

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

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

For general enquiries please contact Jenny Price,  
Democratic Services Officer, on 01827 719450 or  
via e-mail [jennyprice@northwarks.gov.uk](mailto:jennyprice@northwarks.gov.uk).

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

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

## **COMMUNITY AND ENVIRONMENT BOARD AGENDA**

**19 January 2015**

The Community and Environment Board will meet in The  
Council Chamber, The Council House, South Street,  
Atherstone on Monday 19 January 2015, at 6.30pm.

### **AGENDA**

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

- 4 **Request for discussion of En Bloc items and approval of remaining En Bloc items.**

5 **Public Participation**

Up to twenty minutes will be set aside for members of the public to ask questions or to put their views to elected Members. Participants are restricted to five minutes each. If you wish to speak at the meeting please contact Jenny Price on 01827 719450 or email [democraticservices@northwarks.gov.uk](mailto:democraticservices@northwarks.gov.uk)

## **PART A – ITEMS FOR DISCUSSION AND DECISION**

- 6 **Minutes of the Meeting of the Board held on 20 October 2014** – copy herewith, to be approved as a correct record and signed by the Chairman.

7 **Corporate Plan 2015 -16 – Report of the Chief Executive**

### **Summary**

The Corporate Plan is updated on an annual basis. The purpose of this report is to seek the Board's approval for the Corporate Plan Key Actions for which it is responsible and to agree the 2015-16 Service Plans for the Leisure & Community Development, Streetscape and Environmental Divisions.

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

- 8 **General Funds Fees and Charges 2015/16** - Report of the Assistant Chief Executive and Solicitor to the Council, Assistant Director (Streetscape) and Assistant Director (Leisure and Community Development).

### **Summary**

The report covers the fees and charges for 2015/16 and the proposed fees and charges for 2015/16.

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

- 9 **General Funds Revenue Estimates 2015/16** – Report of the Deputy Chief Executive

### **Summary**

This report covers the revised budget for 2014/15 and an estimate of expenditure for 2015/16, together with forward commitments for 2016/17, 2017/18 and 2018/19.

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

- 10 **Capital Programme 2015/16 to 2017/18** - Report of the Assistant Director (Finance and Human Resources)

**Summary**

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

The Contact Officer for this report is (719379).

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

**Summary**

This report updates the Board on progress in respect of the development of new indoor leisure facilities in Coleshill.

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

- 12 **Grounds Maintenance Service Review** – Report of the Assistant Director (Leisure and Community Development), Assistant Director (Streetscape) and Assistant Director (Housing)

**Summary**

This report sets out the principles of a proposed re-organisation of delivery arrangements for the Authority's grounds maintenance services and for a rationalisation of the associated budgets.

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

- 13 **Recycling - Necessity and Practicability Assessment (TEEP) Final Report** – Report of the Assistant Director (Streetscape)

**Summary**

This report sets out the findings of the recent Practicability and Necessity Assessment of North Warwickshire Borough Council's recycling services and their compliance with the separate collection requirements of the Waste Framework Directive 2008.

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

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

- 14 **Prosecutions taken by the Environmental Health Division** – Report of the Assistant Chief Executive and Solicitor to the Council.

### **Summary**

The report provides details of those prosecutions taken by the Environmental Health Division during the calendar year 2014.

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

- 15 **Progress Report on Achievement of Corporate Plan and Performance Indicator Targets- April to September 2014** – Report of the Chief Executive and Deputy Chief Executive.

### **Summary**

This report informs Members of the progress with the achievement of the Corporate Plan and Performance Indicator targets relevant to the Community and Environment Board for April to September 2014.

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**

**20 October 2014**

Present: Councillor Phillips in the Chair.

Councillors Barber, Fowler, Freer, Lewis, B Moss, M Moss, Pickard, and Smith.

Councillor Humphreys was also in attendance.

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

Councillor Freer declared a Non-Pecuniary interest in Minute No.18 - North Warwickshire Green Space Strategy Progress Report by reason of being a member of Atherstone Town Council.

Councillor Fowler declared Non-Pecuniary interests in Minute No. 20 – North Warwickshire LEADER Programme and Transition Fund by reason of being a member of the Local Action Group and Minute No. 21 – Development of New Indoor Leisure Facilities in Coleshill by reason of being a Governor at The Coleshill School.

#### **13 Minutes of the Meeting of the Board held on 21 July 2014**

The minutes of the meeting held on 21 July 2014, copy having been previously circulated were approved as a correct record and signed by the Chairman.

#### **14 Presentation by Frith Resource Management**

The Board received a presentation from Frith Resource Management on the Council's position with regard to the collection of recyclable materials in accordance with the Waste Framework and Directive Necessity and Practicability test.

#### **15 Presentation by Healthwatch Warwickshire**

The Board received a presentation on the work being undertaken by Healthwatch Warwickshire to improve the delivery of health and social care across Warwickshire.

**16 Budgetary Control Report 2014/2015. Period Ended 30 September 2014**

The Assistant Director (Finance and Human Resources) reported on the revenue expenditure and income for the period from 1 April 2014 to 30 September 2014.

**Resolved:**

**That the report be noted.**

**17 Health Improvement Action Plan – Update on Progress**

The Assistant Director (Leisure and Community Development) updated the Board on the progress being made in respect of delivery of the actions identified in the approved three-year Health Improvement Action Plan.

**Resolved:**

**That the progress being made in respect of delivery of the actions identified in the approved Health Improvement Action Plan (2014 to 2017), be noted.**

**18 North Warwickshire Green Space Strategy Progress Report**

**The Assistant Director (Leisure and Community Development)** informed Members of progress in respect of delivery against the priorities set out in the North Warwickshire Green Space Strategy.

**Resolved:**

- a That progress in respect of the implementation of the provisions of Year 7 of the North Warwickshire Green Space Strategy Action Plan, be noted;**
- b That the proposed capital allocations of £30,000 to each of the Play Area Development Programme projects in Atherstone and Coleshill, as identified in section 4.6 of the report of the Assistant Director (Leisure and Community Development), be approved;**
- c That £25,000 of Section 106 funding, earmarked for green space enhancements in Atherstone, be allocated for improvement to Meadow Street Gardens; and**

**Recommendation to Resources Board**

- d That the Borough Council pursues an application for informal open space at Sycamore Crescent in New Arley to be dedicated as a Village Green.**

**19 Leisure Facilities – 2015 / 16 Bank Holiday Closures**

The Assistant Director (Leisure and Community Development) sought the Board's approval for the Bank Holiday closures of leisure facilities during 2015/16 and additionally informed Members of a partial closure of the fitness suites at Atherstone Leisure Complex and Polesworth Sports Centre in order to facilitate the replacement of fitness equipment.

**Resolved:**

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

**20 North Warwickshire LEADER Programme and Transition Fund**

The Assistant Director (Leisure and Community Development) provided the Board with background information on the LEADER programme in North Warwickshire and updated Members on the "transition" activity that had taken place in 2014. The Board was also provided with a summary of the priorities in the new Local Development Strategy, which had been submitted to DEFRA for consideration to be included within the LEADER programme commencing in January 2015.

**Resolved:**

- a That the transition activity undertaken in 2014 be noted; and**
- b That the priorities contained within the Local Development Strategy, submitted to DEFRA as part of the application process for inclusion in the next LEADER programme (2015 to 2020), be noted.**

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

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

**Resolved:**

**That the report be noted.**

22 **Progress Report on Achievement of Corporate Plan and Performance Indicator Targets April – June 2014**

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

**Resolved:**

**That the report be noted.**

H Phillips  
Chairman

## **Agenda Item No 7**

### **Community and Environment Board**

**19 January 2015**

#### **Report of the Chief Executive**

#### **Corporate Plan 2015 - 16**

### **1 Summary**

- 1.1 The Corporate Plan is updated on an annual basis. The purpose of this report is to seek the Board's approval for the Corporate Plan Key Actions for which it is responsible and to agree the 2015-16 Service Plans for the Leisure & Community Development, Streetscape and Environmental Divisions.

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

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

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

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

### **2 Consultation**

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

### **3 Report**

- 3.1 Corporate Plan Key Actions and Divisional Service Plans are normally agreed in the January/February cycle of meetings and adopted by Full Council in February at the same time as the Budget.

- 3.2 At its September 2014 meeting the Council considered a report setting out the key corporate issues facing the Council in the mid term future, with a view to assisting Members in addressing those issues during the formulation of the 2014-15 Budget and in the run up to the 2015 Council Elections. This report makes proposals for dealing with ongoing business in the 2015-16 Corporate Plan on the basis that the Corporate Plan is likely to be reviewed by the incoming administration post May 2015.

- ... 3.3 Appendix A sets out proposals for those Key Actions which fall within the remit of the Community and Environment Board. Members are requested to

recommend to the Executive Board that the Corporate Plan Key Actions set out in Appendix A are agreed.

3.4 A report will be presented to Boards/Sub-Committees after the end of the financial year to show the year end out-turn on the 2014-15 Key Actions. Proposals for 2015-16 will form part of the 2015-16 Corporate Plan which covers the Council's top level priorities.

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

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

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

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

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

#### 4 Report Implications

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

4.1.1 Where possible, key actions and indicators for 2015-16 will be achieved from within existing Board/Sub-Committee resources. Details of any additional funding are included in the right hand column of the table in Schedule A and in the Budget report and will be in appropriate cases, the subject of reports to the Board.

##### 4.2 Human Resources Implications

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

##### 4.3 Risk Management Implications

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

##### 4.4 Links to Council's Priorities

4.4.1 These are set out in the Appendices.

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

#### Background Papers

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

Background Paper No	Author	Nature of Background Paper	Date

## PRIORITIES AND KEY ACTIONS

## Appendix A

<b>PRIORITY 2</b> <b>LOCAL EMPLOYMENT</b>	<b>Bringing more jobs to North Warwickshire, whilst seeking to protect existing jobs and developing our workforce.</b>
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<b>Target</b>	<b>Board/Lead Officer</b>	<b>Additional Training/ Financial Implications</b>
In conjunction with partner agencies, continue to work with individuals and communities to help raise levels of aspiration, attainment and skills and report on progress by March 2016.	Community & Environment Board/AD (L&CD)	External funding will be required to undertake appropriate actions.

<b>PRIORITY 3</b>	<b>Protecting and Improving our local environment.</b>
<b>ENVIRONMENT</b>	

<b>Target</b>	<b>Board/Lead Officer</b>	<b>Additional Training/ Financial Implications</b>
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.	Community & Environment Board/ACE&StC	To be met within existing budgets.
To maintain a very high standard of street cleanliness (95%) throughout the Borough and target those areas of highest community value to deliver as efficient and cost-effective a service as possible.	Community & Environment Board/AD (S)	To be met within existing budgets.
To work in partnership with the Highways Authority and Highways Agency to improve the appearance of the Borough's main roads.	Community & Environment Board/AD (S)	To be met within existing budgets.

<b>Target</b>	<b>Board/Lead Officer</b>	<b>Additional Training/ Financial Implications</b>
The Council will continue to promote waste minimisation and increased recycling, as well as raising awareness of the problems of litter, fly-tipping and dog fouling using suitable enforcement measures, where appropriate.	Community & Environment Board/AD (S), AD (H)	To be met within existing budgets.

<b>PRIORITY 4</b>	<b>Improving the role of Recycling.</b>
<b>RECYCLING</b>	

<b>Target</b>	<b>Board/Lead Officer</b>	<b>Additional Training/ Financial Implications</b>
To further review and enhance the new refuse and recycling service introduced in October 2013, to improve the efficiency and effectiveness of the service and maintain the Council's recycling rate to above 50% at least and report to Board on the operational impact by March 2016.	Community & Environment Board/AD (S)	To be met within existing budgets, but with a view to achieving revenue savings.

<b>PRIORITY 8</b>	<b>Providing easier access to Council and other public services, particularly through the internet and local community facilities.</b>
<b>ACCESS TO SERVICES</b>	

<b>Target</b>	<b>Board/Lead Officer</b>	<b>Additional Training/ Financial Implications</b>
In partnership with the Local Action Group and Hinckley & Bosworth Borough Council, ensure the successful delivery of the first year of engagement with the new 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 2016.	Community & Environment Board/AD (L&CD)	LEADER is a predominantly externally funded programme.
To report annually on progress on the delivery of the Customer Access Strategy, including the development of existing Community Hubs, the BOB bus, increased take-up of online services, the success of driving channel shift and the ongoing provision of welfare support, together with partners.	Community & Environment Board/ACE (CS)/AS (IT&P)	Any financial implications will be reported as part of the decision-making process.
To build a model with Job Centre Plus to implement the requirements of Universal Credit and in particular our input into the Universal Support/Delivery local agenda. This will also be extended to supporting outcomes impacted by new disability rules.	Community & Environment Board/ACE (CS)/AD (H)	Any funding implications will be the subject of discussion with DWP and staffing capacity and roles will be reviewed in light of the impact of the additional works undertaken.

<p><b>PRIORITY 10</b></p> <p><b>HEALTH AND WELL-BEING</b></p>	<p><b>Helping to tackle health inequalities by working with the County Council and the NHS locally and by encouraging, where financially viable, leisure opportunities in local communities.</b></p>
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<b>Target</b>	<b>Board/Lead Officer</b>	<b>Additional Training/ Financial Implications</b>
<p>To implement phase 8 of the North Warwickshire Green Space Strategy in accordance with its revised Action and Funding Plan and corresponding Management Plans for Parks and Recreation Grounds, where appropriate.</p>	<p>Community &amp; Environment Board/AD (L&amp;CD)</p>	<p>The significant resource implications are detailed in the supporting Action and Funding Plan and associated Management Plans.</p>
<p>Complete delivery of the Play Area Development Programme with the replacement/refurbishment of equipment at the Memorial Park in Coleshill, in conjunction with the Town Council's wider development of the site.</p>	<p>Community &amp; Environment Board/AD (L&amp;CD)</p>	<p>Appropriate provision has been made in the capital programme for the specified improvements.</p>
<p>In accordance with the approved Management Plan, and in conjunction with the local community, implement improvements at Bretts Hall Recreation Ground in Ansley Common.</p>	<p>Community &amp; Environment Board/AD (L&amp;CD)</p>	<p>£30,000 has been made available in the capital programme to implement improvements. Further funding will need to be secured through external grant aid if the management plan is to be implemented in full.</p>

<b>Target</b>	<b>Board/Lead Officer</b>	<b>Additional Training/ Financial Implications</b>
To continue to co-ordinate the sustainable implementation of the approved Health Improvement Action Plan, including its focus on priorities that are compatible with those of the Community Partnership and the Northern Warwickshire Health and Wellbeing Partnership, the promotion of healthy lifestyles and raising levels of physical activity, in particular for children and young people.	Community & Environment Board/AD (L&CD)	External funding is sought, and often required, to undertake appropriate actions.
Ensure compliance with the Council's statutory responsibilities as a partner and Compact signatory within the Warwickshire Safeguarding Children Board, including the need to implement the provisions of the Child Protection Policy and the Council's renewed Section 11 Audit Action Plan and, where appropriate, to co-ordinate all related activity alongside the need to safeguard adults and other vulnerable people in the community.	Community & Environment Board/AD (L&CD)	Internal "trainers" will continue to deliver the WSCB Level 1 course to relevant colleagues throughout the Authority.
To continue to improve the manner in which the Council consults and engages with and secures the involvement of children, young people and their families within the development, management and delivery of services throughout 2015/16.	Executive Board/Community & Environment Board/Young people's Champion/ACE&StC, AD (L&CD), ACE (CS), AD (CS)	To be undertaken within existing budgets.

**LEISURE AND COMMUNITY DEVELOPMENT DIVISION - SUMMARY ACTION PLAN 2015/16**

**Appendix B**

Action	Links with the Sustainable Community Strategy and Corporate Plan	Lead Officer	Start Date	End Date	Priority	Measurement of Success	Resource / Training Implications
Key "Headline" Divisional Objectives							
<ul style="list-style-type: none"> <li><b>Maintain on-going programmes of Leisure and Community Development work and ensure that, wherever appropriate, Divisional activity contributes to the advancement of objectives contained within the North Warwickshire Sustainable Community Strategy and the Corporate Plan and to report on progress to the C&amp;E Board in March 2016</b></li> </ul>	Raising Aspirations / Developing Healthier Communities / Improving Access to Services  Public Services / Local Employment / Environment / Recycling / Crime and Disorder / Countryside and Heritage / Access to Services / Consultation and Communication / Health and Well-being	AD (L&CD)	April 2015	On-going	High	C&E Board approval of actions taken in support of the North Warwickshire Sustainable Community Strategy and the Corporate Plan	The extent of activity will be determined by the availability of constrained revenue resources and, in some instances, the acquisition of external funding support

**LEISURE AND COMMUNITY DEVELOPMENT DIVISION - SUMMARY ACTION PLAN 2015/16**

**Appendix B**

Action	Links with the Sustainable Community Strategy and Corporate Plan	Lead Officer	Start Date	End Date	Priority	Measurement of Success	Resource / Training Implications
<ul style="list-style-type: none"> <li>• <b>Ensure compliance with the Council’s statutory responsibilities as a partner and Compact signatory within the Warwickshire Safeguarding Children Board, including the need to implement the provisions of the Child Protection Policy and the Council’s renewed Section 11 Audit Action Plan and, where appropriate, to co-ordinate all related activity alongside the need to safeguard adults and other vulnerable people in the community. A report on progress will be presented to Members in February / March 2016</b></li> </ul>	<p>Developing Healthier Communities / Improving Access to Services</p> <p>Local Employment / Crime and Disorder / Access to Services / Consultation and Communication / Health and Well-being</p>	<p>CE &amp; AD (L&amp;CD)</p>	<p>April 2015</p>	<p>On-going</p>	<p>High</p>	<p>Member approval of actions taken in support of the Warwickshire Safeguarding Children Board</p> <p>Continued implementation of the Child Protection and Vulnerable Adults Policies</p>	<p>Internal “trainers” will continue to deliver the WSCB Level 1 course to relevant colleagues throughout the Authority</p> <p>Similarly, relevant staff will be required to undertake Child Sexual Exploitation and Vulnerable Adults E-learning modules</p>

**LEISURE AND COMMUNITY DEVELOPMENT DIVISION - SUMMARY ACTION PLAN 2015/16**

**Appendix B**

Action	Links with the Sustainable Community Strategy and Corporate Plan	Lead Officer	Start Date	End Date	Priority	Measurement of Success	Resource / Training Implications
<ul style="list-style-type: none"> <li><b>In conjunction with key partners, to review the programme of capital and maintenance requirements of key leisure and community buildings and to report to relevant Boards by March 2016</b></li> </ul>	<p>Raising Aspirations / Developing Healthier Communities / Improving Access to Services</p> <p>Public Services / Local Employment / Environment / Crime and Disorder / Access to Services / Consultation and Communication / Health and Well-being</p>	<p>DCE / AD (L&amp;CD) LM &amp; LFM</p>	<p>April 2015</p>	<p>March 2016</p>	<p>High</p>	<p>Approval of the findings and recommendations of the review by relevant Boards</p>	<p>The associated capital and revenue implications of the review will be reported to relevant Boards</p>

**LEISURE AND COMMUNITY DEVELOPMENT DIVISION - SUMMARY ACTION PLAN 2015/16**

**Appendix B**

Action	Links with the Sustainable Community Strategy and Corporate Plan	Lead Officer	Start Date	End Date	Priority	Measurement of Success	Resource / Training Implications
<ul style="list-style-type: none"> <li><b>To maximise opportunities for income generation and customer retention within leisure facilities in order to ensure that income receipts exceed the levels achieved in 2014/15</b></li> </ul>	<p>Raising Aspirations / Developing Healthier Communities / Improving Access to Services</p> <p>Public Services / Local Employment / Environment / Crime and Disorder / Access to Services / Consultation and Communication / Health and Well-being</p>	<p>AD (L&amp;CD) , LFM and Centre Mgrs</p>	<p>April 2015</p>	<p>March 2016</p>	<p>High</p>	<p>2015/16 income receipts that exceed those achieved in 2014/15</p>	<p>This action has significant implications for the Council's 2015/16 revenue budget projections</p>

**LEISURE AND COMMUNITY DEVELOPMENT DIVISION - SUMMARY ACTION PLAN 2015/16**

**Appendix B**

Action	Links with the Sustainable Community Strategy and Corporate Plan	Lead Officer	Start Date	End Date	Priority	Measurement of Success	Resource / Training Implications
<ul style="list-style-type: none"> <li>Implement Phase 8 of the North Warwickshire Green Space Strategy in accordance with its revised Action and Funding Plan and corresponding Management Plans for Parks and Recreation Grounds, where appropriate</li> </ul>	<p>Raising Aspirations / Developing Healthier Communities / Improving Access to Services</p> <p>Public Services / Local Employment / Environment / Crime and Disorder / Countryside and Heritage / Housing / Access to Services / Consultation and Communication / Health and Well-being</p>	AD (L&CD) & LM	April 2015	March 2016	High	<p>Actions identified in Phase 8 of the Action and Funding Plan completed, reported to and endorsed by the C&amp;E Board</p> <p>Increased public satisfaction levels with outdoor recreation facilities</p>	The significant resource implications are detailed in the supporting Action and Funding Plan and within the associated Management Plans

**LEISURE AND COMMUNITY DEVELOPMENT DIVISION - SUMMARY ACTION PLAN 2015/16**

**Appendix B**

Action	Links with the Sustainable Community Strategy and Corporate Plan	Lead Officer	Start Date	End Date	Priority	Measurement of Success	Resource / Training Implications
Supporting Divisional Actions for 2014/15							
<ul style="list-style-type: none"> <li><b>Implement an interim review and evaluation of the North Warwickshire Green Space Strategy</b></li> </ul>	Raising Aspirations / Developing Healthier Communities / Improving Access to Services  Public Services / Local Employment / Environment / Crime and Disorder / Countryside and Heritage / Housing / Access to Services / Consultation and Communication / Health and Well-being	AD (L&CD) & LM	April 2015	March 2016	High	Review and evaluation reported to, and endorsed by, the C&E Board	Significant staff time will need to be set aside to undertake the review. Any revenue implications will need to be met from existing budgets

**LEISURE AND COMMUNITY DEVELOPMENT DIVISION - SUMMARY ACTION PLAN 2015/16**

**Appendix B**

Action	Links with the Sustainable Community Strategy and Corporate Plan	Lead Officer	Start Date	End Date	Priority	Measurement of Success	Resource / Training Implications
<ul style="list-style-type: none"> <li><b>In conjunction with the Streetscape and Housing Divisions and town and parish councils, establish and implement revised Service Level Agreements (SLAs) for Grounds Maintenance Services, thereby improving service delivery and operational efficiency, and thereafter review and report on the impact of the new SLAs by March 2016</b></li> </ul>	<p>Raising Aspirations / Developing Healthier Communities / Improving Access to Services</p> <p>Public Services / Local Employment / Environment / Crime and Disorder / Countryside and Heritage / Housing / Access to Services / Consultation and Communication / Health and Well-being</p>	LM	April 2015	March 2016	Medium	Evidenced operational and financial efficiencies consequent upon the implementation of new Service Level Agreements	Anticipated positive resource implications arising from the new approaches to service delivery

**LEISURE AND COMMUNITY DEVELOPMENT DIVISION - SUMMARY ACTION PLAN 2015/16**

**Appendix B**

Action	Links with the Sustainable Community Strategy and Corporate Plan	Lead Officer	Start Date	End Date	Priority	Measurement of Success	Resource / Training Implications
<ul style="list-style-type: none"> <li><b>In accordance with the approved Management Plan and in conjunction with the local community, implement improvements at Bretts Hall Recreation Ground in Ansley Common by October 2015</b></li> </ul>	<p>Raising Aspirations / Developing Healthier Communities / Improving Access to Services</p> <p>Public Services / Environment / Crime and Disorder / Housing / Access to Services / Consultation and Communication / Health and Well-being</p>	LM	March 2015	October 2015	Medium	Scheme completed and public satisfaction with the facility increased	£30,000 has been made available in the capital programme to implement improvements. Further funding will need to be secured through external grant aid if the Management Plan is to be implemented in full. The earliest outcome of any funding bid will be in June 2015

**LEISURE AND COMMUNITY DEVELOPMENT DIVISION - SUMMARY ACTION PLAN 2015/16**

**Appendix B**

Action	Links with the Sustainable Community Strategy and Corporate Plan	Lead Officer	Start Date	End Date	Priority	Measurement of Success	Resource / Training Implications
<ul style="list-style-type: none"> <li><b>Continue to work with partners to implement the North Warwickshire Playing Pitch Strategy in accordance with its supporting Action Plan</b></li> </ul>	<p>Raising Aspirations / Developing Healthier Communities / Improving Access to Services</p> <p>Public Services / Environment / Crime and Disorder / Access to Services / Consultation and Communication / Health and Well-being</p>	LM	April 2015	On-going	Medium	Provisions identified in the Action Plan completed according to timescale, reported to, and endorsed by, the C&E Board	The significant resource implications are detailed in the supporting Action Plan

**LEISURE AND COMMUNITY DEVELOPMENT DIVISION - SUMMARY ACTION PLAN 2015/16**

**Appendix B**

Action	Links with the Sustainable Community Strategy and Corporate Plan	Lead Officer	Start Date	End Date	Priority	Measurement of Success	Resource / Training Implications
<ul style="list-style-type: none"> <li>• <b>Complete delivery of the Play Area Development Programme with the provision of improved facilities at Coleshill Memorial Park in conjunction with the Town Council's wider development of the site</b></li> </ul>	<p>Raising Aspirations / Developing Healthier Communities / Improving Access to Services</p> <p>Public Services / Environment / Crime and Disorder / Access to Services / Consultation and Communication / Health and Well-being</p>	LM & PDM	April 2015	March 2016	High	<p>All play areas meeting current safety and accessibility standards</p> <p>Play value and public satisfaction levels increased</p>	Appropriate provision has been made in the capital programme for the specified improvements.

**LEISURE AND COMMUNITY DEVELOPMENT DIVISION - SUMMARY ACTION PLAN 2015/16**

**Appendix B**

Action	Links with the Sustainable Community Strategy and Corporate Plan	Lead Officer	Start Date	End Date	Priority	Measurement of Success	Resource / Training Implications
<p><b>In partnership with the Local Action Group and Hinckley and Bosworth Borough Council, ensure the successful delivery of the first year of engagement with the new LEADER programme (2015 to 2020), in accordance with the priorities identified in the approved Local Development Strategy and Business Plan and to report on progress by March 2016.</b></p>	<p>Raising Aspirations / Developing Healthier Communities / Improving Access to Services</p> <p>Public Services / Local Employment / Environment / Crime and Disorder / Countryside and Heritage / Access to Services / Consultation and Communication / Health and Well-being</p>	<p>AD (L&amp;CD) &amp; PDM</p>	<p>Jan 2015</p>	<p>Dec 2020</p>	<p>High</p>	<p>Implementation of the relevant priorities identified in the approved North Warwickshire Local Development Strategy.</p>	<p>LEADER is a predominantly externally funded programme</p>

**LEISURE AND COMMUNITY DEVELOPMENT DIVISION - SUMMARY ACTION PLAN 2015/16**

**Appendix B**

Action	Links with the Sustainable Community Strategy and Corporate Plan	Lead Officer	Start Date	End Date	Priority	Measurement of Success	Resource / Training Implications
<ul style="list-style-type: none"> <li><b>In conjunction with partner agencies, continue to ensure delivery of relevant actions arising through Safer Neighbourhood processes, including, where necessary, the delivery of positive interventions to address anti-social and nuisance behaviour</b></li> </ul>	<p>Raising Aspirations / Developing Healthier Communities / Improving Access to Services</p> <p>Public Services / Environment / Crime and Disorder / Countryside and Heritage / Access to Services / Consultation and Communication / Health and Well-being</p>	PDM	April 2015	On-going	High	Community Safety Partnership and Area Fora approval of actions taken through Safer Neighbourhood Team processes	External funding is sought, and often required, in order to undertake appropriate actions

**LEISURE AND COMMUNITY DEVELOPMENT DIVISION - SUMMARY ACTION PLAN 2015/16**

**Appendix B**

Action	Links with the Sustainable Community Strategy and Corporate Plan	Lead Officer	Start Date	End Date	Priority	Measurement of Success	Resource / Training Implications
<ul style="list-style-type: none"> <li>By May 2015, identify and work with priority communities to understand and address community needs and aspirations</li> </ul>	<p>Raising Aspirations / Developing Healthier Communities / Improving Access to Services</p> <p>Public Services / Local Employment / Crime and Disorder / Access to Services / Consultation and Communication / Health and Well-being</p>	PDM	April 2015	On-going	High	Priority communities identified and action plans approved by the C&E Board	External funding is sought, and often required, to undertake appropriate actions

**LEISURE AND COMMUNITY DEVELOPMENT DIVISION - SUMMARY ACTION PLAN 2015/16**

**Appendix B**

Action	Links with the Sustainable Community Strategy and Corporate Plan	Lead Officer	Start Date	End Date	Priority	Measurement of Success	Resource / Training Implications
<p><b>To continue to co-ordinate the sustainable implementation of the approved Health Improvement Action Plan, including its focus on priorities that are compatible with those of the Community Partnership and the Northern Warwickshire Health and Well-being Partnership, the promotion of healthy lifestyles and raising levels of physical activity, in particular for children and young people.</b></p>	<p>Raising Aspirations / Developing Healthier Communities / Improving Access to Services</p> <p>Public Services / Crime and Disorder / Access to Services / Consultation and Communication / Health and Well-being</p>	<p>PDM &amp; LFM</p>	<p>April 2015</p>	<p>On-going</p>	<p>High</p>	<p>Delivery of the anticipated outcomes within the approved Health Improvement Action Plan</p>	<p>External funding is sought, and often required, to undertake appropriate actions</p>

**LEISURE AND COMMUNITY DEVELOPMENT DIVISION - SUMMARY ACTION PLAN 2015/16**

**Appendix B**

Action	Links with the Sustainable Community Strategy and Corporate Plan	Lead Officer	Start Date	End Date	Priority	Measurement of Success	Resource / Training Implications
Performance Management and Measurement							
<ul style="list-style-type: none"> <li><b>Formulate , agree and implement a sustainable and long-term approach to performance management within the Division, including through the use of meaningful performance measures</b></li> </ul>	Raising Aspirations / Developing Healthier Communities / Improving Access to Services  Public Services / Access to Services / Consultation and Communication	AD (L&CD) / LFM / LM / PDM	April 2015	March 2016	Medium	Adoption of a new performance management framework and endorsement of performance reports by the C&E Board	Membership of the APSE benchmarking service requires a revenue contribution, which will be financed from within existing budgetary provision

**LEISURE AND COMMUNITY DEVELOPMENT DIVISION - SUMMARY ACTION PLAN 2015/16**

**Appendix B**

Action	Links with the Sustainable Community Strategy and Corporate Plan	Lead Officer	Start Date	End Date	Priority	Measurement of Success	Resource / Training Implications
<b>Risk Management</b>							
<ul style="list-style-type: none"> <li><b>Ensure that all identified Divisional risks are assessed and managed in accordance with the moderated and agreed control procedures and that opportunities are taken to reduce risks wherever possible (particularly in respect of those activities and functions that are considered to be “high risk”)</b></li> </ul>	Raising Aspirations / Developing Healthier Communities / Improving Access to Services  Public Services / Local Employment / Environment / Recycling / Crime and Disorder / Countryside and Heritage / Access to Services / Consultation and Communication / Health and Well-being	AD (L&CD) / PDM / LFM & LM	April 2015	On-going	High	Approved risk moderations and reduction of risk levels within the Division	Training will be required for relevant staff in respect of the Council's duty to protect vulnerable people

**LEISURE AND COMMUNITY DEVELOPMENT DIVISION - SUMMARY ACTION PLAN 2015/16**

**Appendix B**

Action	Links with the Sustainable Community Strategy and Corporate Plan	Lead Officer	Start Date	End Date	Priority	Measurement of Success	Resource / Training Implications
<b>Consultation, Communication and Customer Engagement</b>							
<ul style="list-style-type: none"> <li><b>Undertake consultation, communication and community involvement, including with children, young people and their families, within all areas of Divisional activity in order to inform service design, development and delivery in respect of Community Development, Landscape Management and Leisure Facility provision</b></li> <li><b>Encourage increased customer engagement with online service opportunities across all areas of Divisional activity</b></li> </ul>	<p>Raising Aspirations / Developing Healthier Communities / Improving Access to Services</p> <p>Public Services / Local Employment / Environment / Recycling / Crime and Disorder / Countryside and Heritage / Access to Services / Consultation and Communication / Health and Well-being</p>	PDM / LFM & LM	April 2015	On-going	Medium	Analysed and documented outcomes of consultation, communication and engagement activity and Board approval of subsequently revised Action Plans, as appropriate	Activity to be supported through the Divisional Marketing budget

**LEISURE AND COMMUNITY DEVELOPMENT DIVISION - SUMMARY ACTION PLAN 2015/16**

**Appendix B**

Action	Links with the Sustainable Community Strategy and Corporate Plan	Lead Officer	Start Date	End Date	Priority	Measurement of Success	Resource / Training Implications
Partnership Working							
<ul style="list-style-type: none"> <li><b>Maintain a key role in the co-ordination of activity within relevant Community Partnership delivery groups and other sub-regional and local partnerships</b></li> </ul>	Raising Aspirations / Developing Healthier Communities / Improving Access to Services  Public Services / Local Employment / Environment / Recycling / Crime and Disorder / Countryside and Heritage / Access to Services / Consultation and Communication / Health and Well-being	AD (L&CD) / PDM / LFM & LM	April 2015	On-going	High	Action plan progress endorsed by Community Partnership and other relevant groups	Involvement in this area of work has a profound effect on the Division's ability to secure external grant support for community-based activity programmes

**STREETSCAPE SUMMARY ACTION PLAN 2015/16**

Action	The Corporate Priority the task contributes to	Lead Officer(s)	Start Date	End Date	Priority	Measurement of Success	Resource/Training Implications
<b>Street Cleansing</b>							
SC1. Continue to maintain high standards of cleanliness across the borough (LEQS equivalent score of 95% or better)	Protecting and Improving Our Environment	Assistant Director (Streetscape)  Grounds & Streets Operations Manager  Assistant Grounds & Streets Operations Manager	Ongoing	Ongoing	High	<ul style="list-style-type: none"> <li>○ LEQS based survey will be used as a framework to assess cleanliness levels (100 every four months) to ensure service standards are maintained</li> </ul>	<ul style="list-style-type: none"> <li>○ Staff time within existing budgets.</li> <li>○ Costs of mechanical sweeping and weekend cleaning</li> <li>○ Resource &amp; staffing pressures</li> </ul>
SC2. Identify and target areas with low LEQS scores for litter and detritus and focus resources to improve cleanliness levels.	Protecting and Improving Our Environment	Assistant Director (Streetscape)  Grounds & Streets Operations Manager  Assistant Grounds & Streets Operations Manager	April 2015	June 2015	Medium	<ul style="list-style-type: none"> <li>○ Low scoring LEQS areas and land types identified</li> <li>○ Scores in those areas to be improved by 10%</li> <li>○ Overall LEQS score to be improved by 1%</li> </ul>	<ul style="list-style-type: none"> <li>○ Staff time within existing budgets</li> </ul>

Action	The Corporate Priority the task contributes to	Lead Officer(s)	Start Date	End Date	Priority	Measurement of Success	Resource/Training Implications
SC3. Establish partnership arrangements with WCC and HA Contractors to share lane closures to increase litter picking and mechanical sweeping operations on the Borough's main roads	Protecting and Improving Our Environment	Assistant Director (Streetscape)  Grounds & Streets Operations Manager  Assistant Grounds & Streets Operations Manager	April 2015	Ongoing	High	<ul style="list-style-type: none"> <li>○ Increase inspections on main roads and improve LEQS scores in those areas by 5%+</li> <li>○ Achieve a minimum of four shared cleansing &amp; maintenance operations across the highway network each year</li> </ul>	<ul style="list-style-type: none"> <li>○ Staff time</li> </ul>
SC4. Explore the options for bringing clearance of fly-tipped asbestos in-house & implement if practicable & affordable	Protecting and Improving Our Environment	Assistant Director (Streetscape)  Assistant Grounds & Streets Operations Manager	April 2015	September 2015	High	<ul style="list-style-type: none"> <li>○ New system implemented</li> <li>○ 50%+ cost reduction relating to removal of fly-tipped asbestos</li> </ul>	<ul style="list-style-type: none"> <li>○ Staff time</li> <li>○ May save money</li> </ul>

Action	The Corporate Priority the task contributes to	Lead Officer(s)	Start Date	End Date	Priority	Measurement of Success	Resource/Training Implications
<b>Parking Services</b>							
CP1. Work with WCC, the Police, local communities, local authority partners and others to prepare for the successful introduction and integration of CPE into the Borough -taking both on-street and off-street parking into consideration		Assistant Director (Streetscape)  Car Parks Manager (NBBC)	Ongoing	Ongoing	Medium	<ul style="list-style-type: none"> <li>○ CPE implemented and successfully integrated (timescale yet to be determined)</li> <li>○ Meet the objectives of Local Transport Plan.</li> <li>○ Successful promotion of economic vitality and town centres</li> </ul>	<ul style="list-style-type: none"> <li>○ Staff time within existing budgets</li> <li>○ Other capital and revenue implications will be scheme specific</li> </ul>
CP2. Undertake a review of car parking usage and capacity within the main towns and villages	Making Best Use of Our Resources	Assistant Director (Streetscape)  Car Parks Manager (NBBC)	June 2015	December 2015	High	<ul style="list-style-type: none"> <li>○ Study completed and results reported to Board</li> </ul>	<ul style="list-style-type: none"> <li>○ Staff time within existing budgets</li> </ul>

