetscape Manager	April 2012	March 2013	Medium	<ul style="list-style-type: none"> ○ Monitoring undertaken 	<ul style="list-style-type: none"> ○ Staff time within existing budgets.
T2. Undertake vehicle fleet renewals in accordance with the agreed programme		Streetscape Manager	April 2012	March 2013	Medium	<ul style="list-style-type: none"> ○ Fleet renewals as per agreed programme 	<ul style="list-style-type: none"> ○ Existing budgetary provision for fleet renewals etc.

Action	The Corporate Priority the task contributes to	Lead Officer(s)	Start Date	End Date	Priority	Measurement of Success	Resource/Training Implications
T3. Investigate use of IT to assist with fleet management to ensure compliance with legislation and to improve the efficiency, consistency and robustness of the Council's fleet management processes		Assistant Director (Streetscape) Streetscape Manager	April 2012	March 2013	Medium	<ul style="list-style-type: none"> Options evaluated and recommendations made to MT 	<ul style="list-style-type: none"> Staff time within existing budgets Any equipment or IT packages will have to be effectively self-funding through efficiency savings
Refuse Collection & Recycling							
RR1. Continue to promote recycling through advertising and awareness raising and increase participation including specific targeted initiatives in identified areas across the Borough	Protecting and Improving Our Environment	Assistant Director (Streetscape) Refuse & Recycling Manager CDO (Env)	April 2012	March 2013	High	<ul style="list-style-type: none"> Increased participation Higher recycling rates – with the aim of achieving 35% by year end Minimum 10 weekly service standard inspections Joint-inspections of recycling service carried out quarterly 	<ul style="list-style-type: none"> Staff time within existing budgets Promotional material funded from existing budgets
RR2. Continue to use vehicle tracking technology to improve efficiency and identify potential savings – possible partnership with neighbouring authorities	Making Best Use of Our Resources	Refuse & Recycling Manager	April 2012	March 2013	Medium	<ul style="list-style-type: none"> Surveys completed Round efficiencies identified Refuse costs reduced or overall efficiency increased 	<ul style="list-style-type: none"> Revenue cost to be met from Streetscape reserves WCC capital funding

Action	The Corporate Priority the task contributes to	Lead Officer(s)	Start Date	End Date	Priority	Measurement of Success	Resource/Training Implications
RR3. Evaluate and implement options for increasing recycling based on the recommendations of the T&F Group and C&E Board	Making Best Use of Our Resources	AD(S) Refuse & Recycling Manager	April 2012	March 2013	High	<ul style="list-style-type: none"> Options evaluated and implementation timetable agreed 	<ul style="list-style-type: none"> Staff time
Facilities Management							
FM1. 10 Yr Capital Programme. Implement 7 th Year	Making Best Use of Our Resources	Assistant Director (Streetscape) Facilities Manager	April 2012	March 2013	High	<ul style="list-style-type: none"> All identified schemes completed 	<ul style="list-style-type: none"> Funded from Capital Programme
FM2. Planned maintenance – implement planned maintenance programmes	Making Best Use of Our Resources	Assistant Director (Streetscape) Facilities Manager	April 2012	March 2013	High	<ul style="list-style-type: none"> All identified works completed 	<ul style="list-style-type: none"> Funded from Revenue Budgets

Action	The Corporate Priority the task contributes to	Lead Officer(s)	Start Date	End Date	Priority	Measurement of Success	Resource/Training Implications
Asset Management							
AM1. Review Corporate Property Strategy in light of the results of the Accommodation Project and revise the Council's Asset Management Plan and Asset Register accordingly	Making Best Use of Our Resources	Assistant Director (Streetscape) Facilities Manager	April 2012	October 2012	High	<ul style="list-style-type: none"> ○ Review Completed ○ Report to Board – new Strategy & Plan adopted and implemented 	<ul style="list-style-type: none"> ○ Staff time within existing budgets
AM2. Implement strategy for maximising occupancy of commercial and industrial units. Pursue capital improvement works or disposal as appropriate. Implement findings of Scrutiny review of commercial and industrial premises where practicable. Reduce void liabilities where possible	Making Best Use of Our Resources	Assistant Director (Streetscape) Facilities Manager	April 2012	September 2012	High	<ul style="list-style-type: none"> ○ Strategy implemented ○ Occupancy levels increased ○ Costs reduced 	<ul style="list-style-type: none"> ○ Staff time within existing budgets ○ Potential costs for improvement works (offset by increased income)

Action	The Corporate Priority the task contributes to	Lead Officer(s)	Start Date	End Date	Priority	Measurement of Success	Resource/Training Implications
AM3: Implement first year of the project to replace the failing M&E infrastructure in the Council House	Making Best Use of Our Resources	Assistant Director (Streetscape) Facilities Manager	April 2012	March 2013	High	<ul style="list-style-type: none"> Project on schedule and on budget 	<ul style="list-style-type: none"> Staff time within existing budgets Identified capital and revenue budgets
Borough Regeneration							
BR1. Assist with the design and implementation of improvement or replacement works to Coleshill LC in line with agreed project timescales	Making Best Use of Our Resources	Assistant Director (Streetscape) Facilities Manager	April 2012 (possible)	March 2013	High	<ul style="list-style-type: none"> Projects on schedule and on budget 	<ul style="list-style-type: none"> Staff time within existing budgets
Value for Money / Efficiency							
VM1. Monitor identified savings for 2012/13. Identify potential future savings for future years across whole Division	Making Best Use of Our Resources	Assistant Director (Streetscape)	April 2012	March 2013	High	<ul style="list-style-type: none"> All identified savings achieved 	<ul style="list-style-type: none"> Staff time within existing budgets Any additional resources identified as "invest to save"

Action	The Corporate Priority the task contributes to	Lead Officer(s)	Start Date	End Date	Priority	Measurement of Success	Resource/Training Implications
Performance Indicators							
PI1. Continue to monitor divisional PIs (national and local) through Performance+, particularly in relation to data quality and security	Making Best Use of Our Resources	Assistant Director (Streetscape) SMT	April 2012	March 2013	High	<ul style="list-style-type: none"> ○ Regular reviews completed and results implemented in line with Corporate Data Quality Policy 	<ul style="list-style-type: none"> ○ Staff time within existing budgets
PI2. Review Streetscape performance on NIs and consider basket of local PIs to monitor progress. Use data to highlight areas for improvement or reassessment.	Making Best Use of Our Resources	Assistant Director (Streetscape) SMT	April 2012	March 2013	High	<ul style="list-style-type: none"> ○ All relevant local and national performance indicators reviewed and appropriate action plans devised and implemented where necessary 	<ul style="list-style-type: none"> ○ Staff time within existing budgets

Action	The Corporate Priority the task contributes to	Lead Officer(s)	Start Date	End Date	Priority	Measurement of Success	Resource/Training Implications
Use of Technology							
UT1. Continue to develop & improve Streetscape content on the Council's website	Making Best Use of Our Resources	Assistant Director (Streetscape) SMT	April 2012	March 2013	Medium	<ul style="list-style-type: none"> ○ Improvements to website completed ○ In-house & peer assessment of content 	<ul style="list-style-type: none"> ○ Staff time within existing budgets
Health & Safety / Risk Management							
HS1. Review the Streetscape Business Continuity Plan	Making Best Use of Our Resources	Assistant Director (Streetscape)	September 2012	October 2012	High	<ul style="list-style-type: none"> ○ Business Continuity Plan review completed 	<ul style="list-style-type: none"> ○ Staff time within existing budgets
HS2. Review and update Risk Assessments across the Division as necessary	Making Best Use of Our Resources	Assistant Director (Streetscape) SMT	April 2012	March 2013 (Review September 2012)	High	<ul style="list-style-type: none"> ○ Reviews completed ○ Validation through HR/HSE 	<ul style="list-style-type: none"> ○ Staff time within existing budgets

Action	The Corporate Priority the task contributes to	Lead Officer(s)	Start Date	End Date	Priority	Measurement of Success	Resource/Training Implications
HS3. Undertake six monthly audits in line with H&S Audit Policy	Making Best Use of Our Resources	Assistant Director (Streetscape) SMT	April 2012	March 2013 (Review September 2012)	High	<ul style="list-style-type: none"> ○ Audits completed every six months 	<ul style="list-style-type: none"> ○ Staff time within existing budgets
Workforce Planning							
WP1. Devise and implement Divisional Training Plan based on H&S requirements and staff appraisals	Making Best Use of Our Resources	Assistant Director (Streetscape) SMT	April 2012	June 2012	High	<ul style="list-style-type: none"> ○ Training Plan devised and implemented 	<ul style="list-style-type: none"> ○ Staff time within existing budgets ○ Training Budget
WP2. Continue to monitor sickness absence, deal with identified issues as appropriate and review associated management processes	Making Best Use of Our Resources	Assistant Director (Streetscape) SMT	April 2012	March 2013	High	<ul style="list-style-type: none"> ○ Reduced sickness absence ○ Monthly meetings with HR to review sickness 	<ul style="list-style-type: none"> ○ Staff time within existing budgets

HEALTH AND SAFETY SERVICE PLAN 2012/13

Introduction

The Council is responsible for the enforcement of the Health and Safety at Work etc Act 1974 (The Act) and associated Regulations in 1135 premises in the Borough ranging from large warehouses, through tyre and exhaust fitting bays to corner shops – basically all commercial premises with the exception of factories, construction sites, farms and domestic premises which fall to the Health and Safety Executive (HSE) for enforcement. In addition there are known to be a substantial number of new businesses that have never been visited or registered on the Environmental Health Divisions database due to lack of staff resources.

Traditionally enforcement was by regular risk based inspections but for the last few years a variety of different approaches have been tried. Last year there was a return to the traditional inspections but now the Coalition Government, in an attempt to reduce the ‘burden of red tape’ on businesses has removed the inspection element for all but the most high risk of premises in favour of a variety of other ‘interventions’ (see below).

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

Section 18 Standard On Enforcement

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

The standard is very rigorous and covers

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

It is believed that the Council complies with the standard.

Targeting Interventions

HSE Local Authority Circular 67/2 Rev 3 (November 2011) requires a shift of focus in terms of interventions planning by Local Authorities. It reflects the Coalition Governments new strategy as set out in the publication ‘Good Health And Safety, Good For Everyone’(April 2011). Under the reforms, protecting people in the workplace and in society as a whole

remains a key priority. The health and safety regime will move to a lighter touch approach concentrating on higher risk industries and on tackling serious breaches of the rules. The reforms require HSE and Local Authorities to:

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

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

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

The categories of premises are:

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

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

a. Proactive interventions:

1. partnership
2. motivating senior managers
3. supply chain
4. design and supply
5. sector and industry wide initiatives
6. working with those at risk
7. education and awareness
8. inspection (restricted to category A premises only)
9. intermediaries
10. best practice
11. recognising good performance

b. Reactive interventions

1. incident and ill-health investigation

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

Summary Of National Planning Priorities 2012 - 2013

Over arching principles:

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

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

1) Proactive interventions:

At Premises:

- a) rated Category A - use the most appropriate form of intervention, and this may include proactive inspection;
- b) that are part of an agreed Primary Authority (PA) health and safety inspection plan - use those interventions supported by the PA inspection plan and the site rating - proactive inspections are only appropriate for suitable Category A sites;
- c) demonstrating a significant potential local issue – select the most appropriate intervention to address the risk posed using the interventions appropriate to the premise risk rating;
- d) where there is sufficient weight of intelligence over a period of time (complaints, accident reports, adverse insurance reports, risk rating history, information from other enforcing authorities etc) combined with a relevant workplace context (number of employees , public risk etc) to indicate poor performance and/or potential significant breaches of health and safety law – select the most appropriate intervention to address the risk posed using the interventions appropriate to the premise risk rating, and
- e) identified as part of a recognised national priority, for 2012/13 these are:
 - i) visitor attractions to prevent or control ill health arising from animal contact - select the most appropriate intervention appropriate to the individual premise risk rating,
 - ii) asbestos duty to manage and awareness raising - select the most appropriate intervention appropriate to the individual premise risk rating and;

2) Reactive Interventions

- a) investigations in response to information from a single complaint, accident report or adverse insurance report where the nature of the information indicates poor duty holder performance and/or potential significant breaches of health and safety law; For 2012/13 this should include using incident selection criteria to select relevant mains gas related incidents and complaints.
- b) Visits to specified sites as part of the coordinated national campaign to address LPG underground pipe work in response to the Lord Gill recommendation;
- c) during visits for another primary purpose, for example a food safety inspection where if matters of evident concern and /or significant breaches of health and safety law are identified they are dealt with at the same time;

- d) to check compliance with a notice, and
- e) actions identified as part of a recognised national priority, for 2012/13 these are:
 - i) Visits to specified sites as part of the coordinated national campaign to address LPG underground pipe work in response to the Lord Gill recommendation, and
 - ii) Intervention to sites identified as within the scope of the nationally recognised Beauty Sector intervention plan - using the most appropriate form of intervention based on the individual premises risk rating (this may include proactive inspection, if justified, at Category A rated sites). If considered appropriate intelligence regarding significant intervention findings, new trends or novel technologies should be shared via local/ regional representatives to allow the identification of possible emerging national issues.

Reclaiming Health And Safety For All – The Lofstedt Report (November 2011)

This review of health and safety regulation carried out for the Government by Professor R. E. Lofstedt found that the current system is fit for purpose but recommended that certain unnecessary regulations be repealed and that HSE undertake a programme of consolidation of regulations to be completed by 2015 and should review all of its approved codes of practice.

The major recommendation of the review, that HSE be given the authority to direct local authority health and safety inspection and enforcement activity was rejected by the Government.

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

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

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

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

The priority regulatory outcomes for England are as follows:

1. Support economic growth, especially in small businesses, by ensuring a fair, responsible and competitive trading environment

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

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

Performance Management

Performance will be measured by the Environmental Health Manager and Senior EHO in the Section on an ongoing basis and PIs reported on an annual basis.

Resilience

There is a memorandum of understanding in place within Warwickshire to allow flexible warranting for Officers to work in any of the other Districts in case of emergencies, staff shortage etc.

HEALTH AND SAFETY WORK PROGRAMME 2012/13

As can be seen from the above the focus has shifted from primarily inspection and enforcement with some advice to business, to primarily advice to business with inspection and enforcement as a last resort. This actually reflects the way the Environmental Health Division (and most local authorities) have always operated. With this in mind the suggested work programme for 2012/13 is as follows:

1. Proactive inspections of any category A premises (there are currently none in the Borough)
2. Significant Potential Local Issues:
 - a) Commercial bonfire events – in view of the serious incident on the M5 near Taunton and serious incidents that have occurred elsewhere in Warwickshire to make contact with all pubs/clubs etc proposing to hold bonfires and/or firework displays to offer safety advice. To investigate setting up an annual bonfire registration scheme and to seek to work jointly with Warwickshire Fire And Rescue Service in securing safety at events. **(Performance Indicator)**
 - b) To provide health and safety advice to new businesses, particularly small businesses that may have no other access to advice by locating them, making contact with them and offering advice and guidance in a format that is most useful to them.
3. Intelligence led interventions where there is sufficient weight of intelligence over a period of time to indicate poor performance and/or potential significant breaches of health and safety law.
4. Recognised national priorities:
 - a) Visit all visitor attractions to prevent or control ill health from animal contact by reference to the new Approved Code Of Practice . **(Performance Indicator)**

- b) Asbestos duty to manage and awareness raising (may be combined in 2b above)
5. Reactive Interventions:
- a) Investigations in response to information from single complaint, accident report or adverse insurance report where the nature of the information indicates poor duty holder performance and/or potential significant breaches of health and safety law.
 - b) Visits to specified sites as part of the coordinated national campaign to address LPG underground pipe work.
 - c) During visits for another primary purpose, for example food safety inspections, where if matters of evident concern and/or significant breaches of health and safety law are identified they are dealt with at the same time.
 - d) Intervention to sites identified as within the scope of the nationally recognised beauty sector intervention plan.
6. To investigate accidents in accordance with established incident selection criteria. Around 10 accident investigations are anticipated.
7. To respond to all service requests from employers, employees and members of the public concerning health and safety within three working days. Around 70 service requests are anticipated. (**Performance Indicator**)

North Warwickshire Borough Council

SERVICE PLAN

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

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

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4. Help people to live healthier lives by preventing ill health and harm and promoting public health
5. Ensure a safe, healthy and sustainable food chain for the benefits of consumers and the rural economy

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

The Council has an enforcement policy and this has been reviewed annually and the current version is available on the Council's website.

The Council is a signatory to the Enforcement Concordat and The Regulators Code of Compliance - which inter-alia embraces all of the enforcement activities of the Division. The enforcement policy is available on the website www.northwarks.gov.uk.

1.2 EXTERNAL ASSESSMENT (internal and external audit reports)

An internal audit assessment was carried out in 2009/10 with regard to Environmental Permitting. The result of this exercise was that internal audit can provide a high level of assurance on the systems and procedures reviewed. No material concerns were identified.

1.3 Value for Money / Efficiency

The service is making a contribution to savings as part of the restructure, and is constantly examining the services it provides or offers, the format of that provision, relevant fees and charges etc. to further improve efficiency, make savings and/or increase income.

1.4 National Performance Indicators

The NIs relevant to Pollution Control are;

NI196: a measure of the impact of regulatory and enforcement action on the degree of local fly tipping.

1.5 Use of Information Technology

Home (and flexi) working is acceptable and approved usually on request, but mobile working is limited by the number and capability of devices and operational limitations. A considerable amount of time has been spent recently in order to rectify data issues in Flare and ensure that the team are utilising the software to its potential. This work will continue into 2012/13.

1.6 Performance Management

- Monthly team meetings
- Examination of enforcement notices, draft reports/permits, significant pieces of work such as detailed planning consultation response etc.
- Permitted installation inspection auditing via accompanied visits.
- Periodic reviews of service specific or corporate issues, including: risk management, health and safety risk assessments, statutory nuisance, air quality, contaminated land, flytipping etc.

Service specific / team issues [Pollution Team]

Service / issue	Current service(s) - continuing	Variations - +/-	Opportunities, pressures, influences & key issues
Air quality	Respond to complaints and service requests re bonfires, smoke, odours, dust etc. Respond to planning consultations. Give advice. Continuous & passive monitoring. Implement air quality action plan.	Conduct 'Annual Progress Report 2012' by 30 th Apr 2012. Research tenanted property in Air Quality Management Area remaining vacant and other options. Also preparatory work for 2013 Updating & Screening Assessment.	If air quality continues to improve the AQMA could be revoked and a saving made on the budget for monitoring station upkeep. Target date for reporting to Defra is 30 th Apr 2012.
Environmental Permitting Pollution Prevention and Control [PPC]	Carry out review of all permits and transfer from PPC to EPR permits. Process applications, variations & revocations. Compliance visits. Give advice and respond to planning consultations.	Cannot predict how many new applications if any, or those which cease trading, alterations in regime technical details etc. Further work on Permits & risk assessments required for reduced fee activities.	Performance is currently meeting target. Target date for reporting to Defra is 17 th May 2012.
Contaminated land	Implement intrusive investigations for prioritised sites. Also validate the prioritisation further. Complaint/development led site investigations have priority. Also monitoring closed landfills.i.e. Cherryfields/Grange.	Significant and complex problems with many sites. These may require remediation statement, works and decisions on cost recharge.	Team has returned to full staff in Jun 2011. Contaminated land specialism, performance improving strongly. Continue applying for Defra grant funding for intrusive investigations in 2012/13 if possible.
Nuisance	Respond to service requests re; ind./commercial noise, dust, smoke, odour etc. Enforcement action and work in default.	Noise recording equipment may need updating and replacing in the next couple of years.	Enforcement liaison with licensing regime. Issues on increased noise from outside pubs due to smoking ban. Increase in problems from scrap metal collectors. Training has been organised for all relevant staff into handling nuisance complaints and following this a review of the service will take place.

Fly tipping NI 196	Duty to investigate fly tipping and recover costs / prosecute where possible, as per Environment Agency / Local Govt. Assoc. protocol.	More proactive targeting of enforcement and 'encouragement' messages to trade, including documentation checks.	Pressure to maintain clean environment and work more seamlessly with Streetscape Division. Increased number of dumps, especially tyres.
Planning Consultations	Give professional advice on any planning applications NWBC receive re; issues such as noise, odour, dust, contam. land etc.	Recharge may need to be updated as input from the Pollution Team may have increased in recent years.	Comments and recommendations need to be objective and accurate and based on professional judgement.

EH Pollution Control Team – Agreed performance indicators/measures

Board	PI Ref	Sub PI	Description
Community & Environment Board	Local	Quarterly	To respond to all complaints and requests for service within three working days.
Community & Environment Board	NI196 fly tipping enforcement	Annual	Improved street and environmental cleanliness – fly tipping (matrix of enforcement actions vs. number of tipping incidents)
Community & Environment Board	Local	Annual	The percentage of permitted process inspections that were carried out within the scheduled time scale.
Community & Environment Board	Local	Annual	To arrange at least one joint operation with other agencies to stop and search itinerant scrap metal dealers
Community & Environment Board	Local	Annual	To complete a systems thinking review the nuisance complaint procedure

Agenda Item No 8

Community and Environment Board

23 January 2012

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

**General Fund Fees and Charges
2012/2013**

1 Summary

- 1.1 The report covers the fees and charges for 2011/12 and the proposed fees and charges for 2012/13.

Recommendation to the Board

That the schedule of fees and charges for 2012/13, set out in the report be accepted.

2 Introduction

- 2.1 At its meeting in September, the Executive Board agreed the budget strategy for 2012/16, which included an allowance for price increases of 2% equating to £35,250, offset by a reduction in the customer base of £36,270 resulting in a net loss of £1,020 in income for this Board.
- 2.2 Since the Executive Board meeting in September 2011 the Artificial Grass Pitch at Queen Elizabeth School has started generating income, with £20,640 expected for 2011/12. This income was not included in the above.
- 2.3 The Landscape Manager has undertaken a comparison of Pitch and Pavilion hire charges with neighbouring local authorities. Following the outcome of the exercise, the proposed fees and charges have been amended in an attempt to maximise both income and usage. The main changes relate to a new charge for the seasonal hire of a mini pitch and the reduction in adult seasonal hire of a pavilion.
- ... 2.4 Attached at Appendix A for the Board's consideration are details of present and proposed fees and charges for the financial year 2012/13. The amounts shown have already been included in the revenue estimates for 2012/13. Prices have generally increased in line with inflation, whilst attempting to maximise income, although consideration has been given to the pricing structure of other organisations.

2.5 Dog fouling penalties, litter fouling penalties and industrial pollution fees have remained the same, as these charges are statutory and so not set by ourselves.

3 Report Implications

3.1 Finance and Value for Money Implications

3.1.1 The pricing structure contained within this report is expected to generate additional income of £63,340 above the revised budget for 2011/12. This consists of a £35,550 increase in prices and a £27,790 increase in the customer base. The increase in customer base reflects a full year's operation of the Artificial Grass Pitch at Queen Elizabeth School and Sports College and an expectation that additional income will be generated through the promotion of specific activities undertaken to enhance income levels achieved in 2011/12. This will contribute to the achievement of income targets, which are contained within the Deputy Chief Executive's report on the General Fund estimates 2012/13, presented elsewhere within the agenda for this meeting. A 1% change in income generated by services reporting to this Board would result in an increase or decrease in income of £17,780.

3.2 Risk Management

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

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

Background Papers

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

Background Paper No	Author	Nature of Background Paper	Date

NORTH WARWICKSHIRE BOROUGH COUNCIL

COMMUNITY & ENVIRONMENT BOARD

FEES AND CHARGES FROM 1 APRIL 2012

	2011/12 CHARGE	2012/13 CHARGE	VAT RATING
	£	£	
TRADE REFUSE SERVICE			
(weekly collection)			
a) Collection Only			
1100 litre container per annum		199.70	
	195.75		Outside scope
1100 litre container per annum (school)	164.67	168.00	"
1100 litre container per annum (charity)	Free	Free	"
660 litre container per annum	176.17	179.70	"
660 litre container per annum (school)	148.54	151.50	"
330/360 litre container per annum	164.67	168.00	"
330/360 litre container per annum (school)	141.54	144.40	"
240 litre container per annum	141.54	144.40	"
240 litre container per annum (school)	118.54	120.90	"
140 litre container per annum	108.29	110.45	"
Sack per annum	59.92	61.10	"
b) Hire & Collection			
1100 litre container per annum		312.30	
	306.17		Outside scope
1100 litre container per annum (school)	274.00	279.50	"
660 litre container per annum	277.46	283.00	"
660 litre container per annum (school)	247.54	252.50	"
330/360 litre container per annum	200.37	204.40	"
330/360 litre container per annum (school)	173.92	177.40	"
240 litre container per annum	156.54	159.70	"
240 litre container per annum (school)	133.67	136.35	"
140 litre Container per annum	115.08	117.40	"
Reduction for first container at mixed commercial/ domestic premises (per annum).	-32.60	-33.25	Outside scope
TRADE RECYCLING			
Hire & Collection			
		61.10	
Sack	59.91		Outside scope
140 Litre container	115.08	117.40	"
240 Litre container	156.55	159.70	"
360 Litre container	200.38	204.40	"
660 Litre container	277.46	283.00	"
1100 Litre container	306.17	312.30	"
Disposal will be charged at the rate specified by W.C.C.			
CLINICAL WASTE (per sack @ 3.5 kg capacity)		57.60	
	56.45		Outside scope
(includes collection)			
BLACK REFUSE SACKS (pack of 100) (does not include collection/disposal)	9.95	10.15	Incl VAT at Standard Rate
REMOVAL OF BULKY HOUSEHOLD WASTE			
Up to 6 items	20.70	21.10	Outside Scope
Items in excess of 6 charged pro-rata per item	3.45	3.50	"

NORTH WARWICKSHIRE BOROUGH COUNCIL
COMMUNITY & ENVIRONMENT BOARD
FEES AND CHARGES FROM 1 APRIL 2012

	2011/12 CHARGE	2012/13 CHARGE	VAT RATING
	£	£	
HOUSE CLEARANCES	As per agreement	As per agreement	Plus VAT at Standard Rate
CESSPOOL/SEPTIC TANK EMPTYING SERVICE			
Collection & Disposal per load or part load -weak strength (on a contract paying by direct debit)	92.50	94.40	Zero Rated
Collection & Disposal per load or part load -standard strength (on a contract paying by direct debit)	177.00	180.50	"
Additional charge to the above fees if not on a contract paying by direct debit	15.50	15.80	"
SEWER BLOCKAGES	Free during normal working hours		

NORTH WARWICKSHIRE BOROUGH COUNCIL
COMMUNITY & ENVIRONMENT BOARD
FEEES AND CHARGES FROM 1 APRIL 2012

CATEGORY A Community, voluntary & charitable organisations

CATEGORY B All other hirers

ACTION HIRE

	2011/12 CHARGE	2012/13 CHARGE	VAT RATING	2011/12 CHARGE	2012/13 CHARGE	VAT RATING
	£	£		£	£	£
Bouncy Castle 3.6 m x 3.6 m	27.05	30.00	Incl. VAT at Standard Rate	35.35	36.00	Incl. VAT at Standard Rate
Croquet set	11.80	12.00	"	15.95	16.00	"
Tug-of-war rope	11.80	12.00	"	15.95	16.00	"
Giant Jenga	11.80	12.00	"	15.95	16.00	"
Giant Bowling Set	11.80	12.00	"	15.95	16.00	"
Giant Connect 4	11.80	12.00	"	15.95	16.00	"
Sumo Suit (child size)	21.30	22.00	"	25.40	26.00	"
Sumo Suit (adult size)	21.30	22.00	"	25.50	26.00	"
Sumo Suit (both sizes)	31.80	30.00	"	35.95	36.00	"

NORTH WARWICKSHIRE BOROUGH COUNCIL

COMMUNITY & ENVIRONMENT BOARD

FEES AND CHARGES FROM 1 APRIL 2012

	STANDARD PRICE			@ACTIVE CARD HOLDER		
	2011/12 CHARGE	2012/13 CHARGE	VAT RATING	2011/12 CHARGE	2012/13 CHARGE	VAT RATING
	£	£		£	£	£
@ctive Card per annum						
Adult resident	N/A	N/A	Incl. VAT at Standard Rate	8.10	8.50	Incl. VAT at Standard Rate
Adult non-resident	N/A	N/A	"	11.80	12.50	"
Concessionary	N/A	N/A	"	3.60	4.00	"
Spectator	1.90	2.00	"	Free	Free	"
Squash (per court)						
Peak	9.30	9.30	Incl. VAT at Standard Rate	7.20	7.20	Incl. VAT at Standard Rate
Off-peak	7.50	7.80	"	6.00	6.20	"
Anytime junior (under 16yrs)	4.00	4.10	"	2.80	2.00	"
Badminton (per court)						
Peak	9.30	9.30	Incl. VAT at Standard Rate	7.20	7.20	Incl. VAT at Standard Rate
Off-peak	7.50	7.80	"	6.00	6.20	"
Anytime junior (under 16yrs)	4.00	4.10	"	2.80	2.00	"
Team Games (per 45 minutes)						
Peak	35.50	37.00	Incl. VAT at Standard Rate	30.50	31.00	Incl. VAT at Standard Rate
Off-peak	27.50	29.00	"	23.70	25.00	"
Off-peak (junior)	N/A	N/A	"	12.60	13.00	"
Peak - Arley Sports Centre	25.00	27.00	"	23.70	25.00	"
Off-peak - Arley Sports Centre	18.50	20.00	"	17.40	19.00	"
Off-peak (junior) - Arley Sports Centre	N/A	N/A	"	9.50	10.00	"
Club Use (series of 10 or more pre-booked lettings is exempt)	N/A	N/A	Incl. VAT at Standard Rate	10.00	11.00	Incl. VAT at Standard Rate
Schools	By agreement with the manager			By agreement with the manager		
Block booking (per court)	N/A	N/A	"	8.20	8.20	"
Racquet/five-a-side ball hire	Deposit	Deposit	N/A	Deposit	Deposit	N/A
Birthday Parties						
Polesworth	75.00	76.00	Refer to Manager	65.00	66.00	Refer to Manager
Coleshill	75.00	76.00	"	65.00	66.00	"
Arley (normal)	65.00	65.00	"	60.00	60.00	"
Arley (mega)	0.00	75.00	"	0.00	70.00	"
Other Activities						
Aerobics	4.60	5.00	Exempt	3.60	3.80	Exempt
Aerobics (concessionary)	N/A	N/A	"	2.50	2.70	"
Junior coaching-dry activities (1hr)	N/A	N/A	"	3.40	3.60	"
Indoor bowls - Coleshill and Arley	3.10	3.20	Incl. VAT at Standard Rate	2.50	2.60	Incl. VAT at Standard Rate
50+	3.10	3.20	"	2.50	2.60	"
School holiday activities	3.10	3.20	"	2.50	2.60	"
Tumble Time	3.10	3.20	"	2.50	2.60	"
Playtime	3.10	3.20	"	2.50	2.60	"
Spinning	5.50	5.60	"	4.40	4.50	"

NORTH WARWICKSHIRE BOROUGH COUNCIL

COMMUNITY & ENVIRONMENT BOARD

FEES AND CHARGES FROM 1 APRIL 2012

	STANDARD PRICE			@CTIVE CARD HOLDER		
	2011/12	2012/13	VAT	2011/12	2012/13	VAT
	CHARGE	CHARGE	RATING	CHARGE	CHARGE	RATING
	£	£		£	£	£
LIFETIMES FITNESS SUITE						
Basic induction	N/A	N/A	Exempt	14.00	14.00	Exempt
Basic induction (junior/concessionary)	N/A	N/A	"	9.00	9.00	"
Advanced induction	N/A	N/A	"	9.00	9.00	"
Peak adult - per session	N/A	N/A	Incl. VAT at Standard Rate	5.00	5.00	Incl. VAT at Standard Rate
Off peak adult - per session	N/A	N/A	"	3.90	4.00	"
Junior/concessionary - per session	N/A	N/A	"	2.50	2.60	"
Annual Memberships						
The Ultimate	N/A	N/A	Incl. VAT at Standard Rate	350.00	350.00	Incl. VAT at Standard Rate
LifeTimes	N/A	N/A	"	300.00	300.00	"
LifeTimes (off peak)	N/A	N/A	"	250.00	250.00	"
Swimmer	N/A	N/A	"	250.00	250.00	"
Direct Debits (monthly)						
The Ultimate	N/A	N/A	Incl. VAT at Standard Rate	35.00	35.00	Incl. VAT at Standard Rate
Lifetimes	N/A	N/A	"	30.00	30.00	"
Lifetimes (off-peak)	N/A	N/A	"	25.00	25.00	"
Swimmer	N/A	N/A	"	25.00	25.00	"
ARLEY SPORTS CENTRE & ABBEY GREEN ALL WEATHER AREA						
Multi Use Games Area - peak	25.00	25.00	Incl. VAT at Standard Rate	24.00	24.00	Incl. VAT at Standard Rate
Multi Use Games Area - off peak	19.00	19.00	"	18.00	18.00	"
Multi Use Games Area - off peak-junior/concessionary	10.50	10.70	"	9.50	9.50	"
Contract hire	N/A	N/A	"	24.00	24.00	"
Hire per court:						
Tennis - peak	8.20	9.30	Incl. VAT at Standard Rate	7.10	7.20	Incl. VAT at Standard Rate
Tennis - off peak	6.10	7.50	"	5.80	6.00	"
Tennis - off peak - junior/concessionary	5.00	5.10	"	3.40	2.00	"
QUEEN ELIZABETH SCHOOL ATHERSTONE ARTIFICIAL PITCH						
Community hire (per hour)						
1/3 pitch	30.00	30.00	Incl. VAT at Standard Rate	N/A	N/A	Incl. VAT at Standard Rate
2/3 pitch	60.00	60.00	"	N/A	N/A	"
Full pitch	78.00	78.00	"	N/A	N/A	"
Block booking of 10 to 30 sessions (sports clubs)	-10%	-10%	Exempt	N/A	N/A	Exempt
Season booking of 31 or more sessions (sports clubs)	-20%	-20%	"	N/A	N/A	"
Commercial hire (per hour)						
1/3 pitch	42.00	42.00	Incl. VAT at Standard Rate	N/A	N/A	Incl. VAT at Standard Rate
2/3 pitch	84.00	84.00	"	N/A	N/A	"
Full pitch	114.00	114.00	"	N/A	N/A	"
Season booking of 31 or more sessions (sports clubs)	-20%	-20%	"	N/A	N/A	"

NORTH WARWICKSHIRE BOROUGH COUNCIL

COMMUNITY & ENVIRONMENT BOARD

FEES AND CHARGES FROM 1 APRIL 2012

	STANDARD PRICE			@CTIVE CARD HOLDER		
	2011/12	2012/13	VAT	2011/12	2012/13	VAT
	CHARGE	CHARGE	RATING	CHARGE	CHARGE	RATING
	£	£		£	£	£
SWIMMING AT ATHERSTONE LEISURE COMPLEX ONLY						
Adult swim (age 16+)	3.60	3.70	Incl. VAT at Standard Rate	2.90	3.00	Incl. VAT at Standard Rate
Junior swim (age 0 - 15)	1.95	2.00	"	1.55	1.60	"
Concessionary swim	N/A	N/A	"	1.95	2.00	"
Spectator	1.75	1.80	"	Free	Free	"
School swimming	1.35	1.40	Exempt	1.35	1.40	Exempt
Adult lesson	4.40	4.50	"	4.40	4.50	"
Junior lesson	3.70	3.70	"	3.70	3.70	"
Ladies Only	3.50	3.70	Incl. VAT at Standard Rate	2.90	3.00	Incl. VAT at Standard Rate
Joggers/shower	3.50	3.70	"	1.30	1.50	"
Aquacise	4.50	4.60	Exempt	3.70	3.80	Exempt
Aquacise (concessionary)	N/A	N/A	"	2.80	2.90	"
Birthday parties	70.00	70.00	Manager	70.00	65.00	Manager
Club use (per hour)	90.00	91.80	Incl. VAT at Standard Rate	90.00	90.00	Incl. VAT at Standard Rate
Galas (per hour)	110.00	120.00	"	110.00	120.00	"
Indoor bowls	3.20	3.30	"	3.20	3.30	"
Tea dance	3.20	3.30	"	3.20	3.30	"
Tea dance / bowls (concessionary)	N/A	N/A	"	2.65	2.75	"
LIFETIME STUDIO AT ATHERSTONE LEISURE COMPLEX (EASYLINE)						
Induction	N/A	N/A	Exempt	7.50	7.50	Exempt
Induction-concession	N/A	N/A	"	4.50	4.50	"
Standard	N/A	N/A	Incl. VAT at Standard Rate	3.10	3.10	Incl. VAT at Standard Rate
Junior/concession	N/A	N/A	"	2.50	2.50	"
Direct debit (per month)	N/A	N/A	"	25.00	25.00	"
Additional cost to upgrade current Lifetimes direct debit package (per month)	N/A	N/A	"	6.00	6.00	"

NORTH WARWICKSHIRE BOROUGH COUNCIL
COMMUNITY & ENVIRONMENT BOARD
FEES AND CHARGES FROM 1 APRIL 2012

	2011/12 CHARGE	2012/13 CHARGE	VAT RATING	2011/12 CHARGE	2012/13 CHARGE	VAT RATING
	£	£		£	£	
MEMORIAL HALL (per hour)						
	MAIN HALL			BOTH HALLS		
Large functions*						
Peak (7 pm - 8 am)	52.00	53.00	Exempt	63.00	64.00	Exempt
Off peak (8 am – 7 pm) (e.g. Dinner dances, sales, markets)	41.00	42.00	"	53.00	54.00	"
Medium functions*						
Peak	41.00	42.00	Exempt	53.00	54.00	Exempt
Off peak (e.g. weddings, 21sts)	27.00	28.00	"	41.00	42.00	"
Small functions*						
Peak	30.00	31.00	Exempt	41.00	42.00	Exempt
Off peak (e.g. internal)	21.00	22.00	"	32.00	33.00	"
Committee room (per hour)	8.50	9.00	Exempt	8.50	9.00	Exempt
Birthday parties	50.00	51.00	"	50.00	51.00	"
Small hall (per hour)	18.00	19.00	"	18.00	19.00	"
Evening parties (access 5pm)	175.00	150.00	"	175.00	150.00	"
Reception/evening parties (access 2pm)	215.00	175.00	"	215.00	175.00	"
Bar extension	50.00	51.00	"	50.00	51.00	"

Notes

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

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

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

COURSES AND CLASSES - ALL FACILITIES Fees set at management discretion according to cost

COMMERCIAL USE- ALL FACILITIES Charges negotiable according to the nature of booking

PROMOTIONAL PRICING Any of the above prices may be varied for promotional campaigns

NORTH WARWICKSHIRE BOROUGH COUNCIL
COMMUNITY & ENVIRONMENT BOARD
FEEES AND CHARGES FROM 1 APRIL 2012

		2011/12 CHARGE	2012/13 CHARGE	VAT RATING
		£	£	
SPORTS PITCHES				
Casual hire (adult)		40.70	40.00	Incl. VAT at Standard Rate
Casual hire (junior)		20.30	25.00	"
Seasonal hire (adult)	(conditions apply)	373.10	390.00	Exempt
Seasonal hire (junior)	"	186.60	200.00	"
Seasonal hire (mini)	"	n/a	150.00	"
PAVILIONS				
Casual matches (adult)		19.65	20.00	Incl. VAT at Standard Rate
Casual matches (junior)		9.95	20.00	"
Seasonal hire-matches (adult)	(conditions apply)	282.40	150.00	Exempt
Seasonal hire-matches (junior)	"	141.25	150.00	"

NORTH WARWICKSHIRE BOROUGH COUNCIL
COMMUNITY & ENVIRONMENT BOARD
FEES AND CHARGES FROM 1 APRIL 2012

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

2011/12 CHARGE	2012/13 CHARGE	VAT RATING
£	£	

**LOCAL AUTHORITY ENVIRONMENTAL REGULATION OF INDUSTRIAL PLANT
2011/2012 AIR FEES AND CHARGES SCHEME**

LAPC AND IPC CHARGES

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

Annual Subsistence Charge			
Standard process LOW	739.00(+99.00)*	739.00(+99.00)*	Outside Scope
Standard process MEDIUM	1,111.00 (+149.00)*	1,111.00 (+149.00)*	"
Standard process HIGH	1,672.00 (+198.00)*	1,672.00 (+198.00)*	"
Reduced fee activities LOW	76.00	76.00	"
Reduced fee activities MEDIUM	151.00	151.00	"
Reduced fee activities HIGH	227.00	227.00	"
PVR I & II combined LOW	108.00	108.00	"
PVR I & II combined MEDIUM	216.00	216.00	"
PVR I & II combined HIGH	326.00	326.00	"
Vehicle refinishers LOW	218.00	218.00	"
Vehicle refinishers MEDIUM	349.00	349.00	"
Vehicle refinishers HIGH	524.00	524.00	"
Mobile screening and crushing plant first & second permits LOW	618.00	618.00	"
Mobile screening and crushing plant first & second permits MEDIUM	989.00	989.00	"
Mobile screening and crushing plant first & second permits HIGH	1,484.00	1,484.00	"
For the third to seventh permits LOW	368.00	368.00	"
For the third to seventh permits MEDIUM	590.00	590.00	"
For the third to seventh permits HIGH	884.00	884.00	"
For the eighth and subsequent permits LOW	189.00	189.00	"
For the eighth and subsequent permits MEDIUM	302.00	302.00	"
For the eighth and subsequent permits HIGH	453.00	453.00	"
Late payment fee	50.00	50.00	"
* the additional amounts in brackets must be charged where a permit is for a combined part B & waste installation			
Where a Part B installation is subject to reporting under the E-PRTR Regulation add an extra £99 to the above amounts			

Transfer and Surrender			
Standard process transfer	162.00	162.00	Outside Scope
Standard process partial transfer	476.00	476.00	"
New operator at low risk reduced fee activity	75.00	75.00	"
Surrender : all Part B activities	0.00	0.00	"
Reduced fee activities : transfer	0.00	0.00	"
Reduced fee activities : partial transfer	45.00	45.00	"

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

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

Key

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

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

Reduced fee activities are; service stations, vehicle refinishers, dry cleaners and small waste oil burners under 0.4mw

Newspaper advertisements

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

NORTH WARWICKSHIRE BOROUGH COUNCIL
COMMUNITY & ENVIRONMENT BOARD
FEES AND CHARGES FROM 1 APRIL 2012

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

2011/12 CHARGE £	2012/13 CHARGE £	VAT RATING
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LOCAL AUTHORITY ENVIRONMENTAL REGULATION OF INDUSTRIAL PLANT

LAPC AND IPC MOBILE PLANT CHARGES

APPLICATION FEE

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

SUBSISTENCE FEE-LOW

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

SUBSISTENCE FEE-MEDIUM

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

SUBSISTENCE FEE-HIGH

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

LA-IPPC CHARGES

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

Type of Charge	2011/12 CHARGE £	2012/13 CHARGE £	VAT RATING
	Local Authority Element		
Application	3,218.00	3,218.00	Outside Scope
Additional fee for operating without a permit	1,137.00	1,137.00	"
Annual Subsistence LOW	1,384.00	1,384.00	"
Annual Subsistence MEDIUM	1,541.00	1,541.00	"
Annual Subsistence HIGH	2,233.00	2,233.00	"
Late payment fee	50.00	50.00	"
Substantial Variation	1,309.00	1,309.00	"
Transfer	225.00	225.00	"
Partial Transfer	668.00	668.00	"
Surrender	668.00	668.00	"

Key

Subsistence charges can be paid in four equal quarterly instalments paid on 1st April, 1st July, 1st October and 1st January. Where paid quarterly the total amount payable to the local authority will be increased by £36.00. There is no extra fee payable to the Environment Agency where quarterly payments are made.

