

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

**(Councillors Bell, Chambers, Gosling, M Humphreys, Jenns, Jordan, McLauchlan, K Parker, H Phillips, Rose, Singh, L Smith, S Smith and A Wright)**

**For the information of other Members of the Council**

For general enquiries please contact Democratic Services on 01827 719221 or via e-mail [democraticservices@northwarks.gov.uk](mailto:democraticservices@northwarks.gov.uk).

For enquiries about specific reports please contact the officer named in the reports.

The agenda and reports are available in large print and electronic accessible formats if requested.

## **COMMUNITY AND ENVIRONMENT BOARD AGENDA**

**23 JANUARY 2023**

The Community and Environment Board will meet in The Chamber, The Council House, South Street, Atherstone on Monday 23 January 2023 at 6.30pm.

The meeting can also be viewed on the Council's YouTube channel at [NorthWarks - YouTube](#).

### **AGENDA**

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

#### 4 **Public Participation**

Up to twenty minutes will be set aside for members of the public to put questions to elected Members.

Members of the public wishing to address the Board must register their intention to do so by 9:30am two working days prior to the meeting. Participants are restricted to five minutes each.

If you wish to put a question to the meeting, please register by email to [democraticservices@northwarks.gov.uk](mailto:democraticservices@northwarks.gov.uk) or telephone 01827 719221 / 01827 719237 / 01827 719226.

Once registered to speak, the person asking the question has the option to either:

- a) attend the meeting in person at the Council Chamber.
- b) attend remotely via Teams; or
- c) request that the Chair reads out their written question.

If attending in person, precautions will be in place in the Council Chamber to protect those who are present however this will limit the number of people who can be accommodated so it may be more convenient to attend remotely.

If attending remotely an invitation will be sent to join the Teams video conferencing for this meeting. Those registered to speak should dial the telephone number and ID number (provided on their invitation) when joining the meeting to ask their question. However, whilst waiting they will be able to hear what is being said at the meeting. They will also be able to view the meeting using the YouTube link provided (if so, they made need to mute the sound on YouTube when they speak on the phone to prevent feedback).

#### 5 **Minutes of the meeting of the Board held on 10 October 2022** – copies herewith, to be approved and signed by the Chairman.

### **PUBLIC BUSINESS (WHITE PAPERS)**

#### 6 **General Fund Fees and Charges 2023/24** – Report of the Chief Executive, Corporate Director – Streetscape and Director of Leisure and Community Development

##### **Summary**

This report covers the fees and charges for 2022/23 and the proposed fees and charges for 2023/24.

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

- 7 **General Fund Revenue Estimates 2023/24** – Report of the Corporate Director  
- Resources

### **Summary**

This report covers the revised budget for 2022/23 and an estimate of expenditure for 2023/24, together with forward commitments for 2024/25, 2025/26 and 2026/27.

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

- 8 **Capital Programme 2023/24 to 2025/26** – Report of the Corporate Director –  
Resources

### **Summary**

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

The Contact Officer for this report is Sue Garner (719374).

- 9 **Leisure Facilities – 2023/24 Bank Holiday Closures** – Report of the Director  
of Leisure and Community Development

### **Summary**

This report seeks the Board's consideration of a proposed schedule of Bank Holiday closures of leisure facilities during the 2023/24 financial year.

The Contact Officer for this report is Russell Simkiss (719257).

- 10 **Leisure Facilities: Service Improvement Plan** – Report of the Director of  
Leisure and Community Development.

### **Summary**

Appended to this report, for Members' consideration, is a copy of the approved 2022/23 Service Improvement Plan (SIP), through which the Board has agreed to monitor the operational performance of the leisure facilities at each of its meetings. The appended SIP details related activity undertaken within the facilities through to the end of November 2022.

The Contact Officer for this report is Russell Simkiss (719257).

- 11 **Leisure Facilities: Local Authority Trading Company** – Report of the Director of Leisure and Community Development.

**Summary**

Further to the related report received at its last meeting, held in October 2022, at which the Board asked Officers to produce a condensed version of the approved LATCo-related Service Specification, that document is attached for Members' information and consideration.

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

- 12 **Minutes of the meeting of the Health and Wellbeing Working Party** held on 6 December 2022 – copy herewith.

- 13 **Exclusion of the Public and Press**

**To consider, in accordance with Section 100A(4) of the Local Government Act 1972, whether it is in the public interest that 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.**

- 14 **Staffing Matter** – Report of the Director of Leisure and Community Development.

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

STEVE MAXEY  
Chief Executive

# NORTH WARWICKSHIRE BOROUGH COUNCIL

## MINUTES OF THE COMMUNITY AND ENVIRONMENT BOARD

10 October 2022

Present: Councillor Bell in the Chair.

Councillors Chambers, Gosling, Hancocks, M Humphreys, Jenns, Jordan, McLauchlan, K Parker, H Phillips, Singh, Symonds and A Wright.

Apologies for absence were received from Councillors Rose, L Smith (substitute Hancocks) and S Smith (substitute Symonds).

### 18 **Disclosable Pecuniary and Non-Pecuniary Interests**

None were declared at the meeting.

### 19 **Minutes of the Meeting of the Board held on 25 July 2022**

The minutes of the meeting held on 25 July 2022, copies having been previously circulated, were approved as a correct record and signed by the Chairman.

### 20 **Budgetary Control Report 2022/23 Period Ended 31 August 2022**

The Corporate Director – Resources detailed the revenue expenditure and income for the period from 1 April 2022 to 31 August 2022. The 2022/23 budget and the actual position for the period, compared with the estimate at that date, were given, together with an estimate of the out-turn position for services reporting to the Board.

**Resolved:**

**That the report be noted.**

### 21 **National Food Hygiene Rating Scheme – Increase to Charging for Requested Re-inspections**

The Chief Executive asked the Board to consider an increase to the recovery charges for re-inspections requested by food businesses under the National Food Hygiene Rating Scheme.

**Resolved:**

**That the introduction of increased charges, on a cost recovery basis, for re-inspections requested by food businesses be approved and that the charges be subject to an annual review.**

## 22 **Climate Change Action Plan Update**

The Corporate Director – Streetscape updated Members on the responses to the public consultation on the Council’s Climate Change Action Plan and recommended that the plan be reviewed in light of the comments received.

### **Resolved:**

**That the Member Climate Change Group considers the responses to the public consultation, amends the Action Plan accordingly and a final version be brought back to a future meeting of the Executive Board for approval and adoption.**

## 23 **North Warwickshire Green Space and Playing Pitch Strategies – Progress Report**

The Director of Leisure and Community Development informed Members of the progress made in respect of delivery against the priorities set out in the North Warwickshire Green Space Strategy (2020 to 2033) and the adopted Playing Pitch Strategy (2018 to 2031).

### **Resolved:**

- a That the progress made in respect of the implementation of the priorities of the North Warwickshire Green Space Strategy (2020 to 2033) and the Playing Pitch Strategy (2018 to 2031) be noted; and**
- b That the principle of the Authority entering into a service level agreement with Baxterley in Bloom to create and manage a sensory garden and wildflower meadow within Baxterley Recreation Ground be approved, subject to the terms of that agreement being approved by the Chairman, Vice-Chairman and Opposition Spokesperson for the Board**

## 24 **Sports Pitch Provision in Atherstone**

The Director of Leisure and Community Development updated the Board about recent developments in respect of sports pitch provision in Atherstone and sought guidance concerning the most appropriate location for any future provision of an artificial grass pitch in the town.

### **Resolved:**

- a That the outlined recent developments in respect of sports pitch provision in Atherstone be noted; and**
- b That, in principle, Royal Meadow Drive Recreation Ground be recognised as the Borough Council's preferred location for a 3G artificial grass pitch in Atherstone, with the power to approve the required project and business plans to be developed in conjunction with Atherstone Sports Club delegated to the Director of Leisure and Community Development, in consultation with Chair, Vice-Chair and Opposition Spokesperson of the Board**

## 25 **Leisure Facilities: Service Improvement Plan**

The Director of Leisure and Community Development presented to Members the approved 2022/23 Service Improvement Plan (SIP) detailing activity through to the end of August 2022, through which the Board had agreed to monitor the operational performance of the leisure facilities at each of its meetings.

### **Resolved:**

- a That the progress made against the requirements identified in the approved 2022/23 Leisure Facilities Service Improvement Plan through which operational performance is monitored be noted; and**
- b That the revised leisure facilities Christmas / New Year opening hours, as detailed at paragraph 4.7 of the report of the Director of Leisure and Community Development, be approved.**

## 26 **Leisure Facilities Local Authority Trading Company: Service Specification**

Following the decision of the Community and Environment Board, at its meeting held on 14 March 2022, to establish a wholly owned Leisure Facilities Local Authority Trading Company (LATCo), a service specification was required, which would be used to identify the outputs to be achieved in the operation of the service. The Director of Leisure and

Community Development presented a draft service specification for Members' consideration.

**Resolved:**

**That the content of the service specification, attached as an appendix to the report of the Director of Leisure and Community Development, which would frame the service to be provided by the wholly owned Leisure Facilities Local Authority Trading Company, be approved; and**

**That a more practical version of the specification, linked to the previously adopted strategic objectives for the Leisure Facilities service, be prepared for consideration at a future meeting of the Board.**

Margaret Bell  
Chairman

## Agenda Item No 6

### Community and Environment Board

23 January 2023

**Report of the Chief Executive,  
Corporate Director - Streetscape and  
Director of Leisure and Community  
Development**

**General Fund Fees and Charges  
2023/24**

#### 1 Summary

- 1.1 This report covers the fees and charges for 2022/23 and the proposed fees and charges for 2023/24.

#### **Recommendation to the Board**

**That the schedule of fees and charges for 2023/24, as set out in Appendix A, be accepted.**

#### 2 Introduction

- 2.1 At its meeting held in October, the Executive Board agreed the budget strategy for 2022/27, which included an allowance for price increases of 4%.

#### 3 Fees and Charges Proposed for 2023/24

- 3.1 Attached at Appendix A for the Board's consideration are details of present and proposed fees and charges for the financial year 2023/24. The amounts shown have already been assumed in the revenue estimates for 2023/24.
- 3.2 For 2023/24, with regard to the leisure facilities, it is proposed to selectively increase a small number of these fees and charges, given that both nationally and locally membership and activity levels within facilities have not fully recovered from the impact of the Coronavirus pandemic. Additionally, it is proposed to remove the price differentiation between a "member" and a "non-member" and instead offer one price for each service.
- 3.3 As well as simplifying the price structure, early feedback from the Poverty Proofing exercise has suggested that the current need to purchase an "Active Card" in order to become a member can act as a cost barrier for people within the community, particularly for potential junior service users or those people who may qualify for a concession. This approach has been benchmarked with local public sector and trust operators, only one of which (in Derby) still offers multiple price tiers. It will still be possible for customers to purchase an Active Card (for the reduced fee of £1.00 per annum) if they wish to benefit from advanced booking privileges.

- 3.4 Cesspool waste disposal costs from Severn Trent Water have increased significantly. Current cesspool charges were based on the lower level of disposal costs previously experienced, so increasing charges using only a 4% inflationary increase will leave the increased disposal costs being borne by the Council. To pass this cost onto customers it is proposed to increase cesspool charges to £150 and £250 for weak and standard loads respectively.
- 3.5 Where statutory fees are detailed, these are set nationally by Government and not by the Borough Council.
- 3.6 As 2023/24 is only the third year of charging for the green waste collection service, no increase to this fee is proposed.
- 3.7 Other prices have generally increased in line with inflation, whilst attempting to maximise income, although consideration has been given to the pricing structure of other organisations.

## **4 Report Implications**

### **4.1 Finance and Value for Money Implications**

- 4.1.1 The pricing structure contained within this report is expected to generate additional income of £62,370.
- 4.1.2 This will contribute to the achievement of income targets, which are contained within the Corporate Director – Resources’ report on the General Fund estimates 2023/24, presented elsewhere within the agenda for this meeting. A 1% change in income generated by services reporting to this Board would result in an increase or decrease in income of £15,590.

### **4.2 Risk Management Implications**

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

### **4.3 Legal Implications**

- 4.3.1 Those fees which are set by law or for which the prescribes a maximum amount are identified on Appendix A as being subject to statutory control and may not be exceeded. Where a fee is not fixed by law or limited by law to a particular amount the Council must exercise its discretion reasonably and consider the impact of any increased charges on those who will be affected by them.

### **4.4 Equalities Implications**

- 4.4.1 The pricing structure proposed in this report includes concessionary rates for certain activities to promote greater participation and inclusivity in those activities in support of the Council’s duties under the Equality Act 2010.

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

<b>Background Paper No</b>	<b>Author</b>	<b>Nature of Background Paper</b>	<b>Date</b>

**NORTH WARWICKSHIRE BOROUGH COUNCIL**  
**COMMUNITY & ENVIRONMENT BOARD**  
**FEES AND CHARGES FROM 1 APRIL 2023**

**APPENDIX A**

	<b>2022/2023 TOTAL CHARGE £</b>	<b>2023/2024 TOTAL CHARGE £</b>	<b>VAT RATING</b>
<b>TRADE REFUSE SERVICE</b>			
<b>(weekly collection)</b>			
<b>a) Collection Only</b>			
1100 litre container per annum	251.00	261.00	Outside scope
660 litre container per annum	224.00	233.00	"
330/360 litre container per annum	211.00	219.00	"
240 litre container per annum	180.00	187.00	"
140 litre container per annum	140.00	146.00	"
Sack per annum	75.00	78.00	"
<b>b) Hire &amp; Collection</b>			
1100 litre container per annum	391.00	407.00	Outside Scope
660 litre container per annum	354.00	368.00	"
330/360 litre container per annum	256.00	266.00	"
240 litre container per annum	200.00	208.00	"
140 litre Container per annum	147.00	153.00	"
Reduction for first container at mixed commercial/ domestic premises (per annum).	-42.00	-44.00	Outside Scope
<b>TRADE RECYCLING</b>			
<b>Hire &amp; Collection</b>			
1100 Litre container	391.00	407.00	"
660 Litre container	354.00	368.00	"
360 Litre container	256.00	266.00	"
240 Litre container	200.00	208.00	"
140 Litre container	147.00	153.00	"
Sack	75.00	78.00	Outside Scope
Disposal will be charged at the rate specified by W.C.C.			
Services provided to customers located outside the North Warwickshire Borough Council boundary will be subject to VAT at the standard rate.			
<b>CLINICAL WASTE</b> (per sack @ 3.5 kg capacity) (includes collection)	72.00	75.00	Outside Scope
<b>BLACK REFUSE SACKS</b> (pack of 100) (does not include collection/disposal)	13.50	14.00	Incl VAT at Standard Rate
<b>SALE OF BINS</b>			
<b>New developments &amp; replacements</b>			
240 Litre container	41.00	43.00	Outside Scope
1 each of black, green and red 240 litre bins per individual property	121.00	126.00	"
360 Litre container	107.00	111.00	"
660 Litre container	224.00	233.00	"
1100 Litre container (new)	333.00	346.00	"
1100 Litre container (refurbished)	157.00	163.00	"
<b>GARDEN WASTE COLLECTION</b>			
Per bin, per annum	40.00	40.00	Standard Rate
<b>HOUSE CLEARANCES</b>			
	As per agreement		Plus VAT at Standard Rate

**NORTH WARWICKSHIRE BOROUGH COUNCIL**

**COMMUNITY & ENVIRONMENT BOARD**  
**FEES AND CHARGES FROM 1 APRIL 2023**

	<b>2022/2023 TOTAL CHARGE £</b>	<b>2023/2024 TOTAL CHARGE £</b>	<b>VAT RATING</b>
<b>REMOVAL OF BULKY HOUSEHOLD WASTE</b>			
Up to 5 items	28.00	29.00	Outside scope
Items in excess of 5 charged pro-rata per item (maximum 3 items)	5.30	6.00	"
<b>THE UNAUTHORISED DEPOSIT OF WASTE (FIXED PENALTY) REGULATIONS 2016</b>			
Fly tipping fixed penalty	400.00	400.00	Outside scope
If paid before the end of 10 days following the date of notice	300.00	300.00	"
<b>THE ENVIRONMENTAL PROTECTION (MISCELLANEOUS AMENDMENTS) (ENGLAND AND WALES) REGULATIONS 2018-FIXED PENALTIES-FLY TIPPING-HOUSEHOLD WASTE DUTY OF CARE OFFENCES</b>			
Duty of Care fixed penalty	400.00	400.00	Outside scope
If paid before the end of 10 days following the date of notice	300.00	300.00	"
<b>CESSPOOL/SEPTIC TANK EMPTYING SERVICE</b>			
Collection & Disposal per load or part load -weak strength (on a contract paying by direct debit)	117.00	150.00	Zero Rated
Collection & Disposal per load or part load -standard strength (on a contract paying by direct debit)	225.00	250.00	"
Additional charge to the above fees if not on a contract paying by direct debit	21.00	22.00	"

**NORTH WARWICKSHIRE BOROUGH COUNCIL**  
**COMMUNITY & ENVIRONMENT BOARD**  
**FEES AND CHARGES FROM 1 APRIL 2023**

	2022/2023 TOTAL CHARGE £	2022/2023 TOTAL CHARGE £	2023/2024 TOTAL CHARGE £	
	STANDARD PRICE	LIFETIMES CARD HOLDER	ALL SERVICE	
<b>Lifetimes Card (per annum)</b>				
	N/A	11.50	1.00	Incl. VAT at Standard Rate
Resident				
Non-resident	N/A	14.40	1.00	"
Concessionary	N/A	7.20	1.00	"
Spectator	2.00	2.00	1.00	"
Relacement card	N/A	1.00	1.00	"
<b>Squash (per court)</b>				
Adult	10.80	8.60	9.00	"
Junior	N/A	5.40	5.60	"
<b>Badminton (per court)</b>				
Adult	10.80	8.60	9.00	"
Junior	N/A	5.40	5.60	"
<b>Sports Hall - Polesworth</b>				
Whole hall - peak	44.00	35.00	35.50	Incl. VAT at Standard Rate
Whole hall - concessionary/junior	N/A	22.00	25.00	"
Equipment hire	0.60	0.60	1.00	"
<b>Sports Hall - Coleshill</b>				
Whole hall - peak	42.00	33.60	35.50	"
Whole hall - concessionary/junior	N/A	21.00	25.00	"
Equipment hire	0.60	0.60	1.00	"
<b>Commercial Hire</b>				
Club Use - Premium for Commercial Organisations. (series of 10 or more pre-booked lettings is exempt)				Incl. VAT at Standard Rate (Exempt if 10 or more bookings)
Badmington	N/A	12.50	12.50	"
Squash	N/A	12.50	12.50	"
Sports Hall	N/A	40.00	40.00	"

**NORTH WARWICKSHIRE BOROUGH COUNCIL**  
**COMMUNITY & ENVIRONMENT BOARD**  
**FEES AND CHARGES FROM 1 APRIL 2023**

	2022/2023 TOTAL CHARGE £	2022/2023 TOTAL CHARGE £	2023/2024 TOTAL CHARGE £	
	STANDARD PRICE	LIFETIMES CARD HOLDER	ALL SERVICE	
<b>Birthday Parties</b>				
Birthday Party - rafts and floats (Atherstone LC)	105.00	95.00	120.00	Incl. VAT at Standard Rate
Bouncy castle party (Coleshill LC)	98.00	88.00	110.00	"
Bouncy castle party (Atherstone LC)	82.50	75.50	110.00	"
Nerf party (Coleshill LC)	94.00	84.00	N/A	"
Pre-school party (Coleshill LC)	69.00	N/A	N/A	"
Teas & coffees -30 cups	15.00	15.00	20.00	"
Unlimited squash	6.50	6.50	10.00	"
<b>Other Activities</b>				
Carpet bowls (Coleshill SC)	3.30	2.50	3.50	Standard
Playtimes	4.30	3.50	3.20	"
Playtimes (under 12 months)	N/A	1.00	Free	"
Walking football (Coleshill SC)	4.20	3.30	3.50	"
Tea Dance	3.30	2.50	3.20	"
<b>Courses</b>				
Gymnastics taster (1 only)	5.00	5.00	5.10	Standard
Gymnastics/trampoline 1 hour x 10	N/A	46.00	51.00	Exempt
Gymnastics/trampoline 1.5 hours x 10	N/A	69.00	76.50	"
Dry Courses Direct Debit payment	N/A	19.90	22.10	Standard
Dry Courses Direct Debit payment Mondays	N/A	18.40	N/A	"
Dry Courses Direct Debit payment 1.5 hours	N/A	29.90	33.15	"
Dry Courses Direct Debit payment 1.5 hours Mondays	N/A	27.60	N/A	"
<b>Hire of Office/ Small Room Space - Long Term Block Bookers</b>				
1 Day Rate	N/A	35.70	45.00	Standard
2 Day Rate	N/A	66.00	82.20	"
3 Day Rate	N/A	90.00	112.20	"
4 Day Rate	N/A	100.00	124.80	"
5+ Day Rate	N/A	112.50	140.40	"
<b>Hire of Pool - Long Term Block Bookers</b>				
Main Pool Peak per hour	N/A	65.00	75.00	Standard
Main Pool Off Peak per hour	N/A	55.00	65.00	"
Small Pool Peak per hour	N/A	30.00	35.00	"
Small Pool Off Peak per hour	N/A	21.00	25.00	"