Action	The Corporate Priority the task contributes to	Lead Officer(s)	Start Date	End Date	Priority	Measurement of Success	Resource/Training Implications
CP3. Implement the new 2015 Parking Places Order	Making Best Use of Our Resources	Assistant Director (Streetscape)  Car Parks Manager (NBBC)	April 2015	June 2015	High	<ul style="list-style-type: none"> <li>○ PPO in place</li> <li>○ Related enforcement activity undertaken as necessary</li> <li>○ Reduction in problem parking issues in Station Street car park and elsewhere</li> </ul>	<ul style="list-style-type: none"> <li>○ Staff time within existing budgets</li> </ul>
<b>Flood Risk Management</b>							
FR1. Continue to tackle local flooding and drainage issues in partnership with other agencies & riparian owners through inspections, action and enforcement where appropriate and investigate how FRM issues can be addressed more efficiently through greater partnership working (with WCC & others)	Protecting and Improving Our Environment	Assistant Director (Streetscape)  Engineering Manager	Ongoing	Ongoing	Medium	<ul style="list-style-type: none"> <li>○ Flooding &amp; Drainage issues identified and action taken to address them</li> <li>○ Improvements to Partnership arrangements identified and reported to MT/Board</li> </ul>	<ul style="list-style-type: none"> <li>○ Staff time within existing budgets</li> </ul>

Action	The Corporate Priority the task contributes to	Lead Officer(s)	Start Date	End Date	Priority	Measurement of Success	Resource/Training Implications
FR2. Continue to inspect and maintain Council owned watercourses and associated infrastructure	Protecting and Improving Our Environment  Making Best Use of Our Resources	Assistant Director (Streetscape)  Engineering Manager	Ongoing	Ongoing	High	<ul style="list-style-type: none"> <li>○ All identified watercourses &amp; hotspots inspected and maintained as per programme</li> </ul>	<ul style="list-style-type: none"> <li>○ Staff time within existing budgets</li> </ul>
<b>Grounds Maintenance</b>							
GM1. Expand the enhanced service at specific locations identified by Housing	Protecting and Improving Our Environment	Assistant Director (Streetscape)  Grounds & Streets Operations Manager	Ongoing	Ongoing	Medium	<ul style="list-style-type: none"> <li>○ New Housing specification implemented at additional locations</li> <li>○ Tenant satisfaction monitored and reported</li> <li>○ Weekly service standard inspections undertaken</li> </ul>	<ul style="list-style-type: none"> <li>○ Staff time within existing budgets</li> <li>○ Increased Housing contract costs to be met from HRA</li> </ul>
<b>Transport</b>							
T1. Undertake vehicle fleet renewals in accordance with the agreed programme	Making Best Use of Our Resources	Waste & Transport Manager	Ongoing	Ongoing	Medium	<ul style="list-style-type: none"> <li>○ Fleet renewals as per agreed programme</li> </ul>	<ul style="list-style-type: none"> <li>○ Existing budgetary provision for fleet renewals etc.</li> </ul>

Action	The Corporate Priority the task contributes to	Lead Officer(s)	Start Date	End Date	Priority	Measurement of Success	Resource/Training Implications
T2. In conjunction with the Transport Group, draw up a specification for the replacement of the existing TomTom system – tender, procure and implement the new system(s) as required	Making Best Use of Our Resources	Assistant Director (Streetscape)  Waste & Transport Manager	April 2015	July 2015	High	<ul style="list-style-type: none"> <li>○ All service users requirements accommodated</li> <li>○ Overall system cost reduced</li> <li>○ KPIs monitored around transport performance measures</li> </ul>	<ul style="list-style-type: none"> <li>○ Staff time within existing budgets</li> <li>○ Ongoing system costs to be funded through continued efficiency savings</li> <li>○ Staff training</li> </ul>
<b>Refuse Collection &amp; Recycling</b>							
RR1. Continue to promote recycling through advertising and awareness raising and increase participation including specific targeted initiatives in identified areas across the Borough	Protecting and Improving Our Environment	Assistant Director (Streetscape)  CDO (Env)	Ongoing	Ongoing	Medium	<ul style="list-style-type: none"> <li>○ Increased participation</li> <li>○ Higher recycling and participation rates – with the aim of achieving 90% participation and 45% recycling by year end</li> </ul>	<ul style="list-style-type: none"> <li>○ Staff time within existing budgets</li> <li>○ Promotional material funded from existing budgets</li> </ul>
RR2. Introduces changes to increase the efficiency of the refuse & recycling service	Protecting and Improving Our Environment  Making Best Use of Our Resources	Assistant Director (Streetscape)  Waste & Transport Manager	April 2015	December 2015	High	<ul style="list-style-type: none"> <li>○ Refuse &amp; recycling costs reduced and overall efficiency increased</li> <li>○ Number of missed bins &lt; 125 per 100,000</li> </ul>	<ul style="list-style-type: none"> <li>○ O/T costs to be further reduced from 2013/14 levels (min 10%)</li> </ul>

Action	The Corporate Priority the task contributes to	Lead Officer(s)	Start Date	End Date	Priority	Measurement of Success	Resource/Training Implications
RR3. Bin policy to be reviewed to realise savings on bin replacement costs and reduce residual waste levels	Making Best Use of Our Resources	Assistant Director (Streetscape)  Waste & Transport Manager	April 2015	October 2015	High	<ul style="list-style-type: none"> <li>○ Policy revised and implemented</li> <li>○ Residual waste levels stabilised or reduced</li> <li>○ Cost of bin replacements reduced by 50%</li> </ul>	<ul style="list-style-type: none"> <li>○ Staff time</li> <li>○ Should achieve a cost saving</li> </ul>
<b>Facilities Management</b>							
FM1. 10 Yr Capital Programme. Implement 10 <sup>th</sup> Year	Making Best Use of Our Resources	Assistant Director (Streetscape)  Facilities Manager	April 2015	March 2016	Medium	<ul style="list-style-type: none"> <li>○ All identified schemes completed</li> </ul>	<ul style="list-style-type: none"> <li>○ Funded from Capital Programme</li> </ul>
FM2. Planned maintenance – implement planned maintenance programmes	Making Best Use of Our Resources	Assistant Director (Streetscape)  Facilities Manager	April 2015	March 2016	Medium	<ul style="list-style-type: none"> <li>○ All identified works completed</li> </ul>	<ul style="list-style-type: none"> <li>○ Funded from Revenue Budgets</li> </ul>

Action	The Corporate Priority the task contributes to	Lead Officer(s)	Start Date	End Date	Priority	Measurement of Success	Resource/Training Implications
FM3. Continue to review and update all statutory H&S management plans, policies and procedures (including asbestos, legionella, fire safety and emergency lighting) as necessary	Making Best Use of Our Resources	Assistant Director (Streetscape)  Facilities Manager	Ongoing	Ongoing	High	<ul style="list-style-type: none"> <li>○ All plans and policies reviewed</li> <li>○ Identified actions implemented</li> </ul>	<ul style="list-style-type: none"> <li>○ Staff time within existing budgets</li> </ul>
<b>Asset Management</b>							
AM1. Finalise options for depot refurbishment or replacement and undertake works as necessary	Making Best Use of Our Resources	Assistant Director (Streetscape)  Facilities Manager	April 2015	September 2015	High	<ul style="list-style-type: none"> <li>○ Review Completed</li> <li>○ Report to Board on options and costs</li> <li>○ Undertake and complete necessary works</li> </ul>	<ul style="list-style-type: none"> <li>○ Staff time within existing budgets</li> <li>○ Capital cost of agreed option (jointly with Housing)</li> </ul>
AM2. Monitor occupancy of commercial and industrial units. Maintain or improve on current occupancy levels. Reduce void liabilities where possible	Making Best Use of Our Resources	Assistant Director (Streetscape)  Facilities Manager	Ongoing	Ongoing	High	<ul style="list-style-type: none"> <li>○ Occupancy levels maintained or increased</li> <li>○ Costs reduced</li> </ul>	<ul style="list-style-type: none"> <li>○ Staff time within existing budgets</li> <li>○ Potential costs for improvement works (offset by increased income)</li> </ul>
AM3. Finalise the disposal of the old Coleshill Leisure Centre site.	Making Best Use of Our Resources	Assistant Director (Streetscape)  Facilities Manager	April 2015	June 2015	High	<ul style="list-style-type: none"> <li>○ Site sold</li> </ul>	<ul style="list-style-type: none"> <li>○ None – capital receipt to offset cost of new CLC</li> </ul>

Action	The Corporate Priority the task contributes to	Lead Officer(s)	Start Date	End Date	Priority	Measurement of Success	Resource/Training Implications
AM3: Introduce a Community toilet scheme borough wide and undertake a review and associated rationalisation of remaining public conveniences	Making Best Use of Our Resources	Assistant Director (Streetscape)  Facilities Manager	April 2015	March 2016	Medium	<ul style="list-style-type: none"> <li>○ Community Toilet Scheme in place</li> <li>○ Review completed and options for rationalisation identified</li> </ul>	<ul style="list-style-type: none"> <li>○ Staff time within existing budgets</li> <li>○ Small revenue expenditure (to be offset by future savings)</li> </ul>
<b>Value for Money / Efficiency</b>							
VM1. Monitor identified savings for 2015/16. Identify potential future savings for future years across whole Division	Making Best Use of Our Resources	Assistant Director (Streetscape)	Ongoing	Ongoing	High	<ul style="list-style-type: none"> <li>○ All identified savings achieved</li> <li>○ Further savings identified and (where possible) implemented</li> </ul>	<ul style="list-style-type: none"> <li>○ Staff time within existing budgets</li> <li>○ Any additional resources identified as "invest to save"</li> </ul>
<b>Performance Indicators</b>							
PI1. Continue to monitor divisional PIs (national and local) through Performance+	Making Best Use of Our Resources	Assistant Director (Streetscape)  SMT	Ongoing	Ongoing	Medium	<ul style="list-style-type: none"> <li>○ Regular reviews completed and results implemented in line with Corporate Data Quality Policy</li> </ul>	<ul style="list-style-type: none"> <li>○ Staff time within existing budgets</li> </ul>

Action	The Corporate Priority the task contributes to	Lead Officer(s)	Start Date	End Date	Priority	Measurement of Success	Resource/Training Implications
PI2. Complete a specific benchmarking exercise relating to costs and efficiency of the amenity cleaning service in conjunction with APSE	Making Best Use of Our Resources	Assistant Director (Streetscape)  Grounds & Streets Operations Manager	April 2015	September 2015	Medium	<ul style="list-style-type: none"> <li>○ Review undertaken and any potential savings or efficiencies identified and implemented</li> </ul>	<ul style="list-style-type: none"> <li>○ Staff time within existing budgets</li> <li>○ APSE benchmarking costs</li> </ul>
<b>Use of Technology</b>							
UT1. Continue to develop & improve Streetscape content on the Council's website.	Making Best Use of Our Resources	Assistant Director (Streetscape)  SMT	Ongoing	Ongoing	Medium	<ul style="list-style-type: none"> <li>○ Improvements to website completed</li> <li>○ In-house &amp; peer assessment of content</li> </ul>	<ul style="list-style-type: none"> <li>○ Staff time within existing budgets</li> </ul>
UT2. Specify and implement an in-cab solution for R&R service to improve service management, increase efficiency and improve customer service	Making Best Use of Our Resources	Assistant Director (Streetscape)  SMT	April 2015	September 2015	High	<ul style="list-style-type: none"> <li>○ System implemented across R&amp;R services</li> <li>○ Integrated with Contact Centre</li> <li>○ Reduced missed bins</li> <li>○ Reduced customer complaints</li> </ul>	<ul style="list-style-type: none"> <li>○ Staff time within existing budgets</li> <li>○ System costs within TomTom replacement budget</li> </ul>
<b>Health &amp; Safety / Risk Management</b>							
HS1. Review and update Risk Assessments across the Division as necessary	Making Best Use of Our Resources	Assistant Director (Streetscape)  SMT	September 2015	October 2015	High	<ul style="list-style-type: none"> <li>○ Reviews completed</li> <li>○ Validation through HR/HSE</li> </ul>	<ul style="list-style-type: none"> <li>○ Staff time within existing budgets</li> </ul>

Action	The Corporate Priority the task contributes to	Lead Officer(s)	Start Date	End Date	Priority	Measurement of Success	Resource/Training Implications
HS2. Undertake six monthly audits in line with H&S Audit Policy. Continue to carry out monthly operational H&S inspections across all front line services	Making Best Use of Our Resources	Assistant Director (Streetscape)  SMT	April 2015	March 2016  (Mid-term review September 2015)	High	<ul style="list-style-type: none"> <li>○ Audits completed every six months</li> <li>○ Monthly inspections undertaken and reports logged and acted on as necessary</li> </ul>	<ul style="list-style-type: none"> <li>○ Staff time within existing budgets</li> </ul>
HS4. Continue to monitor and record H&S in relation to operational services (R&R, Street Cleansing and Grounds Maintenance)	Making Best Use of Our Resources	Assistant Director (Streetscape)  Waste & Transport Manager  Grounds & Streets Operations Manager	Ongoing	Ongoing	High	<ul style="list-style-type: none"> <li>○ 2 H&amp;S inspections carried out per service per month minimum</li> <li>○ All inspections logged and monitored</li> <li>○ Any identified breaches of H&amp;S rectified and revisited the following month</li> </ul>	<ul style="list-style-type: none"> <li>○ Staff time within existing budgets</li> <li>○ Staff training as required</li> </ul>
<b>Workforce Planning</b>							
WP1. Devise and implement Divisional Training Plan based on H&S requirements and staff appraisals	Making Best Use of Our Resources	Assistant Director (Streetscape)  SMT	April 2015	June 2015	High	<ul style="list-style-type: none"> <li>○ Training Plan devised and implemented</li> </ul>	<ul style="list-style-type: none"> <li>○ Staff time within existing budgets</li> <li>○ Training Budget</li> </ul>

Action	The Corporate Priority the task contributes to	Lead Officer(s)	Start Date	End Date	Priority	Measurement of Success	Resource/Training Implications
WP2. Continue to monitor sickness absence, deal with identified issues as appropriate and review associated management processes	Making Best Use of Our Resources	Assistant Director (Streetscape)  SMT	Ongoing	Ongoing	High	<ul style="list-style-type: none"> <li>○ Reduced sickness absence (especially short term sickness)</li> <li>○ Monthly meetings with HR to review sickness</li> </ul>	<ul style="list-style-type: none"> <li>○ Staff time within existing budgets</li> </ul>

## Environmental Division

This Food Service Plan is based on the Guidance provided in the Food Standards Agency Food Law Enforcement – The Standard, amendment version July 2004

### **Service Aims and Objectives**

#### **1.1 Overall Aims**

The aim of the service is to protect residents, workers and visitors to the Borough from the effects of

- unsound or unwholesome food;
- unhygienic premises and practices;
- contaminated water supplies;
- contaminated imported food;

#### **1.1.1 Objectives**

- To carry out a comprehensive programme of inspections based on risk, to ensure compliance with current European Union and United Kingdom legislation using competent and professional staff;
- To encourage good practice and offer assistance in compliance as well as identifying non compliance;
- To identify premises that are suitable for relevant awards;
- To maintain an up to date database of all registered food premises and mobile traders;
- To have all relevant premises that require 'approval' dealt with appropriately
- To be accountable and fair in the enforcement of legislation as per the Regulators Code of Compliance and the Council's enforcement policy;
- To have a co-ordinated programme of food sampling in conjunction with the other West Midlands Local Authorities and Government.
- To liaise with other local authorities with a view to establishing sound comparable policies, procedures and benchmarking information.
- To have a food service that is responsive to needs and provides high quality results.

#### **1.2 Links to Corporate objectives and plans**

The corporate plan identifies the Council's main strategic and service objectives and its goals. It also includes short-term targets and annual performance indicators. The Corporate plan links to the Community plan, the themes that the Food Service will impact on are Health and Well Being, Education and Life Long Learning, the Environment, the Local Economy and Community Life. A portfolio group exists for Health and Well-Being to champion the food service and ensure that as a statutory service it is provided effectively and efficiently with full member support

The food service links to the corporate plan are

- that the service is available equally and fairly to all of the local community and will not exclude anyone;
- to look to working in partnership where appropriate;
- to consider sustainability issues in all of its work;
- to have professional, well-trained, competent and motivated staff, involved with the planning and development of a high quality food service;
- To develop consultation methods with service users to enable interaction with the service;
- To have agreed procedures for monitoring the service, and bringing forward new concepts to ensure that the Council operates effectively in providing a modern food service that is fair, equitable, transparent and responsive to local needs.
- To develop and maintain links to the community – both consumers and business – that will inform their needs and from which improvement of the service to the standards desired by the vision, can flow.

## 2 Background

### 2.1 Local Authority profile

With a population of just 61,800, North Warwickshire Borough Council is one of the smaller district councils. The Borough covers an area of 28,418 hectares (110 square miles), comprising the market towns of Atherstone, Coleshill and Polesworth and a number of smaller villages. North Warwickshire's mainly rural area, is a sea of green amongst its urban neighbours – Birmingham, Solihull and Tamworth to the west, Nuneaton and Hinckley to the east, and Coventry to the south.

### 2.2 Structure of the Section and its position within the Chief Executive's Division.

The Commercial and Licensing section is located within the Chief Executives Division and the Environmental Health Manager reports to the Assistant Chief executive and Solicitor to the Council.

The section operates from offices at Old Bank House, 129, Long Street Atherstone.

A One Stop Shop has been introduced staffed by receptionists and a Contact Centre operates during normal working hours.

A 24-hour emergency out of hours service is available for urgent matters through the Council's Boroughcare scheme.

All Officers work flexible hours including evenings and weekends as required to meet the needs of the service.

The Council subscribes to the EHCnet service - which includes Short Messaging Service SMS (text messages) - for Food Hazard Warnings to the mobile phones of the Manager, Senior and Environmental Health Officer of the section. Other features of ehcnets allow electronic networking of all Local Authority food safety units and communication from the Food Standards Agency (FSA).

All officers in the Commercial Licensing and Health Promotion team are equipped with dedicated mobile phones as part of the Lone Worker arrangements.

The current staffing level of the section is;-

Environmental Health Manager (Commercial, Licensing and Health Promotion)	Stephen Whiles
Senior Environmental Health Officer	Joanne Phipps
Food Safety Officer	Sharon Patrick
Part time Food Safety Officer (30 hours)	Carol Randle (4 days per week)
Part time Food Safety Officer (30 hours)	Julia Rowbottom (4 days per week)

Steve Maxey, Assistant Chief Executive And Solicitor To The Council has overview of the Divisions functions.

## Environmental Division

Jerry Hutchinson is the Chief Executive, and is member of the Council's Management Team, Steve Maxey a member of the Management Team and Stephen Whiles is a member of the Principal Officers Group – a third tier officers management group.

### **2.3 Scope of the service**

The Commercial, Licensing & Health Promotion section is responsible for the delivery of the food safety service.

Warwickshire County Council provides trading standards services (food standards, weights and measures, consumer protection, labelling etc.).

2.3.1 Whilst sampling is carried out by its officers, the Council contracts with others for the analysis of such samples. These contracts are reviewed from time to time to ensure that best value is obtained. Currently, microbiological examination of samples of water, food, faeces and swabs is undertaken by

**Public Health England**

**Good Hope Hospital, Sutton Coldfield (Food)**

**Heartlands Hospital, Birmingham (Faeces)**

Other macroscopic, foreign body and miscellaneous analysis is undertaken by the Council's nominated public analyst – in common with all the Warwickshire Council's and the County – Eurofins .

2.3.2 Photographs for evidence are normally taken by officers and a protocol exists for the correct handling of digital images for evidential purposes in line with Home Office guidelines.

2.3.3 As well as the food safety service, the section has responsibility for:

- Inspections of premises allocated to the Council under the Health and Safety (Enforcing Authority) Regulations, under the Health and Safety at Work etc Act 1974;
- Accident and dangerous occurrence investigations;
- Licensing - including taxi's, animals, Liquor and Gambling etc.
- Investigation into cases of Infectious diseases
- Monitoring of private water supplies.
- Monitoring recreational water standards
- Health Promotion

There are additional dedicated staff working in licensing administration & enforcement. Administration duties in food safety are carried out by the officers themselves with support from central resources for administration of Corporate matters.

The Council's contact centre deals with customer telephone contacts for the most of the Council's business. Dedicated telephone lines still operate for the food service and details of the case officer's contact details are given to customers and at the head of each piece of correspondence.

Health promotion is part of the job description of the 30hours Food safety Officer, dealing with administration of the Heartbeat awards and promotional events around Food Safety Week, Christmas Food Safety etc.

### **2.4 Demands on the service.**

2.4.1 There are 761 premises registered under food safety legislation. These are recorded on the section's computer database.

2.4.2 Categorised by risk group, these are:

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Category A	4	6 monthly inspection
Category B	49	12 monthly inspection
Category C	162	18 monthly inspection
Category D	220	24 monthly inspection
Category E	197	36 monthly inspection
Unrated	5	Awaiting Inspection
Outside programme	124	No Inspection

2.4.3 Ten premises are approved under Regulation 853/2004 and required to carry the EC official health mark on their products. These premises formerly required additional visits but are now incorporated into the normal risk rating scheme.

Those premises outside the programme include very low risk premises (sweetshops etc) but also include some higher risk premises such as childminders. It is felt inappropriate to visit childminders as they already receive visits from Ofsted that include an element of food safety. However in a joint project with the Early Years service all childminders that prepare food have registered as food businesses with the Division and have been provided with advice including a food safety management system tailored to their needs.

2.4.4 Across the Borough there is a total of 29 premises that have private water supplies – which includes a garden centre, a health club, and a cafe premises at a fishing facility. A commercial bottled water plant operates at Fillongley bottling and distributing water from a private water supply.

2.4.5. The Commercial Enforcement and Licensing section is the home authority for the Sandwich Factory, Atherstone, a large-scale producer of fresh, chilled sandwiches, and The Catering Academy, a national Catering Company. There is also the Primary Authority Scheme by the Local Better Regulation Office. This scheme is similar to the Home Authority scheme but differs in that it is mandatory that enforcement authorities must consult with the Primary Authority before taking enforcement action. The Primary Authority has the power to veto the proposed action if it is contrary to the advice they have already given to the Company. It is not envisaged that this Authority will take on the role of Primary Authority due to the large resource implications which would be disproportionate for an Authority of its size. The Council has not yet been approached by any Companies seeking a partner but a full report would be presented for members to consider should this occur.

2.4.6 There is one premises in the Borough that require export certificates and these are running at the rate of around 25 per month.

2.4.7 Two golf courses in the Borough - the Belfry and the Forest of Arden – have hosted major international golf tournaments - including the prestigious Ryder Cup in the past. These tournaments involve the construction of large, mobile catering units. During the currency of tournaments, caterers operating in these units, together with other mobile caterers operating at the sites are subject to daily visits by staff of the section. The resource at these events can be in excess of 200 officer hours each year.

2.4.8 Because of its rural nature there are still farms in North Warwickshire that produce low volumes of poultry at Christmas. Poultry produced at these establishments is subject to inspection by staff of the section. This can account for 20 officer hours each year

2.4.9 There are approximately 20 food premises in the Borough where the occupiers do not speak English as their first language.

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- 2.4.10 The authority has two Motorway service areas; one on the M6 at Corley, and the other on the M42 at Tamworth. The throughput of visitors at these premises in summer can be in the region of 30,000 per week. Both have Premises licences to offer late night refreshment.
- 2.4.11 During the past years the continued occupation of warehouses built at Hams Hall Distribution Park, Birch Coppice and Kingsbury Link has increased with several large food, storage and distribution premises now present. Some of these premises are designated as ERTS (Enhanced Remote Transit Sheds) and are involved with the import of a variety of goods including some foodstuffs.
- 2.4.12 In February 2011 the Council joined the Food Standards Agency's National Food Hygiene Rating Scheme. This means that consumers can find out about standards at all food premises in the Borough by visiting a website or looking for the certificates in the premises. This should also have the effect of driving up standards in premises due to consumer pressure.

### **2.5 Enforcement Policy**

The Council first adopted an enforcement policy for food safety purposes in 1994. This has been reviewed annually and the current version is available on the Council's website.

There is a separate policy for enforcement of the Health and Safety at Work etc. Act 1974, which was formally adopted by the Council in 1995 reviewed annually and again published on the Council's website.

The Council is a signatory to the Enforcement Concordat and The Regulators Code which inter-alia embraces all of the enforcement activities of the Division.

The enforcement policy is available on the website [www.northwarks.gov.uk](http://www.northwarks.gov.uk).

### **Service Delivery**

#### **3.1 Food Premises Inspections.**

The food service will aim to complete a programme of interventions (1<sup>st</sup> April 2015 - 31<sup>st</sup> March 2016.) The programme will be drawn from the database using risk ratings associated with the Code of Practice scoring scheme, and will be in both annual and monthly targets intervals

- 3.1.1 The senior officer in the section will be responsible for allocating the primary inspections together with any re-inspections that are required during the period and Performance indicator reporting. The Environmental Health Manager will be responsible for monitoring progress and dealing with consistency reports
- 3.1.2 Completion of interventions at high-risk premises and approved premises will take priority over the completion of lower risk premises.

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Anticipated premises inspection on 01/04/15 (subject to change)

Premises category	No. Programmed inspections	Estimated no. of <i>re-visits</i>
A	4	4
B	40	30
C	108	80
D	115	30
E	50	0
<b>Totals</b>	<b>317</b>	<b>144</b>

- 3.1.4 Initial programmed inspections are estimated on last year's figures to take an average of 4.3 hours to complete including planning, travel and correspondence, Revisits take less. A card system is in operation for low risk premises for them to notify the officer in writing that all works have been completed hence there are very few re visits against low risk premises.
- 3.1.5 The target for officers of the section is the completion of all due inspections within the month of the allocation
- 3.1.6 To ensure that best value is obtained through the inspection process, more than one inspector may travel to larger premises and conduct a unit inspection within the larger premises. Likewise (and because some of the remoter areas of the Borough are in excess of 12 miles each way from the operating base), inspectors, having travelled to a particular geographical area are required to carry out as much productive work as possible in that area whilst they are there.
- 3.1.7 There are no specially targeted inspections during the year 2015/16. Instead, routine risk-rated inspections will be carried out. In line with FSA instruction, all qualified staff will routinely check the legality of imported food during inspection in appropriate cases.
- 3.1.8 The section notifies all relevant business of new or changed legislation by the most expedient means as and when this occurs. The section also has access to the weekly list of planning applications submitted to the Council. By this means it is possible to identify premises where the Food Safety Act might apply, and to make early contact with the applicant in question.
- 3.1.9 It is a priority to have all premises registered with the Council and where required approved.
- 3.1.10 The training budget for the Division includes provision for practical training updates and the continuing professional development of all staff. As a result, staff of the food safety section attend seminars and training sessions on new legislation or techniques, and all qualified Environmental Health Officers and Food Safety Officers have attended microbiological updates. The Code of Practice (made under Section 40 of the Food Safety Act) requires that the Council satisfy itself that all food enforcement officers are competent to carry out those duties and requires that specific Hazard Analysis (HACCP) development is carried out by those officers each year. It is the Manager of the section who will identify training needs and bid for funds from the training budget.
- 3.1.11 Food premises are inspected at minimum frequencies decided in accordance with the approved risk rating scheme in the Code of Practice. Inspections are also normally carried out following complaints. In certain circumstances, inspections will be brought forward or delayed where the opening is seasonal to avoid unnecessary failures in outcomes. These are a few premises that for instance only open in the summer at the Country park, or during the cricket season.

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- 3.1.12 New premises, especially those handling unwrapped food, are inspected before they open for business. A package of information is available for all new premises on request
- 3.1.13 Inspections of food premises are carried out in accordance with the Food Safety Act 1990, Code of Practice. Inspections include a preliminary assessment of food safety hazards associated with the business and examine the system in place for assessing food hazards and controlling risks. Inspections also identify contraventions of food safety legislation and highlight good practice.
- 3.1.14 The number of food premises by risk bands, A-C and D-F, as a percentage of those which required inspection in any given year is a Local Performance Indicator. The target inspection level for 2013/14 is 100%. Reports are made quarterly to Management Team and variances reported to the relevant Board. A system of traffic lights red, amber and green are used to denote movement away from the desired outcome.

### **3.1.15 Registration of Food Premises**

#### **The Policy**

Registration of food premises, with certain exemptions, is required under Regulation (EC) 852/2004 not less than 28 days before it is intended to use them for the purpose of a food business. The Section will ensure that all premises in the Borough – static or mobile – are registered with the appropriate Local Authority.

Copies of public register entries are available on the Council's website.

The register of food premises is in the Council's Freedom of Information Act publication scheme.

### **3.2 Food Complaints**

#### **The Policy**

Food complaints dealt with include those relating to:

- ◆ Unfit Food
- ◆ Contaminated Food
- ◆ Potentially Harmful Food
- ◆ Food Involving contravention of Food Standards Agency or regulatory requirements.

3.2.1 In dealing with complaints, officers will take into account the requirements of the Codes of Practice issued under the Food Safety Act. In particular, officers will be aware of the division of responsibility between the Borough Council and the County Council. Only officers deemed competent as per Code of Practice will deal with food complaints.

3.2.2 All food complaints arising from the Borough will be investigated. All investigations of purchases made by residents of the Borough from premises outside of the Borough will be commenced by the Division and transferred with - if considered necessary by the investigating officer - a statement by that officer to the originating authority by the most expedient means.

#### **The plan**

3.2.3 The first response to a food complaint will be within one working day.

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- 3.2.4 The forecast for 2015/16 is that there will be 20 food complaints from within the Borough. This will involve officer time of some 10 hours per event  
(This does not include complaints referred to other authorities nor investigations or complaints from home authority or originating authority partners or enquirers.)
- 3.2.5 If the complaint is concerned with composition, labelling or quality, it will be passed to the Trading Standards Department of Warwickshire County Council for investigation.  
Depending on the nature of the foodstuff complained of, it will be subjected to analysis and photographs for subsequent use in legal proceedings taken.

The section has benefit of digital cameras which can use to transmit images to other local authorities or producers to assist in determining food complaints

### **3.3 Home Authority Principle**

#### **The Policy**

There are home authority agreements with the Sandwich Factory – a large producer of fresh chilled sandwiches for the retail sector and The Catering Academy a nationwide provider of catering in schools, colleges, staff canteens etc.

Experience shows that staff of the Commercial Enforcement and Licensing section are contacted at frequent intervals to deal with food matters because the food has originated from premises in this area. Frozen food distribution warehouses based on the Hams Hall Distribution Park and at Coleshill and Curdworth export food to non EU countries and require health certificates for these destinations.

### **3.4 Advice to businesses in the Borough**

Time allocated to advising residents and business is assessed as being in the order of 120 officer hours per annum.

#### **The policy**

The policy of the section is to be as accessible and helpful as necessary. The Council would rather advise proprietors of relevant establishments at an early stage, and for that advice to be acted upon. All advice given will state clearly what the legal requirements are and what any government guidance, codes of practice etc is. If requested or required, the advice by Council staff will be in writing.

Each piece of correspondence will be sent with a contact officer's name and direct telephone number, and will include a paragraph inviting the recipient to call for further help and assistance.

Other than general enquiries, calls from food businesses will not be routed through the Council's contact centre. Instead, they will continue to be received by the relevant staff in the Commercial and Licensing section

Several leaflets, booklets and guidance sheets (many produced in house) are kept within the section and updated frequently. These are distributed as a result of a specific request or, where considered appropriate, by the inspecting officer as a result of an inspection or service request.

A pack of information is available for new food premises and the Council's website [www.northwarks.gov.uk](http://www.northwarks.gov.uk) is available for other information streams

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Officers of the section give presentations on various aspects of the work to a variety of different trade organisations and schools

### **3.5 Food Sampling**

#### The Policy

Informal food samples are taken for microbiological analysis as part of:

- ◆ The West Midlands Food Sampling Programme which includes the Food Standards Agency (Official Control of Foodstuffs Directive) co-ordinated food control programme.
- ◆ An investigation of a food complaint.
- ◆ An investigation of food-borne disease.
- ◆ An in-depth inspection of food premises.

All samples procured for microbiological examination are taken in accordance with the Food Safety Act Code of Practice.

Microbiological samples are examined by the Council's nominated food examiner, Public Health England, Good Hope Hospital, Sutton Coldfield

#### The Plan

Sampling is conducted in accordance with the West Midlands Food Sampling Programme.

The programme is determined each year by the West Midlands Food Sampling Group which consists of the District Councils and representatives from the Health Protection Agency.

The Group meets twice a year to:-

- formulate the sampling programme;
- monitor its progress and discuss the results.
- Report findings back to the Warwickshire Food Liaison Group, the constituent authorities and the public

The foods for sampling during the course of the following year are selected taking into consideration past results and problems as well as recent or emerging food safety issues.

The sampling regime and time demands placed on staff

The anticipated demand on the service 2015/16 is 10 samples per month:

The purchase of the samples will be anonymous.

Samples are taken to the Laboratory using temperature control techniques and data recording as appropriate.

All results of samples taken as part of the West Midlands Food Sampling Programme are sent to the local authority responsible for collating the results on the form provided by that authority. The responsibility rotates on an annual basis.

The results are compared against the standards set in the HPA guidelines 'Microbiological Food Safety Based On Presence/Absence Of Pathogens.

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Samples that fail the criteria above will be discussed with the business from where they were procured and remedial works or actions will be agreed prior to the taking of further samples.

### **Water Sampling and Water Supplies**

#### **The Policy**

Water is an essential part of the food industry and the Council samples private water supplies at various premises throughout the area for conformity with the Regulations.

The authority liaises regularly with the public mains water providers (Severn Trent Water and South Staffordshire Water Plc). In addition, staff contribute to, and participate in local authority health liaison meetings held by the water companies. They also take part in outbreak control plans and training.

#### **The Plan**

The Council's nominated analysts for water samples are:-

Bacteriological analysis                      Public health England, Good Hope Hospital, Sutton Coldfield

Chemical analysis      Seven Trent water Authority, Torrington Avenue, Coventry

A water sampling programme is declared each year in the Commercial Enforcement and Licensing section's work programme and covers the following activities:-

- ◆ Private Water Supplies.
- ◆ E C Testing.

The parameters tested and the frequency of testing is indicated in the sampling programme.

All sampling in respect of water supplies will normally be carried out as part of the normal operational work of the section.

#### **Legal Position**

Under the provisions of the Water Industry Act 1991, the Council has a duty to check private water supplies and keeps a register of such supplies and samples taken.

Any new private water supply is entered in the private water register and a questionnaire sent to the occupier for completion. The supply is classified using the Private Water Supply Regulations.

#### **Private Water Supplies**

There are currently 29 properties with a private water supply in North Warwickshire. These are a mixture of domestic residential premises, a garden centre, a health club and a private fisheries cafe

The 29 properties are served by a total of 24 sources.

Samples are taken in line with the revised tables in the Private Water Supply Regulations, which also permits the recovery of some of the Council's costs. This was agreed by the Council's Community & Environment Board in 2011.

The Health Protection Agency's Laboratory at Good Hope Hospital, Sutton Coldfield undertakes analysis of bacteriological samples, and chemical analysis is undertaken by Severn Trent Water Laboratories, Coventry.

## Environmental Division

Sampling is normally carried out between April and September.

New private water supply Regulations are now in place. These include a requirement for risk assessment of multi user and commercially used supplies and this may impose a greater workload on the Division but this may be offset by the exclusion of small supplies from the sampling requirement.

### **3.5.1 Food Inspection**

#### **The policy**

The Council's officers routinely inspect foodstuffs, where they are being stored, sold, delivered, imported into or exported from premises in the Borough.

No charge is made for the inspection service to residents or businesses in cases of a freezer breakdown etc. However, if the Council agrees to remove foodstuffs on behalf of owners, the cost of that removal and disposal will be re-charged.

#### **The Plan**

Certain premises in the Borough currently export food to non-EU countries. This requires a duly authenticated certificate from the Council to confirm that the food in question is from a reputable source. There is a charge for the issue of such certificates, agreed annually as part of the Councils fees and charges report. The impact of this work on the section has been detailed above  
Certain other premises require inspection of poultry that has been slaughtered on premises for human consumption

Officers are duly authorised by the Council to act under all relevant food legislation including that relating to imported food.

### **3.6 Control and Investigation of Outbreaks of and Food Related Infectious Disease**

Notification of an outbreak is usually received from one of the following sources:

- a) Public Health England
- b) One of the local hospital laboratories.
- c) General Practitioners.
- d) Another local authority.
- e) The patient themselves.

Doctors who attend patients either in the community or in hospital have a statutory duty to inform the appropriate officer for the district of a case or cases of cholera, dysentery, food poisoning (proven or suspected), typhoid or paratyphoid fever and viral hepatitis.

#### **3.6.1 Policy**

Cases notified to the section will be contacted wherever possible within 1 day of receipt. The investigation of each case will be treated as a potential outbreak. Each case will be investigated fully to a conclusion-albeit that in some instances the conclusion may be inconclusive. The individuals involved in each case will be treated with sensitivity and above all confidentiality. Failure to observe such confidentiality may result in

## Environmental Division

disciplinary action. For this reason calls regarding Infectious disease will not be dealt with in the Contact Centre.

The authority is represented on the Warwickshire Control of Infection Committee, and the Primary Care Trust's Communicable Diseases Committee. Training, outbreak control, peer exercises and team briefings originate from this body.

Following the agreement of the Warwickshire Chief Environmental Health Officer group, reciprocal arrangements with the other Warwickshire local authorities exist to provide essential staff cover in the event of a serious outbreak of disease in any of the constituent authority areas.

The Consultant in Communicable Disease Control Dr Huda Mohamed, at Public Health England is the point of contact for advice, and guidance on the medical aspects of outbreaks of infectious disease.