Newspaper advertisements

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

NORTH WARWICKSHIRE BOROUGH COUNCIL
COMMUNITY & ENVIRONMENT BOARD
FEES AND CHARGES FROM 1 APRIL 2012

	2011/12 CHARGE	2012/13 CHARGE	VAT RATING
	£	£	
CONTAMINATED LAND ENQUIRIES			
Simple	11.35	11.60	Outside Scope
Detail	54.60	55.70	"
HOUSING MULTIPLE OCCUPATION REGISTRATION			
Per occupied room (5-yearly charge)	65.40	66.70	Outside Scope
WORK IN DEFAULT OF NOTICE(S) SERVED			
Where NWBC carries out repairs which are the responsibility of the individual. (NWBC appointed as contractor)	Actual costs plus 20% admin.costs	Actual costs plus 20% admin.costs	Plus VAT at Standard Rate
Where the owner has failed to undertake the work.	Actual costs plus 20% admin.costs	Actual costs plus 20% admin.costs	Outside Scope
PRIVATE WATER SUPPLIES REGULATIONS 2009			
Statutory Fees (maximum)			
Risk Assessment (each visit)	500.00	500.00	Outside Scope
Sampling (each visit)	100.00	100.00	"
Investigation (each investigation)	100.00	100.00	"
Granting an authorisation	100.00	100.00	"
Sample analysis -small/single supplies	25.00	25.00	"
Sample analysis -check monitoring	100.00	100.00	"
Sample analysis -audit monitoring	500.00	500.00	"
NWBC Fees			
Risk Assessments/Investigations (per hour)	46.80	47.70	Incl. VAT at Standard Rate
Sampling visits/Granting authorisations (per hour)	20.40	20.80	"
Sample analysis	As charged by laboratory	As charged by laboratory	
EXPORT CERTIFICATE (NON-VISIT)	47.04	48.00	Outside Scope

Agenda Item No 9

Community and Environment

23 January 2012

Report of the
Deputy Chief Executive

General Fund Revenue Estimates
2012/13

1 Summary

- 1.1 This report covers the revised budget for 2011/12 and an estimate of expenditure for 2012/13, together with forward commitments for 2013/14, 2014/15 and 2015/16.

Recommendation to the Board

- a To accept the revised budget for 2011/12; and**
- b To accept or otherwise vary the Estimates of Expenditure for 2012/13, as submitted, for them to be included in the budget to be brought before the meeting of the Executive Board on 6 February 2012.**

2. Introduction

2.1 In consultation with other Assistant Directors, the Assistant Director (Finance and Human Resources) has prepared an estimate of net expenditure for 2012/13 and this, together with a revised budget for 2011/12, appears in Appendices A and B. To provide a more complete picture of the spending pattern of the service the actual figures for 2010/11 are shown.

2.2 At its meeting in September, the Executive Board agreed the budget strategy for 2012-2016 which required savings of £1.7 million over a four year period. This required budget savings of £563,000 in 2012/13 with additional savings of £420,000, £410,000 and £300,000 in 2013/14, 2014/15 and 2015/16 respectively. No provision for growth was built into the strategy.

2.3 Assistant Directors were asked to identify areas where savings could be made, either by a reduction in expenditure or through the generation of additional income. These have now been incorporated into the estimates being considered and are shown in Appendix D.

2.4 Board requirements have been prepared, taking into account the following assumptions:

- No increase in the level of service except where Council approval has already been given

- A zero pay award for 2012/13, with an increase of 2% for 2013/14 through to 2015/16
- Increases in the Council's pension contribution rate of 1% per annum
- A general provision for inflation of 0% in 2012/13 although where contractual obligations require a price increase in line with inflation, these have been provided. A general inflationary increase of 2% has only been given in alternate years, in order to encourage efficiencies in procurement

2.5 An increase in income has been allowed to reflect the increases included in the fees and charges report elsewhere on this agenda.

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

	Approved Budget 2011/12 £	Revised Budget 2011/12 £	Original Budget 2012/13 £
Employee Costs	1,893,130	1,919,820	1,899,290
Premises Related	493,990	482,940	498,340
Supplies and Services	3,050,180	3,195,980	3,084,790
Transport	120,740	148,840	148,950
Miscellaneous Expenditure	(12,080)	(37,670)	(11,110)
Earmarked Reserves	53,990	31,810	34,340
Gross Expenditure	5,599,950	5,741,720	5,654,600
Income	(1,861,080)	(1,997,990)	(1,962,280)
Net Controllable Expenditure	3,738,870	3,743,730	3,692,320
Departmental Support	570,600	559,150	555,390
Central Support	619,800	607,370	580,450
Capital Charges	381,040	427,840	440,370
Net Expenditure	5,310,310	5,338,090	5,268,530

3 Capital Charges

3.1 Capital charges relate primarily to depreciation of assets and leasing of vehicles and equipment.

4 Comments on the 2011/12 Revised Budget

4.1 The revised budget for 2011/12 is estimated to be £5,338,090; an increase of £27,780 on the approved provision. The main reasons for variations are set out below.

4.2 **Employee costs** have increased by £26,690 and the main variations are as follows:

	£
An increase in recycling relates to a temporary Recycling Officer post (funded from earmarked reserves). There are additional costs in covering vacancies and additional agency staff, in part funded through a recycling credit bonus from Warwickshire County Council	49,060
Transfer from the centrally held training and recruitment budget	15,160
Increase in grant funded staffing in Community Development	8,640
Costs for Site Supervisor post at new Queen Elizabeth Artificial Grass Pitch	5,860
Reduction in expenditure in Public Health due to staff maternity leave	(3,060)
Reduction in salaries due to changes to staff time allocations to other boards	(4,560)
Reduction in Landscape Management Salaries due to the current vacancy of the Landscape Officer (Trees) post	(7,930)
Decrease in leisure centre staffing budgets based on current staff trends, maternity leave and reduction of hours for Easy Line Gym Assistant post	(34,910)
Total	28,260

4.3 **Premises** related budgets have decreased by £11,050 and the main variations are as follows:

	£
Reduction in contributions to the Building Maintenance Fund	(11,710)
Reduction in premises maintenance expenditure at leisure centres	(2,500)
Reduction in expenditure on hired premises for Community Development projects	(740)
Half year premises costs for Queen Elizabeth Artificial Grass Pitch	1,740
Increase in contractors (fly-tipping and hazardous waste removal) and asbestos work	1,750
Total	(11,460)

4.4 **Supplies and Services** related budgets have increased by £145,800 and the main variations are as follows:

	£
Cost of Local Nature Reserve project which will be paid for through external funding and earmarked reserves	77,140
Increase in kerbside recycling contract costs due to increased recycling rates (partly offset by increased Recycling Credits of £17,680 shown within Income)	39,660

One off grants for Sustainable Community Strategy through Support to Voluntary Organisations funded through contributions	28,500
Increased Community Development project expenditure funded through reserves and contributions	25,090
Increased expenditure on Parks, Playing Fields & Open Spaces	11,730
Contribution to Queen Elizabeth School towards construction of artificial grass pitch funded through earmarked reserves	10,000
Increased expenditure on wheeled bins due to general wear and tear	5,840
Increased expenditure on Corporate Policy and Consultation funded through earmarked reserves	5,720
Half year costs for Queen Elizabeth Artificial Grass Pitch	4,820
Reduction in expenditure in Community Development budgets	(2,630)
Reduction in street sweeping contract costs	(5,360)
Decreased in the rapid response work on the Drain Unblocking/ Land Drainage budget as more work completed for Refuse and Amenity Cleaning DSO's	(5,660)
Budget for street name plates moved to Street Naming budget	(8,470)
Reduction in expenditure at Leisure Centres	(10,890)
Reduction in cesspool disposal charges from Severn Trent Water	(13,880)
Lower recharges from Amenity Cleaning and Refuse Collection	(19,140)
Total	142,470

4.5 **Transport** budgets have increased by £28,100 largely due to higher than inflation increases in fuel costs and increased wear and tear on the recycling and cesspool vehicles.

4.6 The revised **miscellaneous** budget has decreased by £25,590. Variations within this total figure are shown below:

	£
Deficit on the Amenity Cleaning DSO brought about by a decline in DSO income, an increase in support charges and increased use of Pool Transport	17,700
Surplus on the Grounds Maintenance DSO brought about by a reduction in employee costs, reduction in lease rentals and reduction in support charges	(18,090)
Surplus on the Refuse Collection DSO brought about by a reduction in employee costs, use of transport and the postponing of the replacement of one refuse freighter originally funded by Warwickshire County Council	(25,200)
Total	(25,590)

- 4.7 There is a movement of £22,180 on **Earmarked Reserves** as, instead of the expected contribution into reserves, some have been used to fund some of the additional expenditure detailed in paragraph 5.3 and 5.4. In summary the main movements on reserves are as follows:

	£
Use of reserves to cover the cost of the temporary Recycling Officer post	(19,080)
Use of reserves to fund the contribution to Queen Elizabeth School for the construction of the artificial grass pitch	(10,000)
Use of reserves to fund additional expenditure on Corporate Policy and Consultation	(5,720)
Use of reserves to fund Community Development projects	(2,690)
Use of reserves to fund allotment work at Hurley	(2,690)
Contribution to reserves from savings and additional grant income relating to Community Development projects	18,100
Total	(22,080)

- 4.8 **Income** related budgets have increased by £136,910, the main movements are shown in the table below;

	£
Funding for the Local Nature Reserve project	(79,000)
Additional Community Development grant income	(43,030)
Contributions from BOB Bus and Housing for Sustainable Community Strategy grants	(28,500)
Half year income from the operation of the Queen Elizabeth Artificial Grass Pitch	(18,740)
Additional recycling credits for 2011/12 reflecting increased levels of recycling	(17,680)
Additional Income from Warwickshire County Council for grass cutting	(11,700)
Recycling credit bonus for 2010/2011 used to fund additional employee expenditure	(8,530)
Increase in cesspool emptying income	(6,100)
Income previously received for the paper collected at the bring banks has ceased	5,980
Reduction in leisure centre income	74,110
Total	(133,190)

- 4.9 **Departmental and Central Support** charges have reduced by £23,880. Within departmental support there are reduced allocations as a result of maternity leave and vacant posts. Central support charges have reduced as a result of decreased central support charges for Building Maintenance at the Leisure Centres.

- 4.10 **Capital related** costs have increased by £46,800. This is due to increased depreciation charges at the leisure centres and at play areas and an increase in costs of replacing Refuse Freighters on the recycling budget.

5 Comments on the 2012/13 Estimates

5.1 The total estimated net expenditure for 2012/13 is £5,268,530; a decrease of £41,780 on the 2011/12 approved budget and a decrease of £69,560 on the revised 2011/12 budget.

5.2 **Employee costs** have decreased by £20,530 and the main variations are as follows:

	£
Reduction in recycling salaries and agency costs to reflect the expected use of manpower on this service and the removal of the Temporary Recycling Officer post.	(27,610)
Removal of the provision for Training and Recruitment as these budgets are held centrally	(15,160)
Savings from cessation of Sports Club Development Officer post	(12,270)
National Insurance & Superannuation increases	1,740
Queen Elizabeth Artificial Grass Pitch – increased costs to cover the full 12 month period	4,470
Parks, Playing Fields & Open Spaces – increased expenditure on salaries as savings from a vacant post no longer apply	7,570
Provision to cover redundancy costs for Community Development projects which are due to finish in 2012/13	7,900
Higher salary expenditure as savings from maternity leave in Public Health and leisure centres no longer apply	13,210
Total	(20,150)

5.3 **Premises related** expenditure has increased by £15,400 and the main variations are as follows:

	£
Inflation allowance across premises costs	12,480
Reversal on one-off savings on premises costs	1,750
Queen Elizabeth Artificial Grass Pitch electricity costs increased to cover the full year	1,660
Total	15,890

5.4 **Supplies and services** related expenditure has reduced by £111,190 and the main variations are as follows;

	£
Reversal of one-off expenditure in 2011/12 in Community Development	(81,800)
Identified revenue savings in Community Development	(29,910)
Transfer of the Rapid Response recharge from drain unblocking and land drainage to Refuse and Amenity Cleaning DSO's	(19,600)
Reduction in the Refuse Collection DSO recharge as the majority of the surplus generated in 2011/12 is built into the recharge to the client in 2012/13	(19,280)
Reduction in the Horticulture DSO recharge as the majority of the surplus generated in 2011/12 is built into the recharge to the client in 2012/13	(17,930)
Reversal of one-off expenditure in 2011/12 relating to Corporate Policy and Consultation	(5,720)
Community Development project work for 2012/13 funded through increased use of earmarked reserves	5,710
Queen Elizabeth Artificial Grass Pitch expenditure increased for a full year	9,830
Inflationary increase in Waste Management and Amenity Cleaning contracts and charges	15,020
Increase in Amenity Cleaning DSO recharge, due to the reallocation of the Rapid Response costs from the Land Drainage budget	34,870
Total	(108,810)

5.5 **Miscellaneous expenditure** has moved by £26,560 as the surpluses achieved on the DSO's in 2011/12 related to performance in that specific year only.

5.6 There is a movement into **Earmarked reserves** expected in 2012/13. The main changes from the 2011/12 revised position are shown in the table below;

	£
Removal of one off funding used to cover the temporary Recycling Officer post	19,080
Reversal of one off use of reserves in 2011/12 in Leisure and Community Division	16,180
Increased contribution towards the earmarked reserve for Play Area replacement	6,000
Reversal of one off use of reserves in 2011/12 relating to Corporate Policy and Consultation	5,720
Use of reserve to fund first contribution to Pitch Replacement Fund	480
Community Development funded project work in 2012/13 only	(44,930)
Total	2,530

5.7 **Income** related budgets have decreased by £35,710 and the main movements are shown in the table below;

	£
Reduction in external funding to cover community development activities	72,890
Cessation of funding for Sports Club Development Officer	27,640
Removal of one-off recycling credit bonus for 2011/12	8,530
Change in the level of income on the rapid response budget	(1,600)
Income from charging parish councils for Play Area inspections	(1,840)
Additional county council funding for additional waste paper activity	(8,260)
Increased income to reflect a full years operation of the Queen Elizabeth artificial grass pitch	(10,240)
Specific areas of activity will be targeted within the leisure centres to try to reverse income losses in 2011/12	(16,400)
Inflationary increase on fees and charges	(35,850)
Total	34,870

5.8 **Departmental and central support** recharges have decreased by £30,680, which is comprised of a £3,760 decrease in Departmental Support charges and a decrease of £26,920 for Central Support charges. These mainly relate to changes in staffing within Central Services and changes in Information Services allocations to services within this board

5.9 **Capital** costs have increased by £12,530, mainly due to costs of £12,330 relating to the replacement of recycling vehicles.

6 **Growth Items**

6.1 A provision for growth was not included in the Council's Budget Strategy, approved in September 2011 by the Executive Board. There are no growth items relating to the services covered by this report.

7 **Income**

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

8 **Risks to Services**

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

- Worsening condition of assets, particularly the Leisure Centres, and further economic pressure affecting the generation of income and the final outturn of services

- Costs of artificial grass pitch at Queen Elizabeth School could be higher than budgeted or a fall in income due to economic factors
- Continuing high vehicle fuel prices
- Increasing levels of bin replacement as those bins in use wear out
- Economic and non-economic factors affecting services such as trade waste collections and cesspool emptying
- Increasing recycling rates which will increase payments made to our kerbside recycling contractor (partially offset by increases recycling credits)
- Increased vehicle maintenance costs as the vehicle fleet ages
- Loss or reduction of County Council funding for some waste management activities

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

9 Future Year Forecasts

- 9.1 In order to assist with medium-term financial planning Members are provided with budget forecasts for the three years following 2012/13. The table below provides a subjective summary for those services reporting to this Board:

	Forecast Budget 2013/14 £	Forecast Budget 2014/15 £	Forecast Budget 2015/16 £
Employee Costs	1,931,580	1,988,290	2,036,730
Premises Related	496,280	508,390	522,160
Supplies and Services	3,080,920	3,140,850	3,230,150
Transport	149,560	152,100	155,270
Miscellaneous Expenditure	(11,130)	(11,130)	(11,050)
Earmarked Reserves	82,920	80,400	80,620
Gross Expenditure	5,730,130	5,858,900	6,013,880
Income	(1,928,880)	(1,975,020)	(2,019,650)
Net Controllable Expenditure	3,801,250	3,883,880	3,994,230
Departmental Support	579,850	610,850	625,540
Central Support	600,870	617,500	631,980
Capital Charges	452,490	471,620	481,240
Net Expenditure	5,434,460	5,583,850	5,732,990

- 9.2 The forecasts given above have used a number of assumptions, which include pay awards of 2% in 2013/14 to 2015/16, increases in contracts of 2% and general increases in supplies and services of 2% in 2013/14 and 2015/16. In total, net expenditure is expected to increase by 3.1% in 2013/2014, by 2.8% in 2014/15 and by 2.7% in 2015/2016.

- 9.3 These forecasts are built up using current corporate and service plans. Where additional resources have already been approved, these are also included. However these forecasts will be amended to reflect any amendments to the estimates, including decisions taken on any further corporate or service targets.

10 Report Implications

10.1 Finance and Value for Money Implications

10.1.1 As detailed in the body of the report.

10.2 Environment and Sustainability Implications

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

10.3 Risk Management Implications

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

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

Background Papers

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

Background Paper No	Author	Nature of Background Paper	Date

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

Description	Actual 2010/2011 £	Approved Budget 2011/2012 £	Revised Budget 2011/2012 £	Original Budget 2012/2013 £
Pitches and Pavilions	44,647	45,840	-	-
Polesworth Sport Centre	74,327	80,290	73,940	65,020
Arley Sports Centre	108,253	120,250	113,680	112,610
Coleshill Sport Centre	133,524	115,250	143,180	130,900
Atherstone Leisure Complex	224,271	240,490	243,020	237,630
Memorial Hall	71,501	75,750	78,860	76,300
Public Health (Commercial Pollution Control)	180,072	210,420	207,400	211,440
Public Health (Domestic Pollution Control)	45,717	64,470	59,890	55,580
Domestic Refuse Collection	918,926	994,410	958,840	966,130
Trade Refuse Collection	(20,546)	(18,710)	(29,590)	(24,460)
Cesspool Emptying	(66,473)	(59,430)	(77,140)	(76,530)
Recycling	362,477	271,760	370,260	368,280
Amenity Cleaning	663,228	696,200	698,950	718,900
Unadopted Roads	7,797	7,380	7,280	7,280
Drain Unblocking And Land Drainage	27,502	30,270	22,040	2,440
Street Furniture	1,626	9,890	2,350	2,350
Atherstone Market	3,481	3,720	3,670	3,840
Parks, Playing Fields and Open Spaces	339,295	373,220	396,080	380,590
Play Areas	179,595	136,270	136,060	132,320
Public Health (Control of Disease) Act 1984 Burials	1	70	70	70
Sustainable Communities	2,563	2,790	2,790	2,790
Consultation	159	7,340	7,340	7,340
Corporate Policy	21,331	19,310	19,450	19,460
Rural Regeneration	979	5,820	9,790	6,870
Landscape	8,529	8,810	8,810	8,810
Marketing and Market Research	7,043	8,270	8,270	8,270
Support to Voluntary Organisations	145,472	102,850	102,010	103,010
Young People and Intergeneration	35,472	40,520	40,450	40,620
Community Development Environment	26,985	28,720	28,610	28,820
Social Inclusion and Art	6,186	3,390	3,030	-
Social Inclusion and Sport	37,247	32,350	32,280	32,320
Community Development Health Improvement	19,696	17,200	17,130	16,860
Community Development Safer Communities	51,471	52,780	52,240	48,220
Activities 4 U	96	-	-	-
Allotments and Biodiversity	20,308	10,740	10,740	-
Community Award Scheme	1,910	-	-	-
QE - Artificial Grass Pitch	-	-	(8,220)	(1,930)
Stronger Safer	-	-	-	-
More Time to Play/ Wild Play/ Tiny Tabs/St.Mary's Road Play Area	(1)	-	-	-
Sports Club Development Officer Programme	162	170	170	170
Local Nature Reserves	-	-	-	-
Net Controllable Expenditure	3,684,829	3,738,870	3,743,730	3,692,320
Departmental Support	562,016	570,600	559,150	555,390
Central Support	597,863	619,800	607,370	580,450
Capital	405,505	381,040	427,840	440,370
Net Expenditure	5,250,213	5,310,310	5,338,090	5,268,530

3071 - PITCHES AND PAVILIONS

The management and maintenance of the sports pitches and changing accommodation within main recreation grounds around the Borough. Pitches and Pavilions costs are now combined within the Parks and Playing Fields budget on 5019 in the revised 2011/12 figures.

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2010/2011	BUDGET 2011/2012	BUDGET 2011/2012	BUDGET 2012/2013
Employee Expenditure	4,028	4,600	-	-
Premises Related Expenditure	25,114	27,720	-	-
Supplies & Services	24,007	24,440	-	-
Earmarked Reserves	1,185	-	-	-
GROSS EXPENDITURE	54,334	56,760	-	-
GROSS INCOME	(9,687)	(10,920)	-	-
NET CONTROLLABLE EXPENDITURE	44,647	45,840	-	-
Departmental Support	1,736	2,420	-	-
Central Support Services	20,517	21,800	-	-
Capital Charges	22,703	22,700	-	-
NET EXPENDITURE	89,603	92,760	-	-

Contributes to corporate priority :

- Helping to tackle health inequalities by working with the County Council and the NHS locally and be encouraging, where financially viable, leisure opportunities in local communities

KEY PERFORMANCE INDICATORS

Number of Pitches	20	20	N/A	N/A
Number of Teams	23	27	N/A	N/A
Number of Hirers	20	21	N/A	N/A
Budgeted income per team	£421.17	£404.44	N/A	N/A
Budgeted cost per Pitch	£4,480.15	£4,638.00	N/A	N/A

3072-3073 - POLESWORTH SPORTS CENTRE

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

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2010/2011	BUDGET 2011/2012	BUDGET 2011/2012	BUDGET 2012/2013
Employee Expenditure	196,613	200,430	202,900	200,500
Premises Related Expenditure	49,285	49,860	45,720	46,630
Supplies & Services	13,605	15,900	14,980	15,040
Transport Related Expenditure	38	-	-	-
Earmarked Reserves	-	-	-	-
GROSS EXPENDITURE	259,541	266,190	263,600	262,170
GROSS INCOME	(185,214)	(185,900)	(189,660)	(197,150)
NET CONTROLLABLE EXPENDITURE	74,327	80,290	73,940	65,020
Departmental Support	16,246	15,970	16,630	16,970
Central Support Services	31,227	33,160	29,780	29,300
Capital Charges	13,204	15,600	15,620	15,720
NET EXPENDITURE	135,004	145,020	135,970	127,010

Contributes to corporate priority :

- Helping to tackle health inequalities by working with the County Council and the NHS locally and be encouraging, where financially viable, leisure opportunities in local communities

KEY PERFORMANCE INDICATORS

No of Visits	63,513	64,220	68,560	68,560
Budgeted cost per visit	£5.04	£5.15	£4.75	£4.73
Budgeted income per visit	£2.92	£2.89	£2.77	£2.88
Budgeted Subsidy per visit	£2.13	£2.26	£1.98	£1.85

3074 - ARLEY SPORTS CENTRE

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

DESCRIPTION	ACTUALS	APPROVED BUDGET	REVISED BUDGET	ORIGINAL BUDGET
	2010/2011	2011/2012	2011/2012	2012/2013
Employee Expenditure	144,286	152,190	144,920	144,380
Premises Related Expenditure	37,602	42,310	41,220	43,290
Supplies & Services	15,822	19,850	16,530	16,940
Miscellaneous	151	-	-	-
GROSS EXPENDITURE	197,861	214,350	202,670	204,610
GROSS INCOME	(89,608)	(94,100)	(88,990)	(92,000)
NET CONTROLLABLE EXPENDITURE	108,253	120,250	113,680	112,610
Departmental Support	15,720	15,140	15,030	15,420
Central Support Services	29,698	30,710	28,020	27,280
Capital Charges	42,053	38,490	38,510	38,580
NET EXPENDITURE	195,724	204,590	195,240	193,890

Contributes to corporate priority :

- Helping to tackle health inequalities by working with the County Council and the NHS locally and be encouraging, where financially viable, leisure opportunities in local communities

KEY PERFORMANCE INDICATORS

No of Visits	33,000	33,820	35,870	35,870
Budgeted cost per visit	£8.65	£8.83	£7.92	£7.97
Budgeted income per visit	£2.72	£2.78	£2.48	£2.56
Budgeted Subsidy per visit	£5.93	£6.05	£5.44	£5.41

3075-3076 - COLESHILL LEISURE CENTRE

Coleshill Leisure Centre is the largest of the Council's "dry" facilities, and includes a four badminton court hall, four squash courts and a "Lifetimes" fitness suite.

DESCRIPTION	ACTUALS	APPROVED BUDGET	REVISED BUDGET	ORIGINAL BUDGET
	2010/2011	2011/2012	2011/2012	2012/2013
Employee Expenditure	261,096	279,160	272,280	271,230
Premises Related Expenditure	76,055	75,530	73,700	74,940
Supplies & Services	29,090	34,530	31,870	31,980
Earmarked Reserves	20,910	20,910	20,910	20,910
GROSS EXPENDITURE	387,151	410,130	398,760	399,060
GROSS INCOME	(253,627)	(294,880)	(255,580)	(268,160)
NET CONTROLLABLE EXPENDITURE	133,524	115,250	143,180	130,900
Departmental Support	18,031	18,130	18,440	18,910
Central Support Services	49,794	51,800	45,800	44,610
Capital Charges	46,005	41,930	45,350	45,500
NET EXPENDITURE	247,354	227,110	252,770	239,920

Contributes to corporate priority :

- Helping to tackle health inequalities by working with the County Council and the NHS locally and be encouraging, where financially viable, leisure opportunities in local communities

KEY PERFORMANCE INDICATORS

No of Visits	92,778	94,570	85,120	85,120
Budgeted cost per visit	£5.40	£5.52	£5.97	£5.97
Budgeted income per visit	£2.73	£3.12	£3.00	£3.15
Budgeted Subsidy per visit	£2.67	£2.40	£2.97	£2.82

3077-3078 - ATHERSTONE LEISURE COMPLEX

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

DESCRIPTION	ACTUALS	APPROVED BUDGET	REVISED BUDGET	ORIGINAL BUDGET
	2010/2011	2011/2012	2011/2012	2012/2013
Employee Expenditure	412,292	421,060	407,380	402,690
Premises Related Expenditure	235,539	241,560	233,280	242,570
Supplies & Services	55,675	46,850	43,930	44,590
Transport Related Expenditure	163	-	-	-
Balance Sheet Items	(15,428)	6,330	6,230	6,230
GROSS EXPENDITURE	688,241	715,800	690,820	696,080
GROSS INCOME	(463,970)	(475,310)	(447,800)	(458,450)
NET CONTROLLABLE EXPENDITURE	224,271	240,490	243,020	237,630
Departmental Support	22,090	20,990	21,380	21,610
Central Support Services	83,104	85,590	76,380	74,600
Capital Charges	177,044	153,810	176,310	176,480
NET EXPENDITURE	506,509	500,880	517,090	510,320

Contributes to corporate priority :

- Helping to tackle health inequalities by working with the County Council and the NHS locally and be encouraging, where financially viable, leisure opportunities in local communities

KEY PERFORMANCE INDICATORS

No of Visits	200,770	190,500	172,960	172,960
Budgeted cost per visit	£4.83	£5.12	£5.58	£5.60
Budgeted income per visit	£2.31	£2.50	£2.59	£2.65
Budgeted Subsidy per visit	£2.52	£2.63	£2.99	£2.95

3082-3083 - MEMORIAL HALL

The Council's main entertainment and function venue which is available for dinner dances, conferences and shows.

DESCRIPTION	ACTUALS	APPROVED BUDGET	REVISED BUDGET	ORIGINAL BUDGET
	2010/2011	2011/2012	2011/2012	2012/2013
Employee Expenditure	72,331	74,660	76,890	75,700
Premises Related Expenditure	36,797	38,660	35,830	36,840
Supplies & Services	11,604	15,850	12,540	15,020
Balance Sheet Items	-	-	-	-
GROSS EXPENDITURE	120,732	129,170	125,260	127,560
GROSS INCOME	(49,231)	(53,420)	(46,400)	(51,260)
NET CONTROLLABLE EXPENDITURE	71,501	75,750	78,860	76,300
Departmental Support	3,776	3,570	3,720	3,760
Central Support Services	15,256	16,800	12,410	12,230
Capital Charges	29,009	25,410	25,410	25,410
NET EXPENDITURE	119,542	121,530	120,400	117,700

Contributes to corporate priority :

- Helping to tackle health inequalities by working with the County Council and the NHS locally and be encouraging, where financially viable, leisure opportunities in local communities

KEY PERFORMANCE INDICATORS

No of Visits	29,640	27,770	24,210	24,210
Budgeted cost per visit	£5.69	£6.30	£6.89	£6.98
Budgeted income per visit	£1.66	£1.92	£1.92	£2.12
Budgeted Subsidy per visit	£4.03	£4.38	£4.97	£4.86

4002,4004 & 4007 - PUBLIC HEALTH (COMMERCIAL POLLUTION CONTROL)

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

DESCRIPTION	ACTUALS	APPROVED BUDGET	REVISED BUDGET	ORIGINAL BUDGET
	2010/2011	2011/2012	2011/2012	2012/2013
Employee Expenses	189,086	222,730	217,290	224,510
Premises	266	-	-	-
Supplies & Services	31,179	15,930	22,030	19,350
Transport Related Expenditure	17	-	-	-
Earmarked Reserves	(8,672)	-	-	-
GROSS EXPENDITURE	211,876	238,660	239,320	243,860
GROSS INCOME	(31,804)	(28,240)	(31,920)	(32,420)
NET CONTROLLABLE EXPENDITURE	180,072	210,420	207,400	211,440
Departmental Support	4,238	4,230	4,250	4,170
Central Support Services	72,133	70,510	103,700	101,010
Capital Charges	76	80	80	80
NET EXPENDITURE	256,519	285,240	315,430	316,700

Contributes to corporate priorities :

- Protecting and improving our local environment
- Helping to tackle health inequalities by working with the County Council and the NHS locally and be encouraging, where financially viable, leisure opportunities in local communities

4003 & 4006 - PUBLIC HEALTH (DOMESTIC POLLUTION CONTROL)

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

DESCRIPTION	ACTUALS	APPROVED BUDGET	REVISED BUDGET	ORIGINAL BUDGET
	2010/2011	2011/2012	2011/2012	2012/2013
Employee Expenses	50,686	59,960	57,990	53,750
Premises	-	-	-	-
Supplies & Services	6,270	10,500	7,890	7,950
GROSS EXPENDITURE	56,956	70,460	65,880	61,700
GROSS INCOME	(11,239)	(5,990)	(5,990)	(6,120)
NET CONTROLLABLE EXPENDITURE	45,717	64,470	59,890	55,580
Departmental Support	42,263	43,600	42,530	40,120
Central Support Services	10,232	10,310	9,950	9,690
Capital Charges	76	80	80	80
NET EXPENDITURE	98,288	118,460	112,450	105,470

Contributes to corporate priorities :

- Protecting and improving our local environment
- Helping to tackle health inequalities by working with the County Council and the NHS locally and be encouraging, where financially viable, leisure opportunities in local communities

5000 - DOMESTIC REFUSE COLLECTION

The collection of domestic refuse from approximately 27,000 households in the Borough. Also the collection of clinical waste from surgeries, nursing homes and private dwellings.

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2010/2011	BUDGET 2011/2012	BUDGET 2011/2012	BUDGET 2012/2013
Employee Expenditure	37,320	40,590	40,460	40,710
Supplies & Services	942,909	984,250	972,090	954,490
(Surplus)/Deficit on DSO	(31,000)	-	(25,200)	-
GROSS EXPENDITURE	949,229	1,024,840	987,350	995,200
GROSS INCOME	(30,303)	(30,430)	(28,510)	(29,070)
NET CONTROLLABLE EXPENDITURE	918,926	994,410	958,840	966,130
Departmental Support	35,218	35,230	34,070	32,740
Central Support Services	60,892	62,060	59,590	60,050
Leasing Charges	1,125	-	-	-
NET EXPENDITURE	1,016,161	1,091,700	1,052,500	1,058,920

Contributes to corporate priority :
- Protecting and improving our local environment

KEY PERFORMANCE INDICATORS

No of Households	26,855	26,901	27,000	27,000
Budgeted cost per household	£37.84	£40.58	£38.98	£39.22
Number of bins per £100,00 population missed	37.8	25	25	25

5002 - TRADE REFUSE COLLECTION

Collecting waste from business premises situated in the Borough.

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2010/2011	BUDGET 2011/2012	BUDGET 2011/2012	BUDGET 2012/2013
Employee Expenditure	9,167	10,170	870	10,000
Supplies & Services	156,257	164,490	164,120	164,020
GROSS EXPENDITURE	165,424	174,660	164,990	174,020
GROSS INCOME	(185,970)	(193,370)	(194,580)	(198,480)
NET CONTROLLABLE EXPENDITURE	(20,546)	(18,710)	(29,590)	(24,460)
Departmental Support	5,792	5,830	5,760	5,630
Central Support Services	16,624	16,330	18,050	14,330
NET EXPENDITURE	1,870	3,450	(5,780)	(4,500)

Contributes to corporate priority :
- Protecting and improving our local environment

KEY PERFORMANCE INDICATORS

No. of Bins Collected	503	500	503	500
Gross budgeted cost per bin collected	£373.44	£393.64	£375.35	£387.96
Net budgeted (surplus)/Deficit per bin collected	£3.14	£5.59	-£9.55	-£7.44

5003 - CESSPOOL EMPTYING

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

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2010/2011	BUDGET 2011/2012	BUDGET 2011/2012	BUDGET 2012/2013
Employee Expenditure	27,578	30,280	30,230	30,460
Premises Related Expenditure	129	150	140	140
Supplies & Services	65,827	71,180	57,300	61,180
Transport Related Expenditure	25,861	25,380	27,710	28,070
Miscellaneous Expenditure	-	100	100	100
GROSS EXPENDITURE	119,395	127,090	115,480	119,950
GROSS INCOME	(185,868)	(186,520)	(192,620)	(196,480)
NET CONTROLLABLE EXPENDITURE	(66,473)	(59,430)	(77,140)	(76,530)
Departmental Support	8,394	8,430	8,320	8,160
Central Support Services	38,897	38,610	34,690	33,620
Capital Charges	9,606	9,610	9,610	9,610
NET EXPENDITURE	(9,576)	(2,780)	(24,520)	(25,140)

Contributes to corporate priority :

- Protecting and improving our local environment

KEY PERFORMANCE INDICATORS

Gross budgeted cost per emptying	£67.80	£65.62	£64.65	£65.90
Net budgeted (surplus)/ deficit per emptying	-£3.68	-£0.99	-£9.43	-£9.67

5004 - RECYCLING

A wide variety of recycling activities are carried out, including bring sites and the kerbside collection of paper,glass,cans, cardboard , plastics and garden waste.