**NORTH WARWICKSHIRE BOROUGH COUNCIL**  
**COMMUNITY & ENVIRONMENT BOARD**  
**FEES AND CHARGES FROM 1 APRIL 2023**

	2022/2023 TOTAL CHARGE £	2022/2023 TOTAL CHARGE £	2023/2024 TOTAL CHARGE £	VAT RATING
	STANDARD PRICE	LIFETIMES CARD HOLDER	ALL SERVICE	
<b>LIFETIMES FITNESS SUITE</b>				
Induction-monthly direct debits	N/A	Free	Free	N/A
Joining fee	N/A	17.50	N/A	Exempt
Joining fee - Concessionary	N/A	12.00	N/A	"
	7.00	5.60	5.60	Incl. VAT at Standard Rate
Adult peak workout				"
Concessionary workout	N/A	3.50	4.00	"
Student direct debit	N/A	18.90	19.00	Incl. VAT at Standard Rate
				"
Student pass	N/A	18.90	19.00	"
Fitness classes -all sites	5.70	4.50	5.00	Exempt
Fitness classes -concessionary	N/A	3.50	4.00	"
<b>GYM DAY PASSES</b>				
1 day	7.00	N/A	7.50	Incl. VAT at Standard Rate
1 week	15.00	N/A	15.00	"
2 weeks	25.00	N/A	25.00	"
4 weeks	45.00	N/A	45.00	"
<b>PERSONAL TRAINERS - Enquires at site</b>				
Block of 10 sessions	N/A	N/A	P.O.A.	Incl. VAT at Standard Rate
Block of 3 sessions	N/A	N/A	P.O.A.	"
Individual session	N/A	N/A	P.O.A.	"
<b>DIRECT DEBIT MONTHLY MEMBERSHIPS</b>				
Ultimate-all sites	N/A	37.00	38.00	Incl. VAT at Standard Rate
Employee/army veteran	N/A	20.50	22.00	"
Lifetimes -Atherstone - Gym & Classes	N/A	32.50	32.50	"
Lifetimes -Coleshill	N/A	29.50	31.00	"
Lifetimes -Polesworth	N/A	24.50	25.00	"
Lifetimes -Swimmer	N/A	27.50	27.50	"
Student Membership	N/A	18.90	19.00	"
<b>ANNUAL MEMBERSHIPS</b>				
(12 months for the price of 11 months at contract rate)				
Ultimate-all sites	N/A	352.00	360.00	Incl. VAT at Standard Rate
Lifetimes -Atherstone- Gym and Classes	N/A	302.50	300.00	"
Lifetimes -Coleshill	N/A	269.50	285.00	"
Lifetimes -Polesworth	N/A	214.50	220.00	"
Lifetimes -Swimmer	N/A	242.00	245.00	"
Student (All sites)	N/A	207.00	209.00	"
<b>DIRECT DEBITS (MONTHLY CONTRACT)</b>				
Ultimate-all sites	N/A	32.00	33.00	Incl. VAT at Standard Rate
Lifetimes -Atherstone- Gym and Classes	N/A	27.50	27.50	"
Lifetimes -Coleshill	N/A	24.50	26.00	"
Lifetimes -Polesworth	N/A	19.50	20.00	"
Lifetimes -Swimmer	N/A	22.00	22.50	"

**NORTH WARWICKSHIRE BOROUGH COUNCIL**  
**COMMUNITY & ENVIRONMENT BOARD**  
**FEEES AND CHARGES FROM 1 APRIL 2023**

	2022/2023 TOTAL CHARGE £	2022/2023 TOTAL CHARGE £	2023/2024 TOTAL CHARGE £	VAT RATING
	STANDARD PRICE	LIFETIMES CARD HOLDER	ALL SERVICE	
<b>QUEEN ELIZABETH SCHOOL SPORTS VILLAGE</b>				
<b>Artificial pitch</b>				
Standard hire (per hour)				
One pitch	45.00	36.00	40.00	Incl. VAT at Standard Rate
Two pitches	90.00	72.00	78.00	"
Three pitches	115.00	92.00	100.00	"
10-30 weeks				
One pitch	40.00	32.00	36.00	Exempt
Two pitches	80.00	64.00	70.00	"
Three pitches	105.00	84.00	92.00	"
31+ weeks				
One pitch	36.00	28.80	32.00	Exempt
Two pitches	72.00	57.60	62.00	"
Three pitches	92.00	73.60	85.00	"
<b>Indoor</b>				
Sports hall adult	44.00	25.00	35.00	Incl. VAT at Standard Rate
Sports hall junior	N/A	22.00	25.00	"
Badminton adult	10.80	8.60	9.00	"
Badminton junior	N/A	5.40	5.60	"

**NORTH WARWICKSHIRE BOROUGH COUNCIL**  
**COMMUNITY & ENVIRONMENT BOARD**  
**FEEES AND CHARGES FROM 1 APRIL 2023**

	2022/2023 TOTAL CHARGE £	2022/2023 TOTAL CHARGE £	2023/2024 TOTAL CHARGE £	VAT RATING
<b>SWIMMING AT ATHERSTONE LEISURE COMPLEX ONLY</b>				
	STANDARD PRICE	LIFETIMES CARD HOLDER	ALL SERVICE	
Adult swim (age 16+)	4.65	3.70	4.00	Incl. VAT at Standard Rate
Junior swim (age 0 - 15)	2.90	2.30	3.00	"
Family swim (2 adults, maximum 3 children)	13.30	10.60	12.50	"
Concessionary/Blue badge/OAP swim	N/A	2.30	3.00	"
Inflatable junior	N/A	N/A	3.50	"
Spectator	2.00	Free	N/A	"
School swimming	2.20	N/A	2.30	Exempt
School swim per teacher	25.50	N/A	27.00	"
School swim per teacher (39 weeks)	21.50	N/A	23.00	"
Adult Lessons:				
Single lesson	5.50	5.50	5.50	Exempt
Cash payment (10 week block)	55.00	55.00	55.00	"
Direct debit payment (per month)	22.92	22.92	21.25	"
One-off assessment	4.20	4.20	5.10	"
Junior lessons:				
Single lesson	4.40	N/A	5.10	Exempt
Cash payment (10 week block)	44.00	44.00	51.00	"
Direct debit payment (per month)	18.34	18.34	21.25	"
One-off assessment	4.20	4.20	5.10	"
Ladies Only	4.65	3.70	4.00	Standard
Shower only	2.20	Free	N/A	"
Aquacise	5.60	4.45	5.00	Exempt
Aquacise (concessionary)	N/A	3.50	4.00	"
Club use (per hour)	81.50	65.00	N/A	"
Swim 1 to 1 - 1 session	16.00	16.00	P.O.A.	Exempt
Swim 1 to 1 - 3 sessions	42.00	42.00	P.O.A.	"
Swim 1 to 1 - 10 sessions	115.00	115.00	P.O.A.	"

**MEMORIAL HALL (per hour)**

**MAIN HALL**

Functions & Events (up to 6 hours)	180.00	180.00	P.O.A.
Hall hire during open hours	23.00	23.00	25.00
Fee for 1 additional member of staff (dependant upon needs of hire / event)	15.00	15.00	15.00
Training Room (per hour)	12.50	12.50	15.00
Bar extension	35.00	35.00	40.00

**Notes**

\*Facilities let for any sport or physical recreation are normally standard rated unless bookings comply with Customs and Excise rules regarding series of lettings.

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

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

**Courses & classes - all facilities**

Fees set at management discretion according to cost

**Commercial use- all facilities**

Charges negotiable according to the nature of booking

**Promotional pricing**

Any of the above prices may be varied for promotional campaigns

**NORTH WARWICKSHIRE BOROUGH COUNCIL**  
**COMMUNITY & ENVIRONMENT BOARD**  
**FEES AND CHARGES FROM 1 APRIL 2023**

		<b>2022/2023 TOTAL CHARGE £</b>	<b>2023/2024 TOTAL CHARGE £</b>	<b>VAT RATING</b>
<b>SPORTS PITCHES</b>				
Casual hire (adult)		42.00	44.00	Incl. VAT at Standard Rate
Casual hire (junior)		27.00	28.00	"
Seasonal hire (adult)	(conditions apply)	475.00	494.00	Exempt
Seasonal hire (junior)	"	250.00	260.00	"
Seasonal hire (mini)	"	190.00	198.00	"
<b>PAVILIONS</b>				
Casual matches (adult)		21.00	22.00	Incl. VAT at Standard Rate
Casual matches (junior)		21.00	22.00	"
Seasonal hire-matches (adult)	(conditions apply)	190.00	198.00	Exempt
Seasonal hire-matches (junior)	"	190.00	198.00	"

**NORTH WARWICKSHIRE BOROUGH COUNCIL**  
**COMMUNITY & ENVIRONMENT BOARD**  
**FEES AND CHARGES FROM 1 APRIL 2023**

	2022/2023 TOTAL CHARGE £	2023/2024 TOTAL CHARGE £	VAT RATING
<b>THE LOCAL AUTHORITY PERMITS FOR PART A(2) INSTALLATIONS AND SMALL WASTE INCINERATION PLANT (FEES AND CHARGES) (ENGLAND) SCHEME 2017</b>			
The charging scheme may be accessed via the following link: <a href="http://www.gov.uk/government/publications/permits-for-waste-incineration-fees-and-charges-for-applications">www.gov.uk/government/publications/permits-for-waste-incineration-fees-and-charges-for-applications</a>			
<b>THE LOCAL AUTHORITY PERMITS FOR PART B INSTALLATIONS AND MOBILE PLANT AND SOLVENT EMISSION ACTIVITIES (FEES AND CHARGES) (ENGLAND) SCHEME 2017</b>			
The charging scheme may be accessed via the following link: <a href="http://www.gov.uk/government/publications/permits-for-solvent-emission-fees-and-charges-for-applications">www.gov.uk/government/publications/permits-for-solvent-emission-fees-and-charges-for-applications</a>			
<b>CONTAMINATED LAND ENQUIRIES</b>			
Simple	14.00	14.60	Outside Scope
Detail	68.00	70.70	"
<b>WORK IN DEFAULT OF NOTICE(S) SERVED</b>			
Where NWBC carries out repairs which are the responsibility of the individual. (NWBC appointed as contractor)	Actual costs plus 20% admin.costs	Actual costs plus 20% admin.costs	Standard
Where the owner has failed to undertake the work.	Actual costs plus 20% admin.costs	Actual costs plus 20% admin.costs	Outside Scope
<b>PRIVATE WATER SUPPLIES REGULATIONS 2009</b>			
<b>Statutory Fees (maximum)</b>			
Risk Assessment (each visit)	500.00	500.00	Outside Scope
Sampling (each visit)	100.00	100.00	"
Investigation (each investigation)	100.00	100.00	"
Granting an authorisation	100.00	100.00	"
Sample analysis -small/single supplies	25.00	25.00	"
Sample analysis -check monitoring	100.00	100.00	"
Sample analysis -audit monitoring	500.00	500.00	"
<b>NWBC Fees</b>			
Risk Assessments/Investigations (per hour)	58.50	60.80	Standard
Sampling visits/Granting authorisations (per hour)	25.50	26.50	"
Sample analysis	As charged by laboratory	As charged by laboratory	
<b>EXPORT CERTIFICATE (NON-VISIT)</b>			
	54.00	54.00	Outside Scope
<b>FOOD EXPORT CERTIFICATE</b>			
	66.00	66.00	Outside Scope
Amendment to certificate	27.00	27.00	Outside Scope
<b>SMOKING FIXED PENALTY FOR FAILING TO SIGN OR FOR SMOKING IN A SMOKE FREE AREA (Statutory)</b>			
	50.00	50.00	Outside Scope
Reduced charge for early payment	30.00	30.00	"
<b>UNADOPTED STREETS AND CAR PARKS</b>			
Builders' skip permits	31.00	32.20	Exempt
Scaffolding/hoarding permits (for a period up to and including 1 month)	126.00	131.00	"
Vehicular access crossing	90.00	90.00	"
Licence agreement for temporary possession	369.00	383.80	"
Licensors surveyor's fee and legal costs	59.00	59.00	"
<b>STREET WORKS LICENCE</b>			
Inspection fee (per opening)	183.00	190.30	Exempt
Administration fee to process application	359.00	373.40	"
<b>ROAD CLOSURES</b>			
Commercial organisations	Cost of advert + 15% admin. Charge	Cost of advert + 15% admin. Charge	Exempt
Town/parish councils	50% of cost of advert + 15% admin. Charge	50% of cost of advert + 15% admin. Charge	Exempt
Charities and non profit making bodies	Free	Free	N/A
<b>REMOVAL OF ABANDONED VEHICLES (from private land)</b>			
	81.00	84.00	Outside Scope

**NORTH WARWICKSHIRE BOROUGH COUNCIL**  
**COMMUNITY & ENVIRONMENT BOARD**  
**FEES AND CHARGES FROM 1 APRIL 2023**

	2022/2023 TOTAL CHARGE £	2023/2024 TOTAL CHARGE £	VAT RATING	
<b>HOUSING ACT 2004</b>				
Enforcement notice (service)	226.00	240.00	Outside Scope	
<b>PRIVATE SECTOR HOUSING ENFORCEMENT</b>				
Work in default rate	cost + 20%	cost + 20%	Standard	
<b>HOUSING MULTIPLE OCCUPATION REGISTRATION</b>				
New Application (Up to 5 Lets) (5-yearly charge)	760.00	Criteria are set differently from 23/24 - see following page for detail	Outside Scope	
Transfer of Licence (Up to 5 Lets)	237.00		"	
Variation of Licence (Up to 5 Lets)	237.00		"	
New Application (6-10 Lets) (5-yearly charge)	882.00		Outside Scope	
Transfer of Licence (6-10 Lets)	256.00		"	
Variation of Licence (6-10 Lets)	256.00		"	
New Application (11+ Lets) (5-yearly charge)	987.00		Outside Scope	
Transfer of Licence (11+ Lets)	271.00		"	
Variation of Licence (11+ Lets)	271.00		"	
<b>MOBILE HOMES ACT 2013</b>				
<b>Single Units / Family Sites (incl. Gypsy, Roma &amp; Traveller Sites)</b>				
New Site Licence Application	223.00			Outside Scope
Annual licence administration	Free			N/A
Site rules lodgement (incl. variation/deletion) :				
Single owner occupied sites	Free		N/A	
Privately rented sites / Family Sites (incl. Gypsy, Roma & Traveller Sites)	42.00		Outside Scope	
Transfer of Site Licence	99.00		"	
Variation of Site Licence	151.00		"	
<b>Multiple Units on Commercial Sites</b>				
New Site Licence Application (2-5 Units)	223.00	N/A	Outside Scope	
Annual licence administration (2-5 Units)	95.00	N/A	"	
Site rules lodgement (incl. variation/deletion) (2-5 Units)	42.00	N/A	"	
Transfer of Site Licence (2-5 Units)	99.00	N/A	"	
Variation of Site Licence (2-5 Units)	151.00	N/A	"	
New Site Licence Application (6-30 Units)	275.00	N/A	Outside Scope	
Annual licence administration (6-30 Units)	147.00	N/A	"	
Site rules lodgement (incl. variation/deletion) (6-30 Units)	42.00	N/A	"	
Transfer of Site Licence (6-30 Units)	99.00	N/A	"	
Variation of Site Licence (6-30 Units)	203.00	N/A	"	
New Site Licence Application (31+ Units)	416.00	N/A	Outside Scope	
Annual licence administration (31+ Units)	285.00	N/A	"	
Site rules lodgement (incl. variation/deletion) (31+ Units)	42.00	N/A	"	
Transfer of Site Licence (31+ Units)	99.00	N/A	"	
Variation of Site Licence (31+ Units)	342.00	N/A	"	
<b>ANTISOCIAL BEHAVIOUR CRIME AND POLICING ACT 2014 (Statutory - maximum)</b>				
Fixed penalty fine	100.00	104.00	Outside Scope	
<b>THE REDRESS SCHEMES FOR LETTINGS AGENCY WORK AND PROPERTY MANAGEMENT WORK (REQUIREMENT TO BELONG TO A SCHEME ETC) (ENGLAND) ORDER 2014 (Statutory)</b>				
Fixed penalty fine	5,000.00	5,000.00	Outside Scope	
<b>SMOKE &amp; CARBON MONOXIDE ALARM (ENGLAND) REGULATIONS 2015 (Up to Statutory Maximum)</b>				
First Offence	2,500.00 plus work in default costs	2,500.00 plus work in default costs	Outside Scope	
Second Offence	5,000.00 inclusive of work in default costs	5,000.00 inclusive of work in default costs	"	

**NORTH WARWICKSHIRE BOROUGH COUNCIL**  
**COMMUNITY & ENVIRONMENT BOARD**  
**FEEES AND CHARGES FROM 1 APRIL 2023**

	<b>2022/2023 TOTAL CHARGE £</b>	<b>2023/2024 TOTAL CHARGE £</b>	<b>VAT RATING</b>
<b>STRAY DOGS</b>	59.50	59.50	Outside Scope
	Plus £14.00 per dog, per day plus vets' fees and fouling fines (or the current kennel daily rate)		
<b>DOG FOULING PENALTIES (Statutory)</b>	80.00	80.00	Outside Scope
If paid within 7 days	50.00	50.00	"
Failure to pay the fixed penalty may lead to prosecution and a fine of up to £1,000.00			
<b>LITTERING PENALTIES (Statutory)</b>	100.00	100.00	Outside Scope
If paid within 7 days	65.00	65.00	"

**NORTH WARWICKSHIRE BOROUGH COUNCIL**  
**COMMUNITY & ENVIRONMENT BOARD**  
**FEES AND CHARGES FROM 1 APRIL 2023**

**2023/24 CHARGE**

(All the below are outside scope of VAT)

<b>Mobile Homes</b>	<b>Pitches</b>	<b>TOTAL CHARGE £</b>
New Application for Protected sites	2-10	£360.00
	51+	£536.00
Annual fee for protected sites	2-10	£300.00
	51+	£470.00
Transfer of a licence	2-10	£280.00
	51+	£280.00
Variation of licence conditions/site expansion	2-10	£210.00
	51+	£386.00
Deposit, variation and deletion of site rules	2-10	£70.00
	51+	£70.00
Mobile homes Fit and Proper Person Test Fee		£270.00
Fit and Proper Annual Review Fee		£190.00
Appointing a person to manage a protected site		Hourly rate + expenses

**Houses in Multiple Occupation Fees**

**Households**

HMO licence application fee	2-4	£825.00
	20+	£1,008.00
HMO licence renewal fee	2-4	£768.00
	20+	£909.00
Variation of a Licence	2-4	£180.00
	20+	£180.00
Transfer of a licence (License not TRANSFERABLE)	2-4	£0.00
	20+	£0.00

**Other Fees**

The expenses are, in the case of the service of an improvement notice or a hazard awareness notice	£450.00
The expenses are, in the case of emergency remedial action under section 40, the expenses incurred	£500.00
The expenses are, in the case of a prohibition order under section 20 or 21 of this Act, an emergency prohibition order under section 43 or a demolition order under section 265 of the Housing Act 1985, the expenses incurred	£520.00
Review of suspended improvement notices (Sect 17)      Annual Charge	£370.00
Review of suspended prohibition orders (Sect 26)      Annual Charge	£370.00
Immigration Inspections	£280.00

## Agenda Item No 7

### Community and Environment Board

23 January 2023

#### Report of the Corporate Director - Resources

#### General Fund Revenue Estimates 2023/24

## 1 Summary

- 1.1 This report covers the revised budget for 2022/23 and an estimate of expenditure for 2023/24, together with forward commitments for 2024/25, 2025/26 and 2026/27.

### Recommendation to the Board

- a To accept the revised budget for 2022/23; and
- b To accept or otherwise vary the Estimates of Expenditure for 2023/24, as submitted, for them to be included in the budget to be brought before the meeting of the Executive Board on 13 February 2023.

## 2 Introduction

- 2.1 In consultation with other Directors, the Corporate Director – Resources has prepared an estimate of net expenditure for 2023/24 and this, together with a revised budget for 2022/23, appears in Appendices A and B. To provide a more complete picture of the spending pattern of the service the actual figures for 2021/22 are shown.

...

- 2.2 At its meeting in October 2022, the Executive Board agreed the budget strategy for 2023-2027, which required savings of £2.55 million over a four- year period. This required budget savings of £1,900,000 in 2023/24 with additional savings of £100,000 in 2024/25 and £550,000 in 2025/26. A savings target was not included for 2026/27 at that time. Some limited growth was built into the strategy in specific areas.

- 2.3 Directors were asked to identify areas where savings could be made, either by a reduction in expenditure or through the generation of additional income.

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

	<b>Approved Budget 2022/23 £</b>	<b>Revised Budget 2022/23 £</b>	<b>Original Budget 2023/24 £</b>
Employee Costs	4,115,820	4,521,360	4,597,520
Premises Related	587,690	684,830	1,140,980
Supplies and Services	1,667,160	1,950,300	1,762,220
Transport	678,830	718,540	746,880
Miscellaneous Expenditure	740	1,410	1,320
Earmarked Reserves	28,490	(61,940)	28,580
<b>Gross Expenditure</b>	<b>7,078,730</b>	<b>7,814,500</b>	<b>8,277,500</b>
Income	(3,276,460)	(3,094,260)	(3,236,250)
<b>Net Controllable Expenditure</b>	<b>3,802,270</b>	<b>4,720,240</b>	<b>5,041,250</b>
Departmental Support	702,590	702,590	847,930
Central Support	628,100	628,100	755,560
Capital Charges	888,950	888,940	889,760
<b>Net Expenditure</b>	<b>6,021,910</b>	<b>6,939,870</b>	<b>7,534,500</b>

2.5 The Council values all of its assets using a five year rolling programme, and this can affect the level of capital charges that are made to services and can therefore significantly affect the net service cost. Changes in net service expenditure that are as a result of increases or decreases in capital charges are shown below net operating expenditure in the following pages.