The Assistant Chief Executive And Solicitor To The Council is the Proper Officer under the Health Protection (Notification) Regulations 2010

### **3.6.2 Procedure**

The most commonly notified infectious diseases are Campylobacter, suspected food poisoning and Salmonella.

Every effort is made to contact the affected patient as soon as possible, especially if the person is suffering from E. coli 0157, or is thought to be part of an outbreak.

In some cases it may be more appropriate to send the patient a questionnaire.

To help identify any possible source of infection, questions are asked regarding milk supply, water supply, recent holidays and hobbies, visits to farms, etc and eating preferences, including history of the foods eaten 72 hours prior to onset of symptoms. The particular pathogen isolated will also suggest particular areas to concentrate on due to the different characteristics of the organism such as its incubation period and usual source.

If the information supplied suggests that there is a general outbreak, i.e. more than one household affected, then an in depth investigation is mounted immediately.

The Consultant in Communicable Disease Control will be contacted, and the Assistant Chief Executive And Solicitor To The Council and Environmental Health Manager (Commercial, Licensing and Health Promotion) kept informed.

Under the Public Health (Control of Disease) Act 1984 and the Health protection (Part 2A) Orders Regulations 2010, certain persons in high risk groups can be excluded from work, school or nursery if they are considered to present a risk of infection to other people. Such people include food handlers, health care workers and children under 5 years old. Any decision to exclude persons from work will be taken in consultation with the Consultant in Communicable Disease Control, the Assistant Chief Executive And Solicitor To The Council and the Environmental Health Manager (Commercial, Licensing and Health Promotion).

The Countywide outbreak control plan and associated procedure have been reviewed and are up to date. There is also a Memorandum Of Understanding between the West Midlands Local Authorities and the PHE on the roles and responsibilities of each partner in the event of incidents of infectious disease.

### **3.7 Food Safety Incidents**

### **3.7.1 The Policy**

The section will lead the Authority's response to all Food Hazard Warnings.

These are two fold those for information and those for action

The former group has been the most frequent and often ask local authorities 'to assist in the trade withdrawal'

The Environmental Health Manager (Commercial, Licensing and Health Promotion) will take the lead in Food Hazard Warnings. In his absence his role will be taken by the Senior Officer and in the absence of both, any other team member with the assistance if necessary of the Environmental Health Manager (Domestic and Pollution) or Assistant Chief Executive And Solicitor To The Council.

The officers named above will have notified their whereabouts to the Divisional administrators as part of the agreed lone worker policy. Divisional Management team diaries will be available electronically. All officers are issued with mobile phones, and can therefore be contacted quickly when they are away from the office.

The Out of Hours service has a procedure for notifications out of hours, and the section EHO's have SMS to their individual mobile phones from the Food Standards Agency.

### **3.7.2 The Plan**

By their very nature, Food Hazard Warnings are unexpected and the resource allocation necessary to respond to each and every warning is difficult to estimate. However, every effort will be made to respond promptly to any food hazard warning in a way that is commensurate with the warning contents.

Currently the aim would be to respond to any actions notifications only. Those classed as for information only and either are dealt with via the trade or the warning is upgraded to an action required from the Food Standards Agency.

### **3.7.3 Procedure**

Currently Food Hazard Warnings are received via EHCnet. The mailing system within the Microsoft outlook package ensures that all food team members automatically receive a copy of each Food Hazard warning,

The dedicated mobile phones of the Environmental Health Manager, Senior and Environmental Health Officer for the section are registered to receive SMS (Short Message Service or Text messaging) directly from the ehcnet.

The section's computer system is able to search to identify those implicated in the warning. Individuals, companies etc involved will then be contacted by the most expeditious means possible, to pass on instructions and guidance contained in the warning. Clear records of the action taken will be kept.

In the case of high grade notifications, de-brief sessions will be held with staff as necessary, but at least at the beginning and end of each working day

Any access to the building is available through the key holders. Staff will be kept aware of key holder's details.

### **Liaison with other organisations.**

### **3.8.1 The Policy**

## Environmental Division

The Warwickshire and Coventry Food Liaison Group (WCFLG), founded by and reporting to - the Coventry & Warwickshire Regulators Partnership (CWRP) made up of Heads of Service, is the main food liaison mechanism across the county. The constituent authorities are the district councils and Warwickshire County Council the PHE and FSA.

Chairmanship and secretariat of the group is rotated bi-annually. Meetings are typically convened at two-month intervals, but special meetings may be convened to consider special issues.

The WFLG has its own vision and work plan which include consideration and debate of food law updates; benchmarking; food complaints and training. This is the organisation that is best suited to providing the annual 10 hours of Continuous professional development as per the code of practice competency issues.

All liaison groups in the county have reporting procedures to the CWRP, and both the Health and Safety group and the food group have made inter-authority audits of the systems employed for the delivery of the respective functions. Both groups bid for money from their councils to provide training and peer group work in the disciplines.

The Environmental Health Manager will attend and report on the proceedings of the Food Liaison Group.

The Environmental Health Manager (Commercial, Licensing and Health Promotion) and the Food Safety Officer (FT) will attend and report on the proceedings of the Water Companies Liaison Groups

The Sampling Officer will attend the Sampling Liaison Group; otherwise, the most appropriate person will take his place.

### **3.9 Food Safety Promotion**

The Councils Health Promotion function is part of the work of the Commercial and Licensing Team.

#### **3.9.1 The policy.**

Annually the Food Safety Officers will provide a proposed work programme of health promotional activities that can be achieved and reflect the needs of the residents of the Borough. Typically, and based on previous years, initiatives will include food safety; food hygiene; nutrition; food poisoning and ways to avoid it and the 'do's and don'ts' of mass catering etc.

Individual projects and initiatives relating to food safety promotion will also be undertaken.

All requests for training of food handlers updating and refresher courses will be directed in the first instance to local colleges offering these courses.

All requests for lectures, school talks, class visits, interest club talks etc will be responded to if resources of the section permit.

Leaflets in the Division's promotional library will be reviewed and amended or added to as necessary. These are given or sent following any request or inspections and are available in the main reception areas of the Council's buildings.

Consultation questionnaires to evaluate the effectiveness or otherwise of promotional activities will be devised and given out at all events.

## **4 Resources**

### **4.1 Financial Allocation**

## Environmental Division

The costs for the operation of the section are allocated centrally.

Each professional member of staff will have funding from the Council's training budget allocated to them for professional and technical updates as well as continuing professional development, and subscriptions to the professional body.

The councils Legal Services department act across all of the Councils functions and their costs are included in the Central support charges to each of the service budgets. The cost of taking legal action would be made from the Divisional Hire and Contracted General Budget.

### 4.2 Staffing allocation to food safety measures

All staff in the section are employed on permanent contracts with the Council. The hours allocated to the food safety function and reproduced below result from analysis of the most recent period of time recording sheets, which are completed by all members of staff of the Division.

Stephen Whiles	EHManager	Chartered EHP	0.1FTE
Jo Phipps	SEHO	EHO Graduate	0.6FTE
Sharon Patrick	FSO	Higher Food Premises Inspection Certificate	0.8FTE
Carol Randle	FSO x 0.8 FTE	Higher Food Premises Inspection Certificate	0.8FTE
Julia Rowbottom	FSO x 0.8 FTE	Higher Food Premises Inspection Certificate.	0.8 FTE

### 4.3 Staff Development Plan

North Warwickshire Borough Council regards development of its staff towards their full potential as being a high priority.

During the forthcoming year, training needs and aspirations of staff will be assessed as part of their annual appraisal. If supported, they will form part of the training plan for the individual in question for the ensuing year.

Additionally all professional Environmental Health officers have to complete continuing professional development in order to maintain their status. All staff engaged in Hazard Analysis will undergo 10 hours of specific training appropriate to the class of premises they are expected to inspect. The Chartered Practitioners need to complete 30 hours of CPD activities.

In-house training as well as relevant external courses and seminars for staff will continue. Peer assessment and inter-authority audits through the Warwickshire Food Liaison Group will also feature in staff development.

The authority contributes to both the Health and Safety and Food Safety Liaison group training funds. The funds are used by the relevant groups to buy appropriate training for the enforcement officers across the County at preferential rates.

Senior Managers have participated in a Management Competency Workshop and have been assessed on a 360° appraisal by line managers, peers and managed staff. The results passed back to the manager of the food service were positive.

## 5 Quality Assessment

## Environmental Division

The authority's food service has benchmarked its functions against others in the Tamworth Benchmarking Group; the District Audit Family Group, and the food service operated by the four other Warwickshire local authorities. It will continue to monitor its performance against national standards. Inter Authority audits form a key function of the Liaison Groups.

Inspections of premises will not normally be carried out by the same officer twice in a row.

The Section has internal monitoring procedures for capability of inspectors, quality of inspections and food complaints.

The Warwickshire and Coventry Food Safety Liaison Group supports and organises inter authority auditing currently based on the Food Standards Agency proforma – directed at both policy and specific matters.

The section has a fully documented system and procedures manual.

### **6.0 Review**

The food service plan along with the work programme will be reported monthly and quarterly to the Assistant Director, and will include details of completed work against targets. It will also detail the level of reactive work achieved against that predicted.

Key Performance Indicators are reported to the Director currently at quarterly intervals as an indicator of achievement against the quarterly target, using a traffic light movement monitor (red, amber and green denote the difference between the desired level of performance and the distance from it.)

### **6.1 Dealing with variances**

Variances from the service plan, together with their reasons, are submitted monthly to the Assistant Director by the Environmental Health Manager (Commercial, Licensing and Health Promotion) of the section. Additionally, any variance against the service plan will be open to scrutiny by the Council's Internal Audit section, and Scrutiny Board. It has to be accepted that the inspection programme will not be in twelve equal parts and hence variance on a monthly basis is expected. Similarly the health and safety visits to food premises will be brought forward to the scheduled food visit if it is within six months of that date. This is to prevent unnecessary duplication of visits for the benefit of proprietors and the overall efficiency of the operation of the section.

Variances of note are reported to the appropriate Board.

### **6.2 Improvements**

There is a continual appraisal by the Section of what is possible and practical given budgetary and legal constraints, and regard is had to the reports of Food Standard Agency Inspections of local authority food services carried out to date. A number of improvements were made following an FSA audit of the Divisions handling of approved premises carried out in 2008. The report was generally favourable but highlighted some procedural short coming that have now been addressed.

The Section's commitment is to deliver a first rate service to its users that keeps pace with the demands of government legislation and guidance, and that is effective, compassionate, transparent and fairly delivered to all users.

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

This document sets out a new approach to setting priorities for local authority regulatory services, recognising that they remain an integral part of local government and placing them firmly at the centre of

## Environmental Division

the localism agenda. Their local presence makes local regulators sensitive to local issues and proportionate in their dealings with local businesses.

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

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

The priority regulatory outcomes for England are as follows:

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

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

Environmental Division

**8:0 Performance Indicators**

PI Ref	Description	2014/15 Target	Suggested reporting interval	Board	Reported to MT
ACP1 H1	The percentage of food premises inspections that should have been carried out that were carried out for high risk premises.	100%	Quarterly	C & E Board	Yes
ACP1 H4	Ditto for low risk premises	100%	Quarterly	C & E Board	Yes
	To respond to all complaints and requests for service within three working days	99%	Quarterly	C & E Board	Yes

## **HEALTH AND SAFETY SERVICE PLAN 2015/16**

### Introduction

The Council is responsible for the enforcement of the Health and Safety at Work etc Act 1974 (The Act) and associated Regulations in over 1000 premises in the Borough ranging from large warehouses, through tyre and exhaust fitting bays to corner shops – basically all commercial premises with the exception of factories, construction sites, farms and domestic premises which fall to the Health and Safety Executive (HSE) for enforcement. In addition there are known to be a substantial number of new businesses that have never been visited or registered on the Environmental Health Divisions database due to current Government policy banning pro-active inspection in all but the most high risk premises.

Traditionally enforcement was by regular risk based inspections of all premises but now the Coalition Government, in an attempt to reduce the ‘burden of red tape’ on businesses has removed the inspection element for all but the most high risk of premises in favour of a variety of other ‘interventions’ ( see below).

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

### Section 18 Standard On Enforcement

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

The standard is very rigorous and covers

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

It is believed that the Council complies with the standard.

### Targeting Interventions

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

## Environmental Division

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

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

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

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

The categories of premises are:

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

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

a. Proactive interventions:

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

b. Reactive interventions

1. incident and ill-health investigation

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

Summary Of National Planning Priorities 2015 - 2016

Over arching principles:

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

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

1) Proactive interventions:

At Premises:

- a) rated Category A - use the most appropriate form of intervention, and this may include proactive inspection;
- b) that are part of an agreed Primary Authority (PA) health and safety inspection plan - use those interventions supported by the PA inspection plan and the site rating - proactive inspections are only appropriate for suitable Category A sites;
- c) demonstrating a significant potential local issue – select the most appropriate intervention to address the risk posed using the interventions appropriate to the premise risk rating;
- d) where there is sufficient weight of intelligence over a period of time (complaints, accident reports, adverse insurance reports, risk rating history, information from other enforcing authorities etc ) combined with a relevant workplace context ( number of employees , public risk etc) to indicate poor performance and/or potential significant breaches of health and safety law – select the most appropriate intervention to address the risk posed using the interventions appropriate to the premise risk rating, and
- e) identified as part of a recognised national priority, selecting the most appropriate intervention appropriate to the individual premises risk rating. For 2015/16 these are:
  - i) visitor attractions to prevent or control ill health arising from animal contact
  - ii) tyre fitters/motor vehicle repair (as part of car sales) – use of two post vehicle lifts (SMEs only – not national chains)
  - iii) High volume warehousing/distribution – workplace transport and work at height
  - iv) Wholesale premises (e.g. steel stockholders, builders merchants) – workplace transport/work at height/cutting machinery/lifting equipment
  - v) Motor vehicle repair (as part of car sales), wholesale premises (e.g. steel stockholders, builders merchants) – use of isocyanate paints, noise and dust
  - vi) Large scale public events – public safety

2) Reactive Interventions

- a) investigations in response to information from a single complaint, accident report or adverse insurance report where the nature of the information indicates poor duty holder performance and/or potential significant breaches of health and safety law;
- b) during visits for another primary purpose, for example a food safety inspection where if matters of evident concern and /or significant breaches of health and safety law are identified they are dealt with at the same time;

c) to check compliance with a notice.

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

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

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

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

The priority regulatory outcomes for England are as follows:

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

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

Performance Management

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

Resilience

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

**HEALTH AND SAFETY WORK PROGRAMME 2015/16**

As can be seen from the above the focus has shifted from primarily inspection and enforcement with some advice to business, to primarily advice to business with inspection and enforcement as a last resort. This actually reflects the way the Environmental Health

## Environmental Division

Division (and most local authorities) have always operated. With this in mind the suggested work programme for 2015/16 is as follows:

1. Proactive inspections of any category A premises
2. Significant Potential Local Issues:
  - a) To provide health and safety advice to new businesses, particularly small businesses that may have no other access to advice by locating them, making contact with them and offering advice and guidance in a format that is most useful to them.
3. Intelligence led interventions where there is sufficient weight of intelligence over a period of time to indicate poor performance and/or potential significant breaches of health and safety law.
4. Identified as part of a recognised national priority, selecting the most appropriate intervention appropriate to the individual premises risk rating. For 2015/16 these are:
  - i) visitor attractions to prevent or control ill health arising from animal contact
  - ii) tyre fitters/motor vehicle repair (as part of car sales) – use of two post vehicle lifts (SMEs only – not national chains)
  - iii) High volume warehousing/distribution – workplace transport and work at height
  - iv) Wholesale premises (e.g. steel stockholders, builders merchants) – workplace transport/work at height/cutting machinery/lifting equipment
  - v) Motor vehicle repair (as part of car sales), wholesale premises (e.g. steel stockholders, builders merchants) – use of isocyanate paints, noise and dust
5. Reactive Interventions:
  - a) Investigations in response to information from single complaint, accident report or adverse insurance report where the nature of the information indicates poor duty holder performance and/or potential significant breaches of health and safety law.
  - b) During visits for another primary purpose, for example food safety inspections, where if matters of evident concern and/or significant breaches of health and safety law are identified they are dealt with at the same time.
6. To investigate accidents in accordance with established incident selection criteria. Around 10 accident investigations are anticipated.
7. To respond to all service requests from employers, employees and members of the public concerning health and safety within three working days. (**Performance Indicator**)

# North Warwickshire Borough Council

## SERVICE PLAN

### Chief Executive's Department, Environmental Health Division, Pollution Control Team 2015/16

The priority regulatory outcomes for England are as follows:

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

In accordance with the Regulators' Code 2013, when seeking to deliver these priorities, regulators must consider the impact that their interventions have on economic progress, by bearing mind the costs, effectiveness and perceptions of fairness of regulation.

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

The Council is a signatory to the Enforcement Concordat and The Regulators Code - which inter-alia embraces all of the enforcement activities of the Division.

The enforcement policy is available on the website [www.northwarks.gov.uk](http://www.northwarks.gov.uk).

**Service specific / team issues [Pollution Team]**

<b>Service / issue</b>	<b>Current service(s) - continuing</b>	<b>Variations - +/-</b>	<b>Opportunities, pressures, influences &amp; key issues</b>
<b>Air quality</b>	Respond to complaints and service requests re bonfires, smoke, odours, dust etc. Respond to planning consultations. Give advice. Passive monitoring and reporting to DEFRA		The number of service requests and planning issues to be considered continue to rise putting pressure on the service.
<b>Environmental Permitting Pollution Prevention and Control [PPC]</b>	Process applications, variations & revocations. Compliance visits. Give advice and respond to planning consultations.	Cannot predict how many new applications if any, or those which cease trading, alterations in regime technical details etc. Further work on Permits & risk assessments required for reduced fee activities.	Performance is currently meeting target.
<b>Contaminated land</b>	. Complaint/development led site investigations have priority. Also monitoring closed landfills.i.e. Cherryfields/Grange.	Significant and complex problems with many sites. These may require remediation statement, works and decisions on cost recharge.	Lack of grant funding is hindering proactive work which is now mainly dependant upon applicants for planning permission funding reports Continue to investigate any grant funding for intrusive investigations if possible.
<b>Nuisance</b>	Respond to service requests re; industrial/commercial noise, dust, smoke, odour etc. Enforcement action and work in default.		Issues on increased noise from licensed premises due to smoking ban and implementation of the Live Music Act. Possible further deregulation of regulated entertainment may have implications.
<b>Fly tipping</b>	Duty to investigate fly tipping and recover costs / prosecute where possible, as per Environment Agency / Local Govt. Assoc. protocol.	Improved working with the Streetscape Division has led to greater efficiency A number of successful	The amount of fly tipping continues to increase and may get worse due to the current economic climate. In lieu of a PI annual enforcement actions will

		prosecutions have been taken.	be reported to the Community & Environment Board.
<b>Planning Consultations</b>	Give professional advice on any planning applications NWBC receive re; issues such as noise, odour, dust, contaminated land etc.	Recharge may need to be updated as input from the Pollution Team may have increased in recent years.	Comments and recommendations need to be objective and accurate and based on professional judgement.
<b>Scrap Metal Dealers Act 2013</b>	The new legislation has replaced the previous registration of scrap metal dealers and motor salvage operators with a new licensing regime	Totally new legislation.	The duty is being shared with the licensing team. Compliance visits to sites and collectors are also be carried out jointly with the Police.

## EH Pollution Control Team – Agreed performance indicators/measures

Board	PI Ref	Sub PI	Description	Year End Target
Community & Environment Board	Local	Quarterly	To respond to all complaints and requests for service within three working days.	99%
Community & Environment Board	Local	Annual	The percentage of permitted process inspections that were carried out within the scheduled time scale.	100%
Licensing Committee	Local	Annual	To arrange at least one joint operation with other agencies to stop and search itinerant scrap metal dealers and one to visit licensed sites.	Two operations

## **Agenda Item No 8**

### **Community and Environment Board**

**19 January 2015**

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

**General Fund Fees and Charges  
2015/2016**

#### **1 Summary**

- 1.1 The report covers the fees and charges for 2014/15 and the proposed fees and charges for 2015/16.

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

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

#### **2 Consultation**

- 2.1 The Chairman, Vice-Chairman and Opposition Spokesperson for the Community and Environment and Resources Boards have been sent an advanced copy of this report for comment. Any comments received will be reported verbally to the Board.

#### **3 Introduction**

- 3.1 At its meeting held in September, the Executive Board agreed the budget strategy for 2015/19, which included an allowance for price increases of 2%, equating to £43,350 of additional income. This was split between leisure-related income of £23,290 and other income of £20,060. In addition, income of £47,140 relating to the part-year opening of the new Coleshill Leisure Centre has been added.

#### **4 Fees and Charges Proposed for 2015/16**

- 4.1 Attached at Appendix A for the Board's consideration are details of present and proposed fees and charges for the financial year 2015/16. The amounts shown have already been included in the revenue estimates for 2015/16.
- 4.2 The Leisure and Community Development Division has made focused changes to the fees and charges within leisure facilities following an analysis of usage and benchmarking with local and wider competitors.

- 4.3 This focused approach includes proposed increases in income in most activity areas, the freezing of prices in others and a proposed decrease in prices and a streamlining in the hiring options at Atherstone Memorial Hall.
- 4.4 It is anticipated that these proposed fees and charges will continue to ensure that the leisure facilities remain competitive and continue to offer value for money services, as well as support the approach to focused pricing that has served the Authority well over the last three years.
- 4.5 The proposed reduction in fees and charges at the Memorial Hall has been made further to receipt of feedback from both customers and staff, from whom the consensus view was that the current pricing structure was both overly complicated and relatively expensive in comparison to similar facilities and services. The proposed charges, therefore, should afford the opportunity to provide a more competitive service offering.
- 4.6 The Division has additionally proposed to freeze direct debit and membership prices subsequent to the successful introduction of a more sensitive and competitive price package last year. These changes have resulted in an increase in attendances and sales and the proposed price freeze will enable the facilities to maintain this level of achievement and remain competitive with other local providers.
- 4.7 Where prices have been frozen or reduced, an income opportunity cost has been borne. In lieu of this, increased income targets have been built into the revised budgets. Additionally, there is a £71,910 increase in expected income from the full year operation of the new Coleshill Leisure Centre.
- 4.8 Charges for the use of all facilities at Queen Elizabeth School and Sports College have been frozen at 2014/15 prices.
- 4.9 Industrial pollution fees have remained the same, as the charges are statutory and so not set by ourselves.
- 4.11 The fees received for the sale of paper and card recycling have decreased due to a tendering exercise in October which has seen a general downturn in prices per tonne for this material.
- 4.12 Other prices have generally increased in line with inflation, whilst attempting to maximise income, although consideration has been given to the pricing structure of other organisations.

## 5 Report Implications

### 5.1 Finance and Value for Money Implications

5.1.1 The pricing structure contained within this report is expected to generate additional income of £79,260 above the revised budget for 2014/15. This includes a full year's operation of the new Coleshill Leisure Centre. It is expected that there will be a reduction in the customer base for Export Health Certificates income, which is dependent on international economic conditions.

5.1.2 The remaining additional income of £18,150 relates to price inflation increases.

5.1.3 This will contribute to the achievement of income targets, which are contained within the Deputy Chief Executive's report on the General Fund estimates 2015/16, presented elsewhere within the agenda for this meeting. A 1% change in income generated by services reporting to this Board would result in an increase or decrease in income of £21,740.

### 5.2 Risk Management

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

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

## Background Papers

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

Background Paper No	Author	Nature of Background Paper	Date

**NORTH WARWICKSHIRE BOROUGH COUNCIL**  
**COMMUNITY & ENVIRONMENT BOARD**  
**FEES AND CHARGES FROM 1 APRIL 2015**

	2014/2015 TOTAL CHARGE £	2015/2016 TOTAL CHARGE £	VAT RATING
<b>TRADE REFUSE SERVICE</b>			
<b>(weekly collection)</b>			
<b>a) Collection Only</b>			
1100 litre container per annum	210.80	215.00	Outside Scope
1100 litre container per annum (school)	177.40	181.00	"
660 litre container per annum	189.70	193.50	Outside Scope
660 litre container per annum (school)	160.00	163.20	"
330/360 litre container per annum	177.40	181.00	"
330/360 litre container per annum (school)	152.40	155.50	"
240 litre container per annum	152.40	155.50	"
240 litre container per annum (school)	127.60	130.20	"
140 litre container per annum	116.70	119.00	"
Sack per annum	64.50	65.80	"
<b>b) Hire &amp; Collection</b>			
1100 litre container per annum	329.70	336.30	Outside Scope
1100 litre container per annum (school)	295.10	301.00	"
660 litre container per annum	298.80	304.80	"
660 litre container per annum (school)	266.60	271.90	"
330/360 litre container per annum	215.80	220.10	"
330/360 litre container per annum (school)	187.30	191.00	"
240 litre container per annum	168.60	172.00	"
240 litre container per annum (school)	143.90	146.80	"
140 litre Container per annum	123.90	126.40	"
Reduction for first container at mixed commercial/ domestic premises (per annum).	-35.10	-35.80	Outside Scope
<b>TRADE RECYCLING</b>			
<b>Hire &amp; Collection</b>			
Sack	64.50	65.80	Outside Scope
140 Litre container	123.90	126.40	"
240 Litre container	168.60	172.00	"
360 Litre container	215.80	220.10	"
660 Litre container	298.80	304.80	"
1100 Litre container	329.70	336.30	"
Disposal will be charged at the rate specified by W.C.C.			
<b>CLINICAL WASTE</b> (per sack @ 3.5 kg capacity) (includes collection)	60.80	62.00	Outside Scope
<b>BLACK REFUSE SACKS</b> (pack of 100) (does not include collection/disposal)	9.00	11.00	Incl VAT at Standard Rate
<b>SALE OF BINS</b>			
<b>New developments &amp; replacements</b>			
240 Litre container	51.50	63.00	Incl. VAT at Standard Rate
1 each of black, green and red 240 litre bins per individual property	101.00	123.60	"
360 Litre container	90.08	110.30	"
660 Litre container	190.50	233.20	"
1100 Litre container (new)	281.42	344.50	"
1100 Litre container (refurbished)	132.42	162.10	"
<b>REMOVAL OF BULKY HOUSEHOLD WASTE</b>			
Up to 6 items	22.20	22.70	Outside Scope
Items in excess of 6 charged pro-rata per item	3.70	3.80	"
<b>HOUSE CLEARANCES</b>	As per agreement	As per agreement	Plus VAT at Standard Rate

**NORTH WARWICKSHIRE BOROUGH COUNCIL**  
**COMMUNITY & ENVIRONMENT BOARD**  
**FEEES AND CHARGES FROM 1 APRIL 2015**

	<b>2014/2015 TOTAL CHARGE £</b>	<b>2015/2016 TOTAL CHARGE £</b>	<b>VAT RATING</b>
<b>CESSPOOL/SEPTIC TANK EMPTYING SERVICE</b>			
Collection & Disposal per load or part load -weak strength (on a contract paying by direct debit)	97.20	101.60	Zero Rated
Collection & Disposal per load or part load -standard strength (on a contract paying by direct debit)	185.90	194.40	"
Additional charge to the above fees if not on a contract paying by direct debit	16.30	17.00	"

**ACTION HIRE**

	<b>CATEGORY A</b> North Warwickshire based community, voluntary & charitable organisations		<b>CATEGORY B</b> All other hirers		<b>VAT RATING</b>
	<b>2014/2015 TOTAL CHARGE £</b>	<b>2015/2016 TOTAL CHARGE £</b>	<b>2014/2015 TOTAL CHARGE £</b>	<b>2015/2016 TOTAL CHARGE £</b>	
Bouncy Castle 3.6 m x 3.6 m	20.50	20.90	36.00	36.70	Incl. VAT at Standard Rate
Croquet set	10.50	10.70	15.50	15.80	"
Tug-of-war rope	10.50	10.70	15.50	15.80	"
Giant Jenga	10.50	10.70	15.50	15.80	"
Giant Bowling Set	10.50	10.70	15.50	15.80	"
Giant Connect 4	10.50	10.70	15.50	15.80	"
Sumo Suit (child size)	10.50	15.80	26.00	26.50	"
Sumo Suit (adult size)	10.50	15.80	26.00	26.50	"
Sumo Suit (both sizes)	20.50	20.90	36.00	36.70	"

**NORTH WARWICKSHIRE BOROUGH COUNCIL**  
**COMMUNITY & ENVIRONMENT BOARD**  
**FEES AND CHARGES FROM 1 APRIL 2015**

	2014/2015 TOTAL CHARGE £	2015/2016 TOTAL CHARGE £	2014/2015 TOTAL CHARGE £	2015/2016 TOTAL CHARGE £	
	STANDARD PRICE		LIFETIMES CARD HOLDER		
<b>Lifetimes Card per annum</b>					
Adult resident	N/A	N/A	9.00	9.20	Incl. VAT at Standard Rate
Adult non-resident	N/A	N/A	13.00	13.30	"
Concessionary	N/A	N/A	4.00	4.10	"
Spectator	2.00	2.00	Free	Free	"
Junior/student pass	N/A	N/A	17.00	17.30	"
Relacement card	N/A	N/A	1.00	1.00	"
<b>Squash (per court)</b>					
Peak	9.50	9.70	7.40	7.60	Incl. VAT at Standard Rate
Off-peak	8.00	8.20	6.40	6.60	"
Anytime junior (under 16yrs)	N/A	N/A	3.00	3.00	"
Squash League pass (Arley SC)	N/A	N/A	20.00	20.40	Incl. VAT at Standard Rate
<b>Badminton (per court)</b>					
Peak	9.50	9.70	7.40	7.60	Incl. VAT at Standard Rate
Off-peak	8.00	8.20	6.40	6.60	"
Anytime junior (under 16yrs)	N/A	N/A	3.00	3.00	"
No Strings badminton (adult) (Arley SC )	4.50	4.60	4.00	4.10	Incl. VAT at Standard Rate
No Strings badminton (junior) (Arley SC)	3.50	3.60	3.00	3.10	"
Court cancellation fee (Polesworth SC)	3.00	3.06	3.00	3.10	Incl. VAT at Standard Rate
<b>Team Games (per 45 minutes)</b>					
5-a-side football peak - Polesworth SC	38.00	38.80	31.00	31.60	Incl. VAT at Standard Rate
5-a-side football off-peak - Polesworth SC	30.00	30.60	25.00	25.50	"
5-a-side juniors (under 16s) - Polesworth SC	N/A	N/A	13.00	13.30	"
5-a-side football peak - Arley SC & Coleshill LC	28.00	28.60	25.00	25.50	"
5-a-side football off-peak - Arley SC & Coleshill LC	20.50	20.90	20.00	20.40	"
5-a-side juniors (under 16s) - Arley SC & Coleshill LC	N/A	N/A	10.00	10.20	"
Club Use - Premium for Commercial Organisations. (series of 10 or more pre-booked lettings is exempt)	N/A	N/A	11.00	11.20	Incl. VAT at Standard Rate (Exempt if 10 or more bookings)
School use peak & off-peak (Arley SC)	N/A	N/A	12.00	12.20	Incl. VAT at Standard Rate
Equipment hire-rackets	0.50	0.50	0.50	0.50	Incl. VAT at Standard Rate
<b>Birthday Parties</b>					
Polesworth SC & Coleshill LC	78.00	80.00	68.00	70.00	Incl. VAT at Standard Rate
Bouncy castle party (Saturday/Sunday) (Arley SC)	75.00	76.50	70.00	71.40	"
<b>Other Activities</b>					
Fitness classes	5.00	5.00	3.90	4.00	Exempt
Fitness classes (concessionary)	N/A	N/A	2.80	2.90	"
Coaching Courses per session (Arley SC)	N/A	N/A	3.70	3.80	"
Gymnastics (Arley SC)	N/A	N/A	3.70	3.80	"
Trampoline (Arley SC)	N/A	N/A	3.70	3.80	"
Basics at Gun Hill School (Arley SC)	N/A	N/A	3.70	3.80	"
Half term (Arley SC)	call for more information		call for more information		
Indoor bowls - Coleshill LC & Arley SC	3.30	3.40	2.70	2.80	Incl. VAT at Standard Rate
50+	3.30	3.40	2.70	2.80	"
School holiday activities	3.30	3.40	2.70	2.80	"
Tumble Time	3.30	3.40	2.70	2.80	"
Playtime	3.30	3.40	2.70	2.80	"
Fitbike	5.60	5.00	4.50	4.00	Exempt
Pilates (Polesworth SC)	5.60	5.00	4.50	4.00	"
Abs Blast (Coleshill LC)	2.80	5.00	2.30	4.00	"
Yoga Tuesday pay-as-you-go (Coleshill LC)	5.60	5.00	4.50	4.00	"
Adult mascot costume hire-1 hour (Coleshill LC)	20.00	20.40	20.00	20.40	Incl. VAT at Standard Rate
Toys & trikes hire-1 hour (Coleshill LC)	5.00	5.00	5.00	5.00	"
Teas & coffees -30 cups (Coleshill LC)	10.00	10.00	10.00	10.00	"

**NORTH WARWICKSHIRE BOROUGH COUNCIL**  
**COMMUNITY & ENVIRONMENT BOARD**  
**FEES AND CHARGES FROM 1 APRIL 2015**

	2014/2015 TOTAL CHARGE £	2015/2016 TOTAL CHARGE £	2014/2015 TOTAL CHARGE £	2015/2016 TOTAL CHARGE £	VAT RATING
	STANDARD PRICE		LIFETIMES CARD HOLDER		
<b>LIFETIMES FITNESS SUITE</b>					
Induction-monthly direct debits	N/A	N/A	Free	Free	N/A
Joining fee	N/A	N/A	15.00	15.00	Exempt
Concessionary	N/A	N/A	10.00	10.50	"
Peak adult - per session	N/A	N/A	5.00	5.00	Incl. VAT at Standard Rate
Off peak adult - per session	N/A	N/A	4.00	4.10	"
Junior/concessionary - per session	N/A	N/A	2.80	2.90	"
Junior/full time student pass	N/A	N/A	17.00	17.30	Incl. VAT at Standard Rate
<b>LIFETIMES STUDIO</b>					
Adult induction	N/A	N/A	7.50	7.70	Incl. VAT at Standard Rate
Concession induction	N/A	N/A	4.50	4.60	"
Adults (30 minute session)	N/A	N/A	3.10	3.20	"
Concessions (30 minute session)	N/A	N/A	2.50	2.60	"
<b>Pay As You Go Annual Memberships (12 mths for the price of 10 mths)</b>					
Ultimate-all sites	N/A	N/A	350.00	330.00	Incl. VAT at Standard Rate
Lifetimes -Atherstone	N/A	N/A	300.00	275.00	"
Lifetimes -Coleshill	N/A	N/A	270.00	242.00	"
Lifetimes -Polesworth	N/A	N/A	250.00	220.00	"
Lifetimes -Arley	N/A	N/A	250.00	220.00	"
Lifetimes -Swimmer	N/A	N/A	250.00	220.00	"
Lifetimes -Studio	N/A	N/A	250.00	220.00	"
<b>Pay As You Go Monthly Memberships</b>					
Ultimate-all sites	N/A	N/A	35.00	35.00	Incl. VAT at Standard Rate
Lifetimes -Atherstone	N/A	N/A	30.00	30.00	"
Lifetimes -Coleshill	N/A	N/A	27.00	27.00	"
Lifetimes -Polesworth	N/A	N/A	25.00	25.00	"
Lifetimes -Arley	N/A	N/A	25.00	25.00	"
Lifetimes -Swimmer	N/A	N/A	25.00	25.00	"
Lifetimes -Studio	N/A	N/A	25.00	25.00	"
<b>Direct Debits (monthly)</b>					
Ultimate-all sites	N/A	N/A	30.00	30.00	Incl. VAT at Standard Rate
Lifetimes -Atherstone	N/A	N/A	25.00	25.00	"
Lifetimes -Coleshill	N/A	N/A	22.00	22.00	"
Lifetimes -Polesworth	N/A	N/A	20.00	20.00	"
Lifetimes -Arley	N/A	N/A	20.00	20.00	"
Lifetimes -Swimmer	N/A	N/A	20.00	20.00	"
Lifetimes -Studio	N/A	N/A	20.00	20.00	"
<b>Outdoor floodlit area (Arley SC)</b>					
<b>Football</b>					
Full pitch peak	25.00	25.50	24.00	24.50	Incl. VAT at Standard Rate
Half pitch peak	15.00	15.30	12.00	12.20	"
Full pitch off peak	19.00	19.40	18.00	18.40	"
Half pitch off-peak	12.00	12.20	10.00	10.20	"
Full pitch junior (Anytime)	N/A	N/A	9.50	9.70	"
Half pitch junior (Anytime)	N/A	N/A	5.00	5.10	"
<b>Tennis</b>					
Peak	9.50	9.70	7.40	7.60	Incl. VAT at Standard Rate
Off-peak	8.00	8.20	6.40	6.50	"
Junior (Anytime)	N/A	N/A	3.00	3.10	"

