

**To: The Chairman and Members of the
Community and Environment Board**

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

3 October 2011

The Community and Environment Board will meet in The Chamber, The Council House, South Street, Atherstone, Warwickshire on Monday 3 October 2011, at 6.30pm.

AGENDA

- 1 Evacuation Procedure.**
- 2 Apologies for Absence / Members away on official Council business.**
- 3 Declarations of Personal or Prejudicial Interests**
- 4 Requests for discussion and approval of remaining En Bloc items.**
- 5 Minutes of the Meeting of the Board held on 13 June 2011 - copy herewith, to be approved as a correct record and signed by the Chairman.**

- 6 **Presentation by Simon Powell** (Assistant Director Leisure and Community Development) on the work of his Division.

PART A – ITEMS FOR DISCUSSION AND DECISION

- 7 **Budgetary Control Report 2011/2012 Period Ended 31 August 2011 -**
Report of the Assistant Director (Finance and Human Resources)

Summary

The report covers revenue expenditure and income for the period from 1 April 2011 to 31 August 2011. The 2011/2012 budget and the actual position for the period, compared with the estimate at that date, are given, together with an estimate of the out-turn position for services reporting to this Board.

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

- 8 **Leisure and Community Development Division – Proposed 2012/13 Revenue Savings** - Report of the Assistant Director (Leisure and Community Development)

Summary

This report identifies potential areas for revenue budget savings within the Leisure and Community Development Division for inclusion in the 2012/13 revenue estimates.

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

- 9 **Play Safety Service to Parish Councils** - Report of the Assistant Director (Leisure and Community Development)

Summary

This report advises Members of the intention to withdraw the current free four-weekly play area inspection service for Parish Councils from April 2012 and sets out a proposal to replace it with a better quality, more robust quarterly inspection service, for which a small charge would be levied.

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

- 10 **Play Area Development Programme** - Report of the Assistant Director (Leisure and Community Development)

Summary

This report sets out progress in respect of the implementation of the Play Area Development Programme and seeks approval for the establishment of a reserve to provide match funding for a project to provide new play facilities in Baxterley.

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

- 11 **Atherstone Market** – Report of the Assistant Director (Streetscape)

Summary

This report informs 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 on an initial twelve month trial basis in order to try and enhance the market and increase the use of the Market Place for other events.

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

- 12 **Leisure Facilities – Bank Holiday Closures** - Report of the Assistant Director (Leisure and Community Development)

Summary

This report seeks the Board's approval for the Bank Holiday closure of leisure facilities during 2012/13.

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

- 13 **Update On Outreach Proposals – Community Hubs and the B.O.B Mobile Service** – Report of the Assistant Chief Executive (Community Services)

Summary

The purpose of this report is to update Members on outreach proposals for Community Hubs and the B.O.B mobile service.

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

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

- 14 **2012 Olympic and Paralympic Games** - Report of the Assistant Director (Leisure and Community Development)

Summary

On 6 July 2005 London was awarded the right to stage the 2012 Olympic and Paralympic Games. This report provides a summary of how the Borough Council is using the inspiration of the 2012 Games to increase participation in physical activity across North Warwickshire and ensure a positive and lasting legacy for the local community.

The Contact Officer for this report is Evan Ross (719270).

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

Summary

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

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

- 16 **Provision and Management of an Artificial Grass Pitch at Queen Elizabeth School and Sports College, Atherstone** - Report of the Assistant Director (Leisure and Community Development)

Summary

This report informs Members of 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.

The Contact Officers for this report are Alethea Wilson (719212) and Peter Wheaton (719257).

NORTH WARWICKSHIRE BOROUGH COUNCIL

MINUTES OF THE COMMUNITY AND ENVIRONMENT BOARD

13 June 2011

Present: Councillor Phillips in the Chair

Councillors L Dirveiks, Ferro, Forwood, Fox, Freer, Holland, Lewis, May, M Moss, Payne, Sherratt, A Stanley, and Wykes.

An apology for absence was received from Councillor Turley.

1 **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 Freer (Atherstone), Lewis, M Moss and Phillips (Kingsbury), were deemed to be declared at the meeting.

2 **Minutes**

The minutes of the meeting held on 21 March 2011, copies having been previously circulated were approved as a correct record and signed by the Chairman.

3 **Works to Trees in a Conservation Area**

The Assistant Director (Leisure and Community Development) advised the Board on the outcome of consultation with the Planning and Development Board in respect of the proposed felling of a tree in the Atherstone Conservation Area.

Resolved:

That the resolution of the Planning and Development Board in respect of the felling of a tree in the Atherstone Conservation Area and the intention to carry out compensatory planting in the autumn / winter of 2011, be noted.

4 **North Warwickshire LEADER Programme – Progress Report**

The Assistant Director (Leisure and Community Development) provided the Board with background information on the North Warwickshire LEADER programme and updated Members on the progress made to date. The Board was also informed of recent national changes that have affected the delivery of the local programme.

Resolved:

That the progress made in respect of the delivery of the North Warwickshire LEADER programme, be noted.

5 Budgetary Control Report 2011/2012 – Period Ended 31 May 2011

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

Resolved:

That the report be noted.

6 Progress Report on Achievement of Corporate Plan and Performance Indicator Targets April 2010 – March 2011

Members were informed of progress with the achievement of the Corporate Plan and Performance Indicator targets relevant to the Community and Environment Board for April 2010 to March 2011.

Resolved:

That the report be noted.

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

It was proposed by Councillor Phillips, seconded by Councillor Lewis and

Resolved:

That consideration of this matter be deferred until later in the meeting following the withdrawal of the public and press.

8 Environmental Health Service Plans

The Board was requested to approve the service plans for 2011/12 food safety and health and safety at work functions of the Environmental Health Division.

Resolved:

That the 2011/12 work programmes for the food safety and health and safety at work functions of the Environmental Health Division, be approved.

9 Exclusion of the Public and Press

Resolved:

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

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

Members were informed of 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:

- a That the establishment of a Partnership Agreement with Queen Elizabeth School and Sports College, Atherstone, for the management of community use of the artificial grass pitch in accordance with the principles set out in paragraph 4.2, be approved;**
- b That the Assistant Director (Leisure and Community Development) be authorised to agree the Partnership Agreement, subject to prior approval of its final content by the Chairman, Vice-chairman of the Board and Solicitor to the Council, and that the Agreement be brought to a subsequent meeting of the Board for information;**
- c That the schedule of fees and charges for 2011/12, as set out in the report, be accepted; and**
- d That officers be authorised to continue negotiations with relevant parties in respect of the future management of other sports facilities at the School and that the outcome of these negotiations be reported back to an early future meeting of the Board.**

H Phillips
Chairman

Agenda Item No 7

Community and Environment Board

3 October 2011

Report of the Assistant Director (Finance and Human Resources)

Budgetary Control Report 2011/2012 Period Ended 31 August 2011

1 Summary

- 1.1 The report covers revenue expenditure and income for the period from 1 April 2011 to 31 August 2011. The 2011/2012 budget and the actual position for the period, compared with the estimate at that date, are given, together with an estimate of the out-turn position for services reporting to this Board.

Recommendation to the Board

That the report be noted and that the Board requests any further information it feels would assist it in monitoring the budgets under the Board's control

2 Consultation

2.1 Portfolio Holder, Shadow Portfolio Holder and Ward Members

- 2.1.1 Both Councillors' Forwood and Lea have been consulted regarding this report. Any comments received will be reported verbally to the Board.

3. Introduction

- 3.1. Under the Best Value Accounting Code of Practice (BVACOP), services should be charged with the total cost of providing the service, which not only includes costs and income directly incurred, but also support costs relating to such areas as finance, office accommodation, telephone costs and IT services. The figures contained within this report are calculated on this basis.

4 Overall Position

- 4.1 The actual expenditure for budgets reporting to this Board as at 31 August 2011 is £2,184,020 compared with a profiled budgetary position of £2,189,751; an under spend of £5,731 over the period. Appendix A to this report provides details of the profiled and actual position for each service reporting to this board, together with the variance for the period.

- 4.2 Where possible, the year-to-date budget figures have been calculated with some allowance for seasonal variations, in order to give a better comparison

with actual figures. Reasons for the variations are given, where appropriate, in detail below.

4.3 Leisure Centres

4.3.1 The overall expenditure across the Leisure Centres is £18,500 above the profiled budget, which is due to the poor income performance across all centres, but particularly in relation to the Gyms.

4.3.2 Income across all centres is currently £30,610 under profile. Of this £23,600 relates to lower income taken in the 4 gyms, where there has been an ongoing decline in Direct Debit membership which has affected income levels. Work is continuing at the centres to identify why members are not renewing their Direct Debits and to look at increasing retention levels.

4.3.3 Employee related expenditure is currently £7,780 under profile, with a large proportion of this variation relating to staffing at Coleshill Leisure Centre of £5,100. This reduction is in line with the budget under spend in 2010/11 and will continue to be monitored.

4.4 Domestic Refuse

4.4.1 Across the Domestic Refuse budgets there is a current under spend of £3,163 compared to the profiled budget position. There is an under spend of £8,010 on employee expenditure which was due to a vacancy which has been filled from mid May 2011 and there is an additional under spend currently of £2,100 on Supplies & Services. This has been partially offset by an overspend of £7,000 on transport

4.5 Cesspool Emptying

4.5.1 There is currently an under spend figure of £11,065 on this budget, as a result of an under spend of £7,490 on Cesspool Disposal as there has been a reduction in the amount of waste disposed of due to the relatively dry summer experienced. Additionally, there is an under spend on Use of Transport of £2,420.

4.6 Recycling

4.6.1 There is currently an over spend of £23,245 on the Recycling budget, which is due to expenditure on employees being higher than profiled. Direct Salaries are overspent by £15,400 and there is an additional over spend of £5,350 on Agency Staff. This is due to a change in the Bank Holiday cover and using more agency labour than expected, including Saturday working. Additionally, one driver has been on a return to work programme for 6 weeks with an agency driver assisting, which has cost an additional £3,500. Within the employee overspend is the cost of the temporary Recycling Officer post of £6,200 to date which will be funded from an earmarked reserve.

4.6.2 There is an additional overspend of £15,000 currently on the Kerbside Recycling Contract with Palm Recycling although this will be partially offset by increased recycling credits.

4.6.3 There is also a credit of £8,520 from Warwickshire County Council for an improvement in the amount of recycling undertaken from 2009/10 to 2010/11 which was not included in the original budget. This is being used to cover some of the additional employee costs incurred.

4.7 **Amenity Cleaning**

4.7.1 There is an under spend of £5,078 on this budget, relating to an under spend of £3,260 on the maintenance of vehicles used in this service and £1,500 for reduced Employee Expenditure.

4.8 **Parks & Playing Fields**

4.8.1 Expenditure on tree management to date has not been as high as a result of the Landscape Officer (Trees) post currently being vacant, which has resulted in an under spend of £4,340. Expenditure on this area of work is variable and is likely to alter over the course of the year but will continue to be monitored.

4.8.2 There is an under spend of £3,650 across the Grounds Maintenance DSO, in part due to an under spend on the use of agency staff and on the use of pool transport of £4,300 and £3,250 respectively, which has been offset by an overspend of £3,900 on Supplies and Services.

5 **Performance Indicators**

5.1 In addition to the financial information provided to this Board, when the budgets were set in February, performance indicators were included as a means of putting the financial position into context. These are shown at Appendix B.

5.2 In summary, the majority of the Performance Indicators are comparable with the profiled position. At the Leisure Centres, the subsidy per visit is higher than profiled, which is due to the decreasing income per visit as a result of a decline in Direct Debit numbers.

6 **Risks to the Budget**

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

- Reduction or cessation of grants expected for use in Community Development, although this has yet to materialise to date.
- Sustained economic downturn leading to reduced membership and usage at leisure facilities and reduced demand for cesspool emptying and trade refuse services, which has been apparent in this financial year, as illustrated by the downturn in leisure income.

- Maintenance issues on unadopted roads, for which there is minimal budget provision.
- Limited provision exists for dealing with contaminated land issues. If a significant item emerges, any shortfall will initially be funded from an earmarked reserve held for this service, then would need to come from General Fund balances.
- Contracts based on RPI (which was running at 5.0% in July 2011).
- Further land drainage works that may be required, as there is no funding to cover these.

7 Estimated Out-turn

- 7.1 Members have requested that Budgetary Control Reports provide details on the likely out-turn position for each of the services reporting to this Board. The anticipated out-turn for this Board for 2011/12 is £5,455,850 as detailed in the table below: -

	£
Approved budget 2011/2012	5,395,850
Loss of Leisure Income	30,000
Refuse / Recycling Increased Costs	30,000
Expected Out-turn 2011/12	5,455,850

- 7.2 The figures provided are based on information available at this time of the year and are the best available estimates for this Board, and may change as the financial year progresses. Members will be updated in future reports of any changes to the forecast out turn.

8 Easy Line Suite at Atherstone Leisure Complex

- 8.1 At the last meeting, Members requested further information on the Easy Line Suite at Atherstone Leisure Complex. The table below shows the projected financial performance of the Easy Line Suite over the 2011/12 financial year:

	Projected Expenditure £
Staff Expenditure	5,160
Equipment Payback	4,330
Contribution to Replacement Fund	2,000
Income	(8,350)
Final Out-turn in 2011/12	3,140

- 8.2 The table shows that the Easy Line Suite is projected to operate at a small deficit this financial year. This is in part due to a general downturn in Leisure Centre usage and also to a slower than anticipated take-up of the facility by potential customers, many of whom are not predisposed to physical activity.

- 8.3 The Manager of the Leisure Complex has taken the decision to reduce the number of staff hours dedicated to the Suite from 18.5 hrs per week to 7.5 hours per week with effect from 1 August 2011, which will result in a reduction in expenditure of £7,730. This variation has been included in the table above.
- 8.4 Although a deficit is expected in 2011/12, the table below shows the projected saving from the closure of the former Crèche and the subsequent opening of the Easy Line Suite at Atherstone Leisure Complex over the 2011/12 financial year:

	Saving £
Closure of Crèche	(10,000)
Net Cost of Easy Line Suite	3,140
Expected Saving in 2011/12	(6,860)

Although less than the initially projected saving of £18,000, it can be seen that the action taken will result in a saving of £6,860 for the Authority in 2011/12

9 Report Implications

9.1 Finance and Value for Money Implications

- 9.1.1 The Council's budgeted contribution from General Fund balances for the 2011/12 financial year is £419,378. This is expected to increase by £60,000 due to financial variations within the services of this Board, as shown in the table in Paragraph 7.1. Income and Expenditure will continue to be closely managed and any issues that arise will be reported to this Board for comment.

9.2 Environment and Sustainability Implications

- 9.2.1 The Council has to ensure that it adopts and implements robust and comprehensive budgetary monitoring and control, to ensure not only the availability of services within the current financial year, but in future years.

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
Budgetary Control Report 2011/2012 as at 31 August 2011**

Description	Approved Budget 2010/2011	Profiled Budget August	Actual August 2011	Variance	Comments
Pitches and Pavilions	92,760	32,576	31,795	(781)	
Polesworth Sports Centre	182,870	61,272	55,588	(5,683)	See paragraph 4.3
Polesworth Hi-Tech	(36,760)	(15,582)	(9,685)	5,896	See paragraph 4.3
Arley Sports Centre	205,630	87,893	84,857	(3,036)	See paragraph 4.3
Coleshill Sports Centre	299,890	125,338	127,124	1,786	See paragraph 4.3
Coleshill Hi-Tech	(71,360)	(30,786)	(23,225)	7,561	See paragraph 4.3
Atherstone Leisure Complex	669,570	247,881	247,871	(10)	See paragraph 4.3
Atherstone Hi-Tech	(167,430)	(71,704)	(62,675)	9,028	See paragraph 4.3 & Paragraph 8.1
Memorial Hall	122,260	51,660	54,062	2,402	See paragraph 4.3
Memorial Hall Bar	470	124	676	552	See paragraph 4.3
Miscellaneous Public Health Services	285,410	105,643	104,033	(1,610)	
Miscellaneous Public Health Services	118,460	45,667	42,387	(3,280)	
Refuse Domestic Waste	1,068,980	414,270	411,107	(3,163)	See paragraph 4.4
Refuse Trade Collection	3,450	(37,020)	(37,543)	(523)	
Cesspool Emptying	(2,890)	(2,041)	(13,105)	(11,065)	See paragraph 4.5
Recycling	374,700	201,928	218,973	17,045	See paragraph 4.6
Animal Control	81,890	37,414	34,596	(2,818)	
Abandoned Vehicles	9,360	3,783	3,517	(267)	
Amenity Cleaning	734,320	274,081	269,003	(5,078)	See paragraph 4.7
Rapid Response	(200)	(938)	(2,946)	(2,009)	
Unadopted Roads	13,950	5,525	3,564	(1,961)	
Drain Unblocking & Land Drainage	57,800	23,185	21,570	(1,614)	
Street Furniture	14,480	5,946	5,466	(479)	
Atherstone Market	10,810	6,414	6,557	143	
Parks & Playing Fields	430,160	193,608	185,618	(7,990)	See paragraph 4.8
Play Areas	223,610	90,182	88,856	(1,326)	
Public Health Act 1984 Burials	2,780	1,129	(598)	(1,727)	
Sustainable Communities	2,790	-	8	8	
Consultation	33,940	11,083	11,083	-	
Corporate Policy	60,410	30,460	31,875	1,415	
Rural Regeneration	25,560	8,505	8,397	(108)	
Landscape	10,620	9,544	9,369	(175)	
Marketing and Market Research	13,950	5,683	4,583	(1,101)	
Support to Voluntary Organisations	111,480	86,873	86,873	-	
Young People and Intergeneration	78,070	28,331	30,982	2,651	
Community Development Environment	60,990	25,020	25,370	350	
Social Inclusion and Art	28,250	13,221	13,054	(168)	
Social Inclusion and Sport	66,750	28,536	29,567	1,031	
Community Development Health Improvement	53,110	28,507	26,859	(1,648)	
Community Development Safer Communities	92,890	38,732	38,089	(643)	
Activities 4 U	2,750	4,139	5,025	886	
Allotments & Biodiversity	21,430	12,970	15,209	2,239	
Stronger & Safer Community Fund	-	(12,340)	(12,340)	-	
Sports Club Development Officer Programme	7,300	12,789	12,328	(461)	
Local Nature Reserves	590	246	246	0	
Total Expenditure	5,395,850	2,189,751	2,184,020	(5,731)	

Approved Budget **5,401,560**

- virement of Superannuation -4,810
- virement of Training 4,460
- virement of Staff recruitment 3,110
- transfer of street furniture budget to Planning Board -8,470

Original Budget **5,395,850**

Key Performance Indicators for Budgets Reporting to the Community and Environment Board

Performance as at 31 August 2011

	Budgeted Performance	Profiled Budgeted Performance	Actual Performance to Date
Pitches and Pavilions			
Number of Pitches	20	20	20
Number of Teams	27	27	26
Number of Hirers	21	21	19
Income per team	£404.44	£404.44	£368.67
Costs per pitch	£4,638.00	£1,628.80	£1,558.06
Polesworth Sports Centre			
Cost Per Visit	£5.15	£4.87	£4.54
Income Per Visit	£2.89	£3.03	£2.83
Subsidy Per Visit	£2.26	£1.84	£1.71
Arley Sports Centre			
Cost Per Visit	£8.85	£8.98	£8.75
Income Per Visit	£2.77	£2.75	£2.73
Subsidy Per Visit	£6.08	£6.23	£6.02
Coleshill Leisure Centre			
Cost Per Visit	£5.52	£5.71	£6.02
Income Per Visit	£3.12	£3.21	£3.03
Subsidy Per Visit	£2.40	£2.49	£2.99
Atherstone Leisure Complex			
Budgeted Cost Per Visit	£6.11	£4.55	£5.09
Budgeted Income Per Visit	£2.97	£2.56	£2.74
Budgeted Subsidy Per Visit	£3.14	£1.99	£2.35
Memorial Hall			
Budgeted Cost Per Visit	£5.58	£6.16	£7.30
Budgeted Income Per Visit	£1.70	£1.75	£1.68
Budgeted Subsidy Per Visit	£3.88	£4.40	£5.61
Refuse Collection - Domestic			
Costs Per Household	£40.58	£15.32	£15.11
Max missed collections per 100,000 users	25	25	37
Expected customer satisfaction levels	94%	n/a	n/a
Refuse Collection - Trade			
Gross cost per bin collected	£319.00	£241.93	£240.65
Net cost per bin collected	£5.59	-£74.04	-£75.09
Cespool Emptying			
Gross cost per emptying	£65.62	£68.35	£58.30
Net surplus per emptying	-£0.99	-£0.34	-£2.18
Recycling			
Cost per household	£13.14	£7.71	£8.90
Tonnes of recycle material collected - green waste	5,500	2,292	2,892
tonnes of recycled material collected - red box	3,200	1,333	1,342
% of waste recycled	33% +	30% +	42%
Amenity Cleaning			
Cleanliness NI 195 (Litter and Detritus)	8%	8%	7%
Drain Unblocking Service			
No. of drains unblocked	500	208	184
Cost per blockage	£115.60	£111.29	£117.23
Play Areas			
Cost of maintenance per play area	£4,944.83	£1,666.76	£1,405.07
No. of play areas meeting the safety, DDA and Play Value standard	26/29	26/29	24/31

Agenda Item No 8

Community and Environment Board

3 October 2011

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

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

1 Summary

- 1.1 This report identifies potential areas for revenue budget savings within the Leisure and Community Development Division for inclusion in the 2012/13 revenue estimates.

Recommendation to the Executive Board

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

2 Consultation

2.1 Portfolio Holder, Shadow Portfolio Holder and Ward Members

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

3 Introduction

- 3.1 The Financial Strategy for 2012 to 2016, agreed by the Executive Board at its meeting held in September 2011, requires revenue budget savings of £1.7 million to be identified over the next four years.
- 3.2 Each individual service within the Division has been carefully reviewed, as a consequence of which savings are proposed in a number of areas. These are detailed below.

4 Proposed Revenue Savings

- 4.1 Savings have been identified in six Divisional service budgets. All of the proposals, are considered to be of relatively low or medium risk, the judgements in respect of which take account of deliverability, impact on

services and the local community and the Authority's reputation (see Appendix A).

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Landscape Management

- 4.2 It is proposed to reduce the provision for tree management works within the Parks and Playing Fields budget to £20,910. Whilst this will impact on the Council's ability to proactively advance the approved Tree Inspection and Management Programme, it is anticipated that sufficient resource will be available to undertake urgent and other high risk work.

Saving: £10,450

- 4.3 Full provision has been made to support the multi-agency Local Nature Reserves project, as a consequence of which a saving of £10,600 can be made in the Allotments and Biodiversity budget.