### 3 **Comments on the 2022/23 Revised Budget**

3.1 The revised budget for 2022/23 is estimated to be £6,939,870, an increase of £917,960 on the approved provision. The main reasons for variations are set out below.

#### 3.2 **Leisure Centres and Memorial Hall** **£303,900**

3.2.1 Employees costs have increased by £45,090 due to the higher than expected pay award and salary increments during the year.

3.2.2 Premises costs have increased by £83,680, with £81,290 of this due to the increased costs on gas and electricity.

3.2.3 Supplies and Services costs have increased by £21,770 due largely to increased costs relating to chemicals, software maintenance and licenses.

3.2.4 Overall income has reduced by £161,040 as customers have not returned after the pandemic in the numbers anticipated.

- 3.3 Public Health (Commercial Pollution Control) £5,960**
- 3.3.1 The increase is due to an increase in the cost of software maintenance, although this has been offset by lower expenditure on equipment and books. There has also been a reduction in air pollution fee income due.
- 3.4 Domestic Refuse, Trade Refuse and Recycling £524,200**
- 3.4.1 Employee costs have increased by £312,580 due to the increased pay award and a structural review undertaken in response to recruitment and retention difficulties. In addition, the use of agency staffing to cover staff absences and additional rounds exceeded vacancy savings within the service.
- 3.4.2 Supplies and Services costs have increased by £143,330, largely due to further increases in the recycling disposal costs charged by external waste processing organisations. In addition, there were some increased costs for refuse disposal, green waste collection permits and bulky waste collections. These increases have been partially offset by a reduction in the purchase of bins for resale.
- 3.4.3 Transport costs have increased by £44,820. This is due to the cost of hiring in an additional refuse freighter and increased fuel and maintenance costs for existing vehicles.
- 3.4.4 Overall income has decreased by £12,460. There has been some additional income from bulky waste collections, trade waste customers and clinical waste collections but this has been exceeded by a small reduction in the take up of the green bin service, a reduction in recycling credits and lower bin sales to developers and individuals.
- 3.5 Streetscene Grounds Maintenance £41,210**
- 3.5.1 Employees costs have increased by £50,250 due to the pay award and the use of agency staff to cover vacancies.
- 3.5.2 There has been a reduction in supplies and services expenditure on equipment and clothing and transport costs have reduced due to a lower spend on existing vehicles and hired transport.
- 3.6 Cesspool Emptying £59,840**
- 3.6.1 Cesspool waste disposal costs have increased following changes to charging bands and the pricing structure operated by Severn Trent Water. There has also been an increase in transport costs due to additional maintenance and fuel costs.
- 3.6.2 Cesspool charges were set to cover a lower level of disposal costs than are currently being charged. In addition, income from cesspool collections is lower than expected due to a reduction in the frequency of emptying's requested.

- 3.7 Amenity Cleaning (£17,430)**
- 3.7.1 Employee costs have reduced by £6,240 as the savings resulting from staffing vacancies were not fully used on agency staffing.
- 3.7.2 Premises costs have decreased by £6,470 due to lower collection and disposal of Asbestos Waste in the disposal of fly tipping.
- 3.7.3 Transport running costs have reduced due to lower use of transport. There has also been a small reduction in supplies and services costs due to lower spend on equipment.
- 3.8 Green Space Budget £7,150**
- 3.8.1 Premises costs have increased by £11,510 due to the increase in gas and electricity prices and other running costs associated with operating the sports pavilions.
- 3.8.2 Advice relating to tree works is currently being sourced externally whilst the post of Green Space Officer (Trees) is vacant. Supplies and Services have reduced as only essential advice is sought requiring a lower level of professional fees in the current year. A small increase in income is also expected.
- 3.9 Marketing and Market Research £6,380**
- 3.9.1 Supplies and services increased in year due to additional expenditure on activity related to the Queens baton relay.
- 3.10 Support to Voluntary Organisations (£20,880)**
- 3.10.1 The reduction reflects the decision to reduce support to voluntary organisations.

#### **4 Comments on the 2023/24 Estimates**

- 4.1 The 2023/24 estimate has been prepared taking into account the following assumptions:
- A 4% pay award from 1 April 2023;
  - Increases of 100% in electricity costs and 300% in gas costs, with increases on other premise costs between 3-5%;
  - Inflationary increases of 3% in supplies and services; and
  - An increase in income to reflect the increases included in the fees and charges report elsewhere on this agenda.
- 4.2 The total estimated net expenditure for 2023/24 is £7,534,500; an increase of £1,512,590 on the 2022/23 approved budget and an increase of £594,630 on the revised 2022/23 budget. The main reasons for variations from the revised budget are set out below.

- 4.3 Leisure Centres and Memorial Hall £484,300**
- 4.3.1 Employee costs have increased by £76,450 due to the pay award and associated costs for national insurance and pension contributions.
- 4.3.2 Premises costs have increased by £428,110, with £400,780 of that increase due to the increase in the prices of electricity and gas.
- 4.3.3 Supplies and Services costs have increased by £12,410, due to inflationary increases and the reinstatement of budgets for resaleable equipment and stock with the expectation of resuming some level of normal activity.
- 4.3.4 Overall income has increased by £40,350. This is based on the expected income from the restructure of fees set out in the fees and charges report, allowing for loss of income on active cards. The improvement in income is generally based on inflationary increases and an expected increase in income from gymnastics at Polesworth Sports Centre.
- 4.4 Public Health (Commercial Pollution Control) £35,630**
- 4.4.1 The main increase is due to a change in staff salary allocations to the service following a restructure within the Environmental Health division. This has been offset slightly by a reduction in software charges and an inflationary increase in income.
- 4.5 Domestic Refuse and Recycling (£232,030)**
- 4.5.1 Employee costs have reduced by £71,320 due to reversal of the agency staff costs for covering absences and vacancies due to recruitment difficulties in 2022/23. This has been partially offset by increases due to the pay award.
- 4.5.2 Supplies and Services have decreased by £138,600 primarily due to moving to the new Sherbourne facility when it becomes operational part way through the year.
- 4.5.3 Transport costs have increased by £21,480 due to inflationary costs on vehicle costs.
- 4.5.4 Income has increased by £44,160 as recycling credits are expected to return to more normal levels.
- 4.6 Streetscene Grounds Maintenance (£21,500)**
- 4.6.1 Employee costs have reduced by £11,260 due to the reversal of the additional agency staff costs to cover operational staff during 2022/23. This has been partially offset by increases due to the pay award and inflationary increase for employee costs.
- 4.6.2 Transport and supplies and service costs have increased by £4,930 for inflation.

4.6.3 Income has increased by £15,080 largely due to inflationary increases in recharge fees, although there is an additional recharge to the Green Space service budget.

**4.7 Amenity Cleaning £57,600**

4.7.1 The main increase relates to employee costs which have risen by £52,750, reflecting the pay award and associated national insurance and pension costs.

4.7.2 Reductions in supplies and service budgets in the revised 2022/23 budget have been reinstated for 2023/24 and inflationary increases have been included in pool transport costs.

4.7.3 There has been a small increase in income from service recharges.

**4.8 Green Space Budget £48,950**

4.8.1 Employee costs have increased by £9,950 due to the pay award and increments.

4.8.2 Premises costs have increased by £23,980. Although utility costs at the pavilions have increased by £29,040, this has been offset by a reduction in the contribution to the Building Maintenance Fund.

4.8.3 Supplies and Services costs have increased by £15,430 due to inflationary increases and the reinstatement of the professional fee budget back to the original 2022/23 approved budget.

**4.9 Corporate Policy (£29,080)**

4.9.1 The main variation is a reduction in employee expenses following the retirement of the Corporate Services Officer.

**4.10 Marketing and Market Research (£7,340)**

4.10.1 Supplies and services have reduced as the additional expenditure on the Queens baton relay in 2022/23 has not been carried forward.

**4.11 Departmental and Central Support Services £272,800**

4.11.1 Departmental and central support costs have increased by £145,340 and £127,460 respectively, due to pay awards and increments.

**5 Income**

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

## 6 Risks to Services

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

- Deteriorating condition of assets, particularly the Leisure Centres, and further economic and market pressure affecting the generation of income. The estimate for 2023/24 is largely based on current levels of activity, but the potential for a reduction in usage remains given the current economic position. Cost pressures are also a continued risk for leisure facilities, particularly in relation to the volatility of the utilities markets.
- Additional costs relating to the Refuse and Recycling Services, if increased collection continues in the longer term. Current cost levels have not been assumed in full in the 2023/24 estimate.

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

## 7 Future Year Forecasts

7.1 In order to assist with medium-term financial planning, Members are provided with budget forecasts for the three years following 2023/24. The table below provides a subjective summary for those services reporting to this Board:

	<b>Forecast Budget 2024/25 £</b>	<b>Forecast Budget 2025/26 £</b>	<b>Forecast Budget 2026/27 £</b>
Employee Costs	4,783,370	4,902,120	5,048,000
Premises Related	1,193,400	1,245,060	1,299,070
Supplies and Services	1,658,970	1,697,360	1,736,630
Transport	765,710	785,290	805,540
Miscellaneous Expenditure	840	860	880
Earmarked Reserves	5,580	11,240	12,840
<b>Gross Expenditure</b>	<b>8,407,870</b>	<b>8,641,930</b>	<b>8,902,960</b>
Income	(3,325,290)	(3,424,160)	(3,528,660)
<b>Net Controllable Expenditure</b>	<b>5,082,580</b>	<b>5,217,770</b>	<b>5,374,300</b>
Departmental Support	885,980	910,800	936,370
Central Support	745,730	766,400	788,020
Capital Charges	889,760	889,760	889,760
<b>Net Expenditure</b>	<b>7,604,050</b>	<b>7,784,730</b>	<b>7,988,450</b>

7.2 The forecasts given above have used a number of assumptions, which include pay awards of 4% in 2024/25 and 3% in 2025/26 and 2026/27; increases in premises costs by 3%, increases in contracts and general increases in supplies and services of 3% in 2024/25 and 2% increase in 2025/26 and 2026/27. In total, net expenditure is expected to increase by 0.92% in 2024/25, by 2.4% in 2025/26 and 2.6% in 2026/27.

7.3 The lower increase in net expenditure in 2024/25 is due to the inclusion of a full year's operation of the Sherborne facility.

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

## 8 Report Implications

### 8.1 Finance and Value for Money Implications

8.1.1 As detailed in the body of the report.

### 8.2 Environment, Climate Change and Health Implications

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

### 8.3 Risk Management Implications

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

### 8.4 Equalities Implications

8.4.1 There are no direct equalities implications arising from the proposals in this report. Each service area referred to will have regard to the Council's varying equality duties when discharging their services.

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

## Background Papers

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

Background Paper No	Author	Nature of Background Paper	Date

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

<b>Codes</b>	<b>Description</b>	<b>Actual 2021/2022 £</b>	<b>Approved Budget 2022/2023 £</b>	<b>Revised Budget 2022/2023 £</b>	<b>Original Budget 2023/2024 £</b>
3072	Polesworth Sport Centre	182,694	117,180	9,490	(3,390)
3073	Polesworth Gym Hub	43,357	-	197,340	228,330
3075	Coleshill Leisure Centre	356,579	285,450	327,610	417,680
3077	Atherstone Leisure Complex	492,977	341,640	518,680	852,180
3082-3	Memorial Hall	142,721	121,680	116,730	159,350
4002	Public Health (Commercial Pollution Control)	237,324	337,700	343,660	379,290
4003	Public Health (Domestic Pollution Control)	25,431	960	3,150	2,140
5000	Domestic Refuse Collection	865,971	688,490	866,570	818,190
5001	Streetscene Grounds Maintenance	63,573	21,240	62,450	40,950
5002	Trade Refuse Collection	(58,406)	(60,020)	(51,190)	(54,530)
5003	Cesspool Emptying	(7,706)	(57,670)	2,170	(20,190)
5004	Recycling	820,902	712,150	1,049,440	865,790
5005	Animal Control	32,935	10,290	12,910	12,690
5006	Abandoned Vehicles	2,804	2,240	3,950	3,470
5010	Amenity Cleaning	576,616	558,080	540,650	598,250
5013	Unadopted Roads	13,874	8,050	8,050	8,290
5014	Flooding And Land Drainage	3,706	-	-	-
5015	Street Furniture	3,576	1,380	1,900	1,440
5016	Atherstone Market	3,219	1,900	2,100	2,770
5019	Green Space Budget	410,105	448,060	455,210	504,160
5021	Public Health (Control of Disease) Act 1984 Burials	4,163	1,670	1,670	1,720
5023	Consultation	1,362	4,740	4,740	4,880
5025	Corporate Policy	57,213	49,190	49,190	20,110
5030	Rural Regeneration	23,819	37,980	37,980	42,450
5034	Landscape	10,982	10,780	11,110	11,440
5040	Marketing and Market Research	2,491	8,930	15,310	7,970
5044	Support to Voluntary Organisations	58,863	56,430	35,550	35,710
5055	Community Development Health Improvement	53,490	42,550	42,620	45,940
5056	Community Development Safer Communities	55,769	61,810	61,810	65,760
5064	QE - Artificial Grass Pitch	(5,740)	(10,610)	(10,610)	(11,590)
7361	England's Rural Heart LEADER Partnership	4,406	-	-	-
72**	Covid-19	77,214	-	-	-
<b>Sub Total</b>	<b>Net Controllable Expenditure</b>	<b>4,556,285</b>	<b>3,802,270</b>	<b>4,720,240</b>	<b>5,041,250</b>
<b>Sub Total</b>	<b>Departmental Support</b>	<b>586,260</b>	<b>702,590</b>	<b>702,590</b>	<b>847,930</b>
<b>Sub Total</b>	<b>Central Support</b>	<b>591,447</b>	<b>628,100</b>	<b>628,100</b>	<b>755,560</b>
<b>Sub Total</b>	<b>Capital</b>	<b>2,189,548</b>	<b>888,950</b>	<b>888,940</b>	<b>889,760</b>
<b>Sub Total</b>	<b>Net Expenditure</b>	<b>7,923,539</b>	<b>6,021,910</b>	<b>6,939,870</b>	<b>7,534,500</b>

**3072 - POLESWORTH SPORTS CENTRE**

The Council uses Polesworth School to provide sports hall facilities for the community. The hall has a four court size hall.

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2021/2022	BUDGET 2022/2023	BUDGET 2022/2023	BUDGET 2023/2024
Employee Expenditure	268,725	215,910	39,940	40,760
Premises Related Expenditure	6,535	31,000	8,000	10,290
Supplies & Services	14,847	21,730	4,120	5,270
Transport Related Expenditure	36	-	-	-
<b>GROSS EXPENDITURE</b>	<b>290,143</b>	<b>268,640</b>	<b>52,060</b>	<b>56,320</b>
GROSS INCOME	(107,448)	(151,460)	(42,570)	(59,710)
<b>NET CONTROLLABLE EXPENDITURE</b>	<b>182,694</b>	<b>117,180</b>	<b>9,490</b>	<b>(3,390)</b>
Departmental Support	16,632	19,770	-	-
Central Support Services	37,438	37,870	-	-
Capital Charges	16,322	14,040	-	-
<b>NET EXPENDITURE</b>	<b>253,087</b>	<b>188,860</b>	<b>9,490</b>	<b>(3,390)</b>

**Contributes to corporate priority :**  
**- Improving leisure and wellbeing opportunities**

**3073 - POLESWORTH GYM HUB**

Polesworth Gym Hub is a purpose developed "Lifetimes" fitness suite operational from 4th January 2022.

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2021/2022	BUDGET 2022/2023	BUDGET 2022/2023	BUDGET 2023/2024
Employee Expenditure	40,663	-	222,500	243,280
Premises Related Expenditure	1,980	-	21,140	30,880
Supplies & Services	4,439	-	17,850	21,120
<b>GROSS EXPENDITURE</b>	<b>47,081</b>	<b>-</b>	<b>261,490</b>	<b>295,280</b>
GROSS INCOME	(3,724)	-	(64,150)	(66,950)
<b>NET CONTROLLABLE EXPENDITURE</b>	<b>43,357</b>	<b>-</b>	<b>197,340</b>	<b>228,330</b>
Departmental Support	-	-	19,770	20,940
Central Support Services	-	-	37,870	48,710
Capital Charges	5,737	-	14,030	14,240
<b>NET EXPENDITURE</b>	<b>49,095</b>	<b>-</b>	<b>269,010</b>	<b>312,220</b>

**Contributes to corporate priority :**  
**- Improving leisure and wellbeing opportunities**

**3075 - COLESHILL LEISURE CENTRE**

Coleshill Leisure Centre is situated on the site of Coleshill School and run in partnership with the school. It houses a four badminton court hall, two squash courts, a studio and a 40 station "Lifetimes" fitness suite.

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2021/2022	BUDGET 2022/2023	BUDGET 2022/2023	BUDGET 2023/2024
Employee Expenditure	464,239	432,300	416,680	436,160
Premises Related Expenditure	154,571	167,800	174,810	250,490
Supplies & Services	45,204	50,040	53,220	60,800
Earmarked Reserves	20,910	20,910	20,910	20,910
<b>GROSS EXPENDITURE</b>	<b>684,923</b>	<b>671,050</b>	<b>665,620</b>	<b>768,360</b>
GROSS INCOME	(328,345)	(385,600)	(338,010)	(350,680)
<b>NET CONTROLLABLE EXPENDITURE</b>	<b>356,579</b>	<b>285,450</b>	<b>327,610</b>	<b>417,680</b>
Departmental Support	19,342	21,930	21,930	21,440
Central Support Services	56,504	59,580	59,580	75,720
Capital Charges	124,012	101,190	101,190	101,450
<b>NET EXPENDITURE</b>	<b>556,437</b>	<b>468,150</b>	<b>510,310</b>	<b>616,290</b>

Contributes to corporate priority :

- Improving leisure and wellbeing opportunities

**3077 - ATHERSTONE LEISURE COMPLEX**

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

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2021/2022	BUDGET 2022/2023	BUDGET 2022/2023	BUDGET 2023/2024
Employee Expenditure	650,629	587,240	623,940	655,300
Premises Related Expenditure	251,933	271,280	340,970	642,910
Supplies & Services	51,227	59,790	75,960	72,580
Earmarked Reserves	2,399	2,500	(5,180)	2,500
<b>GROSS EXPENDITURE</b>	<b>956,187</b>	<b>920,810</b>	<b>1,035,690</b>	<b>1,373,290</b>
GROSS INCOME	(463,210)	(579,170)	(517,010)	(521,110)
<b>NET CONTROLLABLE EXPENDITURE</b>	<b>492,977</b>	<b>341,640</b>	<b>518,680</b>	<b>852,180</b>
Departmental Support	22,261	24,980	24,980	25,730
Central Support Services	76,585	80,870	80,870	103,970
Capital Charges	1,453,323	251,020	251,020	251,310
<b>NET EXPENDITURE</b>	<b>2,045,147</b>	<b>698,510</b>	<b>875,550</b>	<b>1,233,190</b>

Contributes to corporate priority :

- Improving leisure and wellbeing opportunities

**3082-3083 - MEMORIAL HALL**

The Council's main entertainment and function venue which is available for sports and communal use.