	2014/2015 TOTAL CHARGE £	2015/2016 TOTAL CHARGE £	2014/2015 TOTAL CHARGE £	2015/2016 TOTAL CHARGE £	VAT RATING
	STANDARD PRICE		LIFETIMES CARD HOLDER		
<b>Netball</b>					
Training-half court	15.00	15.30	12.00	12.20	Incl. VAT at Standard Rate
Game-full court	19.00	19.40	18.00	18.40	"
<b>QUEEN ELIZABETH SCHOOL SPORTS VILAAGE</b>					
<b>Artificial pitch</b>					
Standard hire (per hour)					
One pitch	31.20	31.80	26.00	26.50	Incl. VAT at Standard Rate
Two pitches	62.40	63.70	52.00	53.00	"
Three pitches	80.00	81.60	68.00	69.40	"
Sports clubs 10-30 weeks					
One pitch	26.00	26.50	N/A	N/A	Exempt
Two pitches	54.00	55.10	N/A	N/A	"
Three pitches	68.00	69.40	N/A	N/A	"
31+ weeks					
One pitch	23.40	23.90	N/A	N/A	Exempt
Two pitches	46.80	47.70	N/A	N/A	"
Three pitches	61.20	62.40	N/A	N/A	"
Sports hall adult	31.20	31.80	26.00	26.50	Incl. VAT at Standard Rate
Sports hall junior	16.80	17.10	14.00	14.30	"
Badminton adult	6.20	6.30	5.20	5.30	"
Badminton junior	3.00	3.10	2.50	2.60	"
Gymnasium (1hr) adult	22.80	23.30	19.00	19.40	"
Gymnasium (1hr) junior	15.60	15.90	13.00	13.30	"
Dining room (1hr) adult	20.40	20.80	17.00	17.30	"
Dining room (1hr) junior	14.40	14.70	12.00	12.20	"
Shower adult	7.80	8.00	6.50	6.60	"
Shower junior	5.40	5.50	4.50	4.60	"
Playground adult	8.40	8.60	7.00	7.10	"
Playground junior	6.60	6.70	5.50	5.60	"
Toilet adult	3.00	3.10	2.50	2.60	"
Toilet junior	2.60	2.70	2.20	2.20	"

**NORTH WARWICKSHIRE BOROUGH COUNCIL**  
**COMMUNITY & ENVIRONMENT BOARD**  
**FEES AND CHARGES FROM 1 APRIL 2015**

	2014/2015 TOTAL CHARGE £	2015/2016 TOTAL CHARGE £	2014/2015 TOTAL CHARGE £	2015/2016 TOTAL CHARGE £	VAT RATING
<b>SWIMMING AT ATHERSTONE LEISURE COMPLEX ONLY</b>					
	<b>STANDARD PRICE</b>		<b>LIFETIMES CARD HOLDER</b>		
Adult swim (age 16+)	3.80	3.90	3.10	3.20	Incl. VAT at Standard Rate
Junior swim (age 0 - 15)	2.10	1.80	1.70	1.80	"
Family swim (2 adults, maximum 3 children)	N/A	10.00	N/A	10.00	"
Concessionary swim	N/A	2.20	2.10	2.20	"
Blue badge holder swim	N/A	N/A	2.00	2.20	"
Spectator	1.90	1.90	Free	Free	"
School swimming	1.50	1.60	1.50	1.60	Exempt
Adult lesson	4.65	4.80	4.65	4.80	"
Junior lesson	3.80	3.90	3.80	3.90	"
Ladies Only	3.80	3.90	3.10	3.20	Incl. VAT at Standard Rate
Joggers/shower	3.80	3.90	1.60	1.60	"
Aquacise	4.75	4.80	3.90	4.00	Exempt
Aquacise (concessionary)	N/A	N/A	3.00	3.10	"
Birthday parties	75.00	76.50	75.00	76.50	Incl. VAT at Standard Rate
Castle parties	55.00	56.10	55.00	56.10	"
Club use (per hour)	95.00	96.90	95.00	96.90	"
Galas (per hour)	125.00	127.50	125.00	127.50	"
Indoor bowls	3.40	3.50	3.40	3.50	"
Tea dance	3.40	3.50	3.40	3.50	"
Tea dance / bowls (concessionary)	N/A	N/A	2.85	2.90	"

**MEMORIAL HALL (per hour)**

	MAIN HALL		BOTH HALLS		
<b>Functions &amp; Events package * (inc.extension)</b>					
Evening parties (access 5pm)	150.00	N/A	150.00	N/A	Exempt
Reception/evening parties (access 2pm)	175.00	99.00	175.00	99.00	"
<b>Medium functions*</b>					
Peak	44.00	N/A	56.00	N/A	"
Off peak (e.g. weddings, 21sts)	30.00	N/A	44.00	N/A	"
<b>Small functions*</b>					
Peak	32.00	N/A	44.00	N/A	"
Off peak (e.g. internal, non-bar)	23.00	N/A	35.00	N/A	"
Main hall (peak)	N/A	N/A	N/A	35.00	"
Main hall (off-peak)	N/A	N/A	N/A	25.00	"
Small hall (per hour)	9.50	12.00	9.50	13.00	"
Birthday parties	55.00	56.00	55.00	60.00	"
Training room (per hour)	12.50	10.00	12.50	10.00	"
Bar extension	50.00	N/A	50.00	N/A	"

**Notes**

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

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

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

**Courses & classes - all facilities**

Fees set at management discretion according to cost

**Commercial use- all facilities**

Charges negotiable according to the nature of booking

**Promotional pricing**

Any of the above prices may be varied for promotional campaigns

**NORTH WARWICKSHIRE BOROUGH COUNCIL**  
**COMMUNITY & ENVIRONMENT BOARD**  
**FEES AND CHARGES FROM 1 APRIL 2015**

		<b>2014/2015 TOTAL CHARGE £</b>	<b>2015/2016 TOTAL CHARGE £</b>	<b>VAT RATING</b>
<b>SPORTS PITCHES</b>				
Casual hire (adult)		40.00	40.00	Incl. VAT at Standard Rate
Casual hire (junior)		25.00	25.00	"
Seasonal hire (adult)	(conditions apply)	410.00	420.00	Exempt
Seasonal hire (junior)	"	215.00	220.00	"
Seasonal hire (mini)	"	160.00	165.00	"
<b>PAVILIONS</b>				
Casual matches (adult)		20.00	20.00	Incl. VAT at Standard Rate
Casual matches (junior)		20.00	20.00	"
Seasonal hire-matches (adult)	(conditions apply)	160.00	165.00	Exempt
Seasonal hire-matches (junior)	"	160.00	165.00	"

**NORTH WARWICKSHIRE BOROUGH COUNCIL**  
**COMMUNITY & ENVIRONMENT BOARD**  
**FEES AND CHARGES FROM 1 APRIL 2015**

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

**LOCAL AUTHORITY ENVIRONMENTAL REGULATION OF INDUSTRIAL PLANT  
2012/2013 AIR FEES AND CHARGES SCHEME**

**LA-IPPC CHARGES**

**PART A**

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

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

**Key**

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

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

Reduced fee activities are listed in the Schedule to the Part B Charging Scheme.

**Newspaper advertisements**

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

**LAPPC CHARGES**

**PART B**

	NET CHARGE £	VAT RATING	TOTAL CHARGE £
<b>Application Fee</b>			
Standard process (includes solvent emission activities)	1,579.00	Outside Scope	1,579.00
Additional fee for operating without a permit	1,137.00	"	1,137.00
PVRI, SWOBs and dry cleaners	148.00	"	148.00
PVR I & II combined	246.00	"	246.00
VRs and other reduced fee activities	346.00	"	346.00
Reduced fee activities : additional fee for operating without a permit	68.00	"	68.00
Mobile plant **	1,579.00	"	1,579.00
For the third to seventh applications	943.00	"	943.00
For the eighth and subsequent applications	477.00	"	477.00
Where an application for any of the above is for a combined part B & waste application, add an extra £297 to the above amounts			

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

<b>Transfer and Surrender</b>			
Standard process transfer	162.00	Outside Scope	162.00
Standard process partial transfer	476.00	"	476.00
New operator at low risk reduced fee activity (extra one-off subsistence charge-see Art 15 (2) of charging scheme)	75.00	"	75.00
Surrender : all Part B activities	0.00	"	0.00
Reduced fee activities : transfer	0.00	"	0.00
Reduced fee activities : partial transfer	45.00	"	45.00

<b>Temporary transfer for mobiles</b>			
First Transfer	51.00	"	51.00
Repeat following enforcement or warning	51.00	"	51.00

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

\*\* Not using simplified permits

**NORTH WARWICKSHIRE BOROUGH COUNCIL**  
**COMMUNITY & ENVIRONMENT BOARD**  
**FEES AND CHARGES FROM 1 APRIL 2015**

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

NET CHARGE £	VAT RATING	TOTAL CHARGE £
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LOCAL AUTHORITY ENVIRONMENTAL REGULATION OF INDUSTRIAL PLANT

LAPPC STANDARD MOBILE PLANT CHARGES  
(NOT USING SIMPLIFIED PERMITS)

PART B contd.

**Application Fee**

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

**Subsistence Fee-Low**

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

**Subsistence Fee-Medium**

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

**Subsistence Fee-High**

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

**NORTH WARWICKSHIRE BOROUGH COUNCIL**  
**COMMUNITY & ENVIRONMENT BOARD**  
**FEES AND CHARGES FROM 1 APRIL 2015**

	<b>2014/2015 TOTAL CHARGE £</b>	<b>2015/2016 TOTAL CHARGE £</b>	<b>VAT RATING</b>
<b>CONTAMINATED LAND ENQUIRIES</b>			
Simple	12.30	12.60	Outside Scope
Detail	58.80	60.30	"
<b>HOUSING MULTIPLE OCCUPATION REGISTRATION</b>			
Per occupied room (5-yearly charge)	70.00	75.00	Outside Scope
<b>WORK IN DEFAULT OF NOTICE(S) SERVED</b>			
Where NWBC carries out repairs which are the responsibility of the individual. (NWBC appointed as contractor)	Actual costs plus 20% admin.costs	Actual costs plus 20% admin.costs	Plus VAT at Standard Rate
Where the owner has failed to undertake the work.	Actual costs plus 20% admin.costs	Actual costs plus 20% admin.costs	Outside Scope
<b>PRIVATE WATER SUPPLIES REGULATIONS 2009</b>			
<b>Statutory Fees (maximum)</b>			
Risk Assessment (each visit)	500.00	500.00	Outside Scope
Sampling (each visit)	100.00	100.00	"
Investigation (each investigation)	100.00	100.00	"
Granting an authorisation	100.00	100.00	"
Sample analysis -small/single supplies	25.00	25.00	"
Sample analysis -check monitoring	100.00	100.00	"
Sample analysis -audit monitoring	500.00	500.00	"
<b>NWBC Fees</b>			
Risk Assessments/Investigations (per hour)	50.30	51.60	Incl. VAT at Standard Rate
Sampling visits/Granting authorisations (per hour)	21.90	22.50	"
Sample analysis	As charged by laboratory	As charged by laboratory	
<b>EXPORT CERTIFICATE (NON-VISIT)</b>	49.40	50.60	Outside Scope
<b>FOOD EXPORT CERTIFICATE</b>	61.10	62.60	Outside Scope

## Agenda Item No 9

### Community and Environment

19 January 2015

Report of the  
Deputy Chief Executive

General Fund Revenue Estimates  
2015/16

#### 1 Summary

- 1.1 This report covers the revised budget for 2014/15 and an estimate of expenditure for 2015/16, together with forward commitments for 2016/17, 2017/18 and 2018/19.

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

- a To accept the revised budget for 2014/15; and**
- b To accept or otherwise vary the Estimates of Expenditure for 2015/16, as submitted, for them to be included in the budget to be brought before the meeting of the Executive Board on 10 February 2015.**

#### 2 Consultation

- 2.1 The Chairman, Vice-Chairman and Opposition Spokesperson for the Community and Environment and Resources Boards have been sent an advanced copy of this report for comment. Any comments received will be reported verbally to the Board.

#### 3 Introduction

- 3.1 In consultation with other Assistant Directors, the Assistant Director (Finance and Human Resources) has prepared an estimate of net expenditure for 2015/16 and this, together with a revised budget for 2014/15, appears in Appendices A and B. To provide a more complete picture of the spending pattern of the service the actual figures for 2013/14 are shown.

...

- 3.2 At its meeting in September, the Executive Board agreed the budget strategy for 2015-2019 which required savings of £2.04 million over a four year period. This required budget savings of £655,000 in 2015/16 with additional savings of £565,000, £475,000 and £350,000 in 2016/17, 2017/18 and 2018/19 respectively. No provision for growth was built into the strategy.

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

...

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

	<b>Approved Budget 2014/15 £</b>	<b>Revised Budget 2014/15 £</b>	<b>Original Budget 2015/16 £</b>
Employee Costs	2,135,280	2,211,880	2,245,640
Premises Related	499,760	498,110	536,670
Supplies and Services	2,518,280	2,575,000	2,492,520
Transport	244,580	250,780	237,330
Miscellaneous Expenditure	100	9,410	100
Earmarked Reserves	63,400	53,480	63,540
<b>Gross Expenditure</b>	<b>5,461,400</b>	<b>5,598,660</b>	<b>5,575,800</b>
Income	(2,137,420)	(2,160,610)	(2,205,810)
<b>Net Controllable Expenditure</b>	<b>3,323,980</b>	<b>3,438,050</b>	<b>3,369,990</b>
Departmental Support	522,590	534,530	497,290
Central Support	547,640	518,670	509,420
Capital Charges	595,400	559,470	648,330
<b>Net Expenditure</b>	<b>4,989,610</b>	<b>5,050,720</b>	<b>5,025,030</b>

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

#### 4 **Comments on the 2014/15 Revised Budget**

4.1 The revised budget for 2014/15 is estimated to be £5,050,720; an increase of £61,110 on the approved provision. The main reasons for variations are set out below.

#### 4.2 **Leisure Centres £18,810**

4.2.1 Employee costs have increased by £26,990. These include an increase in salaries and overtime to cover sickness, the staffing costs of new classes operated by centres and additional employees joining the pension scheme.

4.2.2 Premise costs have risen by £4,830, reflecting an increase in electrical and mechanical contracts at the new Coleshill Leisure Centre and additional costs for rent and hire of premises at Polesworth. These have been offset by a reduction in the recharges from the Building Maintenance Fund to the new Coleshill Leisure Centre.

4.2.3 Supplies and services have increased by £13,780. The increase in software maintenance costs due to the overlap of two leisure systems during the move to the new system has been offset slightly by ongoing reductions in general expenditure. In addition, PC software costs of £4,810 have been moved from central support allocations.

4.2.4 Income has increased overall by £26,790, due to additional income at Atherstone Leisure complex and Polesworth Sports Centre. The main reduction in income is £1,080 at the Memorial Hall.

**4.3 Public Health (£11,890)**

4.3.1 The cost of Commercial Pollution Control has reduced due to lower expenditure on superannuation, professional fees, equipment, corporate subscriptions and land registry fees. These have been partially offset by lower income from fewer Export Health Certificates.

4.3.2 Domestic Pollution Control costs have reduced due to the part time secondment of the Senior Environmental Health Manager to Nuneaton and Bedworth Borough Council.

**4.4 Refuse Domestic and Trade Refuse £64,490**

	£
Increase in the costs of the Refuse DSO	71,540
Extra costs associated with the assistant Waste Manager post	29,990
Loss of excess mileage payable by Warwickshire County Council	4,030
Sale of Bins to developers / sale of bin liners	(25,940)
Additional Trade Refuse income	(9,130)
Increase in income from bulky's	(5,430)
<b>TOTAL</b>	<b>65,060</b>

**4.5 Cesspool Emptying £34,990**

4.5.1 There has been a reduction in income due to a lower level of service requests from customers and dry weather conditions. Transport maintenance costs have risen due to the age of the vehicle and the need to hire in a replacement while maintenance is undertaken. In addition employee costs have risen due to increased overtime, holiday and sickness cover and disposal charges have increased.

**4.6 Recycling Service £168,760**

4.6.1 Increased participation in recycling and garden waste has required the addition of extra rounds, which has increased staffing budgets. Haulage costs have increased due to the additional recycle and an increase in the haulage price per tonne from October.

4.6.2 Recycling credits are expected to reduce by £26,050 as Warwickshire County Council are now charging a handling fee, which has reduced the recycling credits received. In addition the income from the sale of paper and card has reduced by £26,980 due to the fall in the price per tonne from £65 to £40 per tonne from last October's retendering exercise.

#### 4.7 **Amenity Cleaning** (£49,420)

4.7.1 There has been a lower recharge from the Amenity Cleaning DSO, largely due to the vacancies and non cover of holidays and sickness. There has also been a small reduction in weed spraying activity. These have been partially offset by the need to use an external company for the removal of asbestos which has been fly tipped.

#### 4.8 **Parks, Playing Fields and Open Spaces** (£28,730)

4.8.1 This reduction is largely due to the lower recharge from the Grounds Maintenance DSO following changes to the maintenance schedule for pitches. The rest of the reduction is due to a lower recharge from the Building Maintenance Fund.

#### 4.9 **Community Development Activities** (£80,570)

4.9.1 The saving on community development activities has arisen due to a number of staffing vacancies, which has curtailed the level of activity which has been undertaken. This has been reduced by some residual costs of the Skate Park project. During the year additional income was obtained and used for a Sportivate Ultimate Gym and Boxing project, on arts activity, community events and a yoga project.

4.10 **Departmental and Central Support** charges have decreased by £17,030. Within departmental support there are increased costs associated with the Assistant Waste Manager post and changes in salary allocations. Central support charges have reduced as a result of changes in Financial Services allocations..

4.11 **Capital related** costs have decreased by £35,930. This relates to a decreased capital charge on recycling due to the delay in replacing some of the refuse freighters.

### 5 **Comments on the 2015/16 Estimates**

5.1 The 2015/16 estimate has been prepared, taking into account the following assumptions:

- A 2.2% pay award from 1 January 2015, with non-consolidated payments to be made in December 2014 and April 2015;
- Increases in the Council's pension contribution rate for current employees of 0.75% per annum up to 2018/19;
- A general inflationary increase of 2% in 2015/16;
- An increase in income to reflect the increases included in the fees and charges report elsewhere on this agenda
- Savings of £46,300 have been incorporated into the estimates being considered and are shown in Appendix D.

5.2 The total estimated net expenditure for 2015/16 is £5,025,030; an increase of £35,420 on the 2014/15 approved budget and a decrease of £25,690 on the revised 2014/15 budget.

**5.3 Leisure Centres (£66,670)**

5.3.1 Prices for some activities have been increased for inflation at the Leisure Centres. In addition, some increased income targets have been included for improvement in classes, gym membership and sports hall income. Additional income is also expected from activities at the new facility at Coleshill, as well as increased income from Coleshill School to reflect a full year operation. In total increased income of £80,590 is anticipated.

5.3.2 This has been offset by some increases in premise costs. The estimated increase in the NDR charge for Coleshill Leisure Centre has been included, based on the valuation obtained from the Valuation Office. Increased provision has been made for mechanical and electrical service contracts at Coleshill to reflect full year costs, partially offset by reduced utility costs at the centre reflecting a more efficient building. One off maintenance costs have been removed and a reduction made to software costs.

5.3.3 There is little movement in employee budgets, as the pay award and reinstatement of vacant posts has been offset by reductions in overtime and superannuation budgets.

**5.4 Public Health £11,950**

5.4.1 The cost of Commercial Pollution Control has increased due to the reinstatement of full year provision for professional fees, equipment and analysts that was not required in 2014/15. In addition, an allowance has been made for the pay award and some inflationary increases.

5.4.2 The cost of Domestic Pollution Control has increased as the secondment of the Senior Environmental Health Manager will finish in March 2015, requiring reinstatement of the budget provision.

**5.5 Refuse Domestic and Trade Refuse (£50,140)**

5.5.1 The main change relates to the removal of the extra costs associated with the Assistant Waste Manager post. The removal of some one off vehicle repairs during 2014-15, partially offset by some Inflationary increases.

**5.6 Cesspool Emptying (£14,420)**

5.6.1 The main change relates to transport, as maintenance costs are expected to decrease with the expected renewal of the vehicle.

## 5.7 **Recycling Service**                    **£10,580**

5.7.1 Income has decreased as a full year handling fee for recycle and reduced income for paper and card has been built into the budget. In addition to the pay award, increased provision has been built into employee budgets for the superannuation costs that are expected when we appoint full time members of staff instead of using agency staff.

## 5.8 **Amenity Cleaning**                    **(£20,050)**

5.8.1 Expenditure has reduced due to lower transport costs following the replacement of some vehicles, in addition to a reduction in employee cover relating to a review of overtime and weekend working within the Amenity Cleaning DSO.

## 5.9 **Grounds Maintenance**

5.9.1 The professional services budget has been reduced by £7,490 to £4,000 per annum. This budget covers the annual maintenance of playing pitches. In future, more of this work will be undertaken in-house and contracted-in work will be more focussed on those areas of greatest need rather than a blanket treatment of the whole playing surface at every location.

## 5.10 **Community Development Activities**    **£75,150**

5.10.1 The main change relates to budget provision that has been made for posts that were vacant in 2014/15.

5.11 **Departmental and central support** recharges have decreased by £46,490, which is comprised of a £37,240 decrease in Departmental Support charges due to the removal of one off costs of the Assistant Waste Manager post. In addition there are decreases of £9,250 in Central Support charges. These mainly relate to changes in Central Service recharges.

5.12 **Capital** costs have increased by £88,860, relating to the delayed replacement of some of the Refuse Freighters on the refuse and recycling budgets.

## 6 **Growth Items**

6.1 A provision for growth was not included in the Council's Budget Strategy, approved in September 2014 by the Executive Board. There is one growth item relating to the services covered by this report. The growth bid relates to the ongoing costs of clearing fly tipped Asbestos waste of £16,730.

## 7 **Income**

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

## 8 Risks to Services

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

- Deteriorating condition of assets, particularly the Leisure Centres, and further economic pressure affecting the generation of income
- Further reduction or cessation of grants received and the possibility of redundancy costs for those staff affected by withdrawal of funding for given projects.
- A loss of trade waste customers
- Increasing bin replacement rates
- Additional costs relating to the Refuse and Recycling services.

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

## 9 Future Year Forecasts

9.1 In order to assist with medium-term financial planning, Members are provided with budget forecasts for the three years following 2015/16. The table below provides a subjective summary for those services reporting to this Board:

	<b>Forecast Budget 2016/17 £</b>	<b>Forecast Budget 2017/18 £</b>	<b>Forecast Budget 2018/19 £</b>
Employee Costs	2,305,410	2,360,760	2,417,430
Premises Related	550,100	566,270	580,870
Supplies and Services	2,586,950	2,637,470	2,680,350
Transport	242,220	245,890	251,050
Miscellaneous Expenditure	100	100	100
Earmarked Reserves	88,320	93,030	93,260
<b>Gross Expenditure</b>	<b>5,773,100</b>	<b>5,903,520</b>	<b>6,023,060</b>
Income	(2,232,570)	(2,277,200)	(2,322,770)
<b>Net Controllable Expenditure</b>	<b>3,540,530</b>	<b>3,626,320</b>	<b>3,700,290</b>
Departmental Support	508,140	520,120	531,960
Central Support	519,930	532,570	537,860
Capital Charges	664,810	669,850	669,850
<b>Net Expenditure</b>	<b>5,233,410</b>	<b>5,348,860</b>	<b>5,439,960</b>

9.2 The forecasts given above have used a number of assumptions, which include pay awards of 2% in 2016/17 to 2018/19, increases in contracts and general increases in supplies and services of 2% in 2017/18. In total, net expenditure is expected to increase by 4.1% in 2016/17 which is primarily due to replacing the refuse vehicle fleet. Increases of 2.2% in 2017/18 and 1.7% in 2018/19 are expected.

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

## 10 Report Implications

### 10.1 Finance and Value for Money Implications

10.1.1 As detailed in the body of the report.

### 10.2 Environment and Sustainability Implications

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

### 10.3 Risk Management Implications

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

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

## Background Papers

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

Background Paper No	Author	Nature of Background Paper	Date

## SAVINGS INCLUDED WITHIN 2015/16

Board	Description	2015/16 £
C&E	A reduced DSO recharge (Additional income from the HRA)	13,000
C&E	To undertake pitch repair treatments on a more targeted basis on Horticulture DSO Budget	7,490
C&E	A move to an 8 day fortnight for road sweeping on the Amenity Cleaning service	5,890
C&E	Reduction in Carriage way sweeping weekend work on amenity cleaning service	5,000
C&E	Reduction in the Warwickshire Race Equality Partnership payment in the corporate policy budget	5,000
C&E	New Coleshill Leisure Centre - more financially efficient service delivery	3,820
C&E	Reduction on professional fees budget in the consultation budget	3,000
C&E	Reduction in Grants and Contributions in Sustainable Communities budget	2,860
C&E	Reduction in Corporate Subscriptions on the Public Health budget	240
	<b>Community and Environment Total</b>	<b>46,300</b>

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

<b>Codes</b>	<b>Description</b>	<b>Actual 2013/2014 £</b>	<b>Approved Budget 2014/2015 £</b>	<b>Revised Budget 2014/2015 £</b>	<b>Original Budget 2014/2015 £</b>
3072-3073	Polesworth Sport Centre	96,928	74,130	74,380	69,020
3074	Arley Sports Centre	127,796	118,210	135,730	118,990
3075-3076	Coleshill Sport Centre	152,529	144,690	148,490	105,140
3077-3078	Atherstone Leisure Complex	205,789	186,760	181,640	179,190
3082-3083	Memorial Hall	80,659	88,050	90,410	91,640
4002	Public Health (Commercial Pollution Control)	188,678	208,620	200,260	208,250
4003	Public Health (Domestic Pollution Control)	52,783	48,520	44,990	48,950
5000	Domestic Refuse Collection	964,974	711,020	784,760	732,520
5002	Trade Refuse Collection	(31,501)	(43,150)	(52,400)	(50,300)
5003	Cesspool Emptying	(62,378)	(79,750)	(44,760)	(59,180)
5004	Recycling	459,648	358,340	527,100	537,680
5010	Amenity Cleaning	641,085	616,680	567,260	547,210
5013	Unadopted Roads	7,600	7,450	7,450	7,600
5014	Flooding And Land Drainage	10,104	8,610	8,610	8,870
5015	Street Furniture	834	1,250	1,250	1,280
5016	Atherstone Market	4,057	3,960	1,550	1,600
5019	Parks, Playing Fields and Open Spaces	434,560	444,590	415,860	412,630
5020	Play Areas	101,812	102,720	102,720	100,860
5021	Public Health (Control of Disease) Act 1984 Burials	2,155	-	(470)	-
5022	Sustainable Communities	2,606	2,860	2,860	-
5023	Consultation	1,041	7,320	7,320	4,470
5025	Corporate Policy	19,122	17,870	17,980	13,380
5030	Rural Regeneration	2,022	31,030	23,450	20,370
5034	Landscape	8,660	8,880	8,880	9,060
5040	Marketing and Market Research	8,371	8,190	8,190	8,350
5044	Support to Voluntary Organisations	87,037	89,260	89,290	90,890
5051	Young People and Intergeneration	11,402	37,090	17,800	37,580
5052	Community Development Environment	18,644	29,340	17,040	27,180
5054	Social Inclusion and Sport	32,681	28,310	35,680	31,310
5055	Community Development Health Improvement	18,123	17,670	(4,890)	19,590
5056	Community Development Safer Communities	16,400	52,380	26,140	52,400
5059	Allotments and Biodiversity	48	(30)	-	-
5064	QE - Artificial Grass Pitch	(6,704)	(6,890)	(6,520)	(6,540)
5065	Carlyon Road Skate Park	(429)	-	-	-
7700	Stronger & Safer Communities	-	-	-	-
7860	Sports Club Development Officer Programme	11	-	-	-
7880	Local Nature Reserves	19	-	-	-
	<b>Net Controllable Expenditure</b>	<b>3,657,166</b>	<b>3,323,980</b>	<b>3,438,050</b>	<b>3,369,990</b>
	<b>Departmental Support</b>	<b>543,544</b>	<b>522,590</b>	<b>534,530</b>	<b>497,290</b>
	<b>Central Support</b>	<b>517,399</b>	<b>547,640</b>	<b>518,670</b>	<b>509,420</b>
	<b>Capital</b>	<b>1,494,778</b>	<b>595,400</b>	<b>559,470</b>	<b>648,330</b>
	<b>Net Expenditure</b>	<b>6,212,887</b>	<b>4,989,610</b>	<b>5,050,720</b>	<b>5,025,030</b>

**3072-3073 - POLESWORTH SPORTS CENTRE**

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

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2013/2014	BUDGET 2014/2015	BUDGET 2014/2015	BUDGET 2015/2016
Employee Expenditure	216,586	207,390	209,880	209,360
Premises Related Expenditure	48,825	50,160	52,830	54,300
Supplies & Services	36,544	13,670	18,450	17,140
Transport Related Expenditure	32	-	-	-
Balance sheet items	(22,946)	5,000	5,000	5,000
<b>GROSS EXPENDITURE</b>	<b>279,041</b>	<b>276,220</b>	<b>286,160</b>	<b>285,800</b>
GROSS INCOME	(182,113)	(202,090)	(211,780)	(216,780)
<b>NET CONTROLLABLE EXPENDITURE</b>	<b>96,928</b>	<b>74,130</b>	<b>74,380</b>	<b>69,020</b>
Departmental Support	12,602	11,650	15,090	13,000
Central Support Services	28,192	29,670	29,430	29,410
Capital Charges	10,531	13,230	13,190	13,190
<b>NET EXPENDITURE</b>	<b>148,253</b>	<b>128,680</b>	<b>132,090</b>	<b>124,620</b>

Contributes to corporate priority :

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

**KEY PERFORMANCE INDICATORS**

No of Visits	70,158	70,000	74,000	75,500
Budgeted cost per visit	£4.71	£4.73	£4.65	£4.52
Budgeted income per visit	£2.60	£2.89	£2.86	£2.87
Budgeted Subsidy per visit	£2.11	£1.84	£1.79	£1.65

**3074 - ARLEY SPORTS CENTRE**

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

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2013/2014	BUDGET 2014/2015	BUDGET 2014/2015	BUDGET 2015/2016
Employee Expenditure	170,474	161,220	175,760	158,580
Premises Related Expenditure	36,519	38,670	41,170	42,230
Supplies & Services	15,734	17,420	18,630	18,330
Transport Related Expenditure				
<b>GROSS EXPENDITURE</b>	<b>222,727</b>	<b>217,310</b>	<b>235,560</b>	<b>219,140</b>
GROSS INCOME	(94,931)	(99,100)	(99,830)	(100,150)
<b>NET CONTROLLABLE EXPENDITURE</b>	<b>127,796</b>	<b>118,210</b>	<b>135,730</b>	<b>118,990</b>
Departmental Support	12,067	10,880	14,850	12,070
Central Support Services	24,280	26,540	30,130	29,150
Capital Charges	30,898	35,830	36,230	36,220
<b>NET EXPENDITURE</b>	<b>195,041</b>	<b>191,460</b>	<b>216,940</b>	<b>196,430</b>

Contributes to corporate priority :

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

**KEY PERFORMANCE INDICATORS**

No of Visits	53,220	49,700	53,430	55,000
Budgeted cost per visit	£5.45	£5.85	£5.93	£5.39
Budgeted income per visit	£1.78	£1.99	£1.87	£1.82
Budgeted Subsidy per visit	£3.66	£3.85	£4.06	£3.57

**3075-3076 - COLESHILL LEISURE CENTRE**

Coleshill Leisure Centre is the largest of the Council's "dry" facilities, and includes a four badminton court hall, four squash courts and a "Lifetimes" fitness suite. In late 2014, a new Coleshill Leisure Centre opened on the site of Coleshill School and will be run in partnership with the School. This will house a four badminton court hall, two squash courts, a studio and an enlarged 40 station "Lifetimes" fitness suite.

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2013/2014	BUDGET 2014/2015	BUDGET 2014/2015	BUDGET 2015/2016
Employee Expenditure	286,720	292,650	293,560	288,420
Premises Related Expenditure	67,312	80,230	77,940	113,460
Supplies & Services	25,749	30,590	35,620	33,800
Transport Related Expenditure				
Earmarked Reserves	20,910	20,910	20,910	20,910
<b>GROSS EXPENDITURE</b>	<b>400,691</b>	<b>424,380</b>	<b>428,030</b>	<b>456,590</b>
GROSS INCOME	(248,162)	(279,690)	(279,540)	(351,450)
<b>NET CONTROLLABLE EXPENDITURE</b>	<b>152,529</b>	<b>144,690</b>	<b>148,490</b>	<b>105,140</b>
Departmental Support	13,798	13,120	16,550	13,960
Central Support Services	40,825	42,770	42,010	41,150
Capital Charges	48,190	48,540	49,220	100,150
<b>NET EXPENDITURE</b>	<b>255,342</b>	<b>249,120</b>	<b>256,270</b>	<b>260,400</b>

**Contributes to corporate priority :**

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

**KEY PERFORMANCE INDICATORS**

No of Visits	105,679	102,050	105,500	111,000
Budgeted cost per visit	£4.76	£5.18	£5.08	£5.51
Budgeted income per visit	£2.35	£2.74	£2.65	£3.17
Budgeted Subsidy per visit	£2.42	£2.44	£2.43	£2.35

**3077-3078 - ATHERSTONE LEISURE COMPLEX**

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

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2013/2014	BUDGET 2014/2015	BUDGET 2014/2015	BUDGET 2015/2016
Employee Expenditure	415,491	387,890	395,160	395,160
Premises Related Expenditure	243,592	245,860	245,530	248,780
Supplies & Services	46,144	45,680	51,220	48,350
Transport Related Expenditure				
Earmarked Reserves	8,326	2,500	2,500	2,500
<b>GROSS EXPENDITURE</b>	<b>713,553</b>	<b>681,930</b>	<b>694,410</b>	<b>694,790</b>
GROSS INCOME	(507,764)	(495,170)	(512,770)	(515,600)
<b>NET CONTROLLABLE EXPENDITURE</b>	<b>205,789</b>	<b>186,760</b>	<b>181,640</b>	<b>179,190</b>
Departmental Support	13,532	11,710	16,410	13,900
Central Support Services	67,187	74,630	66,480	65,890
Capital Charges	232,725	250,440	249,900	249,890
<b>NET EXPENDITURE</b>	<b>519,233</b>	<b>523,540</b>	<b>514,430</b>	<b>508,870</b>

**Contributes to corporate priority :**

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

**KEY PERFORMANCE INDICATORS**

No of Visits	162,535	163,470	168,680	170,000
Budgeted cost per visit	£6.32	£6.23	£6.09	£6.03
Budgeted income per visit	£3.12	£3.03	£3.04	£3.03
Budgeted Subsidy per visit	£3.19	£3.20	£3.05	£2.99

**3082-3083 - MEMORIAL HALL**

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

DESCRIPTION	ACTUALS	APPROVED BUDGET	REVISED BUDGET	ORIGINAL BUDGET
	2013/2014	2014/2015	2014/2015	2015/2016
Employee Expenditure	79,086	76,890	78,670	79,270
Premises Related Expenditure	33,389	38,650	40,930	42,080
Supplies & Services	10,575	14,190	11,410	11,420
<b>GROSS EXPENDITURE</b>	<b>123,050</b>	<b>129,730</b>	<b>131,010</b>	<b>132,770</b>
GROSS INCOME	(42,391)	(41,680)	(40,600)	(41,130)
<b>NET CONTROLLABLE EXPENDITURE</b>	<b>80,659</b>	<b>88,050</b>	<b>90,410</b>	<b>91,640</b>
Departmental Support	3,027	2,640	3,800	3,220
Central Support Services	9,863	10,190	9,390	9,560
Capital Charges	27,027	25,170	25,170	25,170
<b>NET EXPENDITURE</b>	<b>120,576</b>	<b>126,050</b>	<b>128,770</b>	<b>129,590</b>

**Contributes to corporate priority :**

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

**KEY PERFORMANCE INDICATORS**

No of Visits	48,402	23,790	16,560	16,560
Budgeted cost per visit	£3.37	£7.05	£10.23	£10.31
Budgeted income per visit	£0.88	£1.75	£2.45	£2.48
Budgeted Subsidy per visit	£2.49	£5.30	£7.78	£7.83

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

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

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2013/2014	BUDGET 2014/2015	BUDGET 2014/2015	BUDGET 2015/2016
Employee Expenses	217,080	228,010	220,880	224,700
Supplies & Services	11,717	18,600	14,290	18,060
<b>GROSS EXPENDITURE</b>	<b>228,797</b>	<b>246,610</b>	<b>235,170</b>	<b>242,760</b>
GROSS INCOME	(40,119)	(37,990)	(34,910)	(34,510)
<b>NET CONTROLLABLE EXPENDITURE</b>	<b>188,678</b>	<b>208,620</b>	<b>200,260</b>	<b>208,250</b>
Departmental Support	4,686	4,490	4,250	4,120
Central Support Services	76,900	84,240	77,010	74,650
Capital Charges	61	60	60	60
<b>NET EXPENDITURE</b>	<b>270,325</b>	<b>297,410</b>	<b>281,580</b>	<b>287,080</b>

Contributes to corporate priorities :

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

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

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

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2013/2014	BUDGET 2014/2015	BUDGET 2014/2015	BUDGET 2015/2016
Employee Expenses	52,192	47,210	43,560	47,480
Supplies & Services	2,972	7,620	7,740	7,780
<b>GROSS EXPENDITURE</b>	<b>55,164</b>	<b>54,830</b>	<b>51,300</b>	<b>55,260</b>
GROSS INCOME	(2,381)	(6,310)	(6,310)	(6,310)
<b>NET CONTROLLABLE EXPENDITURE</b>	<b>52,783</b>	<b>48,520</b>	<b>44,990</b>	<b>48,950</b>
Departmental Support	37,846	39,800	41,540	39,140
Central Support Services	11,797	11,760	10,130	9,870
Capital Charges	61	60	60	60
<b>NET EXPENDITURE</b>	<b>102,487</b>	<b>100,140</b>	<b>96,720</b>	<b>98,020</b>

Contributes to corporate priorities :

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

**5000 - DOMESTIC REFUSE COLLECTION**

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

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2013/2014	BUDGET 2014/2015	BUDGET 2014/2015	BUDGET 2015/2016
Employee Expenditure	25,935	16,370	45,910	16,310
Supplies & Services	918,605	726,590	725,100	775,150
(Surplus)/Deficit on DSO	52,469	-	71,540	-
<b>GROSS EXPENDITURE</b>	<b>997,009</b>	<b>742,960</b>	<b>842,550</b>	<b>791,460</b>
GROSS INCOME	(32,035)	(31,940)	(57,790)	(58,940)
<b>NET CONTROLLABLE EXPENDITURE</b>	<b>964,974</b>	<b>711,020</b>	<b>784,760</b>	<b>732,520</b>
Departmental Support	53,844	39,620	42,230	39,360
Central Support Services	64,919	64,750	72,250	69,250
<b>NET EXPENDITURE</b>	<b>1,083,737</b>	<b>815,390</b>	<b>899,240</b>	<b>841,130</b>

Contributes to corporate priority :

- Protecting and improving our local environment

**KEY PERFORMANCE INDICATORS**

No of Households	27,125	27,101	27,347	27,497
Budgeted cost per household	£39.95	£30.09	£32.88	£30.59
Number of bins per 100,000 population missed	34.5	25	25	25

**5002 - TRADE REFUSE COLLECTION**

Collecting waste from business premises situated in the Borough.