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2010/2011	BUDGET 2011/2012	BUDGET 2011/2012	BUDGET 2012/2013
Employee Expenses	174,038	130,390	190,480	165,090
Supplies & Services	267,412	194,090	244,200	250,610
Transport Related Expenditure	82,367	82,540	109,200	109,950
Earmarked Reserves	15,000	15,000	(4,080)	15,000
GROSS EXPENDITURE	538,817	422,020	539,800	540,650
GROSS INCOME	(176,340)	(150,260)	(169,540)	(172,370)
NET CONTROLLABLE EXPENDITURE	362,477	271,760	370,260	368,280
Departmental Support	43,498	43,710	43,140	42,320
Central Support Services	23,565	25,660	23,010	22,850
Leasing Charge	-	12,400	23,930	36,260
NET EXPENDITURE	429,540	353,530	460,340	469,710

Contributes to corporate priority :

- Protecting and improving our local environment

- Improving Recycling

KEY PERFORMANCE INDICATORS

Budgeted cost per household	£15.99	£13.14	£17.05	£17.40
Budgeted tonnes of recycle material collected-green waste	5,130	5,500	5,200	5,200
Budgeted tonnes of recycle material collected-red box	2,825	3,200	3,200	3,200
Budgeted % of waste recycled	31%	33%	33%	33%

5010 - AMENITY CLEANING

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

DESCRIPTION	ACTUALS	APPROVED BUDGET	REVISED BUDGET	ORIGINAL BUDGET
	2010/2011	2011/2012	2011/2012	2012/2013
Employee Expenditure	46,809	50,580	50,140	50,460
Premises Related Expenditure	3,092	3,140	4,790	3,140
Supplies & Services	626,640	640,390	624,460	663,390
Transport Related Expenditure	2,404	2,090	1,860	1,910
(Surplus)/Deficit on DSO	(14,914)	-	17,700	-
GROSS EXPENDITURE	664,031	696,200	698,950	718,900
GROSS INCOME	(803)	-	-	-
NET CONTROLLABLE EXPENDITURE	663,228	696,200	698,950	718,900
Departmental Support	24,187	23,590	24,280	23,120
Central Support Services	14,534	14,330	13,920	12,680
Capital Charges	1,227	1,230	1,230	1,230
NET EXPENDITURE	703,176	735,350	738,380	755,930

Contributes to corporate priority :

- Protecting and improving our local environment

KEY PERFORMANCE INDICATORS

Cleanliness NI 195 (Litter)	4%	6%	6%	6%
(Detritus)	7%	10%	6%	6%
(The lower the percentage reflects the cleaner streets)				

5013 - UNADOPTED ROADS

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

DESCRIPTION	ACTUALS	APPROVED BUDGET	REVISED BUDGET	ORIGINAL BUDGET
	2010/2011	2011/2012	2011/2012	2012/2013
Employee Expenditure	-	130	130	130
Premises Related Expenditure	6,159	6,220	6,220	6,220
Supplies & Services	1,788	1,030	1,030	1,030
GROSS EXPENDITURE	7,947	7,380	7,380	7,380
GROSS INCOME	(150)	-	(100)	(100)
NET CONTROLLABLE EXPENDITURE	7,797	7,380	7,280	7,280
Departmental Support	5,649	5,560	5,600	5,520
Central Support Services	1,028	1,010	1,030	990
NET EXPENDITURE	14,474	13,950	13,910	13,790

Contributes to corporate priority :

- Protecting and improving our local environment

5014 - DRAIN UNBLOCKING AND LAND DRAINAGE

A service to the Borough's residents to clear blocked drains. The service is provided only during normal working hours. The free drain unblockage service will cease with effect from April 2012, with the transfer of responsibility to STW.

DESCRIPTION	ACTUALS	APPROVED BUDGET	REVISED BUDGET	ORIGINAL BUDGET
	2010/2011	2011/2012	2011/2012	2012/2013
Employee Expenses	-	1,300	1,300	1,300
Premises Related Expenditure	76,871	-	-	-
Supplies & Services	28,266	28,970	20,740	1,140
Earmarked Reserves	(10,978)	-	-	-
GROSS EXPENDITURE	94,159	30,270	22,040	2,440
GROSS INCOME	(66,657)	-	-	-
NET CONTROLLABLE EXPENDITURE	27,502	30,270	22,040	2,440
Departmental Support	4,476	5,370	3,580	3,530
Central Support Services	21,844	22,160	17,490	13,300
NET EXPENDITURE	53,822	57,800	43,110	19,270

Contributes to corporate priority :
- Protecting and improving our local environment

KEY PERFORMANCE INDICATORS

No of drains Unblocked	494	500	220	0
Cost per Blockage	£108.95	£115.60	£195.95	£0.00

5015 - STREET FURNITURE

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

DESCRIPTION	ACTUALS	APPROVED BUDGET	REVISED BUDGET	ORIGINAL BUDGET
	2010/2011	2011/2012	2011/2012	2012/2013
Employee Expenses	-	210	210	210
Premises Related Expenditure	1,193	1,210	2,050	2,050
Supplies & Services	433	8,470	90	90
NET CONTROLLABLE EXPENDITURE	1,626	9,890	2,350	2,350
Central Support Services	13,228	13,060	13,370	13,150
NET EXPENDITURE	14,854	22,950	15,720	15,500

Contributes to corporate priority :
- Protecting and improving our local environment

5016 - ATHERSTONE MARKET

The market is held every Tuesday and Friday at the Market Square in Atherstone. It is run by a traders co-operative.

DESCRIPTION	ACTUALS	APPROVED BUDGET	REVISED BUDGET	ORIGINAL BUDGET
	2010/2011	2011/2012	2011/2012	2012/2013
Employee Expenses	30	50	50	50
Premises Related Expenditure	3,451	3,670	3,620	3,790
NET CONTROLLABLE EXPENDITURE	3,481	3,720	3,670	3,840
Departmental Support	6,727	6,350	3,900	3,910
Central Support Services	746	740	580	590
NET EXPENDITURE	10,954	10,810	8,150	8,340

Contributes to corporate priority :

- Protecting and improving our countryside and heritage

5019 - PARKS, PLAYING FIELDS & OPEN SPACES

The management and maintenance of parks, recreation grounds and other open spaces in order to enhance the quality and visual appearance of the environment and provide opportunities for formal and informal recreation and play. Costs relating to Pitches and Pavilions are also included within the revised 2011/12 figures (from budget 3071).

DESCRIPTION	ACTUALS	APPROVED BUDGET	REVISED BUDGET	ORIGINAL BUDGET
	2010/2011	2011/2012	2011/2012	2012/2013
Employee Expenditure	12,889	16,680	13,350	20,920
Premises Related Expenditure	852	1,650	33,110	33,720
Supplies & Services	543,799	463,230	508,700	458,620
(Surplus)/Deficit on DSO	(70,425)	(12,180)	(30,270)	(11,210)
Miscellaneous Expenditure	-	-	-	-
Earmarked Reserves	(32,721)	(5,670)	(15,670)	(5,670)
GROSS EXPENDITURE	454,394	463,710	509,220	496,380
GROSS INCOME	(115,099)	(90,490)	(113,140)	(115,790)
NET CONTROLLABLE EXPENDITURE	339,295	373,220	396,080	380,590
Departmental Support	35,836	36,280	47,050	48,040
Central Support Services	18,741	21,520	39,280	34,170
Capital Charge	-	-	22,700	22,700
NET EXPENDITURE	393,872	431,020	505,110	485,500

KEY PERFORMANCE INDICATORS

Number of Pitches	N/A	N/A	20	20
Number of Teams	N/A	N/A	19	19
Number of Hirers	N/A	N/A	20	20
Budgeted income per team	N/A	N/A	£574.74	£586.32

Contributes to corporate priorities :

- Protecting and improving our local environment

- Helping to tackle health inequalities by working with the County Council and the NHS locally and be encouraging, where financially viable, leisure opportunities in local communities

5020 - PLAY AREAS

The provision and management of opportunities for children's play within unsupervised, equipped playgrounds distributed throughout the Borough in recreation grounds and within, or adjacent to, residential areas.

DESCRIPTION	ACTUALS	APPROVED BUDGET	REVISED BUDGET	ORIGINAL BUDGET
	2010/2011	2011/2012	2011/2012	2012/2013
Employee Expenditure	430	1,190	710	910
Premises Related Expenditure	219	150	240	250
Supplies & Services	107,407	104,300	104,480	96,510
Miscellaneous	-	-	-	-
Earmarked Reserves	80,240	37,760	37,760	43,760
GROSS EXPENDITURE	188,296	143,400	143,190	141,430
GROSS INCOME	(8,701)	(7,130)	(7,130)	(9,110)
NET CONTROLLABLE EXPENDITURE	179,595	136,270	136,060	132,320
Departmental Support	23,332	23,660	24,540	23,930
Central Support	6,407	6,950	6,330	6,050
Capital Charge	60,111	56,730	66,040	66,040
NET EXPENDITURE	269,445	223,610	232,970	228,340

Contributes to corporate priorities :

- Protecting and improving our local environment
- Helping to tackle health inequalities by working with the County Council and the NHS locally and be encouraging, where financially viable, leisure opportunities in local communities

KEY PERFORMANCE INDICATORS

Cost of maintenance per play area	£6,074.06	£4,944.83	£4,773.00	£4,876.90
Number of play areas meeting the Safety, DDA and Play Value standard	22/31	26/29	24/31	25/31

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

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

DESCRIPTION	ACTUALS	APPROVED BUDGET	REVISED BUDGET	ORIGINAL BUDGET
	2010/2011	2011/2012	2011/2012	2012/2013
Employee Expenditure	-	70	70	70
Supplies & Services	1,694	-	-	-
GROSS EXPENDITURE	1,694	70	70	70
GROSS INCOME	(1,693)	-	-	-
NET CONTROLLABLE EXPENDITURE	1	70	70	70
Departmental Support	2,268	2,270	2,560	2,510
Central Support Services	430	440	420	420
NET EXPENDITURE	2,699	2,780	3,050	3,000

Contributes to corporate priority :

- Protecting and improving our local environment

5022 - SUSTAINABLE COMMUNITIES

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

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2010/2011	BUDGET 2011/2012	BUDGET 2011/2012	BUDGET 2012/2013
Employee Expenditure	-	10	10	10
Supplies & Services	2,563	2,780	2,780	2,780
NET EXPENDITURE	2,563	2,790	2,790	2,790

Contributes to corporate priority :

- Protecting and improving our local environment

5023 - CONSULTATION

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

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2010/2011	BUDGET 2011/2012	BUDGET 2011/2012	BUDGET 2012/2013
Employee Expenditure	-	20	20	20
Supplies & Services	159	7,320	10,320	7,320
Earmarked Reserves	-	-	(3,000)	-
GROSS EXPENDITURE	159	7,340	7,340	7,340
GROSS INCOME	-	-	-	-
NET CONTROLLABLE EXPENDITURE	159	7,340	7,340	7,340
Departmental Support	21,846	23,000	21,280	20,740
Central Support	3,533	3,600	3,400	3,390
NET EXPENDITURE	25,538	33,940	32,020	31,470

Contributes to corporate priority :

- Improving communication of information and community consultation including, where appropriate, providing the opportunity to be involved in decision making

5025 - CORPORATE POLICY

The purpose of this budget is to support projects and initiatives developed from the crime and disorder partnership plan "Making North Warwickshire A Safer Place 2008-2011", the Council's equality policy and other corporate policy initiatives.

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2010/2011	BUDGET 2011/2012	BUDGET 2011/2012	BUDGET 2012/2013
Employee Expenditure	-	2,340	2,340	2,340
Premises Related Expenditure	125	80	220	230
Supplies & Services	14,006	16,890	19,610	16,890
Earmarked Reserves	7,200	-	(2,720)	-
NET CONTROLLABLE EXPENDITURE	21,331	19,310	19,450	19,460
Departmental Support	30,891	30,720	30,950	30,360
Central Support	10,369	10,380	10,140	10,090
NET EXPENDITURE	62,591	60,410	60,540	59,910

Contributes to corporate priorities :

- Improving communication of information and community consultation including, where appropriate, providing the opportunity to be involved in decision making

- Work with the Police, Parish Councils, Town Councils, the community and other partners to tackle crime and anti-social behaviour

5030 - RURAL REGENERATION

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

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2010/2011	BUDGET 2011/2012	BUDGET 2011/2012	BUDGET 2012/2013
Employee Expenditure	-	5,100	5,100	5,100
Supplies & Services	600	120	4,160	1,160
Transport Related Expenditure	379	600	530	610
Earmarked Reserves	-	-	-	-
NET CONTROLLABLE EXPENDITURE	979	5,820	9,790	6,870
Departmental Support	17,820	17,580	6,060	8,810
Central Support	2,065	2,160	1,390	1,400
NET EXPENDITURE	20,864	25,560	17,240	17,080

Contributes to corporate priority :

- Protecting and improving our local environment

5034 - LANDSCAPE

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

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2010/2011	BUDGET 2011/2012	BUDGET 2011/2012	BUDGET 2012/2013
Employee Expenses	-	20	20	20
Supplies & Services	8,529	8,790	8,790	8,790
NET CONTROLLABLE EXPENDITURE	8,529	8,810	8,810	8,810
Departmental Support	1,129	1,130	1,130	1,110
Central Support Services	681	680	770	770
NET EXPENDITURE	10,339	10,620	10,710	10,690

Contributes to corporate priority :

- Protecting and improving our countryside and heritage

5040 - MARKETING & MARKET RESEARCH

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

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2010/2011	BUDGET 2011/2012	BUDGET 2011/2012	BUDGET 2012/2013
Employee Expenditure	-	310	310	310
Supplies & Services	7,043	7,960	7,960	7,960
NET CONTROLLABLE EXPENDITURE	7,043	8,270	8,270	8,270
Departmental Support	4,299	4,320	4,520	4,750
Central Support Services	1,158	1,360	1,330	1,360
NET EXPENDITURE	12,500	13,950	14,120	14,380

Contributes to corporate priority :

- Helping to tackle health inequalities by working with the County Council and the NHS locally and be encouraging, where financially viable, leisure opportunities in local communities

5044 - SUPPORT TO VOLUNTARY ORGANISATIONS

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

DESCRIPTION	ACTUALS	APPROVED BUDGET	REVISED BUDGET	ORIGINAL BUDGET
	2010/2011	2011/2012	2011/2012	2012/2013
Employee Expenditure	-	80	80	80
Supplies & Services	102,514	102,770	130,880	102,930
Earmarked Reserves	44,897	-	-	-
GROSS EXPENDITURE	147,411	102,850	130,960	103,010
GROSS INCOME	(1,939)	-	(28,950)	-
NET CONTROLLABLE EXPENDITURE	145,472	102,850	102,010	103,010
Departmental Support	5,416	5,480	2,750	2,730
Central Support Services	1,817	3,150	2,840	2,900
NET EXPENDITURE	152,705	111,480	107,600	108,640

Contributes to corporate priority :

- Work with the Police, Parish Councils, Town Councils, the community and other partners to tackle crime and anti-social behaviour
- Helping to tackle health inequalities by working with the County Council and the NHS locally and be encouraging, where financially viable, leisure opportunities in local communities

5051 - YOUNG PEOPLE AND INTERGENERATION

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

DESCRIPTION	ACTUALS	APPROVED BUDGET	REVISED BUDGET	ORIGINAL BUDGET
	2010/2011	2011/2012	2011/2012	2012/2013
Employee Expenditure	30,420	33,960	33,850	34,040
Premises Related Expenditure	1,436	1,240	800	610
Supplies & Services	12,781	9,230	6,930	13,010
Transport Related Expenditure	1,901	2,150	2,080	2,170
Earmarked Reserves	(1,762)	-	7,450	(8,150)
GROSS EXPENDITURE	44,776	46,580	51,110	41,680
GROSS INCOME	(9,304)	(6,060)	(10,660)	(1,060)
NET CONTROLLABLE EXPENDITURE	35,472	40,520	40,450	40,620
Departmental Support	25,192	26,280	26,460	26,210
Central Support Services	8,241	9,050	8,310	8,200
Capital Charges	2,369	2,220	2,220	2,250
NET EXPENDITURE	71,274	78,070	77,440	77,280

Contributes to corporate priorities :

- Helping to tackle health inequalities by working with the County Council and the NHS locally and be encouraging, where financially viable, leisure opportunities in local communities
- Work with the Police, Parish Councils, Town Councils, the community and other partners to tackle crime and anti-social behaviour

5052 - COMMUNITY DEVELOPMENT ENVIRONMENT

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

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2010/2011	BUDGET 2011/2012	BUDGET 2011/2012	BUDGET 2012/2013
Employee Expenditure	26,224	27,420	27,370	27,500
Premises Related Expenditure	-	50	-	30
Supplies & Services	309	650	980	670
Transport Related Expenditure	452	600	530	620
Earmarked Reserves	-	-	-	-
GROSS EXPENDITURE	26,985	28,720	28,880	28,820
GROSS INCOME	-	-	(270)	-
NET CONTROLLABLE EXPENDITURE	26,985	28,720	28,610	28,820
Departmental Support	25,194	26,280	23,710	23,480
Central Support Services	5,103	5,930	5,430	5,460
NET EXPENDITURE	57,282	60,930	57,750	57,760

Contributes to corporate priorities :

- Protecting and improving our local environment

5053 - SOCIAL INCLUSION AND ART

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

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2010/2011	BUDGET 2011/2012	BUDGET 2011/2012	BUDGET 2012/2013
Premises Related Expenditure	-	270	-	-
Supplies & Services	5,786	2,520	2,500	-
Transport Related Expenditure	400	600	530	-
NET CONTROLLABLE EXPENDITURE	6,186	3,390	3,030	-
Departmental Support	17,712	18,610	15,850	16,040
Central Support Services	5,428	6,250	5,030	5,060
NET EXPENDITURE	29,326	28,250	23,910	21,100

Contributes to corporate priorities :

- Work with the Police, Parish Councils, Town Councils, the community and other partners to tackle crime and anti-social behaviour

5054 - SOCIAL INCLUSION AND SPORT

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

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2010/2011	BUDGET 2011/2012	BUDGET 2011/2012	BUDGET 2012/2013
Employee Expenditure	36,055	35,490	44,130	31,810
Premises Related Expenditure	-	-	-	-
Supplies & Services	17,777	3,710	12,720	3,710
Transport Related Expenditure	3,289	3,860	3,590	3,080
Earmarked Reserves	-	(6,710)	(8,060)	1,720
GROSS EXPENDITURE	57,121	36,350	52,380	40,320
GROSS INCOME	(19,874)	(4,000)	(20,100)	(8,000)
NET CONTROLLABLE EXPENDITURE	37,247	32,350	32,280	32,320
Departmental Support	25,181	26,190	23,650	23,350
Central Support Services	7,365	8,210	7,060	7,090
NET EXPENDITURE	69,793	66,750	62,990	62,760

Contributes to corporate priorities :

- Helping to tackle health inequalities by working with the County Council and the NHS locally and be encouraging, where financially viable, leisure opportunities in local communities
- Work with the Police, Parish Councils, Town Councils, the community and other partners to tackle crime and anti-social behaviour

5055 - COMMUNITY DEVELOPMENT HEALTH IMPROVEMENT

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

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2010/2011	BUDGET 2011/2012	BUDGET 2011/2012	BUDGET 2012/2013
Employee Expenditure	29,035	30,850	30,850	30,810
Premises Related Expenditure	130	-	40	-
Supplies & Services	27,638	12,650	13,400	11,150
Transport Related Expenditure	603	600	530	620
Earmarked Reserves	(4,818)	(10,840)	(1,700)	(9,340)
GROSS EXPENDITURE	52,588	33,260	43,120	33,240
GROSS INCOME	(32,892)	(16,060)	(25,990)	(16,380)
NET CONTROLLABLE EXPENDITURE	19,696	17,200	17,130	16,860
Departmental Support	28,628	29,930	30,090	29,710
Central Support Services	5,149	5,980	5,830	5,870
NET EXPENDITURE	53,473	53,110	53,050	52,440

Contributes to corporate priority :

- Helping to tackle health inequalities by working with the County Council and the NHS locally and be encouraging, where financially viable, leisure opportunities in local communities

5056 - COMMUNITY DEVELOPMENT SAFER COMMUNITIES

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

DESCRIPTION	ACTUALS	APPROVED BUDGET	REVISED BUDGET	ORIGINAL BUDGET
	2010/2011	2011/2012	2011/2012	2012/2013
Employee Expenditure	32,961	32,320	32,400	32,420
Premises Related Expenditure	199	520	220	400
Supplies & Services	24,815	18,640	31,720	14,280
Transport Related Expenditure	1,052	1,120	1,080	1,120
Earmarked Reserves	(2,360)	180	(1,160)	-
GROSS EXPENDITURE	56,667	52,780	64,260	48,220
GROSS INCOME	(5,196)	-	(12,020)	-
NET CONTROLLABLE EXPENDITURE	51,471	52,780	52,240	48,220
Departmental Support	29,490	30,900	31,050	30,700
Central Support Services	8,199	9,000	8,830	8,790
NET EXPENDITURE	89,160	92,680	92,120	87,710

Contributes to corporate priority :

- Work with the Police, Parish Councils, Town Councils, the community and other partners to tackle crime and anti-social behaviour

5058 - ACTIVITIES 4 U

Activities 4 U provides evening diversionary activities for young people across the Borough, encouraging them to participate in positive activities within their community.

DESCRIPTION	ACTUALS	APPROVED BUDGET	REVISED BUDGET	ORIGINAL BUDGET
	2010/2011	2011/2012	2011/2012	2012/2013
Employee Expenditure	5,369	7,130	6,830	8,520
Supplies & Services	6,814	800	470	400
Earmarked Reserves	(5,534)	(7,930)	(6,920)	(8,920)
GROSS EXPENDITURE	6,649	-	380	-
GROSS INCOME	(6,553)	-	(380)	-
NET CONTROLLABLE EXPENDITURE	96	-	-	-
Central Support Services	2,177	2,690	2,640	2,690
NET EXPENDITURE	2,273	2,690	2,640	2,690

Contributes to corporate priorities :

- Helping to tackle health inequalities by working with the County Council and the NHS locally and be encouraging, where financially viable, leisure opportunities in local communities

- Work with the Police, Parish Councils, Town Councils, the community and other partners to tackle crime and anti-social behaviour

5059 - ALLOTMENTS AND BIODIVERSITY

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

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2010/2011	BUDGET 2011/2012	BUDGET 2011/2012	BUDGET 2012/2013
Employee Expenditure	-	-	-	-
Premises Related Expenditure	750	-	-	-
Supplies & Services	3,559	11,100	13,810	-
Earmarked Reserves	16,395	-	(2,690)	-
GROSS EXPENDITURE	20,704	11,100	11,120	-
GROSS INCOME	(396)	(360)	(380)	-
NET CONTROLLABLE EXPENDITURE	20,308	10,740	10,740	-
Departmental Support	9,741	9,850	7,400	7,490
Central Support Services	758	840	810	820
NET EXPENDITURE	30,807	21,430	18,950	8,310

Contributes to corporate priority :

- Helping to tackle health inequalities by working with the County Council and the NHS locally and be encouraging, where financially viable, leisure opportunities in local communities

5062 - COMMUNITY AWARD SCHEME

Community Award Ceremonies 2010

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2010/2011	BUDGET 2011/2012	BUDGET 2011/2012	BUDGET 2012/2013
Supplies & Services	1,910	-	-	-
NET EXPENDITURE	1,910	-	-	-

Contributes to corporate priorities :

- Improving communication of information and community consultation including, where appropriate, providing the opportunity to be involved in decision making

5064 - QE - Artificial Grass Pitch

An artificial grass pitch has been constructed at Queen Elizabeth School in Atherstone in 2011, which is capable of hosting a range of sporting activities all year round whatever the weather. The pitch is run in partnership with Queen Elizabeth School, with the Council managing community use of the Pitch.

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2010/2011	BUDGET 2011/2012	BUDGET 2011/2012	BUDGET 2012/2013
Employee Expenditure	-	-	5,860	10,330
Premises Related Expenditure	-	-	1,740	3,490
Supplies & Services	-	-	4,820	14,650
Earmarked Reserves	-	-	-	480
GROSS EXPENDITURE	-	-	12,420	28,950
GROSS INCOME	-	-	(20,640)	(30,880)
NET CONTROLLABLE EXPENDITURE	-	-	(8,220)	(1,930)
Departmental Support	-	-	9,470	9,540
Central Support Services	-	-	590	610
NET EXPENDITURE	-	-	1,840	8,220

Contributes to corporate priority :

- Helping to tackle health inequalities by working with the County Council and the NHS locally and be encouraging, where financially viable, leisure opportunities in local communities

KEY PERFORMANCE INDICATORS

Number of Hirers (per quarter)	N/A	N/A	16	16
Weekly Usage	N/A	N/A	48.89%	50.00%

7700 - STRONGER & SAFER COMMUNITIES

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

DESCRIPTION	ACTUALS	APPROVED BUDGET	REVISED BUDGET	ORIGINAL BUDGET
	2010/2011	2011/2012	2011/2012	2012/2013
Supplies & Services	55,338	-	-	-
Earmarked Reserves	(2,002)	-	-	-
GROSS EXPENDITURE	53,336	-	-	-
GROSS INCOME	(53,336)	-	-	-
NET CONTROLLABLE EXPENDITURE	-	-	-	-
Central Support Services	293	-	-	-
NET EXPENDITURE	293	-	-	-

Contributes to corporate priority :

- Helping to tackle health inequalities by working with the County Council and the NHS locally and be encouraging, where financially viable, leisure opportunities in local communities

7850 - MORE TIME TO PLAY, 7851 - WILD PLAY, 7853 - TINY TABS, 7855 - ST.MARY'S ROAD PLAY AREA (EXTERNALLY FUNDED)

Grant funded position providing assistance to sports clubs and active recreation groups to increase participation levels and improve quality and provision.

DESCRIPTION	ACTUALS	APPROVED BUDGET	REVISED BUDGET	ORIGINAL BUDGET
	2010/2011	2011/2012	2011/2012	2012/2013
Employee Expenditure	-	-	-	-
Supplies & Services	14,738	-	-	-
GROSS EXPENDITURE	14,738	-	-	-
GROSS INCOME	(14,739)	-	-	-
NET CONTROLLABLE EXPENDITURE	(1)	-	-	-
Central Support Services	325	-	-	-
NET EXPENDITURE	324	-	-	-

Contributes to corporate priority :

- Helping to tackle health inequalities by working with the County Council and the NHS locally and be encouraging, where financially viable, leisure opportunities in local communities

7860 - SPORTS CLUB DEVELOPMENT OFFICER PROGRAMME

Grant funded position providing assistance to sports clubs and active recreation groups to increase participation levels and improve quality and provision.

	2010/2011	BUDGET 2011/2012	BUDGET 2011/2012	BUDGET 2012/2013
Employee Expenditure	21,227	21,650	21,140	21,050
Supplies & Services	149	-	10	-
Transport Related Expenditure	900	1,200	1,200	800
Earmarked Reserves	(9,138)	4,960	5,460	(21,680)
GROSS EXPENDITURE	13,138	27,810	27,810	170
GROSS INCOME	(12,976)	(27,640)	(27,640)	-
NET CONTROLLABLE EXPENDITURE	162	170	170	170
Central Support Services	6,305	6,380	8,480	4,320
Capital Charges	897	750	750	430
NET EXPENDITURE	7,364	7,300	9,400	4,920

Contributes to corporate priority :

- Helping to tackle health inequalities by working with the County Council and the NHS locally and be encouraging, where financially viable, leisure opportunities in local communities

7880 - LOCAL NATURE RESERVES

The creation of local nature reserves jointly funded through external grant, Borough Council contribution and partnership working.

DESCRIPTION	ACTUALS 2010/2011	APPROVED BUDGET 2011/2012	REVISED BUDGET 2011/2012	ORIGINAL BUDGET 2012/2013
Employee Expenditure	-	-	1,860	1,860
Supplies & Services	3,275	-	77,140	77,140
GROSS EXPENDITURE	3,275	-	79,000	79,000
GROSS INCOME	(3,275)	-	(79,000)	(79,000)
NET CONTROLLABLE EXPENDITURE	-	-	-	-
Central Support Services	-	590	690	710
NET EXPENDITURE	-	590	690	710

Contributes to corporate priority :

- Helping to tackle health inequalities by working with the County Council and the NHS locally and be encouraging, where financially viable, leisure opportunities in local communities

Memorandum item. The cost of the DSO is reflected in the expenditure of the client budget. (Amenity Cleaning DSO)

5012 - RAPID RESPONSE

Assisting with the clearance of fly-tipping, amenity cleaning and sewer baiting.

DESCRIPTION	ACTUALS	APPROVED BUDGET	REVISED BUDGET	ORIGINAL BUDGET
	2010/2011	2011/2012	2011/2012	2012/2013
Employee Expenditure	26,123	55,060	54,690	55,110
Premises Related Expenditure	5	-	20	20
Supplies & Services	459	1,040	1,030	1,030
Transport Related Expenditure	6,816	7,850	7,960	8,600
Miscellaneous Expenditure	-	-	-	-
GROSS EXPENDITURE	33,403	63,950	63,700	64,760
GROSS INCOME	(76,599)	(80,260)	(80,110)	(81,810)
NET CONTROLLABLE EXPENDITURE	(43,196)	(16,310)	(16,410)	(17,050)
Departmental Support	2,002	2,000	1,970	1,960
Central Support Services	11,506	11,700	11,870	11,720
Capital Charges	1,771	2,610	2,570	3,370
NET EXPENDITURE	(27,917)	-	-	-

Memorandum item. The cost of the DSO is reflected in the expenditure of the client budget.(Parks,Playing Fields and Open Spaces, Play Areas and Sports Pavillions)

5116-5120 - GROUNDS MAINTENANCE TRADING ACCOUNT

DESCRIPTION	ACTUALS	APPROVED BUDGET	REVISED BUDGET	ORIGINAL BUDGET
	2010/2011	2011/2012	2011/2012	2012/2013
Employee Expenditure	181,038	308,530	303,960	305,620
Premises	93	50	50	50
Supplies & Services	22,102	22,530	22,390	22,000
Transport Related Expenditure	65,477	63,070	59,290	59,650
Miscellaneous Expenditure	16,916	12,370	12,350	11,950
GROSS EXPENDITURE	285,626	406,550	398,040	399,270
GROSS INCOME	(528,952)	(495,960)	(495,960)	(478,020)
NET CONTROLLABLE EXPENDITURE	(243,326)	(89,410)	(97,920)	(78,750)
Surplus/(Deficit) on DSO	153,278	-	18,820	-
NET CONTROLLABLE EXPENDITURE	(90,048)	(89,410)	(79,100)	(78,750)
Departmental Support	33,738	37,420	29,440	29,000
Central Support Services	23,285	24,500	28,820	23,730
Capital Charge	33,963	27,490	20,840	26,020
NET EXPENDITURE	938	-	-	-

Memorandum item. The cost of the DSO is reflected in the expenditure of the client budgets.(Domestic Refuse and Trade Refuse)

5200 - REFUSE TRADING ACCOUNT

DESCRIPTION	ACTUALS	APPROVED BUDGET	REVISED BUDGET	ORIGINAL BUDGET
	2010/2011	2011/2012	2011/2012	2012/2013
Employee Expenditure	297,732	494,120	473,410	473,450
Premises	12	-	-	-
Supplies & Services	14,762	13,150	16,200	17,270
Transport	303,797	317,200	313,940	307,440
Miscellaneous Expenditure	953	1,180	1,180	1,200
GROSS EXPENDITURE	617,256	825,650	804,730	799,360
GROSS INCOME	(1,003,636)	(1,046,070)	(1,034,220)	(1,015,700)
NET CONTROLLABLE EXPENDITURE	(386,380)	(220,420)	(229,490)	(216,340)
Surplus/(Deficit) on DSO	180,276	-	25,200	-
NET CONTROLLABLE EXPENDITURE	(206,104)	(220,420)	(204,290)	(216,340)
Departmental Support	9,818	9,710	9,650	9,600
Central Support Services	34,309	35,890	32,220	31,720
Capital Charge	163,726	174,820	162,420	175,020
NET EXPENDITURE	1,749	-	-	-

Memorandum item. The cost of the DSO is reflected in the expenditure of the client budgets.(Amenity Cleaning)

5206 - STREETSCAPE TRADING ACCOUNT

DESCRIPTION	ACTUALS	APPROVED BUDGET	REVISED BUDGET	ORIGINAL BUDGET
	2010/2011	2011/2012	2011/2012	2012/2013
Employee Expenditure	155,041	286,340	281,010	260,800
Premises Related Expenditure	1	-	-	-
Supplies & Services	55,435	60,860	63,230	82,520
Transport	46,260	47,240	51,860	48,970
GROSS EXPENDITURE	256,737	394,440	396,100	392,290
GROSS INCOME	(464,824)	(466,940)	(458,200)	(470,950)
NET CONTROLLABLE EXPENDITURE	(208,087)	(72,500)	(62,100)	(78,660)
Surplus/(Deficit) on DSO	144,894	-	(17,700)	-
NET CONTROLLABLE EXPENDITURE	(63,193)	(72,500)	(79,800)	(78,660)
Departmental Support	25,890	29,230	31,210	31,200
Central Support Services	20,733	22,870	25,240	24,940
Capital Charge	18,196	20,400	23,350	22,520
NET EXPENDITURE	1,626	-	-	-

Risk Analysis

	Likelihood	Potential impact on Budget
Worsening condition of assets, including Leisure Centres and further economic downturn affecting final outturn of services	Medium	Medium
Costs of Artificial Grass Pitch at Queen Elizabeth School could be higher than budgeted or fall in income due to economic factors	Low	Low
Continuing high vehicle fuel prices	Low	Medium
Increasing levels of bin replacement as those bins in use wear out	Low	Low
Economic and non-economic factors affecting services such as trade waste collections and cesspool emptying	Medium	Medium
Increasing recycling rates which will increase payments made to our kerbside recycling contractor. These are only partially offset by increases in recycling credits, which themselves may be affected by falling market prices or over supply of recycling materials.	Low	Low
Increased vehicle maintenance costs as the vehicle fleet ages	Medium	Low
Loss or reduction of County Council funding for some waste management activities	Low	Low

APPENDIX D

SAVINGS INCLUDED WITHIN THE ESTIMATES

Description	2012/13
Reduce the provision for tree management work within Parks and Playing Fields to £20,000. This will reduce the proactive work the Council is able to undertake.	£10,450
Cease to fund Warwickshire Investment Partnership	£3,000
Remove the provision for Local Nature Reserves, once the current project is complete.	£10,740
Leisure centres reduction in telephone bills as result of new supplier	£1,990
Lower bills resulting in reduced utility costs following measures to reduce load	£10,000
Severn Trent will become responsible next year for much of the work currently carried out by the Drain Unblocking service. Discontinuing the service will allow existing staff to be used on other services, reducing the need for agency cover.	£21,890
Charge parish councils for carrying out health and safety inspections of their play areas.	£1,840
Reduce support for Live and Local from £2,500 to £1,000	£1,500
The Community Safety budget is used to initiate community safety projects / improvements within the Borough. The reduction to £14,490 could result in fewer projects being delivered, although there is a reserve to help mitigate this	£4,500
Route optimisation for refuse vehicles, together with joint working with NBBC will give a saving on fuel.	£6,900
Overall Total	£72,810

Agenda Item No 10

Community and Environment Board

23 January 2012

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

**Capital Programme 2012/13 to
2014/15**

1 Summary

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

Recommendation to the Board

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

2 Introduction

- 2.1 The Council has a shortfall of capital resources when compared against potential capital schemes. As a result, schemes considered to be non essential were not included in the three year capital programme for 2011/12 – 2013/14 approved last February. The financial position has not improved since then, so the same approach will be required for setting the capital programme for 2012/13 – 2014/15.

3 Updating the Capital Programme

- 3.1 Only one scheme relating to this Board was included in the approved capital programme. This relates to equipment at the Council's four leisure facilities which is in constant need of updating and renewal if the product offering is going to continue to conform to health and safety standards and meet customer demands and expectations. The capital allocation of £20,000 per year will enable facility managers to meet legislative requirements, to maintain service standards and to protect significant levels of income.

- 3.2 Schemes relating to this Board which were considered non essential and were excluded from the programme are shown in Appendix A.

...

4 Report Implications

4.1 Finance and Value for Money Implications

4.1.1 In terms of the overall capital programme, the bid for leisure equipment included in this report will be collated into an overall programme and submitted to the Executive Board for final approval in February.

4.1.2 As capital resources have not improved since the last programme was set, Members of this Board should be aware that if schemes not currently approved are to be moved into the recommended capital programme, they will only do so if another approved scheme is reduced or deleted.

4.2 Safer Communities Implications

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

4.3 Environment and Sustainability Implications

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

4.4 Risk Management Implications

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

4.5 Links to Council's Priorities

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

The Contact Officer for this report is Jon Illingworth (719489).

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
The Proposed 3 Year Capital Programme	Management Team	Report to Executive Board	7 February 2011

APPENDIX A

Draft Capital Programme 2012/2013- 2014/15 *** SCHEMES NOT INCLUDED IN THE DRAFT CAPITAL

AD	Monitoring Officer	Name of the Scheme	Basic Details of the Scheme	2012/13 Year 1	2013/14 Year 2	2014/15 Year 3	3 Year Total
R Dobbs	C Jones	Arley Sports Centre - replace hard standing/car park areas	To resurface the car parking area at the sports hall.	-	100,000	-	100,000
S Powell	C Jones / A Wilson	Sports Pavilion - Grendon - Hard standing areas replacement and internal refurbishment	Improvement works are required at the sports pavilion, particularly to meet accessibility standards.	-	25,000	-	25,000
S Powell	C Jones / A Wilson	Replacement of sports pavilion at Abbey Green Park, Polesworth	Provision of a new pavilion / changing facilities. The facility is currently closed and out of use following repeated incidents of vandalism. The precise needs at the site will be determined through the management plan to be developed for Abbey Green Park, in accordance with the adopted North Warwickshire Green Space Strategy.	-	-	400,000	400,000
S Powell	A Wilson	Land drainage at Hurley and Wood End Recreation Ground	To install a new drainage system at two recreation grounds in the Borough to prevent flooding and enhance the use of facilities into which there has been recent NWBC investment. Possibility of being implemented in partnership with Severn Trent.	-	-	35,000	35,000
S Powell	A Wilson	Green Space Improvements	Will enable improvements to 23 green spaces across the Borough. Potentially S106 funding opportunities to reduce NWBC capital requirement.	-	50,000	60,000	110,000

AD	Monitoring Officer	Name of the Scheme	Basic Details of the Scheme	2012/13 Year 1	2013/14 Year 2	2014/15 Year 3	3 Year Total
S Powell	A Wilson	Play Area Development	Renewal of children's play facilities and provision of teen facilities at six sites in Baxterley, Dordon, Grendon, Atherstone (2) and Coleshill.	-	255,000	130,000	385,000
S Powell	A Wilson	Improvements to Arley Recreation Ground	Carry out improvements to the infrastructure at Old Arley Recreation Ground, such as installing new boundary fences and gates, resurfacing footpaths and extending the car park.	-	80,000	-	80,000
S Powell	A Wilson	Playing Pitch Development	Facilitate improvements to playing pitches in accordance with the priorities set out in the adopted North Warwickshire Playing Pitch Strategy	-	80,000	95,000	175,000
S Powell	A Wilson	Improvements to Abbey Green Park Polesworth	Carry out comprehensive refurbishment / development of Abbey Green Park.	-	125,000	-	125,000
S Powell	A Wilson	Improvements to Cole End Park Coleshill	Carry out required improvements to Cole End Park, such as boundaries, paths, etc. in accordance with the Management Plan for the area.	-	-	30,000	30,000
S Powell	A Wilson	Improvements to Kitwood Avenue Recreation Ground Dordon	Carry out improvements to the Recreation Ground, such as installing new boundary fences and site furniture and surfacing footpaths.	-	-	20,000	20,000
L Bird	A Allen	Street Nameplates	Install new street name plates in the Borough to roads where currently they do not exist and to replace old name plates so that they meet the corporate standard. They cost approx £100 each. This is in addition to the revenue funding of £8,470. The revenue budget tends to be spent within the first few months of the year	12,500	10,000	7,500	30,000
R Dobbs	A Allen	Litter Bins	Replace the older, smaller litter bins in the Borough. This is in addition to the revenue funding.	-	33,500	33,500	67,000

AD	Monitoring Officer	Name of the Scheme	Basic Details of the Scheme	2012/13 Year 1	2013/14 Year 2	2014/15 Year 3	3 Year Total
S Powell	P Wheaton	Replacement of Coleshill Leisure Centre	Whilst work is underway to secure partnership working to replace Coleshill Leisure Centre with a new, purpose built facility, the estimated total costs are in the region of £3m.	-	3,000,000	-	3,000,000
R Dobbs	C Jones	Memorial Hall- Refurbishment & Improvement	The Memorial Hall is already dated and lacking in key functionality which makes it hard to attract hirers. Failure to carry out any structural works at the Memorial Hall mean it will become even more difficult to maximise its income generating potential. There have already been issues with the roof leaking which has resulted in less party bookings being taken.	-	2,500,000	-	2,500,000
		TOTAL		12,500	6,258,500	811,000	7,082,000

Agenda Item No 11

Community and Environment Board

23 January 2012

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

**Financial Assistance to
Outside Organisations**

1 Summary

- 1.1 Borough Council support to outside organisations is provided in many ways, including through its Annual Grants scheme. Two requests for assistance through the provision of an annual grant have been received; one from Warwickshire Community and Voluntary Action (WCAVA) for funding towards the final year of its three-year countywide agreement and the other from North Warwickshire Citizens Advice Bureau (NW CAB). Consideration is also afforded to the means by which the Authority can support the undertaking of community-based activities in celebration of the Queen's Diamond Jubilee.