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2021/2022	BUDGET 2022/2023	BUDGET 2022/2023	BUDGET 2023/2024
Employee Expenditure	116,648	114,530	92,010	96,020
Premises Related Expenditure	38,390	43,330	52,170	90,630
Supplies & Services	15,441	15,300	17,480	21,270
Earmarked Reserves	-	-	-	-
<b>GROSS EXPENDITURE</b>	<b>170,479</b>	<b>173,160</b>	<b>161,660</b>	<b>207,920</b>
GROSS INCOME	(27,758)	(51,480)	(44,930)	(48,570)
<b>NET CONTROLLABLE EXPENDITURE</b>	<b>142,721</b>	<b>121,680</b>	<b>116,730</b>	<b>159,350</b>
Departmental Support	2,684	2,830	2,830	2,960
Central Support Services	12,377	11,450	11,450	15,450
Capital Charges	26,912	25,170	25,170	25,170
<b>NET EXPENDITURE</b>	<b>184,694</b>	<b>161,130</b>	<b>156,180</b>	<b>202,930</b>

Contributes to corporate priority :

- Improving leisure and wellbeing opportunities

**4002 - PUBLIC HEALTH (COMMERCIAL POLLUTION CONTROL)**

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

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2021/2022	BUDGET 2022/2023	BUDGET 2022/2023	BUDGET 2023/2024
Employee Expenses	243,603	347,640	347,640	384,980
Supplies & Services	20,437	19,950	21,770	20,690
<b>GROSS EXPENDITURE</b>	<b>264,040</b>	<b>367,590</b>	<b>369,410</b>	<b>405,670</b>
GROSS INCOME	(26,716)	(29,890)	(25,750)	(26,380)
<b>NET CONTROLLABLE EXPENDITURE</b>	<b>237,324</b>	<b>337,700</b>	<b>343,660</b>	<b>379,290</b>
Departmental Support	63,749	87,440	87,440	67,760
Central Support Services	10,972	4,180	4,180	33,850
Capital Charges	-	60	60	60
<b>NET EXPENDITURE</b>	<b>312,044</b>	<b>429,380</b>	<b>435,340</b>	<b>480,960</b>

Contributes to corporate priority :

- Improving leisure and wellbeing opportunities

**4003 - PUBLIC HEALTH (DOMESTIC POLLUTION CONTROL)**

Private sector domestic enforcement of housing standards

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2021/2022	BUDGET 2022/2023	BUDGET 2022/2023	BUDGET 2023/2024
Employee Expenses	25,590	-	-	-
Supplies & Services	8,644	3,940	5,650	5,220
Earmarked Reserves	-	-	-	-
<b>GROSS EXPENDITURE</b>	<b>34,234</b>	<b>3,940</b>	<b>5,650</b>	<b>5,220</b>
GROSS INCOME	(8,803)	(2,980)	(2,500)	(3,080)
<b>NET CONTROLLABLE EXPENDITURE</b>	<b>25,431</b>	<b>960</b>	<b>3,150</b>	<b>2,140</b>
Departmental Support	18,379	23,050	23,050	24,140
Central Support Services	3,907	3,410	3,410	4,310
Capital Charges	673	60	60	60
<b>NET EXPENDITURE</b>	<b>48,390</b>	<b>27,480</b>	<b>29,670</b>	<b>30,650</b>

Contributes to corporate priority :

- Improving leisure and wellbeing opportunities

<b>5000 - DOMESTIC REFUSE COLLECTION</b>				
The collection of domestic refuse from households in the Borough. Also the collection of clinical waste from surgeries, nursing homes and private dwellings.				
DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2021/2022	BUDGET 2022/2023	BUDGET 2022/2023	BUDGET 2023/2024
Employee Expenditure	784,279	549,180	710,250	663,320
Premises Related Expenditure	11,501	9,180	11,480	12,050
Supplies & Services	98,052	71,440	79,990	77,100
Transport Related Expenditure	186,160	235,900	254,530	261,760
Miscellaneous Expenditure	(28,168)	-	-	-
<b>GROSS EXPENDITURE</b>	<b>1,051,824</b>	<b>865,700</b>	<b>1,056,250</b>	<b>1,014,230</b>
GROSS INCOME	(185,854)	(177,210)	(189,680)	(196,040)
<b>NET CONTROLLABLE EXPENDITURE</b>	<b>865,971</b>	<b>688,490</b>	<b>866,570</b>	<b>818,190</b>
Departmental Support	54,162	48,890	48,890	77,010
Central Support Services	99,177	125,710	125,710	145,820
Capital Charges	138,767	150,570	150,570	150,630
<b>NET EXPENDITURE</b>	<b>1,158,075</b>	<b>1,013,660</b>	<b>1,191,740</b>	<b>1,191,650</b>
<b>Contributes to corporate priority :</b>				
<b>- Improving leisure and wellbeing opportunities</b>				
<b>KEY PERFORMANCE INDICATORS</b>				
No of Households	29,027	29,127	29,120	29,500
Cost per household	£39.90	£34.80	£40.93	£40.39
Maximum missed collections per 100,000 users	15	17	15	17

<b>5001 - STREETSCENE GROUNDS MAINTENANCE</b>				
This budget covers the maintenance of informal areas of green space that are intrinsic to the streetscene.				
DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2021/2022	BUDGET 2022/2023	BUDGET 2022/2023	BUDGET 2023/2024
Employee Expenditure	424,019	390,340	440,590	429,330
Premises Related Expenditure	-	-	-	-
Supplies & Services	16,655	25,420	22,810	24,420
Transport Related Expenditure	89,004	74,760	68,390	71,710
Miscellaneous Expenditure	691	630	800	710
Earmarked Reserves	-	-	-	-
<b>GROSS EXPENDITURE</b>	<b>530,370</b>	<b>491,150</b>	<b>532,590</b>	<b>526,170</b>
GROSS INCOME	(466,797)	(469,910)	(470,140)	(485,220)
<b>NET CONTROLLABLE EXPENDITURE</b>	<b>63,573</b>	<b>21,240</b>	<b>62,450</b>	<b>40,950</b>
Departmental Support	40,402	36,920	36,920	51,630
Central Support	22,639	25,170	25,170	32,080
Capital Charges	32,532	31,890	31,890	31,890
<b>NET EXPENDITURE</b>	<b>159,146</b>	<b>115,220</b>	<b>156,430</b>	<b>156,550</b>
<b>Contributes to corporate priorities :</b>				
<b>- Protecting our countryside and heritage</b>				
<b>- Improving leisure and wellbeing opportunities</b>				

<b>5002 - TRADE REFUSE COLLECTION</b>				
Collecting waste from business premises situated in the Borough.				
DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2021/2022	BUDGET 2022/2023	BUDGET 2022/2023	BUDGET 2023/2024
Employee Expenditure	20,616	12,380	12,380	11,930
Supplies & Services	226,982	232,120	248,930	257,810
<b>GROSS EXPENDITURE</b>	<b>247,598</b>	<b>244,500</b>	<b>261,310</b>	<b>269,740</b>
GROSS INCOME	(306,003)	(304,520)	(312,500)	(324,270)
<b>NET CONTROLLABLE EXPENDITURE</b>	<b>(58,406)</b>	<b>(60,020)</b>	<b>(51,190)</b>	<b>(54,530)</b>
Departmental Support	13,399	19,360	19,360	17,380
Central Support Services	15,009	8,060	8,060	6,240
<b>NET EXPENDITURE</b>	<b>(29,998)</b>	<b>(32,600)</b>	<b>(23,770)</b>	<b>(30,910)</b>
<b>Contributes to corporate priority :</b>				
<b>- Responsible financial and resource management</b>				
<b><u>KEY PERFORMANCE INDICATORS</u></b>				
Number of Trade Bins	494	488	477	486
Gross cost per bin collected	£558.72	£557.21	£605.30	£603.62
Net cost per bin collected	(£60.72)	(£66.80)	(£49.83)	(£63.60)

<b>5003 - CESSPOOL EMPTYING</b>				
The collection and disposal of cesspool and septic tank waste from properties in the Borough.				
DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2021/2022	BUDGET 2022/2023	BUDGET 2022/2023	BUDGET 2023/2024
Employee Expenditure	51,230	42,020	44,710	46,650
Premises Related Expenditure	-	110	-	110
Supplies & Services	41,981	24,380	48,220	49,660
Transport Related Expenditure	26,793	24,690	31,460	29,910
Miscellaneous Expenditure	-	110	110	110
<b>GROSS EXPENDITURE</b>	<b>120,004</b>	<b>91,310</b>	<b>124,500</b>	<b>126,440</b>
GROSS INCOME	(127,710)	(148,980)	(122,330)	(146,630)
<b>NET CONTROLLABLE EXPENDITURE</b>	<b>(7,706)</b>	<b>(57,670)</b>	<b>2,170</b>	<b>(20,190)</b>
Departmental Support	12,562	22,920	22,920	42,060
Central Support Services	23,740	36,740	36,740	30,130
Capital Charges	15,102	14,770	14,770	14,770
<b>NET EXPENDITURE</b>	<b>43,698</b>	<b>16,760</b>	<b>76,600</b>	<b>66,770</b>
<b>Contributes to corporate priorities :</b>				
<b>management opportunities</b>				
<b><u>KEY PERFORMANCE INDICATORS</u></b>				
Number of emptyings	985	1,100	894	939
Gross cost per emptying	£174.02	£150.67	£222.52	£227.26
Net (surplus)/cost per emptying	£44.36	£15.24	£85.68	£71.11

<b>5004 - RECYCLING</b>				
An in-house service which collects and recycles green and recyclable waste.				
DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2021/2022	BUDGET 2022/2023	BUDGET 2022/2023	BUDGET 2023/2024
Employee Expenses	783,066	750,610	902,120	877,730
Premises Related Expenditure	-	120	-	-
Supplies & Services	728,405	602,790	737,570	601,860
Transport Related Expenditure	246,037	265,880	292,070	306,320
Earmarked Reserves	(56,524)	-	-	-
<b>GROSS EXPENDITURE</b>	<b>1,700,985</b>	<b>1,619,400</b>	<b>1,931,760</b>	<b>1,785,910</b>
GROSS INCOME	(880,083)	(907,250)	(882,320)	(920,120)
<b>NET CONTROLLABLE EXPENDITURE</b>	<b>820,902</b>	<b>712,150</b>	<b>1,049,440</b>	<b>865,790</b>
Departmental Support	33,324	34,130	34,130	55,800
Central Support Services	49,990	79,110	79,110	90,770
Capital Charges	209,764	145,110	145,110	145,110
<b>NET EXPENDITURE</b>	<b>1,113,980</b>	<b>970,500</b>	<b>1,307,790</b>	<b>1,157,470</b>
<b>Contributes to corporate priority :</b>				
<b>- Promoting sustainable and vibrant communities</b>				
<b>KEY PERFORMANCE INDICATORS</b>				
Number of Households	28,954	29,127	29,120	29,500
Cost per household	£38.47	£33.32	£44.91	£39.24
Tonnes of recycle material collected	11,607	13,340	13,500	13,500
% of waste recycled	48%	50%	49%	50%

<b>5005 - ANIMAL CONTROL</b>				
Dealing with rats, mice, wasps and certain insects in domestic and non-food business premises. Also sewer baiting for rats in main sewers for Severn Trent Water.				
DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2021/2022	BUDGET 2022/2023	BUDGET 2022/2023	BUDGET 2023/2024
Employee Expenses	22,406	-	-	-
Supplies & Services	10,075	10,290	12,910	12,690
Transport Related Expenditure	454	-	-	-
<b>GROSS EXPENDITURE</b>	<b>32,935</b>	<b>10,290</b>	<b>12,910</b>	<b>12,690</b>
GROSS INCOME	-	-	-	-
<b>NET CONTROLLABLE EXPENDITURE</b>	<b>32,935</b>	<b>10,290</b>	<b>12,910</b>	<b>12,690</b>
Departmental Support	8,370	5,400	5,400	5,650
Central Support Services	9,538	8,610	8,610	11,300
Capital Charge	-	4,290	4,290	4,290
<b>NET EXPENDITURE</b>	<b>50,842</b>	<b>28,590</b>	<b>31,210</b>	<b>33,930</b>
<b>Contributes to corporate priority :</b>				
<b>- Improving leisure and wellbeing opportunities</b>				
<b>- Promoting sustainable and vibrant communities</b>				

<b>5006 - ABANDONED VEHICLES</b>				
Service provided to deal with abandoned vehicles within the Borough.				
	<b>ACTUALS</b>	<b>APPROVED</b>	<b>REVISED</b>	<b>ORIGINAL</b>
<b>DESCRIPTION</b>	<b>2021/2022</b>	<b>BUDGET</b>	<b>BUDGET</b>	<b>BUDGET</b>
		<b>2022/2023</b>	<b>2022/2023</b>	<b>2023/2024</b>
Employee Expenditure	609	-	-	-
Supplies & Services	2,195	2,240	3,950	3,470
<b>GROSS EXPENDITURE</b>	<b>2,804</b>	<b>2,240</b>	<b>3,950</b>	<b>3,470</b>
GROSS INCOME	-	-	-	-
<b>NET CONTROLLABLE EXPENDITURE</b>	<b>2,804</b>	<b>2,240</b>	<b>3,950</b>	<b>3,470</b>
Departmental Support	4,203	1,540	1,540	1,630
Central Support Services	453	580	580	700
<b>NET EXPENDITURE</b>	<b>7,461</b>	<b>4,360</b>	<b>6,070</b>	<b>5,800</b>
<b>Contributes to corporate priorities :</b>				
<b>- Protecting our countryside and heritage</b>				

<b>5010 - AMENITY CLEANING</b>				
Street cleaning and road sweeping throughout the Borough. Also site clearance of tipped rubbish.				
	<b>ACTUALS</b>	<b>APPROVED</b>	<b>REVISED</b>	<b>ORIGINAL</b>
<b>DESCRIPTION</b>	<b>2021/2022</b>	<b>BUDGET</b>	<b>BUDGET</b>	<b>BUDGET</b>
		<b>2022/2023</b>	<b>2022/2023</b>	<b>2023/2024</b>
Employee Expenditure	485,717	448,660	442,420	495,170
Premises Related Expenditure	14,125	23,470	17,000	17,000
Supplies & Services	12,730	17,620	14,990	17,600
Transport Related Expenditure	68,670	74,020	68,440	73,250
Earmarked Reserves	-	-	-	-
<b>GROSS EXPENDITURE</b>	<b>581,242</b>	<b>563,770</b>	<b>542,850</b>	<b>603,020</b>
GROSS INCOME	(4,625)	(5,690)	(2,200)	(4,770)
<b>NET CONTROLLABLE EXPENDITURE</b>	<b>576,616</b>	<b>558,080</b>	<b>540,650</b>	<b>598,250</b>
Departmental Support	53,783	45,900	45,900	70,700
Central Support Services	31,523	40,580	40,580	50,190
Capital Charges	53,603	56,030	56,030	56,030
<b>NET EXPENDITURE</b>	<b>715,526</b>	<b>700,590</b>	<b>683,160</b>	<b>775,170</b>
<b>Contributes to corporate priorities :</b>				
<b>- Protecting our countryside and heritage</b>				
<b>- Improving leisure and wellbeing opportunities</b>				

**5013 - UNADOPTED ROADS**

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

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2021/2022	BUDGET 2022/2023	BUDGET 2022/2023	BUDGET 2023/2024
Employee Expenditure	3,064	-	-	-
Supplies & Services	10,810	8,050	8,050	8,290
<b>GROSS EXPENDITURE</b>	<b>13,874</b>	<b>8,050</b>	<b>8,050</b>	<b>8,290</b>
GROSS INCOME	-	-	-	-
<b>NET CONTROLLABLE EXPENDITURE</b>	<b>13,874</b>	<b>8,050</b>	<b>8,050</b>	<b>8,290</b>
Departmental Support	10,950	10,970	10,970	13,020
Central Support Services	653	540	540	670
<b>NET EXPENDITURE</b>	<b>25,477</b>	<b>19,560</b>	<b>19,560</b>	<b>21,980</b>

**Contributes to corporate priority :**  
- Creating safer communities

**5014 - FLOODING AND LAND DRAINAGE**

A service to the Borough's residents to provide assistance in times of flooding, and the provision of professional assistance in cases where land is saturated.

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2021/2022	BUDGET 2022/2023	BUDGET 2022/2023	BUDGET 2023/2024
Employee Expenses	3,706	-	-	-
Supplies & Services	-	-	-	-
<b>NET CONTROLLABLE EXPENDITURE</b>	<b>3,706</b>	<b>-</b>	<b>-</b>	<b>-</b>
Departmental Support	10,950	10,970	10,970	13,020
Central Support Services	5,357	3,970	3,970	4,620
Capital Charges	2,652	2,650	2,650	2,650
<b>NET EXPENDITURE</b>	<b>22,665</b>	<b>17,590</b>	<b>17,590</b>	<b>20,290</b>

**Contributes to corporate priority :**  
- Creating safer communities

**5015 - STREET FURNITURE**

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

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2021/2022	BUDGET 2022/2023	BUDGET 2022/2023	BUDGET 2023/2024
Employee Expenses	2,503	-	-	-
Supplies & Services	1,073	1,380	1,900	1,440
<b>NET CONTROLLABLE EXPENDITURE</b>	<b>3,576</b>	<b>1,380</b>	<b>1,900</b>	<b>1,440</b>
Departmental Support	3,265	2,090	2,090	4,590
Central Support Services	1,043	1,280	1,280	1,560
<b>NET EXPENDITURE</b>	<b>7,884</b>	<b>4,750</b>	<b>5,270</b>	<b>7,590</b>

**Contributes to corporate priority :**

**- Creating safer communities**

**5016 - ATHERSTONE MARKET**

The market is held every Tuesday and Friday at the Market Square in Atherstone. It is principally run by Atherstone Town Council in conjunction with Hinckley & Bosworth Borough Council.

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2021/2022	BUDGET 2022/2023	BUDGET 2022/2023	BUDGET 2023/2024
Employee Expenses	1,229	-	-	-
Premises Related Expenditure	1,990	1,900	2,100	2,770
<b>GROSS EXPENDITURE</b>	<b>3,219</b>	<b>1,900</b>	<b>2,100</b>	<b>2,770</b>
<b>NET CONTROLLABLE EXPENDITURE</b>	<b>3,219</b>	<b>1,900</b>	<b>2,100</b>	<b>2,770</b>
Departmental Support	1,135	1,070	1,070	600
Central Support Services	350	510	510	610
<b>NET EXPENDITURE</b>	<b>4,704</b>	<b>3,480</b>	<b>3,680</b>	<b>3,980</b>

**Contributes to corporate priority :**

**- Promoting sustainable and vibrant communities**

<b>5019 - GREEN SPACE BUDGET</b>				
Management and maintenance of parks, recreation grounds and other open spaces in order to enhance the quality and and visual appearance of the environment and provide opportunities for formal and informal recreation and play. Costs relating to Pitches and Pavilions are also included.				
DESCRIPTION	ACTUALS 2021/2022	APPROVED BUDGET 2022/2023	REVISED BUDGET 2022/2023	ORIGINAL BUDGET 2023/2024
Employee Expenditure	35,316	66,510	66,510	76,460
Premises Related Expenditure	34,085	35,340	46,850	70,830
Supplies & Services	366,609	359,190	355,480	370,910
<b>GROSS EXPENDITURE</b>	<b>436,010</b>	<b>461,040</b>	<b>468,840</b>	<b>518,200</b>
GROSS INCOME	(25,905)	(12,980)	(13,630)	(14,040)
<b>NET CONTROLLABLE EXPENDITURE</b>	<b>410,105</b>	<b>448,060</b>	<b>455,210</b>	<b>504,160</b>
Departmental Support	44,664	68,170	68,170	70,790
Central Support Services	51,139	48,960	48,960	52,750
Capital Charge	105,106	90,210	90,210	90,210
<b>NET EXPENDITURE</b>	<b>611,015</b>	<b>655,400</b>	<b>662,550</b>	<b>717,910</b>
<b>KEY PERFORMANCE INDICATORS</b>				
Number of Play Areas	26	26	26	26
DDA and Play Value standard	26	26	26	26
Number of Pitches	13	12	11	7
Number of Teams	23	25	22	14
Number of Hirers	23	25	22	14
Budgeted income per team	£309.57	£359.60	£408.64	£667.86
<b>Contributes to corporate priorities :</b>				
- Improving leisure and wellbeing opportunities				
- Promoting sustainable and vibrant communities				

<b>5021 - PUBLIC HEALTH (CONTROL OF DISEASE) ACT 1984 BURIALS</b>				
Making arrangements for burial or cremation of the body of any person who has died or been found dead in the Borough where it appears that no suitable arrangements are being made for disposal of the body.				
DESCRIPTION	ACTUALS 2021/2022	APPROVED BUDGET 2022/2023	REVISED BUDGET 2022/2023	ORIGINAL BUDGET 2023/2024
Employee Expenditure	904	-	-	-
Supplies & Services	3,259	1,670	1,670	1,720
<b>GROSS EXPENDITURE</b>	<b>4,163</b>	<b>1,670</b>	<b>1,670</b>	<b>1,720</b>
<b>NET CONTROLLABLE EXPENDITURE</b>	<b>4,163</b>	<b>1,670</b>	<b>1,670</b>	<b>1,720</b>
Departmental Support	2,824	2,870	2,870	2,980
Central Support Services	5,659	280	280	320
<b>NET EXPENDITURE</b>	<b>12,646</b>	<b>4,820</b>	<b>4,820</b>	<b>5,020</b>

**5023 - CONSULTATION**

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

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2021/2022	BUDGET 2022/2023	BUDGET 2022/2023	BUDGET 2023/2024
Employee Expenditure	1,362	-	-	-
Supplies & Services	-	4,740	4,740	4,880
<b>NET CONTROLLABLE EXPENDITURE</b>	<b>1,362</b>	<b>4,740</b>	<b>4,740</b>	<b>4,880</b>
Departmental Support	6,958	6,200	6,200	9,940
Central Support	2,940	2,190	2,190	2,280
<b>NET EXPENDITURE</b>	<b>11,260</b>	<b>13,130</b>	<b>13,130</b>	<b>17,100</b>

**Contributes to corporate priority :**

- Responsible financial and resource management

**5025 - CORPORATE POLICY**

The purpose of this budget is to support projects and initiatives developed from the North Warwickshire Community Safety Partnership Plan, the Council's equality policy and other corporate policy initiatives.