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2013/2014	BUDGET 2014/2015	BUDGET 2014/2015	BUDGET 2015/2016
Employee Expenditure	10,291	9,500	9,380	9,520
Supplies & Services	155,470	151,310	150,170	156,370
<b>GROSS EXPENDITURE</b>	<b>165,761</b>	<b>160,810</b>	<b>159,550</b>	<b>165,890</b>
GROSS INCOME	(197,262)	(203,960)	(211,950)	(216,190)
<b>NET CONTROLLABLE EXPENDITURE</b>	<b>(31,501)</b>	<b>(43,150)</b>	<b>(52,400)</b>	<b>(50,300)</b>
Departmental Support	8,919	7,790	14,390	7,780
Central Support Services	15,273	15,110	13,250	12,450
<b>NET EXPENDITURE</b>	<b>(7,309)</b>	<b>(20,250)</b>	<b>(24,760)</b>	<b>(30,070)</b>

Contributes to corporate priority :

- Protecting and improving our local environment

**KEY PERFORMANCE INDICATORS**

No. of Bins Collected	546	441	590	590
Gross budgeted cost per bin collected	£347.90	£416.58	£317.27	£315.46
Net budgeted (surplus)/Deficit per bin collected	-£13.39	-£7.44	-£41.97	-£50.97

**5003 - CESSPOOL EMPTYING**

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

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2013/2014	BUDGET 2014/2015	BUDGET 2014/2015	BUDGET 2015/2016
Employee Expenditure	36,478	32,170	37,310	38,020
Premises Related Expenditure	48	110	110	110
Supplies & Services	41,704	44,650	49,230	50,210
Transport Related Expenditure	42,767	31,100	41,320	28,670
Miscellaneous Expenditure	-	100	100	100
<b>GROSS EXPENDITURE</b>	<b>120,997</b>	<b>108,130</b>	<b>128,070</b>	<b>117,110</b>
GROSS INCOME	(183,375)	(187,880)	(172,830)	(176,290)
<b>NET CONTROLLABLE EXPENDITURE</b>	<b>(62,378)</b>	<b>(79,750)</b>	<b>(44,760)</b>	<b>(59,180)</b>
Departmental Support	7,580	7,290	12,350	9,160
Central Support Services	20,799	23,500	19,470	16,790
Capital Charges	9,606	5,430	1,220	12,140
<b>NET EXPENDITURE</b>	<b>(24,393)</b>	<b>(43,530)</b>	<b>(11,720)</b>	<b>(21,090)</b>

Contributes to corporate priority :

- Protecting and improving our local environment

**KEY PERFORMANCE INDICATORS**

Number of emptyings	1445	1560	1300	1300
Gross budgeted cost per emptying	£110.02	£92.53	£123.93	£119.38
Net budgeted (surplus)/ deficit per emptying	£-16.88	£-27.90	£-9.02	£-16.22

**5004 - RECYCLING**

An in-house service which collects and recycles green and recyclable waste.

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2013/2014	BUDGET 2014/2015	BUDGET 2014/2015	BUDGET 2015/2016
Employee Expenses	373,374	403,210	515,050	518,840
Supplies & Services	76	-	-	-
Transport Related Expenditure	169,657	95,230	102,820	98,080
Miscellaneous Expenditure	172,851	207,360	203,660	202,700
Earmarked Reserves	15,000	15,000	15,000	15,000
<b>GROSS EXPENDITURE</b>	<b>730,958</b>	<b>720,800</b>	<b>836,530</b>	<b>834,620</b>
GROSS INCOME	(271,310)	(362,460)	(309,430)	(296,940)
<b>NET CONTROLLABLE EXPENDITURE</b>	<b>459,648</b>	<b>358,340</b>	<b>527,100</b>	<b>537,680</b>
Departmental Support	54,188	50,430	72,380	50,040
Central Support Services	37,998	37,560	44,740	48,150
Capital Charges	695,798	118,550	86,360	113,390
<b>NET EXPENDITURE</b>	<b>1,247,632</b>	<b>564,880</b>	<b>730,580</b>	<b>749,260</b>

Contributes to corporate priorities :

- Protecting and improving our local environment

- Improving Recycling

**KEY PERFORMANCE INDICATORS**

Number of Households	27,125	27,101	27,347	27,497
Budgeted cost per household	£46.46	£20.84	£26.72	£27.25
Budgeted tonnes of recycle material collected				
Budgeted % of waste recycled				

**5010 - AMENITY CLEANING**

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

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2013/2014	BUDGET 2014/2015	BUDGET 2014/2015	BUDGET 2015/2016
Employee Expenditure	26,370	25,470	23,740	24,210
Premises Related Expenditure	11,130	3,230	3,230	3,310
Supplies & Services	590,052	586,030	581,140	517,600
Transport Related Expenditure	2,194	1,950	2,050	2,090
(Surplus)/Deficit on DSO	11,372	-	(42,900)	-
<b>GROSS EXPENDITURE</b>	<b>641,118</b>	<b>616,680</b>	<b>567,260</b>	<b>547,210</b>
GROSS INCOME	(33)	-	-	-
<b>NET CONTROLLABLE EXPENDITURE</b>	<b>641,085</b>	<b>616,680</b>	<b>567,260</b>	<b>547,210</b>
Departmental Support	23,526	26,100	27,460	28,340
Central Support Services	12,790	15,120	16,930	13,020
Capital Charges	1,227	1,230	1,230	1,230
<b>NET EXPENDITURE</b>	<b>678,628</b>	<b>659,130</b>	<b>612,880</b>	<b>589,800</b>

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

**5013 - UNADOPTED ROADS**

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

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2013/2014	BUDGET 2014/2015	BUDGET 2014/2015	BUDGET 2015/2016
Employee Expenditure	150	-	-	-
Premises Related Expenditure				
Supplies & Services	4,659	7,450	7,450	7,600
Balance Sheet Items	2,791	-	-	-
<b>GROSS EXPENDITURE</b>	<b>7,600</b>	<b>7,450</b>	<b>7,450</b>	<b>7,600</b>
GROSS INCOME				
<b>NET CONTROLLABLE EXPENDITURE</b>	<b>7,600</b>	<b>7,450</b>	<b>7,450</b>	<b>7,600</b>
Departmental Support	2,822	2,850	2,660	2,730
Central Support Services	1,630	1,710	500	480
Capital Charges	1,030	-	-	-
<b>NET EXPENDITURE</b>	<b>12,052</b>	<b>12,010</b>	<b>10,610</b>	<b>10,810</b>

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

**5014 - FLOODING AND LAND DRAINAGE**

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

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2013/2014	BUDGET 2014/2015	BUDGET 2014/2015	BUDGET 2015/2016
Employee Expenses	9,053	8,610	8,610	8,870
Premises Related Expenditure				
Supplies & Services	1,051	-	-	-
<b>GROSS EXPENDITURE</b>	<b>10,104</b>	<b>8,610</b>	<b>8,610</b>	<b>8,870</b>
<b>NET CONTROLLABLE EXPENDITURE</b>	<b>10,104</b>	<b>8,610</b>	<b>8,610</b>	<b>8,870</b>
Departmental Support	2,562	2,370	2,270	2,490
Central Support Services	6,782	6,850	4,750	5,290
Capital Charges	-	2,650	2,650	2,650
<b>NET EXPENDITURE</b>	<b>19,448</b>	<b>20,480</b>	<b>18,280</b>	<b>19,300</b>

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

**5015 - STREET FURNITURE**

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

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2013/2014	BUDGET 2014/2015	BUDGET 2014/2015	BUDGET 2015/2016
Employee Expenses	247	-	-	-
Premises Related Expenditure				
Supplies & Services	587	1,250	1,250	1,280
<b>NET CONTROLLABLE EXPENDITURE</b>	<b>834</b>	<b>1,250</b>	<b>1,250</b>	<b>1,280</b>
Departmental Support	5,644	5,710	5,330	5,450
Central Support Services	1,160	1,210	1,170	1,120
<b>NET EXPENDITURE</b>	<b>7,638</b>	<b>8,170</b>	<b>7,750</b>	<b>7,850</b>

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

**5016 - ATHERSTONE MARKET**

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

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2013/2014	BUDGET 2014/2015	BUDGET 2014/2015	BUDGET 2015/2016
Employee Expenses	201	-	-	-
Premises Related Expenditure	3,856	3,960	1,550	1,600
<b>GROSS EXPENDITURE</b>	<b>4,057</b>	<b>3,960</b>	<b>1,550</b>	<b>1,600</b>
<b>NET CONTROLLABLE EXPENDITURE</b>	<b>4,057</b>	<b>3,960</b>	<b>1,550</b>	<b>1,600</b>
Departmental Support	1,060	1,080	1,070	1,050
Central Support Services	362	380	320	310
<b>NET EXPENDITURE</b>	<b>5,479</b>	<b>5,420</b>	<b>2,940</b>	<b>2,960</b>

Contributes to corporate priority :

- Protecting and improving our countryside and heritage

**5019 - PARKS, PLAYING FIELDS & OPEN SPACES**

The management and maintenance of parks, recreation grounds and other open spaces in order to enhance the quality and visual appearance of the environment and provide opportunities for formal and informal recreation and play. Costs relating to Pitches and Pavilions are also included

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2013/2014	BUDGET 2014/2015	BUDGET 2014/2015	BUDGET 2015/2016
Employee Expenditure	47,855	42,960	40,650	39,090
Premises Related Expenditure	36,843	35,580	25,730	27,260
Supplies & Services	501,895	496,860	519,720	478,760
(Surplus)/Deficit on DSO	(7,488)	-	(19,740)	-
Miscellaneous Expenditure	851	-	410	-
Earmarked Reserves	(17,391)	(5,280)	(25,720)	(4,750)
<b>GROSS EXPENDITURE</b>	<b>562,565</b>	<b>570,120</b>	<b>541,050</b>	<b>540,360</b>
GROSS INCOME	(128,005)	(125,530)	(125,190)	(127,730)
<b>NET CONTROLLABLE EXPENDITURE</b>	<b>434,560</b>	<b>444,590</b>	<b>415,860</b>	<b>412,630</b>
Departmental Support	28,750	24,920	19,230	19,100
Central Support Services	38,080	38,570	32,290	31,240
Capital Charge	47,389	23,070	23,070	23,070
<b>NET EXPENDITURE</b>	<b>548,779</b>	<b>531,150</b>	<b>490,450</b>	<b>486,040</b>

**KEY PERFORMANCE INDICATORS**

Number of Pitches	19	24	10	10
Number of Teams	47	17	19	19
Number of Hirers	47	24	19	19
Budgeted income per team	£205.96	£581.76	£507.89	£507.89

Contributes to corporate priorities :

- Protecting and improving our local environment

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

**5020 - PLAY AREAS**

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

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2013/2014	BUDGET 2014/2015	BUDGET 2014/2015	BUDGET 2015/2016
Employee Expenditure	1,312	260	260	270
Premises Related Expenditure	224	270	650	680
Supplies & Services	62,827	63,980	63,430	61,700
Earmarked Reserves	45,253	46,590	46,760	46,760
<b>GROSS EXPENDITURE</b>	<b>109,616</b>	<b>111,100</b>	<b>111,100</b>	<b>109,410</b>
GROSS INCOME	(7,804)	(8,380)	(8,380)	(8,550)
<b>NET CONTROLLABLE EXPENDITURE</b>	<b>101,812</b>	<b>102,720</b>	<b>102,720</b>	<b>100,860</b>
Departmental Support	41,797	27,820	24,210	23,090
Central Support	4,969	5,030	4,100	4,310
Capital Charge	380,143	67,140	67,140	67,140
<b>NET EXPENDITURE</b>	<b>528,721</b>	<b>202,710</b>	<b>198,170</b>	<b>195,400</b>

Contributes to corporate priorities :

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

**KEY PERFORMANCE INDICATORS**

Cost of maintenance per play area	£3,536.00	£3,583.87	£3,583.87	£3,772.76
Number of Play areas	31	31	31	29
Number of play areas meeting the Safety, DDA and Play Value standard	28	27	29	29

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

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

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2013/2014	BUDGET 2014/2015	BUDGET 2014/2015	BUDGET 2015/2016
Employee Expenditure	91	-	-	-
Supplies & Services	2,195	-	1,430	-
<b>GROSS EXPENDITURE</b>	<b>2,286</b>	<b>-</b>	<b>1,430</b>	<b>-</b>
GROSS INCOME	(131)	-	(1,900)	-
<b>NET CONTROLLABLE EXPENDITURE</b>	<b>2,155</b>	<b>-</b>	<b>(470)</b>	<b>-</b>
Departmental Support	2,806	2,730	2,580	2,450
Central Support Services	196	200	180	170
<b>NET EXPENDITURE</b>	<b>5,157</b>	<b>2,930</b>	<b>2,290</b>	<b>2,620</b>

**5022 - SUSTAINABLE COMMUNITIES**

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

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2013/2014	BUDGET 2014/2015	BUDGET 2014/2015	BUDGET 2015/2016
Employee Expenditure				
Supplies & Services	106	2,860	2,860	-
Balance sheet items	2,500	-	-	-
<b>NET CONTROLLABLE EXPENDITURE</b>	<b>2,606</b>	<b>2,860</b>	<b>2,860</b>	<b>-</b>
Central Support	-	-	10	-
<b>NET EXPENDITURE</b>	<b>2,606</b>	<b>2,860</b>	<b>2,870</b>	<b>-</b>

Contributes to corporate priority :

- Protecting and improving our local environment

**5023 - CONSULTATION**

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

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2013/2014	BUDGET 2014/2015	BUDGET 2014/2015	BUDGET 2015/2016
Employee Expenditure	367	-	-	-
Supplies & Services	674	7,320	7,320	4,470
Earmarked Reserves				
<b>NET CONTROLLABLE EXPENDITURE</b>	<b>1,041</b>	<b>7,320</b>	<b>7,320</b>	<b>4,470</b>
Departmental Support	8,955	8,740	8,270	8,180
Central Support	2,889	2,940	2,720	2,630
<b>NET EXPENDITURE</b>	<b>12,885</b>	<b>19,000</b>	<b>18,310</b>	<b>15,280</b>

Contributes to corporate priority :

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

**5025 - CORPORATE POLICY**

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

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2013/2014	BUDGET 2014/2015	BUDGET 2014/2015	BUDGET 2015/2016
Employee Expenditure	1,252	-	-	-
Premises Related Expenditure	413	240	320	250
Supplies & Services	16,125	25,280	25,310	20,780
Earmarked Reserves	1,332	(7,650)	(7,650)	(7,650)
<b>NET CONTROLLABLE EXPENDITURE</b>	<b>19,122</b>	<b>17,870</b>	<b>17,980</b>	<b>13,380</b>
Departmental Support	28,227	27,560	26,080	25,420
Central Support	12,981	13,140	12,500	12,040
<b>NET EXPENDITURE</b>	<b>60,330</b>	<b>58,570</b>	<b>56,560</b>	<b>50,840</b>

Contributes to corporate priorities :

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

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

**5030 - RURAL REGENERATION**

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

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2013/2014	BUDGET 2014/2015	BUDGET 2014/2015	BUDGET 2015/2016
Employee Expenditure	525	29,460	21,880	18,760
Supplies & Services	881	1,190	1,190	1,210
Transport Related Expenditure	326	380	380	400
Earmarked Reserves	290	-	-	-
<b>NET CONTROLLABLE EXPENDITURE</b>	<b>2,022</b>	<b>31,030</b>	<b>23,450</b>	<b>20,370</b>
Departmental Support	16,358	12,220	19,550	14,970
Central Support	953	960	830	860
<b>NET EXPENDITURE</b>	<b>19,333</b>	<b>44,210</b>	<b>43,830</b>	<b>36,200</b>

Contributes to corporate priority :

- Protecting and improving our local environment

**5034 - LANDSCAPE**

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

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2013/2014	BUDGET 2014/2015	BUDGET 2014/2015	BUDGET 2015/2016
Employee Expenses	45	-	-	-
Supplies & Services	8,615	8,880	8,880	9,060
<b>NET CONTROLLABLE EXPENDITURE</b>	<b>8,660</b>	<b>8,880</b>	<b>8,880</b>	<b>9,060</b>
Departmental Support	1,250	1,190	1,130	1,100
Central Support Services	254	260	190	220
<b>NET EXPENDITURE</b>	<b>10,164</b>	<b>10,330</b>	<b>10,200</b>	<b>10,380</b>

Contributes to corporate priority :

- Protecting and improving our countryside and heritage

**5040 - MARKETING & MARKET RESEARCH**

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

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2013/2014	BUDGET 2014/2015	BUDGET 2014/2015	BUDGET 2015/2016
Employee Expenditure	180	-	-	-
Supplies & Services	6,016	8,190	8,190	8,350
Balance Sheet Items	2,175	-	-	-
<b>NET CONTROLLABLE EXPENDITURE</b>	<b>8,371</b>	<b>8,190</b>	<b>8,190</b>	<b>8,350</b>
Departmental Support	4,790	4,850	4,700	4,710
Central Support Services	1,058	1,090	660	870
<b>NET EXPENDITURE</b>	<b>14,219</b>	<b>14,130</b>	<b>13,550</b>	<b>13,930</b>

Contributes to corporate priority :

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

**5044 - SUPPORT TO VOLUNTARY ORGANISATIONS**

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

DESCRIPTION	ACTUALS	APPROVED BUDGET	REVISED BUDGET	ORIGINAL BUDGET
	2013/2014	2014/2015	2014/2015	2015/2016
Employee Expenditure	130	-	-	-
Supplies & Services	75,285	89,260	81,790	90,890
Miscellaneous Items				
Earmarked Reserves	11,622	-	7,500	-
<b>NET CONTROLLABLE EXPENDITURE</b>	<b>87,037</b>	<b>89,260</b>	<b>89,290</b>	<b>90,890</b>
Departmental Support	5,837	6,870	6,880	5,670
Central Support Services	1,223	1,240	890	1,090
<b>NET EXPENDITURE</b>	<b>94,097</b>	<b>97,370</b>	<b>97,060</b>	<b>97,650</b>

Contributes to corporate priorities :

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

**5051 - YOUNG PEOPLE AND INTERGENERATION**

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

DESCRIPTION	ACTUALS	APPROVED BUDGET	REVISED BUDGET	ORIGINAL BUDGET
	2013/2014	2014/2015	2014/2015	2015/2016
Employee Expenditure	6,485	30,500	6,870	30,490
Premises Related Expenditure	-	630	-	330
Supplies & Services	4,549	3,920	20,060	4,890
Transport Related Expenditure	765	2,040	1,820	1,870
Earmarked Reserves				
<b>GROSS EXPENDITURE</b>	<b>11,799</b>	<b>37,090</b>	<b>28,750</b>	<b>37,580</b>
GROSS INCOME	(397)	-	(10,950)	-
<b>NET CONTROLLABLE EXPENDITURE</b>	<b>11,402</b>	<b>37,090</b>	<b>17,800</b>	<b>37,580</b>
Departmental Support	20,086	29,390	20,230	25,380
Central Support Services	6,917	8,090	5,650	5,900
Capital Charges	2,074	2,110	2,080	2,080
<b>NET EXPENDITURE</b>	<b>40,479</b>	<b>76,680</b>	<b>45,760</b>	<b>70,940</b>

Contributes to corporate priorities :

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

**5052 - COMMUNITY DEVELOPMENT ENVIRONMENT**

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

DESCRIPTION	ACTUALS	APPROVED BUDGET	REVISED BUDGET	ORIGINAL BUDGET
	2013/2014	2014/2015	2014/2015	2015/2016
Employee Expenditure	11,004	28,230	15,930	26,060
Premises Related Expenditure	-	30	-	30
Supplies & Services	6,571	690	720	690
Transport Related Expenditure	410	390	390	400
	659	-	-	-
<b>GROSS EXPENDITURE</b>	<b>18,644</b>	<b>29,340</b>	<b>17,040</b>	<b>27,180</b>
GROSS INCOME				
<b>NET CONTROLLABLE EXPENDITURE</b>	<b>18,644</b>	<b>29,340</b>	<b>17,040</b>	<b>27,180</b>
Departmental Support	25,188	29,740	22,490	25,360
Central Support Services	4,522	5,600	3,950	4,250
<b>NET EXPENDITURE</b>	<b>48,354</b>	<b>64,680</b>	<b>43,480</b>	<b>56,790</b>

Contributes to corporate priority :

- Protecting and improving our local environment

**5054 - SOCIAL INCLUSION AND SPORT**

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

DESCRIPTION	ACTUALS	APPROVED BUDGET	REVISED BUDGET	ORIGINAL BUDGET
	2013/2014	2014/2015	2014/2015	2015/2016
Employee Expenditure	31,164	27,390	32,890	30,570
Supplies & Services	49	-	4,570	-
Transport Related Expenditure	997	320	5,810	340
Earmarked Reserves	401	600	390	400
	4,373	-	(1,210)	-
<b>GROSS EXPENDITURE</b>	<b>36,984</b>	<b>28,310</b>	<b>42,450</b>	<b>31,310</b>
GROSS INCOME				
	(4,303)	-	(6,770)	-
<b>NET CONTROLLABLE EXPENDITURE</b>	<b>32,681</b>	<b>28,310</b>	<b>35,680</b>	<b>31,310</b>
Departmental Support	28,858	29,560	25,800	25,980
Central Support Services	8,007	9,070	5,480	6,560
<b>NET EXPENDITURE</b>	<b>69,546</b>	<b>66,940</b>	<b>66,960</b>	<b>63,850</b>

Contributes to corporate priorities :

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

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

**5055 - COMMUNITY DEVELOPMENT HEALTH IMPROVEMENT**

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

DESCRIPTION	ACTUALS	APPROVED BUDGET	REVISED BUDGET	ORIGINAL BUDGET
	2013/2014	2014/2015	2014/2015	2015/2016
Employee Expenditure	37,829	32,420	14,690	34,300
Premises Related Expenditure	155	-	1,160	-
Supplies & Services	3,264	8,850	3,180	8,990
Transport Related Expenditure	459	380	390	400
Earmarked Reserves	(6,076)	(6,980)	(7,310)	(7,100)
<b>GROSS EXPENDITURE</b>	<b>35,631</b>	<b>34,670</b>	<b>12,110</b>	<b>36,590</b>
GROSS INCOME	(17,508)	(17,000)	(17,000)	(17,000)
<b>NET CONTROLLABLE EXPENDITURE</b>	<b>18,123</b>	<b>17,670</b>	<b>(4,890)</b>	<b>19,590</b>
Departmental Support	36,637	34,390	23,880	28,420
Central Support Services	4,323	5,320	3,610	4,180
Capital Charges				
<b>NET EXPENDITURE</b>	<b>59,083</b>	<b>57,380</b>	<b>22,600</b>	<b>52,190</b>

Contributes to corporate priority :

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

**5056 - COMMUNITY DEVELOPMENT SAFER COMMUNITIES**

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

DESCRIPTION	ACTUALS	APPROVED BUDGET	REVISED BUDGET	ORIGINAL BUDGET
	2013/2014	2014/2015	2014/2015	2015/2016
Employee Expenditure	888	34,540	8,300	34,180
Premises Related Expenditure	-	-	250	-
Supplies & Services	14,090	34,370	34,120	35,070
Transport Related Expenditure	332	380	380	400
Earmarked Reserves	1,090	(16,910)	(16,910)	(17,250)
<b>GROSS EXPENDITURE</b>	<b>16,400</b>	<b>52,380</b>	<b>26,140</b>	<b>52,400</b>
GROSS INCOME				
<b>NET CONTROLLABLE EXPENDITURE</b>	<b>16,400</b>	<b>52,380</b>	<b>26,140</b>	<b>52,400</b>
Departmental Support	20,151	30,880	23,510	28,410
Central Support Services	7,795	8,820	6,820	7,490
Capital Charges	8,018	1,890	1,890	1,890
<b>NET EXPENDITURE</b>	<b>52,364</b>	<b>93,970</b>	<b>58,360</b>	<b>90,190</b>

Contributes to corporate priority :

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

**5059 - ALLOTMENTS AND BIODIVERSITY**

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

DESCRIPTION	ACTUALS	APPROVED BUDGET	REVISED BUDGET	ORIGINAL BUDGET
	2013/2014	2014/2015	2014/2015	2015/2016
Employee Expenditure	299	-	-	-
Earmarked Reserves	(251)	(30)	-	-
<b>NET CONTROLLABLE EXPENDITURE</b>	<b>48</b>	<b>(30)</b>	<b>-</b>	<b>-</b>
Departmental Support	9,830	8,050	7,320	7,330
Central Support Services	561	580	350	440
<b>NET EXPENDITURE</b>	<b>10,439</b>	<b>8,600</b>	<b>7,670</b>	<b>7,770</b>

Contributes to corporate priority :

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

**5064 - QE - ARTIFICIAL GRASS PITCH**

An artificial grass pitch has been constructed at Queen Elizabeth School in Atherstone in 2011, which is capable of

hosting a range of sporting activities all year round whatever the weather. The pitch is run in partnership with Queen Elizabeth School, with the Council managing community use of the pitch.

DESCRIPTION	ACTUALS	APPROVED BUDGET	REVISED BUDGET	ORIGINAL BUDGET
	2013/2014	2014/2015	2014/2015	2015/2016
Employee Expenditure	11,779	12,930	12,940	13,180
Premises Related Expenditure	2,510	2,140	2,140	2,250
Supplies & Services	26,816	6,030	13,770	6,150
Earmarked Reserves	(5,427)	10,250	2,870	10,120
<b>GROSS EXPENDITURE</b>	<b>35,678</b>	<b>31,350</b>	<b>31,720</b>	<b>31,700</b>
GROSS INCOME	(42,382)	(38,240)	(38,240)	(38,240)
<b>NET CONTROLLABLE EXPENDITURE</b>	<b>(6,704)</b>	<b>(6,890)</b>	<b>(6,520)</b>	<b>(6,540)</b>
Departmental Support	6,321	6,150	6,040	5,910
Central Support Services	724	740	480	630
<b>NET EXPENDITURE</b>	<b>341</b>	<b>-</b>	<b>-</b>	<b>-</b>

Contributes to corporate priority :

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

**5065 - CARLYON ROAD SKATE PARK**

Budget for the operation of the Activ8 Skate Park at one of the Council's industrial units at Carlyon Road. This budget will cease to operate from 2014/15 onwards due to a sharp decline in custom.

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2013/2014	BUDGET 2014/2015	BUDGET 2014/2015	BUDGET 2015/2016
Employee Expenditure	4,075	-	-	-
Premises Related Expenditure	5,021	-	-	-
Supplies & Services	1,345	-	-	-
Earmarked Reserves	(8,427)	-	-	-
<b>GROSS EXPENDITURE</b>	<b>2,014</b>	-	-	-
GROSS INCOME	(2,443)	-	-	-
<b>NET CONTROLLABLE EXPENDITURE</b>	<b>(429)</b>	-	-	-
Central Support Services	439	-	-	-
<b>NET EXPENDITURE</b>	<b>10</b>	-	-	-

**Contributes to corporate priority :**

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

**7700 - STRONGER & SAFER COMMUNITIES**

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

DESCRIPTION	ACTUALS	APPROVED BUDGET	REVISED BUDGET	ORIGINAL BUDGET
	2013/2014	2014/2015	2014/2015	2015/2016
Supplies & Services	27,908	-	2,700	0
Earmarked Reserves	7,040	-	11,740	-
<b>GROSS EXPENDITURE</b>	<b>34,948</b>	<b>-</b>	<b>14,440</b>	<b>-</b>
GROSS INCOME	(34,948)	-	(14,440)	-
<b>NET EXPENDITURE</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

Contributes to corporate priority :

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

**7860 - SPORTS CLUB DEVELOPMENT OFFICER PROGRAMME**

Grant funded position providing assistance to sports clubs and active recreation groups to increase participation levels and improve quality and provision. Finished in March 2013

DESCRIPTION	ACTUALS	APPROVED BUDGET	REVISED BUDGET	ORIGINAL BUDGET
	2013/2014	2014/2015	2014/2015	2015/2016
Employee Expenditure	11	-	-	-
Supplies & Services				
Transport Related Expenditure				
Earmarked Reserves				
<b>NET CONTROLLABLE EXPENDITURE</b>	<b>11</b>	<b>-</b>	<b>-</b>	<b>-</b>
Central Support Services				
Capital Charges				
<b>NET EXPENDITURE</b>	<b>11</b>	<b>-</b>	<b>-</b>	<b>-</b>

Contributes to corporate priority :

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

**7880 - LOCAL NATURE RESERVES**

The creation of local nature reserves jointly funded through external grant, Borough Council contribution & partnership working.  
Finished in November 2013

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2013/2014	BUDGET 2014/2015	BUDGET 2014/2015	BUDGET 2015/2016
Employee Expenditure	546	-	-	-
Supplies & Services	141,127	-	-	-
Earmarked Reserves	(21,519)	-	-	-
<b>GROSS EXPENDITURE</b>	<b>120,154</b>	<b>-</b>	<b>-</b>	<b>-</b>
GROSS INCOME	(120,135)	-	-	-
<b>NET CONTROLLABLE EXPENDITURE</b>	<b>19</b>	<b>-</b>	<b>-</b>	<b>-</b>
Central Support Services	751	-	-	-
<b>NET EXPENDITURE</b>	<b>770</b>	<b>-</b>	<b>-</b>	<b>-</b>

**Contributes to corporate priority :**

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

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

**5120 - GROUNDS MAINTENANCE TRADING ACCOUNT**

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2013/2014	BUDGET 2014/2015	BUDGET 2014/2015	BUDGET 2015/2016
Employee Expenditure	306,357	302,400	290,860	299,250
Premises	12	50	50	50
Supplies & Services	22,208	23,070	35,270	27,970
Transport Related Expenditure	90,197	65,000	66,340	67,860
Miscellaneous Expenditure	187	500	500	520
Balance Sheet Items	(7,330)	-	-	-
<b>GROSS EXPENDITURE</b>	<b>411,631</b>	<b>391,020</b>	<b>393,020</b>	<b>395,650</b>
GROSS INCOME	(496,313)	(484,970)	(502,000)	(484,560)
<b>NET CONTROLLABLE EXPENDITURE</b>	<b>(84,682)</b>	<b>(93,950)</b>	<b>(108,980)</b>	<b>(88,910)</b>
Surplus/(Deficit) on DSO	7,488	-	19,740	-
<b>NET CONTROLLABLE EXPENDITURE</b>	<b>(77,194)</b>	<b>(93,950)</b>	<b>(89,240)</b>	<b>(88,910)</b>
Departmental Support	35,649	41,540	33,220	33,940
Central Support Services	21,145	21,780	26,440	25,700
Capital Charge	20,400	30,630	29,580	29,270
<b>NET EXPENDITURE</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

2014/BR/007932

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

**5200 - REFUSE TRADING ACCOUNT**

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2013/2014	BUDGET 2014/2015	BUDGET 2014/2015	BUDGET 2015/2016
Employee Expenditure	504,535	387,940	409,180	426,540
Premises	-	3,080	6,630	6,800
Supplies & Services	19,551	25,920	23,720	24,200
Transport	307,052	183,610	268,340	233,530
Miscellaneous Expenditure	741	1,310	1,310	1,350
Balance sheet items				
<b>GROSS EXPENDITURE</b>	<b>831,879</b>	<b>601,860</b>	<b>709,180</b>	<b>692,420</b>
GROSS INCOME	(952,763)	(758,540)	(758,540)	(812,450)
<b>NET CONTROLLABLE EXPENDITURE</b>	<b>(120,884)</b>	<b>(156,680)</b>	<b>(49,360)</b>	<b>(120,030)</b>
Surplus/(Deficit) on DSO	(52,469)	-	(71,540)	-
<b>NET CONTROLLABLE EXPENDITURE</b>	<b>(173,353)</b>	<b>(156,680)</b>	<b>(120,900)</b>	<b>(120,030)</b>
Departmental Support	10,020	10,230	9,670	9,630
Central Support Services	35,208	36,190	27,470	28,100
Capital Charge	128,125	110,260	83,760	82,300
<b>NET EXPENDITURE</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

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

**5206 - STREETScape TRADING ACCOUNT**

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2013/2014	BUDGET 2014/2015	BUDGET 2014/2015	BUDGET 2015/2016
Employee Expenditure	315,857	361,280	326,920	317,840
Supplies & Services	2,155	9,090	5,870	5,970
Transport	80,274	95,710	97,930	86,530
Balance Sheet Items				
<b>GROSS EXPENDITURE</b>	<b>398,286</b>	<b>466,080</b>	<b>430,720</b>	<b>410,340</b>
GROSS INCOME	(467,688)	(573,340)	(573,340)	(509,220)
<b>NET CONTROLLABLE EXPENDITURE</b>	<b>(69,402)</b>	<b>(107,260)</b>	<b>(142,620)</b>	<b>(98,880)</b>
Surplus/(Deficit) on DSO	(11,372)	-	42,900	-
<b>NET CONTROLLABLE EXPENDITURE</b>	<b>(80,774)</b>	<b>(107,260)</b>	<b>(99,720)</b>	<b>(98,880)</b>
Departmental Support	33,960	34,350	32,250	33,170
Central Support Services	24,654	25,470	26,490	27,550
Capital Charge	22,160	47,440	40,980	38,160
<b>NET EXPENDITURE</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

## Risk Analysis

	<b>Likelihood</b>	<b>Potential impact on Budget</b>
Detoriated condition of assets, particularly the Leisure Centres, and further economic pressure affecting the generation of income and the final outturn of services	Medium	High
Further reduction or cessation of grants received	Medium	Low
As grants cease, possibility of redundancy costs for those staff affected by withdrawal of funding for given projects	Medium	Low
Further loss of trade waste customers	Low	Low
Increasing bin replacement rates	Low	Low
Additional Costs relating to the Refuse and Recycling service	Medium	Medium

## **Agenda Item No 10**

### **Community and Environment Board**

**19 January 2015**

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

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

#### **Summary**

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

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

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

## **2 Consultation**

- 2.1 Councillors Phillips, Lewis and Barber have been sent an advanced copy of this report for comment. Any comments received will be reported verbally at the meeting.

## **3 Introduction**

- 3.1 The Council has a shortfall of capital resources when compared against potential capital schemes. As a result, schemes considered to be non essential were not included in the three year capital programme for 2014/15 – 2016/17 approved last February. Although resources have improved through areas such as additional external funding and expected Right to Buy property sales there is still a shortfall, so the same approach will be required for setting the capital programme for 2015/16 – 2017/18.

## **4 Schemes currently in the approved Capital Programme**

- 4.1 **Leisure Equipment** - Equipment at the Council's four leisure facilities is in constant need of updating and renewal if the product offering is going to continue to conform to health and safety standards and meet customer demands and expectations. The capital allocation of £20,000 per year will enable facility managers to meet legislative requirements, to maintain service standards and to protect significant levels of income.
- 4.2 **Easyline Replacement** - Atherstone Leisure Complex needs to have Easyline equipment replaced on a periodic basis. Annual revenue contributions have been established for the replacement of the equipment every five years, 2015/16 is the first scheduled renewal of this equipment.
- 4.3 **Improvements to Bretts Hall Rec Ground** – Development of the Bretts Hall Recreation Ground in Ansley Common, as per the management plan, to include new play provision will be undertaken in 2015/16.
- 4.4 **Play Area Development** – The Play Area Programmes for Grendon and Atherstone have been finalised in 2014/15. The Programme of works at Coleshill Memorial Park will be concluded in 2015/16 and this will complete the scheduled Play Area Development Programme.
- 4.5 **Atherstone Leisure Complex – Replacement Roof** - The roof at the Atherstone Leisure Complex is a single ply flat roof which has an estimated life span of 10 years and is scheduled for replacement in 2016. The actual life span of the roof may vary from the estimate and will be re-assessed before 2016/17 to ensure replacement is essential in that year.

... 4.6 A detailed breakdown of these schemes can be found in Appendix A.

## 5 **Schemes for inclusion in the approved Capital Programme**

- 5.1 There are no additional schemes to be considered for approval in the three year capital programme.
- 5.2 Schemes relating to this Board which were considered non essential or unaffordable and were excluded from the programme are shown in Appendix B.

...

## 6 **Report Implications**

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

- 6.1.1 In terms of the overall capital programme, the bids included in this report will be collated into an overall programme and submitted to the Executive Board for final approval in February.
- 6.1.2 Due to the surplus of schemes to the capital resources available, Members of this Board should be aware that if schemes not currently approved are to be moved into the recommended capital programme, they may only do so if

another approved scheme is reduced or deleted, or additional resources are found.

## **6.2 Safer Communities Implications**

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

## **6.3 Environment and Sustainability Implications**

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

## **6.4 Equality Implications**

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

## **6.5 Risk Management Implications**

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

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

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

The Contact Officer for this report is Stephen Robbins (719337).