Recommendation to the Board

- a That Members note the progress made by WCAVA in its delivery of Volunteer and Third Sector Support Services (VATS Services) in Warwickshire and approve the funding for the final year of its three-year countywide contract, as identified in the main body of the report;**
- b That Members approve the draft 2012 Service Level Agreement for further negotiation with NW CAB and that the proposed financial award for 2012/13 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; and,**
- c That Members approve the use of £10,000 of currently unspent Area Forum Fund monies to provide celebratory Queen's Diamond Jubilee Grants in the manner identified in the main body of the report and that in this regard decisions are delegated to the Assistant Director (Leisure and Community Development) in consultation with Borough Council Members within the Area Forum relevant to each application.**

2 Consultation

2.1 Portfolio Holder, Shadow Portfolio Holder and Ward Members

2.1.1 In light of the potential implications for the Area Forum Fund, all Borough Councillors have had the opportunity to comment on the content of this report.

3 Introduction

3.1 Through its provision of financial assistance to voluntary and outside organisations, the 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 applications for assistance, and recommends awards, through its Annual Grants to Voluntary Organisations scheme.

3.2 In addition, the Borough Council also provides financial assistance for community-based activity through its Area Forum Fund. This year the Queen will be celebrating her Diamond Jubilee. In order to assist communities in North Warwickshire to mark this momentous occasion, a proposal is made to use currently unspent Area Forum Fund monies to provide two celebratory grant schemes during 2012.

4 Annual Grants to Voluntary Organisations

4.1 An Annual Grant application for 2012/13 has been received from NW CAB. Members will also be aware that Volunteer and Third Sector Support Services (VATS Services) in Warwickshire are now jointly monitored through a three-year agreement (with an option to extend for a further period, up to a maximum of three years), which was awarded to WCAVA in November 2009. The agreement with WCAVA commenced on 1 April 2010, as a consequence of which consideration of the need to make the third year grant award is required. Members should be aware that two authorities (Nuneaton and Bedworth Borough Council and Warwick District Council) have withdrawn from the agreement. It is not anticipated that these withdrawals will adversely affect the North Warwickshire office, as district/borough funding should be directed toward the local office only.

4.2 Given its previous support for the NW CAB and WCAVA, the Board will be familiar with the nature of the requests from these two organisations and the previously approved need to link Annual Grant awards to the negotiation of an approved Service Level Agreement (SLA) with recipient bodies. Through these Agreements, 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 2012/13 SLA for the CAB is attached at Appendix 1. Subject to Board approval, it will provide the basis for the negotiation of the final Agreement. WCAVA, however, is now monitored through its achievements against the countywide tender and, as a consequence, a single monitoring report is provided for all partners. The full

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... year (2010/11) activity report for Warwickshire and North Warwickshire is provided at Appendix 2a. Additionally, progress to date in the current financial year (April to September 2011) has been produced for all partners and is attached at Appendix 2b. Further, a progress report detailing achievements in the current year up to December 2011 is attached at Appendix 2c. This should provide sufficient information to enable Members to consider the release of funding for 2012/13.
...

4.3 In respect of the current Annual Grant applications, several factors have been taken into consideration before proposing the awards highlighted in this report. The Borough Council has a need to identify a significant level of savings within its revenue budget. To this end, WCAVA received a 20% grant reduction to £10,759 in 2011/12 and it is proposed that the award is frozen at this level for 2012/13. Despite the Authority's need to make financial savings, however, NW CAB is providing services that are increasingly required during the current economic downturn. As a consequence, it is felt inappropriate to identify a cut in the award to NW CAB and, therefore, it is proposed that the grant be retained at its 2011/12 level of £46,536. 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 payments and that the second payment is only made with the agreement of the Chairman and Vice-Chairman of the Board and upon the satisfactory completion of work in the first period. For information, the 2011/12 April to September review report is attached at Appendix 3a. A report detailing progress from April to December is attached at Appendix 3b.
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...

5 Total Financial Support Granted to NW CAB and WCAVA

5.1 The funding agreed through the Annual Grants scheme provides financial assistance towards the core functions of NW CAB and WCAVA, as detailed in the Service Level Agreement and the Principles and Outcomes for Volunteering and Third Sector Support Services in Warwickshire. The Borough Council also provides additional financial support by offering both NW CAB and WCAVA the maximum level of rate relief. This comprises a sum of 80% mandatory relief and a further 20% discretionary award. The 20% discretionary award granted to NW CAB will cost the Council an additional £673.26 and £460.29 for WCAVA in 2012/13. The CAB and WCAVA also have charitable waste collections, which cost the Authority £157 and £357 respectively. These three forms of support result in the Borough Council providing £11,576.29 to WCAVA in 2012/13.

5.2 Over the past few years, NW CAB has received other forms of financial assistance from the Borough Council. As part of its proactive work to prevent homelessness, last year the Housing Division used a proportion of its Government Homelessness Prevention Grant to support independent debt advice work undertaken by the CAB. The Authority is currently waiting to hear whether it will be allocated a Homelessness Prevention Grant for 2012/13. If this funding is received, a decision will need to be made regarding exactly how this money will be spent. Discussions are taking place with key

partners and work is being undertaken to assess the type of scheme that would be required should the funding be forthcoming.

- 5.3 Subject to their approval, the identified recommendations bring the total level of financial assistance allocated to NW CAB in 2012/13 to £47,366.26 which includes the proposed grant of £46,536, £673.26 of discretionary rate relief, and £157 for the charitable waste collection.

6 Update on the Work of NW CAB

- 6.1 During the period April to September 2011, CAB advisors had 3343 client contacts, including 214 outreach appointments and 640 telephone enquiries. Once again, the problems mainly related to benefits and tax credits, debt advice, employment, relationships, family and housing issues.
- 6.2 The Bureau lost a significant level of funding support (approximately 20%) from a variety of other partners, including the Financial Inclusion Fund and the Department for Business, Innovation and Skills, so the increase received last year from the Borough Council was particularly welcomed. The CAB took a decision to focus on its core service and, as a consequence, the skills of 335 volunteers were improved. A third of paid staff at the Bureau have been lost due to redundancy, natural wastage and the freezing of vacancies over the last 12 months, so the volunteers have become the mainstay of direct service provision to clients.

7 Update on the work of WCAVA (North Warwickshire) – Six Month Review

- 7.1 The WCAVA countywide contract is now being managed centrally by the County Council. Once again, of particular note for North Warwickshire is the large amount of external funding that organisations have secured following the receipt of advice and/or assistance from the North Warwickshire office. A total sum of just over £556,390 has been secured, with a 93% success rate for applicants. This figure is considerably higher than that for other areas of the county.
- 7.2 A total of 87 organisations have been provided with advice or assistance, many of which have attended WCAVA's Funding Workshops. Advice relating to organisational structure / development and training opportunities has also increased, with 37 new groups receiving support.
- 7.3 Additionally, WCAVA sits on the Local Strategic Partnership, and is working closely with Borough Council officers on third sector matters. The local Voluntary Action North (VAN) Forums have proven to be particularly successful, with excellent feedback being received from sessions attended by Borough and County Council officers, keeping the voluntary and community sector informed of issues such as budget cuts, Localism, community hubs and library-related consultations. WCAVA also continues to be a key partner in the implementation and delivery of the local LEADER programme.

8 Diamond Jubilee Celebratory Grant Schemes

- 8.1 This year, and specifically over the Bank Holiday weekend from 2 to 5 June, the Queen will be celebrating her Diamond Jubilee. To assist community groups and individuals to come together and celebrate this momentous occasion, it is proposed to offer two celebratory grant schemes, one for constituted community groups and the other for very locally-based street party type events.
- 8.2 The Borough Council already provides financial assistance to community groups through its Area Forum Fund. This Fund is currently used to support projects that provide lasting benefits to communities and must meet one of the three Sustainable Community Strategy priorities of Raising Aspirations, Educational Attainment and Skills; Developing Healthier Communities and Improving Access to Services. At the end of the financial year there is often a residual sum remaining in the Area Forum Fund. In this respect, 2011/12 was no different, in that a sum of £14,208 remains unspent (£8,498 from Area Forum North, £3,341 from Area Forum East and £2,369 from Area Forum West). It is proposed that £10,000 of this unspent Fund is used to provide celebratory Diamond Jubilee Grants (£6,000 from Area Forum North and £2,000 from both Area Forum East and West). Any money remaining unspent at the end of 2012/13 would be proportionately returned to the three Area Forums.
- 8.3 The first scheme would provide four £500 awards per Area Forum to constituted groups for community based activities, such as fun days, carnivals, etc. The total cost of this scheme would be £8,000 (4 x 4 x £500). It is recommended that these awards are distributed on a first come first served basis, with a simple application form that would need to be endorsed and signed by a local Borough Councillor.
- 8.4 The second scheme would be to encourage communities to come together and celebrate by organising localised street parties. It is recommended that five awards of £100 be made in each Area Forum area, resulting in a total cost of £2,000 (4 x 5 x £100). Written applications from community groups and / or individuals would need to be submitted with the support of five local residents. An endorsement from a local Borough Councillor would also be required from applicants.
- 8.5 Although both forms of award would need to be endorsed by a local Borough Councillor, it is recommended that the decisions are made by delegating authority to the Assistant Director (Leisure and Community Development) in consultation with Borough Council Members within the Area Forum relevant to each application. All activities funded through these award schemes would be promoted on the Borough Council's website.

9 Report Implications

9.1 Finance and Value for Money Implications

- 9.1.1 Provision has been made for the proposed Annual Grant awards within the Support to Voluntary Organisations revenue budget allocation for 2012/13. Following the single tendered agreement for VATS Service support for an initial period of three years, it should be noted that this is provided subject to the availability of resources and consideration of this issue within the annual process of setting the Council's revenue budgets.
- 9.1.2 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.
- 9.1.3 The Diamond Jubilee Grant schemes are proposed to be financed from currently unspent Area Forum Fund resources, which would ordinarily be carried forward for use against Area Forum Fund criteria in 2012/13.

9.2 Safer Communities Implications

- 9.2.1 There is no direct implication arising from this report, although the community-based activities that are supported by WCAVA provide a positive diversion from anti-social and/or nuisance behaviour. NW CAB's work, particularly with regard to financial advice, can help to prevent people from resorting to criminal activity to resolve their personal problems.

9.3 Environment and Sustainability Implications

- 9.3.1 Providing grant-aid to community and voluntary sector organisations is a cost-effective way of enhancing community service provision and helping to enhance individual and collective quality of life. WCAVA is an active partner in the North Warwickshire Community Partnership and it is a key contributor to 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.

9.4 Equalities Implications

- 9.4.1 An Equality Impact Assessment has previously been carried out, which did not highlight any negative impact. The advice provided by both WCAVA and NW CAB helps to provide equality of opportunity and address inequality within the local community.

9.5 Risk Management Implications

- 9.5.1 WCAVA is funded via a countywide agreement co-ordinated by the County Council. Two authorities have withdrawn from the WCAVA contract this year (Nuneaton and Bedworth Borough Council and Warwick District Council). It is

not anticipated that the reductions from other authorities will adversely impact on the North Warwickshire office, as borough/district council funding should only be directed towards local offices.

9.5.2 NW CAB has received just over £46,000 of support from the Borough Council for the past couple of years. The CAB also receives significant funding from other sources (including the County Council). It is not anticipated that maintaining the grant award at 2011/12 levels will have an adverse impact upon core service delivery.

9.5.3 The provision of financial assistance to individuals does carry a degree of risk associated with the money not being used for the purpose for which it has been granted. By securing the endorsement of a local Borough Councillor and promoting individual events on the Borough Council's website, however, it is intended to minimise this risk to an acceptable level.

9.6 Links to Council's Priorities

9.6.1 The provision of grant aid to community and voluntary sector organisations has positive and direct links to the corporate priorities to "protect public services whilst maintaining a balanced budget"; "provide easier access to Council services"; "work with our partners to tackle crime and anti-social behaviour" and "improve the communication of information and provide the opportunity for the community to be involved in decision making".

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

NORTH WARWICKSHIRE CITIZENS ADVICE BUREAU SERVICE LEVEL AGREEMENT 2012 – 2013

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 (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 the Community Legal Service Quality Mark (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 2011/12, 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 2012 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 ensure that individuals do not suffer through lack of knowledge of their rights and responsibilities or of the services available, or through an inability to express their needs effectively

and equally

To exercise a responsible influence in the development of social policies and services both locally and nationally

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..

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 Community Legal Service Quality Mark 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 2012 shall be £46,536 (no inflationary increase on 2011).
- 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 Council:

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:

Address of CAB: The Parish Rooms, Welcome Street, Atherstone, CV9 1DU

North Warwickshire Monitoring 2010-11

Total Achieved

	Indicator	Actual
Quarter 1	15.25	61
Quarter 2	15.25	57
Quarter 3	15.25	55
Quarter 4	15.25	40
Total	61	213

Groups received Funding Advice

	Groups
Quarter 1	21
Quarter 2	31
Quarter 3	34
Quarter 4	31
Total	117

Groups received Application Advice

	Groups
Quarter 1	26
Quarter 2	8
Quarter 3	26
Quarter 4	10
Total	70

Total Raised

Indicator	Actual
£400,000.00	£419,235.41
Applied For	£478,257.27
Success Rate	94%
Local	£116,274.41
National	£302,961.00

Groups received Organisational Advice

	Groups
Quarter 1	23
Quarter 2	21
Quarter 3	11
Quarter 4	16
Total	71

Groups helped with Collaboration Work

	Groups
Quarter 1	0
Quarter 2	3
Quarter 3	1
Quarter 4	4
Total	8

Groups helped with Query/Signposting

	Groups
Quarter 1	0
Quarter 2	7
Quarter 3	10
Quarter 4	6
Total	23

Groups not Previously Supported

	Indicator	Actual
Quarter 1	2.5	20
Quarter 2	2.5	11
Quarter 3	2.5	9
Quarter 4	2.5	4
Total	10	44

Groups to Deliver Comissioned Services

	Indicator	Actual
Quarter 1	3	1
Quarter 2	3	0
Quarter 3	3	0
Quarter 4	3	1
Total	12	2

North Warwickshire Monitoring 2011-12

Total Groups Supported

	Indicator	Actual
Quarter 1	23.5	44
Quarter 2	23.5	43
Quarter 3	23.5	0
Quarter 4	23.5	0
Total	94	87

Groups received Funding Advice

	Groups
Quarter 1	32
Quarter 2	35
Quarter 3	0
Quarter 4	0
Total	67

Groups received Application Advice

	Groups
Quarter 1	9
Quarter 2	24
Quarter 3	0
Quarter 4	0
Total	33

Total Raised

Indicator	Actual
£400,000.00	£556,390.00
Applied For	£591,820.00
Success Rate	93%
Local	£69,725.00
National	£486,665.00

Groups received Organisational Development

	Groups
Quarter 1	13
Quarter 2	17
Quarter 3	0
Quarter 4	0
Total	30

Groups received Collaboration Advice

	Groups
Quarter 1	5
Quarter 2	10
Quarter 3	0
Quarter 4	0
Total	15

Total Hrs of Support Given

	Hours
Quarter 1	51
Quarter 2	82
Quarter 3	0
Quarter 4	0
Total	133

Groups helped with Query/Signposting

	Groups
Quarter 1	14
Quarter 2	10
Quarter 3	0
Quarter 4	0
Total	24

Groups not Previously Supported

	Groups
Quarter 1	15
Quarter 2	22
Quarter 3	0
Quarter 4	0
Total	37

New Groups Setup/Starting up

	Groups
Quarter 1	0
Quarter 2	11
Quarter 3	0
Quarter 4	0
Total	11

Groups Supported to Deliver Comissione

	Groups
Quarter 1	1
Quarter 2	4
Quarter 3	0
Quarter 4	0
Total	5

North Warwickshire

* Totals inclu

*Total Groups Supported

	Indicator	Actual
Quarter 1	23.5	44
Quarter 2	23.5	43
Quarter 3	23.5	34
Quarter 4	23.5	0
Total	94	121

*Groups received Funding Advice

	Groups
Quarter 1	32
Quarter 2	35
Quarter 3	16
Quarter 4	0
Total	83

Total Raised

Indicator	Actual
£400,000.00	£599,604.00
Applied For	£601,979.00
Success Rate	97%
Local	£94,639.00
National	£504,965.00

*Groups received Organisational Develop

	Groups
Quarter 1	13
Quarter 2	17
Quarter 3	14
Quarter 4	0
Total	44

Total Hrs of Support Given

	Hours
Quarter 1	51
Quarter 2	82
Quarter 3	42.5
Quarter 4	0
Total	175.5

*Groups helped with Query/Signposting

	Groups
Quarter 1	14
Quarter 2	10
Quarter 3	6
Quarter 4	0
Total	30

*New Groups Setup/Starting up

	Groups
Quarter 1	0
Quarter 2	11
Quarter 3	3
Quarter 4	0
Total	14

Monitoring 2011-12

de duplicates

*Groups received Application Advice

	Groups
Quarter 1	9
Quarter 2	24
Quarter 3	8
Quarter 4	0
Total	41

oment

*Groups helped with Collaboration

	Groups
Quarter 1	5
Quarter 2	10
Quarter 3	1
Quarter 4	0
Total	16

*Groups not Previously Supported

	Groups
Quarter 1	15
Quarter 2	22
Quarter 3	7
Quarter 4	0
Total	44

*Groups Supported to Deliver Comissioned Services

	Groups
Quarter 1	1
Quarter 2	4
Quarter 3	5
Quarter 4	0
Total	10



North Warwickshire CAB

6 Monthly report April – October 2011

Introduction

Following the Government spending review, in common with the rest of the voluntary sector our funding overall decreased - news from funders arrived very late in the financial year and was mixed. Warwickshire County Council reduced funding by a small percentage and North Warwickshire Borough Council demonstrated its commitment to our service by actually increasing core funding and by allocating additional funding to maintain a level of outreach service on the BOB bus. A major blow for the bureau was the loss of funding for face to face debt advice, a major service for local people. In all we lost significant level of funding, over 20%, which made the support of NWBC even more important.

The board decided that the way forward was to focus on providing core services by building up the skills of our 35 volunteers. All volunteers receive training between levels 1 and 3, and all have assigned roles within the bureau. Since we have lost a third of staffing either through redundancy, natural wastage or freezing vacancies the volunteers have become the mainstay of the service. This has had an impact on the level of training and supervision required in order to maintain the quality standards of the Community Legal Service. Our volunteers have risen to the challenge and at our recent audit we received a score of 95% for our gateway assessment interviews which are all conducted by volunteers. The increase in core funding by NWBC made this possible and the long term impact will be positive, as volunteers acquire new skills which will help those people seeking work into employment.

Advice Activities

Statistics April to October 2011

Client contacts 3343, including 214 outreach appointments and 640 telephone enquiries.

Enquiries 3343

Top 5 North Warwickshire client problems April-October 2011

Top 6 problem categories were:

	No	%
Benefits & Tax Credits	2164	50
Debt	765	18
Employment	280	6
Relationships & Family	247	6
Housing	228	6

Top 5 issues within debt were:

	No	%
Unsecured personal loan debts	95	12
Council tax arrears	86	11
Mortgage, secured loan arrears	82	11
Credit, store & charge card debts	82	11
Bank & building soc.overdrafts	41	5

Top 5 issues within benefits were:

	No	%
DLA- Care Component	427	20
DLA- Mobility Component	408	19
Employment Support Allowance	239	11
Council Tax Benefit	178	8
Housing Benefit	137	6

Financial Outcomes April - Oct 2011	Total £
Benefit/tax credit - administrative problem resolved	£6,324
Benefit/tax credit - One Off confirmed	£14,625
Benefit/tax credit - one off estimated	£1,265
Benefit/tax credit - ongoing confirmed (annual)	£102,953
Benefit/tax credit - ongoing estimate (annual)	£90,294
DEB - debt written off	£6,444
DEB fin gain other (NOT for repayment negotiated)	£1,588
Fin gain - Charitable payment	£254

Fin gain - Refunds & exchanges	£1,995
Fin gain - Tax rebate	£214
HOU Financial gain/improvement	£894
Other financial gain - confirmed (annual)	£130
Other financial gain - estimate (annual)	£1,175
Total:	£228,155

Branching Out Bus (Bob)

During the period North Warwickshire provided funding to enable outreach services via the Bob Bus to be maintained on a part time basis. To augment this we have been supporting the service with volunteers to enable a weekly CAB presence at Coleshill, Water Orton, Dordan and Polesworth.

Debt Advice

Preventing Homelessness Project

Funding has again been received for this project from North Warwickshire Borough Council which funds a Debt Advisor for 2 days per week. The project receives referrals from council staff for clients in housing or council tax debt. The project is working to maximum capacity and there is a waiting time of 3 weeks for appointments. Emergencies can be dealt with in the general service, with support from the financial capability team.

Coalfield Regeneration Trust (CRT)

The CRT funds a Debt Advisor to work one day per week on the Coalfields Communities Debt Advice project, providing advice to clients living in CV9. This project is led by Stoke CAB, with partners based in CABx in the former West Midlands Coalfields area.

Financial Inclusion Fund

This project began in 2006 in recognition of need to help more people to access face to face debt advice. Funded by DBERR/BIS the second tranche of funding awarded to this project ended in March 2011. Unfortunately this has had a major impact on our ability to provide face to face debt advice to local people as the number of weekly appointments available has decreased by over 60%. As a direct consequence of this the amount of debt case work that we have been able to take on has decreased from 37% to 18% of our workload. We are able to refer clients to other free debt advice

providers such as CCCS, but these provide advice over the phone or internet and the majority of our clients find this difficult to cope with.

In order to provide clients with more support we are currently training 5 volunteers in debt advice, although this will never replace a professional casework service. Attempts to obtain funding for debt advice are ongoing.

Disability Benefit Unit

The DBU is staffed by volunteers and we were awarded funding from the SCSF for a 6 month home visiting and awareness raising project. This funded the recruitment of 2 additional volunteers, specially trained to complete disability benefit and associated forms. There is a lasting benefit to this project as these volunteers have been absorbed into the rest of the team and will continue to receive training and support while providing services. As demand for benefits advice is increasing because of the benefits reform programme we are currently recruiting another volunteer to the team. There is 4-6 week waiting time for non urgent appointments.

Financial Inclusion Project

Warwickshire Financial Inclusion Partnership is a multi-agency project designed to tackle issues surrounding financial exclusion and disadvantage in the county .Funded for two years by Local Public Service Agreement (LPSA) money the project is being co-coordinated by Warwickshire County Council and delivery partners include:

The Warwickshire Citizens Advice Bureaux

Warwickshire Welfare Rights Advice Service (WWRAS) Coventry & Warwickshire Co-operative Development Agency (CWDA)

In North Warwickshire, the deputy manager took on the role and was able to draw on many years experience in the banking sector to ensure that the project had an immediate impact. We have now recruited 2 volunteers to assist with delivery of face to face work with individuals and group work and drawn in further funding to extend the scope of the work.

Legal Advice Warwickshire - County CAB telephone advice

The bureau is still a member of Legal Advice Warwickshire and provides volunteer staffing 4 days per week. We are currently investigating ways of promoting and extending the hours available for telephone advice. At the end of funding for this project, LAW will continue its role of bringing together advice providers to work in partnership, improve referral processes and avoid duplication.

Carol Musgrave

Manager, North Warwickshire CAB



North Warwickshire CAB report April – December 2011

Introduction

Following the Government spending review, in common with the rest of the voluntary sector our funding overall decreased - news from funders arrived very late in the financial year and was mixed. Warwickshire County Council reduced funding by a small percentage and North Warwickshire Borough Council demonstrated its commitment to our service by actually increasing core funding and by allocating additional funding to maintain a level of outreach service on the BOB bus. A major blow for the bureau was the loss of funding for face to face debt advice, a major service for local people. In all we lost significant level of funding, over 20%, which made the support of NWBC even more important.

The board decided that the way forward was to focus on providing core services by building up the skills of our 38 volunteers. All volunteers receive training between levels 1 and 3, and all have assigned roles within the bureau. Since we have lost a third of staffing either through redundancy, natural wastage or freezing vacancies the volunteers have become the mainstay of the service. This has had an impact on the level of training and supervision required in order to maintain the quality standards of the Community Legal Service. Our volunteers have risen to the challenge and at our recent audit we received a score of 95% for our gateway assessment interviews which are all conducted by volunteers. The increase in core funding by NWBC made this possible and the long term impact will be positive, as volunteers acquire new skills which will help those people seeking work into employment.

Advice Activities

Statistics April to December 2011

Client contacts 3343, including 214 outreach appointments and 640 telephone enquiries.

Total enquiries 6391.

Top 5 North Warwickshire client problems April-December 2011

Top 6 problem categories were:

	No	%
Benefits & Tax Credits	2164	50
Debt	765	18
Employment	280	6
Relationships & Family	247	6
Housing	228	6

Top 5 issues within debt were:

	No	%
Unsecured personal loan debts	95	12
Council tax arrears	86	11
Mortgage, secured loan arrears	82	11
Credit, store & charge card debts	82	11
Bank & building soc.overdrafts	41	5

Top 5 issues within benefits were:

	No	%
DLA- Care Component	427	20
DLA- Mobility Component	408	19
Employment Support Allowance	239	11
Council Tax Benefit	178	8
Housing Benefit	137	6

Financial Outcomes April – December 2011	Total Amount £
Benefit/tax credit - administrative problem resolved	£6,324
Benefit/tax credit - One Off confirmed	£16,460
Benefit/tax credit - one off estimated	£2,143
Benefit/tax credit - ongoing confirmed (annual)	£147,099
Benefit/tax credit - ongoing estimate (annual)	£234,974
DEBT - debt written off	£17,121
DEBT fin gain other (NOT for repayment negotiated)	£2,587
EMP financial gain other	£6
Fin gain - Charitable payment	£607
Fin gain - Refunds & exchanges	£2,071

Fin gain - Tax rebate	£2,104
HOU Financial gain/improvement	£894
Other financial gain - confirmed (annual)	£130
Other financial gain - estimate (annual)	£1,632
Total:	£434,153

Branching Out Bus (Bob)

During the period North Warwickshire provided funding to enable outreach services via the Bob Bus to be maintained on a part time basis. To augment this we have been supporting the service with volunteers to enable a weekly CAB presence at Coleshill, Water Orton, Dordan and Polesworth.

Debt Advice

Preventing Homelessness Project

Funding has again been received for this project from North Warwickshire Borough Council which funds a Debt Advisor for 2 days per week. The project receives referrals from council staff for clients in housing or council tax debt. The project is working to maximum capacity and there is a waiting time of 3 weeks for appointments. Emergencies can be dealt with in the general service, with support from the financial capability team.

Coalfield Regeneration Trust (CRT)

The CRT funds a Debt Advisor to work one day per week on the Coalfields Communities Debt Advice project, providing advice to clients living in CV9. This project is led by Stoke CAB, with partners based in CABx in the former West Midlands Coalfields area. This funding will end on 31.3.2012

Financial Inclusion Fund

This project began in 2006 in recognition of need to help more people to access face to face debt advice. Funded by DBERR/BIS the second tranche of funding awarded to this project ended in March 2011. Unfortunately this has had a major impact on our ability to provide face to face debt advice to local people as the number of weekly appointments available has decreased by over 60%. As a direct consequence of this the amount of debt case work that we have been able to take on has decreased from 37% to 18% of our workload. We are able to refer clients to other free debt advice providers such as CCCS, but these provide advice over the phone or internet and the majority of our clients find this difficult to cope with.

In order to provide clients with more support we are currently training 5 volunteers in debt advice, although this will never replace a professional casework service.

We have applied to the Advice Services fund for replacement funding.

Disability Benefit Unit

The DBU is staffed by volunteers and we were awarded funding from the SCSF for a 6 month home visiting and awareness raising project. This funded the recruitment of 2 additional volunteers, specially trained to complete disability benefit and associated forms. There is a lasting benefit to this project as these volunteers have been absorbed into the rest of the team and will continue to receive training and support while providing services. As demand for benefits advice is increasing because of the benefits reform programme we are currently recruiting another volunteer to the team. There is 4-6 week waiting time for non urgent appointments. A change to Employment Support Allowance, leading to a reduction in benefit has resulted in a surge of enquiries with more expected in April 2012 as further reforms are implemented.

Financial Inclusion Project

Warwickshire Financial Inclusion Partnership is a multi-agency project designed to tackle issues surrounding financial exclusion and disadvantage in the county .Funded for two years by Local Public Service Agreement (LPSA) money the project is being co-coordinated by Warwickshire County Council and delivery partners include:

The Warwickshire Citizens Advice Bureaux

Warwickshire Welfare Rights Advice Service (WWRAS) Coventry & Warwickshire Co-operative Development Agency (CWODA)

In North Warwickshire, the deputy manager took on the role and was able to draw on many years experience in the banking sector to ensure that the project had an immediate impact. We have now recruited 2 volunteers to assist with delivery of face to face work with individuals and group work and drawn in further funding to extend the scope of the work. The paid element of the project will end in October 2012, but it will continue as a volunteer project.

Legal Advice Warwickshire - County CAB telephone advice

The bureau is still a member of Legal Advice Warwickshire and provides volunteer staffing 4 days per week. We are currently investigating ways of promoting and extending the hours available for telephone advice. At the end of funding for this project, LAW will continue its role of bringing together advice providers to work in partnership, improve referral processes and avoid duplication.

Carol Musgrave
Manager, North Warwickshire CAB
January 2011

Agenda Item No 12

Community and Environment Board

23 January 2012

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

**Future Indoor Leisure Provision in
Coleshill**

1 Summary

- 1.1 This report updates Members on the condition of Coleshill Leisure Centre, outlines progress in respect of the work being undertaken to protect the future of indoor leisure provision in the town and seeks guidance on which, if any, options should be advanced through detailed external appraisal, discussion with potential partners and consultation with the local community.

Recommendation to the Board

- a Members are asked to identify which, if any, of the identified site and build options to protect the future of indoor leisure provision in Coleshill they believe should be progressed through detailed external appraisal, further discussion with potential partners and renewed consultation with the local community, subsequent to which a further report will be presented to the Board; and,**
- b To approve a supplementary estimate of £15,000 in order to fund the external appraisal of any of the options selected for investigation to protect the future of indoor leisure provision in Coleshill.**

2 Consultation

2.1 Portfolio Holder, Shadow Portfolio Holder and Ward Members

- 2.1.1 The Portfolio and Shadow Portfolio Holders for Health and Well-being and Community Life, Members with responsibilities for Environmental, Resources and Safer Communities matters and Ward Members have all had an opportunity to comment on the content of this report.

3 Background

- 3.1 As previously identified, including within reports to both the Community and Environment Board (March) and Executive Board (May) in 2009, Coleshill

Leisure Centre is an ageing facility that is reaching the end of its product lifecycle. Further to these reports, Members will be aware that there are fundamental shortcomings in the design, layout and construction of the facility. It does not meet the requirements of the Equality Act, the sports hall and squash court floors are in poor condition, the roof leaks, ancillary accommodation is inadequate, the structural capacity of the floors is a limiting factor on future development and the plant is nearing the end of its anticipated life. Whilst it will be possible to manage the Centre's short-term future, useful life-expectancy cannot be guaranteed beyond the next three or four years. Total refurbishment is not considered to be a viable proposition, for it would be both difficult and costly to achieve. Indeed, in real terms, it would not be significantly different in terms of complexity and cost from a total re-build, but would include the constraint of having to accommodate the facilities broadly within the existing footprint, as well as the loss of income and custom during any closure period. This view has been widely known and understood further to a report prepared by Corstorphine and Wright as far back as November 2004.

- 3.2 By way of pertinent background, however, the Board should be aware of the current condition of the facility. Coleshill Leisure Centre was constructed in the early 1980s. The facility was delivered through a "design and build" contract, to a very basic specification, with poor levels of provision and finishes throughout.
- 3.3 The main structure comprises a steel portal frame construction. External walls are of cavity brick/block construction at low level, with industrialised profile sheet cladding and with similar roof construction. Internal walls are generally of single thickness concrete block construction, with some lightweight partition/screen walls at upper levels and to the internal sides of the four squash courts.
- 3.4 The Centre is constructed over split levels with the ground floor having solid concrete construction, overlaid in the sports hall and squash courts with sprung timber or composite floor finishes. The second floor, which was originally an activity area and later converted to a fitness suite, is constructed using timber joists and chipboard designed only equal to domestic standards.
- 3.5 The external fabric has substantially degraded and water has ingressed the building on many occasions in recent years despite extensive repairs being undertaken. There is also delamination of the factory applied coatings to the cladding sheets and wholesale replacement is required. The external joinery also requires to be replaced.
- 3.6 The Centre has very poor compliance with the Equality Act (in respect of Disability Discrimination). The split level arrangement means that the entrance, changing rooms, the sports hall and squash courts, and the fitness suite are all on different levels accessed only by stairs. The changing rooms are very small, suffer from poor environmental conditions and no longer accord with user expectations. Changing provision for disabled people is

totally inadequate and there is no potential to improve the facilities within the existing building footprint.

- 3.7 In the 1990's, the original poor quality sports hall floor was replaced with an improved quality Granwood composite floor. Approximately 10 years ago, the floor began to exhibit signs of deterioration with a number of ridges and defects becoming apparent. Investigation by Granwood revealed that water had ingressed into the flooring construction. Its recommendation was that the floor was beyond repair and that it required total replacement, which would include removing the entire sub-construction and the incorporation of suitable membranes to prevent water rising through it into the floor formation.
- 3.8 More recently within the sports hall, extensive cracking in several locations has occurred in the low level cavity brick/block construction. The cracking has probably been caused by excessive movement, expansion and contraction of the large steel portal frame members.
- 3.9 A trend emerged in the early 1990s for fitness suites to be incorporated into leisure facilities, which comprised modern and varied exercise equipment located in rooms with a high quality "feel". An opportunity existed at Coleshill to convert the first floor activity area into a fitness suite, but the domestic standard floor construction was by this time already showing signs of excessive deflection when loaded. The dead and superimposed loads exerted by fitness equipment were immediately recognised as being too great for this particular floor. Structural engineers were engaged and it was only when the floor was stripped back for inspection that the extent of the inadequate design was fully appreciated. Although strengthening works were undertaken that eventually allowed a fitness suite to be developed, the works were ad-hoc at best. The heaviest and most load inducing items of fitness equipment were specifically located in the strongest areas of the floor. The only long-term solution is either to replace the floor in its entirety with a structural concrete "beam and block" floor or relocate the fitness suite to ground level.
- 3.10 A detailed condition survey of the mechanical and electrical installation was undertaken in 2006. Consistent with the structure and fabric of the building, these installations were found to be very basic and not suitable for a modern facility. Simply, as the installations are more than 25 years old, they are now at the end of their working life and require replacement.
- 3.11 If a partial refurbishment route was chosen, the public facilities would have to be accommodated at ground floor level, which would necessitate the construction of a building extension if service provision was not to be significantly reduced. Whilst improving the facilities, a partial refurbishment would not achieve full compliance with Equalities legislation. Additionally, large areas on the first floor would remain with no obvious service provision purpose. The Centre would also have shortcomings relative to Sport England standards (particularly in respect of the sports hall, which does not meet existing minimum standards).

- 3.12 A full refurbishment incorporating extensions to create a modern, fit for purpose facility with full access for disabled people would be very difficult and costly to achieve. Basically, it would entail stripping back all the external wall and roofing components, all the internal walls, fixtures and services and leaving just the steel portal frame in situ. The structural floor slabs to at least the sports hall would have to be excavated and removed.
- 3.13 Members are asked to note that refurbishment options would entail closure of the facility. The length of closure would be dependent upon the extent of refurbishment works undertaken. A full refurbishment, however, would be likely to take more than 12 months to complete, resulting in an income loss of more than £250,000. Whilst some operating costs would be saved, it is also inevitable that customers would find alternative venues in which to pursue their chosen activities and that not all would return at the time of any re-opening. Additionally, whilst significantly increasing the life expectancy of the Centre (perhaps by 25 years), refurbishment would not provide a fit for purpose facility for the same length of time as a new build option (35 + years).

Summary Cost Implications of Refurbishment Works

	£
Demolitions and Site Clearance	150,000
External Works	100,000
Superstructure and Cladding	350,000
Internal Layout	700,000
Mechanical and Electrical Works	350,000
250m2 Extension	437,500
Fees (15%)	313,125
Contingencies (10%)	240,063
Total	2,640,688

- 3.14 To “do nothing”, however, would leave the Borough Council presiding over the slow deterioration and eventual permanent closure of a facility that is highly valued within the local community. Self-evidently, this would represent a clear and significant reduction in the level of public service provision, in direct contrast to the Authority’s corporate objectives and to its commitments to the Community Partnership. Clearly, it is impossible to accurately predict the order in which structural and other problems will manifest themselves if the decision is taken to “do nothing”. Problems are already being experienced with the sports hall and other floors, as well as with the roof. These issues will present business continuity (service) problems in the short-term and these problems will become increasingly more frequent, difficult, time consuming and expensive to resolve. Mechanical and electrical issues are also reaching a critical stage. It is possible that other problems could materialise, but it is certain that the “do nothing” option will result in unscheduled periods of closure, the loss of custom and income, a deterioration in reputation and the need to undertake expensive repairs that will not prolong the life of the Centre.

4 Consultation

- 4.1 At its meeting held in March 2009, the Community and Environment Board instructed officers to undertake community-based consultation relating to future indoor leisure provision in Coleshill. This first phase consultation programme began with an Open Day on 01 July and concluded at the end of September 2009. The programme included an event specifically for young people at Coleshill School.
- 4.2 Separate meetings were also held with Coleshill Town Council (twice), the Coleshill Residents' Action Group (twice) and WCC in respect of the then Building Schools for the Future programme.
- 4.3 The consultation programme was widely publicised, consultation interviews were conducted on a one-to-one basis and notes were taken of all conversations. Participants were informed of potential development considerations and constraints prior to the start of each interview. The consultation sought to acquire views relating to three key questions:
- 1) Whether or not participants believed there to be a need to continue to provide some form of indoor leisure provision in Coleshill
 - 2) If so, the preferred location for any such facility, and
 - 3) What sort of activities/facilities should be included within any new centre
- *** 4.4 Feedback from the consultation is included in Appendix A. In short, however, and perhaps not surprisingly, the two preferred locations for any new development were Coleshill Memorial Park and Coleshill School. The overwhelming demand was for a level of provision that matched that currently provided in Coleshill, although the majority of those people involved in the consultation process were pragmatic about the "mix" of facilities to be provided (e.g. squash courts or dance studio) and the need to give due account to financial considerations. There was, however, an expectation that the Authority would respect the consultation process and seek to advance a sustainable future for indoor leisure provision in the town and that it would continue to keep the local community involved in this process.

5 Options to Replace Coleshill Leisure Centre

- 5.1 Potential options do exist for the viable replacement of Coleshill Leisure Centre. These options have previously been brought to the attention of Members, including through the former Coleshill Leisure Centre Steering Group (as far back as January 2005). In re-visiting a number of these options, however, it is important to be aware of the current context in which they will be viewed.
- 5.2 Demand modelling undertaken within the context of the Council's Strategic Review of its Leisure Services (2005) concluded that "development of (existing) health and fitness provision within the Council's leisure facilities

could be justified". This modelling took account of provision also made within the commercial sector and those facilities provided within a 3km zone beyond the Borough boundary. It further concluded that any new development in Coleshill "should include a replacement sports hall, otherwise an undersupply would be generated".

