

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

**(Councillors Bell, Chambers, Ferro,
Gosling, Hanratty, M Humphreys, Lea,
Lewis, Phillips, Singh, Smith, Smitten
and Waters).**

For the information of other Members of the Council

For general enquiries please contact Democratic Services, on 01827 719450/719221 or via e-mail 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

11 March 2019

The Community and Environment Board will meet in The Chamber, The Council House, South Street, Atherstone on Monday 11 March 2019, at 6.30pm.

AGENDA

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

4 Public Participation

Up to twenty minutes will be set aside for members of the public to put questions to elected Members. Questions should be submitted by 9.30am 2 working days prior to the meeting. Participants are restricted to five minutes each. If you wish to put a question to the meeting please contact Jenny Price on 01827 719450 or email democraticservices@northwarks.gov.uk

5 Minutes of the meeting of the Board held on 21 January 2019 – copies herewith, to be approved as a correct record and signed by the Chairman.

**PUBLIC BUSINESS
(WHITE PAPERS)**

6 Materials Recycling Facility Presentation

All Members are invited to attend a presentation on a project to deliver a local authority owned and operated Materials Recycling Facility within the Coventry, Solihull and Warwickshire area designed to process recyclable material collected across the sub-region and beyond.

7 Textile Recycling Service – Report of the Director Streetscape

Summary

This report asks Members to investigate the implementation of a free textile recycling service in the Borough.

The Contact Officer for this report is Olivia Childs (719267).

8 The Environmental Protection (Miscellaneous Amendments) (England and Wales) Regulations 2018 – Fixed Penalties – Fly Tipping - Household Waste Duty Of Care Offences – Report of the Corporate Director – Environment

Summary

The report seeks to establish the level of fine to be attached to fixed penalty notices for duty of care offences.

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

9 **Financial Assistance to Outside Organisations** – Report of the Director of Leisure and Community Development

Summary

Borough Council support for outside organisations is provided in many ways, including through its Annual Grants Scheme and through wider partnership agreements. Requests for assistance through the provision of an annual grant have been received from Warwickshire Community and Voluntary Action (WCAVA), North Warwickshire Citizens Advice (NW CA), Live & Local and the North Warwickshire Allotments Federation.

The Contact Officer for this report is Emma McKay (719356).

10 **Community Heritage Grants Scheme Update** - Report of the Director of Leisure and Community Development

Summary

This report informs Members of the outcome of applications made to the North Warwickshire Community Heritage Grants Scheme. It additionally informs the Board of the progress being made in respect of heritage- related activities that are being undertaken in partnership with external organisations.

The Contact Officer for this report is Clare Haines (719418).

11 **LEADER Programme Update** – Report of the Director of Leisure and Community Development

Summary

This report updates Members on the progress made in respect of the delivery of the North Warwickshire and Hinckley and Bosworth LEADER programme (2015 to 2020).

The Contact Officer for this report is Becky Evans (719346).

12 **North Warwickshire Green Space Strategy Progress Report** - Report of the Director of Leisure and Community Development

Summary

This report informs Members of the progress made in respect of delivery against the priorities set out in the North Warwickshire Green Space Strategy (2008 to 2018).

The Contact Officer for this report is Becky Evans (719346).

- 13 **Leisure Facilities: Service Improvement Plan and Key Performance Indicators** – Report of the Director of Leisure and Community Development

Summary

Appended to this report, for Members' consideration, are copies of the Service Improvement Plan (SIP) and the associated set of key performance indicators (KPIs), detailing activity through to the end of January 2019, through which the Board has agreed to monitor the operational and financial performance of the leisure facilities at each of its meetings.

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

- 14 **Health and Wellbeing Action Plan (2017 to 2020)** – Report of the Director of Leisure and Community Development

Summary

This report provides Members with an update on the progress being made in respect of the actions identified in the approved three-year Health and Wellbeing Action Plan (2017 to 2020).

The Contact Officer for this report is Becky Evans (719346).

- 15 **Minutes of the Health and Wellbeing Working Party** held on 13 February 2019 (copy herewith).

- 16 **Progress Report on Achievement of Corporate Plan and Performance Indicator Targets April – December 2018** – Report of the Chief Executive

Summary

This report informs Members of the progress with the achievement of the Corporate Plan and Performance Indicator targets relevant to the Community and Environment Board for April to December 2018.

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

JERRY HUTCHINSON
Chief Executive

NORTH WARWICKSHIRE BOROUGH COUNCIL

MINUTES OF THE COMMUNITY AND ENVIRONMENT BOARD

21 January 2019

Present: Councillor Smith in the Chair.

Councillors Chambers, Clews, Ferro, Gosling, Hanratty, M Humphreys, Lea, Lewis, Phillips, Singh, Smitten and Waters.

An apology was received from Councillor Bell (Substitute Councillor Clews)

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

None were declared at the meeting.

24 **Minutes of the meeting of the Board held on 15 October 2018**

The minutes of the meeting held on 15 October 2018, copies having been previously circulated, were approved as a correct record and signed by the Chairman.

25 **Corporate Plan 2019 - 20**

The Board's approval was sought for the Corporate Plan targets for which it was responsible and to agree 2019-20 Service Plans for the Leisure and Community Development, Community Services, Streetscape and Environmental Divisions.

Recommendation to Executive Board

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

Resolved:

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

26 **Bulky Waste Service**

Members were updated on the recent change to bulky waste contractor.

Resolved:

- a That the report be noted;**

- b That the revised bulky waste fees as set out in paragraph 5.2 of the report of the Director of Streetscape, be approved; and**
- c That a further report be brought to a future meeting of the Board to review the scale of charges.**

27 Leisure Facilities – 2019/20 Bank Holiday Closures

The Director of Leisure and Community Development sought the Board's approval of a schedule of Bank Holiday closures of leisure facilities during the 2019/20 financial year.

Resolved:

- a That the item be deferred for further consideration by the Board; and**
- b That, in consultation with the Chairman, Vice Chairman and Opposition spokesperson, the Director of Leisure and Community Development arranges an informal meeting of the Board to discuss ways to promote and increase the use of leisure facilities on bank holidays and that a further report be presented to relevant Board(s) in due course.**

28 General Fund Fees and Charges 2019/2020

The Board was asked to consider the proposed fees and charges for 2019/20.

Resolved:

That the schedule of fees and charges for 2019/20, as set out in Appendix A to the report, be accepted.

29 General Fund Revenue Estimates 2019/20

The Corporate Director Resources presented the revised budget for 2018/19 and an estimate of expenditure for 2019/20, together with forward commitments for 2020/21, 2021/22 and 2022/23.

Resolved:

- a That the revised budget for 2018/19 be accepted, and**

Recommendation to Executive Board

- b That the growth bid of £10,000 for the bulky waste collection service, be accepted; and**

- c That the Estimates of Expenditure for 2019/20 as submitted to the Board be included in the budget to be brought before the meeting of Executive Board on 11 February 2019.**

30 Capital Programme 2019/20 to 2021/22

The Corporate Director Resources presented proposals for schemes to be included within the Council's Capital Programme over the next three years.

Resolved:

- a That the schemes previously approved within the Council's three-year capital programme be supported; and**
- b That the schemes which will not be included within the Capital Programme, be noted.**

31 Prosecutions Taken By The Environmental Health Division 2018

The Board was provided with details of the prosecutions taken by the Environmental Health Division during the calendar year 2018.

Resolved:

That the report be noted.

32 Performance Management – Environmental Health Division – Food Hygiene Inspections 2017/18

The Board was presented with the food hygiene inspection performance indicators during 2017/2018 for consideration.

Resolved:

That the report be noted.

33 Removal of abandoned vehicles from private land. Refuse Disposal (Amenity) Act 1978

The Corporate Director Environment sought the Board's approval to charge for the removal abandoned vehicles from private land.

Resolved:

That the fee as set out in paragraph 4.5 of the report be levied in respect of removing abandoned vehicles from private land, be approved.

34 Draft Green Space and Playing Pitch Strategies

The Director of Leisure and Community Development presented revised drafts of the Green Space and Playing Pitch Strategies for further consideration, alongside the Football Association's Local Football Facilities Plan.

Resolved:

- a That, subject to some minor alterations to the draft Green Space Strategy, the Director of Leisure and Community Development be authorised to undertake wide ranging consultation on its content, prior to the draft Strategy being re-presented for possible adoption at a future meeting of the Board;**
- b That the revised draft Playing Pitch Strategy be adopted; and**
- c That the content of the Local Football Facilities Plan produced by the Football Association and its partners, be noted.**

35 Leisure Facilities: Service Improvement Plan and Key Performance Indicators

The Board was asked to consider the Quarter 3 (December 2018) Service Improvement Plan (SIP) and the associated set of key performance indicators (KPIs), through which the Board had agreed to monitor the operational and financial performance of the leisure facilities at each of its meeting.

Resolved:

That the Service Improvement Plan and associated set of key performance indicators be noted.

36 Minutes of the Health and Wellbeing Working Party meeting held on 15 November 2018

The minutes of the Health and Wellbeing Working Party held on 15 November 2018 were received and noted.

37 Recycling Bag Trial

The Director of Streetscape updated Members on the recycling bag trial undertaken between September and November 2018.

Resolved:

- a That the report be noted; and**
- b That officers investigate the feasibility of moving to a fully comingled recycling service and that a report on the implications of such a change be brought to a future meeting of the Board.**

38 Chewing Gum Action Group Campaign

The Director of Streetscape informed Members about a campaign to reduce chewing gum litter.

Resolved:

That the report be noted.

39 Street Cleansing Performance

The Director of Streetscape set out how the Council's street cleansing service performed in recent years, highlighted areas where performance standards have dipped and outlined those steps which have already been taken as well as suggesting ways in which further improvements might be made.

Resolved:

- a That the report be noted; and**
- b That a further report on how street cleansing inspections are undertaken and reported be brought back to a future meeting of the Board.**

40 Progress Report on Achievement of Corporate Plan and Performance Indicator Targets April – September 2018

The Board was informed of the progress with the achievement of the Corporate Plan and Performance indicator targets relevant to the Community and Environment Board for April to September 2018.

Resolved:

That the report be noted.

Chairman

Agenda Item No 7

**Community and Environment
Board**

11 March 2019

Textile Recycling Service

**Report of the
Director of Streetscape**

1 Summary

- 1.1 This report asks Members to investigate the implementation of a free textile recycling service in the Borough

Recommendations to the Board

- a That Members note the contents of the report; and**
- b That Members direct officers to investigate the potential to work in partnership with an external partner to provide a free textile recycling service and bring a report on the result of a short procurement exercise to a future meeting of this Board.**

2 Background

- 2.1 Until October 2013 residents could recycle textiles (clothing, shoes, bags etc.) at kerbside using a pink bag. When the kerbside recycling service changed to the red-lidded bin it was no longer feasible to collect textiles separately.
- 2.2 Bring banks, including those for textiles, were removed in late 2013 and early 2014. Maintaining the areas around the banks had become expensive as they were hotspots for fly-tipping and frequently overfilled by commercial use. With comprehensive recycling facilities available at kerbside, the sale of the car park on Park Road, Coleshill (now Morrison's) and the need for additional parking spaces at Woolpack Way, Atherstone, the decision was made to remove all bring bank sites on Council owned land. A small number of textile banks are still sited on private land around the Borough however the Council has no involvement in these.
- 2.3 There are a number of charity shops within the Borough which accept donations of textiles and there are facilities to recycle textiles at Lower House Farm recycling centre. Often households are also provided with free bags by door to door operators/charities however the legitimacy of these operations is unknown.
- 2.4 Despite the facilities available for residents to recycle textiles, composition analysis of refuse bins undertaken in 2018 by Warwickshire County Council show the average black bin contained 5.38% textiles, equating to 0.21kg per household per week. Annually this represents 308 tonnes of textiles per year.

2.5 Red-lidded recycling bins are also continually contaminated with textiles which in turn has a negative impact on the gate fee charged. It is not possible to ascertain the exact quantity of textiles placed in red-lidded bins however estimates suggest 15 tonnes per year. The current cost to the Council to process this material is over £1500.

2.6 Providing a service to increase the proportion of household waste recycled would increase the Council's recycling rate and provide additional income through recycling credits. If all unwanted textiles were captured as recycling this would provide an additional income to the Council from recycling credits of up to £15,690.

3 Opportunity for a free textile collection service

3.1 Officers have received a proposal from a charity to provide home collections of textiles, textile banks (on private land) and accompanying promotional and educational resources, free of charge.

4 Next steps

4.1 It is possible that other charities may offer a similar service to the proposal received. It is therefore recommended that officers investigate the potential to work in partnership with a charity to provide a free textile recycling service and bring a report on the result of a short procurement exercise to a future meeting of this Board.

5 Report Implications

5.1 Finance and Value for Money Implications

5.1.1 A free textile recycling service has the potential to reduce disposal costs and increase income from recycling credits.

5.2 Environment and Sustainability Implications

5.2.1 Introducing a textile recycling service, and accompanying communications, would deliver environmental and sustainability benefits through increased levels of re-use and a reduction in waste.

5.3 Legal, Data Protection and Human Resources Implications

5.3.1 A textile recycling service, specifically the booking of home collections, has the potential to involve processing personal data. This would be assessed in line with data protection legislation requirements.

5.4 Links to Council's Priorities

5.4.1 Responsible financial and resource management.

5.4.2 Promoting sustainable and vibrant communities.

The Contact Officer for this report is Olivia Childs (719267).

Agenda Item No 8

Community and Environment Board

11 March 2019

Report of the Corporate Director - Environment

The Environmental Protection (Miscellaneous Amendments) (England and Wales) Regulations 2018 – Fixed Penalties – Fly Tipping - Household Waste Duty Of Care Offences

1 Summary

- 1.1 The report seeks to establish the level of fine to be attached to fixed penalty notices for duty of care offences.

Recommendation to the Board

That the fixed penalty for household waste duty of care offences be set at £200 or £120 if the penalty is paid before the end of ten days following the date of the notice.

2 Consultation

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

3 Introduction

- 3.1 The Environmental Protection (Miscellaneous Amendments) (England and Wales) Regulations 2018 (The Regulations) amends Section 34 of the Environmental Protection Act 1990 (The Act) to allow an authorised officer of the Council to serve a notice offering the opportunity of discharging any liability to conviction for the offence to which it relates by payment of a fixed penalty. Such notices are commonly known as 'fixed penalty notices'

4 Report

- 4.1 Fly tipping is a serious and growing problem. Quite often during investigation it transpires that the householder, the source of the fly tipped material, has passed the waste to a third party, often an anonymous man in a van who has offered to dispose of it for a very cheap price. The duty of care requires occupiers of domestic properties to take all reasonable measures available to them to ensure that they only transfer their household waste to an authorised

person. This reduces the chance of waste ending up in the hands of those who would fly-tip it.

- 4.2 Section 34(2A) of the Act contains the requirement for individuals to comply with the duty of care in respect of their domestic waste. During investigation if a person is unable to identify who took their waste, or the carrier they identify is unauthorised, then it is reasonable to believe their duty of care was not met.
- 4.3 The Act allows for prosecution in such cases. However prosecution is not appropriate in all cases. The Government wishes to promote a balanced approach to enforcement which is proportionate and have therefore introduced the ability for local authorities to issue fixed penalty notices.
- 4.4 The Regulations allow the Council to set the level of the fixed penalty within a range of not less than £150 and not more than £400. It is recommended that the penalty be set at £200.
- 4.5 The Regulations also allow the Council to make provision for treating the fixed penalty as having been paid if a lesser amount of not less than £120 is paid before the end of the period of ten days following the date of the notice. It is recommended that this lesser amount is set at £120.
- 4.6 The Council has already set a penalty level for a fixed penalty notice for fly tipping which is £200 and a lesser amount for early payment of £120
- 4.7 The money from the fixed penalty notices is retained by the Council but can only be used for carrying out the functions under Part 2 of the Act – ‘Waste On Land’.
- 4.8 The Board are requested to agree the levels of fine recommended.

5 Report Implications

5.1 Finance and Value for Money Implications

- 5.1.1 The money raised from fixed penalties is retained by the Council and will provide additional resources to help in the fight against fly tipping. The actual amount that will be raised is unknown at present.

5.2 Safer Communities Implications

- 5.2.1 The use of fixed penalty notices will assist in the prevention of crime.

5.3 Legal, Data Protection and Human Rights Implications

- 5.3.1 There are no material legal implications arising from the adoption of the new penalties which is permitted by the Regulations

5.4 Environment, Sustainability and Health Implications

5.4.1 Fly tipping poses a serious threat to the environment and the use of these powers will assist the Council in dealing with the problem.

5.5 Human Resources Implications

5.5.1 The use of fixed penalty notices will allow officers to spend more time investigating the more serious offences whilst dealing with less serious cases quickly and efficiently

5.6 Risk Management Implications

5.6.1 There are no identifiable additional risks associated with the introduction of these penalties.

5.7 Equalities Implications

5.7.1 There are no negative impacts of opportunity for any known group contained in the report

5.8 Links to Council's Priorities

5.8.1 Creating safer communities

5.8.2 Protecting our countryside and heritage

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

Background Papers

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

Background Paper No	Author	Nature of Background Paper	Date

Agenda Item 9

Community and Environment Board

11 March 2019

Report of the Director of Leisure and Community Development

Financial Assistance to Outside Organisations

1 Summary

- 1.1 Borough Council support for outside organisations is provided in many ways, including through its Annual Grants Scheme and through wider partnership agreements. Requests for assistance through the provision of an annual grant have been received from Warwickshire Community and Voluntary Action (WCAVA), North Warwickshire Citizens Advice (NW CA), Live & Local and the North Warwickshire Allotments Federation.

Recommendation to the Board

- a** That Members note the progress made by WCAVA in its delivery of the Third Sector Infrastructure Support Grant Agreement and approve financial assistance in the form of two instalments for 2019 / 20, as detailed in the report;
- b** That Members approve the draft Service Level Agreement for further negotiation with NW CA and that the proposed financial award for 2019 / 20 be approved and administered as indicated in the report, including the provision for the second instalment to be made subject to the prior agreement of the Chairman and Vice-Chairman of the Board;
- c** That Members note the work undertaken by Live & Local in assisting local promoters to deliver professional arts performances in local venues and approve the proposed grant award towards the countywide Key Client Agreement; and,
- d** That Members note the work undertaken by the North Warwickshire Allotments Federation and approve the proposed annual grant award, subject to the successful conclusion of negotiations in respect of the appended draft Service Level Agreement.

2 Consultation

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

3 Introduction

- 3.1 Through its provision of financial assistance to voluntary and outside organisations, the Borough Council seeks to ensure cost effective support for a broad range of services for the community of North Warwickshire. In pursuance of this objective, this report considers applications for assistance, and recommends awards, through its Annual Grants for Outside Organisations scheme.
- 3.2 Requests for funding support for 2019 / 20 have been received from four organisations; WCAVA, NW CA, Live & Local and the North Warwickshire Allotments Federation.

4 Warwickshire Community and Voluntary Action (WCAVA)

4.1 Annual Grant Request

- 4.1.1 The countywide Third Sector Infrastructure Support Services Agreement was awarded to WCAVA by Warwickshire County Council (WCC) in 2016 and has been extended for a fourth year into 2019 / 20.

- 4.1.2 WCAVA is monitored through its achievements against the countywide Agreement, in respect of which a report has been provided for North Warwickshire, detailing how it is meeting the outcomes of the Agreement locally. Activity from April to December 2018 is highlighted in Appendix A. The North Warwickshire report provides detailed information on the work undertaken and will enable Members to consider the request to provide funding support for 2019 / 20.

- 4.1.3 From April to December 2018, the North Warwickshire office has supported 174 unique organisations with 248 recorded interventions. These interventions have predominately been concerned with funding, with other support for group meetings, organisational development and signposting. In this period, WCAVA has supported funding bids from local groups and organisations totalling more than £58,000 to local and national grant schemes. WCAVA also facilitates a Voluntary Action North (VAN) forum, which provides the opportunity for groups to network, gain information and share best practice. At the VAN forum held in November 2018, 40 people attended the event. WCAVA has been particularly successful in linking public agencies with the wider “third” sector and in providing an opportunity for groups to network.

- 4.1.4 WCAVA is represented on the Local Strategic Partnership and works closely with Borough Council officers on third sector matters. It is also an active

member of the LEADER Local Action Group and is continuing to work closely with the Big Local project in Arley and Ansley.

4.2 Proposed Financial Support

4.2.1 The proposed award to WCAVA in 2019 / 20 is £11,875, excluding VAT, which is the same level of funding awarded for the previous two financial years. The funding agreed through the Annual Grants scheme provides financial assistance towards the core functions of WCAVA, in providing infrastructure and development support to the third sector in North Warwickshire.

5 North Warwickshire Citizens Advice (NW CA)

5.1 Annual Grant Request

5.1.1 Members will be familiar with the nature of the request from the CA and the need to link any Annual Grant award to the negotiation of an approved annual Service Level Agreement (SLA). Through the Agreement, the Borough Council seeks to ensure the delivery of mutually compatible outcomes in return for its investment. Wherever possible, these outcomes are linked to the objectives and priorities of the North Warwickshire Sustainable Community Strategy. In this regard, the draft 2019 / 20 SLA for the CA is attached at Appendix B. Subject to Board approval, it will provide the basis for the negotiation of the final Agreement.

5.1.2 NW CA is monitored through the production of a report that details the support work that has been provided to the residents of North Warwickshire. The April 2018 to January 2019 review report is attached at Appendix C. In brief, however, the report identifies that in this period the NW CA had a number of positive outcomes. It employs eight members of staff and currently has 28 volunteers, who average five to six hours of active involvement per week, as well as five volunteers in training. Benefits advice was by far the most significant issue that was dealt with during this period, with 2090 cases progressed by CA personnel. This resulted in 126 benefit claim increases, reinstatements or new awards, which equates to an annualised value of £747,871. Debt in the sum of £48,469 was written off in negotiation with creditors and seven cases of potential homelessness were prevented or averted through the involvement of the CA.

5.2 Proposed Financial Support

5.2.1 NW CA is providing services that continue to be required by the local community. The level of financial assistance proposed through the Annual Grant scheme for NW CA in 2019 / 20 is £34,807.50. This sum is set at the same level as that awarded during the last two financial years.

5.2.2 The SLA for NW CA requires a six monthly review of its work to be undertaken in order to ensure compliance with the provisions of the Agreement. It is proposed that this award continues to be made in two half-

yearly instalments and that the second payment is only made with the prior agreement of the Chairman and Vice-Chairman of the Board and upon the satisfactory completion of work in the first period.

- 5.2.3 The funding agreed through the Annual Grants scheme provides financial assistance towards the core functions of NW CA. The Borough Council also provides further financial support (subject to application) by offering NW CA the maximum level of discretionary rate relief (a sum of £1,035.30 was awarded in 2018 / 19). At the time of writing this report, the estimated value of rate relief for 2019 / 20 had not been calculated. The charge for April 2019 will be calculated according to the outcome of the revaluation exercise being carried out by the Valuation Office Agency.

6 Live & Local

6.1 Annual Grant Request

- 6.1.1 Live & Local works with voluntary groups and professional artists to create new audiences for the performing arts, with a view to enabling the development of stronger communities. The organisation achieves this by co-ordinating professional, good quality performances in a network of non-mainstream venues, such as community halls, and by working in partnership with voluntary and other organisations.

- 6.1.2 Live & Local brings people together, playing an important part in the social life of participating communities. It builds support for community venues, encourages volunteering and helps to develop active communities, thereby contributing to a range of local priorities, such as raising aspirations and skill levels, developing healthier communities and improving access to services.

- 6.1.3 The Grant Aid Agreement is produced for a period of one year and is administered by Warwickshire County Council's Art Service. The Agreement is produced on behalf of its partners, which include North Warwickshire Borough Council, Rugby Borough Council and Warwick District Council.

- 6.1.4 In previous years, Warwickshire County Council made a financial contribution to the Agreement. This has not been the case for the last two financial years, however, due to internal budgetary pressures. At the time of writing this report, it is believed that Rugby Borough Council and Warwick District Council will continue with the same level of investment as that made in 2018 / 19. Live & Local has stated that if the Authority's investment remains unaltered, then the level of outputs delivered in North Warwickshire (ten shows) will also remain unchanged.

- 6.1.5 Live & Local had a target to deliver ten shows in 2017 / 18. This target was surpassed, however, as 11 shows were delivered in North Warwickshire, at four community venues. The total number of individual attendances during the season was 735, with a total yield of £4,725. Attached at Appendix D is a "Value for Money" overview of Live & Local's 2017 / 18 performances. Appendix E details the current position in respect of its 2018 / 19 programme

(June 2018 to May 2019), which details the promoters, the venues and their chosen performances.

6.2 Proposed Financial Support

6.2.1 It is proposed that the level of support awarded to Live & Local last year (£2,000) is retained for 2019 / 20. The funding agreed through the Annual Grants scheme provides financial assistance towards the core functions of Live & Local. The Key Client Contract identifies the required key functions and it is used to monitor Live & Local's performance over the period of the Agreement.

7 North Warwickshire Allotments Federation

7.1 Annual Grant Request

7.1.1 The North Warwickshire Allotments Federation, which is run by volunteers, seeks to bring together representatives from allotment associations and groups across North Warwickshire. The Federation hosts or takes part in regular events aimed at developing and promoting allotments. During 2018, the Allotment Federation held a variety of events, such as the annual allotment competition, annual produce show, plant sales and an awards evening. The last year held a number of challenges for local allotment growers, with a very cold winter and spring, followed by the summer heatwave, which made the growing conditions difficult. The associations, however, benefitted from the networking available through the Federation. An annual summary of the Federation's work can be seen in Appendix F.

7.2 Proposed Financial Support

7.2.1 It is proposed that the level of support provided to the Federation in 2018 / 19 (£500) is retained for 2019 / 20. The Authority is continuing to support the North Warwickshire Allotments Federation through an annual Service Level Agreement, a draft of which is attached at Appendix G. The principles within the Agreement remain unchanged from the previous year. It is proposed that the suggested grant award is made conditional upon the successful conclusion of negotiations in respect of the Service Level Agreement.

8 Report Implications

8.1 Finance and Value for Money Implications

8.1.1 Provision has been made for the proposed Annual Grant Awards within the Support to Voluntary Organisations revenue budget allocation for 2019 / 20.

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

8.2 Safer Communities Implications

8.2.1 There is no direct safer communities implication arising directly from this report, although the activities that are supported by Live & Local provide positive diversions from anti-social and / or nuisance behaviour. NW CA's work, particularly with regard to the provision of financial advice, can also help to prevent people from resorting to criminal activity to resolve their personal problems.

8.3 Environment, Sustainability and Health Implications

8.3.1 Providing financial assistance to community and voluntary sector organisations is a cost-effective way of increasing local service provision and helping to enhance individual and collective quality of life.

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

8.3.3 The activities of each of the organisations identified in this report positively impact upon people's health and wellbeing. Live & Local's support enables promoters to provide good quality arts productions in local venues, which positively advance people's mental health and wellbeing. The Allotments Federation's work supports allotment gardening, which has the potential to improve both physical and mental health.

8.4 Risk Management Implications

8.4.1 There is no change to the risk management implications previously reported to the Board consequent upon the content of this report.

8.5 Equalities Implications

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

8.6 Links to Council's Priorities

8.6.1 The provision of financial assistance to community and voluntary sector organisations has positive and direct links to the corporate priorities in respect of:

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

8.6.2 The provision of financial assistance to community and voluntary sector organisations also has a positive impact upon the Sustainable Community Strategy objectives to:

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

The Contact Officer for this report is Emma McKay (719356).

Background Papers

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

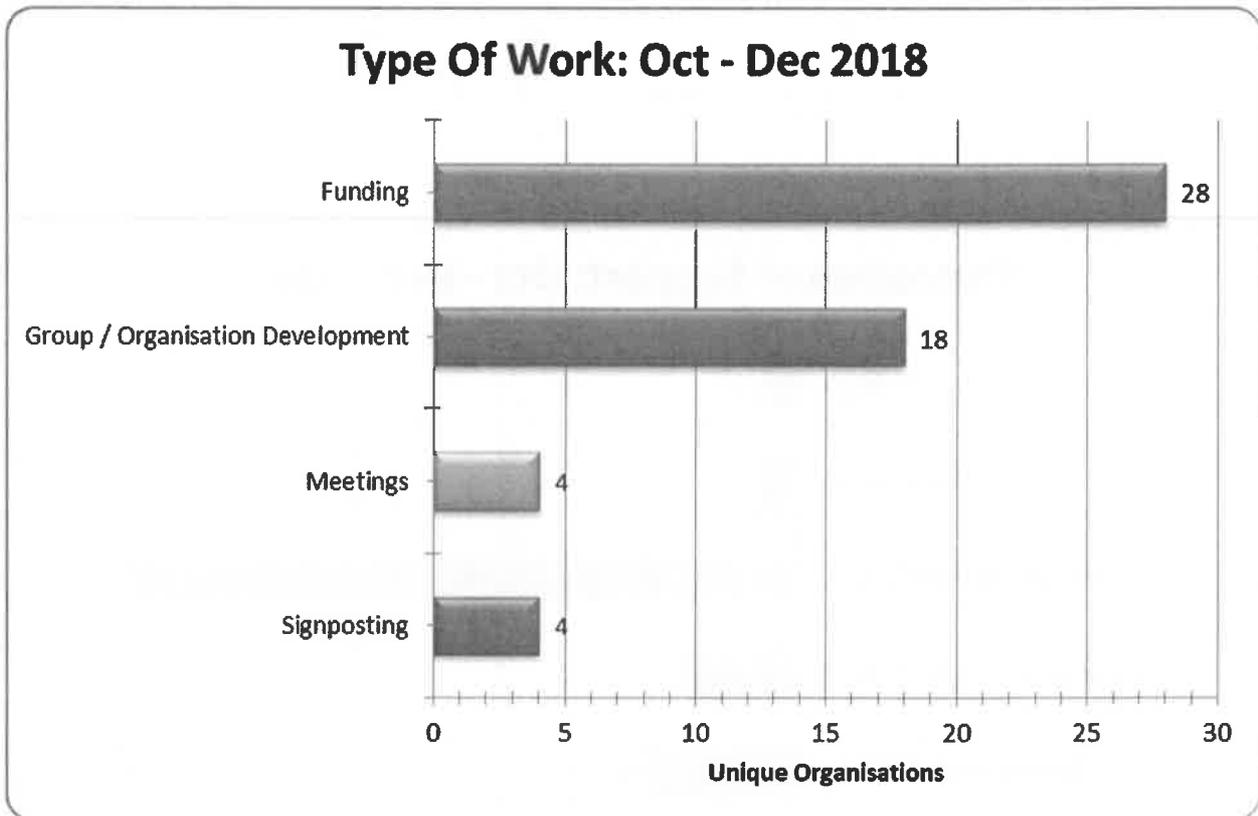
Background Paper No	Author	Nature of Background Paper	Date
1	Assistant Director (Leisure and Community Development)	Report to Community and Environment Board (Financial Assistance to Outside Organisations)	March 2018

KPI 1. Infrastructure Support to the Sector

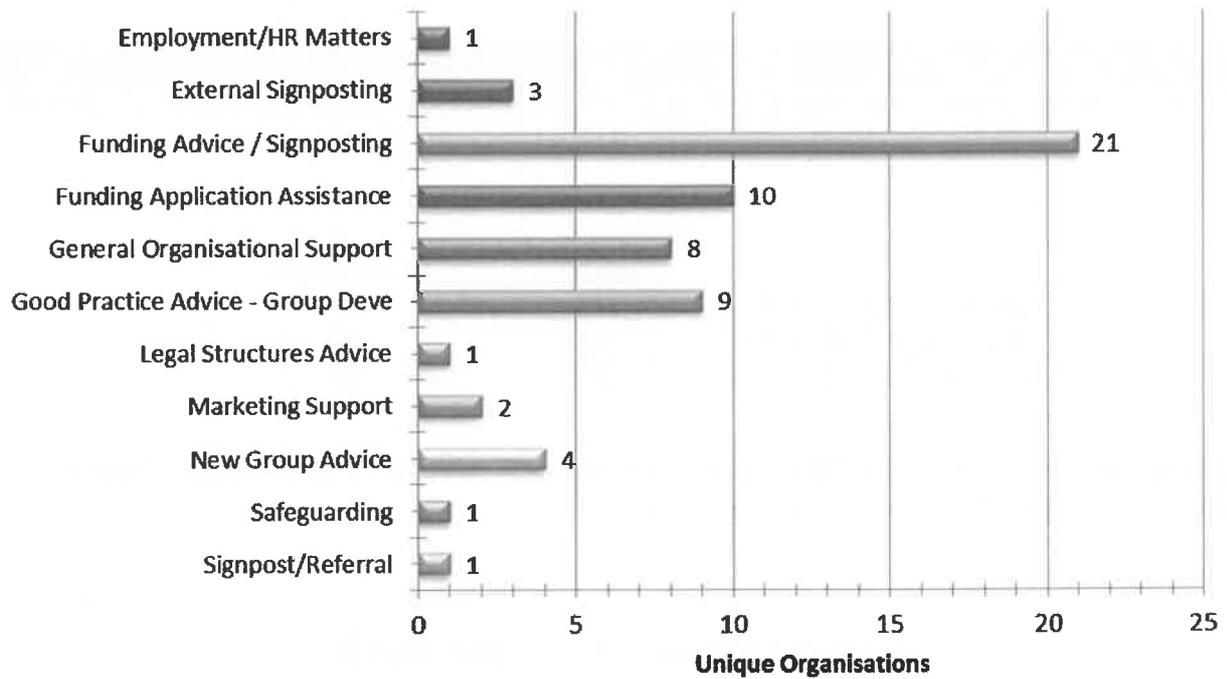
We want to see an increase in the volume and quality of organisational support provided to the third sector (e.g. support with funding applications, support with policy development etc.)