## Schemes currently in the approved 2015/16 - 2017/18 capital programme

## Appendix A

Name of the Scheme	Basic Details of the Scheme	Year 1	Year 2	Year 3	3 Year
		2015/16	2016/17	2017/18	Programme
Leisure Equipment	To replace the equipment used in the execution of various activity programmes in each of the leisure centres that conforms to industry and market standards relating to customer needs and safety requirements. The proposed investment protects significant levels of income. Whilst fitness equipment has been replaced over the last few years, there is other sports equipment that is in need of renewal	£ 20,000	£ 20,000	£ 20,000	£ 60,000
Easyline replacement at Atherstone Leisure Complex	Planned replacement of the Easyline equipment at Atherstone Leisure Complex. This replacement will take place once the fund has built up sufficient funding for the work to take place.	£ 10,000	£ -	£ -	£ 10,000
Improvements to Bretts Hall Recreation Ground, Ansley Common	Carry out improvements in accordance with the management plan that is currently being developed, including second phase of play provision.	£ 30,000	£ -	£ -	£ 30,000
Play Area Development (3)	Completion of the Play Area Development Programme with the refurbishment of facilities at Grendon (Boot Hill).	£ 30,000	£ -	£ -	£ 30,000
Atherstone Leisure Complex - Replacement Roof	The leisure complex has a single ply flat roof covering virtually all of the facility that has an estimated life span of around 10 years and will need replacing in 2016.	£ -	£ 250,000	£ -	£ 250,000
<b>Total</b>		£ 90,000	£ 270,000	£ 20,000	£ 380,000

**Schemes currently not in the approved draft capital programme**

**Appendix B**

Name of the Scheme	Basic Details of the Scheme	Essential?	Year 1	Year 2	Year 3	3 Year
			2015/16	2016/17	2017/18	Programme
Atherstone Leisure Complex - Heating	Replacement of the heating and other M&E systems at the leisure complex (additional to the boiler system for which there is some funding being set aside)	Non Essential	£ 100,000	£ -	£ -	£ 100,000
Arley Sports Centre - Internal Refurbishment	If consultation and a business plan show a need to retain sports provision in Arley, there would be a need to fully refurbish the gym, sports hall, fitness suite, squash courts and changing areas.	Non Essential	£ 1,000,000	£ -	£ -	£ 1,000,000
Arley Sports Centre - Cladding and Roofing	As well as an internal refurbishment, the external of the sports centre will become dated and untidy and eventually the cladding may fall into disrepair and cause structural damage.	Non Essential	£ 600,000	£ -	£ -	£ 600,000
Memorial Hall- Refurbishment & Improvement	The Memorial Hall is dated and lacking in key functionality which makes it hard to attract hirers. Failure to carry out any structural works at the Memorial Hall mean it will become even more difficult to maximise its income generating potential. There have already been issues with the roof leaking which has resulted in less commercial bookings being taken.	Non Essential	£ 2,000,000	£ -	£ -	£ 2,000,000
Polesworth Sports Centre - Roofing and Cladding	The external appearance of the sports centre is dated. Eventually the cladding may fall into disrepair and cause structural damage.	Non Essential	£ -	£ 50,000	£ -	£ 50,000
Litter Bins	Replace the older, smaller litter bins in the Borough.	Non Essential	£ 33,500	£ 33,500	£ -	£ 67,000

Replacement of sports pavilion at Brook Walk Recreation Ground at Mancetter	Provision of a new pavilion / changing facilities. The current facility needs refurbishment, does not meet accessibility standards and is inappropriately located within the site.	Non Essential	£ -	£ 350,000	£ -	£ 350,000
Improvements to Arley Recreation Ground to include MUGA	Carry out improvements to the infrastructure at Old Arley Recreation Ground, including the car park and MUGA in accordance with the site management plan.	Non Essential	£ -	£ 50,000	£ -	£ 50,000
Improvements to Cole End Park Coleshill	Carry out improvements to the infrastructure of the sports ground, including pitch improvements in accordance with the site management plan and in partnership with local sports clubs. Match funding to support external grant bids	Non Essential	£ -	£ 30,000	£ -	£ 30,000
<b>Total</b>			<b>£ 3,733,500</b>	<b>£ 513,500</b>	<b>£ -</b>	<b>£ 4,247,000</b>

## **Agenda Item No 11**

### **Community and Environment Board**

**19 January 2015**

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

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

#### **1 Summary**

- 1.1 This report updates the Board on progress in respect of the development of new indoor leisure facilities in Coleshill.

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

**That the Board notes and comments upon the progress made in respect of the development of new indoor leisure facilities at The Coleshill School.**

#### **2 Consultation**

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

#### **3 Background and Update on Progress – Construction Work**

- 3.1 As the Board is aware the construction of the new indoor community leisure facilities commenced on site at The Coleshill School in early November 2013. The construction programme was originally scheduled for completion on 31 October 2014, but the building was formally handed to the Borough Council a week early, on 24 October. The Practical Completion Certificate was accompanied by a formal Notification of Defects Certificate and a detailed “Snags List”, the majority of items on which were made good by Wates Construction over the following two weeks at nil cost to the contract. The only significant area of action to be completed at the end of this period was the replacement of a number of ceiling tiles, which were difficult to source at short notice. The 12 months Contract Defects Date expires on 24 October 2015.
- 3.2 Subsequent to the opening of the facility to the public, on 17 November 2014, and to The School a day later, a small number of teething problems have come to light, which is an inevitable phase in the development and operation

of a major new building. Despite the time and energy that was devoted to the safeguarding of vulnerable people during the design and construction of the building, two design issues were quickly identified that required to be addressed in order to ensure that the building could be managed to ensure everyone's safety. These issues have now been corrected to the satisfaction of both The School and the Borough Council. Female customers were quick to identify a feeling of unease about the "open plan" nature of their changing accommodation, as a consequence of which Wates Construction has been instructed to introduce privacy screens into two of the female changing rooms. Additionally, it was perhaps inevitable that car parking would again be raised as a matter of concern by some customers. The opening weeks of operation have been very busy and the on-site car park has been full on a number of peak period occasions. The situation will be monitored over the coming weeks, for it may be necessary to look at the introduction of contingency arrangements, particularly in view of the anticipated level of high demand during the early months of the New Year.

#### **4 Update on Progress – Financial Position**

- 4.1 The Board is aware that the capital funding available for the project is £4,301,366, including £2,815,000 from the Borough Council, with the balance being made up of valuable contributions from the Education Funding Agency and England Squash and Racketball. Account needs to be taken of the need to fund £154,000 of fees attributable to the project, thereby leaving a sum of £4,147,366 available to support project delivery (including all contingencies and provision for fitness equipment and furniture and fittings, etc.).
- 4.2 Wates Construction is required to provide its Target Cost and Actual Cost forecasts on a monthly basis. The Project Manager, who is very carefully scrutinising all costs on behalf of the Borough Council, is required to produce a monthly Funding Position Statement a week thereafter. At the time of writing this report, the Project Manager's latest Funding Position Statement is awaited, further to Wates Construction's anticipated submission of its fourteenth and final project invoice. The Funding Position Statement should be presented to the Borough Council in advance of the Board meeting and, therefore, Members will receive a verbal report on this matter at that time. Within his last Statement, the Project Manager was still predicting an overspend of approximately £29,500. Despite the need to instruct Wates Construction to undertake a number of minor works post practical completion, it is anticipated that any overspend will be less than that predicted by the Project Manager in his last Statement.
- 4.3 Currently, just over £4 million has been paid to the contractor. Upon receipt of the final invoice from Wates Construction, a last Invoice will be issued to The Coleshill School in order to ensure that the full sum of grant aid is drawn down from the Education Funding Agency. The £25,000 grant from England Squash and Racketball has been received in full.

#### **5 Update on Progress – Other Matters**

- 5.1 As reported, the Leisure Centre opened to the public on 17 November. The initial feedback from customers, School students and staff has been extremely positive. It is also pleasing to be able to report that there has been a steady rise in membership numbers subsequent to the opening of the facility. Members will be aware that there was also a well-attended Official Opening of the Leisure Centre, held on 4 December and led by the Mayor, which provided an opportunity to thank the many people and partners who had contributed to the development of the facility. The Official Opening was followed by a positive Open Weekend of activities organised by Leisure Centre staff.
- 5.2 Construction of the Leisure Centre represents the end of the first phase in the delivery of new indoor recreation provision in Coleshill. Borough Council and School staff now have a responsibility to ensure that the facility effectively and efficiently meets the demands of their respective and shared communities long into the future. The opportunity, however, has also been taken to reflect on the construction process and “Lessons Learned” meetings have been held with both Wates Construction and their architectural partners, IDP. Whilst, overall, the development of the new building has been a very positive experience and has led to the provision of a high quality Leisure Centre for the community of North Warwickshire, it is important to acknowledge those areas within which the process could have been improved or where mistakes occurred that could be avoided within any future capital projects. Detailed notes from the two meetings are currently being considered by the parties involved, but the following broad themes were raised by project partners:
- The need for a better understanding of the Procurement Framework process, both before and during the construction phase
  - The need for a more specific project brief and, in particular, its relationship with the outcomes being sought by project partners
  - The need for clarity of understanding about the building design and how the building would work in practice
  - The need for continuity of engagement by key personnel, both before and during the construction process
  - The need for a shared and agreed (by all partners) Communication Plan
  - The need for a clearer understanding of the potential risks associated with the project
  - The need to try and avoid last minute changes to the project, which can clearly lead to the development of tensions between all parties
- 5.3 Nevertheless, irrespective of the foregoing, it is important to acknowledge that the development of the new Leisure Centre was undertaken with the positive co-operation of all project partners, that it was delivered ahead of schedule and that it provides a high quality dual-use community facility for the people of the Borough. Its provision can be viewed as a success by both the Authority and The School, as well as by Wates Construction and its partners. The process has strengthened the relationship between the Borough Council and

The School and the relationship between the Authority and its residents, which has enthusiastically received the new Leisure Centre. The task now is to ensure that the Centre plays a positive role in the inclusive development of the health, well-being and growth of the local community.

## **6 Report Implications**

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

6.1.1 In addition to those previously reported to the Board, the headline financial implications associated with the construction of the new Coleshill Leisure Centre will be reported verbally to Members at the meeting.

### **6.2 Safer Communities Implications**

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

### **6.3 Legal and Human Rights Implications**

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

### **6.4 Environment and Sustainability Implications**

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

### **6.5 Health, Well-being and Leisure Implications**

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

### **6.6 Human Resources Implications**

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

### **6.7 Risk Management Implications**

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

## **6.8 Equalities Implications**

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

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

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

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

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

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

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

## Background Papers

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

<b>Background Paper No</b>	<b>Author</b>	<b>Nature of Background Paper</b>	<b>Date</b>
1	Wates Construction	Client Meeting Report 2	January 2014
2	Coventry City Council	Clerk of Works Report 2	January 2014
3	Coventry City Council	Client Meeting Notes (16 January 2014)	January 2014
4	Coventry City Council	Client Meeting Notes (26 February 2014)	Feb 2014
5	Wates Construction	Client Meeting Report 4	March 2014
6	Wates Construction	Client Meeting Report 5	April 2014
7	Wates Construction	Client Meeting Report 6	May 2014
8	Wates Construction	Client Meeting Report 7	June 2014
9	Wates Construction	Client Meeting Report 8	July 2014
10	Wates Construction	Client Meeting Report 9	August 2014
11	Coventry City Council	Clerk of Works Report 9	August 2014
12	Wates Construction	Client Meeting Report 10	Sept 2014
13	Coventry City Council	Clerk of Works Report 10	Sept 2014
14	Wates Construction	Client Meeting Report 11	Oct 2014
15	Coventry City Council	Clerk of Works Report 11	Oct 2014
16	Wates Construction	Lessons Learned Notes	Nov 2014

## **Agenda Item No 12**

### **Community and Environment Board**

**19 January 2015**

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

**Grounds Maintenance Service Review  
- Proposed New Service Delivery  
Arrangements**

#### **1 Summary**

- 1.1 This report sets out the principles of a proposed re-organisation of delivery arrangements for the Authority's grounds maintenance services and for a rationalisation of the associated budgets.

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

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

#### **2 Consultation**

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

#### **3 Introduction**

- 3.1 The North Warwickshire Green Space Strategy states that "the Borough Council recognises that effective, efficient and adequately resourced grounds maintenance is key to improving the quality of its green spaces" and it commits the Authority to delivering the key priorities to:
- i. "review current grounds maintenance arrangements to ensure coherent and appropriate work programming and adequate allocation of resources"; and,
  - ii. "explore opportunities for alternative maintenance arrangements".
- 3.2 Accordingly, this report informs Members of work undertaken to review the Authority's grounds maintenance arrangements and sets out a proposed new

way forward. This work has been considered further to the context provided by a Systems Thinking review of the Grounds Maintenance Service and the need to review staffing arrangements within the Leisure and Community Development Division.

#### **4 Current Position**

- 4.1 The Streetscape Division currently provides grounds maintenance services to the Leisure and Community Development and Housing Divisions (internal clients) and to Warwickshire County Council, 14 town and parish councils and one third sector organisation (external clients).
- 4.2 The types of open space areas subject to grounds maintenance activity can be broadly grouped as follows:
  - i. parks, recreation grounds, play areas, small woodland areas and, in part, local nature reserves, all of which contribute to the Authority's leisure and recreation provision
  - ii. informal open space and road verges within settlements that are intrinsic to the streetscene
  - iii. communal open space within and around the Authority's sheltered housing and flats
- 4.3 Maintenance of informal open space and road verges, of which grass cutting is the main component, is relatively straightforward and is generally carried out to a good standard. Members will be aware that these areas are, in the main, within the ownership of either the Borough Council or the County Council.
- 4.4 Maintenance of leisure and recreation areas is more complex, in that it comprises a more varied range of operations and requires a higher level of guidance through, for example, site specific management plans. Appropriate maintenance of these areas is of increasing importance given the level of investment made in them through the Play Area Development and Green Space Improvements Programmes.
- 4.5 Maintenance of communal open space around sheltered housing and flats has hitherto been carried out to the same standard as informal open space elsewhere within settlements, but the Assistant Director (Housing) is keen that these areas should receive a higher standard of maintenance in keeping with their domestic setting and the expressed wishes of local residents. A recently undertaken pilot scheme in a limited number of selected areas has been well received by residents and has prompted requests for a similar level of service elsewhere in the Borough. This pilot scheme will be evaluated by the Housing Sub-committee in due course and any proposals that require additional financial support will be considered by the Resources Board.

- 4.6 The configuration of the current grounds maintenance service arrangements arose in around 1989, when a contract was awarded to the Grounds Maintenance DSO in compliance with Compulsory Competitive Tendering (CCT) requirements. Fundamentally, these arrangements have remained unchanged since then despite a number of organisational restructures and the ending of the CCT regime.
- 4.7 At the time that the CCT contract was let it was necessary for the Grounds Maintenance budget, which is held by the Streetscape Division, to operate as a trading account, which essentially it still does. All costs are recharged to either the Parks, Playing Fields and Open Spaces budget or the Play Areas budget, both of which are managed by the Leisure and Community Development Division. The Parks, Playing Fields and Open Spaces budget is credited with all income from recharges, both to the Housing Division and to external clients. It also accommodates any underspend or overspend on the Grounds Maintenance budget.
- 4.8 With there no longer being a need for a trading account these budgetary arrangements are unnecessarily cumbersome. In the case of Parks, Playing Fields and Open Spaces, the budget is also difficult to manage, given that any movement on the DSO budget is outside the control of the budget holder and is habitually an unknown quantity until late in the financial year, when it is too late to make considered and effective service and / or financial adjustments. There is also a lack of clarity, in the current climate, when financial efficiencies are being considered as to which service is actually yielding those efficiencies and what any impacts on green space provision, and thus local communities, may be.
- 4.9 The original CCT contract comprised operational specifications and bills of quantity, supported by extensive mapping of all of the areas to be maintained. Over time, observance of the details of the specification became less rigorous, which led to a consequent decline in control over performance outcomes. Members will be aware from reports to this Board in January 2011 and January 2012 that, as part of the Grounds Maintenance Service Review, a new, more modern, performance-based specification has been adopted. It has, however, only partially been brought into operation.
- 4.10 At the same time as the specification was reviewed, an exercise took place to update the Authority's mapping records. The original paper-based mapping, although subsequently digitised, had not been routinely updated to take account of changes in the areas being maintained. Consequently, neither had bills of quantities, upon which budgets are based, been kept up-to-date. There was a further lack of clarity in respect of the "ownership" of each parcel of land under maintenance i.e. whether it "belonged" to the General Fund or the Housing Revenue Account or to external clients. It was thus difficult to verify whether maintenance budgets and recharges, both to internal and external clients, were set at an appropriate level. The capture of accurate quantitative data from the updated mapping records has now enabled this to be addressed.

- 4.11 A relatively straightforward exercise to establish which areas under maintenance were the responsibility of town or parish councils, or third sector clients, was completed a number of years ago. A simple, auditable process for quoting and invoicing was then put in place, albeit based on numbers of operations carried out, rather than performance-based outcomes supported by detailed specifications.
- 4.12 A similar, but more intricate, review process has now been completed to determine those areas for which it is felt that maintenance costs can justifiably be recharged to the Housing Revenue Account (HRA). This has shown that the current recharge (for the standard service) is too low. It has also brought to light an anomaly, in that it is not felt that a recharge to the HRA can be justified for those areas of informal open space within former council housing estates where property ownership is now “mixed”, even though these areas still “belong” to the Housing Division. The financial implications of the service provided to the Housing Division will be subject to further review and reported to future meetings of this and the Resources Board.
- 4.13 A number of other inconsistencies have been brought to light during the review of the mapping records. In particular, it has become apparent that it will be difficult to establish an accurate understanding of those areas under maintenance that are rechargeable to Warwickshire County Council, as that Authority does not itself have a comprehensive, readily accessible record.

## **5 Proposed New Grounds Maintenance Service Arrangements**

- 5.1 New arrangements are felt to be necessary to ensure that the Authority’s green space, and that of its external clients, is maintained to an appropriate standard through transparent, auditable and cost effective processes with measurable performance outcomes. At the same time, more streamlined systems are needed to eliminate unnecessary administrative processes and to ensure that budget holders are appropriately accountable.
- 5.2 Ensuring that leisure and recreation areas are well maintained is imperative in order to protect the investment that has been made in them for the benefit of the local community. Similarly, it is important that the Housing Division should be able to manage and monitor its own grounds maintenance requirements. It is in these areas in particular that implementation of the new Grounds Maintenance Specification, together with associated performance management processes, is most needed.
- 5.3 The following changes, therefore, are proposed:
- i. A service level agreement, based on the new performance-based specification, be established between the Streetscape Division and the Housing Division in respect of the maintenance of those areas of green

space for which maintenance costs can legitimately be charged to the Housing Revenue Account

- ii. A service level agreement, based on the new performance-based specification, be established between the Streetscape Division and the Leisure and Community Development Division in respect of the maintenance of those areas of green space that contribute to the Authority's leisure and recreation provision
- iii. Contracts, also based on the new specification, be established between the Streetscape Division and each of its town and parish council and third sector clients and that Division to directly manage those contracts
- iv. The Streetscape Division be directly responsible for the management of grounds maintenance services provided to Warwickshire County Council
- v. Responsibility for the maintenance of informal areas of green space that are intrinsic to the streetscene be transferred directly to the Streetscape Division, together with the transfer of an appropriate proportion of the Parks, Playing Fields and Open Spaces budget to the Grounds Maintenance budget
- vi. The Grounds Maintenance budget be an operational budget bearing its own costs and receiving income directly from recharges to each of the Streetscape Division's clients, whether internal or external
- vii. The amalgamation of the remaining portion of the Parks, Playing Fields and Open Spaces budget with the Play Areas budget to form a single Green Space budget, within the control of the Leisure and Community Development Division, for the development and maintenance of areas that contribute to the Authority's leisure and recreation provision.

## **6 Next Steps**

- 6.1 Work is ongoing to prepare service level agreements, with integral performance measures, which, subject to the Board's approval of the proposed new arrangements set out above, will be brought into effect in 2015/2016.
- 6.2 Work is also in hand to identify the ownership of land under maintenance that does not belong to this Authority or any of its existing external clients. Where ownership is within the third sector, as is now known to be the case in some instances, these will offered contracts going forward, but will be informed that the associated costs must be recharged. Such organisations would, of course, be free to make other arrangements. If it becomes apparent that any of this land is in private ownership, these owners will be told that they must make alternative maintenance arrangements. A way forward will need to be found, however, where the ownership of such land cannot be determined and legal advice will be sought once the extent of the problem has been quantified.

6.3 It is intended that the cost of maintenance of those areas of land within former council housing estates that it is not felt can reasonably be recharged to the Housing Revenue Account will continue to be met by the General Fund.

## **7 Report Implications**

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

7.1.1 The combined allocation within the Parks Playing Fields and Open Spaces budget and the Play Areas budget proposed for grounds maintenance services in 2015/2016 is £464,560.

7.1.2 Under the proposed new arrangements it is intended to:

- i. Transfer £231,880 to the Grounds Maintenance budget to offset the costs of maintenance of green space intrinsic to the streetscene, including the recharge within the Division to Facilities Management
- ii. Allocate the projected income of £67,600 directly to the Grounds Maintenance budget
- iii. Amalgamate the remainder of the Parks Playing Fields and Open Spaces budget and the Play Areas budget to form a Green Space budget
- iv. Retain £232,680 within the proposed Green Space budget for the maintenance of green space that contributes to the Authority's leisure and recreation provision, including at leisure facilities.

7.1.3 Members should note that these budget changes are not reflected in the General Fund revenue estimates contained in another report elsewhere on this Agenda. Should these proposals be approved the revenue estimates will need to be adjusted accordingly.

### **7.2 Safer Communities Implications**

7.2.1 Well-managed green space contributes to community safety by affording opportunities for positive activity and deterring inappropriate behaviour.

### **7.3 Legal and Human Rights Implications**

7.3.1 The proposed new arrangements will ensure that grounds maintenance services are delivered in compliance with all relevant legislation.

### **7.4 Environment and Sustainability Implications**

7.4.1 Delivery of priorities identified in the Green Space Strategy, one of which relates to the provision of effective, efficient and adequately resourced grounds maintenance services, contributes directly to environmental improvements, enhancement of biodiversity and mitigation of the effects of climate change. It also helps to build sustainable communities.

## **7.5 Health, Well-being and Leisure Implications**

7.5.1 Appropriate management and maintenance of the Borough Council's green spaces has a positive impact on the health and well-being of individuals and communities by providing opportunities for outdoor leisure and recreation activities and by contributing to an improved quality of life.

## **7.6 Human Resources Implications**

7.6.1 There are no additional human resources implications arising directly from the proposed changes to the grounds maintenance service arrangements.

7.6.2 There will, however, be a transfer of some management responsibilities from the Leisure and Community Development Division to the Streetscape Division, which will facilitate revised staffing arrangements within the former. This matter will be the subject of a report to relevant Boards in due course.

## **7.7 Risk Management Implications**

7.7.1 The implementation of new grounds maintenance processes has been identified through the corporate risk management procedure as an additional control measure in the effective management and maintenance of open space and recreation land.

7.7.2 Similarly, the establishment of service level agreements and the review of budget processes have been identified as additional control procedures in the effective use and management of internal services, as have the provision of contracts in the management of services to external clients.

7.7.3 A risk assessment specifically in respect of the introduction of the proposed new grounds maintenance arrangements has been undertaken and is attached for information below.

## **7.8 Equalities Implications**

7.8.1 There are no equalities implications arising directly from this report. The provisions of the Green Space Strategy are targeted at reducing inequalities in access to good quality green space provision.

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

7.9.1 The proper management and maintenance of all types of green space, and the appropriate resourcing thereof, have direct and positive links to the corporate priorities in respect of:

- Public services and council tax
- Environment

- Crime and disorder
- Countryside and heritage
- Housing
- Access to services
- Consultation and communication
- Health and well-being

7.9.2 Good management, maintenance and resourcing of all types of green space also have direct and positive links to the following priorities of the Sustainable Community Strategy:

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

7.9.3 The proposed new grounds maintenance service arrangements will contribute directly to delivery of priorities in the North Warwickshire Green Space Strategy in respect of:

- Effective, efficient and adequately resourced grounds maintenance being key to improving the quality of green space

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

### **Background Papers**

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

Background Paper No	Author	Nature of Background Paper	Date
1	Assistant Director (Leisure and Community	Report to Community and Environment Board (Parks,	January 2011

	Development)	Open Spaces and Horticultural Service Performance and Grounds Maintenance Service Review)	
2	Assistant Director (Leisure and Community Development)	Report to Community and Environment Board (Parks, Open Spaces and Horticultural Service Performance and Grounds Maintenance Service Review)	January 2012

**Risk Assessment**

Service: <b>Leisure and Community Development / Streetscape / Housing</b>				Corporate Objectives: 1 / 2 / 3						
Ref	Risk: Title/Description	Consequence	Likelihood (5 = high 1 = low)	Impact (5 = high 1 = low)	Gross Risk Rating	Responsible Officer	Control Procedures	Likelihood (5 = high 1 = low)	Impact (5 = high 1 = low)	Net Risk Rating
	<b>Change in Grounds Maintenance Service Delivery Arrangements</b>	Customer dissatisfaction  Loss of reputation  Loss of income  Avoidable costs  Poor performance reports  Poor service delivery  Reduction in budgets	4	4	16	AD (L&CD) / AD (Streetscape) / AD (Housing)	Mapping record and quantities verified  Specifications revised  Costs assessed and assigned to clients  SLAs to be put in place including performance measures  Performance to be formally monitored quarterly and reported to Board  Specifications, SLAs and budget allocations to be jointly reviewed at least annually	2	3	6
<b>Options for additional / replacement control procedure</b>							<b>Cost resources</b>	<b>Likelihood (5 = high 1 = low)</b>	<b>Impact (5 = high 1 = low)</b>	<b>Net Risk Rating</b>
Completed by: Alethea Wilson								Date:	19 December 2014	

## Agenda Item No 13

### Community and Environment Board

19 January 2015

Report of the  
Assistant Director (Streetscape)

Recycling – Necessity and  
Practicability Assessment (TEEP)  
Final Report

#### 1 Summary

- 1.1 This report sets out the findings of the recent Practicability and Necessity Assessment of North Warwickshire Borough Council's recycling services and their compliance with the separate collection requirements of the Waste Framework Directive 2008.

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

- a That Members endorse the findings of the attached report; and**
- b That a further report be brought back in twelve months' time which reviews the MRF arrangements for sorting glass to ensure continued compliance.**

#### 2 Background

- 2.1 A report was considered by this Board in July 2014 which set out the potential issues the Council faced resulting from the requirements of the Waste Framework Directive in relation to the separate collection of glass, metal, paper and plastic. The report highlighted the changing emphasis and advice around separate collections, the uncertainty around the definitions of quality and practicability and set out the actions which the Council had already taken prior to tendering the Council's recycling services in light of the TEEP requirements of the legislation.
- 2.2 Frith Resource Management was subsequently appointed to undertake a comprehensive review of the Council's recycling services and an assessment of their compliance with the requirements of the Waste Framework Directive. Paul Frith gave a presentation to the October meeting of this Board in which he set out the form that the review had taken and the methodology which was used to assess the Council's collection arrangements and the degree to which they complied with the requirements of the directive. The interim findings were that the Council was largely compliant and that the only area where further work was needed was around the collection and subsequent processing of glass.

- ...
- 2.3 The final report is attached at Appendix A. The report concludes that the Council's collection arrangements for plastic, metal and paper are compliant both due to the quantity and also the quality of the materials collected through our current systems. The report goes on to conclude that the collection arrangements for glass are also compliant due to the quantity of glass collected and that changes due to be implemented in the Spring of 2015 at the MRF where North Warwickshire's glass is sorted for processing will ensure that the Council will also subsequently be compliant on the grounds of quality.
  - 2.4 The report recommends a review in twelve months' time to confirm that the planned changes have been implemented and that the subsequent increase in quality of output is sufficient to fully meet the requirements of the directive.

### **3 Report Implications**

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

- 3.1.1 The report's concludes that the Council's current collection methods are compliant with the Waste Framework Directive and there are therefore no cost implications for the Council.

#### **3.2 Environment and Sustainability Implications**

- 3.2.1 These are at the heart of the TEEP assessment process.

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

- 3.3.1 This links directly to the Council's aims of "protecting public services for local people whilst maintaining a balanced budget and keeping Council Tax increases lower than inflation", "protecting and improving our local environment" and "increasing recycling."

#### **3.4 Risk Management Implications**

- 3.4.1 There are clearly significant potential risks associated with this area and these were fully assessed as part of the TEEP evaluation process. A future reassessment of the way glass is separated and processed will ensure that the Council continues to comply with the requirements of the Waste Framework Directive.

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



## Necessity and Practicability Assessment for Separate Collection of Glass, Paper, Metal and Plastic

Assessment of North Warwickshire Borough Council's  
recycling services compliance with the separate collection  
requirements of the revised Waste Framework Directive  
2008

DRAFT

12<sup>th</sup> December 2014

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# 1 Introduction

## 1.1 Background

### 1.1.1 The Waste Framework Directive

The revised Waste Framework Directive (WFD)<sup>1</sup> is the over-arching piece of EU legislation regarding waste management. The core direction and emphasis of the Directive is the movement of waste management practices up the waste hierarchy, and its implementation in line with life cycle thinking. Key responsibilities from the Directive, which are applicable to local authorities in a UK context, are the requirement to produce waste management plans to collect waste in a way which moves its treatment up the waste hierarchy, with the ultimate goals of a *'recycling society'* and *'best overall environmental outcome'*.

The WFD introduces the concept of separate collections of paper, metal, plastic and glass specifically for the facilitation of recovery (article 10) and recycling (article 11). The WFD stipulates that separate collections should be introduced by 2015, and that they are a measure designed *'to promote high quality recycling'*.

In England, the Directive was transposed into law through the 'Waste (England and Wales) Regulations 2011' which came into force on 29<sup>th</sup> March 2011. These regulations specifically included

commingling as an acceptable form of collection for recyclables (see Regulation 13(2)). Following the threat of legal action from campaign groups, and the initiation of a judicial review, this regulation was modified by the 'Waste (England and Wales) (Amendment) Regulations 2012' which removed commingling as an acceptable form of separate collection.

#### Definition: Separate collection

*"Separate collection' means the collection where a waste stream is kept separately by type and nature so as to facilitate a specific treatment'*

Waste Framework Directive, Article 3(11)

It should be noted that separate collection refers to each specific material stream, and therefore a commingled dry recycling collection is not in accordance with the regulations. In the UK this has been confirmed by a judicial review process following the initial transposition of the EU directive into UK legislation.

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<sup>1</sup> European Commission, 'Directive 2008/98/EC on Waste', November 2008

**Definition: Paper, metal, plastic and glass**

The legislation does not further define paper, metal, plastic and glass. It therefore must be assumed that the coverage of the directive includes non-packaging target materials. This includes, but is not limited to, less commonly collected wastes like rigid plastics, sheet glass and glass cookware, as well as other target materials such as scrap metal.

Guidance has been produced by the European Commission<sup>2</sup> which clarifies aspects of the WFD including further definition of ambiguous terms included in the Directive. The guidance is not legally binding, although should be considered during the transposition of the Directive into national legislation for each

member state. In England, Defra have not produced any guidance on the application of the separate collection regulations for local authorities. In the absence of any government guidance WRAP (the Waste and Resources Action Programme) have produced a non-statutory ‘route map’<sup>3</sup> to help inform local authorities about their responsibilities, and the procedure for doing so. This assessment has been undertaken with due consideration of the content of available legislation and guidance.

The Environment Agency (EA) is the regulator for recycling collection compliance in England. In the absence of any guidance from central government the EA have produced a ‘risk based

Figure 1: Environment Agency risk-based compliance assessment criteria

Level of Compliance	Indicator	Level of Intervention
High	<ul style="list-style-type: none"> <li>Collections which are providing an on-site or doorstep separate collection, or kerbside sorting, of each paper, glass, plastic and cans. Plastic and cans could be collected together.</li> <li>Collectors which have rigorously applied the Waste Regulations Route Map and collection arrangements are based on well-evidenced, documented and justified decision-making</li> </ul>	Low
Medium (Possibly failing the Necessity of TEEP test)	<ul style="list-style-type: none"> <li>Collectors which send co-mingled collections to a MRF which is providing poor quality recyclates</li> <li>Collections where evidence suggests poor quality for recycling and are not separately collecting</li> <li>A collector advertising a new contract that is prescriptive about type of collection/sorting service unless it is clear it wants a multi-stream / separate collection</li> <li>A collection which has moved away from separate collection to co-mingling, or renewed to co-mingling since 2012</li> <li>If one or more of the four materials is only collected through a CA site or bring banks</li> </ul>	Medium
Low	<ul style="list-style-type: none"> <li>Evidence that good quality recyclate collections deliberately sent for disposal or incineration or remixed with other waste.</li> <li>No or little attempt to apply the regulations. No response to requests for information</li> <li>Evidence from site inspections or audits where collections have led to poor management causing environmental harm, or illegal activity such as mis-description or illegal export</li> </ul>	High

<sup>2</sup> European Commission, ‘Guidance on the interpretation of key provisions of Directive 2008/98/EC on waste’, Directorate General of the Environment, June 2012

<sup>3</sup> WRAP, ‘Waste regulations route map’, April 2014

regulatory regime'<sup>4</sup>, whereby waste collection authorities are assessed against a list of criteria to determine their level of compliance with the rWFD. A screenshot of the regime is included in Figure 1. The EA have indicated, in press releases, that it is up to waste collectors to demonstrate that they have applied the necessity and/or practicability assessments to their collection schemes – *'it is up to the collection authorities to apply those tests and record them'*. EA official David Brunt has been quoted indicating that authorities who follow the route map will be demonstrating that they have acted reasonably, in good faith and have appropriately applied the necessity and/or practicability tests – *'If people are applying the route map rigorously they will be showing a good high regard and assurance for acting reasonably'*.

#### Definition: Recovery

*"Recovery' means any operation the principal result of which is waste serving a useful purpose by replacing other materials which would otherwise have been used to fulfil a particular function, or waste being prepared to fulfil that function, in the plant or in the wider economy'*

Waste Framework Directive, Article 3(11)

It should be noted that although recycling, and re-use, are strictly forms of recovery, for the purpose of this assessment recycling is defined separately. Example forms of recovery listed by the directive include:

- R1 - Use principally as a fuel or other means to generate energy
- R4 - Recycling/reclamation of metals and metal compounds
- R9 - Oil re-refining or other reuses of oil
- R10 - Land treatment resulting in benefit to agriculture or ecological improvement

The WFD stipulates that collections should be introduced to facilitate high quality recycling, and that the default way to do this is to introduce separate collections for each of the four principal dry recycling waste streams. In order to commingle any of the waste streams, be it full commingling of all four or just two of the four (for example plastics and metals), it is required that the collector demonstrates that:

- a) it is not necessary to separately collect in order to achieve the aim of high quality recycling, or
- b) it is not technically, environmentally or economically practicable to provide a separate collection.

#### Definition: Recycling

*"Recycling' means any recovery operation by which waste materials are reprocessed into products, materials or substances whether for the original or other purposes. It includes the reprocessing of organic material but does not include energy recovery and the reprocessing into materials that are to be used as fuels or for backfilling operations'*

Waste Framework Directive, Article 3(17)

As North Warwickshire currently commingles some streams of target materials, via the kerbside collection in particular, it is necessary to perform a necessity test in order to determine whether a separate collection is required. If the necessity test concludes that the same level of recycling, in terms of both quality and quantity, can be achieved through a commingled / part-commingled

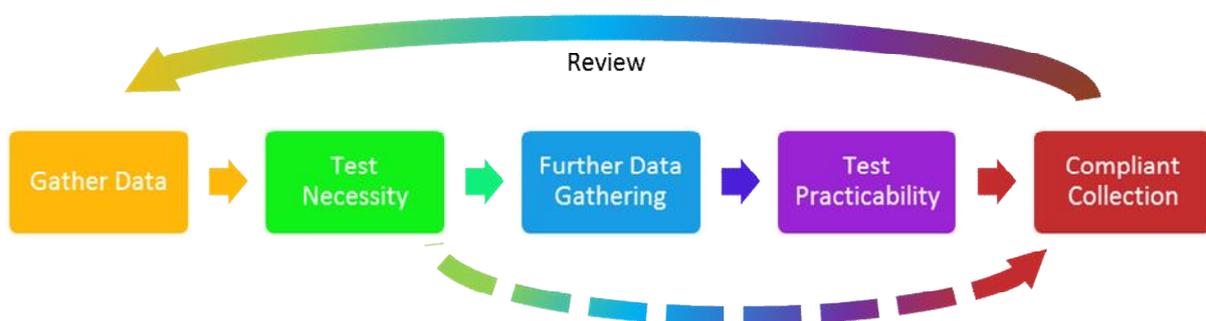
<sup>4</sup> Environment Agency, 'Separate collection of recyclables; Briefing note 3', October 2014

collection, then a practicability test is not required. This is because this determination implies that an equal level of recycling can be achieved through a commingled collection, meaning a separate collection is not necessary as the only means to achieve this standard of service provision. If the test concludes that separate collection is necessary to achieve high quality recycling then a practicability test will be undertaken.

The tests will be conducted by individual waste stream as different materials respond differently to different management methods, for example the mechanical separation of plastics and metals is well established and entails much lower quality risks than when glass and paper streams are mixed. This point is recognised by the regulator in interpretation of the guidance who say that plastic and cans can be collected together in a kerbside collection which still achieves a *'high level of compliance'*<sup>5</sup>.