- 5.3 Taking account of an area 8km beyond the Borough boundary and using Sport England "provision : population" ratios, the Council's Open Spaces, Sport and Recreation Study (PPG 17 Audit) indicates a need for 4.5 four-court sports halls to be provided in North Warwickshire. Currently, three are available on a "pay and play" basis (including Kingsbury Sports Hall, the future of which is currently subject to some doubt), thereby indicating the need for additional provision, not the removal of an existing facility. The potential for development at Coleshill School is noted, given the School's stated need for a modern four-court sports hall (current indoor facilities at this site date back, in some cases, to 1956!).
- 5.4 Sport England's Active Places Survey and its Regional Sports Facilities Planning Framework, both clearly indicate the need for additional sports hall provision to be made in North Warwickshire. The provision of a publicly accessible four-court sports hall is a minimum requirement within the context of leisure provision in Coleshill. Sport England, as a statutory consultee, would not support a re-development proposal for Coleshill Leisure Centre that did not take account of community-based need that included sufficient sports hall and health and fitness provision.
- *** 5.5 Appendix B highlights the advantages and disadvantages associated with each of three site-related options for the possible replacement of Coleshill Leisure Centre. This information is central to the consideration of the future of indoor leisure provision in the town. A longer list of potential options has previously been considered, but was subsequently shortened as a consequence of various factors, including potential planning considerations and feedback received within the public consultation programme.

Option 1 – Re-build on the Current Site

- 5.6 This option constitutes a town centre development on Borough Council land in close proximity to any proposed new supermarket, which meets legislative, PPG 17 Audit and Regional Sports Facilities Planning Framework requirements. A new facility would present an opportunity to meet customer demand in a more relevant and cost efficient manner than the current Leisure Centre.
- 5.7 Development on the existing site would remove the potential to realise a capital receipt from its sale, would involve a loss of service (of more than 12 months) whilst the new facility was being built and would necessitate the re-location and/or redeployment of staff during the construction period.

Option 2 – Re-build in Memorial Park

- 5.8 The advantages are as identified for Option 1 (above), with the additional benefits of being able to realise a capital receipt from the sale of the existing Leisure Centre site and the potential afforded by a partnership with the Town Council and possibly the local Cricket Club. There would be no loss of service/customers whilst a new facility was being built.
- 5.9 The Green Space Strategy includes a priority to support the Town Council to develop a Management Plan for its Memorial Park with a view to achieving Green Flag status. Any provision at this location, therefore, presents an opportunity to take an holistic approach to the future development of the Park. This proposal carries with it a loss of green space and, therefore, raises the possibility of objections from Sport England, amongst others.

Indicative Cost: £1.4m to 3.5m (dependent upon the scale of re-build)

Option 3 – Dual Use on the Site of Coleshill School (Academy)

- 5.10 Although without the perceived benefit of a town centre location, this proposal has many of the advantages identified for Options 1 and 2. It almost certainly represents the most financially efficient form of provision and affords the greatest opportunity for partnership working with the School/Extended Services.
- 5.11 The timescale associated with any future building programme at the School remains unclear and almost certainly will not ultimately coincide with the need to replace Coleshill Leisure Centre. Any development on a school site would not qualify for Landfill Tax funding support.

Indicative Cost: £1.4m to 3.5m (dependent upon the scale of provision)

- 5.12 In order to advance consideration of these potential site options, initial discussions have been held with Coleshill School (Academy) and Coleshill Town Council. Both organisations remain positively disposed to the potential afforded by locating a new indoor leisure facility on their site.
- 5.13 The Town Council's current policy is to support the development of a new centre within Memorial Park, although it will be important to clarify the nature and extent of that support if the Board wishes to further investigate this option. Subject to it formally re-affirming that it is positively disposed to the provision of a new facility within the Park, the Town Council has the opportunity to become a significant partner in any development. It may also have the potential to release additional land for development and subsequently make a capital contribution towards a modern community-focused facility. Any Town Council contribution (by way of land and/or capital finance) may come with a series of conditions, such as the need to redevelop and accommodate (subject to location) the local cricket pavilion, which is in a very poor state of repair, and possibly the development of the Park itself.

5.14 The primary issue for discussion with Coleshill School related to the principle of a dual use development on its site (which also has the potential to take account of the need to improve community access to outdoor sports and other educational facilities) and the related financial considerations. In this regard, the initial view from the Head Teacher was very positive, in that he would welcome a community use indoor leisure facility at the School. Indeed, he would also welcome consideration of the on-site development of an artificial grass pitch (which accords with a Local Area Priority in the Green Space Strategy) and swimming pool. Timescale, however, is a critical factor. The School has an urgent need to develop a number of its current educational and support facilities and a limited window of opportunity through which to seek to access funding through Partnership for Schools. A proportion of this potential funding could be sought to assist in the procurement of a new community use leisure facility, but only if the Borough Council was in a position to make an early decision to identify the School as its preferred location for such a development.

5.15 These site-related options have been further considered and financially appraised in respect of the level of provision to be incorporated within any new facility. In this regard, a number of potential build options have been investigated with regard to their capital and revenue implications for the Authority. The initial outcome of this process is annotated below and further details are attached at Appendix C.

5.16 Initially, however, Members need to be clear that it will not be possible to provide a new facility that meets local demand for a figure that equates to the capital receipt potentially available from the proposed sale of the car park opposite Coleshill Leisure Centre (£1.2 million). For this sum, it may be possible to build a two court sports hall, with changing accommodation or it may be possible to build a small fitness suite, with ancillary accommodation. Recognising that either option on its own would not meet local demand, Members should be aware that it would not be possible to combine these projects for £1.2 million. Additionally, small, single service developments very rarely prove to be sustainable, for they do not create the critical mass and cross fertilisation of use to ensure operational viability.

Option A – Small Sports Hall

- Two Court Sports Hall
- Dance Studio
- Ancillary Accommodation (Changing, Office, Reception, Store, Vending, Etc.)
- Car Parking (15 Spaces)

Estimated Capital Cost: £1.4 million

Option B – Similar Replacement

- Four Court Sports Hall
- Two Squash Courts
- 60 Station Fitness Suite (Current Facility has 33 Stations)
- Dance / Social Studio
- Ancillary Accommodation (Changing, Office, Reception, Store, Vending, Etc.)
- Car Parking (30 Spaces)

Estimated Capital Cost: £3.5 million

Option C – Centre with Three Court Sports Hall

- Three Court Sports Hall
- 40 Station Fitness Suite
- Dance / Social Studio (Small)
- Ancillary Accommodation (Changing, Office, Reception, Store, Vending, Etc.)
- Car Parking (30 Spaces)

Estimated Capital Cost: £2.1 million

Option D – “Henley” Model

- Four Court Sports Hall
- 40 Station Fitness Suite
- Dance / Social Studio
- Ancillary Accommodation (Changing, Office, Reception, Store, Vending, Etc.)
- Car Parking (30 Spaces)

Estimated Capital Cost: £2.5 million

5.17 Clearly the revenue implications of any proposed new development are of fundamental importance to Members in their consideration of site and service provision options. In this regard, initial revenue projections are also summarised in Appendix C. Please note that both the capital and revenue costs identified above and in Appendix C represent preliminary estimates. It is strongly advised that these estimates are externally assessed by professionals experienced in the recent procurement of new leisure facilities.

5.18 After preliminary investigation it is anticipated that the external assessment / feasibility study would cost in the region of £15,000 and would take six to eight 8 weeks to complete. The work required will include

- Demand analysis (particularly in respect of likely scale of health and fitness facilities),
- Initial sketch plans
- Capital cost estimates
- Revenue projections
- An assessment of funding (based on prudential borrowing and other potential sources)
- Identification of key risks and issues
- An outline project programme.

Developing the optimum facility mix to satisfy local facility needs, while also providing the most financially sustainable model is a key driver for the Authority. Selection of the correct facility mix and scale, therefore, is crucial to any future development. Consequently, the decisions made at the first stage of feasibility are among the most important, as they set the direction to follow as the project develops. The final scope of the work, and the outputs needed, will dictate the time required to complete any commission and the resulting fees.

5.19 As this cost is one off and would take place in advance of any future build, it has not been included in the costings shown in appendix C. There is insufficient resource in the Coleshill Leisure Centre budget in order to fund this study. The project, therefore, would require a supplementary estimate of £15,000 in order to cover the associated costs incurred.

6 Future Direction

6.1 It is clear that Coleshill Leisure Centre, despite its evident popularity (it attracts approximately 100,000 visits a year), is struggling to meet the demands and expectations of customers and the local community. Visitor numbers are falling. Income levels are also declining (in real terms, by 14.5% from 2008/09 to 2010/11). Its condition is such that it will become increasingly difficult to maintain service standards and thereby meet key local and national priorities. Whilst current professional opinion is such that, with appropriate investment, the Centre's short-term future can be maintained, there will be periods when the service offering will be compromised. The Centre, however, does not have a sustainable mid to long-term future and a decision is required in respect of the future of indoor leisure provision in Coleshill. Significant opportunities do exist, however, to deliver new and exciting services and partnerships.

6.2 Members have been aware of the shortcomings at Coleshill Leisure Centre for many years. They have been reported to Boards on a number of occasions. The local community is also acutely aware that the Centre's future is under consideration. In addition to the initial period of consultation, it has been the subject of discussion and debate at Area Forum South, with Coleshill Town

Council and with the Coleshill Residents' Action Group (CRAG). There is, therefore, a growing need for the Council to establish a viable and sustainable vision and direction for indoor leisure provision in the town.

- 6.3 It is proposed that what is now required is for the Board to determine how to proceed in respect of the future of indoor leisure provision in Coleshill. In this regard, Management Team proposes that Members identify a maximum of two site and two potential build options for further investigation through both detailed external appraisal and local, community-based consultation.
- 6.4 Coleshill Leisure Centre is the most highly visible face of the Borough Council within its catchment area. It provides significant benefits to both users and the wider community. The facility's inherent problems mean that its refurbishment in order to protect its long-term future is not considered to be a realistic option. It is, nevertheless, believed that viable opportunities for its replacement exist. On balance, it is felt that the two site options most worthy of further and more detailed scrutiny are Option 2 (Re-placement on a site in Memorial Park) and Option 3 (the provision of a dual use facility at Coleshill School). Given that Options 2 and 3 both involve a potential development on a site not owned by the Authority further formal discussion is also proposed with potential project partners.

7 Report Implications

7.1 Finance and Value for Money Implications

- 7.1.1 .Any decision taken to replace Coleshill Leisure Centre will carry with it very significant implications for the Council's capital and revenue budget programmes. These implications are referred to in the main body of the report and its appendices, but will be the subject of very detailed consideration should Members wish to proceed with a replacement scheme.
- 7.1.2 Members will be aware that, at its meeting held in May 2009, the Executive Board resolved to ring-fence any receipts from the future sale of the adjacent car park and the existing Leisure Centre site for a replacement indoor leisure facility in Coleshill, subject to the future preparation and acceptance of the required sustainable and viable feasibility studies and business plans. This means that the receipts from any future sale of these assets will not be available to fund any other schemes identified within the Authority's approved capital programme or schemes that are currently excluded from the approved programme due to a shortfall in resources.
- 7.1.3 The current 10 Year Capital Programme submitted to the Executive Board in February 2011, did not include the sale of the car park in Coleshill or any capital receipt from the sale of the existing Leisure Centre site within its expected resources.
- 7.1.4 It has been assumed that the shortfall between the estimated receipts available and the total capital build cost of the options for development will be funded through Prudential Borrowing. The cost of the loan has been included

within the revenue costs of each scheme, based on repayment terms of 25 years. The table below summarises the potential borrowing requirement for each of the schemes.

	Small Hall	Full Replacement (£)	Three Court Sports Hall	“Henley” Model (£)
Capital Cost	1,424,225	3,479,355	2,052,023	2,540,051
Available Resources (Incl. Landfill Tax and Sale of Current Site)	2,050,000	2,050,000	2,050,000	2,050,000
Balance to Borrow	(625,775)	1,429,355	2,023	490,051

Appendix C provides details on the revenue cost of borrowing and its effect on the running costs of each scheme. The resources above include £150,000 in relation to Landfill Tax income. If the development takes place on the Coleshill School site then this receipt will not be available and borrowing costs will be increased by £9,010 per year. The impact of this is also shown in appendix C. If the scheme takes place on the existing site then proceeds from its sale must also be discounted

- 7.1.5 An external assessment / feasibility study undertaken by a firm of consultants with experience in new leisure facility design and build is expected to cost up to £15,000 and take between six to eight weeks to complete. The request for a supplementary estimate of £15,000 will increase the Authority’s use of balances during the 2012/13 financial year.

7.2 Safer Communities Implications

- 7.2.1 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.

7.3 Legal and Human Rights Implications

- 7.3.1 Any future replacement of Coleshill Leisure Centre will have direct and positive implications for the Council’s ability to meet the requirements of Equalities and other legislation and on its determination to equitably enhance access to good quality services for the local community.

7.4 Environment and Sustainability Implications

- 7.4.1 Capital investment is required if the Council is to maintain and enhance the quality and consistency of its indoor leisure provision in Coleshill. The services provided through Coleshill Leisure Centre make a positive and lasting impact on individual and collective quality of life within the community.

7.5 Human Resources Implications

7.5.1 There no immediate human resource implication arising directly from this report.

7.6 Risk Management Implications

7.6.1 The condition and potential future replacement of Coleshill Leisure Centre has been the subject of a detailed risk assessment, a copy of which is appended to this report.

7.7 Equalities Implications

7.7.1 Any scheme undertaken to replace Coleshill Leisure Centre would be designed to positively impact on the corporate priority to protect and provide easier access to Council services. An Equality and Impact Needs Assessment (EINA) has been carried out and is appended to this report.

7.8 Links to Council's Priorities

7.8.1 An undertaking to replace Coleshill Leisure Centre would have positive implications for the following corporate priorities:

- Protect public services for local people whilst maintaining a balanced budget
- Protect and improve our local environment
- Work with our partners to tackle crime and anti-social behaviour
- Provide easier access to local services
- Improve community information and involvement in decision-making
- Help to tackle health inequalities...and encourage, where financially viable, leisure opportunities in local communities

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
None			

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	Future Indoor Leisure Provision in Coleshill
Officer Responsible for Assessment	Peter Wheaton

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			
Gender			
Disabled people	x	x	To do nothing has a negative impact as the current building is not Equality Act compliant. To undertake a new build will have a positive impact.
Gay, Lesbian and Bisexual people			
Older/Younger people			
Religion and Beliefs			
People having dependents caring responsibilities			
People having an offending past			
Transgender people			

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

Please indicate if you believe that this document

Should proceed to further Impact assessment

Needs no further action – if the decision is taken to undertake a new build then no further action is needed at this stage as this will be taken in to account as the project is developed. If the decision is take not to proceed there is still no need for further action as it is not reasonably practicable to do so.

Risk Management Form

**NORTH WARWICKSHIRE
BOROUGH COUNCIL**

Leisure and Community Development Division

Cost Centre or Service – Coleshill Leisure Centre

Risk Ref	Risk: Title/Description	Consequence	Likelihood (5 = high, 1 = low)	Impact (5 = high, 1 = low)	Gross Risk Rating	Responsible Officer	Existing Control Procedures	Likelihood (5 = high, 1 = low)	Impact (5 = high, 1 = low)	Net Risk Rating
CLC1	Do nothing – eventual closure of facility	Building closed / partial closure for repairs Increase in disruption to customers – loss of custom Loss of income Reputational damage Not meeting community / customer / partner / other stakeholder expectations	4	5	15	Assistant Director (Leisure and Community Development)	Members and Senior Management fully informed of current status of building Maintenance budgets in place to undertake necessary works	3	5	15
Risk Ref	Options for additional / replacement control procedure						Cost Resources	Likelihood (5 = high, 1 = low)	Impact (5 = high, 1 = low)	Net Risk Rating
	Replacement Facility						~£1.4 – 3M			

Completed By: Peter Wheaton

Date: 04 January 2012

Future Indoor Leisure Provision in Coleshill - Consultation Feedback

Questionnaires received to date 366

Do you believe there to be a need to continue to provide some form of indoor leisure facility in Coleshill? **Yes** 100%

Preferred location

Current Site	17%
Memorial Park	35%
High School	39%
Father Hudson Homes	9%
Other	0%

Gender split

Male	55%
Female	45%

Post code split

B46	63%
-----	-----

Age split

0-10	0%
11-15	43%
16-24	10%
25-34	6%
35-59	23%
60+	18%

Would you use a new facility? 99%

General observation on desired activities/facilities are that the existing level of provision represents the minimum PLUS the almost unanimous desire for a swimming pool (although most people recognise the prevailing financial constraints) Other desirable activities include a sauna/steam room, dance studio, cafe area, outdoor Artificial Grass Pitch and air conditioning

Most favour a central location, as now, hence relatively high numbers favouring a development at the Memorial Park There is concern about potential development at the High School, mainly due to a fear of limited daytime access to any new facility at this site

Access arrangements and car parking are extremely important to local people

Option 1 Re-build on Current Site	Option 2 Re-build in Memorial Park	Option 3 Dual Use on School Site
Advantages		
Deliver on Corporate and Sustainable Community Strategy commitments	Deliver on Corporate and Sustainable Community Strategy commitments	Deliver on Corporate and Sustainable Community Strategy commitments
Meet requirements of PPG 17 Audit and SE's Regional Sports Facilities Planning Framework	Meet requirements of PPG 17 Audit and SE's Regional Sports Facilities Planning Framework	Meet requirements of PPG 17 Audit and SE's Regional Sports Facilities Planning Framework
Meets Planning Requirements	Meets Planning Requirements	Meets Planning Requirements
Evident investment against known need	Evident investment against known need	Evident investment against known need
Maintain/enhance service levels (and meet community demand) without increase in revenue cost	Maintain/enhance service levels (and meet community demand) without increase in revenue cost	Maintain/enhance service levels (and meet community demand) without increase in revenue cost
Enhance reputation with public and partners	Enhance reputation with public and partners	Enhance reputation with public and partners
Opportunity to reduce current revenue subsidy at CLC	Opportunity to reduce current revenue subsidy at CLC	Opportunity to reduce current revenue subsidy at CLC. Most cost efficient means of operation (shared running costs)
	Capital receipt from sale of existing CLC site	Capital receipt from sale of existing CLC site
Reduce future call on capital programme through the provision of a modern, fit for purpose facility	Reduce future call on capital programme through the provision of a modern, fit for purpose facility	Reduce future call on capital programme through the provision of a modern, fit for purpose facility
Advantages Continued		
	Maintain service/customer/income base whilst developing new facility	Maintain service/customer/income base whilst developing new facility
Retain town centre location	Retain town centre location	
Close proximity to proposed new supermarket	Close proximity to proposed new supermarket	
	Partnership with CTC and possibly the local cricket club	Partnership with the School/WCC
		Partnership with Extended Services agenda

		On-site catchment community, familiar with premises
Opportunity to meet related national agenda targets (halt rise in levels of obesity, enhance community safety, increase participation (particularly in the lead in to 2012), enhance access to services, promote social inclusion and equality of access to services)	Opportunity to meet related national agenda targets (halt rise in levels of obesity, enhance community safety, increase participation (particularly in the lead in to 2012), enhance access to services, promote social inclusion and equality of access to services)	Opportunity to meet related national agenda targets (halt rise in levels of obesity, enhance community safety, increase participation (particularly in the lead in to 2012), enhance access to services, promote social inclusion and equality of access to services)
Opportunity to develop a far more cost-efficient, sustainable, "green" facility than current CLC	Opportunity to develop a far more cost-efficient, sustainable, "green" facility than current CLC	Opportunity to develop a far more cost-efficient, sustainable, "green" facility than current CLC
New provision will meet all legislative requirements, including DDA	New provision will meet all legislative requirements, including DDA	New provision will meet all legislative requirements, including DDA
Opportunity to secure significant external funding support (SE, Lottery, Landfill Tax, CTC)	Opportunity to secure significant external funding support (SE, Lottery, Landfill Tax, CTC)	Opportunity to secure significant external funding support (BS4F, SE, Lottery, CTC)
Potential to take account of provisions within the Council's Access Strategy	Potential to take account of provisions within the Council's Access Strategy	Potential to take account of provisions within the Council's Access Strategy
Provision of highly valued services in NW, negating the need to travel outside the Borough	Provision of highly valued services in NW, negating the need to travel outside the Borough	Provision of highly valued services in NW, negating the need to travel outside the Borough
Meet the public commitment of the former Leader of the Council to invest in local leisure provision upon the sale of the adjacent car park	Meet the public commitment of the former Leader of the Council to invest in local leisure provision upon the sale of the adjacent car park	Meet the public commitment of the former Leader of the Council to invest in local leisure provision upon the sale of the adjacent car park
	Potential use of Cricket Club bar by leisure centre users if the Cricket Club pavillion was part of the development	
		Potential use of other educational (and social) facilities by the wider community within any re-designed and developed school site

Disadvantages

Capital Cost

Loss of potential capital receipt from sale of CLC site

Up to two years without any indoor leisure provision in Coleshill whilst a new facility is developed (public concern evidenced during consultation)

Loss of service/customer retention whilst developing new facility

Difficulty in re-locating staff and associated costs whilst developing new facility

Capital Cost

Site not owned by NWBC

Loss of green space within Memorial Park (owned by CTC)

Capital Cost

Site not owned by NWBC

Loss of town centre location

Public concern relating to potentially limited daytime access to facilities located on a school site

Loss of Landfill Tax funding opportunity (up to £150k)

Estimated Capital Cost (without the benefit of any form of costed

£3,000,000

£3,500,000

£3,100,000

Appendix C - Summary of Coleshill Leisure Centre Development Options

	Full		3 Court	
	Small Hall	Replacement	Sports Hall	Henley
Size (m ²)	600	1,404	798	1,011
1) Capital Costs	£	£		£
x m ² cost at £1,250 per m ²	750,000	1,755,000	997,500	1,263,750
Ground work & utilities (£500 per m ²)	300,000	702,000	399,000	505,500
Car park	15,000	30,000	30,000	30,000
Fees (15% of capital cost)	159,750	373,050	213,975	269,888
Studio Equipment	30,000	30,000	30,000	30,000
Fitness Equipment	0	130,000	100,000	100,000
Air Conditioning	10,000	20,000	20,000	20,000
Sports Hall Flooring	30,000	73,000	45,000	60,000
Sports Equipment	0	50,000	30,000	30,000
Contingency (10% of total cost)	129,475	316,305	186,548	230,914
Grand Total	1,424,225	3,479,355	2,052,023	2,540,051

2) Revenue costs	Revenue Costs At Current Membership (250)					2011/12 Revised Budgets	Revenue Costs At + 50 Members				
	Small Hall	Full Replacement	3 Court Sports Hall	Henley			Small Hall	Full Replacement	3 Court Sports Hall	Henley	
	£	£	£	£		£	£	£	£		
Total Expenditure	298,736	511,900	469,101	475,861	463,000	298,736	511,900	469,101	475,861		
Total Income	(91,785)	(270,338)	(207,567)	(223,517)	(255,580)	(94,080)	(289,033)	(225,235)	(241,584)		
Net Expenditure	206,951	241,562	261,534	252,344	207,420	204,656	222,867	243,866	234,277		
Revenue cost of loan repayment	0	84,089	0	24,025	0	0	84,089	0	24,025		
Revised Net Cost	206,951	325,651	261,534	276,369	207,420	204,656	306,956	243,866	258,302		
Variance to 2011/12 Revised Budgets	(469)	118,231	54,114	68,949	-	(2,764)	99,536	36,446	50,882		
Additional Loan Repayment costs if Land Fill Tax Income not received	0	9,010	9,010	9,010		0	9,010	9,010	9,010		

2) Revenue costs	Revenue Costs At + 100 Members					2011/12 Revised Budgets	Revenue Costs At + 150 Members				
	Small Hall	Full Replacement	3 Court Sports Hall	Henley			Small Hall	Full Replacement	3 Court Sports Hall	Henley	
	£	£	£	£		£	£	£	£		
Total Expenditure	298,736	511,900	469,101	475,861	463,000	298,736	511,900	469,101	475,861		
Total Income	(96,374)	(307,727)	(242,903)	(259,650)	(255,580)	(98,669)	(326,422)	(260,571)	(277,717)		
Net Expenditure	202,361	204,172	226,198	216,210	207,420	200,067	185,478	208,530	198,144		
Revenue cost of loan repayment	0	84,089	0	24,025	0	0	84,089	0	24,025		
Revised Net Cost	202,361	288,261	226,198	240,236	207,420	200,067	269,566	208,530	222,169		
Variance to 2011/12 Revised Budgets	(5,059)	80,841	18,778	32,816	-	(7,353)	62,146	1,110	14,749		
Additional Loan Repayment costs if Land Fill Tax Income not received	0	9,010	9,010	9,010		0	9,010	9,010	9,010		

Agenda Item No 13

Community and Environment Board

23 January 2012

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

**Parks, Open Spaces and
Horticultural Service and Grounds
Maintenance Service Review**

1 Summary

- 1.1 This report updates the Board with regard to the annual benchmarking exercise for parks, open spaces and horticultural services and advises on progress of the Grounds Maintenance Service Review, with particular reference to the grass cutting service provided on behalf of both this Authority and Warwickshire County Council.

Recommendation to the Board

- a That the Board notes and comments upon the performance of the Parks, Open Spaces and Horticultural Service;**
- b That the Board notes and comments upon the actions taken in respect of the first phase of implementation of the new Grounds Maintenance Specification; and**
- c That the Board comments upon, and indicates a preferred course of action in respect of, the grass cutting service currently provided to Warwickshire County Council.**

2 Consultation

2.1 Portfolio Holder, Shadow Portfolio Holder and Ward Members

- 2.1.1 The Portfolio and Shadow Portfolio Holders for Health and Well-being and Community Life and Members with responsibility for Environmental, Countryside and Heritage, Housing, Resources and Safer Communities matters have all had the opportunity to comment on the content of this report.

3 Introduction

- 3.1 At its meeting held in January 2011 the Board considered reports in respect of benchmarking exercises that had been undertaken in relation to parks, open spaces and horticultural services and progress in respect of the implementation of a Grounds Maintenance Service Review, which was being carried out in accordance with an identified priority in the adopted North

Warwickshire Green Space Strategy. The Board approved the phased implementation of a new Grounds Maintenance Specification to take effect from April 2011.

- 3.2 This report updates the Board with regard to the fourth annual benchmarking exercise and provides Members with a progress report in respect of the implementation of the Grounds Maintenance Service Review and of the new Grounds Maintenance Specification, with particular reference to grass cutting. Members are also informed of the current position with regard to the grass cutting service provided to Warwickshire County Council.

4 **Benchmarking Exercise**

- 4.1 In order to ensure consistency and an independent, robust assessment, benchmarking of parks, open spaces and horticultural services in 2010/11 was again carried out through APSE (the Association for Public Service Excellence) in the autumn of 2011. The resulting Performance Indicator Standings Report is attached at Appendix A. A comparison with the previous years' results, summarised at Appendix B, shows that there has been a slight fall in performance, with the combined percentage of indicators in the top two quartiles for the Authority's family group decreasing from 62.5% to 57.14% against a target of 64.29%. Whilst the number in the top quartile remained steady there was a decrease in numbers in the second quartile and an increase in those in the third and fourth quartiles.

- 4.2 The service continues to be in the top quartile in respect of annual maintenance costs per 1,000 head of population and per household. Both of these costs have decreased since the previous year from £9,728 to £5,941 and £19 to £15 respectively. This is in line with an overall decrease in costs both of the whole service and of grounds maintenance, which has been the trend over the four years of benchmarking carried out to date. A summary of the changes is shown in Appendix B. More in depth analysis is required to determine the impact of this cost reduction, given that the Green Space Strategy and Playing Pitch Strategy both identify a need for investment in order to improve the quality of the service. It is possible that reduced staffing costs in the grounds maintenance service, where cover has not been provided for staff absences, has had a direct impact on service delivery. Further work will be carried out in respect of this matter and will be reported to a future meeting of the Board for consideration within the context provided by a Systems Thinking review of the service, which is due to commence in January 2012.

- 4.3 The fall in performance appears to be due mainly to an apparent increase in levels of staff absence that has resulted in two quartile 4 placings over target. Further work needs to be undertaken to determine whether this is an actual fall in performance that needs to be addressed or whether it is a factor of improved performance by other authorities.

- 4.4 The benchmarking exercise will be repeated in summer 2012, in respect of the 2011/12 service. The Leisure and Community Development Division has

set targets to improve performance to 40% of indicators achieving top quartile placings and 20% achieving second quartile placings - a combined target of 60%.

5 Grounds Maintenance Service Review

- 5.1 Members will be aware that a review of the Grounds Maintenance Service has been ongoing for some time. A substantial body of work has been undertaken to prepare and adopt a revised Grounds Maintenance Specification and to ensure that the database of land maintained by the service is accurate. Progress in respect of the first phase of implementing the Specification is set out in section 6 below.
- 5.2 Progress in advancing the next stages of the review – the further implementation of the Specification, assessing value for money, setting revised budget profiles and preparing new service level agreements – has been hampered in two respects. Firstly, capacity constraints within both the Leisure and Community Development and Streetscape Divisions have limited the amount of time that could be devoted to the review and, secondly, processes have been in place for so long, both in frontline and back office functions, that it has proved difficult to bring about change.
- 5.3 It has, therefore, been agreed that the Grounds Maintenance Service will be the subject of a Systems Thinking review between January and March 2012. This will complement the work completed to date and will ensure that the operation of both the service and the required support systems are efficient and cost-effective.

6 Implementation of the New Grounds Maintenance Specification

- 6.1 The first element of the new Grounds Maintenance Specification to be implemented, in accordance with the Board's approval of a phased approach from April 2011, has been amenity grass cutting. The objectives of the new Specification are to achieve:
- an even sward length with any arisings confined to the cutting area
 - no heavy deposits of grass arisings remaining after mowing
 - grass arisings swept from hard surfaces
 - good definition maintained adjacent to hard surfaces, obstacles and planted areas
- 6.2 For a number of years prior to the current season, amenity grass cutting has been carried out using rotary mowers, with the work apportioned to three rounds across the Borough. As the leases fell due on two of the machines, the opportunity was taken to change these to cylinder mowers. It was anticipated that this type of machine, although faster in operation, would achieve a better finish and leave less conspicuous arisings after cutting.
- 6.3 The cutting rounds have been reorganised so that the remaining rotary mower is used predominantly on rougher, more difficult areas and for the areas of

grass mown on behalf of the County Council. The new cylinder mowers are thus used predominantly to maintain the Borough Council's own grass, particularly in areas where a higher standard of finish is important, such as around housing.

- 6.4 The new mowers have proved to be very successful. The standard of cutting is good and the level of calls from the public regarding poor cutting or heavy grass deposits has been minimal, especially in comparison with previous seasons. It must, however, be recognised that the season was unusually dry and that the efficacy of the new machinery has yet to be tested under more normal weather conditions.
- 6.5 There has been a noticeable benefit from both the faster machines and the performance specification in that operator time has started to be released, thereby allowing other work to take place. This will be further developed in the next phase, which will address standards of shrub bed maintenance and issues such as footpath and watercourse inspection and maintenance and routine repairs to fences and site furniture. Unfortunately, as indicated in section 5 above, due to capacity issues that have impacted across the work of the Landscape Management function, it has not been possible to plan this next phase of implementation as soon as had been hoped.

7 Grass Cutting Service on Behalf of Warwickshire County Council

- 7.1 In January 2011, the Board was advised of a growing concern regarding the impact on the Authority's resources of the grass cutting service currently provided to Warwickshire County Council. Members were informed that the annual reimbursement from the County Council for grass cutting carried out on its behalf fell well short of the cost of the service provided.
- 7.2 The Board was advised that the County Council had been undertaking a review of its arrangements with local district and borough councils and that officers would advise Members of the outcome of the review when it was known. The Authority was subsequently notified of the County Council's decision, which was:

“Further to the review of grass cutting carried out by district councils on behalf of WCC and the budget setting process, Members have agreed to make the following contribution to NWBC for next year (2011/12): the sum of £32,533. This is based on a payment for five cuts for the full width of the highway verge (350,000 m²) at a rate of 1.69p/m², plus a 10% contribution for administration.”

- 7.3 The quoted sum equates to £6,506.60 per cut. It is estimated that the actual cost is £6,639.12 per cut (355,033 m² at a rate of 1.87p/ m²). For five cuts, therefore, the actual cost of the service is £33,195.60. It has been this Council's practice for many years, however, to carry out 13 or 14 cuts in a season, in order that areas of County Council grass are maintained to the same standard as this Authority's grass. The actual cost this year, therefore, is expected to be in the order of £86,300 to £92,950. Taking into account its

contribution, the service provided to the County Council will cost this Authority between £53,760 and £60,410 in 2011/12.

- 7.4 The amount to be paid to this Authority in the current financial year represents a reduction from the two previous financial years, when the reimbursement was for six cuts. It is, however, an increase on the amount paid before 2009/10, when the County Council paid for just three cuts per annum. Following an enquiry from the Borough Council, there has been a verbal indication from the County Council that the payment would be increased in line with inflation in future years. This has not yet been confirmed in writing.
- 7.5 Members are aware that the purpose of the review of the Grounds Maintenance Service is to advance improvements in the quality of the Authority's parks and open spaces. The Board was advised at its meeting held in January 2011 that full implementation of the new Grounds Maintenance Specification would be likely to require a greater investment of resources than is currently available. It was recognised, however, that in the current financial climate, it was very unlikely that additional resources could be made available to the service in the foreseeable future and that it was, therefore, going to be very difficult to bring about the service improvements that are acknowledged to be necessary.
- 7.6 Further work needs to be undertaken to quantify the actual savings that could be achieved, together with the implications for the Grounds Maintenance DSO, if the service provided to the County Council was either to be reduced or withdrawn. Clearly, however, if a future decision was taken to reduce the level of service provided, for example to a level commensurate with the payment received, it would be for Members to determine how the resources thus released should be used. The options available to Members could include a contribution to the Authority's overall savings target, a reinvestment in the parks and open spaces service in line with approved Green Space Strategy priorities or a contribution to other un-related corporate priorities. It is in this context that the Board is requested to comment on the level of the grass cutting service currently provided to Warwickshire County Council and to provide guidance to officers in how best to progress this matter.
- 7.7 Irrespective of the level of service to be offered in the future, the fact that there is no formal service level agreement or contract in place between this Authority and the County Council is felt to be unacceptable as neither party has any redress in the event of dispute, such as this Authority not being notified of any change in the financial arrangements until immediately prior to the start of the financial year, after its own budgets have been set. Subject to the Board's comments in respect of the future of this service it is, therefore, proposed that officers enter into negotiations with the County Council, with a view to establishing a formal agreement in respect of the cutting of its grass. The outcome of these negotiations would be reported back to the Board for approval in due course.

8 Report Implications

8.1 Finance and Value for Money Implications

- 8.1.1 Any resource implications arising from the Systems Thinking review of the Grounds Maintenance Service or in respect of the new Grounds Maintenance Specification will be addressed in a future report to this Board.
- 8.1.2 The financial implications of the grass cutting service provided to Warwickshire County Council are addressed in the main body of the report.

8.2 Safer Communities Implications

- 8.2.1 The provision of well managed, good quality parks and open spaces has positive implications for the corporate objective to reduce crime, the fear of crime and anti-social behaviour.

8.3 Environment and Sustainability Implications

- 8.3.1 Delivery of service improvements through implementation of the Green Space Strategy and the Grounds Maintenance Service Review will have positive implications for the protection and improvement of the environment and the future sustainable development of the Borough.

8.4 Human Resources Implications

- 8.4.1 Any staffing implications arising from the Systems Thinking review of the Grounds Maintenance Service or in respect of the new Grounds Maintenance Specification will be addressed in a future report to relevant Boards.
- 8.4.2 Results of the benchmarking exercise indicate a need for further work to be undertaken to determine whether levels of staff absence need to be addressed.

8.5 Risk Management Implications

- 8.5.1 The risk management implications of the Grounds Maintenance Service Review have previously been reported to the Board.

8.6 Equalities Implications

- 8.6.1 The equalities implications of the Grounds Maintenance Service Review have previously been reported to the Board.

8.7 Links to Council's Priorities

- 8.7.1 Implementation of the approved outcomes of the Grounds Maintenance Service Review makes a direct contribution towards delivering the corporate priorities in respect of:

- public services and council tax
- local employment
- environment
- crime and disorder
- countryside and rural heritage
- housing
- access to services
- consultation and communication
- health and well-being

8.7.2 The outcomes of the Review will also have positive and direct links to the priorities of the North Warwickshire Sustainable Community Strategy to:

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

8.7.3 Implementation of the Grounds Maintenance Service Review directly delivers the key priority of the North Warwickshire Green Space Strategy to:

- Review current grounds maintenance arrangements to ensure coherent and appropriate work programming and adequate allocation of resources

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 Community and Environment Board	March 2009
2	Assistant Director (Leisure and Community Development)	Report to Community and Environment Board	June 2010
3	Assistant Director (Leisure and Community Development)	Report to Community and Environment Board	January 2011

Parks, open spaces and horticultural services performance indicator standings 2010/11: Family group report

Name of authority North Warwickshire Borough Council
PIN 2275
Family group H6

Performance indicator

	Number in group	Highest in group	Average for group	Lowest in group	Your score	Standing in group	Top quartile mark	Quartile achieved	Ten percentile mark
Key performance indicators									
PI 30 - Hectares of maintained public open space per 1,000 head of population	11	6.60	3.65	1.82	2.33	9	4.25	3	6.12
PI 12 - Number of hectares maintained per FTE front line employee	10	21.45	12.21	7.17	11.63	5	14.28	2	18.42
PI 13a - Percentage staff absence	13	6.11%	4.01%	1.39%	5.64%	11	2.93%	4	2.63%
PI 15 - Quality assurance and consultation process score	15	99	52.60	15	34	9	80	3	87
PI 16 - Human resources and people management	15	84	51.27	21	71	4	71	1	75
PI 22 - Customer satisfaction performance indicator	—	—	—	—		—	—	—	—
PI 38 - Community / customer surveys undertaken	8	89.00%	73.93%	58.60%	68.00%	5	87.00%	3	87.60%
PI 23 - Output specification	15	60.00%	37.56%	0.00%	43.33%	5	53.33%	2	55.33%
PI 34 - Environmental practices indicator	4	45.75	31.83	21.00	21.00	4			42.88
PI 18 - Playgrounds per 1,000 children	11	3.02	1.94	0.69	2.72	3	2.72	1	2.85
Key cost performance indicators									
PI 43 - Maintenance cost per household (including CEC)	8	£55	£26	£12	£12	1	£15	1	£14
PI 41 - Maintenance cost per hectare of maintained land (including CEC)	7	£6,835	£3,252	£1,785	£2,552	3			£1,804
PI 42 - Maintenance cost per 1,000 head of population	8	£26,390	£11,535	£5,941	£5,941	1	£6,540	1	£6,245
PI 02 - Cost of service per hectare of maintained land (including CEC)	10	£7,271	£4,458	£2,479	£3,867				
PI 17 - Cost of service per 1,000 head of population (including CEC)	12	£27,604	£15,092	£7,501	£9,001				
PI 21 - Cost of service per household (including CEC)	12	£57	£34	£17	£19				

Notes:

- The authority will only be ranked in family group if it has shown an output / score within the set parameters for the performance indicator.
- Quartile / percentile marks are only shown for those performance indicators for which there is a desirable achievement.
- Quartile marks are only shown for those performance indicators for which there are a minimum of 8 outputs / scores within the set parameters.