Saving: £10,600

- 4.4 As identified elsewhere on this agenda, it is proposed to introduce a new and enhanced programme through which to undertake health and safety inspections of parish council play areas. Subject to Board approval, this proposal is expected to generate a relatively small income return for the Authority.

Saving: £1,840

Partnership and Development

- 4.5 It is proposed to remove the Council's support for the Warwickshire Investment Partnership, to which support has been given to advance low level economic development activity in the Borough. The benefits of funding the Partnership have been unclear and, therefore, it is not anticipated that the proposed saving will have an adverse consequence locally.

Saving: £3,000

- 4.6 Through the Social Inclusion and Art budget, £2,500 a year is provided to Live and Local, an organisation that helps local performance venues (such as village halls) to deliver and promote professional arts performances. It is proposed to reduce this level of support to £1,000 a year, which will impact on the level of service provided to North Warwickshire.

Saving: £1,500

- 4.7 The Board will be aware of the effective community safety and positive diversionary activity undertaken within the Division, which is undertaken in accordance with Sustainable Community Strategy priorities. A relatively small saving of £4,500 is proposed in this budget. Whilst this will ultimately result in fewer community safety-based projects being undertaken in the Borough, the

impact will be lessened in the medium-term by the availability of resources held in earmarked reserves through which to advance related activity.

Saving: £4,500

- 4.8 The proposals relating to the health and safety inspections of parish council play areas, future support for Live and Local and a reduction in support for community safety activity each carry a medium risk rating in view the potential impact on levels of local service provision or their potential to adversely affect the Borough Council's reputation within the community. The Authority's financial position is such that it is faced with difficult decisions, however, as a consequence of which the proposals, which are considered to be sustainable, are made for the Board's consideration.

5 Conclusion

- 5.1 The revenue budget savings identified for inclusion within the Leisure and Community Development Division's 2012/13 estimates can be summarised as follows:

Potential "Savings" Summary

Tree Management Works	10,450
Local Nature Reserves Project	10,600
Parish Council Play Area Inspections	1,840
Warwickshire Investment Partnership	3,000
Live and Local	1,500
Community Safety	4,500
Total	31,890

6 Report Implications

6.1 Finance and Value for Money Implications

- 6.1.1 The Council will need to find significant revenue savings of at least £1.7 million over the next four years. The savings proposed in this report will contribute to this requirement and are considered to carry relatively low or medium level risks to service provision. If these proposals are not approved, savings will need to be found in other areas of activity, which may have a more significant impact on services.

6.2 Safer Communities Implications

- 6.2.1 Every effort has been made to avoid proposed savings to frontline services, which make a positive impact on levels of anti-social and/or criminal behaviour. On this occasion, however, a relatively small saving of £4,500 is proposed within the Community Safety budget. This will eventually lead to a reduction in levels of related activity, although the impact will be lessened in

the short-term by the availability of resources held in earmarked reserves through which to advance related activity.

6.3 Environment and Sustainability Implications

6.3.1 Leisure and community development activity makes a positive contribution to the creation of sustainable communities, improves collective well-being and enhances the quality of life of local people.

6.4 Risk Management Implications

6.4.1 An assessment of the risks associated with the identified proposals was an inherent feature of the corporate process through which savings options were highlighted and subsequently considered by Management Team. As identified in paragraph 4.1 above, each of the proposals are considered to have a “low” or “medium” risk rating.

6.5 Equalities

6.5.1 In two instances, the proposed revenue budget savings will adversely impact on the Council’s ability to deliver socially inclusive projects through the Leisure and Community Development Division, and will reduce the corporate commitment to address equalities in all aspects of service provision. Please note the content of the Equality Impact Assessment Summary Sheets below.

6.6 Links to Council’s Priorities

6.6.1 The proposals contained in this report have direct links to the corporate priorities to:

- Enhance community involvement and access to services
- Protect and improve the environment
- Defend and improve our countryside and rural heritage
- Tackle health inequalities through improving well-being and providing leisure opportunities to all of our citizens
- Work with our partners to tackle crime, the fear of crime and anti-social behaviour
- Make the best use of our resources

6.6.2 Additionally, the areas of activity affected by the proposed savings contribute directly to the priorities of the Sustainable Community Strategy to:

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

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

Background Papers

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

Background Paper No	Author	Nature of Background Paper	Date
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None			
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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	Reduction in funding to support Live and Local
Officer Responsible for assessment	Jaki Douglas Partnership and Development Manager

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

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

Equality Group	Positive impact	Negative impact	Reasons/Comments
Racial			
Gender			
Disabled people			
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

The above saving DOES NOT differentially impact on the above equality groups /people. Potential exists, however, for there to be a disadvantageous effect upon those members of the community who are living on low incomes.

Please indicate if you believe that this document:
Should proceed to further Impact assessment - NO
Needs no further action.

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	Reduction in funding to support community safety activity
Officer Responsible for assessment	Jaki Douglas Partnership and Development Manager

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

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

The above saving DOES NOT differentially impact on the above equality groups /people. Potential exists, however, for there to be a disadvantageous effect upon those members of the community who are living in more disadvantaged communities.

Please indicate if you believe that this document:
Should proceed to further Impact assessment - NO
Needs no further action.

SAVINGS PROPOSALS (3 October 2011)

Service	5019 2441 Parks and Playing Fields – Tree Management
Current Budget	£31,360 (2011-2012)
Proposed Action	Reduction in budget for tree management to £20,910
Estimated Saving	£10,450
Implementation date	2012-2013
Risk	Low There will be sufficient budget remaining to address urgent, high risk issues, although there will be reduced resource with which to progress the proactive inspection and management programme.

Service	5059 2020 Allotments and Biodiversity – Hired and Contracted Services 5059 2900 Allotments and Biodiversity – Grants and Contributions
Current Budget	£10,600 (2011-2012)
Proposed Action	Cut funding to support biodiversity projects
Estimated Saving	£10,600
Implementation date	2012-2013
Risk	Low Provision has been made to meet the Authority's commitment to the Local Nature Reserves project and no further biodiversity projects are planned. Should further projects be developed external funding will be sought to support them.

Service	5020 9213 Play Areas – Fee Income
Current Budget	£7,130 (2011-2012)
Proposed Action	Charge for parish play area inspections - currently a free service
Estimated Saving	£1,840
Implementation date	2012-2013
Risk	Medium There may be some minor loss of reputation due to the withdrawal of the free service. Town and parish councils are offered support, such as free training, which will enable them to carry out the function themselves if they do not wish to pay for the service.

SAVINGS PROPOSALS (3 October 2011)

Service	5030 – Rural Regeneration
Current Budget	£3,870
Proposed Action	No longer fund Warwickshire Investment Partnership (Economic Development) - £3000
Estimated Saving	£3,000
Implementation date	WIP April 2011
Risk	Low There is no evidence that the Council's contribution to the Partnership has had a positive effect on North Warwickshire.

Service	5053 – Social Inclusion and Art
Current Budget	£2,500
Proposed Action	Reduce £2.5K award to Live and Local by £1,500
Estimated Saving	£1,500
Implementation date	April 2012 For £1,500 three months notice to Live and Local required – proposal to retain £1K of support to this organisation.
Risk	Medium Live & Local has previously assisted a number of promoters (village halls / Parish Council's). The proposed saving will lead to a reduced service in the Borough (fewer promoters assisted), in respect of which there is the potential for adverse publicity. No section of the community is more adversely affected than any other by this proposal.

Service	5056 – Community Safety
Current Budget	1640 (Hire of premises) - £510 2000's (Supplies and services) - £17,970 3001 (Hired transport) - £510 Total - £18,990
Proposed Action	Reduce budget by £4,500
Estimated Saving	£4,500
Implementation date	April 2012
Risk	Medium The Community Safety budget is used in target (hot spot) localities. These sites often include those where there are higher levels of deprivation. This approach will be maintained. The proposed saving will ultimately result I fewer community safety-based projects being undertaken in the Borough. The impact will be lessened in the short term by the availability of resources held in earmarked reserves through which to advance related activity.

Agenda Item No 9

Community and Environment Board

3 October 2011

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

**Play Safety Service to
Parish Councils**

1 Summary

- 1.1 The report advises Members of the intention to withdraw the current free four-weekly play area inspection service for Parish Councils from April 2012 and sets out a proposal to replace it with a better quality, more robust quarterly inspection service for which a small charge would be levied.
- 1.2 Members' approval is sought to offer the new service to selected Parish Councils with effect from October 2011 and to effect a full roll-out next year.

Recommendation to the Board

- 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 main body of the report; and**
- c That selected Parish Councils be offered the option to take up the quarterly operational play area inspection service with effect from October 2011.**

2 Consultation

2.1 Portfolio Holder, Shadow Portfolio Holder and Ward Members

- 2.1.1 The Portfolio and Shadow Portfolio Holders for Safer Communities, Health, Well-being and Leisure, Community Life and Resources have all had the opportunity to comment on the content of this report.

3 Play Area Inspections

3.1 For many years, the Borough Council has provided a four-weekly play area inspection service to Parish Councils, free of charge. This is a long-standing arrangement, but is informal in nature, in that no written agreements are in place for its delivery.

... 3.2 As can be evidenced from the example attached at Appendix A, the inspection reports are very basic and provide little in the way of useful information. Carrying out the inspections, however, costs the Authority approximately £2,500 per annum, which is recharged to the play area revenue budget by the Grounds Maintenance DSO. The current service is provided to 16 Parish Councils, with 23 facilities being inspected in total.

3.3 In respect of its own play areas, the Borough Council has moved away from four-weekly inspections and has instead adopted an inspection hierarchy as follows:

- one independent inspection carried out annually by an external contractor
- four operational inspections, based on the framework provided by the annual report, carried out quarterly by the in-house team
- weekly/twice weekly visual inspections carried out by the in-house team

This provides a much more robust and auditable inspection record that clearly informs managers of work that is required and of repairs that have been completed. Training is provided by the external contractor to ensure that the in-house team has the appropriate knowledge and skills to carry out the operational and visual inspections and to ensure a consistent approach to the process. An example of an operational inspection report is attached at Appendix B.

...

3.4 Within the Leisure and Community Development Division's savings proposals, reported elsewhere on this agenda, it has been proposed that the free four-weekly inspection service to Parish Councils should be withdrawn and that they should instead be offered a "paid for service" of four operational inspections per annum, based on the same inspection regime as that employed by the Borough Council. Whilst it is intended that this should take place from April 2012, it would be possible to offer the option of this improved service from this autumn to 10 Parish Councils that have already availed themselves of the annual independent inspections.

3.5 The Borough Council recharges Parish Councils for annual independent inspections, carried out through its contract with the Children's Play Advisory Service, at cost – i.e. £57.25 for new sites, £47.25 for sites that have been inspected in previous years. These external contract prices are valid until and including the 2013/14 financial year. It is proposed that quarterly inspections should be recharged at £20 per site for each visit and that this price should also be held until 2013/14 and reviewed thereafter in conjunction with the external contract.

- 3.6 If all 10 Parish Councils that receive the annual independent inspection were to take up the service this autumn this would realise an additional income of £960 in 2011/12. If all Parish Councils were to take up the service in the following year this would realise income of £1,840 in 2012/13.
- 3.7 Changing from 13 four-weekly inspections to four quarterly inspections each year would additionally release time in the Grounds Maintenance DSO, which could allow other, currently neglected areas of work to be addressed. These works could include the inspection and routine maintenance of fences, gates, footpaths and site furniture in the Authority's parks and recreation grounds, in accordance with the new Grounds Maintenance Specification.
- 3.8 The current four-weekly inspection is an entirely paper-based system that requires copying, posting and long-term storage (25 years). The proposed quarterly reports can be more readily stored and disseminated in electronic format, which would provide a more responsive service.
- 3.9 The Borough Council has an ongoing commitment, through the North Warwickshire Play Strategy and the North Warwickshire Green Space Strategy, to assist Parish Councils to provide good quality play opportunities in their local communities. The proposal to provide a more robust inspection service complements a series of training events that are offered to the Parish Councils to raise awareness of current thinking around risk and safety in play and to give guidance in respect of their responsibilities as play providers.
- 3.10 Members are asked to approve the proposal to offer an improved and appropriately documented service to selected Parish Councils, at a charge, with effect from October 2011 and to all Parish Councils from April 2012.

4 Report Implications

4.1 Finance and Value for Money Implications

- 4.1.1 The estimated cost of the current four-weekly inspection service, which is free to Parish Councils, is £2,500 per annum and is met from the Play Areas revenue budget.
- 4.1.2 Full take-up of a quarterly inspection service at £20 per site per visit could realise income of £960 in 2011/12 and £1,840 in 2012/13.

4.2 Safer Communities Implications

- 4.2.1 Well maintained play facilities for children and young people provide constructive alternatives to anti-social and/or criminal behaviour.

4.3 Legal and Human Rights Implications

4.3.1 Organisations providing built play facilities have an obligation to maintain them as fit for purpose in accordance with current Health and Safety legislation and are advised to ensure that they comply with recommended European safety standards.

4.4 Environment and Sustainability Implications

4.4.1 The provision of opportunities for constructive activity within communities enhances local cohesion, social inclusion and individual and collective quality of life. It has a positive impact on the creation of sustainable communities, within which people feel safe, healthy and valued.

4.5 Risk Management Implications

4.5.1 A risk assessment is attached, from which it can be seen that the introduction of a better quality, more robust inspection service to Parish Councils, which is fit for purpose, will reduce the risk to this Authority.

4.6 Links to Council's Priorities

4.6.1 The implementation of an improved, more robust play area inspection service to Parish Councils contributes directly to the corporate priorities to:

- Enhance community involvement and access to services
- Tackle health inequalities through improving well-being and providing leisure opportunities to all of our citizens
- Make best use of our resources

4.6.2 Additionally, the implementation of an improved service will contribute directly to the priorities of the North Warwickshire Sustainable Community Strategy to:

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

4.6.3 Working in partnership to support Parish Councils to provide good quality play opportunities also directly delivers against priorities set out in the North Warwickshire Green Space Strategy and the North Warwickshire Play Strategy.

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
None			

Risk Management Form

**NORTH WARWICKSHIRE
BOROUGH COUNCIL**

Division: Leisure and Community Development Cost Centre or Service: Landscape Management

Risk Ref	Risk: Title/Description	Consequence	Likelihood (5 = high, 1 = low)	Impact (5 = high, 1 = low)	Gross Risk Rating	Responsible Officer	Proposed / Existing Control Procedures	Likelihood (5 = high, 1 = low)	Impact (5 = high, 1 = low)	Net Risk Rating
	Provision of a play area inspection service to Parish Councils that is informal and not fit for purpose	Death Injury to public Loss of reputation Customer dissatisfaction Insurance claims Court action Avoidable costs	5	4	20	Landscape Manager	Introduction of robust quarterly operational inspections with informative written reports Training of staff Service included in contracts for the provision of grounds maintenance services to Parish Councils and documented accordingly	2	3	6
Risk Ref	Options for additional / replacement control procedure						Cost Resources	Likelihood (5 = high, 1 = low)	Impact (5 = high, 1 = low)	Net Risk Rating

Completed By: Alethea Wilson

Date: 16 August 2011

Play Safety Service to Parish Councils
 Example of Four-Weekly Report

Appendix A

Atherstone

12/11/11
 07:00

PLAYGROUND INSPECTION REPORT

Site name: ARMEL STONE S. MARY'S RD Ownership (tick): PC NWBC Date: 28.6.11
 Kick About: OK

SITE	GOOD	ACC.	POOR	REMARKS
Cleanliness	///			
Surface	///			
Fencing	///			
SWINGS				
Frame	///			
Shackles	///			
Chains	///			
Seats	///			
SLIDES				
Access/ run off	///			
Surface	///			
Frame	///			
ROCKING/ ROTATING				
Movement	///			
Fittings		///		Mini Round About loose in ground
Safety covers		///		Best Miss. to from Spring Daisy.
FRAMES/ CASTLES				
Paint work	///			
Fittings		///		
ACTION REQUIRED				
At once, URGENT			Routine	
Within 2 days			As time permits	
By next inspection			Within 30 days	

Signature: S. Martin

Site No. 1.1: Atherstone – Royal Meadow Drive (Junior/Toddler)

Ancillary Items

The following were found to be satisfactory:

2 Gates
1 Operator/Dog Ban Sign
2 Seats
1 Bin
General Surface – Grass/Wet-Pour/Tarmac
Cleanliness
Fencing

Item 1	Swings (1 Bay 2 Seats)	Little Tikes
CONDITION:	Seat worn to metal at corner - 3 dog-chewed (M)	
SURFACING:	Wet-Pour	
CONDITION:	The surfacing is in an acceptable condition	
Item 2	Multi-Play	Hags
CONDITION:	Satisfactory condition – Fit for use	
SURFACING:	Wet-Pour	
CONDITION:	The surfacing is in an acceptable condition	OK
Item 3	Cradle Swings (1 Bay 2 Seats)	Little Tikes
CONDITION:	Satisfactory condition – Fit for use	
SURFACING:	Wet-Pour	
CONDITION:	The surfacing is in an acceptable condition	OK
Item 4	Bicycle Roundabout	Hags
CONDITION:	Satisfactory condition – Fit for use	
SURFACING:	Wet-Pour	
CONDITION:	The surfacing is in an acceptable condition	OK
Item 5	Toadstool Picnic Table	
CONDITION:	Satisfactory condition – Fit for use	
SURFACING:	Wet-Pour	
CONDITION:	The surfacing is in an acceptable condition	OK
Item 6	Multi-Pondo	Hags
CONDITION:	Satisfactory condition – Fit for use	
SURFACING:	Wet-Pour	
CONDITION:	The surfacing is in an acceptable condition	OK

Agenda Item No 10

Community and Environment Board

3 October 2011

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

**Play Area Development
Programme**

1 Summary

- 1.1 This report sets out progress in respect of the implementation of the Play Area Development Programme and seeks approval for the establishment of a reserve to provide match funding for a project to provide new play facilities in Baxterley.

Recommendation to the Board

- 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 the Executive Board

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

2 Consultation

2.1 Portfolio Holder, Shadow Portfolio Holder and Ward Members

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

3 Introduction

- 3.1 A progress report on the second phase of the Play Area Development Programme was presented to the Board at its meeting held in January 2011. The latest position in respect of the Development Programme is summarised in the Action Plan attached at Appendix A. The Action Plan provides for the

...

development of play facilities in the Borough within the context of the North Warwickshire Green Space Strategy (2008/18) and the North Warwickshire Play Strategy (2007/12), which together provide the framework guiding work in this area of activity.

3.2 This report provides a brief update with regard to delivery of the relevant priorities of the Green Space Strategy and then concentrates more fully on progress in respect of Phase 2 of the Programme.

4 Delivery of the Strategic Priorities of the North Warwickshire Green Space Strategy

4.1 Within the Green Space Strategy there are three strategic priorities in respect of Children and Young people. They are:

- SP013 – 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
- SP014 – Support the development of a strategic network of play facilities across the Borough and assist other providers to deliver improvements through partnership working
- SP015 – Explore opportunities to include natural, wildplay areas when developing individual site management plans

4.2 In respect of SP013, development of a Business Plan is to be taken forward in the next few months for presentation to Members at a future meeting of the Board. The Plan will be informed by the findings of the evaluation of the first phase of the Play Area Development Programme, which was approved by the Scrutiny Board in December 2010, and will need to be set in the context of the Authority's current financial position.

4.3 With regard to SP014, work with parish councils to provide improved facilities in Baddesley Ensor, Kingsbury and Fillongley is detailed in sections 5 and 6 below. Additionally, as part of the Authority's ongoing commitment to provide training and awareness in play-related issues, parish councils were offered the opportunity to attend a training course, Inspecting Children's Playgrounds, delivered by the Children's Play Advisory Service in September 2011. Six Parish Councils sent representatives to the training and the event was very well received. Officers have also developed proposals for a new and improved play area inspection service to be offered to town and parish councils, which are detailed in a report elsewhere on this agenda.

4.4 In respect of SP015, the designs for the Phase 2 schemes, detailed in sections 5 and 6 below, have incorporated more elements of "natural play" and it is anticipated that the natural play theme will be further developed through the broader management plans proposed for a number of recreation sites in the Borough. "Wild play" activities are also a key element of the Local

Nature Reserves Project, with sessions being delivered this year in Kingsbury and Arley by Warwickshire Wildlife Trust.

5 Play Area Development Programme Phase 2 – Playbuilder Projects

- 5.1 As previously reported to the Board, the Authority was allocated £203,125 through the previous Government's national Playbuilder Programme, which it elected should be divided equally to fund the redevelopment of play facilities at its sites in Ridge Lane, Old Arley and Sycamore Road, Kingsbury, and the parish council site in Speedwell Lane, Baddesley Ensor.
- 5.2 The first year's schemes at Ridge Lane and Baddesley Ensor were completed last year. The schemes in Sycamore Road, Kingsbury, and Old Arley were completed earlier this year, in respect of which celebratory opening events were held at the end of May and beginning of June respectively.
- 5.3 Overall, these installations have been very successful and are proving to be popular in their local communities. There are, however, ongoing issues to be resolved with regard to groundworks. The weather having been very dry since the works took place has meant that much of the new grass seed has failed to become established, resulting in areas of bare soil. Remedial works will be carried out during the autumn / winter season.

6 Play Area Development Programme Phase 2 – Baxterley Recreation Ground

- 6.1 Negotiations with Merevale Estate in respect of the renewal of the lease for Baxterley Recreation Ground have been fruitful in that, whilst a five-year lease has been secured for most of the land, a ten-year lease has been granted for the site of the play area. The area available for accommodating the play equipment has also been extended, thereby enabling extra items of equipment to be included within any new development. This both addresses concerns raised during the consultation and increases the potential play value of the proposed new facility.
- 6.2 Discussions are ongoing both in relation to the development of the play area and also with regard to complementary works in the wider recreation ground. The Estate has been very supportive of the Authority's efforts to enhance the site, in respect of which it is hoped to be able to further develop this partnership in due course.
- 6.3 Following extensive consultation with the local community a preferred design for the new play area has been chosen. Work is in hand to finalise this design and prepare costings with a view to submitting a funding bid to Veolia Environmental Trust by October 2011.
- 6.4 It is anticipated that the outcome of the funding bid will not be known until February 2012. Assuming a successful outcome and allowing time for exchange of contracts with the funding body, and lead in time for Wicksteed

Leisure subsequent to an order being placed, it is hoped that installation work will be underway by April 2012.