The process that will be followed for each waste stream, for each collection service, and for the service as a whole, where applicable, is shown in Figure 2. As can be seen from the diagram it is necessary that following the implementation of any service changes required as a result of the assessment a continuous review process is adopted to ensure that the collection service is compliant with the regulations. This will usually be triggered by a major service change or by a date based prompt (for example every three years), whichever is sooner. The review process for this assessment is included in Section 5.

Figure 2: Process flow for necessity and practicability tests



### The Necessity Test

The WFD says that separate collection is required where it *'is necessary to ensure that waste undergoes recovery operations in accordance with Articles 4 (waste hierarchy) and 13 (protection of human health and the environment)'*. It goes on to state that *'Where necessary to comply ... and to facilitate or improve recovery, waste shall be collected separately'*, and with specific regard to recycling *'Member States shall take measures to promote high quality recycling and, to this end, shall set up separate collections of waste where technically, environmentally and economically practicable and appropriate to meet the necessary quality standards for the relevant recycling sectors'*.

This means that the collection authority must make an assessment regarding the necessity of a separate waste collection in order to facilitate *'high quality recycling'*. The available description of high quality recycling is included below.

<sup>5</sup> Environment Agency, 'Separate collection of recyclables; Briefing note 3', October 2014

## Classification: High quality recycling

High quality recycling is not defined by the waste framework directive; however the EU guidance document accompanying it provides greater clarification on what is meant by the term.

*'High quality recycling is orientated to the quality standards of the recycling industries'*

Guidelines on the interpretation on key provisions of Directive 2008/98/EC on waste, Chapter 4.3.2

This is further supported by guidance indicating that commingled collections are acceptable where:

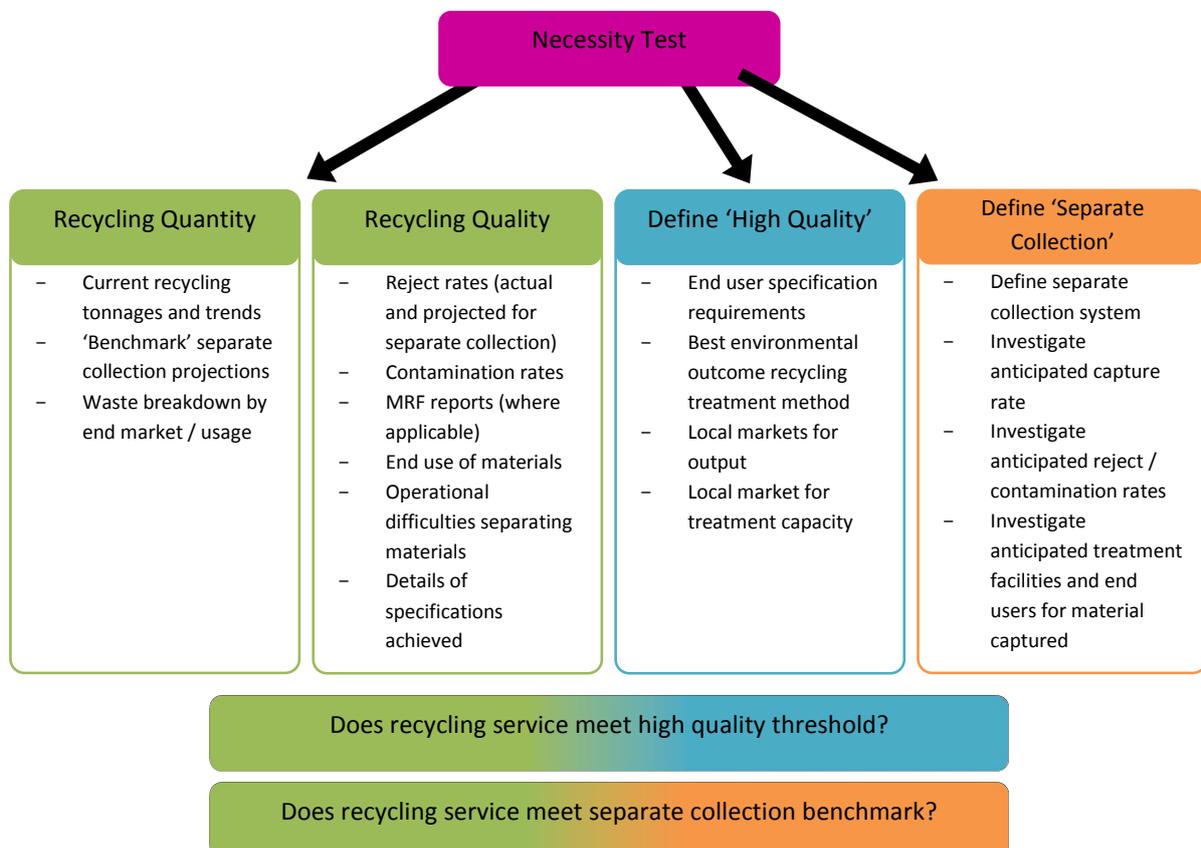
*'Subsequent separation can achieve high quality recycling similar to that achieved with separate collection'*

Guidelines on the interpretation on key provisions of Directive 2008/98/EC on waste, Chapter 4.3.4

quality' 'closed-loop' process. A breakdown of the data required for this appraisal and the benchmarking of high quality recycling is displayed in Figure 3.

The Environment Agency have indicated that by following the necessity test, as laid out in the route map, local authorities will likely be demonstrating a high level of compliance as determined by the EA's regulatory regime. The necessity test from the route map is included as Appendix A, and has been followed for each collection material and each collection method in this assessment, as is illustrated in each case subsequently.

Figure 3: Breakdown of the necessity test process and data gathering requirements



Following the necessity test it should be determined, for each waste stream, whether a separate collection is necessary to deliver high quality recycling. Should it not be necessary than the assessment is complete; however, if the test determines that a separate collection is necessary it is required that further data gathering and a practicability test be conducted, with the result of this determining whether the current system is compliant with regulations or requires altering in order to become compliant.

### *The Practicability Test*

The practicability test is the second test stipulated by the WFD concerning the facilitation of advanced recycling systems – *‘Member States shall take measures to promote high quality recycling and, to this end, shall set up separate collections of waste where technically, environmentally and economically practicable’*. As with the necessity test the practicably test should be conducted for all waste

streams, i.e. paper, metal, glass and plastics. It is important that consideration is given to component parts of each waste stream, for example, non-packaging glass, rigid plastics etc. Similarly, card and cardboard should be included during consideration of the paper waste stream.

The practicability test is divided into three parts; technical practicability; environmental practicability; and, economic practicability. The terms are defined in the EU produced guidance document on the WFD and should be considered in turn for each waste stream.

#### Definition: Practicable

*‘Able to be done or put into practice successfully’*

Oxford English Dictionary

It is important to note that practicable should not be confused with practical. Whereas practical allows the interpreter a level of discretion concerning the degree of practicality, practicable is an absolute and therefore something is either practicable or it is not.

#### Definition: Technically, environmentally and economically practicable (TEEP)

*‘Technically practicable means that the separate collection may be implemented through a system which has been technically developed and proven to function in practice.’*

*‘Environmentally practicable should be understood such that the added value of ecological benefits justify possible negative environmental effects of the separate collection (e.g. additional emissions from transport).’*

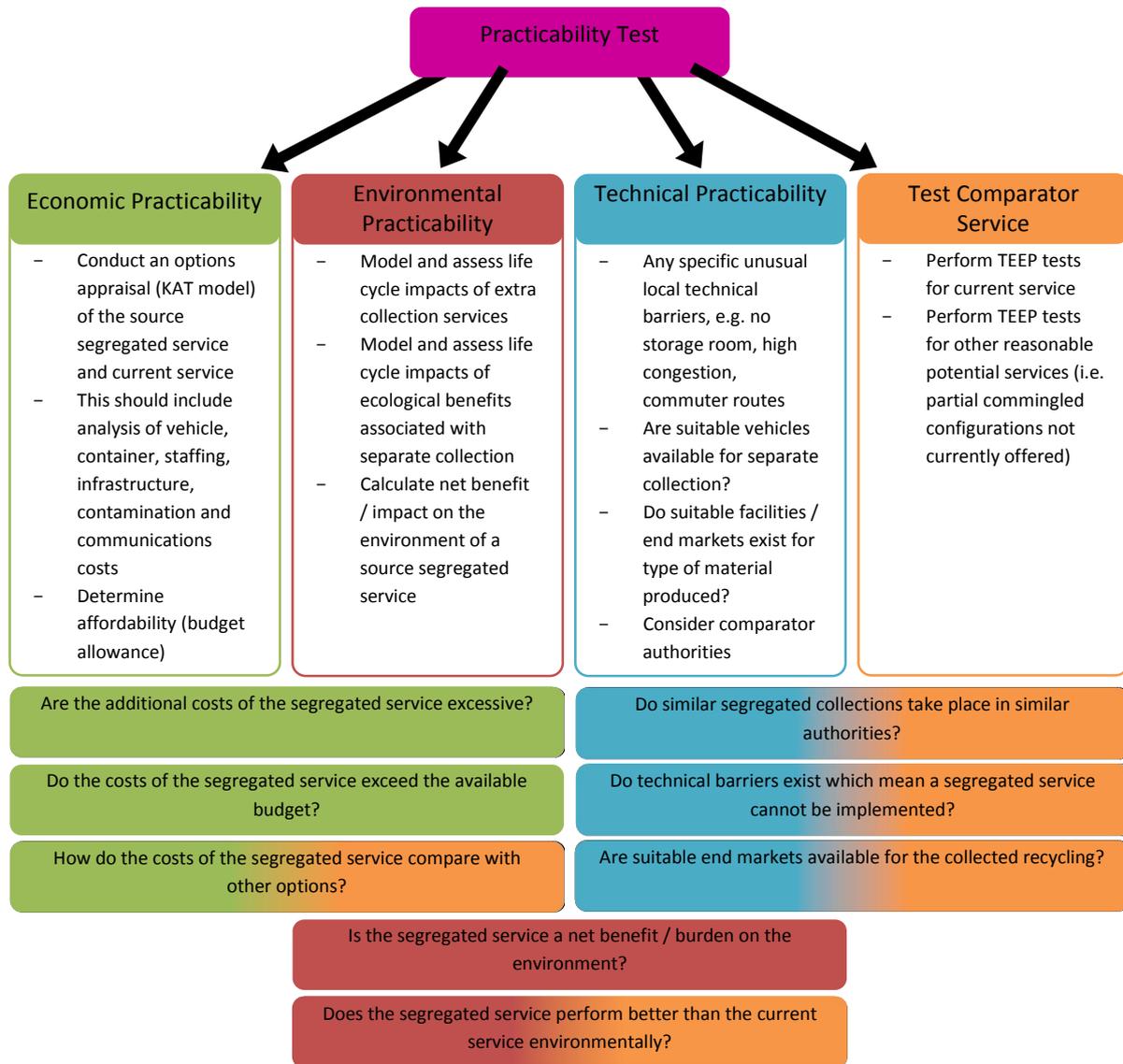
*‘Economically practicable refers to a separate collection which does not cause excessive costs in comparison with the treatment of a non-separated waste stream, considering the added value of recovery and recycling and the principle of proportionality’*

Guidelines on the interpretation on key provisions of Directive 2008/98/EC on waste, Chapter 4.4

segregated service is judged practicable then the authority should take measures to implement such a service.

When conducting a practicability test for kerbside collections consideration is given to the housing stock collected from. Where two service types are offered, for example a flats collection system is offered to some properties which is different to the standard 'suburban' collection, then two assessments are made.

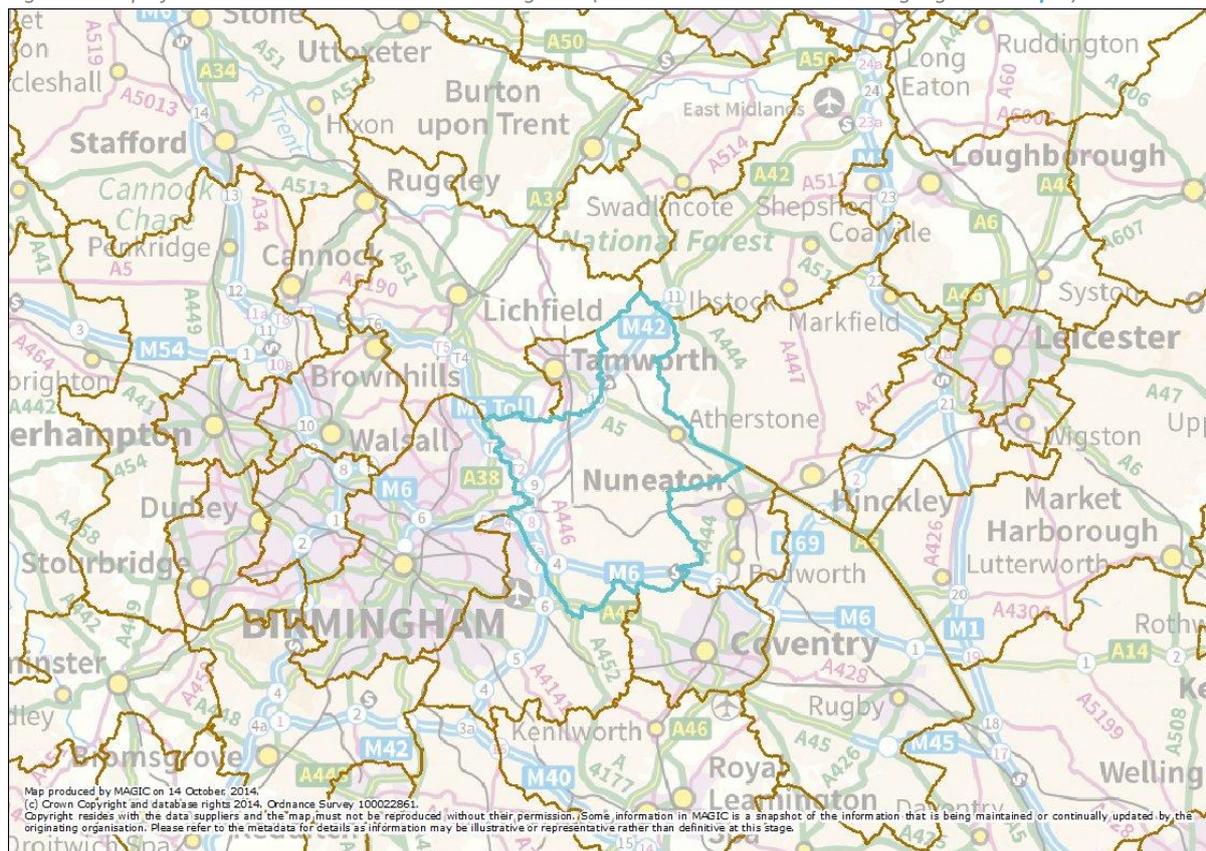
Figure 4: Breakdown of the practicability test process and data gathering requirements



## 1.2 North Warwickshire Borough Council's Collection Service

North Warwickshire BC operates all obligatory council waste collection functions within the geographic area of the borough, see Figure 5. This entails kerbside waste and recycling collections. In addition the local Council offers a trade waste and recycling service to commercial premises in the area.

Figure 5: Map of North Warwickshire and surrounding area (North Warwickshire BC area highlighted in aqua)



With regards to waste services and the collection of recycling in accordance with the WFD it is essential to consider the holistic service provided to a resident / property; therefore all services provided by North Warwickshire BC are included in this assessment, as summarised below in Figure 6. North Warwickshire BC provides services solely for the use of residents in the borough. This assessment should be read in conjunction with Warwickshire County Council (WCC) assessment covering Household Waste Recycling Centres (HWRCs). These services are also available to North Warwickshire households, as well as households in other districts in Warwickshire, as part of a holistic service provision.

Figure 6: Summary of services offered by North Warwickshire BC that are relevant to the WFD

Service name	Service description	Separate collection assessment required?
<b>Kerbside Residual collection</b>	Fortnightly service. 240 litre wheeled bins. Multi occupancy buildings provided with same level of service using Eurobins.	No
<b>Kerbside Organics collection</b>	Fortnightly service. Mixed food and garden organic waste streams. 240 litre wheeled bins.	No
<b>Kerbside Recycling collection</b>	Fortnightly service. 240 litre wheeled bins for packaging glass, metals (including aerosols and foil) and plastic bottles / containers. 40 litre insert for paper, card and cardboard. Multi occupancy buildings provided with same level of service using Eurobins.	Yes
<b>Bulky items collection</b>	Charged on demand bulky collection service. Charged per item rather than weight.	No
<b>Bring Sites</b>	No bring sites are operated by the council, with service provision removed in May 2014 following declining use and the roll out of the new kerbside collection regime. This is not a statutory service.	No
<b>HWRC service</b>	This service is provided by Warwickshire County Council (WCC). WCC have conducted a separate collection assessment for the HWRC service which should be considered alongside this report.	No
<b>Trade refuse collection</b>	Charged service. Offer general refuse collection. This service is available to businesses and charities within the borough.	No
<b>Trade recycling collection</b>	Charged fortnightly service. Offer separate paper/card, separate glass and mixed glass, metals and plastic collections. This service is available to businesses and	Yes

charities within the borough.

As can be seen from the summary above, North Warwickshire BC operate two services which fall under the scope of this assessment as recycling collections; namely the kerbside recycling collection and trade waste recycling service. These services are summarised in the following sections of this report.

### 1.2.1 Kerbside Recycling Collection

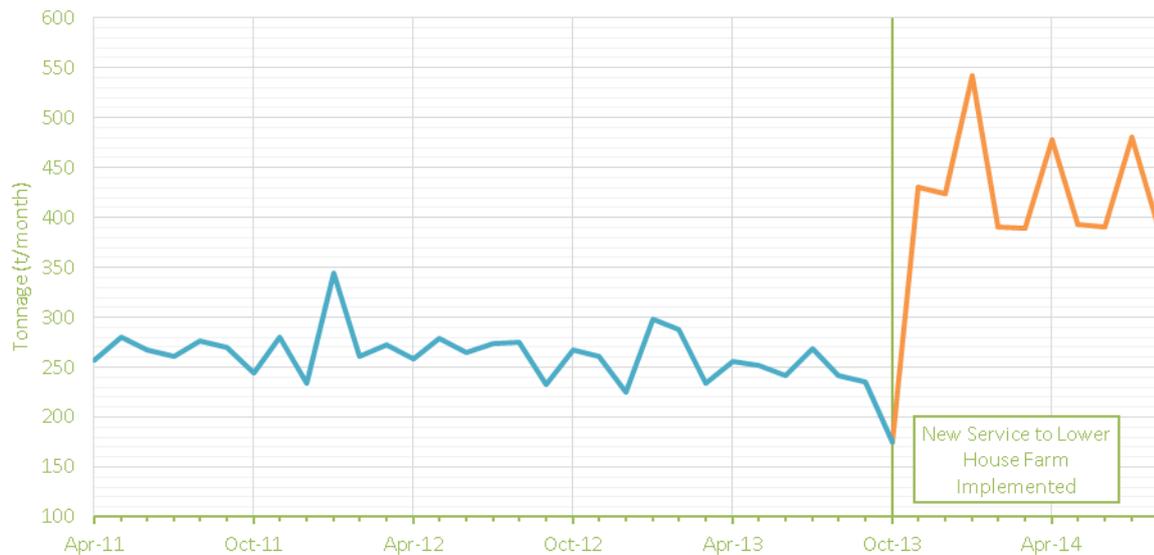
Since October 2013 North Warwickshire BC has operated a new recycling collection service. This service is comparable between standard properties and multi-occupancy residences in that both are offered the same recycling provision. The bulk of properties on the service are provided with a 240 litre wheeled bin for commingled recyclable materials consisting glass bottles and jars, plastic packaging, metal packaging, metal foil and aerosols. These are all materials stipulated for separate collections, where necessary and practicable, by the WFD. As part of the same collection service residents are provided with a 40 litre insert for paper, card and cardboard. These materials are collected together on a fortnightly basis. For the remaining properties (multi occupancy premises) the same commingled materials are collected in a wheeled bin sized appropriate to the collection premises. A second, often smaller, bin is provided for paper and card.

The previous service employed by North Warwickshire BC consisted of a 'kerbside sort' system whereby materials were presented in a collection of boxes and emptied into separate compartments of the collection vehicle by council operatives. Following adoption of the new recycling system in October 2013 North Warwickshire have experienced a near 60% increase in participation (see Figure 7). This is likely to be predominantly a factor of moving to fortnightly refuse collection at the same juncture, however there may also be an uplift as the result of greater recycling capacity and a simpler collection system. The total collected material has increased from 263 tonnes/month (May 2011 – September 2013) to 408 tonnes/month (October 2013<sup>6</sup> – August 2014). When accounting for contamination at the MRF (reported at 3.1%), the collected tonnage of recyclables is still significantly larger (396 tonnes/month) than materials collected under the previous system.

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<sup>6</sup> The new recycling service was introduced during October 2013. Due to the 'roll-out' process of the new system fewer collections were made in October 2013 than subsequent months. This resulted in a lower tonnage of collected materials than months before and after the system change. In the figures quoted October 2013 has however still been used to calculate the average collection of the new system.

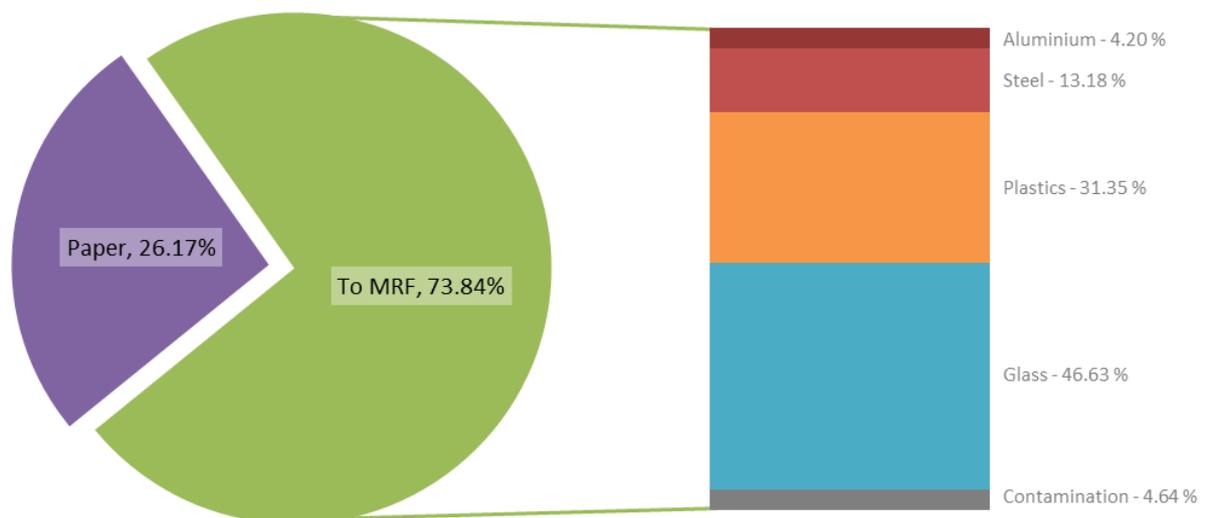
Figure 7: Graph illustrating tonnage of recycling collected before and after new collection system is introduced in October 2013



Material from the commingled collection is delivered to Biffa’s Aldridge materials recovery facility (MRF). The facility is the largest operational in the UK. Material from North Warwickshire BC’s collection service is processed on one site. The suitability of the MRF for achieving a high quality recycling threshold is discussed in detail as part of the necessity assessment.

Since implementation of the new recycling system, between October 2013 and May 2014 an average of 408 tonnes/month of recycling has been collected. The composition of this material is illustrated in Figure 8.

Figure 8: Composition of kerbside collected materials (October 2013 – May 2014)



## 1.2.2 Bring Sites

Since May 2014 North Warwickshire has ceased operating any bring site facilities in the borough. This is a result of a reduction in demand and the new kerbside service which allows all households access to comprehensive collections of everyday household recyclables.

### 1.2.3 Household Waste Recycling Centres

The Household Waste Recycling Centre in North Warwickshire (Lower House Farm) is operated by Warwickshire County Council. All sites in Warwickshire are open to residents of North Warwickshire Borough Council. A separate assessment of the HWRCs' compliance with the WFD has been conducted by Warwickshire County Council, and should be viewed in conjunction with this assessment when making an assessment of services offered to residents of North Warwickshire Borough Council by the two local authorities covering this location.

### 1.2.4 Trade Waste and Recycling Collection

North Warwickshire BC provides a commercial trade waste recycling service to private customers in the borough. This service is provided to 24 customers, and therefore contributes a small fraction of the authority's service. 15 of these are provided with a mixed dry recycling stream for non-paper materials. This is a mirror of the kerbside service. Of these 15, seven also have a paper collection. Seven customers have a paper/card only collection service, and a further two have a glass only collection. Due to the small number of properties serviced by this method the collections are often mixed with domestic rounds, and therefore it is vital that the commercial service is a mirror of the domestic service in terms of provision to retain commercial viability.

## 2 Necessity Assessment

### 2.1 Overview

A necessity test has been carried out investigating the current recycling collection systems in North Warwickshire. The assessment was designed to determine the current collection arrangements, including the destinations of materials collected, with the objective of identifying whether the current systems are compliant with the WFD, and if they are not whether changes are necessary in order for the facilities and collection service to become compliant.

A combination of quantitative and qualitative data was collected in order to advise this assessment for both collection methods employed. The data collected at the necessity test stage of the separate collection assessment process is designed to provide a review / overview of the service, and therefore initial data gathering requirements are less comprehensive than if it is determined that a practicability test is required.

Qualitative data sources include recycle destinations, container provision, operational experience, trial collection services and recycling contracts. This information is designed to determine whether the service provision is adequate to meet the needs of the Directive in terms of materials collected and degree of separation offered.

Quantitative data sources include a review of three years collection and destination (landfill, recycling, re-use, EfW, etc.) data for all materials covered by the Directive (all glass, metals, papers and plastics<sup>7</sup> not disposed of in the residual waste streams). This data identified sub-fractions of each material stream where collected separately, and was used to verify qualitative information provided. Independent sources, such as Waste Data Flow, were also utilised in the data analysis and review process.

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<sup>7</sup> This assessment does not (in general) cover composite materials, e.g. spectacles, toothpaste tubes, which are outside the scope of the WFD separate collection parameters.

## 2.2 Assessment Structure

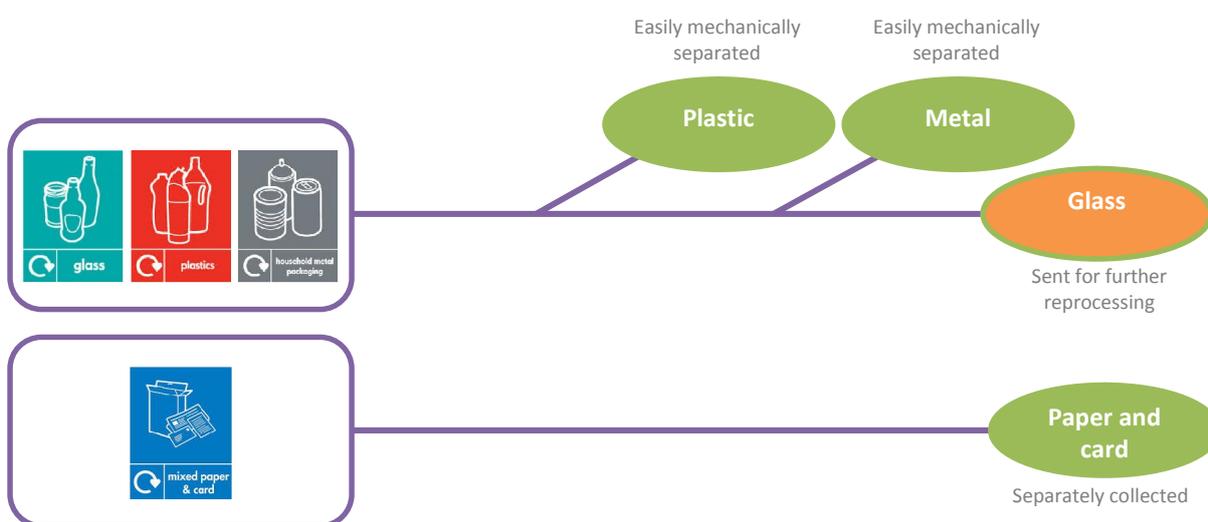
Quantitative and qualitative assessments were carried out for each service individually and all services collectively. The findings from data analysis and qualitative assessment are discussed in the following sub-chapters for each collection system and further classified by each material stream. For each material stream the collection method and recycling destinations are discussed, along with a description of sub-components of each material stream (for example, packaging/container glass, sheet glass etc.) with an analysis of how the current service adheres to the necessity test requirements of the rWFD.

A statement regarding the requirements for a further practicability test are made for each waste stream as appropriate.

## 2.3 Kerbside Recycling Collection

All four materials are collected as part of the kerbside collection system operated in North Warwickshire. Some of the materials are commingled which triggers a necessity test for each material as specified by the WRAP route map for separate collection. Figure 9 illustrates an overview of the service. This identifies that some materials are commingled in the current system and therefore a detailed assessment will be required. The plastic and metal streams, as identified by the EA's regulatory framework, are easily mechanically separated and will therefore have fewer quality concerns than glass materials. These however still form part of the assessment.

Figure 9: Overview schematic of kerbside recycling collection from households in North Warwickshire BC



## 2.3.1 Glass

### *Packaging glass*

Glass is collected as part of the regular kerbside recycling collection for all residents in North Warwickshire whether they reside in a standard single property household or have a shared collection from a multi-occupancy premises. The glass is collected in the same container as soft (non-film) plastic packaging and metals (cans, aerosols and foils). The glass is collected colour mixed (i.e. green, amber and clear glass collected together) as is the case with full kerbside sort and separate collections.

The glass collected is separated for recycling by Biffa at their MRF in the Aldridge. The material is separated from other materials by density and weight. Glass packaging is much heavier than other materials it is commingled with (plastics and metals) and can therefore be mechanically removed by the process. The process of separation at the MRF removes metals using electronic currents and magnets, as has been extensively historically and successfully used in the industry. Plastics and any paper/card/other contamination are removed through screens and associated mechanical means.

The new kerbside collection system collects, on a monthly average, 34% glass material (by weight). This equates to a monthly collection of 142 tonnes of glass material<sup>8</sup>. Glass constitutes 46.6% of the commingled material fraction. Prior to the introduction of the new collection system, between October 2011 and September 2013, an average of 70.1 tonnes/month was collected using a kerbside sort scheme. The new collection system has resulted in over double the amount of material being collected for recycling than the former collection scheme. As noted previously part of this increase is likely to be a factor of simultaneously moving to a fortnightly refuse collection, however it has been observed<sup>9</sup> that box collections of glass, metals and plastics often exhibit lower yields than commingled alternatives.

Currently material separated by the MRF is sent for reprocessing to two contractors. Approximately 70% of the material is delivered to DMSE (a subsidiary of Biffa) where it is reprocessed into four main grades:

- High grade sand used as a filter media which is approved for domestic water usage.
- Shot blast material.
- Turf dressing (mainly astro turf).
- Low grade powder used primarily for filler in flooring and animal bedding.

Only the material used as the sand is reportedly<sup>10</sup> of the same grade as a 'remelt' application and may be considered as high quality recycling.

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<sup>8</sup>Between October 2013 and May 2014 an average of 142.32 tonnes/month of glass were collected for recycling. Between November 2013 and May 2014 an average of 156.24 tonnes/month of glass were collected for recycling. This difference reflects the fact that during October 2013 the new system was being rolled out, and therefore a full monthly collection did not take place.

<sup>9</sup> Kerbside Recycling: Indicative Costs & Performance. Technical Annex. Wrap, 2008

<sup>10</sup> Correspondence with Biffa.

The remaining 30% of material from the MRF is used as cover material for Biffa's Poplar landfill site.

Biffa are currently updating the technology used at their Aldridge MRF, which will result in installation of high technology glass separation systems that will produce cleaner materials and will recover a larger fraction of material. The new system, which will be installed during the spring of 2015, is claimed will result in 90% of collected material being sent to remelt processes.

This is comparable to remelt performance achieved from source segregated collection systems. In Gwynedd between 85 and 95% of glass received<sup>11</sup> by the reprocessor, Recresco, is utilised in remelt applications. The remaining fraction is used as aggregate, not defined as a high quality recycling use.

In terms of quality it is clear that the current system (as operating) does not produce an equivalent high quality level of recycling as would be produced by a separate collection system. When the new separation system has been installed by Biffa at the Aldridge MRF the quality should be of an equivalent standard, however this is as yet undetermined and is dependent upon the MRF meeting anticipated performance levels.

The current partially commingled collection system is likely to result in a higher quantity of material collected, and thus diverted away from the residual waste stream, than what would be achieved by a separate 'kerbside sort' collection system. This is based on standard industry assumptions<sup>12</sup> that box collections lead to decrease in material recognition rates for glass. It is however unclear how substantial this difference would be in North Warwickshire due to a lack of evidence concerning comparable refuse collection systems for the two recycling options.

Using the WRAP route map it is argued that the probable higher quantity of material collected means that the current collection system will meet (or more likely exceed) the quantity requirement of the necessity test. The anticipated quality of glass recyclate from Biffa's Aldridge MRF (following installation of new optical sorting equipment in spring 2015) would mean that glass from the current collection should be of an equivalent quality standard to glass collected using a separate collection system.

This aspect of the service should be reviewed following installation and operation of the new MRF equipment to ensure that the anticipated quality output is being achieved.

It is not necessary to alter the current service until it can be determined whether or not the quality of glass output from the upgraded MRF is equivalent to separately collected materials. A remelt performance of c. 80% should be sufficient to show an equivalent level of performance<sup>13</sup> to a separate system.

### *Non-packaging glass*

Non-packaging glass like sheet/window glass, cookware glass (Pyrex) and glassware is not collected or reprocessed by North Warwickshire BC and its reprocessor, and if recycled with packaging glass is

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<sup>11</sup> WRAP Cymru (March 2011), 'Phase 2 Cost-Benefit Analysis: Waste Collection Services in Monmouthshire', P26. Accessed on-line, <http://bit.ly/12rNwWX> (last accessed 5/12/2014)

<sup>12</sup> Kerbside Recycling: Indicative costs and performance Technical Annex. Wrap, 2008

<sup>13</sup> Separate systems are assumed to collect 5% lower materials than commingled, and send 85- 95% to remelt.

a contaminant and reduces the quality of the recycling product. These glass waste streams exist in low quantities, and in the case of sheet glass are too large as individually items, to be collected at the kerbside in a regular fashion. Therefore, these materials are more suitable for collection at a HWRC if a market can be found (see Warwickshire County Council’s separate collection report).

### Summary

A glass collection is provided in North Warwickshire whereby the material fraction is mixed with plastic and metal materials. The current market for glass from the MRF is strong, with scheduled facility improvements meaning the majority of material collected will be suitable for remelt from spring 2015. Provided that the anticipated remelt performance of the MRF is achieved, then this service delivers a high quality recycling outcome in line with the principal aims of the rWFD and WRAP route map (see Figure 10). As it stands, glass from this process currently ends up, predominantly, in aggregate grade applications and therefore does not meet the required quality standards indicated by the WFD and accompanying guidance and without the investment in the glass sorting infrastructure this part of the service would require a practicability test.

The current service is currently in the process of improvement to ensure that glass recovered by the system is suitable for remelt applications in an equivalent ratio to materials recovered through separate collection methods. The

success of high quality recyclate separation at the MRF will determine whether or not separate collection is necessary for glass materials in North Warwickshire. The current timescales for installation of the new equipment mean that high quality recycling is recovered for approximately 90% of input glass from the spring 2015. A monitoring period will be required to ensure that substantial improvements in this area are being delivered. Remelt performance of c.80% is likely to be sufficient to avoid the need for a practicability test.

It is therefore determined that the current system is being upgraded to ensure compliance with the WFD and WRAP route map through delivery of a high quantity and high quality recyclate product. If the new sorting equipment achieves a high quality recycling product then it is **not necessary to separately collect glass and this aspect of the service is compliant. This determination will be reviewed after installation and 12 months operation of the new equipment to validate this**

Figure 10: Kerbside glass collection necessity test summary



**position.**

## 2.3.2 Paper

### *Paper, card and cardboard*

Mixed paper, card and cardboard are collected in a separate insert as part of North Warwickshire's kerbside recycling collection. Paper, card and cardboard is delivered to North Warwickshire's transfer station, bulked and then sold on the market. Approximately 26% (by weight) of material collected for recycling by the current service is paper, card and cardboard material.

### *Other paper*

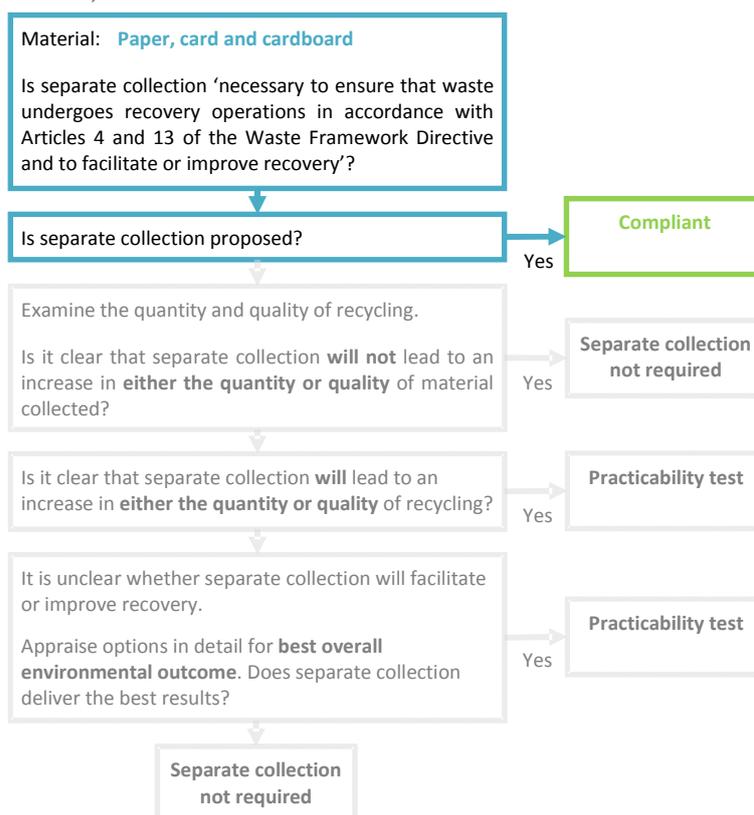
Books are not collected as part of the regular kerbside collection service in North Warwickshire. These can be deposited at a number charity run bring sites or Warwickshire County Council's HWRCs; and therefore due to the low projected tonnage and contamination these cause to other paper recycling streams it is not appropriate that books are collected mixed with other paper waste streams.