	Organisations Supported	Interventions
Quarter 1: Apr – Jun 2018	71	95
Quarter 2: Jul – Sep 2018	53	76
Quarter 3: Oct – Dec 2018	50	77

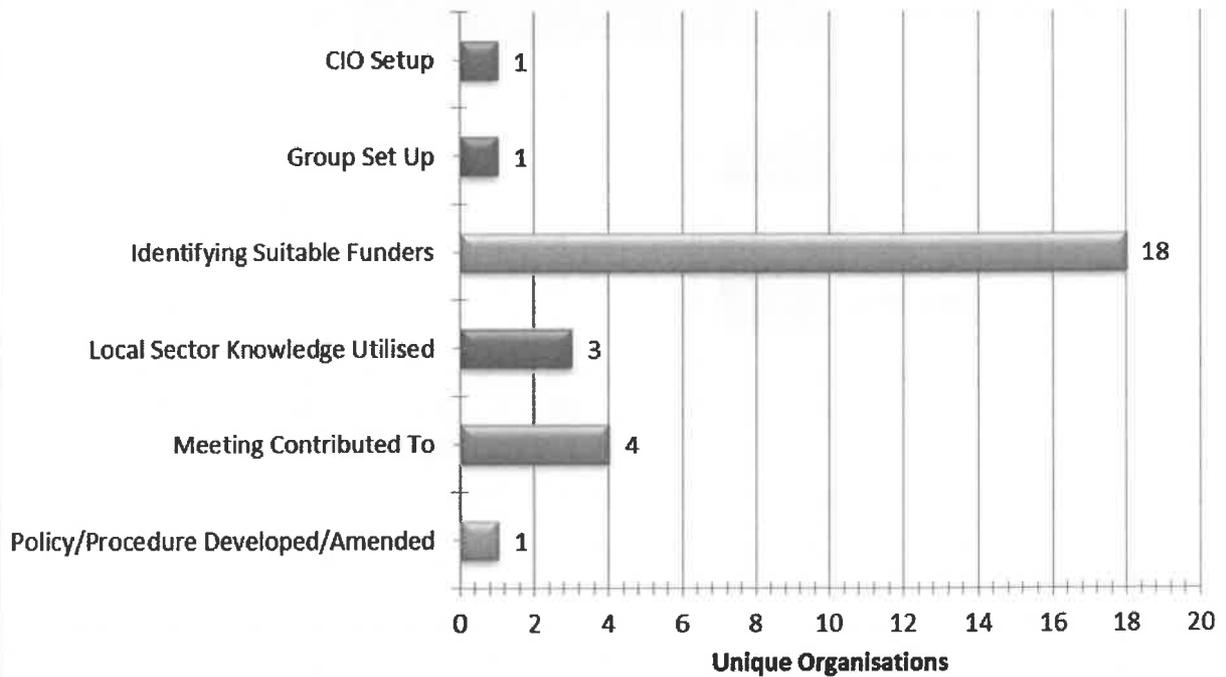
This quarter we have supported **50** unique organisations, with **77** different interventions, meaning we worked with each organisation on **1.5** issues.



Specific Activity: Oct - Dec 2018

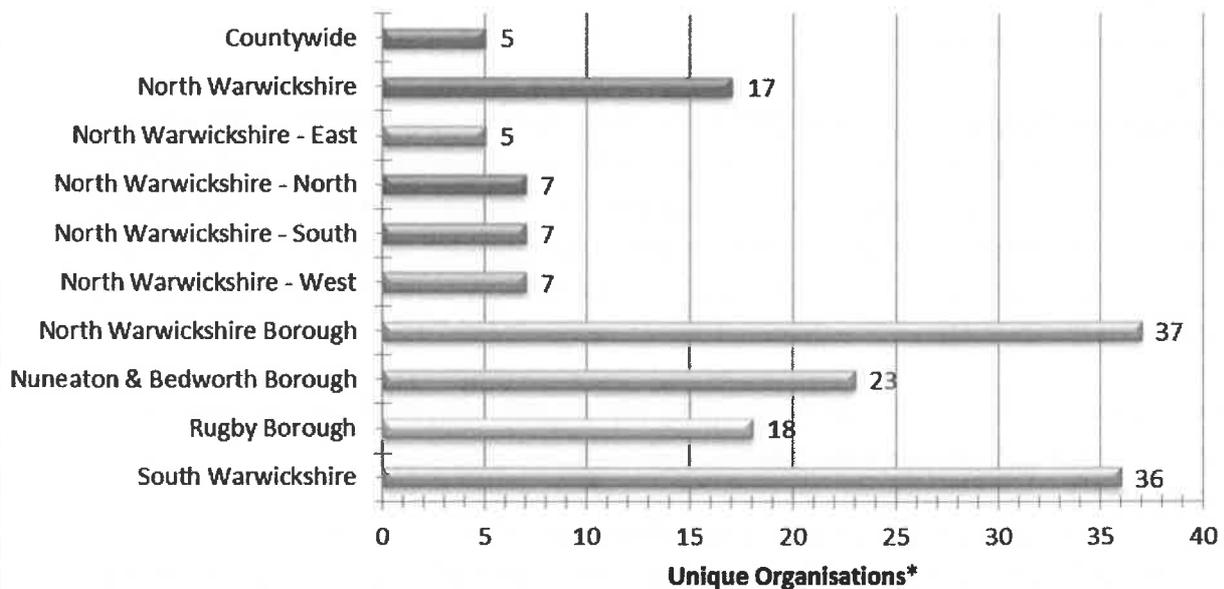


Outcomes of Support: Oct - Dec 2018



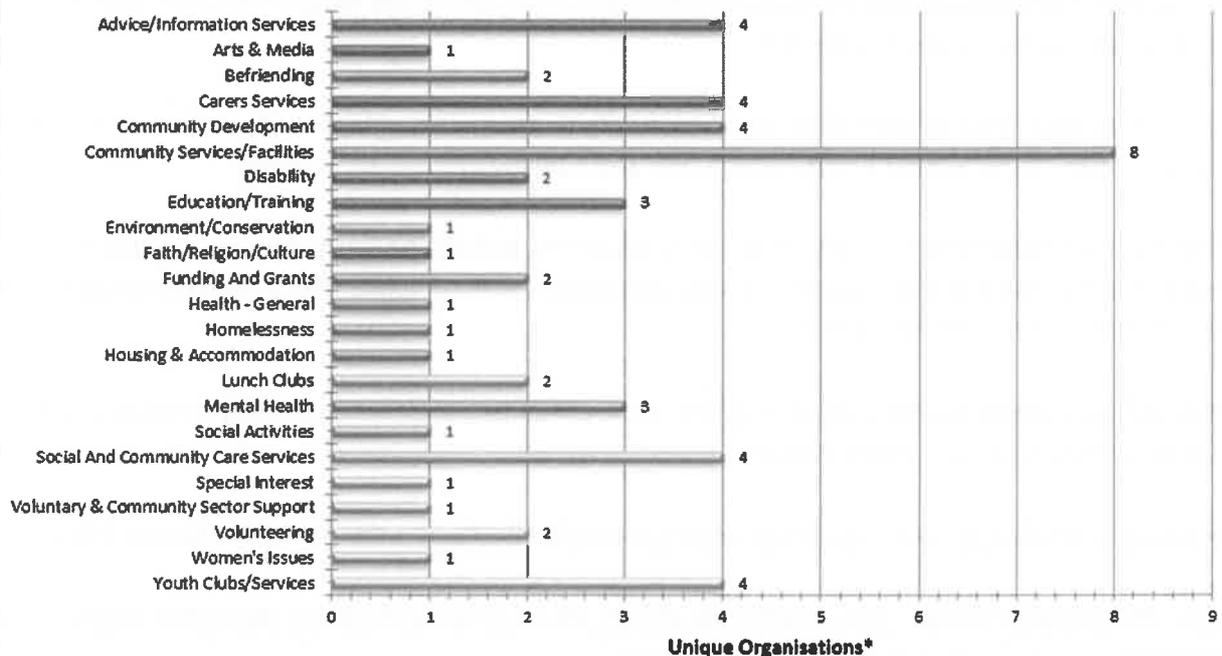
Area of Benefit of Organisations Supported: Oct - Dec 2018

*organisations may operate in multiple areas (all represented)



Services of Organisations Supported: Oct - Dec 2018

*organisations may provide multiple services (up to 4 represented)



Some examples of the work undertaken have been:

New Groups to us include:

- SAHA
- Ansley News

- Arley Football club
- Atherstone Spring arts festival
- Coventry Refugees
- Kingsbury Bell ringers
- Wood End Play area
- Hurley and district gardening club
- Compass

New Group we have helped set up: Elayos CIO: Advice around setting up a new CIO around supporting expectant mothers through and after birth. Discussed the different model constitutions and talked about the importance of finding the right trustees as they both plan to eventually become paid workers within the organisation. Went through policies and procedures and signposted them to our resource library and CAVAs Children and Young People's Lead, Lou Beddo. UPDATE: We have since checked their constitution and supported them to apply for charity status.

New Charity (no name): Want to set up a new charity that supports individuals to access alternative health therapies. Went through CIO structures, Trustees, fundraising and signposting.

Transport issues:

We have had two enquiries this quarter around lack of transport to get to hospital appointments. Our first enquiry came from a lady attending the Over 50s group in Atherstone who is unable to get to her hospital appointment. The second query came from a family worker who is working with a family in Coleshill who also needs help getting to hospital appointments. We have signposted both query's to Beeline Community Transport however, we know that Beeline are also struggling to recruit volunteer drivers in some of the villages and are currently advertising for volunteers in the Coleshill area.

Funeral expenses: Individual looking for support with funeral costs. Sent a link for some support with funeral cost including 'the Funeral expenses payment'.

Baddesley Village Hall: Want WCAVA to do supervision with two members of their staff. Had initial meeting to talk about job descriptions, writing a staff delivery plan and how the process will proceed.

Cherish Dementia Holiday trust: Wanted advice on employment and also having self-employed individuals. Passed on some info from the Gov website and also highlighted our BOSS support for members. UPDATE: They have been in touch with our BOSS support.

North Warwickshire Older Peoples Forum: Supported the committee members with their meeting. Support with finances and the agenda for their meeting.

Phoenix Group: Enquired about safeguarding training for their volunteers – signposted to training providers.

WINGS (health related projects): They need to get the CIC set up properly therefore signposted them to CDA. Also gave them some funding options for various projects.

Time Banking: The Volunteer Centre North Warwickshire will close at Christmas. They will start a new charity called The White Hart Community Group, CIO. They will take on the Time Banking project for North Warwickshire and have sent some funding options for this project.

Time Out befriending project: query around recruitment of self-employed individuals and recruitment of volunteers. Sent a range of information including the link to CAVA resource library. In addition, Time Out was

unsuccessful with their Big Lottery funding application therefore sent some funding options including Henry Smith and Allen Lane. UPDATE: have since been through their application for the Tudor trust and started to put some information together for the first stage application.

Baddesley Village hall: Want to move their community cafe forward. They are looking for £10,000 but are unable to go for Awards for All due to the village hall applying for other projects. Talked about doing the kitchen in phases using Tesco bags for help, HoE and other smaller grant options - have emailed some other grant options. UPDATE: Have met with group again. Are unable to go for some of the smaller pots because they will now be going through the PC. Even BIFFA are not funding PC's anymore. Double checked some applications for them and they can still go for Tesco.

Health Watch: Isabel is a new worker and only been in post two weeks. Came to meet with us as there is a realisation that it is difficult to work in North Warwickshire therefore she wanted any ideas around contacting residents. Gave useful contacts in North Warwickshire and also discussed how she could use the VAN forum as a platform to tell groups what Health Watch are hoping to achieve. Isobel was also doing a card survey around wellbeing of which we supported at the VAN forum where she had a good response.

Heritage Hatting project Atherstone: Put together a letter of support for the Heritage lottery project they are looking at doing in Atherstone around a hatting memorial.

New Business: Support with new security business that a young person has set up. Passed on some information regarding funding he may be able to get and networks he can join for further support.

Atherstone Spring arts festival: Looking to possibly set up a new group in Atherstone which would link nicely to some Arts Council funding that is available.

Girls Friendly Society: Talked about setting up different groups around the county. Discussed mapping of guiding so as not to compete and then able to fill the gap. Passed on other Funding and Group Development Officers contact and CAVAs Children and Young People's Lead.

Compass: Emailed about coming out to youth groups to do sessions on drugs and alcohol. Asked if we could pass on her contact to Lou (Children and young people lead) and Lori to share in youth network.

ACL: Sabnum asked me for info on groups that she could go out to re the service that they provide to collate information to develop an adult learning programme. I sent her info that is available online including the WIs in North Warwickshire and U3A.

Polesworth carnival: Met with the Polesworth committee to talk about funding and future sustainability of the carnival. Discussed Spacehive - what sort of project they would go for and doing the ground work first before putting their project onto the platform. Insurance, talking to Party in the Park as they get paid by the fair before the event therefore, they have money up front for the event. They will come back to us with a project idea and we will then support them to do an application.

Atherstone Conservative club: Helped Bob to put together account on FCA mutual register to get information on companies rule change that occurred in 2012.

Restore Collective: Looking at moving the organisation forward and changing the structure –went through being a CIO

Hurley Community Association: Aky phoned. He was looking for some information for Community accountancy as Nigel used to do his accounts but is retiring. I told him that we no longer do accounts here but that VAC used to do them and passed on the contact for them. We also talked about contacting Kingsbury Parish council to see who does there accounts.

Partnership Centre: Looking at funding for refurbishment of the building

Individual: Spoke to Sarah regarding an individual who is looking to start a board game club in the Big Local area. We talked about him setting up as a group or alternatively going as an individual through the community centre which means he would adhere to the policies and procedures of the Community centre. After Sarah spoke to him he is looking to do the latter.

Macmillan Cancer Support: Introduced to a new support worker. Owen will promote their services in the E-Grapevine and have asked other FGDO's to promote in their local email bulletins.

Ansley Village hall: Has an old indoor bowls mat that hasn't been used much and they want to give away. Passed the details onto Wood End bowling as I know they are currently looking for another mat.

Aim Educational: Met with Aim Education to discuss funding from LEADER as they are a company. Signposted to different groups that they could link with and talked about other venues to run the pre 16 school from.

Big Local:

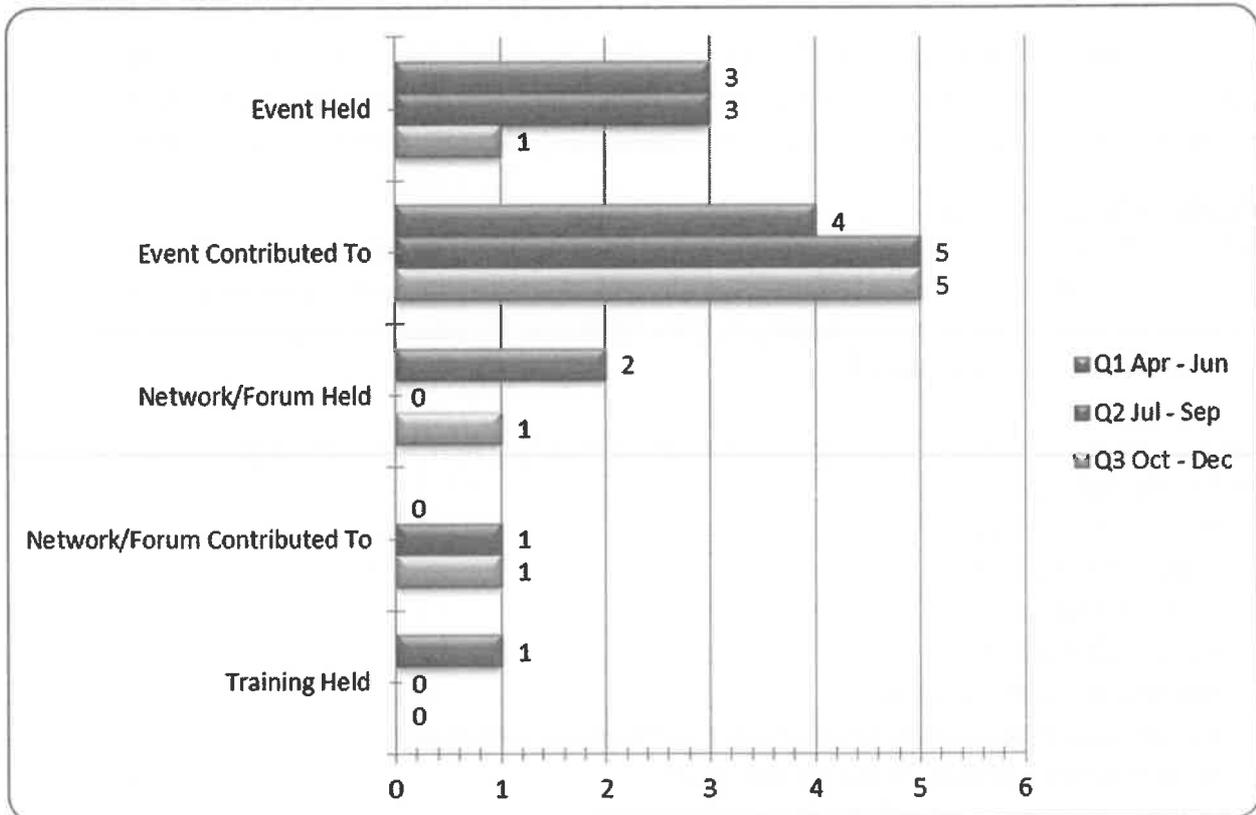
New staff. Sarah Deeming is the Lead Youth and Families worker. We continue to look for a youth support worker to join our seven part time volunteers. A delivery plan has been developed with key work activities for the three years – some key pieces of work will be the feasibility of a zebra crossing in Ansley, legacy, asset funding and defibrillators. We will continue with a Community Grant scheme and annual events including the Lantern trail in December, youth clubs and some family work.

SD has supported a new Games group to start and which will run on a monthly basis at Arley and St. Michaels Community Centre – this is an initiative from one of the residents who wants to bring people together on a Sunday. We are currently looking at training options for the Partnership Board and have already had discussions with Warwickshire PRIDE around diversity training.

KPI 2. Effective Conduit

We want to be an effective conduit between the Third sector and the Council.

Quarter 3: Oct – Dec 2018	
No. Events/Training Held	2
No. Events/Training Contributed to	6
No. People Reached (approx.)	218
No. Orgs Supported/Trained at Events	2



Summary of events this quarter:

Date	Event Held	Approx. No. Attendees
15/10/2018	NW Big Local Advice Workshop – Pride	12
01/11/2018	VAN Forum	40
Date	Event Contributed to	Approx. No. Attendees
01/10/2018	North Warwickshire Older Peoples Forum	28
23/10/2018	Compassionate Communities Ideas Factory	35
29/10/2018	C & W Partnership Trust Family Drop In (RISE service)	55
08/11/2018	North Warwickshire Localities Panel	10
27/11/2018	Stakeholder Group Children and Young People Mental Health	10
03/12/2018	North Warwickshire Older Peoples Forum	28

VAN forum 1st November 2018

In total 40 people attended the VAN forum in November. Working with EQUIP, the theme for the VAN forum was around Domestic Violence – A Warwickshire Perspective. Presenters included Louise

Moreton from Refuge, Warwickshire, talking about their services and Sarah Bhayat, community Outreach from Coventry Haven talking about forced marriage and honour based abuse.

We also had a moving presentation from Jayne Senior, MBE, Rotherham whistle-blower. Jayne also brought with her one of the survivors of the Rotherham abuse scandal who told her story, highlighting how she believed she and other victims had been let down by the authorities.

At the end of the sessions, attendees were asked to 'have their say' around the sort of safeguarding issues they may face within the communities of Warwickshire.

Meetings:

Partnership Building: In Total there were 8 Town Councillors, both clerks and a rep from Beeline attended this meeting. Discussion around costs of maintaining and running the building and group enquiries for using it as a venue however, they recognised the need to have a meeting with someone from WCC asset management.

Volunteering and Timebanking:

Originally meeting with Jenny Murray around innovative ways of promoting volunteering in North Warwickshire due to the general difficulty to recruit volunteers in this area. After meeting with interested parties and a Timebanking rep from Stratford, it was decided that The Whitehart Community Group (Volunteer Centre) will take the Timebanking initiative forward.

Tweeting: we have grown our followers to 147. We use our Tweeting to support campaigns and groups activities. A few examples:

- Wings family Spacehive
- Ruby's yard Spacehive
- EQUIP Van forum
- Community Catalyst
- Rise Mental health open day
- Coventry and Warwickshire Grapevine compassionate communities
- Small Charities Coalition – Cyber security guide
- Charity Commission – Charity fraud awareness week
- Atherstone and Coleshill police – Coleshill Community Engagement Evening
- Ansley Christmas tree festival

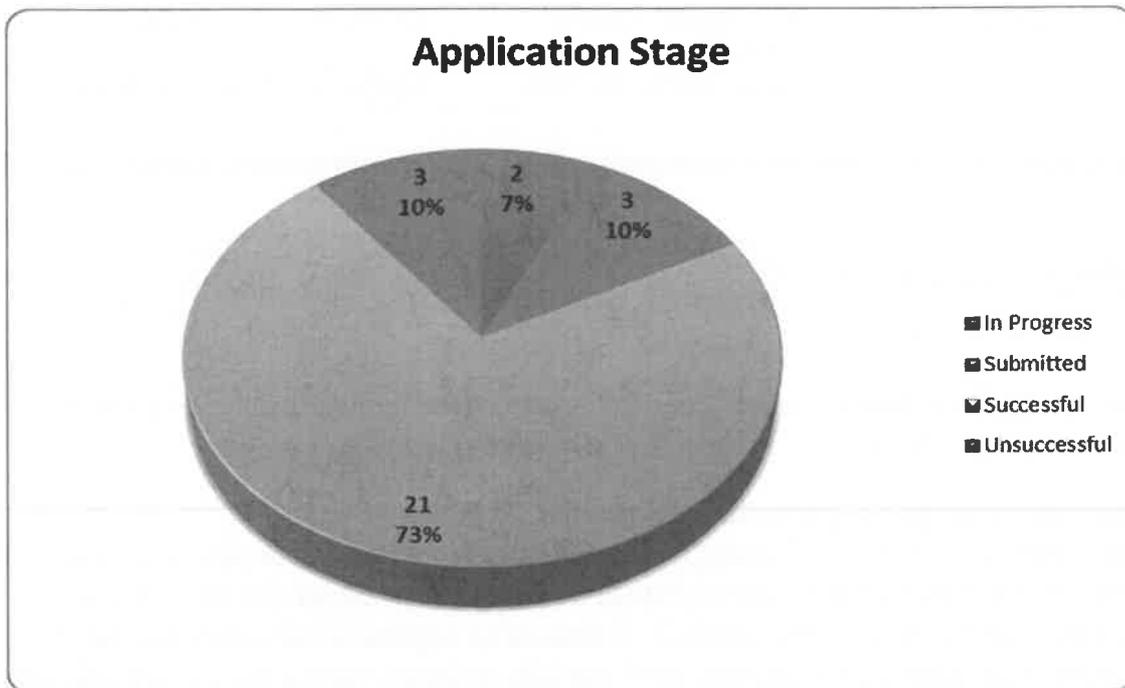
Email bulletins signpost groups to events, relevant information etc including:

- "Love Instead of Hate" Community Conference
- North Warwickshire Children and young people showcase event
- Atherstone Dickens
- Atherstone Hatters Celebration Gardens
- Grants for Remembrance Day Installations
- WCAVA AGM
- Atherstone ISS Hub
- Kingsbury Fun Day
- Open Church Day at All Saints Grendon
- The Atherstone Community Kitchen
- Hurley & District Garden Club
- Free holidays in historic buildings for charities and non-profits

KPI 3. Vibrant Third Sector

We want to effectively support the sector to maximise the opportunities to secure funding (both inside and outside of local authority funding).

Cumulative Totals 18/19		
	Applied for	Awarded so far
Total	£87,163.00	£58,016.00
Local	£27,847.00	£18,400.00
National	£57,816.00	£38,116.00



Successful funding applications since April 2018:

Organisation	Funder	Amount	Purpose
StoneFest	Heart Of England Community Foundation	£1,540.00	For staging and sound for 3 day festival
Mancetter Social Group	Heart Of England Community Foundation	£1,750.00	To run activities in the group
Three Villages Rural Youth Club	Heart Of England Community Foundation	£2,000.00	To run activities in the group
Wood End Bowlers	Heart Of England Community Foundation	£1,000.00	New Mats
Dordon Village Hall	Awards for All	£9,946	New chairs and tables for hall
Polesworth Air Cadets	Co-Operative Community Fund		
Shuttington and Alvecote Parish Hall	Awards for All	£10,000.00	refurbishment
Values Education for Life	29th May 1961 Charitable Trust	£6,000.00	Core work
Piccadilly Village Hall	Awards 4 All	£10,000.00	For cinema and security equipment
Wood End Bowlers	Warwickshire County Council	£360.00	Match funding for mats
Ansley Common Allotments	Warwickshire County Council	£350.00	Equipment for allotments
North Warwickshire Older People	Warwickshire County Council	£500.00	Speakers and meetings

Coleshill Brownies	Warwickshire County Council	£1,000.00	Residential
Middleton Hall Trust	Warwickshire County Council	£1,000.00	Marketing
Coleshill Brownies	Coleshill Town Grant	£1,500.00	Residential
Coleshill Community Allotment	Warwickshire County Council	£400.00	Marketing/equipment
Dickens Events	Warwickshire County Council	£1,000.00	Towards Atherstone's Dickens event
Piccadilly Village Hall	Warwickshire County Council		
Three Villages Rural Youth Club	Awards 4 All	£7,170.00	Arts project
Dordon Activities Group	Warwickshire County Council	£1,500.00	Equipment
Coleshill Brownies	Aviva Community Fund	£1,000.00	Events in the year

Further funding bought into the Sector through sitting on advisory funding panels since April 2018:

Funding Panel	Funding Awarded for Warwickshire	Funding Awarded for the Sector
#iwill (former Youth Social Action) HoE	£9,892.00	£115,796.00

LEADER funding: We sit on the Local Action Group and Decision Panel for Leader which brings the voluntary and business sector together. This quarter the panel have awarded over £90,000 to projects.

Just some examples of funding enquiries from this quarter:

Water Orton Cricket Club: Need more funding for the rainwater harvesting system. Successful with funding from Birmingham airport for £3,000 but will cost £13,600 altogether. The cricket club are able to put in £3,000 themselves and around £4,000 from their sponsors. They have put together a HoE application that he wants us to look at. Sent funding options -Groundworks, Tesco and Bags for life to make up the rest. Are also looking for funding for new tables, chairs and website for the club - suggested Awards for all.

Polesworth PC: Funding options for the CCTV at the local traveller site.

Ansley News: Spoke about funding for Ansley news. The lady taking over its publishing is looking for some funding to run it however, it is going through her own business as a sole trader therefore, talked about WCC grants for businesses. Generally we discussed grant funding for business/non constituted groups being difficult therefore, it might be best to go through the Parish council as she already has links with them.

Craig Tracy: Wife looking for funding for an RAF memorial at the arboretum - went through funding options and suggested Spacehive as this would be a popular topic to take forward.

No Man's Heath: Looking for some funding for a Study Support Group for Primary kids in the village hall - suggested HoE as she only wants £1500

Hurley Community Association: Funding options for the village hall.

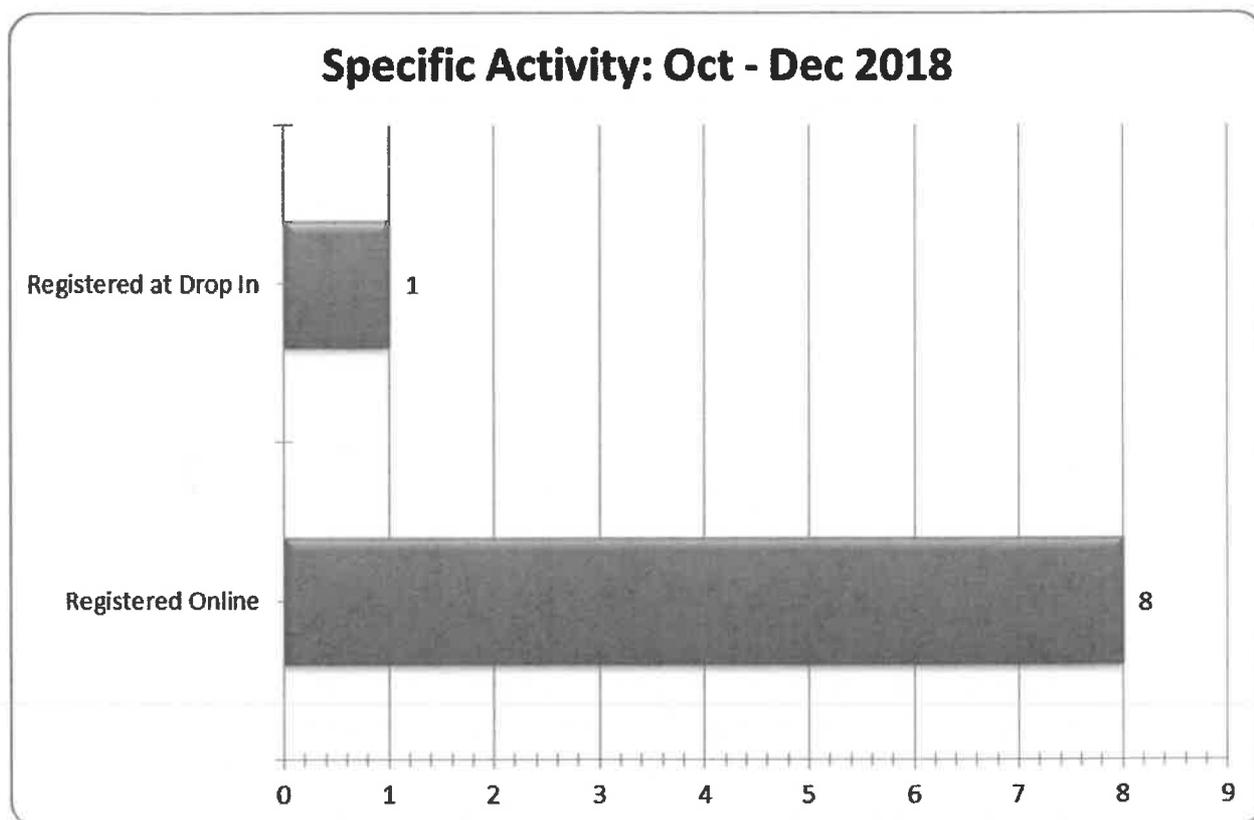
Wood End Play area: Looking for some match funding for the play area in Wood End. It is NWBC land but they are looking at the application being made potentially by the Wood End Village Hall Committee. Suggested BIFFA but they would need a lease in place

Hurley and District gardening club: Looking for funding for the gardening club. Not really sure of project and funding but discussed ways forward for the group in terms of promotion and engaging the local community. Sent Jenny some funding options.

Kingsbury Bell Ringers: Looking for funding for maintenance of the hand bells. They need around £2,500 - sent some information for HoE and Music for all.

KPI 4. Volunteer Recruitment

We want to see more volunteers actively supporting local services and particularly services it considers 'priority' (health and social care (HSC) services).



	Volunteers Registered/ Recruited	Volunteer Involving Organisations (VIO's) Registered	New Volunteering Opportunities Advertised
Quarter 1: Apr – Jun 2018	11	6	12
Quarter 2: Jul – Sep 2018	30	0	4
Quarter 3: Oct – Dec 2018	7	2	10
Total	48	8	26

Overall, it is estimated (from a feedback sample) that **25** of the **48** volunteers registered/recruited were placed. The economic value of placed volunteers equates to approx. **£59,125*** a year.

Micro-Volunteering

Since April 2018 we have also recruited volunteers for one-off group volunteering sessions:

Volunteering Activity	No. Volunteers
We Love Hurley Litter Pick	15
We Love Dordon Park clean up and conservation	8

Employer Supported Volunteering

In addition to this, we have also worked with local companies to engage in Employer Supported Volunteering to benefit the communities in which they live/work.