- 6.5 Veolia requires 20% match funding for projects costing over £25,000 in total, plus 10% Third Party Funding for bids of £40,000 or more. Current estimates for the proposed installation range from £49,600 to £63,000, depending on the type of safety surface to be installed. Baxterley Parish Council has set aside £5,500 to contribute towards the project. It is proposed that the Authority would match this sum from its play area revenue budget, as funds had been earmarked to contribute towards the cost of removing the redundant equipment and ground reinstatement works. Depending on the final cost of the chosen design it may be necessary to find an additional £5,000 in match funding, making a total contribution from the Borough Council of £10,500.
- 6.6 This Authority's proposed contribution can be found from the current year's revenue budget but it is unlikely that spend would take place before 2012/13 due to Veolia's decision making timetable. It will, however, be necessary to evidence that the match funding from the Borough Council is secure. Members, therefore, are asked to support the proposal to match fund the project from the revenue budget and pass to Executive board for final approval. Members are also asked to approve the principle that the necessary reserve be established in the event that the spend has not taken place at the end of the 2011/12 financial year.

7 Play Area Development Programme Phase 2 – Other Projects

- 7.1 Members will recall that subsequent to the development of the new play facility at Royal Meadow Drive, community consultation confirmed that there is support for the retention of the play area at Warwick Drive in Atherstone. Discussions took place with Atherstone Town Council in April 2011 in respect of the future of this site and that at Minions Close, both of which are in need of refurbishment. Following those discussions, the Town Council indicated that it does not wish to take over responsibility for these two facilities, which will, therefore, remain with this Authority. There is a possibility that Section 106 funding secured through a number of developments expected to take place in Atherstone may be available in the future, which could be put towards the cost of renewing these play areas. This possible way forward will be given further consideration in the preparation of the Play Area Business Plan referred to in paragraph 4.2 above.
- 7.2 The new facilities at Kingsbury Parish Council's Church Lane Recreation Ground have now been installed, the project having been made possible through a grant from WREN, supported by Third Party Funding from the Green Space Strategy Fund. Regrettably, there are issues of anti-social behaviour at this site, which the Parish Council is endeavouring to address with help from this Authority's Partnership and Development team.
- 7.3 Fillongley Parish Council has also been successful in securing a grant from WREN, supported by a contribution from the Borough Council's Green Space Strategy Fund, for the implementation of proposals for the provision of

improved play facilities at its recreation ground. Work is expected to start on site shortly.

- 7.4 As approved by the Board, the redundant play equipment at Sunset Close in Polesworth has now been removed.

8 Report Implications

8.1 Finance and Value for Money Implications

- 8.1.1 The redevelopment of play facilities at Ridge Lane, Baddesley Ensor, Old Arley and Sycamore Road, Kingsbury, were made possible with capital funding of £203,125 from the national Playbuilder Programme. The removal of old equipment from, and complementary improvement works to, the three Borough Council sites have been met from the revenue budget and from earmarked reserves.
- 8.1.2 As indicated above, current estimates for the proposed new play area at Baxterley range from £49,600 to £63,000. As there is currently no provision in the capital budget for these works, implementation of the project will be dependent on a successful bid to Veolia Environmental Trust. Baxterley Parish Council has set aside £5,500 to contribute towards the project. Up to a further £10,500 may be required in match funding from this Authority, for which it is proposed to establish a reserve from the play area revenue budget at the end of the current financial year if work has not been completed..
- 8.1.3 Should the project at Baxterley proceed, a growth bid will be made to make provision for ongoing maintenance and future replacement costs in line with the principle that has previously been established within the context of the Play Area Development Programme and as recommended by the Board at its meeting held in January 2011. This would amount to £5,500 per annum from 2013/14. Should the bid not be approved then any future maintenance would need to be funded from within existing budgetary provision, which could impact on the Council's ability to appropriately maintain its existing play areas. It would also mean that there would be no provision for the replacement of the equipment at the end of its useful life. Future replacement, therefore, would depend on the finances available to the Authority at that time.
- 8.1.4 Consideration of the financial implications of future play provision at Warwick Drive and Minions Close in Atherstone will be intrinsic to the preparation of the Play Area Business Plan and will be reported to a future meeting of this Board.
- 8.1.5 The Green Space Strategy Fund has provided £5,500 in third party funding for the project at the Parish Council site in Church Lane, Kingsbury. £10,000 has also been allocated from the Fund for the development of a management plan, including improved play provision, at the recreation ground in Fillongley, of which £6,897.25 has been paid to date, including third party funding.

8.2 Safer Communities Implications

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

8.3 Legal and Human Rights Implications

8.3.1 Newly installed play areas comply with the requirements of all appropriate legislation and with recommended European safety standards.

8.4 Environment and Sustainability Implications

8.4.1 The provision of opportunities for constructive activity within communities enhances local cohesion, social inclusion and individual and collective quality of life. It has a positive impact on the creation of sustainable communities, within which people feel safe, healthy and valued.

8.5 Risk Management Implications

8.5.1 The risk management implications of the Play Area Development Programme have been addressed in previous reports to Board.

8.6 Equalities Implications

8.6.1 The equalities implications of the Play Area Development Programme have been addressed in previous reports to Board.

8.7 Links to Council's Priorities

8.7.1 The implementation of the Play Area Development Programme contributes directly to the corporate priorities to:

- Enhance community involvement and access to services
- Protect and improve our environment
- Tackle health inequalities through improving well-being and providing leisure opportunities to all of our citizens
- Work with our partners to tackle crime, the fear of crime and anti-social behaviour
- Make best use of our resources

8.7.2 Additionally, the implementation of the Play Area Development Programme contributes directly 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 The Play Area Development Programme also directly delivers against priorities set out in the North Warwickshire Green Space Strategy and the North Warwickshire Play Strategy.

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 (Play Area Development Programme)	March 2010
2	Assistant Director (Leisure and Community Development)	Report to Community and Environment Board (Play Area Development Programme – Evaluation of Phase One)	June 2010
3	Assistant Director (Leisure and Community Development)	Report to Community and Environment Board (Play Area Development Programme)	October 2010
4	Assistant Director (Leisure and Community Development)	Report to Scrutiny Board (Play Area Development Programme – Evaluation of Phase One)	December 2010
5	Assistant Director (Leisure and Community Development)	Report to Community and Environment Board (Play Area Development Programme)	January 2011

Lead Officer: Simon Powell

Objective	Action	Timescale	Resource	Responsible Officer	Progress
DELIVERY AGAINST THE STRATEGIC PRIORITIES OF THE NORTH WARWICKSHIRE GREEN SPACE STRATEGY					
In accordance with key priority SP013 of the North Warwickshire Green Space Strategy ensure all Borough Council play facilities offer good play value, meet current safety standards, are accessible, are secured by design and support the objectives of the North Warwickshire Play Strategy	Develop a Play Area Business Plan to determine the action to be taken at those Borough Council play areas still awaiting improvement	March 2012	Staff time	LM	To be progressed.
	Establish a play area replacement fund to replace equipment at Borough Council sites in the long-term	On-going	Revenue budget - £3000 per play area per annum	LM / AD(L&CD)	Fund established for twelve sites – no additional allocation for 2010-2011 Playbuilder sites.
	Ensure all Borough Council play areas are subject to routine inspection and maintenance and to annual independent inspections	On-going	Staff time, revenue budget	LM	Staff training and inspection and maintenance schedules in place Annual independent inspections completed June 2011 Inspection and maintenance system to be reviewed to ensure robustness.

Lead Officer: Simon Powell

Objective	Action	Timescale	Resource	Responsible Officer	Progress
DELIVERY AGAINST THE STRATEGIC PRIORITIES OF THE NORTH WARWICKSHIRE GREEN SPACE STRATEGY <i>continued.....</i>					
In accordance with key priority SP014 of the North Warwickshire Green Space Strategy support the development of a strategic network of play facilities across the Borough and assist other providers to deliver improvements through partnership working	Where appropriate include other providers' sites in the Play Area Development Programme	Ongoing	Staff time External funding Revenue budget	LM	Parish Council sites at Baddesley Ensor, Kingsbury and Fillongley included in Phase 2 of the programme, details set out below
	Facilitate events for other providers to raise awareness of current thinking on the provision of outdoor play opportunities	Ongoing	Staff time Revenue funding	PDM	Events held in March and November 2010 and September 2011
	Develop and implement a more supportive play area inspection service for parish councils	April 2012	Staff time Potential increase in revenue income	LM	Proposals set out in a report to C. & E. Board October 2011

Lead Officer: Simon Powell

Objective	Action	Timescale	Resource	Responsible Officer	Progress
PHASE 1 SCHEMES					
<p>Piccadilly Recreation Ground Provision of replacement junior / toddler facilities & new teen facilities</p> <p>Coleshill Cole End Park / Coleshill Memorial Park Provision of replacement junior / toddler facilities / teen kickabout</p> <p>Austrey Hollybank Provision of replacement junior / toddler facilities</p> <p>Polesworth Abbey Green Park Provision of replacement junior / toddler facilities & new teen facilities</p> <p>Ansley Common Bretts Hall Phase 1 Provision of new teen facilities</p> <p>Corley Church Lane Provision of extra equipment to increase play value for juniors / toddlers</p> <p>Hurley Brick Kiln Lane Provision of replacement junior / toddler facilities & new teen facilities</p> <p>Wood End Johnson Street Provision of replacement junior / toddler facilities & new teen facilities</p> <p>Water Orton George Road Provision of fencing and extension to hard surface</p> <p>Hartshill Snowhill Recreation Ground (Parish Council) Provision of junior / toddler & teen facilities</p> <p>Hartshill Grange Road Recreation Ground and Moorwood Estate Removal of existing equipment</p> <p>Mancetter Recreation Ground Provision of replacement junior / toddler facilities & new teen facilities</p> <p>Dordon Kitwood Avenue Recreation Ground Provision of additional junior / toddler facilities</p>					All Complete

Lead Officer: Simon Powell

Objective	Action	Timescale	Resource	Responsible Officer	Progress
PHASE 1 SCHEMES <i>continued.....</i>					
Atherstone Royal Meadow Drive Provision of family play facility Atherstone St George's Road Removal of inappropriately sited play facility					All complete
PHASE 2 SCHEMES					
Atherstone Minions Close					
Transfer to Atherstone Town Council	Implement remedial groundworks and install replacement fencing				Complete
	Negotiate formal Agreement with ATC	April 2011	Staff time	LM / Legal	Meeting with ATC in April 2011 – ATC prefer not to take over the play area
Provision of replacement junior / toddler facilities	Determine a way forward in the context of an overall Play Area Business Plan	March 2012	Staff time	LM	To be progressed

Lead Officer: Simon Powell

Objective	Action	Timescale	Resource	Responsible Officer	Progress
PHASE 2 SCHEMES <i>continued</i>					
Atherstone Warwick Drive					
Transfer to Atherstone Town Council or removal of facility	Community-based consultation to determine retention or otherwise of the facility	Spring 2010	Staff time	LM / PDM	Consultation completed December 2010, results indicate support for play facilities at the site
	Negotiate formal Agreement with ATC	April 2011	Staff time	LM / Legal	Meeting with ATC in April 2011 – ATC prefer not to take over the play area
Provision of replacement junior / toddler facilities	Determine a way forward in the context of an overall Play Area Business Plan	March 2012	Staff time	LM	To be progressed

Lead Officer: Simon Powell

Objective	Action	Timescale	Resource	Responsible Officer	Progress
PHASE 2 SCHEMES <i>continued</i>					
Ansley Common Bretts Hall Phase 2					
Provision of further play facilities in conjunction with improvements to the recreation ground and adjacent allotment site	Community-based consultation and feasibility study	Summer 2010	Staff time	LM / PDM	Community safety considerations against further development. Discussions with Parish Council to be resumed to identify possible alternatives
Kingsbury Church Lane Recreation Ground (Parish Council)					
Support Kingsbury Parish Council to provide new play facilities at the recreation ground, in accordance with key priority AP020 of the Green Space Strategy					Complete
Ridge Lane Recreation Ground					
Provide new play facilities at the recreation ground in accordance with key priority AP31 of the Green Space Strategy					Complete

Lead Officer: Simon Powell

Objective	Action	Timescale	Resource	Responsible Officer	Progress
PHASE 2 SCHEMES <i>continued</i>					
Baddesley Ensor Recreation Ground (Parish Council)					
Support the Parish Council to provide new / additional play facilities in accordance with key priority AP44 of the Green Space Strategy					Complete
Old Arley Recreation Ground					
Provision of replacement junior / toddler facilities & new teen facilities	Include in the submission to the Warwickshire Playbuilder Programme	July 2009	Staff time	LM	Complete
	Community based consultation	August 2010	Staff time	JD / Wicksteed	Complete
	Preparation of design, specification and costings	August 2010	Staff time	Wicksteed / LM	Complete
	Removal of old equipment and installation of new facilities on site	March 2011	External funding Revenue budget	Wicksteed / LM	Complete – now in 12 month snagging period

Lead Officer: Simon Powell

Objective	Action	Timescale	Resource	Responsible Officer	Progress
PHASE 2 SCHEMES <i>continued</i>					
Kingsbury Sycamore Road Recreation Ground					
Provision of replacement junior / toddler facilities & new teen facilities in accordance with key priority AP19 of the Green Space Strategy	Include in the submission to the Warwickshire Playbuilder Programme	July 2009	Staff time	LM	Complete
	Community based consultation	August 2010	Staff time	PDM / Wicksteed	Complete
	Preparation of design, specification and costings	August 2010	Staff time	Wicksteed / LM	Complete
	Removal of old equipment and installation of new facilities on site	March 2011	External funding Revenue budget	Wicksteed / LM	Complete – now in 12 month snagging period

Lead Officer: Simon Powell

Objective	Action	Timescale	Resource	Responsible Officer	Progress
PHASE 2 SCHEMES <i>continued</i>					
Fillongley Church Lane Recreation Ground (Parish Council)					
Support Fillongley Parish Council to provide new play facilities at the recreation ground, in accordance with key priority AP047 of the Green Space Strategy	Recommend allocation of Green Space Strategy Funding to Fillongley Parish Council at Area Forum meeting	January 2010	£10,000 revenue budget	LM	Funding agreed at Area Forum
	Meet the Parish Council to determine a way forward	February 2010	Staff time	LM	Consultants engaged to develop proposals for new play provision
	Support Parish Council to implement proposals	Ongoing	Staff time	LM	Parish Council's bid for external funding successful. Awaiting further news on progress.
Polesworth Sunset Close					
Removal of redundant equipment and reinstatement of open space					Complete

Lead Officer: Simon Powell

Objective	Action	Timescale	Resource	Responsible Officer	Progress
Baxterley Recreation Ground					
Provision of replacement junior / toddler facilities & new teen facilities	Secure appropriate lease agreement from Merevale Estate	April 2011	Staff time Annual rent payment from revenue budget	LM	Lease secured.
	Community based consultation in partnership with the Parish Council	Summer 2011	Staff time	PDM	Completed August 2011
	Preparation of design, specification and costings	Summer 2011	Staff time	Wicksteed / LM	In progress
	Consultation with Parish Council and Merevale Estate to ensure agreement with design	Summer 2011	Staff time	LM	In progress
	Submission of external funding bid	October 2011	Staff time	LM	On target
	Exchange of contract with funding body	Spring 2012	Staff time	LM	Subject to outcome of funding bid
	Letting of contract with supplier	Spring 2012	Staff time	LM	ditto
	Removal of old equipment and installation of new facilities on site	Spring / Summer 2012	External funding (£45-50K) Revenue budget (£10.5K)	Wicksteed / LM	ditto
	Opening event	Summer 2012	Staff time	PDM	ditto

Lead Officer: Simon Powell

Objective	Action	Timescale	Resource	Responsible Officer	Progress
PROJECT MANAGEMENT					
Ensure effective delivery of and accountability for the Play Area Development Programme	Carry out post project evaluation of the delivery of Play Area Development Programme Phase 1 Schemes	April 2010	Staff time	AD (L&CD) / LM / PDM	Final evaluation report approved by Scrutiny Board in December 2010
	Hold regular progress meetings	On-going	Staff time	LM / PDM	On-going
	Monitor revenue budget	On-going	Staff time	LM	Monthly finance reports in place
	Monitor capital budget	On-going	Staff time	LM	Monthly finance reports in place
	Report to Members	Ongoing	Staff time	AD(L&CD) / LM	Report to be presented to C. & E. Board in October 2011

AD (L&CD) – Assistant Director (Leisure & Community Development Division) LM – Landscape Manager PDM – Partnership & Development Manager

Agenda Item No 11

Community & Environment Board

3 October 2011

Report of the Assistant Director (Streetscape)

Atherstone Market

1 Summary

- 1.1 This report informs the Board of an agreement between North Warwickshire Borough Council, Atherstone Town Council and Hinckley & 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.

Recommendation to the Board

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

2 Consultation

2.1 Portfolio Holder, Shadow Portfolio Holder and Ward Members

- 2.1.1 Local Members had previously been consulted on this proposed course of action which was supported.

3 Background

- 3.1 For some time now the Borough Council has been in discussions with Atherstone Town Council regarding the ownership and operation of the town's market place. Atherstone Town Council's latest position is set out in the attached letter (Appendix A).

...

- 3.2 The Borough Council has been exploring the options for transferring the control and operation of the Market Square over to the Town Council, including the use of management agreements, long term leases or outright sale or transfer. It should be noted that the Borough Council only own a small area of what now makes up the Market Place (or Square), namely the plot in the centre of the square on which the original market hall stood. The rest of the area (comprising the rest of the market square and the surrounding pavements and roads) is adopted highway, i.e. public land (which the County

Council does not own, but for whose maintenance it is responsible). Negotiations on the long term future of the market have yet to reach a conclusion. In the meantime, however, the Town Council is keen to assume responsibility for the management of the square and, in particular, to expand the market.

3.3 The market has traditionally operated on a twice weekly basis and was managed by an informal cooperative of local traders at no cost to the Council. This situation arose following the collapse of the previous market contract arrangements due to lack of profitability. This arrangement appeared to work well and had little, if any, call on the Council in terms of resources. Given the dedication shown by the current traders, officers were keen to ensure that they were protected as far as possible under any future arrangements.

3.4 The plans for the expansion of the market and the business case for the proposals which were submitted to officers are summarised in Appendix B. Hinckley and Bosworth Borough Council (HBBC) operate a very successful market in Hinckley and believed that there is sufficient interest from traders to significantly bolster Atherstone's market. HBBC were originally approached by Atherstone Town Council who were aware of their reputation in this field and were keen to emulate their success. Officers subsequently met with representatives from HBBC to explain the background to the current discussions with the Town Council and also to explore potential ways forward.

3.5 There is no doubt that an improved market would be good for Atherstone and officers were happy to achieve that outcome through any reasonable means, as long as the risk and cost to this authority were low. It is proposed that officers continue to work on the long term options around ownership and management of the Market Square and that a report be brought back in due course. In the meantime, leading Members and the Council's Management Team were asked to decide how they wished to proceed.

3.6 Normally, such a proposal would be considered first by this Board. However, due to the interest shown by both Hinckley and Atherstone Councils and the importance of bringing in any new arrangements at the start of the summer holidays to give them the best chance of success, Ward Members, the Chair and Vice-Chair of this Board and the Council's Leadership Group were asked to consider the use of the Chief Executive's urgent business powers to agree to the Council entering into an agreement with Atherstone Town Council and Hinckley and Bosworth Borough Council whereby the Town Council would take on responsibility for management of the Market Square for the market and other events using the expertise of Hinckley and Bosworth Borough Council. This was supported and the new arrangements commenced at the start of August.

3.7 A copy of the agreement is included at Appendix C to this report along with other documentation submitted by Atherstone Town Council and Hinckley & Bosworth Borough Council. The agreement is for an initial twelve month period, and it is proposed that a further report on the progress to date be

brought back to this Board for consideration before the agreement is considered for renewal.

4 **Report Implications**

4.1 **Finance and Value for Money Implications**

4.1.1 The agreement will generate additional income to the Council of £500.

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

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



Atherstone Town Council

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

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

www.atherstone-tc.gov.uk/

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

18th April 2011

Mr C Jones
Facilities Management Manager
North Warwickshire Borough Council
South Street
Atherstone
Warwickshire
CV9

Dear Chris,

Atherstone Market Square

The Market Square is of historic and current importance to the town of Atherstone. It does not have Borough wide significance in the sense that residents in other settlements in the borough such as Coleshill and Polesworth have no direct affinity with, or specific interest in the Atherstone Market Square. As the Town Council works exclusively for the benefit of the people of Atherstone, the Square needs to be in the ownership and control of the Atherstone Town Council to meet the local aspirations.

The Town Council is the provider of local government nearest the local electorate, and as such it believes that not only the management of the square, but also the responsibility for activities on the square should also rest with the Town Council.

Having achieved Quality status The Atherstone Town Council has proved to be very successful in the management of its financial resources and has had some considerable success in recent years with obtaining external funding. The Town Council precept also gives more financial flexibility than funds available to the Borough Council for the direct use of Atherstone residents.

Ownership of the square will enable significant investment by the Town Council in its development to provide all weather facilities for events and so enhance it's commercial potential. Without ownership or at least long term leasing, plus the transfer of rights to hold events such as the market, this expenditure could not be undertaken.

The Town Council has been concerned for some time with the lack of success of the current management of the markets in the Market Square with no new initiatives. The continuance and success of the market will be a front line activity within the regeneration of the Market Square project and critical in it's identity as a market town.

The Town Council will seek an agreement with an organisation, with a proven track record of market management and development, to run the existing markets, while the Town Council will encourage and manage any other activities. The Town Council will ensure that the existing traders will be given every opportunity to be involved in this process.

It is believed that a fresh innovative approach from the Town Council in the management of the square will produce better results than has been the case for some years.

This has been demonstrated in recent years by the Town Council encouraging and sponsoring numerous very successful activities organised by local groups. These will continue and many more are envisaged.

Since 2002 and the award of Quality Status, this regeneration of the Market Square with its benefit to the community, has been set as one of the highest priorities for the Atherstone Town Council.

Initial information indicates the basic annual operating costs experienced by the NWB Council are modest and together with the income from the Traders we could be looking at a cost neutral implication to the precept, if managed on the same basis as NWBC.

While the long term future of the Market Square is still to be decided the Town Council would like to make an agreement to manage the events on the Square, including the market, which will enable an agreement to be made with a partner organisation for the management and improvement of the existing Tuesday and Friday markets, with the Town Council managing all other events.

Yours sincerely,

**Graham Day
Town Clerk**



To: Atherstone Town Council and NWBC
From: Mark Hryniw, Town Centre Manager, HBBC
Date: 15 September 2011
Subject: **Action Plan for Atherstone Market**

Introduction

Hinckley & Bosworth Borough Council took over operation of Atherstone Market on Friday 5 August 2011 in partnership with Atherstone Town Council and North Warwickshire Borough Council.

The aim of HBBC's Market operation is to increase footfall into the Market area and increase the number of traders on the market.

This paper sets out high level actions that will achieve the above aim.