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2021/2022	BUDGET 2022/2023	BUDGET 2022/2023	BUDGET 2023/2024
Employee Expenditure	39,013	30,570	30,570	-
Premises Related Expenditure	454	790	790	1,580
Supplies & Services	24,475	23,900	23,900	24,610
Miscellaneous Expenditure	-	-	-	-
Earmarked Reserves	(6,729)	(5,730)	(5,730)	(5,730)
<b>GROSS EXPENDITURE</b>	<b>57,213</b>	<b>49,530</b>	<b>49,530</b>	<b>20,460</b>
GROSS INCOME	-	(340)	(340)	(350)
<b>NET CONTROLLABLE EXPENDITURE</b>	<b>57,213</b>	<b>49,190</b>	<b>49,190</b>	<b>20,110</b>
Departmental Support	22,206	22,710	22,710	51,170
Central Support	14,271	10,250	10,250	11,280
Capital Charges	5,041	-	-	-
<b>NET EXPENDITURE</b>	<b>98,732</b>	<b>82,150</b>	<b>82,150</b>	<b>82,560</b>

**Contributes to corporate priorities :**

- Creating safer communities

- Promoting sustainable and vibrant communities

**5030 - RURAL REGENERATION**

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

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2021/2022	BUDGET 2022/2023	BUDGET 2022/2023	BUDGET 2023/2024
Employee Expenditure	25,167	36,680	36,680	41,110
Premises Related Expenditure	-	-	-	-
Supplies & Services	2,231	1,300	1,300	1,340
Miscellaneous Expenditure	-	-	500	500
Earmarked Reserves	10,000	-	-	-
<b>GROSS EXPENDITURE</b>	<b>37,398</b>	<b>37,980</b>	<b>38,480</b>	<b>42,950</b>
GROSS INCOME	(13,579)	-	(500)	(500)
<b>NET CONTROLLABLE EXPENDITURE</b>	<b>23,819</b>	<b>37,980</b>	<b>37,980</b>	<b>42,450</b>
Departmental Support	29,877	48,030	48,030	51,360
Central Support	7,434	2,680	2,680	2,760
<b>NET EXPENDITURE</b>	<b>61,130</b>	<b>88,690</b>	<b>88,690</b>	<b>96,570</b>

Contributes to corporate priority :

- Promoting sustainable and vibrant communities

**5034 - LANDSCAPE**

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

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2021/2022	BUDGET 2022/2023	BUDGET 2022/2023	BUDGET 2023/2024
Employee Expenses	199	-	-	-
Supplies & Services	10,783	10,780	11,110	11,440
<b>NET CONTROLLABLE EXPENDITURE</b>	<b>10,982</b>	<b>10,780</b>	<b>11,110</b>	<b>11,440</b>
Departmental Support	1,261	1,140	1,140	1,240
Central Support Services	256	330	330	360
<b>NET EXPENDITURE</b>	<b>12,499</b>	<b>12,250</b>	<b>12,580</b>	<b>13,040</b>

Contributes to corporate priority :

- Protecting our countryside and heritage

**5040 - MARKETING & MARKET RESEARCH**

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

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2021/2022	BUDGET 2022/2023	BUDGET 2022/2023	BUDGET 2023/2024
Employee Expenditure	1,016	-	-	-
Supplies & Services	7,475	8,930	75,310	7,970
Earmarked Reserves	(6,000)	-	(60,000)	-
<b>NET CONTROLLABLE EXPENDITURE</b>	<b>2,491</b>	<b>8,930</b>	<b>15,310</b>	<b>7,970</b>
Departmental Support	5,399	5,750	5,750	5,980
Central Support Services	871	1,170	1,170	1,210
<b>NET EXPENDITURE</b>	<b>8,760</b>	<b>15,850</b>	<b>22,230</b>	<b>15,160</b>

**Contributes to corporate priority :**  
- Improving leisure and wellbeing opportunities

**5044 - SUPPORT TO VOLUNTARY ORGANISATIONS**

Annual grants to North Warwickshire Citizens Advice Bureau & North Warwickshire First Responders.

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2021/2022	BUDGET 2022/2023	BUDGET 2022/2023	BUDGET 2023/2024
Employee Expenditure	2,520	-	-	-
Supplies & Services	56,343	56,430	35,550	35,710
<b>NET CONTROLLABLE EXPENDITURE</b>	<b>58,863</b>	<b>56,430</b>	<b>35,550</b>	<b>35,710</b>
Departmental Support	13,903	23,150	23,150	27,360
Central Support Services	1,092	1,480	1,480	1,600
<b>NET EXPENDITURE</b>	<b>73,859</b>	<b>81,060</b>	<b>60,180</b>	<b>64,670</b>

**Contributes to corporate priorities :**  
- Creating safer communities  
- Improving leisure and wellbeing opportunities  
- Promoting sustainable and vibrant communities

**5047 - COMMUNITY FUND FOR LOCAL PROJECTS**

Community Fund from which local organisations can obtain funding for local projects.

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2021/2022	BUDGET 2022/2023	BUDGET 2022/2023	BUDGET 2023/2024
Supplies & Services	44,950	-	24,350	-
Earmarked Reserves	(44,950)	-	(24,350)	-
<b>NET EXPENDITURE</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

Contributes to corporate priorities :

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

**5055 - COMMUNITY DEVELOPMENT HEALTH IMPROVEMENT**

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

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2021/2022	BUDGET 2022/2023	BUDGET 2022/2023	BUDGET 2023/2024
Employee Expenditure	33,264	36,560	36,560	39,590
Premises Related Expenditure	-	-	-	-
Supplies & Services	17,863	2,410	2,410	2,420
Transport Related Expenditure	2,363	3,580	3,650	3,930
<b>GROSS EXPENDITURE</b>	<b>53,490</b>	<b>42,550</b>	<b>42,620</b>	<b>45,940</b>
GROSS INCOME	-	-	-	-
<b>NET CONTROLLABLE EXPENDITURE</b>	<b>53,490</b>	<b>42,550</b>	<b>42,620</b>	<b>45,940</b>
Departmental Support	30,876	48,000	48,000	51,010
Central Support Services	18,256	19,770	19,770	12,610
<b>NET EXPENDITURE</b>	<b>102,622</b>	<b>110,320</b>	<b>110,390</b>	<b>109,560</b>

Contributes to corporate priorities :

- Improving leisure and wellbeing
- Promoting sustainable and vibrant

**5056 - COMMUNITY DEVELOPMENT SAFER COMMUNITIES**

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

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2021/2022	BUDGET 2022/2023	BUDGET 2022/2023	BUDGET 2023/2024
Employee Expenditure	32,345	36,560	36,560	39,560
Premises Related Expenditure	5,844	750	4,280	960
Supplies & Services	61,521	24,500	24,500	25,240
Transport Related Expenditure	-	-	-	-
Earmarked Reserves	(15,761)	-	(3,530)	-
<b>GROSS EXPENDITURE</b>	<b>83,949</b>	<b>61,810</b>	<b>61,810</b>	<b>65,760</b>
GROSS INCOME	(28,181)	-	-	-
<b>NET CONTROLLABLE EXPENDITURE</b>	<b>55,769</b>	<b>61,810</b>	<b>61,810</b>	<b>65,760</b>
Departmental Support	30,876	48,000	48,000	51,000
Central Support Services	8,628	10,570	10,570	11,140
Capital Charges	-	1,890	1,890	1,890
<b>NET EXPENDITURE</b>	<b>95,272</b>	<b>122,270</b>	<b>122,270</b>	<b>129,790</b>

**Contributes to corporate priority :**  
- **Creating safer communities**

**5064 - QE - ARTIFICIAL GRASS PITCH**

An artificial grass pitch was constructed at Queen Elizabeth School in Atherstone in 2011, which is capable of hosting a range of sporting activities all year round whatever the weather. The pitch is run in partnership with Queen Elizabeth School, with the Council managing community use of the pitch. In addition the council now manages the community use of the school sports hall.

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2021/2022	BUDGET 2022/2023	BUDGET 2022/2023	BUDGET 2023/2024
Employee Expenditure	16,588	18,130	19,300	20,170
Premises Related Expenditure	-	2,620	5,240	10,480
Supplies & Services	244	6,830	2,120	2,200
Miscellaneous Expenditure	-	-	-	-
Earmarked Reserves	31,207	10,810	15,940	10,900
<b>GROSS EXPENDITURE</b>	<b>48,039</b>	<b>38,390</b>	<b>42,600</b>	<b>43,750</b>
GROSS INCOME	(53,779)	(49,000)	(53,210)	(55,340)
<b>NET CONTROLLABLE EXPENDITURE</b>	<b>(5,740)</b>	<b>(10,610)</b>	<b>(10,610)</b>	<b>(11,590)</b>
Departmental Support	7,865	8,410	8,410	9,040
Central Support Services	1,430	2,200	2,200	2,550
<b>NET EXPENDITURE</b>	<b>3,555</b>	<b>-</b>	<b>(0)</b>	<b>(0)</b>

**Contributes to corporate priority :**  
- **Improving leisure and wellbeing opportunities**

**7361 - ENGLAND'S RURAL HEART LEADER PARTNERSHIP (externally funded)**

The Council is the accountable body for the North Warwickshire and Hinckley and Bosworth LEADER Programme, which has been awarded £1.416m (from DEFRA and the European Union) as part of the Rural Development Programme for England (RDPE). Payments to supported projects over the period from 2015 to 2021 will be made directly by the Rural Payments Agency (RPA). This budget, therefore, represents the Management and Administration costs awarded to the Council to manage the programme. The project finished on 31st December 2021

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2021/2022	BUDGET 2022/2023	BUDGET 2022/2023	BUDGET 2023/2024
Employee Expenditure	12,797	-	-	-
Premises Related Expenditure	-	-	-	-
Supplies and Services	45	-	-	-
Transport Related Expenditure	-	-	-	-
Miscellaneous Expenditure	-	-	-	-
<b>GROSS EXPENDITURE</b>	<b>12,842</b>	-	-	-
GROSS INCOME	(8,436)	-	-	-
<b>NET CONTROLLABLE EXPENDITURE</b>	<b>4,406</b>	-	-	-
Central Support	22,215	-	-	-
Capital Charges	-	-	-	-
<b>NET EXPENDITURE</b>	<b>26,621</b>	-	-	-

**Contributes to corporate priority :**

- Promoting sustainable and vibrant communities
- Supporting employment and business

**7200,7201,7209 - COVID RELATED EXPENSES**

This budget shows some of the additional expenditure incurred due to Covid-19 to support shielding, leisure and Streetscape services.

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2021/2022	BUDGET 2022/2023	BUDGET 2022/2023	BUDGET 2023/2024
Employee Expenditure	718	-	-	-
Premises Related Expenditure	-	-	-	-
Supplies & Services	125	-	-	-
Transport Related Expenditure	76,371	-	-	-
Miscellaneous Expenditure	-	-	-	-
Earmarked Reserves	-	-	-	-
<b>GROSS EXPENDITURE</b>	<b>77,214</b>	-	-	-
GROSS INCOME	-	-	-	-
<b>NET CONTROLLABLE EXPENDITURE</b>	<b>77,214</b>	-	-	-
Departmental Support	-	-	-	-
Central Support Services	-	-	-	-
Capital Charges	-	-	-	-
<b>NET EXPENDITURE</b>	<b>77,214</b>	-	-	-

Risk Analysis

	<b>Likelihood</b>	<b>Potential impact on Budget</b>
Deteriorating condition of assets, particularly the Leisure Centres, and further economic and market pressure affecting the generation of income. Cost pressures particularly in relation to the volatility of the utilities markets.	High	High
Additional costs relating to the Refuse and Recycling services if increased collection continues in the longer term.	Medium	Medium

## **Agenda Item No 8**

### **Community and Environment Board**

**23 January 2023**

#### **Report of the Corporate Director - Resources**

#### **Capital Programme 2023/24 to 2025/26**

### **1 Summary**

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

#### **Recommendations to the Board**

**That the Board supports the schemes previously approved within the Council's three-year capital programme.**

### **2 Introduction**

- 2.1 The Council has a shortfall of capital resources when compared against potential capital schemes. As a result, only a limited number of schemes were included in the three year capital programme for 2022/23 to 2024/25 approved last February. The same approach will be required for setting the capital programme for 2023/24 to 2025/26.

### **3 Schemes Currently In the Approved Capital Programme**

- 3.1 Equipment at the Council's three leisure facilities is in constant need of updating and renewal if the product offering is going to continue to conform to health and safety standards and meet customer demands and expectations. The capital allocation will enable facility managers to meet legislative requirements, to maintain service standards and to protect significant levels of income. An additional capital allocation is included in 2025/26 for the replacement of fitness equipment across the facilities, as replacement takes place approximately every 5 years.
- 3.2 Allocations are included in 2023/24 for the replacement of two of the Council's leisure facilities. The allocation for Atherstone will provide the required match funding in the event that the bid for support from the Levelling Up Fund is successful. An allocation has also been included for a replacement facility at Polesworth, in order to provide a more holistic service than is currently provided at the Fitness Hub and that more closely meets the needs of the local community.

3.3 The provision of a 3G artificial grass pitch within the Atherstone area is a priority within the Council's adopted Playing Pitch strategy and in respect of which this Board has identified Royal Meadow Drive Recreation Ground as its preferred site, subject to the development of a sustainable business plan and the acquisition of external financial support. Provision has been included in 2023/24, however, to further this aim.

3.4 In line with the approved Play Area Development Programme, detailed consideration will be given to the scheduled replacement/refurbishment of play area facilities at Brook Walk, Mancetter, and Kitwood Avenue, Dordon, in 2023/24. Thereafter, consideration will be given to the need for improvement works at the play facilities in Royal Meadow Drive, Atherstone, in 2024/25 and Ridge Lane, Atherstone in 2025/26.

... 3.5 A summary of these schemes can be found in Appendix A.

#### **4 Schemes for Inclusion in the Approved Capital Programme**

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

4.2 There are a number of schemes relating to this Board which are considered to be non-essential at this time, or which are unaffordable.

#### **5 Report Implications**

##### **5.1 Finance and Value for Money Implications**

5.1.1 In terms of the overall capital programme, the bids included in this report will be collated into an overall programme and submitted to the Executive Board for final approval on 13 February 2023.

5.1.2 Due to the surplus of schemes to the capital resources available, Members of this Board should be aware that if schemes not currently approved are to be moved into the recommended capital programme, they may only do so if another approved scheme is reduced or deleted, or additional resources are found.

##### **5.2 Safer Communities Implications**

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

##### **5.3 Environment and Sustainability Implications**

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

## **5.4 Equality Implications**

- 5.4.1 Public authorities are required to have due regard to the aims of the general equality duty when making decisions and when setting policies. The Council will need to consider if there will be any adverse impacts for particular groups as defined by the protected characteristics in making any decisions about the allocations of resources.

## **5.5 Risk Management Implications**

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

## **5.6 Links to Council's Priorities**

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

The Contact Officer for this report is Sue Garner (719374).

Draft Capital Programme - Approved Schemes

Name of the Scheme	Basic Details of the Scheme	Year 1	Year 2	Year 3	Total
		2023/24	2024/25	2025/26	3 Year Programme
Leisure Equipment	To replace the equipment used in the execution of various activity programmes in each of the leisure centres that conforms to industry and market standards relating to customer needs and safety requirements.	20,000	20,000	30,000	70,000
Leisure Equipment	To replace fitness suite equipment across the leisure facilities.			250,000	250,000
Atherstone Leisure Facility	To provide match funding for the LUF Bid submitted to enable the replacement of the Leisure Complex in Atherstone.	2,600,000			2,600,000
Polesworth Leisure Facility	To replace the fitness hub in Polesworth with a replacement Leisure Facility.	3,000,000			3,000,000
Leisure scheme at Sheepy Road	The provision of some funding for the establishment of a 3G sports pitch.	372,170			372,170
Play Area Replacement Programme	Planned replacement of play facilities - Brook Walk, Mancetter and Kitwood Avenue (Dordon)	95,000			95,000
Play Area Replacement Programme	Planned replacement of play facilities - Royal Meadow Drive, Atherstone		50,000		50,000
Play Area Replacement Programme	Planned replacement of play facilities - Ridge Lane, Mancetter			50,000	50,000
<b>TOTAL</b>		<b>6,087,170</b>	<b>70,000</b>	<b>330,000</b>	<b>6,487,170</b>

## Agenda Item No 9

### Community and Environment Board

23 January 2023

#### Report of the Director of Leisure and Community Development

#### Leisure Facilities – 2023/24 Bank Holiday Closures

### 1 Summary

- 1.1 This report seeks the Board's consideration of a proposed schedule of Bank Holiday closures of leisure facilities during the 2023/24 financial year.

#### **Recommendation to the Board**

**That the proposed schedule of closures of the Borough Council's leisure facilities, as set out in paragraph 4.1 of this report, be approved or otherwise amended.**

### 2 Consultation

- 2.1 Consultation has taken place with relevant Members and any comments received will be reported verbally at the meeting.

### 3 Background

- 3.1 In recent years, the Authority's leisure facilities have closed for eight statutory and two extra statutory days each financial year. This approach was amended during 2021/22 and 2022/23 when the facilities were closed for 12 days respectively, due to the number of statutory leave days that fell on a weekend and to accommodate Her Majesty Queen Elizabeth's Platinum Jubilee Bank Holiday.
- 3.2 In accordance with recent practice, a proposed schedule of Bank Holiday closures is identified in paragraph 4.1 for the consideration of the Board. For 2023/24, it is proposed to close the facilities on 10 days, which takes account of the additional Bank Holiday to mark the coronation of King Charles III.

#### 4 Proposed 2023/24 Closure Schedule of Leisure Facilities

4.1 The proposed 2023/24 closure schedule of leisure facilities is as follows:

<b>Date</b>	<b>Day of the week</b>	<b>Bank Holiday</b>
7 April	Friday	Good Friday
10 April	Monday	Easter Monday
1 May	Monday	Early May Bank Holiday
8 May	Monday	Coronation of King Charles III
29 May	Monday	Spring Bank Holiday
28 August	Monday	Summer Bank Holiday
25 December	Monday	Christmas Day
26 December	Tuesday	Boxing Day
1 January	Monday	New Year's Day
29 March	Friday	Good Friday

#### 5 Report Implications

##### 5.1 Finance and Value for Money Implications

5.1.1 Proposed budgetary provision for 2023/24 provides for the extent of closures indicated in this report. The proposed schedule will also enable the facilities to minimise the impact of the closures and remain open during periods of higher customer demand. The 2023/24 revenue budget proposals will need to be reviewed and adjusted, however, should Members determine to open the facilities on any of the Bank Holidays identified in the schedule detailed in paragraph 4.1 above.

##### 5.2 Safer Communities Implications

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

### **5.3 Legal, Data Protection and Human Rights Implications**

5.3.1 The Borough Council has a statutory power to provide such indoor and outdoor leisure facilities as it thinks fit under the Local Government (Miscellaneous Provisions) Act 1976. Whilst this does not create an obligation to ensure that the facilities provided are open on any particular day or at any particular time, when deciding on which days to close the facilities or reduce operational hours, the Authority should have regard to the likely impact on those that use the facilities. This report highlights the reduced demand for such services during the periods in question.

### **5.4 Environment, Climate Change and Health Implications**

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

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

5.4.3 Aligning annual closure dates for when usage is low is energy efficient and has a positive impact on carbon emissions and, in turn, climate change.

### **5.5 Human Resources Implications**

5.5.1 The proposed closures will afford the opportunity to meet the leave entitlement of staff at times that are consistent with the priorities and objectives of the Borough Council.

### **5.6 Risk Management Implications**

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

### **5.7 Equalities Implications**

5.7.1 Opening hours are monitored in relation to demand. It is not believed that the identified closures disproportionately affect any particular groups or members of the community and it is not considered that the report's proposals will adversely affect the Borough Council's drive to ensure equalities in all aspects of service provision. An Equalities and Impact Needs Assessment associated

with the Bank Holiday closure of leisure facilities has previously been reported to Board.

## **5.8 Links to Council's Priorities**

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

- Safe, liveable, locally focused communities
- Prosperous and healthy
- Efficient organisation

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

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

The Contact Officer for this report is Russell Simkiss (719257).

## Agenda Item No 10

### Community and Environment Board

23 January 2023

#### Report of the Director of Leisure and Community Development

#### Leisure Facilities: Service Improvement Plan

### 1 Summary

- 1.1 Appended to this report, for Members' consideration, is a copy of the approved 2022/23 Service Improvement Plan (SIP), through which the Board has agreed to monitor the operational performance of the leisure facilities at each of its meetings. The appended SIP details related activity undertaken within the facilities through to the end of November 2022.

#### **Recommendation to the Board**

- a That the Board notes and comments upon the progress made against the requirements identified in the approved 2022/23 Leisure Facilities Service Improvement Plan through which operational performance is monitored; and**
- b That the Board approves the proposed extension of the Agreement held with The Queen Elizabeth Academy, Atherstone, for a further period of up to five years, with effect from April 2023.**

### 2 Consultation

- 2.1 Consultation has taken place with relevant Members and any comments received will be reported verbally at the meeting.

### 3 Introduction

- 3.1 In order to continue to provide a focused approach to service delivery, at its meeting held in March 2022, the Board approved a 2022/23 Leisure Facilities Service Improvement Plan (SIP) to guide activity through until March 2023. A copy of the adopted Plan, which details the key actions, work programmes and improvements to be achieved by the end of March, is attached at Appendix A. The Plan seeks to highlight those matters that the Board has determined are important in order to enhance the quality and sustainability of the service delivered through its leisure facilities.

...

#### 4 **Service Improvement Plan: Progress**

- 4.1 The SIP attached at Appendix A evidences the progress made by the Leisure Facilities section through to the end of November 2022. Members are invited to comment on that progress. Any significant changes and/or progress made in December will be reported verbally to the Board at its meeting.
- 4.2 As agreed with Members, this report does not seek to provide detailed commentary on the progress being made in respect of each action identified within the SIP. Instead, it aims to update the Board on the key areas of recent progress made within the leisure facilities. Members, however, are invited to comment and advise on any areas of activity upon which they wish Officers to focus in order to improve the operational viability of the service.
- 4.3 The Agreement held with The Queen Elizabeth Academy (TQEA), Atherstone, to manage public use of its indoor and outdoor sports facilities is due to expire at the end of March 2023. The Agreement, which is based on a 50/50(%) share of the profit (or loss) after all related costs on both sides have been taken into account, has proven to be beneficial to both parties. By way of example, the 2021/22 financial year realised a service-related profit of approximately £22,000 (£11,000 for each party). Subject to the approval of the Board and the satisfaction of the legal representatives of both TQEA and the Borough Council, it is proposed to extend the Agreement, under the same terms and conditions, by a further five years, with effect from April 2023.
- 4.4 At the last meeting of the Board, held in October, it was reported that the short-term agreement, through which weekday, evening community use was managed at The Polesworth School, was not securing the extent of financial benefit anticipated when the arrangement commenced in January 2022. It was originally expected that the short-term hire agreement would realise a benefit of approximately £6,500 over the course of the current financial year. Principally due to an extended closure of The School sports hall for refurbishment work and a partially consequent lower number of enrolments onto the programmed gymnastics sessions, it is currently anticipated that the arrangement will result in a small direct in-year revenue cost to the Authority. Polesworth staff, of course, are responding to the under-performance and their marketing and promotional activity has realised a growth in gymnastics numbers from 170 in July 2022 to 195 in November 2022. Additionally, negotiations with The School have resulted in a potential agreement through which the Borough Council will be allowed to make use of its new dance studio and refurbished multi-use games area under the terms of the same short-term hire agreement. With the benefit of a year's data with which to forecast future usage trends and a stronger portfolio of facilities within which to programme activities, including the transfer of the small group exercise programme to The School dance studio, it is anticipated that this service will realise a small operational surplus of approximately £6,000 in 2023/24. Performance at The Polesworth School will continue to be monitored closely, the outcomes of which will regularly be reported back to the Board, thereby offering Members the opportunity to determine whether or not to maintain the short-term hire arrangement.