Organisation Name	Volunteering For	Volunteer Role/s	No. Volunteers
Tesco Extra (Water Orton)	'We Love Water Orton'	Community Litter Pick	2

*Calculated by (number of volunteers placed x average number of hours a year (11.6 hrs a month x 12 (139.2hrs) [NCVO UK Civic Society Almanac 2016]) x average hourly wage (£16.99 - the mean figure of Gross Hourly Pay for Warwickshire, Annual Survey of Hours and Earnings (ASHE), 2017 (provisional) (<https://www.ons.gov.uk/employmentandlabourmarket/peopleinwork/earningsandworkinghours/bulletins/annualsurveyofhoursandearnings/2017provisionaland2016revisedresults>))

Some examples of individuals worked with:

Rethink mental illness: Is working with a lady who has suffered with depression. She has been a carer all of her life and is interested in volunteering... "Sadly she has a diagnosis of Parkinson's disease and now faces the prospect of having to be cared for rather than caring for others. She has enquired into the prospect of being able to volunteer in some capacity and whether it is possible to both need help and still have something to offer others. Sent him the link to VC and offered to arrange a meeting to look at VC in the interim whilst cava recruit a new Volunteer Coordinator. He replied with thanks and said he will talk to the potential volunteers care coordinator about the prospect of waiting until the new coordinator is in post.

Briars Barn: S emailed, Briars Barn have a day where they can support/ volunteer with a community project/ group. Forwarded the ESV spreadsheet and offered to make contact with any on the list that she feels suitable.

Individual: J popped in with his parents. He is looking for a volunteering role for a day or so a week. J previously came through NWCAVA to find work experience and spent time at Middleton Hall, where he was highly regarded. Showed J and his parents VC and explained how to register and how it works - they will support J to register at home and contact us if any further support is needed.

Individual: S popped in as her working hours have been reduced so she would like to do some volunteering. She is currently a cleaner but would like to work with animals but has no experience as yet. Registered her onto VC and explained that our new Volunteer Coordinator will be in post in January and they will be able to help more if she can't find a role before then. This works well for S as she is starting a math course and unsure on availability days for volunteering until November/ December anyway.

Individual: L came into the office. She is recently retired and looking for a volunteering role around befriending. She does not have the internet at home so we did a basic search for contact numbers of different organisations. She left with numbers for time out, over 50's club, friendship project for children, ISS and Healthy Living network.

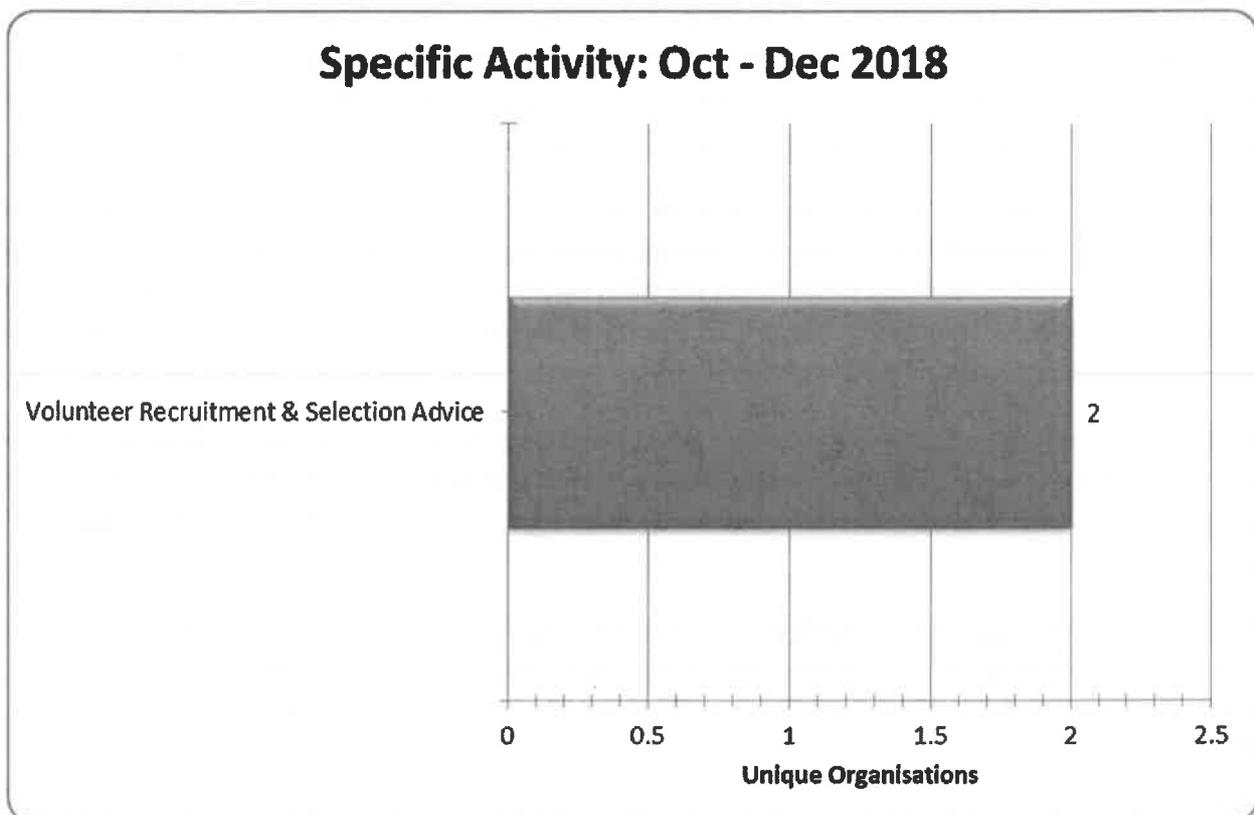
Individual: Talked with N. She has recently left work and is looking to get into some sort of volunteering. We discussed her interest around counselling as she is currently undertaking training. We talked about the community cafes in Atherstone, White hart tea room, St Marys and the Over 50's group. Went through our volunteer connect database and sent her the link.

Individual: New volunteer looking at getting into construction/DIY in Atherstone, Nuneaton or Hartshill. Doesn't have the internet or an email address. Will have a search for opportunities manually but did pass on Ruby's yard, Men in Sheds and Aim Educational.

KPI 5. Support to Organisations Recruiting Volunteers

We want to see an increase in the volume of organisations supported to recruit volunteers and a high quality level of support provided to those organisations. This applies to organisations in the public, third and private sectors.

Organisations supported within:	Public Sector	Private Sector	Third Sector
Quarter 1: Apr – Jun 2018	4	1	14
Quarter 2: Jul – Sep 2018	2	0	16
Quarter 3: Oct – Dec 2018	0	0	2



We recruited a new Volunteer Coordinator at the beginning of Jan 2019 therefore, the figures reflect not having anyone in post.

NORTH WARWICKSHIRE CITIZENS ADVICE SERVICE LEVEL AGREEMENT 2019 – 2020

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

INTRODUCTION

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

The CA deals with approximately 3500 work actions a year involving in the region of 10,000 issues.

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

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

The CA also receives funding for core services from Warwickshire County Council (WCC).

Further information can be found in the CA's Annual Report 2018/19, which is submitted with this agreement.

CONTENTS:

Part 1 – General conditions

Part 2 – Service objectives and specification

Part 3 – Financial and resourcing arrangements

Part 4 – Monitoring arrangements

Part 5 – Declaration

PART 1 – GENERAL CONDITIONS

1.1 PARTIES

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

1.2 OBJECT OF AGREEMENT

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

1.3 PERIOD OF THE AGREEMENT

The agreement will commence on 1 April 2019 for a period of 12 months.

1.4 THE PARTIES' OBLIGATIONS

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

1.5 STATUS OF AGREEMENT

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

1.6 STATUS OF SERVICE PROVIDER

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

1.7 MANAGEMENT

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

1.8 PARTIES' REPRESENTATIVES

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

- a) The role of the council's contact officer is to:
 - Be the initial point of contact within the council for the CA
 - Inform the CA of any issues which may have an effect on the implementation of the service provision in this agreement
 - Provide information, advice and support to the CA as reasonably required
 - Set up an six monthly monitoring meeting with the CA contact officer to

- consider the information set out in Part 4 of this agreement
 - Inform the CA of any change in the council's contact officer.
- b) The role of the CA's contact officer is to provide the information required in Part 4 of this agreement and to inform the council's contact officer, in writing, if there is:
- a proposal by the CA to change or reduce the core services set out in Part 2 of this agreement;
 - a major change to the CA's financial budget;
 - a change to the CA's constitution; or
 - a change in the CA contact officer.

The parties' contact officers will be the Engagement and Funding Officer of the Council and the CA Manager.

1.9 CONFIDENTIALITY

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

1.10 STAFFING

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

1.11 QUALITY ASSURANCE

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

1.12 HEALTH AND SAFETY

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

1.13 INSURANCES

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

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

1.14 DISPUTE RESOLUTION

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

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

1.15 REVIEW

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

1.16 TERMINATION

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

PART 2 – SERVICE OBJECTIVES AND SPECIFICATIONS

2.1 AIMS OF THE SERVICE

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

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

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

2.2 PRINCIPLES UNDER WHICH THE SERVICES ARE PROVIDED

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

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

2.3 CORE SERVICES FUNDED UNDER THIS AGREEMENT

The service (to which the funding arrangements in Part 3 relate) offered by the CA shall be 'assisted information' and 'general help' (as defined by the Advice Quality Standard - see 2.5)

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

General help is:

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

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

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

- Consumer
- Money advice
- Welfare Benefits
- Employment
- Housing
- Family and personal matters
- Taxes
- Immigration and nationality
- Health
- Education

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

2.4 MEANS OF ACCESSING THE SERVICE

The core service shall be available:

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

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

Hours of opening:

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

- c) by telephone on 0344 855 2322 to the County CA telephone advice service between 10am and 4 pm Monday to Friday.
- d) by free phone available at the main NWBC community hubs and from Coleshill and Polesworth Libraries
- e) through online engagement, information sharing and advice at <http://nwcab.org.uk/>
- f) In addition an assisted information service is provided by e-mail on nwcab.advice@cabinet.org.uk

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

All of these services shall be clearly advertised.

2.5 QUALITY ASSURANCE

- a) The CA operates the core service to the requirements of the Advice Quality Standard at General Help level. This quality scheme for advice services is set nationally by the Legal Services Commission and audits are carried out annually. The seven key quality areas covered are:
 - Access to service
 - Seamless service (includes referral to other agencies)
 - Running the organisation
 - People management
 - Running the service
 - Meeting clients' needs
 - Commitment to quality (includes complaints, user feedback)
- b) The CA also complies with Citizens Advice Quality Assurance Standards Membership Agreement, which is fully convergent with a) but contains additional requirements. The quality areas covered are:
 - Quality of advice
 - Quality of social policy work
 - Governance

- Operational management
- Financial management
- Planning and managing resources
- Volunteers and paid staff
- Training and people development
- Networking and partnership
- Complaints and suggestions
- Client-centred service
- Case management

A copy of the scheme is supplied with this agreement.

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

2.6 SERVICE DEVELOPMENT AND IMPROVEMENT

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

2.7 USER FEEDBACK AND INVOLVEMENT

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

2.8 CIRCUMSTANCES BEYOND THE CA'S CONTROL

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

PART 3 – FINANCIAL AND RESOURCING ARRANGEMENTS

- 3.1 The Council has agreed that the grants to be paid to the CA for the financial year beginning April 2019 shall be a total of £34,807.50, made in two half-yearly instalments of £17,403.75.
- 3.2 Together with the funds from WCC, these grants shall be construed as being sufficient to fund those core services referred to in Part 2 of this agreement, and for the purposes of this agreement are deemed to be the CA's 'core funding'.
- 3.3 Service developments and additional services over and above those supported by the core funding and described in Part 2 of this agreement, can be considered for additional funding by the Council on the understanding that the Council can offer no commitment to fund. If the Council does fund these developments or additions in any one year, such funding will not affect the core funding arrangements and shall not be taken into account when calculating the core funding grants in the succeeding year.
- 3.4 All payments to be made under this agreement are exclusive of VAT. In the event of the CA becoming liable for VAT during the period of the operation of this agreement, the council will enter into discussions with the CA with the aim of reaching a mutually acceptable outcome.
- 3.5 The core funding grants awarded to the CA under this agreement will be paid in two instalments, subject to full compliance with the terms of Part 4 of this agreement by the CA, by 1 May and 1 November. There will be no need for the CA to invoice or otherwise apply for the payments.
- 3.6 The CA agrees to submit, to the council a copy of its approved accounts, within the meaning of the Charities Act, 1992 and 1993.
- 3.7 Any change to the core funding provided by NWBC or WCC referred to in 3.3 could cause the CA to be unable to provide the services specified in part 2 of this agreement.
- 3.8 Where the CA gains a surplus of income from grants, fundraising or other sources in any one year, the council will not seek repayment of any part of the grant. The CA will maintain a level of reserves appropriate to meet its financial responsibilities.

PART 4 – MONITORING ARRANGEMENTS

- 4.1 The CA monitors and evaluates its services in accordance with the procedures and directions set out in the Citizens Advice Quality Assurance Standards Membership Agreement (a copy of which is supplied with this agreement).
- 4.2 The CA will be subject to three yearly external audits to ensure that it is meeting the standards required for the Advice Quality Standard at the General Help level.
- 4.3 The CA is subject to a three-yearly audit by Citizens Advice, which is updated annually, to ensure the service meets the standards set down in the Quality Assurance Standards Membership Agreements, as well as the Advice Quality Standard. This audit includes a quality of advice assessment. Continued

membership of Citizens Advice is dependent on a satisfactory performance in this audit.

- 4.4 The CA will provide a copy of the Annual Report to the council and an invitation for the council's contact officer to its Annual General Meeting.
- 4.5 The CA will provide to the Council the annual information that it provides to Citizens Advice such as follows:
- a) Opening hours.
 - b) Number of enquiries (new and repeat listed separately).
 - c) Number of enquiries categorised by their complexity.
 - d) Percentage of people using the CA by telephone [and by e-mail].
 - e) Number of 'hits' made online to access valuable information such as Money Matters Resources Kit.
 - f) Number of paid staff. Hours worked. Type of paid staff.
 - g) Number of volunteers. Hours worked. Type of volunteer staff.
 - h) Training sessions undertaken by staff. Number of trainees.
 - i) Number of formal complaints about the CA.
- 4.6 The CA produces a three-year business and development plan, which it reviews annually. The plan includes, amongst other things:
- an assessment of client satisfaction
 - a client and community profile
 - a community advice needs analysis
 - a strategy for promoting the CA within the community
 - a funding strategy; and
 - an equality action plan covering all aspects of the CA's operation.
- 4.7 The CA will provide information reasonably required by the council, subject to those requirements not being in breach of clients' confidentiality. Information will not be required more frequently than at quarterly intervals.
- 4.8 Subject to Citizens Advice guidelines these monitoring arrangements can be amended by agreement between the council and the CA to reflect changes in service practice, for example data collection.
- 4.9 The CA undertakes, in discussion with NWBC and WCC, over the period of this agreement to develop a set of performance indicators. These indicators should take note of those under development nationally.

PART 5 – DECLARATION

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

Signed ...

Date:

Name of authorised signatory for North Warwickshire Borough Council: Emma McKay

Address of NWBC:

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

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

Signed ...

Date:

Name of authorised signatory(ies) for North Warwickshire CA: Catherine Johnson

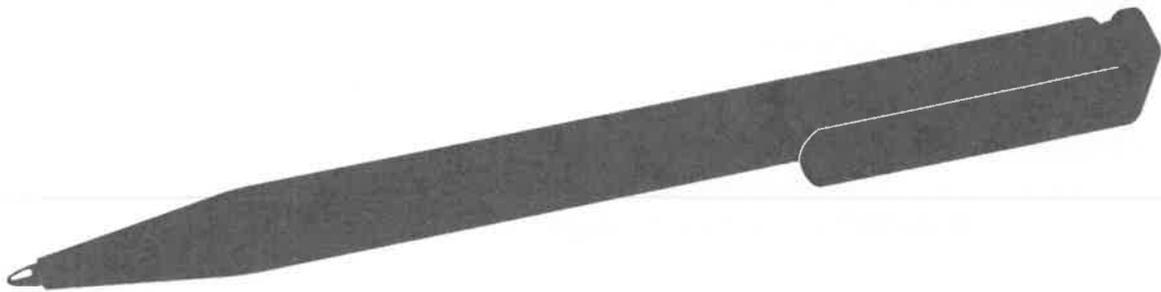
Address of CA:

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

DRAFT

North Warwickshire Citizens Advice

Interim Update for North
Warwickshire Borough Council April-
Jan 2019



**North
Warwickshire**

a) Opening hours

Face-to-face drop in sessions:

Monday: 9:30 – 2:00

Tuesday: Appointments only

Wednesday: 3:30 – 6:30

Thursday: Appointments only

Friday: 9:30 – 2:00

Telephone advice:

Monday to Friday: 10:00 – 2:00

Email advice:

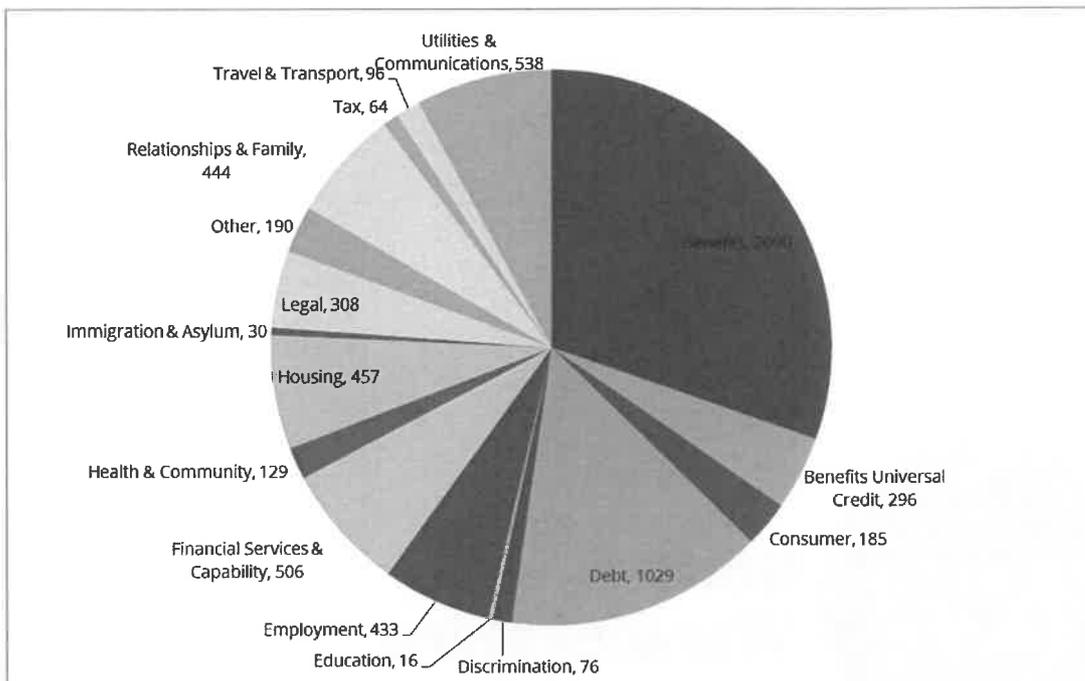
Monday to Friday: 10:00 – 2:00

b) Number of enquiries

Overall we dealt with **1,290** enquiries in this period.

c) Enquiries categorised by complexity

6887 issues – an average of **over 5 issues per case**. The most common issue type we dealt with was **Benefits** by a significant margin:



Key Outcomes April 2018 – January 2019

- **126** benefit increases, reinstatements or new awards for a **total annualised value of £747,871**
- **55** charitable payments and grants or provisions of food or goods **with an estimated value of £9,317**
- **42** better deals on fuel supply costs achieved through assistance with switching supplier or tariff with **total annualised savings of £11,073 on fuel costs**
- **£48,469 of debts either written off or repaid**
- Appropriate free legal help obtained for 35 clients
- **7** instances of homelessness prevented or averted

d) Paid Staff

North Warwickshire Citizens Advice currently employs 8 staff, FTE 5.4.

e) Volunteers

There are currently 28 volunteers working with North Warwickshire Citizens Advice. These include admin and trustee roles, but are predominantly advisers who give either 1 or 2 days of their time for advice sessions, typically lasting 5-6 hours. There are currently 5 volunteers in training.

f) Number of formal complaints about the bureau

0 formal complaints were received during this period.

Free, confidential advice.

Whoever you are.

We help people overcome their problems and campaign on big issues when their voices need to be heard.

We value diversity, champion equality, and challenge discrimination and harassment.

We're here for everyone



@NorthWarksCAB

nwcab.org.uk

Registered charity number 1105712.

Value for Money

In return for a cash contribution from **North Warwickshire Borough Council** in 2017-2018 of **£2,000** Live & Local:

Helped build sustainable, vibrant and cohesive communities by:

- Supporting **4** voluntary organisations to develop their skills and volunteer base;
- Creating **44** volunteering instances;
- Enabling **4** communities to choose and promote **11** professional, high quality events in villages;
- Entertaining **735** people in their own community;
- Achieving an average of **84%** audience capacity.

Supported the local economy by:

- Attracting inward investment of **£6,501** from Arts Council, England and the County Council;
- Raising **£4,725** in earned income;
- Enabling 328 hours of voluntary time (equivalent **£4,543** in-kind contribution¹);

Therefore, for each pound invested by NWBC, an additional **£7.88** was attracted from other sources.

- Enabling groups to retain **£1,206²** from the events that is reinvested in their local community.

Gave communities more say:

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

Promoted health and wellbeing:

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

Supported environmental sustainability:

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

LIVE & LOCAL



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

Volunteer Promoter

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

Volunteer Promoter

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

Volunteer Promoter

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

² Retained box office and other income (raffles etc)

LIVE & LOCAL EVALUATION

Network Health Check

As at: 26-Nov-18

This report is for the June 1st to May 31st period. It lists targets, current programme, active venues in current year, along with which ones are new or returning. Also venues recruited during year but haven't yet promoted and any venues currently going through recruitment

North Warwickshire Borough Council

Targets & Current Programme

Year Target	C/F Target	Other Targets	Target Offset	Total Target	Requests this Year	Total Program	(Inc CFP to Spring)	Difference to Target
10	0		0	10	11	11	(2)	+1

Other targets/outcomes: N/a

(Over target by 1)

Notes

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

Current confirmed programme:

(Total: 11)

22-Sep-18	Atherstone - The Big Weekend	Oakmobile	Not Applicable
25-Oct-18	Fillongley Village Hall	The Thankful Village	Drama
10-Nov-18	Owen Street Community Arts Centre, Atherstone	Midnight in Paris	Cabaret
08-Dec-18	Hurley Village Hall	The Little Maid Who Danced to Every Mood	Drama
01-Feb-19	Owen Street Community Arts Centre, Atherstone	Kathryn Roberts and Sean Lakeman	Folk
22-Feb-19	Hurley Village Hall	It Is Now	Drama
03-Mar-19	Fillongley Village Hall	Hannah James' JigDoll	Folk
17-Mar-19	Coleshill Town Hall	A Parlour Concert with Mister Keith	Cabaret
22-Mar-19	Owen Street Community Arts Centre, Atherstone	Dudley: The Jazz of Dudley Moore	Jazz & Blues
17-May-19	Owen Street Community Arts Centre, Atherstone	The Listening Project	Roots
17-May-19	Fillongley Village Hall	Tyhai: Indo Celtic Trio in Concert	World Music

With shows requested and confirmed for this report period: (Total: 5)

<u>Venue</u>	<u>Promoting Group</u>
Atherstone - The Big Weekend	North Warwickshire Borough Council
Coleshill Town Hall	Coleshill Town Council
Fillongley Village Hall	Fillongley Village Hall Committee
Hurley Village Hall	Hurley Community Association
Owen Street Community Arts Centre, Atherstone	Owen Street Community Arts Centre

Awaiting requests:

(Total: 2)

<u>Venue</u>	<u>Promoting Group</u>
Coleshill Cricket Club	Coleshill Cricket Club Cttee
Fillongley Social Club	Fillongley Big Picture Show

New or returning this year:

(Total: 1)

<u>Venue</u>	<u>Promoting Group</u>
Fillongley Social Club	Fillongley Big Picture Show

Currently in recruitment process: (Total: 1)

<u>Promoting Group</u>	<u>Prospect Level</u>
Austrey Village Hall Committee	Warm

Narrative Report

North Warwickshire Borough Council (26 November 2018)

Live & Local continues to be popular in North Warwickshire Borough. This year we can look forward to eleven shows throughout the 2018/19 CTS season. There is a good mixture of genres with world music, drama, folk, , jazz and blues, roots and cabaret. Four of these are new shows for this season, including; The Little Main Who Danced to Every Mood, It is Now, The Jazz of Dudley Moore and The Listening Project. Coleshill Town Council have their first show with us in March, as part of a weekend of arts events. Fillongley Social Club and Arley & St Michael's had screenings as part of The Big Picture Show (BPS) last year, with Fillongley showing films regularly. It is not possible to report on BPS for the year ahead, as bookings are generally made at short notice.

North Warwickshire Allotment Federation Annual Summary 2018

January: 2018 started with the Annual General Meeting, held at Ridge Lane Community Hall. The event was attended by 13 people, including Katherine Webster representing NWBC. The untimely death of one of the committee members was announced and collection for Mary Ann Evans Hospice at Home, as requested by his widow, raised £46. In addition, a memorial prize at the Produce show was proposed.

A new Treasurer was elected due to the departure of the current incumbent to Australia, all other committee officer posts remained unchanged.

Information regarding the activities undertaken in 2017 was distributed and attendees were asked for suggestions for future events. A coach trip to Malvern Spring Show was suggested and this is actively being pursued for 2019.

April: The 2018 Annual allotment competition opened. Two new awards were introduced: The Most Family Friendly Plot and the Little Seedlings Plot for the under 12's. Judging criteria for these awards were developed and issued. Minor changes were made to the points scoring system for the Best Site category in order to reflect what we have seen whilst judging in the past and to reward social and environmental activities.

May: The federation's second plant sale was held in May. Barry Tuck, our competition judge, was on hand to provide an informal question and answer session. After a very cold winter and spring there were doubts that there would be sufficient plants to make the sale worthwhile. However a number of sites triumphed over the weather and the sale was deemed a success by those that took part. A small contribution to the federation funds resulted.

July: Competition judging of sites and plots took place over 2 days. Again the weather played a part in the competition. The cold spring was replaced by a heatwave and drought, making many entrants doubt whether it was worth taking part as their plots were not as good as they would have liked. However, as everyone was in the same position they were encouraged to enter. A total of 6 sites were entered in the best site competition and there were 68 entries from 13 different sites for the plot awards including 6 in the family friendly category and 3 in the little seedlings class. So despite the weather overall entries were slightly up on last year.

August: A trip to the Guinea Gardens in Birmingham was offered to federation members but there was insufficient interest to make it viable so it did not take place.

September: We held our annual produce show, in conjunction with Church End Brewery Country Fayre. The federation does a significant amount of work with the brewery to organise this event. Entries to the produce show were considerably down on last year

because weather conditions throughout the year had affected crop quality and resulted in an early harvest. A total of 97 entries were received. However, despite the smaller number of entries the show raised £367 for Mary Ann Evans entry fees, a raffle and the produce auction. The federation also raised money to help fund itself by running a tombola stall and other fun activities as part of the country fayre.

The first Dave Welland memorial trophy was awarded for the best tray of produce.

Additionally, the prizes for Little Seedlings competition were also presented at the show to enable the recipients to receive their prizes in person.

The Best Allotment trug, prizes for which given by local businesses, was a close fought competition, with some splendid entries.

October

The Annual Awards evening was our last event of the year, where the winners of the allotment competition were announced. Over 70 people were in attendance.

John Barrett, a trustee of the Mary Ann Evans Hospice, was present to receive a cheque from the federation for the monies raised by the produce show. Gerald Ingram, director of Planters Garden Centre, who again sponsored the first prizes in the competition, gave a well received talk about how he started his business. In lieu of a fee Mr Ingrams asked for a donation to be made to the Perennials charity. A collection was made on the evening and was presented to Mr Ingram together with a donation by the federation from the raffle proceeds.

The winners for 2018:

Best Site: Shustoke

Best Plot in North Warwickshire: Chris Henderson, Ansley Village, plus 6 Best Plot on site winners

Best Newcomer: John Eliwood, Warton

Most Family Friendly Plot Lorna Reilly, Atherstone

Little Seedling: Lucy Riley, Atherstone.

Other activities in 2018

Over the course of 2018 the committee met on 11 occasions, including 4 meetings with Church End Brewery to organise the Country Fayre and Produce show.

The federation was asked to attend meetings of Mancetter Allotment Association, to answer questions and offer advice to their members about self management. The association was investigating the level of support for taking over the running of the site from the parish council, as they felt they were better placed to look after the site. After two meetings and opposition from the council the association chose to remain under the council's jurisdiction but had succeeded in bringing a number of issues to the council's attention which were now being addressed.

Allotment Federation Service Level Agreement (2019 – 2020)

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

INTRODUCTION

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

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

CONTENTS

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

PART 1 - GENERAL CONDITIONS

1.1 PARTIES

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

1.2 OBJECT OF AGREEMENT

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

1.3 PERIOD OF THE AGREEMENT

The agreement will commence on 1 April 2019 and will be reviewed annually on or before 1st November each year. The agreement will continue until such time as:

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

1.4 THE PARTIES' OBLIGATIONS

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

1.5 STATUS OF SERVICE PROVIDER

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

1.6 MANAGEMENT

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

1.7 PARTIES' REPRESENTATIVES

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

- a) The role of the Council's contact officer is to:
 - Be the initial point of contact within the Council for the Federation
 - Inform the Federation of any issues which may have an effect on the implementation of the service provision in this agreement
 - Provide information, advice and support to the Federation as reasonably required.
 - Set up an annual monitoring meeting with the Federation contact officer to consider the information set out in Part 4 of this agreement
 - Inform the Federation of any change in the Council's contact officer.
- b) The role of the Federation's contact officer is to provide the information required in Part 4 of this agreement and to inform the Council's contact officer, in writing, if there is:
 - a proposal by the Federation to change or reduce the services set out in Part 2 of this agreement;
 - a major change to the Federation's financial budget;
 - a change to the Federation's constitution; or
 - a change in the Federation contact officer.
- c) The parties' contact officers shall be the Community Development Manager of the Council and the Federation Committee Secretary.

1.8 DISPUTE RESOLUTION

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

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

1.9 REVIEW

- a) This agreement may require amendments in the light of experience of implementing its terms. Amendments can take into account changes in community needs, feedback from members of the Federation or other stakeholders, changes in the Council's corporate objectives and any other relevant factors beyond the control of the Federation, such as the availability of volunteers.
- b) Any amendments will need to be negotiated and agreed in writing by both parties.

1.10 TERMINATION

- a) Either party giving the other party six months notice in writing, clearly stating the reasons, can terminate the agreement.
- c) In the case of termination of the agreement, the Federation will be required to return to the Council any part of the funding which has not been used for legitimate purposes within the terms of the agreement.
- b) Notice can be served if delivered, posted or faxed to the contact officer (see 1.8)

PART 2 - SERVICE OBJECTIVES AND SPECIFICATIONS

2.1 AIMS OF THE SERVICE

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

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

2.2 PRINCIPLES UNDER WHICH THE SERVICES ARE PROVIDED

The Federation will provide information and activities which are:

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

2.3 SERVICES FUNDED UNDER THIS AGREEMENT

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

- a) to work with interested individuals, the Borough Council, Town and Parish Councils and other organisations to support the development and management of allotment land as appropriate and within available resources.
- b) to run an annual Allotment awards competition open to all allotment sites in North Warwickshire
- c) to develop and maintain a website to provide information on allotment gardening in North Warwickshire and the work of the Federation.
- d) to keep a contact list for all known allotment sites in the Borough and update this list on an annual basis

2.4 SERVICE DEVELOPMENT

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

2.5 CIRCUMSTANCES BEYOND THE FEDERATION'S CONTROL

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

PART 3 - FINANCIAL AND RESOURCING ARRANGEMENTS

- 3.1 The Council has agreed that the grant to be paid to the Federation on 1st April annually shall be £500, subject to confirmation of the availability of resources within the Council's annual revenue budget.
- 3.2 This grant shall be construed as being sufficient to fund those services referred to in Part 2 of this agreement.
- 3.3 Service developments and additional services over and above those supported by the funding and described in Part 2 of this agreement, can be considered for additional funding by the Council on the understanding that the Council can offer no commitment to fund.
- 3.4 The funding grants awarded to the Federation under this agreement will be paid in one instalment, subject to full compliance with the terms of Part 4 of this agreement by the Federation, The Federation will be required to apply for the following year's funding at the time that it submits its annual report to the Council.
- 3.5 The Federation agrees to submit, to the Council a copy of its approved accounts on request.
- 3.6 Any change to the core funding provided by the Council referred to in 3.1 could cause the Federation to be unable to provide the services specified in part 2 of this agreement.
- 3.7 Where the Federation gains a surplus of income from grants, fundraising or other sources in any one year, the Council will not seek repayment of any part of the grant.