Parks, open spaces and horticultural services performance indicator standings 2010/11: Family group report

Name of authority

North Warwickshire Borough Council

PIN

2275

Family group

H6

Performance indicator

Performance indicator	Number in group	Highest in group	Average for group	Lowest in group	Your score	Standing in group	Top quartile mark	Quartile achieved	Ten percentile mark
Secondary performance indicators									
PI 07 - Charge per hectare (category B parks)	4	£6,402	£4,236	£1,831					£2,133
PI 08 - Charge per hectare (secondary schools)	0	£0	£0	£0					
PI 09 - Charge per hectare (primary schools)	1	£3,261	£3,261	£3,261					£3,261
PI 10 - Charge per hectare (housing land)	6	£8,443	£5,380	£2,190					£2,534
PI 11 - Charge per hectare (high maintenance highways land)	5	£4,583	£2,067	£962					£995
PI 25 - Charge per hectare (high maintenance country parks and estates)	1	£2,329	£2,329	£2,329					£2,329
PI 13b - Percentage staff absence (excluding long term)	12	5.64%	2.07%	0.50%	5.64%	12	1.16%	4	0.71%
PI 14 - Total staff costs as a percentage of total cost	10	79.19%	62.59%	38.13%	79.19%				
PI 26 - Front line staff costs as a percentage of total cost	11	59.11%	48.73%	28.47%	55.24%				
PI 27 - Number of FTE non front line employees per 100 hectares maintained	8	3.13	1.89	0.60	2.19				
PI 31 - Central establishment charges as a percentage of total expenditure	11	15.52%	8.33%	3.58%	7.99%	6	5.08%	2	5.02%
PI 32 - Hectarage of local nature reserves (LNR) per 1,000 head of population	5	0.61	0.45	0.18					0.61
PI 37 - Average NPFA play value score of children's playgrounds	6	60.69	35.75	16.27	45.11	2			52.90
PI 40 - Number of public events per 1,000 head of population	13	1.38	0.35	0.00	1.38	1	0.58	1	0.97
PI 39 - Countryside management performance indicator	13	62	30.08	2	2	13	46	4	52
PI 36 - Number of dog fouling penalty notices issued	0	0	0.00	0					
Optional performance indicators (no family group)									
PI 03 - Charge per hectare (countryside areas)	—	—	—	—		—	—	—	—
PI 04 - Charge per hectare (woodlands)	—	—	—	—		—	—	—	—
PI 05 - Charge per hectare (beaches)	—	—	—	—		—	—	—	—
PI 24 - Charge per hectare (low maintenance country parks and estates)	—	—	—	—		—	—	—	—
PI 28 - Charge per hectare (low maintenance highways land)	—	—	—	—		—	—	—	—
PI 29 - Charge per hectare (all highways land)	—	—	—	—		—	—	—	—

Parks, open spaces and horticultural services performance indicator standings 2010/11 : whole service report

Name of authority
PIN

North Warwickshire Borough Council
2275

Performance indicator

	Number in service	Highest in service	Average for service	Lowest in service	Your score	Standing in service	Top quartile mark	Quartile achieved	Ten percentile mark
Key performance indicators									
PI 30 - Hectares of maintained public open space per 1,000 head of population	61	7.80	4.43	1.38	2.33	54	6.12	4	6.94
PI 12 - Number of hectares maintained per FTE front line employee	59	21.45	8.59	2.89	11.63	11	10.60	1	13.52
PI 13a - Percentage staff absence	59	9.47%	4.20%	1.02%	5.64%	50	3.14%	4	2.53%
PI 15 - Quality assurance and consultation process score	68	138	67.50	15	34	52	95	4	107
PI 16 - Human resources and people management	68	100	58.01	18	71	17	71	1	82
PI 22 - Customer satisfaction performance indicator	5	85.70%	62.30%	55.02%					74.52%
PI 38 - Community / customer surveys undertaken	33	97.68%	76.10%	52.50%	68.00%	23	84.00%	3	91.20%
PI 23 - Output specification	68	73.33%	47.01%	0.00%	43.33%	42	56.67%	3	64.33%
PI 34 - Environmental practices indicator	27	54.00	38.17	13.34	21.00	26	46.00	4	52.83
PI 18 - Playgrounds per 1,000 children	56	11.69	3.74	0.69	2.72	31	4.83	3	7.57
Key cost performance indicators									
PI 43 - Maintenance cost per household (including CEC)	39	£82	£43	£12	£12	1	£28	1	£24
PI 41 - Maintenance cost per hectare of maintained land (including CEC)	34	£7,497	£4,429	£1,750	£2,552	5	£2,991	1	£2,378
PI 42 - Maintenance cost per 1,000 head of population	39	£37,375	£19,701	£5,941	£5,941	1	£12,573	1	£9,989
PI 02 - Cost of service per hectare of maintained land (including CEC)	57	£11,697	£6,178	£2,015	£3,867				
PI 17 - Cost of service per 1,000 head of population (including CEC)	62	£53,482	£25,811	£7,501	£9,001				
PI 21 - Cost of service per household (including CEC)	62	£110	£58	£17	£19				

Notes:

- The authority will only be ranked in service if it has shown an output / score within the set parameters for the performance indicator.
- Quartile / percentile marks are only shown for those performance indicators for which there is a desirable achievement.
- Quartile marks are only shown for those performance indicators for which there are a minimum of 8 outputs / scores within the set parameters.

Parks, open spaces and horticultural services performance indicator standings 2010/11 : whole service report

Name of authority
PIN

North Warwickshire Borough Council
2275

Performance indicator

Performance indicator	Number in service	Highest in service	Average for service	Lowest in service	Your score	Standing in service	Top quartile mark	Quartile achieved	Ten percentile mark
Secondary performance indicators									
PI 07 - Charge per hectare (category B parks)	25	£14,005	£4,935	£1,758			£2,773		£2,237
PI 08 - Charge per hectare (secondary schools)	21	£4,255	£2,401	£1,099			£1,850		£1,447
PI 09 - Charge per hectare (primary schools)	26	£4,991	£2,314	£1,119			£1,880		£1,323
PI 10 - Charge per hectare (housing land)	28	£9,333	£5,122	£1,116			£3,755		£2,410
PI 11 - Charge per hectare (high maintenance highways land)	21	£8,736	£3,464	£962			£1,472		£1,141
PI 25 - Charge per hectare (high maintenance country parks and estates)	7	£5,469	£3,181	£844					£1,075
PI 13b - Percentage staff absence (excluding long term)	59	9.30%	2.06%	0.27%	5.64%	58	1.22%	4	0.64%
PI 14 - Total staff costs as a percentage of total cost	59	79.19%	62.95%	38.13%	79.19%				
PI 26 - Front line staff costs as a percentage of total cost	56	64.82%	49.85%	25.81%	55.24%				
PI 27 - Number of FTE non front line employees per 100 hectares maintained	57	11.43	2.54	0.60	2.19				
PI 31 - Central establishment charges as a percentage of total expenditure	56	24.31%	7.40%	1.19%	7.99%	37	4.20%	3	2.18%
PI 32 - Hectare of local nature reserves (LNR) per 1,000 head of population	38	11.26	1.17	0.03			1.17		1.84
PI 37 - Average NPFA play value score of children's playgrounds	27	60.69	29.07	15.30	45.11	3	32.10	1	43.11
PI 40 - Number of public events per 1,000 head of population	66	5.29	0.57	0.00	1.38	7	0.65	1	1.25
PI 39 - Countryside management performance indicator	66	87	43.09	2	2	65	55	4	71
PI 36 - Number of dog fouling penalty notices issued	0	0	0.00	0					
Optional performance indicators (no family group)									
PI 03 - Charge per hectare (countryside areas)	13	£4,641	£1,425	£108			£341		£178
PI 04 - Charge per hectare (woodlands)	13	£2,357	£731	£70			£158		£98
PI 05 - Charge per hectare (beaches)	4	£2,404	£1,266	£330					£501
PI 24 - Charge per hectare (low maintenance country parks and estates)	4	£1,381	£582	£19					£47
PI 28 - Charge per hectare (low maintenance highways land)	12	£2,168	£802	£216			£321		£268
PI 29 - Charge per hectare (all highways land)	28	£8,393	£2,559	£269			£790		£353

Parks, Open Spaces and Horticultural Performance and Grounds Maintenance Service Review

Appendix B

1. Summary of APSE Performance Standings – Parks, Open Spaces and Horticultural Services

Outcome 2008-2009 (for 2007-2008)	Quartile 1	Quartile 2	Quartile 3	Quartile 4	Total
Key Performance Indicators	2	3	3	1	9
Key Cost Performance Indicators	2	0	1	0	3
Secondary Performance Indicators	0	0	1	3	4
Optional Performance Indicators	0	0	0	0	0
Sub-total	4	3	5	4	16
Percentage of Total	25%	19%	31%	25%	100%

Outcome 2009-2010 (for 2008-2009)	Quartile 1	Quartile 2	Quartile 3	Quartile 4	Total
Key Performance Indicators	2	3	2	2	9
Key Cost Performance Indicators	3	0	0	0	3
Secondary Performance Indicators	1	0	1	2	4
Optional Performance Indicators	0	0	0	0	0
Sub-total	6	3	3	4	16
Percentage of Total	37%	19%	19%	25%	100%

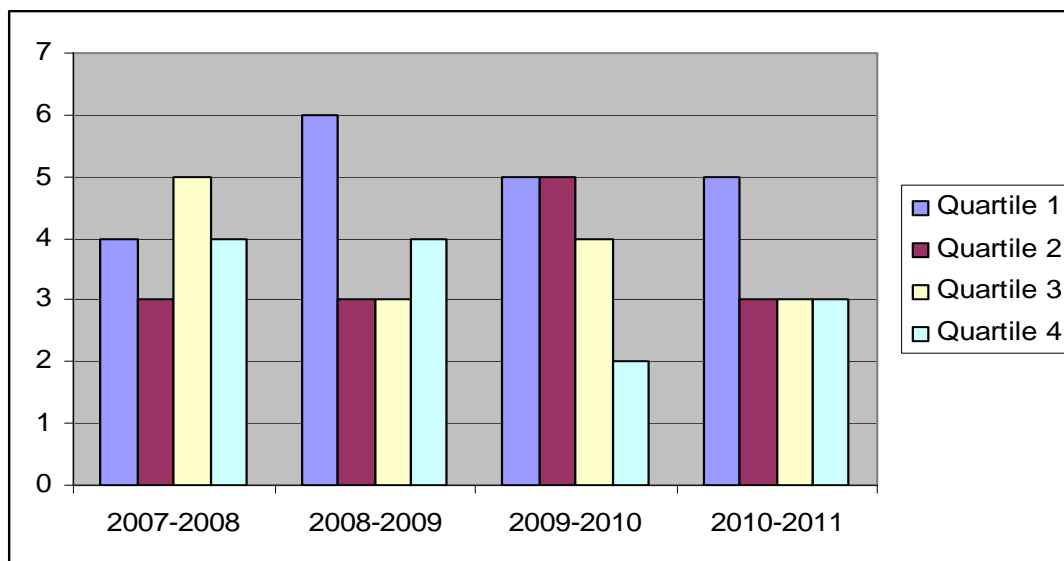
Outcome 2010-2011 (for 2009-2010) <i>(Target figures in brackets)</i>	Quartile 1	Quartile 2	Quartile 3	Quartile 4	Total
Key Performance Indicators	2 (2)	4 (4)	2 (3)	1 (0)	9
Key Cost Performance Indicators	2 (3)	1 (0)	0 (0)	0 (0)	3
Secondary Performance Indicators	1 (1)	0 (0)	2 (2)	1 (1)	4
Optional Performance Indicators	0 (0)	0 (0)	0 (0)	0 (0)	0
Sub-total	5 (6)	5 (4)	4 (5)	2 (1)	16
Percentage of Total	31.25% <i>(38%)</i>	31.25% <i>(25%)</i>	25% <i>(31%)</i>	12.5% <i>(6%)</i>	100%

Outcome 2011-2012 (for 2010-2011) <i>(Target figures in brackets)</i>	Quartile 1	Quartile 2	Quartile 3	Quartile 4	Total
Key Performance Indicators	2 (1)	2 (5)	3 (2)	1 (0)	8
Key Cost Performance Indicators	2 (2)	0 (0)	0 (0)	0 (0)	2
Secondary Performance Indicators	1 (1)	1 (0)	0 (2)	2 (1)	4
Optional Performance Indicators	0 (0)	0 (0)	0 (0)	0 (0)	0
Sub-total	5 (4)	3 (5)	3 (4)	3 (1)	14
Percentage of Total	35.71% <i>(28.57%)</i>	21.43% <i>(35.72%)</i>	21.43% <i>(28.57%)</i>	21.43% <i>(7.14%)</i>	100%

Parks, Open Spaces and Horticultural Performance and Grounds Maintenance Service Review

Appendix B

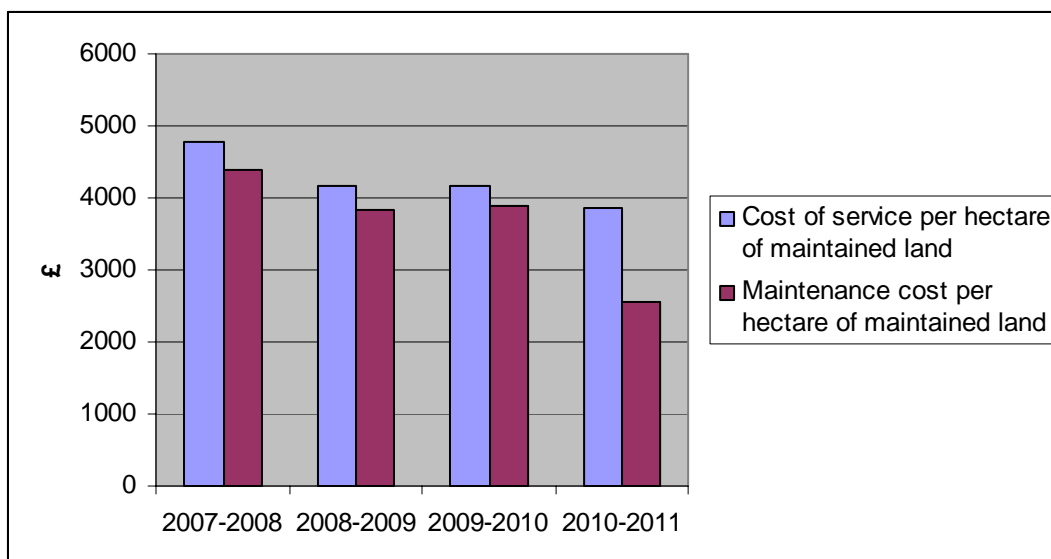
2. Comparison of APSE Performance Standings over 4 Years – Parks, Open Spaces and Horticultural Services



Evidence: APSE Performance Networks – Parks, Open Spaces and Horticultural Services Performance Indicator Standings Reports

3. Comparison of Parks and Open Spaces Service and Maintenance Costs within the Authority over 4 Years

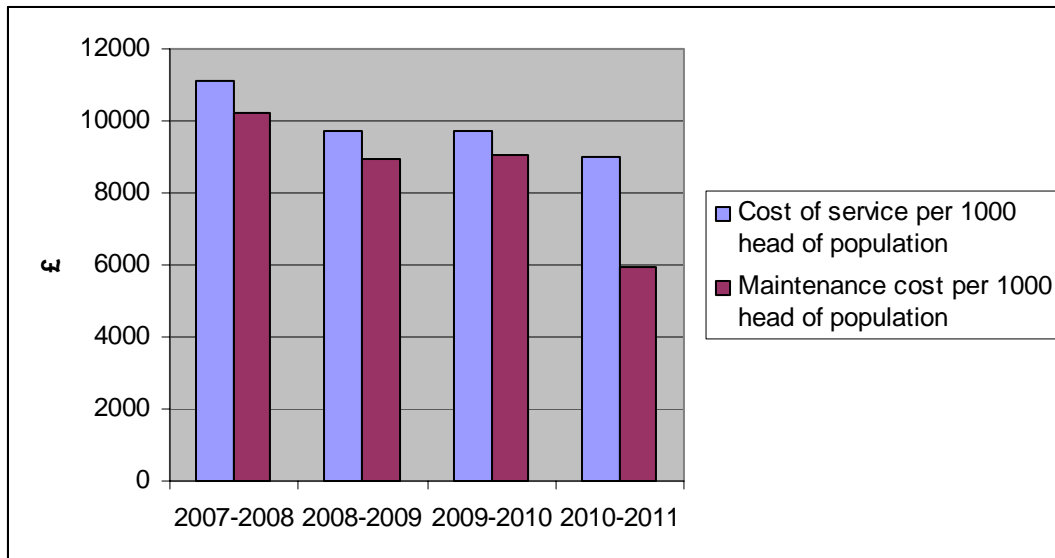
3.1 Costs per hectare of maintained land



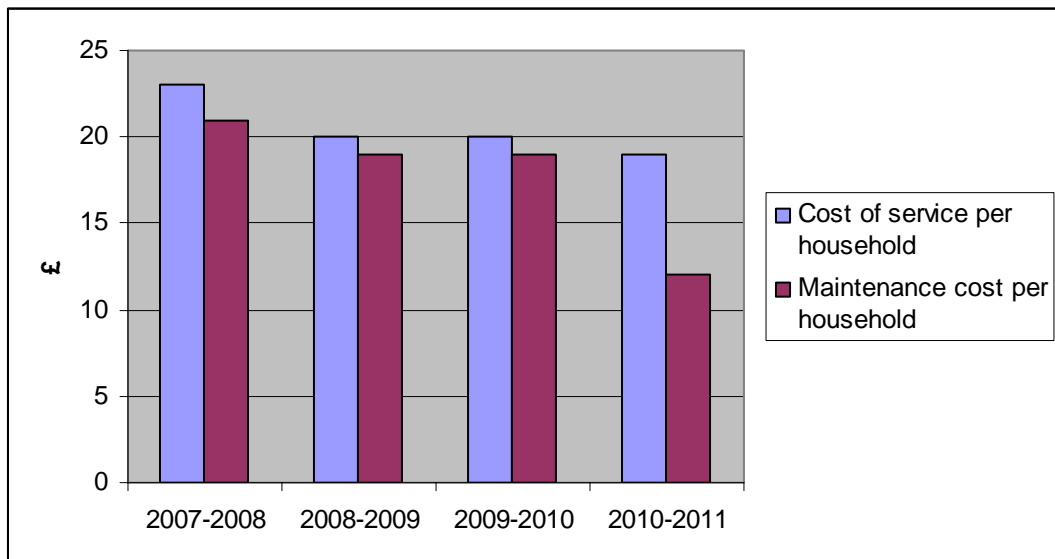
Parks, Open Spaces and Horticultural Performance and Grounds Maintenance Service Review

Appendix B

3.2 Costs per 1000 Head of Population



3.3 Costs per Household



Agenda Item No 14

Community and Environment Board

23 January 2012

**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 5 of the Strategy for approval.
- 1.2 Proposals for partnership working in respect of Daw Mill Sports Ground in Hurley and Piccadilly Community Centre and Sports Field are presented for approval in principle.
- 1.3 Members are also informed of the opportunity to allocate Section 106 money to advance a number of projects that will contribute to delivery of priorities identified in the Green Space Strategy in the Birch Coppice area and are asked to approve a framework for delivery.

Recommendation to the Board

- a That progress in respect of the implementation of the North Warwickshire Green Space Strategy Action Plan be noted;**
- b That Members approve in principle the proposal to work with local sports clubs to advance improvements to the Daw Mill Sports Ground and to determine a preferred option for long term tenure of the site by one of the clubs for future consideration by the Board;**
- c That Members approve in principle the proposal to work with Piccadilly Community Association to advance improvements to the Community Centre and Sports Field and to determine a preferred option for future tenure and management of the site for future consideration by the Board;**
- d That the framework for the proposed use of Section 106 money to advance projects that deliver priorities set out in the Green Space Strategy within the Birch Coppice area be approved; and**
- e That approval be given to use money held in the Grounds Maintenance and Green Space Strategy reserve to fund the production of management plans for Kitwood Avenue and Long Street Recreation Grounds, Dordon.**

2 Consultation

2.1 Portfolio Holder, Shadow Portfolio Holder and Ward Members

- 2.1.1 The Portfolio and Shadow Portfolio Holders for Health and Well-being and Community Life and Members with responsibility for Environmental, Countryside and Heritage, Housing, Resources and Safer Communities matters have all had the opportunity to comment on the content of this report.

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 Section within the Leisure and Community Development Division but depends, for its successful delivery, on extensive partnership working both within and outwith the Authority.

- 3.3 Progress in respect of the implementation of the Action Plan was previously reported to the Board at its meeting held in March 2011. This report advises Members of progress since then and sets out actions scheduled to be taken forward in Year 5 (2012/13) of the Strategy.

- ... 3.4 A copy of the full, revised Action Plan (Appendix A), summarising progress to date and setting out the priorities for the next four years, has been placed in the Group rooms.

- 3.5 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 and forthcoming action in respect of each of these is set out in sections 4 to 7 below.

- 3.6 Additionally, an opportunity has arisen to allocate money to advance projects that deliver priorities set out in the Green Space Strategy within the Birch Coppice Section 106 area. More detail is given in respect of this in section 7 below.

4 Policy Priorities

- 4.1 Preparation of an Open Spaces Supplementary Planning Document is key to ensuring that the Authority makes optimum use of developer contributions in improving green space provision across the Borough. Whilst work has commenced with the Forward Planning team to progress this important undertaking, it has, however, been put on hold pending completion of the Core Strategy.

4.2 Nevertheless, the underlying principles that will support the Supplementary Planning Document are already being used by the Development Control section in their negotiations with developers where appropriate.

5 **Service Priorities**

5.1 Maintenance and Cleanliness

5.1.1 Progress in respect of the review of current grounds maintenance arrangements is reported elsewhere on this agenda. As approved by the Board at its meeting held in January 2011, revised grass cutting arrangements were successfully introduced with effect from April 2011 and have been well received by the local community.

5.2 Safety and Security

5.2.1 Given the current financial constraints affecting the Authority, it has not been possible to commit additional capital resources or increased revenue funding to support a fully developed programme of green space improvements throughout the Borough. Modest, but locally significant, improvements, however, have been put in hand with funding from approved revenue budgets and earmarked reserves. These include:

- hedgelaying and repairs to play safety surfacing at Wood End Recreation Ground
- hedgelaying at Gun Hill, New Arley
- substantial repairs to the churchyard wall at Fillongley
- installation of a kissing gate at Old Arley Recreation Ground
- installation of gates at Boot Hill Recreation Ground in Grendon
- completion of the first season of a three-year programme to control Japanese Knotweed at numerous sites across the Borough (in conjunction with the Housing Division)
- repairs to play safety surfacing at Abbey Green Park in Polesworth
- repairs to play safety surfacing at Brook Walk Recreation Ground in Mancetter

... A detailed breakdown of expenditure and sources of funding for these projects is set out at Appendix B.

5.3 Biodiversity and Climate Change

5.3.1 Members will be aware that the Local Natures Reserves Project, now branded as The Wild:LIFE Project, received £230,000 of funding in October 2010 from the Access to Nature Programme. The project aims to create four Local Nature Reserves that provide valuable wildlife habitats and which are used, managed and valued by the community. Year 1 work has focused on Kingsbury Linear Park and Dafferns Wood, New Arley. A number of wildplay and community activities have taken place including: school tree planting; a mini wood fair, a BBC Live and Deadly event; natural arts and crafts and bug

hunting. The project's youth worker has been working with Kingsbury School and at the Ley Youth Project in Arley to engage with young people living near the two sites. Young people have been involved with digital filming and clean up activities and have received the ASDAN Environment Award. Monthly meetings are being held to consult with the community and to set up "Friends Groups" to help lead the development and management of the sites. Access audits and habitat surveys have been conducted at both sites and the recommendations are being discussed at community meetings and with project partners. These discussions will form the basis of improvement and management plans for each site. The improvement plans will be implemented over the next 12 months via volunteer work led by the British Trust for Conservation Volunteers and through contracted works.

5.4 Partnership Working

5.4.1 As previously reported, one of the priorities of the Green Space Strategy is to establish a Community Green Spaces Development Fund to support partner organisations to deliver improvements to their green spaces, where these have been identified as Area Priorities. A one-off sum of £40,000 was made available in 2009/10, and subsequently reserved, to support the delivery of related priorities, as determined through consultation at each Area Forum. Unfortunately, due to the financial constraints facing the Authority, it has not yet been possible to establish an on-going fund to provide targeted support to partners. Funding, however, has been allocated in the 2011/12 revenue budget to help Shuttington Parish Council to develop a much-needed new play area in Alvecote and to support Warwickshire Wildlife Trust's Tame Valley Project. Progress in respect of these projects is set out in section 6 below.

5.5 Outdoor Sports

5.5.1 Work has now commenced to implement the Action Plan supporting the Playing Pitch Strategy. Priority is being given to:

- a review of processes for allocating and booking sports pitches and for monitoring and controlling usage, together with a review of pitch hire charges
- working with sports clubs to develop and implement improvement plans at Hurley Daw Mill Sports Ground, including the consideration of long-term management options, as set out in section 5.6 below
- working with Piccadilly Community Association to improve facilities at Piccadilly Sports Field, as set out in section 5.7 below

5.6 Hurley Daw Mill Sports Ground

5.6.1 Daw Mill Sports Ground in Hurley Common has been identified as having considerable potential for development as a football ground. As a stand alone facility it would also be ideal for self-management by a sports club. The Borough Council holds a 125 year lease on the Ground that commenced in March 1997. Currently, the lease prevents the Authority from subletting the

site, although initial discussions with the landlord, CISWO, in respect of amending the lease to allow subletting have been positive. It is, therefore, proposed to advance discussions with the clubs that use the site, with a view to working in partnership to progress substantial improvements to the facility and to secure long term tenure and management by one of the on-site organisations. This approach would enable growth and development of the club and would be more likely to secure external match funding than if the Authority was to work in isolation. Members are asked to approve this proposal in principle, pending further reports to future meetings of the Board.

5.7 Piccadilly Community Centre and Sports Field

5.7.1 The Community Centre and Sports Field in Piccadilly, which are owned by the Borough Council, are significant assets for the local community. The Centre comprises a community room with ancillary facilities and changing rooms for teams using the Sports Field. The Field is managed by the Council, as are lettings of the changing rooms. The community room itself is let to Piccadilly Community Association at a preferential rate in return for caretaking duties in respect of the changing rooms. The facilities would lend themselves, in whole or in part, to being managed independently by the Community Association. This would have the advantage of enabling the Association to develop as an organisation and could facilitate greater draw down of external funding than could be achieved by the Authority alone. It is, therefore, proposed to take discussions forward with the Association on a number of options for the future tenure and management of the site. Members are asked to approve this proposal in principle, pending further reports to future meetings of the Board.

5.8 Children and Young People

5.8.1 It was hoped that progress could have been made this year in respect of the preparation of a Play Area Business Plan. The purpose would be threefold:

- to address improvements at the Authority's older, unimproved equipped play areas
- to assist other providers, primarily town and parish councils
- to ensure future sustainable provision across the Borough

5.8.2 Unfortunately, due to capacity constraints, this work has had to be deferred. Should funds become available to allow improvements to the Authority's older play areas to be undertaken at some point in the future then this task will be brought forward in the Action Plan.

5.9 Community Engagement

5.9.1 The successful delivery of the Wild:LIFE Project (section 5.3 above) is dependent on strong community engagement and is predicated upon the establishment of a "Friends Group" for each site. Community engagement will also be key to the process of preparing and implementing site management plans, which are discussed more fully in section 6 below. An event held at

Abbey Green Park in Polesworth to mark Love Parks Week in July 2011 was very well attended and demonstrated the value of parks to local communities.

6 **Area-Based Priorities**

6.1 Green Space Strategy Targeted Funding Support to Other Providers

6.1.2 The provision of revenue funding to other providers (as identified in paragraph 5.4 above) has contributed to the delivery of the following area-based priorities in 2011/12:

- completion of a management plan and installation of improved play facilities at the recreation ground in Fillongley
- the provision of the artificial grass pitch at Queen Elizabeth School and Sports College in Atherstone

6.1.3 Further funding has been allocated in the 2011/12 revenue budget or is held in earmarked reserves for:

- preparation of a management plan for the recreation ground in Warton
- a contribution to Warwickshire Wildlife Trust's Tame Valley Project
- provision of improved play facilities at Shuttington Parish Council's site in Alvecote

6.1.4 With regard to the site at Alvecote, the Parish Council has now purchased the land, which it previously leased, and so is in a much stronger position to attract external funding. The landscape consultants appointed to assist the Borough Council in preparing site management plans (see paragraph 6.3 below) will be commissioned to work with the Parish Council to prepare proposals to support funding bids. This work is scheduled to be in hand before the new financial year.

6.1.5 A breakdown of funding support to other organisations is provided at Appendix C.

...

6.2 Provision of Play Facilities

6.2.1 A scheme has been prepared, and an external funding bid submitted, for the provision of new play facilities at Baxterley Recreation Ground. The outcome of the bid is anticipated in January 2012 and, if this is successful, it is expected that installation will start in spring 2012.

6.3 Site Management Plans

6.3.1 Landscape consultants, Arthur Amos Associates, have now been appointed for a three-year term to assist the Authority in the preparation of management plans, including comprehensive community consultation, for key sites across the Borough, with work due to commence in January 2012. The initial priority will be Abbey Green Park in Polesworth, which has been identified as standing in need of considerable investment but having the potential to be the

Borough's first Green Flag site. It is considered that it would be advantageous to prepare management plans for both of the recreation grounds in Dordon at the same time as that for Abbey Green Park. This would give the consultants the opportunity to make a holistic assessment of the needs of the two adjacent communities and to prepare proposals that meet those needs but that are complementary to each other. It is therefore proposed, subject to the appointed consultants having the necessary capacity, that plans for Kitwood Avenue and Long Street Recreation Grounds should be completed by March 2012. Funding for the preparation of the plans could be found from reserves. Other sites identified for early attention, and for which funding has been approved, are Old Arley Recreation Ground, Hurley Daw Mill Sports Ground (paragraph 5.6 above) and Alvecote Recreation Area (paragraph 6.1.4 above).

7 Birch Coppice Section 106 Area

7.1 An opportunity has arisen to take advantage of £200,000 Section 106 money to advance priorities identified in the Green Space Strategy within the Birch Coppice area. A framework is proposed here for the use of this money that offers an opportunity to carry out a range of new environmental improvement work to a number of parks and recreation grounds. Each of the sites stands in need of investment to bring it up to the quality of provision appropriate to the needs and aspirations of local communities and to be valued and enjoyed by them. The proposed works have already been the subject of detailed local consultation through the processes that underpinned the development of the Green Space Strategy and the Playing Pitch Strategy.

7.2 Until firm proposals and informed cost estimates have been prepared it is difficult to be precise in suggesting an appropriate allocation of the available funding. The proposals set out below seek to both advance some of the Authority's higher priorities and to achieve a number of "quick wins", whilst also maintaining a balance between funding a range of sites across the area and the need to avoid spreading the money too thinly. Consideration has, therefore, been given to both relatively small scale projects, which could be fully funded and completed within 12 months, and to more complex, higher profile projects that are likely to take longer to complete and to need additional external match funding to do so. The proposals concentrate on improvements to the Borough Council's own sites, with consideration of assistance to other providers with sites within the area, such as Polesworth Parish Council, Baddesley Ensor Parish Council and Warwickshire County Council, being deferred until such time as discussions have been held with these organisations.

... 7.3 The figures set out in the proposals, which are summarised at Appendix D, are preliminary estimates that are likely to change as individual schemes are developed. It is suggested that the proposed funding allocations should form a "working budget" that will allow some fluidity between projects and that will be monitored and refined as work progresses.

7.4 Recreation Ground Improvement Schemes

- 7.4.1 A need has been identified for improvement works at Grendon, Piccadilly and Wood End recreation grounds. These would principally comprise new fencing, gates, hedge planting and hedge management, but may also include the provision of limited site furniture. The works would both improve the quality of the sites and address issues of inappropriate access, such as by motorbikes, horse riders or travellers. In responding to issues raised by users, the improvement schemes will enhance accessibility for the community and thus increase the value of the sites as local assets. These are straightforward schemes that can be prepared in-house but would be let to external contractors for implementation on site. It is proposed that the works to all three sites should be let as a single contract. The schemes would be unlikely to attract external match funding so it is proposed that they should be fully funded from the Section 106 money. A provisional cumulative sum of £45,000 would be earmarked for the three sites. This estimate includes a significant sum for fencing at Piccadilly, where a cheaper option could be implemented, subject to the agreement of adjoining landowners and the Community Association. £45,000 is, therefore, a maximum figure, with the potential for a significant underspend to be reallocated to other projects. It is anticipated that preparation of specifications and tender documentation and the tendering process can be achieved between April and August 2012 to allow for works to be implemented during the autumn 2012 planting season. The schemes should be completed by December 2012.

7.5 Abbey Green Park, Polesworth

- 7.5.1 It is expected that the management plan and associated cost estimates for Abbey Green Park (paragraph 6.3 above) will be completed and reported to the Community and Environment Board in March 2012. It is anticipated that it will be necessary to secure external match funding for the full implementation of this project. A six month period has, therefore, been allocated to secure such funding and to undertake all necessary tendering processes to allow implementation to commence on site in autumn 2012. This timetable should be treated with caution at this stage as the precise funding requirements and work scheduling cannot be defined until the management plan has been completed. As this will be the Authority's flagship green space project, it is proposed that £100,000 of the Section 106 money be allocated to it in the first instance.

7.6 Kitwood Avenue and Long Street Recreation Grounds, Dordon

- 7.6.1 Again, precise funding requirements and work scheduling cannot be defined until the management plans (paragraph 6.3 above) have been completed. It is likely, however, that Long Street Recreation Ground will require the greater level of investment as it is known that the play facilities, which currently do not include teen provision, need to be renewed. It is also likely that match funding could be secured towards such works. It is, therefore, proposed to allocate £55,000 of the Section 106 money for the implementation of improvements at this site. Whilst no allocation is suggested for the advancement of works at

Kitwood Avenue Recreation Ground at this stage, the proposed management plan would be invaluable in allowing future funding requirements to be assessed.

8 Resources, Monitoring and Development

- 8.1 The continuing review of grounds maintenance arrangements (paragraph 5.1 above) and the adoption of a Supplementary Planning Document (paragraph 4.1 above) will each contribute to ensuring the appropriate targeting of resources to deliver the priorities set out in the North Warwickshire Green Space Strategy, within the context provided by the Authority's overall capital and revenue requirements.
- 8.2 The Action Plan at Appendix A includes sections setting out a suite of performance indicators against which progress in delivering the priorities set out in the Green Space Strategy can be measured. The list of indicators is necessarily long, reflecting the complexity of issues to be addressed through the Strategy.
- 8.3 The Green Space Strategy and its supporting Action Plan are dynamic, evolving documents through which to advance the sustainable provision of green space into the future. As such, they are under constant review and revision and will never, and should never, be considered as "finished". Whilst some actions are discrete and can be completed, others will always be on-going undertakings. Performance, therefore, is measured by both the percentage of targets completed and of those in progress.
- 8.4 It is anticipated that at the end of the fourth year of implementation of the Green Space Strategy Action Plan, 21% of the targets will have been met and work will be in progress on a further 8%. This compares to 16% and 8% respectively at the end of Year 3. This falls short of the targets for the year of 34% and 7%, but given the extent of resources and capacity available to the Borough Council, it is considered that this still represents a positive level of achievement. More details in respect of the anticipated position at the end of the fourth year and the targets for Year 5 are set out in the Action Plan at Appendix A.

9 Report Implications

9.1 Finance and Value for Money Implications

- 9.1.1 There is no new financial implication arising 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, other than the proposed use of a reserve to fund the production of a management plan for Kitwood Avenue and Long Street Recreation Grounds in Dordon (paragraph 6.3 above). Wherever possible, additional external funding is sought to support project implementation.

9.2 Safer Communities Implications

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

9.3 Legal and Human Rights Implications

- 9.3.1 Projects advanced through the Green Space Strategy are compliant with all relevant legislation.

9.4 Environment and Sustainability Implications

- 9.4.1 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.

9.5 Risk Management Implications

- 9.5.1 The risks associated with this report have already 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 the project management process.

9.6 Equalities Implications

- 9.6.1 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.

9.7 Links to Council's Priorities

- 9.7.1 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

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

- Raising aspirations, educational attainment and skills
- 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	08 Dec 2008
2	Assistant Director (Leisure and Community Development)	Report to Community and Environment Board	26 Jan 2009
3	Assistant Director (Leisure and Community Development)	Report to Community and Environment Board	07 Apr 2009
4	Assistant Director (Leisure and Community Development)	Reports to Area Forums	July 2009
5	Assistant Director (Leisure and Community Development)	Report to Resources Board	06 July 2009
6	Assistant Director (Leisure and Community Development)	Report to Community and Environment Board	28 Sep 2009
7	Assistant Director (Leisure and Community Development)	Reports to Area Forums	Jan / Feb 2010
8	Assistant Director (Leisure and Community Development)	Report to Community and Environment Board	March 2010
9	Assistant Director (Leisure and Community Development)	Report to Community and Environment Board	June 2010
10	Assistant Director (Leisure and Community Development)	Report to Community and Environment Board	March 2011

North Warwickshire Green Space Strategy 2008-2018

Action Plan Year 5 (2012-2013 to 2015-2016)



North Warwickshire
Borough Council

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		1	2	3	4	5	6	7	8	9	10							
<u>POLICY PRIORITIES</u>																		
PROTECTION AND ENHANCEMENT OF GREEN SPACE																		
PP1	Use the Open Space, Sport and Recreation Study and the Green Space Strategy to inform the Planning process																	
PP1a	Prepare an Open Spaces Supplementary Planning Document for adoption by Council	Staff time Revenue													Landscape Management Team, Forward Planning & Development Control Teams	Public Services	Access to services Healthy communities	Work commenced to prepare an SPD for adoption at Executive Board but delayed pending completion of Core Strategy.
PP1b	Establish a formal consultation protocol between Divisions of the Borough Council to ensure compliance with the OSSR Study and the Green Space Strategy in the Planning process	Staff time													Landscape Management Team, Forward Planning & Development Control Teams	Public Services Environment Crime Countryside Access Consultation Health	Access to services Healthy communities	
PP1c	Ensure common understanding between Divisions of the Borough Council of the key priorities identified in the OSSR study and the Green Space Strategy and their pertinence to the Planning process by dissemination at an initial presentation session and through ongoing liaison meetings	Staff time													Landscape Management Team, Forward Planning & Development Control Teams	Public Services Environment Crime Countryside Access Consultation Health	Access to services Healthy communities	
PP2	Use the Open Space, Sport and Recreation Study and the Green Space Strategy to inform the development of a Green Space Strategy Action and Funding Plan that will be integral to the Borough Council's Landscape Management Service Plan																	
	Prepare a four-year rolling Action and Funding Plan for adoption by the Borough Council based on the key priorities identified in the Green Space Strategy	Staff time Partner time													Landscape Management Team	Resources Environment Community Health Crime Countryside	Access to services Healthy communities Aspirations attainment and skills	Action complete. Plan prepared and agreed in principle at Executive Board in December 2008

ACTION	RESOURCE	YEAR										KEY PARTNERS	NWBC PRIORITY	SCS PRIORITY	PROGRESS / OUTCOME		
		1	2	3	4	5	6	7	8	9	10						
PP3	Use the Open Space, Sport and Recreation Study and the Green Space Strategy to inform any review of the Borough Council's land holdings and any proposals for adoption or disposal																
PP3a	Establish a formal consultation protocol between Divisions of the Borough Council to ensure compliance with the OSSR Study and the Green Space Strategy in any review of land holdings and any proposals for adoption or disposal	Staff time												Landscape Management Team and Asset Management Group	Resources Environment Community Health Crime Countryside	Access to services Healthy communities	
PP3b	Ensure common understanding between Divisions of the Borough Council of the key priorities identified in the OSSR study and the Green Space Strategy and their pertinence to any proposed land adoption or disposal by dissemination at an initial presentation	Staff time												Landscape Management Team and Asset Management Group	Resources Environment Community Health Crime Countryside	Access to services Healthy communities	

 completed

 planned / in progress

ACTION	RESOURCE	YEAR										KEY PARTNERS	NWBC PRIORITY	SCS PRIORITY	PROGRESS / OUTCOME			
		1	2	3	4	5	6	7	8	9	10							
SERVICE PRIORITIES																		
MAINTENANCE AND CLEANLINESS																		
SP1	Review current grounds maintenance arrangements to ensure coherent and appropriate work programming and adequate allocation of resources																	
SP1a	Carry out initial benchmarking of parks and open spaces provision	Staff time Revenue													Landscape Management Team Streetscape and Finance Divisions, APSE	Public Services Environment Crime Countryside Access Consultation Health	Access to services Healthy communities Aspirations attainment and skills	Action complete. First benchmarking exercise with APSE completed November 2008
SP1b	Carry out a value for money review	Staff time													Landscape Management Team Streetscape Division	Public Services Environment Crime Countryside Access Consultation Health	Access to services Healthy communities Aspirations attainment and skills	In progress
SP1c	Verify the base data for grounds maintenance specification	Staff time Revenue													Landscape Management Team Streetscape Division Consultancy	Public Services Environment Crime Countryside Access Health	Access to services Healthy communities	Data verified by July 2010; revision of GIS record due to be completed by March 2011.
SP1d	Revise the grounds maintenance specification	Staff time Revenue													Landscape Management Team Streetscape and Housing Divisions Consultancy	Public Services Environment Crime Countryside Access Health	Access to services Healthy communities	Action complete. Specification approved by Community and Environment Board in January 2011.