- 4.5 In taking account of customer feedback and in seeking to be more inclusive, Atherstone Leisure Complex has updated its swimming pool timetable. The main changes include the following:

<b>Session</b>	<b>Description</b>
Introducing “Schools Out!” Swimming	A 20% off after-school swimming session, reducing any perceived price barriers
Promoting an ‘Exclusive Swim’	Book half of the small pool for exclusive use. Great for introducing new babies to the water, building water confidence or for a lower stimulation swimming environment
Introducing “Disco Swim”	Swimming with the latest hits for accompaniment, for a more motivational and engaging session
Offering more “Family Swimming”	Making more space available for families to come along and swim together

The on-site team is looking at how best to promote awareness of these sessions in order to ensure a positive attendance in the New Year.

- 4.6 In support of the leisure facilities drive to enhance the quality and extent of their health and wellbeing focus for customers and the wider community, the Health and Wellbeing Working Party has approved the allocation of funding to acquire advanced health testing scales, the use of which will initially be piloted at Coleshill Leisure Centre and in Polesworth. A complementary bid for external financial support has also been made for a 2023/24 Warwickshire North Place Health Grant to support the acquisition of the equipment and staff training that would enable the provision of blood glucose and blood cholesterol testing. These new service additions will enable the facilities to offer a locally unique wellbeing service, to provide on-site health checks and, in the near future, to extend the offer to outreach locations, events, etc. Both the Health and Wellbeing Working Party and this Board will be informed of progress with this exciting service development.

- 4.7 With the aims to strengthen relationships with schools and to increase participation by children and young people, the leisure facilities have each engaged with schools in different ways:

- Coleshill Leisure Centre has linked with The Coleshill School to offer discounted passes to Sixth Form students new to the gym facility. This offer, which was introduced in late September, could see up to 90 new users of the gym service by the February half-term
- At TQEA, a student “Reward Scheme” for good behaviour was trialled during the six weeks leading up to Christmas. The scheme allowed up to five students per week, nominated by the Academy, to receive a free seven-day gym pass for Atherstone Leisure Complex. Initial feedback received from the Academy was very positive, with a noted improvement in student behaviour and a real interest in the value of the

reward. The benefits of the scheme for both parties will be discussed in the New Year to determine how best to continue to work together

- The Polesworth Fitness Hub has recently attracted an additional school group to use its facilities during the day

4.8 Leisure Facilities staff have continued to try to engage the local community within their centre-based activity programmes, a number of examples of which are identified below:

- Coleshill Leisure Centre ran a “Meet the Grinch” event held on Sunday 11 December. The event, which was fully booked, included a “Grinch Grotto and Gift”, crafts, stalls from local businesses and a letter to Santa
- Coleshill’s “Black Friday” gym offer saw 55 Annual Membership sign-ups over the period of a week, whilst the other facilities also witnessed a positive response to the promotion
- As part of Dicken’s Night in Atherstone, the Memorial Hall again hosted the town’s stalls and Santa’s Grotto
- 2023 will mark and celebrate 25 years of gymnastics in Polesworth. The staff team has been planning various ways in which to mark the occasion, in respect of which Members will be informed of progress throughout the year
- Sites ran their Christmas-themed classes, including best fancy dress competitions and other initiatives, to ensure that customers enjoyed the lead up to the festive season and continued to engage in healthy activity
- The Leisure Facilities section is expected to receive its Poverty Proofing consultation feedback late in December. This feedback and a proposed Action Plan will be shared and discussed with the Health and Wellbeing Working Party and this Board as soon as possible in the New Year

4.9 The Leisure Facilities team, in conjunction with relevant colleagues throughout the Authority, will continue to manage and monitor the implementation of the requirements of the SIP on a regular basis and to report accordingly to each meeting of this Board, including to its next scheduled meeting to be held in March 2023. This process will continue to afford Members an opportunity to both understand and direct relevant aspects of the performance of the Borough Council’s leisure facilities.

## **5 Report Implications**

### **5.1 Finance and Value for Money Implications**

5.1.1 Whilst there is no financial implication arising directly out of this report, the SIP will enable the Board to monitor the performance of the leisure facilities at each of its meetings and to advise on activity that would improve operational sustainability.

### **5.2 Safer Communities Implications**

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

### **5.3 Legal, Data Protection and Human Rights Implications**

5.3.1 There are no direct legal, data protection or human rights implications arising from this report.

### **5.4 Environment, Climate Change and Health Implications**

5.4.1 Leisure facilities have a positive impact on the physical and mental wellbeing of individuals and the sustainability of local communities by providing opportunities for formal and informal recreation and by contributing to an improved quality of life. It is additionally worth noting that new pool covers have been installed at Atherstone Leisure Complex in an effort to reduce both carbon emissions and the cost of energy.

### **5.5 Human Resources Implications**

5.5.1 There are no human resources implications arising from this report, other than those to which reference is made in the appended Service Improvement Plan and upon which commentary is provided therein.

### **5.6 Risk Management Implications**

5.6.1 There are no direct risk management implications arising from this report. The activity that is included within the Service Improvement Plan, however, will be risk assessed and appropriate controls put in place, where appropriate.

### **5.7 Equalities Implications**

5.7.1 The activity identified in the Service Improvement Plan is intended to advance the Authority's commitment to ensuring equality for all members of the community across its portfolio of service provision. This intention is enhanced by the Poverty Proofing exercise being undertaken across the leisure facilities and to which reference is made in the main body of the report.

## 5.8 Links to Council's Priorities

5.8.1 The Service Improvement Plan has direct links to the following corporate priorities:

- Safe, liveable, locally focused communities
- Prosperous and healthy
- Sustainable growth and protected rurality
- Efficient organisation

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

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

The Contact Officer for this report is Russell Simkiss (719257).

### Background Papers

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

<b>Background Paper No</b>	<b>Author</b>	<b>Nature of Background Paper</b>	<b>Date</b>
1	Director of Leisure and Community Development	Report to Community and Environment Board (Leisure Facilities: Service Improvement Plan)	October 2022

# North Warwickshire Leisure Facilities

## Service Improvement Plan - April 2022 to March 2023

**Aim: To improve the operational efficiency and effectiveness of the Borough Council's Leisure Facilities**

### Responsible Officers Key:

D:	Director
LFM:	Leisure Facilities Manager
SSRO:	Service, Sales and Retention Officer
SAEO:	Sports, Activities and Events Officer
OO:	Operations Officer(s)
LMT:	All of the above

**Last Updated: 16 December 2022**

Theme	Action	Target	Timescale	Resource / Cost	Lead Officer	RAG and DOT	Comment / Progress
<b>Recover and Reinvent</b> 'Optimising the return to an active lifestyle',  'Continue to re-invent to be relevant to the evolving community needs.'	To be pro-active in encouraging more people to return to; or take on a more active lifestyle	Respond to the latest Government guidelines to maintain a safe environment for all  To: <ul style="list-style-type: none"> <li>Complete a 'health and wellbeing' review of programmes with the aim to improve inclusivity and remove barriers to participation</li> <li>Work with external professionals to understand the service through a 'poverty proofing' lens</li> </ul>	April 2022 and ongoing  Updated programme June 22, then ongoing till March 2023  October 2022 (was June 2022 originally)	To identify within the review process	OO	↑	Facilities are adhering to latest guidance, ensuring a safe environment for staff and public
	To continue to understand what communities want / need and be re-active to adapt current or invent new services; and work collaboratively to encourage a 'leadership community' to do the same	Adapt to deliver services differently or to create new services in their place with the goal to keep the community engaged, more active and living healthier, happier lives	March 2023		LMT	→	Feedback on the Poverty Proofing process is now expected to be received in January 2023
	Review pricing and packages	To review fees, charges and packages to ensure affordable services in alignment with the local and wider market	January 2023		SAEO / SSRO	→	Projects are at different stages of development. Examples will be highlighted through the report
	Explore the opportunity of optimising use of space across facilities	Review the opportunities to optimise the use of space in facilities to increase services, attendance and improve financial performance	March 2023		LMT	↑	The final proposal has been shared with Finance for presentation to Board in January 2023
	Become 'greener' and improve the facilities carbon footprint within the context provided by	Within the context provided by the corporate Climate Change Action Plan, consider climate	March 2023		LFM/SS RO/SE AO	→	Studio and MUGA space at the Polesworth school will be available for hire from February 2023  The opportunity to re-purpose the group studio cycling store at Coleshill to become a cycle studio is currently under review
					LMT	→	Pool covers were installed at the end of December 2022

Theme	Action	Target	Timescale	Resource / Cost	Lead Officer	RAG and DOT	Comment / Progress
	the corporate Climate Change Action Plan	change in the operation of service and plan to do things differently and to be “greener”					
<b>Connecting with Communities</b>  Continue to be outward looking and community focused	Actively consult, engage and seek feedback to understand what communities want and to shape current and future services	Continue to ask questions and gain feedback on current and future services throughout the year. To feedback to the Board regularly about surveys, forums, mystery visits and reviewing verbal and written feedback	March 2023	Provision made within the revenue budget	OO	→	Poverty Proofing feedback, will be used to shape service. Surveys around swimming timetabling and group exercise are currently live and due to close at the end of January. Feedback will be reviewed in early February.
		Explore Net Promoter Score (NPS) as a feasible measure of performance	Revised to March 2023	Identify within the review	OO	→	NPS surveys are currently live, initially assessing the swim and group exercise timetables and service.
	Focus on delivering services more tailored to the wants and needs of the community	Collaborate with Community Development, Public Health, community groups and other appropriate partners on the development and delivery of services, events and community projects. Engagement with new groups may further enhance the annual plan, which outlines the delivery timescales	Ongoing until March 2023	Provision made within the revenue budget process	SAEO / SSRO	→	Leisure Facilities continue to meet and maintain existing and build new relationships with communities and groups e.g: <ul style="list-style-type: none"> <li>• Coleshill Leisure Centre engaged businesses to be involved in the Grinch Grotto event in December</li> <li>• TQEA and The Coleshill School were engaged to increase gym participation</li> <li>• The NHS Diabetes prevention team and other agencies with a view to securing funding to deliver blood testing services</li> <li>• Engagement continues to take place with Everyone Health, Think Active, Swim England and other groups</li> </ul>

Theme	Action	Target	Timescale	Resource / Cost	Lead Officer	RAG and DOT	Comment / Progress
		Optimise service delivery within / by communities, through securing external support for activity programmes. To update the Board at each meeting	Ongoing until March 2023		SAEO / SSRO	→	<p>A stronger health service market position is being developed within our health and fitness services, which will also be used in community outreach through the year. Supportive of the movement, the Health and Wellbeing Working Party has funded two advanced health testing scales, for Polesworth and Coleshill. The equipment will significantly improve health data; and allow more tailored programmes, advice and signposting</p> <p>To take this a step further, a funding bid for approximately £15,000 was submitted in January applying for equipment and training to deliver blood glucose and cholesterol testing in Facilities and in the wider community</p>
<b>Positive Experiences for the community, with a particular focus on:</b> <ul style="list-style-type: none"> <li>- Children and Young People</li> <li>- Active Ageing</li> </ul>	Optimise opportunities for the community, with a particular focus on services for children and young people to be more physically active	<b>Holiday Activities</b> Continue to offer holiday activities through the year (and where possible increase the quality and diversity of the programme). To achieve levels at or above that in 2021/22	February 2023	Provision made within the revenue budget Process	SAEO	→	October holiday programmes included a variety of activities delivered by leisure staff and external groups, including HAF funded schemes at Atherstone. The Offer achieved double the attendance of October 2019 (pre-Covid).
		<b>Parties</b>	March 2023		SAEO	→	Parties are performing well at Coleshill. Whilst Atherstone is behind target, word of mouth

Theme	Action	Target	Timescale	Resource / Cost	Lead Officer	RAG and DOT	Comment / Progress
<p>- <b>Disabled, Disadvantaged and Special Educational Needs (SEND)</b></p>		<ul style="list-style-type: none"> <li>- Optimise party sales to achieve levels at or above that in 2019/20</li>   <li>- To complete a party review and shape a plan to consider how to improve the quality, choice, packages on offer and timelines for achieving this</li>   <li style="text-align: center;"><b>Schools</b></li> <li>- Maintain or improve the performance of the school swimming service</li>   <li>- Network with schools to understand if / how leisure services could offer more to support the curriculum / health and wellbeing / positive experiences for children and young people</li>   <li>- Re-introduce work experience schemes and explore opportunities around the development of training and volunteer experiences that may lead to employment</li>   <li style="text-align: center;"><b>Sports and Coaching</b></li> <li>- Optimise the number of junior coached and activity sessions hosted within the facilities,</li> </ul>	<p>February 2023 (Revised from October 2022)</p> <p>March 2023</p> <p>February 2023</p> <p>July 2022</p> <p>March 2023</p>	<p>Provision made within the revenue budget process</p>	<p><b>SAEO</b></p> <p><b>SAEO / OO</b></p> <p><b>SAEO</b></p> <p><b>OO</b></p> <p><b>LMT</b></p>	<p>→</p> <p>→</p> <p>→</p> <p>↑</p> <p>→</p>	<p>has started and sales continue to increase. More awareness activity is planned in January, which aims to optimise uptake in what is generally the most popular month for party sales</p> <p>This review will take place later in the year</p> <p>School swim services remain healthy and continue to be delivered at Atherstone pool</p> <p>An additional school has started using Polesworth Fitness Hub</p> <p>Agreements have been made with The Coleshill School and TQEA that aim to get more pupils involved in gym and fitness-based activity</p> <p>Work experience was available at Coleshill and Atherstone this year</p> <p>Polesworth gymnastics has a volunteer scheme with two volunteers supporting scheme delivery each week</p> <p>A variety of in-house and externally run sessions</p>

Theme	Action	Target	Timescale	Resource / Cost	Lead Officer	RAG and DOT	Comment / Progress
		<p>both through increasing the in-house offering, and recruiting new groups (restore previous and create new opportunities). To report progress to the Board: comparing occupancy / attendances versus 2019 and informing of changes</p> <p style="text-align: center;"><b>Swimming</b></p> <ul style="list-style-type: none"> <li>- Continue to enhance the number of swimmers on the Learn to Swim scheme versus 2019 / 20</li> <li>- Review the pool timetable through a 'health and wellbeing' lens and make positive changes considering the diverse needs of the community</li> </ul> <p style="text-align: center;"><b>Health and Fitness</b></p> <ul style="list-style-type: none"> <li>- Network with schools and communities to increase awareness of junior fitness services, with the aim to increase junior membership sales</li> </ul>	<p>March 2023</p> <p>June 2022 and March 2023</p> <p>March 2023</p>		<p><b>SAEO</b></p> <p><b>SAEO</b></p> <p><b>SSRO</b></p>	<p>→</p> <p>→</p> <p>→</p>	<p>(previously reported to the Board) have been introduced through the year</p> <p>Swim lessons continue to perform above 2019/20 enrolment levels. The Pool, however, is working on the short- and long-term delivery plans after losing some key teaching staff.</p> <p>A new pool timetable was launched in November, including a number of more inclusive sessions. A survey is currently live (closing at the end of January) to gather feedback about the timetable changes</p> <p>In partnership with local schools, free or discounted schemes that encourage students to engage with health and fitness services are in place, whilst Polesworth Fitness Hub has arrangements with a number of schools to attend with their students</p> <p>To date, promotional and awareness activity has taken place around bowls and Strictly Dancing; four additional</p>
	Continue to improve the service offering for the "active ageing"	Engage with more community groups and with Community Development to continue to understand what public want / need within leisure facilities and	December 2023		<b>SAEO</b>	→	

Theme	Action	Target	Timescale	Resource / Cost	Lead Officer	RAG and DOT	Comment / Progress
	<p>populations within in North Warwickshire</p> <p>Enhance the Leisure Facilities service offering to the disabled, disadvantaged and Special Educational Needs (SEN) populations of North Warwickshire</p>	<p>communities; to feed into current action plans to improve services for active ageing populations. Using action plans, to continue to develop and deliver services that will:</p> <ul style="list-style-type: none"> <li>- Enhance service quality; Increase the in-house service offering; Increase the number of groups and organisations hosted at the leisure facilities; Work with and support those community groups offering services to the active ageing population; Create a better awareness and signposting of all of these services delivered within North Warwickshire</li> </ul> <p>Engage with community groups, schools and other stakeholders to shape action plans to improve services provision for disabled, disadvantaged and Special Educational Needs (SEN) populations. Using action plans, to continue to develop and deliver services that will:</p> <ul style="list-style-type: none"> <li>- Enhance service quality; Increase the in-house service offering; Increase the number of groups and organisations hosted at the leisure facilities; Work with and support those community groups offering services to the active ageing population; Create a better awareness and signposting of all of these services delivered within North Warwickshire</li> </ul>	December 2023		SAEO	→	<p>walking sports sessions have been introduced; a community café was trialled at the Memorial Hall; health testing MOT services are being developed, with a view to offer blood testing in sites and communities; marketing material is currently under review, with the aim to be clearer about what services we offer, and to which target audiences</p> <p>More consultation work is still required to take place with community groups to further tailor services to community needs</p> <p>A report from the Poverty Proofing team, now due to be received in mid-January, will be used to create action plans to improve accessibility and awareness of services. The Health and Wellbeing Working Party will act as a steering group for planning and implementation</p> <p>Surveys are currently live to understand public feedback on the pool timetable changes implemented in November</p>

Theme	Action	Target	Timescale	Resource / Cost	Lead Officer	RAG and DOT	Comment / Progress
		Secure funding for and deliver services in the community around tackling inequalities, to ensure a more diverse and inclusive service offer	March 2023		SAEO	→	<p>Leisure Facilities has endorsed a funding bid applied for by Warwickshire County Council, that (if successful), looks to increase awareness of autism; and helps to improve accessibility and provision of services. The Scheme (for all leisure sites) would roll out training, create toolboxes and support the creation of action plans</p> <p>→ Leisure Facilities has submitted a bid for approximately £15,000, to allow the service to deliver blood glucose and cholesterol health checks within facilities and outreach community locations. If successful, the service (which expands upon the investment made by the H&amp;WWP), would be much cheaper than a pharmacy offer and would be free for those on Universal Credit, or where outreach takes place in areas of isolation/need. There is currently no like-for-like provision locally.</p> <p>HAF funded programmes were delivered by Atherstone Family Fun at Atherstone Memorial Hall in October</p>

Theme	Action	Target	Timescale	Resource / Cost	Lead Officer	RAG and DOT	Comment / Progress
		Use the "We are Undefeatable" Sport England campaign to promote the service offer and encourage participation	March 2023		LFM / SAEO / SSRO	→	The campaign will be scheduled later in the year
<b>Connecting with Health and Wellbeing</b>	To increase awareness of the importance of health and wellbeing within the community	Report to the Health and Wellbeing Working Party on the Leisure Facilities-related actions within the Health and Wellbeing Action Plan	Ongoing	Provision made within the revenue budget process	LFM	→	Regular updates will be provided to the H&WWP throughout the year
		Deliver Health and Wellbeing events and campaigns throughout the year, joining up working with other groups and organisations where possible and linking to charities to enhance the impact where appropriate	March 2023		SEAO / SSRO	→	A calendar of engagement activities and events is planned to deliver through the year  Working with TQEA and Coleshill schools, the service has increased opportunities for gym participation  Festive and fancy-dress Christmas classes were delivered with good levels of engagement  Coleshill delivered a Grinch Christmas grotto and stalls  A number of stakeholders have supported a health testing bid that, if successful, will increase community outreach
	To further develop the choice of health and wellbeing services to strive to improve physical and mental wellbeing within the community	Working with Everyone Health, social prescribers and other stakeholders, to increase the capacity and options available on the referral scheme and through social prescription into services; to increase participation, physical activity, physical and mental health and wellbeing of the public	August 2022	SSRO	→	Leisure Facilities has supported Warwickshire County Council in a funding bid to improve autism awareness and services  The Health and Wellbeing Party has funded high-tech	