The Federation will maintain a level of reserves appropriate to meet its financial responsibilities.

PART 4 - MONITORING ARRANGEMENTS

4.1 The Federation shall provide an annual report to the Council during November each year. The report shall include the following information:

- a) a summary of activity undertaken in the previous twelve months including feedback from events and the Annual General Meeting

- b) the number of entrants to Allotment awards
 - c) confirmation that information on the Federation's website is current
 - d) a current contact list for all known allotment sites in the Borough
- 4.2 The Federation shall provide any other information reasonably required by the Council. Information shall not be requested more frequently than at quarterly intervals.
- 4.3 The Federation shall provide the Council with notification of its Annual General Meeting and an invitation for the Council's Contact Officer to attend.
- 4.4 These monitoring arrangements can be amended by agreement between the Council and the Federation.

PART 5 – DECLARATION

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

Signed:

Date:

Name of authorised signatory(ies) for North Warwickshire Borough Council:
Emma McKay, Engagement and Funding Officer

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

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

Signed:

Date:

Name of authorised signatory(ies) for North Warwickshire Allotment Federation:
00000

Address of North Warwickshire Allotment Federation:
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Agenda Item No 10

Community and Environment Board

11 March 2019

Report of the Director of Leisure and Community Development

Community Heritage Grants Scheme Update

1 Summary

- 1.1 This report informs Members of the outcome of applications made to the North Warwickshire Community Heritage Grants Scheme. It additionally informs the Board of the progress being made in respect of heritage- related activities that are being undertaken in partnership with external organisations.

Recommendation to the Board

That Members note the outcome of applications to the North Warwickshire Community Heritage Grants Scheme and the progress being made in respect of heritage- related activities that are being undertaken in partnership with external organisations.

2 Consultation

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

3 Introduction

- 3.1 At the Community and Environment Board meeting held on 16 July 2018, Members were informed of a number of heritage-related activities being undertaken in partnership with external organisations. At the meeting, the Board agreed that a request be made to the Executive Board for a supplementary estimate of £25,000 through which to support local community heritage projects. At its meeting held in September 2018, this request was approved by the Executive Board.

4 Community Heritage Grants Scheme Process

- 4.1 The Community Heritage Grants Scheme opened on 7 November 2018, with the aim of supporting and facilitating the development of heritage related activity and the delivery of heritage projects within North Warwickshire.
- 4.2 The Scheme sought to provide grants of between £50 and £5,000 to not-for-profit organisations and individuals to fund local heritage projects. As identified above, the total budget available for distribution to qualifying projects was £25,000 and it was deliberately intended to make the application process and its administration simple and efficient.

- 4.3 To be eligible for funding, supported projects must not exceed 12 months in duration and they were required to focus on, and make a positive difference to, the heritage of the Borough. Applications could be made for both capital and revenue funding.
- 4.4 The Scheme was promoted with a rolling grant programme, with no associated application deadlines. Eligible grant applications, therefore, were considered on a first come, first considered basis. The grants programme was intended to close on 1 March 2019.
- 4.5 To apply for funding, applicants were invited to submit an email of request to Community Development Officers, detailing the nature of the project, the difference the project would make to local heritage, the amount of funding being sought and details about the applicant.
- 4.6 The application emails were reviewed for their eligibility by Community Development Officers and then passed to the Chairman of the Board for award determination.

5 Grants Scheme Promotion

- 5.1 Since November 2018, the Community Heritage Grants Scheme was promoted through various channels and sources, including:
- Articles in North Talk
 - Information in the Borough Council's internal mid-week email
 - Information in North Warwickshire Community and Voluntary Action's funding bulletin
 - Information was sent to parish and town councils and all Borough Councillors
 - Information and updates were shared through social media channels and on the Borough Council's website
 - Details of the Scheme were also sent directly to known heritage groups in North Warwickshire

6 Grant Applications Received and Approved

- 6.1 At the end of January 2019, the Grants Scheme budget of £25,000 had been committed, in full, to six local projects.
- 6.2 In total, seven applications were made to the Grants Scheme. One application was rejected on the basis that it failed to clearly demonstrate the benefit of the project to the heritage of North Warwickshire.

6.3 Five applications were approved in full, whilst the sixth was part-funded due to budget restrictions. The six applications, which are due to be completed within 12 months, are summarised below:

Project	Applicant	Funding Requested	Funding Awarded	Project Description
Middleton Hall Interpretation Project	Middleton Hall Trust	£4,680	£4,680	The project will create a new exhibition to explore, document and celebrate the important story of the volunteers that restored Middleton Hall. Funding will also improve site signage, thereby helping to improve visitor orientation, navigation and engagement.
Lea Ford Cottage	Lea Marston Parish Council	£5,000	£5,000	This project is part of a larger scheme that will enable thatching repairs to be carried out at the 15th Century Lea Ford Cottage. The project will help to secure the future of the farm workers cottage located within the walled garden of Hams Hall Environment Centre, which is currently used as an education resource for school children. Future use of the Centre will include developing opportunities to engage 'living history' groups as part of a plan to maximise access to the building.
Henry VII Interpretation Boards	Friends of Atherstone Heritage	£3,117	£3,117	This project will produce two interpretation boards focusing on the connection between Henry VII and North Warwickshire. The boards will be placed in the layby at Merevale Church and in front of St Mary's Church, Atherstone.
WWI Village Benches	Kingsbury Parish Council	£5,000	£2,203	Kingsbury Parish Council proposed to install five steel benches, along with a stainless steel plaque, in each of the five parish villages. The benches will act as a lasting memorial and reminder to WWI, as well as a place to sit and

				reflect. Due to budget restrictions, this project was part-funded, which will enable two of the five benches to be installed.
Boudica at Mancetter	Margaret Hughes	£5,000	£5,000	This project will publish and promote a book that sets out fully referenced evidence that Boudica's last battle took place at Mancetter. The book aims to be credibly argued, but also accessible to the non-specialist.
Roman Mancetter Heritage Exhibition	Atherstone Civic Society	£5,000	£5,000	This project will provide match funding for a larger scheme, which aims to create a Heritage Centre in St Peter's Church, Mancetter. The exhibition will focus on Boudica, her last battle in Mancetter and the settlement's rich Roman heritage. An Expression of Interest application for LEADER funding has been approved for possible development into a full application. The need to create a Heritage Centre has been endorsed by the County Council, the Two Battles, One Place feasibility study in 2016 and the North Warwickshire and Hinckley and Bosworth Destination Management Plan.
Total		£27,797	£25,000	

6.4 Continued interest in the Grants Scheme has been received since the budget was fully committed. An application was received from the Coleshill Heritage Rescue Group, which wanted to create an orchard of rare fruit tree species. In addition, interest has been shown in creating a printed and digital heritage trail in Dordon.

7 Heritage Related Developments

7.1 Heritage-related activity and development work across the Borough has continued to evolve over the past 12 months.

7.2 North Warwickshire Heritage Support Group

7.2.1 The North Warwickshire Heritage Support Group was initially set up in May 2018, with the aim of bringing together all those agencies, groups and individuals working in the heritage sector to share information and provide a more co-ordinated approach to related activity. The quarterly meetings are organised by the Borough Council. They are well attended by the local community, voluntary organisations and heritage groups and are seen as a useful networking and knowledge sharing opportunity. Moving forward, it is envisaged that the meetings will incorporate speakers and heritage experts, who will share their knowledge and expertise with attendees.

7.3 Roman Mancetter

7.3.1 The plan to create a Roman Mancetter exhibition at Plantasia, Dobbies, did not progress as originally envisaged and the volunteer group has explored alternative venues as a way of taking this project forward. As a result, St Peter's Church, Mancetter, has agreed to offer a space for an exhibition within the Church. Subject to the acquisition of a sufficient level of external funding, it is eventually hoped that the project will be of national significance. Atherstone Civic Society has agreed to take this project forward, as a constituted group working closely with a number of volunteers and experts.

7.4 North Warwickshire Heritage Forum

7.4.1 North Warwickshire Heritage Forum continues to meet on a regular basis and is in the process of becoming a formally constituted group. The group was first established in the late 1990s and has been hugely successful in bringing together the growing number of people working in the heritage sector, many of whom are volunteers. The forum provides an effective means of communication and networking. More recently, the group has worked closely with the Planning Division at the Borough Council, with regard to establishing and championing a list of non-designated heritage assets of local value or importance.

7.5 Delivering the Destination Heritage

7.5.1 In November 2018, Hinckley and Bosworth and North Warwickshire Borough Councils secured LEADER funding to appoint a part-time Heritage Consultant for 12 months.

7.5.2 Within the North Warwickshire and Hinckley and Bosworth Destination Management Plan (2017 to 2022), "Heritage and Culture" was identified as a key priority through which to achieve tourism growth. The project is called "Delivering the Destination Heritage" and will seek to advance those elements of the Destination Management Plan that relate to heritage tourism.

7.5.3 Identified priorities that will be the focus for activity in North Warwickshire include:

- Progressing the Roman Mancetter heritage project
- Conducting an audit of existing heritage trails for the production of distribution plans for marketing material
- Developing a joint heritage leaflet, subject to available funding
- Encouraging Heritage Open Day events in September 2019
- Instigating the installation of interpretation boards at Merevale Church and St Mary's Church, Atherstone, about Henry Tudor and the Battle of Bosworth
- Exploring opportunities to promote heritage development in the west of North Warwickshire Borough.

7.6 Meadow Street Gardens, Atherstone

7.6.1 North Warwickshire Borough Council and the Friends of Atherstone Heritage have submitted a joint funding bid to the Heritage Lottery Fund for the project, which aims to redesign the landscape of Meadow Street Gardens in Atherstone and tell the story of the hatting heritage that relates specifically to this piece of land and the local area. A decision on the funding application is due in February 2019.

7.6.2 Atherstone was renowned for the production of hats, yet there is currently very little information in the town that seeks to tell this story. This piece of land is located in the heart of Atherstone, as were the hat factories.

8 Conclusion

8.1 It is an exciting and evolving time for heritage-related work across the Borough. The establishment of the North Warwickshire Heritage Support Group and the delivery of the Community Heritage Grants Scheme have enabled key heritage projects to take place and have enabled the development of a more co-ordinated approach to this work than was previously the case.

9 Report Implications

9.1 Finance and Value for Money Implications

9.1.1 At its meeting held in September 2018, the Executive Board approved a supplementary estimate allocation of £25,000 in order to create the Community Heritage Grants Scheme. This sum was available in the earmarked reserve for one-off growth and, therefore, had no impact on the use of general balances in the year.

9.2 Safer Communities Implications

9.2.1 It is anticipated that the promotion of the Borough's heritage and the development of related projects will help to increase the number of visitors to the area and will, in turn, help to grow the local economy, which should have a positive impact upon reducing levels of crime and anti-social behaviour.

9.3 Legal, Data Protection and Human Rights Implications

9.3.1 There are no legal, data protection or human rights implications arising directly out of this report.

9.4 Environment, Sustainability and Health Implications

9.4.1 Whilst it is hoped that the activities supported through the Community Heritage Grants Scheme will help to boost the number of visitors to the area, they are considered to be relatively small-scale and unlikely to have a negative effect on the environment. It is anticipated that the grant funding will support the work of different volunteers / voluntary groups and that the money will help to secure their long-term sustainability.

9.5 Human Resources Implications

9.5.1 Currently, there are Officers from both Community Development and Planning involved in the different activities identified in this report, most especially in respect of the promotion and administration of the grant funding, support for related groups and their projects and in the organisation and co-ordination of partnership arrangements.

9.6 Risk Management Implications

9.6.1 There are no risk management implications arising directly from this report.

9.7 Equalities Implications

9.7.1 The Community Heritage Grants Scheme was open to applications from any individual or not-for-profit group with a relevant project idea, and funding decisions were made based on the ability of applicants' to meet the funding criteria.

9.7.2 The work with local groups and volunteers is not restricted in any way, and involvement in both the Heritage Forum and the North Warwickshire Heritage Support Group is open to all sectors of the community.

9.7.3 The Roman Mancetter exhibition space is intended to appeal to a range of different audiences and no group or individual defined by the protected characteristics under the Equality Act will be excluded or prevented from taking part in the related activities.

9.8 Links to Council's Priorities

9.8.1 The activity detailed in this report directly links to the following corporate priorities:

- Responsible Financial and Resource Management
- Protecting our Countryside and Heritage
- Improving Leisure and Wellbeing Opportunities
- Promoting Sustainable and Vibrant Communities
- Supporting Employment and Business

The Contact Officer for this report is Clare Haines (719418)

Background Papers

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

Background Paper No	Author	Nature of Background Paper	Date
1	ACK Tourism	North Warwickshire and Hinckley and Bosworth Destination Management Plan	May 2017

Agenda Item No 11

**Community and Environment
Board**

11 March 2019

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

LEADER Programme Update

1 Summary

- 1.1 This report updates Members on the progress made in respect of the delivery of the North Warwickshire and Hinckley and Bosworth LEADER programme (2015 to 2020).

Recommendation to the Board

That Members note the progress made in respect of the delivery of the North Warwickshire and Hinckley and Bosworth LEADER programme (2015 to 2020).

2 Consultation

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

3 Introduction

- 3.1 LEADER is a community-led development programme that is jointly funded by the Department for Environment, Food and Rural Affairs (DEFRA) and the European Union. North Warwickshire, in conjunction with its partner area, Hinckley and Bosworth, has been awarded financial support of £1.4 million for the programme, which operates until 2020. The original budget to be available for disbursement to qualifying projects was £1,161,120. Due to a change in the exchange rate, however, this sum has increased to £1,276,796.
- 3.2 The programme is managed by a Local Action Group (LAG), which is made up of representatives drawn from the private, voluntary and public sectors across the two Boroughs. The Borough Council is represented on the LAG by the Leader of the Council. The strategic direction for the programme is set by a Local Development Strategy (LDS), which has been agreed by the LAG and DEFRA.
- 3.3 North Warwickshire Borough Council acts as the Accountable Body for the local programme and it works in partnership with Hinckley and Bosworth Borough Council to oversee its delivery.

4 Progress

4.1 As the Board will be aware, the LEADER programme is divided into six priority areas:

- Farm Productivity
- Micro and Small Enterprises
- Rural Tourism
- Rural Services
- Culture and Heritage
- Forestry Productivity

4.2 To date, 38 projects have received funding approval from the Local Action Group, with a cumulative grant total of £865,935. Of those, 26 projects have been completed, with a combined actual spend of £442,609 (see Appendix A for details).

4.3 An additional 14 projects have received approval at the first stage of the funding process (outline application / expression of interest), with a cumulative potential grant total of £483,957. One further project, with a projected spend of £38,946, is currently in the appraisal process. It should be noted that these figures are based on estimated project costs. The actual amount to be requested at the full application stage, therefore, is subject to change. Further, there may be projects that are approved at the first stage of the process that, for whatever reason, do not proceed to a full application.

4.4 A total of 63 projects have withdrawn their application or had their proposals rejected either by the Local Action Group or DEFRA. The principal reasons for project withdrawal or rejection relate to the demands of the application process, an inability to secure match funding, ineligibility with the scheme criteria and / or an inability to demonstrate a genuine need for LEADER funding. A rolling call for expressions of interest is seeking to militate against the risk of project withdrawals or rejection at the full application stage.

4.5 With the agreement of DEFRA, the local programme has made a notional allocation of £1,388,838. This sum includes an expression of interest (EOI), with a project value of £38,946, which is awaiting approval. Clearly, this represents an over allocation of £112,042, the level of which (9%), given the extent of project withdrawals and rejections to date, is considered to be manageable by both the LAG and DEFRA. In view of the level of over allocation, the LAG has determined that future project approvals will be subject to a "reserve list" to support the management of programme spend as it moves towards a close.

4.6 The table below identifies the distribution of LEADER funding (at all stages of the application process) against the six priority areas. The greatest level of demand has been from Rural Tourism and Rural Services projects, and the lowest from Culture and Heritage schemes.

Priority Area	Total Grant Allocation (£)
Farming	218,306
Small and Micro	250,124
Rural Services	307,675
Rural Tourism	506,695
Forestry	58,882
Culture and Heritage	47,156
Total	1,388,838

- 4.7 The level of funding allocated between the two boroughs is as identified below.

Borough	Funding Allocation (£)
Hinckley and Bosworth	783,025
North Warwickshire	605,813
Total	1,388,838

5 Staffing

- 5.1 Members will be aware that, at the Community and Environment Board meeting held in October 2018, it was reported that the recruitment process was underway for both the LEADER Project Manager and the LEADER Development Officer posts. A LEADER Project Manager was subsequently recruited and the successful candidate commenced her duties in December 2018. Unfortunately, an appointment has not yet been made to the Development Officer position. This post has been subjected to an internal review, as a consequence of which an alternative approach to recruitment is being pursued. In the interim, support for the programme is being provided by experienced Officers from within the Community Development section, who are also being supported by colleagues at Hinckley and Bosworth Borough Council.

6 Conclusion

- 6.1 The local programme continues to progress at an improved rate of delivery. The request for a three months extension of the LEADER timetable has been considered and approved by DEFRA. All projects will now need to be formally contracted by 30 June 2019 and completed, with funding claims paid, by December 2020.

7 Report Implications

7.1 Finance and Value for Money Implications

7.1.1 The funding implications of involvement in the LEADER programme are identified in the main body of the report and in the attached Appendix. A. The Authority is incurring indirect expenditure in its capacity as the Accountable Body for the programme, through providing management time and Officer support for related activity. Costs relating to the provision of financial management will be incorporated in the Running Costs and Animation (RCA) return, which will be claimed back throughout the lifetime of the programme. The deadline for the submission of the final RCA claim to DEFRA remains as 31 March 2021.

7.2 Safer Communities Implications

7.2.1 LEADER funding is being used to create jobs and grow the local economy, which should have a positive impact upon reducing levels of crime and anti-social behaviour.

7.3 Legal, Data Protection and Human Rights Implications

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

7.4 Environment, Sustainability and Health Implications

7.4.1 There are no direct environment and sustainability implications arising from the report. It should be noted, however, that the LEADER programme supports sustainable rural regeneration and encourages the design and delivery of economic projects that help to regenerate and sustain local communities. Each individual application for funding will be required to provide evidence of the environmental impact of the project and will be assessed against that evidence.

7.4.2 LEADER is helping to create a stronger sense of place and improve health through actions that support communities. Approved projects can additionally enhance the rural environment by providing new leisure and recreation opportunities. Improving employment opportunities should also have a positive impact on people's mental health and wellbeing.

7.5 Human Resources Implications

7.5.1 There are no human resource implications directly arising from this report, other than those referred to in paragraph 5.1 above.

7.6 Risk Management Implications

- 7.6.1 The risks associated with the LEADER programme have been, and will continue to be, managed and monitored through approved divisional Risk Management processes, most specifically in relation to the effective management of partnership work, the efficient delivery of externally supported projects that meet the priorities and expectations of funding partners and the appropriate administration of all forms of financial assistance. Implementation of relevant processes and procedures will ensure the delivery of a LEADER programme that meets the priorities identified in the Local Development Strategy and minimises any risks to the Authority in its capacity as the Accountable Body.
- 7.6.2 With regard to the Authority's role as the Accountable Body, the financial allocation to the LEADER programme is made in Euros, which is then converted into sterling on an annual basis. This will not entail an additional risk to the Accountable Body, as the Programme Delivery Plan is adjusted annually to take account of currency fluctuations. The amount in sterling will be allocated at the beginning of the final year of the programme and any fluctuations before the end of the programme will be covered by DEFRA.
- 7.6.3 The Authority has approved a process to offer short-term loans to parish and town councils, as well as voluntary and community organisations. These loans cover the gap between invoices being paid to contractors and the grant being paid by the Rural Payments Agency. The approved process through which loans can be offered to external organisations is designed to reduce the risk to the Authority of non-repayment of the loan.

7.7 Equalities Implications

- 7.7.1 The research and consultation work that was carried out in advance of the programme provided opportunities for the local community to influence the production of the Local Development Strategy. This consultation included groups and individuals defined by the protected characteristics under the Equality Act. Each funding applicant is asked to evidence the equalities impact of the proposed project and this evidence is reviewed within the appraisal process. An Equalities Impact and Needs Assessment was included within the LEADER report considered by the Board in July 2015.

7.8 Links to Council's Priorities

- 7.8.1 The LEADER programme, and the projects that it supports, directly link to all six of the corporate priorities:
- Responsible financial and resource management
 - Creating safer communities
 - Protecting our countryside and heritage
 - Improving leisure and wellbeing opportunities
 - Promoting sustainable and vibrant communities
 - Supporting employment and business

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

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

The Contact Officer for this report is Becky Evans (719346).

Background Papers

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

Background Paper No	Author	Nature of Background Paper	Date
1	Assistant Director (Leisure and Community Development)	Report to Community and Environment Board (LEADER - Programme Update)	October 2017
2	Assistant Director (Leisure and Community Development)	Report to Community and Environment Board (LEADER - Programme Update)	March 2018
3	Assistant Director (Leisure and Community Development)	Report to Community and Environment Board (LEADER - Programme Update)	October 2018

LEADER Funding Summary		28/02/2019	
RPA Grant Total	£1,161,120.00		
		Contracted projects	£865,935.35
		FA's in Progress	£483,957.01
		EOI's in Progress	£38,946.00
		Subtotal	£1,388,838.36
Available funds	-£227,718.36		
RPA Grant Total (Updated)	£1,276,796.00		
		Contracted projects	£865,935.35
		FA's in Progress	£483,957.01
		EOI's in Progress	£38,946.00
		Subtotal	£1,388,838.36
Available funds	-£112,042.36		

CONTRACT PROJECTION ASSUMING ALL EOI'S & FULL APP'S COMPLETE								
Priority	RPA Grant	Total Grant Allocated (Approved, FA & Eoi)	Variance	RPA Required Contracts	NWHB Contracts	RPA Job requirem	NWHB Jobs	Jobs variance
Farming	£174,168.00	£218,306.49	£44,138.49	6	6	2.5	7.3	4.8
Small and Micro	£464,448.00	£250,123.51	-£214,324.49	23	23	39	19	-20
Rural Services	£116,112.00	£307,674.54	£191,562.54	5	5	3	16	13
Rural Tourism	£232,224.00	£506,695.76	£274,471.76	7	7	7	6.5	-0.5
Forestry	£58,056.00	£58,881.68	£825.68	2	2	1	5.5	4.5
Cultural & Heritage	£116,112.00	£47,156.38	-£68,955.62	4	4	2	0	-2
Total	£1,161,120.00	£1,388,838.36	£227,718.36	47	47	54.5	54.3	-0.2

CONTRACTS APPROVED								
Priority	RPA Grant	Approved Grant	NWHB Approved Projects	RPA Projects	RPA Grant	RPA Jobs	Actual Jobs	Available funds
Farming	£174,168.00	£166,306.49	7	6	£174,168.00	2.5	7.3	£7,861.51
Small and Micro	£464,448.00	£158,857.99	9	23	£464,448.00	39	18	£305,590.61
Rural Services	£116,112.00	£229,581.79	9	5	£116,112.00	3	13	-£113,469.79
Rural Tourism	£232,224.00	£205,151.62	8	7	£232,224.00	7	0	£27,072.38
Forestry	£58,056.00	£58,881.68	3	2	£58,056.00	1	5.5	-£825.68
Cultural & Heritage	£116,112.00	£47,156.38	2	4	£116,112.00	2	0	£68,955.62
Total	£1,161,120.00	£865,935.35	38	47	£1,161,120.00	55	44	£ 295,184.65

FULL APPLICATIONS IN PROGRESS			
Priority	Requested Grant		Expected Jobs
Farming	£52,000.00		0
Small and Micro	£91,266.12		1
Rural Services	£78,092.75		3
Rural Tourism	£262,598.14		6.5
Forestry	£0.00		
Cultural & Heritage	£0.00		0
Total	£483,957.01		10.5

EOI'S IN PROGRESS			
Priority	Requested Grant		Jobs
Farming			0
Small and Micro	£0.00		0
Rural Services	£0.00		0
Rural Tourism	£38,946.00		0
Forestry			0
Cultural & Heritage			0
Total	£38,946.00		0

Progress with projects									
APPROVED PROJECTS									
	Applicant	Project	Priority	Area	Grant £	%	match fundi	Jobs	
NWHB 07	TN & AM Scarratt	Grain processing	Farming	HB	£19,251.00	24			0
NWHB 30	CLOG's (Rawnpure)	Irrigation for organic veg and fruit	Farming	HB	£5,743.65	40			0.5
NWHB 42	TJA Thirby and Partners	Rotary Goat Parlour	Farming	NW	£46,920.00	40			3
NWHB 41	H Lowe and Sons	Long Life Spuds (refrigeration)	Farming	NW	£28,430.64	40			1.8
NWHB 64	C W Antrobus	No Till Seed Drill	Farming	NW	£31,603.60	40			1.5
NWHB 55	Manor Hill Farmers	No Till Soil Improvement Project	Farming	HB	£31,200.00	40			
NWHB 66	Catlane Friesians Ltd	Improvements to out of parlour feeding system/tractor guidance system	Farming	HB	£3,157.60	40			0.5
Number of projects	7		Farming Total		£166,306.49				7.3
NWHB 32	C J Springthorpe	Project Kindling (new machine)	Forestry	HB	£3,390.00	40			0.5
NWHB 37	Cadeby Tree Sales Ltd	Christmas Tree Automatic Netting and Palletiser Machine with Elevator	Forestry	HB	£19,003.68	40			3
NWHB 45	Miner Forestry	bespoke shed for processing and storage of wood chip	Forestry	HB	£36,488.00	40			2
Number of projects	3		Forestry Total		£58,881.68				5.5
NWHB 15	St Mary's Church	Refurbish Youth HQ	Rural Services	NW	£14,079.92	100			0.5
NWHB 20	Markfield Parish Council	Refurbish community centre	Rural Services	HB	£6,177.72	75			0
NWHB 74	Sport in Desford	Construction of floodlit double sports court for tennis, netball, futsal	Rural Services	HB	£50,000.00	16.59			1
NWHB 31	Shustoke Village Hall Committee Ltd	Improve building for providing meals	Rural Services	NW	£24,105.50	100			1
NWHB 68	Market Bosworth Community Library	Audio Visual Equipment to enable film showing	Rural Services	HB	£5,525.65	80			
NWHB 82	Ruby's Yard	The Big Build	Rural Services	NW	£49,700.00	80			1
NWHB 75	Market Bosworth Memorial Gardens	Memorial Garden with band stand	Rural Services	HB	£11,462.00	100			
109	Twycross Zoo	Installing a Changing Places Toilet	Rural Tourism	HB	£30,398.00	40			0.5
NWHB 108	Shuttington Parish Council	Alvecote Play Area	Rural Services	NW	£38,133.00	100			0
Number of projects	9		Rural Services Total		£229,581.79				4
NWHB 09	Whitmore's Ltd	Post Office development	Small & Micro	NW	£5,334.00	40			2.8
NWHB 01	Prezzybox.com Ltd	Visual Studio	Small & Micro	NW	£20,082.44	40			2
NWHB 08	Bosworth Marina Ltd	Marina café	Small & Micro	HB	£16,680.00	40			4.7
NWHB 21	Lauren Marie Photography	Photography studio start-up	Small & Micro	NW	£4,303.40	40			1
NWHB 23	W H Gayton & Sons Ltd	Bakery extension	Small & Micro	NW	£24,996.70	24.1			2
NWHB 24	Carlton Stud Ltd	Stud farm building	Small & Micro	HB	£24,999.95				2.0
NWHB 35	Spotty Dog Communications	Media Production Expansion	Small & Micro	HB	£3,100.90	40			0.5
NWHB 58	Super Duper Goods Ltd -	New Printer Project	Small and Micro	HB	34,960	40			4
NWHB 56	KJN Automation -	New Nike Machining Centre	Small & Micro	HB	£24,400.00	40			3
Number of projects	9		Small & Micro Total		£158,857.39				22
NWHB 47	North Warwickshire BC	Re-invigorating cycle routes	Tourism	NW	£34,912.57	100			0
NWHB 40	Market Bosworth Community Enterprises CiC	Web-site and event system for promoting town.	Tourism	HB	£3,542.00	80			0
NWHB 69	White Hill Farm and B&B	New accommodation through stable conversion	Tourism	HB	£23,040.00	40			0.75
NWHB 63	Northern Warwickshire Tourism	Explore Northern Warwickshire!	Tourism	NW	£ 10,658.00	100			0
NWHB 59	Polesworth Parish Council	Polesworth Tourism Project	Tourism	NW	£ 8,577.05	80			
NWHB 52	Vale Farm Bed and Breakfast -	Bed & Breakfast at Vale Farm	Tourism	HB	£48,546.00	31			0.5
NWHB 51	Whitacre Hall	Tea Rooms and Educational Walks	Tourism	NW	£49,956.00	36.2			1.5
NWHB 62	Squirrel at Wellsborough -	Improvement/conversion of existing	Tourism	HB	£25,920.00	40			1
Number of projects	8		Tourism Total		£ 205,151.62				2.75
NWHB 81	Hinckley and Bosworth Borough Council	Consultancy fees	Heritage	HB	£34,200.00	89.53			0
NWHB 50	The Friends of Atherstone Heritage	Upgrade the Atherstone Heritage Centre	Heritage	NW	£12,956.38	100			0
Number of projects	2		Heritage Total		£47,156.38				0
	38		Total of approved projects		£865,935.35				41.55

Agenda Item No 12

Community and Environment Board

11 March 2019

Report of the Director of Leisure and Community Development

North Warwickshire Green Space Strategy Progress Report

1 Summary

- 1.1 This report informs Members of the progress made in respect of delivery against the priorities set out in the North Warwickshire Green Space Strategy (2008 to 2018).

Recommendation to the Board

That Members note and comment upon the progress made in respect of the implementation of the priorities of the North Warwickshire Green Space Strategy (2008 to 2018).

2 Consultation

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

3 Introduction

- 3.1 The North Warwickshire Green Space Strategy was formally adopted by the Borough Council in December 2008. Together with its supporting Action and Funding Plan, its purpose was to provide a ten-year framework for the provision and enhancement of green space for the benefit of communities across the Borough. It addressed green and open space provided primarily by the Borough and parish and town councils, but also included areas of land in the management of other providers.
- 3.2 As previously reported to the Board, the Strategy came to a theoretical conclusion at the end of March 2018. As Members are aware, it had been intended for external consultants to produce a new Green Space Strategy for the Authority. Regrettably, however, the subsequently produced draft document was considered to be unfit for purpose, further to which Officers were instructed to advance this important undertaking. An internally produced revised draft Green Space Strategy was approved for consultation by the Board at its meeting held in January 2019. Upon its formal adoption, the revised Strategy will direct related work up until 2033.

3.3 In the meantime, the original Green Space Strategy continues to guide the Authority's activity in an area of work that is known to be of considerable importance within the local community. This report, therefore, provides an update on progress in respect of delivery against the priorities identified in the 2008 to 2018 Strategy. In so doing, it builds upon the overview report that was presented to the Board in October 2018.

4 Service Priorities

4.1 Safety and Security

4.1.1 The Strategy identifies a commitment to invest in basic service enhancements by improving site infrastructure. A programme of related work is prepared annually within the context of available revenue, capital and external funding resources.

4.1.2 Issues relating to unwanted incursions at both Arley and Mancetter Recreation Grounds have previously been reported to the Board. Costed proposals for landscape works designed to deter unauthorised access at these locations were considered and approved by the Executive Board at its meeting held in September 2018. Subsequent to completion of the required procurement process, the related works commenced in February 2019, initially in Mancetter, in respect of which Officers are keeping Ward Members, parish and town councils and the local community informed of progress.

4.1.3 Following a number of anti-social behaviour incidents at Mancetter Recreation Ground, palisade fencing has also been installed to improve site security and deter unauthorised access. An assurance has been received from the Police that it will monitor activity in this area.

4.2 Tree Management

4.2.1 The Green Space Officer (Trees) is located within the Community Development section and is responsible for the provision of a professional arboricultural service in respect of the Authority's tree stock. Unfortunately, the Officer has been absent from work for a sufficiently long period of time to have an adverse impact on the ability to provide a comprehensive in-house service, including in respect of those services provided in support of the Housing and Planning Divisions. In the absence of the Green Space Officer (Trees), reactive tree-related work is being provided by Warwickshire County Council.

4.2.2 During 2018 / 19, work has been instructed in relation to 82 trees, 31 of which have been felled and 26 of which related to work undertaken on behalf of the Housing Division. Between April 2018 and January 2019, the Green Space Office (Trees) was the Case Officer for 35 tree-related Planning Applications. Members will be aware of the corporate commitment to replace felled trees and this activity will be organised upon the return to work of the Green Space Officer (Trees). With the considerable assistance of a local resident,

however, 20 young trees (Flowering Cherry, Silver Birch and Rowan) were planted in Coleshill last autumn, including a number within Cole End Park.