ACTION	RESOURCE	YEAR										KEY PARTNERS	NWBC PRIORITY	SCS PRIORITY	PROGRESS / OUTCOME		
		1	2	3	4	5	6	7	8	9	10						
SP1e	Set revised budget profiles for the grounds maintenance service	Staff time												Landscape Management Team Streetscape and Housing Divisions	Public Services Local Employment	Access to services Healthy communities	In progress
SP1f	Prepare service level agreements	Staff time												Landscape Management Team Streetscape and Housing Divisions	Public Services Environment Crime Countryside Access Consultation Health	Access to services Healthy communities	In progress
SP1g	Implement service level agreements	Revenue												Landscape Management Team Streetscape and Housing Divisions	Public Services Environment Crime Countryside Access Consultation Health	Access to services Healthy communities	To follow SP1f
SP1h	Repeat annual benchmarking of parks and open spaces provision	Staff time Revenue												Landscape Management Team Streetscape and Finance Divisions, APSE	Public Services Environment Crime Countryside Access Consultation Health	Access to services Healthy communities Aspirations attainment and skills	Completed August 2009, October 2010 and October 2011 and reported to Community and Environment Board.
SP2	Explore opportunities for alternative maintenance arrangements for some sites such as partnership working with other providers or community management projects																
SP2a	Ensure briefs for site management plans include the need to consider alternative management arrangements	Staff time												Landscape Management and Partnership & Development Teams	Public Services Environment Crime Countryside Access Consultation Health	Access to services Healthy communities Aspirations attainment and skills	To be included in briefs to the consultants appointed in January 2012 to prepare site management plans.

ACTION	RESOURCE	YEAR										KEY PARTNERS	NWBC PRIORITY	SCS PRIORITY	PROGRESS / OUTCOME			
		1	2	3	4	5	6	7	8	9	10							
SAFETY AND SECURITY																		
SP3	Introduce a Park Ranger service to provide site supervision, ensuring a regular presence at each of the Borough Council's parks, play areas and recreation grounds and a timely response to issues such as vandalism and anti-social behaviour																	
SP3a	Explore options for provision of a park ranger service	Staff time Partner time Revenue													Landscape Management Team Partnership & Development Team Environment Group	Local Employment Environment Crime Countryside Access Consultation Health	Access to services Healthy communities Aspirations attainment and skills	
SP4	Invest in basic service improvements, such as improving footpaths and site furniture, installing signage and securing sites against inappropriate access																	
SP4a	Prepare a four-year rolling annual Green Space Improvements Programmes for Borough Council managed parks, open spaces and recreation grounds (amended action)	Staff time													Landscape Management and Partnership & Development Teams	Public Services Environment Crime Countryside Access Consultation Health	Access to services Healthy communities	Capital funding not available to support a four-year improvements programme - annual programmes prepared within the context of available resources.
SP4b	Implement the Green Space Improvements Programme	Staff time Capital Revenue													Landscape Management Team	Public Services Environment Crime Countryside Access Consultation Health	Access to services Healthy communities	Limited programme of improvements carried out in Year 4 at recreation grounds in Grendon and Wood End, an informal open space in Gun Hill and at Fillongley Churchyard, funded through revenue budgets and earmarked reserves.
SP4c	Review the Green Space Improvements Programme annually (action deleted in consequence of amendment to SP4a)	Staff time													Landscape Management Team	Resources Environment Community Health Crime Countryside	Access to services Healthy communities	To follow SP4a

ACTION	RESOURCE	YEAR										KEY PARTNERS	NWBC PRIORITY	SCS PRIORITY	PROGRESS / OUTCOME			
		1	2	3	4	5	6	7	8	9	10							
TREE MANAGEMENT																		
SP5	Prepare and adopt a Tree Management Policy to inform the management of the Borough Council's tree stock																	
SP5a	Prepare a policy for adoption by Council	Staff time													Landscape Management Team, Forward Planning & Development Control Teams and Housing Division	Public Services Environment Countryside Access	Access to services Healthy communities	Delayed pending appointment of Landscape Officer (Trees). Interim briefing note approved by Community and Environment Board in March 2010, addendum on consultation procedures to be presented to Board in March 2011.
SP5b	Publish the policy on the website and in hardcopy	Staff time													Landscape Management Team	Public Services Environment Countryside Access	Access to services Healthy communities	To follow SP5b
SP5c	Implement the Tree Management Policy	Staff time Revenue													Landscape Management Team, Forward Planning & Development Control Teams and Housing Division	Public Services Environment Countryside Access	Access to services Healthy communities	To follow SP5b
SP5d	Increase officer capacity to one FTE to support implementation of the Tree Management Policy	Revenue													Landscape Management Team	Public Services Environment Countryside Access	Access to services Healthy communities	Unable to implement due to budget constraints

ACTION	RESOURCE	YEAR										KEY PARTNERS	NWBC PRIORITY	SCS PRIORITY	PROGRESS / OUTCOME		
		1	2	3	4	5	6	7	8	9	10						
BIODIVERSITY AND CLIMATE CHANGE																	
SP6	Seek opportunities to enhance and conserve biodiversity through habitat creation and management when developing individual site management plans and grounds maintenance schedules																
SP6a	Ensure briefs for site management plans include the need to consider enhancement of biodiversity	Staff time												Landscape Management Team Partnership & Development Team	Environment Countryside	Healthy communities	First brief, for Abbey Green Park, in hand
SP6b	Target the development of six sites for designation as local nature reserves	Staff time Partner time Capital Revenue												Landscape Management and Partnership & Development Teams Environment Group	Environment Countryside	Access to services Healthy communities	Project to develop four Local Nature Reserves underway
SP6c	Establish a budget to support projects to enhance biodiversity	Revenue												Landscape Management Team	Environment Countryside	Access to services Healthy communities	Budget allocation agreed at Resources Board July 2009 but taken as a saving after 2011/12.
SP7	Seek opportunities to mitigate the effects of climate change, particularly increased flood risk, through appropriate planting and land management when developing individual site management plans and grounds maintenance schedules																
SP7a	Ensure briefs for site management plans include the need to consider mitigation of the effects of climate change	Staff time												Landscape Management Team Partnership & Development Team	Environment Countryside	Access to services Healthy communities	First brief, for Abbey Green Park, in hand

ACTION	RESOURCE	YEAR										KEY PARTNERS	NWBC PRIORITY	SCS PRIORITY	PROGRESS / OUTCOME			
		1	2	3	4	5	6	7	8	9	10							
SP8	Support partners to enhance and conserve biodiversity on publicly accessible sites																	
SP8a	Promote access to the Community Green Space Fund	Staff time Revenue													Landscape Management Team Partnership & Development Team Environment Group	Environment Countryside Access Consultation	Access to services Healthy communities	Unable to establish an ongoing fund due to budget constraints. Action to be reviewed.
SP9	Work with partners to increase opportunities for community engagement in habitat creation and management projects																	
SP9a	Enable the participation of local communities in the development of six sites for designation as local nature reserves	Staff time Partner time Revenue													Landscape Management Team Partnership & Development Team Environment Group Local communities	Environment Countryside Access Consultation	Access to services Healthy communities Aspirations attainment and skills	Local Nature Reserves Project (SP6b) will enable a high level of community participation
PARTNERSHIP WORKING																		
SP10	Work in partnership with other providers and, where improvements to their green spaces have been identified as Area Priorities, support them to deliver these through a Community Green Space Fund and by offering advice and guidance																	
SP10a	Establish a Community Green Spaces Development Fund	Revenue													Landscape Management Team	Public Services Environment Crime Countryside Access Consultation Health	Access to services Healthy communities Aspirations attainment and skills	Unable to establish an ongoing fund due to budget constraints but one-off revenue allocation made in Year 2. Action to be reviewed.

ACTION		RESOURCE	YEAR										KEY PARTNERS	NWBC PRIORITY	SCS PRIORITY	PROGRESS / OUTCOME	
			1	2	3	4	5	6	7	8	9	10					
SP10b	Provide in kind assistance to enable other providers to improve and develop publicly accessible green space	Staff time												Landscape Management and Partnership & Development Teams	Environment Crime Countryside Access Consultation Health	Access to services Healthy communities Aspirations attainment and skills	Assistance has been provided to Baddesley and Fillongley Parish Councils.
SP11 Work with schools and other providers to meet the demand for more community access to outdoor sports facilities																	
SP11a	Engage with schools and other providers of outdoor sports provision as a key action in the preparation of the Playing Pitch Strategy	Staff time Revenue												Landscape Management and Partnership & Development Teams, Consultancy	Public Services Access Consultation Health	Access to services Healthy communities Aspirations attainment and skills	Action complete. Schools, town and parish councils and sports clubs consulted during the preparation of the Playing Pitch Strategy.
SP11b	Engage with schools and other providers of outdoor sports provision as a key action in the implementation of the Playing Pitch Strategy	Staff time												Landscape Management, Partnership & Development and Leisure Facilities Teams	Public Services Access Consultation Health	Access to services Healthy communities Aspirations attainment and skills	Partnership agreement established with QE School and Sports College, Atherstone.
OUTDOOR SPORTS																	
SP12 Use the findings of the Open Spaces, Sports and Recreation Study to inform the development of a Playing Pitches Strategy to deliver sustainable outdoor sports provision																	
SP12a	Prepare a Playing Pitch Strategy for adoption by Council	Staff time Revenue												Landscape Management and Partnership & Development Teams, Consultancy	Public Services Access Consultation Health	Access to services Healthy communities Aspirations attainment and skills	Action complete. Playing Pitch Strategy prepared and adopted by Community and Environment Board in October 2010.

ACTION	RESOURCE	YEAR										KEY PARTNERS	NWBC PRIORITY	SCS PRIORITY	PROGRESS / OUTCOME		
		1	2	3	4	5	6	7	8	9	10						
SP12b	Implement the Playing Pitch Strategy	Staff time Capital Revenue												Landscape Management and Partnership & Development Teams	Public Services Access Consultation Health	Access to services Healthy communities Aspirations attainment and skills	In progress.
CHILDREN AND YOUNG PEOPLE																	
SP13 Develop a Play Area Business Plan to enable us to ensure that all of our built 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																	
SP13a	Prepare a Play Area Business Plan for adoption by Council	Staff time												Landscape Management and Partnership & Development Teams North Warwickshire Play Partnership	Crime Access Consultation Health	Access to services Healthy communities	First stage, post-project evaluation of the Play Area Development Programme Phase 1, completed and approved by Scrutiny Board in December 2010. Four Playbuilder schemes, forming Phase 2 of the programme installed by March 2011. Business Plan to be prepared to address other improvements and to ensure sustainable provision in the future.
SP13b	Implement the Play Area Business Plan - design and procurement phase	Staff time Revenue												Landscape Management and Partnership & Development Teams North Warwickshire Play Partnership	Crime Access Consultation Health	Access to services Healthy communities	To follow SP13b


ACTION	RESOURCE	YEAR										KEY PARTNERS	NWBC PRIORITY	SCS PRIORITY	PROGRESS / OUTCOME			
		1	2	3	4	5	6	7	8	9	10							
SP13c	Implement the Play Area Business Plan - installation phase	Staff time Capital Revenue													Landscape Management and Partnership & Development Teams North Warwickshire Play Partnership	Crime Access Consultation Health	Access to services Healthy communities	To follow SP13b and SP13c
SP13d	Review play area maintenance revenue funding to ensure that resources are allocated appropriately in the context of the Play Area Business Plan	Revenue													Landscape Management Team and Finance Division	Public Services Crime Access Consultation Health	Access to services Healthy communities	Growth bid submitted in respect of Sycamore Road Kingsbury and Old Arley.
SP13e	Continue investment in the play area replacement fund	Revenue													Landscape Management Team and Finance Division	Public Services Crime Access Health	Access to services Healthy communities	Annual revenue contributions to the play area replacement fund are ongoing.
SP14	Support the development of a strategic network of play facilities across the Borough and assist other providers to deliver improvements through partnership working																	
SP14a	Establish a Community Play Area Development Fund	Revenue													Landscape Management Team	Public Services Environment Crime Countryside Access Consultation Health	Access to services Healthy communities	Unable to establish a fund due to budget constraints but one-off revenue allocation made in Year 2. Action to be reviewed.


ACTION	RESOURCE	YEAR										KEY PARTNERS	NWBC PRIORITY	SCS PRIORITY	PROGRESS / OUTCOME		
		1	2	3	4	5	6	7	8	9	10						
SP14b	Provide in kind assistance to enable other providers to develop play areas	Staff time Partner time												Landscape Management and Partnership & Development Teams North Warwickshire Play Partnership	Crime Access Consultation Health	Access to services Healthy communities Aspirations attainment and skills	Assistance has been provided to Kingsbury, Baddesley and Fillongley Parish Councils. Further assistance planned for Shuttington Parish Council. Parish Play Events were held in March and November 2010 and Play Safety training offered to parish councils in September 2011.
SP15	Explore opportunities to include natural, wildplay areas when developing individual site management plans																
SP15a	Ensure briefs for site management plans include the need to consider wildplay opportunities													Landscape Management and Partnership & Development Teams	Crime Access Consultation Health	Access to services Healthy communities	First brief, for Abbey Green Park, in hand
COMMUNITY ENGAGEMENT																	
SP16	Establish a network of Friends Groups to participate in the development and oversight of local green spaces																
SP16a	Target the establishment of two Friends Groups as a key action of the development of site management plans	Staff time Revenue												Landscape Management and Partnership & Development Teams	Public Services Environment Countryside Consultation	Access to services Healthy communities Aspirations attainment and skills	
SP16b	Target the establishment of six Friends Groups as a key action of the development of sites for designation as local nature reserves	Staff time Revenue												Landscape Management and Partnership & Development Teams Environment Group	Public Services Environment Countryside Consultation	Access to services Healthy communities Aspirations attainment and skills	To be progressed through the Local Nature Reserves project (SP6b)

ACTION	RESOURCE	YEAR										KEY PARTNERS	NWBC PRIORITY	SCS PRIORITY	PROGRESS / OUTCOME		
		1	2	3	4	5	6	7	8	9	10						
SP17 Support the establishment of a federation of allotments associations for North Warwickshire																	
SP17a	Facilitate the establishment of an Allotments Federation	Staff time Revenue	█											Landscape Management and Partnership & Development Teams	Environment Access Consultation Health	Access to services Healthy communities Aspirations attainment and skills	Action complete. The North Warwickshire Allotment Federation was formally constituted in January 2009
SP17b	Support the Federation to implement small-scale development projects	Staff time Revenue	█	█	█	█	█	█	█	█	█	█		Landscape Management and Partnership & Development Teams	Environment Access Consultation Health	Access to services Healthy communities Aspirations attainment and skills	Service Level Agreement in place with the Federation and funding in place to facilitate small-scale projects.
SP18 Support the establishment of allotment associations to bring about regeneration of underused sites or to establish new ones																	
SP18a	Facilitate the establishment of an allotment association in Warton	Staff time	█											Landscape Management and Partnership & Development Teams	Environment Access Consultation Health	Access to services Healthy communities Aspirations attainment and skills	Action complete. Warton Allotment Association formally constituted.
SP18b	Support the regeneration of the allotment site in Warton	Staff time Revenue	█	█										Landscape Management and Partnership & Development Teams	Environment Access Consultation Health	Access to services Healthy communities Aspirations attainment and skills	Action complete. Site in cultivation and lease executed February 2010

ACTION	RESOURCE	YEAR										KEY PARTNERS	NWBC PRIORITY	SCS PRIORITY	PROGRESS / OUTCOME		
		1	2	3	4	5	6	7	8	9	10						
SP18c	Facilitate the establishment of an allotment association in Mancetter-Hurley (amended action)	Staff time												Landscape Management and Partnership & Development Teams	Environment Access Consultation Health	Access to services Healthy communities Aspirations attainment and skills	Deferred pending further consideration of the need to develop allotments in Mancetter. Establishment of an Association in Hurley facilitated instead.
SP18d	Support the development of an allotment site in Mancetter Hurley (amended action)	Staff time Revenue												Landscape Management and Partnership & Development Teams	Environment Access Consultation Health	Access to services Healthy communities Aspirations attainment and skills	Action complete. Development of allotment site supported in Hurley.
SP18e	Prepare a policy statement to provide a framework for assisting in any future allotment site developments	Staff time												Landscape Management Team	Environment Access Consultation Health	Access to services Healthy communities Aspirations attainment and skills	Action complete. Policy Statement approved by Community & Environment Board in January 2009. Revisions to the Statement approved by Board in March 2010.
SP19	Publicise and promote our green spaces, play and sports facilities through the production of leaflets and other promotional material and through use of the Internet																
SP19a	Prepare and market promotional information for parks, play areas, outdoor sports facilities and allotments	Staff time Revenue												Landscape Management and Partnership & Development Teams	Access Consultation	Access to services	

ACTION	RESOURCE	YEAR										KEY PARTNERS	NWBC PRIORITY	SCS PRIORITY	PROGRESS / OUTCOME	
		1	2	3	4	5	6	7	8	9	10					
SP19b	Promote parks, play areas, outdoor sports facilities and allotments on the Borough Council's website	Staff time											Landscape Management and Partnership & Development Teams	Access Consultation	Access to services	Open Spaces Sports and Recreation Study, Green Space Strategy and Playing Pitch Strategy are available on the NWBC website. An allotments microsite is established on the NWBC website. Other work is ongoing.

 completed

 planned / in progress

ACTION	RESOURCE	YEAR										KEY PARTNERS	NWBC PRIORITY	SCS PRIORITY	PROGRESS / OUTCOME			
		1	2	3	4	5	6	7	8	9	10							
AREA PRIORITIES																		
COLESHILL																		
AP1	Develop a management plan for Cole End Park in consultation with the local community																	
AP1a	Prepare a costed management plan for Cole End Park	Staff time Revenue													Landscape Management and Partnership & Development Teams Environment Group Consultancy	Environment Community Health Resources	Access to services Healthy communities	
AP1b	Implement the management plan for Cole End Park														Landscape Management	Environment Community Health Resources	Access to services Healthy communities	
AP2	Support Coleshill Town Council to develop a management plan for Memorial Park with a view to achieving Green Flag standard																	
AP2a	Engage with the Town Council and promote access to the Community Green Space Fund	Staff time													Landscape Management and Partnership & Development Teams	Environment Community Health Resources	Access to services Healthy communities	Funding not available. Action to be reviewed.
AP3	Seek the provision of junior play facilities in the south of the area																	
AP3a	Engage with the Town Council to identify opportunities for the provision of play facilities in the south of the area	Staff time													Landscape Management and Partnership & Development Teams	Community Health Crime	Access to services Healthy communities	

ACTION	RESOURCE	YEAR										KEY PARTNERS	NWBC PRIORITY	SCS PRIORITY	PROGRESS / OUTCOME		
		1	2	3	4	5	6	7	8	9	10						
AP3b	Seek opportunities for the provision of play facilities in the south of the area through the Planning process Staff time Developer contributions												Landscape Management Team and Planning & Development Division	Community Health Crime Resources	Access to services Healthy communities		
AP4	Work with local schools to meet the demand for more community access to football pitches																
AP4a	Engage with local schools as a key action in the preparation of the Playing Pitch Strategy Staff time Revenue													Landscape Management and Partnership & Development Teams, Consultancy	Community Health Resources	Access to services Healthy communities Aspirations attainment and skills	Schools consulted during preparation of the Playing Pitch strategy, to be advanced further through the Action Plan
AP4b	Engage with local schools as a key action in the implementation of the Playing Pitch Strategy Staff time													Landscape Management, Partnership & Development and Leisure Facilities Teams	Community Health Resources	Access to services Healthy communities Aspirations attainment and skills	
AP5	Where appropriate, and in consultation with the local community, allow some informal open space to be developed for alternative green space uses, such as new play space or for management as natural green space																
AP5a	Engage with the Town Council and local communities to identify opportunities for the development of informal open space to other green space uses Staff time													Landscape Management and Partnership and Development Teams	Community Environment Resources	Access to services Healthy communities	

 completed


 planned / in progress

ACTION	RESOURCE	YEAR										KEY PARTNERS	NWBC PRIORITY	SCS PRIORITY	PROGRESS / OUTCOME			
		1	2	3	4	5	6	7	8	9	10							
AREA PRIORITIES																		
WATER ORTON																		
AP6	Support the Parish Council to develop a management plan for the recreation ground																	
AP6a	Engage with the Parish Council and promote access to the Community Green Space Fund	Staff time													Landscape Management and Partnership & Development Teams	Environment Community Health Resources	Access to services Healthy communities	Funding not available. Action to be reviewed.
AP7	Support the improvement of play facilities at the parish recreation ground																	
AP7a	Engage with the Parish Council and promote access to the Play Area Development Fund	Staff time													Landscape Management and Partnership & Development Teams	Community Health Crime	Access to services Healthy communities	Parish Council invited to Play Events in March and November 2010 and training in September 2011.
AP7b	Provide in kind assistance to enable the development of the play area	Staff time													Landscape Management and Partnership & Development Teams	Community Health Crime	Access to services Healthy communities	Kickwall from George Road open space donated to the Parish Council.
AP8	Support the provision of additional play facilities at the informal green space in Smiths Way																	
AP8a	Engage with the landowner and promote access to the Play Area Development Fund	Staff time													Landscape Management and Partnership & Development Teams	Community Health Crime	Access to services Healthy communities	
AP8b	Provide in kind assistance to enable the development of the play area	Staff time													Landscape Management and Partnership & Development Teams	Community Health Crime	Access to services Healthy communities	

ACTION	RESOURCE	YEAR										KEY PARTNERS	NWBC PRIORITY	SCS PRIORITY	PROGRESS / OUTCOME		
		1	2	3	4	5	6	7	8	9	10						
AP9	Work with the Parish Council and other providers to meet the demand for more community access to outdoor sports facilities																
AP9a	Engage with the Parish Council and other providers as a key action in the preparation of the Playing Pitch Strategy	Staff time Revenue												Landscape Management and Partnership & Development Teams	Community Health Resources	Access to services Healthy communities	Parish Council and other providers consulted during preparation of the Playing Pitch Strategy
AP9b	Engage with the Parish Council and other providers as a key action in the implementation of the Playing Pitch Strategy	Staff time Revenue												Landscape Management, Partnership & Development and Leisure Facilities Teams	Community Health Resources	Access to services Healthy communities	Parish Council and other providers consulted during preparation of the Playing Pitch Strategy
AP10	Seek the provision of additional open space for outdoor sport and children's play																
AP10a	Engage with the Parish Council to identify opportunities for the provision of additional outdoor sports facilities as a key action in the preparation of the Playing Pitch Strategy													Landscape Management and Partnership & Development Teams	Community Health Resources	Access to services Healthy communities	Parish Council and other providers consulted during preparation of the Playing Pitch Strategy
AP10b	Engage with the Parish Council to identify opportunities for the provision of additional play facilities													Landscape Management and Partnership & Development Teams	Community Health Crime	Access to services Healthy communities	
AP10c	Seek opportunities for the provision of additional outdoor sports and play facilities through the Planning process	Staff time												Landscape Management Team, Forward Planning and Development Control Teams	Community Health Crime Resources	Access to services Healthy communities	

ACTION	RESOURCE	YEAR										KEY PARTNERS	NWBC PRIORITY	SCS PRIORITY	PROGRESS / OUTCOME			
		1	2	3	4	5	6	7	8	9	10							
AP11	Allow the release of some informal open space to secure funds to improve existing facilities in the area																	
AP11a	Engage with the Parish Council to identify some areas of informal open space that could be released for development	Staff time													Landscape Management and Partnership & Development Teams	Resources	Access to services	
AP11b	Consider the release of some areas of informal open space for development in the Planning process	Staff time													Landscape Management Team Planning & Development Division	Resources	Access to services	


 completed

 planned / in progress

ACTION	RESOURCE	YEAR										KEY PARTNERS	NWBC PRIORITY	SCS PRIORITY	PROGRESS / OUTCOME			
		1	2	3	4	5	6	7	8	9	10							
AREA PRIORITIES																		
CURDWORTH, HURLEY AND WOOD END																		
AP12	Ensure there is no loss of publicly accessible open space within the area																	
AP12a	Ensure that publicly accessible open space is protected through the Planning process	Staff time													Landscape Management Team Planning & Development Division	Environment Community Health Crime Countryside Resources	Access to services Healthy communities	Ongoing
AP12b	Ensure that publicly accessible open space is protected from any proposals for land disposal by the Borough Council	Staff time													Landscape Management Team Asset Management Group	Environment Community Health Crime Countryside	Access to services Healthy communities	Ongoing
AP13	Support the Parish Council to develop an improvement plan for the open space and play area at Middleton																	
AP13a	Engage with the Parish Council and promote access to the Community Green Space Fund and Community Play Area Fund	Staff time													Landscape Management and Partnership & Development Teams	Community Health Crime	Access to services Healthy communities	Parish Council invited to Play Events in March and November 2010.
AP14	Support the Parish Council to develop an improvement plan for the open space and play area at Lea Marston																	
AP14a	Engage with the Parish Council and promote access to the Community Green Space Fund and Community Play Area Fund	Staff time													Landscape Management and Partnership & Development Teams	Environment Community Health	Access to services Healthy communities	Parish Council invited to Play Events in March and November 2010.

ACTION	RESOURCE	YEAR										KEY PARTNERS	NWBC PRIORITY	SCS PRIORITY	PROGRESS / OUTCOME		
		1	2	3	4	5	6	7	8	9	10						
AP15	Support the Parish Council to develop a management plan for the King George V Playing Fields at Curdworth to ensure ongoing improvement of facilities																
AP15a	Engage with the Parish Council and promote access to the Community Green Space Fund	Staff time												Landscape Management and Partnership & Development Teams	Environment Community Health	Access to services Healthy communities	Funding not available. Action to be reviewed.
AP16	Support the promotion of access to rights of way across the area																
AP16a	Engage with the County Council and promote access to the Community Green Space Fund	Staff time												Landscape Management and Partnership & Development Teams	Environment Community Countryside	Access to services Healthy communities	Funding not available. Action to be reviewed.
AP17	Support the RSPB in the continuing development of recreation and community activity opportunities at Middleton Lakes																
AP17a	Engage with the RSPB and promote access to the Community Green Space Fund	Staff time												Landscape Management and Partnership & Development Teams	Environment Community Countryside	Access to services Healthy communities	RSPB awarded funding from the Green Space Strategy Fund for access improvements at Middleton Lakes

 completed

 planned / in progress

ACTION	RESOURCE	YEAR										KEY PARTNERS	NWBC PRIORITY	SCS PRIORITY	PROGRESS / OUTCOME			
		1	2	3	4	5	6	7	8	9	10							
AREA PRIORITIES																		
KINGSBURY																		
AP18	Target resources to raise the quality of all types of open space across the area																	
AP18a	Ensure that improvements to open spaces in the area are prioritised for early attention in the Green Space Improvements Programme and in the Local Nature Reserves Development Project	Staff time													Landscape Management and Partnership & Development Teams Environment Group	Environment Community Countryside Resources	Access to services Healthy communities	Linear Park identified for early development in the Local Nature Reserves Project, subject to successful funding bid (SP6b). New fencing installed at Sycamore Road Recreation Ground in conjunction with play area improvements.
AP19	Provide new play facilities at Sycamore Road Recreation Ground																	
AP19a	Prioritise Sycamore Road Recreation Ground for early implementation in the Play Area Development Plan	Staff time Capital Revenue													Landscape Management and Partnership & Development Teams	Community Health Crime Resources	Access to services Healthy communities	New play area installed through the Playbuilder Programme.
AP20	Support the provision of improved play facilities at Church Lane Recreation Ground																	
AP20a	Provide in kind support to the Parish Council for the development of play facilities at Church Lane recreation ground and enable installation through NWBC's existing procurement contract	Staff time Revenue													Landscape Management and Partnership & Development Teams	Community Health Crime Resources	Access to services Healthy communities	Assistance provided to secure the design, specification and costings for renewed play facilities. Parish Council awarded grant from the Green Space Strategy Fund to provide third party funding to draw down landfill tax grant. New play area installed.

ACTION	RESOURCE	YEAR										KEY PARTNERS	NWBC PRIORITY	SCS PRIORITY	PROGRESS / OUTCOME				
		1	2	3	4	5	6	7	8	9	10								
AP21	Work with the local school to meet the demand for more community access to outdoor sports facilities																		
AP21a	Engage with the local school as a key action in the preparation of the Playing Pitch Strategy	Staff time			■											Landscape Management and Partnership & Development Teams, Consultancy	Community Health Resources	Access to services Healthy communities Aspirations attainment and skills	Schools consulted during preparation of the Playing Pitch strategy, to be advanced further through the Action Plan
AP21b	Engage with the local school as a key action in the implementation of the Playing Pitch Strategy (new action)	Staff time			▨	▨										Landscape Management, Partnership & Development and Leisure Facilities Teams	Community Health Resources	Access to services Healthy communities Aspirations attainment and skills	

■ completed


▨ planned / in progress

ACTION	RESOURCE	YEAR										KEY PARTNERS	NWBC PRIORITY	SCS PRIORITY	PROGRESS / OUTCOME		
		1	2	3	4	5	6	7	8	9	10						
AREA PRIORITIES																	
ARLEY AND WHITACRE																	
AP22	Develop a management plan for Old Arley Recreation Ground to enable its development as a recreation “hub”																
AP22a	Prepare a costed management plan for Old Arley Recreation Ground	Staff time Revenue												Landscape Management and Partnership & Development Teams, Consultancy	Environment Community Health Resources	Access to services Healthy communities	Consultants due to be appointed in January 2012
AP22b	Implement the management plan for Old Arley Recreation Ground	Staff time Capital Revenue												Landscape Management Team	Environment Community Health Resources	Access to services Healthy communities	To follow AP22a
AP23	Support the Parish Council to develop a management plan for Hill Top Recreation Ground, New Arley																
AP23a	Engage with the Parish Council and promote access to the Area Forum Fund or Green Space Development Fund	Staff time												Landscape Management and Partnership & Development Teams	Environment Community Health Resources	Access to services Healthy communities	Funding not available. Action to be reviewed.
AP24	Support improved access to the countryside through the promotion of footpaths and routeways through the area																
AP24a	Engage with the County Council and promote access to the Community Green Space Fund	Staff time												Landscape Management and Partnership & Development Teams	Environment Community Countryside	Access to services Healthy communities	Funding not available. Action to be reviewed.

ACTION	RESOURCE	YEAR										KEY PARTNERS	NWBC PRIORITY	SCS PRIORITY	PROGRESS / OUTCOME			
		1	2	3	4	5	6	7	8	9	10							
AP25	Support the improvement of play facilities at Hill Top, New Arley																	
AP25a	Engage with the Parish Council and promote access to the Play Area Development Fund	Staff time													Landscape Management and Partnership & Development Teams	Community Health Crime	Access to services Healthy communities	Parish Council invited to Play Events in March and November 2010.
AP26	Support the release of the former Miners' Welfare site at Ransome Road, New Arley for development and thereafter seek developer funding contributions to improve existing green spaces in the area																	
AP26a	Ensure that developer contributions are secured through the Planning process	Staff time													Landscape Management Team Planning and Development Division	Resources	Access to services Healthy communities	£32,000 s106 contribution secured for development work at Dafferns Wood in New Arley, to be used as match funding for the Local Nature Reserves Project (SP6b).
AP27	Develop a management plan for Bretts Hall Recreation Ground in Ansley Common, in conjunction with an improvement plan for the adjacent Bretts Hall Allotments site																	
AP27a	Engage with the Allotment Association and the Parish Council as a key action in the preparation of a management plan for Bretts Hall Recreation Ground and Allotments	Staff time													Landscape Management and Partnership & Development Teams	Community Environment Health	Access to services Healthy communities Aspirations attainment and skills	Safer Neighbourhoods priority. Contributing to multi-agency approach to address issues.
AP27b	Implement the management plan for Bretts Hall Recreation Ground and Allotments	Staff time Revenue													Landscape Management and Partnership & Development Teams	Community Environment Health	Access to services Healthy communities Aspirations attainment and skills	To follow AP27a. Secure fencing and gates installed to the allotments in the meantime.

ACTION	RESOURCE	YEAR										KEY PARTNERS	NWBC PRIORITY	SCS PRIORITY	PROGRESS / OUTCOME		
		1	2	3	4	5	6	7	8	9	10						
AP28	Support Ansley Parish Council to develop a management plan for Ansley Recreation Ground																
AP28a	Engage with the Parish Council and promote access to the Green Space Development Fund	Staff time												Landscape Management and Partnership & Development Teams	Environment Community Health Resources	Access to services Healthy communities	Funding not available. Action to be reviewed.

 completed


 planned / in progress

ACTION	RESOURCE	YEAR										KEY PARTNERS	NWBC PRIORITY	SCS PRIORITY	PROGRESS / OUTCOME			
		1	2	3	4	5	6	7	8	9	10							
AREA PRIORITIES																		
ATHERSTONE AND MANCETTER																		
AP29	Develop a formal “destination” park within the area																	
AP29a	Seek opportunities to provide a destination park within the area	Staff time													Landscape Management Team, Forward Planning and Development Control Teams	Environment Community Health	Access to services Healthy communities	
AP30	Work with partners at the neighbouring cricket ground to develop a pitch sports “hub” at Royal Meadow Drive Recreation Ground to provide a focus for a range of good quality pitch sports provision with appropriate ancillary facilities																	
AP30a	Engage with partners at Atherstone Cricket Club to agree the parameters of a project to develop a pitch sports hub	Staff time Revenue													Landscape Management and Partnership & Development Teams Consultancy	Resources Community Health	Access to services Healthy communities Aspirations attainment and skills	Clubs consulted during preparation of the Playing Pitch strategy, to be advanced further through the Action Plan
AP30b	Commission a feasibility study for the development of a pitch sports hub and determine sources of funding	Staff time Revenue													Landscape Management and Partnership & Development Teams Consultancy	Resources Community Health	Access to services Healthy communities Aspirations attainment and skills	To be progressed through the project to develop a playing pitch strategy for the Borough (SP12a)
AP30c	Implement the project to develop a pitch sports hub	Staff time Capital Revenue													Landscape Management and Partnership & Development Teams	Resources Community Health	Access to services Healthy communities Aspirations attainment and skills	To follow AP30b

ACTION	RESOURCE	YEAR										KEY PARTNERS	NWBC PRIORITY	SCS PRIORITY	PROGRESS / OUTCOME			
		1	2	3	4	5	6	7	8	9	10							
AP31	Invest in the improvement of play facilities across the area, including the development of a major family facility																	
AP31a	Install play and youth facilities at Royal Meadow Drive Recreation Ground	Capital Revenue													Landscape Management and Partnership & Development Teams Atherstone Town Council	Community Health Crime	Access to services Healthy communities	Installation completed and celebrated with the Big Launch Lunch in August 2009
AP31b	Prioritise Ridge Lane Recreation Ground for early implementation in the Play Area Development Plan	Staff time Capital Revenue													Landscape Management and Partnership & Development Teams	Community Health Crime Resources	Access to services Healthy communities	New play area installed through the Playbuilder Programme and opening event held in July 2010.
AP32	Improve access to and within the Borough Council's open spaces across the area and support similar improvements to other providers' open spaces																	
AP32a	Ensure that improvements to open spaces in the area are prioritised for early action in the Green Space Improvements Programme	Staff time Revenue													Landscape Management Team	Environment Community	Access to services Healthy communities	
AP32b	Engage with the Town and Parish Councils and promote access to the Community Green Space Fund	Staff time													Landscape Management and Partnership & Development Teams	Environment Community Health Resources	Access to services Healthy communities	Funding not available. Action to be reviewed.

ACTION	RESOURCE	YEAR										KEY PARTNERS	NWBC PRIORITY	SCS PRIORITY	PROGRESS / OUTCOME		
		1	2	3	4	5	6	7	8	9	10						
AP33	Work with local schools and other providers to meet the demand for more community access to good quality sports pitches																
AP33a	Engage with local schools and other providers as a key action in the preparation of the Playing Pitch Strategy	Staff time Revenue												Landscape Management and Partnership & Development Teams, Consultancy	Community Health Resources	Access to services Healthy communities Aspirations attainment and skills	Schools consulted during preparation of the Playing Pitch strategy, to be advanced further through the Action Plan
AP34	Support the provision of a Synthetic Turf Pitch in the area as the preferred location for this type of facility in North Warwickshire																
AP34a	Support the provision of a Synthetic Turf Pitch at Queen Elizabeth School	Revenue												Landscape Management and Partnership & Development Teams	Community Health	Access to services Healthy communities Aspirations	QE School awarded a grant from the Green Space Strategy Fund towards provision of an STP. Pitch installed and in use.
AP35	Where appropriate, and in consultation with the local community, allow some informal open space to be developed for alternative green space uses, such as new play space, or for management as natural green space																
AP35a	Engage with the Town Council to identify some areas of informal open space that could be released for development	Staff time												Landscape Management and Partnership & Development Teams	Resources	Access to services	
AP35b	Consider the release of some areas of informal open space for development in the Planning process	Staff time												Landscape Management Team, Forward Planning and Development Control Teams	Resources	Access to services	

 completed

 planned / in progress

ACTION	RESOURCE	YEAR										KEY PARTNERS	NWBC PRIORITY	SCS PRIORITY	PROGRESS / OUTCOME		
		1	2	3	4	5	6	7	8	9	10						
AREA PRIORITIES																	
POLESWORTH AND DORDON																	
AP36	Develop a management plan for Abbey Green Park in Polesworth with a view to achieving Green Flag standard																
AP36a	Prepare a costed management plan for Abbey Green Park	Staff time Revenue												Landscape Management and Partnership & Development Teams, Consultancy	Environment Community Health Resources	Access to services Healthy communities	Awarded funding from the Green Space Strategy Fund to progress. Consultants due to be appointed in January 2012.
AP36b	Implement the management plan for Abbey Green Park	Staff time Capital Revenue												Landscape Management Team	Environment Community Health Resources	Access to services Healthy communities	To follow AP36b
AP37	Support the County Council in its work to develop a management plan for Pooley Country Park																
AP37a	Engage with the County Council and promote access to the Community Green Space Fund	Staff time												Landscape Management and Partnership & Development Teams	Environment Community Countryside	Access to services Healthy communities	Funding not available. Action to be reviewed.
AP38	Develop an improvement plan for Kitwood Avenue Recreation Ground in Dordon in consultation with the local community																
AP38a	Prepare a costed management plan for Kitwood Avenue Recreation Ground	Staff time Revenue												Landscape Management and Partnership & Development Teams, Consultancy	Environment Community Health Resources	Access to services Healthy communities	Consultants due to be appointed in January 2012.