Actions to date

1. New operating policies introduced – This ensures traders are operating with clear boundaries, mitigating the risks to Partners. These policies are an adaption to Hinckley's policies that have been working successfully and independently audited for a number of years.
2. Three new traders have started on the Market – selling bath bombs, watches and pies.
3. There is now a regular on site presence via HBBC Markets Team, ensuring there are effective communication channels between traders and management.
4. Income is being collected from traders.
5. Enhanced marketing/advertising - Adverts have already appeared in trade magazines/papers promoting Atherstone Market.

Plan to increase in traders

Several Traders are ready to start on Atherstone Market including the following; Card stall, Sock stall and a magazine stall – Gary Shepherd, Markets Manager is finalising the start dates and details. Gary is being kindly supported by Mejar Singh in the quest to attract new traders.

Pre – HBBC management the **average** number of stalls (a stall being approximately 10ft width) were:

Tuesday	10 stalls with 6 traders
Fridays	8 stalls with 5 traders

We understand on occasions this numbers of traders was sometimes lower than this figure and sometimes exceeded the above.

The maximum number of stalls that can be accommodated on the Market Square is 20 – refer to site plan.

Targets to increase the number of traders are as follows:

Stage 1				
August - Dec 2011	Attract at least one new trader per market per month. By Christmas have 100% occupancy on the Market Square. This would represent an approximate 100 % increase in number of traders Tuesday Markets 20 stalls with 12 traders Friday Markets 20 stalls with 12 traders			
Stage 2				
Jan – March 2012	Explore the expansion of the market along Market Street, there is potential for an additional 8 stalls (8 traders) . This will need to be discussed and supported by the County Council, NWBC, local businesses and Town Council. The aim is to commence this enhanced market as from Easter 2012. By Easter 2012 - 300% increase in number of traders (Five traders July 2011 rising to 20 traders in July 2012)			
Stage 3				
Sept 2012	Explore the further expansion on Long Street			

Advertising

We have advertised through leaflets and A-frames already, with over 1,000 leaflets being handed out during market days. The market has been advertised through a trade paper to attract more traders. Discussions are currently taking place with a **Radio** company to air an advert for Atherstone Market.

Leaflets will be handed out at the Classic Motor Show on 18 September as well as on Market days for the next four weeks. A total of 2,000 leaflets will be printed and handed out.

Four **Banners** have been produced and will be put in place once the classic car show has finished, they will be put up week commencing 19 September and will stay in place for six weeks.

A **relaunch party** will be arranged to celebrate a 50% increase in number traders. This will be scheduled for October school half term on 28th to encourage parents to come in with their children. During the event there will be street entertainment, children's rides and music.

We will liaise with the Town Council and aim to establish and promote two **Christmas Markets** – details to be agreed.

Communications

It is proposed that each partner will receive a monthly update on progress. This will commence in October 2011.

ATHERSTONE MARKET

Business Case **Wednesday 25 May 2011**

Introduction

HBBC has extensive experience in operating a successful town centre market. In 2010 Hinckley Market was awarded the “**Outdoor Market of the Year**” by National Association of British Market Authorities.

This proposal builds on the success of the Christmas Market that was held in Atherstone Market Square in December 2010, which was managed by HBBC as a pilot.

Existing Atherstone Market

Atherstone holds a general market on a Tuesday and a Friday every week, which is attended by between five and eight stall holders. The quality, visual impact and diversity of products on offer could all be improved.

The market is located a short distance from Long Street and it benefits from free car parking. The Square itself is attractive and a good size for a small open air market.

Purpose

This business case builds on the success of the pilot Christmas market. It sets out a case for HBBC managing and operationally running Atherstone Market, aiming to provide benefits to local residents and businesses. This operation could be conducted in partnership with either North Warwickshire Borough Council or Atherstone Town Council.

Vision

To create a vibrant market with a diverse range of attractive market stalls, stimulating more activity and life into Atherstone town centre.

Benefits

- Increase footfall into Town Centre;
- Improve shopping experience;
- Increase vitality of the Town Centre;
- Professional management of the market;
- Improve quality and quantity of goods on offer;
- Demonstrate cross border partnership working.

Costs

The objective will be to ensure operational costs are met and that a small profit is achieved from this proposal. This would be shared by the partnership, whilst ensuring value for money and suitable quality control arrangements are in place.

There would be no need for capital outlay for this operation, as HBBC has all of the equipment needed to run this market. The market would be made up of self erect stalls, which would be supplied by the traders in accordance with policies ensuring an attractive layout and appearance. Other costs incurred would be employment costs, which would amount to a maximum of £197 per week. A caged trailer for waste would need

to be rented, which would cost £25 per market, circa £50 per week. There would need to be budget provision for advertising, which is estimated at £50 per week.

For the purpose of this business case it is presumed that a small profit share would be available to either NWBC or Atherstone Town Council for their support to this initiative. This would be a fixed rate of £1,000 per year based on projected profit of circa £3K per year.

It is expected that Atherstone Town council, supported by North Warwickshire Borough Council, would assist in the marketing and advertising of the Market which would be mutually beneficial to all partners.

The total costs for running the market would be £318 per week, equating to a cost of £15,264 per year.

Income

The Square could accommodate up to 25 large self erect stalls with uniform sheeting; the charging for this would be circa £1.50 per foot, although an incentive of £1 per foot for the first three months and to new traders for a short period (equivalent to £10 per day for a standard stall). During the initial launch period, it is anticipated we would secure at least 15 stalls.

The traders currently park their vans in allocated bays on the north side of the Square and close off the road on the south side on market days. Opportunities could be taken to utilise these areas for more stalls if the need arises.

Based on average occupancy of 15 stalls per market day and the need to build up interest from traders, the expected income potential for Year 1 would be as follows:-

- Income £18,480
- Expenditure £15,264
- **Net Profit** £3,216

Risks

Risks of failure are minimal, as HBBC have secured enough interest from market trades to launch a new market and are therefore confident in recouping the costs of running the market.

To maximise the number of traders, HBBC propose to put an incentive policy into place to attract new traders to the market. This policy would offer new traders discounted rates. It is anticipated current stall holders will be given first right of refusal on the new market.

This proposal assumes North Warwickshire Borough Council will provide the license arrangements for HBBC to operate. HBBC will undertake appropriate liaison with Atherstone Town Council if deemed necessary.

HBBC will provide appropriate indemnity insurance for the market operation and ensure all traders have appropriate liability insurance.

Appraisal

The costs for running this market would be minimal compared with the benefits of making Atherstone a successful market. The projected profit for the first year would be circa £3,000, though in subsequent years this could increase if number of stalls increase.

HBBC already has the qualified and experienced staff on board to implement this project. The Town Centre Manager would provide strategic management, the Market Superintendent providing the operational experience and a Market Assistant who can offer support and continuity.

Summary

It is proposed that HBBC commence managing the Tuesday and Friday markets from **5 July 2011**, weekly thereafter. This will be based on an initial 12 month period to be reviewed by March 2012 with a view to extending the arrangements for a further three years, reviewable annually.

DATED

2011

NORTH WARWICKSHIRE BOROUGH COUNCIL

-to-

ATHERSTONE TOWN COUNCIL

and

HINCKLEY AND BOSWORTH BOROUGH COUNCIL

AGREEMENT IN RESPECT

OF

**THE MARKET SQUARE
ATHERSTONE
WARWICKSHIRE**

in the County of Warwick

THIS AGREEMENT is made the day of Two Thousand and
Eleven BETWEEN NORTH WARWICKSHIRE BOROUGH COUNCIL in the County of
Warwick (hereinafter called "The Council" which expression where the context so admits
shall include its successors in Title) of the one part and ATHERSTONE TOWN COUNCIL
of the Old Mortuary, North Street, Atherstone, Warwickshire (hereinafter called "The Town
Council") and HINCKLEY AND BOSWORTH BOROUGH COUNCIL of Argents Mead,
Hinckley in the County of Leicestershire (hereinafter called the "Market Operator" of the
other part

WHEREAS The Council is the estate owner in fee simple of the piece or parcel of land
known as The Market Square, Atherstone in the County of Warwick (hereinafter referred to
as "The Land") and shown edged red on the plan annexed hereto which is provided for
reference purposes only

AND WHEREAS the Council, the Town Council and the Market Operator have mutually
agreed that the land shall be managed as a place accessible to the public and suitable for
the holding of markets ('Market Square') and for securing that the land shall be so managed
the parties hereto have agreed to enter into these presents

NOW IT IS HEREBY AGREED AND DECLARED as follows:

1. AS from the date of this Agreement the maintenance and management of the land
as a Market Square shall be transferred to the Town Council and the Market Operator in
such manner and upon such terms as hereinafter provided
2. THE routine maintenance and management of the land shall be carried out by the
Council excepting any land or matters which shall be maintainable by the appropriate
highway authority as publicly adopted and shall include routine maintenance including the
clearance of litter and the maintenance of pathways and pruning and horticultural work to
trees on the land.
3. THE Council hereby grant to the Town Council and the Market Operator their
employees, agents and licensees and persons carrying out work on their behalf full and free

right of access to the land and every part or parts thereof at all times for the purposes of carrying out their functions and of doing all such things as they are required or entitled to do under the terms of this Agreement and also covenant that the Town Council may Licence and permit the public to use the land as a public amenity area which shall include but not be limited to the holding of a twice weekly market and special entertainment events subject to the Town Council submitting a notice of events quarterly in advance of all proposed special events and the Council shall have the ultimate right of veto in respect of each proposed event and the Town Council shall also notify the Council of any events that occur at any other time which have not been included in the normal quarterly notices and further that the twice weekly market shall be conducted if by the Market Operator in accordance with the conditions for use contained in the First Schedule hereto

4. THE Town Council shall be responsible to the Council for any additional work, repairs or costs that the Council may undertake which may arise in addition to the routine maintenance undertaken by the Council as a result of the Town Council's use of the land.

5. THE Council shall be responsible in all aspects for the fixed electrical installation on the land and will carry out an annual inspection and the Town Council shall immediately notify the Council of any faults that have occurred at any time.

6. THE Council will be responsible for all outgoings, cost and charges that are payable in respect of the land.

7. THE Town Council will throughout the subsistence of this agreement indemnify the Council against any expenses liability loss claims or proceedings arising under any statute or at common law in respect of any injury or damage to any personal property arising out of the use and enjoyment of the land by the public or by any other person (if any) contemplated under Clause 3 above.

8. THE Council hereby agrees with the Town Council and the Market Operator that subject to the due observance and performance by the Council of its obligations hereunder mentioned an annual sum of one peppercorn shall be payable (if demanded) which sum

shall be deemed to represent full compensation for the ending on the said day in respect of the restriction or curtailment of the Town Council's user and enjoyment thereof consequent on the subsistence of this agreement or the observance or performance of any of the obligations of the part of the Town Council or any of the stipulations or provisions herein contained and further that in respect of the operation of the twice weekly market hereinbefore referred to at Clause 3 hereof the Market Operator shall pay an annual sum of Five Hundred Pounds (£500.00) each to the Council and the Town Council upon the expiration of the term granted herein.

9. (i) SUBJECT to the provision of this clause this agreement shall subsist for a period of 12 months from the commencement date hereof and shall be formally reviewed upon the expiration of nine months from the said commencement date.

(ii) THIS agreement may be terminated by either party hereto giving to the other 2 months notice in writing to expire at any time

(iii) IN the event of any breach or non-observance of any of the obligations stipulated or agreements on the part of either party hereto contained the other party shall be at liberty (but without prejudice to their other remedies) to serve upon such party notice in writing determining this Agreement forthwith PROVIDED that in the case of any breach or non-observance which is capable of remedy any such notice of determination shall not be served unless and until they shall have first served upon the other party a notice requiring the same to be remedied and the same shall have failed to be remedied within a reasonable time.

10. NO compensation shall be payable by either party to the other by reason of the exercise of any power to determine this Agreement.

11. The Council warrants to the Town Council and the Market Operator that it is the owner of the market franchise and it has the power to enter into this Agreement.

12. ANY dispute between the parties hereto in relation to or arising out of this Agreement shall be referred to and determined by a single arbitrator to be agreed between the parties

or in default of agreement to be appointed by the President for the time being of the Royal Institution of Chartered Surveyors and in accordance with the provisions of the Arbitration Act 1950 or any statutory modification or re-enactment thereof for the time being in force.

13. ANY notice to be served hereunder upon the Council shall be deemed to be sufficient served if sent by registered post to The Assistant Director (Streetscape), The Council House, South Street, Atherstone, Warwickshire, CV9 1DE and any notice to be served hereunder upon the Town Council shall be deemed to be sufficiently served if sent by registered post to its Clerk to the Council, at PO Box 2000, Atherstone, Warwickshire, CV9 1YN and any notice to be served hereunder upon the Market Operator shall be deemed to be sufficiently served by registered post to The Chief Executive, Hinckley and Bosworth Borough Council, Argents Mead, Hinckley, Leicestershire, LE10 1BZ
In WITNESS whereof the Parties hereto have affixed their Common Seals the day and year first before written.

The Common Seal of)
NORTH WARWICKSHIRE)
BOROUGH COUNCIL)
was hereunto affixed)
in the presence of)

Designated officer

The Common Seal of)
ATHERSTONE TOWN COUNCIL)
Was hereunto affixed)
In the presence of)

The Common Seal of)
HINCKLEY AND BOSWORTH)
BOROUGH COUNCIL)
was hereunto affixed)
in the presence of)

Designated officer

The First Schedule

1. Market Shoppers National Charter Atherstone Markets Shoppers Charter (copy attached hereto)
2. Hinckley and Bosworth Borough Council Atherstone Market – Conditions for Traders/Stall Holders – Tuesday/Friday (copy attached hereto)
3. Atherstone Market Trader Code of Conduct Enforcement Procedure for Stall Conditions and Market Regulations (copy attached hereto)



Hinckley & Bosworth
Borough Council

A Borough to be proud of



Atherstone Town Council

www.atherstone.tn.gov.uk



North Warwickshire
Borough Council

**MARKET SHOPPERS
NATIONAL CHARTER
ATHERSTONE MARKETS
Shoppers Charter**



Thank you for shopping at Atherstone Markets.

The Hinckley & Bosworth Borough Council and the market traders wish to ensure that you enjoy the experience of market shopping. We hope that you will find the stallholders courteous and helpful and that the wide choice and variety of goods and services on offer represent good value.

It is our intention that you will not have any problems with your purchases, but should any problems arise the law entitles you to certain protection when shopping at Hinckley Markets.

- ◆ Goods sold as new must not be faulty and must work satisfactorily.
- ◆ Goods must be safe and fit for the purpose for which they were purchased.
- ◆ Goods must be as described either verbally or on the label or packaging or otherwise.
- ◆ Services must be as described and carried out in a proper manner with the provider using reasonable skill care and carried out within a reasonable time and at a reasonable price.

However, you are not legally entitled to compensation or redress if:-

- ◆ You have simply changed your mind over the colour, style, size, etc of the article, seen a cheaper product elsewhere or have no further use for the goods.
- ◆ The goods contained defects, which were made known to you at the time of purchase or as, described by a notice.
- ◆ The goods have been mistreated or used for a purpose for which they were not intended.

If you are not satisfied with the goods or services you have received from any trader whilst shopping at Hinckley Markets, you should follow these procedures:-

- 1: Approach the stallholder concerned, taking with you any receipts and explain the problem quietly and calmly. In most instances the problem is usually satisfactorily resolved at this stage.
- 2: If you cannot remember the stall location or cannot reach an agreement with the stall-holder please contact the Market Superintendent who can be found around the market or

HINCKLEY & BOSWORTH BOROUGH COUNCIL

Cultural Services Department, Hinckley Leisure Centre, Hinckley, Leicestershire, LE10 0JR

ATHERSTONE MARKET – CONDITIONS FOR TRADERS / STALL HOLDERS

TUESDAY / FRIDAY

1. Except where otherwise indicated in these conditions the following words shall have the following meanings

“Trader” means a stall-holder who trades on a market regularly.

“Council” means the Hinckley & Bosworth Borough Council, Argents Mead, Hinckley, Leics LE10 1BZ

“Controller” means the Director of Community Services or anyone acting under his authority. For the avoidance of doubt the Market Superintendent holds such authority.

“Stall” means the stall or pitch identified by the number shown and identified on the map retained by the controller and available for inspection during normal office hours at the Councils offices situated at 1st Floor, Florence House, St Mary’s Road, Hinckley, Leics. LE10 1EQ.

“Stall holder” means the person to whom a stall or pitch has been issued

“Concessionary Day” means one market day each licence year for which no charge is made during the absence of the trader and is available subject to the conditions below.

2. Nothing shall be construed as placing an obligation on the Council to provide a market on each day, but it is agreed that the Council will endeavour to provide the market on the days referred to except where prevented from doing so by circumstances beyond its control. In order to meet this obligation the Council may, at its absolute discretion, restrict, re-site or alter the layout of the market.

3. The conditions upon which the rights aforesaid are granted are as follows:

a) The rent shall be paid weekly and if any trader does not pay the due amount he will be refused any future stalls/pitches.

b) Continual or sporadic absenteeism by any trader will result in the loss of that traders right to occupy any specific position. Furthermore, any trader failing to attend for three or more consecutive weeks, without the prior agreement of the Controller will forfeit his right to trade.

c) The stall-holder shall use the stall for the sole purpose of exhibiting and selling therein articles or goods of the description allowed for by the Controller or other agent of the Council and shall not sell exhibit or expose for sale therein any articles or goods of any other description without the written consent of the Council having first been obtained. No articles or goods shall be exhibited on or sold from the stall which in the opinion of the said Controller are of an objectionable nature or in his opinion are dangerous or likely to cause fire or explosion.

d) The Stall-holder shall permit the Council, its servants, agents or other authorised by it, with or without workmen and others at all reasonable hours to enter upon the stall for all purposes deemed expedient by the Council, or their servants or agents and particularly for the purpose of examining the state of repair and condition of the stall and forthwith upon receiving notice so to do from the said Controller, or from any person authorised by the Council to act in this behalf to make good all damage, decays, defects and wants of reparation for which under the provisions hereof the Stall-holder shall be liable.

e) If the stall is not occupied before 8.00 am on any market day the Council may let the stall to any other person or persons for that day.

f) The Licensee shall not start dismantling their stall or leave the market before 3-00pm without prior permission from the market superintendent

g) The Stall-holder shall not without prior written consent of the Council, assign, sublet or part with the possession of the stall or any part thereof to any person, firm, company or body of persons whatsoever or to allow any other person to be associated with the Stall-holder in connection with the occupation of the stall, either as a partner or in any other way except in the capacity of an employee.

- h) The Stall-holder shall produce at all times on demand to an authorised agent of the Council evidence in writing proving to the satisfaction of such agent that all the goods on the stall are the property of the Stall-holder and that all persons assisting at the stall are in the employment of the Stall-holder.
 - i) The Stall-holder shall make good any damage to the stall or other erections or buildings on the said market which has been caused by negligence on the part of the Stall-holder and to indemnify the Council from and against all claims, damages, loss, expenses and costs in respect of any explosion, fire, accident or injury to property, persons or things; which may arise or occur through or in connection with the occupation or use of the stall.
 - j) The Stall-holder shall not do or permit to be done any act or thing in or about the stall or the Market which may cause discomfort, damage, injury or annoyance to the other Stall-holders or occupiers of the said market, or to other persons using or visiting the market.
 - k) The Stall-holder shall observe and conform to the provision of all Food and Health and Safety Legislation where applicable to the stall and items sold therefrom and to comply with all bylaws and/or regulations from time to time made by the Council or the management and control of the Market which said bylaws and/or regulations shall be deemed to be incorporated in and form part of these conditions, insofar as they are not varied hereby or inconsistent herewith.
 - l) The Stall-holder shall not place or cause to be placed any goods or articles or obstructions of any kind whatsoever in the avenue or avenues in front of, behind or adjoining the stall. Or on any pavement / roadway in front of or behind the stall.
 - m) The Stall-holder shall not place goods beyond the boundaries of the said stall, either on the ground or hanging except with the permission of the said Controller or such person authorised by him to give instructions pursuant to this clause.
 - , The Stall-holder shall not erect any extensions to stalls without permission of the said Controller and shall remove forthwith any extension, table, bench, rack or other structure erected external to the stall when required to do so by the said Controller or any person authorised by him to give instruction pursuant to this clause.
 - o) The Stall-holder shall not install any heating or lighting apparatus whatsoever without the previous consent in writing of the Controller for the time being of the Council and then only in such manner as shall be specified in such written consent.
 - p) The Stall-holder must take adequate steps to remove the rubbish from the market area and the site of the stall must be left clean and tidy at the close of each market, provided that where the Council provides a receptacle all such rubbish must be placed as soon as is reasonably practicable in the said receptacle.
 - q) The Stall-holder must keep his stall and fittings and the space below the stall clean and free from litter.
 - r) The Stall-holder shall not ring a bell or blow a horn or use any noisy instrument or loudspeaker in order to attract attention to the stall or to any person to do so.
 - s) The Stall-holder must not hold or permit or suffer to be held any sale by auction at the stall.
 - t) The Stall-holder shall either be a member of the Market Traders Federation or take out and maintain an All Risks Insurance and Employer's Liability Insurance as shall be at least equivalent to that provided by the Market Traders federation for its members and shall produce Certificates of such insurance to the Controller when required to do so.
 - u) The Stall-holder will at all times comply with the reasonable instructions of the said Controller or such person authorised by him to give instruction pursuant to this clause.
 - v) The Stall-holder must exhibit his name on the board or fascia space provided by him for the purpose in the style of lettering and colour approved by the said Controller.
 - w) The Stall-holder shall not take onto the market or allow to remain thereon any car light van lorry caravan or trailer between the hours of 8.30 am and 3.00 pm.
 - x) The Stall-holder shall remove or reposition forthwith any car, light van, lorry, caravan or trailer on the market site or adjacent roadways if required to do so by the said Controller or any person authorised by him to give instructions pursuant to this clause.
 - y) The Stall-holder shall notify the Controller in writing of any change of address or any other particular referred to in the application made to the Council by the Stall-holder to the stall.
4. The Council and the Stall-holder agree that a minimum of twenty eight days notice (not including Sundays) shall be given by the Council to increase the rent for the stall provided under Clause 3(a) hereof.
 5. The Council may refuse further stalls and re-enter upon the stall if the Stall-holder fails to perform or observe any of the above conditions.
 6. All Stall-holders must abide to the conditions outlined in the Market Shoppers National Charter (see attached)



ATHERSTONE MARKET TRADER CODE OF CONDUCT

ENFORCEMENT PROCEDURE: FOR STALL CONDITIONS AND MARKET REGULATIONS

1. Introduction

- 1.1. The Borough Council, as the operator of the market has a responsibility for ensuring that the market is managed in a proper and efficient manner for the benefit of all users of it. This includes customers, visitors, traders etc, this procedure attempts to assist in this aim.
- 1.2 This procedure is designed to deal with allegations of breaches of the stall conditions and/or Market Regulations in force from time to time and its purpose is to ensure that such allegations are dealt with promptly and fairly.
- 1.3 The procedure applies to all traders of the Market.
- 1.4 The procedures is not aimed at providing a remedy or a forum to resolve dispute between trader or between traders & customers/users of the market except where the dispute involves a breach of the market regulations. These procedures can only be invoked by the Borough Council.