- 4.2.3 Members are aware of the need to develop a proactive tree inspection programme, to which the Authority aspired when it adopted its approach to tree management in 2010. Further to having established a list of trees owned by the Borough Council, sites across North Warwickshire have now been classified according to their potential level of risk to people and / or certain types of property. Within the proactive inspection programme, priority will be given to those trees or areas that have been assessed as carrying the highest level of risk.

4.3 Biodiversity and Climate Change

- 4.3.1 The Green Space Strategy sets out a number of priorities in respect of the conservation and enhancement of biodiversity through habitat creation and management, to which the Local Nature Reserves Project is making a significant contribution.

- 4.3.2 Members will be aware that the Borough Council is working in partnership with Warwickshire Wildlife Trust to manage the Local Nature Reserves at Kingsbury Meadow, Dafferns Wood in New Arley, Cole End Park in Coleshill and Abbey Green Park in Polesworth. Through the partnership, the Trust is carrying out specialist conservation management on each site and is also supporting the Friends of Dafferns Wood group, which is actively involved in managing that Reserve. The Trust also provides a programme of events to encourage volunteering and participation at each of the Local Nature Reserves.

- 4.3.3 A report detailing the Wildlife Trust's work over the last year is attached at Appendix A. The report highlights an encouraging level of active community engagement, from which the feedback has been very positive. This work has included delivering school engagement sessions at Daffern's Wood and co-ordinating joint voluntary activity between the Trust and the Tame Valley Wetlands Partnership at Cole End Park. Interestingly, coppicing work in Daffern's Wood has led to the appearance, for the first time, of swathes of foxgloves. The life cycle for the first set of management plans for the four Local Nature Reserves has come to an end. New draft management plans have been written by the Wildlife Trust and are currently subject to consultation with the Borough Council's Green Space Officer.

- 4.3.4 Under the Management Agreement, the Trust is required to submit a budget for approval by 01 September each year in respect of anticipated expenditure in the following financial year. In 2018 / 19, this amounted to £15,750 payable by the Borough Council, in return for which the Trust will have provided approximately 845 volunteer hours on site by the end of the year. The sum required for 2019 / 20 will be determined after consideration has been given to the new draft management plans, but it will not exceed the £16,000, for which provision has been made in the Authority's approved revenue budget.

4.4 Partnership Working

4.4.1 In addition to promoting partnership working to improve and manage the Authority's own sites, the Strategy recognises the important role that other providers have in delivering green space provision across the Borough. It, therefore, commits the Authority to supporting partners where their green spaces have been identified as Area Priorities. In this regard, three family cycle routes have been developed within Kingsbury Water Park, which are due to be launched officially in April 2019. Additionally, the Borough Council continues to work with the Friends of Atherstone Heritage on a project to significantly improve Meadow Street Gardens, in respect of which the outcome of a funding application to the Heritage Lottery Fund is awaited. The Authority is also supporting Arley Parish Council in its application to the Pocket Parks programme for funding to renovate the play area at Hill Top Recreation Ground.

4.5 Outdoor Sports

4.5.1 Playing Pitch Strategy and Local Football Facilities Plan

4.5.2 As Members will be aware, the Playing Pitch Strategy (2018 to 2031) was formally adopted at the Board's meeting held in January 2019, at which time it also noted the complementary content of the Football Association's Local Football Facilities Plan (2018 to 2028) for North Warwickshire. Copies of both documents are available in each Political Group Room and also on the Borough Council's website.

4.5.3 The Playing Pitch Strategy focuses on the four outdoor sports (agreed by Sport England) that are played most frequently in the Borough:

- Football
- Cricket
- Rugby Union
- Hockey

4.5.4 The Strategy clearly identifies that the most significant issue is the need to improve the quality, not the quantity, of grass pitches, although there is also a need to improve the number of junior pitches, most particularly for football. The known need to improve ancillary accommodation is emphasised, as is the need to provide two 3G artificial grass pitches in the Borough, one in Atherstone and one in Polesworth. The Strategy also highlights the need to develop two centralised sports pitch venues (or "hubs") in North Warwickshire, again including one in Atherstone.

4.5.5 Atherstone Sports Club

4.5.6 Further to the meetings of this Board, in July 2018, and the Resources Board held in September 2018, Members will be aware that approval has been given to Atherstone Sports Club to enter into a Tenancy at Will with the Authority in respect of its use of part of Royal Meadow Drive Recreation

Ground. The Tenancy at Will is seen as the first step towards a long-term lease agreement through which the Club would assume responsibility for the management and maintenance of part of the Recreation Ground and for the creation of a multi-sports hub, as recommended within the Playing Pitch Strategy. The Tenancy at Will, the terms of which were, as directed by Members, approved by the Chairman and Vice-chairman of the Resources and Community and Environment Boards, has been signed by both parties.

4.5.7 The Sports Club additionally committed itself to undertaking meaningful consultation with the community, in order to provide local residents with an opportunity to influence the development of Royal Meadow Drive Recreation Ground for all of its users. The consultation, which was undertaken between 1 November and 16 December 2018, generated a significant response from the local community. The collated consultation response document can be accessed via the following link, www.northwarks.gov.uk/RMDconsultation , although the headline outcomes are as follows:

- 98% of respondents supported the removal of the skate park area
- 96% of respondents supported the removal of two of the copse areas
- 48.5% of respondents would like to see the copses replaced
- 97% of respondents supported the installation of spectator barriers around sports pitches
- 98.5% of respondents supported the improved access between Ratcliffe Road Sports Ground and Royal Meadow Drive Recreation Ground
- 97% of respondents felt that the Sports Club's proposals would improve sports facilities in Atherstone

4.5.8 Additionally, the consultation highlighted a number of issues that would benefit from future consideration by both the Sports Club and the Borough Council, including:

- Traffic and parking issues, particularly for the residents of Royal Meadow Drive
- Dogs – both the loss of dog walking space and the mess left by irresponsible owners
- How to incorporate facilities for hockey into the plans
- The various comments and suggestions made on how to improve the green space at the Recreation Ground

4.5.9 The Sports Club and the Authority will work together to address the issues and themes identified above.

4.5.10 **Boot Hill Recreation Ground, Grendon**

4.5.11 The need to improve the quality of the adult football pitch at Boot Hill Recreation Ground, Grendon, which has not been used for the last three seasons, is recognised in the Playing Pitch Strategy. The unavailability of this pitch has had a negative impact on the well-established local football club, as

well as other teams in the catchment community. The Institute of Groundsmen (IoG) has now undertaken a detailed site investigation of the ground conditions and future drainage needs at this site. It is now preparing the commission documentation through which an appropriate drainage scheme will be procured, the significant cost implications for which will be met through the provisions of a Section 106 Agreement related to the development of the former Sparrowdale School site. Related discussions with Grendon Football Club are scheduled to take place in February 2019.

4.6 Children and Young People

4.6.1 The Green Space Strategy recognises the vital role of open space in helping children and young people to develop skills through play and social interaction and it commits the Authority to supporting the development of a strategic network of play facilities across the Borough. The Play Area Development Programme has enabled the Authority to meet this commitment through the delivery of an associated action plan.

4.6.2 Notionally, play areas are anticipated to have a 15 year lifespan. As reported to the Board in January 2019, therefore, it will soon be necessary to give consideration to the possible need to develop or refurbish those play areas that were first improved through the Development Programme. Work will be undertaken according to assessed need, but the first sites that will be subject to this consideration, in 2020 / 21, are those located in Ansley Common, Austrey, Coleshill and Piccadilly.

4.7 Community Engagement

4.7.1 The Green Space Strategy acknowledges the value of open space to communities and seeks to encourage people to use their local green areas and to take pride in their development. The Community Development section currently organises two Big Day Out events each year in parks and recreation grounds across the Borough. These events are designed to encourage local people to use and appreciate their local green space, as well as gain an awareness of local services and organisations. In 2018, these well attended events were held in Coleshill and Mancetter. Additionally, communities are consulted during the preparation of site management plans, most recently in respect of Atherstone Sports Club's proposals for Royal Meadow Drive Recreation Ground in Atherstone, and they actively inform proposals for the development or refurbishment of green space and play facilities. As previously identified, the Local Nature Reserves Project directly engages local people in the management and development of these sites.

5 Improvement Schemes 2018 / 19

5.1 Curdworth, Hurley and Wood End

5.1.1 Following travellers accessing Piccadilly Sports Field during the spring of 2018, tree trunks were placed behind the entrance fencing in order to deter further unauthorised access. To date, this initiative has proved to be successful.

5.1.2 Subsequent to Board and Planning approval, the installation of a 25m telecoms pole was undertaken at Wood End Recreation Ground in November 2018. The Authority has agreed to lease a small parcel of land for the telecoms pole in exchange for a one-off payment of £40,000, which has been allocated for use within the village. As directed by the Resources Board, the projects to benefit from this receipt will be determined in consultation with Ward Members. Community Development Officers, in conjunction with interested individuals within the local community, will be undertaking consultation with the wider village to look at improving play provision within the Recreation Ground.

5.2 Kingsbury

5.2.1 In January 2019, and in response to local demand, anti-slip strips have been installed along the timber board walk at Kingsbury Local Nature Reserve.

5.3 Arley and Whitacre

5.3.1 The installation of new play equipment at Bretts Hall Recreation Ground in Ansley Common was completed in May 2018. Funding for the project was sourced from the Borough Council's capital programme and its Equality Fund, as well as through external sources, including the Ansley Common Residents Association (ACRA), the local County Councillor, the Tesco "Bags of Help" scheme, Smart Start, the Ley Group and Ansley Parish Council. The total project cost was £68,800.

5.3.2 As the Board is aware, the Borough Council will be undertaking various landscape works to try and deter unauthorised access at both Mancetter and Arley Recreation Grounds. The works include a combination of ditch and mound formation, installation of steel knee railing, timber fencing, bollards and lockable height restriction barriers with gates. The appointed contractor started work on site at Mancetter Recreation Ground during February and, weather permitting, both schemes are due for completion in March 2019.

5.3.3 With assistance from the Green Space Officer, Gun Hill Allotments Association in New Arley was successful in obtaining funding from the Warwickshire Councillors' Grant Fund. On Saturday 19 January a tree planting event was held at the Allotments, at which 40 young fruit trees were planted by plot holders and members of the local community. In addition to the trees providing attractive foliage, flowers and fruit, they will encourage more wildlife and biodiversity into the area. Other Allotment sites within the Borough have also received grants from this Councillors' Grant Fund.

5.3.4 Nether Whitacre Parish Council was successful with its grant application to the National Lottery Awards for All scheme, through which it has installed outdoor adult gym equipment at its green space off Birmingham Road, Nether Whitacre.

5.4 Atherstone and Mancetter

5.4.1 As identified in paragraph 5.3.2 above, the Authority is undertaking various landscape works to try and deter unauthorised access at both Mancetter and Arley Recreation Grounds.

5.4.2 In partnership with Friends of Atherstone Heritage, the Borough Council has submitted a Heritage Lottery Fund (HLF) grant application, which, if successful, will be used to renovate Meadow Street Gardens in Atherstone. The intention is to transform the Gardens into an “outdoor museum” through which to mark and celebrate the hatting heritage of the town. Working in collaboration with stakeholders and the community, a final concept masterplan for the garden has been produced. In addition to the Gardens redesign, the project will also involve a range of heritage themed and creative activities and events in which the community will be involved. The outcome of the application will be known in the spring. Subject to the allocation of external funding, it is anticipated that the works will be completed during the autumn.

5.4.3 Repairs to various timber and other items of play equipment have been undertaken at Ridge Lane Recreation Ground, principally due to wood rot.

5.5 Polesworth and Dordon

5.5.1 Timber stepping logs and a log seat have been removed at Long Street Recreation Ground, Dordon, again principally due to wood rot.

6 North Warwickshire Green Space Strategy (2019 to 2031)

6.1 As identified in the Introduction to this report, at its meeting held in January 2019, the Board approved the internally produced revised draft Green Space Strategy for consultation. Accordingly, the draft Strategy has been circulated to all Borough Councillors, parish and town councils and key partners / stakeholders. The draft document has also been made available on the Authority’s website, as well as through social media channels. At January’s meeting, however, Members emphasised the need for the consultation programme to be as comprehensive as possible, commensurate with available capacity. As a consequence, at the time of writing this report, Officers were giving detailed consideration to how best to undertake and co-ordinate the consultation programme.

6.2 All consultation activity relating to the draft Strategy will remain open until 31 May 2019, after which the responses will be collated, with a view to presenting a further report to the Board at its meeting to be held in July 2019.

7 Report Implications

7.1 Finance and Value for Money Implications

7.1.1 There is no new financial implication arising directly out of this report.

7.2 Safer Communities Implications

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

7.3 Environment, Sustainability and Health Implications

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

7.4 Risk Management Implications

7.4.1 There are no direct risks consequent upon the services identified within this report. The activity that is included within the Green Space Strategy, however, will be risk assessed and appropriate controls put in place, where appropriate.

7.5 Links to Council's Priorities

7.5.1 The North Warwickshire Green Space Strategy has direct and positive links to all six corporate priorities:

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

7.5.2 Additionally, implementation of the provisions of the Green Space Strategy contributes directly to the attainment of 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 Becky Evans (719346).

Background Papers

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

Background Paper No	Author	Nature of Background Paper	Date
1	North Warwickshire Borough Council	North Warwickshire Green Space Strategy	2008 to 2018
2	Director of Leisure and Community Development	Landscape Works to Prevent Unauthorised Access at Arley and Mancetter Recreation Grounds	Sept 2018
3	Director of Leisure and Community Development	North Warwickshire Green Space Strategy Progress Report	Oct 2018

North Warwickshire Borough Council / Warwickshire Wildlife Trust

Report – February 2019

Eddie Asbery

Site	Volunteer Hours - March 2018 to February 2019 to date
Abbey Green Park – <ul style="list-style-type: none"> ● Fixed point photography ● Cut and rake grassland on top meadow and island ● Nettle strimming, scrub and tree clearance ● Wetland vegetation clearance 	 175 77 77
Cole End Park – <ul style="list-style-type: none"> ● Fixed point photography ● Himalayan Balsam pulling ● Tree felling and tidy up damaged tree for visitor safety and experience 	 259 10
Kingsbury Meadow – <ul style="list-style-type: none"> ● Fixed point photography ● Wet grassland condition survey ● 1/3rd of sedge bed cut plus further adjacent vegetation ● Scrub management. ● Variegated yellow archangel (garden plant escape) 	 100 30 30 3
Daffern's Wood – <ul style="list-style-type: none"> ● Fixed point photography ● Woodland management ● Variegated yellow archangel control ● Wetland management planned for Feb 2019 ● Tidy up felled tree ● Hedgerow plantings weeded 	 74 4 3 3
Total	845

Warwickshire Wildlife Trust has delivered a further productive year across the North Warwickshire LNR's in 2018 and 2019. With 845 productive and committed volunteer hours, this will be a further year of success for engagement. Many more hours of Reserves Officers time has been committed too.

Highlights this year:

- Delivering school engagement for the first time at Daffern's Wood and an ongoing programme of educational outreach in the other LNR areas.

- The Tame Valley Wetlands Scheme undertaking Himalayan balsam control at Cole End Park with their volunteers, “Tame Force”; in addition to the Trust’s ‘Nature Force’ midweek volunteers. We received great support from NWBC’s street team who were able to dispose of the plant.
- Using the Trusts’ compact tractor at Abbey Green to manage wildflower meadows.
- Positive comments during a Nature Force session about wetland management and gifts of chocolate from a nearby business owner!
- The end of the life cycle for the first set of management plans for the four LNR’s. New drafts currently in consultation.

Abbey Green



Both photos credit Eddie Asbery

Daffern’s Wood



Agenda Item No 13

Community and Environment Board

11 March 2019

Report of the Director of Leisure and Community Development

Leisure Facilities: Service Improvement Plan and Key Performance Indicators

1 Summary

- 1.1 Appended to this report, for Members' consideration, are copies of the Service Improvement Plan (SIP) and the associated set of key performance indicators (KPIs), detailing activity through to the end of January 2019, through which the Board has agreed to monitor the operational and financial performance of the leisure facilities at each of its meetings.

Recommendation to the Board

- a** That the Board notes and comments upon the progress being made against the requirements identified in the approved Leisure Facilities Service Improvement Plan and the associated set of key indicators through which operational and financial performance are monitored; and,
- b** That the Board approves the opening of the leisure facilities for a special event on the late summer Bank Holiday (26 August 2019) and additionally approves the schedule of closures, as set out in paragraph 4.4 of this report.

2 Consultation

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

3 Introduction

- 3.1 The two-year Leisure Facilities Service Improvement Plan (2018 to 2020), a copy of which is attached as Appendix A, was approved by the Board at its meeting held in July 2018. The Plan details the key actions, work programmes and improvements required to be achieved through to 2020 that the Board has determined are important in order to enhance the quality and financial viability of the service delivered through its leisure facilities.

3.2 As well as highlighting a number of key actions and developments that are specific to each individual facility, the SIP identifies the improvements both to be sought, and being made, within areas of activity (“themes”) that are fundamental to the successful operation of any leisure facility.

4 Service Improvement Plan: Progress

4.1 Members will be aware that, at an informal meeting of the Board held on 17 December 2018, very detailed consideration was given to the progress being made by the Leisure Facilities section in respect of each of the key themes identified within the SIP and also in respect of the associated set of key performance indicators, a copy of which is attached at Appendix B. Both the SIP and the key performance indicators were then updated to the end of Quarter 3 (December 2018) and presented to the Board at its meeting held in January. The appendices attached to this report update these documents and the performance of the leisure facilities through to the end of January 2019. It is, however, intended to circulate updated versions of both documents, detailing performance to the end of February 2019, at the meeting.

4.2 This report does not seek to provide detailed commentary on the progress being made with regard to each of the key actions identified in the SIP, or in respect of each individual KPI. Instead, this and future reports will seek to highlight developments that Officers consider will be of particular interest to the Board. The SIP and KPIs, however, provide detailed information on the relative progress being made within the leisure facilities and Members are welcome to consider any and all aspects of performance and to comment and / or raise questions on any of the information contained therein. Additionally, the Board is invited to advise on any areas of activity upon which it wishes Officers to focus in order to improve the operational and financial sustainability of the leisure facilities.

4.3 As Members will be aware, Arley Sports Centre was asset transferred to Elite Sports Development on 14 December 2018. Whilst the transfer of the facility does not impact on the KPIs at the individual sites in the current financial year, the need to re-allocate the salary of the Leisure Operations Support Officer, a proportion of whose cost is allocated to Arley Sports Centre in 2018 / 19, will have a slight impact on the KPIs of the individual facilities in 2019 / 20. Additionally, the removal of Arley Sports Centre from the 2019 / 20 Key Performance Indicator reports will affect the “average” figures reported in future KPI tables.

4.4 At its meeting held in January 2019, the Board gave detailed consideration to the potential opening of the leisure facilities on future Bank Holidays. This matter was further considered by Members at an informal meeting of the Board held on 13 February 2019. The outcome of those deliberations is that the three leisure facilities will open for a special event focused on seeking to attract participants who would not normally use the centres. In 2019 / 20, this event, the funding for which will be provided through the Health and Wellbeing Working Party’s budget, will be held on the late summer Bank

Holiday (26 August 2019). The SIP will be updated accordingly. The leisure facilities, therefore, will be closed on the dates listed in the table below.

Good Friday	19 April 2019
Easter Monday	22 April 2019
May Day Monday	06 May 2019
Spring Bank Holiday Monday	27 May 2019
Christmas Eve (Extra Statutory Day from Tuesday 28 May 2019)	24 December 2019
Christmas Day	25 December 2019
Boxing Day	26 December 2019
New Year's Eve (Extra Statutory Day from Tuesday 27 August 2019)	31 December 2019
New Year's Day	01 January 2020

- 4.5 In an effort to encourage heightened levels of memberships and use at each of the Authority's leisure facilities, the Business Development team promoted a "special offer" for new members in January. The offer included a 30% price reduction through to the end of April 2019, in return for taking out a 12 months membership contract. This special promotion generated 335 new direct debit sales across sites (194 at Atherstone Leisure Complex, 99 at Coleshill Leisure Centre and 42 at Polesworth Sports Centre). The boost in sales was a positive start to the Year of Wellbeing within the facilities. A further promotion is being planned for March / April, through which it is hoped to carry the positive momentum into the new financial year.
- 4.6 The Business Development 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 (at least monthly) basis and to report accordingly to each meeting of this Board. 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 and KPIs will enable the Board to monitor the financial performance of the leisure facilities at each of its meetings.
- 5.1.2 The indicative cost (£7,227) of opening Atherstone Leisure Complex, Coleshill Leisure Centre and Polesworth Sports Centre for a special event on the late summer Bank Holiday (26 August 2019) will be met from the Health and Wellbeing Working Party's budget and, therefore, will not adversely affect the revenue estimates approved by the Executive Board at its meeting held on 11 February 2019.

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 or anti-social behaviour.

5.3 Legal, Data Protection and Human Rights Implications

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

5.4 Environment, Sustainability 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.

5.5 Human Resources Implications

5.5.1 Volunteers from amongst existing staff will be sought to operate the leisure facilities during their proposed opening on the late summer Bank Holiday (26 August 2019). The two additional extra statutory days afforded to employees for the 2019/20 period will be added to the annual leave entitlement of relevant staff in order to ensure that they receive the same benefits as those enjoyed by other colleagues throughout the Authority.

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 There are no equalities implications arising from this report.

5.8 Links to Council's Priorities

5.8.1 The Service Improvement Plan and Key Performance Indicators have direct links to the following corporate priorities:

- Responsible financial and resource management
- Creating safer communities
- Improving leisure and wellbeing opportunities
- Promoting sustainable and vibrant communities

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

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

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

Background Papers

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

Background Paper No	Author	Nature of Background Paper	Date
1	Strategic Leisure Ltd.	Leisure Facilities Strategy Documents	2017
2	Assistant Director (Leisure and Community Development)	Report to Community and Environment Board (Leisure Facilities: Service Improvement Plan and Key Performance Indicators)	July 2018

North Warwickshire Leisure Facilities

Service Improvement Plan - 2018 to 2020

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

Responsible Officers Key:

- D: Director
- LFM: Leisure Facilities Manager
- BSO: Business Support Officer
- LOSO: Leisure Operations Support Officer
- SSO: Systems Support Officer
- SMPO: Sales, Marketing and Promotions Officer
- LMT: All of the above

Service Improvement Plan Last Updated: 13/02/2019

Theme	Action	Target	Timescale	Resource / Cost	Responsible Officer	Comment / Progress
Finance and Pricing	Review and consider the revision / rationalisation of pricing at all sites, having due regard to the need to reduce the revenue cost of the Leisure Facilities	Conclude review and report to Community and Environment Board by January 2019 at the latest	January 2019		LFM / BSO / SSO	Need to be mindful of the requirement for the pricing structure to be both as fair and as simple as possible New fees drafted for approval and a proposal to simplify the pricing structure is to be developed for consideration by C&E Board
	Increase the number of concessionary memberships, which are currently offered for: Unemployed Full time students 60 plus Blue badge holder Disability allowance Personal independence letter Employment and support allowance Working Tax Credit Notification letter of Housing Benefit Carers allowance Armed forces veterans	Increase by 5%, to 1841 concessionary members	March 2020		LFM / LOSO / SMPO	Armed Forces Covenant, now offer a reduced monthly fee for gym membership
Staffing	Undertake review of service contracts at Atherstone LC	Identify & implement any opportunities to reduce costs	April 2019	Provision made within the revenue budget	BSO/LOSO	
	Ensure the recruitment of a sufficient number of qualified and trained staff in order to provide appropriate levels of cover for all forms of staff leave / absence	Production of an annual divisional training plan. Engaging with further education recruitment days	31 May 2019 and 2020 December 2018	Divisional and corporate training budget	LFM / LOSO	Attended a local school careers event in October at Nuneaton Academy to promote leisure career opportunities Looking to host a Swim Teacher course in April 2019 to increase teaching staff.

					Relevant staff trained on Rookie Lifeguard Course to up-skill.
					Relevant staff arranged to attend adult swim teaching course.
	Monitor and evaluate the retention levels of staff to ensure minimum disruption to service provision		Quarterly	Provision made within the revenue budget	<p>There were three leavers of scale 6 and above in the first quarter, April-June 2018</p> <p>There were two leavers of scale 6 and above between July and November</p> <p>No scale 6 leavers in December or January</p> <p>All vacancies have since been filled. A new Leisure Facilities Manager has been appointed and commenced his duties in late January</p>
	Review individual and facility-based training needs at all sites and produce a prioritised Training Plan for implementation	Sectional Training Plan produced by 31 July 2018	31 July 2018	Divisional & Corporate Training budget	Appraisals currently taking place for all leisure facility staff and will identify training needs. This will feed into an overall training plan for 2019.
	Ensure that focused staff training sessions (including Gladstone based training workshops) are held at each site at least once a month		Monthly	Provision made within the revenue budget	Training sessions, including Gladstone, are being held at each site to update the skills of current staff and induct new staff
	Ensure that regular teams meetings are held at each site, including at least once a month between Duty Officers and the Leisure Operations Support Office		Monthly	Provision made within the revenue budget	Duty Officer team meetings are part of the weekly rota and are held regularly at each facility
	Ensure that regular meetings of the Leisure Management Team are held at each site at least once a month		Monthly	Provision made within the revenue budget	Business Team meetings are held onsite at least once a month

	To create cost centre responsibilities for Duty Officers	Give more autonomy and ownership to onsite staff with specific regard to programme development		Provision made within the revenue budget	BSO/LOSO	Cost centres identified, performance reports to be distributed monthly
Programming General	Improve the operational effectiveness and financial efficiency of the classes and courses programme at each facility	All classes across all sites exceed break even number	31 March 2020	Provision made within the revenue budget	BSO	<p>Monthly occupancy reports</p> <p>Monthly income reports</p> <p>Attendance reports</p> <p>Attendance report improved and now updated weekly</p> <p>A thorough review of the classes programme is currently being undertaken across all facilities</p> <p>Non-attendance policy for classes introduced, using Gladstone reports to encourage customers to cancel rather than just not turn up</p>
	Create a more focused and coordinated holiday activity programme	<p>Pilot summer holiday programme at Queen Elizabeth Academy</p> <p>Review the Bank Holiday programme at Atherstone Leisure Complex</p> <p>Comprehensive holiday programmes at every site during all school holidays</p>	<p>July 2019</p> <p>January 2019</p> <p>31 March 2020</p>	Provision made within the revenue budget		<p>A summer holiday programme of activities was undertaken across all four facilities and promoted via school leaflet distribution and social media. It attracted over 2400 visits over the period, with the most popular facility being Polesworth, where all day provision is provided, a fact that is to be considered in a review of how and what we provide for future programmes</p> <p>The Bank Holiday opening pilot at Atherstone Leisure Complex has included four Bank Holidays to date. Total visits on these days were 50%</p>

Arley Sports Centre	Conclude the asset transfer of Arley Sports Centre to Elite Sports Development in accordance with the terms agreed by Full Council	Conclude the approved asset transfer by September 2018	September 2018	To be determined by the outcome of the asset transfer Annual revenue saving	D	lower than comparable Mondays, with an average of around 300 visits each day. The majority of the visits are made up of adult Fitness Suite workouts and casual Swimming, along with Children's Swimming Lessons. The number of children attending Swimming Lessons on Bank Holiday Mondays has shown a steady increase, which is very encouraging. Family-based activity sessions have proved less successful Work being undertaken in conjunction with the Corporate Director (Environment), the Corporate Director (Resources) and the Corporate Property Officer Arley Sports Centre was transferred to Elite Sports Development on 14 December 2018
	Ensure the effective operation of Arley Sports Centre until such time as a transfer of the Centre is complete	Maintain service programme through to the formal handover of the Centre	September 2018	Provision made within the revenue budget	LFM / LOSO	
	Increase the number of party bookings.	Increase bookings by 5% (63 to 68)	31 March 2019	Need to invest in party equipment. To be funded from the Leisure Facilities capital allocation	BSO / SMPO	
Atherstone	Enhance the % occupancy of	Increase %	31 March	Provision	LFM / BSO	12% equates to £15,773 per annum

Leisure Complex	<p>participants on the junior swimming lesson programme.</p> <p>This will require direct marketing to local schools, inclusion within holiday activity and events leaflets and continuous social media coverage.</p> <p>Create a <u>Fast Track Swim programme</u> for school holidays to complement the <u>Lesson programme</u></p>	occupancy by 12% (from 72% to 84%)	2020	made within the revenue budget	<p>Occupancy increasing slowly, influenced by an increase in capacity and choice, more lessons, including adults and extended stages to level 10 (from 7)</p> <p>Record number of attendees recorded, no drop in numbers during the summer</p> <p>Lesson capacity has been reduced due to staff departures, although numbers are still significantly up on last year, occupancy has risen to 76% and income is £26,000 up on this time last year</p>
	<p>Increase the number of weekly school swimming sessions.</p> <p>This will require direct approaches and marketing to existing and potential new schools</p>	Increase the number of weekly school swimming sessions from 13 to 17	31 March 2019	Business cases to cover Instructor cost	<p>Four new sessions with an average of 25 children equates to £7,400 per annum</p> <p>No increase as yet but all last year's bookings have rebooked</p>
	<p>Review and, if appropriate, implement a new pricing and administrative structure for school swimming, with effect from January 2019</p>	Report to C&E Board in October 2018 Implement any approved changes from January 2019	January 2019	Consult with schools	<p>More efficient use of resources and issuing of invoices, so improved budgetary profiling</p> <p>Deferred to April 2019, need school feedback</p>
	<p>Increase the number of casual swimming visits to Atherstone Swimming Pool (which have been in decline since 2014).</p> <p>This will require monthly promotion of swimming, including via social media</p>	5% increase in visits from 43,250 to 45,500 Adopt Swim England's "Just Swim" initiative	31 March 2019 December 2018	Provision made within the revenue budget	<p>Regular social media posts and all publicity material has been redesigned to promote swimming generally</p> <p>Casual swimming income is now above target, having achieved an increase of 14% from this time last year</p>

							Similarly, visits are 10% up on this time last year
	Increase the number of pool party bookings.	Increase bookings by 9% (61 to 70)	31 March 2019	Need to invest in party equipment. To be funded from the Leisure Facilities capital allocation	BSO / SMPO		Slight increase to date at 63%
Atherstone Memorial Hall	Introduce and launch a new FT Zone in the small hall at the Memorial Hall	Operate the new training area in accordance with the approved business case Monitor as a "profit centre" and report performance to Management Team in October 2018	April 2018 December 2018	Funding from Leisure Facilities capital allocation	LMT		This work has involved the relocation of the Phlebotomy Service to the main Complex building Access door control introduced in August 2018 Performance reported to Management Team on 11 December Rig based classes introduced
	Increase the number of specific Memorial Hall related visits, by: Increasing the number of function (private) hirings. <u>Introduce a weekly Playtimes session for pre-school children</u> <u>Introduce a weekly pre-school Gymnastics session called</u>	Increase in visits by 5%, from 45,000 to 47,250	31 March 2019 30 April 2019 August 2019	Provision made within the revenue budget	BSO / SMPO		Rig visits for January were the highest achieved so far Projected increase in income of £1,800 per annum

Fundamentals							
	Creation and promotion of different party options.	Increase number of Hall bookings by 10% to 48%					
Coleshill Leisure Centre	Increase the use of the Centre's two squash courts, both from casual hire and the reintroduction of a Centre-based club / team	Increase peak court occupancy by 5%, to 51%	31 March 2019		BSO / SMPO	Projected increase in income of £1,000 per annum Squash team matches started on Monday evenings. Need to reinvigorate related activities, such as junior coaching, competitions, etc. Team rebooked for Winter league, dedicated web page created	
	Increase the number of peak time badminton court hirings, through the use of Badminton England promotional initiatives and club development activities	Increase peak court occupancy by 5%, to 80%	31 March 2019	Provision made within the revenue budget	BSO / SMPO	Projected increase in income of £600 per annum £300 up on this time last year	
	Maintain the number of party bookings.	Maintain at 86%	31 March 2019	Need to invest in party equipment. To be funded from the Leisure Facilities capital allocation	BSO / SMPO	Order of new equipment has been placed for Coleshill and Polesworth, with the help of customer feedback via social media. Marketing re-launch followed in October. Performance is slightly down but new inflatable is now in place and soft play to be ordered to further consolidate provision. Marketing campaign to continue. Atherstone refurbishment is to be undertaken in the New Year Gymnastics Club attended external competitions in October and	