### *Summary*

The kerbside paper, card and cardboard collection in North Warwickshire is a separate collection as defined by the rWFD and **therefore this aspect of the service is compliant.**

Consideration has been made to book collections as part of this necessity test. Books would contaminate the bulk of the paper collection and would result in a lower environmentally positive product being produced. This practice would also result in a reduction in available outlets for the material. **Therefore this aspect of the service is compliant.**

Figure 11: Kerbside paper, card and cardboard collection necessity test summary



### 2.3.3 Plastic

#### *Dense plastic packaging*

Mixed soft plastics consisting of bottles, food containers and similar plastic materials are collected as part of the commingled kerbside collection service in North Warwickshire. This material is commingled with metal and glass packaging. This collection does not include low density plastics (i.e. plastic films and carrier bags) which reduce the quality of material collected and therefore reduce the recycling applications possible.

Soft plastic containers are separated at Biffa's Aldridge MRF. This is a modern facility and has a proven track record of separating plastic materials from other dry recyclable waste streams. In addition the separation of plastic has been practised by UK based MRF plant for a number of years. The sorting process involves, in the first instance, three dimensional containers (plastics, cartons and metals) being separated from denser glass materials and 'two dimensional' papers. This is a proven and well-practised technique and results in a very efficient separation of the material streams. Following this metals are separated using eddy currents (non-ferrous) and magnets (ferrous), and the small number of cartons are separated manually. It should be noted that for the collection of metal and plastic containers together is commonplace practice throughout the UK due to the ability to efficiently and effectively separate the waste fractions into clean products suitable for reprocessing. The 'risk based regulatory regime' adopted by the Environment Agency states that commingling of plastics and metals would be acceptable in a 'high level of compliance' scenario. Between October 2013 and May 2014, 31.35% of material collected in the commingled waste stream is plastic packaging material (by weight). This is 23.15% of all collected recyclables.

Biffa polymers are the recipient of separated plastic materials. This is an established end user, who sorts plastic material by composition. This material separation is used for materials input from both commingled and source separated collection schemes, and therefore the quality of output is equivalent to that achieved through separate collection of the material. Biffa Polymers is an established and recognised plastics reprocessor established in the UK marketplace, which are leading development of material by grade.

In line with the previous discussion concerning glass collection, the separate collection of plastics may result in a reduction to the recognition rate and quantity of materials collected.

Following introduction of 'The Environmental Permitting (England and Wales) (Amendment) Regulations 2014' it is a requirement for all MRF operators to sample input and output material streams in terms of quality. In order to ensure that high quality recycling is achieved this assessment will be reviewed after twelve months of operation when data is available to ensure that the MRF is operating to a high performance level.

#### *Plastic films*

Plastic films or plastic single use carrier bags are not currently collected at the kerbside in North Warwickshire. Collection of this material would result in contamination of the remaining soft plastic material stream in addition to the commingled glass and metal streams. This will result in a

reduction in quality, and ultimately market, of the separated plastic material fraction, and possibly metal and glass streams. It should be noted that the recycling market for such materials is less established than for plastic bottles and containers and that a lower grade product will be produced from their reprocessing. In reflection of this it is considered that introducing a plastic film collection would reduce the quality of recycling achieved which is in contradiction to the principles of the WFD, and therefore the material should not be collected at the kerbside.

There are established examples of plastic bag recycling via single stream collection sources at supermarkets, which is the most common route available to householders for such material streams.

### Hard (rigid) non-packaging plastics

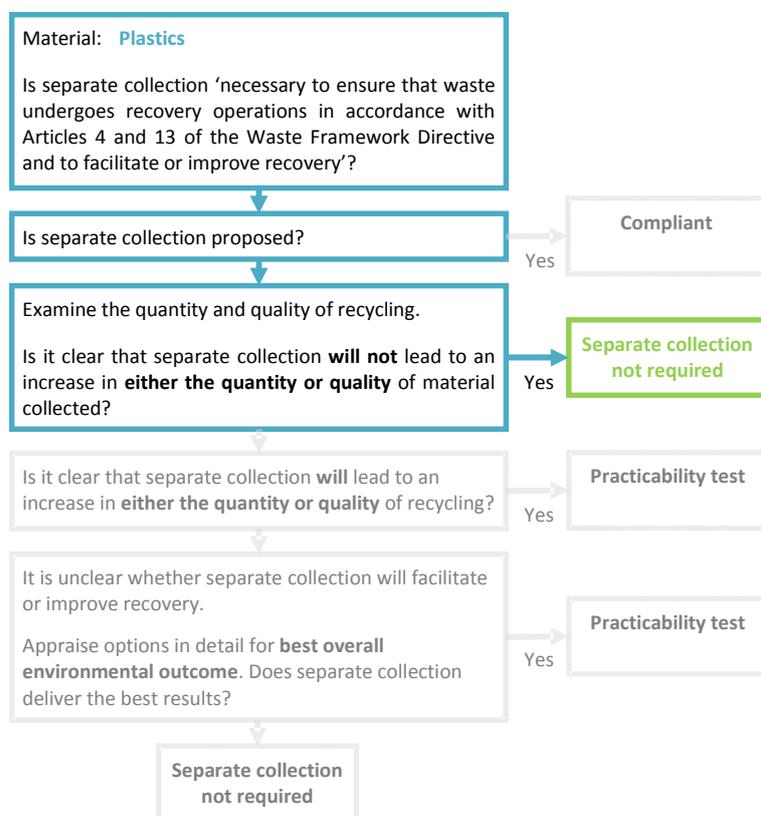
Rigid (or 'hard') plastics (e.g. crates, garden furniture, toys) are not collected by the kerbside service in North Warwickshire. The recycling market for these materials is less well established than for plastic bottles and containers due to a greater variation in polymer types and ease of reprocessing. Furthermore, the physically large nature of this waste means it is impracticable to offer a kerbside collection, and it is more appropriate that the collection service for this material stream is offered through HWRC services managed and operated by Warwickshire County Council (see WCC's separate HWRC separate collection report). Therefore, due to these operational restrictions, it is considered that this service is compliant with the WFD and it is not necessary to reconfigure the service at the kerbside.

### Summary

The kerbside plastic collection in North Warwickshire is not a separate collection as defined by the WFD. The collection, however, achieves a high quality level of recycling equivalent to source separated collection in line with the Directives requirements and WRAP route map (see Figure 12) and therefore it is **not necessary to collect the material separately in order to achieve high quality recycling**. This means that it is logical for North Warwickshire BC to collect plastics commingled in order to reduce costs and increase yield rates when compared with a separate collection method<sup>14</sup>.

Consideration has been made to plastic films and rigid plastics as

Figure 12: Kerbside plastic collection necessity test summary



<sup>14</sup> White Young Green, June 2013, 'Review of kerbside recycling collection schemes in the UK in 2010/11'

part of this necessity test. Both materials would contaminate the bulk of the plastic collection (i.e. dense soft plastic containers) and would result in a lower environmentally positive product being produced, as well as resulting in a reduction in available outlets for the material. **Therefore this aspect of the service is compliant.**

## 2.3.4 Metal

### *Metal packaging, foil and aerosols*

Mixed metal packaging (and similar) consisting of cans, food containers/trays, aerosols and foil are collected as part of the commingled kerbside collection service in North Warwickshire. This material is commingled with soft dense plastic and glass packaging.

Metal packaging is separated at Biffa's Aldridge MRF. This is a modern facility and has a proven track record of separating metallic materials from other dry recyclable waste streams. In addition the separation of metals has been practised by UK based MRF plant for decades. In regards to metal, the sorting process involves the use of eddy currents (non-ferrous) and magnets (ferrous) to remove the target materials from a mixed container stream. It should be noted that the collection of metal and plastic containers together is commonplace practice throughout the UK due to the ability to efficiently and effectively separate the waste fractions into clean products suitable for reprocessing. The 'risk based regulatory regime' to be adopted by the Environment Agency states that commingling of plastics and metals would be acceptable in a 'high level of compliance' scenario.

The electric / magnetic separation technologies utilised are capable of separating a clean product, benefit from high capture rates and have been used extensively to separate waste fractions with much success. Between October 2013 and May 2014, 4.2% of material collected in the commingled waste stream (3.1% of collected recycling in total) is non-ferrous metal packaging material (by weight) and 13.18% is ferrous (9.73% of collected recycling in total). The long track record of capability to separate a clean material stream means it is not necessary to separate metal packaging in order to achieve high quality recycling.

Non-ferrous materials are sent for reprocessing to Novelis, a long established reprocessor in the UK market. This demonstrates a high demand for the MRF output aluminium product. Ferrous materials are also made available to the reprocessing market, with a more varied list of end users dependent upon market conditions. A number of reprocessors have been used in the past twelve months, demonstrating that a range of viable markets exists for the material.

The material produced is of an equivalent standard to that collected by kerbside separated systems (which also require some MRF separation) and attracts the similar end user buyers.

### *Scrap metals*

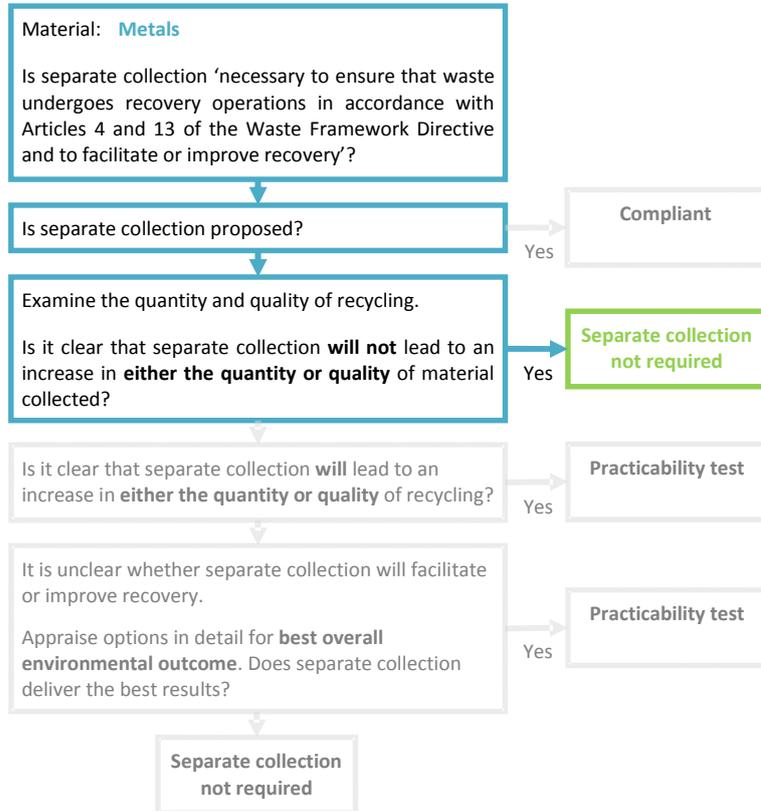
Scrap metals are not collected as part of the commingled kerbside collection. The material stream would contaminate other materials within the commingled waste including the aluminium and steel metallic output products. Similarly, the material is often not suitable for kerbside collection due to irregular shapes and sizes. Scrap metals can be taken to HWRCs, operated and managed by Warwickshire County Council, for recycling (see Warwickshire County Council's separated HWRC separate collection report). This allows the council to source an appropriate end market without contaminating higher value packaging metals. Therefore, due to these operational restrictions, it is

considered that this service is compliant with the rWFD and it is not necessary to reconfigure the service to provide this provision at the kerbside.

### Summary

The kerbside metal collection in North Warwickshire is not a separate collection as defined by the rWFD. The collection, however, does achieve a high quality level of recycling equivalent to source separated collection in line with the Directives requirements and WRAP route map (see Figure 13) and therefore it is **not necessary to collect the material separately**. Consideration has been made to scrap metals as part of this necessity test. HWRC collections, operated by Warwickshire County Council, are a more appropriate collection method specific to this material. **Therefore this aspect of the service is compliant.**

Figure 13: Kerbside metal collection necessity test summary



## 2.4 Trade Waste Recycling Service

North Warwickshire collect trade waste from over 500 premises in the borough, with roughly a quarter classified as Schedule 2 premises. A recycling service is offered in tandem with this service, however is only utilised by 25 premises in the borough. Three options are available for recycling collections of trade waste. These mirror the domestic kerbside recycling collection operations with glass, plastic and metals commingled and paper collected in a separate collection. Two premises have a separate glass recycling service. The recycling collections are fortnightly and a range of bin sizes are provided dependent on demand.

### 2.4.1 Glass

Mixed glass packaging (and similar) consisting of bottles and jars are collected as part of the commingled trade collection service in North Warwickshire. A separate collection is available however only currently used by two premises. For commingled collections this material is mixed with soft dense plastic and metal packaging. See section 2.3.1 for further details about the treatment of this material. The collection of glass packaging in a separate service will not realise an increase in quantity of material collected due to the low number of premises currently participating in the scheme. The collection offered utilises collection vehicles primarily employed on the household kerbside recycling collection, and therefore the collection mirrors the domestic service in order to prevent mixing of material streams.

#### *Summary*

A glass collection is provided in North Warwickshire whereby the material fraction is mixed with plastic and metal materials. The low number of current customers for this service means that the service is delivered utilising the same fleet of vehicles as domestic collections. It is therefore not feasible to deliver separate collection operation for the majority of commercial customers. An option is available for separate collection of this material. **Therefore this service is compliant.** See section 2.3.1 for further details about the treatment of this material.

### 2.4.2 Paper

Paper is collected in a separate collection from other recyclable materials. **Therefore this service is compliant.** See section 2.3.2 for further details about the treatment of this material.

### 2.4.3 Plastic

Mixed plastic packaging (and similar) consisting of bottles, food containers and similar are collected as part of the commingled trade collection service in North Warwickshire. This material is commingled with metal and glass packaging. See section 2.3.3 for further details about the treatment of this material. As previously discussed, the Environment Agency has indicated that mixing metal and plastic materials is not likely to result in any issues with regards to complying with the WFD requirements.

#### *Summary*

The trade recycling plastics collection in North Warwickshire is not a separate collection as defined by the WFD. The collection, however, does achieve a high quality level of recycling equivalent to source separated collection in line with the Directives requirements and WRAP route map and therefore it is **not necessary to collect the material separately**.

### 2.4.4 Metal

Mixed metal packaging (and similar) consisting of cans, food containers/trays, aerosols and foil are collected as part of the commingled trade collection service in North Warwickshire. This material is commingled with soft dense plastic and glass packaging. See section 2.3.4 for further details about the treatment of this material. As previously discussed, the Environment Agency has indicated that mixing metal and plastic materials is not likely to result in any issues with regards to complying with the WFD requirements.

#### *Summary*

The trade recycling metal collection in North Warwickshire is not a separate collection as defined by the rWFD. The collection, however, does achieve a high quality level of recycling equivalent to source separated collection in line with the Directives requirements and WRAP route map and therefore it is **not necessary to collect the material separately**.

### 3 Practicability Assessment

There is not requirement for a practicability test for any material collected, by any method, by North Warwickshire BC as it has been determined that in instances where separate collection isn't already operated that it is not necessary to collect items separately in order to achieve the aim of high quality recycling. Therefore, no collection process changes are proposed, however a review procedure is outlined in section 5. This review procedure is crucial to ensure that alterations to the glass recycling system ensure that a high quality glass output equivalent to separate collection is achieved after installation of new equipment in the spring.

## 4 Concluding Comments

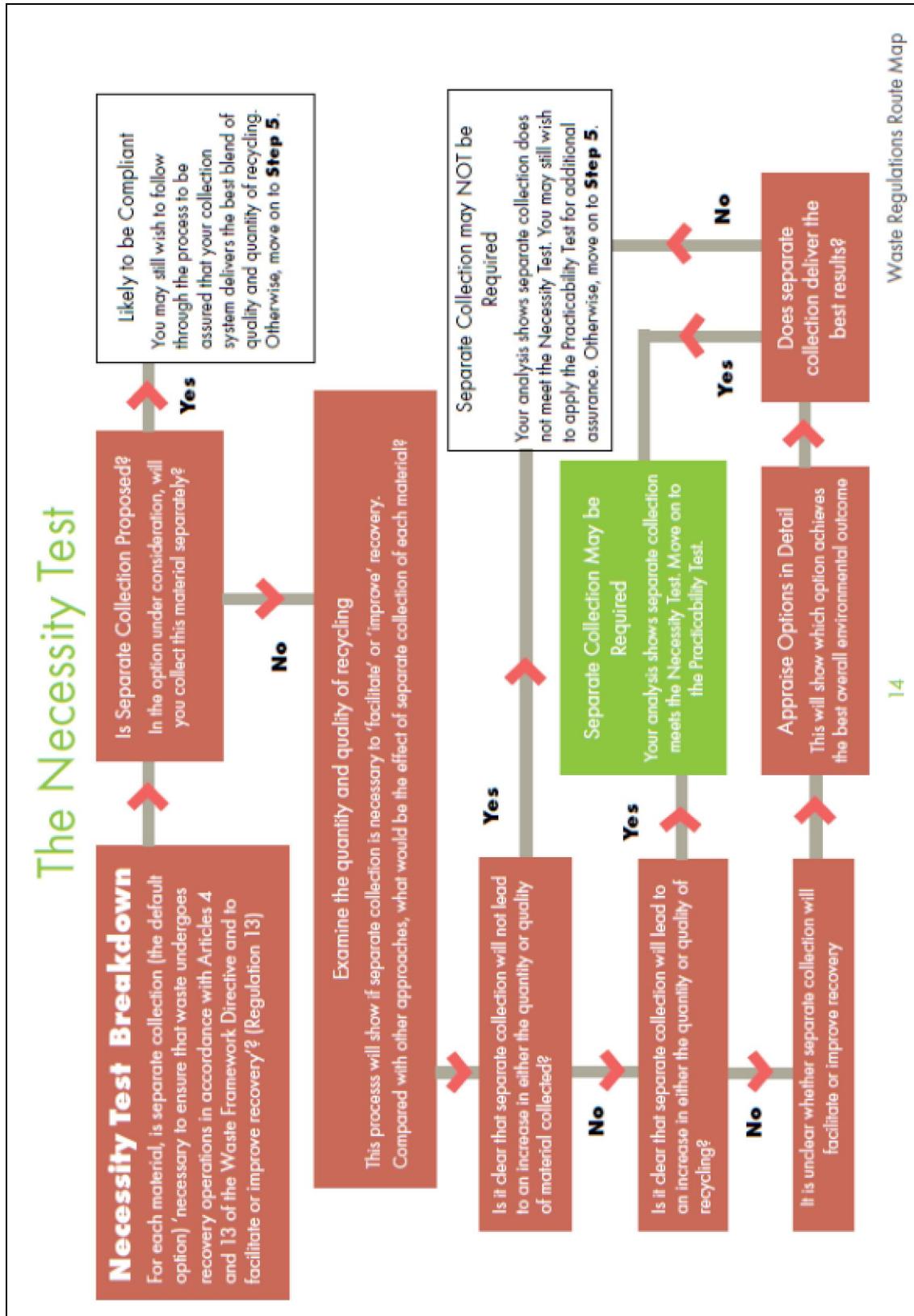
This assessment has determined that the current recycling service provision is compliant with the WFD separate collection requirements. For the paper collection a separate kerbside and trade service is provided in line with the default position of the regulations and directive. For glass, plastics and metal collections from the domestic kerbside collection, and for trade customers, a necessity test has been conducted in accordance with the WFD and specifically WRAP's waste regulations route map. This assessment has determined that separate collection of these materials is not required in order to facilitate high quality recycling and improvement of the service. This has been determined on the basis that the current system achieves the same standard, and potentially higher quality and / or quantity, of recycling as what would be achieved through a separate collection. In the case of glass materials an assumption has been made that current upgrade to the authority's contracted MRF will result in a high quality glass output. This position will be reviewed to ensure a high proportion of output material is sent for remelt after twelve months of service. The necessity test has made use of recycling collection data, recycling destination reports, recycling contamination data, MRF specification contracts, recyclate end-use analysis and end-use market analysis.

## 5 Document Review Procedure

This document will be reviewed when twelve months' worth of reporting data is available from Biffa's Aldridge MRF utilising the new glass separation equipment. This review will include analysis of the MRFs performance against a baseline described by the MRF contract between Biffa and North Warwickshire BC. This analysis will also focus on the performance of the MRF in sending output glass material for remelt applications, specifically ensuring that new technologies to be installed deliver an equivalent level of high quality separation that would be achieved through a separate service. It is envisaged that c.80% of the glass from North Warwickshire would need to be sent for remelt to avoid the requirement for a practicability assessment of this stream.

Should any major service changes occur in the meantime then a review of the necessity and practicability of the recycling collection would also be appropriate.

# Appendix A – WRAP Route Map Necessity Test



## **Agenda Item 14**

### **Community and Environment Board**

**19 January 2015**

#### **Report of the Assistant Chief Executive And Solicitor To The Council**

#### **Prosecutions Taken By The Environmental Health Division 2014**

#### **1 Summary**

- 1.1 The report provides details of those prosecutions taken by the Environmental Health Division during the calendar year 2014.

<b>Recommendation to the Board</b>
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<b>That the report be noted.</b>
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#### **2 Consultation**

- 2.1 The Chairman and Vice Chairman and the Opposition Spokesperson have been sent an advanced copy of this report for comment. Any comments received will be reported verbally at the meeting.

#### **3 Report**

- 3.1 Delegated authority has been given by the Council to Officers for the instigation of prosecutions in relation to legislation enforced by the Environmental Health Division (Commercial, Licensing and Health Promotion). These duties relate to food safety, health and safety at work, licensing, pollution control and animal welfare. This delegation was conditioned, requiring an annual report to your Board detailing all prosecutions taken.
- 3.2 The Division always tries to offer support to businesses in the first instance to help them to comply with the law. However, enforcement remains an important tool for those businesses and individuals that can not or will not comply with the law or deliberately or recklessly flout the law endangering people and/or the environment.
- 3.3 The Council has enforcement policies in respect of each of these functions. These policies are reviewed annually and the most recent versions are available to view on the Council's website.

3.4 The following prosecutions have been taken by the Division during 2014.

DATE	DEFENDANT	LOCATION	OFFENCES	PENALTY
11/03/14	Mr Mohammed Shafiq	Pavilion Restaurant, Lea Marston	Fly tipping. Environmental Protection Act 1990	£420.00 fines and costs
11/03/14	Mr Lutfur Rahman	Pavilion Restaurant, Lea Marston	Duty of care – commercial waste. Environmental Protection Act 1990	£981.00 fines and costs
18/03/14	Ms Cassie Ginnelly	Hartshill	Duty of care – domestic waste. Environmental Protection Act 1990	No fine. £217.24 costs.
01/04/14	Mrs Anne Huckvale	Bull & Butcher, Corley	Three offences Food Safety and Hygiene (England) Regulations 2013	£4387.76 fines and costs
23/06/14	Mr Florinel Panaghita	Lea Marston	Duty of care – domestic waste. Environmental Protection Act 1990.	£880.51 fines and costs
18/06/14	A gardening company	Hartshill	Fly Tipping. Environmental Protection Act 1990	Not guilty verdict. No costs awarded
21/10/14	Mr Jeremy Wootton	Red Lion, Polesworth	Three offences Food Safety and Hygiene (England) Regulations 2013	£795 fines and costs.
24/11/14	Mrs Minaxiben Patel	Arley	Duty of care – domestic waste Environmental Protection Act 1990	Conditional discharge and £442.24 costs.
DATE	DEFENDANT	LOCATION	OFFENCES	PENALTY
24/11/14	Miss Lauren	Ansley	Duty of care –	Conditional

	Dewar		domestic waste Environmental Protection Act 1990	discharge and £195 costs
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#### 4 **Report Implications**

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

4.1.1 In each successful case the Council has been awarded full investigation and prosecution costs.

##### 4.2 **Safer Communities Implications**

4.2.1 The work of the Division contributes to the safer communities agenda by investigating and prosecuting criminal activity.

##### 4.3 **Legal and Human Rights Implications**

4.3.1 There are no legal or human rights implications arising from the work of the Division provided the relevant statutory procedures are followed. Anyone convicted of an offence has a right of appeal.

##### 4.4 **Environment and Sustainability Implications**

4.4.1 The work of the Division helps to protect the environment.

##### 4.5 **Health, Wellbeing and Leisure Implications**

4.5.1 The work of the Division helps to promote health and wellbeing by, for example, ensuring food premises and workplaces are safe and the environment protected from pollution.

##### 4.6 **Human Resources Implications**

4.6.1 The Division's work requires a well trained, skilled and flexible workforce.

##### 4.7 **Risk Management Implications**

4.7.1 There is a risk that if the Council does not pursue robust enforcement when necessary, unscrupulous persons could cause serious personal or environmental harm and non compliant businesses gain financial advantage over compliant businesses.

##### 4.8 **Equalities Implications**

- 4.8.1 There are no known negative impacts of opportunity for any known group.
- 4.8.2 All cases are considered in accordance with legislative requirements and the Council's enforcement policies and each case is assessed on its merits.

**4.9 Links to Council's Priorities**

- 4.9.1 Protecting and improving our environment.
- 4.9.2 Defending and improving our countryside and rural heritage.
- 4.9.3 Tackling health inequalities through improving well being and providing leisure opportunities to all our citizens.
- 4.9.4 Working with our partners to tackle crime, the fear of crime and anti social behaviour.

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 No 15

### Community and Environment Board

19 January 2015

#### Report of the Chief Executive and the Deputy Chief Executive

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

### 1 Summary

- 1.1 This report informs Members of the progress with the achievement of the Corporate Plan and Performance Indicator targets relevant to the Community and Environment Board for April to September 2014.

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

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

### 2 Consultation

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

### 3 Background

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

### 4 Progress achieved during 2014/15

- 4.1 Attached at Appendices A and B are reports outlining the progress achieved for all the Corporate Plan targets and the performance with the local performance indicators during April to September 2014/15 for the Community and Environment Board.

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

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

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

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

## 5 Performance Indicators

- 5.1 Members will be aware that national indicators are no longer in place and have been replaced by national data returns specified by the government. A number of previous national and best value indicators have been kept as local indicators as they are considered to be useful in terms of managing the performance of our service delivery corporately.
- 5.2 The current national and local performance indicators have been reviewed by each division and Management Team for monitoring for the 2014/15.

## 6 Overall Performance

- 6.1 The Corporate Plan performance report shows that 93% of the Corporate Plan targets and 55% of the performance indicator targets are currently on schedule to be achieved. The report shows that individual targets that have been classified as red, amber or green. Individual comments from the relevant division have been included where appropriate. The table below shows the following status in terms of the traffic light indicator status:

### Corporate Plan

Status	Number	Percentage
Green	14	93%
Amber	1	7%
Red	0	0%
Total	15	100%

### Performance Indicators

Status	Number	Percentage
Green	6	55%
Amber	5	45%
Red	0	0%
Total	11	100%

## 7 Summary

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

## 8 Report Implications

### 8.1 Safer Communities Implications

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

### 8.2 Legal and Human Rights Implications

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

### 8.3 Environment and Sustainability Implications

8.3.1 Improvements in the performance and quality of services will contribute to improving the quality of life within the community. There are a number of specific actions and indicators included within the report which contribute towards improving the environment and sustainability including the carbon management plan, green space strategy and refuse and recycling.

### 8.4 Risk Management Implications

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

### 8.5 Equalities

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

### 8.6 Links to Council's Priorities

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

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

### Background Papers

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

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

NWCP Community & Environment Board 14/15

	Action	Priority	Reporting Officer	Update	Status	Direction
NWCP 016	In conjunction with partner agencies, continue to work with individuals and communities to help raise levels of aspiration, attainment and skills and report on progress by March 2015	Local Employment	Powell, Simon	Twenty students from Polesworth School received a Silver or Bronze Arts Awards after designing and commissioning four wooden sculptures for Abbey Green Park and helping to organise and deliver an arts event at the Park in conjunction with the Polesworth Carnival.	★ Green	➔
NWCP 017	To continue to take action to reduce the Council's carbon footprint and carbon emission in the Borough, in accordance with the Climate Change Strategy and Action Plan and to report annually in March on progress. This will include acting on any Government led initiatives for domestic properties.	Environment	Maxey, Steve	The Council's new buildings (Civic Offices and Coleshill Leisure Centre) have a number of energy efficiency measures included within these programmes. Work on the Green Deal continues and the Council has made a bid to the Department of Energy and Climate Change to develop district heating schemes from sustainable sources. The Council has recently received £45,000 from DECC to look at the feasibility of using minewater to heat homes and businesses	★ Green	➔
NWCP 018	To maintain a very high standard of street cleanliness (95%) throughout the Borough and target those areas of highest community value to deliver as efficient and cost-effective a service as possible	Environment	Dobbs, Richard	The results of the LEQS surveys in Q1 have been reviewed and show that performance was ahead of target with a score of 96% being achieved. Q2 surveys are nearly complete and will be reported alongside the outcome of the Q3 surveys. Detritus levels are down significantly since the sweeping contract was brought in-house.	★ Green	➔
NWCP 019	The Council will continue to promote waste minimisation and increased recycling, as well as raising awareness of the problems of litter, fly-tipping and dog fouling using suitable enforcement measures, where appropriate, and report quarterly	Environment	Dobbs, Richard	The Council continues to work closely with colleagues across Warwickshire and the wider sub-region to promote environmental issues	★ Green	➔
NWCP 022	To implement phase 7 of the North Warwickshire Green Space Strategy in accordance with its revised Action and Funding Plan and corresponding Management Plans for Parks and Recreation Grounds, where appropriate, and report by March 2015	Health & Well-being	Powell, Simon	Consistent progress is being made in respect of delivery of phase 7 of the approved Green Space Strategy	★ Green	➔
NWCP 024	In conjunction with key partners, to ensure completion of the project to replace Coleshill Leisure Centre with a new facility that is accessible by the community on the site of The Coleshill School by November 2014	Health & Well-being	Powell, Simon	Progress in respect of the construction of the new Coleshill Leisure Centre has been very positive and the handover of the building to the Borough Council is expected on 24 October 2014. The Leisure Centre is due to open to the public in mid-November 2014.	★ Green	➔

	Action	Priority	Reporting Officer	Update	Status	Direction
NWCP 028	To continue to co-ordinate the sustainable multi-agency development of Wellness Matters, including its further progression into targeted outreach communities, the promotion of healthy lifestyles and raising levels of physical activity, in particular for children and young people, report by March 2015	Health & Well-being	Powell, Simon	A review of the One Stop Health Shop has resulted in a change of focus. The new scheme, "Choose to Change", will support people to lose weight through sustainable behaviour change. There will be a 12 weeks delivery programme, enabling targeted contact with more residents. Work is also progressing on other aspects of the approved three-year Health Improvement Action Plan, including in respect of the GP Referral programme and Structured Family Weight Management project.	★ Green	➡
NWCP 029	Ensure compliance with the Council's statutory responsibilities as a partner and Compact signatory within the Warwickshire Safeguarding Children Board, including the need to undertake a review of the Child Protection Policy, and the Council's Section 11 Audit Action Plan, and, where appropriate, to co-ordinate all related activity alongside the need to safeguard adults and other vulnerable people in the community	Health & Well-being	Powell, Simon	The review of the Child Protection Policy is almost complete. The completed "Strategic and Organisations Self Assessment Tool" (Section 11 Audit) relating to North Warwickshire Borough Council's arrangements for safeguarding and promoting the welfare of children and young people has been returned to WCC and an action plan has been developed. The four Borough Council Level 1 Awareness Trainers have been re-trained and a delivery programme has been established for 2014/15.	★ Green	➡
NWCP 055	To report annually on progress on the Customer Access Strategy, including the development of existing Community Hubs and the ongoing provision of welfare support together with partners	Access to Services	Trahern, Bob	Again good progress is being made in terms of actions surrounding the Councils access strategy. In the last 3 months, a take up campaign promoting the benefits of getting on line has been agreed, a re-launch campaign to agree the rebranding of the hubs and an external funding bid has been successful that has seen the B.O.B bus be modified to allow it to be used as an on line vehicle for promotional purposes	★ Green	➡
NWCP 069(1)	To continue to improve the manner in which the Council consults and engages with and secures the involvement of children, young people and their families within the development, management and delivery of services throughout 2014/15	Health & Well-being	Powell, Simon	Young people and families have been consulted about play provision in Grendon, Warton and Westwood Road, Atherstone. There has also been active engage of children, young people and their families in the development of the new Coleshill Leisure Centre.	★ Green	➡

	Action	Priority	Reporting Officer	Update	Status	Direction
NWCP 081	To review and enhance the new refuse and recycling service introduced in October 2013, to improve the efficiency and effectiveness of the service and to increase the Council's recycling rate to at least 45% and report by March 2015	Recycling	Dobbs, Richard	Improvements to the operational efficiency of the new service continue to be made with a wider review currently being undertaken to identify areas for more significant future improvements. The Council's overall recycling rate has now exceeded 50%.	 Green	
NWCP 086	In accordance with approved Management Plans, implement improvement at Bretts Hall Recreation Ground in Ansley Common	Health & Well-being	Powell, Simon	A draft Management Plan for Bretts Hall Recreation Ground has been produced. This will now be the subject of an application for external funding support, the outcome of which will determine the nature and timing of the scheme to be implemented at this location.	 Amber	
NWCP 090	In partnership with the Local Action Group, ensure the successful undertaking of North Warwickshire's approved LEADER Transition Fund programme, including the production of a renewed Local Development Strategy and Business Plan	Access to Services	Powell, Simon	The LEADER Transition programme has included the production of a new Local Development Strategy (in partnership and Hinckley and Bosworth Borough Council), which was submitted to DEFRA as a bid for inclusion in the next LEADER programme. The outcome of the application is expected in November 2014 and the new programme commences in January 2015.	 Green	
NWCP 091	To integrate the Job Centre Plus operation into the existing One Stop Shop environment and implement any operational changes required by September 2014	Access to Services	Trahern, Bob	This new arrangement appears to be working well for both parties	 Green	
NWCP 093	Complete delivery of the Play Area Development Programme with the replacement/refurbishment of equipment at Minions Close in Atherstone, Boot Hill in Grendon and Brendan Close in Coleshill	Health & Well-being	Powell, Simon	A scheme for the provision of new play opportunities at Boot Hill in Grendon has been approved and the installation work will be undertaken during the autumn / winter. Proposals are also being developed in conjunction with the respective Town Councils for new play provision in Atherstone and Coleshill.	 Green	

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Ref	Description	Section	Priority	Year End Target	Performance	Traffic Light	Direction of Travel	Comments
NWLPI 007	The percentage of food premises inspections that should have been carried out that were carried out for high risk premises.	Env Health (C, L & HP)	Health and Well-being	100	80	 Amber		Performance is normal for this time of year following the holiday period and the position will now improve
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	95	 Amber		Performance is better than normal for this time of year following the holiday period and there will be no difficulty in meeting the target.
NWLPI 085	Swimming pools and sports centres: The net cost per swim/visit	Leisure Facilities	Health and Well-being	1.9	1.58	 Green		
NWLPI 086	Leisure Centres - Total income per visit	Leisure Facilities	Health and Well-being	2.47	2.6	 Green		
NWLPI 119	Number of collections missed per 100,000 collections of household waste (former BV88)	Refuse & Recycling	Recycling	125	155	 Amber		Although still over target, figures for August and September are significantly better than in previous months
@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	52.8	 Green		
@NW:NI195a	The percentage of relevant land and highways that is assessed as having deposits of litter that fall below an acceptable level.	Streetscape	Environment	5	4	 Green		The current LEQS surveys are being completed in October and will be combined with the Q3 score
NWLPI 163 Number of	Number of projects/programmes being delivered	Partnership & Development	Health & Well-being	50	59	 Green		At the end of September 2014, 59 projects / programmes had been delivered, 34 as part of the production of the LEADER Local Development Strategy, the One Stop Health Shop, a Big Day Out events at Dordon and Abbey Green Park Recreation Grounds and eleven weekly walking groups. Smoking cessation activity took place as part of Stoptober.
NWLPI 165 Number of	Number of people engaged on projects/programmes	Partnership & Development	Health & Well-being	1600	1168	 Amber		Attendance figures have been promising and are on scheduled to meet the year-end target. Attendance figures have been promising, with 33 people participating in the LEADER events, 1,254 attending Big Day Out events and 224 people attending walking groups

NWLPI 166 Percentage	Percentage of people who are 'better off'	Partnership & Development	Health & Well-being	75	74.07	 Amber		Of 81 people surveyed, 60 have claimed to be better off. Relatively poor figures relating to weight loss through the One Stop Health Shop have resulted in a review of the service and adjustments being made to the programme
NWLPI 167	Satisfaction with service delivered	Partnership & Development	Health & Well-being	90	96.49	 Green		Partnership and Community Development services have recorded a 96.49% "Good" satisfaction rating (from a choice of Good / Average / Poor)