2. The Procedure - Traders

- 2.1 Following a minor breach of the Regulations/stall conditions the Market Superintendant may issue an oral informal warning to the Licensee responsible (which is not recorded) or refer the matter to the next stage.
- 2.2 Following an allegation of a breach of a stall condition or Regulation, the Town Centre Manager, or equivalent (the "Investigating Officer") will conduct an investigation in whatever form she/he deem appropriate to determine whether there is a case to answer. This may involve interviews with relevant persons (including the Licensee), consideration of documents etc.
- 2.3 Where the Investigating Officer is satisfied that there is a case to answer she/he may take the following steps:-
 - 1) Issue an informal verbal warning in the case of a minor infringement. No note will be kept on file and there will be no right of appeal against the decision.

2) Issue a formal verbal warning, detailing the incident investigated. A note will be kept on file and there will be no right of appeal against this

3) Issue a written warning, detailing the incident investigated. A note will be kept on file and there will be no right of appeal against this.

4) Invoke the formal procedure if the Investigating Officer deems the allegation is a serious breach of the regulations/licence.

2.4 Formal Enforcement Procedure

The Cultural Services Manager, or officer of equivalent seniority, (the "Presiding Officer") will preside over the hearing. The Presiding Officer may invite any advisors to attend the hearing to assist an appropriate. The sanctions available to the Presiding Officer are detailed below.

The Trader will be given:-

(i) At least 7 working days (from the date the letter is deemed to be received (i.e. 2 days after it is posted) or handed to the Trader), notice of the hearing. Details of the allegations and incidents to be relied upon will be provided to the Trader at this stage (subject to the exception below).

(ii) The right to have a representative at the hearing. The Trader should provide the Presiding Officer with the representative's details in writing, at least 2 working days before the hearing.

(iii) Where the allegation is so potentially serious as to carry with it the prospect of sanction 3 and/or 4 (see below), this will be stated in the letter initiating the procedure.

(iv) The Trader will be given an opportunity to make written representations, instead of attending the hearing. However it will be that person's duty to provide the Presiding Officer with such representations, at least 2 working days before the hearing.

(v) The Presiding Officer will consider the allegation/breach against the Trader and any other witnesses, statements, letters etc deemed to be relevant. The Trader will be given an opportunity to put his/her case forward and to call any witnesses he/she wishes to provide evidence relevant to the issue under consideration.

(vi) If the case is proved, the Presiding Officer will consider the appropriate sanction to apply, in accordance with paragraph 3, after having due regard, if appropriate, of the Trader's previous breaches recorded on file during the last 12 months, for verbal and written warnings and 36 months for more serious sanctions.

(vii) A written decision detailing the Presiding Officer's findings, reasons and sanction to be applied (if any), will be communicated to the Trader as soon as reasonably practicable. (This communication will have details of any right of appeal, and details of how this right is to be executed).

NOTE: If either one of the parties to the procedure do not make an appearance without good cause, the Presiding Officer will adjourn the hearing, and if after making enquiries as to the parties whereabouts or the parties intention to make an appearance, will have the option to:-

(1) Reconvene the meeting with the attendance of both parties; or

(2) Reach a conclusion on enforcement action based on representations of the persons present, evidence provided by the Investigating Officer and written representations and/or relevant documents/letters of persons not present.

2) The Investigating Officer must be satisfied that the complaint is upheld on the balance of probabilities prior to issuing a disciplinary sanction and that if:

a) If the Trader has no existing uncorroborated complaints on file then the disciplinary sanction can be no more severe than a verbal warning

b) If the Trader has one existing uncorroborated complain on file then the disciplinary sanction can be no more severe than written warning

c) If the Trader has two existing uncorroborated complaints on file as above than a suspension of the Trader

d) If the Trader has three or more existing uncorroborated complaints on file then the disciplinary sanction of termination of the Trader's licence may be granted

e) For the purpose of the Code of Conduct, an uncorroborated complaint will remain live on a Trader's record for a period of 12 months.

3. **SANCTIONS**

1. **VERBAL WARNING** – note on file, (No right of appeal) – kept on file for 6 month period.

2. **WRITTEN WARNING** – note on file, (No right of appeal) – kept on file for 12 month period.

3. **SUSPENSION** on any day at any market stall held by the Trader for a number of market days or in certain cases until the breach has been rectified (Right of Appeal).

4. REMOVAL of relevant pitch. (Right of Appeal).

In cases involving serious breaches that may have safety implications for staff, customers, other traders, or cases which, in the view of a manager of directorate level, would seriously threaten the proper functioning/management of the market or if sanctions 3 and/or 4 are applied the Presiding Officer will determine whether the Trader can use the stall during the appeal period. Should it be decided that the Trader cannot use the stall during the appeal period; this will be communicated, in writing, to the Trader along with the reasons for this decision.

If the Presiding Officer's decision is overturned at appeal, compensation for loss of income during the suspension period may be payable to the Licensee. The appeal panel will consider the circumstances and quantify the level of this.

Agenda Item No 12

Community and Environment Board

3 October 2011

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

**Leisure Facilities –
Bank Holiday Closures**

1 Summary

- 1.1 This report seeks the Board's approval for the Bank Holiday closure of leisure facilities during 2012/13.

Recommendation to the Board

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

2 Consultation

2.1 Portfolio Holder, Shadow Portfolio Holder and Ward Members

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

3 Background

- 3.1 Leisure facilities close for eight statutory and four extra statutory days each calendar year with, in 2012, the addition of a further day in celebration of the Queen's Diamond Jubilee. In order to close when public demand and income levels are likely to be relatively low and, conversely, open when the demand for access is higher, it is suggested that the schedule of closures identified below is approved by the Board. In this regard, it is proposed that the extra statutory day following the late summer Bank Holiday be transferred to 24 December 2012.
- 3.2 The proposed closure over the Christmas and New Year period allows for essential maintenance to be undertaken at a time when public demand for use is very low.

4 Proposed Leisure Facility Closure Schedule

4.1 The proposed 2012/13 leisure facility closure schedule is as follows:

1	Good Friday	Friday 6 April 2012
2	Easter Monday	Monday 9 April 2012
3	May Day	Monday 7 May 2012
4	Spring Bank	Monday 4 June 2012
5	Queen's Diamond Jubilee	Tuesday 5 June 2012
6	Late Summer	Monday 27 August 2012
7	Extra Statutory Day	Monday 24 December 2012
8	Christmas Day	Tuesday 25 December 2012
9	Boxing Day	Wednesday 26 December 2012
10	Extra Statutory Day	Thursday 27 December 2012
11	Extra Statutory Day	Friday 28 December 2012
12	Extra Statutory Day	Monday 31 December 2012
13	New Year's Day	Tuesday 1 January 2013

5 Report Implications

5.1 Financial Implications

5.1.1 Proposed budgetary provision for 2012/13 will provide for the extent of closure indicated in this report. The proposed schedule will also enable the facilities to minimise the impact of the closures and remain open during periods of higher customer demand.

5.2 Environment and Sustainability Implications

5.2.1 There is a judgement to be made on the balance between the likely low level of demand for the services on the proposed days of closure and the potential benefits for the health and well-being of a small number of customers who may wish to use the facilities on these days. If the facilities are open during peak periods of demand this will maximise the potential health benefits for customers.

5.3 Risk Management Implications

5.3.1 Changes to facility opening hours impact upon levels of customer demand. This has, however, been considered within the context provided by the proposals contained in the report and the risk is felt to be minimal, given that the proposed closures are scheduled for the periods of lowest customer use.

5.4 Equalities

5.4.1 Opening hours are monitored in relation to demand. It is not believed that these opening hours, or the proposed closures, disproportionately affect any particular groups or members of the community and it is not considered that the report proposals will adversely affect the Council's drive to ensure equalities in all aspects of service provision.

5.5 Links to Council Priorities

5.5.1 The proposed facility closures will ensure that the centres remain open during periods of peak demand and, therefore, enhance community involvement and access to services and ensure that the Council is making the best use of its resources. The proposals also allow the facilities to maximise opportunities for participation, thereby enabling the Council to “tackle health inequalities through improving well-being and providing leisure opportunities to all of our citizens”. Additionally, the proposals are consistent with the three priorities of the Sustainable Community Strategy.

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

Background Papers

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

Background Paper No	Author	Nature of Background Paper	Date
None			

Agenda Item No 13

Community and Environment Board

3 October 2011

Report of the Assistant Chief Executive (Community Services)

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

1 Summary

1.1 The purpose of this report is to update Members on;

- The progress of the library closure consultation presented to the cabinet at Warwickshire County Council on 14 July 2011 and on which discussions continue pending final decisions in October;
- How the Council is engaging with this process by offering to provide support to establish ICT community hubs out of existing or threatened library facilities as well as other suitable facilities. This is based on the outputs of a separate exercise that has been undertaken by the Council along with North Warwickshire CAVA (Community and Voluntary Action) and the Volunteer Centre as a result of a review into customer access commitments, which is a key priority of the North Warwickshire Community Partnership; and
- To request the views of Members on the approach they wish officers to take in ongoing discussions with the County Council and interested town and parish councils and community groups around approving the development of community hubs and to set up a Task and Finish Group to deal with this issue.

Recommendation to the Board

- a That Members note progress made and the expressions of interest received to date to establish community hubs (ICT only or combined with video conference technology) and agree to officers working 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 is set up to oversee the work of a multi-agency officers 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 is given delegated powers to approve funding for the setting up of community hubs within the agreed budget; and**
- d That approval is 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.**

2 Background

- 2.1 Improving access to services in the Borough has been a key commitment for the Council over a number of years. This has seen the development of a contact centre and multi-agency one stop shop to deliver improved customer service from our Atherstone base.
- 2.2 Since 2009, the delivery model has been supplemented by the introduction of the award winning B.O.B bus which has been very successful in taking a mobile advice service into some of the Boroughs most deprived and isolated Wards. This is currently being funded from a budget of £25,000 to deliver outreach projects following completion of its pilot status funding provided by Central Government until 31 March 2011.
- 2.3 This arrangement is subject of a review by March 2012 and was agreed in the knowledge that work was planned to take place during 2011 in terms of evaluating how best to deliver effective customer services to communities across the Borough. The work undertaken with the authority of the North Warwickshire Community Partnership also has regard to the financial pressures on the Council and its partners in recommending improvements.
- 2.4 This partnership comprises of representatives of the public, private and voluntary sector including the Borough and County Councils, NHS Warwickshire, Warwickshire Police and a range of other organisations from the voluntary, business, community and public sectors. The simple rationale behind the work of the partnership is that, we are likely to achieve more by working together that if we were to work in isolation.
- 2.5 The partnership is responsible for the delivery of the North Warwickshire Sustainable Community Strategy and its action plans. The strategy sets out three key priorities for improving the overall quality of life in North Warwickshire from 2009 to 2026. The priorities have been developed through consultation, by using social and economic information from the Warwickshire Observatory and from the experience and input of individual organisations. The three priorities that the Borough is committed to achieving are:
- Raising aspirations, educational attainment and skills
 - Developing Healthier Communities
 - Improving Access to Services

The Assistant Chief Executive (Community Services) is the lead officer in co-ordinating activity on the final point above.

- 2.6 Following an access workshop in March 2011, three priority areas were agreed and officers have been working towards identifying how to;
- Improve financial inclusion awareness across the Borough
 - Develop an approach to ensure the ongoing delivery of mobile advice services via the B.O.B bus from April 2012

- Where demand dictates, setting up a number of permanent community hubs where customers can access electronic information on line and where deemed appropriate, also virtually via a video conference link.

2.7 This report deals with the second and third bullet point. Significant work has already taken place to address the first point which has resulted in the development of the frontline officer toolkit as part of the Councils ongoing and wide ranging commitment to tackling financial inclusion.

3 The Extension of the B.O.B Mobile Service

3.1 In respect of the second point the B.O.B mobile service continues to play a very important role in our approach of delivering a range of Council and advice services to some of our most “hard to reach” and vulnerable customers. Its success delivered under the increasingly recognised B.O.B brand has seen the vehicle continue to work in key localities as well as very successfully supporting other borough and town and parish run events during the summer.

3.2 Based on its ongoing success, the continuing difficult economic climate and increasing use by members of the public, it is proposed that it should be agreed to fund the service (i.e.) the salary of the advisor/driver and revenue costs of running the vehicle for a further 12 months ending in March 2013 whilst the development of the community hub agenda outlined in this report is progressed. These proposals may in time reduce the need for the mobile vehicle but at this stage it is not known how many and where community hubs will be situated and what role the mobile service will play going forward.

3.3 Sufficient funding to cover the costs of the B.O.B service of £25,000 per annum is already included in the base budget and approval is sought to commit this expenditure for the period, 1 April 2012 to 31 March 2013 at which time we would wish to review this decision.

4 The Development of ICT Community Hubs

4.1 As part of the access workshop in March 2011, Shropshire Council which has established a large number of ICT focussed community hubs across the County to support its access to services agenda provided a very well received presentation. This has involved them setting up nearly 40 community hubs in a variety of rural locations (i.e.) libraries, village halls, shops, pubs and even a fire station where the public can access computers, and other complimentary activities. These were set up with external funding but the town and parish councils or voluntary community groups who run them finance their ongoing revenue costs.

4.2 Following the workshop and to gauge the wider interest to develop a similar approach across the Borough, the Assistant Chief Executive (Community Services) delivered the presentation attached at Appendix A at a number of community and town and parish forums held over the summer to evaluate the potential interest in the setting up of a series of community hubs. It is envisaged that all hubs will offer access to a number of PC's and the internet,

...

a free telephone line for calls to the Council and other agreed partners, as well as other complimentary facilities to encourage use and community engagement.

4.3 However, it is envisaged that in a number of the hubs located in more populated areas, and in facilities where there is likely to be on site support from paid officers or volunteers, in addition to the previously stated equipment, it is hoped that the public will also be able to access video conference technology enabling virtual “face to face” interviews with the contact centre and other Council staff. This functionality is currently offered by Stratford District Council out of two community facilities it runs in Southam and Alcester as well as a number of outlets in Shropshire and they are proving very popular. Stratford is in the process of rolling it out to further sites over the next six months.

4.4 As a Warwickshire Direct partner they have given us permission to implement their in house developed solution at very minimal cost. A photograph of the set up is attached at Appendix B and it is intended to take members of the Task and Finish Group on a site visit in October to view this technology.

4.5 Following the presentations, an expression of interest was requested from groups who were potentially interested in implementing a hub and these were submitted via Warwickshire CAVA and the Volunteer Centre. This has resulted in over 17 expressions being received from a number of parishes and community groups as shown at paragraphs 6.4 and 7.2. A copy of the expression of interest form is attached at Appendix C

4.6 At this time, no further discussions have been undertaken with any interested parties until approval has been agreed by this Board to progress this agenda. However, to ensure that progress of proposed hubs can be developed in a timely way it is requested that a formal member/officer task and finish group is set up to achieve this who will report progress into this Board on a regular basis.

5 **Proposed Library Network in North Warwickshire**

5.1 At the same time as the Councils consultation into the setting up of permanent ICT community hubs across the Borough, officers identified the opportunity to align the Borough Council work with findings and consultation coming out from the County Council library consultation exercise being undertaken around possible closures which ended in July 2011.

5.2 This was particularly important as it was envisaged that the location of a hub facility (most likely with video conference capability) would be best provided in libraries that will continue to exist or where under threat of closure make them more sustainable by increasing the level of services that could be offered from the building. This assumption is also backed up by County Councils view that any library service that is to survive and prosper going forward will need to offer a wider range of services beyond its traditional functions.

- 5.3 Five of the eight libraries in the Borough are currently at threat of closure and need to become community run facilities in order to survive. These are Baddesley, Dordon, Hartshill, Kingsbury, and Water Orton and all have expressed an interest in incorporating a community hub into their offer.
- 5.4 As part of the twelve-week consultation, there were a number of public meetings and road shows held in communities where libraries also faced a reduction in opening hours as opposed to closure. This raised concerns about reduced access to services, particularly for children needing homework support, and a reduction in the overall quality of the service. A summary of the remaining libraries in North Warwickshire not proposed for closure is as follows.

Revised opening hours proposed:

Library	Current	Proposed	Change
Atherstone	52	35	(17)
Coleshill	32.5	20	(12.5)
Polesworth	27	27	

- 5.5 In respect of Coleshill library, Warwickshire Police have stated that, to satisfy the public requirements to use the policing facility at the library, which moved into the building in the spring, a minimum of 30 hours coverage would be required. This has been subject of ongoing discussions with the Police as part of the implementation arrangements and a decision will be made in October 2011 by the County Council Cabinet whether the proposed hours above will be increased.
- 5.6 Officers have supported the police in this request as it would make sense to operate a “video linked” hub out of this facility due to its location and likely footfall. However, a reduction to the proposed 20 hours would mean we will need to consider other facilities either elsewhere in Coleshill or in the immediate vicinity that could offer longer opening hours to be feasible and offer wider availability to the public.
- 5.7 In respect of Polesworth library, the opening hours will be finalised following the decision concerning the future of the libraries in North Warwickshire, most notably Baddesley and Dordon. The initial proposal had been that hours be increased based on the current footfall at Polesworth but a decision was taken that any decision on this should be deferred.
- 5.8 Again it would make sense to locate a “video linked” ICT supported hub out of this facility due to its location, and the success of the B.O.B service from this venue which would guarantee footfall.
- 5.9 It is also proposed that the hubs should be called “B.O.B stops” building on what has become a well-known and recognisable brand synonymous with providing help and assistance in the communities it serves.

6 The Decision Making Process

- 6.1 In terms of libraries subject to a reduction in hours or closure, the County Council will evaluate all submissions in early September 2011 and the outcome of the evaluation and recommendations will be presented to Cabinet in October 2011. The evaluation panel will use the following criteria for assessing the submissions:
- The proposal must deliver the savings plans set by the County Council
 - The proposal must be for running a community library
 - The proposal must be implemented as soon as possible and at the latest 1 April 2012.
- 6.2 We would wish to review the updated position with members of the Task and Finish Group if agreed by this Board as soon as possible after recommendations are made. Officers have provisionally planned a meeting on 26 October 2011 to do this.
- 6.3 We understand that the County Council have received applications and business cases to run community library projects from each of the five threatened libraries either from new or the existing premises, and we are aware from our own consultation that each of these facilities have also expressed an interest to accommodate either a basic or video conference facility which we would be keen to support.
- 6.4 Having regard to this and the fact that it would be our preference to site video conference technology in permanently staffed facilities, our proposed preferred approach at this time would be to implement video conference capability in the following sites over the next 12 months
- St Michaels Church, Arley
 - Coleshill or Water Orton (dependent on opening hours)
 - Hartshill
 - Kingsbury
 - Polesworth
- 6.5 In all these areas except Arley, either a County run library or local community library will exist and based on work undertaken by officers to date, communities would welcome such a facility in their area. This is either because of its remoteness from the Councils main centre in Atherstone or because of a greater preference for face-to-face contact (albeit virtually). These findings have been informed by the experience of the B.O.B bus service as well as customer insight data provided by the Warwickshire Observatory and analysed down to a household level of detail.
- 6.6 The findings of work to date now needs informing by wider consultation with town and parish councils and their communities to establish not just the need for a facility but whether they are prepared to pay the costs of running one. This is because ongoing revenue costs would need to be supported by the

local town and parish council via a precept levy. Capital costs to purchase equipment will be subject of grant applications and how these may be covered is outlined in paragraph 9.1.2.

7 Other Potential B.O.B Stops (Likely to be Computer Hubs Only)

7.1 In addition to the above localities, we have also received a number of other expressions of interest from other parishes or villages who deem that a community hub would be a very useful facility for local communities.

7.2 To date, these have been received from;

- Ansley
- Atherstone
- Austrey
- Curdworth
- Fillongley
- Hurley
- Mancetter
- Piccadilly
- Seckington
- Shustoke
- Wood End

7.3 Once again, no further contact has been made following receipt of the expression of interest but officers would request that in order to move forward quickly following the outcome of library closure recommendations, we are seeking Member approval to allow us to begin further discussions and provide support alongside Warwickshire CAVA and the Volunteer Centre to assist them in;

- Preparing information and documentation for consultation
- Preparing bids for funding
- Identify volunteers
- Setting up a facility

if this is their wish.

8 Proposed Timetable of Activity

... 8.1 A proposed outline project plan attached at Appendix D has been developed which indicates the actions we would wish to undertake to enable up to four community hubs to be set up by March 2012. This will be reliant on a number of factors being in place.

- Funding approval to purchase capital equipment
- Resources to assist in the bidding and consultation process
- Parish support to levy the necessary precept to cover revenue costs
- Identification of a suitable building
- Acceptable broadband speed

- A sufficient volunteer base to support reasonable opening hours
- 8.2 Based on our work to date, we believe that the following facilities will be the easiest to set up as the first B.O.B stops for a number of reasons
- Arley (Video Link Technology)
 - Baddelsey (ICT only)
 - Hurley (ICT only)
 - Polesworth (Video Link Technology)
- 8.3 To date, this approach has been supported by the two nominated Members who have attended meetings of an officer steering group.
- 8.4 However, before any decisions are made we propose to run a meeting for all town and parishes interested in setting up a “B.O.B stop” to provide them with more information as to what will be involved; financial implications and how we may best assist them. This will follow the October round of Area Forum meetings. It is provisionally scheduled to take place in Atherstone on 8 November 2011.
- 8.5 In advance of that meeting it is intended to run the same session as an awareness raising session for all Borough Council Members on 7 November 2011 so they are kept abreast of progress and to assist them to answer questions or get involved in a local ward initiative.

9 Report Implications

9.1 Finance and Value for Money Implications

- 9.1.1 In terms of the B.O.B mobile service, sufficient funding to cover the costs of the B.O.B bus of £25,000 per annum is already included in the base budget and approval is sought to commit this expenditure for the period, 1 April 2012 to 31 March 2013 at which time we would wish to review this decision.
- 9.1.2 In terms of the setting up community hubs, the capital costs of any venture can be funded from a variety of funding sources. These will need to be explored in terms of the most appropriate dependent on the applicants status and the amount of funding sought but examples of suitable funding identified to date are:
- WCC Area Forum funding – the County Council has £45,000 in the Community Development Fund for groups and organisations across the Borough to submit applications. This funding stream is now closed.
 - Awards for All - Big Lottery Bids which can be made for bids of over £5,000 and can be made at any time.
 - WCC Big Society Fund – Applications were invited for funds up to a maximum of £125,000. This funding stream is now closed.