						<p>December and did a performance at Birmingham Hippodrome</p> <p>Attracted new Cheerleading Club block booking</p> <p>Currently hosting Diabetes Prevention course</p> <p>Hosting Tae Kwon Do Great Britain team trials</p> <p>Agreement reached with the school and approved by Members</p>
<p>Polesworth Sports Centre</p>	<p>Resolve the short-term future of Polesworth Sports Centre on the site of The Polesworth School on terms to be agreed by the Executive Board by 31 October 2018</p> <p>Increase the number of party bookings.</p>	<p>Conclude negotiations with The School and report to Executive Board by November 2018</p> <p>Increase bookings by 9% (from 75% to 84%)</p>	<p>November 2018</p> <p>31 March 2020</p>	<p>Potential reduction in revenue budget</p> <p>Need to invest in party equipment. To be funded from the Leisure Facilities capital allocation</p>	<p>D</p> <p>BSO / SMPO</p>	<p>Order of new equipment has been placed for Coleshill and Polesworth, with the help of customer feedback via social media. Marketing re-launch followed in October.</p> <p>Polesworth soft play now in place, marketing to continue.</p> <p>Performance is down across the year, but big improvement has been achieved in November</p>
<p>The Queen Elizabeth Academy</p>	<p>Increase indoor community use of the QE School facilities</p>	<p>Increase peak time occupancy of the indoor facilities at QE School by 5%,</p>	<p>31 March 2019</p>	<p>Provision made within the revenue budget</p>	<p>BSO / SMPO</p>	<p>Birch Coppice Business Park visited to promote corporate memberships</p> <p>Hosted annual, internal Gymnastics competition</p> <p>Projected increase in income of £300 per annum</p> <p>Winter / summer booking availability</p>

		to 68%	Availability of the indoor facilities to be re-promoted to local sports clubs	December 2018			has a new rota, which has created more casual booking opportunity Peak occupancy current average up to 76%
	Increase community / club use of the QE School Artificial Grass Pitch, particularly during weekday evenings	Increase occupancy of the AGP by 10%, to 45%	Availability of the AGP to be re-promoted to local sports clubs Consideration to be given to the holiday activity programmes at the AGP	31 March 2019 December 2018		BSO / SMPO	Projected increase in income of £3,100 per annum Accommodated new walking football session Peak occupancy current average up to 49%
Marketing and Promotion	Produce a costed marketing and promotional plan for implementation at all sites	Research similar marketing plans from other organisations		December 2018	Provision made within the revenue budget	LFM / BSO / SMPO	Completed September but as a live document work will continue to develop the Plan further
	Produce a distribution network and timetable for the circulation of publicity material at each site	Have an identified number of outlets within each site's catchment area		July 2018	Provision made within the revenue budget	BSO / SMPO	Created September but as a live document work will continue to develop the Plan further to ensure all possible outlets are considered
	Improve the Leisure Webpage	Increase the number of website views by 5%, from 245,000 in 17/18		August 2018	Provision made within the revenue budget	SMPO	Web views to the end of November 2018 were 158,173, which is behind schedule Increased and improved position to 199,687 to the end of January
	Improve the social media profile of the leisure facilities (Facebook and Twitter)	Post items weekly Increase the number		Weekly	Provision made within the revenue	SMPO	Posts happening every week Facebook followers increased by 4%

Arley Sports Centre	160 (151 in 2017/18)				
Atherstone Leisure Complex	1100 (927 in 2017/18)				
Coleshill Leisure Centre	900 (860 in 2017/18)				
Polesworth Sports Centre	410 (377 in 2017/18)				LFM / BSO
Increase the annual number of visits at each facility, as follows:				31 March 2019	
Arley Sports Centre	2% (41542 to 42373)				
Atherstone Leisure Complex	8% (197790 to 213613)				
Coleshill Leisure Centre	6% (130143 to 137952)				
Polesworth Sports Centre	4% (71879 to 74754)				
Increase the average income per visit across all sites from 2.84 to 2.88 by 31 March 2019	2.84 to 2.88			31 March 2019	LFM / BSO
Reduce the average subsidy per visit across all sites from 0.84 to 0.82 by 31 March 2019	0.84 to 0.82			31 March 2019	LFM / BSO
Reduce the average staff cost v total income figure (%) across all sites from 84 to 82 by 31 March 2019	84 to 82%			31 March 2019	LFM / BSO / LOSO
Maintain the average staff cost v total cost figure (%) across all sites at 66% by 31 March 2019	66%			31 March 2019	LFM / BSO / LOSO
Improve the average operational cost recovery rate across all sites from 79% to 80% by 31 March 2019	79% to 80%			31 March 2019	LFM / BSO / LOSO
Increase the average fitness income received per fitness station across all sites from £5405 to £5800 by 31 March 2019	£5405 to £5800			31 March 2019	LFM / BSO

			30 to 33	31 March 2019	LFM / BSO	
	Increase the average number of members per fitness station across all sites from 30 to 33 by 31 March 2019					
	Increase the average length of stay for a member across all sites from 13 months to 14 months by 31 March 2019		13 to 14 months	31 March 2019	LFM / BSO	
	Provide site performance update reports on occupancy and income levels to Duty Officers at each site, the Community and Environment Board, and Senior Management.			Monthly	BSO	
Community	Ensure the active engagement of the leisure facilities in at least four community based initiatives / programmes organised by the Community Development section (e.g. Big Day Out, Cycle Race, Health Improvement programmes, etc.)		Participation in at least four community based activities / events each year	31 March 2020	SMPO / BSO	Participation in community events is an effective means by which to embed the significance of the facilities within their communities Big Day Out community event held in Colehill and Mancetter were attended by Leisure Facilities staff
Health and Safety	Ensure the effective implementation of all Health and Safety (including cleaning) Systems and Procedures			31 March 2020	LFM / LOSO	Leisure is working closely with Facilities Management to ensure reactive work is undertaken promptly and efficiently. Recent examples of this include roof repairs, pipework and boiler replacement at Atherstone Leisure Complex Work is being undertaken with Human Resources to improve the management of First Aid reporting and ensure, where necessary, responsive action is taken swiftly An annual programme of Health and Safety Audits is being followed in conjunction with Human Resources, to ensure all practices and

						procedures are being adhered to across all sites Legionella awareness training for duty officers booked in New Year, now underway Facility Fire Risk Assessment conducted, remedial action is being undertaken
Maintenance	Introduction of a Planned Preventative Maintenance Programme for each facility		31 March 2020		LFM / LOSO	Work to be undertaken in conjunction with Facilities Management (Streetscape) Programme of works identified with Facilities Manager
Technology	Promote Connect (online booking) to all customers Launch the Get Connected card, issued with every sign up.	Increase web-based bookings by 5% across all sites, to 34000 from 32000 in 2017 / 18	31 March 2019		SSO / SMPO	Get Connected Card launched across all sites to promote availability of online booking. Each site has a pop up banner promoting it
	GDPR Gladstone upgrade	Achieve compliance	August 2018		SSO	Work undertaken and several applications upgraded
					SSO	Gladstone now on a dedicated server to ensure database resilience
						SSO attended annual Gladstone user summit to network with other users, share information, view new system developments
						SSO provides internal helpdesk for facility staff with aim of resolving issues within two days.
	Improve onsite Internet network capability	Consistent and quick connectivity	31 March 2020	IT	SSO	Consideration being given to a public hard wired connection at each site to

						achieve a stable and consistent connection Now agreed, implementation plan required, will improve customer booking facility and new member sign up
			December 2018	IT	SSO	
	Introduce contactless payments for onsite paying customers across all sites		March 2019			Functionality being finalised with Finance & IT, introduce March 20109
	Introduce Online membership cancellation function	Better manage the cancellation process, gain customer feedback to improve service provision				
Monitoring, Review and Evaluation	Report on performance against the actions, and in respect of the KPIs, identified in this Service Improvement Plan to each meeting of the Community and Environment Board		Every Community and Environment Board		D / LFM	Achieved and progressing
	Report to the Health and Wellbeing Working Party on the action within the Health and Wellbeing Action Plan, 2017 to 2020, which reflects work being undertaken in the Leisure Facilities		Every Health and Wellbeing Working Party		D / LFM / CDM	Achieved and progressing

To end of June

To end of September

To end of January

KPIs cumulative 2018	ASC	ALC	CLC	PSC	Average
Total members	304	3322	1645	1016	1647
Direct Debit members	105	1082	847	420	614
Total visits	9066	54781	34594	16502	28736
Total income per visit	£2.13	£3.10	£2.85	£3.36	£2.86
Subsidy per visit	£2.20	£0.83	£1.10	£1.02	£1.29
Staff cost vs total income	121%	78%	89%	98%	97%
Staff cost vs total cost	59%	61%	64%	75%	65%
Operating recovery rate	49%	79%	72%	77%	69%
Income per station	£516	£2,007	£1,888	£1,180	£1,398
Member per station	12	39	38	29	30
Length of stay	12	11	13	11	12

KPIs cumulative 2018	ASC	ALC	CLC	PSC	Average
Total members	222	3217	1830	1009	1570
Direct Debit members	96	1055	865	382	602
Total visits	16971	106988	63300	32586	54714
Total income per visit	£1.80	£3.27	£3.33	£3.28	£2.82
Subsidy per visit	£2.02	£0.49	£0.43	£1.01	£1.14
Staff cost vs total income	151%	74%	79%	97%	100%
Staff cost vs total cost	61%	65%	70%	74%	68%
Operating recovery rate	41%	87%	89%	76%	73%
Income per station	£891	£3,873	£3,683	£2,255	£2,675
Member per station	11	39	37	29	29
Length of stay	17	13	17	15	16

KPIs cumulative 2018	ASC	ALC	CLC	PSC	Average
Total members	130	3,018	1,706	940	1,449
Direct Debit members	0	833	777	320	643
Total visits	29,592	187,182	104,258	52,945	89,494
Total income per visit	£1.50	£3.33	£3.23	£3.37	£3.15
Subsidy per visit	£2.69	£0.75	£0.93	£1.07	£1.01
Staff cost vs total income	146%	77%	82%	97%	84%
Staff cost vs total cost	52%	63%	64%	73%	64%
Operating recovery rate	36%	82%	78%	76%	76%
Income per station	£1,214	£6,088	£5,563	£3,591	£4,832
Member per station	6	38	37	29	27
Length of stay	19	14	18	17	17

KPIs per Quarter	ASC				ALC				CLC				PSC			
	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
Total members	304	222	130	3322	1645	3322	1645	1016	1647	1016	1009	1570	1016	1009	886	866
Total visits	9066	7905	12,209	54781	34594	51217	43,296	16502	28736	28708	27,232	16502	16502	10084	14,480	14,480
Total income per visit	£2.13	£1.41	£1.13	£3.10	£2.85	£3.25	£3.46	£3.36	£3.47	£3.76	£2.83	£3.47	£3.36	£3.22	£3.47	£3.47
Subsidy per visit	£2.20	£3.10	£2.24	£0.83	£2.06	£0.13	£2.06	£2.06	£2.06	£0.24	£2.04	£2.06	£1.02	£1.00	£1.72	£1.72
Staff cost vs total income	121%	203%	125%	78%	89%	71%	96%	96%	96%	73%	100%	100%	96%	96%	101%	101%
Staff cost vs total cost	59%	63%	42%	61%	69%	69%	59%	59%	59%	84%	78%	50%	75%	73%	68%	68%
Operating recovery rate	49%	31%	33%	79%	79%	96%	61%	61%	61%	72%	107%	50%	77%	76%	67%	67%
Income per station	£516	£375	£312	£2,007	£1,888	£1,844	£1,844	£1,844	£1,844	£1,794	£1,305	£1,844	£1,180	£1,075	£970	£970
Member per station	12	11	6	39	38	35	35	35	35	37	33	33	29	29	27	27
Length of stay	12	17	19	11	13	15	15	15	15	17	19	19	11	15	17	17

KPIs per Quarter	ASC				ALC				CLC				PSC			
	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
Total members	130	222	130	3322	1645	3322	1645	1016	1647	1016	1009	1570	1016	1009	886	866
Total visits	29,592	187,182	104,258	54781	34594	51217	43,296	16502	28736	28708	27,232	16502	16502	10084	14,480	14,480
Total income per visit	£1.50	£3.33	£3.23	£3.10	£2.85	£3.25	£3.46	£3.36	£3.47	£3.76	£2.83	£3.47	£3.36	£3.22	£3.47	£3.47
Subsidy per visit	£2.69	£0.75	£0.93	£0.83	£2.06	£0.13	£2.06	£2.06	£2.06	£0.24	£2.04	£2.06	£1.02	£1.00	£1.72	£1.72
Staff cost vs total income	146%	77%	82%	78%	89%	71%	96%	96%	96%	73%	100%	100%	96%	96%	101%	101%
Staff cost vs total cost	52%	63%	64%	61%	69%	69%	59%	59%	59%	84%	78%	50%	75%	73%	68%	68%
Operating recovery rate	36%	82%	78%	79%	79%	96%	61%	61%	61%	72%	107%	50%	77%	76%	67%	67%
Income per station	£1,214	£6,088	£5,563	£2,007	£1,888	£1,844	£1,844	£1,844	£1,844	£1,794	£1,305	£1,844	£1,180	£1,075	£970	£970
Member per station	6	38	37	39	38	35	35	35	35	37	33	33	29	29	27	27
Length of stay	19	14	18	11	13	15	15	15	15	17	19	19	11	15	17	17

Definition/Calculation	Unit	Definition
Total members	No.	All members holding a current subscription
Total visits	No.	All activity visits
Total income per visit	£	Total income divided by total visits
Subsidy per visit	£	Total costs (excludes CECs and capital repayments) minus total income divided by total visits
Staff cost vs total income	%	Operational facility staff cost (DW apportioned across sites) divided by total income
Staff cost vs total cost	%	Operational facility staff cost (DW apportioned across sites) divided by total cost (excludes CECs and capital repayments)
Operating recovery rate	%	Total income divided by total cost (excludes CECs and capital repayments)
Income per station	£	Gym & classes income divided by number of stations
Member per station	No.	All gym members divided by number of stations
Length of stay	No. Mths	Average length of direct debit membership (inc current members)

Total members	Indicates how many current members we have across all our membership options
Total visits	Indicates how many visits we attract across all the activities we provide
Total income per visit	Indicates the average amount of money each customer spends per visit, so the higher figure the better
Subsidy per visit	Indicates how much it costs to provide the service for each visit, so the lower figure the better
Staff cost vs total income	Shows a comparison between our staff cost and the income we generate, so the lower figure the better
Staff cost vs total cost	Shows our staff cost as a percentage of total cost, so the lower figure the better
Operating recovery rate	Indicates how much of our total cost is recovered by the income we generate, so the higher figure the better
Income per station	Indicates how much fitness income we generate from the number of fixed pieces of equipment, so the higher figure the better
Member per station	Indicates how many gym members we attract from the number of fixed pieces of equipment we have, so the higher figure the better
Length of stay	Indicates on average how long our Direct Debit members continue to pay their monthly fee, so the higher figure the better

Agenda Item No 14

Community and Environment Board

11 March 2019

Report of the Director of Leisure and Community Development

Health and Wellbeing Action Plan (2017 to 2020)

1 Summary

- 1.1 This report provides Members with an update on the progress being made in respect of the actions identified in the approved three-year Health and Wellbeing Action Plan (2017 to 2020).

Recommendation to the Board

That the Board notes and comments upon the progress being made in respect of the delivery of those commitments identified in the Health and Wellbeing Action Plan (2017 to 2020).

2 Consultation

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

3 Introduction

- 3.1 The three-year Health and Wellbeing Action Plan (2017 to 2020), a copy of which is attached at Appendix A, has been developed by the Health and Wellbeing Working Party and was endorsed by the Board at its meeting held in March 2017. The Working Party monitors progress in respect of delivery of the actions identified within the Plan at each of its meetings.
- 3.2 The Action Plan provides an holistic view of activity that takes place across the Authority that impacts on the health and wellbeing of the local population. Accordingly, the Action Plan seeks to ensure that the Borough Council, along with its partners, is doing all that it can to improve the health of the community in a co-ordinated and effective manner.
- 3.3 "Improving Leisure and Wellbeing Opportunities" is a corporate priority, and the actions outlined in the Health and Wellbeing Action Plan are aligned with this commitment.

4 Progress in 2018 / 19

4.1 Joint Strategic Needs Assessment

4.1.1 A needs assessment is a systematic method for the reviewing the health issues facing a defined population. Its production is intended to lead towards the development of an agreed set of resourced priorities that will improve health and reduce related inequalities.

4.1.2 Building on the work previously undertaken in Atherstone and Mancetter, a Joint Strategic Needs Assessment (JSNA) was undertaken across the rest of North Warwickshire in 2018, through which data was collected via desk top research, surveys and through a series of community engagement activities.

4.1.3 The outcome of this work provides an insight into the needs of the community and has established evidence for future health-related activity. Issues and recommendations based on the evidence have now been agreed by stakeholders following consultation with key groups and partners. The corresponding JSNA report and recommendations are available to view through the following link, <http://hwb.warwickshire.gov.uk/isna-place-based-approach/>

4.1.4 The Community Partnership Day held on 23 January allowed participants an opportunity to consider what actions should be implemented to address the health needs of North Warwickshire residents. A first draft of the ensuing JSNA Action Plan is attached for comment by the Board at Appendix B. Upon its adoption, the Action Plan will be a working document. Its key actions will be monitored regularly and updated through the Community Partnership and the Warwickshire North Health and Wellbeing Partnership.

4.1.5 The emerging trends identified from the JSNA process were:

- Ageing Population: Loneliness and linking with services / frailty
- Younger People: Teenage pregnancy / drugs / alcohol / free school meals / mental health
- Poverty: Economy / food / housing / fuel benefits
- Carers / Capacity: Accessibility / volunteering / lack of services / transport

4.2 Events

4.2.1 The Borough Council continues to organise and deliver two Big Day Out events each year. The initiative, which was originally supported through Warwickshire County Council, is designed to get more people outdoors and enjoying their local green space. The Community Development section has developed the events to engage with the community, including in respect of the wider determinants of health, such as local businesses having stalls through which to boost the local economy and getting people out and about to increase social interaction and to reduce social isolation.

4.2.2 As previously reported to the Board, a Big Day Out was held at Coleshill Memorial Park in June 2018 and the event was attended by almost 2,000 people. This event benefitted from the attendance of the Healthy Living Network, which was able to provide mini-health checks to people who would not ordinarily be seen by their GP. Last year's second event was held at Mancetter Recreation Ground on 23 September and coincided with the celebrations to mark the centenary of the end of World War One.

4.2.3 The Big Day Out events to be held in 2019 will take place at Abbey Green Park, Polesworth, on 9 June and at Old Arley Recreation Ground on 8 September.

4.3 **Community Health and Wellbeing Hubs (CHAW)**

4.3.1 In February 2017, the North Warwickshire Community Partnership commissioned the opportunity to manage and facilitate the delivery of the Community Health and Wellbeing (CHAW) Hubs in North Warwickshire. Working with the Borough Council, County Council and Warwickshire Community and Voluntary Action, the service was specifically commissioned to provide delivery support to champion health and wellbeing across the hubs through, amongst other things, events, publicity material and training. The service sought to deliver both preventative and early intervention approaches to health and wellbeing at each of the six hub locations:

- Arley
- Atherstone
- Baddesley Ensor
- Coleshill
- Dordon
- Hartshill

4.3.2 The Healthy Living Network was successful in securing the commission, which commenced in June 2017. The initial 12 months contract was extended by six months and, therefore, the commission ended in December 2018.

4.3.3 Over the course of the commission, Healthy Living Network activity within the commission included the following:

- Working with partners, such as the Borough Council's Community Development section and Warwickshire County Council's Localities Team to provide activities including bingo and seated exercise classes in Dordon, a community café in Coleshill, a community kitchen in Atherstone and an exercise class, stay and play session and Lunch Club in Baddesley Ensor
- Provision of training, such as first aid and food skills
- The delivery of a number of Honesty Shops, including in Coleshill

4.3.4 An evaluation report has been produced by the Healthy Living Network and is currently being reviewed by Officers from the commissioning agencies.

4.4 Addressing Teenage Conceptions

4.4.1 According to 2014 data released by the Office of National Statistics, Atherstone Central was identified as the Ward with the highest teenage conception figures on the National Child and Maternal Health Intelligence Network.

4.4.2 An Addressing Teenage Conceptions (ATC) group has been established, which, in accordance with its terms of reference, has developed the Warwickshire North Health and Wellbeing Partnership's Teenage Conception Action Plan. The group, which includes representatives from Nuneaton and Bedworth Borough Council, North Warwickshire Borough Council, Warwickshire North Clinical Commissioning Group, Warwickshire County Council and appropriate local services, is also co-ordinating delivery of the Plan's key actions, which are designed to reduce teenage conception rates across the boroughs of Nuneaton and Bedworth and North Warwickshire under the following themes:

- Service Development
- Partnership
- Education
- Supporting Young People

4.4.3 In January 2018, Public Health England released its Teenage Pregnancy Prevention Framework, a copy of which can be accessed through the following link, (<https://www.gov.uk/government/publications/teenage-pregnancy-prevention-framework>). This Framework aims to help local areas assess their teenage pregnancy prevention programmes in order to:

- Establish what actions are effective
- Identify any gaps in provision
- Take a multi-agency whole-system approach to the reduction of teenage conception rates

Accordingly, the ATC group is using this Framework to detail current work and outline future actions and decisions.

4.4.4 The work being undertaken by the ATC group has been showcased at a national level, including by Alison Hadley, the Director of the Teenage Pregnancy Knowledge Exchange at the University of Bedfordshire and Public Health England's Teenage Pregnancy Advisor. <https://www.fsrh.org/blogs/alison-hadley-on-the-challenges-of-applying-a-successful/>

4.4.5 Members will be aware of the issues faced locally with regard to securing nursing provision at the young people's Health Store in Atherstone. To date, the service has not been able to benefit from the presence of trained nurses at the weekly Tuesday afternoon sessions, although a commitment has been made for attendance by a nurse every other week, subject to successful recruitment, from early April 2019.

4.5 **Fitter Futures**

4.5.1 In July 2015, Fitter Futures Warwickshire was commissioned by Warwickshire County Council (Public Health) to deliver a county-wide Physical Activity on Referral project and to co-ordinate the referral pathways to related commissioned services, which include a structured family weight management scheme and an adult weight management service.

4.5.2 Physical Activity on Referral for young people and adults, a 12 weeks exercise programme accessible by referral from a health professional, is managed by Nuneaton and Bedworth Leisure Trust. Individuals can be referred onto the programme for a variety of health conditions, including obesity, diabetes (type 1 and type 2), hypertension, dementia, cancer and musculo-skeletal problems. In North Warwickshire, the programme continues to be delivered at all three of the Borough Council's leisure facilities; in Atherstone, Coleshill and Polesworth. From 1 April to 31 December 2018, there were 151 referrals in North Warwickshire.

4.5.3 "Change Makers" is the structured family weight management scheme, which offers a nine weeks healthy eating and physical activity programme for children aged from 4 to 12 years and their families. Rugby Borough Council manages the Family Weight Management project, the contract for which has been extended to November 2019, at which point it will move out of the Fitter Futures Framework and into the School Health and Wellbeing Service. From 1 April to 31 December 2018, there were 79 participants on the local scheme.

4.5.4 In North Warwickshire, the Adult Weight Management Service is being delivered by Slimming World, which offers 12 weeks of free sessions to eligible individuals (anyone aged over 12 years of age with a BMI 30+ or BMI 28+ with a health-related condition). From 1 April to December 2018, there were 248 referrals in North Warwickshire.

4.5.5 The Warwickshire Fitter Futures programme was re-tendered on 12 January 2019, with a submission date set for 18 February 2019. The new contracts will go live on 1 July 2019 and will include the Adult Weight Management and Physical Activity on Referral services. Adult Weight Management will continue in its current form, as identified above. Similarly, Physical Activity on Referral will continue as it has done to date, with the provision of a 12 weeks heavily discounted membership at a local leisure centre. There will be a greater emphasis on social engagement and behaviour change within the specifications of the aforementioned services. There will also be a targeted element within the commission, through which it is hoped to support people with severe mental illness within the community.

4.6 **#onething**

4.6.1 #onething provides free, 15 minutes health checks to Warwickshire residents at various community events and in a variety of community settings. Eleven health check sessions were held between October and December 2018, across Atherstone, Baddesley Ensor, Coleshill and Dordon. The health checks measure height, weight, (and, therefore, calculate BMI), blood pressure and blood sugar levels. Any result outside of healthy levels leads to a referral either to an individual's GP, or to services such as Fitter Futures.

4.6.2 Health checks were performed at the Borough Council's Health and Wellbeing Day, held on 09 January 2019. Over 50 staff completed a health check, which resulted in 11 referrals to health professionals and / or related services.

4.6.3 Health checks have been conducted in various community venues and at community events such as Dickens Night in Atherstone.

4.7 **Holiday Provision**

4.7.1 A targeted programme of activity for children and young people is provided in each of the Borough Council's leisure facilities during school holiday periods.

4.7.2 Since last reporting to the Board in October 2018, each facility provided an activity programme during the October half-term. Again, the nature of provision at each site varied, with Polesworth Sports Centre offering a "full day" programme through an external organisation, whilst the other centres offered an in-house programme of sessional activities. Aside from the 150 attendances recorded at Polesworth Sports Centre, the Halloween disco at Atherstone Leisure Complex proved to be the most popular activity, with Pool sessions and arts and crafts at Atherstone also attracting a high number of attendees.

4.7.3 The Leisure Facilities Service Improvement Plan, progress in respect of which will be presented to the Board in a separate report, includes a commitment to create a more focused and co-ordinated holiday activity programme for children and young people. Accordingly, the Business Development team is reviewing the performance of recent holiday programmes and will be considering the most effective and sustainable means by which to meet the related needs of the community.

4.7.4 In conjunction with the Board, the Business Development team has also reviewed the pilot Bank Holiday programme offered at Atherstone Leisure Complex during 2018. A detailed report on this subject was presented to the Board at its meeting held in January 2019 and the subject was again considered at an informal meeting of the Board held on 13 February. The outcome of those deliberations is that the three leisure facilities will open for a special event focused on seeking to attract participants who would not normally use the centres. In 2019 / 20, this event, the funding for which will be provided through the Health and Wellbeing Working Party's budget, will be held on the late summer Bank Holiday (26 August 2019).

4.8 Walking

4.8.1 Eleven health walks continue to operate throughout the Borough, in Old Arley, Atherstone, Austrey, Coleshill, Dordon, Hartshill, Kingsbury, Mancetter, Middleton, Nether Whitacre and Ridge Lane. Each walk is led by trained volunteer leaders, who co-ordinate and manage their individual walk programmes.

4.8.2 The groups also organise at least two charity walks each year, the 2019 details for which are currently being finalised. An annual trip for all of the walking groups is also being planned for the summer.

4.9 Cycling

4.9.1 Members will be aware of the re-establishment of the North Warwickshire Cycle Way as an outcome of both the International Women's Tour and the production of a Destination Management Plan for North Warwickshire and Hinckley and Bosworth. The project was awarded LEADER funding, which has been used to sign and promote the route, as well as to provide cycling furniture across the Borough. Working with local businesses, the Community Development section is organising an official launch of the route, which will take place during the spring.

4.9.2 Moving forward, it has been acknowledged that there is a need for the work to be incorporated into a wider strategic approach to the development of walking and cycling routes in the Borough. This action will be progressed through a partners' steering group, which is currently being established.

4.9.3 On Sunday 12 May 2019, 17,000 cyclists will participate in the 100 miles Birmingham and Midlands Velo, which will pass through a number of the Borough's villages. The map of the route can be found at <https://www.velobirmingham.com/the-route/route-map/>. To mark this occasion and to promote the event locally, the Authority will be organising and supporting a number of community "challenges", which will encourage individuals and groups to cover a 100 miles distance during April 2019 through a combination of cycling, rowing, running, swimming and walking.

4.9.4 The No Excuses – Midlands Cyclo Sportive, which started at Uttoxeter Racecourse, passed through the northern part of the Borough on Saturday 2 March. The Cyclo Sportive event offered a range of distances for participants, and sought to raise money for its official charity partner, Alzheimer's Research UK.

4.10 **Safeguarding**

4.10.1 The Authority has continued to provide a comprehensive programme of child protection and adult safeguarding training, in order to ensure that all Borough Council employees receive appropriate training within three months of commencing their employment (and every three years thereafter). In accordance with the provisions of the related policies, Borough Councillors receive the training once within each political cycle. Training for Borough Councillors will follow the local elections in May and will take place in June and July 2019.

4.11 **Borough Care**

4.11.1 As the Board will be aware, the Borough Care service offers 24/7 help and support to residents in North Warwickshire. Currently, over 2,200 Borough residents of all ages enjoy the reassurance of being able to get help quickly and easily should an accident, sudden illness or other crisis occur in the home. This, along with Borough Care Visiting Officers providing information, advice and help to access the many statutory and voluntary services and government agencies, ensures that the Borough Care service plays a key role in maintaining people's wellbeing and independence.

4.11.2 As previously reported, the service purchased a Raizer® lifting chair in August 2018, which assists in picking up vulnerable adults who have fallen but are not injured, thereby avoiding the need to call for an ambulance. Additional chairs are currently being purchased to enable all visiting Community Support Officers to carry one, in order that they can be deployed rapidly throughout the Borough, as required.

4.11.3 The Borough Care Control Centre call handling system, located in the Council House, is being upgraded so that it can receive calls from digital alarms. The process of replacing the analogue system with digital alarms, in readiness for the digitalisation of the public telephone network, has commenced and will be completed by 2025.

4.12 Dementia

4.12.1 Improving integration and access for people living with dementia is a priority for the Warwickshire North Health and Wellbeing Partnership. In this regard, partnership work is continuing with a view to making North Warwickshire a Dementia Friendly Community.

4.12.2 In May 2018, North Warwickshire Borough Council joined the Coventry and Warwickshire Dementia Action Alliance, and is working towards becoming a Dementia Friendly Organisation. The Borough Council included Dementia Friends Information Sessions as part of the mandatory training for all staff in 2018. Dementia Friends allows participants to understand what it can be like to live with Dementia, and ways in which others can help that person to feel safe and valued.

4.12.3 Dementia Action Week is scheduled for the week commencing 20 May 2019. A variety of community events are planned across the Borough. They are being organised in partnership with Warwickshire County Council and will include dementia friendly cinemas, drop in sessions and coffee mornings.

4.13 Air Quality

4.13.1 The Borough Council continues to monitor and report on air quality in the area. The Air Quality Supplementary Planning Document has been considered and was approved by the Planning and Development Board in December 2018. The document is currently subject to consultation.

4.13.2 NO_x tubes measure nitrogen oxide emissions. Nineteen tubes have been placed around the Borough in the following locations, in which they will remain for 12 months:

- Coleshill Road, Atherstone
- Long Street, Atherstone
- Rowlands Way, Atherstone
- Blythe Road, Coleshill
- Coleshill Heath Road, Coleshill
- Coventry Road, Coleshill
- Farthing Lane, Curdworth
- A5, Dordon
- Long Street, Dordon
- New Street, Dordon
- Coventry Road, Fillongley
- Coleshill Road, Furnace End
- Penmire Close, Grendon
- Spon Lane, Grendon
- Church Road, Hartshill
- Victoria Road, Hartshill
- Kingsbury Water Park

- Bridge Street Polesworth
- Maud Road, Water Orton

4.13.3 The tubes are changed each month and sent for analysis. An annual status report is completed and submitted to DEFRA each year.

5 Year of Wellbeing

5.1 The 2019 Year of Wellbeing has been commissioned as a celebratory programme across Coventry and Warwickshire by the Place Forum. Its intention is to raise the profile of preventative services and opportunities of all types and to promote a message of personal responsibility, early action and self-help as the first option in improving individual health and wellbeing. The Year of Wellbeing will promote existing activity and help people to make connections to activities that will be of benefit to their physical and mental wellbeing. The Year of Wellbeing plans are scrutinised and endorsed by the Place Forum and the Proactive and Preventative Workstream of the Coventry and Warwickshire Sustainability and Transformation Programme. Place Forum partners, of which the Borough Council is one, have shaped the content of the Year of Wellbeing.

5.2 A number of potential “pledges” have been established by the Forum and circulated for the consideration of partners. These pledges have been reviewed by the Health and Wellbeing Working Party, which has committed the Borough Council to the following:

- System leaders commit to using #onething to make a personal commitment to do something different for your health and wellbeing, and to promote and encourage this widely in your organisation
- Actively participate in your local place-based Joint Strategic Needs Assessment partnerships to build data quality, intelligence and evidence-based decision making
- Prioritise communications and engagement with the Year of Wellbeing / prevention agenda, making sure that relevant communications staff are aware
- Co-brand existing, ongoing activities to align to the Year of Wellbeing throughout 2019 (e.g. Walking for Health), including commissioned activity where possible
- Instigate and promote a workplace scheme to encourage staff to find and use one or more “daily mile” routes from all building bases.
- Support the promotion and rollout of the Daily Mile across Coventry and Warwickshire

5.3 In advancing the Year of Wellbeing, a corporate Health and Wellbeing Day was held on 9 January 2019, which enabled staff to complete a #onething mini-health check, attend a stress workshop, taste healthy soups for lunch and participate in a healthy lunchtime walk. Over 50 members of staff completed a health check, as a result of which 11 people were referred either to their GP or to other health-related services. A session was also held for staff at the Lower House Farm Recycling Centre on 12 February 2019, the outcomes from which are awaited at the time of writing this report.