Theme	Action	Target	Timescale	Resource / Cost	Lead Officer	RAG and DOT	Comment / Progress
		Working with corporate and local businesses, create a "Workplace Wellbeing" pack and service offering, targeting corporate and local / high street businesses	Revised to February 2022 (Was November 2022)		<b>SSRO</b>	→	body analysis scales that will be introduced as soon as possible in the New Year at Coleshill and Polesworth. A bid has been submitted to Public Health to add blood glucose and cholesterol testing to the health check offer  Regular meetings continue to take place with Everyone Health about exercise referral. The opportunity to offer a 'buddy scheme' is still under review
		Explore the opportunity to introduce Mental Health First Aiders within the service, to identify concerns, signpost to support and enhance the opportunity for suicide prevention within the community	Revised to Corporate timescales (tbc in 2022)		<b>LFM</b>	→	Although more detailed planning is still required, once ready, health checks will be offered to local businesses, which will open discussions about corporate and workplace wellbeing; to initially understand the needs of our local businesses; and plan how delivery can then take place  NWBC staff played (and won) a football match versus Nuneaton Council staff in December. The team is keen to arrange more matches in 2023
		Periodically gain feedback on the impact existing and new services are having on the physical and mental wellbeing of the community and thereafter to improve the focus and impact of the service offer	January 2023 and March 2023		<b>OO</b>	→	Training has been included in the corporate training plan. Funding opportunities will also continue to be assessed

Theme	Action	Target	Timescale	Resource / Cost	Lead Officer	RAG and DOT	Comment / Progress
							Surveys and feedback will be collected through the year and updates provided to the Board
<b>Active Environments</b>	Continue to network and increase opportunities to improve health and wellbeing in alternative environments	To increase the use of parks and outdoor spaces in the delivery of in-house services and events	October 2022	To identify within the review process	<b>SEAO / SSRO</b>	→	Pending the outcome of a blood testing bid, outreach will take place through the year offering this service  The Polesworth team will take on the hire of The Polesworth School's outdoor multi-use games area and new dance studio
		To work with groups and organisations to improve participation opportunities delivered externally in alternative environments	October 2022	Provision made within the revenue budget Process	<b>SEAO / SSRO</b>	→	With Spring and Summer approaching, the Leisure Facilities team is planning its engagement in alternative environments
		To work with Community Development on the planning and delivery of the Borough's Cycling Plan	November 2022		<b>LFM / SEAO</b>	→	Leisure Facilities, Community Development and Planning consulted with Warwickshire County Council on its 'Local Cycling and Walking Infrastructure Plan' in July
		Work with Community Development to include the leisure facilities as hubs for walking, running and cycling groups	November 2022		<b>LFM / SEAO</b>	→	Mini Bikers is running more "learn to ride" courses at Coleshill  The Polesworth School remains a starting point for the Badgers running club once a week

Theme	Action	Target	Timescale	Resource / Cost	Lead Officer	RAG and DOT	Comment / Progress
	To explore digital technology in supporting service delivery	To scope digital and technological opportunities that will enhance the service offering and reduce barriers to participation (cost, time, access, other)	March 2023	To identify within the review process	LFM	→	Leisure Facilities is in the process of joining the Moving Communities platform, to improve benchmarking data  Leisure Facilities are scoping technology that will help understand customer risk of leaving. This software, allows programming and management of 'in person' and automated customer interactions to improve customer experience and retention
<b>Health and Fitness</b>	Improve the quality of the health and fitness service across the facilities, focusing on re-engaging members, improving retention, increasing sales, and providing a positive customer experience	Further develop the 'Member Journey' for health and fitness members across leisure facilities	July 2022 (Launch changes in December 2022)	Provision made within the revenue budget Process	SSRO	→	With a member journey being piloted at Coleshill tailored to the individual need, this journey, (which will continue to be developed), will include the option of advanced health testing
		Ensure the delivery of health and fitness marketing campaigns throughout the year to achieve sales targets	Ongoing until March 2023		SSRO / LFM	→	The Black Friday offer achieved over 50 annual membership sign-ups across sites  There is currently a New Year offer running until 17 February, giving half price memberships until March (2023). Results of the campaign will be provided to the Board in March
		Deliver regular member engagements, incentives and service developments to optimise retention	Ongoing until March 2023		SSRO	→	Leisure Facilities continue to offer gym challenges; members of the month; deliver quarterly

Theme	Action	Target	Timescale	Resource / Cost	Lead Officer	RAG and DOT	Comment / Progress
		<p>Review the group exercise programme to ensure occupancy levels are proactively managed</p> <p>Review the opportunity for funding and cost / benefit of procuring hi-tech biometric health testing scales</p>	<p>Ongoing until March 2022</p> <p>July 2022</p>		<p>SSRO</p> <p>SSRO</p>	<p>→</p> <p>↑</p>	<p>classes, launch events and offer engagement and awareness activities including: 'Take on Tyler' (Coleshill Instructor); Christmas class events; classes surveys (January)</p> <p>The programme continues to be reviewed and managed to high levels</p> <p>Funding of two hi-tech biometric health testing scales has been provided by the Health and Wellbeing Working Party at Coleshill and Polesworth</p>
<b>Health and Safety / Operations</b>	To ensure appropriate levels of skilled staff are available to maintain service	Ensure staffing levels and development opportunities are appropriately managed through the year	Ongoing until March 2023	Divisional and Corporate Training Budget	OO	→	<p>Recruitment and selection takes place through the year to meet needs. A lifeguard course took place in November / December. After losing two key teaching staff, the Pool is working on the short- and long-term recruitment / cover and delivery plans</p> <p>Training plans have been completed and submitted corporately</p>
	To ensure all staff are engaged and have a clear role in maintaining service	Ensure appraisals are completed and communication structures are maintained at all levels through the year	Ongoing until March 2023		OO	→	<p>Appraisals are currently up to date and due for renewal January / February</p>

Theme	Action	Target	Timescale	Resource / Cost	Lead Officer	RAG and DOT	Comment / Progress
	Ensure health and safety is maintained at all times within leisure facilities	Continue to review, update and improve facility health and safety. To feedback progress and outcomes of health and safety and building audits	Ongoing until March 2023		OO	→	Regular one to ones and team meets continue to take place across sites and teams.  Health and Safety review schedules are set across sites. The responsible team will meet regularly to ensure health and safety tasks are completed through the year
		Continue to monitor and audit health and safety knowledge and compliance. To feedback training updates and spot check results to the Board	Ongoing until March 2023		LFM	→	Audits are scheduled through the year to assess performance and identify improvements
<b>Marketing and Promotion</b>	Ensure effective marketing to the public to optimise engagement and potential return on investment	Create an updated Marketing Plan to be proactive in service campaigns, to include events scheduled throughout the year  To update the Board on campaigns and marketing activity through the year	April 2022  Ongoing until March 2023	Provision made within the revenue budget Process	LFM  LFM  LMT	→  →  →	Planned marketing and promotional campaigns have been identified through the year  Black Friday and New Year offers have been used to boost health and fitness memberships  Parties continue to be a promotional focus at Atherstone Leisure Complex  Advertisement around recruitment has taken place for key roles at Atherstone  The Grinch Event was advertised to ensure high attendances were achieved in December

Theme	Action	Target	Timescale	Resource / Cost	Lead Officer	RAG and DOT	Comment / Progress
		Optimise web engagements (at or above that of 2021 / 22) and increase social media followers and engagements  Deliver internal and external leisure bulletins	Ongoing until March 2023  May, September, January		LFM	↑	Combined leisure web and App performance is comparable with that of 2021/22  A newsletter was shared in May; September and January
<b>Monitoring, Review and Evaluation</b>	Report on performance against the actions identified in this Service Improvement Plan to each meeting of the C&E Board		Every Community and Environment Board		D / LFM	→	SIP progress reports are presented to each meeting of the C&E Board

## Agenda Item No 11

### Community and Environment Board

23 January 2023

#### Report of the Director of Leisure and Community Development

#### Leisure Facilities: Local Authority Trading Company

### 1 Summary

- 1.1 Further to the related report received at its last meeting, held in October 2022, at which the Board asked Officers to produce a condensed version of the approved LATCo-related Service Specification, that document is attached for Members' information and consideration.

#### **Recommendation to the Board**

**That the Board comments on the shortened version of the approved LATCo-related Service Specification, as presented in the Appendix attached to the report.**

### 2 Consultation

- 2.1 As the Authority's leisure facilities are of Borough-wide significance this report has been circulated to all Councillors for their consideration. Any comments received will be reported at the meeting.

### 3 Introduction

- 3.1 At its last meeting, held in October 2022, it was reported that there had been a need to produce a draft Service Specification, to be used as a framework for the activity to be undertaken through the proposed Leisure Facilities Local Authority Trading Company (LATCo). The draft Service Specification presented to the Board was adopted and will now form part of the proposed Contract to be held between the Borough Council and the Trading Company. In approving the Specification, however, Members asked Officers to produce a shorter, more practical version of the document. That condensed version of the Service Specification is appended to this report for the Board's information and consideration.
- 3.2 Both the formally approved version of the Specification and the shorter version requested by Members detail the services, performance standards and reporting requirements to be achieved by the company, as well as the contribution that it needs to make to the strategic objectives that have previously been approved by the Board.

## 4 **Service Specification**

4.1 Consistent with the approved Specification, the appended version continues to be divided into the following sections:

- Introduction
- General Core Requirements
- Service Requirements
- Asset Management
- Performance Management and Reporting

4.2 Within each element of the service, and in order to provide the company with clarity about the expectations and standards required by the Authority, the Specification applies the following structure:

- Overall Requirement

Provides the company with a high-level view of the required outcome for each element of the service

- Performance Standard

Sets out the required level of performance that the company must meet and which will determine whether the requirements of the Borough Council are being met. The company must meet these standards if the Specification is deemed to be achieved

- Reporting Requirement

Provides details of the reporting requirements that the company must meet in relation to each element of the service

4.3 The monitoring of the company's performance will be measured in accordance with the standards and key performance indicators identified in the Specification. The LATCo, itself, will be required to report on its performance in accordance with these same standards.

4.4 As identified, the approved version of the Service Specification will form part of the main Contract and, therefore, the LATCo will be legally required to deliver the requirements set out in the document. The Specification, however, can be amended during the period of the Contract, in order to take account of changing service and / or corporate needs, by means of a Contract Variation.

## 5 **Conclusion**

5.1 The Board is asked to consider the content and approach taken to the production of the shortened version of the Specification and to comment on any further changes to the document that it would like to see.

## **6 Report Implications**

### **6.1 Finance and Value for Money Implications**

6.1.1 There are no financial implications arising directly out of this report. The related implications of establishing a Local Authority Trading Company were reported to this Board in March 2022 and to the Executive Board during its consideration of the HM Treasury compliant Business Case in October 2022.

### **6.2 Safer Communities Implications**

6.2.1 Leisure facilities contribute to community safety through the provision of well-managed indoor and outdoor leisure and recreation services that are safe by design and afford opportunities for positive activity.

### **6.3 Legal, Data Protection and Human Rights Implications**

6.3.1 The Borough Council can establish a LATCo under the Localism Act 2011, which contains the “general power of competence”, together with section 111 of the Local Government Act 1972. The Local Government and Housing Act 1989 and Local Authorities (Companies) Order 1995 regulate how local authority companies must operate and contain criteria that must continue to be met whilst such companies operate. The Head of Legal Services will provide on-going advice in conjunction with external legal advisers to ensure that the LATCo is set up in a way that is beneficial to the Borough Council and enables it to achieve its objectives.

6.3.2 As indicated in the main body of the report, the Service Specification will become part of the Contract between the Council and the LATCo but can be varied with the consent of the LATCo. Whilst the LATCo will be owned and controlled by the Council, it will be a different legal entity and the factors it must consider when deciding whether to make a variation may differ slightly from those of the Council, meaning that there is no guarantee that all variations which the Council request will ultimately be made. The approved Specification, therefore, contains the requirements that the Council considers to be fundamental to the operation of its Leisure Facilities service.

6.3.3 There are no immediate data protection or human rights implications arising directly out of this report.

### **6.4 Environment, Climate Change and Health Implications**

6.4.1 The provision of a sustainable, fit-for-purpose portfolio of well managed leisure facilities has a positive impact on the health and wellbeing of individuals and communities by providing opportunities for leisure and recreation activities and by contributing to an improved quality of life.

## **6.5 Human Resources Implications**

6.5.1 As previously reported, the Authority would need to ensure that any staff transferring from the Borough Council to the LATCo retain certain pension protections. In this regard, the transfer of the Leisure Facilities service into the company would result in the applicability of the Transfer of Undertakings (Protection of Employment) Regulations 2006 (TUPE). Where this is the case, there are obligations to inform and consult with affected employees and employees have the right to transfer with their existing employment contracts and continuity of service

## **6.6 Risk Management Implications**

6.6.1 The corporate risk management process identifies and scores risks associated with the provision, management and maintenance of leisure facilities. The process through which a LATCo will continue to be established and the services transferred thereto will require the detailed assessment of risk at a number of key stages in order to ensure the maintenance of the best interests of both the Borough Council and the new company. This process will help to ensure that informed decisions can be made in respect of the most appropriate means by which to sustainably meet and manage the leisure-related needs of the local community.

## **6.7 Equality Implications**

6.7.1 It is intended that Local Authority Trading Company management and operation of the Authority's Leisure Facilities service would ensure continued equality of access to sustainable, good quality leisure opportunities. Related matters are addressed within the approved Specification.

## **6.8 Links to Council's Priorities**

6.8.1 The proposal to establish a wholly owned LATCo will have direct and positive links to the corporate priorities in respect of:

- Safe, liveable, locally focused communities
- Prosperous and healthy
- Sustainable growth and protected rurality
- Efficient organisation

6.8.2 It is also intended that management of the Borough Council's Leisure Facilities service through a LATCo would contribute directly to the priorities of the Sustainable Community Strategy, namely:

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

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

## Background Papers

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

<b>Background Paper No</b>	<b>Author</b>	<b>Nature of Background Paper</b>	<b>Date</b>
1	Director of Leisure and Community Development	Report to Community and Environment Board: Leisure Facilities: Local Authority Trading Company	October 2022

# **North Warwickshire Leisure Limited**

## **Service Specification**

**Mission: To provide great value, sustainable and inclusive leisure services that promote choice and encourage all residents of, and visitors to, North Warwickshire to become more active, more often**

**Vision: To inspire the residents of, and visitors to, North Warwickshire to become more physically active and enjoy living healthier and happier lives**

**Last Updated: November 2022**

Strategic Objective	Overall Requirement	Performance Standard	Reporting Requirement	RAG	Comment / Progress
	<b>General Core Requirements</b>				
All	To provide services that contribute to the attainment of the shared Strategic Objectives for the leisure facilities service				
All	To commit to the “Partnership Philosophy” outlined in the Service Specification and to work collaboratively with the Authority				
2	To support, and comply with, the Authority’s Climate Change Action Plan		To provide information for the Authority’s environmental management system, as required		
All	To collect information to enable the measurement of performance against the agreed KPIs, as identified in the Service Specification	Performance that achieves the agreed KPI targets	To report to the Authority three times per year		As the required information was not collected in a comparable way in 2022 / 23, the first year of the Contract will be a baseline exercise
All and, in particular, 6	To be committed to Equality, Diversity and Inclusion and to have a relevant Policy in place				
2	To deliver the service in a manner that achieves		Annual Report to identify how the service has		

Strategic Objective	Overall Requirement	Performance Standard	Reporting Requirement	RAG	Comment / Progress
	social, economic and environmental benefits		contributed to the attainment of the Strategic Objectives		
	<b>Service Requirements</b>				
All and, in particular, 6	To ensure that the Facilities are fully accessible to the community during the “Minimum Opening Hours”	The Facilities must be available for public use during the Minimum Opening Hours	To submit proposals for any changes to the Minimum Opening Hours at least three months prior to the start of the next Contract year		
		Promote all opening hours on the relevant Facility website			
		Closure, for maintenance purposes, must be agreed in advance with the Authority and, where possible, publicised four weeks in advance	To maintain a log of hours that a Facility is not available during the Minimum Opening Hours, to include the reason for any closure and details of any remedial action taken		
		Maintain an Emergency Action Plan that is reviewed at least annually			
		Make Atherstone Memorial Hall and / or Coleshill Leisure Centre available for use as an emergency rest centre during times of national or local emergency			

Strategic Objective	Overall Requirement	Performance Standard	Reporting Requirement	RAG	Comment / Progress
		Close all or part of Atherstone Memorial Hall for up to six free charitable events each financial year, such events to be identified by the Authority			
3	To provide a consistently high level of customer care and to develop a local Customer Service Charter	Implement and maintain an accessible website and booking system (including computerised booking) across the Facilities			
		Provide an advance / priority booking facility for schools / colleges curriculum swimming during school term times			
		Implement and maintain a comprehensive customer, comments, complaints and feedback system	Monitor and report, at least annually, on comparative performance through use of a recognised benchmarking service (e.g. Moving Communities), as well as details of complaints received and subsequent action taken, if any		
	To provide an inclusive and innovative activity programme that meets the needs of all sections of the community, including through the provision of an Exercise Referral	Provide a balanced activity programme, to include casual use, block bookings, coached sessions / classes and engagement by schools	Undertake equalities monitoring of service users and include a breakdown of related information in the Annual Service Report		

Strategic Objective	Overall Requirement	Performance Standard	Reporting Requirement	RAG	Comment / Progress
	programme, and that promotes equality of access for everyone				
		Ensure that the programme meets the needs of the local community whilst also maximising levels of both use and income			
		Ensure that all new staff undergo Equality, Diversity and Inclusion training within three months of commencing their employment and at least once every three years thereafter			
		Comply with the requirements of the use agreements held with education partners	To meet termly with each education partner and include any significant issues arising therefrom within the Performance Reports to the Authority		
		Where appropriate, engage with community events led / supported by the Authority (such as, but not limited to, World Tour Cycling, Dickens Night, etc.)			
		Accommodate use of the facilities by the Authority, as required, for Elections,			

Strategic Objective	Overall Requirement	Performance Standard	Reporting Requirement	RAG	Comment / Progress
		Referenda or in the event of an emergency (for which the Authority will pay the appropriate fee)			
1, 6 and 10	To provide a consistent pricing scheme that enables all sections of the community to access the Facilities	Set prices, including concessionary prices, for those activities and services to be applied outside of the “core” prices determined by the Authority	Annually, to provide pricing proposals to the Authority no later than three months prior to the start of each Contract year		
		Operate a comprehensive system for cash and non-cash methods of booking and payment			
All	To provide sufficient and suitably qualified staff to provide the services required in the Specification and to meet all legislative and health and safety requirements	Ensure that staff undertake regular and timely training to achieve the standards and qualifications relevant to their role			
		Ensure that all coaches and service “deliverers” meet the minimum standards and qualifications of the relevant NGBs			
		Meet the DBS requirements adopted by the Authority in respect of directly employed and self-			

Strategic Objective	Overall Requirement	Performance Standard	Reporting Requirement	RAG	Comment / Progress
		employed staff, as well as third-party clubs / hirers			
	To provide an activity programme that adheres to legislative safeguarding standards, as well as the requirements of the Borough Council's Safeguarding Policy and Procedure	Ensure that all relevant staff have a DBS check in line with the Authority's Safeguarding Policy and Procedure and that all new staff undergo safeguarding training within three months of commencing their employment and refresher training every three years thereafter			
	To provide Facilities that are maintained to a high standard of health, safety and cleanliness for all customers and staff	Provide routine, reactive and deep / high level cleaning in order to maintain a healthy, safe environment and allow for the effective use of the Facilities	Report on customer satisfaction with the cleanliness of the Facilities at least annually		
	To market and promote the Facilities and programmes in a manner that best meets the Strategic Objectives for the Service and the requirements of the Equality, Diversity and Inclusion Policy	Develop and implement a Marketing Plan for the Facilities, which seeks to maximise levels of both use and income	Submit the Marketing Plan to the Authority for its approval prior to the commencement of the Contract		
			Wherever possible, submit draft press releases / media statements to the Authority		The Authority shall be permitted to include statements from its Officers / Elected

Strategic Objective	Overall Requirement	Performance Standard	Reporting Requirement	RAG	Comment / Progress
			for approval prior to being issued		Members if deemed relevant
		Ensure that any company branding is compatible with, and complementary to, the Authority's corporate image			
		Ensure that the Authority's name and logo appear along with the Company logo on external signage and on service promotional material			
		Support activities being run by the Authority, either through cross-promotion or by attending an event			
	To provide a robust ICT system that enables high quality data collection and comprehensive recording, tracking and reporting on customer and visit profiles	<p>As a minimum, the ICT system must have the following capabilities:</p> <ul style="list-style-type: none"> <li>• Online booking and payment</li> <li>• Usage and membership tracking, enabling the collection of data for KPI analysis</li> </ul>	Develop and submit a Business Continuity Plan to the Authority for its approval prior to the commencement of the Contract		

Strategic Objective	Overall Requirement	Performance Standard	Reporting Requirement	RAG	Comment / Progress
		<ul style="list-style-type: none"> <li>• Real-time tracking of income and expenditure</li> <li>• Comprehensive customer database</li> <li>• Administration and finance systems that are compatible with those of the Authority</li> </ul>			
		Participate in sector benchmarking initiatives in order to provide both the company and the Authority with an insight into the performance standards being achieved	Report on performance against the approved KPIs within each Performance Report submitted to the Authority		
9	To provide a service that is fully compliant with all relevant Health and Safety legislation and regulation, and that captures and implements learning and good practice throughout the period of the Contract	Provide one member of staff of sufficient authority who will act as the "Appointed Person" for health and safety and who must hold the NEBOSH National Certificate in Health and Safety or equivalent	Submit to the Authority a Health and Safety Policy upon Contract commencement, along with the NOP and EAP for each Facility. Any revisions to this documentation must immediately be made available to the Council		
			Immediately notify the Authority of any visit, inspection or enquiry made by any Enforcement Agency and the outcome thereof		