- LEADER bids can be made in rural areas for between £5,000 and £30,000 and can be made at any time. Access to services is a key theme for which funds can be used and is available to bid against for the next 12 to 18 months.
- Section 106 funding opportunities may be possible to fund facilities in the north of Borough from the Birch Coppice development over the next 12-18 months.
- Coalfield Trust regeneration funds are available in certain areas and are immediately available where criteria is met around former mining activity.
- Internal funding of £20,000 was identified in the 2011/12 budget for setting up community hubs and developing access work. £3,200 of this fund has been committed to part fund some staffing resource recruited to assist communities make applications.
- £50,000 of current under spend from the previous 2 years uncommitted outreach funding remains (200/10 and 2010/11)

9.1.3 Other external funding opportunities are reviewed on a very regular basis as new funding streams become available on a regular basis particularly for promoting access and the use of new technology. For example, the Government is very committed to the Race On Line 2012 campaign focused on getting people linked up to the internet by the time of the Olympics and as part its wide ranging welfare reforms which is expecting customers to apply for benefits on line from 2013 onwards under its “digital by default” agenda. The Councils commitment to the hub approach will ensure we are best placed to support customers who will need to be able to access technology by this time.

9.1.4 Ongoing revenue costs will need to be paid by either the town or parish council or the community group once a facility is set up although in some of the funds above it may be possible to include some initial running costs in the request for a capital set up grant application.

9.1.5 An exercise has been undertaken by officers to estimate the likely increase in the level of precept if the revenue costs are as we estimate in the region of £1,200 per annum. This will result in a likely cost of approximately £0.50 per annum in the biggest parishes up to £16.65 per Band D equivalent property from the smallest parish who have expressed an interest. The average Band D increase is in the region of £2 to £3 per annum.

... 9.1.6 A document is attached at Appendix E that outlines the estimated capital and revenue costs of setting up a “computer only” BO.B stop. To add the capability for video conferencing technology is likely to cost an additional £900 per annum since the printer required is more expensive and the equipment needs to run on a dedicated computer. These specifications are based on discussions we have undertaken with colleagues at Shropshire and Stratford.

9.2 Safer Communities Implications

9.2.1 Setting up a hub should promote community spirit, volunteering opportunities and provide a facility that can be enjoyed by both young and old alike fostering better relationships. These factors should have a positive impact on an individuals feeling of well being and safety

9.2.2 It will provide a facility that can provide entertainment and learning opportunities for all. There is also potential for community safety advice and information to be accessed via the community hubs and to provide easier access to reporting incidents to the Police and the Council.

9.3 Environment and Sustainability Implications

9.3.1 By providing facilities of this nature should have a positive impact on the environment by reducing the carbon emissions, as they will prevent the need to travel to Atherstone or the B.O.B vehicle to access services face to face.

9.3.2 Customers will be able to access cheaper fuel tariffs using on line services, and access on line shopping. This could increase their disposable income, reduce their outgoings and again reduce the number of journeys necessary.

9.3.3 They will also provide access to services in areas where withdrawal of vital services may make customers remote or less able to live independently e.g. bus services, youth provision, businesses in villages.

9.4 Human Resources Implications

9.4.1 In terms of the B.O.B bus, the recommendation to extend the service until March 2012 will require an extension of the temporary contract of the advisor/driver for a further 12 months at which time we will wish to review the ongoing need and demands on the service.

9.4.2 In terms of the community hubs, and to assist / support parish councils, dedicated staff resources have been identified that will become available in October 2011 to work alongside colleagues from the third sector and with other internal council staff to play the following roles over a nine month period.

- Supporting with CAVA and the Volunteer Centre the making and submission of grant applications
- Procurement Advice
- Purchasing
- Helping set up facilities and undertaking all security clearances etc
- Developing promotional information
- Helping to establish a volunteer base
- Providing Helpdesk and ICT Support

9.5 Risk Management Implications

- 9.5.1 There are risks created by this proposal and these will be covered in individual risk assessments undertaken with parishes if they choose to work with the Council to develop a community hub
- 9.5.2 We are fortunate that we have the benefit of having access to all the materials developed and lessons learnt from the Shropshire project that should ensure we are able to manage any risks successfully.
- 9.5.3 The technology we will use to support the setting up of hubs and infrastructure is tried and tested. We will be upgrading the Councils broadband capacity by Christmas, which will enable us to offer the video conference ability at no extra cost to the Council and will be working closely with the ICT and Procurement division to lobby and ensure network speeds are maximised in the Borough in the short to medium term. This is part of a separate but connected project.

9.6 Equalities Implications

- 9.6.1 The impact of the proposed changes should result in promoting better access to information to both Council and other complimentary services.
- 9.6.2 Whilst it is possible that some communities will have greater opportunity to access on line services where their parish has invested in setting up a community hub, all parishes are being given the opportunity to be engaged.
- 9.6.3 Where facilities are not going to be made available, a review of the B.O.B mobile service may see it able to visit locations without access to a hub in preference to those currently visited once they have developed a successful "B.O.B stop".

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

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

Working In Partnership to Deliver Effective Customer Access

Bob Trahern, Assistant Chief Executive,
North Warwickshire BC



Today's Focus

- Track Record of Partnership Working
- Similar Aims & Drivers
- Collective Responsibility

**IMPROVING HEALTH
OUTCOMES**

**SCS
COMMITMENTS**

**IMPROVING ACCESS TO
SERVICES**

**RAISING
EDUCATION AND
ASPIRATIONS**



Context: Growing Expectations vs. Reductions in Funding

Place Shaping, Local Partner Lead,
Choice and Community Engagement

Rising Expectations of
Services & Cost
Pressures

Current Recession

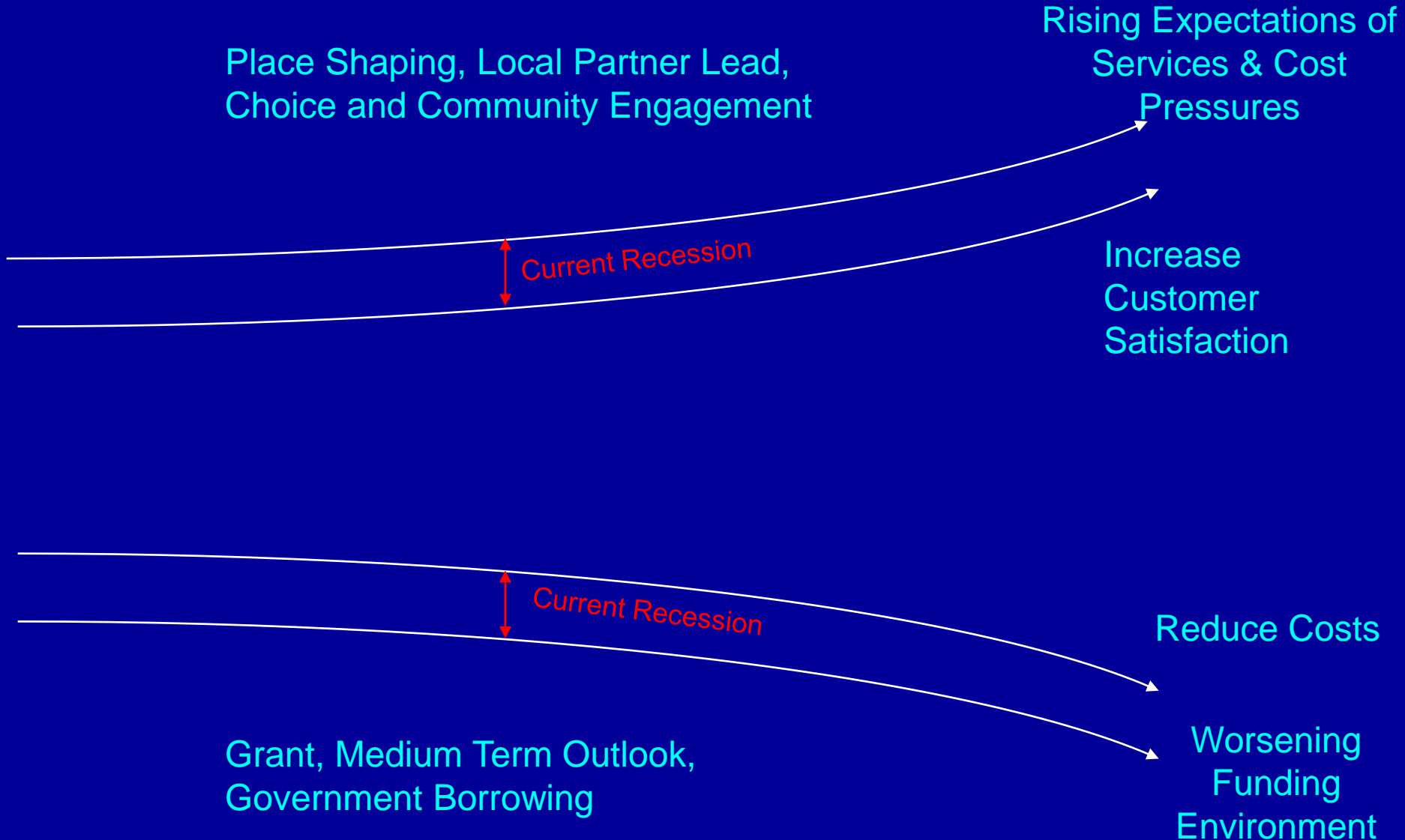
Increase
Customer
Satisfaction

Current Recession

Reduce Costs

Grant, Medium Term Outlook,
Government Borrowing

Worsening
Funding
Environment



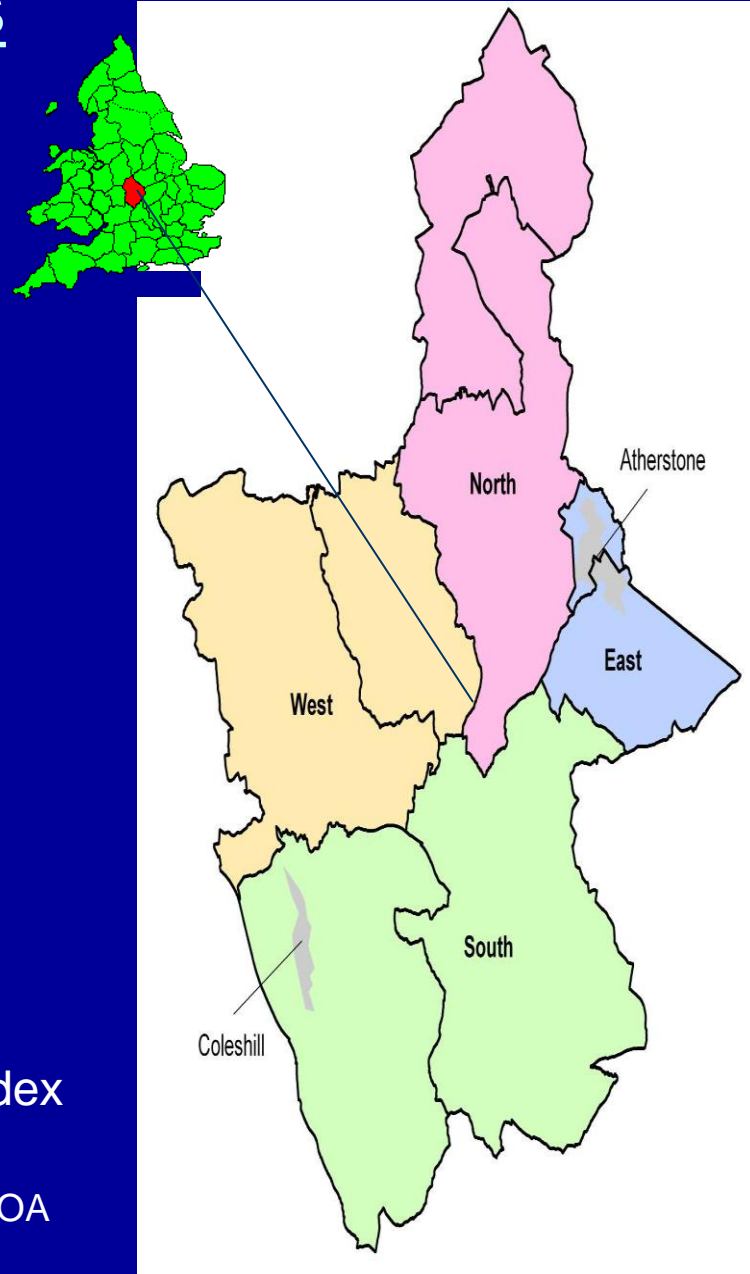
The Borough – Facts and Figures

- Rural Area of 110 Square Miles
- The total population is 61,900, this is expected to grow by 7.8% by 2033 dis-proportionally in older people .

North Warwickshire has an over 50 population of 24,500 and over 75 population of 4,900

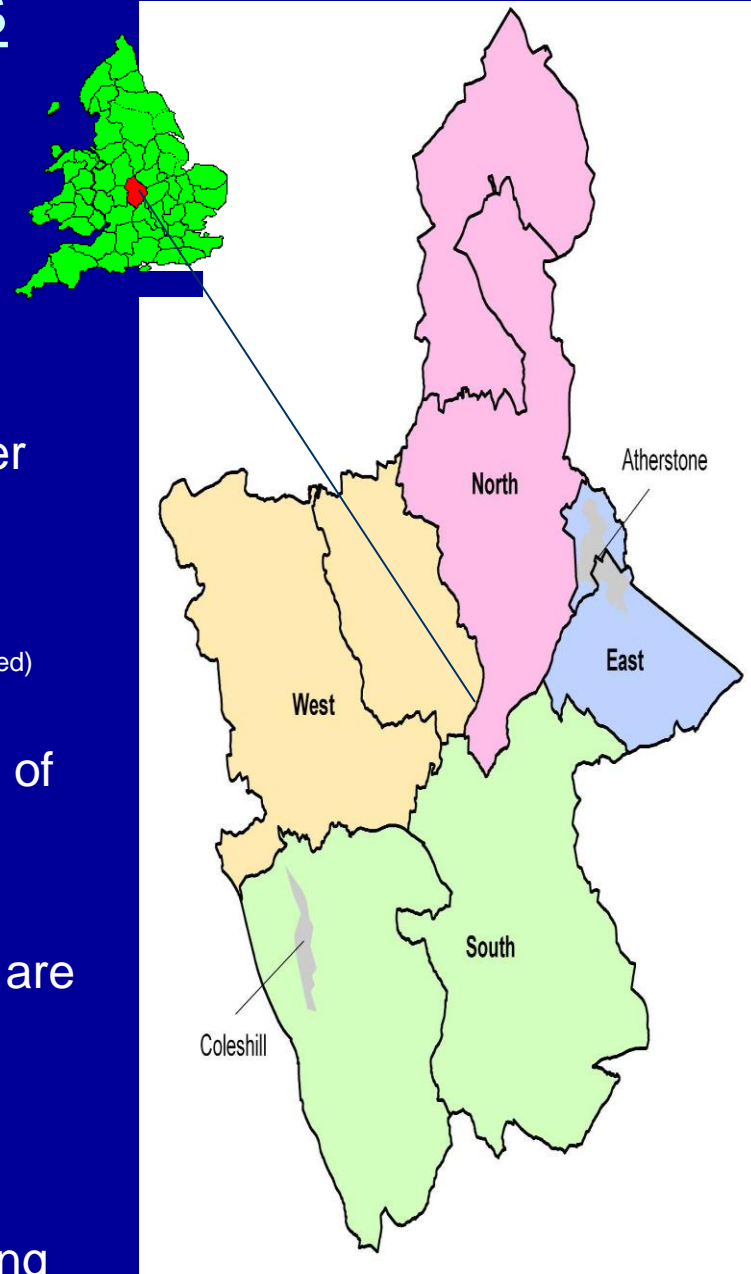
- 26,500 Council Tax Households of which approx 2,900 are Council Houses
- 5,534 Housing and Council Tax Benefit Claims
- 2,000 Business Rate Properties
- Average Deprivation – area of stark contrast

North Warwickshire Borough has a Deprivation Index ranking of 197 out of the 354 local authorities in England. (NBBC by comparison has an index score of 112. SOA has an index score of 307.)



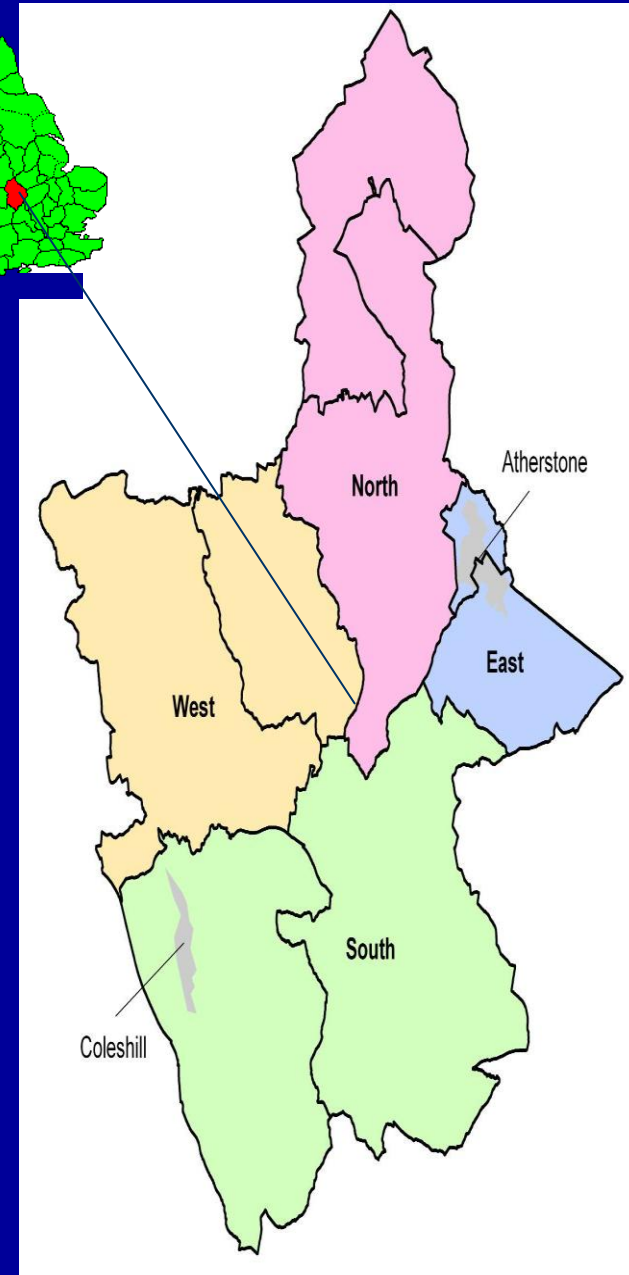
The Borough – Facts and Figures

- Not unemployment but low pay / skill base
- High levels of NEETS (7.5% or 106 young adults) against a County Average (4.99%)
- 22% Volunteer Levels against SOA at 33% and lower than the County average
- Access to services is an issue (see Quality of Life Information supplied)
- Telephone contact is the preferred medium for 73% of our customers
- Public Satisfaction levels with responsive of contact are high – the best in county
- Satisfaction with bus service – just below county average at 56% with 29% believing it needs improving



The Borough – Facts and Figures

- Main medium used by people to get messages out is
 - NORTH TALK (Borough magazine) – No Warwickshire View distributed in the area
 - “Word of Mouth” and Targeted Campaigns
- Access to Internet – Broadband coverage but patchy
 - General Warwickshire Overview – Over 50% have internet access at home – likely to be less in NWBC
 - 1/5 of population never used internet; 39% are over 65; 38% unemployed & 19% families with children (SOCITM report)
 - Use of web decreases with age and increases with income (only 10% of 16-24 year olds are offline rising to 50% of 65-74 yr olds)
 - Of 900 NW Neighbourhood Watch coordinators/contacts – only 325 (36%) have e mail
 - Creates significant saving if can pass messages – less reliance on newsletters and leaflets !

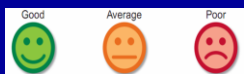


Customer Service Strategy Access Aims

- Putting the Customer at the heart of service design
- It is about focusing on outputs and outcomes that make a “real difference” to peoples lives, not merely on PI’s as a measure of success
- Hub and Spoke Model – Developing the Spokes to reach out to “Hard To Reach” Groups and Isolated communities
- Working towards making the Council and its partners the trusted gateway for the customer via Warwickshire Direct, and the BOB project
- Promoting Equality of Access to All
- Cutting across traditional boundaries
 - Joint Visiting Teams / Clear Signposting and Electronic Referral / Joining up key messages and help

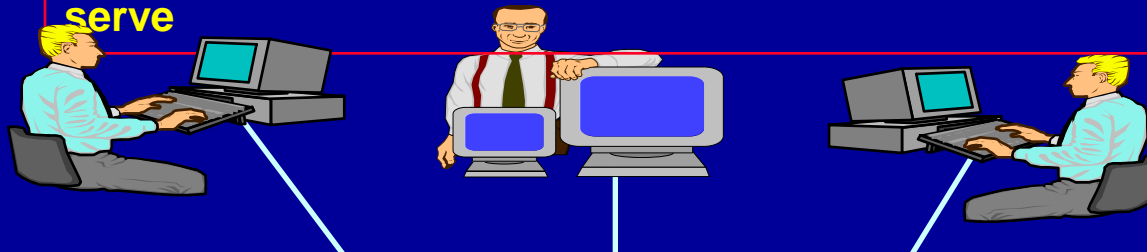


A Developing Hub and Spoke Delivery Model



One Stop Shop and B.O.B
Bus- one point of contact

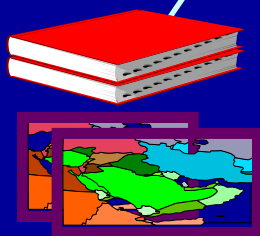
Citizen Focused Applications – Mobile and Home Working & Internet Access in public places via self serve



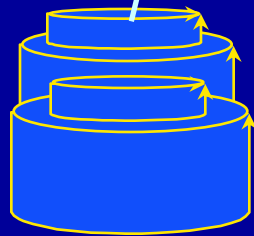
Corporate Contact Centre



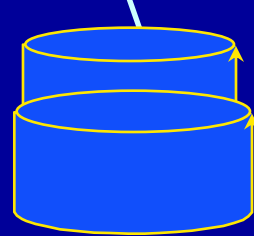
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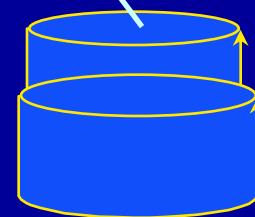
- Office Automation**
- Word Processing
 - Document Management
 - Workflow



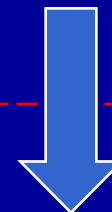
- Communications**
- E-mail
 - Internet
 - Intranet
 - Gov Connect



- Knowledge**
- Staff.
 - Procedures
 - Reference Docs.