5.4 Year of Wellbeing links and information have been added to the corporate website and the logo is to be included on all health and wellbeing-related publications and publicity material throughout 2019. An article introducing the Year of Wellbeing has also been included in the most recent edition of North Talk.

6 Report Implications

6.1 Finance and Value for Money Implications

6.1.1 The health and wellbeing actions within the Plan that are identified as having a cost implication for the Authority will be funded either through approved revenue budgets or secured external funding. The Board will be aware that annual revenue provision of £8,750 is made to support the activity of the Health and Wellbeing Working Party, in addition to which a one-off allocation of £5,000 was made in 2017 / 18.

6.1.2 An agreement has been negotiated and signed with Warwickshire County Council that commits its Public Health Department to providing a grant of £17,000 to the Borough Council in 2017 / 18 and 2018 / 19 to support related activity. The agreement includes an option to extend its provisions by a further year, subject to satisfactory progress having been made between 2017 and 2019. At the time of writing this report, confirmation is awaited from Public Health in respect of the possible extension of the agreement. A verbal update will be provided to the Board at the meeting.

6.2 Safer Communities Implications

6.2.1 Tackling evident health-related problems in society, such as alcohol and drug misuse, seeks, amongst other things, to make communities safer places in which to live, work and visit.

6.3 Legal, Data Protection and Human Rights Implications

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

6.4 Environment, Sustainability and Health Implications

- 6.4.1 The immediate and wider environment in which people live and work have a direct impact on individual and collective health. Good quality housing, green space and focused health improvement interventions, therefore, positively impact upon people's environment and their wellbeing. If people are in good health they are more likely to live longer, happier, independent lives and to make a positive contribution to their community, thereby improving quality of life for everyone.
- 6.4.2 The current and proposed activity identified within the Health and Wellbeing Action Plan is designed to positively impact upon individual and collective health and wellbeing, with the aim of helping people to live longer, healthier lives and to reduce health inequalities in society.
- 6.4.3 There is a clear and evident link between good quality service provision and the positive health and wellbeing of participants. Programmes of work, therefore, will include increasing the quality and extent of provision, most especially in targeted locations within the Borough.

6.5 Human Resources Implications

- 6.5.1 There are no human resource implications arising directly from this report.

6.6 Risk Management Implications

- 6.6.1 There are no direct risks consequent upon the services identified within this report. The activity that is included within the Health and Wellbeing Action Plan, however, will be risk assessed and appropriate controls put in place, where appropriate.

6.7 Equalities Implications

- 6.7.1 Hard to reach communities are often those that are most in need of health and wellbeing advice and support. As directed by the Board, interventions are, and will continue to be, targeted at specific communities identified as being most in need of related services.

6.8 Links to Council's Priorities

- 6.8.1 Health and wellbeing activity positively impacts on all of the services provided by the Borough Council and, therefore, links to each of the Authority's corporate priorities:
- Responsible financial and resource management
 - Creating safer communities
 - Protecting our countryside and heritage
 - Improving leisure and wellbeing opportunities
 - Promoting sustainable and vibrant communities

- Supporting employment and business

6.8.2 Additionally, health improvement activity directly links to all three Sustainable Community Strategy priorities:

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

The Contact Officer for this report is Becky Evans (719346)

Background Papers

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

Background Paper No	Author	Nature of Background Paper	Date
1	North Warwickshire Borough Council	Health and Wellbeing Action Plan	2017 to 2020
2	Director of Leisure and Community Development	Report to Community and Environment Board (Health and Wellbeing Action Plan)	October 2018

Appendix A

North Warwickshire Health and Wellbeing Action Plan 2017 to 2020

Aim: To encourage and support the local community to adopt a proactive approach in the positive self-management of their health and wellbeing

Theme	Action	Target	Timescale	Resource / Cost	Responsible Officer	Progress
To study and respond to the factors contributing to Atherstone / Mancetter's poor health outcomes and disseminate the results to stakeholders and within the community	Support Public Health Warwickshire to conduct an in-depth study of a place-based Health Needs Assessment focused on Atherstone / Mancetter	<ul style="list-style-type: none"> Completed Health Needs Assessment 	March 2018	Nil	Warwickshire County Council (WCC PH)	Stakeholder event took place June 2017 by PH Atherstone/Mancetter JSNA now to include Hartshill
		<ul style="list-style-type: none"> H&WWP agreement on key health messages 	March 2018	Nil	Community Development Officer (Health Improvement) (CDO (HI))	Steering group date pencilled in for the 15th Feb to look at next steps for wider JSNA events including Hartshill door knock. Stakeholder event run in Wood End on 21 st June 2018. Presentation given by RR.
	Organise a series of community events to disseminate the key health messages	<ul style="list-style-type: none"> Deliver one health event per Hub per year Organise one Big Day Out event in Atherstone / Mancetter each year 	<p>March 2020</p> <p>March 2020</p>	<p>£500</p> <p>£1,500</p> <p>£8,700 awarded by Armed Forces Covenant Trust</p>	<p>Community Projects Officer (CPO)</p> <p>Special Projects Officer (SPO)</p>	<p>17 September, Atherstone – 1500 attendees</p> <p>10 June 2018 Coleshill Memorial Park – 2000 attendees</p> <p>23 September 2018 Mancetter (WW1 centenary event) – 2000 attendees</p> <p>Next Big Day's Out – 9 June 2019, Abbey Green Park Polesworth, 8 September 2019, Old Arley Rec, Old Arley</p>

	Use the data to influence the internal and external planning and provision of health and wellbeing services in Atherstone / Mancetter	<ul style="list-style-type: none"> Disseminate the health statistics and their causal factors to the CCG Hubs + local GPs (via a local seminar) 	March 2018	Nil	CDO (HI) WCC PH	Being completed as part of the JSNA process
Development of the "Health Offer" in Community Hubs	Develop a signposting and access to health services programme within Community Hubs	✓ Delivery of a (national / local) health campaign information service within the Hubs	June 2017	Nil	CDO (HI)	Ongoing – Supporting CHAW /Healthy Living Network with health campaign events
	Support the North Warwickshire Community Partnership in its tender for Facilitation and Service Delivery Support in the Hubs	✓ Employment of a Support Worker to organise and deliver health events in the Community Hubs	June 2017	Nil (funded through the Community Partnership)	CPO	Healthy Living Network were awarded the contract for CHAW in 2017 CHAW contract ended in December 2018. An evaluation has been written regarding the CHAW work in North Warwickshire, which is currently under review.
	Engage with, and promote, initiatives regarding food provision (Food Hub)	<ul style="list-style-type: none"> ✓ Support a "Cook It" session during one school holiday ✓ If appropriate, support "Cook It" sessions during each school holiday at one of the Hubs 	March 2018 March 2020	£100 £1000	CDO (HI) CPO CDO (HI)	CHAW are delivering Family Cookery Club at Arley Community Centre (starts 1 March 2018) Atherstone Community Kitchen organised and run by Healthy Living Network Holiday Hunger sessions being delivered during school holidays at Dordon and Atherstone Hubs. For 2019, locations will include Kingsbury.

<p>Reducing the number of under 18 conceptions through the provision of support for services in North Warwickshire relating to teenage pregnancy</p>	<p>Work with the WCC "Respect Yourself" team to raise awareness of its website and to develop student mentors in local schools</p>	<ul style="list-style-type: none"> • A student mentor to be available within one North Warwickshire secondary school • At least one student mentor within each secondary school 	<p>March 2018</p>	<p>£500</p>	<p>CDO (HI)</p>	<p>Respect Yourself and TQEA school have been contacted regarding student mentors.</p> <p>CDO (HI) in talks with QEII school regarding school mentors/health champions programme. Youth worker from Health Store is now attending lunchtime sessions at TQEA monthly to speak to young people, and promote Health Store.</p> <p>Simon Powell is the NWBC rep</p> <p>Reports are sent with the Health Update to Community and Environment Board</p>
<p>Support the Addressing Teenage Conceptions (ATC) group</p>	<p>Support the Health Store service to a location in Atherstone</p>	<ul style="list-style-type: none"> • Borough Council attendance at ATC meetings • Progress reports presented to the Community and Environment Board • Health Store service available one day per week in Atherstone 	<p>March 2020</p> <p>March and October each year</p>	<p>Nil</p> <p>Nil</p>	<p>Assistant Director (Leisure and Community Development) (AD (L&CD))</p>	<p>Health Store in Atherstone started in November 2017. Awareness event run in March. 30 students from QE School attended with teachers. Loudmouth production, Doorway service, Compass, C-card and Health Store information available for students. All students signed up for C-Card.</p> <p>2018/2019 Attendance Totals: Q1: 10 Q2: 15 Q3: 12</p>

Increase the number of adults and children who are physically active and reduce the percentage of adults and children with excess weight	Investigate the viability of providing a series of sexual health and unplanned pregnancy programmes for students in local secondary schools	<ul style="list-style-type: none"> ✓ Work with ATC to identify the most suitable programme(s) ✓ Attend a relevant theatre production ✓ Commission the delivery of a relevant theatre production in at least one local secondary school 	March 2018	Nil	CDO (HI)	<p>Loudmouth production will be offered in the Ratcliffe Centre for the launch of Health Store. 'Trust Me' production shown.</p> <p>All secondary schools have been offered their choice of Loudmouth productions. Productions have run at QE (on 5th March 2018) and Coleshill Secondary School (20th March 2018), with both schools choosing the relationship based production.</p>
	Support and promote the Fitter Futures services in North Warwickshire, including Physical Activity on Referral, Adult Weight Management and Family Weight Management	<p>Change Makers:</p> <ul style="list-style-type: none"> • Deliver 7 courses (previously 11) • 85 completers • Target of 52 overweight children (was previously 48) <p>Physical Activity on Referral</p> <ul style="list-style-type: none"> • 200 new referrals <p>Adult Weight Management</p> <ul style="list-style-type: none"> • 300 new referrals 	July 2018	Nil	Fitter Futures	<p>New FLA started April 2018</p> <p>Referrals Q3 2018:</p> <p>Family Weight Management (Change Makers): 24</p> <p>PA on Referral: 35</p> <p>Adult Weight Management – Slimming World: 72</p>
	Investigate the viability of extending the Physical Activity on Referral service to include other activities, such as Yoga	<ul style="list-style-type: none"> ✓ Undertake related consultation with service users ✓ Extension of the service to include at least one alternative activity in one leisure centre 	June 2018	Nil	CDO (HI)	<p>4 employees trained qualified as Exercise Referral instructors (June 2018).</p>

	<p>Continue to support the #onething campaign, including the desire to increase the number of health checks given to local residents</p>	<ul style="list-style-type: none"> ✓ Increased number of people screened ✓ Increased in number of pledges ✓ Increased early detection of hypertension ✓ Increased early detection of (pre) diabetes ✓ Increased early detection of cardiovascular disease ✓ Increase in early risk detection % through health checks 	<p>June 2018</p>	<p>£500</p>	<p>WCC PH</p>	<p>Q3 Totals:</p> <ul style="list-style-type: none"> - Increased number of people screened (mini health check): 199 - Increased number of pledges: 99 - Increased early detection of hypertension: 23 - Increased early detection of (pre) diabetes: 7 - Increased early detection of cardiovascular disease: 30 - Increase in early risk detection % through health checks: 15.1%
<p>Provide a programme of holiday provision for children and young people in the Borough Council's leisure facilities</p>	<ul style="list-style-type: none"> • Provision of a holiday programme for young people at each Borough Council leisure facility 	<p>March 2020</p>	<p>Provision made within facilities' revenue budgets</p>	<p>Leisure Facilities Manager (LFM)</p>	<p>On going.</p> <p>2018 October Half Term Figures</p> <p>Coleshill:</p> <ul style="list-style-type: none"> Arts and Crafts – 5 Disco – 1 Film – 0 <p>Atherstone:</p> <ul style="list-style-type: none"> Pumpkin Carving – 14 Arts and Crafts – 29 Disco – 46 Film – 16 Pool sessions – 28 <p>Arley:</p> <ul style="list-style-type: none"> Arts and Crafts – 11 Disco – 21 <p>Polesworth:</p> <ul style="list-style-type: none"> Topscore – 150 per week 	

					£1,000 per year	LFM	Marketing and Promotions Officer has been recruited.
	<ul style="list-style-type: none"> Undertake a programme of promotional work to ensure awareness of the holiday programmes Link with the Food Hub to provide water and health snacks during holiday programmes Work with the Ocado Foundation to develop an 'Ocado Games' event 	<p>March 2020</p> <p>March 2020</p> <p>July 2019</p>	<p>Nil</p> <p>Nil (Externally Funded)</p>	CDO (HI)	<p>Organise through each facility the delivery of fruit and water to all venues throughout holidays. Each facility has been provided with foodbank contact and order details.</p> <p>Schools local to Polesworth contacted regarding an Ocado Games in Polesworth Sports Centre.</p>		
Increase the number of members of, and visits to, the Borough Council's leisure facilities	<ul style="list-style-type: none"> KPIs to be recommended through the Strategic Leisure Review 	March 2018	Nil	AD (L&CD) and LFM	Strategies are being considered by Members at Exec Board 12 February 2018		
Support and develop the existing network of local walking groups	<ul style="list-style-type: none"> ✓ Constitution of the walking groups ✓ Continuum of walks available from entry level to independent walks 	<p>March 2018</p> <p>March 2020</p>	<p>Nil</p> <p>£7831 Awards for All funding</p> <p>£500 (for marketing)</p>	SPO	Complete. Funding obtained from Awards for All obtained 15 th March 2018 to enable groups to promote and buy equipment (e.g. GPS devices).		
Encourage the improvement and accessibility of the walking and cycling networks in North Warwickshire	<ul style="list-style-type: none"> Re-establishment of the North Warwickshire Cycle Way 	March 2018	LEADER funding granted £34,946.57	Engagement and Funding Officer (E&FO)	Grant Funding Agreement signed. Work commenced Jan 18. Signage in place throughout Kingsbury Water Park, with a launch event for the family routes taking place on October 31 st .		

		<ul style="list-style-type: none"> Complete a review of the accessibility of walking routes in the Borough Production of publicity to promote all accessible walking routes in the Borough 	<p>March 2020</p> <p>March 2020</p>	<p>Nil</p> <p>£500</p>	<p>SPO</p> <p>SPO</p>	<p>Walking booklet created outlining all walks in the borough</p>
	<p>Monitor and challenge the number of take-away food outlets in North Warwickshire</p>	<ul style="list-style-type: none"> Undertake a mapping and analysis of take-away food outlets in North Warwickshire 	<p>July 2017</p>	<p>Nil</p>	<p>Licencing</p>	<p>Complete</p>
<p>Promote adult and children safeguarding as being everyone's responsibility</p>	<p>Deliver Child Protection / Child Sexual Exploitation training to all Borough Council staff and Councillors</p>	<ul style="list-style-type: none"> 100% of staff to attend safeguarding training within three months of commencing their employment 100% of staff to attend safeguarding training every three years 100% of Borough Councillors to attend safeguarding training in each political term 	<p>On-going</p> <p>On-going</p> <p>On-going</p>	<p>Provision in training budget</p> <p>Provision in training budget</p> <p>Provision in training budget</p>	<p>CDM</p> <p>CDM</p> <p>CDM</p>	<p>Complete for current political term</p>
	<p>Deliver Safeguarding Adults training to all frontline employees</p>	<ul style="list-style-type: none"> 100% of frontline staff trained within three months of commencing their employment 	<p>On-going</p>	<p>Provision in training budget</p>	<p>Assistant Director (Housing) (AD (H))</p>	

Work with internal and external partners to address health and wellbeing priorities for North Warwickshire	Support the promotion of the Borough Care service throughout North Warwickshire	<ul style="list-style-type: none"> • Service update presented to the H&WWP • Targets - CSM 	March 2018	Nil	Community Support Manager (CSM)	
	Work with Warwickshire North Health and Wellbeing Partnership to improve End of Life Care provision in North Warwickshire	<ul style="list-style-type: none"> • Service update presented to the H&WWP by the End of Life Care GP lead • Report back from Warwickshire North Health and Wellbeing Partnership • Support the "Compassionate Communities" initiative 	June 2017 On-going On-going	Nil Nil Nil	CDM AD (L&CD) WCC (PH)	Heather Kelly (Senior Commissioning Manager CCG) attended Working Party Jan 18 CDM attends meetings
	Work with Warwickshire County Council to support the 'Year of Health and Wellbeing' throughout 2019		On-going	Nil		Jane Coates presented to the Working Party 15/11/18. Pledges have been agreed by the Working Party (see Year of Health and Wellbeing Action Plan)

	In conjunction with Warwickshire North Health and Wellbeing Partnership and NHSE seek to improve access to primary care services in North Warwickshire	<ul style="list-style-type: none"> Progress reports from the CCG presented to both the H&WWP and the WN H&WP 	On-going	Nil	Portfolio Holder for Health	
Work with Warwickshire North Health and Wellbeing Partnership to improve early referral to cancer services in North Warwickshire	<ul style="list-style-type: none"> ✓ Identify the barriers to early referral to cancer services and disseminate the findings accordingly 	<ul style="list-style-type: none"> March 2020 	Nil	Nil	CDO (HI)	Bernie Lee to attended Health and Wellbeing Working Party in January 2018
Work with Warwickshire County Council to improve transport for health and access to health services in North Warwickshire	<ul style="list-style-type: none"> Progress report presented to the H&WWP regarding the countywide transport for health services Report to the H&WWP on the work of Beeline 	<ul style="list-style-type: none"> June 2017 June 2017 	Nil	Nil	CDO (HI)	Presentation given at HWWP June 2017
Work with those Parish Councils developing Neighbourhood Plans to ensure the inclusion of commitments to promote a healthy environment	<ul style="list-style-type: none"> Analyse and report to the H&WWP on Neighbourhood Plans and their links to the development of a health environment 	<ul style="list-style-type: none"> March 2019 	Nil	Nil	CDO (HI) CDM	

	<p>Work with the Warwickshire Health and Wellbeing Board and the Adult Social Care and Scrutiny Committee to ensure that the Sustainability and Transformation Plan (STP) brings improvements to North Warwickshire</p>	<ul style="list-style-type: none"> Progress reports relating to the STP (proactive and preventative) presented to the H&WWP and in turn in the minutes presented to the C&E Board 	<p>March 2020</p>	<p>Nil</p>	<p>Portfolio Holder for Health</p>	
<p>Support the implementation of Warwickshire County Council's Suicide Strategy in North Warwickshire</p>	<ul style="list-style-type: none"> Annual County Council report to the H&WWP on the outcomes identified in the Strategy 	<p>March 2020</p>	<p>Nil</p>	<p>WCC</p>		
<p>Work with Warwickshire County Council, The Partnership Trust and the West Midland Combined Authority in the implementation of their mental health strategies in North Warwickshire</p>	<ul style="list-style-type: none"> Annual reports to the H&WWP from the County Council and the Combined Authority on the outcomes identified in the strategies 	<p>March 2020</p>	<p>Nil</p>	<p>WCC</p>		

	<p>Influence the development and implementation of the Strategic Leisure Review in order to ensure provisions for the improvement of the health and wellbeing of local residents</p>	<ul style="list-style-type: none"> • Successful production of Health, Wellbeing and Leisure, Green Space, Playing Pitch and Leisure Facilities Strategies 	<p>October 2017</p>	<p>Provision made within revenue budget</p>	<p>AD (L&CD)</p>	<p>Strategies are being considered by Members at Exec Board 12 February 2018</p>
<p>Work with Environment Health to improve and extend the monitoring of air quality in North Warwickshire</p>	<ul style="list-style-type: none"> • Investigate the potential to monitor PM₁₀ and PM_{2.5} • Report on the Nitrogen Dioxide in North Warwickshire 	<p>March 2020</p> <p>March 2020</p>	<p>Nil</p>	<p>Environmental Health</p>		
<p>Support residents to live independently by providing an effective adaptations service and / or taking action to ensure that properties are in good repair and do not have significant hazards, as reflected in the national Decent Homes Standard</p>	<ul style="list-style-type: none"> • Actively promote the HEART service • Promote related services through the Community Hubs • Provide training for frontline staff to provide links with health and social care services and priorities 	<p>March 2020</p>	<p>Nil</p>	<p>AD (H)</p>		

Underpin all services delivered with a philosophy of promoting positive mental wellbeing in all users of the service and in all staff working within the provider service	<ul style="list-style-type: none"> Encourage frontline staff to complete the Five Ways to Wellbeing e-learning module Encourage frontline staff to become Dementia Friends Continue the goal to create a Dementia Friendly Community & Organisation Encourage frontline staff to complete MECC training 	March 2020	Nil	CDO (HI)	Dementia Friends training now mandatory for all NWBC staff. All current staff will complete sessions by Jan 2019. Current number: 225 NWBC signed up to Dementia Action Alliance in May 2018. Work is ongoing to make Atherstone and other towns in the borough 'Dementia Friendly'. MECC has been updated.
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✓ Please note that those targets indicated with a "tick" are reported to Public Health as part of the agreed offer of funding for the North Warwickshire Health Improvement Service

#onething clarification on measurable outcomes

Mini health check consists of lifestyle advice, blood pressure, blood sugar levels, cholesterol (not all are offered at all events, this is dependant on appropriately skilled staff available on the day). These tests results provide early risk indicators
Number of pledges made

Number of individuals who were signposted to their GP due to high blood pressure readings

Number of individuals who were signposted to their GP due to high blood sugar level readings

Number of individuals who were signposted to their GP due to high cholesterol readings

JSNA Action Plan – North Warwickshire

RECOMMENDATIONS	Action needed TO FILL GAPS/development	COMMUNITY ASSETS AND INITIATIVES IN PLACE	ACTION OWNER	TIMELINE	RAG PROGRESS	COMMENTS
General						
Make the most of customer contact for referrals to make Every Contact Count	Expand use of customer referral form to support signposting and awareness	<ul style="list-style-type: none"> Customer Referral Form NW -expanding to Warwickshire wide 	PH and FIP			
Promote a single front door as a way to get a variety of services from a range of partners in one place	Develop a single point of access (online and face to face)	<ul style="list-style-type: none"> Warwickshire Direct Single Referral Form Local Directories 	WCC			
Review type and amount of social housing in the area and if possible plan to increase provision	Review social prescribing provision in NW	<ul style="list-style-type: none"> 	Housing NWBC			
(Re) Establish a local network for groups and organisations to share information	Expand workers forum and hubs meeting to invite a wider audience working on the ground in NW e.g. PPG Develop an Information sharing platform for partners	<ul style="list-style-type: none"> Workers Forums (Dordon) Hub Meeting JSNA Stakeholder Engagement 	Localities & CD NWBC			
Review the opportunity for local hubs to share and access information, services, who don't use the internet	Identifying those who do not currently access the internet and reasons for this Map different types of "hubs" in North Warwickshire and the information provided	<ul style="list-style-type: none"> WCC Broadband initiative WCC hub mapping Local Estates Planning 				
Services asked for their planned response to increased housing/population	Undertake a review of the impact of housing growth on local services		WCC-PH			(see also health section)
Ensure smaller local villages are included in communication, action planning and engagement work	Identify key contacts and communication channels in local villages	<ul style="list-style-type: none"> CAVA newsletter North Talk 	NWBC			?Develop an information sharing network for small villages if not currently existing

Health and services						
Services to be more proactive and anticipate growing demand - planning growth and impact on service						
Encourage residents and remove barriers to making health lifestyle choices e.g add bike lanes	Increase cycle lanes in NW	<ul style="list-style-type: none"> Local Estates Forum 	WCC-PH	Ongoing	Green or Amber	This is in place with primary care planning and NHS, also within WCC
Review support available to families in North Warwickshire to avoid crisis including out of hours provision	Map mental health crisis support available Map out of hours provision for health across NW Increase drug addiction service outreach in NW	<ul style="list-style-type: none"> GP extended access 	NWBBC Planning CCG PH			Prioritise
Seek information on domestic abuse numbers & services	Undertake a needs assessment of DV in NW	<ul style="list-style-type: none"> DPH Annual Report 2018 STP Mental Health Workstream Year of Wellbeing Mental Health First Aid Training Commissioned PH offer (A5 leaflet) Rise at Radcliffe Centre JSNA 	Insight Police Comms PH - MH Education			Prioritise
Educate parents, schools and the wider public on mental health issues and good mental health	Develop and target a campaign around YP mental health					
Improve mental health pathways to enable early intervention, early diagnosis and good signposting	Need to identify, signpost target people to current services MH training needed for voluntary sector, businesses					
Review current and model future demand for health and social care services in the area to ensure they meet levels of need	Review and identify any gaps in service provision		CCG Social Care OOH Insight			Prioritise
Make better use of existing facilities and services - more good will to use these services - phlebotomy service	Review home services including pharmacy outreach services including charges Promote the services	<ul style="list-style-type: none"> 				
Work with veterans and local services to promote an awareness of veterans, their needs and develop appropriate services to meet those needs	Include VCP in hub meetings Update Needs Assessment Work with services to identify Veterans. Improve access to health Set up a meeting in Arley	<ul style="list-style-type: none"> Needs Assessment of Veterans Veterans Gateway 	VCP Insight			Prioritise

Ageing Population					
Map and promote early intervention services in North Warwickshire for older people	Map and promote early intervention services in North Warwickshire	<ul style="list-style-type: none"> Asset Maps (Localities/CD) Age UK Care Navigators CAVA Toolkit Phoenix Group - offer to wider population via Lunch clubs, bowling club for example. 			
Understand those who do not access services and explore different approaches to communicate and provide services with these groups	Mapping of communication channels with older people, e.g. Kaleidoscope, Silver Surfers etc	<ul style="list-style-type: none"> NW Dementia Friendly Community Dementia Friends Support groups 	CCG Localities		
Joint approach to increasing dementia diagnosis and increasing the offer locally	Awareness of dementia Review provision of memory clinics Review local provision for people with dementia				
Review memory cafe provision in the North Warwickshire area	Map memory cafe provision Review barriers to access				
Comprehensively review loneliness, its impact and actions to address needs locally	Evidence review of loneliness and high impact actions Mapping of all age loneliness in NW	<ul style="list-style-type: none"> Task and Finish Group WCC DPH Annual Report 2017 	Insight/PH /CD		
Young People					
Specific mental health and well-being services are needed	Targeted sessions for mental health - early intervention for YP Use of customer referral form to signpost young people	<ul style="list-style-type: none"> 			
Increase the types of services available and the communication methods used for engaging with young people	Develop a single point of access for information Consider a social prescribing offer for young people Develop a communication plan for working with YP	<ul style="list-style-type: none"> DPH Annual Report 2018 Various channels - face to face, phone support, online support, social media, drop-in 			
Engage with families and provide more information for parents on the challenges young people face	Look at Isolation in Young people	<ul style="list-style-type: none"> 			
Consult young people on the types of services and views on current services	For any young people's service, consult YP for their views	<ul style="list-style-type: none"> YP Parliament YP Ambassadors 			
Service providers need to coordinate efforts to better meet the needs of young people	Respond to YP views and concerns in service design				

Carers						
Map and raise awareness of the services currently available for carers in North Warwickshire	Map public, voluntary and private sector support and services for carers Make community and frontline services aware of the offer to carers	<ul style="list-style-type: none"> • Car Share Scheme • Signposting Scheme • Carers Trust 	WCC			
Promote the offer for carers to those who need it, including respite care	Train staff in ay hospitals/centres Develop an offer for schools to have sessions to support young carers e.g. trips, lunches etc.	<ul style="list-style-type: none"> • 	WCC			
Improve the identification of carers and young carers	Work with community and public sector organisations to identify carers	<ul style="list-style-type: none"> • Carers Trust • Age UK - Care Navigators 	All			
Consider developing a support network for carers in the area	Respite for carers needed Consider carers within the social prescribing offer					
Housing						
Undertaking mapping of housing accommodation for the elderly population and identify any gaps in provision	More 2 bed affordable houses needed as well as single person housing. Ensure that new houses have access to transport	<ul style="list-style-type: none"> • 				
Engage with NWBC planning department to understand what is within their local plan to accommodate the elderly population and how we can work with developers to incentivise the building of accommodation which suits the needs of the elderly	Consider innovative ways to set up/ make available social housing - e.g hybrid private rent Balance/move from social to private rent (NBBC)	<ul style="list-style-type: none"> • Bromford - advice/support? 				
Assess Borough and County land for suitability for extra care housing		<ul style="list-style-type: none"> • 	WCC NWBC Planners Extra care			

Transport

<p>Promote bus passes and ensure that everyone over the age of 60 who is able to has a free bus pass and is using it</p>	<p>Review finding and work with Providers to continue bus services . Promote use of bus passes, even if you own a car Consider free WiFi on buses and offers to attract more young people Understand barriers to use for different groups e.g. young people</p>	<ul style="list-style-type: none"> ● Stagecoach ● BeeLine ● Time out 	<p>WCC CAVA Providers</p>	<p>Ongoing 12 months</p>	<p>Bus passes are no good if there are no buses</p>
<p>Establish a voluntary driver network to pool the drivers who work for various third sector organisations to help ease capacity on community transport</p>	<p>Promote criteria and process to become a volunteer driver. Produce info booklet at various access points. Identify a lead organisation to facilitate promotional work. Establish a network to promote volunteer driving e.g. other organisations such as hospitals</p>	<ul style="list-style-type: none"> ● Beeline ● Joint Health and Transport Group ● Lessons learnt total transport 			
<p>Partners across North Warwickshire need to work together to review and improve access to community and public transport for access to work, health appointments and to reduce isolation</p>	<p>Review the VASA transport system in Stratford Collate local community transport providers and share. Review impact of lack of transport provision across WN. Urgently establish a longer term Council strategy for transport and health. Set up NW strategic group to focus on Transport linking to LEP Review MIRA model and see if it can be replicated. Review Section 106 funds which should support, in part, improving transport. Is 'Wheels to Warwick' still going? If not could it be resurrected?</p>	<ul style="list-style-type: none"> ● Cross border plan ● Section 106 			
<p>Review car sharing schemes in North Warwickshire</p>	<p>Map local car scheme/ car share scheme and promote car sharing.</p>	<ul style="list-style-type: none"> ● 			

Volunteering					
Review the evidence and engage with local groups to develop a plan, based on best practice, to increase volunteering across the area, including one off volunteering	Identify assets around volunteering locally e.g. community pages 4x4 for snow days. Review evidence for recruitment of volunteers Agree a volunteer plan/framework including definitions & actions	<ul style="list-style-type: none"> ● CAVA ● Healthy Living Network ● Timebanking Review ● Corporate Social Responsibility ● Year of Wellbeing 	Localities Team		
Review and consider implementation of activities to promote volunteering and neighbourliness locally including the potential of introducing the timebank scheme	Explore Timebanking in NW. Develop a social media plan and platform to promote opportunities. Advertise volunteering in busy well attended places e.g. GP surgeries.	<ul style="list-style-type: none"> ● Promote volunteers at VAN forum. 	Community Dev NW		link to loneliness - tackle social isolation and loneliness via Timebank
Work with businesses and partners on social corporate responsibility as a mechanism to increase volunteering	Promote Social Corporate responsibility with local businesses	<ul style="list-style-type: none"> ● Corporate Social Responsibility WCC ● Year of Wellbeing 			
Support the work carried out by the third sector to promote and recognize the work of local volunteers	Extend and build on the success of star awards	<ul style="list-style-type: none"> ● Star Awards ● WCC volunteer Awards 	CAVA		
Consider training qualifications for young people who wish to volunteer	Promote volunteering for schools Review training offer for YP	<ul style="list-style-type: none"> ● 	CAVA		
Poverty					
Review Holiday Hunger and opportunities to expand the programme across N/WBC	Review Holiday Hunger schemes to learn lessons for any rollout Link in to Family Food and activity programme.	<ul style="list-style-type: none"> ● 			
Review the support for people accessing benefits and budgeting	Review one to one support including private sector	<ul style="list-style-type: none"> ● 			
Review employment trends in the area now and in the future	Review the latest evidence around employment in the area Develop a plan to bring in highskills	<ul style="list-style-type: none"> ● 			
Promote and raise awareness of food poverty programmes across North Warwickshire	Define what is food poverty and review the original data. Promote food programmes Agree who best placed to promote.	<ul style="list-style-type: none"> ● 	Insight		

**Health and Wellbeing Working Party Minutes
13 February 2019**

Present: Cllr. Bell (Chairman), Cllr. Chambers, Cllr Smith, Cllr Clews, Cllr M Humphreys, Cllr Morson, Simon Powell, Russell Simkiss, Emma Bracey, Zoe Bickley, Bob Trahern (all NWBC), Rachel Robinson (Public Health)

Apologies for Absence: Becky Evans (NWBC), Yasser Din (Public Health)