ACTION		RESOURCE	YEAR										KEY PARTNERS	NWBC PRIORITY	SCS PRIORITY	PROGRESS / OUTCOME		
			1	2	3	4	5	6	7	8	9	10						
AP38b	Implement the management plan for Kitwood Avenue Recreation Ground	Staff time Capital Revenue					■	■	■						Landscape Management Team	Environment Community Health Resources	Access to services Healthy communities	To follow AP38a
AP39	Where appropriate, and in consultation with the local community, allow some informal open space to be developed for alternative green space uses such as new play space or for management as natural green space																	
AP39a	Engage with the Parish Council and local communities to identify some areas of informal open space that could developed for alternative green space uses	Staff time					■								Landscape Management and Partnership & Development Teams	Resources	Access to services	
AP40	Permit the release of some informal open space only where this will secure funds to improve existing facilities and avoid the loss of all other types of publicly accessible open space across the area																	
AP40a	Engage with the Parish Council to identify some areas of informal open space that could be released for development	Staff time					■								Landscape Management and Partnership & Development Teams	Resources	Access to services	
AP40b	Consider the release of some areas of informal open space for development in the Planning process	Staff time			■	■	■								Landscape Management Team, Forward Planning and Development Control Teams	Resources	Access to services	Land at Kiln Way sold for development and £2000 of capital receipt secured for Green Space improvements

■ completed

▨ planned / in progress

ACTION	RESOURCE	YEAR										KEY PARTNERS	NWBC PRIORITY	SCS PRIORITY	PROGRESS / OUTCOME			
		1	2	3	4	5	6	7	8	9	10							
AREA PRIORITIES																		
BADDESLEY AND GRENDON																		
AP41	Target resources, particularly developer contributions to improve the quality of open spaces in this area																	
AP41a	Engage with other providers to identify opportunities to improve open spaces in the area	Staff time													Landscape Management and Partnership & Development Teams	Environment Community	Access to services Healthy Communities	Contributed to discussions at Baddesley Ensor Parish Council in relation to the recreation ground.
AP41b	Ensure developer funding contributions are secured for this area	Staff time													Landscape Management Team Planning & Development Division	Resources	Access to services	
AP42	Work with partners to seek to ensure the sustainable long-term provision of publicly accessible open space in Baxterley																	
AP42a	Engage with Merevale Estate and Baxterley Parish Council to consider options for longterm provision of open space in Baxterley	Staff time Revenue													Landscape Management Team	Community Health Resources	Access to services Healthy communities	Lease secured for 5 years on the recreation ground and 10 years on the play area
AP43	Improve the play facilities at Boot Hill in Grendon and at the Recreation Ground in Baxterley																	
AP43a	Prioritise Grendon and Baxterley for early implementation in the Play Area Development Plan	Staff time Capital Revenue													Landscape Management and Partnership & Development Teams	Community Health Crime	Access to services Healthy communities	Scheme prepared for replacement of play facilities at Baxterley and funding bid submitted; offer of financial support from Baxterley Parish Council. Play provision at Grendon to be prioritised in the Play Area Business Plan (SP13a)

ACTION	RESOURCE	YEAR										KEY PARTNERS	NWBC PRIORITY	SCS PRIORITY	PROGRESS / OUTCOME		
		1	2	3	4	5	6	7	8	9	10						
AP44	Support the improvement of play facilities at Speedwell Lane in Baddesley Ensor																
AP44a	Engage with the Parish Council and promote access to the Play Area Development Fund	Staff time		■	■									Parish Council, Partnership & Development Team	Community Health Crime	Access to services Healthy communities	New play area installed through the Playbuilder Programme and opened in July 2010.
AP45	Seek the provision of more play facilities, particularly youth facilities, in the area																
AP45a	Engage with the Parish Councils to identify opportunities for increased play and youth facilities	Staff time				▨								Landscape Management and Partnership & Development Teams	Environment Community Health Resources	Access to services Healthy communities	
AP45b	Seek opportunities for the provision of play facilities in the area through the Planning process	Staff time				▨	▨	▨						Landscape Management and Planning & Development Division	Community Health Crime Resources	Access to services Healthy communities	

■ completed

▨ planned / in progress

ACTION	RESOURCE	YEAR										KEY PARTNERS	NWBC PRIORITY	SCS PRIORITY	PROGRESS / OUTCOME			
		1	2	3	4	5	6	7	8	9	10							
AREA PRIORITIES																		
FILLONGLEY																		
AP46	Support the Parish Councils to develop management plans for the recreation grounds at Fillongley and Shustoke																	
AP46a	Engage with Fillongley Parish Council and promote access to the Community Green Space Fund	Staff time				■									Landscape Management and Partnership & Development Teams	Environment Community Health Resources	Access to services Healthy communities	Parish Council awarded a grant from the Green Space Strategy Fund to develop and implement a management plan.
AP46b	Engage with Shustoke Parish Council and promote access to the Community Green Space Fund	Staff time				▨									Landscape Management and Partnership & Development Teams	Environment Community Health Resources	Access to services Healthy communities	Funding not available. Action to be reviewed.
AP47	Support the improvement of play facilities at existing open spaces across the area																	
AP47a	Engage with Fillongley Parish Council and promote access to the Play Area Development Fund	Staff time				■									Landscape Management and Partnership & Development Teams	Community Health Crime	Access to services Healthy communities	Parish Council awarded a grant from the Green Space Strategy Fund to develop and implement a management plan, including new play provision. WREN funding secured and new play facilities installed.
AP47a	Engage with Shustoke Parish Council and promote access to the Play Area Development Fund	Staff time	▨	▨	▨										Landscape Management and Partnership & Development Teams	Community Health Crime	Access to services Healthy communities	Parish Council invited to Play Events in March and November 2010.

■ completed

▨ planned / in progress


ACTION	RESOURCE	YEAR										KEY PARTNERS	NWBC PRIORITY	SCS PRIORITY	PROGRESS / OUTCOME		
		1	2	3	4	5	6	7	8	9	10						
AREA PRIORITIES																	
HARTSHILL																	
AP48	Support the provision of new play facilities in the north of Hartshill																
AP48a	Engage with the Parish council to identify opportunities for provision of play facilities in the north of the area	Staff time												Landscape Management and Partnership & Development Teams	Community Health Crime	Access to services Healthy communities	
AP48b	Seek opportunities for the provision of play facilities in the north of the area through the Planning process	Staff time Developer contributions												Landscape Management Team, Forward Planning and Development Control Teams	Community Health Crime Resources	Access to services Healthy communities	
AP49	Support the Parish Council to develop a management plan for Snowhill Recreation Ground																
AP49a	Engage with the Parish Council and promote access to the Community Green Space Fund	Staff time developer contributions												Landscape Management Team and Planning & Development Division	Environment Community Health Crime	Access to services Healthy communities	S106 agreement in place for new facilities at the recreation ground, Leader programme promoted as a possible source of funding. Identified as a priority with the FA.
AP50	Ensure the future of the informal open space at Cherryfields as publicly accessible open space and improve the facilities it offers																
AP50a	Engage with the Parish Council to consider options to secure long-term provision of open space at Cherryfields and improvements to the facilities it offers	Staff time												Landscape Management Team	Environment Community Health Resources	Access to services Healthy communities	

■ completed

▨ planned / in progress

ACTION	RESOURCE	YEAR										KEY PARTNERS	NWBC PRIORITY	SCS PRIORITY	PROGRESS / OUTCOME		
		1	2	3	4	5	6	7	8	9	10						
AREA PRIORITIES																	
NEWTON REGIS AND WARTON																	
AP51	Support the Parish Council to develop a management plan for the recreation ground at Warton																
AP51a	Engage with Polesworth Parish Council and promote access to the Community Green Space Fund	Staff time												Landscape Management and Partnership & Development Teams	Environment Community Health Resources	Access to services Healthy communities	Parish Council awarded a grant from the Green Space Strategy Fund. Consultants due to be appointed in January 2012
AP52	Support the Parish Council to provide sustainable, good quality play provision in Alvecote																
AP52a	Engage with Shuttington Parish Council and promote access to the Community Play Area Fund	Staff time												Landscape Management and Partnership & Development Teams	Community Health Crime	Access to services Healthy communities	Parish Council invited to Play Events in March and November 2010. £6,500 allocated to assist in the development of the site; consultants due to be appointed in January 2012
AP53	Support the Parish Councils to develop management plans to ensure ongoing investment in the outdoor sports facilities at the recreation grounds in Newton Regis and Austrey																
AP53a	Engage with Newton Regis Parish Council and promote access to the Community Green Space Fund	Staff time												Landscape Management and Partnership & Development Teams	Environment Community Health Resources	Access to services Healthy communities	Funding not available. Action to be reviewed.
AP53b	Engage with Austrey Parish Council and promote access to the Community Green Space Fund	Staff time												Landscape Management and Partnership & Development Teams	Environment Community Health Resources	Access to services Healthy communities	Funding not available. Action to be reviewed.


ACTION	RESOURCE	YEAR										KEY PARTNERS	NWBC PRIORITY	SCS PRIORITY	PROGRESS / OUTCOME		
		1	2	3	4	5	6	7	8	9	10						
AP54	Support the improvement of the facilities at the playing field in Shuttington																
AP54a	Engage with Shuttington Parish Council and promote access to the Community Green Space Fund	Staff time												Landscape Management and Partnership & Development Teams	Environment Community Health Resources	Access to services Healthy communities	Funding not available. Action to be reviewed.
AP55	Allow the release of some informal open space to secure funds to improve existing facilities in the area																
AP55a	Engage with the Parish Councils to identify some areas of informal open space that could be released for development	Staff time												Landscape Management and Partnership & Development Teams	Resources	Access to services	
AP55b	Consider the release of some areas of informal open space for development in the Planning process	Staff time												Landscape Management Team , Forward Planning and Development Control Teams	Resources	Access to services	

 completed

 planned / in progress

ACTION	RESOURCE	YEAR										KEY PARTNERS	NWBC PRIORITY	SCS PRIORITY	PROGRESS / OUTCOME			
		1	2	3	4	5	6	7	8	9	10							
RESOURCES																		
RP1	Prepare a four year rolling Action and Funding Plan that identify how and when we and other stakeholders will achieve our key priorities																	
RP1a	Prepare a four-year rolling Action and Funding Plan for adoption by Council based on the key priorities identified in the Green Space Strategy	Staff time	■												Landscape Management Team	Resources Environment Community Health Crime Countryside	Access to services Healthy communities	Plan prepared and agreed in principle at Executive Board in December 2008
RP1b	Ensure that the Action and Funding plan is used to inform the budget process each year	Staff time		■	■	■	■	■	■	■	■				Landscape Management Team	Resources	Access to services	Ongoing
RP2	Review the Borough Council's investment of time and resources into the management and maintenance of local green space																	
RP2a	Carry out initial benchmarking of parks and open spaces provision	Staff time Revenue	■												Landscape Management Team Streetscape and Finance Divisions, APSE	Resources Environment Community Health Crime Countryside	Access to services Healthy communities Aspirations attainment and skills	Completed November 2008
RP2b	Repeat annual benchmarking of parks and open spaces provision	Staff time Revenue		■	■	■	■	■	■	■	■				Landscape Management Team Streetscape and Finance Divisions, APSE	Resources Environment Community Health Crime Countryside	Access to services Healthy communities Aspirations attainment and skills	Completed August 2009, October 2010 and October 2011.
RP2c	Carry out a review of current grounds maintenance arrangements to ensure coherent and appropriate work programming and adequate allocation of resources	Staff time Revenue		■	■	■									Landscape Management Team Streetscape Division Consultancy	Resources Environment Community Health Crime Countryside	Access to services Healthy communities	In progress

ACTION	RESOURCE	YEAR										KEY PARTNERS	NWBC PRIORITY	SCS PRIORITY	PROGRESS / OUTCOME		
		1	2	3	4	5	6	7	8	9	10						
RP2d	Establish a Landscape Officer post to enable delivery of the Green Space Strategy Action Plan	Revenue												Landscape Management Team	Resources Environment Community Health Crime Countryside	Access to services Healthy communities	Unable to progress due to budget constraints
RP3	Adopt a Supplementary Planning Document to enable the Authority to seek targeted financial contributions from housing developments towards open space, sport and recreation facilities using the Open Space, Sport and Recreation Study as evidence of need both locally and Borough-wide																
RP3a	Prepare an Open Spaces Supplementary Planning Document for adoption by Council	Staff time Revenue												Landscape Management Team Planning & Development Division	Resources	Access to services Healthy communities	Work in hand to prepare an SPD for adoption at Executive Board.

 completed

 planned / in progress

ACTION	RESOURCE	YEAR										KEY PARTNERS	NWBC PRIORITY	SCS PRIORITY	PROGRESS / OUTCOME			
		1	2	3	4	5	6	7	8	9	10							
MONITORING AND DEVELOPMENT																		
MP1	Review and Update the Action and Funding Plan Annually																	
MP1a	Review and roll forward the Action and Funding Plan annually	Staff time													Landscape Management and Partnership & Development Teams Environment Group	Resources Environment Community Health Crime Countryside	Access to services Healthy communities	Latest revised Action and Funding Plan presented to Community and Environment Board January 2012
MP2	Set out in the Action Plan performance targets against which delivery of the Green Space Strategy and Action Plan will be monitored and, if necessary revised																	
MP2a	Indicate in the Action Plan timescales for delivery on key priorities	Staff time													Landscape Management and Partnership & Development Teams Environment Group	Resources Environment Community Health Crime Countryside	Access to services Healthy communities	Timescales set out in the Action and Funding Plan
MP2b	Indicate in the Action Plan quality measures for delivery of key priorities	Staff time													Landscape Management and Partnership & Development Teams Environment Group	Community	Access to services	Performance indicators developed for quality of play provision and quality of provision of parks, open spaces and horticultural services
MP2c	Carry out a customer satisfaction survey annually	Staff time Revenue													Landscape Management Team	Community	Access to services	Customer satisfaction measured annually through Household and Place Surveys.

ACTION	RESOURCE	YEAR										KEY PARTNERS	NWBC PRIORITY	SCS PRIORITY	PROGRESS / OUTCOME		
		1	2	3	4	5	6	7	8	9	10						
MP3	Report, as a minimum, annually to members on progress in delivering the Green Space Strategy and Action and Funding Plan																
MP3a	Report on progress in delivering the Green Space Strategy and Action and Funding Plan to Community & Environment Board in March each year	Staff time												Landscape Management Team	Resources Environment Community Health Crime Countryside	Access to services Healthy communities Aspirations attainment and skills	Latest report presented to Community & Environment Board Jnauary 2012
MP4	Ensure that the Green Space Strategy continues to relate to the Borough Council's corporate objectives and is embedded therein																
MP4a	Ensure that the Green Space Strategy informs the preparation of Divisional and Corporate Plans each year	Staff time												Landscape Management Team	Resources Environment Community Health Crime Countryside	Access to services Healthy communities Aspirations attainment and skills	Delivery of the Green Space Strategy included annually as an objective of the Divisional and Corporate Plans
MP4b	Review the Action and Funding Plan annually to ensure delivery against Borough Council and Sustainable Community Strategy priorities	Staff time												Landscape Management Team	Resources Environment Community Health Crime Countryside	Access to services Healthy communities Aspirations attainment and skills	Format of the Action and Funding Plan revised in year 5 to reflect new Borough Council priorities
MP5	Review the Open Spaces, Sports and Recreation Study and the entire Green Space Strategy on a five-year cycle																
MP5a	Establish a Green Space Strategy Fund to support a regular review	Revenue												Landscape Management Team	Resources Environment Community Health Crime Countryside	Access to services Healthy communities Aspirations attainment and skills	Unable to establish a fund due to budget constraints

ACTION		RESOURCE	YEAR										KEY PARTNERS	NWBC PRIORITY	SCS PRIORITY	PROGRESS / OUTCOME	
			1	2	3	4	5	6	7	8	9	10					
MP5b	Commission an interim review of the Open Spaces, Sports and Recreation Study	Staff time Revenue												Landscape Management Team Planning and Development Division	Resources Environment Community Health Crime Countryside	Access to services Healthy communities Aspirations attainment and skills	
MP5c	Revise the Green Space Strategy informed by the Open Spaces, Sports and Recreation Study interim review	Staff time Revenue												Landscape Management and Partnership and Development Teams Environment Group	Resources Environment Community Health Crime Countryside	Access to services Healthy communities Aspirations attainment and skills	
MP5d	Commission a full review of the Open Spaces, Sports and Recreation Study	Staff time Revenue												Landscape Management Team Planning and Development Division	Resources Environment Community Health Crime Countryside	Access to services Healthy communities Aspirations attainment and skills	
MP5e	Revise the Green Space Strategy informed by the Open Spaces, Sports and Recreation Study full review	Staff time Revenue												Landscape Management and Partnership and Development Teams Environment Group	Resources Environment Community Health Crime Countryside	Access to services Healthy communities Aspirations attainment and skills	

 completed

 planned / in progress

PI Ref	Action	Key Priority	Target Date	Overall Target	Completion Target 2012/2013	Progress	In Progress Target 2012/2013	Progress
<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		-	- complete
GSS PI 02	Four-year Action and Funding Plan reviewed and rolled forward	MP1/MP4	Annual	9	4			
GSS PI 03	Divisional and Corporate Plans informed by the Green Space Strategy	MP4	Annual	9	4			
GSS PI 04	Performance targets set out and reported against	MP2	Annual	9	4			
GSS PI 05	Customer satisfaction survey carried out and reported	MP2	Annual	9	4			
GSS PI 06	Progress in delivery of the Green Space Strategy reported to Board	MP3	Annual	9	4			
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			
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			
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				
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				
<u>Service Priorities</u>								
GSS PI 15	Initial benchmarking of parks and open spaces service	SP1/RP2	November 2008	1	1		-	- complete
GSS PI 16	Annual benchmarking of parks and open spaces service completed and reported to Board	SP1/RP2	Annual	9	4			
GSS PI 17	Grounds maintenance base data verified	SP1	July 2010	1	1		-	-
GSS PI 18	Revised grounds maintenance specification prepared and approved by Board	SP1	January 2011	1	1		-	- complete
GSS PI 19	Budget profiles for the grounds maintenance service revised	SP1	March 2012	1	1			

PI Ref	Action	Key Priority	Target Date	Overall Target	Completion Target 2012/2013	Progress	In Progress Target 2012/2013	Progress
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			
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	Four-year rolling Annual Green Space Improvements Programme prepared and reviewed	SP4	Annual	10	5			
GSS PI 26	Green Space Improvements Programme implemented	SP4	Annual	10	5			
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				
GSS PI 29	Six sites designated as Local Nature Reserves	SP6	March 2018	6			4	
GSS PI 30	Budget to support biodiversity established	SP6	Annual	9	3			
GSS PI 31	Local communities enabled to participate in the development of Local Nature Reserves	SP6	March 2018	6			4	
GSS PI 32	Community Green Spaces Development Fund established and promoted	SP10 / SP8	Annual	9	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		-	- complete
GSS PI 34	Playing Pitch Strategy adopted by Council	SP12	October 2010	1	1		-	- complete
GSS PI 35	Play Area Business Plan adopted by Council	SP13	March 2012	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	
GSS PI 37	Appropriate investment made into the Play Area Replacement Fund	SP13	Annual	10	5			
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			2	

PI Ref	Action	Key Priority	Target Date	Overall Target	Completion Target 2012/2013	Progress	In Progress Target 2012/2013	Progress
GSS PI 40	Friends groups established as a key action of the development of Local Nature Reserves	SP16	March 2018	6			4	
GSS PI 41	North Warwickshire Allotments Federation established	SP17	March 2009	1	1		-	- complete
GSS PI 42	North Warwickshire Allotments Federation supported to implement small-scale projects	SP17	Annual	10	5			
GSS PI 43	Allotment Associations established	SP18	March 2018	2	2		-	- complete
GSS PI 44	Allotment sites established and in use	SP18	March 2018	2	2		-	- complete
GSS PI 45	Allotments Policy Statement adopted by Council	SP18	March 2010	1	1		-	- complete
GSS PI 46	Parks and open spaces promoted in publicity and on the website	SP19	Annual	10	2			
<u>Area Priorities</u>								
GSS PI 47	Areas where informal open space has been developed for alternative green space uses	AP5/AP35/A P39	March 2018	3				
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	1			
GSS PI 49	Areas with long-term provision of specific open space needs secured	AP42/AP50	March 2018	2			1	
GSS PI 50	Areas protected from the loss of publicly accessible open space	AP12	March 2018	1				
GSS PI 51	Areas with resources specifically targetted to improve the quality of green spaces	AP18/AP41	March 2018	3	1		1	
GSS PI 52	Areas with improved access to rights of way, green spaces and the countryside	AP16/AP17/AP24/AP32	March 2018	4	1			
GSS PI 53	Costed management plans prepared for Borough Council recreation sites	AP1/AP22/A P27/AP36/A P38	March 2018	5	2			
GSS PI 54	Management plans being implemented at Borough Council recreation sites	AP1/AP22/A P27/AP36/A P38	March 2018	5			2	
GSS PI 55	Parish councils and other providers supported to prepare management plans for recreation sites	AP2/AP6/AP13/AP14AP15/AP23/AP28/AP37/AP46/AP49/AP51/AP53	March 2018	14	2			

PI Ref	Action	Key Priority	Target Date	Overall Target	Completion Target 2012/2013	Progress	In Progress Target 2012/2013	Progress
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	1		1	
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	4		2	
GSS PI 59	Parish Councils supported to improve existing play facilities	AP7/AP13/AP14/AP20/AP25/AP44/AP47/AP52	March 2018	9	4			
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			2	
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			complete
				307	112	0	26	0
				Progress	36%	0%	8%	0%

Site	Improvements	Funding				Total Cost	Source of External funding
		Parks and Playing Fields Revenue Budget	Play Areas Revenue Budget	Earmarked Reserves	External		
Wood End Recreation Ground	Hedgelaying	455.00				455.00	
New Arley Gun Hill Informal Open Space	Hedgelaying	4840.00				4840.00	
Fillongley Churchyard Wall	Repairs			33340.75		33340.75	
Old Arley Recreation Ground	Installation of kissing gate to skate area	697.92				697.92	
Grendon Boot Hill Recreation Ground	Installation of gates	1191.81				1191.81	
Various Sites	Control of Japanese Knotweed	3410.00				3410.00	
Polesworth Abbey Green Park	Repairs to play safety surfacing		3766.25			3766.25	
Mancetter Brook Walk Recreation Ground	Repairs to play safety surfacing		600.00			600.00	
Wood End Recreation Ground	Repairs to play safety surfacing		4453.60			4453.60	
		10594.73	8819.85	33340.75	0.00	52755.33	

**North Warwickshire Green Space Strategy
Green Space Funding Support to Other Providers**

Appendix C

Key Priority SP10

Organisation	Site	Project	Funding			Total Cost
			Paid 2010/11	Paid 2011/12	Reserved	
Kingsbury Parish Council	Fillongley Recreation Ground	Preparation of management plan and implementation of play area improvements	1895.00	8105.00	0.00	10000.00
Fillongley Parish Council	Church Lane Recreation Ground	Third Party funding for play area improvements	5500.00	0.00	0.00	5500.00
RSPB	Middleton Lakes	Contribution to access improvements	4500.00	0.00	0.00	4500.00
QE School Atherstone	School Grounds	Contribution to the provision of a synthetic turf pitch	0.00	10000.00	0.00	10000.00
Polesworth Parish Council	Warton Recreation Ground	Preparation of management plan (in conjunction with Abbey Green Park)	0.00	0.00	10000.00	10000.00
Warwickshire Wildlife Trust	Various	Contribution to the Tame Valley Project	0.00	0.00	2000.00	2000.00
Shuttington Parish Council	Alvecote Play Area	Preparation of management plan and implementation of play area improvements	0.00	0.00	6500.00	6500.00
			11895.00	18105.00	18500.00	48500.00

**Green Space Strategy and Birch Coppice Section 106 Area
Action Plan**

Appendix D

December 2011

Objective	Action	Timescale	Resources				Lead	Progress	
			Revenue	Reserves	S106	External			Total
Major refurbishment of Abbey Green Park, Polesworth	Preparation of management plan and design proposals by external landscape consultancy	Jan-Mar 2012		5000.00			5000.00	LM	Landscape consultants appointed - work to commence January 2012
	Source external funding	Apr-Jun 2012					0.00	LM / Consultancy	
	Tendering and award of contracts	Jul-Aug 2012					0.00	LM / Consultancy	
	Commence implementation of management plan on site	Autumn-Winter 2012			100000.00	150000.00	250000.00	LM / Consultancy	Total cost is an estimate at this stage - to be firmed up as management plan is prepared
Minor improvements to Boot Hill, , Grendon, Wood End and Piccadilly Recreation Grounds	Contact adjoining landowners and agree a scheme for securing boundaries	Feb-Mar 2012					0.00	LM	
	Prepare improvement scheme and tender documentation	April-June 2012					0.00	LM	
	Tendering and award of contract	July-August 2012					0.00	LM	
	Implement improvements on site	Autumn 2012			45000.00		45000.00	LM	Total cost is an estimate at this stage - to be firmed up as proposals are prepared

**Green Space Strategy and Birch Coppice Section 106 Area
Action Plan**

Appendix D

December 2011

Objective	Action	Timescale	Resources				Lead	Progress	
			Revenue	Reserves	S106	External			Total
Improvements to Long Street Recreation Ground, Dordon, including new play and teen facilities	Preparation of management plan and design proposals	Jan-Mar 2012		5000.00			5000.00	LM / Consultancy	
	Source external funding	Apr-Jun 2012					0.00	LM / Consultancy	
	Tendering and award of contracts	Jul-Aug 2012					0.00	LM / Consultancy	
	Commence implementation of management plan on site	Autumn-Winter 2012			55000.00	88000.00	143000.00	LM / Consultancy	Total cost is an estimate at this stage - to be firmed up as management plan is prepared
Improvements to Kitwood Avenue Recreation Ground, Dordon	Preparation of management plan and design proposals	Jan-Mar 2012		5000.00			5000.00		
	Source external funding						0.00		Implementation programme yet to be confirmed
	Tendering and award of contract(s)						0.00		
	Commence implementation of management plan on site						0.00		Total cost is an estimate at this stage - to be firmed up as management plan is prepared
Total			0.00	15000.00	200000.00	238000.00	453000.00		

Agenda Item No 15

Community and Environment Board

23 January 2012

Report of the Chief Executive and the Deputy Chief Executive

Progress Report on Achievement of Corporate Plan and Performance Indicator Targets April – September 2011

1 Summary

- 1.1 This report informs Members of the progress with the achievement of the Corporate Plan and Performance Indicator targets relevant to the Community and Environment Board for April to September 2011.

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.

3 Background

- 3.1 This report shows the second quarter position with the achievement of the Corporate Plan and Performance Indicator targets for 2011/12. This is the second report showing the progress achieved so far during 2011/12.

4 Progress achieved during 2011/12

- 4.1 Attached at Appendices A and B are reports outlining the progress achieved for all the Corporate Plan targets and the performance with the local performance indicators during April to September 2011/12 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. Red triangle

Amber – target currently behind schedule and requires remedial action to be achieved. Orange circle

Green – target currently on schedule to be achieved. Green star

- 4.3 Members should note that the performance updates and reports have been prepared using a Performance Plus performance management system. The

Council has obtained access to the system via an agreement with Warwickshire County Council. In terms of the Council's performance management framework the access to the system has been set up based upon our existing approach. The system calculates the traffic light indicator status for the performance indicators based upon the performance achieved compared to the target.

- 4.4 The performance plus system uses the red, amber and green status indicators and shows these using a red triangle, orange circle and green star as shown above at paragraph 4.2. The direction of travel indicators are calculated by comparing the level of performance achieved and the change in performance, if any, from the previous quarter. An upward arrow is an improving position and a downward arrow is a worsening position. A level arrow is indicating a consistent level of performance.

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 2011/12. The appendices show the indicators to be reported to the Board quarterly.

6 Overall Performance

- 6.1 The Corporate Plan performance report shows that 79% of the Corporate Plan targets and 71% of the performance indicator targets are currently on schedule to be achieved. The report shows that individual targets that have been classified as red, amber or green. Individual comments from the relevant division have been included where appropriate. The table below shows the following status in terms of the traffic light indicator status:

Corporate Plan

Status	Number	Percentage
Green	15	79%
Amber	4	21%
Red	0	0%
Total	19	100%

Performance Indicators

Status	Number	Percentage
Green	5	71%
Amber	0	0%
Red	2	29%
Total	7	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 community safety performance indicators which are reported to Executive Board.

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.

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, housing, 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
National Indicators for Local Authorities and Local Authority Partnerships	Department for Communities and Local Government	Statutory Guidance	February 2008

NWCP Community & Environment Board 11/12

	Action	Priority	Reporting Officer	Due Date	Update	Status	Direction
NWCP 015 11/12	To report on the review of LEADER funding by May 2011, including identifying potential schemes for applications for funding in the light of revisions to criteria	Access to Services	Powell, Simon	31/03/2012	Upon conclusion of the review a report was presented to, and approved by, the C&E Board in June 2011. An update on progress was also emailed to all Members in the same month and again in September 2011. Schemes are being advanced in line with the Local Development Strategy and projected spend profiles.		
NWCP 016 11/12	To continue to raise aspirations, skill levels and attainment through recognised vocational qualifications, volunteering and targeted activities and help members of the community to achieve local and national accreditations and to report on progress by March 2012	Local Employment	Powell, Simon	31/03/2012	The Borough Council has become a learning destination for the Children's University, thereby allowing accreditation for all appropriate sessions over one hour long. Accordingly, summer holiday Cook and Taste sessions were accredited. Work has also been undertaken with ReVOLve to create volunteering opportunities, including through the delivery of graffiti sessions during the summer holidays.		
NWCP 017 11/12	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	Environment	Maxey, Steve	31/03/2012	The Council is part of the West Midlands Carbon Management programme which will result in updated carbon management plans. In addition the programme will give us access to project management resources and advice on sources of funding. Part of the accommodation project will involve looking at what energy efficiency measures can be introduced. A long term aim is to have green energy production, particularly PV systems, on our buildings.		
NWCP 018 11/12	To maintain the current high levels of street cleanliness to not less than 94%, targeting resources and working in partnership, where appropriate, to ensure that standards remain as consistently high as possible throughout the Borough	Environment	Dobbs, Richard	31/03/2012	Cleanliness standards have been maintained		

	Action	Priority	Reporting Officer	Due Date	Update	Status	Direction
NWCP 019 11/12	To continue to work with Warwickshire County Council and other agencies to support and deliver activities that promote waste minimisation, recycling, litter awareness and reduce fly-tipping and dog fouling, including through education work in eight schools, support for the national eco-schools programme and targeted enforcement	Environment	Powell, Simon	31/03/2012	Work has continued to promote waste minimisation, recycling, litter awareness and reduce fly-tipping and dog fouling. Recycling has been promoted at one group talk and 10 roadshow events this quarter, as well as through North Talk. Information was also given to all households regarding Easter collections. Promotion of the Every Can Counts campaign has been undertaken and the Aerofoils campaign has been promoted through 25 local takeaway outlets. Dog fouling bags and information distributed at four events this quarter (Atherstone, Hartshill, Kingsbury and Polesworth) and litter pickers have loaned to four groups (Baddesley Ensor, Coleshill, Warton, Wood End)	★	➡
NWCP 020 11/12	To commence the implementation of the new Grounds Maintenance specification by April 2011 to ensure that the Borough's open spaces are efficiently and effectively maintained to as high a standard as possible with the resources available	Environment	Powell, Simon	31/03/2012	Implementation of the new Grounds Maintenance Specification commenced in April 2011. As agreed by the C&E Board, this process will be phased and began with the introduction of revised grass cutting arrangements.	★	➡
NWCP 021 11/12	To work with partners to improve recycling rates across the Borough to not less than 36% (targeting poorer performing areas as necessary) while increasing the efficiency and cost-effectiveness of the Council's refuse collection service and to report on proposals to achieve this by September 2011 on initial outline proposals to further improve on this performance	Recycling	Dobbs, Richard	31/03/2012	Current performance is above target but decreasing garden waste weight in the latter two quarters will substantially reduce the outturn. At this stage an estimated end of year result of 33% to 34% is anticipated but cannot be a certain prediction.	●	➡

	Action	Priority	Reporting Officer	Due Date	Update	Status	Direction
NWCP 022 11/12	To implement phase 4 of the North Warwickshire Green Space Strategy in accordance with the revised Action and Funding Plan and within the context provided by the required Management Plans, to review the condition of our Recreation Grounds and Public Parks to ensure that they are fit for purpose and meet community need	Health & Well-being	Powell, Simon	31/03/2012	Actions are being progressed within the context provided by the approved Action and Funding Plan and available resources.	★	➡
NWCP 023 11/12	To implement the first year actions arising out of the Local Nature Reserve Project, including assisting with the recruitment of staff at Warwickshire Wildlife Trust and Groundwork West Midlands and delivering the activities and improvement work at Dafferns Wood, New Arley, and Kingsbury Linear Park	Health & Well-being	Powell, Simon	31/03/2012	First year actions are being advanced in accordance with the Action Plan. Regular events have been delivered over the summer at both Kingsbury Linear Park and Dafferns Wood. Regular community meetings have been set up to develop "Friends Groups" for each site. Youth work has been undertaken with both Kingsbury Secondary school and the Arley Ley Project, at which young people are using digital filming to explore their ideas about the sites and their environment. Access audits and habitat surveys have also been completed at both locations.	★	➡
NWCP 024 11/12	Within the context provided by the evolving "Health, Well-being and Leisure Strategy" to determine by March 2013 and commence implementation of the agreed approach to the future provision, management and operation of the Council's leisure facilities, having particular regard to the short and long-term future of Coleshill Leisure Centre	Health & Well-being	Powell, Simon	31/03/2012	Report on the future provision, management and operation of the Council's leisure facilities presented to leading Members. Reports also presented on the short and long-term future of Coleshill Leisure Centre. This will be the subject of a report to Board (and further local consultation) in due course.	●	➡

	Action	Priority	Reporting Officer	Due Date	Update	Status	Direction
NWCP 025 11/12	To work with partners to implement the North Warwickshire Playing Pitch Strategy in accordance with its supporting Action Plan	Health & Well-being	Powell, Simon	31/03/2012	The PPS has been used to support Hartshill Parish Council in bids for funding for changing facilities. An approach to working with schools and clubs to deliver the priorities set out in the Action Plan is to be developed over the autumn. In the meantime, early work is being undertaken with local clubs with a view to the future development of specific sites.		
NWCP 026 11/12	To review by September 2011 and revise, as necessary, the provisions and co-ordination of the NW Play Strategy and, thereafter, implement the Strategy's associated Action Plan accordingly	Health & Well-being	Powell, Simon	31/03/2012	A review of the Play Strategy has been undertaken, as a consequence of which its provisions are still considered to be relevant. Accordingly, the Action Plan will be rolled forward for a further 12 months with effect from April 2012.		
NWCP 027 11/12	To prepare a Play Area Business Plan by March 2012 to inform the implementation of a third phase of the Play Area Development Programme to ensure that all Borough Council facilities offer good play value, are accessible, secured by design and support the objectives of the NW Play Strategy	Health & Well-being	Powell, Simon	31/03/2012	Resource constraints have determined the need to defer the production of the proposed Play Area Business Plan for 12 months (to March 2013). In the meantime, progress continues to be made in respect of the improvement of play spaces in North Warwickshire (at Baxterley, Fillongely and Kingsbury).		
NWCP 028 11/12	In conjunction with NHS Warwickshire, to continue to co-ordinate the sustainable development of Wellness Matters, including its expansion into targeted outreach communities and the promotion of healthy lifestyles, healthy eating and NHS Warwickshire's Stop Smoking Service and to report on progress annually in March	Health & Well-being	Powell, Simon	31/03/2012	Work continues to tackle childhood obesity through Family Cook and Taste sessions within North Warwickshire Schools. Sessions are currently being delivered in Arley, Atherstone and Warton. The sessions are also being developed to include Early Years and more community-based settings. Further work is underway to develop a food co-op within both Arley and Atherstone. A project steering group is being developed and consultation undertaken.		

	Action	Priority	Reporting Officer	Due Date	Update	Status	Direction
NWCP 029 11/12	To continue to ensure compliance with the Council's statutory responsibilities as a partner and Compact signatory within the WSCB, including the need to continue to implement the provisions of the Council's Child Protection Policy and to undertake a Section 11 self-assessment audit in line with WSCB requirements by May 2011	Health & Well-being	Powell, Simon	31/03/2012	The Section 11 Audit was completed on time and an Action Plan has subsequently been developed. The Action Plan has been approved by Management Team and WSCB and its provisions are being advanced. WSCB accredited Level 1 Child Protection training continues to be delivered to relevant Council staff. A meeting has been held with Cllr D Ferro in respect of his role as the Council's Children and Safeguarding Champion.	★	➡
NWCP 030 11/12	To continue to develop and deliver targeted positive interventions, community safety projects and constructive leisure opportunities (eg Call4Sport, Activities4U, etc) to provide diversionary activities, reduce instances of anti-social behaviour and meet the wider needs and aspirations of young people, inter-generational work and wider community development activity, as detailed in the Leisure & Community Development Division's Service Plan	Crime and Disorder	Powell, Simon	31/03/2012	Friday night diversionary activities have been delivered in Hartshill, Warton and Wood End. The projects were well received by young people, who participated in a wide range of activities, including football, healthy eating and community-based projects. They engaged in three community clean ups, and re-painted a teen shelter. The projects made 256 contacts. Call4Sport was delivered across the Borough using the mobile skate park, which was extremely well received by over 600 contacts. The evening diversionary Activities4U project engaged with 505 contacts. Graffiti art sessions have been delivered in Coleshill and Polesworth, and engaged successfully with 81 contacts.	★	➡
NWCP 052 11/12	To review the impact of newly introduced mowing equipment on the standard of grass cutting achieved across the Borough and subsequently assess whether potential cost and viability of collecting grass cuttings should be explored	Environment	Powell, Simon	31/03/2012	A review of the impact of the introduction of new mowing equipment will be undertaken upon conclusion of the grass cutting season, at which point the future cost and viability of collecting grass cuttings will also be assessed.	●	➡

	Action	Priority	Reporting Officer	Due Date	Update	Status	Direction
NWCP 055 11/12	To report on proposals for improving access to services through Community Hubs	Access to Services	Trahern, Bob	31/03/2012	<p>A Committee Report agreed at Community & Environment Board on 3 October 2011 (see attached). A cross party 5 member task and finish group has been established to oversee any agreed implementation programme and this will take place on 25 November 2011. The Council continue to work alongside colleagues from Warwickshire CAVA and other partners to build on the initial 18 expression of interests received to determine how we are best supporting parish councils and other community groups set up and run a community hub.</p> <p>The outcomes of the County Council consultation exercise concerning libraries is now complete and it is envisaged that a number of the ongoing county run and community led libraries will be locations of hubs as well as other facilities which are as yet not confirmed. Meetings have been set up for all members on 7 November to update on progress around the hub agenda and for parish and other interested parties on 8 November 2011. It is hoped that the first four hubs to be called "B.O.B Stops" will go live by March 2012.</p>	★	➔

	Action	Priority	Reporting Officer	Due Date	Update	Status	Direction
NWCP 057 11/12	To continue to provide leisure support to the provision of activities for young people in both schools and during holidays, including reviewing the potential to provide free swimming in school holidays	Health & Well-being	Powell, Simon	31/03/2012	Free afterschool sessions are being delivered in all schools signed up to the Northern Warwickshire Schools Sport Partnership. These schools are also due to receive Playground Leadership training for Year 6 pupils, which will enable them to deliver games and activities during school breaks. During the summer, all day playscheme provision was supported at Racemeadow Primary School on behalf of the Atherstone Family of Schools (516 contacts). Three days of disability specific provision was also delivered at Woodlands School, Coleshill in partnership with the Coleshill Cluster (27 contacts). Call4Sport delivered sessions and made 612 contacts, as young people took part in wide range of activities. Traditional playschemes were also run in Dordon & Kingsbury over the summer, and Family Fun events were held in five recreation grounds in partnership with Warwickshire Police and Neighbourhood Watch. A review of the potential to offer free swimming during the school holidays is being undertaken, the outcome of which will be reported to Board in due course.	★	➡

NWPI Community & Environment Board

Ref	Description	Section	Priority	Year End Target	Performance	Traffic Light	Direction of Travel	Comments
NWLPI 007	The percentage of food premises inspections that should have been carried out that were carried out for high risk premises.	Env Health (C, L & HP)	Health and Well-being	100	74			Expected to be 100% at year end. Large volume of new businesses are being inspected which is impacting on other areas (see health and safety inspection of 38 warehouses)
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	74			
@NW:N1192	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	33	40.8			
@NW:N1195a	The percentage of relevant land and highways that is assessed as having deposits of litter that fall below an acceptable level.	Streetscape	Environment	N/A	N/A	N/A	N/A	No new survey data available - to be carried out as and when resources available.
NWLPI 085	Swimming pools and sports centres: The net cost per swim/visit	Leisure Facilities	Health and Well-being	1.9	1.72			
NWLPI 086	Leisure Centres - Total income per visit	Leisure Facilities	Health and Well-being	2.36	2.53			
NWLPI 092	Customer satisfaction with Community Development activities	Partnership & Development	Health and Well-being	90	96.3			
NWLPI 094	Percentage of successful funding applications	Partnership & Development	Health and Well-being	80	97.2			