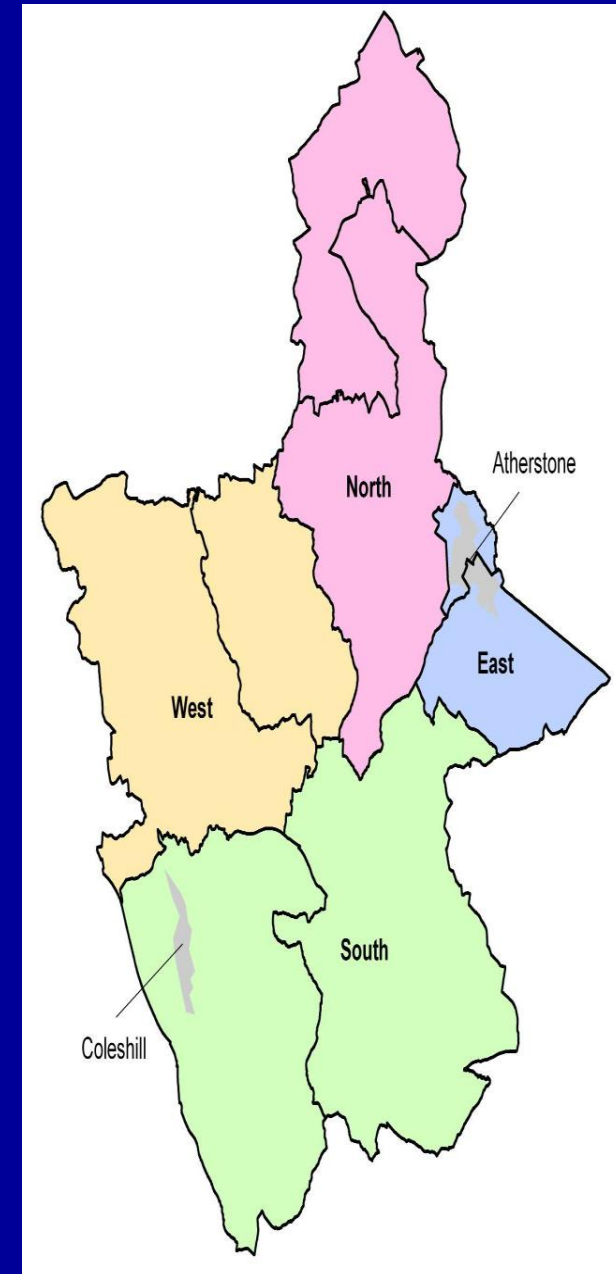


- Business Applications**
- Councils Software
 - Other Agencies Software and Applications – LAW Network
 - Reporting Tools



Our Current Customer Offer

- Customer Service Offer is delivered via a
 - A Corporate Contact Centre
 - Face to Face OSS facility in Atherstone for all borough, county services and some other partner services
 - Field Workers and some home visiting staff with welfare responsibilities
 - A developing interactive website
 - Travel Vouchers alternative to Free Bus Pass for over 60's (£60 per individual and £90 for couple)
 - B.O.B bus to deliver Council, CAB and Credit Union services in super output wards



Branching out BUS



The B.O.B Bus

- Started June 2009
- Multi Agency Approach incl Third Sector
- Promote financial awareness, Health, Education and Child related help
- Non stigmatised approach
- Accessing our Hard to Reach Groups
- An evolving model and brand
- Using Customer Insight tools to better inform us where and how to target



Possible Outreach Solutions ?

- Commitment from Council
 - Cross Party Support
 - Some local funding available e.g borough, LEADER, S106 and other partners ?
- Develop a library solution based on those developed to date in WDC & NBBC – link with current consultation and Coleshill update
 - No current business case to permanently co-locate staff
- Greater co-location with other agencies (Police, NHS, Fire, Third Sector) via property rationalisation
 - Surgery arrangements or permanent staff presence
- Ongoing Mobile Offer via B.O.B
 - How can this be developed ?
- Community Information Points – based on the Shropshire model

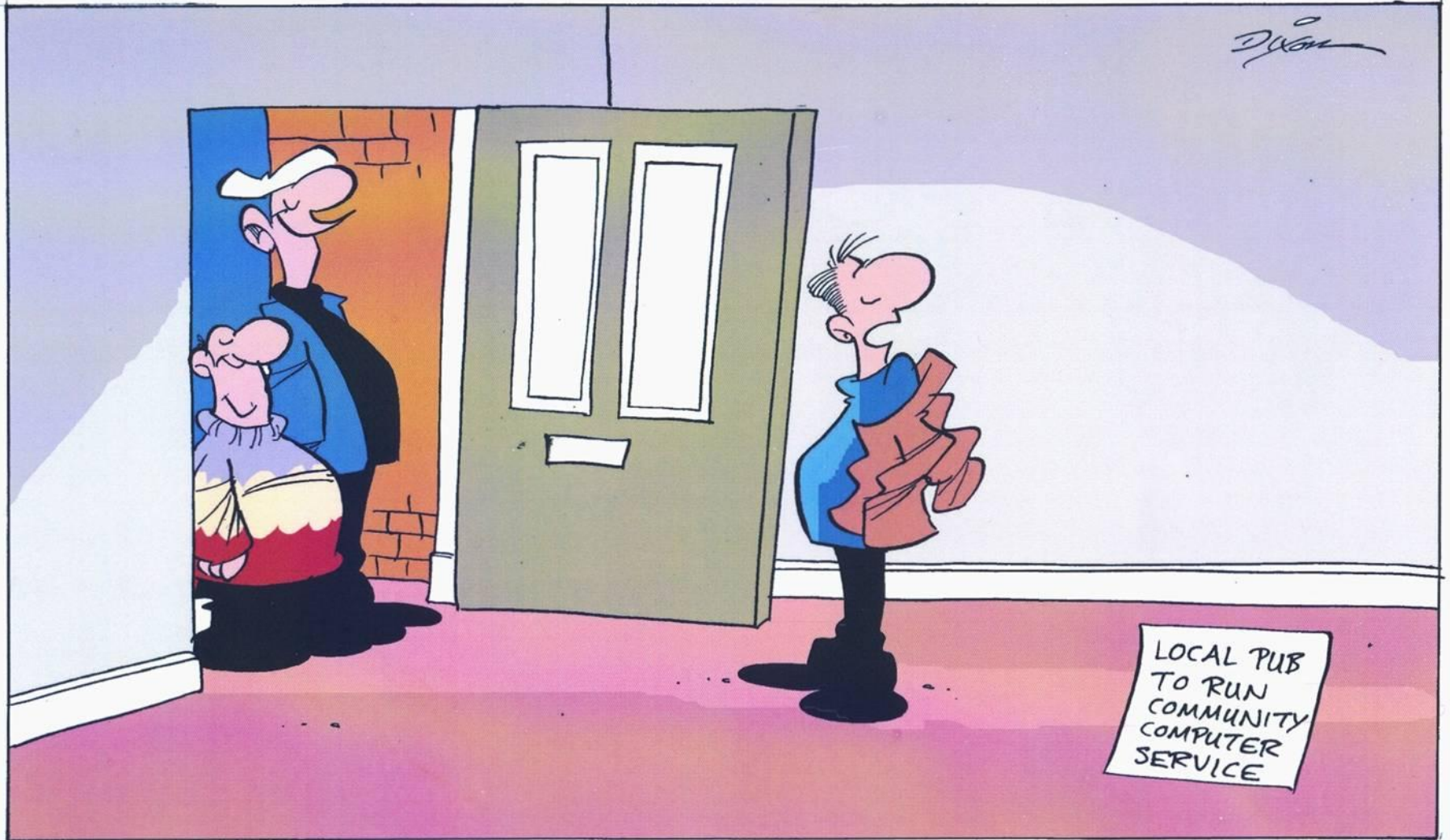


Online Services

Phone

Walk-in

Venues



"ME AND THE LADS ARE JUST POPPING DOWN THE PUB FOR A QUICK DOWNLOAD, DEAR..."



Broadplaces Used by All Ages



TellyTalk

Webcam

Digital camera

Touch
screen

Electronic
Signature
pad



Scanner
Printer

So What Are Our Challenges ?

Using data to inform and develop our VFM, Transformation agenda and Customer Access Strategy over the next 18 –36 months

Ensuring our Customers are fully aware of the impact of changes to their lives as early as possible and equipping them to deal with them

- Helping them through the Welfare Benefit Upheaval

- Embracing the Digital Inclusion agenda

- Making it easy to communicate with all services locally

- Joining up service delivery to service at the “Speed of Life”

Develop an infrastructure and culture to promote channel migration to cheaper access delivery models

What Next ?

Greater Use of joined up Promotional and Targeted Campaigns particularly around on line, self service and benefit take up – learning from the BOB project

Outreach Services – Working with and developing community facilities under the WDP, BOB or other collective brands with the third sector and local parish communities

– Likely Models related to Libraries, other agency, Community Rooms, private businesses and/or Parish facilities and a mobile service

Sustainability and Sharing Scarce Resources – must be our key focus

Greater use of Experian and Consultation data to inform better decision making on priorities

Understanding our Customer Base

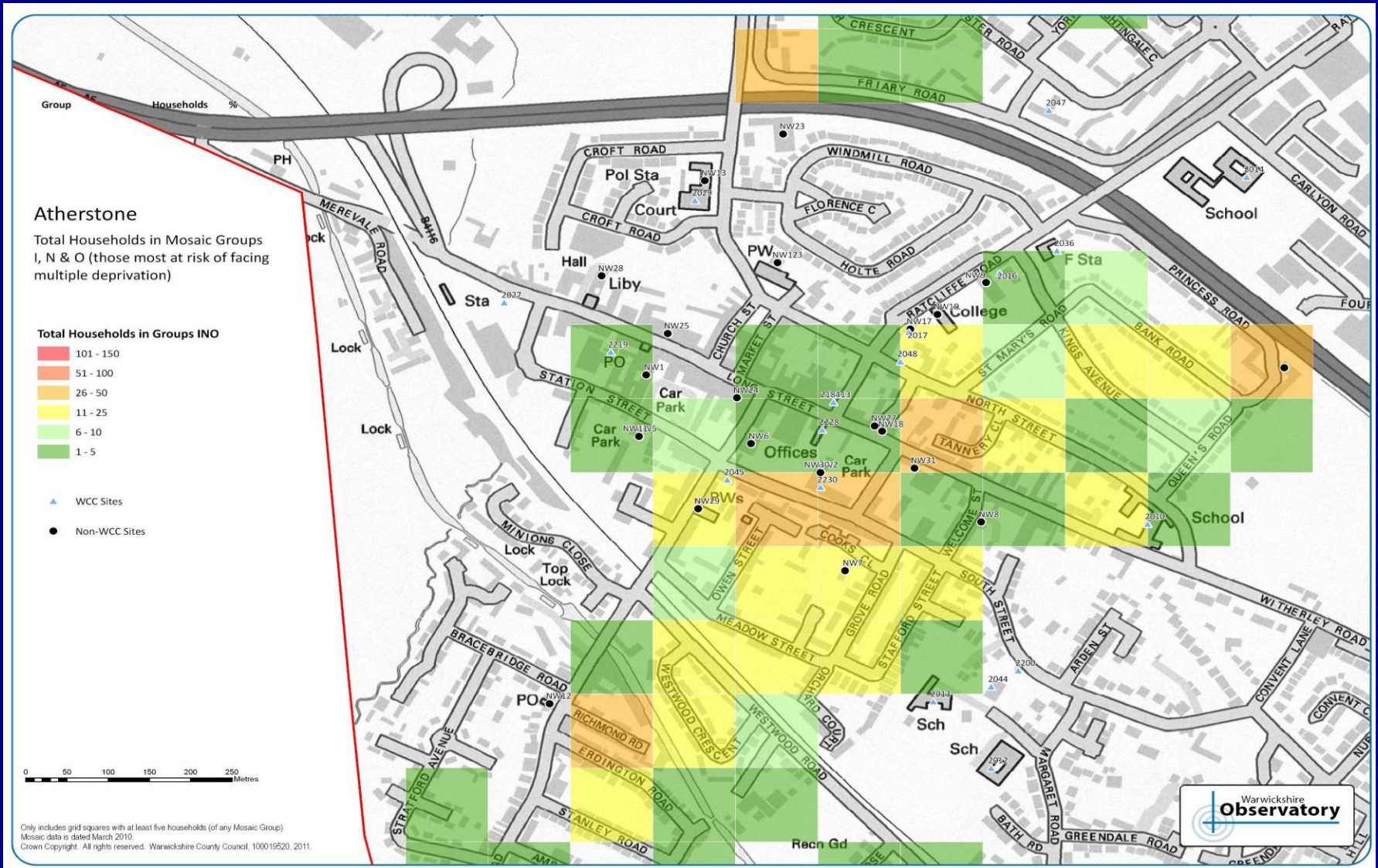
Sharing and using best practice



**Understanding
your Community**

**Understanding
how services are
used**

Understanding Our Communities



The Timing is Right ?

Councils Customer Access Strategy being reviewed in 2011

Aligned with WCC Customer Service and Access Strategy and from discussions, Warwickshire Police and Fire Services

Library Closure Consultation as part of overall savings targets – due to end 9 June 2011 with recommendations to follow - next 1 to 3 years

Potential Funding Opportunities (Partner Income, LEADER, Section 106, Big Lottery & Digital Inclusion funds

Developing Community Hubs

- If we get this right we will:-
- Take right services to the right people
- Raise profile and improve perception
- Address “Narrowing the Gaps” – develop communities – help them migrate to other access channels
- Foster closer working relationships between partners
- Help us achieve this vision

Thank you for listening

Any questions?



Contact Details

Bob Trahern - BobTrahern@NorthWarks.gov.uk:

Tel: 01827 719378



Winn-Dixie County
Public Access Terminal



District Council
Access Terminal



Community Hubs

Research questionnaire

One of the key aims of the North Warwickshire Community Partnership is to make services more accessible to customers and easier to use. Our key aims are to ensure that:

- **Information about services, help and advice is available to all residents of the borough**
- **Contacting North Warwickshire Borough Council and other partner agencies is simple**
- **All residents of the borough can benefit from the advantages of having access to a PC**

At present, the Council has a One Stop Shop in Atherstone where customers can access a variety of services face to face in one place, a contact centre that deals with telephone calls (around 75% of all customer contact in the borough) and a mobile service called the B.O.B bus that works with some of our most "hard to reach" communities. Whilst customers generally express high levels of satisfaction with the quality of customer service they receive, it remains a key commitment of the Council to identify how best to deliver better access to services across the whole of the borough and, where possible, deliver these alongside other partners. This means doing things differently. One of the options seen as key to delivering on this commitment is the development of 'Community Hubs' in key locations across the borough. These could be called "Bob Stops" and would build on the success of the award winning Branching Out Bus (B.O.B) mobile service that has achieved excellent results and National acclaim in taking information, services and help into the community.

What do we mean by a Community Hub?

Hubs can come in a range of sizes and can be located within any building used by customers e.g. village halls, schools, local shops, pubs or any other accessible community building. The Hub facilities would be designed with each local community to meet their specific needs. It is envisaged that they will consist of a suite of PC's and other equipment allowing on-line internet access and be a base for business, leisure, social activities and learning opportunities. Where there is sufficient demand and space, we are also keen to develop the use of the latest technology in the most popular locations by implementing "TellyTalk" technology (akin to skype or video conferencing). This will allow a link to staff in the main Atherstone hub or other partner organisations and would replicate a "face-to-face interview" all at a touch of a button. You do not need to know anything about computers as the advisor does everything for you and these have proven very popular in other Councils where this technology has been implemented.

We believe a Community Hub' will provide a true one-stop shop experience allowing customers to access a wide range of services from a location close to where they live or work. We are looking for your help in making this vision a reality by completing this questionnaire to help us help your community.

Your assistance in completing this questionnaire is much appreciated.

Name of Organisation

Organisation Address (including POST CODE)
--

Main Contact (person completing the form)

Name (BLOCK CAPITALS)	
Title	Surname
First Name	
Contact number(s)	Contact Address
E-mail address	Position in the above organisation (e.g. Chairman, Secretary, etc.)

Community Hubs - Research

1	What venues in your local community do you think are considered to be 'community hubs' (e.g. village hall, school, village pub, post office, etc.)?	
2	Are there computers available for public use in your local community?	Yes / No
2 b	If yes – Please provide details including: where the facility is (e.g. Village Hall); how many computers; if internet access is available; charges if applicable; if training is provided; opening hours; etc. – please continue on another sheet if necessary.	
3	Do you think new/ additional facilities would be used?	Yes / No
3 b	If yes, what new/ additional facilities do you think are needed? If no, please could you provide give a brief explanation – could a visit from the BOB fulfil local need?	
4	Do you think a 'TellyTalk' link to North Warwickshire Borough Council staff would be of value to your community?	Yes / No
4 b	Are there any other organisations that you think your community would welcome being linked to through a TellyTalk facility? If Yes, please provide details: (e.g. Citizens Advice Bureau (CAB), Health Authority, Social Services, etc.)	

If you would like any additional information, please contact:

Rod Parker (Warwickshire Community and Voluntary Action) on 01827 719080 or
Don Kentish (Warwickshire County Council) on 01827 719492

Please return as soon as possible to

Rod Parker by e-mail – rod@wcava.org.uk

Or post to: **Rod Parker, WCAVA –NW, Community House, Coleshill Road, Atherstone Works, CV9 1BN**

THANK YOU

North Warwickshire Community Hub - Developing B.O.B Stops
Update meeting
Draft work plan/timeline
Lead Member consultation
New appointees start (3rd)
Report - Community & Environment Board (3rd)
Announcement made - Area Forums :(6th,13th,20th,27th)
Southam visit - proposed 19th
Broad Places visit - proposed 19th
Initial Meeting of full Task & Finish Group (chaired by Ann Lewis) - 26th October
Leader/Lottery funding - prep work with CAVA
Marketing Strategy and On Line Promotional Work
Member Programme Awareness Meeting (7th)
Parish Programme Awareness Meeting (8th)
Leader applications submitted
Awards for All applications submitted
NWBC Broadband upgrade
Approval at Full Council (14th)
Locate 2 x Video Conference - Bob Stops - Arley/Polesworth
Locate 2 x ICT Bob Stops - propose Baddesley and Hurley
Boroughwide Launch Event
Roll out Community Hub programme
Review Staffing Resources to support programme

Agenda Item No 14

Community and Environment Board

3 October 2011

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

**2012 Olympic and Paralympic
Games**

1 Summary

- 1.1 On 6 July 2005 London was awarded the right to stage the 2012 Olympic and Paralympic Games. This report provides a summary of how the Borough Council is using the inspiration of the 2012 Games to increase participation in physical activity across North Warwickshire and ensure a positive and lasting legacy for the local community.

Recommendation to the Board

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

2 Consultation

2.1 Portfolio Holder, Shadow Portfolio Holder and Ward Members

- 2.1.1 The Portfolio and Shadow Portfolio Holders for Safer Communities, Health, Well-being and Leisure, The Environment, Community Life and Resources have all had an opportunity to comment on the content of this report.

3 Background information

- 3.1 On 6 July 2005 London was awarded the right to stage the 2012 Olympic and Paralympic Games. One of the significant reasons for awarding the Games to London was the expressed commitment of the organisers to create a lasting legacy of mass participation in physical activity. The Coventry and Warwickshire 2012 Partnership was formed to direct and advance this work in the sub-region. The Partnership is a unique combination of public, private, and voluntary sector organisations working together to maximise the opportunities presented by the staging of the 2012 Olympic and Paralympic Games.

4 Progress in North Warwickshire

4.1 In October 2009, as the countdown to the Games reached 1000 days, the Coventry and Warwickshire 2012 Partnership announced the development of 12 milestone projects through which to advance the Olympic legacy (see Appendix 1). The following information provides a brief summary of local involvement in those milestone projects of relevance to North Warwickshire.

4.2 **Milestone 5** – To have every Coventry and Warwickshire school registered as part of the London 2012 “Get Set” education programme.

4.2.1 Get Set is the official London 2012 education programme designed to encourage children to think about the Olympic and Paralympic values and the 2012 Games. It is a web-based tool that allows users to interact with a library of on-line activities, videos and fact sheets.

4.2.2 All of the Borough’s 32 schools have received notification of the programme and, to date, 15 local schools have signed up to the scheme. Further incentives have been added to the programme to secure increased levels of involvement, such as “Ticket Share”, through which schools could receive tickets to Olympic Games events. The Get Set programme will be linked to future local projects and activities in an effort to increase the level of participation by North Warwickshire schools. The aim is to ensure that all 32 schools are signed up by the time the Games take place next year.

4.3 **Milestone 8** – To have at least 12 projects in the region gain the London 2012 “Inspire Mark” accreditation.

4.3.1 Inspire Mark accreditation is awarded to projects that are designed to effectively use the 2012 Games to encourage enhanced levels of physical activity. In January 2011 the Borough Council was successful in obtaining Inspire Mark accreditation for projects covering activities such as Hula Hoop, Street Dance and Fencing. The spring-term sessions were funded through Sport England’s Sports Unlimited programme and proved to be very popular, with over 200 young people regularly attending the activities. Where appropriate, future projects will also be submitted for Inspire Mark accreditation.

4.4 **Milestone 10** – To use London 2012 as a catalyst to inspire local communities to become more physically active and increase participation in sport.

4.4.1 As part of the planning process for any new local project, consideration is given to how the 2012 Games can be used in marketing and promotional campaigns in order to ensure maximum impact and enhanced levels of participation can be achieved.

4.4.2 From September, the Leisure and Community Development Division has been working with local schools to organise and deliver festivals of sport at the end of each term. These events will provide all children from across the Northern

Warwickshire Schools Partnership the opportunity to take part in competitive sport. This, in turn, will feed into a "Schools Games", which is currently being developed and is planned to take place in June/July 2012. All local schools will be invited to the event, which it is hoped will be held at the National Indoor Arena.

5 Additional 2012 Olympic and Paralympic Opportunities

5.1 People Dancing Project

5.1.2 The 2012 Games are not just about sport. Officers submitted a project proposal to "Dancing for the Games", requesting funding towards a mass dance project that would form part of the Cultural Olympiad for the West Midlands. The project has been developed in partnership with North Warwickshire and Hinckley College and would form a module of work for students, who will deliver the activity throughout the project.

5.1.3 Unfortunately, the funding bid was unsuccessful. It is, however, hoped to secure Sportivate funding to develop a smaller project that will entail working with local secondary schools and community groups to advance sustainable community-based dance opportunities.

5.2 Community Games

5.2.1 The Borough Council will be involved in locally promoting the opportunities that exist through Sport England's Places, People, Play programme and the various other schemes and initiatives that have been launched to give local people a chance to experience the Olympic and Paralympic Games.