Item	Notes	Action
2	<p>Minutes of the Last Meeting (15 November 2018) The minutes were agreed as an accurate record of the proceedings.</p> <p>Matters Arising: Better Points App Update A meeting with the developers of the App was due to be held on 12 February, although it was cancelled at last minute by the company. The meeting is being re-arranged. Once a date has been confirmed, it will be circulated.</p> <p>Day of Wellbeing A day of wellbeing was held at the Borough Council offices on 09 January. #onething health checks and stress workshops were available throughout the day, with healthy soups and a lunchtime walk on offer at lunchtime. Over 50 employees completed a health check, which resulted in health 11 referrals. The health checks were also run at Lower House Farm Recycling Centre on 12 February 2019. A similar event will be organised in July. SP also reported that Management Team had approved #onething health checks being offered to all Borough Council staff. Councillors would be offered a health check before the Full Council meeting in April.</p> <p>Red Box Project Upon further investigation it was found that two other Red Box Projects are ongoing in North Warwickshire, covering Kingsbury, and Dordon, Polesworth and Atherstone. The Red Box Project run via the Borough Council, therefore, will focus on other areas of North Warwickshire (e.g. Coleshill, Hartshill and the smaller villages). MB asked for information to be sent to all Councillors so that they could disseminate in their area. It was suggested that larger companies within the Borough (e.g. Ocado, Aldi, and Sainsbury's) were approached for support in supplying sanitary products to keep a regular supply. EB to contact.</p> <p>Director of Public Health Report Following on from the previous meeting, feedback was given regarding the Annual Report. MB fed back that services for 13-18 year olds need to be a priority, as there are only limited services available to them. As the main focus of the report was related to social media, RR suggested working with local young people to see which social media platforms would be best, and that the messages should come from young people. Therefore, it was suggested linking to the Youth Parliament, secondary schools and Health Store to find young people with whom to work. MH commented saying that this work should cover young children /</p>	<p>EB</p> <p>EB</p> <p>EB</p> <p>EB/RR</p>

Item	Notes	Action
	<p>families as well. Links, therefore, needed to be made with all schools.</p> <p>JC asked if there were any suggestion / comments from upper levels, to which RR responded that some YouTube videos had been made and shared, as well as work with therapists / counsellors regarding social media. It was also suggested that a co-ordinated approach was needed regarding the use of social media across all services and platforms, but that this needs to be created with / by young people, particularly with regard to health messages and information. MH reported that Andy Street had received funding for Youth Parliament work and wondered if any funding was available for North Warwickshire. EB/RR to investigate.</p>	RR/EB
3	<p>Public Health / JSNA Update</p> <p>RR gave an update regarding the JSNA work recently undertaken. Most of the feedback to the initial JSNA report was given via events / roadshows held across North Warwickshire. RR admitted that the feedback from the events was limited due to low levels of community engagement, particularly from young people. A Partnership Day was held on 23 January, at which feedback has been received. An Action plan is being developed to progress the JSNA work (first draft to be shared with the Working Party). It was suggested that the Working Party discuss the JSNA Action Plan in depth the next meeting. It was also suggested that once reports have been confirmed, communities are consulted in respect of their priorities, as they may be different in different communities across the Borough.</p> <p>JC voiced concern regarding the access to Ward level data as; for example, Dordon was split into Dordon Rural and Dordon Village, which made data comparison and understanding very difficult. RR to feedback to the Insights team at Public Health Warwickshire. MB asked if all attendees could be sent the link to lower level data – EB to send.</p>	EB RR EB
4	<p>Year of Wellbeing</p> <p>EB handed out a draft Action Plans regarding Year of Wellbeing activity, and asked for any feedback to be sent to her. The Action Plan outlines the agreed pledges, events and further plans throughout the Year of Wellbeing. The Action Plan is a working document and will be updated regularly and circulated to the Working Party.</p>	EB
5	<p>Air Quality</p> <p>ZB reported that the Supplementary Planning Document regarding air quality was currently out for consultation for six weeks. Once consultation feedback has been collated, ZB will report back to the Working Party. ZB also reported that 19 NOX tubes had been placed around the Borough and that they would be in place for 12 months. Monthly average readings will be collected and a report will be formed. MB asked if the county-wide pilot had been given an end date, but no end date had been established. MB asked ZB to prepare recommendations or ideas about where to put the new monitors and bring them to the next meeting. Emails regarding PM monitors across the Borough have been sent out for feedback, which ZB will feedback once obtained.</p> <p>JC voiced concern regarding periods of short term exposure, as well as peaks on certain weeks / months, particularly in Dordon, and asked if we could obtain this information. ZB stated that once PM monitors are in place, they would be able to record that information.</p>	ZB ZB
6	<p>Childhood Obesity in North Warwickshire</p> <p>RR reported that in a recent presentation of childhood obesity levels in the West Midlands, North Warwickshire had the highest prevalence of childhood obesity for reception age children at 12.8%. This was the worst in the region, although the picture was more positive for Year 6 children. RR has asked the Insights team to determine if this is a trend or just an anomaly in the figures and will feedback. RR has also asked for further information regarding breastfeeding levels and weaning information in North Warwickshire.</p> <p>In response to the report, MB suggested a service similar to Change Makers could be run to</p>	RR

Item	Notes	Action
	target those younger children and give information about breastfeeding and weaning options. RR to investigate.	RR
7	<p>Family Weight Management Services EB reported that the Fitter Futures tender was live and is ending on the 18 February 2019, and the new contracts will only include Adult Weight Management (Slimming World) and Physical Activity on Referral. Family Weight Management services (Change Makers) will be tendered alongside the school nurses from November 2019. MB expressed concern that the service may be affected negatively rather than positively. RR to speak to Georgia Barrett for more information.</p>	RR/EB
8	<p>Health and Wellbeing Action Plan CHAW Feedback RR reported that the 18 months CHAW contract had now ended and that an evaluation had been written by the Healthy Living Network. This report had to be broken down into two different sections; outcomes and lessons learnt. The contract saw a number of successful and sustainable projects / groups formed (such as a Couch 2 5k running club in Coleshill and Baddesley), however there were many lessons to be learnt, including commissioning, agencies included in decision making, sustainability, etc. RR reported that once the Healthy Living Network's report had been 'broken down', it would then be passed to the Working Party for feedback.</p> <p>MB suggested that once the report had been disseminated, a model for best practice should be produced that various projects can follow to ensure success and sustainability.</p> <p>Health Store EB reported that a nurse will be available in the Atherstone Health Store from 2 April 2019, and will be there on the 1st, 3rd and 5th Tuesday of the month. Attendance figures for the previous quarter are in the Health and Wellbeing Action Plan.</p> <p>#onething The previous #onething figures are in the Health and Wellbeing Action Plan. EB reported that health checks had been completed in a variety of community venues across the Borough including Coleshill Library, various Honesty Shops, Atherstone Jobs Fair and the One Stop Shop. RR reported that while #onething would like to get into local businesses, there is a contractual issues regarding non-Warwickshire based employees completing a health check. Once progress has been made YD or RR to report back.</p> <p>Leisure Update SP introduced Russell Simkiss (Leisure Facilities Manager) to the Working Party and reported that Arley Sports Centre had been asset transferred to Elite Sports Development. RS reported that 355 new memberships had been sold across the three sites in January (194 at Atherstone, 99 at Coleshill and 42 at Polesworth). RS also asked if the health checks could be offered at the leisure centres, and whether the staff could be trained to complete them. RR commented saying that wider work would allow for this; however questions around the data collection would need to be confirmed.</p> <p>Dementia EB reported back regarding the Dementia Friendly Cinema held at Christmas, which had been a very positive event, even though only one person attended. Good links had been made with the communications team at the Alzheimer's Society, which would be happy to promote any future events. Similar events will be held across the Borough during Dementia Action Week in May. EB also reported that the George Eliot Hospital is now having monthly Dementia Audits for all departments. The Hospital has also implemented a 'Blue Rose' system, within which every person with a known dementia in the Hospital will have a blue</p>	<p>RR</p> <p>BE</p> <p>YD/RR</p> <p>RS/RR</p>

Item	Notes	Action
	rose on their notes and bed, to make all staff aware. This has been rolled out across all wards / departments and was met with support from the Working Party.	
9	AOB None.	
	Dates of Future Meetings Wednesday 17 April 2019, 10am – 12pm, Committee Room (JSNA Action Plan and CHAW Evaluation) Wednesday 19 June 2019, 10am – 12pm, Committee Room Wednesday 11 September 2019, 10am – 12pm, Committee Room	

Agenda Item No 16

Community and Environment Board

11 March 2019

Report of the Chief Executive

Progress Report on Achievement of Corporate Plan and Performance Indicator Targets April – December 2018

1 Summary

- 1.1 This report informs Members of the progress with the achievement of the Corporate Plan and Performance Indicator targets relevant to the Community and Environment Board for April to December 2018.

Recommendation to the Board

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

2 Consultation

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

3 Background

- 3.1 This report shows the third quarter position with the achievement of the Corporate Plan and Performance Indicator targets for 2018/19. This is the third report showing the progress achieved so far during 2018/19.

4 Progress achieved during 2018/19

- 4.1 Attached at Appendices A and B are reports outlining the progress achieved for all the Corporate Plan targets and the performance with the local performance indicators during April to December 2018/19 for the Community and Environment Board.

- 4.2 Members will recall the use of a traffic light indicator for the monitoring of the performance achieved.

Red – target currently not being achieved (shown as a red triangle)

Amber – target currently behind schedule and requires remedial action to be achieved (shown as an amber circle)

Green – target currently on schedule to be achieved (shown as a green star)

5 Performance Indicators

- 5.1 Members will be aware that national indicators are no longer in place and have been replaced by national data returns specified by the government. A number of previous national and best value indicators have been kept as local indicators as they are considered to be useful in terms of managing the performance of our service delivery corporately.
- 5.2 The current national and local performance indicators have been reviewed by each division and Management Team for monitoring for the 2018/19.

6 Overall Performance

- 6.1 The Corporate Plan performance report shows that 94% of the Corporate Plan targets and 82% of the performance indicator targets are currently on schedule to be achieved. The report shows that individual targets that have been classified as red, amber or green. Individual comments from the relevant division have been included where appropriate. The table below shows the following status in terms of the traffic light indicator status:

Corporate Plan

Status	Number	Percentage
Green	15	94%
Amber	1	6%
Red	0	0%
Total	16	100%

Performance Indicators

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

7 Summary

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

8 Report Implications

8.1 Safer Communities Implications

8.1.1 There are a number of Safer Communities related actions highlighted in the report including improving community life, health and well being and adult safeguarding.

8.2 Legal and Human Rights Implications

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

8.3 Environment and Sustainability Implications

8.3.1 Improvements in the performance and quality of services will contribute to improving the quality of life within the community. There are a number of specific actions and indicators included within the report which contribute towards improving the environment and sustainability under the priority of promoting sustainable and vibrant communities.

8.4 Risk Management Implications

8.4.1 Effective performance monitoring will enable the Council to minimise associated risks with the failure to achieve targets and deliver services at the required performance level.

8.5 Equality Implications

8.5.1 There are a number of equality related actions and indicators highlighted in the report including developing access to community services, tackling health inequalities and raising aspirations work.

8.6 Links to Council's Priorities

8.6.1 There are a number of targets and performance indicators contributing towards the priorities of improving leisure and well being opportunities, promoting sustainable and vibrant communities and supporting employment and businesses.

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

Background Papers

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

Background Paper No	Author	Nature of Background Paper	Date
National Indicators for Local Authorities and Local Authority Partnerships	Department for Communities and Local Government	Statutory Guidance	February 2008

No	Action	Priority	Reporting Officer	Quarter 1	Quarter 2	Quarter 3	Status	Direction
1	To continue to take action to reduce the Council's carbon footprint and carbon emission in the Borough, in accordance with the Climate Change Strategy and Action Plan and to report annually in March on progress. This will include acting on any Government led initiatives for domestic properties.	Protecting our Countryside & Heritage	Steve Maxey	The Council has a Carbon Management Plan with a list of actions. The life span of certain buildings and a lack of dedicated resource hampers progress but a number of actions are progressing. An alternative energy use scheme is under investigation for Atherstone leisure centre and our land holdings are being reviewed for sustainable energy production. A district heating feasibility study has been completed and may be submitted as part of a sub regional bid for European funding. A proposal across Warwickshire to provide an energy company is being developed by the Districts/Boroughs and County Councils. Solar panels have been fitted to the new Coleshill Leisure Centre. As well as saving carbon the Council receives feed in tariff payments, totally around £700 in 16/17 and £1,032.85 in 17/18. The latest project is a County wide bid for funding to put electric car charging points in a number of car parks.	The Council has a Carbon Management Plan with a list of actions. The life span of certain buildings and a lack of dedicated resource hampers progress but a number of actions are progressing. An alternative energy use scheme is under investigation for Atherstone leisure centre and our land holdings are being reviewed for sustainable energy production. A district heating feasibility study has been completed and may be submitted as part of a sub regional bid for European funding. A proposal across Warwickshire to provide an energy company is being developed by the Districts/Boroughs and County Councils. Solar panels have been fitted to the new Coleshill Leisure Centre. As well as saving carbon the Council receives feed in tariff payments, totally around £700 in 16/17 and £1,032.85 in 17/18. The latest project is a County wide bid for funding to put electric car charging points in a number of car parks.	The Council has a Carbon Management Plan with a list of actions. The life span of certain buildings and a lack of dedicated resource hampers progress but a number of actions are progressing. An alternative energy use scheme is under investigation for Atherstone leisure centre and our land holdings are being reviewed for sustainable energy production. A district heating feasibility study has been completed and may be submitted as part of a sub regional bid for European funding. A proposal across Warwickshire to provide an energy company is being developed by the Districts/Boroughs and County Councils. Solar panels have been fitted to the new Coleshill Leisure Centre. As well as saving carbon the Council receives feed in tariff payments, totally around £700 in 16/17 and £1,032.85 in 17/18. The latest project is a County wide bid for funding to put electric car charging points in a number of car parks.	Green	↑
2	To maintain a very high standard of street cleanliness (95%) throughout the Borough and to continue to raise awareness (both of the public and other agencies) of the problems of litter, fly-posting and dog fouling	Protecting our Countryside & Heritage	Richard Dobbs	Q1 saw worse than anticipated street cleansing results due to a number of factors including staff vacancies and high volumes of fly-tipping causing capacity issues at key times. Measures are now in place to address those issues and return cleanliness standards across the Borough to previous levels.	There was a significant improvement in performance in Q2 with cleanliness levels back to just under target levels. A report investigating the issue in more detail will go to C&E Board in January	Results continue to improve with the Q3 litter score below target at 3%. A report looking at street cleaning in more detail is being taken to January C&E Board	Amber	↔
3	To continue to work in partnership with other agencies to tackle health inequalities and specifically to co-ordinate the sustainable implementation of the new corporate Health and Wellbeing Action Plan (2017 to 2020), including its focus on priorities that are compatible with those of the approved Health, Well-being and Leisure Strategy, the Community Partnership and the Warwickshire North Health and Well-being Partnership	Improving Leisure & Wellbeing Opportunities	Simon Powell	Work continues to be progressed in respect of the implementation of the Health and Wellbeing Action Plan, including in partnership with other agencies and the expanded Warwickshire North Health and Wellbeing Partnership. Membership of the Health and Wellbeing Working Party has been expanded and it continues to monitor health-related work across the Authority. A key focus for imminent activity will be the 2019 Year of Wellbeing.	Work continues to be progressed in respect of the implementation of the Health and Wellbeing Action Plan, including in partnership with other agencies and the expanded Warwickshire North Health and Wellbeing Partnership. Membership of the Health and Wellbeing Working Party has been expanded and it continues to monitor health-related work across the Authority.	Work continues to be progressed in respect of the implementation of the Health and Wellbeing Action Plan, including in partnership with other agencies and the expanded Warwickshire North Health and Wellbeing Partnership. Membership of the Health and Wellbeing Working Party has been expanded and it continues to monitor health-related work across the Authority. A key focus for imminent activity will be the 2019 Year of Wellbeing.	Green	↔
4	In accordance with the priorities established by relevant Boards, commence implementation of the approved outcomes of the Strategic Leisure Review process and report on progress by March 2019	Improving Leisure & Wellbeing Opportunities	Simon Powell	Work has commenced on the implementation of the approved outcomes of the Leisure Facilities Strategy, including in respect of Arley and Polesworth Sports Centres. The draft Green Space and Playing Pitch Strategies are to be considered by the C&E Board in July 2018	Work has commenced on the implementation of the approved outcomes of the Leisure Facilities Strategy, including in respect of Arley and Polesworth Sports Centres. The Playing Pitch Strategy has been approved in principle by the C&E Board and Officers have been instructed to re-write the externally produced draft Green Space Strategy.	Work has commenced on the implementation of the approved outcomes of the Leisure Facilities Strategy, including in respect of Arley (which has been asset transferred) and Polesworth Sports Centres. The Playing Pitch Strategy has been approved in principle by the C&E Board and Officers have been instructed to re-write the externally produced Green Space Strategy, which will be considered by the C&E Board in January 2019.	Green	↔
5	Subsequent to completion of the process of external review, commence implementation of the new North Warwickshire Green Space and Playing Pitch Strategies in accordance with their associated Action and Funding Plans and report on progress by March 2019	Improving Leisure & Wellbeing Opportunities	Simon Powell	Work will commence on the implementation of the Green Space and Playing Pitch Strategies upon their formal adoption by the C&E Board	Work will commence on the implementation of the Green Space and Playing Pitch Strategies upon their formal adoption by the C&E Board	Work will commence on the implementation of the Green Space and Playing Pitch Strategies upon their formal adoption by the C&E Board	Green	↑

No	Action	Priority	Reporting Officer	Quarter 1	Quarter 2	Quarter 3	Status	Direction
6	In conjunction with WCC and other partners, to ensure the success of the Women's 2018 International Cycle Race and its impact upon the community of North Warwickshire. Encourage and support the future staging of similar events within the Borough	Improving Leisure & Wellbeing Opportunities	Steve Maxey/Richard Dobbs/Simon Powell	The 2018 race was a great success with community interest, including schools, very high. Debriefing meetings are taking place and data about participation/economic impact will be included in this update when available. Work now moves onto the Men's Tour which comes to the Borough on 5th September, and also the 'West Midlands' Velo event in May 2019	The 2018 race was a great success with community interest, including schools, participation/economic impact will be included in this update when available. The Men's Tour came to the Borough on 5th September and was also a great success. Anecdotal evidence suggests Atherstone attracted visitors from around the country, many visiting North Warwickshire for the first time. The next cycling event is the 'West Midlands' Velo event in May 2019	There are a number of cycling events being held in the Borough in 2019, including the 2019 Velo Birmingham and Midlands event in May and the likely return of the Tour of Britain passing through Atherstone. Officers are working with WCC colleagues and the various event organisers to ensure that the events run smoothly and safely. The Borough is being actively promoted as a cycling destination and the Authority is using the events to involve schools and communities as part of the Year of Wellbeing.	Green	➔
7	To carry out the Council's obligations as a member of the Warwickshire Safeguarding Children Board, including those relating to the Child Protection Policy and, where appropriate, to co-ordinate all related activity alongside the need to safeguard adults and other vulnerable people in the community and to report on progress by March 2019.	Creating Safer Communities	Simon Powell	The Borough Council continues to carry out its obligations as a member of the WSCB, including in respect of delivery of its own Child Protection Policy.	The Borough Council continues to carry out its obligations as a member of the WSCB, including in respect of delivery of its own Child Protection Policy.	The Borough Council continues to carry out its obligations as a member of the WSCB, including in respect of delivery of its own Child Protection Policy.	Green	➔
8	To continue to review the refuse and recycling service with particular emphasis on options around recycling to ensure the sustainability and cost-effectiveness of the service while building sufficient capacity to accommodate future housing growth	Promoting Sustainable & Vibrant Communities	Richard Dobbs	Service capacity is being squeezed, largely due to new developments and preparation for a move to zonal working is being made to try to address that issue.	Work is progressing on specifying the technology required to effectively move the R&R service over to zonal working	The business case is now being finalised and officers are using route optimisation software to optimise collection arrangements	Green	➔
9	In partnership with the Local Action Group and Hinckley & Bosworth Borough Council, to continue to ensure the successful delivery of the LEADER programme (2015 to 2020) in accordance with the priorities identified in the approved Local Development Strategy and Business Plan and report on progress by March 2019	Supporting Employment & Business	Simon Powell	Despite the resignation of the Programme Manager, work is continuing in respect of the successful delivery of the LEADER programme (2015 to 2020)	Work is continuing in respect of the delivery of the approved LEADER programme. A new Project Manager has been appointed and recruitment to the Development Officer position is being pursued. The local programme has been granted a three months extension and the call for project applications has been re-opened.	Work is continuing in respect of the delivery of the approved LEADER programme. Recruitment to the Development Officer position is still being pursued. The local programme has been granted a three months extension and the call for project applications has been re-opened.	Green	➔
10	In partnership with Job Centre Plus, implement the ongoing roll-out of Universal Credit and input into the Universal Support/Delivery local agenda, to support residents impacted by providing support and advice	Promoting Sustainable & Vibrant Communities	Bob Trahern	This is progressing well. A report was taken to the Resources Board in May that outlined the implementation and communication programme for going fully live across the whole borough when Atherstone Job Centre, the last of our 4 job centres starts on 12 September	Universal Credit went live full service across the whole of the Borough on 12 September. To date things are still bedding in although it is clear from the requests from customers to date that many are needing additional support from us to complete claims and seek advice on bridging the financial gap prior to receiving their first payment made after 6 weeks. This support is being provided under the Universal Support responsibility which sees the Council reimbursed by results on a case by case basis. This funding we have been advised this week will transfer unexpectedly to the Citizens Advice Service to deliver nationally from 1 April 2019 which came as a surprise as no consultation took place. This will need to be reviewed how it will work locally in the future	THE ROLL OUT OF UNIVERSAL CREDIT CONTINUES to be working satisfactorily. The number of referrals to the food hub following completion of the internally developed CRF have increased in recent months alongside a new approach that requires greater engagement to receive support and the number of requests by customers seeking assistance in completing the digital form to apply for the benefit remains above the targets set by the DWP. This is in line with our projections and is mirroring National Trends. Rent arrears are also increasing but the position on this continues to be monitored and managed closely in partnership with the Housing Division. In summary, the Councils proactive and innovative approach as recognised both Nationally and locally continues to deliver positive support to those who require it despite the many challenges with delivering this new benefit that continues to be subject of significant negative publicity in terms of	Green	➔
11	To work in partnership with the Highways Authority, Highways England and other partners to improve both the appearance and safety of the Borough's main roads. To work with partners so as to reduce the number of fatalities and injuries on roads in North Warwickshire (see also Safer Communities priorities)	Protecting our Countryside & Heritage	Richard Dobbs	The street cleaning teams are still successfully sharing road space and lane closures across the local highways network.	The street cleaning teams are still successfully sharing road space and lane closures across the local highways network.	The street cleaning teams are still successfully sharing road space and lane closures across the local highways network.	Green	➔

No	Action	Priority	Reporting Officer	Quarter 1	Quarter 2	Quarter 3	Status	Direction
12	In order to promote and support community life, the Borough Council:- a) Will work in conjunction with partners through the North Warwickshire Community Partnership in order to advance the priorities and objectives of the North Warwickshire Community Sustainable Community Strategy including, in respect of the commitment to improve access to opportunities, services and facilities for local residents and will report in March on progress. b) Ensure the active engagement of partners, stakeholders and the community within the Action Plans that support the approved and targeted approach to Community Development work and report on progress by March 2019	Promoting Sustainable & Vibrant Communities	Steve Maxey/Bob Trahern/Simon Powell	Work on this agenda continues to be developed with the ever closer working by agencies both internally and with other partners in joining up approaches in particular to address health / well being and poverty. A number of projects including the ever expanding Ediblelinks work is enabling evermore innovative approaches to be taken as well as the ongoing review with WCC of the proposed use of the Partnership Centre on which a decision is due soon. Additionally, partners, stakeholders and, most importantly, the community continue to be engaged in long-term programmes to advance targeted community development work in accordance with the approach approved by the C&E Board	Work continues on this agenda that is overseen by the North Warwickshire Community Partnership and C&E Board. This is a challenging agenda with most partners struggling to meet demand although funding has also been secured from part of the underspent reserve in the Warwickshire Local Welfare Scheme from WCC to pilot the appointment of 3 Financial Inclusion Officers alongside NBBC and RBC for 12 months to support people in significant debt. The aim will be to help resolve their immediate needs and help them help themselves in the future starting in January 2019. Discussions around the use of the Partnership Centre have not been progressed due to lack of interest and cost and Ediblelinks is now delivering support from alternative venues that appear more sustainable alongside the Armed Forces Project being supported by the Housing and Community Services Divisions. Partners, stakeholders and the local community continue to be engaged in long-term programmes to advance targeted community development work in accordance with the approach approved by the C&E Board.	Work on this agenda continues to be developed with ever closer working by agencies both internally and with other partners to address health / well being and poverty, a feature of our approach as recognised by the National recognition of our approach via the awards and recent inclusion as a National Best Practice case study by the Governments Money Advice Service . A number of projects including the ever expanding Ediblelinks work is enabling evermore innovative approaches to be taken and has again resulted in a further successful bid for nearly £90,000 of funding being obtained in Quarter 3 to help address loneliness in the borough. To deliver this, it is hoped that the community eating approach piloted in Atherstone over the last 5 months will be expanded to other areas out of the regional hubs over the next 12 months. Additionally, partners, stakeholders and, most importantly, the community continue to be engaged in long-term programmes to advance targeted community development work in line with the approach approved by the C&E Board. Our future approach will also form the basis of wider consultation and discussion at the forthcoming Partnership Day 1.2.	Green	➔
13	To report in March 2019 on the work of the local Financial Inclusion Partnership including, for 2018/19, to advise on actions and initiatives undertaken to mitigate local impact of the Welfare Reform programme and other economic changes in order to maximise the collection of monies due to the Council and best support customers to find solutions to help themselves	Promoting Sustainable & Vibrant Communities	Bob Trahern	Whilst a full report is taken to board in March each year, regular progress reports are submitted to the North Warwickshire Community Partnership (NWCP) that meets quarterly. The last in October 2018. The Councils Financial Inclusion Partnership and Ediblelinks have been shortlisted for 3 awards to be announced in October recognising its joined up approach in this difficult area	Whilst a full report is taken to board in March each year, regular progress reports are submitted to the North Warwickshire Community Partnership (NWCP) that meets quarterly. The last in October 2018. The Councils Financial Inclusion Partnership and Ediblelinks have been shortlisted for 3 awards to be announced in October recognising its joined up approach in this difficult area	The Councils partnership with Ediblelinks saw that win the Best Innovation in Local Government at the recent IRRV awards and also receive the only Highly Commended awards in narrowly missing out on winning the Excellence in Social Inclusion and Best Partnership Award in respect of its Financial Inclusion work. It is leading both internally and sub regionally. The Council was also included as one of 11 Best Practice Local Government Case Studies in a National publication produced by the Government sponsored Money Advice Service that acknowledged the best approaches being adopted to support customers struggling to meet their Council Tax obligations. This is again significant recognition of the Councils proactive and best practice approach in these challenging times.	Green	➔

No	Action	Priority	Reporting Officer	Quarter 1	Quarter 2	Quarter 3	Status	Direction
14	To work with public, voluntary and business partners to deliver ongoing food-related projects if a business case can be agreed to continue to support individuals and community organisations supported from our award-winning innovative food hub project. Quarterly reports on progress will be made to the North Warwickshire Community Partnership and an annual report will be made to the Community & Environment Board in March 2019	Promoting Sustainable & Vibrant Communities	Bob Trahern	This has been a fantastic quarter for the Ediblelinks project. It has won 2 major National awards and was highly commended in 2 others. It has also been awarded two major grants including one from the Big Lottery totalling just over £550,000. Again as above quarterly reports on progress are made to the NWCP. The project has been shortlisted for a further award to be announced in October	Work continues with Ediblelinks to review its current delivery model and the demands being placed upon it that are already growing in respect of the increased issue of emergency parcels following the full roll out of Universal Credit. How we engage with customers needing this support will be a key focus for the Community Service and Housing Department going forward. A very successful social eating kitchen has started to run in Atherstone this quarter as well as activities promoting joined up partnership work using food from a community shop being used in the Arcade. The Council will be seeking to continue to work with Ediblelinks to help meet both our aims and ambitions	WORK ON THIS AGENDA CONTINUES TO BE developed with ever closer working by agencies both internally and with other partners to address health / well being and poverty, a feature of our approach as recognised by the National recognition of inclusion as a National Best Practice case study by the Governments Money Advice Service. A number of projects being led by the ever expanding Ediblelinks work is enabling evermore innovative approaches to be taken and has again resulted in a further successful bid for nearly £90,000 of funding being obtained in Quarter 3 to help address loneliness in the borough. To deliver this, it is hoped that the community eating approach piloted in Atherstone over the last 5 months will be expanded to other areas out of the regional hubs over the next 12 months. Our future approach will also form the basis of wider consultation and discussion at the forthcoming Partnership Day 12 being held in January 2019 to ensure we can build on the huge success of a project started by the Council in 2013 that has received in excess of £750,000 of external funding in 2018 alone.	Green	↑
15	To carry out the Council's obligations as a member of the Warwickshire Safeguarding Adults Board. This will include delivering a comprehensive training programme for staff during 2018, to support the Council's policy and procedures	Creating Safer Communities	Angela Coates	The Director of Housing engages proactively with the Warwickshire Adults Safeguarding Board. We are working closely with the County Council to ensure referrals are appropriate. The annual report has been published, placed in Members' offices and on the website. There is a new joint chair for both childrens and adults safeguarding Boards. A training programme will be developed over the Autumn	The Director of Housing engages proactively with the Warwickshire Adults Safeguarding Board. We are working closely with the County Council to ensure referrals are appropriate. The annual report has been published, placed in Members' offices and on the website. There is a new joint chair for both childrens and adults safeguarding Boards. A training programme will be developed over the Autumn	The Director of Housing engages proactively with the Warwickshire Adults Safeguarding Board. We are working closely with the County Council to ensure referrals are appropriate. The annual report has been published, placed in Members' offices and on the website. There is a new joint chair for both childrens and adults safeguarding Boards. A training programme will be developed over the Autumn	Green	↑
16				Work is ongoing with local authority partners to explore options for processing recycling material more cost-effectively on a sub-regional basis. A joint partnering contract was tendered with NBBC during Q1 but this was not pursued due to cost.	Work has progressed on exploring the feasibility of developing more stable recycling processing capacity within the sub-region and officers continue to work closely with colleagues on this and related waste management issues	Officers are attending regular Project Board meetings looking at the options and programme to develop a sub-regional recycling facility	Green	↑

NWPI Community & Environment Board 18/19									
Ref	Description	Section	Priority	Year End Target 2018/19	Outturn 2017/18	April - Dec Performance	Traffic Light	Direction of Travel	Comments
NWLPI 007	The percentage of food premises inspections that should have been carried out that were carried out for high risk premises.	Env Health (C, L & HP)	Health and Well-being	100	98	81	Amber	↔	There is a slight improvement on the last period and now that the licensing of animal premises has been completed and handed over to the licensing team it is anticipated that progress will be made on dealing with the backlog of inspections
NWLPI 157	The percentage of food premises interventions that should have been carried out that were carried out for low risk premises	Env Health (C, L & HP)	Health and Well-being	100	70.5	88	Amber	↔	As high risk
NWLPI 085	Swimming pools and sports centres: The net cost per swim/visit	Leisure Facilities	Health and Well-being	1.90	0.53	1.21	Green	↗	
NWLPI 086	Leisure Centres - Total income per visit	Leisure Facilities	Health and Well-being	2.47	2.86	3.04	Green	↔	
NWLPI 119	Number of collections missed per 100,000 collections of household waste (former BV88)	Refuse & Recycling	Recycling	125	48.04	42.88	Green		
@NW:NI192	The percentage of household waste arisings which have been sent by the Authority for reuse, recycling, composting or treatment by anaerobic digestion.	Refuse & Recycling	Recycling	45	48.84%	50.32%	Green	↔	
@NW:NI195a	The percentage of relevant land and highways that is assessed as having deposits of litter that fall below an acceptable level. Only the level of litter is monitored and excludes detritus	Streetscape	Environment	5	6.35	3%	Green	↔	Various landclasses across the Borough were inspected with improved cleanliness results. Due to improved staff resource on road sweeping has significantly improved cleanliness in the road kerbside channels. Fly-tipping crew are now also being utilised more in hot-spot littering areas.
New	Average Time Taken to Remove Fly-tipping	Streetscape	Environment	2	1.47	1.03	Green	↔	
NWLPI 163	Number of projects/programmes being delivered	Community Development	Health & Well-being	50	87	54	Green	↔	
NWLPI 165	Number of people engaged on projects/programmes	Community Development	Health & Well-being	1600	8,539	6,721	Green	↔	
NWLPI 167	Satisfaction with service delivered	Community Development	Health & Well-being	90	96.00%	100.00%	Green	↗	