Strategic Objective	Overall Requirement	Performance Standard	Reporting Requirement	RAG	Comment / Progress
		Undertake a Strategic Risk Assessment, to include key health and safety risks, within three months of the start of the Contract and at least annually thereafter	Ensure all health and safety documentation is available for inspection by the Authority or other authorised body at any reasonable time		
			Ensure compliance with all relevant legislation, regulation and policies in respect of the reporting of accidents, occurrences, injuries and diseases, including their reporting to the Authority, and to provide an annual summary report of the same to the Council		
		<p>Carry out risk assessments, including a fire risk assessment, which should be reviewed annually and if:</p> <ul style="list-style-type: none"> <li>• There is a related accident or incident</li> <li>• Before and after the introduction of significant new plant or equipment</li> <li>• There is a significant change to any building</li> <li>• There is a significant change</li> </ul>			

Strategic Objective	Overall Requirement	Performance Standard	Reporting Requirement	RAG	Comment / Progress
		of personnel, task and / or activity			
		Ensure appropriate first aid arrangements, including the provision of trained staff, for customers, visitors and staff at all times			
		Ensure the provision, availability and training in the use of suitable PPE for each job role and / or undertaking			
		Ensure that water temperatures are maintained at standards required to prevent legionella and other water-borne contaminants, and that quarterly testing and recording of the same is undertaken			
9	To immediately notify the Authority and all other relevant authorities (Fire, Police, HSE, etc.) of all major incidents	Lead, or appropriately engage in, the investigation of all major incidents and to maintain records of the same, including details of any action(s) taken	Make available to the Authority or other appropriate agency any report or record associated with a major incident		
		Make the Facilities available to, and support the Authority in its			

Strategic Objective	Overall Requirement	Performance Standard	Reporting Requirement	RAG	Comment / Progress
		engagement with, any major incident in the community			
	<b>Asset Management</b>				
9	To ensure that all buildings, plant and equipment included in the Contract are safe, maintained to a high standard, conform with statutory requirements, meet the requirements of the service programme and maximise the lifecycle of the Authority's assets	<p>Ensure that the Facilities are maintained in a safe and secure condition and that the maintenance programme comprises:</p> <ul style="list-style-type: none"> <li>• PPM</li> <li>• Statutory testing and inspection</li> <li>• Compliance with the agreed Repair, Maintenance and Replacement Matrix</li> </ul>	At least annually, review, update and report to the Authority on the PPM schedule, as well as report on any maintenance work undertaken within each Performance Report		
	To undertake planned and reactive maintenance and replacement in accordance with the agreed Repair, Maintenance and Replacement Matrix, which details the respective responsibilities of the company and the Authority	After its initial provision by the Authority, maintain a comprehensive Asbestos Register and associated risk assessment			
		Use the Building Management System (BMS) to ensure operating conditions at each Facility are maintained effectively			

Strategic Objective	Overall Requirement	Performance Standard	Reporting Requirement	RAG	Comment / Progress
		and to record the performance of systems and equipment			
		Maintain internal and external CCTV and intruder alarm systems at the Facilities to ensure their proper functioning at all times			
		Not undertake any modifications to the buildings, plant or equipment without the prior written permission of the Authority	Report any damage or defect to the external structure of the buildings to the Authority immediately upon its identification		
9	To ensure the provision of equipment that is fit for purpose, well maintained and able to meet the programme requirements of the Service	Maintain in good condition all equipment listed in the relevant Inventory, service it in accordance with manufacturer guidelines, replace it when it reaches the end of its useful life and provide any additional equipment required for carrying out the Service. All equipment shall comply with relevant industry / British Standards	Annually, to provide an updated Equipment Inventory to the Authority		
		Ensure the replacement of all health and fitness equipment in accordance			

Strategic Objective	Overall Requirement	Performance Standard	Reporting Requirement	RAG	Comment / Progress
		with the agreed Replacement Schedule			
		Ensure the provision of a defibrillator at each site			
		<p>Equipment must be provided in accordance with the following standards:</p> <ul style="list-style-type: none"> <li>• Sufficient to meet the requirements of the activity programme</li> <li>• Suitable arrangements for customers with a disability</li> <li>• 90% of the following available at any one time: <ul style="list-style-type: none"> <li>• CV and resistance machines</li> <li>• Audio / visual systems</li> <li>• Male, female and disabled changing and toilet provision</li> <li>• Showers</li> <li>• Lockers</li> </ul> </li> </ul>			

Strategic Objective	Overall Requirement	Performance Standard	Reporting Requirement	RAG	Comment / Progress
2 and 9	To operate the Facilities in an environmentally sensitive and sustainable manner, seeking to reduce energy consumption and chemical usage where possible and contribute to the Authority's Climate Change Action Plan	Implement effective operational practices that seek to have a positive effect on the environment, which include: <ul style="list-style-type: none"> <li>• Reduction of pollution</li> <li>• Reduction in the use of harmful chemicals</li> <li>• Improved energy and water management</li> <li>• Reduction of waste and maximising opportunities to recycle</li> <li>• Environmentally sound procurement</li> </ul>	Record and report on all energy consumption within each Performance Report		
		Temperature levels must be maintained as follows: <ul style="list-style-type: none"> <li>• Changing areas: Minimum 21C</li> <li>• Swimming pool: ??</li> <li>• Sports halls: 12 to 18C</li> <li>• Fitness suites: 14 to 18C</li> <li>• Other areas: 18 to 22C</li> </ul>			

Strategic Objective	Overall Requirement	Performance Standard	Reporting Requirement	RAG	Comment / Progress
		Swimming pool water must be maintained in accordance with all appropriate legislation and in a “balanced” condition. Monthly bacteriological tests of the same must be undertaken and recorded			
		Comply with any environmental audit carried out by the Authority			
All	To comply with all relevant policies of the Authority, as notified to the company and in accordance with the Contract. These may include, but not be limited to, policies for Health and Safety, Data Protection, Safeguarding, Equality, Diversity and Inclusion, Climate Change, etc.	Provide services and systems that are safe, secure, inclusive and exciting for customers and staff, but that do not compromise personal privacy			
		Provide to the Authority, its out-of-hours operator and the Police a constantly up-to-date list of names and telephone numbers of those members of staff who are on a 24 hour call out. One key holder must always be available for call-out in the event of an out-of-hours emergency			

Strategic Objective	Overall Requirement	Performance Standard	Reporting Requirement	RAG	Comment / Progress
	<b>Performance Management</b>				
All	To develop an annual Service Improvement Plan (SIP), to be agreed with the Authority, that sets out how the Service is to be developed and delivered over the forthcoming year in order to meet the agreed Strategic Objectives	Ensure that the SIP is effective, measurable and sustainable	Once a Year 1 baseline has been established, performance will be monitored and measured against agreed KPIs and reports made within each Performance Report and in the Annual Report		
		<p>The SIP must include the following requirements:</p> <ul style="list-style-type: none"> <li>• Meet the agreed Strategic Objectives for the Service</li> <li>• Be flexible enough to accommodate changes in demographics, trends, customer needs and Authority policy</li> <li>• Be dynamic and innovative</li> <li>• Be inclusive in ensuring that all members of the community have appropriate</li> </ul>			

Strategic Objective	Overall Requirement	Performance Standard	Reporting Requirement	RAG	Comment / Progress
		opportunity to use the Facilities			
	To engage in a structured programme of meetings with the Authority, which provide reports, information and opportunity for discussion on Service delivery and future planning. This programme will include meeting with the Authority's <b>Community and Environment Board</b> at least three times per annum	Provide one overall representative for the Service to be provided on behalf of the Authority and to engage with the Borough Council as often as necessary to ensure the effective delivery of the Service	Within each performance report, to provide information that enables the Authority to assess the effectiveness of Service delivery and improvement		

### Strategic Objectives

- 1 To provide residents with great value leisure service provision and choices that meet and, where possible, exceed the needs and expectations of customers and the community
- 2 To provide a service that will adapt to the changing needs of the community and the wider social, economic, local, national and global environment
- 3 To ensure the company remains responsive to the Borough Council and its communities through regular engagement and collaborative work
- 4 To provide positive leisure experiences for children and young people and pathways to enable them to be active though life
- 5 To increase opportunities for ageing populations to be physically, mentally and socially active as they grow older
- 6 To find ways to promote an inclusive and accessible leisure environment
- 7 To provide services that enable people to effectively improve their physical, social and mental health and wellbeing and enable people to better manage their health
- 8 To develop opportunities for our communities to participate in a wide range of active environments
- 9 To ensure that the facilities are maintained to an optimal standard, including through the management of health and safety and staff knowledge and training
- 10 To ensure that services operate commercially, are well marketed and financially viable

**Health and Wellbeing Working Party Minutes**

**6 December 2022**

Present: Cllr. M Humphreys (Chairperson), Cllr. Smith, Cllr. Chambers, Becky Evans, Russell Simkiss, Matthew Green, (all NWBC), David Simkins (WCAVA), Jane Coates, Neesha Memetovic-Bye, Mike Slemensek (all WCC)

Apologies for Absence: Cllr. Davey, Cllr. Morson, Dot Barratt (NWBC)

Item	Notes	Action
2	<p><b>Minutes of the Last Meeting (5 July 2022)</b></p> <p>The minutes of the meeting held on 5 July 2022 were agreed as an accurate record of the proceedings.</p>	
3	<p><b>Poverty Proofing</b></p> <p>Children North-East is currently producing a report on its work completed within the leisure facilities.</p> <p>Leisure Facilities staff will produce recommendations based on the report and the Leisure Facilities Manager will arrange a meeting to be held in January with Members of the Working Party in order to discuss the report, its recommendations and proposed future actions.</p>	RS
4	<p><b>Cost of Living</b></p> <p>There are a number of projects being progressed through the Financial Inclusion Partnership:</p> <p><b>Positive Energy Working Group – Sub-group of NWFIP</b></p> <p>In response to the initial energy crisis in April 2022, the Partnership formed a Sub-group, The Positive Energy Working Group, made up of relevant internal and external partners, to consider how best to support people through the energy crisis. The Group has delivered the following:</p> <ul style="list-style-type: none"> <li>• One dedicated web platform for all information to be uploaded in relation to fuel and water</li> <li>• Information included regarding Government funding available, newsletters and flyers, helpful top-tips with regard to behaviour change to reduce energy consumption, water saving measures, signposting to support organisations, links to helpful videos and ways to insulate your property</li> <li>• <a href="http://northwarks.gov.uk">Energy Advice   Energy Advice and Help   North Warwickshire (northwarks.gov.uk)</a></li> </ul> <p><b>For all Employees</b></p> <p>Working with Birmingham Citysave Credit Union, to offer an employee savings scheme. This will enable employees to sign up for a CU account and to start a savings plan direct from their salary. This will help many employees, especially those on lower salaries, to build some financial resilience. An account will also enable employees to access more affordable</p>	

Item	Notes	Action
	<p>lending options through the Credit Union. The partnership continues to grow and the offer is extended to residents and local businesses.</p> <p><b>Financial Inclusion Support Officers</b></p> <p>The Financial Inclusion Team offers a service open to all residents, of all tenure types, including:</p> <ul style="list-style-type: none"> <li>○ Budgeting and managing money help to all residents</li> <li>○ Help to identify priority debts</li> <li>○ Setting up payment arrangements</li> <li>○ Applying for benefits and grants</li> <li>○ Signposting</li> <li>○ Working in partnership with other Financial Inclusion partners, community groups and local schools</li> <li>○ Outreach session and community events</li> </ul> <p><b>Step into Your Tenancy Guide</b></p> <p>The “Step into Your Tenancy” guide has been developed to help prospective tenants register and get set up with all their bills and payments, before they start their tenancy, or as they move in. This approach ensures that all financial matters are in place and will help to prevent arrears accruing from day one. The guide is intended to enable and ensure that all organisations supporting new tenants will be giving consistent messages. The Guide is interactive and takes the user to all of the websites needed to set up all bills and payments and to find out more information.</p> <p><a href="#">Tenancy Ready   Tenancy Ready Guide   North Warwickshire (northwarks.gov.uk)</a></p> <p><b>Positive Energy Solutions Project – Household Support Funding</b></p> <p>The “Positive Energy Solutions” project is designed to support those who are struggling with their energy bills, by providing them with money saving solutions (as opposed to offering a ‘cash’ payment) to run alongside the provision of advice and support from any of the organisations associated with the Northern Warwickshire Financial Inclusion Partnership (NW FIP).</p> <p>The solutions will be based on a variety of simple energy saving measures that can be installed by the householder, such as radiator reflector foil, LED lightbulbs, draught proofing, chimney balloons, etc.</p> <p><b>‘Energy Savings Club’ Project - POCA Funded (Illegal Money Lending Team)</b></p> <p>An incentivised savings scheme to encourage people to change their behaviour to start saving and to build financial resilience. Once the customer has saved £2.00 per week over a 12 weeks period, a £25.00 bonus will be paid to their account. This is alongside advice and information on budgeting and the dangers of using loan sharks.</p> <p><b>Fuel Vouchers</b></p> <p>Working with the Fuel Bank Foundation, the Financial Inclusion Team has access to awarding Fuel Vouchers to customers on prepayment meters.</p> <p><b>Household Welcome Bundle Project – Household Support Funding</b></p>	

Item	Notes	Action
	<p>The Household Welcome Bundle is a project designed to support those starting a new tenancy after spending a period of time in temporary accommodation due to homelessness. Living in temporary accommodation is a stressful time for people. It can involve leaving a familiar environment, leaving their friends and possessions and can adversely affect the schooling of children. The detrimental impact on a person’s mental health can be acute and long-term. The environment is not conducive for children and can impact on their wellbeing and educational attainment. To ensure that they can start on a level playing field with all of the basic essentials in place, the Household Welcome Bundle provides a supply of basic furniture and equipment. It can help to alleviate some of the financial pressures on individuals and families and supports better health and wellbeing for the whole family.</p> <p><b>Business Workplaces - Money Matters Events</b></p> <p>The Financial Inclusion team has worked with NW Citizens Advice to offer workplace session to local businesses. These sessions raise awareness of help and support available to people who are working. The sessions are generic, but employees can, if they wish, book private appointments with either of the services. With the current cost of living, more people, who may be “just about managing”, need this information to understand what help may be available to them.</p> <p><b>Cost of Living Engagement Forum</b></p> <p>Following cross-party support for an “engagement forum” to discuss the impact of the rising cost of living on local residents and communities, an event was held at the Borough Council offices on 29 September 2022.</p> <p>The aim of the event was to understand the issues facing our local residents and communities and to understand what was already happening to support local people, understand the gaps and to look at ways to improve the help and support available through a collaborative and collective approach. The event was very well received. Outcomes and developments are ongoing, including a report being presented to Members.</p> <p><b>NWBC Internal Cost of Living Working Group</b></p> <p>This Group has been established following the Cost-of-Living engagement forum. The Group will seek to co-ordinate related internal activity:</p> <ul style="list-style-type: none"> <li>○ Looking at a Borough Council Priority Services Register</li> <li>○ Setting up user groups for co-production work</li> <li>○ Financial First Aiders</li> <li>○ Working with our local foodbank, Ediblelinks, to support people in crisis</li> <li>○ The development of communication packs to be disseminated – there will be a digital pack and a physical pack for those digitally excluded</li> </ul> <p>The Working Party emphasised the need to provide information in a physical form for those not able the access the information online.</p> <p>The suggestion was made to explore using parish / town Councillors as “champions” to help promote appropriate messages around Cost of Living to local residents in areas with higher levels of fuel poverty. BE to explore with WCC and WCAVA</p>	BE
5	<b>Public Health Update</b>	

Item	Notes	Action
	<p>The <a href="#">Monitoring HI</a> dashboard was promoted, which supports the Health and Wellbeing Strategy 2021 to 2026</p> <p>An update was given regarding the JSNA update. The detail will be circulated to the Working Party.</p> <p>Useful websites to share:</p> <ul style="list-style-type: none"> <li>○ <a href="https://www.costoflivingwarwickshire.co.uk/">https://www.costoflivingwarwickshire.co.uk/</a></li> <li>○ <a href="https://wellbeingforwarwickshire.org.uk/">https://wellbeingforwarwickshire.org.uk/</a></li> <li>○ <a href="https://www.dearlife.org.uk/">https://www.dearlife.org.uk/</a></li> <li>○ NHS Core 20 +5- for CYP <ul style="list-style-type: none"> <li>▪ <a href="https://www.england.nhs.uk/publication/core20plus5-infographic-children-and-young-people/">https://www.england.nhs.uk/publication/core20plus5-infographic-children-and-young-people/</a></li> </ul> </li> <li>○ NHS Core 20 + 5 for adults <ul style="list-style-type: none"> <li>▪ <a href="https://www.england.nhs.uk/about/equality/equality-hub/national-healthcare-inequalities-improvement-programme/core20plus5/">https://www.england.nhs.uk/about/equality/equality-hub/national-healthcare-inequalities-improvement-programme/core20plus5/</a></li> </ul> </li> </ul>	BE
6	<p><b>Air Quality</b></p> <p>The Annual Status Report was submitted and approved by DEFRA. The tube near the roundabout on Watling Street, Dordon, had the highest readings, but is still below the national threshold for intervention.</p> <p>A bid has been submitted, in partnership with the authorities in Warwick and Rugby, for funding to provide sensors and education sessions to raise awareness about air quality. The outcome of the bid is expected in March 2023, but, if unsuccessful, consideration may be given to the use of the Working Party's budget.</p> <p>Domestic combustion was discussed as having a negative impact on indoor air quality.</p> <p>MG to provide Cllr. Humphreys with a breakdown of financial issues impacting the work around air quality.</p>	MG     MG
7	<p><b>Leisure Facilities Update</b></p> <p>With an aim to strengthen relationships with schools and increase participation and engagement from young people, Leisure Facilities staff have engaged in a number of different service interventions:</p> <ul style="list-style-type: none"> <li>• Coleshill Leisure Centre has engaged with the Coleshill School to offer discounted passes to those new to the facility. This offer, which runs until the New Year, has seen benefits to the Centre and has been very well received by the School</li> <li>• Through discussion with TQEA, a “reward scheme” was agreed for six weeks, initially up until Christmas, where up to five students per week, nominated by the school, would receive a free seven day pass. The aim was to enhance the introduction of young people to the service, with the intention to increase future sales and participation, either funded by the student or the Academy. The initial feedback from the school is positive, with a noted improvement in behaviour and an excitement around the value of the reward. A report on performance will be made by the end of the year, looking at participation, conversions to members, relations with the school, a feed of information to / within school networks, a financial agreement with the school, etc.</li> </ul>	

Item	Notes	Action
	<ul style="list-style-type: none"> <li>• Polesworth Fitness hub has continued to attract various schools to attend weekly sessions at the gym facility.</li> </ul> <p>More focus is being given to marketing, as this has been identified as an area in need of improvement. A Black Friday offer saw an uptake of 55 annual passes, more than double the number recorded in the previous year.</p> <p>There is a “Grinch” event taking place at Coleshill Leisure Centre on Sunday 11 December with stalls, a grotto, crafts and letters to Santa.</p> <p>January 2023 marks 25 years of gymnastics provision in Polesworth and there will be a programme of events throughout the year to celebrate this achievement.</p>	
8	<p><b>Health and Wellbeing Action Plan</b></p> <p>A proposed new template for the Action Plan was presented to the Working Party. This was agreed and BE will now meet with divisional leads to populate the Plan and present the draft to the next meeting of this Working Party.</p> <p>Public Health expressed support for the new Action Plan and offered support to embed the Health in All Policies (HiAP) concept:</p> <p><a href="https://www.warwickshire.gov.uk/homepage/365/health-in-all-policies-hiap">https://www.warwickshire.gov.uk/homepage/365/health-in-all-policies-hiap</a></p> <p><a href="https://api.warwickshire.gov.uk/documents/WCCC-1350011118-3136">https://api.warwickshire.gov.uk/documents/WCCC-1350011118-3136</a></p>	BE
9	<p><b>Budget</b></p> <p>A request for funding for scales for the leisure facilities was presented and discussed.</p> <p>The Working Party determined to use £10k out of its budget to fund two scales, one at Coleshill Leisure Centre and one at the Polesworth Hub. The success and use of the equipment will be monitored and reported to a future meeting of the Working Party.</p>	RS
10	<p><b>Any Other Business</b></p> <p>AccessAble has recently been commissioned by the Borough Council for a further five years to provide information on accessibility, including a review of all Authority-owned play areas. Work will commence in the New Year.</p> <p>The North Place Health Grants has recently been launched, offered grants of between £10k and £25k for partners of Warwickshire North Place. The closing date for applications is 8 January.</p> <p>A North Warwickshire Disability Forum is being established in conjunction with Equip. A scoping meeting and consultation will take place with residents in the New Year to establish how this work should be progressed. BE will keep the Working Party informed of progress.</p>	BE
	<p><b>Future Meeting Dates</b></p> <p>Monday 6 February, 10.30am, in the Board Room</p>	

**Agenda Item No 13**

**Community and Environment  
Board**

**23 January 2023**

**Report of the  
Chief Executive**

**Exclusion of the Public and Press**

**Recommendation to the Board**

**To consider, in accordance with Section 100A(4) of the Local Government Act 1972, whether it is in the public interest that the public and press be excluded from the meeting for the following item of business, on the grounds that it involves the likely disclosure of exempt information as defined by Schedule 12A to the Act.**

**Agenda Item No 13**

**Staffing Matter – Report of the Director of Leisure and Community Development**

Paragraph 2 - by reason of information likely to reveal the identity of an individual.

In relation to the item listed above members should only exclude the public if the public interest in doing so outweighs the public interest of disclosing the information, giving their reasons as to why that is the case.

The Contact Officer for this report is Amanda Tonks (719221).