5.2.2 Community Games is an initiative aimed at empowering local communities to promote the 2012 Games and create their own Olympic or Paralympic moment. The Leisure and Community Development Division, in partnership with Queen Elizabeth School and Sports College and teams from the Atherstone area, held the first Community Games at the launch of the new Artificial Grass Pitch on 24 September 2011. The event involved a range of "come and try it" activities, such as hockey, football, rugby and cricket, along with tug-o-war and skate/BMX. Advice and guidance is also available through the Division for any community representative/group that wishes to organise their own Community Games.

5.2.3 Additionally, "Gold Challenge" is a fund raising initiative aimed at encouraging people to try an Olympic sport whilst raising money for a worthwhile cause. There are three possible means by which to engage with the Challenge, all of which can be accessed locally. Additional information on this programme can be viewed at www.goldchallenge.org.uk

6 Conclusion

6.1 Through a variety of activities, the Borough Council is ensuring that there are opportunities for local people to become a part of the 2012 Olympic and

Paralympic movement. This is a “once in a lifetime” opportunity for the country and it is important that North Warwickshire residents are able to become involved. Through the programmes identified above, it is hoped that there will be a positive and lasting legacy across the Borough and that local quality of life will be enhanced through heightened levels of physical activity in the community.

7 Report Implications

7.1 Finance and Value for Money Implications

7.1.1 There is no new financial implication arising directly from this report. Identified activity will be carried out within existing revenue budgets or through the acquisition of grant aid towards specific project undertakings.

7.2 Safer Communities Implications

7.2.1 The provision of high quality sporting and leisure activity impacts positively on the reduction of crime and the fear of crime, not least through the availability of constructive alternatives to anti-social and criminal behaviour.

7.3 Environment and Sustainability Implications

7.3.1 It is anticipated that the 2012 Olympics and Paralympic Games will strengthen community cohesion and sustainability, enhance levels of physical activity and improve the quality of life for people throughout the country.

7.4 Equalities Implications

7.4.1 The equalities implications of all activity undertaken through this initiative are considered as part of the corresponding project management process.

7.5 Links to Council's Priorities

7.5.1 The work highlighted in this report has positive and direct links to the corporate priorities to “enhance community involvement and access to services”; “tackle health inequalities through improving well-being and providing leisure opportunities to all of our citizens”; “work with our partners to tackle crime, the fear of crime and anti-social behaviour” and to “make best use of our resources through achieving a balanced budget and developing our workforce”.

The Contact Officer for this report is Evan Ross (719270).

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			



Coventry and Warwickshire Partnership, 2012 Games

October 31, 2009 marked a significant milestone in the countdown to London 2012 as we celebrated 1,000 days to go. To celebrate this milestone we launched several milestones of our own which we aimed to achieve in time for the start of the Games.

Here, with just over 12 months to go until London 2012 and as a result of the recent changes, we revisit those milestones and proudly list all that has been achieved by CW2012 and its partners over the past six years.

1. CW2012's aim:

To be selected as the new Midlands Venue for the London 2012 Olympic football competition.

We delivered:

Coventry was selected as the only Midlands venue for Olympic football, beating off competition from Birmingham, Derby, Leicester, Nottingham and Stoke. The city will host the Olympic Football test event in April 2012 and 12 matches of the Olympic football competition from July 25, 2012 concluding with the Women's bronze medal match on August 9, 2012.

2. CW2012's aim:

To secure visits from the Olympic Torch Relay to high profile tourism and city centre destinations across the sub-region.

We delivered:

Coventry was one of 66 evening celebration locations to be awarded an overnight stop from the London 2012 Olympic Torch Relay. Further announcements of the lunchtime and morning locations will be made in November 2011.

3. CW2012's aim:

To secure a Live Site for Coventry city centre through the London 2012 Live Site programme.

We delivered:

Coventry was awarded one of 20 UK-wide big screens as part of the London 2012 Live Site network. The screen is now operational in Millennium Place, Coventry Transport Museum.

4. CW2012's aim:

To secure at least one London 2012 pre-Games Training Camp.

We delivered:

Paralympics GB Fencing Team is using Coventry University in the build up to London 2012. Every National Olympic Committee which plays in the Olympic football tournament in Coventry will use the University of Warwick as their pre-Games and Games-time training camp. Positive discussions with other NOC's and athletes continue with over 6 countries visiting Coventry to date.

5. CW2012's aim:

To have every Coventry and Warwickshire school registered as part of the London 2012 Get Set Education programme.

We delivered:

90 per cent of schools in Coventry are registered – with 100 per cent expected to be registered by December 2011. 70 per cent of schools across Warwickshire have also registered.

6. CW2012's aim:

To promote the London 2012 procurement and business opportunities to sub-regional businesses, measuring the economic impact of any contracts won.

We delivered:

A total of 15 awareness and tender training workshops were delivered to over 1,000 businesses - resulting in over 40 Coventry and Warwickshire companies winning 2012-related contracts.

7. CW2012's aim:

To record, promote, support and celebrate all of our athletes who achieve selection for Team GB.

We delivered:

The first ever Olympic and Paralympic Hall of Fame, with over 100 athletes dating back to 1900, has been compiled to recognise and celebrate their achievements.

8. CW2012's aim:

To have at least 12 projects in the region gain the London 2012 Inspire Mark accreditation.

We delivered:

As of May 31, 2011 a total of 22 organisations have been awarded with the London 2012 Inspire Mark accreditation.

9. CW2012's aim:

To raise the profile and support the delivery of the Artist's taking the Lead, Godiva Awakes project.

We delivered:

The project has received national attention and is on course to promote Coventry's proud history, as well as its cultural and artistic heritage, to a global audience in 2012.

10. CW2012's aim:

To use London 2012 as a catalyst to inspire local communities to become more physically active and increase sport participation.

We delivered:

The Festival of Sport project has given over 6,000 school children across the region a taste of the Games. The Godiva Festival has twice played host to Olympic Sport Zones where over 2,000 members of the general public have tried various Olympic Sports linked with pathways to local clubs.

To keep up to date with the very latest 2012 activity, events, news and success please visit: www.coventry.gov.uk/london2012

Or

Follow **Coventry 2012** on Facebook and Twitter.

Agenda Item No 15

Community and Environment Board

3 October 2011

Report of the Chief Executive and the Deputy Chief Executive

Progress Report on Achievement of Corporate Plan and Performance Indicator Targets April - June 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 June 2011.

Recommendation to the Board

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

2 Consultation

2.1 Portfolio Holder, Shadow Portfolio Holder and Ward Members

- 2.1.1 The Portfolio Holder and Shadow Portfolio Holder for Resources, Councillors Forwood and Lea have been sent a copy of this report and any comments received will be reported to the Board.

3 Background

- 3.1 This report shows the first quarter position with the achievement of the Corporate Plan and Performance Indicator targets for 2011/12. This is the first 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 June 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 not achieved

Amber – target currently behind schedule and requires remedial action to be achieved

Green – target currently on schedule to be achieved.

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 all the indicators to be reported to the Board including both quarterly and annual indicators.

6 Overall Performance

6.1 The Corporate Plan performance report shows that 88% of the Corporate Plan targets and 57% 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	14	88%
Amber	2	12%
Red	0	0%
Total	16	100%

Performance Indicators

Status	Number	Percentage
Green	4	57%
Amber	3	43%
Red	0	0%
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**

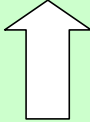
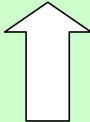
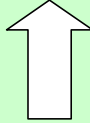

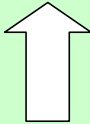

- 8.6.1 There are a number of targets and performance indicators contributing towards the priorities of environment, recycling, access to services, housing, health and well being, public services and council tax and local employment.

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

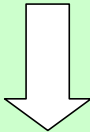
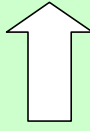
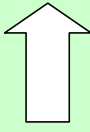
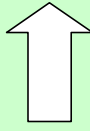
Background Papers

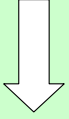





Local Government Act 1972 Section 100D, as substituted by the Local Government Act, 2000 Section 97

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

Ref	Start Date	Action	Board	Lead Officer	Reporting Officer	Theme	Sub-Theme	Update	Traffic Light	Direction
NWCP 015 11/12	Apr-11	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	Community & Environment Board	AD (L&CD), ACE (CS)	Simon Powell	Community Life		Report 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.	Green	
NWCP 016 11/12	Apr-11	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	Community & Environment Board	AD (L&CD)	Simon Powell	Community Life		Continuing to progress the Children's University and Kids College through Cook and Taste Programmes. Working with partners over the summer holidays, including ReVOLve and the Youth Service, to accreditate young people with ASDAN activity awards.	Green	
NWCP 017 11/12	Apr-11	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	Steve Maxey	Environment		Whatever solution is found for the Council's office accommodation will include a consideration of how to maximise the energy efficiency and sustainable generation options. In addition Officer are discussing with Birmingham, Nuneaton, Warwick, Rugby and Warwickshire Council proposal for solar panels on public buildings	Green	
NWCP 018 11/12	Apr-11	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	Community & Environment Board	AD (S)	Richard Dobbs	Environment		Standards have been maintained.	Green	
NWCP 019 11/12	Apr-11	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	Community & Environment Board	AD (L&CD), AD (S)	Simon Powell	Environment		Activities to promote waste minimisation and recycling continue with recycling stalls at community events and support for the Every Can Counts campaign. Recycling messages have been further promoted through delivery of service materials to all residents, including a bin hanger, leaflet and new style recycling bags.	Green	
NWCP 020 11/12	Apr-11	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	Community & Environment Board	AD (S), AD (L&CD)	Simon Powell	Environment		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.	Green	

Ref	Start Date	Action	Board	Lead Officer	Reporting Officer	Theme	Sub-Theme	Update	Traffic Light	Direction
NWCP 021 11/12	Apr-11	To work with partners to improve recycling rates across the Borough to not less than 35% (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	Community & Environment Board	AD (S)	Richard Dobbs	Environment		Currently above target but the major contributor is still garden waste. Dry recycling has increased but not significantly at this stage of the year.	Green	↑
NWCP 022 11/12	Apr-11	To implement phase 4 of the North Warwickshire Green Space Strategy in accordance with the revised Action and Funding Plan	Community & Environment Board	AD (L&CD)	Simon Powell	Health & Well-being		Actions being progressed within the context provided by the approved Action and Funding Plan and available resources.	Green	↑
NWCP 023 11/12	Apr-11	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	Community & Environment Board	AD (L&CD)	Simon Powell	Health & Well-being		Staff recruited and in post at Warwickshire Wildlife Trust and Groundwork West Midlands. LNR project at Kingsbury launched in May, local group meeting and activities being planned. Events at Dafferns Wood are being scheduled for the autumn.	Green	↑
NWCP 024 11/12	Apr-11	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	Community & Environment Board	DCE, AD (L&CD)	Simon Powell	Health & Well-being		Work continues to be progressed in respect of the future provision, management and operation of the Council's leisure facilities, most particularly with regard to the future of indoor leisure provision in Coleshill.	Green	↑
NWCP 025 11/12	Apr-11	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)	Simon Powell	Health & Well-being		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 are to be developed over the summer and autumn.	Green	↑
NWCP 026 11/12	Apr-11	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	Community & Environment Board	AD (L&CD)	Simon Powell	Health & Well-being		To be progressed	Amber	↓

Ref	Start Date	Action	Board	Lead Officer	Reporting Officer	Theme	Sub-Theme	Update	Traffic Light	Direction
NWCP 027 11/12	Apr-11	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	Community & Environment Board	AD (L&CD)	Simon Powell	Health & Well-being		To be progressed	Amber	
NWCP 028 11/12	Apr-11	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	Community & Environment Board	AD (L&CD)	Simon Powell	Health & Well-being		Wellness Matters initiatives continue to develop and expand within targeted communities. Work continues to progress in tackling the issue of childhood obesity through ongoing Cook and Taste and healthy eating sessions, family days and supporting health projects within schools. A Wellness Matters communication plan is currently being developed as a priority within the SCS.	Green	
NWCP 029 11/12	Apr-11	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	Community & Environment Board	AD (L&CD)	Simon Powell	Health & Well-being		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 its provisions are being progressed. WSCB accredited Level 1 Child Protection training continues to be delivered to relevant Council staff. A meeting has been held Cllr A Stanley in respect of her role as the Council's Children's Champion.	Green	
NWCP 030 11/12	Apr-11	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	Community & Environment Board	CE, AD (L&CD)	Simon Powell	Safer Communities		a Borough-wide football tournament at Aston Villa's training ground, in which 12 teams took part. Friday night summer sessions are being delivered in Hartshill, Warton and Wood End, which will provide the basis for summer community engagement projects, where young people will be involved in a range of community projects including inter-generational cooking sessions and gardening projects. The mobile skate facility is being used through Call4Sport throughout the summer. Activities4U has engaged with 324 contacts during the last quarter, providing opportunities to discuss a wide range of issues with young people, including the dangers of alcohol mis-use, respect within communities and future careers.	Green	

PI Ref	Description	Division	Section	High/Low is good	2011/12 Target	2010/11 Outturn	National Best Quartile	Performance	Traffic Light	Direction	Comments	Suggested reporting interval	Board	Reported to MT
Chief Executive's Division														
ACPI H1	The percentage of food premises inspections that should have been carried out that were carried out for high risk premises.	Chief Executive	Env Health (C, L &HP)	High	100%	92%	N/A	50%	Amber		The figure is down due to the need to complete the backlog of inspections from last year and the fact that due to the recession businesses are cutting corners and there is much greater churn with a lot of new businesses starting and closing leading to an increased workload. Nonetheless, now that the backlog has been dealt with and the holiday period is over a rapid improvement in the position is anticipated.	Q	Community and Environment Board	Yes
ACPI H4	The percentage of food premises interventions that should have been carried out that were carried out for low risk premises.	Chief Executive	Env Health (C, L &HP)	High	100%	90%	N/A	29%	Amber		See above	Q	Community and Environment Board	Yes
NI196	Improved street and environmental cleanliness – fly tipping (matrix of enforcement actions vs. number of tipping incidents)	Chief Executive	Env Health (C, L &HP)	Low	Grade 2 Effective	Grade 3 Not Effective	Grade 2 Effective	-	N/A	N/A	To be reported annually.	A	Community and Environment Board	Yes
Leisure and Community Development														
BVPI 119e	Satisfaction with - parks & open spaces :	Leisure & Community Development	Landscape Management	High	70%	N/A	74.20%	-	N/A	N/A	Subject to inclusion within a local householder / place survey for 2011/12.	A	Community and Environment Board	Yes
LM 1a (new)	Delivery of actions in the 10 year Green Space Strategy - % achieved	Leisure & Community Development	Landscape Management	High	34%	16%	N/A	-	N/A	N/A	To be reported annually.	A	Community and Environment Board	Yes
LM 1b (new)	Delivery of actions in the 10 year Green Space Strategy - % in progress	Leisure & Community Development	Landscape Management	-	7%	8%	N/A	-	N/A	N/A	To be reported annually.	A	Community and Environment Board	Yes
LM 2	% of Play Areas meeting BS/EN and DDA standards	Leisure & Community Development	Landscape Management	High	81%	71%	N/A	-	N/A	N/A	To be reported annually.	A	Community and Environment Board	Yes
ACPI 11b	Swimming pools and sports centres: : The net cost per swim/visit	Leisure & Community Development	Leisure Facilities	Low	£1.90	£1.80	N/A	£1.96	Amber		Attendances are lower than anticipated, which adversely affects the cost per visit figure. Efforts will be targeted at encouraging higher levels of throughput. Attendances are lower than optimistic projections within the facilities. Promotional work will continue to be undertaken in an effort to boost throughput.	Q	Community and Environment Board	Yes
FAC-LPI 9	Leisure Centres - Total income per visit :	Leisure & Community Development	Leisure Facilities	High	£2.36	£2.26	N/A	£2.62	Green			Q	Community and Environment Board	Yes
BVPI 119a	Satisfaction with - sports/leisure facilities :	Leisure & Community Development	Leisure Facilities	High	48%	N/A	51.50%	-	N/A	N/A	Subject to inclusion within a local householder / place survey for 2011/12.	A	Community and Environment Board	Yes
P&D PI 4	Customer satisfaction with Community Development activities	Leisure & Community Development	Partnership & Development	High	90%	94%	N/A	100%	Green			Q	Community and Environment Board	Yes
P&D PI 5	Percentage of successful funding applications	Leisure & Community Development	Partnership & Development	High	80%	98%	N/A	100%	Green			Q	Community and Environment Board	Yes
P&D PI 8	Partner organisations satisfaction with its relationship with P&D	Leisure & Community Development	Partnership & Development	High	100%	100%	N/A	-	N/A	N/A	To be reported annually.	A	Community and Environment Board	Yes
Streetscape														
BVPI 88	Number of collections missed per 100,000 collections of household waste :	Streetscape	Refuse & Recycling	Low	25	37.8	N/A	-	N/A	N/A	Figures collected annually - Revised reporting procedures being considered.	A	Community and Environment Board	Yes
REF-LPI 2	Percentage of missed collections put right by the end of the next working day. :	Streetscape	Refuse & Recycling	High	-	Not available	N/A	-	N/A	N/A	To be reported annually.	A	Community and Environment Board	Yes

PI Ref	Description	Division	Section	High/Low is good	2011/12 Target	2010/11 Outturn	National Best Quartile	Performance	Traffic Light	Direction	Comments	Suggested reporting interval	Board	Reported to MT
NI192	Household waste recycled and composted	Streetscape	Refuse & Recycling	High	33%	31.30%	45.77%	38.00%	Green	↑	Positively above target but as previous years the caveat of seasonal variation for garden waste has to be noted. Performance is above last years but it was anticipate that there would be a more substantial increase. A further analysis of residual refuse weights is being carried out to identify any trends affecting the result. Garden waste continues to perform well and be a staple of the overall recycling figure. Postive result indicates that whilst residual waste appears to be decreasing the municipall waste total is decreasing more. The waste analysis mentioned above should inform upon this indicator as well.	Q	Community and Environment Board	Yes
BVPI 90	Percentage of survey respondents expressing satisfaction with: : Household waste collection	Streetscape	Refuse & Recycling	High	94%	N/A	84.5%	-	N/A	N/A	Subject to inclusion within a local householder / place survey for 2011/12.	A	Community and Environment Board	Yes
BVPI 90	Percentage of survey respondents expressing satisfaction with: : Waste recycling facilities	Streetscape	Refuse & Recycling	High	76%	N/A	76.0%	-	N/A	N/A	Subject to inclusion within a local householder / place survey for 2011/12.	A	Community and Environment Board	Yes
BVPI 89	Percentage of people satisfied with cleanliness standards. :	Streetscape	Streetscape	High	77%		64.0%	-	N/A	N/A	Subject to inclusion within a local householder / place survey for 2011/12.	A	Community and Environment Board	Yes
NI195a	Improved street and environmental cleanliness (litter)	Streetscape	Streetscape	Low	6%	4%	2.00%	-	N/A	N/A	No new survey data available- to be carried out as and when resources available.	Q	Community and Environment Board	Yes

Agenda Item No 16

Community and Environment Board

3 October 2011

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

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

1 Summary

- 1.1 This report informs Members of 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.

Recommendation to the Board

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.

2 Consultation

2.1 Portfolio Holder, Shadow Portfolio Holder and Ward Members

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

3 Background

- 3.1 As Members will be aware, the Board has previously approved the establishment of a Partnership Agreement with Queen Elizabeth School and Sports College, Atherstone, for the management of community use of the new artificial grass pitch in accordance with the principles set out in a report considered at its meeting held in June 2011.
- 3.2 At that meeting, the Assistant Director (Leisure and Community Development) was authorised to confirm the Partnership Agreement, subject to prior

approval of its final content by the Chairman and Vice-Chairman of the Board and the Solicitor to the Council.

- 3.3 Subsequent to consultation with the Chairman and Vice-Chairman of the Board and the Solicitor to the Council, the Partnership Agreement has now been finalised. Members are asked to endorse the action taken to enter into this Agreement.

4 Opening of the Facility

- 4.1 Bookings for the use of the artificial grass pitch are encouraging, with interest having been expressed from several football clubs and both Atherstone Hockey and Rugby clubs. Leisure Leagues are scheduled to start in October.
- 4.2 An event to mark the official opening of the facility took place on 24 September 2011. The event, which was organised by the Leisure and Community Development Division in conjunction with the School and Sports College, offered people the opportunity to meet local sports clubs and to take part in a variety of activities throughout the day.

5 Report Implications

5.1 Finance and Value for Money Implications

- 5.1.1 The financial implications of the partnership arrangement were reported to the Board at its meeting held in June 2011. There is no new implication arising from this report.

5.2 Safer Communities Implications

- 5.2.1 Appropriately timetabled and accessible leisure and community development opportunities provide constructive alternatives to anti-social and/or criminal behaviour and thereby help to reduce the likelihood of disorder within the community.

5.3 Environment and Sustainability Implications

- 5.3.1 The adoption of the Partnership Agreement with Queen Elizabeth School and Sports College, Atherstone, will ensure the provision of opportunities for improved constructive leisure activity within communities and enhance local cohesion, social inclusion and individual quality of life. It will also impact positively upon the creation of sustainable, healthy and safe communities.

5.4 Risk Management Implications

- 5.4.1 The risk management implications associated with the Authority's proposed involvement in the community use of the artificial grass pitch were reported to the Board at its meeting held in June 2011.

5.5 Equalities Implications

5.5.1 An Equality and Impact Needs Assessment relating to the Borough Council's involvement in the management of community use of the artificial grass pitch was attached to the report to this Board in March 2011.

5.6 Links to Council's Priorities

5.6.1 The proposed partnership arrangement has the potential to positively impact upon the corporate priorities to:

- Enhance community involvement and access to services
- Tackle health inequalities through improving well-being and providing leisure opportunities to all of our citizens
- Work with our partners to tackle crime, the fear of crime and anti-social behaviour
- Make best use of our resources through achieving a balanced budget

5.6.2 Additionally, the provision and management of community use of an artificial grass pitch at Queen Elizabeth School and Sports College in Atherstone will directly contribute to the priorities of the Sustainable Community Strategy to:

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

5.6.3 The partnership would also deliver against priorities set out in the North Warwickshire Green Space Strategy and the North Warwickshire Playing Pitch Strategy.

The Contact Officers for this report are Alethea Wilson (719212) and Peter Wheaton (719257).

Background Papers

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

Background Paper No	Author	Nature of Background Paper	Date
1	Headteacher, Queen Elizabeth School and Sports College, Atherstone	Business Plan	2010
2	Headteacher, Queen Elizabeth School and Sports College, Atherstone	Sports Specialism Plan	2010
3	Assistant Director (Leisure and Community Development)	Report to Community and Environment Board	21 March 2011
4	Assistant Director (Leisure and Community Development)	Report to Community and Environment Board	13 June 2011